

**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!*

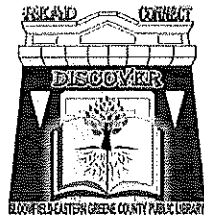
# Meeting Agenda for March 13, 2024

Board of Trustees – Bloomfield-Eastern Greene County Public Library

*Wednesday, March 13, 2024 – 5:00 PM Library Annex*

**ORIGINAL**

- Approval of Minutes
- Approval of Claims & Payroll
- Presentation & Approval of Personnel Report and Treasurer's Report
- Items for Discussion:
  - Updating Library Logo – Jess has a sample of possible update.
  - Update Board on the Eclipse Website
  - Bloomfield Chamber of Commerce approached Karen in December about allowing the Library allowing use of the Annex for Santa's House this next year only. Karen included this in her Librarian's Report, but no action was taken by the Board. Lonnie learned at the Rotary meeting on March 12 that the Chamber was expecting to use the Annex ongoing and not the next year only. No approval had been given for use of the Annex.
- Librarian's Report
- Public Comment
- Adjournment
- Next Board Meeting, April 10, 2024, 5:00 PM, Library Annex



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## Board of Trustees Meeting

Wednesday, February 14, 2024

The Bloomfield-Eastern Greene County Public Library Board of Trustees met on Wednesday, February 14, 2024, at 5:00 PM EST, in the Library Annex. Dwayne Hostetter called the meeting to order at 5:00 PM. All board members present were present including Roger Axe, Linda Mattox, Martha Marmouze, Charlene Kluemper, Dwayne Hostetter, Grant Riggins, and Jessica Blazier. 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 January 10, 2024 meeting, a Martha made a motion to approve the minutes as submitted. Roger seconded the motion which was approved unanimously.

### Approval of Claims and Payroll:

Following a review of claims and payroll, Linda made a motion to approve claims and payroll. The motion was seconded by Jessica 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 to approved the Personnel and Treasurer's Report. Jessica seconded the motion which was unanimously approved.

### Librarian's Report:

Karen completed a brief overview of the items as presented in her final Librarian's Report as Library Director. The Board expressed appreciation for Karen's contributions throughout her years of employment.

### Asst. Librarian's Report:

Jess provided a brief overview of her report.

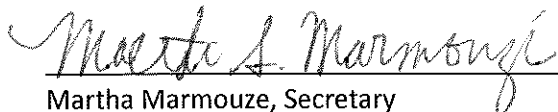
### Other Comments:

Roger expressed appreciation to the Board for the condolences expressed to his following his brother's passing.

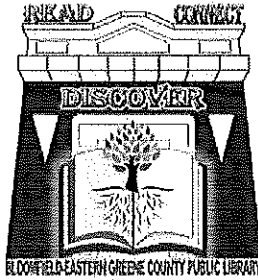
### Adjournment:

Roger made a motion to adjourn at 5:31 PM which was seconded by Martha. Motion approved.

The next regularly scheduled Board meeting will be on March 13, 2024, in the Library Annex.



Martha Marmouze, Secretary



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# Personnel Report for February 2024

*Wednesday, March 13, 2024*

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

## **Ending Employment:**

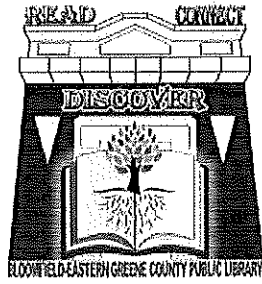
- Bailee Chestnut – Page – Last Day Worked: 02/14/24
- Megan Bolton – Lib. Asst. – Last Day Worked: 02/22/24
- Karen Holz – Lib. Director – Last Day Worked: 02/22/24

## **Beginning Employment:**

- Todd Hammers – Maintenance – Start Date: 02/01/24
- Kiara Fields – Page – Start Date: 02/20/24

## **New Role:**

- Jessica McKamey – Lib. Director – Effective Date: 02/25/24



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# Treasurers Report for February 2024

Wednesday, March 13, 2024

**PAYROLL:** Net Pay of \$19,559.46 (February 26, 2024).

**CLAIMS:** Claims #58-120 totaling \$55,818.64 in February 2024.

## **BUDGET STATUS:**

Through one month of the year, we strive to be at or under 16.67% in each of the four budget categories as well as overall. We are under 16.77% in three of the four categories as well as overall. Personnel Services continues to be slightly over through February 29, 2024. This is expected to begin to track under the desired percentage in March 2024. See the Appropriation Report for the full numbers.

### **2024/Current Year through February 29, 2024**

Personnel/Personal Services	18.00 % spent
Supplies	11.00 % spent
Other Services	11.40 % spent
Capital Outlays	11.30 % spent
OVERALL	15.30 % spent

### **2023/Prior Year Comparison through February 28, 2023**

Personnel/Personal Services	16.00 % spent
Supplies	12.70 % spent
Other Services	11.90 % spent
Capital Outlays	9.80 % spent
OVERALL	14.00 % spent

## Voucher List

### Bloomfield-Eastern Greene County Public Library

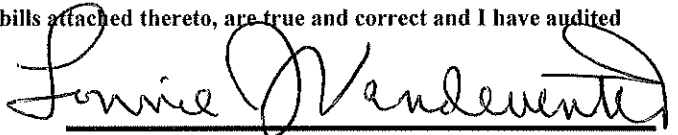
Report Date: From **2/1/2024** To **2/29/2024**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
4154	58	Bloomfield Chamber of Commer	2/5/2024	2024 EclipseinBloomfield.com - Sun Spot Ad	\$100.00
4155	59	BAKER & TAYLOR	2/5/2024		\$193.77
4156	60	DUKE ENERGY	2/5/2024	125 S FRANKLIN ST	\$1,373.09
4157	61	DC ELEVATOR	2/5/2024		\$309.01
4158	62	MIDWEST NATURAL GAS COR	2/5/2024	125 S FRANKLIN ST	\$508.74
0	63	AVC Technology Corporation	2/5/2024		\$150.00
4159	64	AMERICAN EXCAVATING LLC	2/5/2024	EASTERN BRANCH 1/15, 1/16, & 1/19	\$335.00
4160	65	CENTER POINT LARGE PRINT	2/6/2024		\$91.68
4161	66	ENA Services LLC	2/6/2024		\$417.50
4162	67	BRODART CO	2/6/2024		\$66.97
4163	68	AMAZON CAPITAL SERVICES	2/6/2024		\$169.46
4164	69	PLAYAWAY PRODUCTS	2/6/2024		\$219.96
4165	70	BACKGROUND BUREAU, INC	2/6/2024	Todd Hammers	\$8.00
4166	71	B & B AUTO	2/8/2024		\$500.00
4167	72	SAMS CLUB/SYNCHRONY BA	2/8/2024		\$58.44
4168	73	SEWAGE DISPOSAL WORKS	2/8/2024	125 S FRANKLIN ST	\$148.00
4169	74	RICOH USA, INC (CHICAGO)	2/8/2024		\$159.66
4170	75	UNIQUE MANAGEMENT SERVI	2/8/2024		\$102.58
4171	76	AMAZON CAPITAL SERVICES	2/8/2024		\$91.69
4172	77	BLOOMFIELD ROTARY CLUB	2/12/2024		\$210.00
4173	78	FAMOUS HOOSIERS, INC	2/12/2024		\$400.00
4174	79	BLACKSTONE PUBLISHING	2/12/2024		\$27.24
0	80	DELTA DENTAL	2/12/2024		\$98.00
4175	81	UDWI	2/12/2024		\$483.00
4176	82	BAKER & TAYLOR	2/12/2024		\$19.22
4177	83	AMAZON CAPITAL SERVICES	2/13/2024		\$232.05
4178	84	EASTERN HEIGHTS UTILITIES	2/14/2024	125 S FRANKLIN ST	\$83.69
4179	85	HASEMAN PEST CONTROL OF	2/14/2024	125 S FRANKLIN ST	\$150.00
4180	86	BAKER & TAYLOR	2/14/2024		\$505.68
4181	87	OCLC, INC	2/14/2024		\$721.52
4182	88	HICOM INC	2/14/2024		\$125.00
4183	89	CARD SERVICE CENTER	2/20/2024		\$790.07
4184	90	AT&T	2/20/2024		\$172.97
4185	91	B & B AUTO	2/20/2024		\$500.00
4186	92	BLOOMFIELD SUPPLY & HAR	2/20/2024		\$5.89
4187	93	SMITHVILLE	2/20/2024		\$38.46
4188	94	PLAYAWAY PRODUCTS	2/20/2024		\$311.20
4189	95	AMAZON CAPITAL SERVICES	2/20/2024		\$350.11
4190	96	FIRST SECURITY INSURANCE	2/20/2024	Bond for Jessica McKamey	\$100.00
0	97	AMAZON CAPITAL SERVICES	2/21/2024		(\$40.00)
4191	98	BAKER & TAYLOR	2/21/2024		\$48.69
4192	99	KIMBERLY PORTER	2/22/2024	Reimburse for Retirement Party Supplies	\$57.80
4193	100	WELLS FARGO VENDOR FINA	2/22/2024		\$124.05
4194	101	RICOH USA, INC (ATLANTA)	2/22/2024		\$115.31
0	102	PERF	2/29/2024	PERF Deposit	\$2,175.74
0	103	INTERNAL REVENUE SERVIC	2/29/2024	Federal Tax Deposit	\$5,883.38
0	104	INDIANA DEPT OF REVENUE	2/29/2024	State and County Tax Deposit	\$1,566.08
4196	105	GANNETT HOLDINGS - OHIO (	2/26/2024	Bloomfield Subscription - Accout #360516110	\$343.20
4197	106	BRODART CO	2/26/2024		\$59.92

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
4198	107	EASTERN HEIGHTS UTILITIES	2/26/2024	EASTERN BRANCH	\$19.02
4199	108	SEWAGE DISPOSAL WORKS	2/26/2024	125 S FRANKLIN ST	\$148.00
4200	109	KOORSEN FIRE & SECURITY	2/26/2024		\$457.96
4201	110	WALMART - CAPITAL ONE	2/26/2024		\$89.61
4202	111	TODD HAMMERS	2/26/2024	Mileage Reimbursement	\$9.80
4203	112	BAKER & TAYLOR	2/26/2024		\$397.60
0	113	UNITED HEALTHCARE	2/26/2024		\$3,692.40
4204	114	CENGAGE LEARNING	2/27/2024		\$151.22
4205	115	AMAZON CAPITAL SERVICES	2/27/2024		\$1,600.27
4206	116	MICHELE ROGERS	2/27/2024	February Cleaing	\$2,085.00
0	117	AMAZON CAPITAL SERVICES	2/28/2024		(\$0.20)
0	118	PAYROLL	2/29/2024	PAYROLL	\$26,216.20
4207	119	PLAYAWAY PRODUCTS	2/29/2024		\$56.99
4208	120	AMAZON CAPITAL SERVICES	2/29/2024		\$232.95
<b>Total Amount of Claims</b>					<b>\$55,818.64</b>

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, March 6, 2024

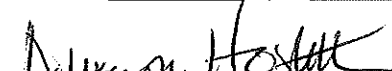





  
Fiscal Officer

### 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 \$55,818.64

Date this 13th day of March, 2024.

### 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: \$26,216.20      Deductions: \$6,656.74      Net Pay: \$19,559.46

FICA:	Medicare:	Federal:	State:	County:	PERF:	Health Ins	Insurance	Other	Other	Other	Other
\$1,625.42	\$380.15	\$1,872.24	\$1,021.64	\$544.44	\$459.67	\$753.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	Other	Other	Other	NT PERF	Tax PERF	EIC:	EIC: \$0.00				
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					

Gross Pay:	\$26,216.20
Non Taxable	\$0.00
Taxable	\$26,216.20

Paid Through Date Hourly 2/24/2024  
 Paid Through Date Salary 2/24/2024  
 Check Date Hourly 2/29/2024  
 Check Date Salary 2/29/2024  
 Voucher/Receipt Date 2/29/2024

	Used	Earned
Regular	1187.5	
Sunday	0	
Double	0	
PTO	161.63	75.61
Vacation	0	0
Comp	1.5	1.5
Holiday	48.25	48.25
Personal	0	0
<b>Total Hours:</b>	<b>1398.88</b>	<b>125.36</b>

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 \$ 26216.2 is correct and has by me been approved.

Dated February 26 2024

*Jessie McKenry*

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.

*Annie Vandewenter*  
 Disbursing Officer

Employer Share FICA Due =	\$1,625.42	\$3,250.84
Employee Share FICA Due =	\$1,625.42	
Employee Share Medicare Due =	\$380.15	\$760.30
Employer Share Medicare Due =	\$380.15	
Federal Tax Due =	\$1,872.24	
<b>Total Tax Deposit Due =</b>	<b>\$5,883.38</b>	

Employee PERF Due =	\$459.67
Employer PERF Due =	\$1,716.07
<b>Total PERF Due =</b>	<b>\$2,175.74</b>

State Tax Due =	\$1,021.64
County Tax Due =	\$544.44
<b>Total Tax Due =</b>	<b>\$1,566.08</b>

**Financial Report**  
**Bloomfield-Eastern Greene County Public Library**

**Report Dates = 2/1/2024 to 2/29/2024**

<i>Fund</i>	<i>Start of year</i>	<i>Start of Month</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
<b>1. General</b>							
100 OPERATING	\$193,358.82	\$317,840.83	\$45,683.34	\$92,914.96	\$17,318.63	\$189,032.26	\$289,476.12
101 PETTY CASH	\$35.50	\$35.50	\$0.00	\$0.00	\$0.00	\$0.00	\$35.50
102 CASH CHANGE FUND	\$143.50	\$143.50	\$0.00	\$0.00	\$0.00	\$0.00	\$143.50
110 INVESTMENTS	\$254,505.56	\$253,447.90	\$0.00	\$0.00	\$7,103.02	\$6,045.36	\$260,550.92
<b>Subtotal</b>	<b>\$448,043.38</b>	<b>\$571,467.73</b>	<b>\$45,683.34</b>	<b>\$92,914.96</b>	<b>\$24,421.65</b>	<b>\$195,077.62</b>	<b>\$550,206.04</b>
<b>2. Special Revenue</b>							
200 GIFT	\$15,524.58	\$15,172.35	\$3,061.06	\$3,885.79	\$1,783.94	\$2,256.44	\$13,895.23
201 RAINY DAY	\$28,405.94	\$28,755.94	\$0.00	\$0.00	\$350.00	\$700.00	\$29,105.94
203 LEVY EXCESS OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 HUNTER TRUST	\$14,429.89	\$14,429.89	\$0.00	\$0.00	\$0.00	\$0.00	\$14,429.89
227 FLATER	\$1,177.64	\$1,177.64	\$0.00	\$0.00	\$0.00	\$0.00	\$1,177.64
228 SIM SMITH	\$3,091.42	\$3,091.42	\$0.00	\$0.00	\$0.00	\$0.00	\$3,091.42
277 SMITHVILLE GRANT	\$29,851.00	\$29,851.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,851.00
278 STATE GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
279 BROADBAND GRANT	\$3,535.38	\$8,519.18	\$417.50	\$835.00	\$0.00	\$5,401.30	\$8,101.68
280 GREENE COUNTY FOUNDATION GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
281 TRAILBLAZER TRAINING GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$96,015.85</b>	<b>\$100,997.42</b>	<b>\$3,478.56</b>	<b>\$4,720.79</b>	<b>\$2,133.94</b>	<b>\$8,357.74</b>	<b>\$99,652.80</b>
<b>4. Capital Projects</b>							
400 LIRF	\$342.65	\$342.65	\$0.00	\$0.00	\$0.00	\$0.00	\$342.65
<b>Subtotal</b>	<b>\$342.65</b>	<b>\$342.65</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$342.65</b>
<b>5. Clearing</b>							
800 PLAC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
801 EVERGREEN FINES & FEES	\$500.00	\$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	\$0.00
803 FEDERAL TAX	\$0.00	\$0.00	\$1,872.24	\$3,262.60	\$1,872.24	\$3,262.60	\$0.00
804 FICA	\$0.00	\$0.00	\$1,625.42	\$3,114.50	\$1,625.42	\$3,114.50	\$0.00
805 MEDICARE	\$0.00	\$0.00	\$380.15	\$728.41	\$380.15	\$728.41	\$0.00
806 STATE TAX	\$0.00	\$0.00	\$1,021.64	\$1,956.20	\$1,021.64	\$1,956.20	\$0.00
807 COUNTY TAX	\$0.00	\$0.00	\$544.44	\$1,042.11	\$544.44	\$1,042.11	\$0.00
808 PERF	\$0.00	\$0.00	\$459.67	\$849.79	\$459.67	\$849.79	\$0.00
809 Insurance	\$0.00	\$0.00	\$753.18	\$1,606.65	\$753.18	\$1,606.65	\$0.00
810 Other	\$0.00	\$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	\$0.00
815 TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>\$6,656.74</b>	<b>\$12,560.26</b>	<b>\$6,656.74</b>	<b>\$12,560.26</b>	<b>\$500.00</b>
<b>Grand Total</b>	<b>\$544,901.88</b>	<b>\$673,307.80</b>	<b>\$55,818.64</b>	<b>\$110,196.01</b>	<b>\$33,212.33</b>	<b>\$215,995.62</b>	<b>\$650,701.49</b>

**Total all banks = \$650,701.49**



# Appropriation Report for 100 OPERATING

## Bloomfield-Eastern Greene County Public Library

Report Date: From 2/1/2024 To 2/29/2024

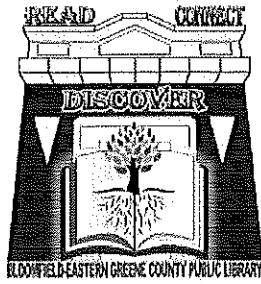
Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<i>1. Personal Services</i>							
1.111 Salary of Librarian	\$52,000.00	\$0.00	\$52,000.00	\$6,665.33	\$10,998.66	\$41,001.34	78.8
1.112 Salary of Librarians(Hourly)	\$110,000.00	\$0.00	\$110,000.00	\$8,149.74	\$16,267.18	\$93,732.82	85.2
1.113 Salary of Library Assistants	\$85,000.00	\$0.00	\$85,000.00	\$9,319.36	\$18,822.80	\$66,177.20	77.9
1.114 Salary of Pages	\$10,000.00	\$0.00	\$10,000.00	\$524.19	\$1,032.75	\$8,967.25	89.7
1.115 Salary of Coordinators	\$8,000.00	\$0.00	\$8,000.00	\$637.50	\$1,275.00	\$6,725.00	84.1
1.131 Salary of Treasurer	\$12,000.00	\$0.00	\$12,000.00	\$920.08	\$1,837.07	\$10,162.93	84.7
1.21 Library FICA and Medicare	\$23,000.00	\$0.00	\$23,000.00	\$2,005.57	\$3,842.91	\$19,157.09	83.3
1.22 Unemployment	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$78.63	\$2,421.37	96.9
1.23 PERF Employer Contribution Share	\$17,000.00	\$0.00	\$17,000.00	\$1,716.07	\$3,172.52	\$13,827.48	81.3
1.241 Employee Group Insurance	\$37,000.00	\$0.00	\$37,000.00	\$3,037.22	\$6,672.39	\$30,327.61	82.0
<b>Subtotal</b>	<b>\$356,500.00</b>		<b>\$356,500.00</b>	<b>\$32,975.06</b>	<b>\$63,999.91</b>	<b>\$292,500.09</b>	<b>82.0</b>
<i>2. Supplies</i>							
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	\$89.61	\$309.53	\$1,750.47	85.0
2.31 Building Materials	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
2.41 Library Supplies	\$8,000.00	\$0.00	\$8,000.00	\$553.75	\$980.09	\$7,019.91	87.7
2.43 Adult Program Supplies	\$1,100.00	\$0.00	\$1,100.00	\$146.90	\$252.29	\$847.71	77.1
2.44 Teen Program Supplies	\$1,100.00	\$0.00	\$1,100.00	\$65.85	\$136.43	\$963.57	87.6
2.45 Children's Program Supplies	\$1,500.00	\$0.00	\$1,500.00	\$36.94	\$140.92	\$1,359.08	90.6
2.46 Eastern Program Supplies	\$1,300.00	\$0.00	\$1,300.00	\$0.00	\$0.00	\$1,300.00	100.0
2.47 Emergency Supplies	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	100.0

<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>
2.48 Outreach Supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
<b>Subtotal</b>	<b>\$16,610.00</b>		<b>\$16,610.00</b>	<b>\$893.05</b>	<b>\$1,819.26</b>	<b>\$14,790.74</b>	<b>89.0</b>
 <i>3. Other Services and Charge</i>							
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$8.00	\$16.00	\$984.00	98.4
3.141 Other Professional	\$22,000.00	\$0.00	\$22,000.00	\$561.59	\$2,703.47	\$19,296.53	87.7
3.142 Database Subscriptions	\$6,000.00	\$0.00	\$6,000.00	\$721.52	\$721.52	\$5,278.48	88.0
3.143 eBook Services	\$8,000.00	\$0.00	\$8,000.00	\$471.63	\$471.63	\$7,528.37	94.1
3.21 Telephone	\$2,900.00	\$0.00	\$2,900.00	\$211.43	\$428.25	\$2,471.75	85.2
3.22 Postage	\$800.00	\$0.00	\$800.00	\$6.03	\$6.03	\$793.97	99.2
3.23 Traveling Expenses	\$2,000.00	\$0.00	\$2,000.00	\$209.80	\$209.80	\$1,790.20	89.5
3.24 Professional Meeting	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
3.251 Freight and Express	\$1,000.00	\$0.00	\$1,000.00	\$40.09	\$63.86	\$936.14	93.6
3.252 Evergreen	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$3,240.29	\$759.71	19.0
3.26 Internet Vendor	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
3.31 Advertising and Publicity	\$1,000.00	\$0.00	\$1,000.00	\$100.00	\$200.00	\$800.00	80.0
3.32 Printing	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.41 Official Bonds	\$500.00	\$0.00	\$500.00	\$100.00	\$100.00	\$400.00	80.0
3.42 Library Insurance	\$13,000.00	\$0.00	\$13,000.00	\$0.00	\$0.00	\$13,000.00	100.0
3.5 Presenters	\$200.00	\$0.00	\$200.00	\$200.00	\$200.00	\$0.00	0.0
3.51 Gas	\$4,000.00	\$0.00	\$4,000.00	\$230.00	\$460.00	\$3,540.00	88.5
3.52 Electric	\$27,500.00	\$0.00	\$27,500.00	\$1,596.72	\$1,882.72	\$25,617.28	93.2
3.53 Water	\$1,500.00	\$0.00	\$1,500.00	\$57.48	\$114.96	\$1,385.04	92.3
3.54 Waste Disposal	\$2,200.00	\$0.00	\$2,200.00	\$148.00	\$267.00	\$1,933.00	87.9
3.61 Building Repair	\$29,000.00	\$0.00	\$29,000.00	\$1,060.00	\$2,127.24	\$26,872.76	92.7
3.62 Equipment Repair	\$9,000.00	\$0.00	\$9,000.00	\$1,022.92	\$2,093.06	\$6,906.94	76.7
3.63 Janitorial Service	\$23,500.00	\$0.00	\$23,500.00	\$1,950.00	\$3,900.00	\$19,600.00	83.4

<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>
3.8 2023 Encumbered Funds	\$1,400.00	\$0.00	\$1,400.00	\$0.00	\$0.00	\$1,400.00	100.0
3.91 Dues	\$2,000.00	\$0.00	\$2,000.00	\$240.00	\$240.00	\$1,760.00	88.0
<b>Subtotal</b>	<b>\$170,500.00</b>		<b>\$170,500.00</b>	<b>\$8,935.21</b>	<b>\$19,445.83</b>	<b>\$151,054.17</b>	<b>88.6</b>
 <i>4. Capital Outlays</i>							
4.31 Improvements - Other	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
4.41 Furniture and Equipment	\$7,500.00	\$0.00	\$7,500.00	\$69.99	\$497.47	\$7,002.53	93.4
4.51 Books - Adult Fiction	\$9,000.00	\$0.00	\$9,000.00	\$793.67	\$1,621.69	\$7,378.31	82.0
4.521 Books - Adult Nonfiction	\$5,500.00	\$0.00	\$5,500.00	\$107.13	\$672.22	\$4,827.78	87.8
4.522 Books-Local History/Genealogy	\$500.00	\$0.00	\$500.00	\$0.00	\$160.60	\$339.40	67.9
4.53 Books - Children	\$8,500.00	\$0.00	\$8,500.00	\$551.74	\$1,051.61	\$7,448.39	87.6
4.54 Books - YA	\$3,500.00	\$0.00	\$3,500.00	\$159.71	\$297.23	\$3,202.77	91.5
4.551 Books - Eastern Books Adult	\$3,600.00	\$0.00	\$3,600.00	\$15.56	\$35.55	\$3,564.45	99.0
4.552 Books - Eastern YA	\$500.00	\$0.00	\$500.00	\$8.44	\$20.78	\$479.22	95.8
4.553 Books - Eastern Juvenile	\$3,800.00	\$0.00	\$3,800.00	\$16.92	\$40.66	\$3,759.34	98.9
4.61 Periodicals and News	\$4,000.00	\$0.00	\$4,000.00	\$347.45	\$767.70	\$3,232.30	80.8
4.71 Nonprint - Adult DVD	\$2,950.00	\$0.00	\$2,950.00	\$137.63	\$405.50	\$2,544.50	86.3
4.72 Nonprint - Music	\$500.00	\$0.00	\$500.00	\$19.22	\$63.12	\$436.88	87.4
4.73 Nonprint - Audiobooks	\$7,500.00	\$0.00	\$7,500.00	\$338.44	\$1,243.83	\$6,256.17	83.4
4.74 Nonprint - Childrens	\$3,200.00	\$0.00	\$3,200.00	\$284.13	\$585.79	\$2,614.21	81.7
4.75 Nonprint - YA	\$500.00	\$0.00	\$500.00	\$0.00	\$116.23	\$383.77	76.8
4.758 Nonprint - Adult Games	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
4.759 Nonprint - YA Games	\$700.00	\$0.00	\$700.00	\$29.99	\$69.98	\$630.02	90.0
4.761 Nonprint - Eastern DVD	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
4.762 Nonprint - Eastern Audio	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
4.763 Nonprint - Eastern Games	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
4.77 Replacement Books & Nonprint	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0

<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>
<b>Subtotal</b>	\$67,750.00		\$67,750.00	\$2,880.02	\$7,649.96	\$60,100.04	88.7
<b>Grand Total</b>	\$611,360.00	\$0.00	\$611,360.00	\$45,683.34	\$92,914.96	\$518,445.04	84.8

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](http://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 February 2024

*Wednesday, March 13, 2024*

- Inter-Library Loans (ILL) have been arriving regularly 3 days a week (MWF) for about 6 weeks now. The last 2 weeks we have gotten a 4<sup>th</sup> visit each week. Still not up to 5 days a week, but back to a dependable schedule.
- Updated passwords and access codes in the libraries Monday 2/26/24
- Still in the process of updating cards, accounts, etc. with my name and contact information
- Hired 2 Library Assistants (1 in Feb, 1 in March) and 1 Page (Feb). Still searching for a Programming Librarian
  - A Library Assistant gave her notice to leave with Karen on 2/22/24
  - We are close to fully staffed again
- 3/2/24 was our 1<sup>st</sup> Community Garden planting day (Trailblazer Planning Grant). We filled raised garden beds & planted early vegetable seeds. Patty from GCDW attended and we were on the front page of the Daily world on 3/5/2024
  - Volunteers were from IU School of Public Health, Family Life Center, Purdue Extension, Master Gardeners, Beta Club, Greene Co Literacy Coalition, and the community at large
  - 2nd planting day (summer vegetables) is scheduled for 5/16/24 or 5/23/24 at 5:30pm
- Keeping up with additions and edits to Eclipse webpage ([www.2024eclipseinBloomfield.com](http://www.2024eclipseinBloomfield.com))
- In process of reviewing documents left in Director's office
  - Following state Record Retention Schedule and destroying many old documents, scanning materials that are of Permanent value to the library
- Meetings:
  - 2/15/2024 FOL meeting for February cancelled due to illness
  - 2/20/2024 New Director's Roundtable, Sponsored by Indiana Library Federation (ILF)
  - 2/20/2024 ILF Annual Conference Planning Committee Meeting
  - 2/21/2024 Wagler Construction did a walk-through of the Annex to provide a proposal
  - 2/22/2024 E-Verify New User Training
  - 2/29/2024 Greene Co Historical Society brought keys over for file cabinets in Community Room
  - 2/29/2024 Account review meeting with Ricoh rep
- Coming up in March
  - Schedule Keven Byers to replace AC condenser
  - Aluminum Pour Mold Design program 3/16/24 and another during spring break if 3/16 goes well
  - Eclipse glasses will be passed out with Eclipse-focused programs the last week of March, and first week of April

**2024 March Board Meeting  
Librarian's Report  
February 2024 Statistics**

**Overview**

**Computer/Equipment Usage**

	24 Average	24 Peak	23 Average	23 Peak
Bits In	6.86Mb/s	161.83Mb/s	4.71Mb/s	84.69Mb/s
Bits Out	404.05Kb/s	12.21Mb/s	251.25Kb/s	3.25Mb/s

**Programs**

Programs:	Childrens	11 # attended	315
	Teens	3 # attended	26
	Adults	# attended	
<b>TOTAL</b>		<b>14</b>	<b>341</b>
Outreach	Children	stories	

**Interlibrary Loan Services**

	2024	2023
Books via SRCS Supplied	7	0
Books via SRCS Borrowed	5	0
Books loaned to Evergreen	545	632
Books borrowed from Evergreen	668	737

**Desk collection**

Fines and Fees	\$650.45
Fax	\$51.00
Copies	\$240.00
Donations	\$410.60
Misc	\$24.75
Taxable Sales	
<b>Total</b>	<b>\$1,376.80</b>

**New Patrons**

Township	Resident	Resident Limited Access	Non Resident	Total
Beech Creek	1			
Center	2			
Highland	1			
Jackson	3			
Richland	13	2		
Taylor	2			
Unlisted			1	
<b>Total</b>	<b>22</b>	<b>2</b>	<b>1</b>	<b>25</b>

**Bloomfield Branch**

**Circulation**

Adult Circulation	2024	2023
Fiction	506	611
Non-fiction	278	194
Periodicals	71	47
Government Documents		
Audiobooks	39	44
Playaways	18	27
Overdrive	1715	1499
Music CD	47	57
DVDs	523	494
Video Games	8	30
Library of Things	3	2
<b>Total Adult</b>	<b>3208</b>	<b>3005</b>
Youth Services Circulation	2024	2023
Parent Collection	8	4
YA Fiction	121	120
YA Nonfiction	24	5
YA GAMES		
YA Audiobooks/Playaways	1	2
Juvenile Fiction	1383	1527
Juvenile Nonfiction	311	380
Juvenile Audiobooks/Playaways	81	74
DVD Juvenile	129	132
Periodicals	3	1
Juvenile Games		2
<b>TOTAL YOUTH SERVICES</b>	<b>2061</b>	<b>2247</b>
<b>TOTAL</b>	<b>5269</b>	<b>5252</b>

**Materials Added Bloomfield**

Library of Things	
Adult Fiction	42
Adult Nonfiction	12
Audio Books	11
Playaways	6
Periodicals	20
Music	6
DVD's	10
Adult Games	
YA-Fiction	36
YA-Non	2
Juvenile Fiction	24
Juvenile Nonfiction	7
J/YA Audiobooks playaway	3
Juvenile Periodicals	4
Juvenile/YA Games	
<b>Total</b>	<b>183</b>

**Facebook**

	Posts	Followers	Engagement	Reach
Bloomfield Main	16	1469	287	1608
Young Adult	8	145	5	35
Children's	9	296	21	107
Eastern	12	32	17	51

Website	
visits pages	1688
pages/visit	2.03

Eastern Branch

**Circulation**

<b>Adult Circulation</b>	2024	2023
Adult Fiction	82	84
Adult Nonfiction	26	29
Periodicals	39	6
Government Docs		
Audio Books/playaways	2	1
Music CD	4	
DVD	152	131
Games	27	29
Library of Things	1	
<b>TOTALS ADULT</b>	<b>333</b>	<b>280</b>
<b>Youth Services Circulation</b>		
	2024	2023
YA Fiction	26	18
YA Nonfiction		1
YA Audiobook		
Juvenile Fiction	344	242
Juvenile Nonfiction	70	44
Juvenile Audiobooks	15	4
Juveniles Periodicals		
<b>TOTAL YOUTH SERVICES</b>	<b>455</b>	<b>309</b>
<b>TOTAL</b>	<b>788</b>	<b>589</b>

**Materials Added**

Adult Fiction	3
Adult Nonfiction	3
Adult Audiobooks	
Periodicals	22
YA	4
Juvenile Fiction	4
Juvenile Nonfiction	3
J Periodicals	3
DVD's	2
Game	
books	
<b>TOTAL</b>	<b>44</b>

Computer Use	67
Scavenger Hunts	89
Adult Programs	1
Juvenile Programs	4
Book-A-Librarian	5