

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

Board of Trustees – Bloomfield-Eastern Greene County Public Library

Wednesday, June 9, 2021

1. Approval of Claims & Payroll
2. Approval of Minutes
3. Presentation & Approval of Treasurer's Report
4. Personnel Report
5. Librarian's Report:
 - Recommended Fall Hours – Effective September 1, 2021
 - Bloomfield
 - Monday, Friday 10:00 AM to 5:00 PM
 - Tuesday, Wednesday, Thursday 10:00 AM to 7:00 PM
 - Saturday 10:00 AM to 2:00 PM
 - Eastern
 - Monday, Wednesday, Friday 11:00 AM to 5:00 PM
 - Tuesday, Thursday 1:00 PM to 7:00 PM
 - Saturday 9:00 AM to 12:00 PM
 - We will begin Fall Story times at both Bloomfield and Eastern
 - We are still down about 18% at Bloomfield and 29% at Eastern Branch. I believe some of that is due to not having activities in place. We also need to make people in the Eastern Area that we are open and invite them to come in.
 - I believe that we should look at doing a concentrated campaign to get the word out and consider doing something different. When we did the ice cream social a few years ago the response was great. Any ideas???
 - Meetings Attended:
 - May 20 Staff Meeting
 - May 25 Greene County Literacy Coalition
 - May 27 Greene County AllianceM
 - May 27 Friends of the Library
 - June 3 Chamber of Commerce
 - June 5 Golf for the Library

- Working on Policy for electronic meetings, I have 4 policies, so far, to go through.
 - Revised Personnel Manual Tweaking is left.
 - Greene County Foundation Grant Almost done
 - Working on Internal Controls Manual About half way done
- Budget Preparation: I am waiting for County and State information along with Insurance, fuel costs expectations for 2022. Insurance says to expect an increase; our renewal is in July.
- **Graves**
 - Regular new water fountain \$2,422.00
 - Upgrade to fountain/water bottle fountain \$3,876.00
 - Quote for Maintenance Contract \$4,404.00 Annual/\$2,202 Semi Annual
 - We have spent incurred \$3,366 YTD. Some of this would not have been covered by the maintenance Plan, but we would not have been directly charged for much of it and we will be first on their list if anyone wrong does occur such as with the heating last December and the air conditioning this spring.
- **Friends of the Library**
 - Annual Meeting July 19 at 6:30 PM: \$10.00/single \$15.00/family
 - Golf Fore the Library, in my opinion, went well. Thank you to Dwayne for his help. We did not have as many donations as I would have liked, but the people who did come seemed to have a good time. We are going to see how well we did this time as opposed to times in the past, to determine when to hold it next year.
- I will be out of the library from August 25-31 and will return on September 1.
- **Literacy Coalition:** Wine and Cheese probably in September
- **Sculpture Party in July?** Get with them on the dates and plan something then, I am thinking an ice cream thing maybe in conjunction with the Bloomfield-Revitalization Summer Day.
 - I am hoping to hear from the Sculpture Trail people about changing out the sculpture soon. I have asked that it be done the week of July 18, that way we can introduce it during the Bloomfield-Revitalization Summertime Street-Fest on July 24. I would like to give away ice cream bars and water. I will ask the Friends of the Library for the money for that.
- **Kyle Doanes** would put in the posts for the parking signs for \$25/each, we have 4, plus materials. If any of you have a posthole digger, we can set a time to do this, I can get the posts and the quick set cement for it.
- **Ryan O'Neal Inquiry:**
 - I am reaching out in regards to the property owned by the Bloomfield Public Library that is located on US 231.

I am interested in renting the property and would in the future love to have an opportunity to own. If the Library board is interested I would love to talk to them about a potential agreement.

I am looking for a location to open a business and feel that I this lot would be a perfect location. The business would be able to be moved should a rental contract be put in place rather than me purchasing. At this time, I would rather not reveal my business plan until I know if the library is interested or not. With that being said, I know that what I have in mind would be great for our community at all ages and would help continue to move the needle on our towns Revitalization.



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ORIGINAL

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If you have any questions or find anything out regarding this matter feel free to contact me.

Best,
Ryan O'Neill
(812)-381-2069
Sent from my iPhone

- o I reached out to Ryan suggesting he attend our meeting June, and received the following response back:

Thanks so much for the quick response. I am unable to attend the June 9th meeting as I have a prior commitment that will have me out of state. If need be I could probably telephone in and give a brief description but would not physically be able to be there

6. Public Comment

7. Adjournment:

8. Next Board Meeting, July 14, 5:00 PM, Library Annex – Recommend changing to July 21



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Treasurers Report for May 2021

Wednesday, June 9, 2021

PAYROLL: Net Pay of \$16,274.00 (May 1)

CLAIMS: Claims #242-244, 248-300, 305-310, totaling \$41,277.93 in May.

BUDGET STATUS:

Through **5 months** of the year, we strive to be at or under **41.67%** in each of the four budget categories as well as overall. We are under 25.00% in each of the four budget categories and overall. See the appropriation report through April 30, 2021 for the full numbers.

2021/Current Year through May 31, 2021

Personnel/Personal Services	35.30 % spent
Supplies	21.10 % spent
Other Services	31.60 % spent
Capital Outlays	27.40 % spent
OVERALL	32.90 % spent

2020/Prior Year Comparison through May 31, 2020

Personnel/Personal Services	40.80 % spent
Supplies	16.60 % spent
Other Services	36.50 % spent
Capital Outlays	22.90 % spent
OVERALL	36.60 % spent



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Personnel Report

Wednesday, June 9, 2021

TO: Bloomfield-Eastern Greene County Public Library Board of Trustees
FROM: Lonnie Vandeventer, Bookkeeper
RE: Personnel Report
DATE: June 9, 2021

Ending Employment:

Mathew New – Last Day Worked: May 14, 2021

Beginning Employment

Morning Wilder – Hire Date: May 18, 2021

Luke Abram – Hire Date: May 25, 2021

LaRanda Dunigan-Moore – Hired Date: June 8

Voucher List

Bloomfield-Eastern Greene County Public Library

Report Date: From 5/1/2021 To 5/31/2021

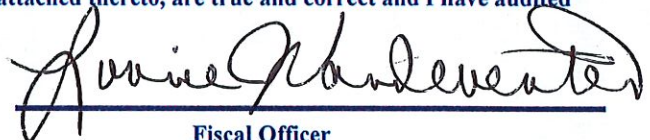
Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	242	PERF	5/1/2021	PERF Deposit	\$1,507.70
0	243	INTERNAL REVENUE SERVIC	5/1/2021	Federal Tax Deposit	\$3,702.44
0	244	INDIANA DEPT OF REVENUE	5/1/2021	State and County Tax Deposit	\$882.10
2399	248	MICHELE ROGERS	5/1/2021	APRIL 2021 JANITORIAL SERVICE	\$1,750.00
2400	249	GADELLNET CONSULTING SE	5/4/2021		\$293.75
0	250	PAYROLL	5/1/2021	PAYROLL	\$16,274.00
0	251	INDIANA DEPT OF REVENUE	5/4/2021	Underpayment of Withholding Tax	\$1.50
0	252	INDIANA DEPT OF REVENUE	5/4/2021	Underpayment	\$173.27
2401	253	DUKE ENERGY	5/4/2021	125 S FRANKLIN ST	\$1,506.30
2402	254	BAKER & TAYLOR	5/4/2021		\$568.02
2403	255	D-PENDABLE WASTE REMOV	5/5/2021	May, June & July Waste Removal	\$45.00
0	256	UNITED STATES TREASURY	5/5/2021	UNDERPAYMENT OF 941 FOR 3RD QTR 2020	\$408.09
2404	257	AMAZON CAPITAL SERVICES	5/5/2021		\$585.94
2405	258	JOHN MUSGRAVES	5/5/2021	4.25 HOURS @ \$10.00 HR	\$42.50
2406	259	BEDFORD OFFICE SUPPLY	5/5/2021		\$38.00
2407	260	PITTMAN FAMILY FARMS LAW	5/6/2021	Mowing Main Branch & Eastern Branch	\$240.00
2408	261	HUGHES ELECTRIC LLC	5/6/2021	Replace bulbs & ballasts in light upstairs and downstairs. Materials taken from stock in mechanical room	\$255.00
2409	262	MIDWEST NATURAL GAS COR	5/6/2021	125 S FRANKLIN ST	\$420.66
2410	263	BLACKSTONE PUBLISHING	5/6/2021		\$198.00
2411	264	ENA Services LLC	5/10/2021	INTERNET SERVICE	\$503.00
2412	265	Background Bureau, INC	5/10/2021	BACKGROUND REPORT - DIANE ANDERSON	\$8.00
2413	266	SAMS CLUB/SYNCHRONY BA	5/10/2021	CLEANING SUPPLIES	\$90.46
2414	267	GRAVES CONSTRUCTION SE	5/10/2021	REPAIR OF UPSTAIRS A/C	\$470.00
2415	268	CENTURYLINK	5/10/2021		\$3.46
2416	269	RICOH USA, INC (CHICAGO)	5/10/2021		\$239.09
2417	270	CENTER POINT LARGE PRINT	5/10/2021		\$132.42
2418	271	JOHN MUSGRAVES	5/10/2021	7.33 HOURS @ \$10.00 HR - \$73.30	\$73.30
2419	272	BAKER & TAYLOR	5/10/2021	ACCOUNT #75021511 - \$16.26; ACCOUNT #L0420442 - \$870.31	\$889.79
2420	273	BAKER & TAYLOR	5/10/2021		\$1,938.59
2421	275	SHOWCASES	5/12/2021		\$193.10
2422	276	UNIQUE MANAGEMENT SERVI	5/12/2021		\$37.80
2423	277	EASTERN HEIGHTS UTILITIES	5/12/2021	125 S FRANKLIN ST	\$83.69
2424	278	UDWI	5/12/2021		\$259.00
2425	279	GARY VANDEVENTER dba GA	5/18/2021		\$115.00
2426	280	BAKER & TAYLOR	5/18/2021		\$673.77
2427	281	INDIANA STATE LIBRARY	5/18/2021	PLAC QUARTERLY REPORTS (2017, 2018, 2019, 2020, 2021)	\$325.00
2428	282	MAXINE RESLER	5/18/2021	Reimburse Fees for 2019 Amended Tax Return	\$30.00
2429	283	LIBRARY JOURNAL	5/18/2021	SUBSCRIPTION RENEWAL - OCT 2021- E5202 INET #12315658	\$104.99
2430	284	SCHOOL LIBRARY JOURNAL	5/18/2021	SUBSCRIPTION RENEWAL - AUG 2021 - E3604 - INET#12352073	\$99.99
2431	285	AMAZON CAPITAL SERVICES	5/19/2021		\$937.35
2432	286	JOHN MUSGRAVES	5/19/2021	12.25 HRS @ \$10.00 HR	\$122.50
2433	287	COLLABORATIVE SUMMER LI	5/19/2021		\$196.30
0	288	UNITED HEALTHCARE	5/20/2021		\$2,147.36
2434	289	BLOOMFIELD ROTARY CLUB	5/25/2021	ROTARY CLUB DUES LONNIE VANDEVENTER	\$150.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
2435	290	HASEMAN PEST CONTROL OF	5/25/2021	ACCT#1440 - 87 E SPRING ST; ACCT#4899 - 125 S FRANKLIN ST	\$70.00
2436	291	BAKER & TAYLOR	5/25/2021		\$652.92
2437	292	Background Bureau, INC	5/25/2021	Morning Wilder Background Check	\$8.00
2438	293	KAPCO	5/25/2021		\$71.93
2439	294	CARD SERVICE CENTER	5/25/2021	FARMERS AND MECHANICS FEDERAL CREDIT	\$180.99
2440	295	CENGAGE LEARNING	5/25/2021		\$76.00
2441	296	BAKER & TAYLOR	5/25/2021		\$50.03
2442	297	AT&T	5/25/2021		\$160.59
2443	298	B & C DISPOSAL SERVICES	5/25/2021		\$38.00
2444	299	SMITHVILLE	5/25/2021		\$38.17
2445	300	AMAZON CAPITAL SERVICES	5/25/2021		\$198.59
2449	305	EASTERN HEIGHTS UTILITIES	5/26/2021	WATER 125 E STATE ROAD 54	\$19.02
2450	306	FINDAWAY WORLD	5/26/2021		\$307.45
2451	307	BAKER & TAYLOR	5/26/2021		\$75.03
2452	308	RICOH USA, INC (CHICAGO)	5/26/2021		\$180.62
2453	309	RICOH USA, INC (ATLANTA)	5/26/2021		\$239.36
2454	310	GRAVES CONSTRUCTION SE	5/26/2021		\$195.00

Total Amount of Claims \$41,277.93

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, June 7, 2021


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 9th day of June, 2021.

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: \$16,274.00		Deductions: \$4,022.66		Net Pay: \$12,251.34	
FICA:	Medicare:	Federal:	State:	County:	PERF:
\$1,008.98	\$235.99	\$1,212.50	\$600.66	\$281.44	\$318.53
Other	Other	Other	Other	Other	Other
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health Ins		Insurance		Other	
\$364.56		\$0.00		\$0.00	
Tax PERF		EIC:		EIC:	
\$0.00		\$0.00		\$0.00	
NT PERF		EIC:		EIC:	
\$0.00		\$0.00		\$0.00	
Paid Through Date Hourly		4/24/2021		Used	
Gross Pay:	\$16,274.00	Regular		870.5	
Non Taxable	\$0.00	Sunday		0	
Taxable	\$16,274.00	Double		0	
Check Date Hourly		5/1/2021		PTO	
Check Date Salary		5/1/2021		Vacation	
Voucher/Receipt Date		5/1/2021		Comp	
				Holiday	
				Personal	
				Total Hours:	
				889.5	
				61.35	
				5.5	
				0	
				0	
				66.85	

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 \$ 16274 is correct and has by me been approved.

Dated April 27 20 21

Karen Holz

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

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.

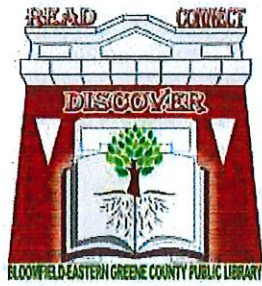
Janice Vandeventer

Disbursing Officer

Employer Share FICA Due =	\$1,008.98
Employee Share FICA Due =	\$2,017.96
Employer Share Medicare Due =	\$235.99
Employee Share Medicare Due =	\$471.98
Federal Tax Due =	\$1,212.50
Total Tax Deposit Due =	\$3,702.44

Employee PERF Due =	\$318.53
Employer PERF Due =	1189.18
Total PERF Due =	\$1,507.71

State Tax Due =	\$600.66
County Tax Due =	\$281.44
Total Tax Due =	\$882.10



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Board of Trustees Meeting

Wednesday, May 12, 2021

The Bloomfield-Eastern Greene County Public Library Board of Trustees met Wednesday, May 12, 2021 at 5:03 PM in the Library Annex. Those present were Martha Marmouze, Linda Maddox, Dwayne Hostetter, and Candice Patterson for a quorum with Martha serving as acting chairperson for the evening. Luke Rudisill appeared briefly after the meeting commenced, but was only present for about 10 minutes. Karen Holz – Director, and Lonnie Vandeventer – Treasurer/Bookkeeper were also both present with Armonda Riggs in attendance as well.

Approval of Claims and Minutes:

A motion was made by Candice and seconded by Linda to approve claims and payroll for April 2021. All in favor. Motion carries.

A motion was made by Dwayne and seconded by Linda to approve the minutes for the April 2021 board meeting. All in favor. Motion carries.

Treasurer's Report:

Provided in the meeting packet. Through three months of the year 2021, we are under 25.00% in each of the four budget categories as well as overall. Lonnie also provided an update on adjustments being completed to prior year's State Board of Accounts annual report.

Personnel Report:

Mathew New will be working through mid-May.

Librarians Report:

- **Staff Meeting April 15**
 - We discussed the following New Personnel Manual, Internal Controls, No Fine Library, Cell phone usage when on duty.
- **April 28 – Literacy Coalition**
- **April 30 – Bloomfield School Board:** Presented information about the library and Summer Reading.
- **May 6 – New printers installed downstairs in Bloomfield and also at the Eastern Branch**
- **May 6 – Met with ENA reviewing where cabling and Internet lines exist, WiFi, and how Internet is provided from the Main Branch to the Annex, i.e. white sender/receiver boxes are on the outside of both locations to enable WiFi connection in Annex.**
- **Examining how lines are established; a cable is swung over a gas pipe that may or may not be operating. Asking Kevin Byers to examine when he hooks up the stove in the Annex.**

- New Tenant in the small room updates. Need to install a lock on the door to allow security. Rental fee of \$75.00 monthly is appropriate for this office.
- Susan complete a Live segment with Erin's Promise and indicated it went well
- Participated in the Bloomfield Ice Cream social; low attendance, but hoping some interest was generated.
- Kimberly and Karen held a Zoom meeting with Kanopy, a streaming service. We currently have a 2-week trial period. It is reasonably priced and believe we should consider trying it out. We could use funds designated for Music and a portion of the DVD budget to cover costs for the rest of the year. Our trial runs through Friday, May 21. Please check this out and provide your thoughts. Access details were provided Board members.
- Another item that hasn't been kept up with is the quarterly reports to Indiana Library on PLAC cards. PLAC card lets you check out at libraries across the state. We do maybe one per year and last year they did not charge for its use, if you normally use it. I am in the process of filling out them going back to 2017. I need to double check to make sure the money for the 4 PLAC cards bought actually was sent to the State. The reason that I am taking care of the back quarterly reports is for auditing purposes.
- Interviews – we interviewed a MLIS person for a part time position at Eastern Branch and here. We are waiting to see if she accepts the offer. We also have another person that we will be interviewing.
- May 10 - Eastern School board meeting, presented information about the library and summer reading.
- Leap Into Learning Center Board
- Eastern Summer Program they have asked us to do a weekly read and activity for them. I am working to see when they want us to come. I am hoping that Armonda will do this or the MLIS if she agrees to work for us.
- Budget Meeting scheduled through SBOA on May 9, Library Budget Information on July 9. I am planning to attend; the cost will be around \$50.00.
- Pittman's would like to put organic fertilizer on the Bloomfield Library lawn in the fall. He would do it at cost of the fertilizer, if we allow them to us as an example.
- The air conditioner needed fixed, I informed Roger and Luke about it. It is running again. The cost to repair was \$470.
- Lonnie has agreed to represent the Library at Rotary Club meetings.
- I will plan on attending Chamber of Commerce Meetings
- Golf for the Library is coming up quickly. We have put out the flyers and information. We still need people, to help set up on the 4th and take down on the 5th. More things for the Silent Auction are also needed. Please if you know of business of people that would like to advertise their crafts, bakery goods, whatever, please ask them to donate something to it. I would ask that things be brought in by Thursday, June 3.
- I am continuing to work on a grant to cover the flooring and restroom updates at the Eastern Branch
- Revisited Sculpture in Public Places Program and request for \$1,500 to support. Dwayne made a motion seconded by Linda to support the effort. All in favor with motion carried.
- Karen recommended we expand print from phone technology at the Eastern Branch. Dwayne made a motion seconded by Candice to proceed. All in favor with motion carried.

Public Comment:

Armonda provided an update on the Literacy Coalition.

Adjournment:

A motion to dismiss was made by Dwayne at 5:49 PM. Motion was seconded by Candice and passed with all in favor.

Dwayne Hostetter

Financial Report

Bloomfield-Eastern Greene County Public Library

Report Dates = 5/1/2021 to 5/31/2021

Fund		Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. General							
100	OPERATING	\$180,803.84	\$35,316.70	\$185,146.72	\$16,769.44	\$83,512.15	\$79,169.27
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	\$245,033.43	\$0.00	\$0.00	\$2,599.93	\$17,948.32	\$262,981.75
Subtotal		\$426,016.27	\$35,316.70	\$185,146.72	\$19,369.37	\$101,460.47	\$342,330.02
2. Special Revenue							
200	GIFT	\$20,918.54	\$1,978.13	\$9,187.91	\$960.99	\$5,511.99	\$17,242.62
201	RAINY DAY	\$23,900.94	\$0.00	\$0.00	\$0.00	\$0.00	\$23,900.94
203	LEVY EXCESS OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226	HUNTER TRUST	\$45,017.84	\$0.00	\$0.00	\$0.00	\$0.00	\$45,017.84
227	FLATER	\$1,177.64	\$0.00	\$0.00	\$0.00	\$0.00	\$1,177.64
228	SIM SMITH	\$3,091.42	\$0.00	\$0.00	\$0.00	\$0.00	\$3,091.42
277	SMITHVILLE GRANT	\$37,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,500.00
278	STATE GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
279	BROADBAND GRANT	\$1,477.12	\$0.00	\$0.00	\$0.00	\$5,218.88	\$6,696.00
Subtotal		\$133,083.50	\$1,978.13	\$9,187.91	\$960.99	\$10,730.87	\$134,626.46
4. Capital Projects							
400	LIRF	\$342.65	\$0.00	\$0.00	\$0.00	\$0.00	\$342.65
Subtotal		\$342.65	\$0.00	\$0.00	\$0.00	\$0.00	\$342.65
5. Clearing							
800	PLAC	\$409.42	\$325.00	\$325.00	\$0.00	\$0.00	\$84.42
801	EVERGREEN FINES & FEES	\$2,043.96	\$0.00	\$18.50	\$0.00	\$0.00	\$2,025.46
802	PAYROLL	(\$10,193.39)	\$0.00	\$0.00	\$0.00	\$0.00	(\$10,193.39)
803	FEDERAL TAX	\$5,994.32	\$1,212.50	\$6,847.48	\$1,212.50	\$6,847.48	\$5,994.32
804	FICA	(\$11.79)	\$1,008.98	\$5,670.59	\$1,008.98	\$5,670.59	(\$11.79)
805	MEDICARE	(\$2.76)	\$235.99	\$1,326.22	\$235.99	\$1,326.22	(\$2.76)
806	STATE TAX	(\$6.15)	\$600.66	\$3,319.37	\$600.66	\$3,319.37	(\$6.15)
807	COUNTY TAX	(\$3.33)	\$281.44	\$1,587.39	\$281.44	\$1,587.39	(\$3.33)
808	PERF	(\$337.84)	\$318.53	\$1,635.31	\$318.53	\$1,635.31	(\$337.84)
809	Insurance	\$11,015.43	\$0.00	\$0.00	\$364.56	\$2,094.75	\$13,110.18
810	Other	\$272.89	\$0.00	\$0.00	\$0.00	\$0.00	\$272.89
811	SALES TAX	\$6.40	\$0.00	\$0.00	\$0.00	\$0.00	\$6.40
815	TRANSFERS	\$0.00	\$0.00	\$6,797.49	\$0.00	\$6,797.49	\$0.00
Subtotal		\$9,187.16	\$3,983.10	\$27,527.35	\$4,022.66	\$29,278.60	\$10,938.41
Grand Total		\$568,629.58	\$41,277.93	\$221,861.98	\$24,353.02	\$141,469.94	\$488,237.54

Total all banks = \$488,237.54

Appropriation Report for 100 OPERATING Bloomfield-Eastern Greene County Public Library

Report Date: From 5/1/2021 To 5/31/2021

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
1. Personal Services							
1.111 Salary of Librarian	\$45,000.00	\$0.00	\$45,000.00	\$3,714.23	\$19,028.35	\$25,971.65	57.7
1.112 Salary of Librarians(Hourly)	\$140,000.00	\$0.00	\$140,000.00	\$7,867.44	\$49,363.94	\$90,636.06	64.7
1.113 Salary of Library Assistants	\$42,000.00	\$0.00	\$42,000.00	\$2,664.00	\$12,385.00	\$29,615.00	70.5
1.114 Salary of Pages	\$12,000.00	\$0.00	\$12,000.00	\$852.75	\$4,078.78	\$7,921.22	66.0
1.115 Salary of Coordinators	\$10,000.00	\$0.00	\$10,000.00	\$570.83	\$2,850.72	\$7,149.28	71.5
1.116 Salary of Substitutes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
1.131 Salary of Treasurer	\$10,000.00	\$0.00	\$10,000.00	\$604.75	\$3,754.07	\$6,245.93	62.5
1.21 Library FICA and Medicare	\$23,000.00	\$0.00	\$23,000.00	\$1,244.97	\$6,996.81	\$16,003.19	69.6
1.22 Unemployment	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$500.31	\$3,999.69	88.9
1.23 PERF Employer Contribution Share	\$18,000.00	\$0.00	\$18,000.00	\$1,189.17	\$6,105.07	\$11,894.93	66.1
1.241 Employee Group Insurance	\$20,000.00	\$0.00	\$20,000.00	\$1,782.80	\$9,360.41	\$10,639.59	53.2
Subtotal	\$324,500.00		\$324,500.00	\$20,490.94	\$114,423.46	\$210,076.54	64.7
2. Supplies							
2.11 Official Records	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
2.21 Cleaning Supplies	\$2,000.00	\$0.00	\$2,000.00	\$90.46	\$287.54	\$1,712.46	85.6
2.31 Building Materials	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$19.98	\$1,480.02	98.7
2.41 Library Supplies	\$8,000.00	\$0.00	\$8,000.00	\$273.76	\$1,997.48	\$6,002.52	75.0
2.43 Adult Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$8.99	\$115.07	\$924.93	88.9
2.44 Teen Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$0.00	\$33.08	\$1,006.92	96.8
2.45 Children's Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$0.00	\$541.87	\$498.13	47.9
2.46 Eastern Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$0.00	\$46.46	\$993.54	95.5

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
2.47 Covid-19 Supplies	\$800.00	\$0.00	\$800.00	\$0.00	\$451.58	\$348.42	43.6
Subtotal							78.9
	\$16,560.00		\$16,560.00	\$373.21	\$3,493.06	\$13,066.94	
3. Other Services and Charge							
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$16.00	\$40.00	\$960.00	96.0
3.141 Other Professional	\$22,000.00	\$0.00	\$22,000.00	\$975.66	\$10,451.13	\$11,548.87	52.5
3.142 Database Subscriptions	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$787.37	\$3,212.63	80.3
3.143 eBook Services	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$504.63	\$3,995.37	88.8
3.21 Telephone	\$2,000.00	\$0.00	\$2,000.00	\$202.22	\$1,009.95	\$990.05	49.5
3.22 Postage	\$775.00	\$0.00	\$775.00	\$0.00	\$208.04	\$566.96	73.2
3.23 Traveling Expenses	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
3.24 Professional Meeting	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$59.00	\$2,441.00	97.6
3.251 Freight and Express	\$600.00	\$0.00	\$600.00	\$94.91	\$273.05	\$326.95	54.5
3.252 Evergreen	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$4,120.52	(\$120.52)	-3.0
3.26 Internet Vendor	\$6,000.00	\$0.00	\$6,000.00	\$503.00	\$3,223.20	\$2,776.80	46.3
3.31 Advertising and Publicity	\$600.00	\$0.00	\$600.00	\$0.00	\$474.00	\$126.00	21.0
3.32 Printing	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	100.0
3.41 Official Bonds	\$350.00	\$0.00	\$350.00	\$0.00	\$0.00	\$350.00	100.0
3.42 Library Insurance	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00	100.0
3.51 Gas	\$7,500.00	\$0.00	\$7,500.00	\$340.00	\$1,360.00	\$6,140.00	81.9
3.52 Electric	\$26,000.00	\$0.00	\$26,000.00	\$1,431.64	\$7,260.03	\$18,739.97	72.1
3.53 Water	\$2,000.00	\$0.00	\$2,000.00	\$57.48	\$241.13	\$1,758.87	87.9
3.54 Waste Disposal	\$2,100.00	\$0.00	\$2,100.00	\$65.00	\$486.00	\$1,614.00	76.9
3.61 Building Repair	\$22,000.00	\$0.00	\$22,000.00	\$1,433.30	\$6,959.86	\$15,040.14	68.4
3.62 Equipment Repair	\$10,000.00	\$0.00	\$10,000.00	\$952.82	\$3,208.92	\$6,791.08	67.9
3.63 Janitorial Service	\$21,000.00	\$0.00	\$21,000.00	\$1,750.00	\$8,550.00	\$12,450.00	59.3
3.8 2020 Encumbered Funds	\$700.00	\$0.00	\$700.00	\$0.00	\$300.00	\$400.00	57.1

<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>
3.91 Dues	\$4,000.00	\$0.00	\$4,000.00	\$150.00	\$461.11	\$3,538.89	88.5
Subtotal	\$158,325.00		\$158,325.00	\$7,972.03	\$49,977.94	\$108,347.06	68.4
4. Capital Outlays							
4.31 Improvements - Other	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.0
4.41 Furniture and Equipment	\$8,000.00	\$0.00	\$8,000.00	\$31.99	\$304.79	\$7,695.21	96.2
4.51 Books - Adult Fiction	\$8,400.00	\$0.00	\$8,400.00	\$1,140.75	\$3,324.52	\$5,075.48	60.4
4.521 Books - Adult Nonfiction	\$5,400.00	\$0.00	\$5,400.00	\$425.63	\$1,606.48	\$3,793.52	70.3
4.522 Books-Local History/Genealogy	\$1,000.00	\$0.00	\$1,000.00	\$61.02	\$125.52	\$874.48	87.4
4.53 Books - Children	\$6,600.00	\$0.00	\$6,600.00	\$1,282.63	\$3,028.85	\$3,571.15	54.1
4.54 Books - YA	\$3,400.00	\$0.00	\$3,400.00	\$493.02	\$925.38	\$2,474.62	72.8
4.55 Books - Eastern	\$6,000.00	\$0.00	\$6,000.00	\$1,157.63	\$2,278.42	\$3,721.58	62.0
4.61 Periodicals and News	\$3,250.00	\$0.00	\$3,250.00	\$385.97	\$749.20	\$2,500.80	76.9
4.71 Nonprint - Adult DVD	\$3,500.00	\$0.00	\$3,500.00	\$283.92	\$996.57	\$2,503.43	71.5
4.72 Nonprint - Music	\$650.00	\$0.00	\$650.00	\$11.97	\$11.97	\$638.03	98.2
4.73 Nonprint - Audiobooks	\$5,800.00	\$0.00	\$5,800.00	\$1,278.69	\$3,025.57	\$2,774.43	47.8
4.74 Nonprint - Childrens	\$3,200.00	\$0.00	\$3,200.00	\$81.42	\$364.71	\$2,835.29	88.6
4.75 Nonprint - YA	\$2,050.00	\$0.00	\$2,050.00	\$158.98	\$456.11	\$1,593.89	77.8
4.76 Nonprint - Eastern	\$4,200.00	\$0.00	\$4,200.00	\$0.00	\$335.99	\$3,864.01	92.0
4.77 Replacement Books & Nonprint	\$750.00	\$0.00	\$750.00	\$11.90	\$43.18	\$706.82	94.2
Subtotal	\$64,200.00		\$64,200.00	\$6,805.52	\$17,577.26	\$46,622.74	72.6
Grand Total	\$563,585.00	\$0.00	\$563,585.00	\$35,641.70	\$185,471.72	\$378,113.28	67.1

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

June 2021 Board Meeting Librarian's Report May 2021 Statistics

	2021	2020 COVID	2019
Adult Circulation			
Fiction	608	482	834
Non-fiction	292	132	407
Periodicals	51	66	106
Audiobooks	68	53	128
Playaways	25	40	55
Overdrive	1098	1252	649
Music CD	19	21	64
DVDs	443	333	1174
Video Games	12	6	28
Total Adult	2616	2385	3381
Youth Services Circulation			
YA	92	138	233
YA Nonfiction	12	38	
YA GAMES	36	29	
YA Audiobooks	7	1	4
Juvenile Fiction	1084	765	1225
Juvenile Nonfiction	175	75	176
Audiobooks	30	50	40
B&C (kits)	17		
DVD Juvenile	127	86	
Periodicals	10	6	5
Juvenile Games	6	9	77
TOTAL YOUTH SERVICES	1596	1197	1760
TOTAL	4212	3582	5141

Interlibrary Loan Services

	2021	2020
Books via SRCS Supplied	6	
Books via SRCS Borrowed	0	
Books loaned to Evergreen	468	
Books borrowed from Evergreen	414	

Computer/Equipment Usage

	2021	2020
Children		
Teen	8	
Adult	133	
Wireless	30	
Microfilm	2	

Programs

Programs:	# of Children	5	# attended	507
	# of Teens	1	# attended	283
	#of Adults	1	# attended	4
TOTAL		7		794
Outreach	Children			

Desk Collection

Fines and Fees	204.94
Fax	66.60
Copier	137.35
Donations	4.10
Misc.	379.96
Total	792.95

Bloomfield Main Facebook

Posts	14
Followers	1087
Likes	1082
Engagements	73
Reached	1814

Young Adult Page

Posts	5
Likes	128
Followers	137
Engagements	10
Reached	110

Website visits pages pages/ visit

New Patrons

Township	Resident	Resident Limited	Non Resident	Total
Beech	2			2
Center	4	2		6
Highland				
Jackson				
Richland	6	3		9
Taylor				
Unlisted			2	2
Total	12	5	2	19

Children's Facebook

Posts	5
Followers	170
Engagements	13
Likes	161
Reached	132

Materials Add Bloomfield

Adult Fiction	50
Adult Nonfiction	13
Audio Books	
Playaways	
Paperbacks	3
Periodicals	39
DVD's	19
Adult Games	1
YA-Fiction	16
YA-Non	1
YA Games	1
Juvenile Fiction	71
Juvenile Nonfiction	13
Juvenile Games	1
Total	228

Eastern 2021 Statistics

	2021	2020	2019
Adult Fiction	96	69	138
Adult Nonfiction	42	32	41
Periodicals	15	28	40
Audio Books	12	9	12
Music CD	4	11	3
DVD	181	95	380
Games	14	7	25
TOTALS ADULT	364	251	639
YA Fiction	15	9	24
YA Nonfiction	2		
Juvenile Fiction	188	225	180
Juvenile Nonfiction	43	29	28
Juvenile Audiobooks	7	1	5
TOTALS JUVENILES	255	264	237
TOTAL	619	515	876

Computer Use

Wireless

Scavenger Hunts

Story Walks

Facebook Information

Posts 13

Reached 253

Followers 149

Likes 139

Engagements 7

Materials Added Eastern

Adult Fiction	10
Adult Nonfiction	5
YA	2
Juvenile Fiction	16
Juvenile Nonfiction	6
DVD's	1
Game	1
TOTAL	41