

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

Monday, November 7, 2022 – 5:00 PM Annex

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

ORIGINAL

- Equity Builders indicates a Structural Engineer will need to examine how add an Awning to the building. I will research further in the spring. I am not expecting any assistance from insurance for the stain/mold above the step entrance.
- Annex Elevator – we have received two bids for the elevator survey work from Bruce Architecture & Design and Holder Design. I received positive references for both architectural firms. Holder Design has worked with remodeling libraries in Vigo County. Tubor has done a lift project in Bloomington and has done work for the Saran Church in Linton that they were very pleased with.
- The Legal Kiosk was delivered and now we need to wait for them to install the software. We ended up moving furniture around, but everything fits. Thank you Kimberly and Jess for figuring it all out. We cannot advertise it until given permission by the Indiana Bar Association.
- Kevin Byers replaced the sensor on the HVAC and has made temporary repairs to the toilet on the lower level. He has parts to replace when he returns from his trip.

5. Librarian's Report:

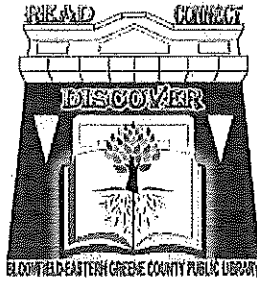
- Copier Cost – After factoring our costs YTD for both RICOH and the cost of paper our costs total \$3,288. Our receipts for copies totals \$2,189 leaving us with a deficit of \$1,099.00. While our total costs include use by the Library, I believe we need to raise our fees next year to \$0.15/per copy for black and white and \$0.30/per copy for color. I am apprising you of this change before including it in the fee schedule for 2023.
- At the end of the year, I am projecting Personal Services will have \$43,000 remaining. The following adjustment are necessary to balance all individual lines –
 - Move \$1,000 from 1.114 (Salary of Pages) to 1.131 (Salary of Treasurer)
 - Move \$3,000 from 1.21 (Library FICA and Medicare) to 1.241 (Employee Group Insurance)
 - Add a \$200 bonus to each employee's year-end pay to be added with the December payroll. With 19 employees this be an additional expenditure of \$3,800.

- We have an opportunity chance to buy a REPO Shed from Wagler's for \$3850.00. The shed is 12 X 16, whereas the current shed is 10 X 12. If we move or dispose of the shelving units stored in the old building, I believe the new building will allow us to store all golf holes and related items in the new shed eliminating the need to move items back and forth from the annex. This will free up the storage area in the annex allowing for a move of the Middle Way office. Greg Roudebush has suggested we place in on the corner of the lot used by officers at the courthouse for parking. The shed being replaced is warping, starting to come apart, and the door is difficult to keep locked. I am proposing we move budget dollars, already cleared with the state, to complete this purchase. this is a bigger shed 12 x 16 our current one is 10 X 16. If we move or get rid of the shelving units stored there I believe we could get all the golf holes in the shed. This would clear out the storage area so that we could move the Middle Way office in the storage area. Dean Watson is coming to look over the old shed and ether tear it down or move it. He will remove it for \$240.00.
 - Move \$2,000 from 2.41(Library Supplies) along with \$200 from 2.21(Cleaning Supplies) and \$200 from 2.47 (Covid-19 Supplies) for a total of total of \$2,400 to be moved to 2.31(Building Materials) we would be covered for the new shed and getting rid of the old shed. This should leave us with a balance of over \$ 2,500 left in the Materials Budget.
- Other Services and Charges
 - Move \$200.00 3.42 (Library Insurance) to 3.61 (Building Repair).
 - We should have about \$35,000
 - Capital Outlays is one area I want to be close to 0, right now we have about \$9,000 left in it. I would like to spend some of the money in the Non-print category on STEAM things that parents can check out. If that is OK with the board.
- Dean Watson is making improvements to the Eastern Storage door so that it can be opened easier. It took all my strength to open it the other day, and Megan had lots of problems also.
- Stenciling the Patio will be taking place on November 12 from 10 to 3 contact Katherine Pope, kipope@iu.edu if you are interested in helping.
- Patron Counts and Questions answered.
 - Our Patron counts this year were 503 through the doors at both the Eastern and Bloomfield Branches which is 486, the questions were 76 which were higher than the previous year of 25.
- Family History Month went very well with at least 11 people each of the 4 evenings. Diane Anderson did a great job of organizing and promoting it.
- Writing Circles will be this month on Wednesday afternoons and Thursday evening.
- Teens Spend or Save It Program is November 15 at 5 PM, at the Community Room
- Cookies and Canvas will be at the Annex on November 28 at 6 PM.
- Hometown Christmas is December 4. We will accommodate up to five vendors paying \$30.00 each. In addition, if it is organized in time an Escape Room with people giving a donation to the Elevator Fund.
- The Staff training went very well and we learned a lot in a short amount of time. We have decided to add a few items for our Caregivers of Dementia and other brain injuries to use to stimulate them. These are kits and will be part of our "Library of Things" we will advertise them after they are processed.
- We will be having a Winter Reading Program starting in January.

6. Public Comment

7. Adjournment

Next Board Meeting, December 14, 2022, 5:00 PM, Annex



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Personnel Report

Monday, November 7, 2022

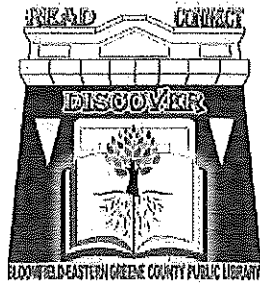
TO: Bloomfield-Eastern Greene County Public Library Board of Trustees
FROM: Lonnie Vandeventer, Bookkeeper
RE: Personnel Report

Ending Employment:

- No Employees Ending Employment

Beginning Employment:

- No New Hires During October



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Treasurers Report for October 2022

Monday, November 7, 2022

PAYROLL: Net Pay of \$15,337.75 (October 31, 2022)

CLAIMS: Claims #539-599, totaling \$48,572.91 in October.

BUDGET STATUS:

Through **10 months** of the year, we strive to be at or under 83.33% in each of the four budget categories as well as overall. We are under 83.33% in each of the four budget categories and overall. See the appropriation report through October 31, 2022 for the full numbers.

2022/Current Year through October 31, 2022

Personnel/Personal Services	72.20 % spent
Supplies	48.60 % spent
Other Services	73.30 % spent
Capital Outlays	71.10 % spent
OVERALL	71.80 % spent

2021/Prior Year Comparison through October 31, 2021

Personnel/Personal Services	69.60 % spent
Supplies	51.80 % spent
Other Services	67.40 % spent
Capital Outlays	66.10 % spent
OVERALL	68.10 % spent

Totals

FICA:	Medicare:	Federal:	State:	County:	PERF:	Health Ins	Insurance	Other	Other	Other	Other	Net Pay:
\$1,228.19	\$287.24	\$1,055.76	\$800.24	\$346.35	\$271.14	\$482.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,337.75
Other	Other	Other	Other	NT PERF	Tax PERF	EIC:	EIC:					
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					

Gross Pay:	County:	PERF:	Health Ins	Insurance	Other	Other	Other	Other	Other	Net Pay:
\$19,809.45	\$346.35	\$271.14	\$482.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,337.75

Gross Pay:	Non Taxable	Taxable
\$19,809.45	\$0.00	\$19,809.45

Paid Through Date Hourly	10/24/2022
Paid Through Date Salary	10/24/2022
Check Date Hourly	10/31/2022
Check Date Salary	10/31/2022
Voucher/Receipt Date	10/31/2022

Used	Earned
Regular 1160	Regular 1160
Sunday 0	Sunday 0
Double 0	Double 0
PTO 61	PTO 61
Vacation 0	Vacation 0
Comp 0	Comp 0
Holiday 0	Holiday 0
Personal 0	Personal 0
Total Hours:	Total Hours:
	1221

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 \$ 19809.45 is correct and has by me been approved.

Dated November 7 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.

Janine J. Andriewicz
 Disbursing Officer

Employer Share FICA Due =	\$1,228.19	\$2,456.38
Employee Share FICA Due =	\$1,228.19	
Employee Share Medicare Due =	\$287.24	\$574.48
Employer Share Medicare Due =	\$287.24	
Federal Tax Due =	\$1,055.76	
Total Tax Deposit Due =	\$4,086.62	

Employee PERF Due =	\$271.14	\$800.24
Employer PERF Due =	1012.28	\$346.35
Total PERF Due =	\$1,283.42	\$1,146.59

Voucher List

Bloomfield-Eastern Greene County Public Library

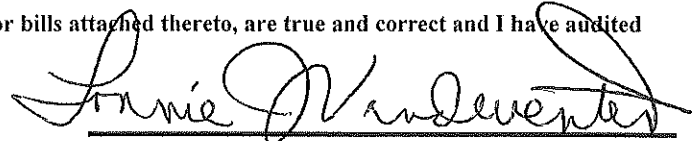
Report Date: From 10/1/2022 To 10/31/2022

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	539	COMCAST	10/3/2022		\$201.25
3305	540	BAKER & TAYLOR	10/4/2022		\$518.73
3306	541	MICHELE ROGERS / SUPPLIE	10/4/2022		\$26.15
3307	542	DUKE ENERGY	10/4/2022	125 S FRANKLIN ST	\$2,520.65
3308	543	SEWAGE DISPOSAL WORKS	10/4/2022	125 S FRANKLIN ST	\$148.00
0	544	AVC Technology Corporation	10/4/2022		\$528.00
3309	545	GADELLNET CONSULTING SE	10/4/2022		\$75.00
3310	546	FINDAWAY WORLD	10/4/2022		\$54.99
3311	547	AMAZON CAPITAL SERVICES	10/4/2022		\$620.86
3312	548	INDIANA STATE LIBRARY	10/4/2022	EVERGREEN INDIANA PATRON PAYMENT RECONCILIATION	\$62.30
3313	549	BLOOMFIELD SUPPLY & HAR	10/5/2022		\$7.99
3314	550	JEREMY CRAIL	10/10/2022		\$275.00
0	551	CASA SEVILLA	10/11/2022	PROFESSIONAL MEETING - STAFF LUNCH FOR STAFF TRAINING DAY	\$146.59
0	552	DELTA DENTAL	10/11/2022		\$55.74
3315	553	AMBER OLDENBURG	10/11/2022		\$129.56
3316	554	UNIQUE MANAGEMENT SERVI	10/11/2022		\$63.74
3317	555	MIKE'S CARPET CLEANING SE	10/11/2022		\$325.00
3318	556	RICOH USA, INC (CHICAGO)	10/11/2022		\$188.24
3319	557	CENTURYLINK	10/11/2022		\$3.01
3320	558	MIDWEST NATURAL GAS COR	10/11/2022	125 S FRANKLIN ST	\$271.83
3321	559	AMAZON CAPITAL SERVICES	10/11/2022		\$998.58
3322	560	BAKER & TAYLOR	10/11/2022		\$14.29
3323	561	UDWI	10/11/2022		\$182.00
0	562	INDIANA DEPT OF WORKFOR	10/11/2022		\$143.87
3324	563	CENTER POINT LARGE PRINT	10/12/2022		\$91.68
3325	564	FINDAWAY WORLD	10/12/2022		\$314.95
3326	565	EASTERN HEIGHTS UTILITIES	10/12/2022	125 S FRANKLIN ST	\$83.69
3327	566	FINDAWAY WORLD	10/12/2022		\$162.97
3328	567	DEMCO	10/13/2022		\$131.76
3329	568	AMAZON CAPITAL SERVICES	10/13/2022		\$118.33
3330	569	HASEMAN PEST CONTROL OF	10/18/2022	ACCT#1440, 87 E SPRING ST	\$135.00
3331	570	AT&T	10/18/2022		\$158.06
3332	571	BAKER & TAYLOR	10/18/2022		\$793.45
3333	572	ALAN McPHERSON	10/18/2022		\$200.00
3334	573	AMAZON CAPITAL SERVICES	10/18/2022		\$161.66
3335	574	ENA Services LLC	10/20/2022		\$237.50
3336	575	FINDAWAY WORLD	10/24/2022		\$112.48
3337	576	RICOH USA, INC (ATLANTA)	10/24/2022		\$115.31
3338	577	CYBRARIAN CORPORATION	10/24/2022		\$929.45
3339	578	SMITHVILLE	10/24/2022		\$38.09
3340	579	AMAZON CAPITAL SERVICES	10/24/2022		\$689.97
3341	580	CENGAGE LEARNING	10/25/2022		\$129.72
3342	581	WELLS FARGO VENDOR FINA	10/25/2022		\$124.05
3343	582	EASTERN HEIGHTS UTILITIES	10/25/2022	125 E ST RD 54	\$19.02
0	583	UNITED HEALTHCARE	10/25/2022		\$2,358.16
3344	584	WALMART - CAPITAL ONE	10/25/2022		\$52.35
0	585	PERF	10/31/2022	PERF Deposit	\$1,283.42

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	586	INTERNAL REVENUE SERVIC	10/31/2022	Federal Tax Deposit	\$4,086.62
0	587	INDIANA DEPT OF REVENUE	10/31/2022	State and County Tax Deposit	\$1,146.59
3345	588	CARD SERVICE CENTER	10/26/2022		\$425.47
0	589	AMAZON CAPITAL SERVICES	10/26/2022		(\$3.00)
3346	590	ABELL ELEVATOR INTERNATI	10/26/2022	SERVICE 11/1/22 TO 1/31/23	\$280.28
3347	591	MICHELE ROGERS	10/31/2022	Janitorial Services for October 2022	\$1,950.00
3348	592	BAKER & TAYLOR	10/31/2022		\$317.50
3349	593	Penworthy Company	10/31/2022		\$1,114.16
3350	594	BLACKSTONE PUBLISHING	10/31/2022		\$482.90
0	595	PAYROLL	10/31/2022	PAYROLL	\$19,809.45
3351	596	AMAZON CAPITAL SERVICES	10/31/2022		\$416.98
3352	597	DUKE ENERGY	10/31/2022	125 S FRANKLIN ST	\$2,025.27
3353	598	ENA Services LLC	10/31/2022		\$435.50
3354	599	AMAZON CAPITAL SERVICES	10/31/2022		\$82.75
Total Amount of Claims					\$48,572.91

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

Tuesday, November 1, 2022

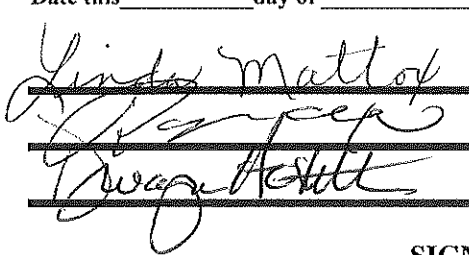
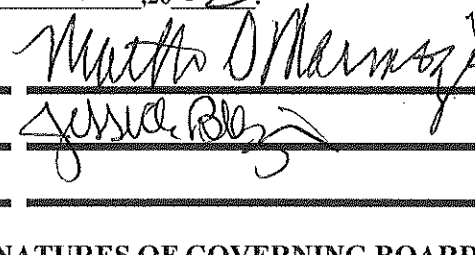
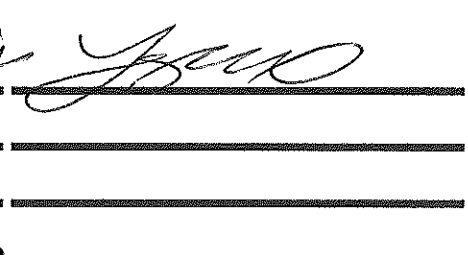
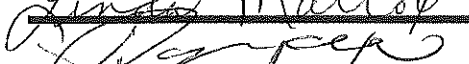






 Fiscal Officer

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)

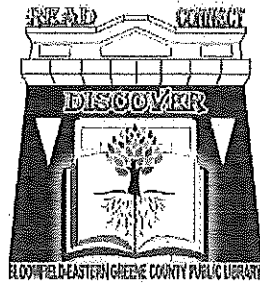
We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$48,572.91

Date this 7th day of November, 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, October 12, 2022

The Bloomfield-Eastern Greene County Public Library Board of Trustees met Wednesday, October 12, 2022, at the Eastern Branch. Roger Axe called the meeting to order at 5:02 PM. Board members present were Linda Mattox, Dwayne Hostetter, Roger Axe, Martha Marmouze, Charlene Kluemper, Jessica Blazier, and Luke Rudisell. Karen Holz, Director, and Lonnie Vandeventer, Treasurer/Bookkeeper were also present. In addition, Tara Sammis, representing the Eastern Schools PTO, and Vadim Morozov, representing Baird Investments, were also present.

Tara Sammis appeared to personally thank the library, the Board, and Karen Holz, for their support of the Eastern PTO, their students. The Board did thank Tara for her kind remarks and Dwayne asked that if there are any suggestions for improvement to make their needs known. Tara left the meeting following her remarks and our thank you.

Vadim presented an update on our Baird investment account detailing that YTD our account is down 20.42%, but that since our start date overall we are up 3.88%. Vadim did indicate the Board may want to consider reducing our monthly withdrawal slightly. Karen did voice she was not favor of eliminating a sizeable reduction. Following Vadim's departure and some additional discussion, Roger asked if there was motion regarding any change to our monthly withdrawal. Jessica made a motion, seconded by Martha to reduce our monthly withdrawal from \$400 to \$350. Motion carries. *I contacted Vadim on October 13 and advised him of our desire to reduce the withdrawal to \$350.00 monthly.*

Approval of Claims and Payroll:

After review of claims and payroll, Dwayne made a motion to approve claims and payroll. Linda seconded the motion. Motion approved unanimously. Motion carries.

Approval of Minutes:

Following a reviews of minutes from the August meeting, Dwayne made a motion to approve the minutes as submitted. Jessica seconded the motion. Motion approved unanimously.

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 75.00% in all four categories. Our overall percentage is at 65.10% year-to-date.

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. The motion was seconded by Linda and was approved unanimously.

Old Business:

- Karen provided an update on items as noted in the meeting agenda.
- Karen asked if all Board members had approved the budget as provided at last month's meeting. With an affirmation, Karen presented the document "Ordinance or Resolution for Appropriations and Tax Rates" which all Board members signed signifying their approval.
- Karen indicated we have two proposals for the Annex Elevator bid from Bruce Architecture & Design and Holder Design. Karen is recommending the Board consider Bruce. After some discussion regarding the questions as to whether an elevator or lift be considered, a decision to table the any action until the next meeting and to ask for references and a payment schedule. A motion was made by Luke and seconded by Jessica to this effect. *Dwayne*

emailed both Karen and Lonnie following the meeting indicating we should ask for references from both Bruce and Holder.

- Two Strategic Planning meetings have been held, but two remain. I repeat my request that at least one of you participate in each of the two remaining meetings:
 - Wednesday, October 19, 1:00 PM – Annex
 - Thursday, October 20, 7:00 PM – Eastern

Librarian's Report:

- Indiana Author visit grant. We will host Dave Griffith who will present on how we can use storytelling to heal ourselves and give better care for those who are in need of caring. This will conclude our creative writing program. Tentative for either March or April 2023.
- An Open House for the Eastern Branch on Tuesday, October 25, at 6:00 PM to celebrate recent restroom and other improvements. The *Greene County Daily World* and the *Greene County Foundation*, who provided the grant for the improvements, as well as the community will be invited. Board members are encouraged to attend.
- We are pursuing more information from Ricoh, our copy machine vendor, regarding possible improvements for the Eastern copier as well as the copier downstairs at Bloomfield. After we receive an estimate I will provide details to the Board, but this would be an improvement for 2023.
- I have been gathering information for the Strategic Planning and Technology Report for the state. I will be working on that while I am laid up. I can email back and forth to get information that I need from the staff. A smaller survey was presented at the Apple Festival Booth and this information will be tabulated as well.
- Scarecrow contest: Our theme was "Alice in Wonderland" at both the Bloomfield Branch and the Annex. Megan helped with making of the playing cards.
- Jessica McKamey will be attending the ILF annual meeting. I have asked her to attend 4 or 5 sessions that I had been planning to attend. She has a couple others she would like to sit in on.
- We continue to experience Internet challenges at the Eastern Branch. After discussion, Roger will be contacting Doug Childs, REMC CEO, concerning partnership with REMC, Center-Jackson Creek Fire Department, Cincinnati Christian Church, and Smithville to explore how to bring fiber Internet service to the Eastern Library and others in the related community. Luke also indicated he will work on this effort as well.
- Meetings events I attended:
 - Literacy Coalition annual meeting- Wonderful essay by Lilian Stahl on "The Kite Runner" by Khaled Hosseini.
 - Friends of the Library discussed the Apple Festival and Patron Count which will be the week of October 17 through 22. I think that they are still looking for more people to work it, if anyone is interested.
 - Elevator Committee – Motion to move forward tabled pending additional info being obtained
 - Chamber of Commerce was Tuesday evening
 - Staff Training on October 10
- Upcoming Meetings:
 - Evening with Head Start Families
 - Friends of the Library
 - Chamber of Commerce Annual meeting

Adjournment:

Roger entertained a motion to dismiss at 6:31 PM. Dwayne made a motion to adjourn with a race to second being won by Luke. Motion approved.

The next Board meeting we be on November 7, 2022, at 5:00 PM in the Library Annex.



Dwayne Hostetter

Financial Report
Bloomfield-Eastern Greene County Public Library

Report Dates = **10/1/2022 to 10/31/2022**

<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	\$42,035.69	\$448,328.17	\$15,087.62	\$420,833.46	\$226,209.99
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	\$9,241.04	(\$55,471.06)	\$218,635.96
Subtotal	\$527,990.72	\$42,035.69	\$448,328.17	\$24,328.66	\$365,362.40	\$445,024.95
2. Special Revenue						
200 GIFT	\$21,456.92	\$1,122.40	\$15,768.83	\$781.17	\$11,521.41	\$17,209.50
201 RAINY DAY	\$41,400.94	\$0.00	\$0.00	\$350.00	\$2,350.00	\$43,750.94
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	\$874.25	\$6,618.44	\$0.00	\$5,266.07	\$5,343.63
280 GREENE COUNTY FOUNDATION GRANT	\$2,343.87	\$68.87	\$2,018.87	\$0.00	\$0.00	\$325.00
Subtotal	\$158,684.63	\$2,065.52	\$24,406.14	\$1,131.17	\$19,137.48	\$153,415.97
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	\$1,055.76	\$10,490.71	\$1,055.76	\$10,490.71	\$0.00
804 FICA	\$0.00	\$1,228.19	\$12,008.93	\$1,228.19	\$12,008.93	\$0.00
805 MEDICARE	\$0.00	\$287.24	\$2,808.63	\$287.24	\$2,808.63	\$0.00
806 STATE TAX	\$0.00	\$800.24	\$7,901.65	\$800.24	\$7,901.65	\$0.00
807 COUNTY TAX	\$0.00	\$346.35	\$3,383.85	\$346.35	\$3,383.85	\$0.00
808 PERF	\$0.00	\$271.14	\$2,783.92	\$271.14	\$2,783.92	\$0.00
809 Insurance	\$0.00	\$482.78	\$4,827.80	\$482.78	\$4,827.80	\$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	\$4,471.70	\$44,205.49	\$4,471.70	\$44,205.49	\$500.00
Grand Total	\$687,518.00	\$48,572.91	\$516,939.80	\$29,931.53	\$428,705.37	\$599,283.57

Total all banks = \$599,283.57

100 OPERATING

Appropriation Report for Bloomfield-Eastern Greene County Public Library

Report Date: From 10/1/2022 To 10/31/2022

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	\$37,500.00	\$12,800.00	25.4
1.112 Salary of Librarians(Hourly)	\$118,000.00	(\$50,000.00)	\$68,000.00	\$4,213.13	\$44,937.64	\$23,062.36	33.9
1.113 Salary of Library Assistants	\$62,200.00	\$50,000.00	\$112,200.00	\$10,103.07	\$92,668.83	\$19,531.17	17.4
1.114 Salary of Pages	\$13,000.00	\$0.00	\$13,000.00	\$420.00	\$4,112.32	\$8,887.68	68.4
1.115 Salary of Coordinators	\$10,000.00	\$0.00	\$10,000.00	\$600.00	\$6,000.00	\$4,000.00	40.0
1.131 Salary of Treasurer	\$10,000.00	\$0.00	\$10,000.00	\$723.25	\$8,472.75	\$1,527.25	15.3
1.21 Library FICA and Medicare	\$24,000.00	\$0.00	\$24,000.00	\$1,515.43	\$14,817.56	\$9,182.44	38.3
1.22 Unemployment	\$4,500.00	\$0.00	\$4,500.00	\$143.87	\$925.65	\$3,574.35	79.4
1.23 PERF Employer Contribution Share	\$18,000.00	\$0.00	\$18,000.00	\$1,012.28	\$10,393.31	\$7,606.69	42.3
1.241 Employee Group Insurance	\$21,000.00	\$0.00	\$21,000.00	\$1,931.12	\$19,311.20	\$1,688.80	8.0
Subtotal	\$331,000.00	\$0.00	\$331,000.00	\$24,412.15	\$239,139.26	\$91,860.74	27.8
2. Supplies							
2.11 Official Records	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
2.21 Cleaning Supplies	\$2,060.00	\$0.00	\$2,060.00	\$39.18	\$901.70	\$1,158.30	56.2
2.31 Building Materials	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$95.57	\$1,904.43	95.2
2.41 Library Supplies	\$8,240.00	\$0.00	\$8,240.00	\$488.29	\$4,431.82	\$3,808.18	46.2
2.43 Adult Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$93.19	\$308.98	\$731.02	70.3
2.44 Teen Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$29.64	\$810.44	\$229.56	22.1
2.45 Children's Program Supplies	\$1,200.00	\$200.00	\$1,400.00	\$102.65	\$1,151.24	\$248.76	17.8
2.46 Eastern Program Supplies	\$800.00	\$0.00	\$800.00	\$43.00	\$676.52	\$123.48	15.4
2.47 Covid-19 Supplies	\$800.00	(\$200.00)	\$600.00	\$0.00	\$27.92	\$572.08	95.3

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
	Subtotal	\$17,280.00	\$0.00	\$17,280.00	\$795.95	\$8,404.19	\$8,875.81	51.4
3. Other Services and Charge								
3.13	Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$338.50	\$661.50	66.2
3.141	Other Professional	\$25,000.00	\$0.00	\$25,000.00	\$1,801.47	\$17,028.70	\$7,971.30	31.9
3.142	Database Subscriptions	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$2,117.72	\$2,882.28	57.6
3.143	eBook Services	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$2,255.65	\$5,244.35	69.9
3.21	Telephone	\$2,200.00	\$0.00	\$2,200.00	\$199.16	\$1,828.98	\$371.02	16.9
3.22	Postage	\$775.00	\$0.00	\$775.00	\$0.00	\$335.86	\$439.14	56.7
3.23	Traveling Expenses	\$2,500.00	(\$1,000.00)	\$1,500.00	\$54.56	\$333.73	\$1,166.27	77.8
3.24	Professional Meeting	\$2,700.00	(\$200.00)	\$2,500.00	\$146.59	\$1,121.15	\$1,378.85	55.2
3.251	Freight and Express	\$700.00	\$0.00	\$700.00	\$15.97	\$561.06	\$138.94	19.8
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	(\$2,000.00)	\$5,500.00	\$0.00	\$871.00	\$4,629.00	84.2
3.31	Advertising and Publicity	\$1,000.00	\$0.00	\$1,000.00	\$29.80	\$520.91	\$479.09	47.9
3.32	Printing	\$200.00	\$200.00	\$400.00	\$0.00	\$235.00	\$165.00	41.3
3.41	Official Bonds	\$350.00	\$0.00	\$350.00	\$0.00	\$312.00	\$38.00	10.9
3.42	Library Insurance	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$10,275.00	\$1,725.00	14.4
3.51	Gas	\$7,500.00	\$0.00	\$7,500.00	\$260.00	\$2,700.00	\$4,800.00	64.0
3.52	Electric	\$27,000.00	(\$1,000.00)	\$26,000.00	\$4,299.17	\$17,708.43	\$8,291.57	31.9
3.53	Water	\$2,000.00	\$0.00	\$2,000.00	\$57.48	\$574.90	\$1,425.10	71.3
3.54	Waste Disposal	\$2,100.00	\$0.00	\$2,100.00	\$74.00	\$1,021.00	\$1,079.00	51.4
3.61	Building Repair	\$22,000.00	\$29,296.22	\$51,296.22	\$296.13	\$51,433.83	(\$137.61)	-0.3
3.62	Equipment Repair	\$10,000.00	\$0.00	\$10,000.00	\$627.38	\$6,433.37	\$3,566.63	35.7
3.63	Janitorial Service	\$22,000.00	\$0.00	\$22,000.00	\$1,825.00	\$18,250.00	\$3,750.00	17.0
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	\$0.00	\$460.00	\$3,540.00	88.5

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	\$9,686.71	\$152,316.91	\$55,486.44	26.7
4. Capital Outlays								
4.31	Improvements - Other	\$2,000.00	(\$200.00)	\$1,800.00	\$39.32	\$39.32	\$1,760.68	97.8
4.41	Furniture and Equipment	\$8,000.00	\$0.00	\$8,000.00	\$443.22	\$6,795.20	\$1,204.80	15.1
4.51	Books - Adult Fiction	\$8,700.00	\$0.00	\$8,700.00	\$890.13	\$7,565.60	\$1,134.40	13.0
4.521	Books - Adult Nonfiction	\$5,600.00	\$0.00	\$5,600.00	\$673.33	\$3,569.01	\$2,030.99	36.3
4.522	Books-Local History/Genealogy	\$1,200.00	\$0.00	\$1,200.00	\$235.05	\$433.42	\$766.58	63.9
4.53	Books - Children	\$8,000.00	\$500.00	\$8,500.00	\$1,441.39	\$7,130.87	\$1,369.13	16.1
4.54	Books - YA	\$3,500.00	(\$500.00)	\$3,000.00	\$203.43	\$2,249.94	\$750.06	25.0
4.551	Books - Eastern Books Adult	\$3,300.00	\$0.00	\$3,300.00	\$30.94	\$1,710.08	\$1,589.92	48.2
4.552	Books - Eastern YA	\$300.00	\$0.00	\$300.00	\$69.20	\$255.45	\$44.55	14.9
4.553	Books - Eastern Juvenile	\$3,000.00	\$0.00	\$3,000.00	\$729.50	\$2,061.86	\$938.14	31.3
4.61	Periodicals and News	\$3,500.00	\$0.00	\$3,500.00	\$347.32	\$2,388.39	\$1,111.61	31.8
4.71	Nonprint - Adult DVD	\$4,000.00	\$0.00	\$4,000.00	\$248.78	\$2,654.75	\$1,345.25	33.6
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	\$1,150.68	\$6,198.15	\$801.85	11.5
4.74	Nonprint - Childrens	\$3,200.00	\$0.00	\$3,200.00	\$90.52	\$2,222.67	\$977.33	30.5
4.75	Nonprint - YA	\$1,500.00	\$0.00	\$1,500.00	\$29.99	\$996.75	\$503.25	33.6
4.761	Nonprint - Eastern DVD	\$3,200.00	\$0.00	\$3,200.00	\$271.40	\$1,053.10	\$2,146.90	67.1
4.762	Nonprint - Eastern Audio	\$500.00	\$0.00	\$500.00	\$29.09	\$102.53	\$397.47	79.5
4.763	Nonprint - Eastern Games	\$500.00	\$0.00	\$500.00	\$116.98	\$341.87	\$158.13	31.6
4.77	Replacement Books & Nonprint	\$1,000.00	\$0.00	\$1,000.00	\$38.31	\$466.09	\$533.91	53.4
4.8	Evergreen Collections	\$0.00	\$200.00	\$200.00	\$62.30	\$214.28	(\$14.28)	-7.1
Subtotal		\$68,200.00	\$0.00	\$68,200.00	\$7,140.88	\$48,467.81	\$19,732.19	28.9

<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	\$42,035.69	\$448,328.17	\$175,955.18	28.2

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

2022 November Board Meeting Librarian's Report

2022 October Statistics

Adult Circulation	2022	2021	2020
Fiction	719	790	803
Non-fiction	320	327	258
Periodicals	65	78	57
Audiobooks	81	92	104
Playaways	29	28	84
Overdrive	1494	1085	1139
Music CD	49	65	68
DVDs	535	685	730
Video Games	2	5	37
Library of Things	5		
Total Adult	3296	3155	3280
Youth Services Circulation			
Parenting Kits	5		
YA	86	183	123
YA Nonfiction	18	9	
YA GAMES	33		70
YA Audiobooks/Playaways	2	1	1
Juvenile Fiction	1532	957	1211
Juvenile Nonfiction	298	145	222
Audiobooks	85	51	53
DVD Juvenile	176	180	205
Periodicals	1	2	0
Juvenile Games			
TOTAL YOUTH SERVICES	2236	1528	1900
TOTAL	5532	4683	5180

Interlibrary Loan Services

	2022	2021
Books via SRCS Supplied	8	4
Books via SRCS Borrowed	0	4
Books loaned to Evergreen	632	445
Books borrowed from Evergreen	576	495

Computer/Equipment Usage

	Average	Peak
Bits In	2.66MB/sec	106MB/sec
Bits Out	188KB/sec	13.88/MB/sec

Kanopy

Visits	Pages	Plays
225	322	38

Programs

Programs:	# of Children	# attended	3	# attended	392
	# of Teens	# attended	2	# attended	18
	#of Adults	# attended	4	# attended	48
TOTAL			9		458
Outreach	Children	stories			

Desk Collection

Fines and Fees	351.20
Fax	51.75
Copier	303.75
Donations	696.03
Misc	17.75
Taxable Sales	1.25
Total	1421.73

Bloomfield Main Facebook

Posts	14
Engagements	65
Reached	3023

Young/Adult Page

Posts	5
Followers	135
Engagements	2
Reached	85

Website 559
visits pages 958
pages/ visit 1.7

New Patrons

Township	Resident	Resident Limited	Non Resident	Total
Beech Creek				
Center	4	2		6
Highland				
Jackson	1			1
Richland	9	7		16
Taylor				
Unlisted				
Total	14	9		23

Children's Facebook

Posts	8
Followers	313
Engagements	57
Reached	458

My Heritage Site

# of Patrons	4	# of searches	68	# of pages	428
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Materials Add Bloomfield

Library of Things	
Adult Fiction	42
Adult Nonfiction	19
Audio Books	2
Playways	6
Paperbacks	
Periodicals	29
Music	
DVD's	15
Adult Games	
YA-Fiction	15
YA-Non	1
YA Games	3
Juvenile Fiction	43
Juvenile Nonfiction	12
Audiobooks J	2
Juvenile Games	
Total	189

Eastern

2022

Statistics

	2022	2021	2020
Adult Fiction	87	63	106
Adult Nonfiction	66	22	54
Periodicals	10	11	39
Audio Books	4		5
Music CD	9	1	
DVD	193	133	193
Games	11	11	10
Government Docs		1	
TOTALS ADULT	378	241	407
YA Fiction	17	21	8
YA Nonfiction			
YA Audiobook			
Juvenile Fiction	278	335	224
Juvenile Nonfiction	50	80	48
Juvenile Audiobooks	3	1	8
Juveniles Periodicals			
TOTALS JUVENILES	348	437	288
TOTAL	726	678	695

Computer Use 45

Scavenger Hunts 57

Programs 6/4

Materials Added Eastern

Adult Fiction	3
Adult Nonfiction	9
Adult Audiobooks	
Periodicals	8
YA	
Juvenile Fiction	18
Juvenile Nonfiction	8
J Periodicals	2
DVD's	17
Game	3
TOTAL	68

Facebook Information

Posts 15

Reached 567

Engagements 12