

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 January 10, 2024

Board of Trustees – Bloomfield-Eastern Greene County Public Library

Wednesday, January 10, 2024 – 5:00 PM Library Annex

ORIGINAL

- Approval of Minutes
- Approval of Claims & Payroll
- Presentation & Approval of Personnel Report and Treasurer's Report
- Librarian's Report
 - Resolutions
- Asst. Librarian's Report
- Housekeeping Items - Lonnie
- Public Comment
- Adjournment
- Next Board Meeting, February 14, 2024, 5:00 PM, Library Annex



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Board of Trustees Meeting

Wednesday, December 13, 2023

The Bloomfield-Eastern Greene County Public Library Board of Trustees met on Wednesday, December 13, 2023, in the Library Annex. Roger Axe called the meeting to order at 5:05 PM. Board members present were Linda Mattox, Martha Marmouze, Charlene Kluemper, Dwayne Hostetter, Luke Rudisill, and Roger Axe. Karen Holz, Director, Jess McKamey, Assistant Director, and Lonnie Vandeventer, Treasurer/Bookkeeper, were also present.

Board Officers for 2024:

A slate of potential Board Officers for 2024 was presented:

Chairman – Dwayne Hostetter
Vice-Chairman – Roger Axe
Secretary – Martha Marmouze
Treasurer – Lonnie Vandeventer

Luke made a motion to close the nominations after no additional nominations were made. Linda seconded the motion which was unanimously approved.

Executive Board Approval of Hiring of Jess McKamey as Library Director:

Upon the recommendation of the Board of Trustees during the Executive Session, which preceded this meeting, an offer of employment as Library Director was extended to Jess McKamey effective February 25, 2024.

Approval of Minutes:

Following a review of the minutes from the November 8, 2023 meeting, 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 Linda and was unanimously approved.

Approval of Treasurer's Report and Personnel Report:

Lonnie presented the Personnel Report and the Treasurer's Report.

Harley Ray left employment on November 7. There were no other changes in personnel.

Lonnie also reported that we tracking on pace for each of the four budget categories. Equity Builders Roofing contacted us on November 30 informing us they had not received Check #4009, issued in the amount of \$17,587.95, and mailed to them on 11/8/2023. A stop payment order was processed at a cost of \$10.00. A replacement check was generated on 11/30/2023 which was picked up by their representative. The replacement check has now cleared.

Librarian's Report:

- Karen completed a brief overview of the items as presented in her Librarian's Report.
- Karen requested Board Approval to create encumbrances as needed for items pending for December 2023. Dwayne made a motion to approve which was seconded by Martha with unanimous approval. *Subsequently,*

we received final invoices from Kevin Byers and Todd Kelly Plastering reducing the amount we encumbered for 2023 at \$1,400.00 to cover the Knox Boxes and their installation.

- Karen also requested Board approval to move \$10,000.00 from Salaries and \$5,000 from Category 3 to the Rainy Day Fund. Board granted approval provided funding was available at month end. *The changes were made at the end of December.*

Other Business:

- Jess brought before the Board a request for a facilities management position during the November Board Meeting. After review, Martha made a motion to approve the position. Dwayne seconded the motion which was subsequently approved. The position allocates up to \$6,500.00. that was tabled until the next Board Meeting on December 13.
- In follow-up to the Executive Board Meeting which preceded this meeting:
 - Martha made a motion, which was seconded by Charlene, to amend the stated amount for the Director's salary to match the amount as stated in the appropriations report for 2024. Motion carried.
 - Lonnie also requested that the Board approve the addition of Jess to the group insurance policy, effective 1/1/2024, which the Board approved.
- Roger extended thank you's to Luke as he leaves the Board. Everyone will miss Luke and the contributions he has brought to the Board during his tenure.

Adjournment:

- Martha made a motion to adjourn at 5:50 PM. Luke seconded the motion. Motion approved.
- The next regularly scheduled Board meeting will be on January 10, 2024, in the Library Annex.


Martha Marmouze, Secretary

Voucher List

Bloomfield-Eastern Greene County Public Library

Report Date: From 12/1/2023 To 12/31/2023

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	709	DELUXE	12/4/2023	Printed Checks	\$405.93
0	710	AVC Technology Corporation	12/4/2023		\$150.00
4065	711	ROYAL PUBLISHING	12/6/2023		\$65.00
4066	712	BLACKSTONE PUBLISHING	12/6/2023		\$93.90
4067	713	SHOWCASES	12/6/2023		\$362.00
4068	714	OVERDRIVE, INC	12/6/2023		\$403.11
4069	715	AMAZON CAPITAL SERVICES	12/6/2023		\$1,997.45
4070	716	CRAIG QUIMBY	12/6/2023		\$310.00
4071	717	HANK TODD dba CLEAN CUTS	12/6/2023		\$55.00
0	718	AMAZON CAPITAL SERVICES	12/6/2023		(\$3.07)
4072	719	INDIANA LIBRARY FEDERATIO	12/7/2023		\$304.15
4073	720	UNIQUE MANAGEMENT SERVI	12/7/2023		\$103.34
4074	721	ENA Services LLC	12/7/2023		\$417.50
4075	722	MIDWEST NATURAL GAS COR	12/12/2023	125 S FRANKLIN ST	\$331.09
4076	723	RICOH USA, INC (CHICAGO)	12/12/2023		\$170.79
4077	724	CENTER POINT LARGE PRINT	12/12/2023		\$91.68
4078	725	UDWI	12/12/2023		\$245.00
4079	726	EASTERN HEIGHTS UTILITIES	12/13/2023		\$83.69
4080	727	HASEMAN PEST CONTROL OF	12/13/2023	125 S FRANKLIN ST	\$135.00
0	728	DELTA DENTAL	12/11/2023		\$47.38
4081	729	PLAYAWAY PRODUCTS	12/19/2023		\$322.45
4082	730	BAKER & TAYLOR	12/19/2023		\$515.08
4083	731	AT&T	12/19/2023		\$172.76
4084	732	BAKER & TAYLOR	12/20/2023		\$267.72
4085	733	AMAZON CAPITAL SERVICES	12/20/2023		\$775.19
4086	734	CARD SERVICE CENTER	12/20/2023		\$1,349.85
0	735	PERF	12/29/2023	PERF Deposit	\$1,499.70
0	736	INTERNAL REVENUE SERVIC	12/29/2023	Federal Tax Deposit	\$5,304.87
0	737	INDIANA DEPT OF REVENUE	12/29/2023	State and County Tax Deposit	\$1,505.59
4088	738	BAKER & TAYLOR	12/26/2023		\$45.01
4089	739	EASTERN HEIGHTS UTILITIES	12/26/2023		\$19.02
4091	740	PREFERRED WASTE REMOVA	12/26/2023	WASTE REMOVAL 1/1/24-3/31/24	\$102.00
4092	741	WALMART - CAPITAL ONE	12/26/2023		\$548.45
4093	742	SMITHVILLE	12/26/2023		\$38.45
4094	743	WELLS FARGO VENDOR FINA	12/26/2023		\$124.05
4095	744	RICOH USA, INC (ATLANTA)	12/26/2023		\$115.31
4096	745	CENTURYLINK	12/26/2023		\$2.73
4097	746	COLLABORATIVE SUMMER LI	12/26/2023		\$250.85
4098	747	MICHELE ROGERS	12/26/2023		\$2,230.00
0	748	UNITED HEALTHCARE	12/26/2023		\$2,945.16
0	749	PAYROLL	12/29/2023	PAYROLL	\$24,989.94
4099	750	AMAZON CAPITAL SERVICES	12/28/2023		\$98.24
4100	751	KEVIN BYERS QUALITY HEATI	12/28/2023		\$5,220.00
4101	752	TODD KELLY PLASTERING	12/29/2023		\$6,100.00
0	753	BLOOMFIELD-EASTERN GREE	12/29/2023	Transfer from Operating to Rainy Day per Board Approval	\$15,000.00
4103	754	DUKE ENERGY	12/29/2023	125 S FRANKLIN ST	\$1,273.01

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
Total Amount of Claims					\$76,584.37

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.

Wednesday, January 3, 2024

Ramona Wandewent
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 \$76,584.37

Date this 10th day of January, 2024.

<i>Jessie B...</i>	<i>Martha A. Marmay</i>	
<i>Dwight Astle</i>	<i>Charles K...</i>	
<i>Leah M...</i>		

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: \$24,989.94		Deductions: \$5,760.35		Net Pay: \$19,229.59	
FICA:	Medicare:	Federal:	State:	County:	PERF:
\$1,549.37	\$362.35	\$1,481.43	\$988.29	\$517.30	\$316.84
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
EIC:		EIC:	EIC:		
\$0.00		\$0.00	\$0.00		
Tax PERF		NT PERF	Tax PERF		
\$0.00		\$0.00	\$0.00		
Paid Through Date Hourly		12/24/2023			
Paid Through Date Salary		12/24/2023			
Check Date Hourly		12/29/2023			
Check Date Salary		12/29/2023			
Voucher/Receipt Date		12/29/2023			

Gross Pay:	\$24,989.94
Non Taxable	\$0.00
Taxable	\$24,989.94

Regular	1033.23	Earned
Sunday	0	
Double	0	
PTO	160.93	Used
Vacation	0	
Comp	56	
Holiday	0	
Personal	0	
Total Hours:	1250.16	122.7

I Karen Holz Director of Bloomfield-Eastern Greene County Public Library, hereby certify that I have examined the time record of each employee listed on Pages 1 to 5 of this payroll, that each employee has performed the services for which the salaries or compensation is paid; that to the best of my knowledge and belief no part of the salary or compensation or any employee listed hereon is being divided or paid to any person on account of or by reason of his employment; that the compensation listed opposite the name of each employee is based upon either statutory or regulatory authority and is justly due each such employee; that the deductions have been authorized for the purpose stated; that this payroll totaling \$ 24989.94 is correct and has by me been approved.

Dated December 26 23

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.

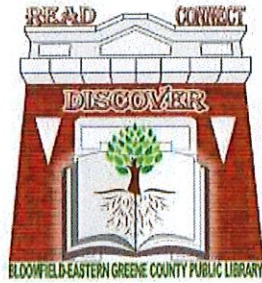
That it is apparently correct.

Karen Holz
 Disbursing Officer

Karen Holz
 Director

Employer Share FICA Due =	\$1,549.37	\$3,098.74
Employee Share FICA Due =	\$1,549.37	
Employee Share Medicare Due =	\$362.35	\$724.70
Employer Share Medicare Due =	\$362.35	
Federal Tax Due =	\$1,481.43	
Total Tax Deposit Due =	\$5,304.87	

Employee PERF Due =	\$316.84	State Tax Due =	\$988.29
Employer PERF Due =	\$1,096.03	County Tax Due =	\$517.30
Total PERF Due =	\$1,412.87	Total Tax Due =	\$1,505.59



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Treasurers Report for December 2023

Wednesday, January 10, 2024

PAYROLL: Net Pay of **\$19,229.59 (December 29, 2023)**

CLAIMS: Claims #709-754, totaling **\$76,584.37** in December 2023.

BUDGET STATUS:

Through **12 months** of the year, we strive to be at or under 100.00% in each of the four budget categories as well as overall. We are under 100.00% in each of the four budget categories and overall. See the appropriation report through December 29, 2023 for the full numbers.

2023/Current Year through December 29, 2023

Personnel/Personal Services	95.70 % spent
Supplies	75.50 % spent
Other Services	87.00 % spent
Capital Outlays	92.70 % spent
OVERALL	92.30 % spent

2022/Prior Year Comparison through November 30, 2021

Personnel/Personal Services	89.80 % spent
Supplies	77.20 % spent
Other Services	85.30 % spent
Capital Outlays	87.80 % spent
OVERALL	87.70 % spent

Financial Report

Bloomfield-Eastern Greene County Public Library

Report Dates = 1/1/2023 to 12/31/2023

Fund		Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. General							
100	OPERATING	\$303,205.17	\$556,218.08	\$556,218.08	\$446,371.73	\$446,371.73	\$193,358.82
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	\$31,378.59	\$31,378.59	\$254,505.56
Subtotal		\$526,511.14	\$556,218.08	\$556,218.08	\$477,750.32	\$477,750.32	\$448,043.38
2. Special Revenue							
200	GIFT	\$17,571.66	\$19,062.51	\$19,062.51	\$17,015.43	\$17,015.43	\$15,524.58
201	RAINY DAY	\$59,450.94	\$50,245.00	\$50,245.00	\$19,200.00	\$19,200.00	\$28,405.94
203	LEVY EXCESS OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226	HUNTER TRUST	\$45,017.84	\$30,587.95	\$30,587.95	\$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	\$37,500.00	\$7,649.00	\$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	\$5,907.50	\$5,907.50	\$6,470.85	\$6,470.85	\$3,535.38
280	GREENE COUNTY FOUNDATION GRANT	\$325.00	\$15,325.00	\$15,325.00	\$15,000.00	\$15,000.00	\$0.00
Subtotal		\$167,106.53	\$128,776.96	\$128,776.96	\$57,686.28	\$57,686.28	\$96,015.85
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	\$65.00	\$65.00	\$65.00	\$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	\$14,704.63	\$14,704.63	\$14,704.63	\$14,704.63	\$0.00
804	FICA	\$0.00	\$16,173.01	\$16,173.01	\$16,173.01	\$16,173.01	\$0.00
805	MEDICARE	\$0.00	\$3,782.42	\$3,782.42	\$3,782.42	\$3,782.42	\$0.00
806	STATE TAX	\$0.00	\$10,550.29	\$10,550.29	\$10,550.29	\$10,550.29	\$0.00
807	COUNTY TAX	\$0.00	\$5,357.74	\$5,357.74	\$5,357.74	\$5,357.74	\$0.00
808	PERF	\$0.00	\$3,488.06	\$3,488.06	\$3,488.06	\$3,488.06	\$0.00
809	Insurance	\$0.00	\$6,537.24	\$6,537.24	\$6,537.24	\$6,537.24	\$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	\$60,658.39	\$60,658.39	\$60,658.39	\$60,658.39	\$500.00
Grand Total		\$694,460.32	\$745,653.43	\$745,653.43	\$596,094.99	\$596,094.99	\$544,901.88

Total all banks = \$544,901.88

Appropriation Report for 100 OPERATING

Bloomfield-Eastern Greene County Public Library

Report Date: From 1/1/2023 To 12/31/2023

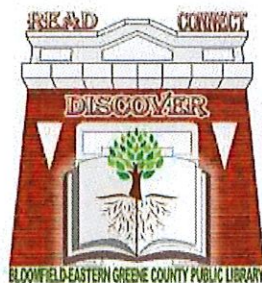
Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
I. Personal Services							
1.111 Salary of Librarian	\$50,000.00	(\$2,500.00)	\$47,500.00	\$46,550.00	\$46,550.00	\$950.00	2.0
1.112 Salary of Librarians(Hourly)	\$95,000.00	(\$27,000.00)	\$68,000.00	\$66,209.32	\$66,209.32	\$1,790.68	2.6
1.113 Salary of Library Assistants	\$95,000.00	\$30,500.00	\$125,500.00	\$125,269.44	\$125,269.44	\$230.56	0.2
1.114 Salary of Pages	\$10,000.00	(\$1,500.00)	\$8,500.00	\$4,948.69	\$4,948.69	\$3,551.31	41.8
1.115 Salary of Coordinators	\$7,500.00	\$500.00	\$8,000.00	\$7,710.88	\$7,710.88	\$289.12	3.6
1.131 Salary of Treasurer	\$11,000.00	\$0.00	\$11,000.00	\$10,165.34	\$10,165.34	\$834.66	7.6
1.21 Library FICA and Medicare	\$21,000.00	\$0.00	\$21,000.00	\$19,955.43	\$19,955.43	\$1,044.57	5.0
1.22 Unemployment	\$2,500.00	\$0.00	\$2,500.00	\$899.92	\$899.92	\$1,600.08	64.0
1.23 PERF Employer Contribution Share	\$17,000.00	\$0.00	\$17,000.00	\$13,021.86	\$13,021.86	\$3,978.14	23.4
1.241 Employee Group Insurance	\$27,000.00	\$0.00	\$27,000.00	\$26,938.83	\$26,938.83	\$61.17	0.2
Subtotal	\$336,000.00	\$0.00	\$336,000.00	\$321,669.71	\$321,669.71	\$14,330.29	4.3
2. Supplies							
2.11 Official Records	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
2.21 Cleaning Supplies	\$2,060.00	\$0.00	\$2,060.00	\$1,126.24	\$1,126.24	\$933.76	45.3
2.31 Building Materials	\$2,000.00	\$0.00	\$2,000.00	\$95.71	\$95.71	\$1,904.29	95.2
2.41 Library Supplies	\$7,000.00	\$0.00	\$7,000.00	\$6,499.87	\$6,499.87	\$500.13	7.1
2.43 Adult Program Supplies	\$1,040.00	\$150.00	\$1,190.00	\$1,106.70	\$1,106.70	\$83.30	7.0
2.44 Teen Program Supplies	\$1,040.00	\$175.00	\$1,215.00	\$1,204.44	\$1,204.44	\$10.56	0.9
2.45 Children's Program Supplies	\$1,400.00	(\$25.00)	\$1,375.00	\$1,288.64	\$1,288.64	\$86.36	6.3
2.46 Eastern Program Supplies	\$1,000.00	(\$150.00)	\$850.00	\$706.60	\$706.60	\$143.40	16.9
2.47 Covid-19 Supplies	\$400.00	(\$150.00)	\$250.00	\$77.97	\$77.97	\$172.03	68.8

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
Subtotal	\$16,040.00	\$0.00	\$16,040.00	\$12,106.17	\$12,106.17	\$3,933.83	24.5
3. Other Services and Charge							
3.13 Legal Services	\$1,000.00	(\$100.00)	\$900.00	\$40.00	\$40.00	\$860.00	95.6
3.141 Other Professional	\$22,825.00	(\$5,000.00)	\$17,825.00	\$15,996.83	\$15,996.83	\$1,828.17	10.3
3.142 Database Subscriptions	\$5,000.00	\$829.00	\$5,829.00	\$5,764.81	\$5,764.81	\$64.19	1.1
3.143 eBook Services	\$7,500.00	\$1,373.09	\$8,873.09	\$8,341.27	\$8,341.27	\$531.82	6.0
3.21 Telephone	\$2,500.00	\$0.00	\$2,500.00	\$2,460.87	\$2,460.87	\$39.13	1.6
3.22 Postage	\$800.00	\$0.00	\$800.00	\$626.39	\$626.39	\$173.61	21.7
3.23 Traveling Expenses	\$2,200.00	(\$300.00)	\$1,900.00	\$1,833.80	\$1,833.80	\$66.20	3.5
3.24 Professional Meeting	\$2,500.00	\$300.00	\$2,800.00	\$2,778.52	\$2,778.52	\$21.48	0.8
3.251 Freight and Express	\$800.00	\$500.00	\$1,300.00	\$1,159.43	\$1,159.43	\$140.57	10.8
3.252 Evergreen	\$5,000.00	(\$1,000.00)	\$4,000.00	\$3,200.62	\$3,200.62	\$799.38	20.0
3.26 Internet Vendor	\$4,675.00	\$0.00	\$4,675.00	\$1,039.25	\$1,039.25	\$3,635.75	77.8
3.31 Advertising and Publicity	\$1,500.00	\$0.00	\$1,500.00	\$1,226.09	\$1,226.09	\$273.91	18.3
3.32 Printing	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.41 Official Bonds	\$400.00	\$0.00	\$400.00	\$312.00	\$312.00	\$88.00	22.0
3.42 Library Insurance	\$12,000.00	\$200.00	\$12,200.00	\$12,136.00	\$12,136.00	\$64.00	0.5
3.51 Gas	\$7,000.00	\$0.00	\$7,000.00	\$3,248.06	\$3,248.06	\$3,751.94	53.6
3.52 Electric	\$26,000.00	\$1,000.00	\$27,000.00	\$22,666.78	\$22,666.78	\$4,333.22	16.0
3.53 Water	\$2,000.00	\$0.00	\$2,000.00	\$689.76	\$689.76	\$1,310.24	65.5
3.54 Waste Disposal	\$2,200.00	\$0.00	\$2,200.00	\$1,397.00	\$1,397.00	\$803.00	36.5
3.61 Building Repair	\$22,000.00	\$5,000.00	\$27,000.00	\$26,996.39	\$26,996.39	\$3.61	0.0
3.62 Equipment Repair	\$9,000.00	\$0.00	\$9,000.00	\$7,532.94	\$7,532.94	\$1,467.06	16.3
3.63 Janitorial Service	\$23,000.00	\$0.00	\$23,000.00	\$23,000.00	\$23,000.00	\$0.00	0.0
3.8 2022 Encumbered Funds	\$873.00	\$0.00	\$873.00	\$873.00	\$873.00	\$0.00	0.0
3.91 Dues	\$2,500.00	(\$700.00)	\$1,800.00	\$929.15	\$929.15	\$870.85	48.4

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
	Subtotal	\$163,773.00	\$2,102.09	\$165,875.09	\$144,248.96	\$144,248.96	\$21,626.13	13.0
4. Capital Outlays								
4.31	Improvements - Other	\$2,000.00	(\$1,700.00)	\$300.00	\$135.00	\$135.00	\$165.00	55.0
4.41	Furniture and Equipment	\$9,000.00	\$1,950.00	\$10,950.00	\$10,905.14	\$10,905.14	\$44.86	0.4
4.51	Books - Adult Fiction	\$8,000.00	\$0.00	\$8,000.00	\$7,808.42	\$7,808.42	\$191.58	2.4
4.521	Books - Adult Nonfiction	\$5,600.00	\$0.00	\$5,600.00	\$5,495.56	\$5,495.56	\$104.44	1.9
4.522	Books-Local History/Genealogy	\$900.00	(\$400.00)	\$500.00	\$254.39	\$254.39	\$245.61	49.1
4.53	Books - Children	\$8,000.00	(\$35.00)	\$7,965.00	\$7,686.24	\$7,686.24	\$278.76	3.5
4.54	Books - YA	\$3,500.00	\$35.00	\$3,535.00	\$3,529.86	\$3,529.86	\$5.14	0.1
4.551	Books - Eastern Books Adult	\$3,100.00	\$500.00	\$3,600.00	\$2,922.43	\$2,922.43	\$677.57	18.8
4.552	Books - Eastern YA	\$500.00	\$200.00	\$700.00	\$458.08	\$458.08	\$241.92	34.6
4.553	Books - Eastern Juvenile	\$3,000.00	\$500.00	\$3,500.00	\$3,328.92	\$3,328.92	\$171.08	4.9
4.61	Periodicals and News	\$3,500.00	\$0.00	\$3,500.00	\$2,906.37	\$2,906.37	\$593.63	17.0
4.71	Nonprint - Adult DVD	\$3,800.00	(\$175.00)	\$3,625.00	\$3,179.62	\$3,179.62	\$445.38	12.3
4.72	Nonprint - Music	\$400.00	\$100.00	\$500.00	\$449.49	\$449.49	\$50.51	10.1
4.73	Nonprint - Audiobooks	\$7,000.00	\$75.00	\$7,075.00	\$7,057.28	\$7,057.28	\$17.72	0.3
4.74	Nonprint - Childrens	\$3,200.00	\$0.00	\$3,200.00	\$2,979.90	\$2,979.90	\$220.10	6.9
4.75	Nonprint - YA	\$1,500.00	\$0.00	\$1,500.00	\$1,377.29	\$1,377.29	\$122.71	8.2
4.761	Nonprint - Eastern DVD	\$3,200.00	(\$1,200.00)	\$2,000.00	\$1,468.29	\$1,468.29	\$531.71	26.6
4.762	Nonprint - Eastern Audio	\$500.00	(\$150.00)	\$350.00	\$75.43	\$75.43	\$274.57	78.4
4.763	Nonprint - Eastern Games	\$500.00	\$150.00	\$650.00	\$627.74	\$627.74	\$22.26	3.4
4.77	Replacement Books & Nonprint	\$1,000.00	(\$100.00)	\$900.00	\$355.65	\$355.65	\$544.35	60.5
4.8	Evergreen Collections	\$0.00	\$250.00	\$250.00	\$192.14	\$192.14	\$57.86	23.1
4.93	Misc Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
	Subtotal	\$68,200.00	\$0.00	\$68,200.00	\$63,193.24	\$63,193.24	\$5,006.76	7.3

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
Grand Total	\$584,013.00	\$2,102.09	\$586,115.09	\$541,218.08	\$541,218.08	\$44,897.01	7.7

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



Bloomfield – Eastern Greene County Public Library
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Eastern Branch
11453 E. State Road 54
812-825-2677

We're more than just books!

Personnel Report for December 2023

Wednesday, January 10, 2024

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

Ending Employment:

- No Departures

Beginning Employment:

- Bailee Chestnut Hire Date: 12/27/23 Position: Page

**2024 January Board Meeting
Librarian's Report
December 2023 Statistics**

Overview

Computer/Equipment Usage

	2023 Average	2023 Peak	2022 Average	2022 Peak
Bits In	5.83 Mb/s	232.68 Mb/s	2.88 Mb/s	112.26 Mb/s
Bits Out	286.25 Mb/s	16.03 Mb/s	187 Mb/s	12.31Mb/s

Programs

Programs:	Childrens	15	# attended	317
	Teens	2	# attended	36
	Adults	1	# attended	11
TOTAL		18		364
Outreach	Children		stories	

Interlibrary Loan Services

	2023	2022
Books via SRCS Supplied	6	8
Books via SRCS Borrowed	1	0
Books loaned to Evergreen	433	599
Books borrowed from Evergreen	346	727

New Patrons

Township	Resident	Resident Limited Access	Non Resident	Total
Beech Creek				0
Center				0
Highland		1		1
Jackson				0
Richland	13			13
Taylor				0
Unlisted			1	1
Total				15

Desk collection

Fines and Fees	\$329.10
Fax	\$28.40
Copies	\$208.85
Donations	\$1,090.08
Misc	\$23.85
Taxable Sales	
Total	\$1,680.28

Kanopy

Visits	Pages	Plays
271	287	8

Bloomfield Branch

Circulation

Adult Circulation	2023	2022	2021
Fiction	488	555	626
Non-fiction	177	219	205
Periodicals	60	67	71
Government Documents			
Audiobooks	50	37	50
Playaways	34	29	22
Overdrive	1713		
Music CD	54	90	90
DVDs	550	752	644
Video Games	2	1	10
Library of Things	2		
Total Adult	3130	1750	1718
Youth Services Circulation	2023	2022	2021
Parent Collection	7	5	18
YA Fiction	170	128	112
YA Nonfiction	22	7	23
YA GAMES			
YA Audiobooks/Playaways	2		
Juvenile Fiction	1131	1250	1168
Juvenile Nonfiction	223	227	186
Juvenile Audiobooks/Playaways	54	80	68
DVD Juvenile	138	145	137
Periodicals	5		1
Juvenile Games			1
TOTAL YOUTH SERVICES	1752	1842	1714
TOTAL	4882	3592	3432

Materials Added Bloomfield

Library of Things	
Adult Fiction	30
Adult Nonfiction	34
Audio Books	20
Playaways	9
Periodicals	7
Music	3
DVD's	19
Adult Games	
YA-Fiction	31
YA-Non	2
Juvenile Fiction	72
Juvenile Nonfiction	21
J/YA Audiobooks playaway	5
Juvenile Periodicals	
Juvenile/YA Games	6
Total	259

Facebook

	Posts	Followers	Engagement	Reach
Bloomfield Main	8	1443	73	2179
Young Adult	5	143	7	33
Children's	8	275	14	89

Website	614
visits pages	1028
pages/ visit	1.6

Eastern Branch

Circulation

Adult Circulation	2023	2022	2021
Adult Fiction	82	66	55
Adult Nonfiction	34	38	16
Periodicals	19	16	12
Government Docs			
Audio Books/playaways		5	2
Music CD	1		
DVD	85	179	83
Games	24	23	15
Library of Things	1		
TOTALS ADULT	246	327	183
Youth Services Circulation	2023	2022	2021
YA Fiction	19	9	9
YA Nonfiction			
YA Audiobook		8	
Juvenile Fiction	351	180	253
Juvenile Nonfiction	45	24	41
Juvenile Audiobooks	1		6
Juveniles Periodicals	2		
TOTAL YOUTH SERVICES	418	221	309
TOTAL	664	548	492

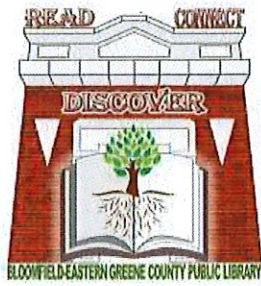
Materials Added

Adult Fiction	7
Adult Nonfiction	4
Adult Audiobooks	
Periodicals	29
YA	8
Juvenile Fiction	20
Juvenile Nonfiction	2
J Periodicals	2
DVD's	6
Game	1
TOTAL	79

Computer Use	50
Scavenger Hunts	27
Programs	6
Juvenile	19

Facebook

Posts	6
Followers	173
Reached	322
Engagement	4



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Librarian's Report for December 2023

Wednesday, January 10, 2024

- I have apologized to our staff scheduler. Her scheduling for both the Saturday before Christmas and the Saturday before New Year's was completed correctly according to policy. I did not feel comfortable about calling her while she was on vacation. However, I did talk things over with Lonnie before I made the decision on the Saturday Holiday Hours. She did address her concerns in a meeting with Lonnie and myself. I apologized to her at that time. She provided a copy of her letter to the Board addressing this issue which is included in the Board Packet.
- I have been busy working on end of the year accounts along with Lonnie. We ended up just encumbering the Knox Box as opposed to encumbering funds for the Plastering and Kevin Byers. Thank you, Lonnie for working all of this out.
- In accordance with the Library Board's earlier approval to move \$15,000.00 from the 2023 Operating Budget to the Rainy Day Fund. It has always been my practice to put the money there in case of emergencies. We cannot just have it come out of the Operating Fund even if money is available. It needs to follow the line budget. We need to follow this process according to the State Board of Accounts.
- We ended the year with the General Property Tax and License Excise Tax arriving after January 1, 2024. I have contacted the State Board of Accounts as to how to handle this for the Gateway Annual Report. The State Library Annual Report said to add it and put a side note to it. Overall, it does not affect the financial situation of the library just the Report to the State.
- The Plastering of the Front of the library is finished. We will need to find a painter and the correct paint color. The paint that is in the mechanics Room is stuck to the floor and looks old. We need to have a painter look at it and determine the correct color. At some point the whole upstairs need to have more of the plastering fixed and a fresh coat of paint.
- I hope everyone had time to look over the Long-Range Plan. Martha and I spent over 1.5 hours going over it, tweaking it, and reworking some of the wording. If there is something that you object to, I need to know tonight as I am sending it out on Friday. I believe it will be approved by the State but if it is not, I will work on it before I leave. I need to add the Statistics portion that you all saw last year and attach it for the final.
- I am now working on the Annual Report and if all the statistics from Evergreen come in and some clarification on how to put the expenses for the Flat Roof and the Facade in the report. I will finish that off also. I will work with Lonnie and Jess on the Gateway Annual Report as some of that is part of the Directors and part Bookkeepers. Both of these are due on March 1, 2024. I have tried to have it completed by February 10.

- I have tentatively scheduled Danny Russel portraying Abe Lincoln for Thursday, February 8 at 6:00 PM. He puts on a great show and has a good following in the area. I hope that some of the board will be able to attend. We will be sending information to the schools and surrounding area, when I have his publicity.
- Publicity for the Eclipse, I think that we should give \$100.00 for our Logo on back of the T-shirts.
- Meetings
 - Friends of the Library
 - Literacy Coalition
 - Chamber of Commerce- wanted to know when we were having the Golf for the Library as they are making their community calendar up.

December 18, 2023

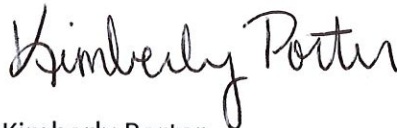
To the Bloomfield-Eastern Greene County Public Library Board Members:

I am writing this letter in regards to the extra pay we're receiving for the two holiday Saturdays: December 23rd and 30th. It was brought to my attention that the board was notified at the last board meeting that the schedule was not created properly either because I had "limited availability" or because it was a "miscue" on my part. While I'm thankful and appreciative of the extra pay, I would like to state that I created the schedule according to our policy in the personnel manual. I have included the page (Pg. 18) below and also noted out to the side who should have been paid.

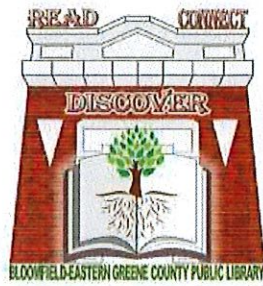
I believe this entire situation came about while I was on vacation (Dec. 4-8) when an employee questioned why only certain people were getting paid for the holidays and not everyone. However, upon my return from vacation that employee had a conversation with me. After explaining how I followed what is stated in our personnel manual that employee understood and seemed fine with how the schedule was created.

I published the December schedule on Tuesday, November 21st. At no point either before I left for vacation or after my return was I notified that there was a change in how to schedule the holidays. I was here both December 11th and 12th, the two days prior to the board meeting, which should have left plenty of time for Karen to have a conversation with me about a change. I feel it's unfair for me to get blamed for simply following policy.

Sincerely,

A handwritten signature in black ink that reads "Kimberly Porter". The signature is written in a cursive, flowing style.

Kimberly Porter
Adult Services Librarian and Circulation Manager



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Asst. Librarian's Report for December 2023

Wednesday, January 10, 2024

- No ILL delivery since 12/13/2023 (as of 1/4/2024)
- 12/20/2023 – Met with Lori & Judy at Eastern to discuss a change in responsibilities for Lori, from Library Assistant to Assistant Cataloger (requested by Lori).
 - Preparing to hire a Library Assistant, that will work at both branches. I have created job posting, and am waiting for applicants
- 12/21/2023 - Attended FOL meeting - planning secondary meeting to discuss/plan marketing strategy and specific fundraising goals. Also began discussing Golf (or equivalent) fundraiser for the library
- 12/27/2023 - Hired and began training a new page
- 12/27-12/29 - Franklin St. door re-plastering completed. We will need to let it dry for a couple of weeks before considering painting. But it is now re-open and available for use. Cost from Todd Kelley ended up being the same as the previous quote from Tom Kelley. \$6100
- 12/29/2023 - Received invoices from Kevin Byers for HVAC training, Annex repairs, HVAC annual maintenance, and main branch bathroom repair
 - Still need to get him scheduled to repair 1 toilet at Main branch, repair AC, and locate thermostat relays in the Main building
- Preparing computers to be set up as replacements for outdated ones at Eastern, Main branch children's, and Adult areas (5 computers in total). These were purchased as Cyber Monday deals.
- Exploring reports in Evergreen Indiana

Resolution to Raise Non-resident Fees

The non-resident fee for the Bloomfield-Eastern Greene County Library will be change from \$37.00 to \$39.00 to keep in the library in Indiana State Standards. This will begin on Tuesday, January 16, 2024.

Aye	Nay
Jessica Blazin	
Linda Mattox	
Martha A. Marmorey	
Dwayne Hestitt	
Charlene Krumper	

Signed January 10, 2024

2024 Resolution to Pay Staff

Salary

1.	Director	Holz, Karen	\$52,000.00
2.	Literacy Coordinator	Riggs, Armonda	\$7650.00

Hourly

1.	Cataloger/Genealogist	Anderson, Diane	\$16.20
2.	Librarian/Adult Manager	Porter, Kimberly	\$18.10
3.	Librarian/Youth Service Manager	Smith, Susan	\$21.50
4.	Assistant Director	Mckamey, Jessica	\$17.35
5.	Librarian	Murphy, Lori	\$13.25
6.	Technical Librarian	Cullison, Tya	\$13.25
7.	Librarian Assistant/ Branch Manager	Louise, Judy	\$14.85
8.	Librarian Assistant/Clerk	Bolton, Megan	\$10.90
9.	Librarian Assistant/Clerk	Baker, Jessica	\$10.60
10.	Librarian Assistant/Clerk	Hammers, Phyllis	\$10.90
11.	Librarian Assistant/Clerk	Resler, Maxine	\$11.15
12.	Librarian Assistant/Clerk	Wallace, Cole	\$10.60
13.	Page	Grav, Genevieve	\$8.25
14.	Page		\$8.00
15.	Bookkeeper	Vandeventer, Lonnie	\$12.35

2024 Resolution to Pay Staff

Aye	Nay
Jessie Blay	
Jinda Mattos	
Martha A. Marmorez	
Deeanna Hostett	
Charlene Rhuenper	

Date Signed: December 13, 2023

Bloomfield-Eastern Greene County

Public Library

Board of Trustees

Sign this document for the Long Range Plan

2024 – 2025

Aye	Nay
<i>Jessica Blum</i>	
<i>Linda Mattox</i>	
<i>Martha S. Marmorek</i>	
<i>Debra Heston</i>	
<i>Christine Krenke</i>	

January 10, 2024

By-Laws of the Board of Trustees
Bloomfield-Eastern Greene County Public Library

Article I -- Name

This organization shall be called "The Board of Trustees of the Bloomfield-Eastern Greene County Public Library", hereinafter referred to as "the Board." The Bloomfield-Eastern Greene County Public Library will be hereinafter referred to as "the Library". The Board exists by virtue of the provisions of IC 36-12 and shall operate according to the authority and purpose of IC 36-12. The Library serves the taxpaying townships of Richland, Taylor, Jackson, Center, Beech Creek and Highland. Library Board shall consist of seven members.

Article II -- Authority and Purpose

Section A: The Board shall govern the Library, a municipal corporation and Class 1 library organized under the public library provisions, according to the purposes and authority set forth in IC 36-12, as amended, and such other Indiana and federal laws as affect the operation of the Library.

Section B: Members of the Board shall serve without compensation, except that the Treasurer may be paid, per IC 36-12-2-21. A Board member may not serve as a paid employee of the public library.

Section C: The Board may engage legal counsel as needed for legal advice. The President of the Board or the library director may request the legal opinions of legal counsel for any matter which comes within the jurisdiction of the Board, and shall report the opinion to the Board.

Section D: Necessary travel and/or meal expenses of any Board member incurred in the interest and business of the library may be reimbursed out of library funds, per policy or board resolution. Such travel on behalf of the Library shall be approved by the Board. Officers shall serve a term of one year from the meeting in which they are elected or until their successors are duly elected.

Article III -- Library/Director

Section A: The library board shall select a librarian who holds a certificate under IC 36-12-11 to serve as the director of the library. The selection shall be made solely upon the basis of the candidate's training and proficiency in the science of library administration. The board shall fix the compensation of the director. The director, as the administrative head of the library, is responsible to the board for the operation and management of the library, per IC 36-12-2-24(a)

Section B: The director shall have the power to write and enforce administrative regulations or procedures governing the Library which logically stem from adopted and approved Board policies. Such regulations or procedures shall be consistent with the policies of the Board.

- Section C: The director shall be held responsible for the care of the building(s) and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, for the administration of the long range plan and short term goals, and for the operation of the library under the financial conditions set forth in the annual budget.
- Section D: Act as technical advisor to the Board and recommend for employment all personnel and supervise and evaluate their work.
- Section E: Report monthly to the Library Board including current progress and future needs of the library.
- Section F: Prepare an annual budget for the library in consultation with the finance committee, subject to revision and approval of the Board of Trustees.
- Section G: Supervise the selection and ordering of all books and other library materials according to Board policy.
- Section H: Attend all library Board meetings, except those at which her/his appointment, salary, or performance is to be discussed or decided.
- Section I: Affiliate with state and local professional organizations and attend professional meetings and workshops.
- Section J: Develop a work-time schedule for staff.
- Section K: Serve at the circulation desk when scheduled and assist with reference questions as needed.
- Section L: Maintain an active public relations program.
- Section M: Assess the needs for implementing effective service and cooperate with the Board of Trustees in short and long-range planning for meeting those needs.

Article IV – Conflict of Interest

- Section A: Board members, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity and honor.
- Section B: Board members shall promote a high level of service while observing ethical standards.
- Section C: Board members shall avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the institution.
- Section D: Board members will not use the library for personal advantage or the personal advantage of friends or relatives.

- Section E: Board members will declare any conflict of interest between their personal life and their position on the Library Board and avoid voting on issues that appear to be a conflict of interest. It is incumbent upon any Board member to disqualify or recuse himself/herself from voting immediately whenever the appearance of a conflict of interest exists.
- Section F: If the possibility of a long-term conflict of interest exists, the Board member shall complete the Uniform Conflict of Interest Disclosure Form annually.
- Section G: Library Board members and their dependents are prohibited from having a pecuniary interest in or prohibited from deriving a profit from a contract or purchase connected with the library unless the interest or profit is specifically permitted by law and the Board member makes a public conflict of interest disclosure in accordance with Indiana Code 35-44-1-3.

Article V – Nepotism

- Section A: Nepotism
In compliance with Indiana Law, dependents of the Director and/or Library Board of Trustee members are ineligible for employment with the library. In addition, no immediate family member of a current staff member will be considered for a position wherein one member would have supervisory duties over the other. Each case of a second family member applying for a position which is not covered above will be judged individually.

Article VI – Amendments

- Section A: These by-laws may be amended at any meeting of the Board of Trustees by the unanimous vote of all the members of said Board, or by a majority vote of the quorum present at any meeting following the giving of notice of the proposed amendments at the previous regular meeting.
- Section B: Amendments shall be proposed one month in advance of voting, and a copy provided to each Board member at least 15 days before the meeting.
- Section C: Amendments may be proposed by any member of the Board
- Section D: The amendments for each year shall be sent to the Indiana State Library upon submission of the annual report.

Article VII- Membership

Class 1 library (town/city, township, multiple townships, county library)	Appointing authority
Trustee 1 IC 36-12-2-9(1)	County executive
Trustee 2 IC 36-12-2-9(2)	County fiscal body
Trustee 3 IC 36-12-2-9(3)	School board
Trustee 4 IC 36-12-2-9(3)	School board
Trustee 5 IC 36-12-2-9(3)	School board
Trustee 6 IC 36-12-2-9(4) (IC 36-12-2-10(1), 11(b1), 12(1), 13(1), or 14(1))	County fiscal body
Trustee 7 IC 36-12-2-9(5) (IC 36-12-2-10(2), 11(b2), 12(2), 13(2), or 14(2))	County fiscal body

Article VIII- Officers

- Section A: Officers of the Board shall be a President, Vice President, Secretary and Treasurer, per IC 36-12-2-22 and IC 36-12-2-23. The President, Vice-President and Secretary are elected from among the appointed trustees at the annual meeting. The Trustees shall annually elect a treasurer who may be either an appointed member of the board or an employee of the library, exclusive of the library director.
- Section B: The president shall appoint a nominating committee in November who will present a slate of officers at the December meeting. Additional nominations may be made from the floor. The officers shall be elected by ballot at the December meeting for a term on one year, per IC 36-12-2-23.
- Section C: Vacancies in office shall be filled by ballot at the next regular meeting of the Board after the vacancy occurs.
- Section D: The duties of the officers shall be such as by custom and law, including IC 36-12-2-22 et seq. and the rules of this Board usually devolve upon such officers in accordance with their titles.
- Section E: The President shall:
- (1) preside at all meetings of the Board of Trustees;
 - (2) with the Secretary, execute all legal papers, documents and Instruments on behalf of said Board of Trustees;
 - (3) appoint all committees
 - (4) be an ex-officio member of all committees
 - (5) represent said Board of Trustees in all matters pertaining to the Library not otherwise provided for in these by-laws.
- Section F: The Vice-president shall preside at all meetings of the Board of Trustees during the president's absence; and shall, during the President's inability to perform the duties of his or her office, perform all of the President's duties.

Section G: The Secretary shall record all proceedings of the Board and countersign all warrants on the Treasurer for the payment of money; with the President, execute all legal papers, documents and instruments on behalf of said Board of Trustees, shall notify the proper appointing powers of vacancies on the Board, such notice shall be given when possible, two weeks before the vacancy occurs; shall certify the rate of taxation as determined by the Library Board to the County Auditor, and see that the levy is properly made and recorded; shall keep a record of attendance at Board meetings, and if any member is absent without reasonable excuse from six consecutive meetings for any cause other than illness, it shall be the duty of the Secretary to inform the appointing authority that the member is not serving the best interests of the Library and should be replaced by someone who will take an active part in the work and perform other duties which may be assigned by said Board of Trustees.

Section H: The Treasurer is responsible for the proper safeguarding and accounting of all library funds and shall deposit all money in accordance with the provisions of the public Depository Act, shall issue warrants approved by the Library Board in payment of expenses lawfully incurred on behalf of the public library, shall make financial reports of library funds and present the reports to the library board each month, examine and audit all vouchers and accounts, countersign all necessary records of the library, shall give a corporate surety bond in the amount to be determined by the Board of Trustees.

Article IX – Meeting of the Board of Trustees

Section A: The Library Board shall meet on the second Wednesday of each month at 5:00 or such other date and time as may be approved by the Board of Trustees. The date time and place of the regular meetings of the Board of Trustees shall be determined at a regular meeting of the Board.

Section B: At the regular December meeting, the annual election of officers shall be held for the ensuing year.

Section C: Special meetings may be called by the President, or in the President's absence, by the Vice-president, or upon the written request of three members.

Section D: The order of business at regular meetings of the Board of Trustees shall be as follows (1) reading and approval of monthly claims, (2) reading and approval of the minutes of previous meetings, (3) Treasurer's Report, (4) Librarian's report, (5) Committee reports, (6) Old business, (7) New business.

Section E: A majority of the Board of Trustees shall constitute a quorum for official business.

- Section F: Conduct of meetings and proceedings of all meetings shall follow Robert's Rules of Order.
- Section G: The full Board and its officers constitutes The Board of Finance and shall meet annually in January, after the first Monday and on or before the last day of January, to review finances and depositories, per IC 5-13-7-5 et seq.
- Section H: Regular, special and executive session meetings will be publicized and conducted in accordance with the Open Door Law of Indiana (IC 5-14-1.5).
- Section I: Special meetings may be called by the President, or upon written request of two (2) members, for the transaction of business as stated in the call, per IC 36-12-2-23. Notice stating the time and place of any special meeting and the purpose for which called shall be given each member of the Board at least 2 days in advance of such meeting and to the local media 48 hours in advance, excluding holidays and weekends, per IC 5-14-1.5-5

Article X— Committees

- Section A: Standing committees will be appointed by the President, with the approval of the Board, at the first meeting following the annual meeting, and will serve for one year. They may include but are not limited to:

Building and Grounds Committee

The building and grounds committee shall be composed of three Trustees who shall be appointed annually by the President within five (5) days after said President's election. This committee shall, subject to the approval of the Board of Trustees, have general supervision of the care, repair, and maintenance of the building and grounds.

Finance Committee

The finance committee shall be a standing committee made up of the Treasurer and two other Trustees and shall be appointed annually by the president within five (5) days after said President's election. This committee, subject to the approval of the Board of Trustees, shall be charged with consulting with the Librarian/Director on the annual preparation of the budget and advertising of the budget, devising ways and means to secure adequate funding sources for the Library's operation, secure service contracts prior to budget preparation time, and to serve as the Board of Finance when required.

- Section B: Special Committees
The President may appoint such special committees as are necessary to the proper and orderly dispatch of Library business when the need arises.
- Section C: No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act. All committee reports and/or

recommendations shall be submitted in writing upon request. Reports of committees shall be signed by at least two members thereof.

Section D: Committees may have citizen members, as deemed appropriate for their purpose by the Board.

Article XI - Policies, Plans, Rules and Regulations

Section A: In addition to operating in accordance with these Bylaws and the laws of the State of Indiana, the Board shall adopt policies, plans, rules, and regulations to govern its operations, and may affirm policies, plans, rules and regulations proposed by the Library Director for the management and administration of the Library, as required by 590 IAC 6-1-4(d), 590 IAC 6-1-4(e) and 590 IAC 6-1-4(h).

Section B: All of these policies, plans, rules, and regulations shall be compiled and organized in a manual to be known as "The Policies, Plans, Rules, and Regulations of the Bloomfield-Eastern Greene County Public Library Eastern Greene County Public Library."

Article XII - Review of Bylaws

Section A: The bylaws will be reviewed at the December meeting. The secretary shall affix the date of review to the bylaws for audit as well as indicating the action in the minutes.

The above and foregoing by-laws were adopted as amendments to and do supersede the by-laws heretofore in effect on this 12th Day of October, 2011, by the affirmative vote of the following members of said Board of Trustees:

Date Signed: January 10, 2024

AYE	NAY
<i>Julius Blay</i>	
<i>Rinda Mattos</i>	
<i>Martín A. Marmore</i>	
<i>Dwayne Hestitt</i>	
<i>Chadwick Thompson</i>	