

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, October 20, 2021

ORIGINAL

1. Presentation and Update by Vadim Morozov with Baird
2. Approval of Claims & Payroll
3. Approval of Minutes
4. Presentation & Approval of Treasurer's Report
5. Personnel Report
6. Librarian's Report:
 - Moving funding:
 - Moving \$750 from Database into Evergreen
 - Moving \$1,000 from Dues into Internet Vendor
 - Moving \$1,000 from Travel Expenses, \$1,000 from Professional Meeting, and \$1,000 from Library Insurance, and \$1,000 from Equipment Repair, for a total of \$4,000, into Building Repair
 - Potential December funding move of moving \$17,500 into Rainy Day fund by December 31 to remove funds from Operating to prevent inclusion in budgeting for next year. Failure to do so causes it to appear as we need less money than we actually need
 - Graves has changed out the bad coil – hoping this is it for a while
 - Gutters at the Main Branch are now cleaned. There were trees, vines, and gunk build up. Matthew took pictures while he was up there and we have the photos. The cleaning should be completed every five years.
 - The gutters at Eastern Branch should be cleaned out in 2022 and the Annex in 2023.
 - In the future we are going to need to repair sections, if not replace the full roof, as we have tiles missing from possible wind damage. I am researching to obtain a grant for these repairs/replacement. Rural Development has one, but we need an architect to examine it first and then determine the amount of funding needed. Five other libraries in the state are pursuing grants as well to replace roofs and we are sharing information with one another as to what we discover.
 - Hiring has been an ongoing problem. We are hiring two part-time individuals to fill Carlie's position. We are not allowing them to do work beyond clerk services at this time.
 - Simon's departure left two holes in staffing. First, Original Cataloguing will not be fulfilled by Diane Anderson who is moving from part-time to full-time with benefits. She will also

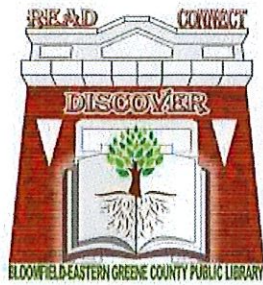
continue her role with genealogy. Diane is training to become a Cat One and OCLC cataloger. This training will be completed in about five months. This change is beneficial for three reasons: (1) she knows the system and how we work together, (2) she can also work the desk, when needed, to answer reference questions, and (3) has worked with ordering non-fiction materials and knows what we have here. The second hole with Simon's departure involved handling IT related issues, which we had hoped Carlie would be able to handle, but her sudden departure complicates the issue. We have a partial solution, but we are still researching options and what the ramifications may or may not be.

- We are moving forward with programming for both children and adults as are other libraries as well. I do ask that employees and patrons continue to wear masks and have replenished our supplies of masks.
- Update on snow removal quotes for winter 2021/2022
- Would like to see us obtain new lawn care service provider in 2022
- John Musgraves will not be returning. Michelle will continue cleaning the Annex one day per week at a fee of \$25 per week.

7. Public Comment

8. Adjournment

9. Next Board Meeting, November 10, 2021, 5:00 PM, Library Annex



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Personnel Report

Wednesday, October 20, 2021

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

Ending Employment:

Carlie Barham (Lib. Asst.) – Last Day Worked: September 24, 2021

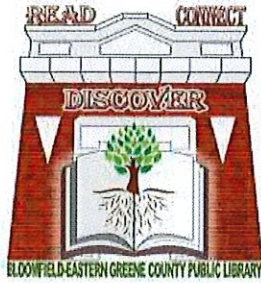
Simon Breidenbach (Lib. Asst.) – Last Day Worked: September 24, 2021

Change in Position:

Diane Anderson (Cataloger/Lib. Asst./Genealogy) – Full-time – Effective: October 25, 2021

Beginning Employment:

No changes since last update; however, two part-time new hires are anticipated in October



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Treasurers Report for September 2021

Wednesday, October 20, 2021

PAYROLL: Net Pay of **\$13,549.80 (September 1)**

CLAIMS: Claims #491-494, 502, 504-545, & 549-560, totaling **\$44, 424.15** in September.

BUDGET STATUS:

Through 9 **months** of the year, we strive to be at or under **75.00%** in each of the four budget categories as well as overall. We are under 75.00% in each of the four budget categories and overall. See the appropriation report through September 30, 2021 for the full numbers.

2021/Current Year through September 30, 2021

Personnel/Personal Services	62.60 % spent
Supplies	41.10 % spent
Other Services	60.00 % spent
Capital Outlays	58.30 % spent
OVERALL	60.80 % spent

2020/Prior Year Comparison through September 30, 2020

Personnel/Personal Services	67.30 % spent
Supplies	34.70 % spent
Other Services	61.90 % spent
Capital Outlays	37.50 % spent
OVERALL	61.50 % spent

Voucher List

Bloomfield-Eastern Greene County Public Library

Report Date: From **9/1/2021** To **9/30/2021**

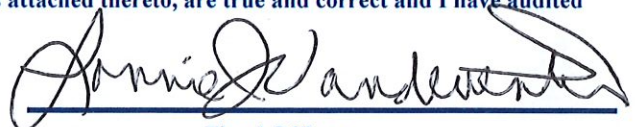
<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	491	PERF	9/1/2021	PERF Deposit	\$1,316.14
0	492	INTERNAL REVENUE SERVIC	9/1/2021	Federal Tax Deposit	\$3,888.19
0	493	INDIANA DEPT OF REVENUE	9/1/2021	State and County Tax Deposit	\$961.38
2620	494	MICHELE ROGERS	9/1/2021	AUGUST 2021 JANITORIAL SERVICES	\$1,750.00
0	502	PAYROLL	9/1/2021	PAYROLL	\$17,688.78
2628	504	KYLE'S CARE	9/1/2021		\$500.00
2629	505	GADELLNET CONSULTING SE	9/1/2021		\$75.00
2630	506	YOUR AUTOMATIC DOOR CO.	9/2/2021		\$399.50
2631	507	DUKE ENERGY	9/2/2021	125 S FRANKLIN ST	\$1,981.75
2632	508	RICOH USA, INC (CHICAGO)	9/7/2021		\$136.75
2633	509	AMAZON CAPITAL SERVICES	9/7/2021		\$293.86
2634	510	BLOOMFIELD SUPPLY & HAR	9/7/2021		\$5.79
2635	511	LINDA PETERSON	9/7/2021	REIMBURSE LINDA FOR FILING FEE TO AMEND 2019 FEDERAL/STATE RETURNS	\$150.00
2636	512	HASEMAN PEST CONTROL OF	9/7/2021		\$70.00
2637	513	MIDWEST NATURAL GAS COR	9/7/2021	125 S FRANKLIN ST	\$292.84
2638	514	SHOWCASES	9/7/2021		\$193.10
2639	515	BAKER & TAYLOR	9/7/2021		\$635.38
2640	516	SAMS CLUB/SYNCHRONY BA	9/8/2021		\$256.60
2641	517	UNIQUE MANAGEMENT SERVI	9/8/2021		\$37.83
2642	518	PITTMAN FAMILY FARMS LAW	9/8/2021		\$205.00
2643	519	BAKER & TAYLOR	9/8/2021		\$280.51
2644	520	HASEMAN PEST CONTROL OF	9/8/2021	125 S FRANKLIN ST	\$70.00
2645	521	STANLEY ACCESS TECH LLC	9/9/2021		\$1,017.26
2646	522	EASTERN HEIGHTS UTILITIES	9/14/2021	125 S FRANKLIN ST	\$83.69
2647	523	BAKER & TAYLOR	9/14/2021		\$302.49
0	524	DELTA DENTAL	9/13/2021		\$55.74
2648	525	CENTER POINT LARGE PRINT	9/14/2021		\$86.88
2649	526	AT&T	9/14/2021		\$158.43
2650	527	CENTURYLINK	9/14/2021		\$3.43
2651	528	SHOWCASES	9/14/2021		\$168.06
2652	529	UDWI	9/15/2021		\$190.00
2653	530	AMAZON CAPITAL SERVICES	9/15/2021		\$274.72
2654	531	AMAZON	9/15/2021		\$27.92
2655	532	HASEMAN PEST CONTROL OF	9/15/2021	11453 E SR 54	\$30.00
2656	533	FINDAWAY WORLD	9/16/2021		\$427.43
2657	534	SCULPTURE TRAILS	9/21/2021		\$1,500.00
2658	535	B & C DISPOSAL SERVICES	9/21/2021		\$38.00
2659	536	KYLE'S CARE	9/21/2021	WEEDING, LEAF BLOW, HAUL OFF	\$175.00
2660	537	SMITHVILLE	9/21/2021		\$38.07
2661	538	INDIANA LANDMARKS	9/21/2021		\$40.00
2662	539	BAKER & TAYLOR	9/21/2021		\$354.32
2663	540	FINDAWAY WORLD	9/22/2021		\$327.94
2664	541	CARD SERVICE CENTER	9/22/2021		\$686.74
2665	542	AMAZON CAPITAL SERVICES	9/22/2021		\$2,470.69
2666	543	SEWAGE DISPOSAL WORKS	9/23/2021	125 S FRANKLIN ST	\$148.00
2667	544	EASTERN HEIGHTS UTILITIES	9/23/2021	125 E SR 54	\$19.02
2668	545	FINDAWAY WORLD	9/23/2021		\$116.23
2669	549	RICOH USA, INC (ATLANTA)	9/28/2021		\$115.31

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
2670	550	WELLS FARGO VENDOR FINA	9/28/2021		\$124.05
2671	551	WALMART - CAPITAL ONE	9/28/2021		\$56.07
2672	552	BAKER & TAYLOR	9/28/2021		\$556.60
2673	553	OVERDRIVE, INC	9/28/2021		\$7.42
2674	554	FIRST SECURITY INSURANCE	9/28/2021	BOND RENEWAL - LONNIE & BOND RENEWAL - KAREN	\$312.00
2675	555	AMAZON CAPITAL SERVICES	9/28/2021		\$595.24
2676	556	KAPCO	9/28/2021		\$223.54
0	557	UNITED HEALTHCARE	9/28/2021		\$2,147.36
2677	558	OVERDRIVE, INC	9/30/2021		\$7.99
0	559	AMAZON CAPITAL SERVICES	9/30/2021		(\$27.31)
2678	560	AMAZON CAPITAL SERVICES	9/30/2021		\$377.42

Total Amount of Claims \$44,424.15

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.

Thursday, October 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 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$44,424.15

Date this 20th day of October, 2021.

SIGNATURES OF GOVERNING BOARD

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



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Board of Trustees Meeting

Wednesday, September 8, 2021

The Bloomfield-Eastern Greene County Public Library Board of Trustees met Wednesday, September 8, 2021, at 5:00 PM in the Library Annex. Those present were Linda Maddox, Dwayne Hostetter, Roger Axe, Luke Rudisell, Martha Marmouze, and Candice Patterson. Karen Holz – Director, and Lonnie Vandeventer – Treasurer/Bookkeeper were also both present.

Approval of Claims and Minutes:

The meeting was called to order by Roger Axe at 5:05 PM.

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

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

Treasurer's Report and Personnel Report:

Provided in the meeting packet. Lonnie reported that through eight months of the year 2021, we are under 66.67% in each of the four budget categories as well as overall. Updates provided in the respective reports.

Lonnie also requested board approval to void out Check #1353 issued to Alex Pate, dated 9/3/2019, for \$714.16, as the check is now over two years old and has not been cashed after repeated attempts by the previous treasurer as also noted by Karen. Duane made a motion seconded by Linda to have the check voided.

Lonnie also indicated there were no personnel changes since last month's report.

Librarians Report:

- Karen provided an update on new library hours as presented in the Agenda for today's meeting.
- Things going on at the Library
- September is Library Card Month, we are giving out Bingo Cards for people to fill out and have prizes for tickets turned in.
- Scheduling Employee reviews during the month of September, going over the personnel manual, having them sign it then.
- Hidden Gems of Indiana program will be on September 21, in the Community Room.
- Art Show will be held during the Apple Festival at the Annex. Charlotte Paul has agreed to chair it this year.
- October, we have our Patron Count taking place October 11th through 16th. I will be asking the community for help and was hoping some of you would sign up also.

- October is Family History Month; Diana Anderson is putting on a program about it on October 19th. Think of something you would like to tell people about that means something to you and your family.
- Susan is planning to have story hours starting again in October. This as well as every other program is dependent on Greene County staying in Orange or lower. If we should go Red, all inside programs will be canceled.
- Last Month's Meetings:
 - August 17 - Friends of the Library
 - August 19 – Staff Meeting
 - August 24 – Greene County Literacy Coalition
- Other things of Interest:
 - Signed Contract with Bounds Flooring to work on the Eastern Bathroom they will be there sometime in the middle of October.
 - Matt Barker gave us a quote of \$950.00 for the gutters at the Bloomfield Branch. This seems reasonable, I would like to go ahead as we have some trees, bird nests, and clean up that needs to be completed. I am going to ask him to look over the roof as long as he is up there.
 - Graves is planning to replace the cooling coils in late September or early October, so we will not have to close down the Bloomfield Branch because it would be too hot or too cold in the building.
 - Contacted Bill Sipes about Snow Removal at the Bloomfield Branch. He will provide a quote depending on the work that is needed. We need to find someone out at the Eastern Branch also
 - Gary George is to give me a quote for repairing the window out at Eastern.
 - Michelle Roger is currently cleaning the Annex once a week for us, until we know what is going on with John.
 - Waiting for a quote to take care of the Eastern Branch shrubs and garden.

Roger provided details on damage relief funding, with the Library falling under government unit. He indicated we need to document with pictures and details of and major capital improvements. Documentation is critical in order to avoid FEMA being able to discount any payments being sought after a disaster.

Budget review was presented by Karen with the Board signifying on track for approval as presented. Pre-approach letter for next year's budget process with a hearing meeting. Budget will be considered for final Board approval at next month's meeting including how it was published with a publisher's affidavit.

Public Comment:

No updates.

Adjournment:

A motion close was made by Martha at 5:32 PM and seconded by both Candice and Linda. All in favor.

The next Board meeting will be on October 20, 2021, at 5:00 PM in the Library Annex.



 Dwayne Hostetter

Totals

FICA:	Medicare:	Federal:	State:	County:	PERF:	Health Ins	Insurance	Other	Other	Other	Net Pay:
\$1,096.71	\$256.50	\$1,181.77	\$653.48	\$307.90	\$278.06	\$364.56	\$0.00	\$0.00	\$0.00	\$0.00	\$13,549.80
Other	Other	Other	Other	NT PERF	Tax PERF	EIC:	EIC:	EIC:	EIC:	EIC:	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Gross Pay:	Non Taxable	Taxable
\$17,688.78	\$0.00	\$17,688.78

Paid Through Date Hourly	8/24/2021
Paid Through Date Salary	8/24/2021
Check Date Hourly	9/1/2021
Check Date Salary	9/1/2021
Voucher/Receipt Date	9/1/2021

Regular	Used	Earned
949		
Sunday	0	
Double	0	
PTO	59.85	65.22
Vacation	0	0
Comp	0	0
Holiday	0	0
Personal	0	0
Total Hours:	1008.85	65.22

I Karen Holz Director of Bloomfield-Eastern Greene County Public Library, hereby certify that I have examined the time record of each employee listed on Pages 1 to 6 of this payroll, that each employee has performed the services for which the salaries or compensation is paid; that to the best of my knowledge and belief no part of the salary or compensation or any employee listed hereon is being divided or paid to any person on account of or by reason of his employment; that the compensation listed opposite the name of each employee is based upon either statutory or regulatory authority and is justly due each such employee; that the deductions have been authorized for the purpose stated; that this payroll totaling \$ 17688.78 is correct and has by me been approved.

Dated August 25 2021
 I have examined the within claim and hereby certify as follows:

Karen Holz
 Director

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

Janine Vandeventer
 Disbursing Officer

Employer Share FICA Due =	\$1,096.71	
Employee Share FICA Due =	\$1,096.71	\$2,193.42
Employer Share Medicare Due =	\$256.50	
Employee Share Medicare Due =	\$256.50	\$513.00
Federal Tax Due =	\$1,181.77	
Total Tax Deposit Due =	\$3,888.19	

Employee PERF Due =	\$278.06	State Tax Due =	\$653.48
Employer PERF Due =	1038.08	County Tax Due =	\$307.90
Total PERF Due =	\$1,316.14	Total Tax Due =	\$961.38

Financial Report
Bloomfield-Eastern Greene County Public Library

Report Dates = 9/1/2021 to 9/30/2021

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
1. General						
100 OPERATING	\$180,803.84	\$37,847.79	\$342,521.04	\$15,931.37	\$370,309.88	\$208,592.68
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	(\$8,636.08)	\$18,349.60	\$263,383.03
Subtotal	\$426,016.27	\$37,847.79	\$342,521.04	\$7,295.29	\$388,659.48	\$472,154.71
2. Special Revenue						
200 GIFT	\$20,918.54	\$2,801.94	\$17,032.72	\$710.63	\$7,471.32	\$11,357.14
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
280 GREENE COUNTY FOUNDATION GRANT	\$0.00	\$0.00	\$1,000.00	\$0.00	\$5,000.00	\$4,000.00
Subtotal	\$133,083.50	\$2,801.94	\$18,032.72	\$710.63	\$17,690.20	\$132,740.98
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	\$0.00	\$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	\$1,181.77	\$11,791.61	\$1,181.77	\$11,791.61	\$5,994.32
804 FICA	(\$11.79)	\$1,096.71	\$10,081.47	\$1,096.71	\$10,081.47	(\$11.79)
805 MEDICARE	(\$2.76)	\$256.50	\$2,357.83	\$256.50	\$2,357.83	(\$2.76)
806 STATE TAX	(\$6.15)	\$653.48	\$5,927.84	\$653.48	\$5,927.84	(\$6.15)
807 COUNTY TAX	(\$3.33)	\$307.90	\$2,826.87	\$307.90	\$2,826.87	(\$3.33)
808 PERF	(\$337.84)	\$278.06	\$2,891.98	\$278.06	\$2,891.98	(\$337.84)
809 Insurance	\$11,015.43	\$0.00	\$0.00	\$364.56	\$3,552.99	\$14,568.42
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	\$3,774.42	\$43,018.59	\$4,138.98	\$46,228.08	\$12,396.65
Grand Total	\$568,629.58	\$44,424.15	\$403,572.35	\$12,144.90	\$452,577.76	\$617,634.99

Total all banks = \$617,634.99

Appropriation Report for 100 OPERATING

Bloomfield-Eastern Greene County Public Library

Report Date: From 9/1/2021 To 9/30/2021

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<i>I. Personal Services</i>							
1.111 Salary of Librarian	\$45,000.00	\$0.00	\$45,000.00	\$3,714.23	\$34,342.47	\$10,657.53	23.7
1.112 Salary of Librarians(Hourly)	\$140,000.00	\$0.00	\$140,000.00	\$6,742.38	\$80,754.90	\$59,245.10	42.3
1.113 Salary of Library Assistants	\$42,000.00	\$0.00	\$42,000.00	\$5,115.08	\$28,061.23	\$13,938.77	33.2
1.114 Salary of Pages	\$12,000.00	\$0.00	\$12,000.00	\$823.63	\$7,833.98	\$4,166.02	34.7
1.115 Salary of Coordinators	\$10,000.00	\$0.00	\$10,000.00	\$570.83	\$5,134.04	\$4,865.96	48.7
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	\$722.63	\$6,477.19	\$3,522.81	35.2
1.21 Library FICA and Medicare	\$23,000.00	\$0.00	\$23,000.00	\$1,353.21	\$12,439.30	\$10,560.70	45.9
1.22 Unemployment	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$631.66	\$3,868.34	86.0
1.23 PERF Employer Contribution Share	\$18,000.00	\$0.00	\$18,000.00	\$1,038.08	\$10,796.63	\$7,203.37	40.0
1.241 Employee Group Insurance	\$20,000.00	\$0.00	\$20,000.00	\$1,838.54	\$16,714.57	\$3,285.43	16.4
Subtotal	\$324,500.00		\$324,500.00	\$21,918.61	\$203,185.97	\$121,314.03	37.4
<i>2. Supplies</i>							
2.11 Official Records	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
2.21 Cleaning Supplies	\$2,000.00	\$0.00	\$2,000.00	\$192.69	\$764.69	\$1,235.31	61.8
2.31 Building Materials	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$75.80	\$1,424.20	94.9
2.41 Library Supplies	\$8,000.00	\$0.00	\$8,000.00	\$655.05	\$3,712.17	\$4,287.83	53.6
2.43 Adult Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$159.06	\$266.14	\$773.86	74.4
2.44 Teen Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$464.58	\$703.84	\$336.16	32.3
2.45 Children's Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$203.15	\$527.23	\$512.77	49.3
2.46 Eastern Program Supplies	\$1,040.00	\$0.00	\$1,040.00	\$89.13	\$241.86	\$798.14	76.7

<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	\$0.00	\$518.46	\$281.54	35.2
Subtotal	\$16,560.00		\$16,560.00	\$1,763.66	\$6,810.19	\$9,749.81	58.9
3. Other Services and Charge							
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$82.50	\$917.50	91.8
3.141 Other Professional	\$22,000.00	\$0.00	\$22,000.00	\$451.83	\$18,053.48	\$3,946.52	17.9
3.142 Database Subscriptions	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$1,730.76	\$2,269.24	56.7
3.143 eBook Services	\$4,500.00	\$0.00	\$4,500.00	\$7.99	\$512.62	\$3,987.38	88.6
3.21 Telephone	\$2,000.00	\$0.00	\$2,000.00	\$199.93	\$1,816.85	\$183.15	9.2
3.22 Postage	\$775.00	\$0.00	\$775.00	\$5.23	\$343.97	\$431.03	55.6
3.23 Traveling Expenses	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$88.93	\$2,411.07	96.4
3.24 Professional Meeting	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$109.00	\$2,391.00	95.6
3.251 Freight and Express	\$600.00	\$0.00	\$600.00	\$61.66	\$456.01	\$143.99	24.0
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	\$0.00	\$5,430.40	\$569.60	9.5
3.31 Advertising and Publicity	\$600.00	\$0.00	\$600.00	\$0.00	\$494.00	\$106.00	17.7
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	\$312.00	\$8,131.00	\$3,869.00	32.2
3.51 Gas	\$7,500.00	\$0.00	\$7,500.00	\$280.00	\$2,480.00	\$5,020.00	66.9
3.52 Electric	\$26,000.00	\$0.00	\$26,000.00	\$1,684.12	\$13,586.34	\$12,413.66	47.7
3.53 Water	\$2,000.00	\$0.00	\$2,000.00	\$57.48	\$471.05	\$1,528.95	76.4
3.54 Waste Disposal	\$2,100.00	\$0.00	\$2,100.00	\$94.00	\$981.00	\$1,119.00	53.3
3.61 Building Repair	\$22,000.00	\$0.00	\$22,000.00	\$2,396.76	\$14,254.82	\$7,745.18	35.2
3.62 Equipment Repair	\$10,000.00	\$0.00	\$10,000.00	\$486.09	\$5,269.59	\$4,730.41	47.3
3.63 Janitorial Service	\$21,000.00	\$0.00	\$21,000.00	\$1,750.00	\$15,550.00	\$5,450.00	26.0
3.8 2020 Encumbered Funds	\$700.00	\$0.00	\$700.00	\$0.00	\$300.00	\$400.00	57.1

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.91 Dues	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$805.11	\$3,194.89	79.9
Subtotal	\$158,325.00		\$158,325.00	\$7,787.09	\$95,067.95	\$63,257.05	40.0
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	\$1,757.92	\$3,286.88	\$4,713.12	58.9
4.51 Books - Adult Fiction	\$8,400.00	\$0.00	\$8,400.00	\$772.29	\$6,260.27	\$2,139.73	25.5
4.521 Books - Adult Nonfiction	\$5,400.00	\$0.00	\$5,400.00	\$306.92	\$3,235.63	\$2,164.37	40.1
4.522 Books-Local History/Genealogy	\$1,000.00	\$0.00	\$1,000.00	\$64.98	\$210.49	\$789.51	79.0
4.53 Books - Children	\$6,600.00	\$0.00	\$6,600.00	\$502.14	\$4,431.44	\$2,168.56	32.9
4.54 Books - YA	\$3,400.00	\$0.00	\$3,400.00	\$200.23	\$2,154.60	\$1,245.40	36.6
4.55 Books - Eastern	\$6,000.00	\$0.00	\$6,000.00	\$619.83	\$4,938.13	\$1,061.87	17.7
4.61 Periodicals and News	\$3,250.00	\$0.00	\$3,250.00	\$202.46	\$1,703.63	\$1,546.37	47.6
4.71 Nonprint - Adult DVD	\$3,500.00	\$0.00	\$3,500.00	\$534.45	\$2,482.63	\$1,017.37	29.1
4.72 Nonprint - Music	\$650.00	\$0.00	\$650.00	\$0.00	\$22.46	\$627.54	96.5
4.73 Nonprint - Audiobooks	\$5,800.00	\$0.00	\$5,800.00	\$964.12	\$5,751.86	\$48.14	0.8
4.74 Nonprint - Childrens	\$3,200.00	\$0.00	\$3,200.00	\$133.79	\$1,043.50	\$2,156.50	67.4
4.75 Nonprint - YA	\$2,050.00	\$0.00	\$2,050.00	\$269.94	\$1,124.80	\$925.20	45.1
4.76 Nonprint - Eastern	\$4,200.00	\$0.00	\$4,200.00	\$49.36	\$710.52	\$3,489.48	83.1
4.77 Replacement Books & Nonprint	\$750.00	\$0.00	\$750.00	\$0.00	\$56.61	\$693.39	92.5
4.8 Evergreen Collections	\$0.00	\$0.00	\$0.00	\$0.00	\$43.48	(\$43.48)	#Div/0!
Subtotal	\$64,200.00		\$64,200.00	\$6,378.43	\$37,456.93	\$26,743.07	41.7
Grand Total	\$563,585.00	\$0.00	\$563,585.00	\$37,847.79	\$342,521.04	\$221,063.96	39.2

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

October 2021 Board Meeting

Librarian's Report

September 2021 Statistics

Adult Circulation	2021	2020 COVID	2019
Fiction	694	698	
Non-fiction	293	245	
Periodicals	71	74	
Audiobooks	82	75	
Playaways	35	55	
Overdrive	1104	1138	
Music CD	56	56	
DVDs	554	731	
Video Games	15	35	
Paperbacks	14		
Total Adult	2918	3107	
Youth Services Circulation			
Parenting Kits	4		
YA	179	131	
YA Nonfiction	17		
YA GAMES	16	63	
YA Audiobooks/Playaways	1		
Juvenile Fiction	1024	1132	
Juvenile Nonfiction	172	202	
Audiobooks/Playaway	53	50	
DVD Juvenile	63	153	
Periodicals	1	1	
Juvenile Games	2		
TOTAL YOUTH SERVICES	1532	1732	
TOTAL	4450	4839	

Interlibrary Loan Services

	2021	2020
Books via SRCS Supplied	3	4
Books via SRCS Borrowed	1	
Books loaned to Evergreen	517	467
Books borrowed from Evergreen	447	552

Computer/Equipment Usage

	2021	2020
Children		
Teen	14	
Adult		
Wireless	162	
Microfilm		

Programs

Programs:	# of Children	# attended	186
	# of Teens	# attended	35
	#of Adults	# attended	25
TOTAL	14		246
Outreach	Scotland Fest Apple Festival		

Desk Collection

Fines and Fees	426.90
Fax	54.60
Copier	197.72
Donations	20.41
Misc	20.06
Taxable Sales	1.25
Total	720.94

Bloomfield Main Facebook

Posts	17
Followers	1214
Engagements	195
Reached	25724

Young Adult Page

Posts	8
Followers	137
Engagements	13
Reached	138

Website 685
visits pages 1393
pages/ visit 2
My Heritage 5 patrons/

Materials Add Bloomfield

New Patrons

Township	Resident	Resident Limited	Non Resident	Total
Beech	1			1
Center				
Highland	2			2
Jackson		1		1
Richland	10	2		12
Taylor	1	1		2
Unlisted				
Total	14	4		18

Children's Facebook

Posts	13
Followers	176
Engagements	27
Reached	339

Adult Fiction	41
Adult Nonfiction	17
Audio Books	3
Playaways	1
Paperbacks	
Periodicals	27
DVD's	15
Adult Games	3
YA-Fiction	10
YA-Non	27
YA Games	7
Juvenile Fiction	29
Juvenile Nonfiction	7
Juvenile Audiobook	9
Juvenile Games	
Total	196

Eastern

2021

Statistics

	2021	2020	2019
Adult Fiction	81	76	
Adult Nonfiction	50	36	
Periodicals	16	21	
Audio Books/playaway	19	19	
Music CD	2		
DVD	144	210	
Games	16	1	
Government Doc			
TOTALS ADULT	344	363	
YA Fiction	15	9	
YA Nonfiction			
Juvenile Fiction	346	268	
Juvenile Nonfiction	57	39	
Juvenile Audiobooks	3	8	
Juveniles Periodicals	1	2	
TOTALS JUVENILES	422	326	
TOTAL	766	689	

Computer Use

39

Wireless

18

Scavenger Hunts

27

Curbside

5

Facebook Information

Posts 12

Reached 321

Followers 168

Engagements 28

Materials Added Eastern

Adult Fiction	8
Adult Nonfiction	2
YA	1
Juvenile Fiction	11
Juvenile Nonfiction	5
DVD's	8
Game	1
TOTAL	36