

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, March 9, 2022

ORIGINAL

1. Approval of Claims & Payroll
2. Approval of Minutes
3. Presentation & Approval of Treasurer's Report
4. Personnel Report – No changes
5. Librarian's Report:
 - Meetings Attended:
 - Friends of the Library – Help with Golf and talked about summer reading
 - Literacy Coalition - Summer reading at Eastern School, working with us for money for lift or elevator, Wine and Cheese in the Stacks, April 9. Please consider purchasing a ticket or two, \$15.00 for one/\$25.00 for two.
 - Special meeting with Armonda and Peggy Wolf regarding ideas for fund raising or grants for the elevator costs.
 - Chamber of Commerce – Informed them of two events at the library.
 - Grounds Maintenance – Three bids have been received for grounds maintenance. Pittman has indicated to use what they charged us last year. I advised them we would like to have the shrub trimming and beds included also, but they have not responded back on that part yet. We need mulch or rocks everywhere. Mulch at the Eastern branch and at the Main branch in the Girl Scout bed, the Master Gardeners bed, and around the sign. Rocks are needed in the sidewalk bed.
 - Roof Shingles – I have brought the color of the shingles for your review. I would like your insight on which color to pick. A schedule for completion of the work will be provided as soon as we give him an answer. I did submit to the insurance adjuster details on our wanting the better quality shingles, but have not heard back from them yet. We agreed at the February meeting that the library would cover the additional cost regardless.
<https://www.malarkeyroofing.com/products/shingles-overview/vista-ar-shingles/>
 - Wireless connection is completed and seems to be working well. We will get the upgrade in broadband width in July.
 - Training – Diane has completed her Cat 1 training, Lori has her Cat 2, and Diane and Chelsie are learning OCLC with the help of Lori who knows it.
 - Bathroom upstairs was out of commission for about a week. I was pleased Kevin Byers came and shut off the water and replaced the broken parts. I asked him to price out the upstairs water fountain that we can hopefully replace this year.

- The Greene County Foundation allowed us to use the extra money from the bathroom remodel at Eastern to replace the window. If there is still money left over, we could get some good solar lights for the area, or look into an electric light post, but I am not sure how much something like that would run us. I also know that the electric lights that were out to the sign out there did not work that well and seem to short out easily.
- We also will need to replace the Eastern drop box soon, or perhaps try repainting it again.
- Summer Reading is just around the corner. This year's theme is "Oceans of Possibilities." We will be in person at both locations. We are planning to rent out the Bloomfield Pool as the end of the Summer reading for a party. We have not done this since before the pool closed. IU mobile science lab will be coming to both branches dates and times will be announced later.
- Golf (fore) the Library is scheduled for April 2; 10 AM to 4 PM. We need people to help set up on Friday, April 1, after we close. Please let me know if you can help. We got a new banner for the Golf event that does not have a date on it. The Makers Market from the Bloomfield School made it for us at a low cost and the Friends of the Library is purchasing for us. Remember we need help moving things from the Annex to the Library. 5 Jones are making us t-shirts to give out again this year.
- I am planning on taking a vacation at the end of May, I feel comfortable with leaving Kimberly in charge and Lonnie for the other stuff. I will have my phone will be on.
- I am planning on meeting with the County Commissioners and the County Council about the library explaining what we have available for the community and about the Strategic Planning that needs to be done for next year. I would like some help with laying out surveys and setting up community input meetings.
- Credit Cards - We talked about the credit card in the Internal Controls Document, but we never actually got a new policy in place. on it. The old one is shown below:

CREDIT CARD RESOLUTION

The Board of Trustees of the Bloomfield-Eastern Greene County Public Library resolves that the library director is authorized to have a Master Card with a \$9,500 limit. The director is the authorized signer. Staff may use the card only with the permission of the director. The guidelines outlined in the Purchasing Policy which states that employees may not purchase items in excess of \$200.00 without approval from the director will still be in force. This card will be used to make reservations for meetings and conferences and to purchase materials and supplies where billing is not an option.

Date: 12/14/11

Wanda J. Ashman
Debra J. Fuller
Sam C. Simpson
Roseann Chumley

Justie Bladen
Jarol Ann Sullivott
Judy A. Brantley

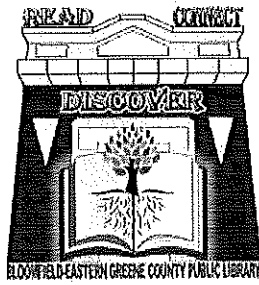
We now have a Walmart credit card, a Sam's Club credit card, and both a MasterCard and Debit card from Farmers and Mechanics. The MasterCard has the \$9500 limit on it. A new Credit Card Resolution is submitted for Board approval as well.

- I have received a couple of very positive responses from the public this month. One for Megan in helping an elderly couple find out the paper work that they needed, and one for Susan for the craft and Stem programs she has available downstairs.
- Chris Mattox has agreed to be the person to work with the shut-ins for the Bloomfield area. I am hoping to begin sometime in April.

6. Public Comment

7. Adjournment

8. Next Board Meeting, April 13, 2022, 5:00 PM, Library Annex



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Treasurers Report for February 2022

Wednesday, March 9, 2022

PAYROLL: Net Pay of \$14,785.69 (February 28, 2022).

CLAIMS: Claims #59-114 & 118, totaling \$42,296.62 in February 2022.

BUDGET STATUS:

Through **two 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 February 28, 2022 for the full numbers.

2022/Current Year through February 28, 2022

Personnel/Personal Services	14.50 % spent
Supplies	7.40 % spent
Other Services	10.50 % spent
Capital Outlays	8.90 % spent
OVERALL	12.40 % spent

2021/Prior Year Comparison 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

Totals

Gross Pay:	\$19,305.25	Deductions:	\$4,519.56	Net Pay:	\$14,785.69
FICA:		Insurance	\$0.00	Other	\$0.00
Medicare:	\$279.94	Health Ins	\$482.78	Other	\$0.00
Other:	\$0.00	PERF:	\$285.75	Other	\$0.00
Federal:	\$1,093.23	Tax PERF	\$0.00	Other	\$0.00
State:	\$843.96	EIC:	\$0.00	Other	\$0.00
Other:	\$0.00	NT PERF	\$0.00	Other	\$0.00
County:	\$336.97	EIC:	\$0.00	Other	\$0.00

Paid Through Date Hourly 2/24/2022
Paid Through Date Salary 2/24/2022
Check Date Hourly 2/28/2022
Check Date Salary 2/28/2022
Voucher/Receipt Date 2/28/2022

Gross Pay:	\$19,305.25
Non Taxable	\$0.00
Taxable	\$19,305.25

	Used	Earned
Regular	952	
Sunday	0	
Double	0	
PTO	21	64.01
Vacation	0	0
Comp	107.25	-107.25
Holiday	52.25	-52.25
Personal	0	0
Total Hours:	1132.5	-95.49

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 6 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 \$ 19305.25 is correct and has by me been approved.

Dated February 24 20 22

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.

Jennie Vandewenter
Disbursing Officer

Employer Share FICA Due =	\$1,196.93	Employer Share FICA Due =	\$2,393.86
Employee Share FICA Due =	\$1,196.93	Employee Share Medicare Due =	\$559.88
Employer Share Medicare Due =	\$279.94	Employer Share Medicare Due =	\$279.94
Federal Tax Due =	\$1,093.23	Total Tax Deposit Due =	\$4,046.97

Employee PERF Due =	\$285.75	State Tax Due =	\$843.96
Employer PERF Due =	1066.81	County Tax Due =	\$336.97
Total PERF Due =	\$1,352.56	Total Tax Due =	\$1,180.93

Voucher List

Bloomfield-Eastern Greene County Public Library

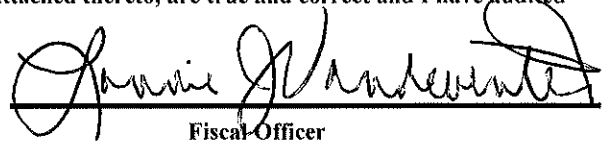
Report Date: From **2/1/2022** To **2/28/2022**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
2893	59	AMAZON CAPITAL SERVICES	2/1/2022		\$324.67
0	60	INDIANA DEPT OF REVENUE	2/1/2022		\$1,208.23
2894	61	GADELLNET CONSULTING SE	2/1/2022		\$50.00
2895	62	ABELL ELEVATOR INTERNATI	2/2/2022		\$280.28
2896	63	GADELLNET CONSULTING SE	2/2/2022		\$75.00
2897	64	HASEMAN PEST CONTROL OF	2/7/2022	125 S FRANKLIN ST	\$135.00
2898	65	ENA Services LLC	2/7/2022		\$503.00
2899	66	BLOOMFIELD SUPPLY & HAR	2/7/2022		\$23.78
2900	67	DUKE ENERGY	2/7/2022	125 S FRANKLIN ST	\$1,568.50
2901	68	MIDWEST NATURAL GAS COR	2/7/2022	125 S FRANKLIN ST	\$585.63
2902	70	AMAZON CAPITAL SERVICES	2/9/2022		\$507.48
0	71	AMAZON CAPITAL SERVICES	2/8/2022		(\$12.11)
2903	72	INDIANA LIBRARY FEDERATIO	2/8/2022		\$279.30
2904	73	BAKER & TAYLOR	2/8/2022		\$400.23
2905	74	UNIQUE MANAGEMENT SERVI	2/8/2022		\$54.35
2906	75	CENTURYLINK	2/9/2022		\$4.47
2907	76	RICOH USA, INC (CHICAGO)	2/9/2022		\$140.56
0	77	Bloomfield Eastern Greene Co.	2/9/2022	Bank error - Payroll check #2837 dated 12/30/21 to Lori Murphy was printed for \$308.19; bank cashed it on bank statement for \$309.18. Bank completed a deposit of .99 to correct transaction on 2/9/2022	(\$0.99)
0	78	DELTA DENTAL	2/9/2022		\$55.74
2908	79	BAKER & TAYLOR	2/9/2022		\$302.71
2909	80	CENTER POINT LARGE PRINT	2/9/2022		\$89.28
2910	81	CENGAGE LEARNING	2/9/2022		\$146.97
2911	82	FINDAWAY WORLD	2/9/2022	Refer to Receipt 113 dated 11/26/2021 for \$369.98 from Hudson	\$666.18
2912	83	AMAZON CAPITAL SERVICES	2/9/2022		\$366.02
2913	84	BAKER & TAYLOR	2/9/2022		\$17.86
2914	85	AT&T	2/9/2022		\$155.47
2915	86	DEMCO	2/14/2022		\$20.84
2916	87	EASTERN HEIGHTS UTILITIES	2/14/2022	125 S FRANKLIN ST	\$102.64
2917	88	UDWI	2/14/2022		\$554.00
2918	89	BLOOMFIELD SUPPLY & HAR	2/16/2022		\$9.79
2919	90	BAKER & TAYLOR	2/16/2022		\$207.40
2920	91	KYLE'S CARE	2/17/2022		\$200.00
2921	92	BAKER & TAYLOR	2/17/2022		\$181.65
0	93	INDIANA DEPT OF REVENUE	2/22/2022	FEES ASSESSED FOR LATE SUBMISSION OF 2018 AND 2019 INDIANA WITHHOLDING REPORTS	\$470.00
0	94	UNITED HEALTHCARE	2/22/2022		\$2,358.16
2922	95	AMAZON CAPITAL SERVICES	2/22/2022		\$648.99
2923	96	WELLS FARGO VENDOR FINA	2/22/2022		\$124.05
2924	97	RICOH USA, INC (ATLANTA)	2/22/2022		\$115.31
2925	98	SMITHVILLE	2/22/2022		\$37.84
2926	99	B & C DISPOSAL SERVICES	2/22/2022		\$38.00
2927	100	BRODART CO	2/22/2022		\$91.00
2928	101	MICHAEL SHERROW	2/22/2022		\$40.00
2929	102	BLOOMFIELD SUPPLY & HAR	2/22/2022		\$42.47
2930	103	ISOLVED BENEFIT SERVICES	2/22/2022		\$157.50
2931	104	BAKER & TAYLOR	2/22/2022		\$39.31

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
2932	105	CARD SERVICE CENTER	2/23/2022		\$376.10
2933	106	INDIANA STATE LIBRARY	2/24/2022		\$24.75
2934	107	EASTERN HEIGHTS UTILITIES	2/24/2022		\$19.02
2935	108	BEDFORD OFFICE SUPPLY	2/24/2022		\$42.00
2936	109	BAKER & TAYLOR	2/24/2022		\$376.59
0	110	PERF	2/28/2022	PERF Deposit	\$1,352.55
0	111	INTERNAL REVENUE SERVIC	2/28/2022	Federal Tax Deposit	\$4,046.97
0	112	INDIANA DEPT OF REVENUE	2/28/2022	State and County Tax Deposit	\$1,180.93
2937	113	MICHELE ROGERS	2/28/2022	FEBRUARY JANITORIAL SERVICES - BLOOMFIELD/EASTERN \$1,825.00 & ANNEX \$125.00	\$1,950.00
0	114	PAYROLL	2/28/2022	PAYROLL	\$19,305.25
0	118	COMCAST	2/7/2022		\$255.90
Total Amount of Claims					\$42,296.62

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, March 3, 2022

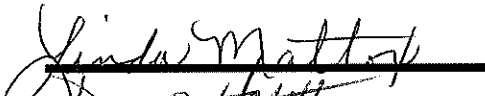
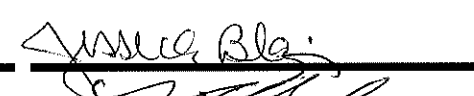
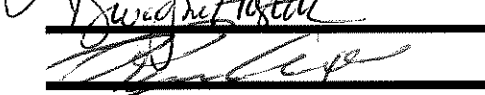
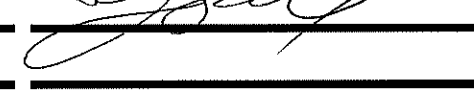
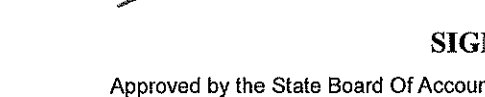


Fiscal Officer

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)

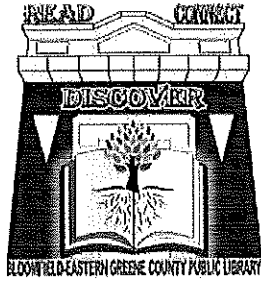
We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$42,296.62

Date this 9th day of March, 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, February 9, 2022

The Bloomfield-Eastern Greene County Public Library Board of Trustees met Wednesday, February 9, 2022, at 5:06 PM in the Library Annex. Those present were Martha Marmouze, Linda Maddox, Dwayne Hostetter, Roger Axe, Charlene Kluemper, and Luke Rudisell. Karen Holz, Director, and Lonnie Vandeventer, Treasurer/Bookkeeper was also present.

Approval of Claims and Payroll:

Roger asked for a motion regarding claims and payroll. Martha made a motion seconded by Dwayne to approve claims and payroll. Motion carries.

Approval of Minutes:

Martha make a motion that the minutes be approved as submitted which was seconded by Dwayne. Motion carries.

Approval of Treasurer's Report and Personnel Report:

Lonnie provided an updated Treasurer's Report and Personnel Report. Martha made a motion that both reports be approved as submitted. Dwayne seconded the motion. Motion carries.

Approval of Librarian's Report:

Karen presented her Librarian's Report as detailed in the meeting agenda. Board approval was given for Karen to sign the contract with Equity Builders and approval of the roof upgrade as presented.

Minor discussions were held on other items/updates as presented in Karen's report, but no actions required Board approval.

Other Business:

Luke made a motion to move forward with Roger's recommendation on cameras and a wireless telephone for the Annex. The motion was seconded by Dwayne. Motion carries.

An Electronic Media Policy Resolution was submitted for approval by Luke. After review, a motion was made by Charlene to approve the resolution. The motion was seconded by Linda. Motion carries.

Public Comment:

No public comments.

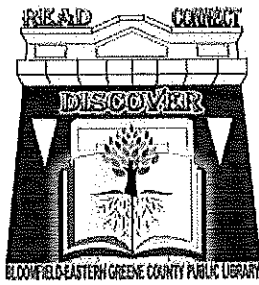
Adjournment:

Roger asked for a motion to dismiss. Martha made a motion to dismiss at 5:58 PM which was seconded by Luke. All in favor. Motion carries.

The next Board meeting will be on March 9, 2022, at 5:00 PM in the Library Annex.

A handwritten signature in black ink, appearing to read "Dwayne Hostetter". The signature is written in a cursive style with a large initial "D".

Dwayne Hostetter



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Personnel Report

Wednesday, March 9, 2022

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

Ending Employment:

No changes.

Beginning Employment:

No changes.

Financial Report
Bloomfield-Eastern Greene County Public Library

Report Dates = 2/1/2022 to 2/28/2022

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. General						
100 OPERATING	\$253,704.70	\$35,664.14	\$74,432.58	\$15,052.52	\$30,568.04	\$209,840.16
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	(\$4,778.54)	(\$18,304.10)	\$255,802.92
Subtotal	\$527,990.72	\$35,664.14	\$74,432.58	\$10,273.98	\$12,263.94	\$465,822.08
2. Special Revenue						
200 GIFT	\$21,456.92	\$2,112.92	\$3,455.91	\$519.03	\$1,143.48	\$19,144.49
201 RAINY DAY	\$41,400.94	\$0.00	\$0.00	\$0.00	\$0.00	\$41,400.94
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	\$0.00	\$0.00	\$0.00	\$5,266.07	\$11,962.07
280 GREENE COUNTY FOUNDATION GRANT	\$2,343.87	\$0.00	\$0.00	\$0.00	\$0.00	\$2,343.87
Subtotal	\$158,684.63	\$2,112.92	\$3,455.91	\$519.03	\$6,409.55	\$161,638.27
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	\$1,093.23	\$2,205.06	\$1,093.23	\$2,205.06	\$0.00
804 FICA	\$0.00	\$1,196.93	\$2,391.66	\$1,196.93	\$2,391.66	\$0.00
805 MEDICARE	\$0.00	\$279.94	\$559.37	\$279.94	\$559.37	\$0.00
806 STATE TAX	\$0.00	\$843.96	\$1,546.77	\$843.96	\$1,546.77	\$0.00
807 COUNTY TAX	\$0.00	\$336.97	\$672.20	\$336.97	\$672.20	\$0.00
808 PERF	\$0.00	\$285.75	\$579.77	\$285.75	\$579.77	\$0.00
809 Insurance	\$0.00	\$482.78	\$965.56	\$482.78	\$965.56	\$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	\$4,519.56	\$8,920.39	\$4,519.56	\$8,920.39	\$500.00
Grand Total	\$687,518.00	\$42,296.62	\$86,808.88	\$15,312.57	\$27,593.88	\$628,303.00

Total all banks = \$628,303.00

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

Report Date: From 2/1/2022 To 2/28/2022

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
I. Personal Services							
1.111 Salary of Librarian	\$50,300.00	\$0.00	\$50,300.00	\$3,750.00	\$7,500.00	\$42,800.00	85.1
1.112 Salary of Librarians(Hourly)	\$118,000.00	\$0.00	\$118,000.00	\$4,830.75	\$9,949.49	\$108,050.51	91.6
1.113 Salary of Library Assistants	\$62,200.00	\$0.00	\$62,200.00	\$8,906.50	\$17,143.24	\$45,056.76	72.4
1.114 Salary of Pages	\$13,000.00	\$0.00	\$13,000.00	\$162.00	\$813.36	\$12,186.64	93.7
1.115 Salary of Coordinators	\$10,000.00	\$0.00	\$10,000.00	\$600.00	\$1,200.00	\$8,800.00	88.0
1.131 Salary of Treasurer	\$10,000.00	\$0.00	\$10,000.00	\$1,056.00	\$1,969.00	\$8,031.00	80.3
1.21 Library FICA and Medicare	\$24,000.00	\$0.00	\$24,000.00	\$1,476.87	\$2,951.03	\$21,048.97	87.7
1.22 Unemployment	\$4,500.00	\$0.00	\$4,500.00	\$157.50	\$317.19	\$4,182.81	93.0
1.23 PERF Employer Contribution Share	\$18,000.00	\$0.00	\$18,000.00	\$1,066.80	\$2,164.47	\$15,835.53	88.0
1.241 Employee Group Insurance	\$21,000.00	\$0.00	\$21,000.00	\$1,931.12	\$3,862.24	\$17,137.76	81.6
Subtotal	\$331,000.00		\$331,000.00	\$23,937.54	\$47,870.02	\$283,129.98	85.5
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	\$42.47	\$182.31	\$1,877.69	91.2
2.31 Building Materials	\$2,000.00	\$0.00	\$2,000.00	\$9.79	\$9.79	\$1,990.21	99.5
2.41 Library Supplies	\$8,240.00	\$0.00	\$8,240.00	\$419.19	\$742.89	\$7,497.11	91.0
2.43 Adult Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$0.00	\$57.85	\$982.15	94.4
2.44 Teen Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$33.57	\$128.90	\$911.10	87.6
2.45 Children's Program Supplies	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$118.67	\$1,081.33	90.1
2.46 Eastern Program Supplies	\$800.00	\$0.00	\$800.00	\$0.00	\$10.78	\$789.22	98.7
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	\$505.02	\$1,279.11	\$16,000.89	92.6
3. Other Services and Charge							
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$8.00	\$992.00	99.2
3.141 Other Professional	\$25,000.00	\$0.00	\$25,000.00	\$2,051.87	\$4,331.44	\$20,668.56	82.7
3.142 Database Subscriptions	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$660.72	\$4,339.28	86.8
3.143 eBook Services	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00	100.0
3.21 Telephone	\$2,200.00	\$0.00	\$2,200.00	\$197.78	\$396.99	\$1,803.01	82.0
3.22 Postage	\$775.00	\$0.00	\$775.00	\$68.42	\$75.24	\$699.76	90.3
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	\$279.30	\$279.30	\$2,420.70	89.7
3.251 Freight and Express	\$700.00	\$0.00	\$700.00	\$55.49	\$79.80	\$620.20	88.6
3.252 Evergreen	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$2,785.12	\$2,214.88	44.3
3.26 Internet Vendor	\$7,500.00	\$0.00	\$7,500.00	\$758.90	\$1,261.90	\$6,238.10	83.2
3.31 Advertising and Publicity	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
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	\$280.00	\$560.00	\$6,940.00	92.5
3.52 Electric	\$27,000.00	\$0.00	\$27,000.00	\$1,752.47	\$3,116.31	\$23,883.69	88.5
3.53 Water	\$2,000.00	\$0.00	\$2,000.00	\$57.48	\$114.96	\$1,885.04	94.3
3.54 Waste Disposal	\$2,100.00	\$0.00	\$2,100.00	\$20.00	\$159.00	\$1,941.00	92.4
3.61 Building Repair	\$22,000.00	\$0.00	\$22,000.00	\$265.00	\$355.00	\$21,645.00	98.4
3.62 Equipment Repair	\$10,000.00	\$0.00	\$10,000.00	\$504.92	\$1,352.02	\$8,647.98	86.5
3.63 Janitorial Service	\$22,000.00	\$0.00	\$22,000.00	\$1,825.00	\$3,650.00	\$18,350.00	83.4
3.8 2021 Encumbered Funds	\$12,482.13	\$0.00	\$12,482.13	\$0.00	\$0.00	\$12,482.13	100.0
3.91 Dues	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
Subtotal	\$182,507.13		\$182,507.13	\$8,116.63	\$19,185.80	\$163,321.33	89.5
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	\$0.00	\$0.00	\$8,000.00	100.0
4.51 Books - Adult Fiction	\$8,700.00	\$0.00	\$8,700.00	\$752.08	\$1,430.62	\$7,269.38	83.6
4.521 Books - Adult Nonfiction	\$5,600.00	\$0.00	\$5,600.00	\$146.01	\$534.77	\$5,065.23	90.5
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	\$611.63	\$1,033.12	\$6,966.88	87.1
4.54 Books - YA	\$3,500.00	\$0.00	\$3,500.00	\$325.79	\$503.86	\$2,996.14	85.6
4.551 Books - Eastern Books Adult	\$3,300.00	\$0.00	\$3,300.00	\$210.78	\$219.75	\$3,080.25	93.3
4.552 Books - Eastern YA	\$300.00	\$0.00	\$300.00	\$10.18	\$10.18	\$289.82	96.6
4.553 Books - Eastern Juvenile	\$3,000.00	\$0.00	\$3,000.00	\$127.84	\$127.84	\$2,872.16	95.7
4.61 Periodicals and News	\$3,500.00	\$0.00	\$3,500.00	\$43.64	\$129.28	\$3,370.72	96.3
4.71 Nonprint - Adult DVD	\$4,000.00	\$0.00	\$4,000.00	\$195.97	\$389.86	\$3,610.14	90.3
4.72 Nonprint - Music	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	100.0
4.73 Nonprint - Audiobooks	\$7,000.00	\$0.00	\$7,000.00	\$304.44	\$733.12	\$6,266.88	89.5
4.74 Nonprint - Childrens	\$3,200.00	\$0.00	\$3,200.00	\$81.60	\$415.03	\$2,784.97	87.0
4.75 Nonprint - YA	\$1,500.00	\$0.00	\$1,500.00	\$43.42	\$193.29	\$1,306.71	87.1
4.761 Nonprint - Eastern DVD	\$3,200.00	\$0.00	\$3,200.00	\$101.85	\$101.85	\$3,098.15	96.8
4.762 Nonprint - Eastern Audio	\$500.00	\$0.00	\$500.00	\$0.00	\$21.96	\$478.04	95.6
4.763 Nonprint - Eastern Games	\$500.00	\$0.00	\$500.00	\$124.97	\$124.97	\$375.03	75.0
4.77 Replacement Books & Nonprint	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$103.40	\$896.60	89.7
4.8 Evergreen Collections	\$0.00	\$0.00	\$0.00	\$24.75	\$24.75	(\$24.75)	#Div/0!
Subtotal	\$68,200.00		\$68,200.00	\$3,104.95	\$6,097.65	\$62,102.35	91.1

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Remain</i>
<i>Grand Total</i>	\$598,987.13	\$0.00	\$598,987.13	\$35,664.14	\$74,432.58	\$524,554.55	87.6

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

**March 2022 Board Meeting
Librarian's Report**

February 2022 Statistics

Adult Circulation	2022	2021	2020
Fiction	659	600	806
Non-fiction	243	241	302
Periodicals	74	50	97
Audiobooks	55	83	100
Playaways	13	43	67
Overdrive	982?	1239	599
Music CD	33	32	17
DVDs	644	399	1132
Video Games	14	9	26
Library of Things	2		
Total Adult	2719	3156	4011
Youth Services Circulation			
Parenting Kits			
YA	59	42	143
YA Nonfiction	17	20	
YA GAMES	34		
YA Audiobooks/Playaways	1		
Juvenile Fiction	1064	661	1021
Juvenile Nonfiction	280	133	169
Audiobooks/playaways	70	27	37
DVD Juvenile	90	98	68
Periodicals	3		
Juvenile Games	2		
TOTAL YOUTH SERVICES	1620	1028	1732
TOTAL	4339	4888	5572

Interlibrary Loan Services

	2022	2021
Books via SRCS Supplied	2	0
Books via SRCS Borrowed	1	1
Books loaned to Evergreen	466	475
Books borrowed from Evergreen	433	418

Computer/Equipment Usage

Bits In:

Avg: 2.82 Mb/s

Peak: 56.84 Mb/s

Bits Out:

Avg: 210 Kb/s

Peak: 26.16 Mb/s

Programs

Programs:	# of Children	# attended	203
	# of Teens	# attended	34
	#of Adults	# attended	3
TOTAL		12	240
Outreach	Children	stories	

Desk Collection

Fines and Fees	250.52
Fax	9.45
Copier	111.80
Donations	187.60
Misc	12.65
Taxable Sales	
Total	572.02

Website visits pages pages/ visit

New Patrons

Township	Resident	Resident Limited	Non Resident	Total
Beech Creek	3			3
Center	2	2		4
Highland	1	1		2
Jackson	1			1
Richland	6			6
Taylor	2			2
Unlisted				
Total	15	3		18

Children's Facebook

Posts	8
Followers	197
Engagements	22
Reached	556

Bloomfield Main Facebook

Posts	21
Followers	1267
Engagements	400
Reached	8926

Young Adult Page

Posts	5
Followers	137
Engagements	6
Reached	103

Materials Add Bloomfield

Adult Fiction	57
Adult Nonfiction	10
Audio Books	6
Playaways	5
Paperbacks	
Periodicals	32
Music	
DVD's	13
Adult Games	3
YA-Fiction	26
YA-Non	1
YA Games	3
Juvenile Fiction	69
Juvenile Nonfiction	14
Audiobooks J	4
Juvenile Games	3
Total	246

Eastern

2022

Statistics

	2022	2021	2020
Adult Fiction	82	98	91
Adult Nonfiction	40	38	20
Periodicals	7	26	17
Audio Books	6	1	7
Music CD	3		
DVD	115	86	261
Games	2	4	18
Government Doc			
TOTALS ADULT	255	238	414
YA Fiction	9	11	12
YA Nonfiction			
Juvenile Fiction	262	167	114
Juvenile Nonfiction	42	59	22
Juvenile Audiobooks	3	1	0
Juveniles Periodicals	1	0	7
TOTALS JUVENILES	317	238	155
TOTAL	572	491	569

Computer Use

44

Wireless

15

Scavenger Hunts

21

Programs

Materials Added

Eastern

Adult Fiction	8
Adult Nonfiction	
Periodicals	21
YA	
Juvenile Fiction	5
Juvenile Nonfiction	3
DVD's	6
Game	3
TOTAL	46

Feedback

Information

Posts 17

Reached 776

Followers 209

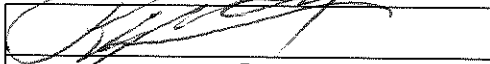
Likes 197

Credit Card Resolution

The Board of the Bloomfield-Eastern Greene County Public Library resolves that the library director is authorized to have a Master Card with a \$9,500 limit. The director is the authorized signer. Staff may use the card with the permission of the director. The guidelines of the Purchasing Policy states employees may not purchase items in excess of \$350.00 without the approval from the director. A credit card may be used when billing is not an option. The Walmart and the Sam's Club credit cards may be used when supplies are needed from them. The cards are to be signed out from money drawer with permission from the director or the bookkeeper. Debit card usage should be used only when another method of payment is not available.

Aye

Nay

		
Jessica Blag		
Rinda Mattol		
Dwain Hestitt		
Martin A. Marmoring		
