

**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, February 17, 2021*

1. Approval of Claims & Payroll
2. Approval of Minutes
3. Presentation & Approval of Treasurer's Report
4. Personnel Report (Included with Librarian's Report)
5. Librarian's Report:
  - Personnel
    - Ben Briles is leaving after accepting a position at Indiana University more in line with his focus in database design. The position has been posted with Handshake making it available across 17 colleges and universities throughout the state. The position has also been posted on the Indiana State Library site.
    - Simon asked to be considered for the Branch Manager position. I am currently on the fence about this. Kimberly and I have discussed the ramifications of this as far as scheduling and hours. We are also considering asking Diana from Linton to consider working here. She has been interviewed in the past and is a very good genealogist.
  - Internet Upgrade
    - We received two bids for updating our network equipment. I would appreciate someone looking over them before we make a decision. Both companies have worked with libraries in the past. They are ENA and Synergetics. Both bids are with Charity Hawkins of Adtecherate.
    - Update to fax from phone service from RICOH – we have had very positive feedback from patrons since we have had it installed
  - Tax Preparation
    - Keith Hannuar will be doing tax preparation for AARP in the Annex by appointment only. We have a lot of telephone inquiries on this already.
  - Bloomfield Schools – Dwayne Hostetter
    - A request has been mailed to the Bloomfield School Board seeking approval for Dwyane to serve on the Library Board representing the Bloomfield School.

- HAVC
  - Graves has completed repair on the coils. Only the pump replacement remains.
- Getting the word out after Covid
  - The library needs to look at how we can get the word out on how much good we do for the community. I would like us to become more involved and do more outreach in the future. I am hoping the board would be willing to do some get the word out kind of effort. We can save patrons around \$200 a year by using our services over others, such as Amazon, Kinkos, Red Box etc. Not to mention the copy, faxing and scanning services we offer.
- Volunteers
  - We have a couple of volunteers that will do material deliveries. I will be asking for 1<sup>st</sup> Securities if we will need to have them insured, I am waiting until May before we start.
- Continuing Curbside post-Covid
  - I believe curbside has been helpful to some of our patrons and would like to continue this option in the future.
- Waiting for update from 1<sup>st</sup> Securities on quote for Library of Things
- Lights
  - I will be calling Hughs Electric to come and switch out light bulbs next week, we have 2 of the old ones in the original library plus the one in the stairwell and over 30 of the tube bulbs I am trying to only have them here once a year, they were here about this time last year. I will see about Eastern also. I don't remember when they were there last. We can change them in the older section ourselves but the ballast type, we don't do. This runs close to \$1,000 dollars.
- Annual Reports
  - The Annual report to the State Library is just about done. and the one for SDOA, Lonnie and I will be working on this week. Both are due March 1, 2021.

We actually spent 10% of the budget on public use items, such as books, DVDs, Audiobooks, EBooks and 2 new public computers. To stay in the states good graces, we need to spend at least 8%, we have been around 11% in the past.
- COVID - Looking at numbers from last year, we are down about a third, but I feel that we will bring this back up as people are coming in more. We are still doing better than many other libraries.
- Renewal of Leases - I haven't changed anything on the renewal of the leases that the library has with Middle Way House, Greene County Literacy and Jo Ellen.
- Contracts:
  - Renewing our contract with Michele
  - Updating Joh's contract since he did provide his TID#.
- Memo of Understanding with EMA for use of the Library Annex for evacuation from the Courthouse

## 6. Public Comment

## 7. Adjournment

## Voucher List

### Bloomfield-Eastern Greene County Public Library

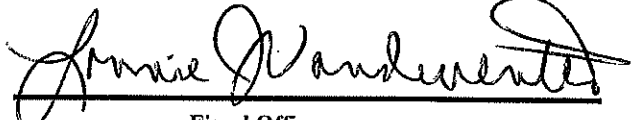
Report Date: From 1/1/2021 To 1/31/2021

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	1	PERF	1/4/2021	PERF Deposit	\$1,482.37
0	2	INTERNAL REVENUE SERVIC	1/4/2021	Federal Tax Deposit	\$4,813.46
0	3	INDIANA DEPT OF REVENUE	1/4/2021	State and County Tax Deposit	\$1,124.98
2183	4	MICHELE ROGERS	1/4/2021	JANITORIAL SERVICES - DECEMBER 2020	\$1,650.00
2184	5	INDIANA STATE LIBRARY FOU	1/4/2021		\$3,785.00
2185	6	ADTEC	1/5/2021	E-Rate Funding 2021	\$250.00
2186	7	KIMBERLY PORTER	1/5/2021		\$33.24
2187	8	JOHN MUSGRAVES	1/5/2021	2.33 HR @ \$10.00 HR	\$23.30
2188	9	DEMCO	1/5/2021		\$28.63
2189	10	BAKER & TAYLOR	1/5/2021		\$173.42
2190	11	DUKE ENERGY	1/5/2021		\$1,266.49
2191	12	AMATEUR SPORTS PROMOTI	1/5/2021		\$249.00
2192	13	Penworthy Company	1/5/2021		\$935.77
2193	14	SAMS CLUB/SYNCHRONY BA	1/7/2021		\$222.82
2194	15	GADELLNET CONSULTING SE	1/7/2021		\$75.00
2195	16	AVC Technology Corporation	1/7/2021		\$690.00
0	17	PAYROLL	1/4/2021	PAYROLL	\$21,095.84
2196	18	SWANK MOVIE LICENSING US	1/7/2021		\$482.00
2197	19	MIDWEST NATURAL GAS COR	1/7/2021		\$377.98
2199	20	OCLC, INC	1/7/2021		\$647.77
2200	21	CENTURYLINK	1/7/2021		\$4.42
2201	22	CENTER POINT LARGE PRINT	1/11/2021		\$132.42
2202	23	BAKER & TAYLOR	1/11/2021		\$368.41
0	24	INDIANA DEPT OF WORKFOR	1/11/2021		\$64.05
2203	25	UNIQUE MANAGEMENT SERVI	1/12/2021		\$90.09
2204	26	RICOH USA, INC (CHICAGO)	1/12/2021		\$130.23
2205	27	UDWI	1/12/2021		\$492.00
2206	28	JOHN MUSGRAVES	1/14/2021		\$31.70
2207	29	EASTERN HEIGHTS UTILITIES	1/14/2021		\$66.05
2208	30	BAKER & TAYLOR	1/19/2021		\$396.26
0	31	UNITED HEALTHCARE	1/20/2021		\$2,621.93
2209	32	GARY VANDEVENTER dba GA	1/20/2021		\$80.00
2210	33	U.S. BANK	1/20/2021		\$417.66
0	34	Bloomfield Eastern Greene Co.	1/21/2021		\$6,797.49
2211	35	INDIANA STATE LIBRARY	1/21/2021		\$15.50
2212	36	AMAZON CAPITAL SERVICES	1/21/2021		\$409.00
2213	37	RICOH USA, INC (CHICAGO)	1/21/2021		\$120.00
2214	38	AT&T	1/21/2021		\$159.92
2215	39	WALMART	1/21/2021		\$24.96
2216	40	AMAZON	1/21/2021		\$116.68
2219	44	GADELLNET CONSULTING SE	1/26/2021	Cisco Meraki MX Series Adv Security Licenses & Support - 1-YR, Cisco Meraki Z Series Enterprise License & Support 1-YR	\$440.00
2220	45	EASTERN HEIGHTS UTILITIES	1/26/2021		\$14.85
0	46	COMCAST	1/26/2021		\$289.28
2221	47	B & C DISPOSAL SERVICES	1/26/2021		\$38.00
2222	48	SMITHVILLE	1/26/2021		\$38.00
2223	49	RICOH USA, INC (ATLANTA)	1/26/2021		\$115.31
2224	50	CENGAGE LEARNING	1/26/2021		\$57.50

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
2225	51	BAKER & TAYLOR	1/26/2021		\$147.19
2226	52	ENA Services LLC	1/27/2021		\$503.00
2227	53	HASEMAN PEST CONTROL OF	1/27/2021		\$65.00
2228	54	FINDAWAY WORLD	1/27/2021		\$306.85
2229	55	MICHELE ROGERS / SUPPLIE	1/27/2021	Reimburse for Vacuum Cleaner Bags	\$18.95
2231	56	AMAZON CAPITAL SERVICES	1/27/2021		\$117.73
0	67	DELTA DENTAL	1/11/2021		\$83.61
<b>Total Amount of Claims</b>					<b>\$54,181.11</b>

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

Tuesday, February 9, 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 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$54,181.11

Date this 24th day of February, 2021.

Linda Mattok      Joshua St. Legere      [Signature]  
Mark A. Marmoy      \_\_\_\_\_      \_\_\_\_\_  
Diana Fuller      \_\_\_\_\_      \_\_\_\_\_

**SIGNATURES OF GOVERNING BOARD**

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

**Totals**

<b>FICA:</b>	<b>Medicare:</b>	<b>Federal:</b>	<b>State:</b>	<b>County:</b>	<b>PERF:</b>	<b>Health Ins:</b>	<b>Insurance:</b>	<b>Other:</b>	<b>Other:</b>	<b>Other:</b>	<b>Other:</b>	<b>Net Pay:</b>	<b>\$16,002.83</b>
\$1,307.95	\$305.87	\$1,585.82	\$753.72	\$371.26	\$313.18	\$455.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Other:</b>	<b>Other:</b>	<b>Other:</b>	<b>Other:</b>	<b>NT PERF:</b>	<b>Tax PERF:</b>	<b>EIC:</b>	<b>EIC:</b>	<b>EIC:</b>	<b>EIC:</b>	<b>EIC:</b>	<b>EIC:</b>		
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

<b>Gross Pay:</b>	<b>\$21,095.84</b>
<b>Gross PAY:</b>	<b>\$21,095.84</b>
<b>Non Taxable:</b>	<b>\$0.00</b>
<b>Taxable:</b>	<b>\$21,095.84</b>

**Paid Through Date Hourly** 12/24/2020  
**Paid Through Date Salary** 12/24/2020  
**Check Date Hourly** 1/4/2021  
**Check Date Salary** 1/4/2021  
**Voucher/Receipt Date** 1/4/2021

	Used	Earned
Regular	926.5	
Sunday	0	
Double	0	
PTO	182	63.39
Vacation	0	
Comp	0	
Holiday	101.5	
Personal	0	
<b>Total Hours:</b>	<b>1210</b>	<b>63.39</b>

I Karen Holz Director of Bloomfield-Eastern Greene County Public Library, hereby certify that I have examined the time record of each employee listed on Pages 1 to 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 \$ 21095.84 is correct and has by me been approved.

Dated December 28 2020

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

This is in proper form.

That it is duly authenticated as required by law.  
 That it is based upon statutory authority.

That it is apparently correct.

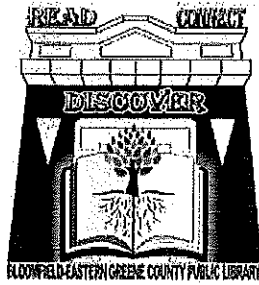
*Jamie St. Laurent*  
 Disbursing Officer

*Karen Holz*  
 Director

Employer Share FICA Due =	\$1,307.95	\$2,615.90
Employee Share FICA Due =	\$1,307.95	
Employer Share Medicare Due =	\$305.87	\$611.74
Employee Share Medicare Due =	\$305.87	
Federal Tax Due =	\$1,585.82	
Total Tax Deposit Due =	\$4,813.46	

Employee PERF Due =	\$313.18
Employer PERF Due =	1169.19
Total PERF Due =	\$1,482.37

State Tax Due =	\$753.72
County Tax Due =	\$371.26
Total Tax Due =	\$1,124.98



**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!*

---

**Board of Trustees Meeting**

**Wednesday, January 13, 2021**

The Bloomfield-Eastern Greene County Public Library Board of Trustees met Wednesday, January 13, 2021 at 5:05 PM in the Library Annex. Those present were Roger Axe, Chairman, Dinah Fuller, Martha Marmouze, Joshua Riggins, Linda Maddox, Candice Patterson, Karen Holz – Director, and Lonnie Vandeventer – Treasurer/Bookkeeper.

Approval of Claims and Minutes:

A motion was made by Joshua and seconded by Martha to approve claims and payroll for December, 2020. All in favor.

A motion was made by Dinah and seconded by Martha to approve the minutes for the December 9, 2020 meeting. All in favor.

Treasurer's Report:

Provided in the meeting packet. Through 12 months of the year 2020, we are under 100.00% in each of the four budget categories as well as overall.

Lonnie also requested approval to void out one outstanding check at Northwest Bank that is over two years old and approval to proceed with closing the account.

A motion was made by Candice and seconded by Dinah to approve the treasurer's report. Joshua abstained from voting with all other in attendance signifying approval.

Lonnie also reported on the need for all employees or independent contractors to provide a social security number for employment and/or a TID# for services as an independent contractor. Motion was made by Joshua and seconded by Dinah requiring that all employees/independent contractors must provide the required social security number of TID# to provide services to the library. Motion approved by all.

Personnel Report:

Susan Smith has transitioned to new role as Youth Services Manager.

Librarians Report:

*Old Business:*

- Karen reported that she has informed Paradise Properties their services are no longer needed. Kyle Doan will finish the painting. leted. Karen will be communicating with Paradise Properties to bring this to a conclusion.

- Awaiting estimate from Kevin Byers for cost to install the stove.
- Library of Things is acceptable under our insurance policy as currently issued. Karen recommends we proceed with a waiver being signed for power tools.
- Big Read postponed due to timing.

*New Business:*

- The Library will operate on curbside only until we reduce to Code Orange or below.
- Karen provided an update on Ricoh Printing and the ability to print from phone.
- After discussion Martha made a motion, which was seconded, to limit hours paid in excess of available PTO to 20-hours for part-time employees and 30-hours for full time employees. Motion received full approval.
- Karen reported she is working with Charity Hawkins of Adtecherate on the equipment updates.
- Karen reported that the request to use the Annex by the Greene County Health Department for Covid-19 vaccinations has been withdrawn due to spacing requirements for waiting and to allow for proper social distancing.

A motion was made and seconded to approve the Librarian's Report. All in favor.

Adjournment:

A motion to dismiss was made by Candice at 5:59 PM and seconded by Martha. All in favor. The next regular public meeting will be Wednesday, February 10, 2021, in the Library Annex.

 Secretary

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

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

<b>Fund</b>	<b>Start of year</b>	<b>Disbursements this month</b>	<b>Disbursements YTD</b>	<b>Receipts this month</b>	<b>Receipts YTD</b>	<b>Balance</b>
<b>1. General</b>						
100 OPERATING	\$180,803.84	\$41,590.35	\$41,590.35	\$15,754.94	\$15,754.94	\$154,968.43
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	\$0.00	\$0.00	\$245,033.43
<b>Subtotal</b>	<b>\$426,016.27</b>	<b>\$41,590.35</b>	<b>\$41,590.35</b>	<b>\$15,754.94</b>	<b>\$15,754.94</b>	<b>\$400,180.86</b>
<b>2. Special Revenue</b>						
200 GIFT	\$20,918.54	\$1,139.97	\$1,139.97	\$289.75	\$289.75	\$20,068.32
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	\$5,218.88	\$5,218.88	\$6,696.00
<b>Subtotal</b>	<b>\$133,083.50</b>	<b>\$1,139.97</b>	<b>\$1,139.97</b>	<b>\$5,508.63</b>	<b>\$5,508.63</b>	<b>\$137,452.16</b>
<b>4. Capital Projects</b>						
400 LIRF	\$342.65	\$0.00	\$0.00	\$0.00	\$0.00	\$342.65
<b>Subtotal</b>	<b>\$342.65</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$342.65</b>
<b>5. Clearing</b>						
800 PLAC	\$409.42	\$0.00	\$0.00	\$0.00	\$0.00	\$409.42
801 EVERGREEN FINES & FEES	\$2,043.96	\$15.50	\$15.50	\$0.00	\$0.00	\$2,028.46
802 PAYROLL	(\$10,193.39)	\$0.00	\$0.00	\$0.00	\$0.00	(\$10,193.39)
803 FEDERAL TAX	\$5,994.32	\$1,585.82	\$1,585.82	\$1,585.82	\$1,585.82	\$5,994.32
804 FICA	(\$11.79)	\$1,307.95	\$1,307.95	\$1,307.95	\$1,307.95	(\$11.79)
805 MEDICARE	(\$2.76)	\$305.87	\$305.87	\$305.87	\$305.87	(\$2.76)
806 STATE TAX	(\$6.15)	\$753.72	\$753.72	\$753.72	\$753.72	(\$6.15)
807 COUNTY TAX	(\$3.33)	\$371.26	\$371.26	\$371.26	\$371.26	(\$3.33)
808 PERF	(\$337.84)	\$313.18	\$313.18	\$313.18	\$313.18	(\$337.84)
809 Insurance	\$11,015.43	\$0.00	\$0.00	\$455.21	\$455.21	\$11,470.64
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	\$6,797.49	\$6,797.49	\$6,797.49	\$6,797.49	\$0.00
<b>Subtotal</b>	<b>\$9,187.16</b>	<b>\$11,450.79</b>	<b>\$11,450.79</b>	<b>\$11,890.50</b>	<b>\$11,890.50</b>	<b>\$9,626.87</b>
<b>Grand Total</b>	<b>\$568,629.58</b>	<b>\$54,181.11</b>	<b>\$54,181.11</b>	<b>\$33,154.07</b>	<b>\$33,154.07</b>	<b>\$547,602.54</b>

**Total all banks = \$547,602.54**



# Appropriation Report for 100 OPERATING

## Bloomfield-Eastern Greene County Public Library

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

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<b>1. Personal Services</b>								
1.111	Salary of Librarian	\$45,000.00	\$0.00	\$45,000.00	\$3,714.23	\$3,714.23	\$41,285.77	91.7
1.112	Salary of Librarians(Hourly)	\$140,000.00	\$0.00	\$140,000.00	\$12,933.09	\$12,933.09	\$127,066.91	90.8
1.113	Salary of Library Assistants	\$42,000.00	\$0.00	\$42,000.00	\$2,232.00	\$2,232.00	\$39,768.00	94.7
1.114	Salary of Pages	\$12,000.00	\$0.00	\$12,000.00	\$931.62	\$931.62	\$11,068.38	92.2
1.115	Salary of Coordinators	\$10,000.00	\$0.00	\$10,000.00	\$567.40	\$567.40	\$9,432.60	94.3
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	\$717.50	\$717.50	\$9,282.50	92.8
1.21	Library FICA and Medicare	\$23,000.00	\$0.00	\$23,000.00	\$1,613.82	\$1,613.82	\$21,386.18	93.0
1.22	Unemployment	\$4,500.00	\$0.00	\$4,500.00	\$64.05	\$64.05	\$4,435.95	98.6
1.23	PERF Employer Contribution Share	\$18,000.00	\$0.00	\$18,000.00	\$1,169.19	\$1,169.19	\$16,830.81	93.5
1.241	Employee Group Insurance	\$20,000.00	\$0.00	\$20,000.00	\$2,250.33	\$2,250.33	\$17,749.67	88.7
	<b>Subtotal</b>	<b>\$324,500.00</b>		<b>\$324,500.00</b>	<b>\$26,193.23</b>	<b>\$26,193.23</b>	<b>\$298,306.77</b>	<b>91.9</b>
<b>2. Supplies</b>								
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	\$165.73	\$165.73	\$1,834.27	91.7
2.31	Building Materials	\$1,500.00	\$0.00	\$1,500.00	\$19.98	\$19.98	\$1,480.02	98.7
2.41	Library Supplies	\$8,000.00	\$0.00	\$8,000.00	\$419.21	\$419.21	\$7,580.79	94.8
2.43	Adult Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$77.63	\$77.63	\$962.37	92.5
2.44	Teen Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$15.65	\$15.65	\$1,024.35	98.5
2.45	Children's Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$14.65	\$14.65	\$1,025.35	98.6
2.46	Eastern Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$3.67	\$3.67	\$1,036.33	99.6

<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>
2.47 Covid-19 Supplies	\$800.00	\$0.00	\$800.00	\$76.04	\$76.04	\$723.96	90.5
<b>Subtotal</b>	<b>\$16,560.00</b>		<b>\$16,560.00</b>	<b>\$792.56</b>	<b>\$792.56</b>	<b>\$15,767.44</b>	<b>95.2</b>
<b>3. Other Services and Charge</b>							
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
3.141 Other Professional	\$22,000.00	\$0.00	\$22,000.00	\$1,515.67	\$1,515.67	\$20,484.33	93.1
3.142 Database Subscriptions	\$4,000.00	\$0.00	\$4,000.00	\$647.77	\$647.77	\$3,352.23	83.8
3.143 eBook Services	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$0.00	\$4,500.00	100.0
3.21 Telephone	\$2,000.00	\$0.00	\$2,000.00	\$202.34	\$202.34	\$1,797.66	89.9
3.22 Postage	\$775.00	\$0.00	\$775.00	\$0.00	\$0.00	\$775.00	100.0
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	\$0.00	\$2,500.00	100.0
3.251 Freight and Express	\$600.00	\$0.00	\$600.00	\$41.13	\$41.13	\$558.87	93.1
3.252 Evergreen	\$4,000.00	\$0.00	\$4,000.00	\$3,785.00	\$3,785.00	\$215.00	5.4
3.26 Internet Vendor	\$6,000.00	\$0.00	\$6,000.00	\$792.28	\$792.28	\$5,207.72	86.8
3.31 Advertising and Publicity	\$600.00	\$0.00	\$600.00	\$249.00	\$249.00	\$351.00	58.5
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	\$170.00	\$170.00	\$7,330.00	97.7
3.52 Electric	\$26,000.00	\$0.00	\$26,000.00	\$1,463.46	\$1,463.46	\$24,536.54	94.4
3.53 Water	\$2,000.00	\$0.00	\$2,000.00	\$44.87	\$44.87	\$1,955.13	97.8
3.54 Waste Disposal	\$2,100.00	\$0.00	\$2,100.00	\$20.00	\$20.00	\$2,080.00	99.0
3.61 Building Repair	\$22,000.00	\$0.00	\$22,000.00	\$166.00	\$166.00	\$21,835.00	99.3
3.62 Equipment Repair	\$10,000.00	\$0.00	\$10,000.00	\$893.63	\$893.63	\$9,106.37	91.1
3.63 Janitorial Service	\$21,000.00	\$0.00	\$21,000.00	\$1,650.00	\$1,650.00	\$19,350.00	92.1
3.8 2020 Encumbered Funds	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$700.00	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>
3.91 Dues	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100.0
<b>Subtotal</b>	<b>\$158,325.00</b>		<b>\$158,325.00</b>	<b>\$11,640.15</b>	<b>\$11,640.15</b>	<b>\$146,684.85</b>	<b>92.6</b>
<b>4. Capital Outlays</b>							
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	\$0.00	\$0.00	\$8,000.00	100.0
4.51 Books - Adult Fiction	\$8,400.00	\$0.00	\$8,400.00	\$619.57	\$619.57	\$7,780.43	92.6
4.521 Books - Adult Nonfiction	\$5,400.00	\$0.00	\$5,400.00	\$287.12	\$287.12	\$5,112.88	94.7
4.522 Books-Local History/Genealogy	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
4.53 Books - Children	\$6,600.00	\$0.00	\$6,600.00	\$582.53	\$582.53	\$6,017.47	91.2
4.54 Books - YA	\$3,400.00	\$0.00	\$3,400.00	\$0.00	\$0.00	\$3,400.00	100.0
4.55 Books - Eastern	\$6,000.00	\$0.00	\$6,000.00	\$658.64	\$658.64	\$5,341.36	89.0
4.61 Periodicals and News	\$3,250.00	\$0.00	\$3,250.00	\$58.24	\$58.24	\$3,191.76	98.2
4.71 Nonprint - Adult DVD	\$3,500.00	\$0.00	\$3,500.00	\$184.72	\$184.72	\$3,315.28	94.7
4.72 Nonprint - Music	\$650.00	\$0.00	\$650.00	\$0.00	\$0.00	\$650.00	100.0
4.73 Nonprint - Audiobooks	\$5,800.00	\$0.00	\$5,800.00	\$535.67	\$535.67	\$5,264.33	90.8
4.74 Nonprint - Childrens	\$3,200.00	\$0.00	\$3,200.00	\$0.00	\$0.00	\$3,200.00	100.0
4.75 Nonprint - YA	\$2,050.00	\$0.00	\$2,050.00	\$0.00	\$0.00	\$2,050.00	100.0
4.76 Nonprint - Eastern	\$4,200.00	\$0.00	\$4,200.00	\$37.92	\$37.92	\$4,162.08	99.1
4.77 Replacement Books & Nonprint	\$750.00	\$0.00	\$750.00	\$0.00	\$0.00	\$750.00	100.0
<b>Subtotal</b>	<b>\$64,200.00</b>		<b>\$64,200.00</b>	<b>\$2,964.41</b>	<b>\$2,964.41</b>	<b>\$61,235.59</b>	<b>95.4</b>
<b>Grand Total</b>	<b>\$563,585.00</b>	<b>\$0.00</b>	<b>\$563,585.00</b>	<b>\$41,590.35</b>	<b>\$41,590.35</b>	<b>\$521,994.65</b>	<b>92.6</b>

Approved by the State Board Of Accounts for Bloomfield-Eastern Greene County Public Library on 1/11/998.

# 2021 Board Meeting Librarian's Report 2020 Statistics

	2021	2020	2019
<b>Adult Circulation</b>			
Fiction	506	880	730
Non-fiction	192	299	239
Periodicals	26	92	70
Audiobooks	62	143	126
Playaways	58	50	71
Overdrive	1323	582	507
Music CD	17	22	48
DVDs	303	1245	1224
Video Games	8	39	46
<b>Total Adult</b>	<b>2495</b>	<b>3352</b>	<b>2554</b>
<b>Youth Services Circulation</b>			
YA	91	218	106
YA Nonprint	1	NA	9
Juvenile Fiction	533	1096	802
Juvenile Nonfiction	107	141	63
Audiobooks	23	57	41
B&C (kits)	10	NA	5
Juvenile Music			
Periodicals	0	5	6
Parent/Teacher		NA	3
Video Games	23	80	78
<b>TOTAL YOUTH SERVICES</b>	<b>846</b>	<b>1820</b>	<b>1221</b>
<b>TOTAL</b>	<b>3341</b>	<b>5172</b>	<b>3775</b>

## Interlibrary Loan Services

	2021	2020
Books via SRCS Supplied	0	8
Books via SRCS Borrowed	2	1
Books loaned to Evergreen	503	533
Books borrowed from Evergreen	499	501

## Computer/Equipment Usage

	2021	2020
Children		
Teen		
Adult	67	
Wireless		
Microfilm	1	

## Programs

Programs:	# of Children	# attended	60
	# of Teens	# attended	170
	# of Adults	# attended	6
<b>TOTAL</b>			<b>236</b>
Outreach	Children	2 stories	

### Desk Collection

Fines and Fees	109.75
Fax	9.00
Copier	114.65
Donations	92.55
Misc	43.05
<b>Total</b>	<b>369</b>

### Bloomfield Main Facebook

Posts	16
Followers	1156
Engagements	246
Reached	5960
Like	1071

### Young Adult Page

Posts	11
Followers	134
Engagements	28
Reached	244
Like	126

### Website

**842 visits 1731 pages  
2.06 pages/ visit**

### New Patrons

Township	Resident	Resident Limited Access	Non Resident	Total
Beech				
Center	1			1
Highland	1			1
Jackson	1			1
Richland				
Taylor				
Unlisted				
<b>Total</b>	<b>3</b>			<b>3</b>

### Children's Facebook

Posts	8
Followers	137
Engagements	22
Reached	752
Like	129

### Materials Add Bloomfield

Adult Fiction	34
Adult Nonfiction	19
Audio Books	19
Playaways	3
Periodicals	43
DVD's	13
YA-Fiction	21
Juvenile Fiction	34
Juvenile Nonfiction	6
<b>Total</b>	<b>192</b>

# Eastern 2021 Statistics

	2021	2020	2019
Adult Fiction	129	149	102
Adult Nonfiction	26	37	23
Periodicals	1	17	36
Audio Books		17	14
Music CD			1
DVD	102	406	263
Games	11	14	1
<b>TOTALS ADULT</b>	<b>269</b>	<b>640</b>	<b>619</b>
YA Fiction	2	6	22
Juvenile Fiction	144	98	129
Juvenile Nonfiction	22	22	25
Juvenile Audiobooks		1	3
Juvenile Periodicals		5	0
<b>TOTALS JUVENILES</b>	<b>168</b>	<b>132</b>	<b>179</b>
<b>TOTAL</b>	<b>437</b>	<b>772</b>	<b>798</b>

Computer Use

30

Wireless

Scavenger Hunts

8

Story Walks



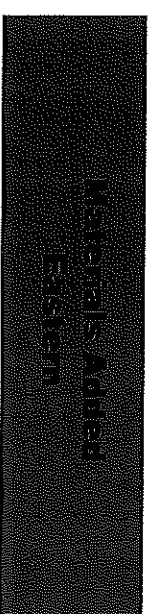
9 posts

126 Followers

233 reached

25 engagements

115 likes



Adult Fiction	7
Adult Nonfiction	1
Periodicals	16
YA	
Juvenile Fiction	5
Juvenile Nonfiction	5
J Periodicals	1
DVD's	
CD Books	2
<b>TOTAL</b>	<b>37</b>

Treasurers Report:

**PAYROLL:** Net Pay of **\$16,002.83 (January 4)**

**CLAIMS:** Claims #1-40, 44-56, & 67, totaling **\$54,181.11**.

**BALANCE THE BUDGET:**

- Close 2020, Balance Accounts, Appropriate 2021

**BUDGET STATUS:**

Through **12** months 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 each of the four budget categories and overall. See the appropriation report through January 31, 2021 for the full numbers.

2021/Current Year through January 31, 2021

Personnel/Personal Services	8.10 % spent
Supplies	4.80 % spent
Other Services	7.40 % spent
Capital Outlays	4.60 % spent
OVERALL	7.40 % spent

2020/Prior Year Comparison through January 31, 2020

Personnel/Personal Services	0.90 % spent
Supplies	3.00 % spent
Other Services	8.50 % spent
Capital Outlays	5.00 % spent
OVERALL	3.50 % spent

The account with Northwest Bank fka Mutual Bank, Bloombank, and Bloomfield State Bank has been closed with funds transferred to Farmers and Mechanics Federal as of January 21, 2021. The amount transferred was \$6,797.49.

We discovered an error made by the previous bookkeeper in December 2019 impacting W-2s for 2019. Sixteen W2's must have corrected W-2's completed for 2019. Unfortunately, this is a manual process to correct, but the paperwork will be filed this week.

We have received a billing from the Internal Revenue Service for the tax period ending June 30, 2019, for \$4,931.10. These are for underpayment on 941 for the period.