

**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](http://www.bloomfield.lib.in.us)

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

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## Meeting Agenda for August 9, 2023

Board of Trustees – Bloomfield-Eastern Greene County Public Library

*Wednesday, August 9, 2023 – 5:00 PM Annex*

**ORIGINAL**

- Approval of Minutes
- Approval of Claims & Payroll
- Presentation & Approval of Personnel Report and Treasurer's Report
- Update Library Website to include link to Greene County Food Pantries  
<https://www.foodpantries.org/co/in-greene>
- Librarian's Report
- Public Comment
- Adjournment
- Next Board Meeting, September 13, 2023, 5:00 PM, Library Annex



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## Board of Trustees Meeting

Wednesday, July 12, 2023

The Bloomfield-Eastern Greene County Public Library Board of Trustees met Wednesday, July 12, 2023, in the Library Annex. Roger Axe called the meeting to order at 5:00 PM. Board members present were Linda Mattox, Dwyane Hostetter, Roger Axe, Charlene Kluemper, and Jessica Blazier. Karen Holz, Director, and Lonnie Vandeventer, Treasurer/Bookkeeper were also present.

### 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.

### Approval of Minutes:

Following a review of the minutes, Dwayne made a motion to approve the minutes as submitted. Charlene seconded the motion. Motion approved unanimously.

### Approval of Treasurer's Report and Personnel Report:

After review of the Treasurer's and Personnel report, Dwayne made a motion that both reports be approved as submitted. The motion was seconded Jessica. The motion was unanimously approved.

### Promotion of Jess McKamey from Librarian to Assistant Director:

A motion was made by Dwayne to promote Jess McKamey to the position of Assistant Director effective 07/25/2023 with a pay rate as recommended in the Executive Board Meeting held earlier today. The motion was unanimously approved.

### Acceptance of Karen Holz's Resignation as Library Director:

A motion was made by Linda to accept Karen's resignation as Library Director effective 02/24/2024. The motion was seconded by Jessica and unanimously approved. During the transition period from now until Karen's departure Jess will work closely with Karen to develop a better understanding of director responsibilities.

### Librarian's Report:

Karen provided an update as detailed in her Librarian's Report. None of the updates require any action on the Board's part.

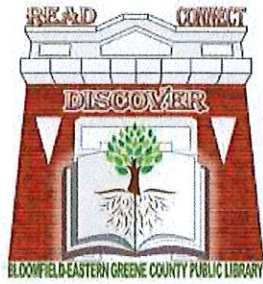
### Adjournment:

Roger asked for a motion if no further business to conduct. Linda made a motion to adjourn which was seconded by Jessica. The motion was unanimously approved at 5:35 PM.

The next regularly scheduled Board meeting will be on August 9, 2023, at 5:00 PM in the Library Annex.

Martha Marmouze, Secretary





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## **Special Meeting of the Board: July 21, 2023 – 3:00 PM**

Attendance: Charlene Kluemper, Linda Mattox, Dwyane Hostetter, Roger Axe, and Martha Marmouze.  
Karen Holz, Director, and Jessica McKamey, Librarian (Taking notes).

Meeting called to order at 3:03 PM

First item: Karen brought the board together for this meeting because the library sprung a leak on Saturday (7/15/2023) in the Indiana Room.

Portions of the Library roof need to be replaced. The Library has 2 types of roofing: Asphalt Shingles (Replaced in 2021), and 3 sections of flat roof that have a rubber membrane that is failing. Karen had hoped the flat areas could wait another year, but that is not the case. These areas were last replaced at the time of the remodel/expansion in the mid 1990s. (See photo from Google Maps of Roof)

Karen has 1 bid for the replacement of the flat roof areas, she is seeking additional bids.

Equity Roofing \$27,000 (see bid attached)

Equity has kept their quote the same since a previous request in February, and it includes several features to better direct water and reduce any standing water on the roof.

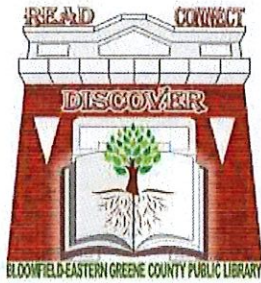
Karen needs a resolution signed to allow her to move money for the roof replacement out of the Hunter's Trust account, and be used for the roof. She is requesting the withdrawal of \$27K-\$30K for this undertaking. Karen read the resolution she prepared. (See attached)

Martha made a motion that the Board enact the resolution, Charlene seconded. All were in favor. The resolution was signed, with the caveat that Karen would seek out and review additional bids.

Second item: We have 2 bids for the re-plastering of the area above the Franklin Street door, where the plaster fell during the stonework repair. The bids are both \$6100, one includes more work than the other. This item already has funding in the budget. This was an informative item. Karen is still seeking bids for this.

A motion was made by Linda to adjourn the meeting. The motion was seconded by Martha. The meeting was adjourned at 3:22 PM.

Martha Marmouze, Secretary



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**Executive Board of Trustees Meeting**  
**Wednesday, July 12, 2023**

The Bloomfield-Eastern Greene County Public Library Board of Trustees met Wednesday, July 12, 2023, in the Library Annex. Roger Axe called the meeting to order at 4:30 PM. Board members present were Charlene Kluemper, Linda Mattox, Dwyane Hostetter, Jessica Blazier, and Roger Axe, and Martha Marmouze. Lonnie Vandeventer, Treasurer/Bookkeeper was also present.

Acceptance of Karen Holz's Resignation and Promotion of Jess McKamey to Assistant Director Position

Roger indicated that Karen's resignation in February 2024 has been received. After some discussion, it was determined the Executive Board recommends that Karen's resignation will be accepted at the Board Meeting with the request that she work through February 24, 2024. This will allow her to continue training Jess McKamey in her new role as Assistant Director up until her departure.

Posting of Job Opening for New Library Director

Roger pointed out that the posting for a new Library Director should be posted ASAP.

Adjournment:

Roger entertained a motion to dismiss at 4:50 PM. Dwyane made a motion to adjourn which was seconded by Linda with unanimous approval.

  
\_\_\_\_\_  
Martha Marmouze, Secretary



## Voucher List

### Bloomfield-Eastern Greene County Public Library

Report Date: From **7/1/2023** To **7/31/2023**

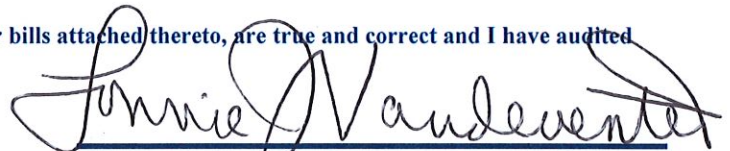
<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	382	AMAZON CAPITAL SERVICES	7/5/2023		(\$1.74)
3780	383	CRAIG QUIMBY	7/5/2023		\$180.00
3781	384	PLAYAWAY PRODUCTS	7/5/2023		\$24.99
3782	385	CONTINENTAL WESTERN GR	7/5/2023		\$12,832.00
3783	386	AMATEUR SPORTS PROMOTI	7/5/2023		\$100.00
3784	387	INDIANA STATE LIBRARY-2	7/5/2023	InfoExpress	\$4,080.00
0	388	COMCAST	7/5/2023		\$201.25
3785	389	BAKER & TAYLOR	7/5/2023		\$186.67
3786	390	AMAZON CAPITAL SERVICES	7/5/2023		\$274.05
3787	391	MIDWEST NATURAL GAS COR	7/5/2023	125 S FRANKLIN ST	\$247.02
3788	392	DUKE ENERGY	7/5/2023	125 S FRANKLIN ST	\$2,005.05
3789	393	PLAYAWAY PRODUCTS	7/6/2023		\$119.98
3790	394	AMAZON CAPITAL SERVICES	7/6/2023		\$102.21
3791	395	ENA Services LLC	7/10/2023		\$435.50
3792	396	UNIQUE MANAGEMENT SERVI	7/10/2023		\$21.08
3793	397	PLAYAWAY PRODUCTS	7/10/2023		\$54.99
0	398	AVC Technology Corporation	7/10/2023		\$711.00
3794	399	RICOH USA, INC (CHICAGO)	7/10/2023		\$203.75
3795	400	CENTER POINT LARGE PRINT	7/10/2023		\$91.68
3796	401	SAMS CLUB/SYNCHRONY BA	7/10/2023		\$35.96
3797	402	KAREN HOLZ	7/11/2023		\$55.86
3798	403	BAKER & TAYLOR	7/11/2023		\$249.81
3799	404	CENTURYLINK	7/11/2023		\$2.02
0	405	DELTA DENTAL	7/11/2023		\$47.38
3800	406	AMAZON CAPITAL SERVICES	7/11/2023		\$328.56
3801	407	PLAYAWAY PRODUCTS	7/11/2023		\$54.99
0	408	AMAZON CAPITAL SERVICES	7/13/2023		(\$104.98)
3802	409	EASTERN HEIGHTS UTILITIES	7/13/2023	125 S FRANKLIN ST	\$83.69
3803	410	BAKER & TAYLOR	7/13/2023		\$10.72
3804	411	MICHELE ROGERS / SUPPLIE	7/18/2023	REIMBURSE FOR CLEANING SUPPLIES	\$246.20
3805	412	UDWI	7/18/2023		\$223.00
3806	413	AT&T	7/18/2023		\$160.81
3807	414	BRADFIELD LANDSCAPING	7/18/2023		\$55.08
3808	415	BAKER & TAYLOR	7/18/2023		\$264.39
3809	416	AMAZON CAPITAL SERVICES	7/18/2023		\$2,640.41
3810	417	CARD SERVICE CENTER	7/18/2023		\$661.04
3811	418	PLAYAWAY PRODUCTS	7/19/2023		\$314.95
3812	419	CENGAGE LEARNING	7/19/2023		\$19.00
3813	420	SMITHVILLE	7/25/2023		\$38.10
3814	421	EASTERN HEIGHTS UTILITIES	7/25/2023		\$19.02
3815	422	WELLS FARGO VENDOR FINA	7/25/2023		\$124.05
3816	423	RICOH USA, INC (ATLANTA)	7/25/2023		\$115.31
3817	424	BLOOMFIELD SUPPLY & HAR	7/26/2023		\$1.32
3818	425	KEVIN BYERS QUALITY HEATI	7/26/2023		\$12,995.00
3819	426	ROCK SOLID MASONRY	7/26/2023		\$52,250.00
3820	427	HANK TODD dba CLEAN CUTS	7/26/2023	Mowing & Bed Clean Up Through July 22	\$415.00
3821	428	DEMCO	7/26/2023		\$145.16
3822	429	CENGAGE LEARNING	7/26/2023		\$132.22
3823	430	BAKER & TAYLOR	7/26/2023		\$957.08

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
3824	431	AMAZON CAPITAL SERVICES	7/26/2023		\$791.93
0	432	PERF	7/31/2023	PERF Deposit	\$1,323.27
0	433	INTERNAL REVENUE SERVIC	7/31/2023	Federal Tax Deposit	\$4,319.90
0	434	INDIANA DEPT OF REVENUE	7/31/2023	State and County Tax Deposit	\$1,286.18
3825	435	PREFERRED WASTE REMOVA	7/27/2023		\$34.00
3826	436	PLAYAWAY PRODUCTS	7/27/2023		\$54.99
3827	437	HASEMAN PEST CONTROL OF	7/27/2023		\$45.00
3828	438	MICHELE ROGERS	7/27/2023	JULY JANITORIAL	\$2,030.00
3829	439	UNIQUE MANAGEMENT SERVI	7/27/2023	Issue Replacement Check for Check #3730 apparently lost in mail	\$41.27
0	440	UNITED HEALTHCARE	7/27/2023		\$2,723.85
0	441	PAYROLL	7/31/2023	PAYROLL	\$20,896.48
0	442	ADTEC	7/31/2023		\$250.00
3830	443	HICOM INC	7/31/2023		\$125.00
3831	444	FIRST SECURITY INSURANCE	7/31/2023	Lonnie Jay Vandeventer Bond Renewal	\$156.00
3832	445	SEWAGE DISPOSAL WORKS	7/31/2023	125 S FRANKLIN ST	\$148.00
3833	446	DUKE ENERGY	7/31/2023	125 S FRANKLIN ST	\$2,227.01
3834	447	AMAZON CAPITAL SERVICES	7/31/2023		\$215.33
3835	448	CRAIG QUIMBY	7/31/2023		\$205.00

**Total Amount of Claims \$131,283.84**

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, August 2, 2023

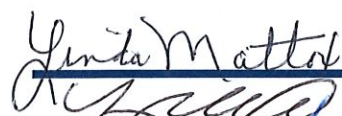

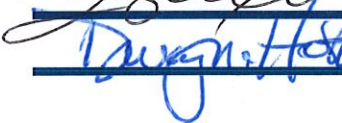

  
Fiscal Officer

### 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  pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this 9th day of August, 2023.

### SIGNATURES OF GOVERNING BOARD

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



# Totals

<b>Gross Pay:</b> \$20,896.48		<b>Deductions:</b> \$4,831.81		<b>Net Pay:</b> \$16,064.67	
<b>FICA:</b>	<b>Medicare:</b>	<b>Federal:</b>	<b>State:</b>	<b>County:</b>	<b>PERF:</b>
\$1,295.59	\$303.02	\$1,122.68	\$859.33	\$426.85	\$279.57
<b>Other:</b>	<b>Other:</b>	<b>Other:</b>	<b>Other:</b>	<b>Other:</b>	<b>Other:</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Health Ins:</b> \$544.77		<b>Insurance:</b> \$0.00		<b>Other:</b> \$0.00	
<b>Tax PERF:</b> \$0.00		<b>EIC:</b> \$0.00		<b>EIC:</b> \$0.00	
<b>NT PERF:</b> \$0.00		<b>Health Ins:</b> \$544.77		<b>Insurance:</b> \$0.00	
<b>Other:</b> \$0.00		<b>Other:</b> \$0.00		<b>Other:</b> \$0.00	
<b>Gross Pay:</b> \$20,896.48		<b>State:</b> \$859.33		<b>County:</b> \$426.85	
<b>Non Taxable:</b> \$0.00		<b>Other:</b> \$0.00		<b>Other:</b> \$0.00	
<b>Taxable:</b> \$20,896.48		<b>Other:</b> \$0.00		<b>Other:</b> \$0.00	

<b>Paid Through Date Hourly</b>	<b>7/24/2023</b>
<b>Paid Through Date Salary</b>	<b>7/24/2023</b>
<b>Check Date Hourly</b>	<b>7/31/2023</b>
<b>Check Date Salary</b>	<b>7/31/2023</b>
<b>Voucher/Receipt Date</b>	<b>7/31/2023</b>

<b>Regular</b>	1132.96	<b>Used</b>	1132.96	<b>Earned</b>	1132.96
<b>Sunday</b>	0		0		0
<b>Double</b>	0		0		0
<b>PTO</b>	69.31		69.31		70.98
<b>Vacation</b>	0		0		0
<b>Comp</b>	0		0		0
<b>Holiday</b>	54.75		54.75		54.75
<b>Personal</b>	0		0		0
<b>Total Hours:</b>	1257.02		1257.02		1257.73

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 \$ 20896.48 is correct and has by me been approved.

Dated July 26 2023

*Karen Holz*  
Director

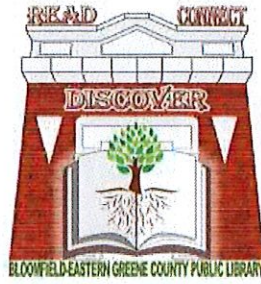
I have examined the within claim and hereby certify as follows:

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.

*James J. Valente*  
Disbursing Officer

Employer Share FICA Due =	\$1,295.59	\$2,591.18
Employee Share FICA Due =	\$1,295.59	
Employee Share Medicare Due =	\$303.02	\$606.04
Employer Share Medicare Due =	\$303.02	
Federal Tax Due =	\$1,122.68	
Total Tax Deposit Due =	\$4,319.90	

Employee PERF Due =	\$279.57	State Tax Due =	\$859.33
Employer PERF Due =	\$1,071.47	County Tax Due =	\$426.85
Total PERF Due =	\$1,351.04	Total Tax Due =	\$1,286.18



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# Personnel Report for July 2023

*Wednesday, August 9, 2023*

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

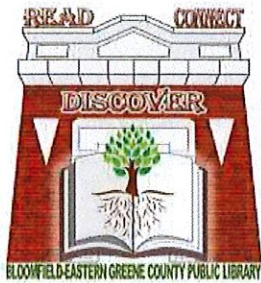
## **Ending Employment:**

- None

## **Beginning Employment:**

- Genevieve Grav – Page – Date Hired: 07/31/2023
- Harley Ray – Page – Date Hired: 07/31/2023





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# Treasurers Report for July 2023

*Wednesday, July 12, 2023*

**PAYROLL:** Net Pay of **\$16,064.67** (July 31, 2023).

**CLAIMS:** Claims #382-448 totaling **\$131,283.84** in July 2023.

## **BUDGET STATUS:**

Through six **months** of the year, we strive to be at or under 58.33% in each of the four budget categories as well as overall. We are under 58.33% in all categories as well as overall. See the appropriation report through July 31, 2023 for the full numbers.

### **2023/Current Year through July 31, 2023**

Personnel/Personal Services	54.40 % spent
Supplies	45.10 % spent
Other Services	49.00 % spent
Capital Outlays	51.80 % spent
OVERALL	52.40 % spent

### **2022/Prior Year Comparison through July 31, 2022**

Personnel/Personal Services	50.00 % spent
Supplies	35.80 % spent
Other Services	56.00 % spent
Capital Outlays	39.90 % spent
OVERALL	50.50 % spent

Adjustments to Accounts were processed on January 31, 2023 to ensure accounts carry positive balances as disclosed on the next page. They are flagged as per Board Approval as all these corrections are less than \$5,000 individually.

Date	Fund	Account	Amount	Reason
7/31/2023	100	OPERATING 1.111	Salary of Librarian (\$1,500.00)	Per Board Approval
7/31/2023	100	OPERATING 1.113	Salary of Library Ass \$1,500.00	Per Board Approval
7/31/2023	100	OPERATING 3.251	Freight and Express \$300.00	Per Board Approval
7/31/2023	100	OPERATING 3.91	Dues (\$300.00)	Per Board Approval
7/31/2023	100	OPERATING 3.252	Evergreen (\$1,000.00)	Per Board Approval
7/31/2023	100	OPERATING 3.52	Electric \$1,000.00	Per Board Approval
7/31/2023	100	OPERATING 3.42	Library Insurance \$200.00	Per Board Approval
7/31/2023	100	OPERATING 3.91	Dues (\$200.00)	Per Board Approval
7/31/2023	100	OPERATING 4.31	Improvements - Oth (\$150.00)	Per Board Approval
7/31/2023	100	OPERATING 4.8	Evergreen Collectio \$150.00	Per Board Approval
7/31/2023	100	OPERATING 4.31	Improvements - Oth \$400.00	Per Board Approval
7/31/2023	100	OPERATING 1.522	Books-Local History (\$400.00)	Per Board Approval



# Financial Report

## Bloomfield-Eastern Greene County Public Library

Report Dates = 7/1/2023 to 7/31/2023

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
<b>General</b>						
100 OPERATING	\$303,205.17	\$58,584.82	\$305,755.69	\$18,437.23	\$360,896.45	\$358,345.93
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	\$223,126.97	\$0.00	\$0.00	\$5,446.93	\$24,007.03	\$247,134.00
<b>Subtotal</b>	<b>\$526,511.14</b>	<b>\$58,584.82</b>	<b>\$305,755.69</b>	<b>\$23,884.16</b>	<b>\$384,903.48</b>	<b>\$605,658.93</b>
<b>2. Special Revenue</b>						
200 GIFT	\$17,571.66	\$2,622.21	\$13,724.62	\$2,684.06	\$13,018.35	\$16,865.39
201 RAINY DAY	\$59,450.94	\$50,245.00	\$50,245.00	\$350.00	\$2,450.00	\$11,655.94
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	\$5,261.00	\$0.00	\$0.00	\$32,239.00
278 STATE GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
279 BROADBAND GRANT	\$2,972.03	\$0.00	\$3,820.00	\$0.00	\$4,948.85	\$4,100.88
280 GREENE COUNTY FOUNDATION GRANT	\$325.00	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	\$325.00
<b>Subtotal</b>	<b>\$167,106.53</b>	<b>\$67,867.21</b>	<b>\$88,050.62</b>	<b>\$3,034.06</b>	<b>\$35,417.20</b>	<b>\$114,473.11</b>
<b>4. Capital Projects</b>						
400 LIRF	\$342.65	\$0.00	\$0.00	\$0.00	\$0.00	\$342.65
<b>Subtotal</b>	<b>\$342.65</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$342.65</b>
<b>5. Bearing</b>						
800 PLAC	\$0.00	\$0.00	\$65.00	\$0.00	\$65.00	\$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	\$1,122.68	\$8,046.36	\$1,122.68	\$8,046.36	\$0.00
804 FICA	\$0.00	\$1,295.59	\$9,158.77	\$1,295.59	\$9,158.77	\$0.00
805 MEDICARE	\$0.00	\$303.02	\$2,141.95	\$303.02	\$2,141.95	\$0.00
806 STATE TAX	\$0.00	\$859.33	\$5,981.01	\$859.33	\$5,981.01	\$0.00
807 COUNTY TAX	\$0.00	\$426.85	\$3,031.69	\$426.85	\$3,031.69	\$0.00
808 PERF	\$0.00	\$279.57	\$2,011.52	\$279.57	\$2,011.52	\$0.00
809 Insurance	\$0.00	\$544.77	\$3,813.39	\$544.77	\$3,813.39	\$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
<b>Subtotal</b>	<b>\$500.00</b>	<b>\$4,831.81</b>	<b>\$34,249.69</b>	<b>\$4,831.81</b>	<b>\$34,249.69</b>	<b>\$500.00</b>
<b>Grand Total</b>	<b>\$694,460.32</b>	<b>\$131,283.84</b>	<b>\$428,056.00</b>	<b>\$31,750.03</b>	<b>\$454,570.37</b>	<b>\$720,974.69</b>

**Total all banks = \$720,974.69**

# Appropriation Report for 100 OPERATING

## Bloomfield-Eastern Greene County Public Library

Report Date: From 7/11/2023 To 7/31/2023

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<b>I. Personal Services</b>							
1.111 Salary of Librarian	\$50,000.00	(\$1,500.00)	\$48,500.00	\$3,862.50	\$27,037.50	\$21,462.50	44.3
1.112 Salary of Librarians(Hourly)	\$95,000.00	\$0.00	\$95,000.00	\$4,585.87	\$33,177.42	\$61,822.58	65.1
1.113 Salary of Library Assistants	\$95,000.00	\$1,500.00	\$96,500.00	\$10,532.58	\$74,228.75	\$22,271.25	23.1
1.114 Salary of Pages	\$10,000.00	\$0.00	\$10,000.00	\$486.00	\$2,988.69	\$7,011.31	70.1
1.115 Salary of Coordinators	\$7,500.00	\$0.00	\$7,500.00	\$618.00	\$4,420.88	\$3,079.12	41.1
1.131 Salary of Treasurer	\$11,000.00	\$0.00	\$11,000.00	\$811.53	\$5,867.98	\$5,132.02	46.7
1.21 Library FICA and Medicare	\$21,000.00	\$0.00	\$21,000.00	\$1,598.61	\$11,300.72	\$9,699.28	46.2
1.22 Unemployment	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$769.92	\$1,730.08	69.2
1.23 PERF Employer Contribution Share	\$17,000.00	\$0.00	\$17,000.00	\$1,043.70	\$7,509.54	\$9,490.46	55.8
1.241 Employee Group Insurance	\$27,000.00	\$0.00	\$27,000.00	\$2,226.46	\$15,585.22	\$11,414.78	42.3
<b>Subtotal</b>	<b>\$336,000.00</b>	<b>\$0.00</b>	<b>\$336,000.00</b>	<b>\$25,765.25</b>	<b>\$182,886.62</b>	<b>\$153,113.38</b>	<b>45.6</b>
<b>2. Supplies</b>							
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	\$266.18	\$812.38	\$1,247.62	60.6
2.31 Building Materials	\$2,000.00	\$0.00	\$2,000.00	\$1.32	\$6.32	\$1,993.68	99.7
2.41 Library Supplies	\$7,000.00	\$0.00	\$7,000.00	\$276.03	\$4,057.50	\$2,942.50	42.0
2.43 Adult Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$112.00	\$384.59	\$655.41	63.0
2.44 Teen Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$208.14	\$596.97	\$443.03	42.6
2.45 Children's Program Supplies	\$1,400.00	\$0.00	\$1,400.00	\$278.27	\$788.81	\$611.19	43.7
2.46 Eastern Program Supplies	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$513.30	\$486.70	48.7
2.47 Covid-19 Supplies	\$400.00	\$0.00	\$400.00	\$0.00	\$77.97	\$322.03	80.5



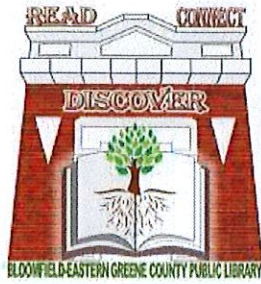
Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<b>Subtotal</b>	\$16,040.00		\$16,040.00	\$1,141.94	\$7,237.84	\$8,802.16	54.9
<b>3. Other Services and Charge</b>							
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$16.00	\$984.00	98.4
3.141 Other Professional	\$22,825.00	\$0.00	\$22,825.00	\$5,103.35	\$10,483.69	\$12,341.31	54.1
3.142 Database Subscriptions	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$1,474.31	\$3,525.69	70.5
3.143 eBook Services	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$3,394.33	\$4,105.67	54.7
3.21 Telephone	\$2,500.00	\$0.00	\$2,500.00	\$200.93	\$1,410.33	\$1,089.67	43.6
3.22 Postage	\$800.00	\$0.00	\$800.00	\$7.60	\$296.39	\$503.61	63.0
3.23 Traveling Expenses	\$2,200.00	\$0.00	\$2,200.00	\$213.98	\$603.96	\$1,596.04	72.5
3.24 Professional Meeting	\$2,500.00	\$0.00	\$2,500.00	\$200.00	\$876.78	\$1,623.22	64.9
3.251 Freight and Express	\$800.00	\$300.00	\$1,100.00	\$15.60	\$454.14	\$645.86	58.7
3.252 Evergreen	\$5,000.00	(\$1,000.00)	\$4,000.00	\$0.00	\$3,200.62	\$799.38	20.0
3.26 Internet Vendor	\$4,675.00	\$0.00	\$4,675.00	\$636.75	\$636.75	\$4,038.25	86.4
3.31 Advertising and Publicity	\$1,500.00	\$0.00	\$1,500.00	\$100.00	\$592.14	\$907.86	60.5
3.32 Printing	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.41 Official Bonds	\$400.00	\$0.00	\$400.00	\$156.00	\$312.00	\$88.00	22.0
3.42 Library Insurance	\$12,000.00	\$200.00	\$12,200.00	\$11,454.00	\$12,136.00	\$64.00	0.5
3.51 Gas	\$7,000.00	\$1,000.00	\$8,000.00	\$230.00	\$2,098.06	\$5,901.94	73.8
3.52 Electric	\$26,000.00	\$0.00	\$26,000.00	\$3,596.46	\$15,112.14	\$10,887.86	41.9
3.53 Water	\$2,000.00	\$0.00	\$2,000.00	\$57.48	\$402.36	\$1,597.64	79.9
3.54 Waste Disposal	\$2,200.00	\$0.00	\$2,200.00	\$91.00	\$818.00	\$1,382.00	62.8
3.61 Building Repair	\$22,000.00	\$0.00	\$22,000.00	\$845.00	\$6,445.75	\$15,554.25	70.7
3.62 Equipment Repair	\$9,000.00	\$0.00	\$9,000.00	\$653.78	\$4,905.34	\$4,094.66	45.5
3.63 Janitorial Service	\$23,000.00	\$0.00	\$23,000.00	\$1,900.00	\$13,300.00	\$9,700.00	42.2
3.8 2022 Encumbered Funds	\$873.00	\$0.00	\$873.00	\$0.00	\$873.00	\$0.00	0.0
3.91 Dues	\$2,500.00	(\$500.00)	\$2,000.00	\$0.00	\$475.00	\$1,525.00	76.3

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<b>Subtotal</b>	\$163,773.00	\$0.00	\$163,773.00	\$25,461.93	\$80,317.09	\$83,455.91	51.0
<b>4. Capital Outlays</b>							
4.31 Improvements - Other	\$2,000.00	\$250.00	\$2,250.00	\$55.08	\$135.00	\$2,115.00	94.0
4.41 Furniture and Equipment	\$9,000.00	\$0.00	\$9,000.00	\$1,905.37	\$4,969.71	\$4,030.29	44.8
4.51 Books - Adult Fiction	\$8,000.00	\$0.00	\$8,000.00	\$670.50	\$5,001.01	\$2,998.99	37.5
4.521 Books - Adult Nonfiction	\$5,600.00	\$0.00	\$5,600.00	\$360.70	\$2,592.83	\$3,007.17	53.7
4.522 Books-Local History/Genealogy	\$900.00	(\$400.00)	\$500.00	\$0.00	\$0.00	\$500.00	100.0
4.53 Books - Children	\$8,000.00	\$0.00	\$8,000.00	\$574.59	\$4,043.74	\$3,956.26	49.5
4.54 Books - YA	\$3,500.00	\$0.00	\$3,500.00	\$114.21	\$1,718.97	\$1,781.03	50.9
4.551 Books - Eastern Books Adult	\$3,100.00	\$0.00	\$3,100.00	\$297.31	\$1,977.45	\$1,122.55	36.2
4.552 Books - Eastern YA	\$500.00	\$0.00	\$500.00	\$42.02	\$270.45	\$229.55	45.9
4.553 Books - Eastern Juvenile	\$3,000.00	\$0.00	\$3,000.00	\$325.11	\$1,676.36	\$1,323.64	44.1
4.61 Periodicals and News	\$3,500.00	\$0.00	\$3,500.00	\$4.25	\$2,830.12	\$669.88	19.1
4.71 Nonprint - Adult DVD	\$3,800.00	\$0.00	\$3,800.00	\$629.00	\$1,894.75	\$1,905.25	50.1
4.72 Nonprint - Music	\$400.00	\$0.00	\$400.00	\$0.00	\$210.06	\$189.94	47.5
4.73 Nonprint - Audiobooks	\$7,000.00	\$0.00	\$7,000.00	\$435.33	\$3,762.88	\$3,237.12	46.2
4.74 Nonprint - Childrens	\$3,200.00	\$0.00	\$3,200.00	\$298.88	\$1,740.65	\$1,459.35	45.6
4.75 Nonprint - YA	\$1,500.00	\$0.00	\$1,500.00	\$164.96	\$709.83	\$790.17	52.7
4.761 Nonprint - Eastern DVD	\$3,200.00	\$0.00	\$3,200.00	\$193.94	\$996.22	\$2,203.78	68.9
4.762 Nonprint - Eastern Audio	\$500.00	\$0.00	\$500.00	\$0.00	\$18.45	\$481.55	96.3
4.763 Nonprint - Eastern Games	\$500.00	\$0.00	\$500.00	\$119.46	\$303.02	\$196.98	39.4
4.77 Replacement Books & Nonprint	\$1,000.00	\$0.00	\$1,000.00	\$24.99	\$331.95	\$668.05	66.8
4.8 Evergreen Collections	\$0.00	\$150.00	\$150.00	\$0.00	\$130.69	\$19.31	12.9
4.93 Misc Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
<b>Subtotal</b>	\$68,200.00	\$0.00	\$68,200.00	\$6,215.70	\$35,314.14	\$32,885.86	48.2



<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>	\$584,013.00	\$0.00	\$584,013.00	\$58,584.82	\$305,755.69	\$278,257.31	47.6

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



**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](http://www.bloomfield.lib.in.us)

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

***We're more than just books!***

# Librarian's Report for July 2023

*Wednesday, August 9, 2023*

Whistleblower Policy, did we need one?

Budget:

- This is what I was able to come up with everyone getting an across the board raise of 2% with other costs on the rise this was the best I could do.
- Please know that this budget is as close as I am able to get until I have my meeting DLGF on the August 23. If there are major changes I will email you on August 24.
- We should be able to put \$5,000 to \$10,000 back into the Rainy Day Fund at year's end if my projections hold true and we do not encounter another unplanned expense. This is not much of a cushion but it is something. It should leave about \$15,000 in it for next year plus what we add to it every month.
- Hunters Trust should have around \$10,000 in it after the roof expense.
- Johnson Controls
  - Electrician was here to set up the system.
  - Kevin Buyers along with another member of his team, as well as Jess and myself will be trained on how it operates.
  - Hopefully this will take place before fall so we can better regulate the Bloomfield Library temperature ourselves.

New Sculpture is in place; Sculpture Trails are donating it to us this year. It is called "The Sun", by Royal British Sculptor Kitchin. It is the largest of the five rotating pieces. The Sun will be displayed here during the Eclipse Festivities.

I am waiting for Equity Builders Roofing to finish the little piece of flat roof in the front now that Rock Solid is done.

Bids for the flat roof.

- Equity Roofers are quoting us \$26,685.39
- AMI Roofers
- Building Associates

Bids for Inside front, Plaster or Dry wall

- Rock Solid took \$1100 off their cost to help cover the plastering cost of their section. We also have \$1229.52 towards fixing it.
- Kelly \$6,100.00 take the whole thing down to the base and re-plaster and paint.



- Exterior Finishes \$1420.00 to plaster the Rock Solid part and do a patch and paint to the rest of it. They didn't want to take it totally down and redo it.
- Building Associates
- If you want Dry Wall, I will need to find people who can do it. Please write down their names so that I can contact them.
- We also have money from the Insurance that we can use after I get all the bids in. This should be about \$1220.00
- Making it \$4880.00 if we were to go this route.

John from Rock Solid is donating and cleaning up the bricks that have Bloomfield Brick on them. I was thinking we can ask for a donation of \$15+ per brick and use that money for anything new for the "Library of Things". John suggested doing it during Apple Festival, but we will have only 10-20 bricks that actually say Bloomfield Brick.

Ice Cream Social had about 50 people show up; an article will be in the paper.

Summer reading as finished, while I do not have an official count on participation it seems that participation was up. I had a family from Mooresville indicate they prefer the way we run it for the younger kids, getting a prize for completing a task than the way they did there where children received a ticket to be put in for a drawing at the end of the summer. From what I have seen over the summer people have enjoyed the programs.

Eastern has a person willing to trim the bushes and do some major weeding for \$500.00. Judy says that he has been using the library. He says he has been landscaping for a while. We still have not used all the money in the Eastern Donation Fund so we could hire him and see how he is.

We need to find someone that will do weeding and trimming of shrubs here also. I have been pulling vines but it needs more of an effort than I can give it. We really want the place to look good for the Apple Festival and The Eclipse. I hope that we can get more donations for the library during this period.

I would like for us to have a larger presence at the Apple Festival focusing in on the Courthouse Bicentennial next year. We have old ledgers from the 1879 that it would be fun to have copies of there.

We have been scanning in the library recorders. We will have a complete set on a flash drive and in a cloud format of some sort. We will also send a complete set to the Indiana State Archives at their request. Jess is looking into a scanner that will allow us to do the ones that are in ledger forms.

Lonnie has already reported on some Changes to Appropriations to balance out accounts at this point in the year. These changes are all below the threshold requiring actual Board approval, but are flagged as having Board approval in his report. Minor adjustments may also be needed as we get closer to year end. However, Board approval is needed to move \$10,000 from 1.112 (Librarian Hourly) to 1.113 (Assistant Librarian).

Adult Circulation	2023	2022	2021
Fiction	739	752	830
Non-fiction	246	231	228
Periodicals	71	75	69
Government Documents			
Audiobooks	96	84	112
Playaways	39	27	29
Overdrive	1893	1225	1244
Music CD	45	19	52
DVDs	716	600	602
Video Games	19	10	4
Library of Things	12	6	0
Total Adult	3876	3029	3171
Youth Services Circulation			
Parent Collection	3	5	
YA Fiction	193	211	164
YA Nonfiction	23	18	32
YA GAMES	75	71	54
YA and Audiobooks/Playaways	11	1	2
Juvenile Fiction	1553	1902	1622
Juvenile Nonfiction	246	365	237
Juvenile Audiobooks/Playaways	95	105	57
DVD Juvenile	206	178	214
Periodicals	1		7
Juvenile Games	14	9	24
TOTAL YOUTH SERVICES	2420	2865	2413
TOTAL	6266	5894	5584

Interlibrary Loan Services

	2023	2022
Books via SRCS Supplied	0	1
Books via SRCS Borrowed	3	11
Books loaned to Evergreen	462	489
Books borrowed from Evergreen	379	469

Computer/Equipment Usage

	23 Average	23 Peak	22 Average	22 Peak
Bits In	7.87Mb/s	139.74MB/s	2.7MB/s	69Mb/s
Bits Out	377.82Kb/s	13.32Mb/s	175Kb/s	12MB/s

Kanopy

Visits	Pages	Plays
288	295	13

Programs

Programs:	# of Children	19	# attended	803
	# of Teens	8	# attended	76
	#of Adults/ALL	2	# attended	65
TOTAL		28		944
Outreach	Children	stories		



Desk Collection		
Fines and Fees	186.33	
Fax	49.50	
Copier	414.55	
Donations	393.02	
Misc	32.80	
Taxable Sales	1.25	
Total	1077.45	

Bloomfield Main Facebook		
Posts	18	
Engagements	5080	
Reached	277	

Young Adult Page			
Posts	10		
Followers	142		
Engagements	29		
Reached	45		

**Website**  
visits pages 1410  
pages/ visit 2.1

Township	Resident	Resident Limited Access	Non Resident	Total
Beech Creek	1			1
Center	2	3		5
Highland	1			1
Jackson	2			2
Richland	8	1		9
Taylor	3			3
Unlisted	1(TEMP)			1
Total	18	4		22

Children's Facebook

Posts	13
Followers	234
Engagements	156
Reached	591

## Materials Add Bloomfield

Library of Things	2
Adult Fiction	31
Adult Nonfiction	18
Audio Books	7
Playaways	4
Periodicals	31
Music	
DVD's	18
Adult Games	
YA-Fiction	25
YA-Non	1
YA Games	
Juvenile Fiction	30
Juvenile Nonfiction	3
Audiobooks J/ playaway	3
Juvenile Periodicals	2
Juvenile Games	
Total	188

# Eastern Branch

2023

## Statistics

Computer Use

32

Scavenger Hunts 3/66

Programs

Juvenile 9/68

Adult 1/4

	2023	2022	2021
Adult Fiction	144	79	93
Adult Nonfiction	56	46	41
Periodicals	18	20	15
Government Docs			
Audio Books/playaways	4	2	13
Music CD	2		3
DVD	221	126	162
Games	29	9	
Library of Things	5		
<b>TOTALS ADULT</b>	<b>467</b>	<b>282</b>	<b>326</b>
YA Fiction	29	26	21
YA Nonfiction	3	1	1
YA Audiobook	2	4	
Juvenile Fiction	428	307	263
Juvenile Nonfiction	53	66	32
Juvenile Audiobooks	1	14	5
Juveniles Periodicals	1		
<b>TOTALS JUVENILES</b>	<b>517</b>	<b>418</b>	<b>322</b>
<b>TOTAL</b>	<b>984</b>	<b>700</b>	<b>648</b>

## Materials Added Eastern

Adult Fiction	9
Adult Nonfiction	12
Adult Audiobooks	
Periodicals	29
YA	7
YA Non	1
Juvenile Fiction	28
Juvenile Nonfiction	5
J Periodicals	1
DVD's	13
Game	
<b>TOTAL</b>	<b>105</b>

## Facebook Information

Posts 9

Reached 1464



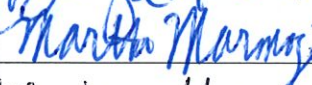


Engagement 24



## Change in Appropriations

August 9, 2023

Bloomfield-Eastern Greene County Public Library will have \$10,000.00 moved from 1.112 (Librarians Hourly) to 1.113 (Library Assistant)

Name	Aye	Nay
Roger Axe		
Dwayne Hostettler		
Martha Marmouze		
Linda Mattox		
Luke Rudisill		
Jessica Blazier		
Charlene Kluemper		