

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!

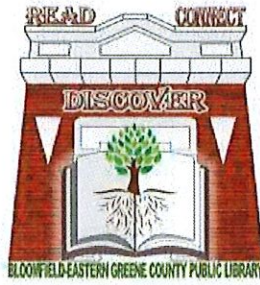
Meeting Agenda for September 13, 2023

Board of Trustees – Bloomfield-Eastern Greene County Public Library

Wednesday, September 13, 2023 – 5:00 PM Annex

- Vadim Morozov – Baird Update
- Approval of Minutes
- Approval of Claims & Payroll
- Presentation & Approval of Personnel Report and Treasurer's Report
- Librarian's Report
- Public Comment
- Adjournment
- Next Board Meeting, October 11, 2023, 5:00 PM, Eastern Branch

ORIGINAL



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Board of Trustees Meeting

Wednesday, August 9, 2023

The Bloomfield-Eastern Greene County Public Library Board of Trustees met Wednesday, August 9, 2023, in the Library Annex. Roger Axe called the meeting to order at 4:58 PM. Board members present were Linda Mattox, Dwyane Hostetter, Roger Axe, Martha Marmouze, and Luke Rudisill. Karen Holz, Director, and Lonnie Vandeventer, Treasurer/Bookkeeper were also present.

Approval of Minutes:

Following a review of the minutes from the July 12, 2023 Executive Board Meeting, the July 12, 2023 Regular Board Meeting, and the Special Board Meeting of July 21, 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, Dwayne made a motion to approve claims and payroll. The motion was seconded by Luke and was unanimously approved.

Approval of Treasurer's Report and Personnel Report:

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

Karen provided an update as detailed in her Librarian's Report. Her verbal report was shortened, but Roger inquired as to whether or not a video tutorial will be available from Johnson Controls as well. Karen will follow up to ensure this is not forgotten. None of the updates require any action on the Board's part.

A Change in Appropriations document moving \$10,000 from 1.112 (Librarians Hourly) to 1.113 (Library Assistant) was approved by all Board Members present.

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 September 12, 2023, at 5:00 PM in the Library Annex.


Martha Marmouze, Secretary

Voucher List

Bloomfield-Eastern Greene County Public Library

Report Date: From **8/1/2023** To **8/31/2023**

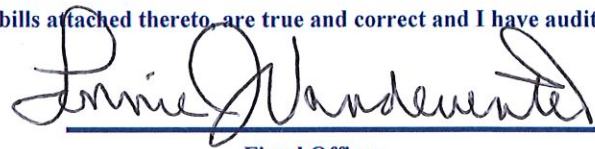
Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
3836	449	PLAYAWAY PRODUCTS	8/1/2023		\$117.98
0	450	AMAZON CAPITAL SERVICES	8/2/2023		(\$6.91)
3837	451	AMAZON CAPITAL SERVICES	8/2/2023		\$73.70
3838	452	HASEMAN PEST CONTROL OF	8/2/2023	125 S FRANKLIN ST	\$135.00
3839	453	JACKSON SYSTEMS, LLC	8/7/2023		\$7,104.00
3840	454	BACKGROUND BUREAU, INC	8/7/2023	Background Check for Genevieve Grav & Harley Ray	\$16.00
3841	455	MIDWEST NATURAL GAS COR	8/7/2023	125 S FRANKLIN ST	\$242.61
3842	456	D-PENDABLE WASTE REMOV	8/7/2023	August, September, & October	\$45.00
3843	457	RICOH USA, INC (CHICAGO)	8/7/2023		\$168.18
3844	458	DC ELEVATOR	8/7/2023		\$294.29
3845	459	SAMS CLUB/SYNCHRONY BA	8/7/2023		\$91.20
3846	460	CENTER POINT LARGE PRINT	8/8/2023		\$91.68
0	461	AVC Technology Corporation	8/8/2023		\$150.00
3847	462	UNIQUE MANAGEMENT SERVI	8/8/2023		\$60.22
3848	463	BLACKSTONE PUBLISHING	8/8/2023		\$316.00
3849	464	BAKER & TAYLOR	8/8/2023		\$127.87
3850	465	AMAZON CAPITAL SERVICES	8/8/2023		\$174.61
3851	466	BLOOMFIELD SUPPLY & HAR	8/9/2023		\$3.99
3852	467	CENTURYLINK	8/10/2023		\$3.31
0	468	DELTA DENTAL	8/14/2023		\$47.38
3853	469	PLAYAWAY PRODUCTS	8/15/2023		\$336.20
3854	470	BAKER & TAYLOR	8/15/2023		\$523.84
3855	471	AT&T	8/15/2023		\$160.52
3856	472	UDWI	8/15/2023		\$224.00
3857	473	EASTERN HEIGHTS UTILITIES	8/15/2023	125 S FRANKLIN ST	\$83.69
3858	474	AMAZON CAPITAL SERVICES	8/15/2023		\$407.79
3859	475	INDIANA STATE LIBRARY	8/16/2023		\$20.20
0	476	AMAZON CAPITAL SERVICES	8/16/2023		(\$3.83)
3860	477	SMITHVILLE	8/22/2023		\$38.10
3861	478	CARD SERVICE CENTER	8/22/2023		\$83.26
3862	479	BAKER & TAYLOR	8/22/2023		\$673.05
3863	480	KIMBERLY PORTER	8/22/2023	Digipalooza Conference - Cleveland, OH	\$837.62
3864	481	KAREN HOLZ	8/22/2023	Mileage Reimbursement for Evergreen Conference	\$83.30
3865	482	PLAYAWAY PRODUCTS	8/22/2023		\$54.99
3866	483	AMAZON CAPITAL SERVICES	8/22/2023		\$210.03
3867	484	CENGAGE LEARNING	8/22/2023		\$72.72
3868	485	EASTERN HEIGHTS UTILITIES	8/23/2023		\$19.02
3869	486	TABOR BRUCE ARCHITECTUR	8/23/2023		\$2,388.00
3870	487	RICOH USA, INC (ATLANTA)	8/23/2023		\$115.31
3871	488	WELLS FARGO VENDOR FINA	8/23/2023		\$124.05
3872	489	INDIANA LIBRARY FEDERATIO	8/23/2023	Annual Conference & Pre-Conference for Jessica McKamey and Annual Conference for Diane Anderson	\$570.00
3873	490	EBSCO Information Services	8/28/2023	My Heritage Library Edition 07/01/23-06/30/24	\$729.00
3874	491	WALMART - CAPITAL ONE	8/28/2023		\$22.46
3875	492	INDIANA LIBRARY FEDERATIO	8/28/2023	Karen Holz - Registration/Kimberly Porter - Registration	\$490.00
3876	493	BAKER & TAYLOR	8/28/2023		\$245.06
0	494	UNITED HEALTHCARE	8/28/2023		\$2,723.85
3877	495	CENGAGE LEARNING	8/28/2023		\$78.50
3878	496	AMAZON CAPITAL SERVICES	8/28/2023		\$284.98

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	497	PERF	8/31/2023	PERF Deposit	\$1,415.59
0	498	INTERNAL REVENUE SERVIC	8/31/2023	Federal Tax Deposit	\$4,999.61
0	499	INDIANA DEPT OF REVENUE	8/31/2023	State and County Tax Deposit	\$1,431.15
3880	500	PREFERRED WASTE REMOVA	8/28/2023		\$34.00
3881	501	SEWAGE DISPOSAL WORKS	8/29/2023	125 S FRANKLIN ST	\$148.00
3882	502	PLAYAWAY PRODUCTS	8/29/2023		\$52.49
3883	503	MICHELE ROGERS	8/29/2023	August Cleaning	\$2,030.00
3884	504	MICHELE ROGERS / SUPPLIE	8/30/2023		\$79.96
3885	505	ENA Services LLC	8/30/2023		\$417.50
3886	506	PLAYAWAY PRODUCTS	8/30/2023		\$56.99
3887	507	AMAZON CAPITAL SERVICES	8/30/2023		\$123.17
0	508	PAYROLL	8/31/2023	PAYROLL	\$23,669.39

Total Amount of Claims \$55,309.67

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

Wednesday, September 6, 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 \$55,309.67

Date this 13th day of September, 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: \$23,669.39		Deductions: \$5,463.87		Net Pay: \$18,205.52	
FICA:	Medicare:	Federal:	State:	County:	PERF:
\$1,467.51	\$343.22	\$1,378.15	\$946.71	\$484.44	\$299.07
Other	Other	Other	Other	Other	Other
\$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
Tax PERF		EIC:	EIC:		
\$0.00		\$0.00	\$0.00		
NT PERF		Used			
\$0.00		Regular 1342.38			
Gross Pay: \$23,669.39		Sunday 0			
Non Taxable \$0.00		Double 0			
Taxable \$23,669.39		PTO 94.25			
		Vacation 0			
		Comp 0			
		Holiday 0			
		Personal 5			
		Total Hours: 1441.63			
		79.76			

Paid Through Date Hourly 8/24/2023
 Paid Through Date Salary 8/24/2023
 Check Date Hourly 8/31/2023
 Check Date Salary 8/31/2023
 Voucher/Receipt Date 8/31/2023

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 \$ 23669.39 is correct and has by me been approved.

Dated 8/28 2023

Karen Holz
Director

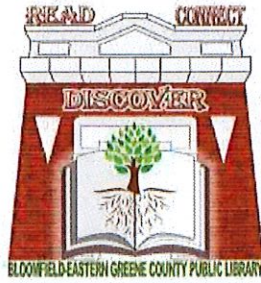
I have examined the within claim and hereby certify as follows:

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

Jamie J. Anderson
Disbursing Officer

Employer Share FICA Due =	\$1,467.51	\$2,935.02
Employee Share FICA Due =	\$1,467.51	
Employer Share Medicare Due =	\$343.22	\$686.44
Employee Share Medicare Due =	\$343.22	
Federal Tax Due =	\$1,378.15	
Total Tax Deposit Due =	\$4,999.61	

Employee PERF Due =	\$299.07	State Tax Due =	\$946.71
Employer PERF Due =	\$1,043.70	County Tax Due =	\$484.44
Total PERF Due =	\$1,342.77	Total Tax Due =	\$1,431.15



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Personnel Report for August 2023

Wednesday, September 13, 2023

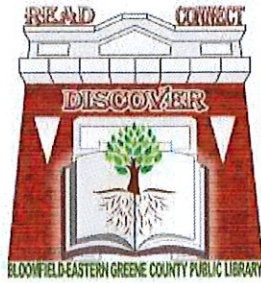
TO: Bloomfield-Eastern Greene County Public Library Board of Trustees
FROM: Lonnie Vandeventer, Bookkeeper
RE: Personnel Report

Ending Employment:

- Vivienne Sepetjian – Page – Last Day Worked: 08/14/2023
- Willow Foxworthy – Page – Last Day Worked: 09/01/2023

Beginning Employment:

No New Hires



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Treasurers Report for August 2023

Wednesday, September 13, 2023

PAYROLL: Net Pay of **\$18,205.52 (August 31, 2023).**

CLAIMS: Claims #449-508 totaling **\$55,309.67** in August 2023.

BUDGET STATUS:

Through eight **months** of the year, we strive to be at or under 66.66% in each of the four budget categories as well as overall. We are under 58.33% in all categories as well as overall. See the appropriation report through August 31, 2023 for the full numbers.

2023/Current Year through August 31, 2023

Personnel/Personal Services	63.00 % spent
Supplies	48.90 % spent
Other Services	57.30 % spent
Capital Outlays	57.20 % spent
OVERALL	60.40 % spent

2022/Prior Year Comparison through August 31, 2022

Personnel/Personal Services	57.60 % spent
Supplies	40.60 % spent
Other Services	64.70 % spent
Capital Outlays	53.90 % spent
OVERALL	59.10 % spent

Board approval needed to void check #2457, issued 6/1/2021, to Bedford Office Supply in the amount of \$38.00. The check was lost in U. S. Mail and is now past the two-year period required to void out.

Financial Report

Bloomfield-Eastern Greene County Public Library

Report Dates = 8/1/2023 to 8/31/2023

Fund		Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. General							
100	OPERATING	\$303,205.17	\$46,716.46	\$352,472.15	\$16,490.34	\$377,386.79	\$328,119.81
101	PETTY CASH	\$35.50	\$0.00	\$0.00	\$0.00	\$0.00	\$35.50
102	CASH CHANGE FUND	\$143.50	\$0.00	\$0.00	\$0.00	\$0.00	\$143.50
110	INVESTMENTS	\$223,126.97	\$0.00	\$0.00	(\$5,702.82)	\$18,304.21	\$241,431.18
	Subtotal	\$526,511.14	\$46,716.46	\$352,472.15	\$10,787.52	\$395,691.00	\$569,729.99
2. Special Revenue							
200	GIFT	\$17,571.66	\$323.84	\$14,048.46	\$190.06	\$13,208.41	\$16,731.61
201	RAINY DAY	\$59,450.94	\$0.00	\$50,245.00	\$350.00	\$2,800.00	\$12,005.94
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	\$2,388.00	\$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	\$4,237.50	\$1,522.00	\$6,470.85	\$5,205.38
280	GREENE COUNTY FOUNDATION GRANT	\$325.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	\$325.00
	Subtotal	\$167,106.53	\$3,129.34	\$91,179.96	\$2,062.06	\$37,479.26	\$113,405.83
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	\$1,378.15	\$9,424.51	\$1,378.15	\$9,424.51	\$0.00
804	FICA	\$0.00	\$1,467.51	\$10,626.28	\$1,467.51	\$10,626.28	\$0.00
805	MEDICARE	\$0.00	\$343.22	\$2,485.17	\$343.22	\$2,485.17	\$0.00
806	STATE TAX	\$0.00	\$946.71	\$6,927.72	\$946.71	\$6,927.72	\$0.00
807	COUNTY TAX	\$0.00	\$484.44	\$3,516.13	\$484.44	\$3,516.13	\$0.00
808	PERF	\$0.00	\$299.07	\$2,310.59	\$299.07	\$2,310.59	\$0.00
809	Insurance	\$0.00	\$544.77	\$4,358.16	\$544.77	\$4,358.16	\$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	\$5,463.87	\$39,713.56	\$5,463.87	\$39,713.56	\$500.00
Grand Total		\$694,460.32	\$55,309.67	\$483,365.67	\$18,313.45	\$472,883.82	\$683,978.47

Total all banks = \$683,978.47

Appropriation Report for 100 OPERATING

Bloomfield-Eastern Greene County Public Library

Report Date: From 8/1/2023 To 8/31/2023

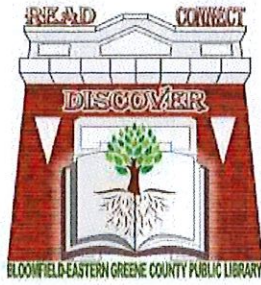
Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
1. Personal Services							
1.111 Salary of Librarian	\$50,000.00	\$0.00	\$50,000.00	\$3,862.50	\$30,900.00	\$19,100.00	38.2
1.112 Salary of Librarians(Hourly)	\$95,000.00	(\$10,000.00)	\$85,000.00	\$4,898.62	\$38,076.04	\$46,923.96	55.2
1.113 Salary of Library Assistants	\$95,000.00	\$10,000.00	\$105,000.00	\$12,931.07	\$87,159.82	\$17,840.18	17.0
1.114 Salary of Pages	\$10,000.00	\$0.00	\$10,000.00	\$542.00	\$3,530.69	\$6,469.31	64.7
1.115 Salary of Coordinators	\$7,500.00	\$0.00	\$7,500.00	\$618.00	\$5,038.88	\$2,461.12	32.8
1.131 Salary of Treasurer	\$11,000.00	\$0.00	\$11,000.00	\$817.20	\$6,685.18	\$4,314.82	39.2
1.21 Library FICA and Medicare	\$21,000.00	\$0.00	\$21,000.00	\$1,810.73	\$13,111.45	\$7,888.55	37.6
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	\$1,116.52	\$8,626.06	\$8,373.94	49.3
1.241 Employee Group Insurance	\$27,000.00	\$0.00	\$27,000.00	\$2,226.46	\$17,811.68	\$9,188.32	34.0
Subtotal	\$336,000.00	\$0.00	\$336,000.00	\$28,823.10	\$211,709.72	\$124,290.28	37.0
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	\$117.92	\$930.30	\$1,129.70	54.8
2.31 Building Materials	\$2,000.00	\$0.00	\$2,000.00	\$3.99	\$10.31	\$1,989.69	99.5
2.41 Library Supplies	\$7,000.00	\$0.00	\$7,000.00	\$161.36	\$4,218.86	\$2,781.14	39.7
2.43 Adult Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$105.20	\$489.79	\$550.21	52.9
2.44 Teen Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$115.21	\$712.18	\$327.82	31.5
2.45 Children's Program Supplies	\$1,400.00	\$0.00	\$1,400.00	\$99.76	\$888.57	\$511.43	36.5
2.46 Eastern Program Supplies	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$513.30	\$486.70	48.7
2.47 Covid-19 Supplies	\$400.00	\$0.00	\$400.00	\$0.00	\$77.97	\$322.03	80.5

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
Subtotal	\$16,040.00		\$16,040.00	\$603.44	\$7,841.28	\$8,198.72	51.1
3. Other Services and Charge							
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$16.00	\$32.00	\$968.00	96.8
3.141 Other Professional	\$22,825.00	\$0.00	\$22,825.00	\$1,629.51	\$12,113.20	\$10,711.80	46.9
3.142 Database Subscriptions	\$5,000.00	\$0.00	\$5,000.00	\$729.00	\$2,203.31	\$2,796.69	55.9
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	\$201.93	\$1,612.26	\$887.74	35.5
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	\$920.92	\$1,524.88	\$675.12	30.7
3.24 Professional Meeting	\$2,500.00	\$0.00	\$2,500.00	\$1,060.00	\$1,936.78	\$563.22	22.5
3.251 Freight and Express	\$800.00	\$0.00	\$800.00	\$14.69	\$468.83	\$331.17	41.4
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	\$636.75	\$4,038.25	86.4
3.31 Advertising and Publicity	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$592.14	\$907.86	60.5
3.32 Printing	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.41 Official Bonds	\$400.00	\$0.00	\$400.00	\$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	\$2,328.06	\$4,671.94	66.7
3.52 Electric	\$26,000.00	\$0.00	\$26,000.00	\$224.00	\$15,336.14	\$10,663.86	41.0
3.53 Water	\$2,000.00	\$0.00	\$2,000.00	\$57.48	\$459.84	\$1,540.16	77.0
3.54 Waste Disposal	\$2,200.00	\$0.00	\$2,200.00	\$136.00	\$954.00	\$1,246.00	56.6
3.61 Building Repair	\$22,000.00	\$0.00	\$22,000.00	\$6,069.00	\$12,514.75	\$9,485.25	43.1
3.62 Equipment Repair	\$9,000.00	\$0.00	\$9,000.00	\$407.74	\$5,313.08	\$3,686.92	41.0
3.63 Janitorial Service	\$23,000.00	\$0.00	\$23,000.00	\$1,900.00	\$15,200.00	\$7,800.00	33.9
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	\$0.00	\$475.00	\$2,025.00	81.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
Subtotal	\$763,773.00		\$163,773.00	\$13,596.27	\$93,913.36	\$69,859.64	42.7
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	\$0.00	\$4,969.71	\$4,030.29	44.8
4.51 Books - Adult Fiction	\$8,000.00	\$0.00	\$8,000.00	\$715.96	\$5,716.97	\$2,283.03	28.5
4.521 Books - Adult Nonfiction	\$5,600.00	\$0.00	\$5,600.00	\$238.90	\$2,831.73	\$2,768.27	49.4
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	\$534.21	\$4,577.95	\$3,422.05	42.8
4.54 Books - YA	\$3,500.00	\$0.00	\$3,500.00	\$231.56	\$1,950.53	\$1,549.47	44.3
4.551 Books - Eastern Books Adult	\$3,100.00	\$0.00	\$3,100.00	\$155.66	\$2,133.11	\$966.89	31.2
4.552 Books - Eastern YA	\$500.00	\$0.00	\$500.00	\$20.73	\$291.18	\$208.82	41.8
4.553 Books - Eastern Juvenile	\$3,000.00	\$0.00	\$3,000.00	\$354.98	\$2,031.34	\$968.66	32.3
4.61 Periodicals and News	\$3,500.00	\$0.00	\$3,500.00	\$4.25	\$2,834.37	\$665.63	19.0
4.71 Nonprint - Adult DVD	\$3,800.00	\$0.00	\$3,800.00	\$131.28	\$2,026.03	\$1,773.97	46.7
4.72 Nonprint - Music	\$400.00	\$0.00	\$400.00	\$84.99	\$295.05	\$104.95	26.2
4.73 Nonprint - Audiobooks	\$7,000.00	\$0.00	\$7,000.00	\$652.20	\$4,415.08	\$2,584.92	36.9
4.74 Nonprint - Childrens	\$3,200.00	\$0.00	\$3,200.00	\$311.50	\$2,052.15	\$1,147.85	35.9
4.75 Nonprint - YA	\$1,500.00	\$0.00	\$1,500.00	\$163.98	\$873.81	\$626.19	41.7
4.761 Nonprint - Eastern DVD	\$3,200.00	\$0.00	\$3,200.00	\$73.25	\$1,069.47	\$2,130.53	66.6
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	\$0.00	\$303.02	\$196.98	39.4
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	\$20.20	\$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	\$3,693.65	\$39,007.79	\$29,192.21	42.8

<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	\$46,716.46	\$352,472.15	\$231,540.85	39.6

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



Bloomfield – Eastern Greene County Public Library
125 South Franklin Street
Bloomfield, IN 47424
Phone 812-384-4125 - Fax 812-384-0820
www.bloomfield.lib.in.us

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

We're more than just books!

Librarian's Report for August 2023

Wednesday, September 13, 2023

- **Budget Hearing**

This is the budget I have for 2024. The Local Government Finance Representative has approved it. If you have any questions I will try to answer them.

- **Roof**

We only received these 2 bids:

- Equity Builders, who we had worked with on the shingles and the little piece up front. Their bid is \$26,685.
- Building Associates, their bid is \$23,763.
 - Please review the bids and make a decision. I recommend going with Equity Builders because of their coming back to make sure everything was completed correctly, but this should be a Board decision.

- **Plaster:**

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
- I forwarded all the bids to our insurance carrier to see if we can obtain any benefit from them.

- **Staff Training:**

- Morning
 - Detective Elmore will be presenting a PowerPoint presentation on the following:
 - 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
- I will be completing a walk through at both the Main Library and the Annex with Detective Elmore to determine any problem areas before the training.

- Lunch – Can we provide a lunch for our staff once again?
- 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 5 years. The price for Evergreen is to be stable for the next five years.

If you wish to look at an example here it is:

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 hiring the previous company back. We will be down again for a couple more weeks. This has hurt us in our ability to provide materials for our patrons. We hope that this will be back up and running smoothly 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.

2023 September Board Meeting

Librarian's Report

August 2023 Statistics

Adult Circulation	2023	2022	2021
Fiction	775	705	765
Non-fiction	255	250	284
Periodicals	78	75	76
Government Documents			
Audiobooks	77	76	107
Playaways	35	44	25
Overdrive	1885	1388	1215
Music CD	56	20	43
DVDs	607	621	428
Video Games	12	13	2
Library of Things	11	1	1
Total Adult	3791	3193	2946
Youth Services Circulation			
Parent Collection	4	7	2
YA Fiction	215	153	141
YA Nonfiction	16	20	3
YA GAMES	43	23	21
YA Audiobooks/Playaways	7		3
Juvenile Fiction	1722	2035	1107
Juvenile Nonfiction	234	356	134
Juvenile Audiobooks/Playaways	101	98	50
DVD Juvenile	142	189	119
Periodicals	3	3	3
Juvenile Games	11	12	1
TOTAL YOUTH SERVICES	2498	2896	1584
TOTAL	6289	6089	4530

Interlibrary Loan Services

	2023	2022
Books via SRCS Supplied	5	2
Books via SRCS Borrowed	8	3
Books loaned to Evergreen	500	652
Books borrowed from Evergreen	536	643

Computer/Equipment Usage

	23 Average	23 Peak	22 Average	22 Peak
Bits In	9.05MB/s	291MB/s	3.05MB/s	85MB/s
Bits Out	370.2KB/s	5.82MB/s	175KB/s	4.7MB/s

Kanopy

Visits	Pages	Plays
77	93	10

Programs

Programs:	# of Children	24	# attended	1203
	# of Teens	3	# attended	182
	#of Adults		# attended	
TOTAL				
Outreach	Children		stories	

Desk Collection

Fines and Fees	335.70
Fax	83.45
Copier	522.40
Donations	372.85
Misc	34.80
Taxable Sales	1.25
Total	1350.45

Bloomfield Main Facebook

Posts	10
Engagements	146
Reached	3817

Young Adult Page

Posts	6
Followers	142
Engagements	14
Reached	56

Website 704
visits pages 1383
pages/ visit 1.94

New Patrons

Township	Resident	Resident Limited	Non Resident	Total
Beech Creek	4			4
Center	5			5
Highland	1			1
Jackson				
Richland	12	3		15
Taylor	2			2
Unlisted				
Total	24	3		27

Children's Facebook

Posts	10
Followers	239
Engagements	51
Reached	149

Materials Add Bloomfield

Library of Things	
Adult Fiction	30
Adult Nonfiction	14
Audio Books	3
Playaways	7
Periodicals	29
Music	9
DVD's	15
Adult Games	5
YA-Fiction	16
YA-Non	3
Juvenile Fiction	33
Juvenile Nonfiction	7
J/YA Audiobooks playaway	3
Juvenile Periodicals	3
Juvenile/YA Games	2
Total	179

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

Computer Use
30

Scavenger Hunts

Programs

Adult Book Club 6

Juvenile

Story Time 4 (33)

School Outreach (50)

Facebook **Information**

Posts 8

Reached 604

Engagement 11

	2023	2022	2021
Adult Fiction	157	117	84
Adult Nonfiction	40	54	26
Periodicals	22	17	10
Government Docs			
Audio Books/playaways	1	12	18
Music CD		5	8
DVD	163	218	117
Games	34	2	14
Library of Things	2	2	
TOTALS ADULT	419	408	277
YA Fiction	24	12	13
YA Nonfiction		2	1
YA Audiobook	2	1	
Juvenile Fiction	423	476	268
Juvenile Nonfiction	85	95	32
Juvenile Audiobooks	5	9	5
Juveniles Periodicals	3	1	3
TOTALS JUVENILES	542	596	322
TOTAL	961	1004	599

Materials Added **Eastern**

Adult Fiction	5
Adult Nonfiction	2
Adult Audiobooks	
Periodicals	36
YA	1
Juvenile Fiction	25
Juvenile Nonfiction	8
J Periodicals	3
DVD's	4
Game	2
TOTAL	86

My Heritage

Searches	Views	Sessions
591	668	16



STATE OF INDIANA

Eric J. Holcomb, Governor

Jacob Speer, State Librarian

INDIANA STATE LIBRARY

140 N. Senate Avenue
Indianapolis, IN 46204
Phone: (317) 232-3675
Fax: (317) 232-0002

August 21, 2023

Bloomfield-Eastern Greene County Public Library

Karen Holz, Director
125 S. Franklin St.
Bloomfield, IN 47424

Dear Karen,

Thank you for applying to provide Library Education Units (LEUs) for Indiana library professionals. Your application is approved for the session described below to be held on **October 9, 2023**. In addition, so long as the agenda, objectives, content, course length, and instructors remain the same as submitted, this program is approved for LEUs any time it is presented in the next two years, from **10/9/2023 – 10/9/2025**. *A change to even one of these aspects requires re-submission for approval.*

Session approved for Library Education Units (LEUs)

- Active Shooter Training – presented by Detective David Elmore, Greene County Sheriff's Office – 2 LEUs

Indiana public library professionals require verification of LEUs following participation in continuing education activities. LEUs are awarded on an hour-for-hour basis and round up to 2 after 90 minutes. Certificates including a signature from a trainer or other organization official are acceptable verification of participation.

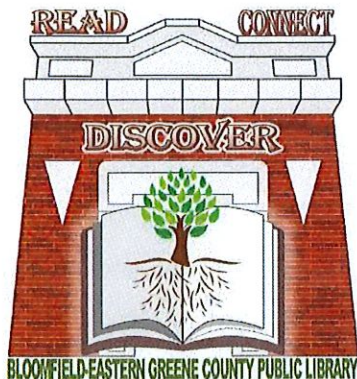
LEU certificates must include the following details:

- ✓ Name of the library or other organization providing the training
- ✓ Training attendee's name
- ✓ Title of workshop or conference
- ✓ Date held
- ✓ Number of LEUs earned
- ✓ Printed name, signature, and professional title of the trainer, supervisor, or other organization official authorized to sign LEU certificates

Sincerely,

Rose Shingledecker

Rose Shingledecker
Certification Program Director/Legal Consultant



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

The Bloomfield-Eastern Greene County Public Library Board of Trustees in Bloomfield, Indiana is looking for an energetic, creative and community minded person to serve as the next director. The starting date will be in February, 2024. Bloomfield-Eastern Greene County Public Library is a Class B Library, member of Evergreen Consortium and Indiana Digital Library. We serve six townships in the eastern and central parts of Greene County with a population around 13,835. We are located within one hour of six colleges/universities.

Our Mission Statement is to provide access to information, technology and experiences that enrich the lives of the residents in our community.

Our Vision Statement is a vibrant organization that nurtures both a sense of community and imagination about the surrounding world.

The director prepares a \$600,000 budget with the board of trustees and manages the budget. The director has a staff of 18 people, 2-full time and 18-part time. The director oversees building maintenance and ground maintenance of three locations; the main building, an Annex in Bloomfield, and the Eastern Branch close to the Eastern Greene High School.

The Main branch is a Carnegie Library built in 1911 and had a major expansion in 1995. The upstairs is the Adult Area with the nice size Genealogy and Local History Area. The downstairs is the Youth Services area with a separate area for Young Adults, and the local community room. There are about 44,000 items including a "Library of Things" that are purchased through money donations and memorials. The Eastern Branch was added in 1990 with a remodeling of a house and expanded in 2000. The Eastern Branch sits on about 1/3 acre of land and has about 7,700 items. The Annex, previously a bank building, was purchased in 2017. The Annex currently houses our Greene County Literacy Office, our Book Sale, and is used for programming along with renting it out for other uses.

We have a great staff that is willing to step out of their comfort zones and try new things such as the "Library of Things" and a community garden this summer. The Library Board supports with exploring different activities and ideas to help the library become a more integral part of the community.

Bloomfield is a quiet and peaceful location with a small town feel. Bloomfield has a small but engaged cultural area with the Art Guild and the Shawnee Summer Theatre, the oldest, continuous one in the state. Both schools have drama programs and choirs along with many different sports teams. Greene County has many outdoor activities in the area for hiking, fishing, and canoeing. Bloomington is close by and has a wide variety of restaurants and other types of entertainment found in a university city.

The director must be willing to be an active part of the community. The candidate must be able to support and participate by providing programs and materials for not just individuals, but for schools and organizations locally. Applicants should be interested in expanding their knowledge through different educational opportunities and encouraging other employees to do this also. The director should be able to be responsive and proactive in dealing with staff and patrons alike. The director should be open to new ideas and willing to try new programs and services in order to bring in new patrons. The director should look for ways to increase fundraising by engaging with individuals and corporations, as well as writing grants for specific endeavors. A complete job description is on our website under the About Us tab.

Qualifications: Master's degree in library science and possess or ability to acquire a State of Indiana Librarian Certification (Level 1 or 2) with supervisory experience.

Compensation: The hiring salary is \$50,000, but may be slightly negotiable depending on experience and qualifications. The work week is 35 hours with one Saturday rotation monthly, occasional evenings and other weekends depending on library or community events may be necessary. Benefits include health and dental insurance, PERF, paid holidays, and Personal Time Off beginning with 1 hour /13 hours worked.

Please send a letter of interest, resume and three references to hr@bloomfield.lib.in.us.