

## Berne Public Library – Trustees’ Agenda for January 12, 2023

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

Call Meeting to Order @

Roll Call:

- Adoption of agenda (any changes or additions to the agenda should be made at this time).
- Secretary’s Report for December 8, 2022 and Correspondence. Motion to elect Jodi as secretary.
- Public Comment
- Treasurer’s Report for January 12, 2023

Payment of Bills:

Standing Committee Reports:

- Personnel Committee (Becky, Lisa & John)
- Finance & Budget Committee (Ted, Emilie, Kathy & \_\_\_\_\_)
- Policy Committee (Lisa, Jodi & John)

Conflict of Interest 2

nd reading.

Committee Reports:

- Aesthetics Committee (Lisa & Kathy) lighted display case, bench, foyer, gazebo

Old Business:

- Building and Maintenance involving the Town:
  - o Water supply – update
  - o Parking Lot – update
  - o Landscaping – spigot (need floor plan of library)
  - o Security camera - update
  - Construction Grant - update

Con

- Other Items

11:45 AM

01/12/23

**Berne Public Library  
Reconciliation Detail  
NBT Bank, Period Ending 12/31/2022**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						22,047.25
<b>Cleared Transactions</b>						
<b>Checks and Payments - 9 items</b>						
Check	11/10/2022	1098	National Business L...	X	-110.32	-110.32
Check	12/08/2022	1105	Meyers Electrical	X	-2,150.00	-2,260.32
Check	12/08/2022	1107	Baker & Taylor	X	-469.83	-2,730.15
Check	12/08/2022	1104	Cardmember Service	X	-348.40	-3,078.55
Check	12/08/2022	1101	MidTel	X	-142.30	-3,220.85
Check	12/08/2022	1102	National Business L...	X	-110.32	-3,331.17
Check	12/08/2022	1108	Kathleen Stempel	X	-99.59	-3,430.76
Check	12/08/2022	1106	Upper Hudson Libra...	X	-54.00	-3,484.76
Check	12/08/2022	1103	National Business T...	X	-7.00	-3,491.76
Total Checks and Payments					-3,491.76	-3,491.76
<b>Deposits and Credits - 1 item</b>						
Deposit	12/02/2022			X	97.44	97.44
Total Deposits and Credits					97.44	97.44
Total Cleared Transactions					-3,394.32	-3,394.32
Cleared Balance					-3,394.32	18,652.93
<b>Uncleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	12/31/2022				14,851.00	14,851.00
Total Deposits and Credits					14,851.00	14,851.00
Total Uncleared Transactions					14,851.00	14,851.00
Register Balance as of 12/31/2022					11,456.68	33,503.93
<b>New Transactions</b>						
<b>Checks and Payments - 9 items</b>						
Check	01/12/2023	1116	Fox Valley Excavating		-1,800.00	-1,800.00
Check	01/12/2023	1117	Lamont Engineers		-1,180.49	-2,980.49
Check	01/12/2023	1112	Cardmember Service		-1,095.63	-4,076.12
Check	01/12/2023	1113	Upper Hudson Libra...		-994.45	-5,070.57
Check	01/12/2023	1114	Baker & Taylor		-281.91	-5,352.48
Check	01/12/2023	1109	MidTel		-142.89	-5,495.37
Check	01/12/2023	1110	National Business L...		-115.84	-5,611.21
Check	01/12/2023	1115	Midwest Tape		-43.23	-5,654.44
Check	01/12/2023	1111	National Business T...		-25.48	-5,679.92
Total Checks and Payments					-5,679.92	-5,679.92
<b>Deposits and Credits - 1 item</b>						
Deposit	01/10/2023				110.55	110.55
Total Deposits and Credits					110.55	110.55
Total New Transactions					-5,569.37	-5,569.37
<b>Ending Balance</b>					<b>5,887.31</b>	<b>27,934.56</b>

**Berne Public Library**  
**Income & Expense Report (Budget vs. Actual) 2023**  
**January 2023**

	Jan 23	Budget
<b>Operations</b>		
<b>Books &amp; Reference Materials</b>		
Books on CD		150.00
E-content	342.50	3,000.00
Magazines		450.00
Software Applications	84.75	890.00
Videos	140.03	900.00
Books & Reference Materials - Other	281.91	4,500.00
<b>Total Books &amp; Reference Materials</b>	<b>849.19</b>	<b>9,890.00</b>
Cleaning Supplies		150.00
Postage, Mailing Service		300.00
Printing and Copying	25.48	300.00
Supplies	255.48	500.00
Telephone, Telecommunications	142.89	2,272.00
UHLS Service Dues	632.00	2,528.00
<b>Total Operations</b>	<b>1,905.04</b>	<b>15,940.00</b>
<b>Other Types of Expenses</b>		
Memberships and Dues	55.00	350.00
<b>Total Other Types of Expenses</b>	<b>55.00</b>	<b>350.00</b>
<b>Programs</b>		
Adult Events		300.00
<b>Children &amp; Young Adult Programs</b>		
Summer Reading		250.00
Youth, General		100.00
Children & Young Adult Programs - Other	24.56	300.00
<b>Total Children &amp; Young Adult Programs</b>	<b>24.56</b>	<b>650.00</b>
<b>Total Programs</b>	<b>24.56</b>	<b>950.00</b>
Salary	1,694.27	45,320.00
<b>Taxes</b>		
FICA	62.95	3,467.00
<b>Total Taxes</b>	<b>62.95</b>	<b>3,467.00</b>
<b>Travel and Meetings</b>		
Conference, Convention, Meeting		800.00
Travel		240.00
<b>Total Travel and Meetings</b>		<b>1,040.00</b>
<b>Total Expense</b>	<b>7,437.14</b>	<b>84,869.80</b>
<b>Net Ordinary Income</b>	<b>(5,569.37)</b>	
<b>Net Income</b>	<b>(5,569.37)</b>	

**Berne Public Library**  
**Income & Expense Report (Budget vs. Actual) 2023**  
 January 2023

	Jan 23	Budget
Ordinary Income/Expense		
Income		
Direct Public Support		
Individual Patron Contributions	25.20	500.00
Total Direct Public Support	25.20	500.00
Government Grants		
LLSA Funding		1,000.00
Local Government Grants		
Agency Grant - Town of Berne		
Town of Berne Direct Pay		
Berne Direct Pay FICA	62.95	3,467.00
Town of Berne Direct Pay - Other	1,694.27	45,320.00
Total Town of Berne Direct Pay	1,757.22	48,787.00
Agency Grant - Town of Berne - Other		9,700.00
Total Agency Grant - Town of Berne	1,757.22	58,487.00
Agency Grant - Town of Knox		7,500.00
Total Local Government Grants	1,757.22	65,987.00
State Grants		
2018 Special Legislative Grant		180.80
Total State Grants		180.80
Total Government Grants	1,757.22	67,167.80
NYS Construction Grant		16,502.00
Other Types of Income		
Book Replacement		100.00
Book Sales	2.00	25.00
Coffee		25.00
Fax Revenue	3.00	150.00
Miscellaneous Revenue		50.00
Photocopying Revenue	80.35	350.00
Total Other Types of Income	85.35	700.00
Total Income	1,867.77	84,869.80
Gross Profit	1,867.77	84,869.80
Expense		
Advertising		500.00
Construction	2,980.49	14,352.00
Contract Services		
Accounting Fees		350.00
Total Contract Services		350.00
Facilities and Equipment		
Equip Rental and Maintenance		
2018 Special Legislative Grant	115.84	180.20
Equip Rental and Maintenance - Other		1,220.60
Total Equip Rental and Maintenance	115.84	1,400.80
Equipment Purchase	598.99	1,200.00
Total Facilities and Equipment	714.83	2,600.80

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

	Jan - Dec 22	Budget
<b>Facilities and Equipment</b>		
Equip Rental and Maintenance		
2018 Special Legislative Grant	1,277.10	1,275.00
<b>Total Equip Rental and Maintenance</b>	1,277.10	1,275.00
Equipment Purchase	430.90	1,200.00
<b>Total Facilities and Equipment</b>	1,708.00	2,475.00
<b>Operations</b>		
<b>Books &amp; Reference Materials</b>		
Books on CD	119.99	50.00
E-content	2,771.53	2,500.00
Magazines	429.95	350.00
Software Applications	774.93	150.00
Videos	842.21	900.00
Books & Reference Materials - Other	3,154.01	5,100.00
<b>Total Books &amp; Reference Materials</b>	8,092.62	9,050.00
Cleaning Supplies	121.32	100.00
Postage, Mailing Service	268.52	250.00
Printing and Copying	168.21	700.00
Supplies	402.79	650.00
Telephone, Telecommunications	2,544.25	1,900.00
UHLS Service Dues	2,478.74	2,600.00
<b>Total Operations</b>	14,076.45	15,250.00
<b>Other Types of Expenses</b>		
Memberships and Dues	320.00	225.00
Other Costs	20.98	
<b>Total Other Types of Expenses</b>	340.98	225.00
<b>Programs</b>		
Adult Events	60.00	300.00
<b>Children &amp; Young Adult Programs</b>		
Graphic Novel Grant	20.16	
Summer Reading	194.42	250.00
Youth, General	100.68	
Children & Young Adult Programs - Other	271.43	300.00
<b>Total Children &amp; Young Adult Programs</b>	586.69	550.00
General Patrons	75.55	
<b>Total Programs</b>	722.24	850.00
Salary	43,359.63	44,000.00
<b>Taxes</b>		
FICA	3,317.01	3,366.00
<b>Total Taxes</b>	3,317.01	3,366.00
<b>Travel and Meetings</b>		
Conference, Convention, Meeting	371.00	800.00
Travel	55.68	240.00
<b>Total Travel and Meetings</b>	426.68	1,040.00
<b>Total Expense</b>	66,450.99	90,059.00
<b>Net Ordinary Income</b>	15,531.00	
<b>Net Income</b>	15,531.00	

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

	Jan - Dec 22	Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Direct Public Support</b>		
<b>Individual Patron Contributions</b>		
Donations in lieu of fines	212.96	200.00
Individual Patron Contributions - Other	304.01	289.12
<b>Total Individual Patron Contributions</b>	516.97	489.12
Non-profit Organization Contrib	420.22	400.00
<b>Total Direct Public Support</b>	937.19	889.12
<b>Government Grants</b>		
E-rate reimbursement	7.71	
LLSA Funding	1,429.20	1,000.00
<b>Local Government Grants</b>		
Agency Grant - Town of Berne		
Construction		6,000.00
Town of Berne Direct Pay		
Berne Direct Pay FICA	3,317.01	3,366.00
Town of Berne Direct Pay - Other	43,359.63	44,000.00
<b>Total Town of Berne Direct Pay</b>	46,676.64	47,366.00
Agency Grant - Town of Berne - Other	9,700.00	9,700.00
<b>Total Agency Grant - Town of Berne</b>	56,376.64	63,066.00
Agency Grant - Town of Knox	7,100.00	7,100.00
<b>Total Local Government Grants</b>	63,476.64	70,166.00
<b>State Grants</b>		
2018 Special Legislative Grant		1,250.88
<b>Total State Grants</b>		1,250.88
<b>Total Government Grants</b>	64,913.55	72,416.88
NYDLG grant	14,851.00	
NYS Construction Grant		12,305.00
<b>Other Types of Income</b>		
Book Replacement	154.88	100.00
Book Sales	64.00	25.00
Coffee	4.00	25.00
Fax Revenue	150.10	100.00
Library Fines		
E-commerce payments	81.35	100.00
Library Fines - Other	16.70	
<b>Total Library Fines</b>	98.05	100.00
Miscellaneous Revenue	264.67	50.00
Photocopying Revenue	544.55	350.00
<b>Total Other Types of Income</b>	1,280.25	750.00
Unexpended prior year funds		3,698.00
<b>Total Income</b>	81,981.99	90,059.00
<b>Gross Profit</b>	81,981.99	90,059.00
<b>Expense</b>		
Advertising		500.00
Construction	2,150.00	22,003.00
<b>Contract Services</b>		
Accounting Fees	350.00	350.00
<b>Total Contract Services</b>	350.00	350.00

Construction Project and Grant Status  
January 2023

	Total	Grant to BPL	Town Match
State Aid for Library Construction Fiscal Year 2021/2023	22,002.00	16,502.00	5,500.00
8/30/21 letter from Sean Lyons to UHLS - Town will cover 25% of costs up to \$5,473			
NYSED award email, x/xx/xx			
90% check deposited 12/31/22		14,851.00	
Remaining 10% due BPL to close grant		1,651.00	

Expenditures that will satisfy project		
	Library	Town
Home Depot - Pressure tank		189.00
Lawrence - Well pump installation		1,425.14
Meyers Electrical - well wiring	2,150.00	
Fox Valley - Excavate for water and power lines	1,800.00	
Lamont - connect well water to building	1,180.49	
<b>Total</b>	<b>5,130.49</b>	<b>1,614.14</b>
<b>Grand total Library + Town</b>	<b>6,744.63</b>	

**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 December 8, 2022**

**Call to order @ 6:33 pm**

**Present:** Marion Burghart, Lisa Raymond, Emilie Wright, Ted Borys, Becky Waldenmaier, Jodi Ebel, John Valachovic.

**Also Present:** Kathy Stempel, Director. Lynn Warner Kerr, Ken Guarino, members of the public.

**Secretary's Report: (see attached)**

Motion made by Emilie to accept the Secretary's Report. John was second. Motion carried.

**Public Comment:** Lynn Warner Kerr, Ken Guarino, two residents interested in the Library Trustee opening.

- Ken mentioned the online Strategic Plan is missing a page. Kathy will get this corrected.

**Treasurer's Report: (see attached)**

- Andrea is back working part time. Her salary line figures match Ted's.
- Our salary line is now \$269.98 over. Kathy will get this balanced by the end of the year.
- We have not received our construction grant money from the State.

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

**Payment of Bills: (see attached)**

- We paid \$2,150 to Meyers Electrical for the well which will be reimbursed next year.

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

**Standing Committee Reports:**

Personnel Committee (Becky, Lisa, John): We had the first reading of the new Director's evaluation.

Finance & Budget Committee (Ted, Marion, Emilie & Kathy):

- The revised budget is completed.
- The holiday pay will be added to the Town's budget.

Emilie made a motion to accept the changes to the 2023 budget. Becky was second. Motion carried.

Policy Committee (Lisa, Jodi, John):

- John presented two different Conflict of Interest Policies. Lisa will send him the new format and we will have the 1<sup>st</sup> reading at the January meeting.

Aesthetics Committee (Lisa & Kathy)

- We discussed a display case and bench. Lisa will take the measurements outside to make sure what we decide on will fit.
- The letters are on the front door. We discussed putting titles and spine labels as well.
- The library moved from the Town Hall to the Church in 2013.

#### **Old Business:**

##### Building and Maintenance:

- The town is waiting for the sediment to clear before testing the water again. At that time they will decide if we need to add filtration system.
- We need to look at the floor plans to determine if a spigot at the front of the building is an option.
- We also discussed a rain water collection barrel. Becky will check with Cornell Cooperative Extension for any other water collection suggestions.
- The parking lot should be resurfaced in the Spring.
- We need to discuss the security camera installation further. We need to have a formal policy on retention of the video and who is authorized to view it. Jodi will look into this and possibly consult the town attorney.
- Kathy has contacted Rawdon to investigate getting Microsoft email accounts. Marion's email will go to the new trustee.

#### **New Business:**

##### Trustee Position:

- We received applications from Lynn Warner Kerr, Ken Guarino, Jessica Cole and Ashley Wood for the new trustee position. Lisa made a motion to go into Executive Session to discuss which candidate we would recommend to the town. Emilie was second. Motion carried. After much discussion, Marion will recommend Lynn Warner Kerr to the town board.

The proposed slate of officers for 2023 will be Lisa Raymond for President, Emilie Wright for Vice President, Ted Borys for Treasurer, Becky Waldenmaier for Secretary.

#### **Director's Report: (see attached)**

We need to have a new Strategic Plan in place by the end of 2023.

DLD (Division of Library Development) want us to think about construction projects for the next five years. Kathy suggested solar panels, new windows, a new front entrance, a gazebo, and a safe walkway from the school to the library.

#### **Friend's Report:**

There was no December meeting.

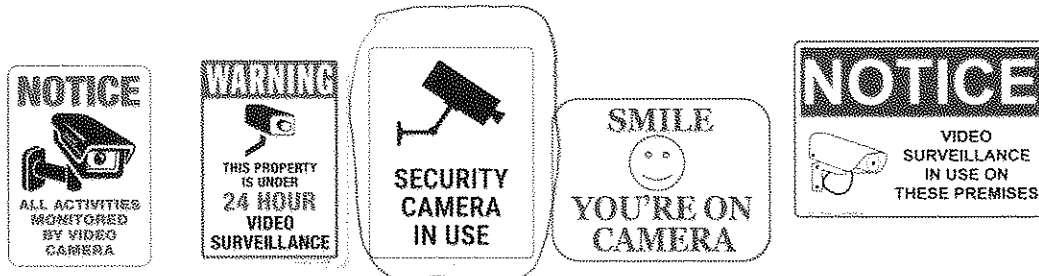
**Meeting Adjourned @ 8:37 pm.** Ted made a motion to adjourn. Jodi was second. Motion carried.

Submitted by: Lisa Raymond, Secretary



Berne Public Library  
Trustee Meeting  
1/12/2023  
Director's Report

- **Director's Association:** The agreement contract between Libraries and UHLS had a mistake on the front page when we signed the paper. It said a 4 year agreement instead it should have read a 3 year contract.  
We were reminded that the required 2 hour Trustee training can be available through UHLS.  
The annual report portal will open in February. I am in the process of collecting stats for the report.
- **Printer:** I met with a representative from our printer/copy machine company. National Business Technologies, Michael Herman thinks the extra \$7.00 monthly charge for fuel can be eliminated.
- **Advocacy Day:** More information to come for the February 28th Advocacy Day. There will be a large NYLA (New York Library Association) presence in the "Well" of the Legislature building. No information on groups of library supporters going to individual representatives offices. Donna Gwin and I have attended Advocacy Day for many years.
- **Water Well Update:** The latest water test resulted in high levels of iron and magnesium. The engineer will be moving forward on what kind of filters to be installed in the maintenance closet. The water is still not drinkable.
- **Emergency Connectivity Funds:** We have an update from the Federal funding the library applied for in May of 2022. Form A has passed the first level of approval. Form B needed more information to move forward, which has been submitted. We expect to hear from them about the final approval soon. As a reminder, the funds go toward hot spots and tablets that will come from our mobile company, Kajeet.
- **Security Camera:** The town agreed to have maintenance install the outdoor cameras. A sign will be laminated and posted stating we have cameras on the property.



- **Construction Grant:** We have until June to complete all projects related to the grant. The town supervisor said the parking lot will be done in April or May.



Lamb Story



Knox



Gingerbread Storytime

Happily submitted by  
Kathy Stempel