

Berne Public Library - Trustees' Agenda for July 14, 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 June 9, 2022 and Correspondence
- Public Comment
- Treasurer's Report for July 14, 2022

Payment of bills:

Standing Committee Reports:

- Personnel Committee (Becky & Lisa):
- Finance & Budget Committee (Ted, Marion, Emilie & Kathy): 2nd quarter audit, budget
- Policy Committee (Lisa, Jodi & John): What next?

Committee Reports:

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

Old Business:

- Building and Maintenance involving the Town:
 - Water supply -wells-town engineer report on 3rd well?
 - Parking Lot - update, drainage swale- waiting on well
 - Landscaping-What did Becky find out from Town minutes?
- Other items
 - Review of by-laws-Article 8 and 9
 - Holiday pay- civil service report, set up meeting
 - Patron issue update-wi-fi extender
 - September meeting rescheduled to Sept 22nd

New Business

- Email accounts
- 2023 Budget

Director's Report:

Friends' Report:

Meeting Adjourned:_____ Next meeting Aug 11, 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 June 9, 2022

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

Also Present: Kathy Stempel, Director.

Call to order @ 6:36 pm

Secretary's Report: (see attached) Lisa to make a few minor changes to the Friend's report. Motion made by Jodi to accept the secretary's report. Becky was second. Motion carried.

Treasurer's report: (see attached) Salary line is good. We have decided to continue to write checks instead of paying online. Ted will combine the individual patron contribution line and donation lines together starting January of 2023.

Motion made by Lisa to accept the treasurer's report. Emilie was second. Motion carried.

Payment of Bills: (see attached) Ted will write a \$200 check for the upcoming marionette program and Marion will sign prior to that program.

Motion made by Lisa to accept the payment of bills. Emilie was second. Motion carried.

Standing Committee Reports:

Personnel Committee (Becky & Lisa) There is nothing new to report.

Finance & Budget (Marion, Ted, Emilie & Kathy) There is nothing new to report.

Policy Committee (Lisa & Jodi & John) Lisa will send a list of policies to Jodi and John. We will discuss and get a list of what needs to be done and when.

Committee Reports:

Aesthetics Committee (Lisa & Kathy) The landscaping in front of the library looks nice and as soon as the Town of Berne (TOB) receives grant money, there will be more added. Kathy discussed getting a bench for outside the entrance for patrons. We are still working on a showcase. We also discussed getting another filter for the back of the library.

Old Business:

Water supply. The TOB is to get back to Kathy in regard to whether there is a third well or not. Jason, our town engineer was not present at the TOB board meeting.

Parking Lot. We are still waiting on the wells to be completed before having the parking lot redone.

Landscaping. Becky said there was nothing noted in the TOB April minutes and the May minutes were not posted yet.

Other Items.

By-Laws, Article 7. We discussed this and made some minor changes and added another number. Marion is making corrections. We will discuss Articles 8 and 9 at the July meeting.

Holiday pay. Emilie sent an email regarding this. Jodi reviewed the TOB handbook. We went over this in depth. It is clear that our library employees are permanent employees and not temporary employees. Marion and Ted will set up a meeting with Dennis to get their status changed to permanent.

Memorial Day float. The float was a success.

Patron issue. We discussed getting another air filter for the back of the library. Kathy will look into a Wi-Fi extender for wireless access outside the library building. The patron has been told he may have to stay outside. A letter has not been sent to the patron yet.

New Business: No new business.

Friends Report: Becky went over the upcoming events. There will be one more pottery workshop. The Friends of the Berne Library (FOBL) raised \$170 during the theater program. The ice cream social is July 10th from 2-4. There is discussion of possibly providing free hot dogs for part of Music in the Park during Gary Willsie's memorial.

Director's Report: (see attached) Kathy is going to start a monthly movie night at the library and the FOBL approved the \$445 annual licensing fee. She would like to have a FM transmitter. Jodi thinks she can borrow one. Kathy is hoping the June movie will be "Finding Dory" which will be a nice start to our summer reading program. Kathy is also interested in a financial literacy program for the community starting in the fall. This will be 12 zoom sessions on finances and it is free. The library is starting a "Read It Forward" program where teens will read a book and pass it on to a friend.

Meeting adjourned @ 8:22 pm Motion to adjourn was made by Ted, Emilie was second. All in favor.

Next meeting: July 14, 2022 @ 6:30 pm

Submitted by Lisa Raymond

Trustee Meeting
July 2022 Director's Report

Email Accounts: The Google Legacy account has come to an end on Sept. 1. Google will upgrade our emails to Google Workspace for \$6.00 each account per month. We have 12 accounts for a total cost of \$864.00 a year. I called Mary Beth Farr, from the Division of Library Development (DLD), she said "there is no rule to have a library email address for trustees".

Rawdon's recommendations:

Option 1 – upgrade to Google workspace account (the lowest price level) and pay \$6/user per month for the first year and then whatever it charges in the future. To reduce cost, we suggest eliminating all personal accounts.

- Board members will use their personal email address
- Reduce the number of gmail accounts down to 2 – director@ and bernetrustee@. Bernetrustee@ will be a depository of all email exchanges among board members. No one is logging on to that account. It is part of trustees@bernepubliclibrary.org group. 2 Google emails would cost \$144 a year.
- Library director will continue to use the familiar interface, functions to do the daily work

Option 2 – terminate google services and set up a private email server.

- unlimited email accounts
- basic web interface, no spam filter.
- private email server provides email services only, not other cloud functions is provided
- high startup cost, staff time involved to maintain the server, find a server to host it.

Option 3 – terminate google services and use 3rd party paid mail services

<https://www.zoho.com/mail/zohomail-pricing.html?src=hd>

it is affordable for \$1 to \$1.25 per user per month.

Disclaimer: I do not know much about this company. I googled best smtp providers and this company comes up on 2 separate lists.

Option 4 – use Amazon Web Service for email service

It will be slightly complicated. Go to Techsoup and get this

<https://www.techsoup.org/products/amazon-web-services-credits-for-nonprofits-g-50197->

Use the AWS credit to pay for its email service. I am confident that \$1000 Amazon credit should be more than enough to cover the email service. BUT you must buy this product every year and the price will go up.

I am looking into what other libraries (Voor. and Troy are in the same situation) are doing.

Westerlo has Microsoft 365 for free of which we have applied for the same thing. As of yet we have not been approved.

A suggestion to get a 501(c)3 at federal level for nonprofit status to receive free Google or Microsoft.

Director's Association: There has been a significant increase in delivery cost that may need to reflect in UHLAN cost. NYLA is holding their 1st open house on Tuesday, Aug.4 from 10-2.

FCC Funding: No word on the library's application.

Hoopla Stats:



Outreach:

- On June 12 we were represented at the Pride Parade. See picture 1. The goal is to make sure everyone feels welcomed and safe at the library.
- At the Knox Town board meeting on June 14, I showed a visual presentation of the activities and services we provided in 2021. All attendees received our 2021 Annual Report tri-fold. While there we were able to help a couple of BKW students give their presentation when their equipment failed.
- We had an information and craft table at the Puckerstreet Fair. See picture 2. The strong winds were a big deterrent from going on the second day due to the fact that we could not use the back of the car on the second day and everything was blowing away, even the ez ups.

Programs:

- 49 Kindergarteners and teachers went on a tour of the library followed by a pop-up book storytime. The students had a chance to make their own pop-up book and each child went home with a 'My Card' library card on a lanyard. One student has come back to activate her card.
- We had a number of people participate in the Make a Planter(6), Mushroom program (15) and the first outdoor movie(14).

Upcoming Programs:

Storytime every Tuesday @ 10:30

Wednesday, July 13 @ 3:30-4:30 Outreach storytime at Emma Treadwell Nature Center

Wednesday, July 13 @ 5:30 (early start) Music in the Park - Just a Bunch of Guys and Girls

Thursday, July 14 @ 5:30 Lighthouse STEAM program for ages 5-10

Friday, July 15 @ 6:30 Teen Shark Marathon

Saturday, July 16 @ 3-5 Beach Day @ Knox Town Hall

Saturday, July 16 @ 8:00 Outdoor Movie "Luca"

Monday, July 18 @ 7:00 Author Ashlyn Hanley will present her first book, **Then and now...Growing up a Hilltownner.**

Wednesday, July 20 @ 6:30 Music in the Park - Hilltown Ramblers

Wednesday, July 27 @ 6:30 Music in the Park - The Bluestones

Friday, July 29 @ 6:30 Berne Town Park, Adult program, Tie Dye, Turtles and Tea

July 14, 2022 – Payment of Bills, and more ...

➤ Bills

- Kathy Stempel (2 BKW yearbooks): \$130.00
- UHLS (3rd quarter UHLAN fee): \$619.61
- UHLS (3rd quarter Hoopla): \$203.54
- MidTel (internet, phone): \$143.00
- USPS (PO box): \$160.00
- NBT credit card (SRP): \$194.42
- Baker & Taylor (15 books): \$239.85
- National Business Leasing (printer lease):
- National Business Technologies (printer expenses): \$7.00

- ### ➤ USPS post office box bill can be paid in person with the BPL credit card

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

	Jan - Jul 22	Budget
Ordinary Income/Expense		
Income		
Direct Public Support		
Individual Patron Contributions		
Donations in lieu of fines	114.80	200.00
Individual Patron Contributions - Other	243.82	289.12
Total Individual Patron Contributions	358.62	489.12
Non-profit Organization Contrib	325.98	400.00
Total Direct Public Support	684.60	889.12
Government Grants		
LLSA Funding	138.20	1,000.00
Local Government Grants		
Agency Grant - Town of Berne		
Construction		6,000.00
Town of Berne Direct Pay		
Berne Direct Pay FICA	1,740.03	3,366.00
Town of Berne Direct Pay - Other	22,745.28	44,000.00
Total Town of Berne Direct Pay	24,485.31	47,366.00
Agency Grant - Town of Berne - Other	9,700.00	9,700.00
Total Agency Grant - Town of Berne	34,185.31	63,066.00
Agency Grant - Town of Knox	7,100.00	7,100.00
Total Local Government Grants	41,285.31	70,166.00
State Grants		
2018 Special Legislative Grant		1,250.88
Total State Grants		1,250.88
Total Government Grants	41,423.51	72,416.88
NYS Construction Grant		12,305.00
Other Types of Income		
Book Replacement	89.99	100.00
Book Sales	25.05	25.00
Coffee	4.00	25.00
Fax Revenue	99.75	100.00
Library Fines		
E-commerce payments	29.53	100.00
Library Fines - Other	13.00	
Total Library Fines	42.53	100.00
Miscellaneous Revenue	233.25	50.00
Photocopying Revenue	247.78	350.00
Total Other Types of Income	742.35	750.00
Unexpended prior year funds		3,698.00
Total Income	42,850.46	90,059.00
Gross Profit	42,850.46	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 July 2022

	Jan - Jul 22	Budget
Facilities and Equipment		
Equip Rental and Maintenance		
2018 Special Legislative Grant	643.68	1,275.00
Total Equip Rental and Maintenance	643.68	1,275.00
Equipment Purchase	288.32	1,200.00
Total Facilities and Equipment	932.00	2,475.00
Operations		
Books & Reference Materials		
Books on CD	65.53	50.00
E-content	2,173.58	2,500.00
Magazines		350.00
Software Applications	675.85	150.00
Videos	390.17	900.00
Books & Reference Materials - Other	1,736.20	5,100.00
Total Books & Reference Materials	5,041.33	9,050.00
Cleaning Supplies	118.14	100.00
Postage, Mailing Service	183.20	250.00
Printing and Copying	21.00	700.00
Supplies	266.23	650.00
Telephone, Telecommunications	1,012.07	1,900.00
UHLS Service Dues	1,859.13	2,600.00
Total Operations	8,501.10	15,250.00
Other Types of Expenses		
Memberships and Dues		225.00
Other Costs	12.99	
Total Other Types of Expenses	12.99	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	23.87	
Children & Young Adult Programs - Other	200.00	300.00
Total Children & Young Adult Programs	438.45	550.00
General Patrons	75.55	
Total Programs	563.05	850.00
Salary	22,745.28	44,000.00
Taxes		
FICA	1,740.03	3,366.00
Total Taxes	1,740.03	3,366.00
Travel and Meetings		
Conference, Convention, Meeting		800.00
Travel		240.00
Total Travel and Meetings		1,040.00
Total Expense	34,844.45	90,059.00
Net Ordinary Income	8,006.01	
Net Income	8,006.01	

5:20 PM

07/14/22

Berne Public Library
Reconciliation Detail
NBT Bank, Period Ending 06/30/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						28,058.98
Cleared Transactions						
Checks and Payments - 6 items						
Check	06/09/2022	1062	Cardmember Service	X	-160.38	-160.38
Check	06/09/2022	1059	MidTel	X	-141.39	-301.77
Check	06/09/2022	1060	National Business L...	X	-110.32	-412.09
Check	06/09/2022	1063	Upper Hudson Libra...	X	-18.87	-430.96
Check	06/09/2022	1061	National Business T...	X	-7.00	-437.96
Check	06/10/2022	1064	John Koethen	X	-200.00	-637.96
Total Checks and Payments					-637.96	-637.96
Deposits and Credits - 1 item						
Deposit	06/03/2022			X	122.15	122.15
Total Deposits and Credits					122.15	122.15
Total Cleared Transactions					-515.81	-515.81
Cleared Balance					-515.81	27,543.17
Uncleared Transactions						
Checks and Payments - 1 item						
Check	06/30/2022	1065	Kathleen Stempel		-130.00	-130.00
Total Checks and Payments					-130.00	-130.00
Total Uncleared Transactions					-130.00	-130.00
Register Balance as of 06/30/2022					-645.81	27,413.17
New Transactions						
Checks and Payments - 7 items						
Check	07/14/2022	1066	Upper Hudson Libra...		-619.61	-619.61
Check	07/14/2022	1070	Baker & Taylor		-239.85	-859.46
Check	07/14/2022	1071	Upper Hudson Libra...		-203.54	-1,063.00
Check	07/14/2022	1068	Cardmember Service		-194.42	-1,257.42
Check	07/14/2022	1069	U.S. Postal Service		-160.00	-1,417.42
Check	07/14/2022	1067	MidTel		-143.00	-1,560.42
Check	07/14/2022	1072	National Business T...		-7.00	-1,567.42
Total Checks and Payments					-1,567.42	-1,567.42
Deposits and Credits - 1 item						
Deposit	07/11/2022				133.19	133.19
Total Deposits and Credits					133.19	133.19
Total New Transactions					-1,434.23	-1,434.23
Ending Balance					-2,080.04	25,978.94

Berne Public Library
2022 Payroll

Pay Period	Pay Period End Date	Paycheck Date	Gross	Budget: \$44,000.00		Under (Over)	0.0765 FICA	YTD
				YTD	Balance			
1	01/07/22	01/13/22	\$822.84	\$822.84	\$43,177.16	\$23.32	\$62.95	\$62.95
2	01/21/22	01/27/22	\$1,835.78	\$2,658.62	\$41,341.38	(\$120.16)	\$140.44	\$203.39
3	02/04/22	02/10/22	\$1,635.25	\$4,293.87	\$39,706.13	(\$63.10)	\$125.10	\$328.48
4	02/18/22	02/24/22	\$1,777.88	\$6,071.75	\$37,928.25	(\$148.67)	\$136.01	\$464.49
5	03/04/22	03/10/22	\$1,668.88	\$7,740.63	\$36,259.37	(\$125.25)	\$127.67	\$592.16
6	03/18/22	03/24/22	\$1,678.15	\$9,418.78	\$34,581.22	(\$111.09)	\$128.38	\$720.54
7	04/01/22	04/07/22	\$1,695.55	\$11,114.33	\$32,885.67	(\$114.33)	\$129.71	\$850.25
8	04/15/22	04/21/22	\$1,692.05	\$12,806.38	\$31,193.62	(\$114.07)	\$129.44	\$979.69
9	04/29/22	05/05/22	\$1,603.92	\$14,410.30	\$29,589.70	(\$25.68)	\$122.70	\$1,102.39
10	05/13/22	05/19/22	\$1,820.66	\$16,230.96	\$27,769.04	(\$154.04)	\$139.28	\$1,241.67
11	05/27/22	06/02/22	\$1,601.59	\$17,832.55	\$26,167.45	(\$63.32)	\$122.52	\$1,364.19
12	06/10/22	06/16/22	\$1,716.42	\$19,548.97	\$24,451.03	(\$87.43)	\$131.31	\$1,495.50
13	06/24/22	06/30/22	\$1,712.91	\$21,261.88	\$22,738.12	(\$108.03)	\$131.04	\$1,626.54
14	07/08/22	07/14/22	\$1,483.40	\$22,745.28	\$21,254.72	\$100.87	\$113.48	\$1,740.02
15	07/22/22	07/28/22						
16	08/05/22	08/11/22						
17	08/19/22	08/25/22						
18	09/02/22	09/08/22						
19	09/16/22	09/22/22						
20	09/30/22	10/06/22						
21	10/14/22	10/20/22						
22	10/28/22	11/03/22						
23	11/11/22	11/17/22						
24	11/25/22	12/01/22						
25	12/09/22	12/15/22						
26	12/23/22	12/29/22						
27	12/30/22	01/05/23						

\$1,692.31 average per biweekly pay period

pay period 1 and 27 are each one week