

Public Library – Trustees' Agenda for June 8, 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 @ <sup>6:30</sup> \_\_\_\_\_

Roll Call:

- Adoption of agenda (any changes or additions to the agenda should be made at this time).
  - Secretary's Report for May 11, 2023 and Correspondence.
  - Public Comment
  - Treasurer's Report for June 8, 2023

Payment of Bills:

Standing Committee Reports:

- Personnel Committee (Lisa, John & Lynn) Nothing to report.
- Finance & Budget Committee (Ted, Lisa, Emilie & Kathy) Set up 2<sup>nd</sup> quarter audit
- Policy Committee (Jodi, John, Lisa) Conflict of Interest 2nd reading. Ban Books policy.

Committee Reports:

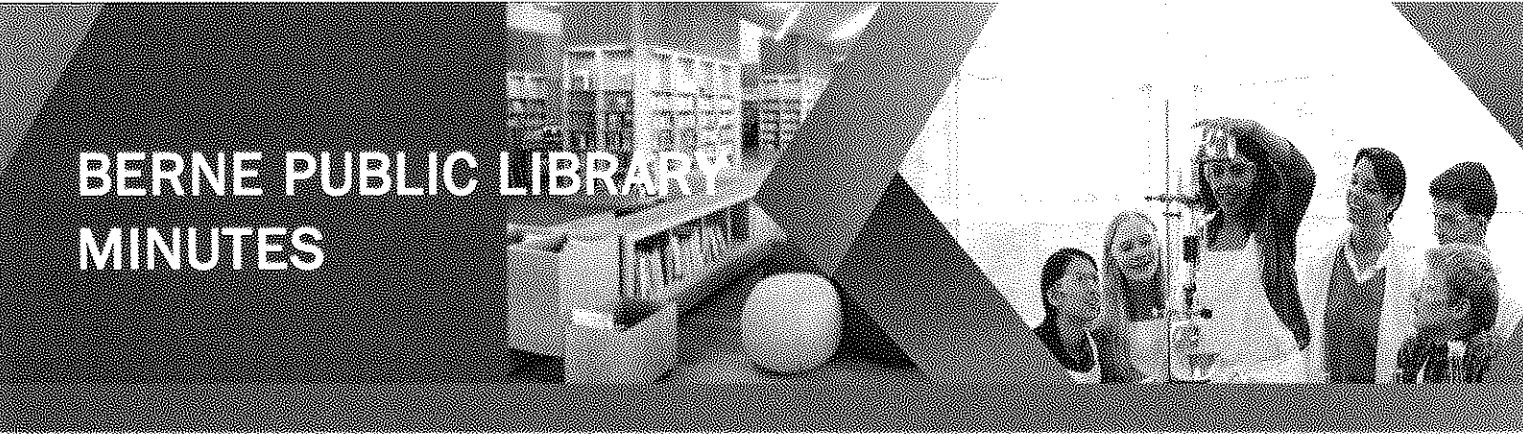
- Aesthetics Committee (Lisa & Kathy) lighted display case, bench, foyer.

Old Business:

•Building and Maintenance involving the Town:

- Water supply – filter to be installed. Plumbing. Per Anita town to install.
- Parking Lot – To be completed this spring.
- Security camera - TOB to complete installation

Construction Grant - update



# BERNE PUBLIC LIBRARY MINUTES

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

**Date:** May 11, 2023

**Time:** 5:37pm

**Facilitator:** Lisa Raymond

## In Attendance

Lisa Raymond, Ted Borys, Jodi Ebel, Lynn Kerr, John Valachovic, Walter Galicki, Emilie Wright (6:30pm)

## Also In Attendance

Kathy Stempel, Library Manager, Marie Lounsbury

## Secretary's Report: (see attached)

Motion made by John to accept the Secretary's Report as presented, seconded by Lynn. Motion carried.

## Public Comment:

None

## Treasurer's Report: (see attached)

Motion made by Walter to accept the Treasurer's Report, seconded by John. Motion carried.

Construction grant discussed – the project will not be completed by the targeted date (June 30, 2023). Kathy will ask for an extension

## Payment of Bills: (see attached)

Bills reviewed. Motion made by Lynn to pay the bills, seconded by Jodi. Motion carried.

## Standing Committee Reports:

**Personnel Committee** (Lisa, Lynn, John):

**Policy Committee** (Jodi, John, Lisa) – Jodi will take a look at the Banned Book Policy for revision

**Aesthetics Committee** (Lisa & Kathy) – Motion made by John 2<sup>nd</sup> by Ted to approve the purchase of a bench up to \$1000

## Old Business

Building and Maintenance

- We have the water filter that was recommended. A plumber is needed. Lisa will contact Dennis Palow regarding this need.
- The trench in the driveway needs to be filled in. There was a recent flood seemingly caused by the trench which acted as a ditch which enabled all of the rainwater to enter the

maintenance room, progressing to the back area flooring and eventually making its way to the rugs in the library. This issue will also be discussed with Mr. Palow.

- One security is up. Additional work is needed. Kathy will put in a work order with the town for this as well as an order to have the carpet shampooed.
- Still looking for a date for Rawdon to come and train trustees on using Microsoft Office
- Trustee training will also be rescheduled. Kathy will call Tim Burke to see if he is available on June 8<sup>th</sup>.

### **New Business**

- UHLS dinner scheduled for June 14<sup>th</sup> – Kathy and Lisa will attend.
- Renewal contract for printer received – however we have a 5 year lease which is not up for a another year. Kathy will tell him that we will not be renewing early. Will discuss in November in preparation for budget planning.
- Memorial Day parade – will use Marion’s trailer. Will have a float – Kathy will work with Donna Gwin to coordinate.

### **Director’s Report**

- A number of folks are participating in the UHLS Expedition (36’ers).
- New hot spot tablets are ready for check out
- Randy Bashwinger has indicated that the town might not be able to fix the trench – he suggested hiring a paving company.
- Kathy attended the youth services conference and attended workshop on the upcoming full eclipse. Kathy will look into programming possibilities. We have 500 sun safe eclipse glasses.
- Upcoming events reviewed

### **Friends Report**

- Bowls for books – 3 workshops in May – Ice Cream Social July 9th
- No dues until January
- Hilltown Players production was well attended. Desserts provided \$162 profit.
- Storywalk – new platforms at the nature center
- Seed library is up and running
- Friends are OK with boy scouts running refreshment stand on August 2 for music in the park. John will bring this to Boy Scout leadership group.
- Next year they will explore having one music in the park in Knox.

### **Next Meeting**

Motion made by Ted seconded by Lynn that the meeting adjourn. Meeting adjourned 7:06pm. The next meeting will be held on June 8<sup>th</sup> at 5:30pm.

Respectfully submitted,

Jodi A. Ebel

Secretary

## June 8, 2023 – Payment of Bills

### ➤ Bills

- National Business Leasing (printer lease): \$122.85
- MidTel (internet, phone): \$142.32
- NBT credit card (3 DVDs, office supplies, 3 books, program supplies): \$139.03
- Kathy Stempel (UHLS annual conference fee): \$80.00
- Baker & Taylor (15 books): \$ 244.66

### ➤ Additional information – construction grant

	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	
Lamont - water test and treatment consultation	565.00	
Blake Equipment - water filtration equipment	903.70	
<b>Total</b>	<b>6,599.19</b>	<b>1,614.14</b>
<b>Grand total Library + Town</b>	<b>8,213.33</b>	

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

	Jan - Jun 23	Budget
Ordinary Income/Expense		
Income		
Direct Public Support		
Individual Patron Contributions	1,043.11	500.00
Total Direct Public Support	1,043.11	500.00
Government Grants		
E-rate reimbursement	17.88	
LLSA Funding	143.00	1,000.00
Local Government Grants		
Agency Grant - Town of Berne		
Town of Berne Direct Pay		
Berne Direct Pay FICA	1,438.08	3,467.00
Town of Berne Direct Pay - Other	18,798.55	45,320.00
Total Town of Berne Direct Pay	20,236.63	48,787.00
Agency Grant - Town of Berne - Other	9,700.00	9,700.00
Total Agency Grant - Town of Berne	29,936.63	58,487.00
Agency Grant - Town of Knox	7,500.00	7,500.00
Total Local Government Grants	37,436.63	65,987.00
State Grants		
2018 Special Legislative Grant		180.80
Total State Grants		180.80
Total Government Grants	37,597.51	67,167.80
NYS Construction Grant		18,502.00
Other Types of Income		
Book Replacement	100.95	100.00
Book Sales	26.85	25.00
Coffee	2.00	25.00
Fax Revenue	55.40	150.00
Library Fines	7.20	
Miscellaneous Revenue	3.00	50.00
Photocopying Revenue	285.09	350.00
Total Other Types of Income	480.49	700.00
Total Income	39,121.11	84,869.80
Gross Profit	39,121.11	84,869.80
Expense		
Advertising		500.00
Construction	4,449.19	14,352.00
Contract Services		
Accounting Fees	350.00	350.00
Total Contract Services	350.00	350.00
Facilities and Equipment		
Equip Rental and Maintenance		
2018 Special Legislative Grant	180.20	180.20
Equip Rental and Maintenance - Other	513.13	1,220.60
Total Equip Rental and Maintenance	693.33	1,400.80
Equipment Purchase	598.99	1,200.00
Total Facilities and Equipment	1,292.32	2,600.80



52 South Broad Street  
Norwich, New York 13815





BERNE PUBLIC LIBRARY  
PO BOX 209  
BERNE NY 12023-0209

**May 2023**

Reporting Activity 05/01 - 05/31

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**At Your Service**

-  Customer Service 1.800.NBT.BANK (1.800.628.2265)
-  Website nbtbank.com
-  Loan Payment Address P.O. Box 149 Canajoharie, NY 13317
-  Email Address customerservice@nbtbank.com

**Summary of Accounts**

Account Type	Account Number	Ending Balance
Government Checking	XXXXXXXXX3761	\$38,577.80

**Government Checking - XXXXXXXXX3761**

**Account Summary**

Date	Description	Amount
05/01/2023	Beginning Balance	\$40,187.05
	8 - Checks / Debits	\$1,786.58
	1 + Deposits / Credits	\$177.33
05/31/2023	Ending Balance	\$38,577.80

**Account Activity**

Transaction Date	Description	Debits	Credits	Balance
05/03/2023	DEPOSIT		\$177.33	\$40,364.38
05/09/2023	CHECK #1131	\$117.00		\$40,247.38
05/15/2023	CHECK #1140	\$142.32		\$40,105.06
05/16/2023	CHECK #1141	\$191.91		\$39,913.15
05/17/2023	CHECK #1139	\$7.00		\$39,906.15
05/18/2023	CHECK #1142	\$903.70		\$39,002.45
05/18/2023	CHECK #1144	\$210.71		\$38,791.74
05/19/2023	CHECK #1145	\$96.94		\$38,694.80
05/22/2023	CHECK #1138	\$117.00		\$38,577.80

**Checks Paid**

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
1131	05/09/2023	\$117.00	1140	05/15/2023	\$142.32	1144*	05/18/2023	\$210.71
1138*	05/22/2023	\$117.00	1141	05/16/2023	\$191.91	1145	05/19/2023	\$96.94
1139	05/17/2023	\$7.00	1142	05/18/2023	\$903.70			

\* Indicates skipped check number



Member FDIC

Berne Public Library  
2023 Payroll

Pay Period	Pay Period End Date	Paycheck Date	Gross	Budget: \$45,320.00		Under (Over)	0.0765 FICA	YTD
				YTD	Balance			
1	01/07/23	01/12/23	\$1,694.27	\$1,694.27	\$43,625.73	\$48.81	\$129.61	\$129.61
2	01/21/23	01/26/23	\$1,728.40	\$3,422.67	\$41,897.33	\$63.48	\$132.22	\$261.83
3	02/04/23	02/09/23	\$1,698.15	\$5,120.82	\$40,199.18	\$108.41	\$129.91	\$391.74
4	02/18/23	02/23/23	\$1,778.85	\$6,899.67	\$38,420.33	\$72.64	\$136.08	\$527.82
5	03/04/23	03/09/23	\$1,641.75	\$8,541.42	\$36,778.58	\$173.96	\$125.59	\$653.42
6	03/18/23	03/23/23	\$1,696.95	\$10,238.37	\$35,081.63	\$220.09	\$129.82	\$783.24
7	04/01/23	04/06/23	\$1,875.93	\$12,114.30	\$33,205.70	\$87.24	\$143.51	\$926.74
8	04/15/23	04/20/23	\$1,736.40	\$13,850.70	\$31,469.30	\$93.92	\$132.83	\$1,059.58
9	04/29/23	05/04/23	\$1,806.50	\$15,657.20	\$29,662.80	\$30.49	\$138.20	\$1,197.78
10	05/13/23	05/18/23	\$1,724.50	\$17,381.70	\$27,938.30	\$49.07	\$131.92	\$1,329.70
11	05/27/23	06/01/23	\$1,416.85	\$18,798.55	\$26,521.45	\$375.30	\$108.39	\$1,438.09
12	06/10/23	06/15/23						
13	06/24/23	06/29/23						
14	07/08/23	07/13/23						
15	07/22/23	07/27/23						
16	08/05/23	08/10/23						
17	08/19/23	08/24/23						
18	09/02/23	09/07/23						
19	09/16/23	09/21/23						
20	09/30/23	10/05/23						
21	10/14/23	10/19/23						
22	10/28/23	11/02/23						
23	11/11/23	11/16/23						
24	11/25/23	11/30/23						
25	12/09/23	12/14/23						
26	12/23/23	12/28/23						

\$1,743.08 average per biweekly pay period



## 2023 June Trustee Meeting

### Director's Report

**Director's Association** – We met in-person on June 2. Discussion points are as follows...

- Construction Grant portal opens June 7
- Capital District Library Council, CDLC, has new software to learn as patrons and members navigate through their website.
- Over 100 people RSVPed to the Annual Celebration. Lisa Raymond and I will be attending on June 14.
- June 8 is the Challenge series for Trustees and Directors
- Other dates to consider are July 14 and 17 workshops on being prepared for book bans and foil request. August 24 is the repeat of the Challenge Series. Finally, September 19 will be a Media training.

**Well Construction** – No new news. The water filter is in the Maintenance room awaiting installation by a plumber. I am going to see if we can get an extension on the deadline and add the paving cost to the construction grant.

**Movie License** – I request we not renew our license at this time due to low attendance at movie events.

**Rockets and Robots** – John Freer and his family donated a lot of their time and supplies to provide 2 successful educational programs for the library. May I suggest we purchase a gift card from Stewarts Shops or Dollar General for \$50 or \$100 as a thank you offer. The Friends of the Library will be happy to do this.

**Paint By Squares** – The library has a table in the corner that provides its patrons with a stress-free activity. People of all ages can add square stickers of different colors to the mystery poster picture. By the end of summer people will be able to guess the picture.

**Parking Lot** – I am in contact with Precision Paving and am looking for a quote to pave the parking lot. I am going to ask the cost of a berm and a swale in addition to the paving.

**Baker & Taylor** – As of June 5, Baker & Taylor will add a transportation surcharge of 2.0% per invoice total. Did you know you can make payments via ACH? They provide the payment service free of charge.

**Book Cart Drill Team** – Anyone interested in putting together a team? We have 6 book carts that can be decorated, and we can choreograph a routine. The end of the year Expedition on September 14,

**Hoopla Stats** – Berne Library has 78 patrons taking out 44 items for a total cost of \$93.53.

### Youth Services

**Rockets** – We had 68 launches from 32 people that made rockets. John Freer secured air space for FFA letting them know about the launches. One of John's own rockets reached 600 ft. Which pinged the

doppler tower and in turn sent a warning response to his cell phone. There were displays set out and a computer read out of where all commercial planes were over America in live time. This was the third year John's family provided the fun Rocket program.

**Robot Challenge** – Once again John Freer provided an exciting and informative program that included drones, land rovers, and automatic arms. Participant were challenged to use their skills in driving a remote land rover blind while a teammate yelled directions.

**Homeschool** – Two more hangouts until summer break.

**Pokémon Meet Up** – This group will take a summer break. We will investigate a fall start up.

**Upcoming Programs:**

- July 4 Closed
- July 8 Summer Reading kick off Cardboard Explosion
- July 9 Bowls for Books Ice Cream Social
- July 10 Worm Races
- July 12 MIP – Bunch of Guys and Girls
- July 17 Retro Toys
- July 19 MIP – Hilltown Ramblers
- July 21 Books and Brew at the Helderberg Mountain Brewery
- July 24 Kelly Martin, wildlife rehabilitator
- July 26 MIP – Geezer
- July 31 Owls of NY

Submitted by

Kathy Stempel - Director