

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 for December 13, 2023

Board of Trustees – Bloomfield-Eastern Greene County Public Library

Wednesday, December 13, 2023 – 5:00 PM Library Annex

ORIGINAL

- Election of 2024 Board Officers
- Approval of Minutes
- Approval of Claims & Payroll
- Presentation & Approval of Personnel Report and Treasurer's Report
- Librarian's Report
- Scrap Blocks @ the Library in conjunction with Sculpture Trails
- Update from Jess McKamey
- Public Comment
- Adjournment
- Next Board Meeting, January 10, 2024, 5:00 PM, Library Annex



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Board of Trustees Meeting

Wednesday, November 8, 2023

The Bloomfield-Eastern Greene County Public Library Board of Trustees met Wednesday, November 8, 2023, in Main Library Community Room. Roger Axe called the meeting to order at 4:59 PM. Board members present were Linda Mattox, Martha Marmouze, Charlene Kluemper, Dwayne Hostetter, Luke Rudisill, and Roger Axe. Karen Holz, Director, Jess McKamey, Assistant Director, and Lonnie Vandeventer, Treasurer/Bookkeeper, and Armonda Riggs, Literacy Coordinator were also present.

Approval of Minutes:

Following a review of the minutes from the October 11 meeting, motion was made by Linda to approve the minutes as submitted. Martha seconded the motion which was approved unanimously.

Approval of Claims and Payroll:

Following a review of claims and payroll, Dwayne made a motion to approve claims and payroll. The motion was seconded by Charlene and was unanimously approved.

Approval of Treasurer's Report and Personnel Report:

Lonnie presented the Personnel Report and the Treasurer's Report. Lonnie indicated there were no changes in personnel during October. Lonnie also reported that we tracking on pace for each of the four budget categories. Lonnie further reported that a check issued to Amazon, Check #3944, in the amount of \$369.71 was lost in the mail. A Stop Payment Order, at a cost of \$10.00, was processed for this payment in order to re-issue a new check on November 2, 2023. Luke made a motion that both reports be approved as submitted. The motion was seconded by Martha. The motion was unanimously approved.

Librarian's Report:

- After discussion of our Collection policy, the Board approved with a formal vote, to increase our collection fee from \$10.00 to \$20.00 per item.
- After discussion concerning the Eastern Branch and internet service, the Board agrees that we will continue as is with Comcast for one year.
- Karen reviewed the purchasing policy update (copy attached). The Board approved and signed a resolution updating the policy on November 8, 2023.
- The Board tabled the Knox Box installations until we know the cost to install. *Since the Board Meeting, Karen has verified with the State what accounts we can draw upon for boxes and installation. The Knox boxes for the Main Branch and Eastern incur a cost of \$974.00 will be paid from the 100 Account against Account 2.31 (Building Materials). The installation fees for the Main Branch and Eastern will be \$330.00 paid from the 100 Account 3.61 (Building Repair). The Knox box for the Annex will incur a cost of \$487.00 will be paid from the 200 Account against Account 2.31 (Building Materials). The installation fee for the Annex will be \$180.00 paid from the 200 Account 3.61 (Building Repair). If the Knox Boxes are not received and/or installed before December 31, 2023, these items will be Encumbered.*
- Lonnie and Karen asked that the Board approve the year-end bonus of \$200.00 for all active employees excluding pages. The bonus will be added to the paycheck being issued on December 29, 2023. Luke made a motion to approve the bonus for employees which was seconded by Linda. *As funds are available, we would suggest we amend the bonus to also include our Janitor, who is paid as an independent contractor.*

Other Business:

- Jess advised the Board that in order for Armonda and others working on the Annex Elevator Project that she have authority to ask for proposals as they are received rather than waiting until action is taken on the Director level position as Karen has removed herself from the project team.
- Jess brought before the Board a request for a facilities management position that was tabled until the next Board Meeting on December 13. *A review of budget availability before the end of the current fiscal year; however, Jess indicates she believes we can fund the position in 2024.*
- Lonnie requested that we close the window for accepting applications for the library director position. He also reported that we had two applicants: Jess McKamey and Jane VanBuskirk. Dwyane made a motion that we close the window for applications and Charlene seconded the motion. Motion carried with unanimous approval.
- Roger indicated that we should schedule an Executive Board Meeting preceding the next Board Meeting at 4:15 PM EST. During this meeting Jess will be interviewed by the Board for the position.
- Lonnie indicated that since the window has now closed accepting additional applications, he will notify Jane VanBuskirk we have elected to move forward with an internal candidate at this time. *Lonnie subsequently emailed Ms. VanBuskirk as such and has heard nothing further from her.*

Adjournment:

- Luke made a motion to adjourn at 6:32 PM. Martha seconded the motion. Motion approved.
- The next regularly scheduled Board meeting will be on December 13, 2023, in the Library Annex.

○


Martha Marmouze, Secretary

Purchase Policy

November 2023

The Bloomfield-Eastern Greene County Public Library Board is a governmental body that is authorized to enter into contracts under the Indiana Public Purchasing Law. The Bloomfield-Eastern Greene County Public Library is the "Purchasing Agency".

The Library Director shall serve as the "Purchasing Agent" for the library. The director may delegate authority to other staff members but bears the ultimate responsibility for purchases made.

In general, merchandise shall have received before payment is remitted. It shall be the responsibility of the director to approve situations when prepayment is required by the vendor. This can be no more than 50% of the total cost of the purchase, and it must be less than \$150,000. No expenses shall be paid without a pre-existing appropriation.

Nothing in this policy shall be construed as to lessen the requirements set forth in the Indiana Code ("The Code") and explained in the State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Libraries ("The Manual").

Supplies, equipment, goods, and materials

This section shall pertain to the purchases of supplies, equipment, goods and materials. It does not pertain to "library materials", to which: print and non-print designated as materials that are to be used by patrons, are exempt by statute from restrictions imposed by I.C. 36-1-9. While staff members responsible for purchasing these items are not encumbered by a quote or bid process, the Board expects them to use due diligence in seeking out the most economical sources for the items.

Purchases under \$25,000

Purchases of this amount require no formal bids or quotes, although comparison shopping is encouraged. Single purchases in excess of \$5,000 must be approved in advanced by the Board, except when an emergency exists. Purchases in excess of \$500.00 by a delegated staff person must be approved by the Director in advance. The variety of exceptions, preferences and exemptions stipulated in The Code and The Manual pertaining to purchases in excess of \$25,000 may be considered when making purchases in this category.

Purchases between \$25,000 and \$75,000

Purchases of this amount generally require that quotes be solicited from at least three persons/businesses known to deal in the goods sought to be purchased.

1. An invitation to quote shall be issued by the Director, allowing at least seven days before quotes are due to the library.

2. The Director shall present responsive quotes to the Board for its review and decision.
3. If no responsive quotes are received, the library may select a vendor as though it were a purchase under \$25,000.00.
4. Information contained in The Code and The Manual and further direction to this section.
5. The variety of exceptions, preferences and exemptions stipulated in The Code and The Manual pertaining to purchases in excess of \$75,000.00 may be considered when making purchases in the category.

Purchases \$75,000 and over

Purchases of this value must be purchased following competitive bidding procedures, unless exempting circumstances apply, Indiana Code 5-22 and the guidelines contained in The Manual will be the source of authority in this procedure.

Services

Annual maintenance contracts, as well as unexpected individual service or repair expenses, in excess of \$2,000 shall be approved by the Board. The variety of exceptions, preferences and exemptions stipulated in The Code and The Manual pertaining to purchases in excess of \$75,000 may be considered when making purchases in this category.

Real Estate

All purchase of real estate, improved or unimproved, shall be made only with prior consent of the Board and shall follow all applicable state laws.

Construction

All construction, alteration, or renovation on library owned or leased property with a value in excess of \$25,000.00 shall be governed by the "Public Works Law" at Indiana Code 36-1-12.

Appendix One

The Following information is taken from The Manual and is provided for ease of reference. Refer to The Manual found at <https://www.in.gov/sboa/political-subdivisions/libraries/> and The Code found at <https://law.justia.com/codes/indiana/> for complete information.

Special Purchasing Methods

The Director shall keep a register of Special contracts with the value of \$75,000 or more. Selected scenarios for special purchasing i.e. a non-bid situation are: (See application statute or The Manual for a complete list and details).

1. Emergency conditions-threat to public health, welfare or safety
2. Unique opportunity for substantiating savings
3. At auction
4. Data processing hardware, software, supplies, for the sake of continuity and compatibility
5. No responsive offer received using other methods
6. Substantial saving afforded government body, i.e. companies which routinely offer special prices to a unit of the government.
7. When only a single source for the particular item can be found
8. Contract with Federal or State Agency
9. A gift of goods (not restricted cash donation)
10. Purchases from a public utility, Indiana Department of Correction or from a rehabilitation center.

Preferences

Indiana statutes recognize purchasing preference for; (see The Manual for further explanation)

1. Recycling materials
2. Soy diesel/biodiesel
3. Indiana Businesses
4. Coal mined in Indiana
5. Supplies manufactured in the United States

In General

1. Library may require "bid or performance bonds"
2. A prescribed, preprinted form for bids on equipment, supplies, etc. is not required; the library shall prescribe the information to be provided by prospective vendors.
1. 3.The library may allow increase compensation for early performance, or penalties for late performance.
3. Contracts may be renewed, but not for a period longer than the term of the original contract. If the original contract contains provision for escalation of price, however, it may not be renewed.

Purchase Policy

November 8, 2023

The Bloomfield-Eastern Greene County Public Library Board of Trustees accept the Purchasing Policy written for the November 8, 2023, Library Board Meeting.

Aye		Nay
Linda Mattox		
Marlene Thayer		
Dwight Heltz		
[Signature]		
Martha A. Marmozz		
[Signature]		

Voucher List

Bloomfield-Eastern Greene County Public Library

Report Date: From **11/1/2023** To **11/30/2023**

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	633	AVC Technology Corporation	11/2/2023		\$150.00
3997	634	OVERDRIVE, INC	11/2/2023		\$95.00
3998	635	D-PENDABLE WASTE REMOV	11/2/2023	Nov/Dec/January	\$45.00
0	636	FARMERS & MECHANICS FCU	11/2/2023	STOP PAYMENT ORDER FOR CHECK #3944	\$10.00
0	637	AMAZON CAPITAL SERVICES	11/2/2023	STOP PAYMENT ISSUED FOR CK#3944 - CREATING NEGATIVE VOUCHER TO CLOSE TRANSACTION	(\$369.71)
3999	638	AMAZON CAPITAL SERVICES	11/2/2023	REPLACEMENT CHECK FOR LOST CHECK ISSUED 10/3/2023 - STOP PAYMENT COMPLETE FOR CHECK #3944	\$369.71
4000	639	YOUR AUTOMATIC DOOR CO.	11/3/2023		\$225.00
4001	640	ADTEC	11/3/2023	FY2023 Category Two Phase 2	\$375.00
4002	641	BAKER & TAYLOR	11/7/2023		\$295.33
4003	642	MIDWEST NATURAL GAS COR	11/7/2023	125 S FRANKLIN ST	\$269.44
4004	643	DC ELEVATOR	11/7/2023		\$294.29
4005	644	CENTER POINT LARGE PRINT	11/7/2023		\$91.68
4006	645	UNIQUE MANAGEMENT SERVI	11/7/2023		\$102.83
4007	646	RICOH USA, INC (CHICAGO)	11/7/2023		\$201.00
4008	647	AMAZON CAPITAL SERVICES	11/7/2023		\$897.69
4009	648	EQUITY BULDERS ROOFING	11/8/2023		\$17,587.95
4011	649	OVERDRIVE, INC	11/7/2023		\$176.94
4012	650	ENA Services LLC	11/8/2023		\$417.50
4013	651	PLAYAWAY PRODUCTS	11/8/2023		\$322.45
4014	652	HASEMAN PEST CONTROL OF	11/8/2023		\$135.00
4015	653	BAKER & TAYLOR	11/9/2023		\$141.56
4016	654	OVERDRIVE, INC	11/9/2023		\$1,373.09
4017	655	AMAZON CAPITAL SERVICES	11/9/2023		\$260.27
0	656	DELTA DENTAL	11/13/2023		\$47.38
4018	657	SAMS CLUB/SYNCHRONY BA	11/14/2023		\$157.95
4019	658	DC ELEVATOR	11/14/2023		\$510.00
4020	659	EASTERN HEIGHTS UTILITIES	11/14/2023	125 S FRANKLIN ST	\$83.69
4021	660	UDWI	11/14/2023		\$182.00
4022	661	OVERDRIVE, INC	11/14/2023		\$1,373.09
4023	662	BLACKSTONE PUBLISHING	11/14/2023		\$116.34
4024	663	AMAZON CAPITAL SERVICES	11/14/2023		\$834.71
4025	664	JESS McKAMEY	11/15/2023	Meal Expense Reimbursement	\$59.32
4026	665	KAREN HOLZ	11/15/2023	Mileage Reimbursement	\$78.41
4027	666	DIANE L ANDERSON	11/16/2023	Meal Reimbursement	\$10.26
4028	667	OVERDRIVE, INC	11/16/2023		\$62.99
4029	668	CENTURYLINK	11/16/2023		\$5.54
4030	669	KAREN HOLZ	11/16/2023	Reimbursement for Lunch	\$10.20
4031	670	DIANE L ANDERSON	11/16/2023		\$11.95
4034	671	BAKER & TAYLOR	11/20/2023		\$770.19
4035	672	CENGAGE LEARNING	11/20/2023		\$72.72
4036	673	OVERDRIVE, INC	11/20/2023		\$38.60
4037	674	KIMBERLY PORTER	11/20/2023	Mileage Reimbursement	\$83.79
4038	675	SMITHVILLE	11/20/2023		\$38.45
4039	676	AT&T	11/20/2023		\$172.76
4040	677	CARD SERVICE CENTER	11/20/2023		\$825.94
4041	678	KIMBERLY PORTER	11/21/2023	Reimbursement for Parking, Meal, and Addtnl Receipt	\$108.58

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
4042	679	CENGAGE LEARNING	11/21/2023		\$79.50
4043	680	AMAZON CAPITAL SERVICES	11/21/2023		\$1,205.01
4044	681	EASTERN HEIGHTS UTILITIES	11/22/2023		\$19.02
4045	682	BLACKSTONE PUBLISHING	11/22/2023		\$100.60
0	683	PERF	11/30/2023	PERF Deposit	\$1,389.61
0	684	INTERNAL REVENUE SERVIC	11/30/2023	Federal Tax Deposit	\$4,684.25
0	685	INDIANA DEPT OF REVENUE	11/30/2023	State and County Tax Deposit	\$1,345.52
4047	686	MCLS	11/22/2023		\$3,403.10
4048	687	KIMBERLY PORTER	11/28/2023	Reimburse for calandars	\$20.77
4049	688	GREENE COUNTY FOUNDATI	11/28/2023	DONATION	\$250.00
4050	689	PSI PLASTIC GRAPHICS	11/28/2023		\$105.00
4051	690	BAKER & TAYLOR	11/28/2023		\$117.48
0	691	UNITED HEALTHCARE	11/28/2023		\$2,723.85
4052	692	WELLS FARGO VENDOR FINA	11/29/2023		\$124.05
4053	693	RICOH USA, INC (ATLANTA)	11/29/2023		\$115.31
4054	694	PREFERRED WASTE REMOVA	11/29/2023		\$34.00
4055	695	Bloomfield Chamber of Commer	11/29/2023	2024 Chamber of Commerce Dues	\$100.00
4056	696	WALMART - CAPITAL ONE	11/29/2023		\$19.96
4057	697	WORTHINGTON DIRECT	11/29/2023		\$2,380.22
4058	698	AMAZON CAPITAL SERVICES	11/29/2023		\$243.64
0	699	PAYROLL	11/30/2023	PAYROLL	\$21,971.68
4059	700	MICHELE ROGERS	11/30/2023	November Cleaning	\$2,030.00
0	701	FARMERS & MECHANICS FCU	11/30/2023	STOP PAYMENT ORDER FOR CHECK #4009	\$10.00
0	702	EQUITY BULDERS ROOFING	11/30/2023	STOP PAYMENT ORDER ISSUED FOR CK#4009 - CREATING NEGATIVE VOUCHER TO CLOSE TRANSACTION	(\$17,587.95)
4060	703	EQUITY BULDERS ROOFING	11/30/2023	REPLACEMENT CHECK ISSUED FOR CK#4009 WHICH WAS LOST IN MAIL	\$17,587.95
4061	704	JESS McKAMEY	11/30/2023	Mileage Reimbursement for AVC Seminar in Greenwood, IN Attendees: Jess McKamey & Lonnie Vandeventer	\$72.81
0	705	AMAZON CAPITAL SERVICES	11/30/2023		(\$15.37)
4062	706	BAKER & TAYLOR	11/30/2023		\$49.06
4063	707	DUKE ENERGY	11/30/2023	125 S FRANKLIN ST	\$1,385.40
4064	708	SEWAGE DISPOSAL WORKS	11/30/2023	125 S FRANKLIN ST	\$148.00

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
Total Amount of Claims					\$73,234.35

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, December 6, 2023

Janice Vandeventer
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 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$73,234.35

Date this 13th day of December, 2023.

Linda Matta Charlene Kumpfer
Wayne Hostetter J. Reed
Matthew Marnoyz Chris

SIGNATURES OF GOVERNING BOARD

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

Totals

FICA:	Medicare:	Federal:	State:	County:	PERF:	Health Ins	Insurance	Other	Other	Other	Net Pay:
\$1,362.25	\$318.61	\$1,322.53	\$893.24	\$452.28	\$293.58	\$544.77	\$0.00	\$0.00	\$0.00	\$0.00	\$16,784.42
Other	Other	Other	Other	NT PERF	Tax PERF	EIC:	EIC:	Used	Earned		
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Regular 1089.12	1089.12		
								Sunday 0	0		
								Double 0	0		
								PTO 74.5	74.5		
								Vacation 0	0		
								Comp 0	0		
								Holiday 81	81		
								Personal 0	0		
								Total Hours: 1244.62	1244.62		

Paid Through Date Hourly 11/24/2023
Paid Through Date Salary 11/24/2023
Check Date Hourly 11/30/2023
Check Date Salary 11/30/2023
Voucher/Receipt Date 11/30/2023

Gross Pay:	\$21,971.68
Non Taxable	\$0.00
Taxable	\$21,971.68

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 \$ 21971.68 is correct and has by me been approved.

Dated November 27th 23

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.

Karen Holz

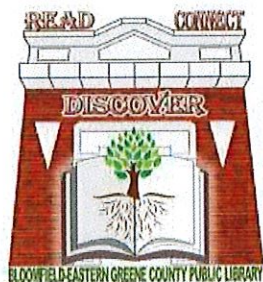
Disbursing Officer

Karen Holz
Director

Employer Share FICA Due =	\$1,362.25
Employee Share FICA Due =	\$2,724.50
Employer Share Medicare Due =	\$318.61
Employee Share Medicare Due =	\$637.22
Federal Tax Due =	\$1,322.53
Total Tax Deposit Due =	\$4,684.25

Employee PERF Due =	\$293.58
Employer PERF Due =	\$1,074.97
Total PERF Due =	\$1,368.55

State Tax Due =	\$893.24
County Tax Due =	\$452.28
Total Tax Due =	\$1,345.52



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Treasurers Report for November 2023

Wednesday, December 13, 2023

PAYROLL: Net Pay of \$16,784.42 (November 30, 2023).

CLAIMS: Claims #633-708 totaling \$73,234.35 in November 2023.

BUDGET STATUS:

Through eleven months of the year, we strive to be at or under 91.66% in each of the four budget categories as well as overall. We are under 91.66% in all categories as well as overall. See the appropriation report through November 30, 2023 for the full numbers.

2023/Current Year through November 30, 2023

Personnel/Personal Services	86.60 % spent
Supplies	69.10 % spent
Other Services	77.50 % spent
Capital Outlays	85.30 % spent
OVERALL	83.40 % spent

2022/Prior Year Comparison through November 30, 2022

Personnel/Personal Services	80.00 % spent
Supplies	73.90 % spent
Other Services	76.10 % spent
Capital Outlays	83.30 % spent
OVERALL	78.90 % spent

STOP PAYMENT ORDER ISSUED

Equity Builders Roofing contacted us on November 30 informing us they had not received Check #4009, issued in the amount of \$17,587.95, and mailed to them on 11/8/2023. A stop payment order was processed at a cost of \$10.00. A replacement check was generated on 11/30/2023 which was picked up by their representative. The replacement check has now cleared.

Financial Report

Bloomfield-Eastern Greene County Public Library

Report Dates = 1/1/2023 to 11/30/2023

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. General						
100 OPERATING	\$303,205.17	\$487,844.27	\$487,844.27	\$426,523.36	\$426,523.36	\$241,884.26
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	\$18,602.62	\$18,602.62	\$241,729.59
Subtotal	\$526,511.14	\$487,844.27	\$487,844.27	\$445,125.98	\$445,125.98	\$483,792.85
2. Special Revenue						
200 GIFT	\$17,571.66	\$17,029.80	\$17,029.80	\$15,670.63	\$15,670.63	\$16,212.49
201 RAINY DAY	\$59,450.94	\$50,245.00	\$50,245.00	\$3,850.00	\$3,850.00	\$13,055.94
203 LEVY EXCESS OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 HUNTER TRUST	\$45,017.84	\$30,587.95	\$30,587.95	\$0.00	\$0.00	\$14,429.89
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	\$7,649.00	\$7,649.00	\$0.00	\$0.00	\$29,851.00
278 STATE GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
279 BROADBAND GRANT	\$2,972.03	\$5,490.00	\$5,490.00	\$6,470.85	\$6,470.85	\$3,952.88
280 GREENE COUNTY FOUNDATION GRANT	\$325.00	\$15,325.00	\$15,325.00	\$15,000.00	\$15,000.00	\$0.00
Subtotal	\$167,106.53	\$126,326.75	\$126,326.75	\$40,991.48	\$40,991.48	\$81,771.26
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	\$65.00	\$65.00	\$65.00	\$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	\$13,223.20	\$13,223.20	\$13,223.20	\$13,223.20	\$0.00
804 FICA	\$0.00	\$14,623.64	\$14,623.64	\$14,623.64	\$14,623.64	\$0.00
805 MEDICARE	\$0.00	\$3,420.07	\$3,420.07	\$3,420.07	\$3,420.07	\$0.00
806 STATE TAX	\$0.00	\$9,562.00	\$9,562.00	\$9,562.00	\$9,562.00	\$0.00
807 COUNTY TAX	\$0.00	\$4,840.44	\$4,840.44	\$4,840.44	\$4,840.44	\$0.00
808 PERF	\$0.00	\$3,171.22	\$3,171.22	\$3,171.22	\$3,171.22	\$0.00
809 Insurance	\$0.00	\$5,992.47	\$5,992.47	\$5,992.47	\$5,992.47	\$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	\$54,898.04	\$54,898.04	\$54,898.04	\$54,898.04	\$500.00
Grand Total	\$694,460.32	\$669,069.06	\$669,069.06	\$541,015.50	\$541,015.50	\$566,406.76

Total all banks = \$566,406.76

Appropriation Report for 100 OPERATING

Bloomfield-Eastern Greene County Public Library

Report Date: From 11/1/2023 To 11/30/2023

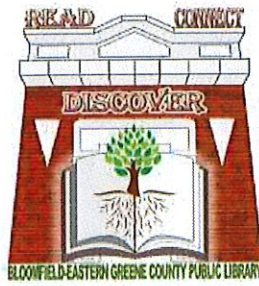
Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
1. Personal Services							
1.111 Salary of Librarian	\$50,000.00	(\$2,500.00)	\$47,500.00	\$42,487.50	\$42,487.50	\$5,012.50	10.6
1.112 Salary of Librarians(Hourly)	\$95,000.00	(\$23,000.00)	\$72,000.00	\$57,755.17	\$57,755.17	\$14,244.83	19.8
1.113 Salary of Library Assistants	\$95,000.00	\$26,500.00	\$121,500.00	\$114,956.19	\$114,956.19	\$6,543.81	5.4
1.114 Salary of Pages	\$10,000.00	(\$1,500.00)	\$8,500.00	\$4,626.69	\$4,626.69	\$3,873.31	45.6
1.115 Salary of Coordinators	\$7,500.00	\$500.00	\$8,000.00	\$6,892.88	\$6,892.88	\$1,107.12	13.8
1.131 Salary of Treasurer	\$11,000.00	\$0.00	\$11,000.00	\$9,145.30	\$9,145.30	\$1,854.70	16.9
1.21 Library FICA and Medicare	\$21,000.00	\$0.00	\$21,000.00	\$18,043.71	\$18,043.71	\$2,956.29	14.1
1.22 Unemployment	\$2,500.00	\$0.00	\$2,500.00	\$899.92	\$899.92	\$1,600.08	64.0
1.23 PERF Employer Contribution Share	\$17,000.00	\$0.00	\$17,000.00	\$11,839.00	\$11,839.00	\$5,161.00	30.4
1.241 Employee Group Insurance	\$27,000.00	\$0.00	\$27,000.00	\$24,491.06	\$24,491.06	\$2,508.94	9.3
Subtotal	\$336,000.00	\$0.00	\$336,000.00	\$291,137.42	\$291,137.42	\$44,862.58	13.4
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	\$1,066.79	\$1,066.79	\$993.21	48.2
2.31 Building Materials	\$2,000.00	\$0.00	\$2,000.00	\$51.75	\$51.75	\$1,948.25	97.4
2.41 Library Supplies	\$7,000.00	\$0.00	\$7,000.00	\$5,697.02	\$5,697.02	\$1,302.98	18.6
2.43 Adult Program Supplies	\$1,040.00	\$150.00	\$1,190.00	\$1,060.00	\$1,060.00	\$130.00	10.9
2.44 Teen Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$1,176.47	\$1,176.47	(\$136.47)	-13.1
2.45 Children's Program Supplies	\$1,400.00	\$0.00	\$1,400.00	\$1,253.74	\$1,253.74	\$146.26	10.4
2.46 Eastern Program Supplies	\$1,000.00	\$0.00	\$1,000.00	\$706.60	\$706.60	\$293.40	29.3
2.47 Covid-19 Supplies	\$400.00	(\$150.00)	\$250.00	\$77.97	\$77.97	\$172.03	68.8

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
Subtotal	\$16,040.00	\$0.00	\$16,040.00	\$11,090.34	\$11,090.34	\$4,949.66	30.9
3. Other Services and Charge							
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$40.00	\$40.00	\$960.00	96.0
3.141 Other Professional	\$22,825.00	\$0.00	\$22,825.00	\$15,697.93	\$15,697.93	\$7,127.07	31.2
3.142 Database Subscriptions	\$5,000.00	\$729.00	\$5,729.00	\$5,764.81	\$5,764.81	(\$35.81)	-0.6
3.143 eBook Services	\$7,500.00	\$0.00	\$7,500.00	\$7,938.16	\$7,938.16	(\$438.16)	-5.8
3.21 Telephone	\$2,500.00	\$0.00	\$2,500.00	\$2,246.93	\$2,246.93	\$253.07	10.1
3.22 Postage	\$800.00	\$0.00	\$800.00	\$428.39	\$428.39	\$371.61	46.5
3.23 Traveling Expenses	\$2,200.00	\$0.00	\$2,200.00	\$1,833.80	\$1,833.80	\$366.20	16.6
3.24 Professional Meeting	\$2,500.00	\$0.00	\$2,500.00	\$2,206.03	\$2,206.03	\$293.97	11.8
3.251 Freight and Express	\$800.00	\$300.00	\$1,100.00	\$1,107.74	\$1,107.74	(\$7.74)	-0.7
3.252 Evergreen	\$5,000.00	(\$1,000.00)	\$4,000.00	\$3,200.62	\$3,200.62	\$799.38	20.0
3.26 Internet Vendor	\$4,675.00	\$0.00	\$4,675.00	\$1,039.25	\$1,039.25	\$3,635.75	77.8
3.31 Advertising and Publicity	\$1,500.00	\$0.00	\$1,500.00	\$1,161.09	\$1,161.09	\$338.91	22.6
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	\$312.00	\$312.00	\$88.00	22.0
3.42 Library Insurance	\$12,000.00	\$200.00	\$12,200.00	\$12,136.00	\$12,136.00	\$64.00	0.5
3.51 Gas	\$7,000.00	\$0.00	\$7,000.00	\$3,018.06	\$3,018.06	\$3,981.94	56.9
3.52 Electric	\$26,000.00	\$1,000.00	\$27,000.00	\$21,383.31	\$21,383.31	\$5,616.69	20.8
3.53 Water	\$2,000.00	\$0.00	\$2,000.00	\$632.28	\$632.28	\$1,367.72	68.4
3.54 Waste Disposal	\$2,200.00	\$0.00	\$2,200.00	\$1,346.00	\$1,346.00	\$854.00	38.8
3.61 Building Repair	\$22,000.00	\$0.00	\$22,000.00	\$16,451.39	\$16,451.39	\$5,548.61	25.2
3.62 Equipment Repair	\$9,000.00	\$0.00	\$9,000.00	\$7,122.79	\$7,122.79	\$1,877.21	20.9
3.63 Janitorial Service	\$23,000.00	\$0.00	\$23,000.00	\$20,900.00	\$20,900.00	\$2,100.00	9.1
3.8 2022 Encumbered Funds	\$873.00	\$0.00	\$873.00	\$873.00	\$873.00	\$0.00	0.0
3.91 Dues	\$2,500.00	(\$500.00)	\$2,000.00	\$625.00	\$625.00	\$1,375.00	68.8

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
Subtotal	\$163,773.00	\$729.00	\$164,502.00	\$127,464.58	\$127,464.58	\$37,037.42	22.5
4. Capital Outlays							
4.31 Improvements - Other	\$2,000.00	\$250.00	\$2,250.00	\$135.00	\$135.00	\$2,115.00	94.0
4.41 Furniture and Equipment	\$9,000.00	\$0.00	\$9,000.00	\$8,501.27	\$8,501.27	\$498.73	5.5
4.51 Books - Adult Fiction	\$8,000.00	\$0.00	\$8,000.00	\$7,663.44	\$7,663.44	\$336.56	4.2
4.521 Books - Adult Nonfiction	\$5,600.00	\$0.00	\$5,600.00	\$5,047.19	\$5,047.19	\$552.81	9.9
4.522 Books-Local History/Genealogy	\$900.00	(\$400.00)	\$500.00	\$30.00	\$30.00	\$470.00	94.0
4.53 Books - Children	\$8,000.00	\$0.00	\$8,000.00	\$7,419.31	\$7,419.31	\$580.69	7.3
4.54 Books - YA	\$3,500.00	\$0.00	\$3,500.00	\$3,430.14	\$3,430.14	\$69.86	2.0
4.551 Books - Eastern Books Adult	\$3,100.00	\$500.00	\$3,600.00	\$2,725.88	\$2,725.88	\$874.12	24.3
4.552 Books - Eastern YA	\$500.00	\$200.00	\$700.00	\$356.93	\$356.93	\$343.07	49.0
4.553 Books - Eastern Juvenile	\$3,000.00	\$500.00	\$3,500.00	\$3,205.45	\$3,205.45	\$294.55	8.4
4.61 Periodicals and News	\$3,500.00	\$0.00	\$3,500.00	\$2,847.12	\$2,847.12	\$652.88	18.7
4.71 Nonprint - Adult DVD	\$3,800.00	\$0.00	\$3,800.00	\$2,972.90	\$2,972.90	\$827.10	21.8
4.72 Nonprint - Music	\$400.00	\$0.00	\$400.00	\$387.33	\$387.33	\$12.67	3.2
4.73 Nonprint - Audiobooks	\$7,000.00	\$0.00	\$7,000.00	\$6,394.98	\$6,394.98	\$605.02	8.6
4.74 Nonprint - Childrens	\$3,200.00	\$0.00	\$3,200.00	\$2,970.41	\$2,970.41	\$229.59	7.2
4.75 Nonprint - YA	\$1,500.00	\$0.00	\$1,500.00	\$1,377.29	\$1,377.29	\$122.71	8.2
4.761 Nonprint - Eastern DVD	\$3,200.00	(\$1,200.00)	\$2,000.00	\$1,448.33	\$1,448.33	\$551.67	27.6
4.762 Nonprint - Eastern Audio	\$500.00	\$0.00	\$500.00	\$75.43	\$75.43	\$424.57	84.9
4.763 Nonprint - Eastern Games	\$500.00	\$0.00	\$500.00	\$627.74	\$627.74	(\$127.74)	-25.5
4.77 Replacement Books & Nonprint	\$1,000.00	\$0.00	\$1,000.00	\$343.65	\$343.65	\$656.35	65.6
4.8 Evergreen Collections	\$0.00	\$150.00	\$150.00	\$192.14	\$192.14	(\$42.14)	-28.1
4.93 Misc Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
Subtotal	\$68,200.00	\$0.00	\$68,200.00	\$58,151.93	\$58,151.93	\$10,048.07	14.7

<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	\$729.00	\$584,742.00	\$487,844.27	\$487,844.27	\$96,897.73	16.6

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

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

We're more than just books!

Personnel Report for November 2023

Wednesday, December 13, 2023

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

Ending Employment:

- Harley Ray Page Last Day Worked: 11/7/2023

Beginning Employment:

No New Hires

We had two infoex delivery in November 2023

Adult Circulation	2023	2022	2021
Fiction	585	728	812
Non-fiction	219	259	297
Periodicals	37	85	58
Government Documents			
Audiobooks	73	87	102
Playaways	35	45	27
Overdrive	1718	1366	1012
Music CD	28	87	39
DVDs	553	641	693
Video Games	4	5	13
Library of Things	3	7	
Total Adult	3255	3310	3026
Youth Services Circulation			
Parent Collection	9	6	
YA Fiction	172	91	153
YA Nonfiction	31	50	14
YA GAMES		6	3
YA Audiobooks/Playaways			
Juvenile Fiction	1791	1203	1084
Juvenile Nonfiction	261	407	171
Juvenile Audiobooks/Playaways	81	85	
DVD Juvenile	94	219	153
Periodicals	4	3	
Juvenile Games			
TOTAL YOUTH SERVICES	2443	2070	1578
TOTAL	5698	5380	4604

Interlibrary Loan Services

	2023	2022
Books via SRCS Supplied	5	5
Books via SRCS Borrowed	4	4
Books loaned to Evergreen	279	638
Books borrowed from Evergreen	216	532

Computer/Equipment Usage

	2022 Average	2023 Average	2022 Peak	2023 Peak
Bits In	2.84Mb/sec	5.23Mb/sec	100.37Mb/sec	146.38Mb/sec
Bits Out	191/Kb/sec	296.18Kb/sec	19.25Kb/sec	20.2Mb/sec

Kanopy

	Visits	Pages	Plays
2022	120	179	47
2023	211	226	8

Programs

Programs:	# of Children	21	# attended	302
	# of Teens	2	# attended	32
	#of Adults	3	# attended	6
TOTAL		26		340
Outreach	Children		stories	

Desk Collection

Fines and Fees	519.32
Fax	43.20
Copier	254.70
Donations	364.16
Misc	21.70
Taxable Sales	
Total	1203.08

Bloomfield Main Facebook

Posts	10
Engagements	124
Reached	3480

Young Adult Page

Posts	6
Followers	143
Engagements	18
Reached	53

Website

visits pages 1293
pages/ visit 1.8

New Patrons

Township	Resident	Resident Limited Access	Non Resident	Total
Beech Creek	1	2		3
Center	6	2		8
Highland	1			1
Jackson	1			1
Richland	6	1		7
Taylor				
Unlisted				
Total	15	5		20

Children's Facebook

Posts	10
Followers	264
Engagements	33
Reached	131

Materials Add Bloomfield

Library of Things	
Adult Fiction	39
Adult Nonfiction	20
Audio Books	1
Playaways	1
Periodicals	30
Music	7
DVD's	16
Adult Games	
YA-Fiction	37
YA-Non	3
Juvenile Fiction	54
Juvenile Nonfiction	35
J/YA Audiobooks playaway	
Juvenile Periodicals	3
Juvenile/YA Games	
Total	246

Eastern Branch 2023 Statistics

Computer Use
49

Scavenger Hunts

3 /69

Programs

Juvenile

	2023	2022	2021
Adult Fiction	115	102	69
Adult Nonfiction	38	71	18
Periodicals		11	30
Government Docs			
Audio Books/playaways		4	12
Music CD			2
DVD	142	239	96
Games	30	13	14
Library of Things	1		
TOTALS ADULT	326	427	241
YA Fiction	18	19	8
YA Nonfiction		3	1
YA Audiobook			
Juvenile Fiction	482	260	92
Juvenile Nonfiction	94	56	
Juvenile Audiobooks	2	8	
Juveniles Periodicals			
TOTALS JUVENILES	578	346	387
TOTAL	904	773	628

Facebook Information

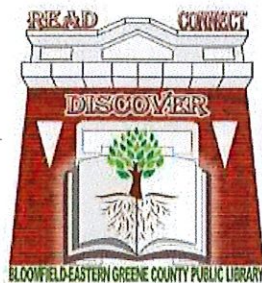
Posts 8
Reached 586
Engagement 21

Materials Added Eastern

Adult Fiction	1
Adult Nonfiction	
Adult Audiobooks	1
Periodicals	19
YA	
YA Nonfiction	
Juvenile Fiction	3
Juvenile Nonfiction	23
J Periodicals	2
DVD's	4
Game	
TOTAL	53

My Heritage

Searches	Views	Sessions
277	590	9



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We're more than just books!

Librarian's Report for November 2023

Wednesday, November 13, 2023

- Infoexpress is still having problems. We have received two big deliveries and pickups. I have been trying to make it known that we are not getting what we are paying for. Evergreen had an executive meeting on December 6, 2023.
- As I informed you in an email sent earlier, our budget for 2024 has been approved.
- I hope everyone has read through the Long Range Plan and the Disaster Plan provided last month. If you have any thoughts on these documents, please let me know within the next two weeks. I plan to send the Long Range Plan with changes and/or corrections after the next board meeting. This means I will be asking board approval at the January meeting. Thank you Dwayne for earlier feedback.
- We need to have approvals for 2024 Salary Schedule, Resolution to Pay Staff, Closing Dates, Fee Schedule, Payroll Cycle. Resolutions are available for you to sign, but let me if you have any questions.
- Four of us attended sessions at the Indiana Library Federation Annual Meeting. Most of us attended different sessions. For my part I learned about how to do a story walk on a budget. I would encourage that Armonda, Tya, or anyone else doing a food workshop on planning to attend the Food Safety Course. Picture books are great to use with older Elementary, Junior High and High School, as well as with adults, as a jumping off point for a discussion or writing starts. Use of the different book awards encourages reading. We should strive to make sure our library is inclusive both physically and in materials. I also attended a session on reaching people where they live not just with materials but with programming as well. The last one was Igniting Workplace connections which was interesting.
- I have a couple of positive things that people have told me this past month that I would like to share. First, Susan Smith went above and beyond to make sure a toddler had a nice experience and helping a mother out by reassuring that she could come back when the library was closing. Second, Cole was helping a gentleman out with copying a photo and making sure it was exactly what the person needed, and helping Tya learn the ins and outs of processing materials. Third, Megan took the initiative to assist and read to the kids at the Annex during Hometown Christmas even though we did not get that many in this year.
- We had 11 at the Wreath Making Class and Erika would love to do it again next year for us.
- Bathroom Upstairs: Kevin's crew was down sick for the past few weeks. He said he would be coming this week, to fix the plumbing. We have valves in them that no longer made so I suggest that we replace the rest of them in the next year so if we do have problems we can turn off the water before we have major water issues.
- Remember that the HVAC system has some issues that need to be resolved in 2024 for everything to run smoothly.
- Due to a scheduling miscue due to Kimberly's limited availability during November and early December, I request that the Board approve paying all employees for the Saturday before Christmas and the Saturday before New Years' in order to limit any ruffled feathers due to the miscue.

- Recommend leaving Annex leases as unchanged from 2023 to 2024.
- Lonnie and I will be encumbering funds for next year as needed for:
 - Knox box installation:
 - \$974.00 from the 2.31 account,
 - \$385.00 from the 3.61 fund,
 - Kevin Byers, toilet, filters - \$1,000.00 from the 3.61 fund.
 - Plaster Repairs - \$6,000.00 from the Todd to repair from 3.61 fund
 - Any credit card expenditures that are late in hitting this month's credit card statements.
Amount yet to be determined.
 - Board approval requested to adjust encumbrance amounts, if necessary, if final estimates exceed limits shown.
- Meeting Attended:
 - Chamber of Commerce Annual Meeting: The Cook's were the guest speakers. Their main interests are historical building that can be repurposed. and children issues.
 - Greene County Literacy Coalition: Check everything out at the Hometown Christmas. We had a donation by the vendors of \$125.00 for the Event.
 - Attended the Shawnee Festival of Trees. Talked with the new President Candace Walker, she would like to do more with the library this coming year.
 - The Chamber has also approached the Library about allowing the Annex to serve as Santa's House this next year only. What are your concerns with this request? They indicate the current Santa House will not make it through another season.

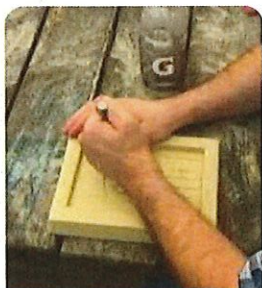
FAQ'S

What is an aluminum pour?

How many steps are there?

How long will the process take?

The furnace handles approximately 30 lbs. of melted aluminum at once. That allows 15 scratch blocks to be poured at a time. There will also be approximately 30 minutes in between pours to allow the aluminum to melt to the correct consistency.



What is an aluminum pour?

How many steps are there?

How long will the process take?

As participants arrive and check in they will receive their scratch block which allows for a 5" x 5" design to be carved. The length of time it takes to carve your design depends on the design itself and each individual's speed. You can carve down as much as you desire (without going all the way through). The more you carve, the more your design will stick out after being poured. It takes the furnace 30 minutes to warm up to the 1275 degrees it needs to melt the aluminum. When it reaches 1400 degrees the aluminum is liquified enough to pour. Pouring only takes a few minutes and about 20 minutes for it to cool enough to be handles with gloves. We will be doing all of the handling of the hot metal.





Lonnie Vandeventer <lvandeventer@bloomfield.lib.in.us>

Fwd: Scratch Blocks

1 message

Karen Holz <kholz@bloomfield.lib.in.us>

Thu, Dec 7, 2023 at 7:12 AM

To: Lonnie Vandeventer <lvandeventer@bloomfield.lib.in.us>

Please put these on the agenda.

----- Forwarded message -----

From: **Braden & Tasha Hudson** <bthudson2420@gmail.com>

Date: Thu, Dec 7, 2023 at 12:40 AM

Subject: Re: Scratch Blocks

To: Karen Holz <kholz@bloomfield.lib.in.us>

Here are some images of the scratch blocks, and some questions answered from the FAQs page.

The blocks are 5"x5" and sell for \$30.

I would like for them to be available for sale at the Library, starting in February 2024, leading up to April 2024.

I would like the library to be able to accept cash or card for them, with the library tacking on the \$1 charge for using a card.

After the Eclipse weekend, the library can write a check to Sculpture Trails, transferring all the money that had been collected in preparation for the Aluminum pour that will take place Saturday, April 6th, 10am-5pm in the Library's grassy lot.

The community will be invited to scratch on a time capsule lid that will be poured at the end of the day. The time capsule will be used in June for the Bicentennial.

Can the Board agree to this proposal?

Thanks,

Tasha Hudson

On Mon, Oct 16, 2023, 10:11 AM Karen Holz <kholz@bloomfield.lib.in.us> wrote:

Tasha

The library board would like more information about what they are and how they would be used, and how we could sell them.

--

Karen Holz

Director

Bloomfield-Eastern Greene County Public Library

125 S. Franklin St.

Bloomfield, IN 47424

812-384-4125



Scratch Blocks Sculpture trails.docx

1466K

Salary Schedule 2024

Title	Minimum Qualification	Pay Grade	Minimum 2023	Minimum 2024	Maximum 2023	Maximum 2024
Director	ALA MLS (MILS) with 3 years of professional experience (or hold a LC2)	8	\$46,350	\$50,000	\$54,632	\$56,271
Branch Manager	ALA MLS (MILS) or LC5	7	\$28,840/year \$14.42/hour	\$29,087/year \$14.85/hour	\$44,290/year \$20.60/year	\$45,618/year \$22.00/hour
Department Manager	ALA MLS (MILS) or LC5	7	\$28,840/year \$14.42/hour	\$29,705/year \$14.85/hour	\$44,290/year \$22.00/hour	\$45,618/year \$22.50/hour
Literacy Coordinator	Some College and related experience	6	\$6,695/year	\$6895/year	\$8,755/year	\$9,020/year
Librarian	Some College and related experience or LC5	5	\$12.65/hour	\$13.02/hour	\$20.60/hour	\$21.22/hour
Bookkeeper	Some College and related experience	4	\$10.82/hour	\$11.15/hour	\$18.80/hour	\$19.36/hour
Technical Librarian	Some college with library classes	5		\$12.00/hour		\$16.00/hour
Librarian Assistant	High School Diploma or Equivalent and Customer Service (or LC6)	3	\$10.00/hour	\$10.30/hour	\$17.00/hour	\$17.51/hour
Page	High School Student	1	\$8.00/hour	\$8.00/hour	\$9.53/hour	\$9.81/hour

Salary Schedule 2024

Aye	Nay
Linda Mattos	
Dwight Holt	
Martha J. Narmogé	
Charlene Thompson	
Joan	
Ryan	

Date Signed: December 13, 2023

2024 Closing Dates

January 1	New Year's Day
January 15	Martin Luther King's Day
February 19	President's Day
April 8	Day of the Eclipse
May 27	Memorial Day
July 4	Independence Day
September 2	Labor Day
October 14	Columbus Day
November 11	Veteran's Day
November 27	Closing at 5:00
November 28	Thanksgiving
December 24	Christmas Eve
December 25	Christmas
December 31	New Year's Eve
January 1, 2025	New Year's Day

Aye	Nay
<i>Gina Mattos</i>	
<i>Deanna Hostett</i>	
<i>Martha & Marmouze</i>	
<i>Charlene Swempler</i>	
<i>Joel</i>	
<i>Brace</i>	

Date Signed: December 13, 2023

2024 Fee Schedule

Bags	Free
Flash Drives	\$5.00
DVD-RWS	\$0.75/each
Playaway Lanyard	\$0.75
Playaway Cables after the first one	\$5.00
Binding	\$0.50 without front and back cover, \$1.00 with front and back covers
Laminating	Badge/Business Cards \$0.25 8.5x11 and 8.5x14 \$0.50 11x17 \$1.00
Notarization	\$2.00
Credit Card User Fee	\$1.00

Aye	Nay
<i>Linda Motta</i>	
<i>Diana Holtz</i>	
<i>Martin S. Marmolzi</i>	
<i>Cherene Gruenpeter</i>	
<i>Joseph</i>	
<i>George</i>	

Date Signed: December 13, 2023

2024 Fee Schedule

Overdue Fee	\$0.25 item/day (maximum \$10.00/item)
Collection Agency Fee	\$10.00 (for balances over \$25.00)
Process Fee (for lost Items)	\$10.00
Damaged or Lost Materials Fine	Default amount \$20.00 or what is listed in the catalog.
Annual Fee for Non-resident Card (Set by the State)	\$37.00
PLAC Card Fee (Set by the State)	\$65.00
Replacement Library Card	\$2.00
Copies and Standard Printing	\$0.15/page Black and White \$0.30/ page Color
Large Format/Special Paper	For MAC 8.5x14 regular paper (B&W \$0.25)/ page, (Color \$0.50)/page For MAC 13x19 regular paper (B&W \$0.25)/page, (Color \$0.50)/page For MAC 8.5x14 Semi-Gloss Paper (B&W \$1.00)/page, (Color \$1.50)/page For MAC 13 x19 Semi-Gloss Paper (B&W \$2.00)/page, (Color \$2.50)/page For MAC 8.5x14 Matte Paper (B&W \$1.00)/page, (Color \$1.50)/page For MAC 13 x19 Matte Paper (B&W \$2.00)/page, (Color \$2.50)/page
Scanning	Free
Faxing	\$0.50 for the first page, \$0.25 for each page after the first (for Fax number sending or receiving) PACE is Free
Earbuds	\$1.25