

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 November 8, 2023

Board of Trustees – Bloomfield-Eastern Greene County Public Library

Wednesday, November 8, 2023 – 5:00 PM Main Branch Community Room

ORIGINAL

- Approval of Minutes
- Approval of Claims & Payroll
- Presentation & Approval of Personnel Report and Treasurer's Report
- Librarian's Report
- Update from Jess McKamey
- Public Comment
- Adjournment
- Next Board Meeting, December 13, 2023, 5:00 PM, Library Annex



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Board of Trustees Meeting

Wednesday, October 11, 2023

The Bloomfield-Eastern Greene County Public Library Board of Trustees met Wednesday, October 11, 2023, at the Eastern Branch. Roger Axe called the meeting to order at 5:04 PM. Board members present were Linda Mattox, Martha Marmouze, Charlene Kluemper, Jessica Blazier, and Roger Axe. Karen Holz, Director, Jess McKamey, Assistant Director, and Lonnie Vandeventer, Treasurer/Bookkeeper were also present.

Approval of Minutes:

Following a review of the minutes from the September 13, a motion was made by Linda to approve the minutes as submitted. Jessica seconded the motion which was approved unanimously.

Approval of Claims and Payroll:

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

Approval of Treasurer's Report and Personnel Report:

Lonnie presented the Personnel Report and the Treasurer's Report. Martha made a motion that both reports be approved as submitted. The motion was seconded by Jessica. The motion was unanimously approved.

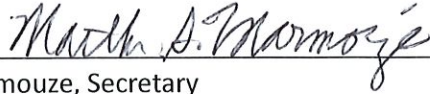
Librarian's Report:

- Budget Hearing – Update
 - Signatures obtained for Budget report and submitted through Gateway
- Library Strategic Plan
 - A strategic plan will be provided at the November Board meeting for review by the Board
- Roof
 - Equity Builders will be completing the roof repairs.
 - Jessica made a motion, which was seconded by Linda, authorizing Karen to spend additional monies as determined necessary by Equity Building during the repairs.
- Plaster
 - Kelly Plaster, Inc. will be completing the plaster repairs.
- Elevator Inspection
 - Abbel Elevator will be completing the elevator repairs.
- ILF Conference – November 12-14
 - Four of us, Jess, Kimberly, Diana, and Karen, will be attending the Indiana Library Federation Conference. Each of us will be participating in different areas. Jess will also be attending a preconference session with our joining her for the rest of the conference.
- Jess reported on Grant approval for raised gardens for next year, ongoing promotions occurring for Greene County's eclipse planning, and a new position for a library assistant being posted.

Adjournment:

Roger asked for a motion if no further business to conduct. Martha made a motion to adjourn which was seconded by Charlene. The motion was unanimously approved at 5:44 PM.

The next regularly scheduled Board meeting will be on November 8, 2023, at 5:00 PM in the Main Branch Community Room.

A handwritten signature in cursive script, reading "Martha A. Marmouze", written over a horizontal line.

Martha Marmouze, Secretary

Voucher List

Bloomfield-Eastern Greene County Public Library

Report Date: From 10/1/2023 To 10/31/2023

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	573	AVC Technology Corporation	10/3/2023		\$711.00
3944	574	AMAZON CAPITAL SERVICES	10/3/2023		\$369.71
3945	575	INDIANA STATE LIBRARY	10/4/2023		\$41.25
3946	576	BRODART CO	10/5/2023		\$20.13
3947	577	CENTER POINT LARGE PRINT	10/5/2023		\$91.68
3948	578	PLAYAWAY PRODUCTS	10/5/2023		\$89.98
3949	579	CRAIG QUIMBY	10/5/2023	Eastern Library	\$135.00
0	580	INDIANA DEPT OF WORKFOR	10/5/2023		\$130.00
0	581	DELTA DENTAL	10/5/2023		\$47.38
3950	582	SAMS CLUB/SYNCHRONY BA	10/10/2023		\$33.96
3951	583	RICOH USA, INC (CHICAGO)	10/10/2023		\$171.98
3952	584	PLAYAWAY PRODUCTS	10/10/2023		\$52.99
3953	585	ENA Services LLC	10/10/2023		\$417.50
3954	586	UNIQUE MANAGEMENT SERVI	10/10/2023		\$61.08
3955	587	AMAZON CAPITAL SERVICES	10/10/2023		\$589.90
3956	588	CENTURYLINK	10/10/2023		\$3.34
3957	589	UDWI	10/10/2023		\$172.00
3958	590	MIDWEST NATURAL GAS COR	10/10/2023	125 S FRANKLIN ST	\$241.83
3959	591	CYBRARIAN CORPORATION	10/11/2023		\$929.45
3960	592	BLACKSTONE PUBLISHING	10/11/2023		\$194.06
3961	593	HASEMAN PEST CONTROL OF	10/11/2023		\$135.00
3962	594	PLAYAWAY PRODUCTS	10/11/2023		\$54.99
3963	595	BAKER & TAYLOR	10/12/2023		\$650.05
3964	596	EASTERN HEIGHTS UTILITIES	10/17/2023	125 S FRANKLIN ST	\$103.57
3965	597	GARY VANDEVENTER dba GA	10/17/2023		\$49.00
3966	598	BAKER & TAYLOR	10/17/2023		\$203.43
3967	599	AMAZON CAPITAL SERVICES	10/17/2023		\$754.70
3968	600	CARD SERVICE CENTER	10/18/2023		\$1,441.60
3969	601	AT&T	10/18/2023		\$174.39
3970	602	ECLIPSE2024.ORG	10/18/2023		\$315.00
3971	603	OVERDRIVE, INC	10/19/2023		\$832.54
3972	604	SMITHVILLE	10/25/2023		\$38.45
3973	605	BACKGROUND BUREAU, INC	10/25/2023	Beth Valverson Background Check - Volunteer in Children's Dept.	\$8.00
3974	606	AMAZON CAPITAL SERVICES	10/25/2023		\$618.84
3975	607	RICOH USA, INC (ATLANTA)	10/25/2023		\$115.31
3976	608	WELLS FARGO VENDOR FINA	10/25/2023		\$124.05
3977	609	EASTERN HEIGHTS UTILITIES	10/25/2023	Eastern Branch	\$19.02
3978	610	PLAYAWAY PRODUCTS	10/25/2023		\$347.39
3979	611	CENGAGE LEARNING	10/25/2023		\$150.72
3980	612	BAKER & TAYLOR	10/25/2023		\$572.84
3981	613	Penworthy Company	10/25/2023		\$1,152.48
3982	614	OVERDRIVE, INC	10/26/2023		\$284.83
0	615	PERF	10/31/2023	PERF Deposit	\$1,362.92
0	616	INTERNAL REVENUE SERVIC	10/31/2023	Federal Tax Deposit	\$4,546.78
0	617	INDIANA DEPT OF REVENUE	10/31/2023	State and County Tax Deposit	\$1,324.03
3984	618	WALMART - CAPITAL ONE	10/26/2023		\$143.97
0	619	UNITED HEALTHCARE	10/26/2023		\$2,723.85
3985	620	MICHELE ROGERS	10/31/2023	October Cleaning	\$2,030.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
3986	621	SEWAGE DISPOSAL WORKS	10/31/2023	125 S FRANKLIN ST	\$148.00
3987	622	DUKE ENERGY	10/31/2023	125 S FRANKLIN ST	\$1,519.91
3988	623	PREFERRED WASTE REMOVA	10/31/2023		\$34.00
3989	624	DEMCO	10/31/2023		\$433.37
3990	625	BAKER & TAYLOR	10/31/2023		\$36.80
3991	626	CENGAGE LEARNING	10/31/2023		\$20.00
3992	627	PLAYAWAY PRODUCTS	10/31/2023		\$113.63
3993	628	HUGHES ELECTRIC LLC	10/31/2023		\$2,446.25
0	629	PAYROLL	10/31/2023	PAYROLL	\$21,573.23
3994	630	AMAZON CAPITAL SERVICES	10/31/2023		\$544.43
3995	631	JUDY LOUISE	10/31/2023	Halloween Candy for Eastern Programming	\$39.85
3996	632	PLAYAWAY PRODUCTS	10/31/2023		\$171.72

Total Amount of Claims \$51,863.16

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

Thursday, November 2, 2023

Fannie 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 2 pages, and except

for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$51,863.16

Date this 8th day of November, 2023.

Shirley Mattox *R. Guier*
Charles Thompson *Scott*
Deanna Hostler *Martin A. Marmoz*

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:
\$1,337.54	\$312.82	\$1,246.06	\$880.68	\$443.35	\$287.95	\$544.77	\$0.00	\$0.00	\$0.00	\$0.00	\$16,520.00
Other	Other	Other	Other	Other	NT PERF	Tax PERF	EIC:	EIC:	Other	Other	Other
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Gross Pay:	Non Taxable	Taxable
\$21,573.23	\$0.00	\$21,573.23

Paid Through Date Hourly	10/24/2023
Paid Through Date Salary	10/24/2023
Check Date Hourly	10/31/2023
Check Date Salary	10/31/2023
Voucher/Receipt Date	10/31/2023

Used	Earned
Regular	1120.8
Sunday	0
Double	0
PTO	41.25
Vacation	0
Comp	66.75
Holiday	0
Personal	0
Total Hours:	1228.8

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 5 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 \$ 21573.23 is correct and has by me been approved.

Dated October 26 2023
 I have examined the within claim and hereby certify as follows:

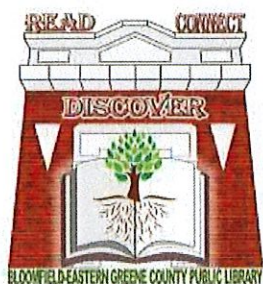
This is in proper form.
 That it is duly authenticated as required by law.
 That it is based upon statutory authority.
 That it is apparently correct.

Jennie Handwerker
 Disbursing Officer

Karen Holz
 Director

Employer Share FICA Due =	\$1,337.54	Employee Share FICA Due =	\$2,675.08
Employee Share FICA Due =	\$1,337.54	Employee Share Medicare Due =	\$625.64
Employee Share Medicare Due =	\$312.82	Employee Share Medicare Due =	\$312.82
Employee Share Medicare Due =	\$312.82	Federal Tax Due =	\$1,246.06
Federal Tax Due =	\$1,246.06	Total Tax Deposit Due =	\$4,546.78

Employee PERF Due =	\$287.95	State Tax Due =	\$880.68
Employer PERF Due =	\$1,041.94	County Tax Due =	\$443.35
Total PERF Due =	\$1,329.89	Total Tax Due =	\$1,324.03



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Treasurers Report for October 2023

Wednesday, November 8, 2023

PAYROLL: Net Pay of **\$16,520.06 (October 31, 2023).**

CLAIMS: Claims #573-632 totaling **\$51,863.16** in October 2023.

BUDGET STATUS:

Through ten nine **months** of the year, we strive to be at or under 83.33% in each of the four budget categories as well as overall. We are under 83.33% in all categories as well as overall. See the appropriation report through October 31, 2023 for the full numbers.

2023/Current Year through October 31, 2023

Personnel/Personal Services	78.60 % spent
Supplies	64.50 % spent
Other Services	68.90 % spent
Capital Outlays	74.60 % spent
OVERALL	75.00 % spent

2022/Prior Year Comparison through October 31, 2022

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

STOP PAYMENT ORDER ISSUED

It was discovered on October 31, 2023, that Check #3944 was never received by Amazon Capital Services in the amount of \$369.71. A Stop Payment Order was completed on November 2, 2023, in order to reverse out the expenditure and issue a replacement check. The Stop Payment Order does result in a cost of \$10.00, which was processed on November 2, 2023.

Financial Report

Bloomfield-Eastern Greene County Public Library

Report Dates = 10/1/2023 to 10/31/2023

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. General						
100 OPERATING	\$303,205.17	\$45,745.92	\$438,808.26	\$16,477.73	\$410,097.49	\$274,494.40
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	(\$6,843.42)	\$1,067.58	\$224,194.55
Subtotal	\$526,511.14	\$45,745.92	\$438,808.26	\$9,634.31	\$411,165.07	\$498,867.95
2. Special Revenue						
200 GIFT	\$17,571.66	\$646.57	\$15,999.17	\$1,321.96	\$15,136.64	\$16,709.13
201 RAINY DAY	\$59,450.94	\$0.00	\$50,245.00	\$350.00	\$3,500.00	\$12,705.94
203 LEVY EXCESS OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 HUNTER TRUST	\$45,017.84	\$0.00	\$13,000.00	\$0.00	\$0.00	\$32,017.84
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	\$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	\$417.50	\$5,072.50	\$0.00	\$6,470.85	\$4,370.38
280 GREENE COUNTY FOUNDATION GRANT	\$325.00	\$0.00	\$15,350.00	\$0.00	\$15,000.00	(\$25.00)
Subtotal	\$167,106.53	\$1,064.07	\$107,315.67	\$1,671.96	\$40,107.49	\$99,898.35
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	\$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	\$1,246.06	\$11,900.67	\$1,246.06	\$11,900.67	\$0.00
804 FICA	\$0.00	\$1,337.54	\$13,261.39	\$1,337.54	\$13,261.39	\$0.00
805 MEDICARE	\$0.00	\$312.82	\$3,101.46	\$312.82	\$3,101.46	\$0.00
806 STATE TAX	\$0.00	\$880.68	\$8,668.76	\$880.68	\$8,668.76	\$0.00
807 COUNTY TAX	\$0.00	\$443.35	\$4,388.16	\$443.35	\$4,388.16	\$0.00
808 PERF	\$0.00	\$287.95	\$2,877.64	\$287.95	\$2,877.64	\$0.00
809 Insurance	\$0.00	\$544.77	\$5,447.70	\$544.77	\$5,447.70	\$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	\$5,053.17	\$49,710.78	\$5,053.17	\$49,710.78	\$500.00
Grand Total	\$694,460.32	\$51,863.16	\$595,834.71	\$16,359.44	\$500,983.34	\$599,608.95

Total all banks = \$599,608.95

Appropriation Report for 100 OPERATING

Bloomfield-Eastern Greene County Public Library

Report Date: From 1/1/2023 To 10/31/2023

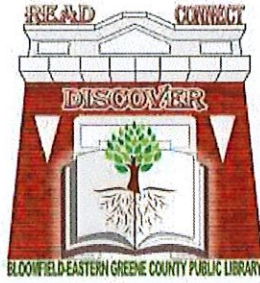
Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
I. Personal Services							
1.111 Salary of Librarian	\$50,000.00	(\$1,500.00)	\$48,500.00	\$38,625.00	\$38,625.00	\$9,875.00	20.4
1.112 Salary of Librarians(Hourly)	\$95,000.00	(\$20,000.00)	\$75,000.00	\$50,348.97	\$50,348.97	\$24,651.03	32.9
1.113 Salary of Library Assistants	\$95,000.00	\$21,500.00	\$116,500.00	\$106,043.25	\$106,043.25	\$10,456.75	9.0
1.114 Salary of Pages	\$10,000.00	\$0.00	\$10,000.00	\$4,274.69	\$4,274.69	\$5,725.31	57.3
1.115 Salary of Coordinators	\$7,500.00	\$0.00	\$7,500.00	\$6,274.88	\$6,274.88	\$1,225.12	16.3
1.131 Salary of Treasurer	\$11,000.00	\$0.00	\$11,000.00	\$8,325.26	\$8,325.26	\$2,674.74	24.3
1.21 Library FICA and Medicare	\$21,000.00	\$0.00	\$21,000.00	\$16,362.85	\$16,362.85	\$4,637.15	22.1
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	\$10,742.97	\$10,742.97	\$6,257.03	36.8
1.241 Employee Group Insurance	\$27,000.00	\$0.00	\$27,000.00	\$22,264.60	\$22,264.60	\$4,735.40	17.5
Subtotal	\$336,000.00	\$0.00	\$336,000.00	\$264,162.39	\$264,162.39	\$71,837.61	21.4
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	\$5,383.47	\$5,383.47	\$1,616.53	23.1
2.43 Adult Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$1,006.39	\$1,006.39	\$33.61	3.2
2.44 Teen Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$1,032.45	\$1,032.45	\$7.55	0.7
2.45 Children's Program Supplies	\$1,400.00	\$0.00	\$1,400.00	\$1,147.13	\$1,147.13	\$252.87	18.1
2.46 Eastern Program Supplies	\$1,000.00	\$0.00	\$1,000.00	\$574.97	\$574.97	\$425.03	42.5
2.47 Covid-19 Supplies	\$400.00	\$0.00	\$400.00	\$77.97	\$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	\$10,340.92	\$10,340.92	\$5,699.08	35.5
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	\$14,245.81	\$14,245.81	\$8,579.19	37.6
3.142 Database Subscriptions	\$5,000.00	\$729.00	\$5,729.00	\$2,361.71	\$2,361.71	\$3,367.29	58.8
3.143 eBook Services	\$7,500.00	\$0.00	\$7,500.00	\$4,818.45	\$4,818.45	\$2,681.55	35.8
3.21 Telephone	\$2,500.00	\$0.00	\$2,500.00	\$2,030.18	\$2,030.18	\$469.82	18.8
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	\$1,524.88	\$1,524.88	\$675.12	30.7
3.24 Professional Meeting	\$2,500.00	\$0.00	\$2,500.00	\$2,089.76	\$2,089.76	\$410.24	16.4
3.251 Freight and Express	\$800.00	\$300.00	\$1,100.00	\$651.66	\$651.66	\$448.34	40.8
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	\$718.84	\$718.84	\$781.16	52.1
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	\$2,788.06	\$2,788.06	\$4,211.94	60.2
3.52 Electric	\$26,000.00	\$1,000.00	\$27,000.00	\$20,051.85	\$20,051.85	\$6,948.15	25.7
3.53 Water	\$2,000.00	\$0.00	\$2,000.00	\$574.80	\$574.80	\$1,425.20	71.3
3.54 Waste Disposal	\$2,200.00	\$0.00	\$2,200.00	\$1,210.00	\$1,210.00	\$990.00	45.0
3.61 Building Repair	\$22,000.00	\$0.00	\$22,000.00	\$16,111.39	\$16,111.39	\$5,888.61	26.8
3.62 Equipment Repair	\$9,000.00	\$0.00	\$9,000.00	\$6,682.43	\$6,682.43	\$2,317.57	25.8
3.63 Janitorial Service	\$23,000.00	\$0.00	\$23,000.00	\$19,000.00	\$19,000.00	\$4,000.00	17.4
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	\$525.00	\$525.00	\$1,475.00	73.8

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	\$113,414.08	\$113,414.08	\$51,087.92	31.1
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	\$6,070.91	\$6,070.91	\$2,929.09	32.5
4.51 Books - Adult Fiction	\$8,000.00	\$0.00	\$8,000.00	\$7,023.25	\$7,023.25	\$976.75	12.2
4.521 Books - Adult Nonfiction	\$5,600.00	\$0.00	\$5,600.00	\$4,121.40	\$4,121.40	\$1,478.60	26.4
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	\$6,969.73	\$6,969.73	\$1,030.27	12.9
4.54 Books - YA	\$3,500.00	\$0.00	\$3,500.00	\$2,890.61	\$2,890.61	\$609.39	17.4
4.551 Books - Eastern Books Adult	\$3,100.00	\$500.00	\$3,600.00	\$2,628.08	\$2,628.08	\$971.92	27.0
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	\$2,927.16	\$2,927.16	\$572.84	16.4
4.61 Periodicals and News	\$3,500.00	\$0.00	\$3,500.00	\$2,842.87	\$2,842.87	\$657.13	18.8
4.71 Nonprint - Adult DVD	\$3,800.00	\$0.00	\$3,800.00	\$2,521.73	\$2,521.73	\$1,278.27	33.6
4.72 Nonprint - Music	\$400.00	\$0.00	\$400.00	\$367.37	\$367.37	\$32.63	8.2
4.73 Nonprint - Audiobooks	\$7,000.00	\$0.00	\$7,000.00	\$5,686.44	\$5,686.44	\$1,313.56	18.8
4.74 Nonprint - Childrens	\$3,200.00	\$0.00	\$3,200.00	\$2,922.78	\$2,922.78	\$277.22	8.7
4.75 Nonprint - YA	\$1,500.00	\$0.00	\$1,500.00	\$1,158.74	\$1,158.74	\$341.26	22.8
4.761 Nonprint - Eastern DVD	\$3,200.00	(\$1,200.00)	\$2,000.00	\$1,257.34	\$1,257.34	\$742.66	37.1
4.762 Nonprint - Eastern Audio	\$500.00	\$0.00	\$500.00	\$18.45	\$18.45	\$481.55	96.3
4.763 Nonprint - Eastern Games	\$500.00	\$0.00	\$500.00	\$437.99	\$437.99	\$62.01	12.4
4.77 Replacement Books & Nonprint	\$1,000.00	\$0.00	\$1,000.00	\$331.95	\$331.95	\$668.05	66.8
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	\$50,890.87	\$50,890.87	\$17,309.13	25.4

<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	\$438,808.26	\$438,808.26	\$145,933.74	25.0

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 October 2023

Wednesday, November 8, 2023

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

Ending Employment:

- No Staff Changes/Reductions

Beginning Employment:

No New Hires

2023 November Board Meeting

Librarian's Report

October 2023 Statistics

Adult Circulation	2023	2022	2021
Fiction	537	719	790
Non-fiction	217	320	327
Periodicals	65	65	78
Government Documents			
Audiobooks	67	81	92
Playaways	48	29	28
Overdrive	1873	1494	1085
Music CD	41	49	65
DVDs	399	535	685
Video Games	8	2	5
Library of Things	15	5	
Total Adult	3270	3296	3155
Youth Services Circulation			
Parent Collection	10	5	
YA Fiction	173	86	183
YA Nonfiction	16	18	9
YA GAMES		33	
YA Audiobooks/Playaways		2	1
Juvenile Fiction	1493	1532	957
Juvenile Nonfiction	249	298	145
Juvenile Audiobooks/Playaways	94	85	51
DVD Juvenile	123	176	180
Periodicals	4	1	2
Juvenile Games			
TOTAL YOUTH SERVICES	2162	2236	1528
TOTAL	5432	5532	4683

Interlibrary Loan Services

	2023	2022
Books via SRCS Supplied	2	8
Books via SRCS Borrowed	3	0
Books loaned to Evergreen	117	632
Books borrowed from Evergreen	0	576

Computer/Equipment Usage

	23 Average	23 Peak	22 Average	22 Peak
Bits In	5.35Mb/sec	114.72 MB/sec	2.66MB/sec	106MB/sec
Bits Out	288.88 KB/sec	4.5MB/sec	188KB/sec	13.88MB/sec

Kanopy

Visits	Pages	Plays
89	99	8

Programs

Programs:	# of Children	20	# attended	493
	# of Teens	6	# attended	92
	#of Adults	4	# attended	23
TOTAL				
Outreach	Children		stories	

Desk Collection

Fines and Fees	284.11
Fax	38.55
Copier	373.10
Donations	634.61
Misc	33.25
Taxable Sales	
Total	1363.62

Bloomfield Main Facebook

Posts	16
Engagements	219
Reached	4989

Young Adult Page

Posts	8
Followers	143
Engagements	10
Reached	39

Website 665
visits pages 2336
pages/ visit 1.9

Materials Add Bloomfield

Library of Things	
Adult Fiction	35
Adult Nonfiction	27
Audio Books	10
Playaways	
Periodicals	25
Music	
DVD's	21
Adult Games	
YA-Fiction	1
YA-Non	19
Juvenile Fiction	46
Juvenile Nonfiction	4
J/YA Audiobooks playaway	
Juvenile Periodicals	5
Juvenile/YA Games	
Total	193

New Patrons

Township	Resident	Resident Limited Access	Non Resident	Total
Beech Creek				
Center	1			1
Highland	3			3
Jackson	3			3
Richland	6	1		7
Taylor	1			1
Unlisted		1 Fairplay		1
Total				16

Children's Facebook

Posts	12
Followers	255
Engagements	27
Reached	130

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

Computer Use 60
Scavenger Hunts 4/120

Programs
Juvenile 5/45

	2023	2022	2021
Adult Fiction	89	87	63
Adult Nonfiction	36	66	22
Periodicals	30	10	11
Government Docs			1
Audio Books/playaways	3	4	
Music CD	1	9	1
DVD	153	193	133
Games	17	11	11
Library of Things	4		
TOTALS ADULT	333		
YA Fiction	12	17	21
YA Nonfiction			
YA Audiobook			
Juvenile Fiction	321	278	335
Juvenile Nonfiction	48	50	80
Juvenile Audiobooks	1	3	1
Juveniles Periodicals	4		
TOTALS JUVENILES	386	348	437
TOTAL	719	726	678

Facebook **Information**

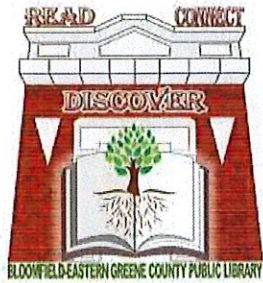
Posts 12
Reached 895
Engagement 30

Materials Added **Eastern**

Adult Fiction	11
Adult Nonfiction	9
Adult Audiobooks	0
Periodicals	16
YA	3
Juvenile Fiction	8
Juvenile Nonfiction	10
J Periodicals	2
DVD's	12
Game	4
TOTAL	75

My Heritage

Searches	Views	Sessions



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125 South Franklin Street
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11453 E. State Road 54
812-825-2677

We're more than just books!

Librarian's Report for October 2023

Wednesday, November 8, 2023

- **Collection Policy**
 - Collection Policy should include what we do with the Digital version that we get when purchasing DVD's and CD's. We own the rights to them but we do not have the resources to actually sell them to someone else or give them away. The collection development policy should be updated as those responsible may have changed. Input from each person involved should be taken in account.
 - In looking at our collection cost per item, we currently have the default set to \$10.00. My analysis reveals an actual cost per item of \$14.50. We do receive a number of items at a discounted price, but we need to consider the shipping and processed fees per item. I recommend that we raise our default per item to \$20.00. This is in line with other libraries around the state. I checked to see if raising it to this amount would raise our insurance or not before I brought it before you, it does not raise the amount of our insurance.
- **Comcast ability to provide Fiber Optic coverage to the Eastern Branch**
 - Comcast will be able to put in Fiber Optic to Eastern Branch from their junction in 2024, if we sign a 36-month to 60-month contract with them. We are not fond of Comcast on the billing side and still have fits that the Time Clock and our Shared Drive do not work at Eastern. It was put in in 2000 and really has not been touched since then. I do not know if going this route will make a difference for productivity or not. Charity Hawkins, our e-rate rep, is making up one of her charts with the pros and cons to each bid. I will have it for you at the next meeting.
- In our Purchasing Policy we need approval of prepayment written, which we have but now percentages and a specific amount should be written in it. We also had formats that are not being used in it and that need to be changed. This is the new policy compared to the old policy. I checked the changes with the State Board of Accounts.
- Bonuses should be part of the 2025 budget and not as an end of the year decision.
- Roofing is completed.
- Last thing to have done is the plastering, waiting for bad weather for them to come and fix this.
- Repairing of the toilet, in having Kevin show us how to turn them off if needed, a valve was damaged from previous wear and tear. He is supposed to fix it soon.
- The Automatic Door between the outside lobby and the inside lobby needed to be repaired as to would stick in the open position and would not shut on its own. No real problems but a bolt and nut fell off causing it to hang up. Next time he comes for something else he will bring the right ones. It is working well now,
- The lights at the Bloomfield Branch are operational. We have Hughes coming twice a year usually running \$800 to \$1000 each time. This time it was higher due to the fact that the outside lights

were all out. Hughes traced the problem to the outside junction box which the wires, outlet and cover were completely burned. Made a black mark on the bricks but no fire.

- HAVC unit is connected to Jackson Controls, Kevin and to us by computer access to check on it. He did discover some other problems; fans in the ceiling are not all working and filters that are with some of the fans need changed. This will be done after the first of the year, due to money restraints and Kevin Byers time.
- HiCom we had problems with Internet Connection and Phone connections between the Bloomfield Library and the Annex. HiCom could not find anything wrong with the wiring and the equipment. I asked if the "weed trees" could cause problems, they were not sure, but said trimming them down could not hurt. I did that on a Sunday and that was the cause.
- Fold3 database- this is a database that has information about the military personnel. It is considered the best out there for civilian use. It is \$1,300 a year and can be accessed through our website when it is up and running. We have to sign a year contract with an option of cancelling it at renewal time.
- Koorsen Knox Boxes proposal
- Long Range Plans- Please Look over for Decembers Meeting.
- Disaster Plan – Please check over and see if I am missing anything.
- Meetings:
 - Chamber of Commerce
 - Friends of the Library
 - Staff Meeting

Purchasing Policy

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 Board 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 been received before payment is remitted. It shall be the responsibility of the director to approve situations when prepayment is required by the vendor. No expense shall be paid without a pre-existing appropriation.

Nothing in this policy shall be construed as to lessen the requirements as 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 purchase of supplies, equipment, goods, and materials. It does not pertain to "library materials", to which: books, magazines, pamphlets, films, filmstrips, microfilms, slides, transparencies, phonodiscs, phonotapes, models, art reproductions, and all other forms of library and audiovisual materials which are exempt by statute from the 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 \$3,000 must be approved in advance by the Board, except when an emergency exists. Purchases in excess of \$200.00 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 \$75,000 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.

6. Substantial savings afforded governmental body, i.e. companies which routinely offer special prices to unit of 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, the Indiana Department of Correction or from a rehabilitation center

Preferences

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

1. Recycled 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.
3. The library may allow increased compensation for early performance, or penalties for late performance.
4. 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 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)

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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.

Date: **10/17/23**

Submitted To:
Bloomfield Eastern Greene Library
125 S Franklin Street
Bloomfield, IN. 47424
Attn: Karen Holz
812-384-4125

Koorsen Fire & Security:
1131 Air Drive
Bloomington, IN. 47404
Attn: Nate Dobson
812-287-2304
nate.dobson@koorsen.com

We are pleased to quote you the following prices subject to the terms and conditions:

Description of Product (s)

Proposal regarding Knox Boxes for the Main Branch 125 S Franklin St. and the Annex 87 E Spring

2 of the 3200 series Knox Boxes 3261-XX-XXXX surface mount, black ... \$487.00ea\$974.00

Jurisdiction provided by customer: _____ Cust initials x _____

**Any cancellation by the customer or wrong jurisdiction provided will result in a restock fee which will be billed to ordering customer.

*** Customer to install

*** Not in stock ETA 2-3 weeks

Sub Total \$ 974.00

Tax \$ 0.00

Total \$ 974.00

Prices per this quotation are in effect for 30 days from the date of this quote. Terms are Net 25 days from date of invoice. All goods are F.O.B. origin. Title to all goods shall remain with the seller until this contract is paid for in full. If purchaser fails to make payments according to the terms stated above, seller may remove goods and retain payments made as liquidated damages without legal process. The goods covered hereby shall remain personal property whether affixed or attached to the building or structure in which it may be contained. Purchaser agrees to pay any costs of collection, including reasonable attorney fees.

ATTENTION IS DIRECTED TO THE LIMITED WARRANTY, LIMIT OF LIABILITY, AND OTHER CONDITIONS ON PAGE 2.

Koorsen Fire & Security	Title	Date	Purchase Order #
Nate Dobson	Account Manager	10/17/23	
Customer Acceptance	Title	Date	Customer Name Printed

Fire Alarm	Sprinkler System Service (Backflow/Hydrants/Fire Pumps)	Exit/Emergency Lighting
Security & Monitoring (Commercial & Residential)	Restaurant & Industrial Fire Suppression	Fire Extinguishers
CCTV-Video Surveillance	Clean Agent & Special Hazards Fire Suppression	Intercom, Sound, Data, MATV
Card Access	Complete Installation, Inspection & Maintenance	Nurse Call

Date: **10/17/23**

Submitted To:

Bloomfield Eastern Greene Library

125 S Franklin Street

Bloomfield, IN. 47424

Attn: Karen Holz

812-384-4125

Koorsen Fire & Security:

1131 Air Drive

Bloomington, IN. 47404

Attn: Nate Dobson

812-287-2304

nate.dobson@koorsen.com

We are pleased to quote you the following prices subject to the terms and conditions:

Description of Product (s)

Proposal regarding Knox Box for the Eastern Branch 11453 E State Rd 54

1 of the 3200 series Knox Boxes 3261-XX-XXXX surface mount, black \$487.00

Jurisdiction provided by customer: _____ Cust initials x _____

**Any cancellation by the customer or wrong jurisdiction provided will result in a restock fee which will be billed to ordering customer.

*** Customer to install

*** Not in stock ETA 2-3 weeks

Sub Total \$ 487.00**Tax \$** 0.00**Total \$** 487.00

Prices per this quotation are in effect for 30 days from the date of this quote. Terms are Net 25 days from date of invoice. All goods are F.O.B. origin. Title to all goods shall remain with the seller until this contract is paid for in full. If purchaser fails to make payments according to the terms stated above, seller may remove goods and retain payments made as liquidated damages without legal process. The goods covered hereby shall remain personal property whether affixed or attached to the building or structure in which it may be contained. Purchaser agrees to pay any costs of collection, including reasonable attorney fees.

ATTENTION IS DIRECTED TO THE LIMITED WARRANTY, LIMIT OF LIABILITY, AND OTHER CONDITIONS ON PAGE 2.**Koorsen Fire & Security****Title****Date****Purchase Order #**

Nate Dobson

Account Manager

10/17/23

Customer Acceptance**Title****Date****Customer Name Printed**

Fire Alarm

Sprinkler System Service (Backflow/Hydrants/Fire Pumps)

Exit/Emergency Lighting

Security & Monitoring (Commercial & Residential)

Restaurant & Industrial Fire Suppression

Fire Extinguishers

CCTV-Video Surveillance

Clean Agent & Special Hazards Fire Suppression

Intercom, Sound, Data, MATV

Card Access

Complete Installation, Inspection & Maintenance

Nurse Call

INVOICE



INVOICE DATE 11/2/2023
INVOICE NO 364588
PAGE 1

1407 Rensen Street, Suite 1, Lansing, MI 48910-3657
Phone: 800-530-9019, 517-394-2420 Fax: 269-210-7250 www.mcls.org

Questions?
Call 800-530-9019 ext 7
or email accounting@mcls.org

SOLD TO
3659000
Bloomfield-Eastern Greene County Public Library
Karen Holz
125 South Franklin Street
Bloomfield, IN 47424

SHIP TO
125 South Franklin Street
Bloomfield, IN 47424-140

NOTES ProQuest, Part of Clarivate INVOICE BALANCE DUE 1,366.50

PO NUMBER	FEDERAL TAX ID	TERMS	DUE DATE	ORDER DATE	ORDER NO
	23-7436918	NET 30	12/2/2023	11/2/2023	501684
ITEM ID	DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	TOTAL AMOUNT
37300	Fold3 Library Edition ProQuest, Part of Clarivate Subscription Period 12/01/2023 through 11/30/2024 {{202406}}	each	1.00	1,366.50	1,366.50

Freight	0.00
Invoice Total	1,366.50
Prepayment	0.00
INVOICE BALANCE DUE	1,366.50

Please return this stub with your payment.

Account. 3659000
Invoice No. 364588
Notes ProQuest, Part of Clarivate

Invoice Total	1,366.50
Prepayment	0.00
INVOICE BALANCE DUE	1,366.50

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 Stuey		
Dwight Holte		
Bar		
Martha A. Marmoz		
Jesse		