

Meeting Agenda

Board of Trustees – Bloomfield-Eastern Greene County Public Library

Wednesday, November 11, 2020

1. Approval of Claims & Payroll
2. Approval of Minutes
3. Presentation & Approval of Treasurer's Report
4. Personnel Report
5. Librarian's Report
 - a. Old Business:
 - i. Stanley Handicapped Door – Interior Door will need replacement soon-Quote \$1,304. Stanley Doors came and fixed the door openers, while he was here he took care of the other door issues that we were having.
 - ii. Upkeep – Painting of the window trim should now be done.
 - b. New Business:
 - i. Welcome Linda Mattox to Board
 - ii. Personnel Updates:
 1. Mathew New will be able to do some programming with middle to upper elementary and Susan can do the programming for the Teens as well as oversee the Youth Department.
 2. Alison Stevens will be working as a page starting in December as all of our current pages will be graduating and we will need to hire new ones to take their places come next fall.
 - iii. We are beginning a push for curbside service again as Covid-19 numbers are on the increase. We will go curbside only if the county goes Red. The Linton Library is following our lead on this.
 - iv. In follow-up to the grant of \$730 from REMC to have a stove placed in the annex, Kevin Byers preparing an estimate for cost of the electrical work to install a stove. Byers recommends we consider an apartment size stove due to the size of some of the doorways. He suggested researching with Rash Appliances in Jasonville as they will deliver, set it up, and complete any future repairs needed. Planning a trip there soon.
 - v. New Youth Services Manager – hold spot
 - vi. Requested Graves come and check the HVAC system before winter arrives.

- vii. Incident Report – A table in the community room collapsed when a member of the Memory Quilt Group braced herself as she stood up. She was not injured by Linda asked her to fill out a report and we have footage of the incident on DVD.
- viii. We have started a Library of Things with donations from Burnsetters memorial monies. These were used for cake pans and small cake decorating kits. We would like to use some of the money donated in Roger Doane's name to add tools that could be borrowed from the library. Kimberly is researching the policies and tools other libraries use.
- ix. Both branches Statistics are between the 2018 stats and the 2019 stats; 2019 were never put in last year so I went back and got what I could. I feel that all things considered we are not doing too bad especially when I hear other libraries are down more than 25%.
- x. The Friends of the Library have agreed to move the Golf Fore the Library back to April 10th as the end of National Library Week. I am going to ask that Greene County Literacy switch their Wine and Cheese in the Stacks to May. Provided it is safe at that time.
- xi. The Greene County Health Department held a Flu Shot Clinic at the Annex on Thursday, October 29. They said they had about 40 people come through. There is another one scheduled on Saturday, November 21, from 10 to 6.

c. Meetings

- i. October 29 - Ben, Simon and I met with Today's Business Solutions on adding remote printing and printing from phones to the library. He also demonstrated some pretty cool scanners and money stations. It was impressive but cost prohibitive. The mobile printing which is what I was most interested in would run at least \$1,200 not including \$20 a month fee.
- ii. November 1 - Met with Judy and Ben on what was happening at the Eastern Branch.
- iii. November 5 - Lonnie and I had a webinar with Indiana State Library on Accounting and Bookkeeping.

6. Public Comment

- Adjournment

Voucher List

Bloomfield-Eastern Greene County Public Library

Report Date: From 10/1/2020 To 10/31/2020

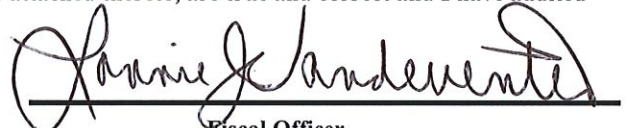
Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	491	PERF	10/1/2020	PERF Deposit - Wage & Contribution Report for 10/01/2020 Submission Unit 1842000	\$1,578.69
0	492	INTERNAL REVENUE SERVIC	10/1/2020	Federal Tax Deposit	\$4,338.46
0	493	INDIANA DEPT OF REVENUE	10/1/2020	State and County Tax Deposit	\$1,019.26
2021	495	MICHELE ROGERS	10/1/2020	JANIORIAL SERVICE - SEPTEMBER 2020	\$1,650.00
0	505	PAYROLL	10/1/2020	PAYROLL	\$16,657.67
2022	506	EASTERN ALLIANCE INSURAN	10/1/2020	WORKERS COMPENSATION	\$67.00
2023	507	DUKE ENERGY	10/1/2020	ELECTRIC ACCOUNT #5480-2885-01-9 & 7480-2885-02-8	\$2,039.04
2024	508	JOHN MUSGRAVES	10/1/2020		\$36.70
2025	509	PITTMAN FAMILY FARMS LAW	10/1/2020		\$160.00
2026	510	BAKER & TAYLOR	10/1/2020		\$471.95
2027	511	Background Bureau, INC	10/1/2020	MATTHEW NEW BACKGROUND CHECK	\$8.00
2028	512	MIDWEST NATURAL GAS COR	10/1/2020	ACCOUNT#1851-146-420-000 - \$10.00; ACCOUNT#1851-146-210-002 - \$12.84	\$22.84
2029	513	BLOOMFIELD SUPPLY & HAR	10/1/2020		\$16.06
2030	514	HASEMAN PEST CONTROL OF	10/1/2020		\$65.00
2031	515	OVERDRIVE, INC	10/1/2020		\$3,842.93
2032	516	KAREN HOLZ	10/1/2020	Reimburse for Facemasks purchase	\$17.96
2033	517	INDIANA STATE LIBRARY FOU	10/7/2020		\$327.17
2034	518	MICHAEL FREDERICK	10/7/2020		\$24.00
2035	519	CENTER POINT LARGE PRINT	10/7/2020		\$132.42
2036	520	BLOOMFIELD YEARBOOK	10/7/2020	2020 BLOOMFIELD SCHOOL YEARBOOK 2 copies @ \$42.00 each	\$84.00
2037	521	UNIQUE MANAGEMENT SERVI	10/7/2020		\$50.40
2038	522	SHOWCASES	10/7/2020		\$111.13
2039	523	CENTER POINT LARGE PRINT	10/7/2020		\$132.42
2040	524	CENGAGE LEARNING	10/8/2020		\$76.00
2041	525	RICOH USA, INC (CHICAGO)	10/8/2020		\$96.78
2042	526	SAMS CLUB/SYNCHRONY BA	10/8/2020	ACCOUNT #6046002042064864	\$202.11
2043	527	AMAZON CAPITAL SERVICES	10/8/2020		\$338.07
2044	528	SCHOOL LIFE	10/8/2020	DOG BRAG TAGS	\$16.55
2045	529	UDWI	10/12/2020	ACCT342890-001	\$153.00
2046	530	UNIQUE MANAGEMENT SERVI	10/12/2020		\$42.84
2047	531	EVERYWHERE SIGNS & CRAN	10/12/2020		\$1,850.00
2048	532	CENTURYLINK	10/15/2020		\$3.76
2049	533	BEDFORD OFFICE SUPPLY	10/15/2020		\$38.00
2050	534	EASTERN HEIGHTS UTILITIES	10/15/2020	231-01610-00	\$64.29
2051	535	BAKER & TAYLOR	10/15/2020		\$310.14
2052	536	GREENE COUNTY CLERK	10/15/2020	COPIES	\$3.00
2053	537	DELTA DENTAL	10/15/2020	CLIENT #007751061	\$83.61
2054	538	UNITED HEALTHCARE	10/15/2020		\$1,998.71
2055	539	FINDAWAY WORLD	10/15/2020		\$247.46
2056	540	GADELLNET CONSULTING SE	10/15/2020		\$75.00
2057	541	AVC Technology Corporation	10/15/2020		\$495.00
2058	542	ENA Services LLC	10/15/2020		\$503.00
2059	543	AT&T	10/15/2020		\$158.16
2060	544	SMITHVILLE	10/20/2020	812-825-2677	\$37.68
2061	545	B & C Disposal	10/21/2020		\$38.00
2062	546	WALMART	10/21/2020		\$7.86

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
2063	547	WELLS FARGO VENDOR FINA	10/21/2020		\$144.27
2064	548	JOHN MUSGRAVES	10/21/2020		\$34.20
2065	549	BAKER & TAYLOR	10/21/2020		\$303.02
2066	550	AMAZON CAPITAL SERVICES	10/21/2020		\$1,433.03
2067	551	CENGAGE LEARNING	10/21/2020		\$19.19
0	554	PAYROLL	10/1/2020	Printed payroll checks	\$2,191.98
2068	555	KIMBERLY PORTER	10/27/2020		\$18.96
2071	559	RICOH USA, INC (ATLANTA)	10/28/2020		\$115.31
2072	560	OVERDRIVE, INC	10/28/2020		\$501.21
2073	561	DELTA DENTAL	10/28/2020		\$48.00
2074	562	U.S. BANK	10/28/2020		\$390.70
2075	563	UNITED HEALTHCARE	10/28/2020		\$1,998.71
2076	564	EASTERN HEIGHTS UTILITIES	10/28/2020	Service at 125 E State Road 54, Bloomfield, IN	\$14.85
2077	565	SEWAGE DISPOSAL WORKS	10/28/2020	125 S FRANKLIN ST	\$148.00
2078	566	CENGAGE LEARNING	10/28/2020		\$56.00
2079	567	BAKER & TAYLOR	10/28/2020		\$897.24
2081	569	DUKE ENERGY	10/29/2020	ACCT 5480-2885-01-9	\$1,474.43
2082	570	ABELL ELEVATOR INTERNATI	10/29/2020	SERVICE 11/1/2020-01/31/2021	\$254.20
2083	571	BAKER & TAYLOR	10/29/2020		\$445.20
2084	572	JOHN MUSGRAVES	10/29/2020		\$70.83
2085	573	AMAZON CAPITAL SERVICES	10/29/2020		\$189.81

Total Amount of Claims \$50,441.26

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, November 4, 2020


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 \$50,441.26

Date this 11th day of November, 2020.

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: \$18,849.65

Deductions: \$4,704.43

Net Pay: \$14,145.22

FICA:	Medicare:	Federal:	State:	County:	PERF:	Health Ins	Insurance	Other	Other	Other	Other
\$1,168.70	\$273.33	\$1,454.40	\$686.56	\$332.70	\$333.53	\$455.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	Other	Other	Other	NT PERF	Tax PERF	EIC:	EIC:				
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				

Gross Pay:	\$18,849.65
Non Taxable	\$0.00
Taxable	\$18,849.65

Paid Through Date Hourly 9/24/2020
 Paid Through Date Salary 9/24/2020
 Check Date Hourly 10/1/2020
 Check Date Salary 10/1/2020
 Voucher/Receipt Date 10/1/2020

Used	Earned
Regular	959.5
Sunday	0
Double	0
Sick	0
Vacation	0
Comp	5
Personal	43
Other	4.75
Total Hours:	1012.25

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 \$ 18849.65 is correct and has by me been approved.

Dated 9/28/2020

Karen Holz
 Director

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

This is in proper form.
 That it is duly authenticated as required by law.
 That it is based upon statutory authority.
 That it is apparently correct.

Disbursing Officer

Employer Share FICA Due =	\$1,168.70	Employer Share FICA Due =	\$2,337.40
Employee Share FICA Due =	\$1,168.70	Employee Share FICA Due =	\$2,337.40
Employee Share Medicare Due =	\$273.33	Employee Share Medicare Due =	\$546.66
Employer Share Medicare Due =	\$273.33	Employer Share Medicare Due =	\$546.66
Federal Tax Due =	\$1,454.40	Federal Tax Due =	\$1,454.40
Total Tax Deposit Due =	\$4,338.46	Total Tax Deposit Due =	\$4,338.46
Employee PERF Due =	\$333.53	Employee PERF Due =	\$333.53
Employer PERF Due =	1245.16	Employer PERF Due =	1245.16
Total PERF Due =	\$1,578.69	Total PERF Due =	\$1,578.69
State Tax Due =	\$686.56	State Tax Due =	\$686.56
County Tax Due =	\$332.70	County Tax Due =	\$332.70
Total Tax Due =	\$1,019.26	Total Tax Due =	\$1,019.26

Bloomfield-Eastern Greene County Public County

Board of Trustees

Wednesday, October 14, 2020

The Bloomfield-Eastern Greene County Public Library Board of Trustees met Wednesday, August 12, at 4:58 pm at the Library Annex. Those present were Roger Axe, Acting Chairman, Martha Marmouze, Dinah Fuller, Candice Patterson, Karen Holz – Director, and Lonnie Vandeventer – Treasurer/Bookkeeper.

Roger Axe, Acting Chairman, with the passing of Roger Doane, Board President, recommended that Linda Maddox be approved as a new Board member. Motion was made and seconded and approved by all in attendance.

Vadim Morozov with Baird presented an update on investments to the board. Several questions were fielded by members of the Board. Vadim Morozov was thanked by the Board for his attendance and update.

Approval of Claims and Minutes:

A motion was made and seconded to approve claims & payroll. All indicated approval and support of the motion.

A motion was made and seconded to approve minutes. All indicated approval and support of the motion.

Treasurers Report:

Provided in meeting packet. Through 10 months of the year, we are under 83.33% in each of the four budget categories as well as overall.

Lonnie Vandeventer also reported an update has been made to track PTO for employees through the accounting program through AVC. In addition, plans are underway to move payroll direct deposit from Northwest to Farmers & Mechanics.

Librarian's Report:

Old Business:

No old business to report.

New Business:

- i. Stanley Handicapped Door – Interior Door will need replacement soon-
Quote \$1,304.
- ii. New Hire: Mathew New – Library Assistant

- iii. Report on Lonnie – Doing a great job of untangling mistakes; working with AVC and Matt Baker, AVC on contract and Matt has been great to advise as needed
- iv. Safety Deposit Box – No longer with Northwest; Dinah and Karen closed it. All items now in annex vault and Karen has keys in her office drawer.
- v. Karen Vacation – October 17-25. Karen will contact library daily to check in and will return home on October 21. Kimberly and Lonnie should be able to sort most things out. Karen will also check emails and text messages.
- vi. Library Upkeep – Painting of the front and side of the library is being done.
- vii. Bloomfield-Eastern Greene County Public Library is now in compliance with the Public Library Standards for 2019. Placed with the minutes of this meeting.
- viii. Sign the Budget Report; will be placed with this report after being filed with the state.
- ix. Received a grant of \$730 from REMC to have stove placed in the Annex. Roger Doane was working on how this should be accomplished, should we get it. Karen checking with a couple of local contractors about donating time to install.
- x. Consideration of approving people to use the Annex for the Bloomfield Hometown Christmas; do we allow them to set up like we have in the past or say not this year.
- xi. The school has reclaimed responsibility for 21st Century Scholars as they pursue a different direction. As a result, they also reclaimed possession of the screens from the Annex. They did reimburse us for their cost earlier. Informed them we are available if they need our help.
- xii. Asked Susan Smith to be Head of Youth Services. Working on new job description for the position. She is aware she is already near the top of our pay scale for the position.
- xiii. Pursuing hiring one additional part-time employee to work both the circulation desk and work in the Children's area.
- xiv. Summer Reading Collaboration materials are out and the staff is reviewing to make recommendation for next year
- xv. Researching employee insurance for the next year and will incur an increase of less than 3%. I have developed and will maintain an excel spreadsheet that will be in the new Director file on my computer and on the external back-up of the hard drive.
- xvi. Resolution on Library Board Member/Officer Succession.

- vii. Incident Report – A table in the community room collapsed when a member of the Memory Quilt Group braced herself as she stood up. She was not injured by Linda asked her to fill out a report and we have footage of the incident on DVD.
- viii. We have started a Library of Things with donations from Burnsetters memorial monies. These were used for cake pans and small cake decorating kits. We would like to use some of the money donated in Roger Doane's name to add tools that could be borrowed from the library. Kimberly is researching the policies and tools other libraries use.
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- xi. The Greene County Health Department held a Flu Shot Clinic at the Annex on Thursday, October 29. They said they had about 40 people come through. There is another one scheduled on Saturday, November 21, from 10 to 6.
- xii. Meetings:
 - 1. October 29: Ben, Simon, and I met with Today's Business Solutions on adding remote printing and printing from phones to the library. He also demonstrated some pretty cool scanners and money stations. It was impressive but cost prohibitive. The mobile printing which is what I was most interested in would run at least 1200 dollars not including \$20 a month fee.
 - 2. November 1: Met with Judy and Ben on what was happening at the Eastern Branch
 - 3. November 5: Lonnie and I participated in a webinar with Indiana State Library on Accounting and Bookkeeping.

5. Public Comment

6. Adjournment

Motion was made and seconded to approve the librarian's report. All in favor.

Adjournment:

A motion was made at 6:10 pm, which was seconded. All present were in favor. The next regular public meeting will be Wednesday, November 11, at 5:00PM at the Library Annex.

_____ Secretary

Financial Report
Bloomfield-Eastern Greene County Public Library

Report Dates = 10/1/2020 to 10/31/2020

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
1. Operating Fund						
1 CASH CHANGE FUND	\$143.50	\$0.00	\$0.00	\$0.00	\$0.00	\$143.50
50 PETTY CASH	\$35.50	\$0.00	\$0.00	\$0.00	\$0.00	\$35.50
100 OPERATING	(\$63,525.54)	\$42,857.37	\$414,737.53	\$22,253.99	\$530,360.91	\$52,097.84
110 INVESTMENTS	\$235,150.51	\$0.00	\$0.00	\$0.00	\$9,882.92	\$245,033.43
Subtotal	\$171,803.97	\$42,857.37	\$414,737.53	\$22,253.99	\$540,243.83	\$297,310.27
2. Main						
300 PLAC	\$409.42	\$0.00	\$0.00	\$0.00	\$0.00	\$409.42
350 EVERGREEN FINES & FEES	\$2,100.20	\$0.00	\$93.24	\$0.00	\$77.50	\$2,084.46
600 SIM SMITH	\$3,091.42	\$0.00	\$0.00	\$0.00	\$0.00	\$3,091.42
650 LIRF	\$342.65	\$0.00	\$0.00	\$0.00	\$0.00	\$342.65
700 SALES TAX	\$16.18	\$0.00	\$10.58	\$0.00	\$0.80	\$6.40
750 STATE GRANTS	\$0.00	\$0.00	\$298.90	\$0.00	\$0.00	(\$298.90)
800 LEVY EXCESS OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
850 STATE TECHNOLOGY	\$2,059.44	\$3.76	\$7,910.20	\$0.00	\$7,617.16	\$1,766.40
900 RAINY DAY	\$41,021.94	\$0.00	\$17,121.00	\$0.00	\$0.00	\$23,900.94
905 TRANSFERS	\$0.00	\$0.00	\$119,500.00	\$0.00	\$119,500.00	\$0.00
Subtotal	\$49,041.25	\$3.76	\$144,933.92	\$0.00	\$127,195.46	\$31,302.79
3. Gift Fund						
400 GIFT	\$21,762.50	\$2,875.70	\$13,559.48	\$3,080.00	\$12,810.06	\$21,013.08
450 HUNTER TRUST	\$45,017.84	\$0.00	\$0.00	\$0.00	\$0.00	\$45,017.84
500 GATES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
550 FLATER	\$1,177.64	\$0.00	\$0.00	\$0.00	\$0.00	\$1,177.64
605 SMITHVILLE GRANT	\$37,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,500.00
875 CONFERENCE SCHOLARSHIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$105,457.98	\$2,875.70	\$13,559.48	\$3,080.00	\$12,810.06	\$104,708.56
4. Withholdings						
200 PAYROLL	(\$5,295.14)	\$455.21	\$4,898.25	\$0.00	\$0.00	(\$10,193.39)
200.1 FEDERAL TAX	\$5,994.32	\$1,454.40	\$16,272.42	\$1,454.40	\$16,272.42	\$5,994.32
200.2 FICA	(\$11.79)	\$1,168.70	\$13,338.77	\$1,168.70	\$13,338.77	(\$11.79)
200.3 MEDICARE	(\$2.76)	\$273.33	\$3,119.57	\$273.33	\$3,119.57	(\$2.76)
200.4 STATE TAX	(\$6.15)	\$686.56	\$7,578.38	\$686.56	\$7,578.38	(\$6.15)
200.5 COUNTY TAX	(\$3.33)	\$332.70	\$3,892.98	\$332.70	\$3,892.98	(\$3.33)
200.6 PERF	(\$337.84)	\$333.53	\$3,351.16	\$333.53	\$3,351.16	(\$337.84)
200.7 Insurance	\$6,187.46	\$0.00	\$0.00	\$455.21	\$3,917.55	\$10,105.01
200.9 Other	\$272.89	\$0.00	\$0.00	\$0.00	\$0.00	\$272.89
Subtotal	\$6,797.66	\$4,704.43	\$52,451.53	\$4,704.43	\$51,470.83	\$5,816.96
Grand Total	\$333,100.86	\$50,441.26	\$625,682.46	\$30,038.42	\$731,720.18	\$439,138.58

Total all banks = \$439,138.58

Appropriation Report for 100 OPERATING

Bloomfield-Eastern Greene County Public Library

Report Date: From 10/11/2020 To 10/31/2020

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<i>1. Personal Services</i>							
1.111 Salary of Librarian	\$79,000.00	\$4,200.00	\$83,200.00	\$3,714.23	\$51,645.41	\$31,554.59	37.9
1.112 Salary of Librarians(Hourly)	\$115,000.00	\$7,190.00	\$122,190.00	\$12,313.64	\$102,621.33	\$19,568.67	16.0
1.113 Salary of Library Assistants	\$39,000.00	\$2,397.00	\$41,397.00	\$690.00	\$24,043.16	\$17,353.84	41.9
1.114 Salary of Pages	\$19,000.00	\$2,000.00	\$21,000.00	\$851.88	\$9,950.28	\$11,049.72	52.6
1.115 Salary of Coordinators	\$8,000.00	\$514.00	\$8,514.00	\$567.40	\$9,699.76	(\$1,185.76)	-13.9
1.116 Salary of Substitutes	\$6,500.00	(\$6,500.00)	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
1.131 Salary of Treasurer	\$14,000.00	\$3,820.00	\$17,820.00	\$712.50	\$17,180.35	\$639.65	3.6
1.21 Library FICA and Medicare	\$23,000.00	\$0.00	\$23,000.00	\$1,442.03	\$16,458.34	\$6,541.66	28.4
1.22 Unemployment	\$4,444.00	\$0.00	\$4,444.00	\$0.00	\$774.77	\$3,669.23	82.6
1.23 PERF Employer Contribution Share	\$17,000.00	\$0.00	\$17,000.00	\$1,245.16	\$12,510.77	\$4,489.23	26.4
1.241 Employee Group Insurance	\$16,000.00	\$3,500.00	\$19,500.00	\$3,673.82	\$21,445.85	(\$1,945.85)	-10.0
Subtotal	\$340,944.00	\$17,121.00	\$358,065.00	\$25,210.66	\$266,330.02	\$91,734.98	25.6
<i>2. Supplies</i>							
2.11 Official Records	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
2.21 Cleaning Supplies	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,124.48	\$375.52	25.0
2.31 Building Materials	\$2,000.00	\$0.00	\$2,000.00	\$16.04	\$147.31	\$1,852.69	92.6
2.41 Library Supplies	\$9,000.00	\$257.26	\$9,257.26	\$294.36	\$3,172.48	\$6,084.78	65.7
2.421 Program Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$51.50	(\$51.50)	#Div/0!
2.43 Adult Program Supplies	\$1,300.00	\$0.00	\$1,300.00	\$0.00	\$225.31	\$1,074.69	82.7
2.44 Teen Program Supplies	\$1,300.00	\$0.00	\$1,300.00	\$66.29	\$347.19	\$952.81	73.3
2.45 Children's Program Supplies	\$1,300.00	\$64.96	\$1,364.96	\$72.74	\$912.20	\$452.76	33.2

<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>
2.46 Eastern Program Supplies	\$1,300.00	\$0.00	\$1,300.00	\$0.00	\$185.87	\$1,114.13	85.7
2.47 Farmers Market Supplies	\$800.00	\$258.73	\$1,058.73	\$158.06	\$1,097.63	(\$38.90)	-3.7
Subtotal	\$18,600.00	\$580.95	\$19,180.95	\$607.49	\$7,263.97	\$11,916.98	62.1
3. Other Services and Charge							
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$8.00	\$61.50	\$938.50	93.9
3.141 Other Professional	\$18,000.00	\$0.00	\$18,000.00	\$923.89	\$21,409.62	(\$3,409.62)	-18.9
3.142 Database Subscriptions	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$1,806.77	\$2,193.23	54.8
3.143 eBook Services	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100.0
3.21 Telephone	\$4,500.00	\$0.00	\$4,500.00	\$195.84	\$814.11	\$3,685.89	81.9
3.22 Postage	\$750.00	\$0.00	\$750.00	\$0.00	\$487.25	\$262.75	35.0
3.23 Traveling Expenses	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$564.72	\$2,435.28	81.2
3.24 Professional Meeting	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$260.00	\$2,740.00	91.3
3.251 Freight and Express	\$550.00	\$0.00	\$550.00	\$33.77	\$268.59	\$281.41	51.2
3.252 Evergreen	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$2,260.96	\$239.04	9.6
3.26 Internet Vendor	\$7,000.00	\$0.00	\$7,000.00	\$503.00	\$1,806.68	\$5,193.32	74.2
3.31 Advertising and Publicity	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	100.0
3.32 Printing	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	100.0
3.41 Official Bonds	\$400.00	\$0.00	\$400.00	\$0.00	\$312.00	\$88.00	22.0
3.42 Library Insurance	\$13,000.00	\$0.00	\$13,000.00	\$67.00	\$7,214.00	\$5,786.00	44.5
3.51 Gas	\$7,500.00	\$0.00	\$7,500.00	\$10.00	\$1,993.61	\$5,506.39	73.4
3.52 Electric	\$26,000.00	\$0.00	\$26,000.00	\$2,907.97	\$14,894.26	\$11,105.74	42.7
3.53 Water	\$2,000.00	\$0.00	\$2,000.00	\$44.87	\$518.22	\$1,481.78	74.1
3.54 Waste Disposal	\$2,100.00	\$0.00	\$2,100.00	\$112.00	\$1,792.28	\$307.72	14.7
3.61 Building Repair	\$20,000.00	\$0.00	\$20,000.00	\$171.73	\$19,603.64	\$396.36	2.0
3.62 Equipment Repair	\$10,000.00	\$0.00	\$10,000.00	\$591.36	\$6,166.36	\$3,833.64	38.3
3.63 Janitorial Service	\$20,000.00	\$0.00	\$20,000.00	\$1,650.00	\$16,500.00	\$3,500.00	17.5

<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	\$3,000.00	\$0.00	\$3,000.00	\$412.17	\$3,650.17	(\$650.17)	-21.7
Subtotal	\$153,100.00		\$153,100.00	\$7,631.60	\$102,384.74	\$50,715.26	33.1
4. Capital Outlays							
4.31 Improvements - Other	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
4.41 Furniture and Equipment	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$1,309.97	\$8,690.03	86.9
4.51 Books - Adult Fiction	\$10,000.00	\$0.00	\$10,000.00	\$1,166.74	\$6,579.58	\$3,420.42	34.2
4.521 Books - Adult Nonfiction	\$6,250.00	\$118.53	\$6,368.53	\$1,574.64	\$3,934.24	\$2,434.29	38.2
4.522 Books-Local History/Genealogy	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$37.00	\$963.00	96.3
4.53 Books - Children	\$7,750.00	\$35.96	\$7,785.96	\$506.63	\$4,025.31	\$3,760.65	48.3
4.54 Books - YA	\$3,750.00	\$149.98	\$3,899.98	\$506.93	\$1,613.47	\$2,286.51	58.6
4.55 Books - Eastern	\$7,000.00	\$0.00	\$7,000.00	\$18.21	\$2,985.26	\$4,014.74	57.4
4.61 Periodicals and News	\$3,250.00	\$31.99	\$3,281.99	\$215.11	\$1,775.51	\$1,506.48	45.9
4.71 Nonprint - Adult DVD	\$3,879.00	\$120.32	\$3,999.32	\$187.27	\$2,390.66	\$1,608.66	40.2
4.72 Nonprint - Music	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$207.52	\$1,042.48	83.4
4.73 Nonprint - Audiobooks	\$6,750.00	\$0.00	\$6,750.00	\$4,904.55	\$8,718.62	(\$1,968.62)	-29.2
4.74 Nonprint - Childrens	\$3,250.00	\$33.89	\$3,283.89	\$97.71	\$1,698.86	\$1,585.03	48.3
4.75 Nonprint - YA	\$2,000.00	\$29.88	\$2,029.88	\$229.83	\$504.47	\$1,525.41	75.1
4.76 Nonprint - Eastern	\$4,750.00	\$24.99	\$4,774.99	\$0.00	\$1,545.43	\$3,229.56	67.6
4.77 Replacement Books & Nonprint	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$159.18	\$840.82	84.1
4.94 Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
Subtotal	\$74,379.00	\$545.54	\$74,924.54	\$9,407.62	\$37,485.08	\$37,439.46	50.0
Grand Total	\$587,023.00	\$18,247.49	\$605,270.49	\$42,857.37	\$413,463.81	\$191,806.68	31.7

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

Treasurers Report:

PAYROLL: Net Pay of \$14,145.22 (October 1)

CLAIMS: Claims #491-493, 495, 505-551, 554-555, 559-567, 569-572, totaling \$50,441.26 October.

BUDGET STATUS:

Through **10** months of the year, we strive to be at or under 83.33% in each of the four budget categories as well as overall. See the appropriation report through October 31, 2020 for the full numbers.

2020/Current Year through October 31, 2020

Personnel/Personal Services	74.40 % spent
Supplies	37.90 % spent
Other Services	66.90 % spent
Capital Outlays	50.00% spent
OVERALL	68.30 % spent

2019/Prior Year Comparison through October 31, 2019

Personnel/Personal Services	88.50% spent
Supplies	59.70 % spent
Other Services	78.30 % spent
Capital Outlays	67.60 % spent
OVERALL	82.40 % spent

November 2020 BOARD MEETING

LIBRARIAN'S REPORT

October 2020

Adult Circulation	2020	2019	2018
Fiction	803	866	702
Non-fiction	258	310	351
Magazines	57	100	88
Music CDs	68	79	50
Audiobooks	104	137	134
Playaways	84	104	83
Overdrive	1139	954	852
DVDs	730	1250	941
Video Games	37	21	12
Adult Total	3280	3821	3130
Juvenile Circulation			
Juvenile Fiction	1211	1275	831
Juvenile Non-fiction	222	171	170
Juvenile DVDs	205	323	101
Audiobooks	53	56	51
B&C kits	15	1	0
Juvenile Magazines	0	1	6
Juvenile Games		13	
YA Books	123	183	151
YA Nonprint	1	0	1
Video Games	70	71	45
<i>Juvenile Total</i>	<i>1900</i>	<i>2094</i>	<i>1356</i>
TOTAL	5180	5910	4486

Interlibrary Loan Services

	2020	2019
Books via SRCS Supplied	6	
Books via SRCS Borrowed	0	
Books borrowed from Evergreen Libraries	537	
Books loaned to Evergreen Libraries	532	

Computer/Equipment Usage

	2020	2019
Children and Tweens		
Teens	3	
Adult	166	
Wireless		
Microfilm		
TOTAL		

Programs:	# of children	3	# attended	155
	# of Teens	3	# attended	69
	# of Adults	1/Flu Clinic	# attended	40
Total				
Outreach:	children	100/ Zoom		

Desk Collection

Fines and Fees	125.36
Fax	49.65
Copier	277.85
Miscellaneous	25.98
Donations	302.50
TOTAL	

Bloomfield Main Facebook Daily Averages

Engaged	1124
Reached	145
Likes	1047
Viral Reach	45

Website
1,501
Daily Average
48.5

Total Patrons
1551

Township	Resident	Resident limited	Other	Total
Beech Creek	2			2
Center	1			1
Highland	2	2		4
Jackson	1			1
Richland	12			12
Taylor				
Other				
Total	18	2		20

Materials Added

Bloomfield

Adult DVD	20
Adult Fiction	72
Adult Nonfiction	56
Adult Periodicals	32
Games	1
YA Books	11
Juvenile Books FIC	60
Juvenile Books Non	1
Juvenile Periodicals	1
Books on CDs	6
Playaways	5
Total	807

Eastern October 2020 Statistics

	2020	2019	2018
Adult Fiction	106	172	115
Adult Nonfiction	54	27	26
Periodicals	39	25	17
Audiobooks	5	9	29
Music CD		4	1
DVDs	193	361	234
Games	10	28	21
TOTAL ADULT	407	626	443
Juvenile Fiction	224	191	157
Juvenile Nonfiction	48	17	37
Juvenile Audiobooks	2	2	3
Juvenile Periodicals	2	0	5
YA Fiction	8	11	13
YA Audiobooks		6	
DVD-J		7	
TOTAL JUVENILE	284	234	215
TOTAL	691	860	658

Computer Use

Scavenger Hunts

Materials Added

Eastern

Adult Books Fic	1
Adult Books Non	2
Juvenile Books	2
YA Books	1
DVD	1
Games	2
Total	11

Eastern Facebook Daily Averages

Engaged	113
Reached	15
Likes	102
Viral reach	5