

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 May 10, 2023

Board of Trustees – Bloomfield-Eastern Greene County Public Library

Wednesday, May 10, 2023 – 5:00 PM Annex

- Update on HVAC System & Training – Guest: Kevin Byers
- Update on 2024 Solar Eclipse Planning – Kimberly Porter and Jess McKamey
- Request from Tya Cullison for Maternity Leave July 31, 2023 – October 23, 2023
- Approval of Claims & Payroll
- Approval of Minutes
- Presentation & Approval of Treasurer's Report and Personnel Report
- Librarian's Report
- Public Comment
- Adjournment
- Next Board Meeting, June 14, 2023, 5:00 PM, Library Annex

ORIGINAL

Voucher List

Bloomfield-Eastern Greene County Public Library

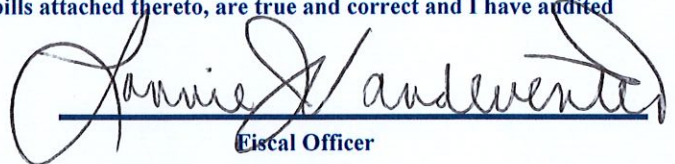
Report Date: From 4/1/2023 To 4/30/2023

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
3618	188	AMAZON CAPITAL SERVICES	4/4/2023		\$184.60
3619	189	DUKE ENERGY	4/4/2023		\$1,677.24
3620	190	HASEMAN PEST CONTROL OF	4/4/2023	125 S FRANKLIN ST	\$135.00
0	191	AVC Technology Corporation	4/4/2023		\$711.00
3621	192	PLAYAWAY PRODUCTS	4/4/2023		\$88.67
0	193	COMCAST	4/4/2023		\$201.25
0	194	AMAZON CAPITAL SERVICES	4/5/2023		(\$67.37)
0	195	INDIANA DEPT OF WORKFOR	4/5/2023		\$299.09
3622	196	RANCH HAND SERVICES, LLC	4/6/2023		\$127.92
3623	197	PLAYAWAY PRODUCTS	4/6/2023		\$49.99
3624	198	BAKER & TAYLOR	4/6/2023		\$207.70
3625	199	RICOH USA, INC (CHICAGO)	4/6/2023		\$190.77
3626	200	MIDWEST NATURAL GAS COR	4/6/2023	125 S FRANKLIN ST	\$485.08
0	201	DELTA DENTAL	4/10/2023		\$47.38
3627	202	PLAYAWAY PRODUCTS	4/11/2023		\$109.48
3628	203	ENA Services LLC	4/11/2023		\$435.50
3629	204	UNIQUE MANAGEMENT SERVI	4/11/2023		\$46.89
3630	205	INDIANA STATE LIBRARY	4/11/2023		\$97.24
3631	206	BAKER & TAYLOR	4/11/2023		\$733.19
3632	207	CENTURYLINK	4/11/2023		\$4.27
3633	208	CENTER POINT LARGE PRINT	4/11/2023		\$91.68
3634	209	WhenToWork, Inc.	4/11/2023		\$220.00
3635	210	AMAZON CAPITAL SERVICES	4/11/2023		\$823.43
3636	211	BAKER & TAYLOR	4/13/2023		\$283.16
3637	212	EASTERN HEIGHTS UTILITIES	4/13/2023		\$89.70
3638	213	GREENE COUNTY TREASURE	4/18/2023	LOT 82 (125 S FRANKLIN ST)	\$36.00
3639	214	AT&T	4/18/2023		\$158.74
3640	215	GANNETT HOLDINGS - OHIO (4/18/2023		\$397.20
3641	216	PLAYAWAY PRODUCTS	4/18/2023		\$282.46
3642	217	AMAZON CAPITAL SERVICES	4/18/2023		\$829.60
3643	218	BLACKSTONE PUBLISHING	4/19/2023		\$370.24
3644	219	SMITHVILLE	4/19/2023		\$38.09
3645	220	UDWI	4/19/2023		\$337.00
3646	221	MICHELE ROGERS / SUPPLIE	4/24/2023		\$300.02
3647	222	RICOH USA, INC (ATLANTA)	4/24/2023		\$115.31
3648	223	WELLS FARGO VENDOR FINA	4/24/2023		\$124.05
3649	224	AMAZON CAPITAL SERVICES	4/24/2023		\$306.98
3650	225	JUDY LOUISE	4/24/2023	IVY TECH LIBRARY CERTIFICATION PROGRAM TRANSCRIPT	\$5.00
3652	226	MIKE'S CARPET CLEANING SE	4/24/2023	Gutter Cleaning - Eastern	\$185.00
3653	227	CENGAGE LEARNING	4/25/2023		\$147.22
0	228	PERF	4/28/2023	PERF Deposit	\$1,346.30
0	229	INTERNAL REVENUE SERVIC	4/28/2023	Federal Tax Deposit	\$4,382.51
0	230	INDIANA DEPT OF REVENUE	4/28/2023	State and County Tax Deposit	\$1,296.62
0	231	UNITED HEALTHCARE	4/27/2023		\$2,723.85
3654	232	MICHELE ROGERS	4/27/2023	April Janitorial Services	\$2,030.00
3655	233	BAKER & TAYLOR	4/26/2023		\$221.05
3656	234	EASTERN HEIGHTS UTILITIES	4/26/2023	11453 E SR 54	\$19.02
3657	235	WALMART - CAPITAL ONE	4/26/2023		\$77.21

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
3658	236	PREFERRED WASTE REMOVA	4/28/2023	Main Branch	\$34.00
3659	237	BAKER & TAYLOR	4/28/2023		\$289.34
0	238	PAYROLL	4/28/2023	PAYROLL	\$21,046.69
3660	239	KAPCO	4/28/2023		\$448.24
3661	240	MEGAN A BOLTON	4/28/2023	TRAVELING EXPENSES - EVERY CHILD READY TO READ TRAINING	\$30.38
3662	241	CENGAGE LEARNING	4/28/2023		\$19.00
3663	242	BAKER & TAYLOR	4/28/2023		\$119.63
3664	243	BAKER & TAYLOR	4/28/2023		\$246.57
3665	244	SEWAGE DISPOSAL WORKS	4/28/2023	125 S FRANKLIN ST	\$148.00
Total Amount of Claims					\$45,384.18

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, May 2, 2023

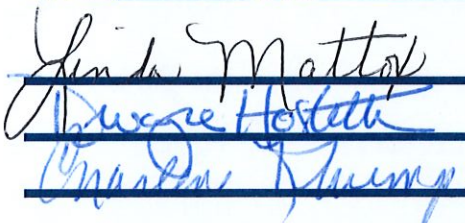
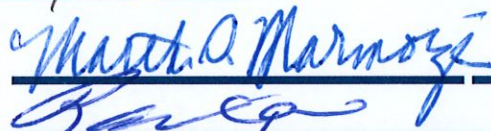
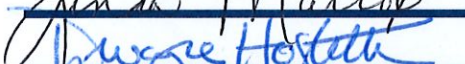

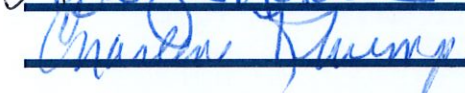


Fiscal Officer

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 10th day of May, 2023.

SIGNATURES OF GOVERNING BOARD

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

Totals

Gross Pay: \$21,046.69		Deductions: \$4,898.26		Net Pay: \$16,148.43																															
FICA:	Medicare:	Federal:	State:	County:	PERF:																														
\$1,304.91	\$305.17	\$1,162.35	\$864.10	\$432.52	\$284.44																														
Other	Other	Other	Other	NT PERF	Tax PERF																														
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00																														
Health Ins		Insurance	Other	Other	Other																														
\$544.77		\$0.00	\$0.00	\$0.00	\$0.00																														
EIC:		EIC:	EIC:																																
\$0.00		\$0.00	\$0.00																																
<table border="1"> <thead> <tr> <th></th> <th>Used</th> <th>Earned</th> </tr> </thead> <tbody> <tr> <td>Regular</td> <td>1242.27</td> <td></td> </tr> <tr> <td>Sunday</td> <td>0</td> <td></td> </tr> <tr> <td>Double</td> <td>0</td> <td></td> </tr> <tr> <td>PTO</td> <td>21.75</td> <td>77.09</td> </tr> <tr> <td>Vacation</td> <td>0</td> <td>0</td> </tr> <tr> <td>Comp</td> <td>0</td> <td>0</td> </tr> <tr> <td>Holiday</td> <td>0</td> <td>0</td> </tr> <tr> <td>Personal</td> <td>0</td> <td>0</td> </tr> <tr> <td>Total Hours:</td> <td>1264.02</td> <td>77.09</td> </tr> </tbody> </table>							Used	Earned	Regular	1242.27		Sunday	0		Double	0		PTO	21.75	77.09	Vacation	0	0	Comp	0	0	Holiday	0	0	Personal	0	0	Total Hours:	1264.02	77.09
	Used	Earned																																	
Regular	1242.27																																		
Sunday	0																																		
Double	0																																		
PTO	21.75	77.09																																	
Vacation	0	0																																	
Comp	0	0																																	
Holiday	0	0																																	
Personal	0	0																																	
Total Hours:	1264.02	77.09																																	
Paid Through Date Hourly		4/24/2023																																	
Paid Through Date Salary		4/24/2023																																	
Check Date Hourly		4/28/2023																																	
Check Date Salary		4/24/2023																																	
Voucher/Receipt Date		4/28/2023																																	

Gross Pay:	\$21,046.69
Non Taxable	\$0.00
Taxable	\$21,046.69

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 \$ 21046.69 is correct and has by me been approved.

Dated April 25 20 23

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.

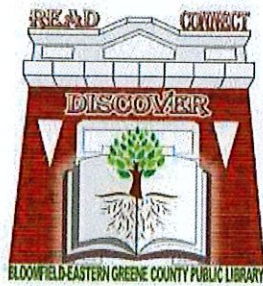
Lorrie J. Auden
Disbursing Officer

Karen Holz
Director

Employer Share FICA Due =	\$1,304.91
Employee Share FICA Due =	\$2,609.82
Employer Share Medicare Due =	\$305.17
Employee Share Medicare Due =	\$610.34
Federal Tax Due =	\$1,162.35
Total Tax Deposit Due =	\$4,382.51

Employee PERF Due =	\$284.44
Employer PERF Due =	\$1,011.09
Total PERF Due =	\$1,295.53

State Tax Due =	\$864.10
County Tax Due =	\$432.52
Total Tax Due =	\$1,296.62



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Board of Trustees Meeting

Wednesday, April 12, 2023

The Bloomfield-Eastern Greene County Public Library Board of Trustees met Wednesday, March 8, 2023, in the Library Annex. Dwyane Hostetter called the meeting to order at 5:02 PM. Board members present were Linda Mattox, Dwyane Hostetter, Martha Marmouze, and Luke Rudisell. Karen Holz, Director, and Lonnie Vandeventer, Treasurer/Bookkeeper were also present.

Approval of Claims and Payroll:

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

Approval of Minutes:

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

Approval of Treasurer's Report and Personnel Report:

After review of the Treasurer's and Personnel report, Linda made a motion that both reports be approved as submitted. The motion was seconded simultaneously by both Luke and Martha. The motion was unanimously approved.

Librarian's Report:

Karen provided an update on items as noted in the Meeting Agenda including:

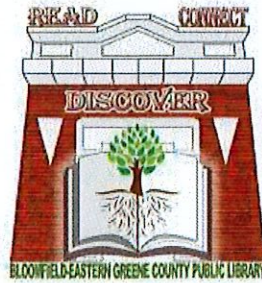
- Magazine subscriptions now being handled through W. J. Cox as Amazon has discontinued the handling of magazine subscriptions. All current subscriptions have been cancelled with new subscriptions being processed through W. J. Cox to effectively catch all renewals.
- The front (west side) of the Main Library repairs are scheduled for June 19. This is for the façade to prevent the stone from falling.
- An estimate on the flat roof repairs/vent sealing is expected to be completed later this week by Glen Inman with Equity Builders. *Update: Lonnie spoke with Glen on 4/13 and he will be here mid-afternoon on 4/13. He will talk to Karen later about the roof at the stone area.*
- Regarding the Annex, the Board recommends that Tabor Bruce provide an updated estimate for the lift to include the stairwell improvements.
- We are awaiting an update and estimates on the Annex sign improvements. Martha has voiced opposition to an electronic sign due to potential costs.
- Evergreen requires that we increase our late fee for Library of Things items from \$1.00 to \$2.00 per day. Luke made a motion to approve the increase. The motion was seconded by Martha. The motion was approved.

Adjournment:

Dwayne asked for a motion if no further business to conduct. Martha made a motion to adjourn which was seconded by Luke. The motion was unanimously approved.

The next regularly scheduled Board meeting will be on May 10, 2023, at 5:00 PM in the Library Annex.


Martha Marmouze, Secretary



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Personnel Report for April 2023

Wednesday, May 10, 2023

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

Ending Employment:

- None

Beginning Employment:

- None



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Treasurers Report for April 2023

Wednesday, May 10, 2023

PAYROLL: Net Pay of **\$16,148.43 (April 30, 2023).**

CLAIMS: Claims #188-244 totaling **\$45,384.18** in April 2023.

BUDGET STATUS:

Through four **months** of the year, we strive to be at or under 33.33% in each of the four budget categories as well as overall. We are under 33.33% in all categories as well as overall. See the appropriation report through April 30, 2023 for the full numbers.

2023/Current Year through April 30, 2023

Personnel/Personal Services	31.00 % spent
Supplies	20.20 % spent
Other Services	23.10 % spent
Capital Outlays	24.30 % spent
OVERALL	27.70 % spent

2022/Prior Year Comparison through April 30, 2022

Personnel/Personal Services	28.00 % spent
Supplies	16.30 % spent
Other Services	38.10 % spent
Capital Outlays	23.30 % spent
OVERALL	30.50 % spent

Financial Report

Bloomfield-Eastern Greene County Public Library

Report Dates = 4/1/2023 to 4/30/2023

Fund		Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. General							
100	OPERATING	\$303,205.17	\$38,004.71	\$161,605.45	\$16,385.76	\$66,870.33	\$208,470.05
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	\$1,377.70	\$12,423.41	\$235,550.38
	Subtotal	\$526,511.14	\$38,004.71	\$161,605.45	\$17,763.46	\$79,293.74	\$444,199.43
2. Special Revenue							
200	GIFT	\$17,571.66	\$1,844.46	\$5,934.04	\$1,443.52	\$7,498.16	\$19,135.78
201	RAINY DAY	\$59,450.94	\$0.00	\$0.00	\$350.00	\$1,400.00	\$60,850.94
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	\$636.75	\$2,546.50	\$0.00	\$4,948.85	\$5,374.38
280	GREENE COUNTY FOUNDATION GRANT	\$325.00	\$0.00	\$0.00	\$0.00	\$0.00	\$325.00
	Subtotal	\$167,106.53	\$2,481.21	\$13,741.54	\$1,793.52	\$13,847.01	\$167,212.00
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	\$1,162.35	\$4,573.80	\$1,162.35	\$4,573.80	\$0.00
804	FICA	\$0.00	\$1,304.91	\$5,194.90	\$1,304.91	\$5,194.90	\$0.00
805	MEDICARE	\$0.00	\$305.17	\$1,214.91	\$305.17	\$1,214.91	\$0.00
806	STATE TAX	\$0.00	\$864.10	\$3,363.82	\$864.10	\$3,363.82	\$0.00
807	COUNTY TAX	\$0.00	\$432.52	\$1,724.73	\$432.52	\$1,724.73	\$0.00
808	PERF	\$0.00	\$284.44	\$1,156.48	\$284.44	\$1,156.48	\$0.00
809	Insurance	\$0.00	\$544.77	\$2,179.08	\$544.77	\$2,179.08	\$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	\$4,898.26	\$19,407.72	\$4,898.26	\$19,407.72	\$500.00
Grand Total		\$694,460.32	\$45,384.18	\$194,754.71	\$24,455.24	\$112,548.47	\$612,254.08

Total all banks = \$612,254.08

Appropriation Report for 100 OPERATING

Bloomfield-Eastern Greene County Public Library

Report Date: From 4/1/2023 To 4/30/2023

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	\$0.00	\$50,000.00	\$3,862.50	\$15,450.00	\$34,550.00	69.1
1.112 Salary of Librarians(Hourly)	\$95,000.00	\$0.00	\$95,000.00	\$4,608.58	\$19,193.17	\$75,806.83	79.8
1.113 Salary of Library Assistants	\$95,000.00	\$0.00	\$95,000.00	\$10,837.43	\$41,838.70	\$53,161.30	56.0
1.114 Salary of Pages	\$10,000.00	\$0.00	\$10,000.00	\$320.00	\$1,294.69	\$8,705.31	87.1
1.115 Salary of Coordinators	\$7,500.00	\$0.00	\$7,500.00	\$618.00	\$2,566.88	\$4,933.12	65.8
1.131 Salary of Treasurer	\$11,000.00	\$0.00	\$11,000.00	\$800.18	\$3,444.74	\$7,555.26	68.7
1.21 Library FICA and Medicare	\$21,000.00	\$0.00	\$21,000.00	\$1,610.08	\$6,409.81	\$14,590.19	69.5
1.22 Unemployment	\$2,500.00	\$0.00	\$2,500.00	\$299.09	\$581.04	\$1,918.96	76.8
1.23 PERF Employer Contribution Share	\$17,000.00	\$0.00	\$17,000.00	\$1,061.86	\$4,317.46	\$12,682.54	74.6
1.241 Employee Group Insurance	\$27,000.00	\$0.00	\$27,000.00	\$2,226.46	\$8,905.84	\$18,094.16	67.0
Subtotal	\$336,000.00		\$336,000.00	\$26,244.18	\$104,002.33	\$231,997.67	69.0
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	\$320.98	\$491.21	\$1,568.79	76.2
2.31 Building Materials	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$5.00	\$1,995.00	99.8
2.41 Library Supplies	\$7,000.00	\$0.00	\$7,000.00	\$551.91	\$1,947.08	\$5,052.92	72.2
2.43 Adult Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$30.93	\$212.69	\$827.31	79.5
2.44 Teen Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$0.00	\$136.34	\$903.66	86.9
2.45 Children's Program Supplies	\$1,400.00	\$0.00	\$1,400.00	\$0.00	\$224.33	\$1,175.67	84.0
2.46 Eastern Program Supplies	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$142.79	\$857.21	85.7
2.47 Covid-19 Supplies	\$400.00	\$0.00	\$400.00	\$0.00	\$77.97	\$322.03	80.5

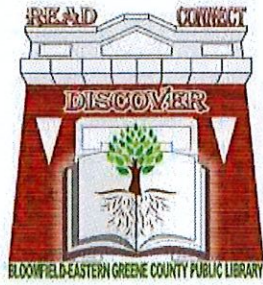
Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
Subtotal	\$16,040.00		\$16,040.00	\$903.82	\$3,237.41	\$12,802.59	79.8
3. Other Services and Charge							
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$16.00	\$984.00	98.4
3.141 Other Professional	\$22,825.00	\$0.00	\$22,825.00	\$1,006.89	\$4,141.67	\$18,683.33	81.9
3.142 Database Subscriptions	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$692.11	\$4,307.89	86.2
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	\$201.10	\$810.12	\$1,689.88	67.6
3.22 Postage	\$800.00	\$0.00	\$800.00	\$0.00	\$154.46	\$645.54	80.7
3.23 Traveling Expenses	\$2,200.00	\$0.00	\$2,200.00	\$30.38	\$311.58	\$1,888.42	85.8
3.24 Professional Meeting	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$249.00	\$2,251.00	90.0
3.251 Freight and Express	\$800.00	\$0.00	\$800.00	\$47.79	\$228.89	\$571.11	71.4
3.252 Evergreen	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$3,200.62	\$1,799.38	36.0
3.26 Internet Vendor	\$4,675.00	\$0.00	\$4,675.00	\$0.00	\$0.00	\$4,675.00	100.0
3.31 Advertising and Publicity	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$386.98	\$1,113.02	74.2
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	\$0.00	\$0.00	\$400.00	100.0
3.42 Library Insurance	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00	100.0
3.51 Gas	\$7,000.00	\$0.00	\$7,000.00	\$260.00	\$1,378.06	\$5,621.94	80.3
3.52 Electric	\$26,000.00	\$0.00	\$26,000.00	\$1,732.46	\$8,516.42	\$17,483.58	67.2
3.53 Water	\$2,000.00	\$0.00	\$2,000.00	\$57.48	\$229.92	\$1,770.08	88.5
3.54 Waste Disposal	\$2,200.00	\$0.00	\$2,200.00	\$91.00	\$500.00	\$1,700.00	77.3
3.61 Building Repair	\$22,000.00	\$0.00	\$22,000.00	\$325.00	\$2,800.60	\$19,199.40	87.3
3.62 Equipment Repair	\$9,000.00	\$0.00	\$9,000.00	\$430.13	\$2,446.33	\$6,553.67	72.8
3.63 Janitorial Service	\$23,000.00	\$0.00	\$23,000.00	\$1,900.00	\$7,600.00	\$15,400.00	67.0
3.8 2022 Encumbered Funds	\$873.00	\$0.00	\$873.00	\$0.00	\$507.12	\$365.88	41.9
3.91 Dues	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$250.00	\$2,250.00	90.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
Subtotal	\$163,773.00		\$163,773.00	\$6,082.23	\$37,814.21	\$125,958.79	76.9
4. Capital Outlays							
4.31 Improvements - Other	\$2,000.00	\$0.00	\$2,000.00	\$56.04	\$79.92	\$1,920.08	96.0
4.41 Furniture and Equipment	\$9,000.00	\$0.00	\$9,000.00	\$15.94	\$514.94	\$8,485.06	94.3
4.51 Books - Adult Fiction	\$8,000.00	\$0.00	\$8,000.00	\$754.37	\$2,840.55	\$5,159.45	64.5
4.521 Books - Adult Nonfiction	\$5,600.00	\$0.00	\$5,600.00	\$223.70	\$997.86	\$4,602.14	82.2
4.522 Books-Local History/Genealogy	\$900.00	\$0.00	\$900.00	\$0.00	\$0.00	\$900.00	100.0
4.53 Books - Children	\$8,000.00	\$0.00	\$8,000.00	\$629.17	\$2,521.60	\$5,478.40	68.5
4.54 Books - YA	\$3,500.00	\$0.00	\$3,500.00	\$160.85	\$908.98	\$2,591.02	74.0
4.551 Books - Eastern Books Adult	\$3,100.00	\$0.00	\$3,100.00	\$351.72	\$1,140.98	\$1,959.02	63.2
4.552 Books - Eastern YA	\$500.00	\$0.00	\$500.00	\$56.23	\$156.76	\$343.24	68.6
4.553 Books - Eastern Juvenile	\$3,000.00	\$0.00	\$3,000.00	\$557.24	\$804.78	\$2,195.22	73.2
4.61 Periodicals and News	\$3,500.00	\$0.00	\$3,500.00	\$397.20	\$1,209.13	\$2,290.87	65.5
4.71 Nonprint - Adult DVD	\$3,800.00	\$0.00	\$3,800.00	\$229.14	\$780.67	\$3,019.33	79.5
4.72 Nonprint - Music	\$400.00	\$0.00	\$400.00	\$51.75	\$118.28	\$281.72	70.4
4.73 Nonprint - Audiobooks	\$7,000.00	\$0.00	\$7,000.00	\$775.18	\$2,342.95	\$4,657.05	66.5
4.74 Nonprint - Childrens	\$3,200.00	\$0.00	\$3,200.00	\$244.83	\$772.95	\$2,427.05	75.8
4.75 Nonprint - YA	\$1,500.00	\$0.00	\$1,500.00	\$69.98	\$349.91	\$1,150.09	76.7
4.761 Nonprint - Eastern DVD	\$3,200.00	\$0.00	\$3,200.00	\$0.51	\$477.64	\$2,722.36	85.1
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	\$68.98	\$118.92	\$381.08	76.2
4.77 Replacement Books & Nonprint	\$1,000.00	\$0.00	\$1,000.00	\$34.41	\$265.54	\$734.46	73.4
4.8 Evergreen Collections	\$0.00	\$0.00	\$0.00	\$97.24	\$130.69	(\$130.69)	#Div/0!
Subtotal	\$68,200.00		\$68,200.00	\$4,774.48	\$16,551.50	\$51,648.50	75.7

4. Capital Outlays

<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	\$38,004.71	\$161,605.45	\$422,407.55	72.3

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!

Librarian's Report for April 2023

Wednesday, May 10, 2023

HAVC system computer and installation plus yearly maintenance cost. I believe this will be beneficial for us now and well into the future. It will allow the Director and a second person to set the system as needed. It will also provide Kevin Buyers with greater detail as to what is occurring within the system to avoid more expensive repairs through good maintenance. We knew this would be coming and can handle the cost from our building fund.

See supplemental attachment from Jackson Systems.

Moving of Funds signatures. For the Building Facade. Community members need to have a say before you sign.

Annex Update. How much work do we want completed on the Annex? If we do a complete overhaul, which is what is needed to make it to what we envision it to be, we need to plan for total costs nearing \$350,000 to complete. A decision is needed soon in order to arrange financing and specific building goals. Tabor Bruce Architecture & Design will need an extra \$6,112.00 to expand out the project covering the following:

- Measuring the rest of the basement
- Detailed measurements of the stairs
- Draw the basement
- Draw the stairs
- Design solutions
- Code review
- Additional Life Safety sheet
- Modify existing elevator construction set
- Create cad file to share for sprinkler designer

The change includes an additional 24 architect hours and 40 staff hours.

Facade of the Building. We are moving ahead with the project. Here are the specifics of the project at a cost of \$53,350.00. The front entrance to the library will be closed for about four weeks. We have two stairwells to get out of building even with the entrance closed.

ROCK SOLID PRICE INCLUDES - Removing all limestone and brick down to the steel lintel at west entrance. A new hot dipped galvanized lintel will be installed with all new flashing above it. The brick will be relayed with replacement of up to two broken stones if needed. New stainless steel anchors to set the limestone back with and install new flashing under the coping.

EXCLUSIONS - Any roof work, a roofer will need to be there to remove the roofing to allow us to do our work and then put back once we are done and take care of any temp roofing that may be needed during our scope of work, or any unforeseen structural repairs to the backup wall.

Equity Builders Pricing – See supplemental attachment detailing expenses totaling \$1,602.56. This repair is required currently.

The second estimate from Equity Builders totals \$26,169.08; however, we cannot pursue this repair before 2024 as we cannot switch any more money around at this time. It may also be beneficial to obtain a second estimate as it exceeds \$25,000.00, but is under \$75,000.00. Of course, waiting for these repairs until next year will likely mean costs will increase in 2024.

Positive notes:

- Summer Reading Program is looking good.
- The straw for the Community Garden was donated by Bradfield's with fertilizer donated by Rural King. and the fertilizer was donated by Rural King.
- Eastern picnic tables are in place and the new mini fridge and microwave are there. The landscaping and mulch are done. Please thank Farmers & Mechanics and Crane Credit Union for their donations. Joni Jones is donating some annuals for Eastern beds.
- We are having a kick off Ice Cream Social out at Eastern on June 3 from 1 to 4.
- Susan is having an Author about ice cream on June 20. They will be making ice cream afterwards. Up to 30 kids can sign up.
- We are considering an ice cream social here at the end of the summer, instead of an open house and a pool party. I would like to plan it for some time during the week of July 24 – 29.
- The Move stencils on the patio is to be done on Saturday, May 6.

All personnel that need certifications are completed. The State Library was very nice to work with us.

Jessica McKamey was selected to the Library Leadership Academy in August.

We had a couple really nice donations this past month.

- Linda Mattox donated money in memorial for Priscilla Leibacher for us to buy a hose for the garden, and maybe other activities later on.
- Gift money from Judy and Joe Olson of \$500.00 for "Library of Things." We added cases for our Insta Pot, Cricut, and Air Fryer, plus Car Charger and Case and Portable Air Compressor and case.
- The Inman Family is giving us money for a picnic table as a memorial, this will be for the Bloomfield Branch.

The Grant Application for Greene County Foundation to help with the Facade went out on May 5. I am hoping to get this so we do not need to go and ask for the commissioners to let us get other funding out from our Rainy Day Fund, as we are taking out what we can without asking them.

Kimberly, Jess, and Tasha are in the 2024 Solar Eclipse Group. We are at the peak of the eclipse at almost 4 minutes. They are expecting about 20,000 visitors to Greene County at that time. Monday, April 8, at 3:04. We have already had 500 glasses and decided on another 500. We will also be hosting the website for Greene County. Other organizations are to help us pay for it. This is a great opportunity for us to showcase what we have for the community. We will be purchasing filters for are telescopes so they can be used at that time.

I am also suggesting that we start getting things ready for the 200 anniversary of Bloomfield being the Courthouse. The first big day is February 28, when the land was set aside for it and the lots for the town were sold. The first actual use was around the first of September.

We have a potential leasee for the little room, she is a speech therapist. She would like to put a temporary sound proof ceiling over that area as it is required. This can be removed when she leaves. I wanted the board's approval before I said yes.

I want to thank you for supporting the library and the "Intellectual Freedom", "Right to Read" Documents from American Library Association.

Meetings:

- Met with Doug Bruce about Annex Plans
- Went to Greene County Foundation Luncheon, received a donation of \$185.00 for summer reading.
- Greene County Literacy Meeting: Armonda is working on a grant to expand the number of "Little Libraries" in the county. Second note she will be doing outreach for us this summer with the Preschoolers at the Eastern School.
- Chamber of Commerce meeting:
 - Expansion of housing down around Westgate. We should keep an eye on this for the next 5 to 10 years.
 - Solar Eclipse 2024-
 - Bloomfield Bicentennial, we are working with different organizations to make this successful. Two big things in one year is overwhelming to this town.

2023 Board Meeting

Librarian's Report

2023 April Statistics

Adult Circulation	2023	2022	2021
Fiction	670	690	660
Non-fiction	347	283	219
Periodicals	38	77	79
Audiobooks	84	65	102
Playaways	24	28	37
Overdrive	1506	1238	1052
Music CD	56	18	31
DVDs	620	652	490
Video Games	14	20	18
Library of Things	6	22	
Total Adult	3365	3095	2651
Youth Services Circulation			
YA	147	77	182
YA Nonfiction	10	25	38
YA GAMES	34	24	
YA Audiobooks/Playaways	1		
Juvenile Fiction	1470	1347	1019
Juvenile Nonfiction	620	303	182
Audiobooks	78	98	18
DVD Juvenile	140	32	139
Periodicals	1	4	9
Juvenile Games	10	3	
TOTAL YOUTH SERVICES	2510	1928	1569
TOTAL	5875	5023	4220

Interlibrary Loan Services

	2023	2022
Books via SRCS Supplied	6	6
Books via SRCS Borrowed	2	0
Books loaned to Evergreen	594	482
Books borrowed from Evergreen	555	458

Computer/Equipment Usage

	Average	Peak
Bits In	3.9Mb/sec	81.88Mb/sec
Bits Out	215Kb/sec	11.8Mb/sec

Kanopy

Visits	Pages	Plays
7	9	1

Programs

Programs:	# of Children	8/2/5	# attended	399
	# of Teens	2/3	# attended	20/30
	#of Adults	1	# attended	6
TOTAL				
Outreach	Children		stories	

Desk Collection

Fines and Fees	451.41
Fax	58.80
Copier	305.05
Donations	44.55
Misc	56.71
Taxable Sales	
Total	916.53

Bloomfield Main Facebook

Posts	22
Engagements	85
Reached	5138

Young Adult Page

Posts	4
Followers	141
Engagements	134
Reached	33

Website visits pages 1286 pages/ visit 2.05

New Patrons

Township	Resident	Resident Limited	Non Resident	Total
Beech Creek	1			1
Center	5	1		6
Highland				
Jackson	1			1
Richland	7	3		10
Taylor	2	2		4
Unlisted				
Total	16	6		22

Children's Facebook

Posts	8
Followers	224
Engagements	233
Reached	81

Materials Add Bloomfield

Library of Things	
Adult Fiction	53
Adult Nonfiction	29
Audio Books	5
Playaways	10
Periodicals	21
Music	3
DVD's	17
Adult Games	
YA-Fiction	22
YA-Non	1
YA Games	
Juvenile Fiction	52
Juvenile Nonfiction	17
Audiobooks J	4
Juvenile Periodicals	1
Juvenile Games	
Total	235

Eastern Branch **April 2023** **Statistics**

Computer Use
 23

Scavenger Hunts
 46
 Programs 8/45

	2023	2022	2021
Adult Fiction	136	74	95
Adult Nonfiction	58	28	32
Periodicals	14	36	18
Government Docs	1		
Audio Books	1	3	15
Music CD		6	
DVD	133	224	208
Games	31	17	12
Library of Things	1		
TOTALS ADULT	375	388	365
YA Fiction	19	14	26
YA Nonfiction	1		
YA Audiobook			
Juvenile Fiction	239	246	235
Juvenile Nonfiction	57	45	41
Juvenile Audiobooks	1	1	1
Juveniles Periodicals			
TOTALS JUVENILES	317	306	303
TOTAL	692	694	668

Facebook **Information**

Posts 9
 Reached 596
 Engagement 65

Materials Added **Eastern**

Adult Fiction	16
Adult Nonfiction	17
Adult Audiobooks	
Periodicals	15
YA	3
Juvenile Fiction	22
Juvenile Nonfiction	7
J Periodicals	
DVD's	2
Game	
TOTAL	

Project: Bloomfield Library – Control System Update
Prepared for: Kevin Byers Quality Heating Cooling & Electrical
Bid Date: Thursday, April 6, 2023

We are pleased to quote on the following control system update:

- **Tridium Web Enabled Building Control System**
 - Update the existing Tridium JACE-3 with new JACE -8 building controller
 - Removes the requirement for JAVA
 - Improves internet security
 - New Dell or HP laptop
- **Also included:**
 - Owner & contractor training
 - 1 year warranty on all products and services provided by Jackson Systems
- **Not Included:**
 - Sales Tax (if required – see below)
 - Repair, replacement or reprogramming of other controls (not requested)

Net Sales Price _____ \$5,979.00

Indiana sales tax _____ \$297.91.00 (add)

Optional cellular internet connection and on year of service _____ \$1,125.00 (add)
Jackson System offers free support if we have a remote connection to the system



Equity Builders of Bloomington, Inc.

5951 South Glenview Drive
Bloomington, IN 47403
P: (812) 650 - 2424
W: <https://equitybuildersroofing.com>

LIBRARY

LIBRARY

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
1. R&R Rubber roofing - Mechanically attached - 60 mil	0.60 SQ	82.01	423.20	7.01	62.02	372.16
3. R&R Insulation - ISO board, 2"	0.60 SQ	58.21	737.22	4.72	96.38	578.36
4. R&R Flash parapet wall only - rubber - up to 3'	25.00 LF	2.22	18.89	15.61	108.68	652.04
5. Labor to repair Masonry	4.00 HR	0.00	0.00	0.00	0.00	0.00
Total: LIBRARY				27.34	267.08	1,602.56
Line Item Totals: LIBRARY				27.34	267.08	1,602.56



Equity Builders of Bloomington, Inc.

5951 South Glenview Drive
Bloomington, IN 47403
P: (812) 650 - 2424
W: <https://equitybuildersroofing.com>

Client: Karen Holz

Operator: SCHMIDTD

Type of Estimate:

Date Entered: 2/11/2023

Date Assigned:

Price List: ININ8X_FEB23

Labor Efficiency: Restoration/Service/Remodel

Estimate: LIBRARY



Equity Builders of Bloomington, Inc.

5951 South Glenview Drive
Bloomington, IN 47403
P: (812) 650 - 2424
W: <https://equitybuildersroofing.com>

LIBRARY-1

LIBRARY-1

DESCRIPTION	QTY
1. R&R Rubber roofing - Mechanically attached - 60 mil	6.88 SQ
2. R&R Insulation - ISO board, 2"	6.88 SQ
3. R&R Insulation - ISO board, 1 1/2"	6.88 SQ
4. R&R Flash parapet wall only - rubber - up to 3'	127.00 LF
5. R&R Aluminum termination bar / flashing for membrane roofs	127.00 LF
6. Remove Additional charge for high roof (2 stories or greater)	6.88 SQ
7. Additional charge for high roof (2 stories or greater)	6.88 SQ
8. R&R Pipe jack flashing for rubber roofing	2.00 EA
9. Roof drain cover - Detach & reset	3.00 EA
10. Install Roof drain system - (per SF roof)	688.00 SF
11. R&R Flashing, 14" wide	42.00 LF
12. Equipment to Load Roof	1.00 DA

Smaller Section

DESCRIPTION	QTY
13. R&R Rubber roofing - Mechanically attached - 60 mil	2.39 SQ
14. R&R Insulation - ISO board, 2"	2.39 SQ
15. R&R Insulation - ISO board, 1 1/2"	2.39 SQ
16. R&R Flash parapet wall only - rubber - up to 3'	81.00 LF
17. R&R Aluminum termination bar / flashing for membrane roofs	81.00 LF
18. Remove Additional charge for high roof (2 stories or greater)	2.39 SQ
19. Additional charge for high roof (2 stories or greater)	2.39 SQ
20. R&R Pipe jack flashing for rubber roofing	1.00 EA
21. Roof drain cover - Detach & reset	1.00 EA
22. Roof drain system - (per SF roof)	239.00 SF
23. Flashing, 14" wide	26.00 LF

Labor Minimums Applied

DESCRIPTION	QTY
24. Roofing labor minimum	1.00 EA
25. Plumbing labor minimum	1.00 EA

Grand Total

\$26,169.08



Equity Builders of Bloomington, Inc.

5951 South Glenview Drive
Bloomington, IN 47403
P: (812) 650 - 2424
W: <https://equitybuildersroofing.com>

Client: Karen Holz
Property: 125 South Franklin St
Bloomfield, IN 47424

Operator: SCHMIDTD

Estimator: Charles Booth
Company: Equity Builders Roofing

Business: (812) 650-8168
E-mail: charles@equitybuildersroofing.com

Type of Estimate: Other

Date Entered: 2/11/2023

Date Assigned:

Price List: ININ8X_FEB23

Labor Efficiency: Restoration/Service/Remodel

Estimate: LIBRARY-1



Equity Builders of Bloomington, Inc.

5951 South Glenview Drive
Bloomington, IN 47403
P: (812) 650 - 2424
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Charles Booth