

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 February 14, 2024

Board of Trustees – Bloomfield-Eastern Greene County Public Library

Wednesday, February 14, 2024 – 5:00 PM Library Annex

ORIGINAL

- Approval of Minutes
- Approval of Claims & Payroll
- Presentation & Approval of Personnel Report and Treasurer's Report
- Old Business Update: Where do we stand on obtaining the defibrillators? Roger had indicated last year he was working with Shari Lewis at the Health Department to secure these.
- Librarian's Report
- Asst. Librarian's Report
- Public Comment
- Adjournment
- Next Board Meeting, March 13, 2024, 5:00 PM, Library Annex



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Board of Trustees Meeting

Wednesday, January 10, 2024

The Bloomfield-Eastern Greene County Public Library Board of Trustees met on Wednesday, January 10, 2024, in the Library Annex. Dwayne Hostetter called the meeting to order at 5:01 PM. Board members present were Linda Mattox, Martha Marmouze, Charlene Kluemper, Dwayne Hostetter, 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 December 13, 2023 meeting, motion was made by Linda to approve the minutes as submitted. Jessica seconded the motion which was approved unanimously.

Approval of Claims and Payroll:

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

Approval of Treasurer's Report and Personnel Report:

Lonnie presented the Personnel Report and the Treasurer's Report. As for personnel, there were no changes in January. The Treasurer's Report reveals were ended 2023 below 100.00% in all categories.

Martha made a motion to approved the Personnel and Treasurer's Report. Charlene seconded the motion which was unanimously approved.

Lonnie also brought up the need to proceed with adding Jess McKamey as a signatory on the account at Farmers and Mechanics as well as obtaining new credit/debit cards. It should also be noted that Dwayne should be added as a signatory as Board President and that Roger Axe be removed as a signatory.

Jessica made a motion to move forward with adding Jess as a signatory as well as Dwayne and removal of Roger as a signatory. In addition, the motion adds approval for new credit/debit cards to be obtained for Jess. Linda seconded the motion which was unanimously approved.

Librarian's Report:

Karen completed a brief overview of the items as presented in her Librarian's Report.

Asst. Librarian's Report:

Jess provided a brief overview of her report.

Adjournment:

Martha made a motion to adjourn at 5:32 PM which was seconded by Jessica. Motion approved.

The next regularly scheduled Board meeting will be on February 14, 2024, in the Library Annex.


Martha Marmouze, Secretary

Voucher List

Bloomfield-Eastern Greene County Public Library


Report Date: From 1/1/2024 To 1/31/2024

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
4104	1	CENGAGE LEARNING	1/2/2024		\$151.22
0	2	AVC Technology Corporation	1/3/2024		\$909.00
4105	3	ADTEC	1/3/2024	FY2024 Category One Phase 1	\$645.00
4106	4	BAKER & TAYLOR	1/3/2024		\$163.76
4107	5	GANNETT HOLDINGS - OHIO (1/3/2024	EASTERN - ACCOUNT #360516258	\$416.00
4109	6	SEWAGE DISPOSAL WORKS	1/3/2024	125 S FRANKLIN ST	\$148.00
4110	7	AMAZON CAPITAL SERVICES	1/5/2024		\$282.65
4111	8	PLAYAWAY PRODUCTS	1/5/2024		\$198.72
4112	9	RICOH USA, INC (CHICAGO)	1/5/2024		\$160.94
4113	10	BACKGROUND BUREAU, INC	1/5/2024	MULTI-STATE BAILEE CHESTNUT	\$8.00
4114	11	ENA Services LLC	1/5/2024		\$417.50
4115	12	ADTEC	1/10/2024	FY2024 Category Two Phase 1	\$375.00
4116	13	SAMS CLUB/SYNCHRONY BA	1/10/2024		\$268.34
4117	14	MIDWEST NATURAL GAS COR	1/10/2024	125 S FRANKLIN ST	\$383.77
4118	15	CENTER POINT LARGE PRINT	1/10/2024		\$91.68
4119	16	PLAYAWAY PRODUCTS	1/10/2024		\$104.96
4120	17	UNIQUE MANAGEMENT SERVI	1/10/2024		\$81.56
4121	18	AMAZON CAPITAL SERVICES	1/10/2024		\$507.96
4122	19	KOORSEN FIRE & SECURITY	1/10/2024		\$159.30
4123	20	PLAYAWAY PRODUCTS	1/11/2024		\$228.21
4124	21	KOORSEN FIRE & SECURITY	1/11/2024		\$669.84
0	22	DELTA DENTAL	1/11/2024		\$49.00
4125	23	UDWI	1/16/2024		\$286.00
4126	24	HASEMAN PEST CONTROL OF	1/16/2024	125 S FRANKLIN ST	\$150.00
4127	25	INDIANA STATE LIBRARY FOU	1/16/2024		\$3,240.29
4128	26	BAKER & TAYLOR	1/16/2024		\$271.99
4129	27	PLAYAWAY PRODUCTS	1/16/2024		\$108.73
4130	28	CENTURYLINK	1/16/2024		\$5.36
4131	29	AMAZON CAPITAL SERVICES	1/16/2024		\$335.65
0	30	INDIANA DEPT OF WORKFOR	1/16/2024	Confirmation #1467903175	\$78.63
4132	31	AMATEUR SPORTS PROMOTI	1/17/2024		\$100.00
4133	32	EASTERN HEIGHTS UTILITIES	1/17/2024	125 S FRANKLIN ST	\$83.69
4134	33	AT&T	1/17/2024		\$173.00
4135	34	BAKER & TAYLOR	1/23/2024		\$465.27
4136	35	SMITHVILLE	1/23/2024		\$38.46
4137	36	CARD SERVICE CENTER	1/23/2024		\$196.55
4138	37	PLAYAWAY PRODUCTS	1/23/2024		\$116.23
4139	38	CENGAGE LEARNING	1/23/2024		\$72.72
4140	39	AMAZON CAPITAL SERVICES	1/23/2024		\$845.07
0	40	AMAZON CAPITAL SERVICES	1/24/2024		(\$5.60)
4141	41	CENGAGE LEARNING	1/24/2024		\$78.50
4142	42	RICOH USA, INC (ATLANTA)	1/24/2024		\$115.31
4143	43	WELLS FARGO VENDOR FINA	1/24/2024		\$124.05
0	44	PERF	1/31/2024	PERF Deposit	\$1,846.57
0	45	INTERNAL REVENUE SERVIC	1/31/2024	Federal Tax Deposit	\$5,065.04
0	46	INDIANA DEPT OF REVENUE	1/31/2024	State and County Tax Deposit	\$1,432.23
4145	47	MICHELE ROGERS	1/30/2024	JANUARY CLEANING	\$2,085.00
4146	48	WALMART - CAPITAL ONE	1/30/2024		\$6.44
0	49	UNITED HEALTHCARE	1/30/2024		\$4,439.64

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
4147	50	EASTERN HEIGHTS UTILITIES	1/30/2024		\$19.02
4148	51	KAPCO	1/30/2024		\$4.40
4149	52	BLACKSTONE PUBLISHING	1/30/2024		\$437.23
4150	53	AMAZON CAPITAL SERVICES	1/30/2024		\$527.41
0	54	PAYROLL	1/31/2024	PAYROLL	\$24,017.26
4151	55	D-PENDABLE WASTE REMOV	1/31/2024		\$45.00
4152	56	HUGHES ELECTRIC LLC	1/31/2024		\$967.24
4153	57	BLACKSTONE PUBLISHING	1/31/2024		\$184.58
Total Amount of Claims					\$54,377.37

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.

Monday, February 12, 2024

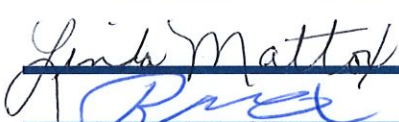
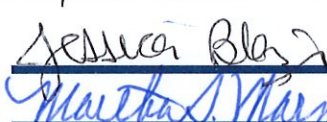


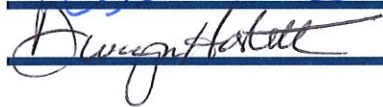


Fiscal Officer

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 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this 14th day of February, 2024.

SIGNATURES OF GOVERNING BOARD

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

Totals

FICA:	Medicare:	Federal:	State:	County:	PERF:	Health Ins	Insurance	Other	Other	Other	Net Pay:
\$1,489.08	\$348.26	\$1,390.36	\$934.56	\$497.67	\$390.12	\$853.47	\$0.00	\$0.00	\$0.00	\$0.00	\$18,113.74
Other	Other	Other	Other	NT PERF	Tax PERF	EIC:	EIC:	Used	Earned		
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Regular 1041.93			
								Sunday 0			
								Double 0			
								PTO 85.5			
								Vacation 0			
								Comp 93.25			
								Holiday 144.75			
								Personal 0			
								Total Hours: 1365.43			

Paid Through Date Hourly 1/24/2024
Paid Through Date Salary 1/24/2024
Check Date Hourly 1/31/2024
Check Date Salary 1/31/2024
Voucher/Receipt Date 1/31/2024

Gross Pay:	\$24,017.26
Non Taxable	\$0.00
Taxable	\$24,017.26

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 \$ 24017.26 is correct and has by me been approved.

Dated

January 25 20 24

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

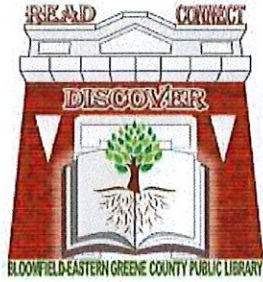
Karen Holz
Director

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.

Laurie Vandeventer
 Disbursing Officer

Employer Share FICA Due =	\$1,489.08	Employee Share FICA Due =	\$2,978.16
Employee Share FICA Due =	\$1,489.08	Employee Share Medicare Due =	\$348.26
Employee Share Medicare Due =	\$348.26	Employer Share Medicare Due =	\$696.52
Employer Share Medicare Due =	\$348.26	Federal Tax Due =	\$1,390.36
Total Tax Deposit Due =	\$5,065.04		

Employee PERF Due =	\$390.12	State Tax Due =	\$934.56
Employer PERF Due =	\$1,456.45	County Tax Due =	\$497.67
Total PERF Due =	\$1,846.57	Total Tax Due =	\$1,432.23



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Treasurers Report for January 2024

Wednesday, February 14, 2024

PAYROLL: Net Pay of \$19,229.59 (December 31, 2024).

CLAIMS: Claims #1-57 totaling \$54,377.37 in January 2024.

BUDGET STATUS:

Through one month of the year, we strive to be at or under 8.33% in each of the four budget categories as well as overall. We are under 8.33% in three of the four categories as well as overall. Personnel Services is slightly over through January 31, 2024. See the Appropriation Report for the full numbers.

2024/Current Year through January 31, 2024

Personnel/Personal Services	8.70 % spent
Supplies	5.60 % spent
Other Services	6.20 % spent
Capital Outlays	7.00 % spent
OVERALL	7.70 % spent

2023/Prior Year Comparison through January 31, 2023

Personnel/Personal Services	8.20 % spent
Supplies	6.70 % spent
Other Services	8.90 % spent
Capital Outlays	5.50 % spent
OVERALL	8.00 % spent

Financial Report

Bloomfield-Eastern Greene County Public Library

Report Dates = 1/1/2024 to 1/31/2024

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
1. General						
100 OPERATING	\$193,358.82	\$47,231.62	\$47,231.62	\$171,713.63	\$171,713.63	\$317,840.83
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	\$254,505.56	\$0.00	\$0.00	(\$1,057.66)	(\$1,057.66)	\$253,447.90
Subtotal	\$448,043.38	\$47,231.62	\$47,231.62	\$170,655.97	\$170,655.97	\$571,467.73
2. Special Revenue						
200 GIFT	\$15,524.58	\$824.73	\$824.73	\$472.50	\$472.50	\$15,172.35
201 RAINY DAY	\$28,405.94	\$0.00	\$0.00	\$350.00	\$350.00	\$28,755.94
203 LEVY EXCESS OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 HUNTER TRUST	\$14,429.89	\$0.00	\$0.00	\$0.00	\$0.00	\$14,429.89
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	\$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
279 BROADBAND GRANT	\$3,535.38	\$417.50	\$417.50	\$5,401.30	\$5,401.30	\$8,519.18
280 GREENE COUNTY FOUNDATION GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$96,015.85	\$1,242.23	\$1,242.23	\$6,223.80	\$6,223.80	\$100,997.42
4. Capital Projects						
400 LIRF	\$342.65	\$0.00	\$0.00	\$0.00	\$0.00	\$342.65
Subtotal	\$342.65	\$0.00	\$0.00	\$0.00	\$0.00	\$342.65
5. Clearing						
800 PLAC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
801 EVERGREEN FINES & FEES	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
802 PAYROLL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL TAX	\$0.00	\$1,390.36	\$1,390.36	\$1,390.36	\$1,390.36	\$0.00
804 FICA	\$0.00	\$1,489.08	\$1,489.08	\$1,489.08	\$1,489.08	\$0.00
805 MEDICARE	\$0.00	\$348.26	\$348.26	\$348.26	\$348.26	\$0.00
806 STATE TAX	\$0.00	\$934.56	\$934.56	\$934.56	\$934.56	\$0.00
807 COUNTY TAX	\$0.00	\$497.67	\$497.67	\$497.67	\$497.67	\$0.00
808 PERF	\$0.00	\$390.12	\$390.12	\$390.12	\$390.12	\$0.00
809 Insurance	\$0.00	\$853.47	\$853.47	\$853.47	\$853.47	\$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	\$5,903.52	\$5,903.52	\$5,903.52	\$5,903.52	\$500.00
Grand Total	\$544,901.88	\$54,377.37	\$54,377.37	\$182,783.29	\$182,783.29	\$673,307.80

Total all banks = \$673,307.80

Appropriation Report for 100 OPERATING

Bloomfield-Eastern Greene County Public Library

Report Date: From 1/1/2024 To 1/31/2024

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	\$4,333.33	\$4,333.33	\$47,666.67	91.7
1.112 Salary of Librarians(Hourly)	\$110,000.00	\$0.00	\$110,000.00	\$8,117.44	\$8,117.44	\$101,882.56	92.6
1.113 Salary of Library Assistants	\$85,000.00	\$0.00	\$85,000.00	\$9,503.44	\$9,503.44	\$75,496.56	88.8
1.114 Salary of Pages	\$10,000.00	\$0.00	\$10,000.00	\$508.56	\$508.56	\$9,491.44	94.9
1.115 Salary of Coordinators	\$8,000.00	\$0.00	\$8,000.00	\$637.50	\$637.50	\$7,362.50	92.0
1.131 Salary of Treasurer	\$12,000.00	\$0.00	\$12,000.00	\$916.99	\$916.99	\$11,083.01	92.4
1.21 Library FICA and Medicare	\$23,000.00	\$0.00	\$23,000.00	\$1,837.34	\$1,837.34	\$21,162.66	92.0
1.22 Unemployment	\$2,500.00	\$0.00	\$2,500.00	\$78.63	\$78.63	\$2,421.37	96.9
1.23 PERF Employer Contribution Share	\$17,000.00	\$0.00	\$17,000.00	\$1,456.45	\$1,456.45	\$15,543.55	91.4
1.241 Employee Group Insurance	\$37,000.00	\$0.00	\$37,000.00	\$3,635.17	\$3,635.17	\$33,364.83	90.2
Subtotal	\$356,500.00		\$356,500.00	\$31,024.85	\$31,024.85	\$325,475.15	91.3
<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	\$219.92	\$219.92	\$1,840.08	89.3
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	\$426.34	\$426.34	\$7,573.66	94.7
2.43 Adult Program Supplies	\$1,100.00	\$0.00	\$1,100.00	\$105.39	\$105.39	\$994.61	90.4
2.44 Teen Program Supplies	\$1,100.00	\$0.00	\$1,100.00	\$70.58	\$70.58	\$1,029.42	93.6
2.45 Children's Program Supplies	\$1,500.00	\$0.00	\$1,500.00	\$103.98	\$103.98	\$1,396.02	93.1
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

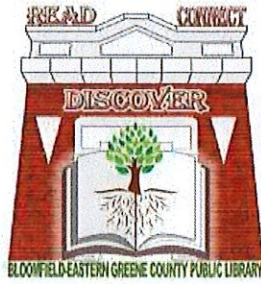
<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Remain</i>
2.48 Outreach Supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
Subtotal							94.4
	\$16,610.00		\$16,610.00	\$926.21	\$926.21	\$15,683.79	
3. Other Services and Charge							
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$8.00	\$8.00	\$992.00	99.2
3.141 Other Professional	\$22,000.00	\$0.00	\$22,000.00	\$2,141.88	\$2,141.88	\$19,858.12	90.3
3.142 Database Subscriptions	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.0
3.143 eBook Services	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	100.0
3.21 Telephone	\$2,900.00	\$0.00	\$2,900.00	\$216.82	\$216.82	\$2,683.18	92.5
3.22 Postage	\$800.00	\$0.00	\$800.00	\$0.00	\$0.00	\$800.00	100.0
3.23 Traveling Expenses	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.0
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	\$23.77	\$23.77	\$976.23	97.6
3.252 Evergreen	\$4,000.00	\$0.00	\$4,000.00	\$3,240.29	\$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	\$100.00	\$900.00	90.0
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	\$0.00	\$0.00	\$500.00	100.0
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	\$0.00	\$0.00	\$200.00	100.0
3.51 Gas	\$4,000.00	\$0.00	\$4,000.00	\$230.00	\$230.00	\$3,770.00	94.3
3.52 Electric	\$27,500.00	\$0.00	\$27,500.00	\$286.00	\$286.00	\$27,214.00	99.0
3.53 Water	\$1,500.00	\$0.00	\$1,500.00	\$57.48	\$57.48	\$1,442.52	96.2
3.54 Waste Disposal	\$2,200.00	\$0.00	\$2,200.00	\$119.00	\$119.00	\$2,081.00	94.6
3.61 Building Repair	\$29,000.00	\$0.00	\$29,000.00	\$1,067.24	\$1,067.24	\$27,932.76	96.3
3.62 Equipment Repair	\$9,000.00	\$0.00	\$9,000.00	\$1,070.14	\$1,070.14	\$7,929.86	88.1
3.63 Janitorial Service	\$23,500.00	\$0.00	\$23,500.00	\$1,950.00	\$1,950.00	\$21,550.00	91.7

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
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	\$0.00	\$0.00	\$2,000.00	100.0
Subtotal	\$170,500.00		\$170,500.00	\$10,510.62	\$10,510.62	\$159,989.38	93.8
4. Capital Outlays							
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	\$427.48	\$427.48	\$7,072.52	94.3
4.51 Books - Adult Fiction	\$9,000.00	\$0.00	\$9,000.00	\$828.02	\$828.02	\$8,171.98	90.8
4.521 Books - Adult Nonfiction	\$5,500.00	\$0.00	\$5,500.00	\$565.09	\$565.09	\$4,934.91	89.7
4.522 Books-Local History/Genealogy	\$500.00	\$0.00	\$500.00	\$160.60	\$160.60	\$339.40	67.9
4.53 Books - Children	\$8,500.00	\$0.00	\$8,500.00	\$499.87	\$499.87	\$8,000.13	94.1
4.54 Books - YA	\$3,500.00	\$0.00	\$3,500.00	\$137.52	\$137.52	\$3,362.48	96.1
4.551 Books - Eastern Books Adult	\$3,600.00	\$0.00	\$3,600.00	\$19.99	\$19.99	\$3,580.01	99.4
4.552 Books - Eastern YA	\$500.00	\$0.00	\$500.00	\$12.34	\$12.34	\$487.66	97.5
4.553 Books - Eastern Juvenile	\$3,800.00	\$0.00	\$3,800.00	\$23.74	\$23.74	\$3,776.26	99.4
4.61 Periodicals and News	\$4,000.00	\$0.00	\$4,000.00	\$420.25	\$420.25	\$3,579.75	89.5
4.71 Nonprint - Adult DVD	\$2,950.00	\$0.00	\$2,950.00	\$267.87	\$267.87	\$2,682.13	90.9
4.72 Nonprint - Music	\$500.00	\$0.00	\$500.00	\$43.90	\$43.90	\$456.10	91.2
4.73 Nonprint - Audiobooks	\$7,500.00	\$0.00	\$7,500.00	\$905.39	\$905.39	\$6,594.61	87.9
4.74 Nonprint - Childrens	\$3,200.00	\$0.00	\$3,200.00	\$301.66	\$301.66	\$2,898.34	90.6
4.75 Nonprint - YA	\$500.00	\$0.00	\$500.00	\$116.23	\$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	\$39.99	\$39.99	\$660.01	94.3
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

4. Capital Outlays

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Remain</i>
Subtotal	\$67,750.00		\$67,750.00	\$4,769.94	\$4,769.94	\$62,980.06	93.0
Grand Total	\$611,360.00	\$0.00	\$611,360.00	\$47,231.62	\$47,231.62	\$564,128.38	92.3

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



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Eastern Branch
11453 E. State Road 54
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We're more than just books!

Personnel Report for January 2024

Wednesday, February 14, 2024

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

Ending Employment:

- No Departures

Beginning Employment:

- No New Hires

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

Overview

Computer/Equipment Usage

	24 Average	24 Peak	23 Average	23 Peak
Bits In	5.48Mb/s	138.93Mb/s	2.46Mb/s	117Mb/s
Bits Out	314.2Kb/s	8.71Mb/s	165Kb/s	5.5Mb/s

Programs

Programs:	Childrens	13	# attended	282
	Teens	2	# attended	36
	Adults		# attended	
TOTAL		15		318
Outreach	Children		stories	

Interlibrary Loan Services

	2024	2023
Books via SRCS Supplied	7	6
Books via SRCS Borrowed	2	0
Books loaned to Evergreen	325	638
Books borrowed from Evergreen	310	730

New Patrons

Township	Resident	Resident Limited Access	Non Resident	Total
Beech Creek	3			
Center	3			
Highland	2			
Jackson	2			
Richland	12			
Taylor	2			
Unlisted			1	
Total	24	0	1	25

Bloomfield Branch

Circulation

Adult Circulation	2024	2023	2022
Fiction	618	642	668
Non-fiction	287	211	170
Periodicals	74	87	81
Government Documents			
Audiobooks	44	60	53
Playaways	35	41	18
Overdrive			
Music CD	21	87	21
DVDs	562	641	566
Video Games	13	23	12
Library of Things	2	9	
Total Adult	1656	1801	1589
Youth Services Circulation	2024	2023	2022
Parent Collection	5	8	13
YA Fiction	141	189	144
YA Nonfiction	31	13	42
YA GAMES			
YA Audiobooks/Playaways			20
Juvenile Fiction	1410	1421	853
Juvenile Nonfiction	271	378	180
Juvenile Audiobooks/Playaways	40	93	28
DVD Juvenile	142	123	118
Periodicals	6	1	2
Juvenile Games			1
TOTAL YOUTH SERVICES	2046	2226	1401
TOTAL	3702	4027	2990

Kanopy

Visits	Pages	Plays
75	89	6

Desk collection

Fines and Fees	\$320.50
Fax	\$21.50
Copies	\$389.05
Donations	\$1,286.85
Misc	\$24.44
Taxable Sales	
Total	\$2,042.34

Materials Added Bloomfield

Library of Things	
Adult Fiction	48
Adult Nonfiction	21
Audio Books	7
Playaways	7
Periodicals	41
Music	9
DVD's	32
Adult Games	1
YA-Fiction	5
YA-Non	4
Juvenile Fiction	18
Juvenile Nonfiction	2
J/YA Audiobooks playaway	5
Juvenile Periodicals	3
Juvenile/YA Games	8
Total	211

Facebook

	Posts	Followers	Engagement	Reach
Bloomfield Main	18	1451	800	3873
Young Adult	7	144	7	50
Children's	9	284	63	225
Eastern		180		748

Website

visits pages	2024
pages/ visit	1.8

Eastern Branch

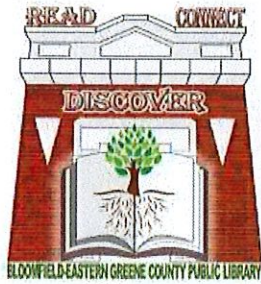
Circulation

Adult Circulation	2024	2023	2022
Adult Fiction	119	77	46
Adult Nonfiction	41	22	20+5
Periodicals	29	11	15
Government Docs			
Audio Books/playaways			2
Music CD	4		
DVD	169	164	70
Games	35	15	19
Library of Things	2		
TOTALS ADULT	399	289	152
Youth Services Circulation	2024	2023	2022
YA Fiction	10	22	4
YA Nonfiction		1	
YA Audiobook			
Juvenile Fiction	338	248	194
Juvenile Nonfiction	22	52	42
Juvenile Audiobooks	2	8	2+3
Juveniles Periodicals	2		
TOTAL YOUTH SERVICES	374	331	240
TOTAL	773	620	392

Materials Added

Adult Fiction	3
Adult Nonfiction	2
Adult Audiobooks	2
Periodicals	23
YA	3
Juvenile Fiction	13
Juvenile Nonfiction	
J Periodicals	3
DVD's	1
Game books	3
TOTAL	53

Computer Use	64
Scavenger Hunts	
Programs	
Juvenile	



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We're more than just books!

Librarian's Report for January 2024

Wednesday, February 14, 2024

Annual Library Report is finished and all that is left is for Dwayne to sign it. I will submit it and the paperwork in the morning.

Welcome Grant to the board. He needs to sign the paper work here and then we will have a full board.

Jess and I talked to Sam Drummy from Rowe Law Firm about the 2 issues that were in the email.

The person that fell on the ice, is best left to our insurance but to keep him informed. He was also contacted by the town about this issue and said the same thing to them. We still are not sure where exactly she fell but we had the parking lots and sidewalks shoveled and salted in the morning of January 19, 2023.

Sam is getting back to us on the other issue after this is has been sent. We will inform you as to what he said at the board meeting.

Interlibrary Loans are starting to get back to semi-normal. We are at 3 days a week drop off and pick up. Still missing items that have been out for a long time. Hopefully they will be back to us soon. The State Library is increasing the subsidized rate not only for 2023-24 year but also the 2024-25 year, by how much I am not sure.

AS I was working on the Annual Report, I realized that we spent over 13% of the budget on materials, while I wanted to keep it at 10% or a little above. You could move a some of the money to Category 1 or 3 in the budget for 2025. I would suggest no more than \$5,000.00.

Meetings:

Chamber of Commerce
Greene County Literacy
County Council
Friends of the Library
Staff meeting

I also tried to attend one County Commissioner Meeting and County Council during the year.

I also attended the Greene County Alliance which is a monthly meeting of non-profits. I pick and choose that one based on my schedule and the speaker.

Thank-you for being a great board to work with. We have dealt with many tough issues in the past 4 years. Some of these have been difficult. The main one is getting the financial situations worked out and on track. The Library is on track for reports and other information that is needed by the state.

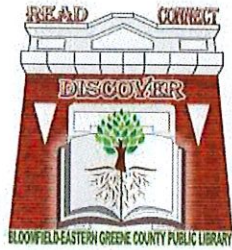
We managed to figure out COVID and plans and policies in place if anything like that should happen again.

I also want to Thank you for allowing us to start a "Library of Things" I think this will be a great asset to our patrons and I hope it will continue to grow.

We have an inventory of the furniture at all locations and approximant cost that they are currently worth. A schedule for the gutters, this year is the Bloomfield Branch. At some point a schedule for paving and paint the parking lots should be set up.

We now have information from ENA on the WIFI here and a company to call if we have problems. We have a good start of the HVAC system management. Hopefully it will be completed this year.

I hope that I have done a good job for the board and the library.



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Asst. Librarian's Report for January 2024

Wednesday, February 14, 2024

- As of the week of 1/22/24 we have been getting at least 1 ILL delivery/pick-up each week. The week of 2/5/2024 we received 3 and were told we had a regular driver for MWF
- Upstairs restroom toilet is repaired and working as of 2/7/2024
- Changing point-of-contact from Karen to me with Vendors and organizations –
 - Called 1st Security to get Bond, Ordered signature stamps
 - Ricoh, Hiring sites, ProQuest (Ancestry), insurance, lawyer, etc.
- Reviewing and interviewing applicants for Programming Librarian and/or Library Assistant
- Received 2 week notice from Page (citing pay), so beginning the process to fill that position
- Moving into the action phase of the Community Garden grant – building raised garden beds & requesting donations of seeds, etc.
- Employee incident, employee on leave and managing guidelines for return
- Phone call with Sam Drummy (lawyer) regarding Ken Nunn letter, he is aware, but letting insurance take the lead
- Compiling comprehensive list of maintenance vendors (in one place), and preparing to seek mowing & landscape bids
- Created new Facebook Page for Eastern Branch – current page is linked to Karen's personal account, and we were unable to find a way to give ownership to others. Karen will post a link to new site so followers can migrate to new page - <https://www.facebook.com/EB.BEGCPL>
- Shared suicide & mental health awareness tips with staff in reference to Feb 10th being "You Matter" day. To be aware that winter can be a harder time for individuals, and we may have patrons who come here for interaction and care
- Reviewed opening/closing procedures with Judy, as I will be taking on 1 Saturday a month working at Eastern.
- Attended FOL meeting 1/18/2024
 - They voted not to hold Golf Event for 2024, and focus on Membership drive this year
- Met with Tasha Hudson regarding Eclipse website and events 1/18/2024
 - Made additions and edits to Eclipse webpage (www.2024eclipseinBloomfield.com)
- Attended Greene County Literacy Coalition Meeting 1/23/2024
 - Wine & Cheese in the Stacks is scheduled for April 13th
- Attended InLLA (Indiana Library Leadership Academy) meeting 2/1/2024