

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!

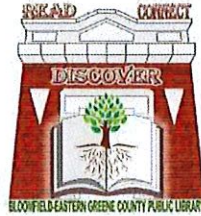
Meeting Agenda for October 11, 2023

Board of Trustees – Bloomfield-Eastern Greene County Public Library

Wednesday, October 11, 2023 – 5:00 PM Eastern Branch

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



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Board of Trustees Meeting

Wednesday, September 13, 2023

The Bloomfield-Eastern Greene County Public Library Board of Trustees met Wednesday, September 13, 2023, in the Library Annex. Roger Axe called the meeting to order at 5:00 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, and Armonda Riggs, were also present.

Vadim Morozov, our Baird Representative, was also in attendance and presented a Portfolio Review and update. Vadim departed following his update. I provided an update to Vadim on Jess McKamey and her promotion to Assistant Director in July 2023.

Approval of Minutes:

Following a review of the minutes from the August 9, 2023, a 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, Jessica made a motion to approve claims and payroll. The motion was seconded by Linda and was unanimously approved.

Approval of Treasurer's Report and Personnel Report:

Lonnie provided the Treasurer's Report and advised the Board their approval is needed to void check #2457, issued 6/1/2021, to Bedford Office Supply in the amount of \$38.00. The check was lost in the U. S. Mail and is now past the two-year period required to void the check. After review of the Treasurer's and Personnel report, Charlene made a motion that both reports be approved as submitted and that approval is given for check noted above to be voided out. The motion was seconded by Jessica. The motion was unanimously approved.

Library Website to Include Links to Greene County Food Pantries

Roger indicated the link <https://www.foodpantries.org/co/in-greene> should be posted on the Library Website. A discussion ensued indicating we need to determine who is responsible for maintaining/updating the website links as there are sites missing the noted website. Karen will follow-up with Greene County Alliance to ensure the proper website(s) are placed on the Library webpage.

Librarian's Report:

- Budget Hearing – Update on the budget process.
 - Our Local Government Finance Representative has approved it. No questions were offered by the Board. A reminder that all Board members should plan to attend the October meeting being held at the Eastern Branch.
- Roof – We received two bids.
 - Equity Builders, who we had worked with on the shingles and the little piece up front. Their bid is \$26,685 and Building Associates with a bid of \$23,763.
 - Karen recommended we proceed with Equity Builders based on our past experience. The Board concurred with Karen's recommendation.

- Plaster – We received three bids.
 - Kelly Plaster, Inc. – will remove plaster down to the front door area and then install new plaster for \$6,100.
 - Exterior Finishers – patch and repair the small area above the door for \$1,420.
 - Building Associates – take the plaster down on all three walls and put on EIFS system. This will replace the plaster for \$19,000
 - Karen reports that she approved our moving forward with Kelly Plaster and that she has also forwarded the bids to our insurance carrier for a determination of any benefits being available.
- Staff Training
 - Morning
 - Detective Elmore had been scheduled to present a PowerPoint presentation, but he took a new position with the Bloomfield School District. Deputy Chris Anderson will now be presenting.
 - See something – say something
 - Run – Hide - Fight
 - Have a plan and know your building
 - How to act when Law Enforcement arrives
 - Preparing (Emergency Action Plan)
 - Recognizing potential workplace violence
 - Lunch – Board gave approval for covering the lunch for employees?
 - Afternoon
 - George Bergstrom – our Indiana State Library Representative
 - Earth, wind, and fire – be prepared if disaster strikes
 - Inspire – Intro
- Evergreen:
 - We will be adding new services in 2024. It is designed to be more user friendly. Using Aspen Discovery Format. It will also let us access Overdrive(Libby) straight from the Evergreen Catalog. We will also have access to Hoopla, which we have wanted for the past five years. Once Hoopla is available we will drop Kanopy. The price for Evergreen is expected to be stable for the next five years. An example is available at:
https://catalog.pcpls.org/?browseCategory=portr_val_summer_just_flew_by
 - ILL – After a disastrous summer with Pillow Carriers. They were fired. They ended up re-hiring the previous company. We expect being down for a couple more weeks, which has reduced our ability to provide materials for our patrons. We expect to normalize service by October 1.
- 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 this 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. Linda made a motion to adjourn which was seconded by Martha. The motion was unanimously approved at 5:20 PM.

The next regularly scheduled Board meeting will be on October 11, 2023, at 5:00 PM at the Eastern Branch.


 Martha Marmouze, Secretary

Voucher List

Bloomfield-Eastern Greene County Public Library

Report Date: From **9/1/2023** To **9/30/2023**

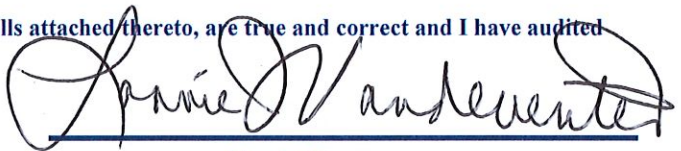
<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
3888	509	GREENE COUNTY SOIL & WA	9/5/2023	Greene County Plat Book	\$30.00
0	510	COMCAST	9/5/2023		\$402.50
3889	511	CRAIG QUIMBY	9/5/2023		\$200.00
3890	512	DUKE ENERGY	9/5/2023	125 S FRANKLIN ST	\$2,282.35
3891	513	MIDWEST NATURAL GAS COR	9/5/2023	125 S FRANKLIN ST	\$241.83
3892	514	CENTER POINT LARGE PRINT	9/5/2023		\$91.68
3893	515	AMAZON CAPITAL SERVICES	9/6/2023		\$243.90
3894	516	SAMS CLUB/SYNCHRONY BA	9/6/2023	Annual Membership Fee	\$50.00
3895	517	OVERDRIVE, INC	9/7/2023		\$145.29
3896	518	RANCH HAND SERVICES, LLC	9/12/2023		\$100.00
0	519	AVC Technology Corporation	9/12/2023		\$150.00
3897	520	CENTURYLINK	9/12/2023		\$3.12
3898	521	RICOH USA, INC (CHICAGO)	9/12/2023		\$154.24
3899	522	BLOOMFIELD YEARBOOK	9/12/2023	2 Yearbooks @ \$55.00 each	\$110.00
3901	523	BLOOMFIELD YEARBOOK	9/12/2023		\$40.00
3902	524	RICOH USA, INC (CHICAGO)	9/12/2023		\$241.20
3903	525	UDWI	9/12/2023		\$198.00
3904	526	BAKER & TAYLOR	9/12/2023		\$260.26
3905	527	AMAZON CAPITAL SERVICES	9/12/2023		\$336.46
3906	528	UNIQUE MANAGEMENT SERVI	9/12/2023		\$94.47
3907	529	PLAYAWAY PRODUCTS	9/13/2023		\$437.43
3908	530	HASEMAN PEST CONTROL OF	9/13/2023	125 S FRANKLIN ST	\$135.00
3909	531	BAKER & TAYLOR	9/13/2023		\$260.81
0	532	AMAZON CAPITAL SERVICES	9/13/2023		(\$9.71)
3910	533	AMAZON CAPITAL SERVICES	9/14/2023		\$374.30
3911	534	EASTERN HEIGHTS UTILITIES	9/14/2023	125 S FRANKLIN ST	\$83.69
0	535	DELTA DENTAL	9/11/2023		\$47.38
0	536	ebay	9/14/2023		\$101.80
3912	537	NORM SULLIVAN	9/19/2023		\$21.39
3913	538	EQUITY BULDERS ROOFING	9/19/2023		\$13,000.00
3916	539	AT&T	9/20/2023		\$160.52
3915	540	DIRUS DUSTIN	9/19/2023	SHRUB CLEANING REMOVAL	\$500.00
3917	541	BAKER & TAYLOR	9/20/2023		\$1,040.96
3918	542	CARD SERVICE CENTER	9/20/2023		\$500.75
3919	543	AMAZON CAPITAL SERVICES	9/20/2023		\$472.90
3920	544	OVERDRIVE, INC	9/20/2023		\$24.51
3921	545	OVERDRIVE, INC	9/21/2023		\$65.00
3922	546	AMAZON CAPITAL SERVICES	9/21/2023		\$83.97
3923	547	SMITHVILLE	9/21/2023		\$38.10
3924	548	RICOH USA, INC (ATLANTA)	9/21/2023		\$115.31
3925	549	WELLS FARGO VENDOR FINA	9/21/2023		\$124.05
3926	550	ENA Services LLC	9/21/2023		\$417.50
0	551	PERF	9/29/2023	PERF Deposit	\$1,321.04
0	552	INTERNAL REVENUE SERVIC	9/29/2023	Federal Tax Deposit	\$4,432.18
0	553	INDIANA DEPT OF REVENUE	9/29/2023	State and County Tax Deposit	\$1,289.04
3928	554	PLAYAWAY PRODUCTS	9/26/2023		\$56.99
3929	555	CENGAGE LEARNING	9/26/2023		\$152.07
3930	556	EASTERN HEIGHTS UTILITIES	9/26/2023		\$19.02
3931	557	WALMART - CAPITAL ONE	9/26/2023		\$6.96

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
3932	558	BLACKSTONE PUBLISHING	9/26/2023		\$151.79
3933	559	BAKER & TAYLOR	9/26/2023		\$256.94
3934	560	AMAZON CAPITAL SERVICES	9/26/2023		\$799.77
3935	561	MICHELE ROGERS	9/28/2023	September Cleaning	\$2,030.00
0	562	UNITED HEALTHCARE	9/28/2023		\$2,723.85
3936	563	KAPCO	9/28/2023		\$143.50
3937	564	HANK TODD dba CLEAN CUTS	9/28/2023		\$415.00
3938	565	OVERDRIVE, INC	9/28/2023		\$71.95
3939	566	AMAZON CAPITAL SERVICES	9/28/2023		\$105.56
0	567	PAYROLL	9/29/2023	PAYROLL	\$20,928.21
3940	568	BAKER & TAYLOR	9/28/2023		\$310.50
3941	569	SEWAGE DISPOSAL WORKS	9/28/2023	125 S FRANKLIN ST	\$148.00
3942	570	PREFERRED WASTE REMOVA	9/28/2023		\$34.00
3943	571	DUKE ENERGY	9/28/2023	125 S FRANKLIN ST	\$1,680.25
0	572	ebay	9/30/2023		\$158.30

Total Amount of Claims \$60,605.88

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, October 3, 2023



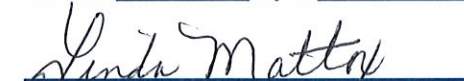


Fiscal Officer


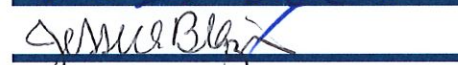

ALLOWANCE OF VOUCHERS

(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 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$60,605.88

Date this 11th day of October, 2023.

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:	Gross Pay:	Deductions:	Net Pay:
\$1,297.57	\$303.47	\$1,230.10	\$860.36	\$428.68	\$20,928.21	\$4,944.05	\$15,984.16
Other	Other	Other	Other	Other	PERF:	Health Ins	Other
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$279.10	\$544.77	\$0.00
					NT PERF	Tax PERF	Other
					\$0.00	\$0.00	\$0.00
					EIC:	EIC:	Other
					\$0.00	\$0.00	\$0.00

Gross Pay:	9/24/2023
\$20,928.21	
Non Taxable	9/24/2023
\$0.00	
Taxable	9/29/2023
\$20,928.21	

Paid Through Date Hourly	9/24/2023
Paid Through Date Salary	9/24/2023
Check Date Hourly	9/29/2023
Check Date Salary	9/29/2023
Voucher/Receipt Date	9/29/2023

Used	Earned
Regular	1065.98
Sunday	0
Double	0
PTO	100.75
Vacation	0
Comp	8
Holiday	48.25
Personal	0
Total Hours:	1222.98

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 \$ 20928.21 is correct and has by me been approved.

Dated Sept. 26 20 23 Karen Holz Director

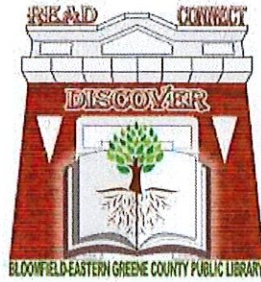
I have examined the within claim and hereby certify as follows:

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

Ernie J Vandeventer
 Disbursing Officer

Employer Share FICA Due =	\$1,297.57	Employee Share FICA Due =	\$2,595.14
Employee Share FICA Due =	\$1,297.57	Employee Share Medicare Due =	\$303.47
Employee Share Medicare Due =	\$303.47	Employee Share Medicare Due =	\$606.94
Employee Share Medicare Due =	\$303.47	Federal Tax Due =	\$1,230.10
Federal Tax Due =	\$1,230.10	Total Tax Deposit Due =	\$4,432.18
Total Tax Deposit Due =	\$4,432.18		

Employee PERF Due =	\$279.10	State Tax Due =	\$860.36
Employer PERF Due =	\$1,116.52	County Tax Due =	\$428.68
Total PERF Due =	\$1,395.62	Total Tax Due =	\$1,289.04



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Personnel Report for September 2023

Wednesday, October 11, 2023

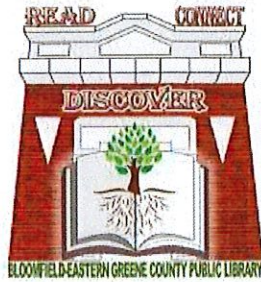
TO: Bloomfield-Eastern Greene County Public Library Board of Trustees
FROM: Lonnie Vandeventer, Bookkeeper
RE: Personnel Report

Ending Employment:

- Willow Foxworthy – Page – Last Day Worked: 09/01/2023
- Anissa D. Horn – Page – Last Day Worked: 09/08/2023

Beginning Employment:

No New Hires



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Treasurers Report for September 2023

Wednesday, October 11, 2023

PAYROLL: Net Pay of **\$15,984.16 (September 29, 2023).**

CLAIMS: Claims #508-572 totaling **\$60,605.88** in September 2023.

BUDGET STATUS:

Through nine **months** of the year, we strive to be at or under 75.00% in each of the four budget categories as well as overall. We are under 75.00% in all categories as well as overall. See the appropriation report through September 30, 2023 for the full numbers.

2023/Current Year through September 30, 2023

Personnel/Personal Services	70.70 % spent
Supplies	52.80 % spent
Other Services	62.90 % spent
Capital Outlays	64.70 % spent
OVERALL	67.30 % spent

2022/Prior Year Comparison through September 30, 2022

Personnel/Personal Services	64.90 % spent
Supplies	44.00 % spent
Other Services	68.60 % spent
Capital Outlays	60.60 % spent
OVERALL	65.10 % spent

Financial Report

Bloomfield-Eastern Greene County Public Library

Report Dates = 9/1/2023 to 9/30/2023

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. General						
100 OPERATING	\$303,205.17	\$40,590.19	\$393,062.34	\$16,232.97	\$393,619.76	\$303,762.59
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	(\$10,393.21)	\$7,911.00	\$231,037.97
Subtotal	\$526,511.14	\$40,590.19	\$393,062.34	\$5,839.76	\$401,530.76	\$534,979.56
2. Special Revenue						
200 GIFT	\$17,571.66	\$1,304.14	\$15,352.60	\$606.27	\$13,814.68	\$16,033.74
201 RAINY DAY	\$59,450.94	\$0.00	\$50,245.00	\$350.00	\$3,150.00	\$12,355.94
203 LEVY EXCESS OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 HUNTER TRUST	\$45,017.84	\$13,000.00	\$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	\$4,655.00	\$0.00	\$6,470.85	\$4,787.88
280 GREENE COUNTY FOUNDATION GRANT	\$325.00	\$350.00	\$15,350.00	\$0.00	\$15,000.00	(\$25.00)
Subtotal	\$167,106.53	\$15,071.64	\$106,251.60	\$956.27	\$38,435.53	\$99,290.46
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	\$1,230.10	\$10,654.61	\$1,230.10	\$10,654.61	\$0.00
804 FICA	\$0.00	\$1,297.57	\$11,923.85	\$1,297.57	\$11,923.85	\$0.00
805 MEDICARE	\$0.00	\$303.47	\$2,788.64	\$303.47	\$2,788.64	\$0.00
806 STATE TAX	\$0.00	\$860.36	\$7,788.08	\$860.36	\$7,788.08	\$0.00
807 COUNTY TAX	\$0.00	\$428.68	\$3,944.81	\$428.68	\$3,944.81	\$0.00
808 PERF	\$0.00	\$279.10	\$2,589.69	\$279.10	\$2,589.69	\$0.00
809 Insurance	\$0.00	\$544.77	\$4,902.93	\$544.77	\$4,902.93	\$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	\$4,944.05	\$44,657.61	\$4,944.05	\$44,657.61	\$500.00
Grand Total	\$694,460.32	\$60,605.88	\$543,971.55	\$11,740.08	\$484,623.90	\$635,112.67

Total all banks = \$635,112.67

Appropriation Report for 100 OPERATING

Bloomfield-Eastern Greene County Public Library

Report Date: From 9/1/2023 To 9/30/2023

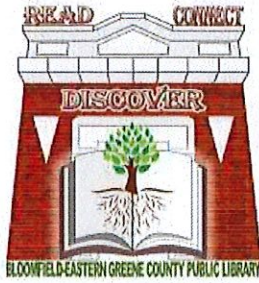
Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
I. Personal Services							
1.111 Salary of Librarian	\$50,000.00	\$0.00	\$50,000.00	\$3,862.50	\$34,762.50	\$15,237.50	30.5
1.112 Salary of Librarians(Hourly)	\$95,000.00	(\$10,000.00)	\$85,000.00	\$4,668.99	\$42,745.03	\$42,254.97	49.7
1.113 Salary of Library Assistants	\$95,000.00	\$10,000.00	\$105,000.00	\$10,660.68	\$97,820.50	\$7,179.50	6.8
1.114 Salary of Pages	\$10,000.00	\$0.00	\$10,000.00	\$298.00	\$3,828.69	\$6,171.31	61.7
1.115 Salary of Coordinators	\$7,500.00	\$0.00	\$7,500.00	\$618.00	\$5,656.88	\$1,843.12	24.6
1.131 Salary of Treasurer	\$11,000.00	\$0.00	\$11,000.00	\$820.04	\$7,505.22	\$3,494.78	31.8
1.21 Library FICA and Medicare	\$21,000.00	\$0.00	\$21,000.00	\$1,601.04	\$14,712.49	\$6,287.51	29.9
1.22 Unemployment	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$769.92	\$1,730.08	69.2
1.23 PERF Employer Contribution Share	\$17,000.00	\$0.00	\$17,000.00	\$1,041.94	\$9,668.00	\$7,332.00	43.1
1.241 Employee Group Insurance	\$27,000.00	\$0.00	\$27,000.00	\$2,226.46	\$20,038.14	\$6,961.86	25.8
Subtotal	\$336,000.00	\$0.00	\$336,000.00	\$25,797.65	\$237,507.37	\$98,492.63	29.3
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	\$0.00	\$930.30	\$1,129.70	54.8
2.31 Building Materials	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$10.31	\$1,989.69	99.5
2.41 Library Supplies	\$7,000.00	\$0.00	\$7,000.00	\$373.51	\$4,592.37	\$2,407.63	34.4
2.43 Adult Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$28.94	\$518.73	\$521.27	50.1
2.44 Teen Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$175.87	\$888.05	\$151.95	14.6
2.45 Children's Program Supplies	\$1,400.00	\$0.00	\$1,400.00	\$30.68	\$919.25	\$480.75	34.3
2.46 Eastern Program Supplies	\$1,000.00	\$0.00	\$1,000.00	\$21.82	\$535.12	\$464.88	46.5
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	\$630.82	\$8,472.10	\$7,567.90	47.2
3. Other Services and Charge							
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$32.00	\$968.00	96.8
3.141 Other Professional	\$22,825.00	\$0.00	\$22,825.00	\$431.08	\$12,544.28	\$10,280.72	45.0
3.142 Database Subscriptions	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$2,203.31	\$2,796.69	55.9
3.143 eBook Services	\$7,500.00	\$0.00	\$7,500.00	\$306.75	\$3,701.08	\$3,798.92	50.7
3.21 Telephone	\$2,500.00	\$0.00	\$2,500.00	\$201.74	\$1,814.00	\$686.00	27.4
3.22 Postage	\$800.00	\$0.00	\$800.00	\$0.00	\$296.39	\$503.61	63.0
3.23 Traveling Expenses	\$2,200.00	\$0.00	\$2,200.00	\$0.00	\$1,524.88	\$675.12	30.7
3.24 Professional Meeting	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$1,936.78	\$563.22	22.5
3.251 Freight and Express	\$800.00	\$0.00	\$800.00	\$108.81	\$577.64	\$222.36	27.8
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	\$402.50	\$1,039.25	\$3,635.75	77.8
3.31 Advertising and Publicity	\$1,500.00	\$0.00	\$1,500.00	\$126.70	\$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	\$0.00	\$312.00	\$88.00	22.0
3.42 Library Insurance	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$12,136.00	(\$136.00)	-1.1
3.51 Gas	\$7,000.00	\$0.00	\$7,000.00	\$230.00	\$2,558.06	\$4,441.94	63.5
3.52 Electric	\$26,000.00	\$0.00	\$26,000.00	\$3,327.43	\$18,663.57	\$7,336.43	28.2
3.53 Water	\$2,000.00	\$0.00	\$2,000.00	\$57.48	\$517.32	\$1,482.68	74.1
3.54 Waste Disposal	\$2,200.00	\$0.00	\$2,200.00	\$165.00	\$1,119.00	\$1,081.00	49.1
3.61 Building Repair	\$22,000.00	\$0.00	\$22,000.00	\$876.39	\$13,391.14	\$8,608.86	39.1
3.62 Equipment Repair	\$9,000.00	\$0.00	\$9,000.00	\$874.70	\$6,187.78	\$2,812.22	31.2
3.63 Janitorial Service	\$23,000.00	\$0.00	\$23,000.00	\$1,900.00	\$17,100.00	\$5,900.00	25.7
3.8 2022 Encumbered Funds	\$873.00	\$0.00	\$873.00	\$0.00	\$873.00	\$0.00	0.0
3.91 Dues	\$2,500.00	\$0.00	\$2,500.00	\$50.00	\$525.00	\$1,975.00	79.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
Subtotal	\$163,773.00		\$163,773.00	\$9,058.58	\$102,971.94	\$60,801.06	37.1
4. Capital Outlays							
4.31 Improvements - Other	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$135.00	\$1,865.00	93.3
4.41 Furniture and Equipment	\$9,000.00	\$0.00	\$9,000.00	\$244.30	\$5,214.01	\$3,785.99	42.1
4.51 Books - Adult Fiction	\$8,000.00	\$0.00	\$8,000.00	\$734.48	\$6,451.45	\$1,548.55	19.4
4.521 Books - Adult Nonfiction	\$5,600.00	\$0.00	\$5,600.00	\$1,027.20	\$3,858.93	\$1,741.07	31.1
4.522 Books-Local History/Genealogy	\$900.00	\$0.00	\$900.00	\$30.00	\$30.00	\$870.00	96.7
4.53 Books - Children	\$8,000.00	\$0.00	\$8,000.00	\$1,029.46	\$5,607.41	\$2,392.59	29.9
4.54 Books - YA	\$3,500.00	\$0.00	\$3,500.00	\$259.11	\$2,209.64	\$1,290.36	36.9
4.551 Books - Eastern Books Adult	\$3,100.00	\$0.00	\$3,100.00	\$288.60	\$2,421.71	\$678.29	21.9
4.552 Books - Eastern YA	\$500.00	\$0.00	\$500.00	\$57.31	\$348.49	\$151.51	30.3
4.553 Books - Eastern Juvenile	\$3,000.00	\$0.00	\$3,000.00	\$207.57	\$2,238.91	\$761.09	25.4
4.61 Periodicals and News	\$3,500.00	\$0.00	\$3,500.00	\$4.25	\$2,838.62	\$661.38	18.9
4.71 Nonprint - Adult DVD	\$3,800.00	\$0.00	\$3,800.00	\$266.09	\$2,292.12	\$1,507.88	39.7
4.72 Nonprint - Music	\$400.00	\$0.00	\$400.00	\$0.00	\$295.05	\$104.95	26.2
4.73 Nonprint - Audiobooks	\$7,000.00	\$0.00	\$7,000.00	\$573.70	\$4,988.78	\$2,011.22	28.7
4.74 Nonprint - Childrens	\$3,200.00	\$0.00	\$3,200.00	\$231.23	\$2,283.38	\$916.62	28.6
4.75 Nonprint - YA	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$873.81	\$626.19	41.7
4.761 Nonprint - Eastern DVD	\$3,200.00	\$0.00	\$3,200.00	\$114.85	\$1,184.32	\$2,015.68	63.0
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	\$34.99	\$338.01	\$161.99	32.4
4.77 Replacement Books & Nonprint	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$331.95	\$668.05	66.8
4.8 Evergreen Collections	\$0.00	\$0.00	\$0.00	\$0.00	\$150.89	(\$150.89)	#Div/0!
4.93 Misc Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
Subtotal	\$68,200.00		\$68,200.00	\$5,103.14	\$44,110.93	\$24,089.07	35.3

<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	\$40,590.19	\$393,062.34	\$190,950.66	32.7

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 September 2023

Wednesday, October 11, 2023

- Budget Hearing
 - Budget Signatures are needed. I will submit this through Gateway on Thursday morning, October 12, 2023
- Library Strategic Plan
 - Worked on the Long Range Strategic Plan and Technology aspect. I realize that I will not be responsible to follow through with, but it incorporates what the community revealed as important. I also have insight of what else is needed at the library: the physical building, community building, and financially. I will have it with me at the next meeting to discuss and determine any changes that need to be made.
- Roof & Plastering
 - I have signed the contract with Equity Builders for the flat section of the roof. The anticipate completing it this month.
 - Kelly Plaster, Inc. will be here near month's end to complete the work as discussed at last month's meeting.
 - Upon completion of these two items these major projects will be completed.
- Elevator Inspection
 - Homeland Security's inspection revealed three items that must be corrected before they will issue a safety certificate. I have contacted Abbel Elevator, Inc. to complete the repairs. I am anticipating an expense of around \$2,000. One piece alone runs approximately \$600, plus labor and mileage.
- Snow Removal
 - I will be asking for bids on Thursday for the coming Winter season.
- Landscaping and Trimming for the Main Library and the Annex
 - I have asked Mr. Dustin to provide an estimate, but he is currently delayed due to personnel problems, but I will keep in touch with him.
- Bathroom Repairs at Annex
 - Kevin Byers has been completing some maintenance work on both the upstairs and basement restrooms.
- Banned Book Week
 - This is Banned Book Week so pick your favorite banned book and read it. I am re-reading *The Handmaid's Tale*.
- Staff Training
 - As indicated during our September Board Meeting, Deputy Chris Anderson will be presenting during Staff Training on October 9. I did a walk-through of the library and he made some suggestions that I have added to the Long Range Plan.

- Annex Update
 - Met with the Doug Bruce about the lift and the remodeling of the Annex. I have brought the plans for your review. The next step will be determining the cost.
- Lock Change Recommendation
 - Gary Vandeventer oiled the door lock mechanism at the Lobby Entrance which has created some locking episodes recently. In addition, he suggests we change the lock to a one-way lock only so that no one is inadvertently locked in the library as has happened in the past.
- InterLibrary Loan Services
 - I briefly touched on this during our September Board Meeting wanted you to be aware that our Interlibrary Loan Services are still not occurring as of October 4. They have indicated we will have two pick-ups the week of October 2. This has impacted our statistics by at least 500 items. We pay about \$3,000 for this service. Next year, it will be \$4,000 for five day pick-ups. We really have no say on how many times we get pick-ups as it is based on how much our people use the service and how much we send out each month. Service has been bad since the end of May. If other libraries, ask for refunds for that time do should we also sign a petition with them. It has not been done yet, but there has been discussion about petitioning for a refund.
- Flu Clinic
 - Being held in the Annex at the end of October
- October is Genealogy Month
 - Diane has been planning extensively for this month. She is hold a Family Fair on October 14 in the morning at the Main Library and David Holt will be leading a group through Grandview Cemetery during the afternoon.
- November Scam Awareness Program
- December Wreath Making Class
- Meetings Attended:
 - Chamber of Commerce – discussed the Apple Festival and the Eclipse
 - Staff Meeting – What is planned in October, Infoexpress, Changes in Evergreen
 - Bloomfield Revitalization Committee – Planning for the Bicentennial
 - Greene County Literacy – Annual Meeting

2023 Board Meeting
Librarian's Report
2023 Statistics

ILL were not delivered during
the month of September 2023.

Adult Circulation	2023	2022	2021
Fiction	619	752	790
Non-fiction	198	350	327
Periodicals	57	59	78
Government Documents			
Audiobooks	62	79	92
Playaways	37	26	28
Overdrive	1672	1351	1085
Music CD	43	43	65
DVDs	388	529	685
Video Games	8	20	5
Library of Things	11	5	
Total Adult	3095	3221	3155
Youth Services Circulation			
Parent Collection	4	7	183
YA Fiction	216	98	9
YA Nonfiction	19	6	1
YA GAMES	33	26	70
YA Audiobooks/Playaways		1	
Juvenile Fiction	1508	1724	957
Juvenile Nonfiction	304	407	145
Juvenile Audiobooks/Playaways	79	76	51
DVD Juvenile	111	135	180
Periodicals	3	1	2
Juvenile Games		5	
TOTAL YOUTH SERVICES	2277	2486	1528
TOTAL	5372	5707	4683

Interlibrary Loan Services

	2023	2022
Books via SRCS Supplied	0	7
Books via SRCS Borrowed	0	4
Books loaned to Evergreen	0	659
Books borrowed from Evergreen	116	604

Computer/Equipment Usage

	23 Average	23 Peak	22 Average	22 Peak
Bits In	7.03Mb/s	96.83Mb/s	2.5mb/s	153Mb/s
Bits Out	316.5Kb/s	3.02Mb/s	193Kb/s	27.1Mb/s

Kanopy

	Visits	Pages	Plays
2022	81	122	21
2023	132	138	3

Programs

Programs:	# of Children	15	# attended	323
	# of Teens	2	# attended	35
	#of Adults	2	# attended	30
TOTAL		19		388
Outreach	Children		stories	

Desk Collection

Fines and Fees	233.28
Fax	72.95
Copier	288.65
Donations	333.20
Misc	33.65
Taxable Sales	
Total	961.73

Bloomfield Main Facebook

Posts	10
Engagements	218
Reached	3918

Young Adult Page

Posts	6
Followers	143
Engagements	11
Reached	42

Website 1352
visits pages 691
pages/ visit 1.9

New Patrons

Township	Resident	Resident Limited	Non Resident	Total
Beech Creek				
Center	3			3
Highland	2			2
Jackson	1			1
Richland	9	3		12
Taylor	2			2
Unlisted				
Total	17	3		20

Children's Facebook

Posts	9
Followers	250
Engagements	24
Reached	114

Materials Add Bloomfield

Library of Things	
Adult Fiction	25
Adult Nonfiction	24
Audio Books	1
Playaways	1
Periodicals	26
Music	
DVD's	1
Adult Games	
YA-Fiction	3
YA-Non	
Juvenile Fiction	24
Juvenile Nonfiction	2
J/YA Audiobooks playaway	
Juvenile Periodicals	4
Juvenile/YA Games	
Total	

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

Computer Use
31

Scavenger Hunts
2/49
Programs
Juvenile 4/20

	2023	2022	2021
Adult Fiction	99	96	63
Adult Nonfiction	42	54	22
Periodicals	21	12	11
Government Docs			
Audio Books/playaways	5	5	
Music CD	2	13	1
DVD	193	250	133
Games	13	30	11
Library of Things	1	0	0
TOTALS ADULT	376	460	241
YA Fiction	21	9	21
YA Nonfiction		1	
YA Audiobook			
Juvenile Fiction	341	438	335
Juvenile Nonfiction	54	49	80
Juvenile Audiobooks		11	1
Juveniles Periodicals	4	0	0
TOTALS JUVENILES	420	508	437
TOTAL	796	968	678

Facebook **Information**

Posts 10
Reached 910
Engagement 54

Materials Added **Eastern**

Adult Fiction	17
Adult Nonfiction	5
Adult Audiobooks	
Periodicals	26
YA	3
YA Nonfiction	1
Juvenile Fiction	20
Juvenile Nonfiction	6
J Periodicals	5
DVD's	10
Game	3
TOTAL	96

My Heritage

Searches	Views	Sessions