

Berne Public Library - Trustees' Agenda for Oct. 13, 2022

The Mission of the Berne Public Library is to meet the needs of the community for life-long learning & entertainment.

Call to Order Meeting: _____

Roll Call

- Adoption of agenda (any changes or additions to the agenda should be made at this time).
- Secretary's Report for Sept. 22, 2022 and Correspondence
- Public Comment
- Treasurer's Report for Oct. 13, 2022

Payment of bills:

Standing Committee Reports:

- Personnel Committee (Becky & Lisa): evaluation revisions
- Finance & Budget Committee (Ted, Marion, Emilie & Kathy): 3rd quarter audit
- Policy Committee (Lisa, Jodi & John): What next?

Committee Reports:

- Aesthetics Committee (Lisa & Kathy) library foyer, lighted display case, bench clearance, front door

Old Business:

- Building and Maintenance involving the Town:
 - Water supply - update
 - Parking Lot - update, drainage swale- waiting on well
 - Landscaping-soaker hose, spigot in front?
 - Security cameras
- Other items
 - UHLS Contract 2023-2026
 - Patron issue update
 - Email accounts
 - 2023 Budgets
 - Trustees luncheon-October 23rd RSVP numbers

New Business

- Trustee openings-committee
- Revised calendar
- Trustee training

Director's Report:

Friends' Report:

Meeting Adjourned: _____ Next meeting November 10, 2022 time: 6:30

The Mission of the Berne Public Library is to meet the needs of the community for life-long learning and entertainment.

Berne Public Library Trustees meeting on October 13, 2022

Call to order @ 6:37 pm

Present: Marion Burghart, Ted Borys, Lisa Raymond, Becky Waldenmaier, Jodi Ebel, John Valachovic. Emilie Wright arrive at 7:55 pm.

Also Present: Kathy Stempel, Director

Secretary's Report: (see attached)

Motion made by Jodi to accept the Secretary's Report. Ted was second. Motion carried.

Treasurer's Report: (see attached)

Ted is still waiting on salary figures from Andrea but we are probably still a little over budget. We need to spend our Equipment Purchase budget. Kathy will look into purchasing a new laptop with possibly a tracking device installed on it. The Town of Berne Library proposed budget is less than we requested.

Motion made by Lisa to accept the Treasurer's Report. Becky was second. Motion carried.

Payment of Bills: (see attached)

Ted sent a check for the NYLA conference which was returned because Kathy had previously paid by credit card. The FOBL will refund the library \$94.24 for Heldercon expenses.

Motion made by John to accept the Payment of Bills. Becky was second. Motion carried.

Standing Committee Reports:

Personnel Committee (Becky & Lisa): The committee will work on updating the Director's Evaluation form.

Finance & Budget Committee (Ted, Marion, Emilie & Kathy): The committee will do the 3rd quarter audit.

Policy Committee (Lisa, Jodi & John): Lisa will review the policies and discuss with Jodi and John what needs to be updated and reformatted.

Old Business:

Building and Maintenance involving the Town: The well work is to begin shortly. The parking lot resurfacing and painting will be scheduled after the well work is completed. The soaker hose has not been purchased. We will also request the town to add another spigot to the front of the building. We also discussed purchasing a water barrel to collect rain water. We discussed the town purchasing security cameras for the outside of the building.

- Revised By-Laws: There were no further comments on the revised by-laws.
Motion made by Becky to accept the final draft. Second by Emilie. Motion carried.
- Holiday pay: The staff decided to stay as temporary contract employees but with added pay for holidays when the library is closed but they were scheduled to work.
- Patron Issue: A patron was found relieving himself outside on two occasions. Kathy handed the patron a letter stating that the patron is banned from the property until October 18.
- Email accounts: We will be using Google accounts at this time.
- Upper Hudson Library System: Marion reviewed the cost of the fees and agreement with the board. The amount for each quarter is \$632.00 for network access and support.
Motion made by Jodi to approve the contract. Second by Emilie. Motion carried.

New Business:

- John Valachovic requested that the library allow him to display information on Scouting. We all agreed that would be ideal for a community to be aware of.

Director's report: (see attached)

Kathy presented a comprehensive report and highlighted many aspects.

- Kathy will be asking the Town of Berne to hire a sub for emergency hours.
- The plan is to cover the front door with boards that look like book spines.
- Youth Services:
- Summer Reading stats:
 - 52 participants, Adults-10 Teen-2 Children -28 Pre-school- 12
 - 200,000 minutes read
- Heldercon : An estimated 300 people attended Heldercon.

Friends Report:

- Becky reported, with the help of Marion, a summary of the September 7 meeting.
- Income for the month of August included:
 - \$629.75 from Music in the Park
 - \$1,562.00 from the Gary Wilsie Memorial Fund and
 - \$519.00 from the Bill Dibble Memorial Fund.
- Photo Contest Categories:
 - Lights, Camera, Action
 - Wacky Weather
 - Nostalgia
 - Frisky Four legged Friends
 Deadline for submission January 31, 2023
- Friends will meet on October 4, 2022 at 7pm

Additional questions

- Ted inquired about status of possible new hire and W2 status. Emily mentioned that it would need to be included in the budget.
- Jodi also wanted to remind us that Book Club is resuming, as well as Knitwits.



October 2022 Trustee Director's Report

- Director's Association:

There was a discussion on the construction grant. Our representatives will be notified of what each library will be receiving through the grant. Grant recipients from last year have not received any money yet, but should be coming soon.

The UHLS trustee's are planning to make personal contact with other library boards to promote good relationships.

UHLS has had so much success with their Library Expedition program that they are going to do it again. Details to be forthcoming.

- Town Board Meeting:

The members of the town board liked the idea of decorating the front door. There was no preference on the color.

I asked about hiring a sub through the UHLS substitute list and how they would get paid. The answer was we would need to set up a memorandum of use with UHLS. Sounded like it would be easier to hire our own sub.

- Well update:

This message was sent to the town supervisor from Mr. Preisner, the town engineer, on October 5; "the electrician came out to review the electrical work for the well last Friday and I have a call into him to scope out his work. I am trying to set up the excavation work for the 3rd week of October. Then we can get it all done before snow flies". It seems like the work may be moving forward.

- Cemetery Walk:

The cemetery walk was well attended. Donna tried to get a head count and she said there were up to 50 people learning about the past lives of Berne. It took 13 volunteers to make this a great success.

- Thank you JoAnne Brady for decorating the library for Halloween.

- I applied for a reading group grant called "Stories of Exile" by the Yiddish Book Center. 60 libraries applied for 25 spots, however, I am sorry to say we were not included.

- Senior Citizens:

I was invited to speak at the senior citizens monthly meeting on October 8. I provided information about library events. We discussed what items the library can furnish them including large print, digital content and audio options. We also talked about the possibilities of setting up a delivery program.

Youth Services

- Homeschool Hangout:

The second Homeschool Hangout was a big success. Picture 21 kids enjoying the library. We set up a coding kit borrowed from UHLS. The Star Wars kit was a hit with the older crowd. I also set up our own STEM kits, the robotic hand and the Cubitts. There were many little kids in the age range of 2-4 that played with the library's toys. Five youths have started a book club. The first book is a graphic novel titled **Hilo** by Judd Winick.

- Storytime:

Attendance has picked up a little. We average about 6-8 kids for the last few weeks. The children have been enjoying the Fall themes and crafts while at storytime.

Upcoming Programs

- Session 2 of Financial Literacy 10/18 @ 4-5:30 - Emergency Fund; Building A Strong Financial Foundation
- Journeys on the Page - October 14 @ 7:00
- Movie - October 15 @ 6:30 - Where the Crawdads Sing
- Knit Wits - October 16 @ 7:00 They are almost at their goal of 500 hats.
- Adult Art Workshop - October 24 @ 6:30 Design a Spell Book
- Session 3 of Financial Literacy 10/25 @ 4-5:30 - Proper Protection
- Trick or Treat at the Library - October 31 @ 2:00 - 8:00:
- Session 4 of Financial Literacy - November 1 4-5:30 - Building Wealth; Asset Accumulation.

Respectfully submitted by
Kathy Stempel
Director

October 13, 2022 – Payment of Bills

➤ Bills

- MidTel (internet, phone): \$142.30
- Baker & Taylor (1 book): \$9.76
- NBT credit card (NYLA conf, supplies, 6+ books, 7 DVDs): \$651.11
- National Business Technologies (color overage, fuel surcharge): \$94.24
- Alini Magazine Services: \$326.95
- Upper Hudson Library System (UHLAN and Hoopla, both 4th quarter): \$837.99

Berne Public Library
Income & Expense Report (Budget vs. Actual)
 January through October 2022

	Jan - Oct 22	Budget
Ordinary Income/Expense		
Income		
Direct Public Support		
Individual Patron Contributions		
Donations in lieu of fines	212.46	200.00
Individual Patron Contributions - Other	281.62	289.12
Total Individual Patron Contributions	494.08	489.12
Non-profit Organization Contrib	325.98	400.00
Total Direct Public Support	820.06	889.12
Government Grants		
LLSA Funding	1,429.20	1,000.00
Local Government Grants		
Agency Grant - Town of Berne		
Construction		6,000.00
Town of Berne Direct Pay		
Berne Direct Pay FICA	2,418.80	3,366.00
Town of Berne Direct Pay - Other	31,618.28	44,000.00
Total Town of Berne Direct Pay	34,037.08	47,366.00
Agency Grant - Town of Berne - Other	9,700.00	9,700.00
Total Agency Grant - Town of Berne	43,737.08	63,066.00
Agency Grant - Town of Knox	7,100.00	7,100.00
Total Local Government Grants	50,837.08	70,166.00
State Grants		
2018 Special Legislative Grant		1,250.88
Total State Grants		1,250.88
Total Government Grants	52,266.28	72,416.88
NYS Construction Grant		12,305.00
Other Types of Income		
Book Replacement	114.93	100.00
Book Sales	37.00	25.00
Coffee	4.00	25.00
Fax Revenue	127.75	100.00
Library Fines		
E-commerce payments	81.35	100.00
Library Fines - Other	16.70	
Total Library Fines	98.05	100.00
Miscellaneous Revenue	238.57	50.00
Photocopying Revenue	358.25	350.00
Total Other Types of Income	978.55	750.00
Unexpended prior year funds		3,698.00
Total Income	54,064.89	90,059.00
Gross Profit	54,064.89	90,059.00
Expense		
Advertising		500.00
Construction		22,003.00
Contract Services		
Accounting Fees	350.00	350.00
Total Contract Services	350.00	350.00

Berne Public Library
Income & Expense Report (Budget vs. Actual)
 January through October 2022

	Jan - Oct 22	Budget
Facilities and Equipment		
Equip Rental and Maintenance		
2018 Special Legislative Grant	1,056.46	1,275.00
Total Equip Rental and Maintenance	1,056.46	1,275.00
Equipment Purchase	430.90	1,200.00
Total Facilities and Equipment	1,487.36	2,475.00
Operations		
Books & Reference Materials		
Books on CD	102.56	50.00
E-content	2,720.24	2,500.00
Magazines	375.95	350.00
Software Applications	692.85	150.00
Videos	725.45	900.00
Books & Reference Materials - Other	2,392.19	5,100.00
Total Books & Reference Materials	7,009.24	9,050.00
Cleaning Supplies	118.14	100.00
Postage, Mailing Service	196.52	250.00
Printing and Copying	161.21	700.00
Supplies	400.27	650.00
Telephone, Telecommunications	2,259.65	1,900.00
UHLS Service Dues	2,478.74	2,600.00
Total Operations	12,623.77	15,250.00
Other Types of Expenses		
Memberships and Dues	165.00	225.00
Other Costs	12.99	-
Total Other Types of Expenses	177.99	225.00
Programs		
Adult Events	49.05	300.00
Children & Young Adult Programs		
Graphic Novel Grant	20.16	-
Summer Reading	194.42	250.00
Youth, General	83.70	-
Children & Young Adult Programs - Other	259.47	300.00
Total Children & Young Adult Programs	557.75	550.00
General Patrons	75.55	-
Total Programs	682.35	850.00
Salary	31,618.28	44,000.00
Taxes		
FICA	2,418.80	3,366.00
Total Taxes	2,418.80	3,366.00
Travel and Meetings		
Conference, Convention, Meeting	350.00	800.00
Travel	-	240.00
Total Travel and Meetings	350.00	1,040.00
Total Expense	49,708.55	90,059.00
Net Ordinary Income	4,356.34	-
Net Income	4,356.34	-