

Berne Public Library - Trustees' Agenda for August 11, 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 July 14, 2022 and Correspondence
- Public Comment
- Treasurer's Report for Aug 11, 2022

Payment of bills:

Standing Committee Reports:

- Personnel Committee (Becky & Lisa):
- Finance & Budget Committee (Ted, Marion, Emilie & Kathy): 2nd 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-watering-soaker hose
- Other items
 - Review of revised by-laws
 - Holiday pay- staff decision
 - Patron issue update-wi-fi extender
 - September meeting rescheduled to Sept 22nd, Exec meeting on Sept. 4 for bills

New Business

- Email accounts- town and UHLS responses
- 2023 Budget, Knox letter

Director's Report:

Friends' Report:

Meeting Adjourned:_____ Next meeting Sept 22, 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 July 14, 2022

Present: Marion Burghart, Ted Borys, Lisa Raymond, Becky Waldenmaier, John Valachovic.

Absent: Emilie Wright, Jodi Ebel.

Also Present: Kathy Stempel, Director

Call to order: 6:35 p.m.

Secretary's Report: (see attached)

Motion made by Becky to accept the secretary's report. Ted was second. John abstained. Motion carried.

Treasurer's Report: (see attached)

The salary line is on budget. The summer reading program is within budget. The library received two donations in the amounts of \$20 and \$45 for a total of \$65. We have not used the equipment budget line. After a short discussion, it was decided we will purchase a laptop this year. Kathy will check to see if we can have a GPS tracker installed. Motion made by Lisa to accept the treasurer's report. Becky was second. Motion carried.

Payment of Bills: (see attached)

Kathy purchased the 2021 and 2022 school year books. Ted will be going on vacation and is concerned about paying bills on time. Marion made a motion to pay the printer lease bill up to \$125.00 before the next board meeting. Lisa was second. Motion carried.

Standing Committee Reports:

Personnel Committee (Becky & Lisa) Becky and Lisa will get together to make minor changes to the Director's evaluation form.

September Meeting. We have rescheduled this to September 22, 2022 at 6:30 p.m.

New Business:

Google will now be charging for email accounts. Kathy is working with Rawden from UHLS on other options. Marion will check with the town to see what they are doing and also call Tim Burke. The town changed the budget proposals due date from August 15th to July 15th. Marion and Ted worked on a budget of \$47,100.00 for 2023. This will include the Town of Berne budgeting \$9,700.00 for the library. John made a motion to present the proposed budget to the Town Board. Becky was second. Motion carried.

Director's Report: (see attached)

The pop-up books program was a hit. We now have a small collection of pop-up books that can be signed out. The outdoor movie needs to be later as it was too light outside. We will check into getting a projector with higher lumens for a brighter environment. Ashlyn Hanley will present her first book, "Then and now...Growing up a Hilltowner" on July 18th. Kathy is trying to promote Hoopla usage.

Friend's Report:

Becky reported Jen Merrill-Fuller will no longer be the FOBL liaison at our board meetings. Bowls for Books was a success. She also wanted to thank FOBL for all their hard work and dedication. FOBL do not have an August meeting scheduled. They will most likely meet at Music in the Park.

Meeting adjourned @9:03 p.m.

Next Meeting: Thursday, August 11 at 6:30 p.m.

Submitted by Lisa Raymond



August 2022 Director's Report Trustees

Emails: If we keep the 12 emails we have, the addresses would cost ~~\$1,728~~ ^{\$864.00} a year at \$144 a month. If we want to avoid extra charges from Google there are a few things we need to do.

- Create a Trustee Group in Google
- Use your own personal email address for the group
- Staff can be added to UHLS listserv using their own personal email address
- Keep 2 email addresses, director@bernepubliclibrary.org and UHLSadmin for administration purposes.

The library will be charged \$144 a year at \$12 a month for the two emails ~

Construction Funding: Due to Covid and supply issues, NYS extended the deadline to complete the construction grant.

Water Well update: The following is an excerpt from Jason Preisner's email on August 2. ^{\$16,500 - \$18,000}

"The next steps for the Library water system are:

- 1) Town installs power wiring and piping from the library to the well. Randy is working on this.
- 2) After wiring is complete, we will flush the well and water sampling will take place. We will determine what kind of filter to purchase based on the water tests. A standard water softener can run about \$3k to \$5k depending on what is required. A water test is a few hundred dollars (let's say \$200).

For the cost of the parking lot work and digging, I would use a figure of \$6k total for materials and equipment."

Adding the June installation of the water pump of \$1,425.14 in the cost of the project would be approximately \$12,651.14 leaving about \$5,349 funding left. I am not sure about the upkeep of a water filter. We may need to buy filters.

Kajeet Hotspots: The grant year of free hotspots and unlimited data will end on September 2. We have not heard from the FCC's Emergency Connectivity Fund about our application for digital funds. Kajeet reduced the price for 4 hotspots with unlimited data from \$948.24 a year to \$787.57. The company would like a commitment before the end of August. In my opinion, 4 would be enough for the community for now.

Interesting stats: Circulation transactions at the Berne Public Library.

2019 - 4,431	2020 - 6,779	2021 - 7,583
--------------	--------------	--------------

We are on target to meet or exceed the 2021 check outs. The report as of January to July 2022 is 5,170 checkouts so far.

Upcoming Programs:

- Friday, Aug. 12 @ 6:30 - Adult SRP, Serenity, Sea Shells and Sea Lions
- Tuesday, Aug. 16 @ 10:30 - Storytime, Islands
- Wednesday, Aug. 17 @ 1:00 - Paint the Sounds, Zoom at the library or your home.
Library will supply the paint.
- Friday, Aug. 19 @ 6:30 - Teen Gaming Parlor
- Friday, Aug. 19 @ 7:00 - Journeys on the Page writing group
- Saturday, Aug. 20 @ 2:00 - Interview with comic book artist John Hebert
- Saturday, Aug. 20 @ 8:00 - Outdoor Movie, **Free Willy**
- Sunday, Aug. 21 @ 3 & 6 - Outreach, Barnyard Books at the Altamont Fair
- Tuesday, Aug. 23 @ 10:30 - Storytime, Boats
- Saturday, Aug. 27 @ 1:00 - Via Aquarium Presentation and End of Summer Celebration, held at the Senior Center

Submitted by
Kathy Stempel
Director

9:24 AM

08/11/22

Berne Public Library
Reconciliation Detail
 NBT Bank, Period Ending 07/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						27,543.17
Cleared Transactions						
Checks and Payments - 8 items						
Check	06/30/2022	1065	Kathleen Stempel	X	-130.00	-130.00
Check	07/14/2022	1066	Upper Hudson Libra...	X	-619.61	-749.61
Check	07/14/2022	1070	Baker & Taylor	X	-239.85	-989.46
Check	07/14/2022	1071	Upper Hudson Libra...	X	-203.54	-1,193.00
Check	07/14/2022	1068	Cardmember Service	X	-194.42	-1,387.42
Check	07/14/2022	1069	U.S. Postal Service	X	-160.00	-1,547.42
Check	07/14/2022	1067	MidTel	X	-143.00	-1,690.42
Check	07/14/2022	1072	National Business T...	X	-7.00	-1,697.42
Total Checks and Payments					-1,697.42	-1,697.42
Deposits and Credits - 1 item						
Deposit	07/11/2022			X	133.19	133.19
Total Deposits and Credits					133.19	133.19
Total Cleared Transactions					-1,564.23	-1,564.23
Cleared Balance					-1,564.23	25,978.94
Register Balance as of 07/31/2022					-1,564.23	25,978.94
New Transactions						
Checks and Payments - 7 items						
Check	08/11/2022	1079	Upper Hudson Libra...		-378.30	-378.30
Check	08/11/2022	1074	Cardmember Service		-310.57	-688.87
Check	08/11/2022	1078	Baker & Taylor		-212.80	-901.67
Check	08/11/2022	1073	MidTel		-174.71	-1,076.38
Check	08/11/2022	1075	National Business L...		-110.32	-1,186.70
Check	08/11/2022	1077	Ted Borys		-110.32	-1,297.02
Check	08/11/2022	1076	National Business T...		-7.00	-1,304.02
Total Checks and Payments					-1,304.02	-1,304.02
Deposits and Credits - 1 item						
Deposit	08/08/2022				1,485.48	1,485.48
Total Deposits and Credits					1,485.48	1,485.48
Total New Transactions					181.46	181.46
Ending Balance					-1,382.77	26,160.40

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

	Jan - Aug 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	243.82	289.12
Total Individual Patron Contributions	456.28	489.12
Non-profit Organization Contrib	325.98	400.00
Total Direct Public Support	782.26	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	2,020.37	3,366.00
Town of Berne Direct Pay - Other	26,409.92	44,000.00
Total Town of Berne Direct Pay	28,430.29	47,366.00
Agency Grant - Town of Berne - Other	9,700.00	9,700.00
Total Agency Grant - Town of Berne	38,130.29	63,066.00
Agency Grant - Town of Knox	7,100.00	7,100.00
Total Local Government Grants	45,230.29	70,166.00
State Grants		
2018 Special Legislative Grant		1,250.88
Total State Grants		1,250.88
Total Government Grants	46,659.49	72,416.88
NYS Construction Grant		12,305.00
Other Types of Income		
Book Replacement	89.99	100.00
Book Sales	27.75	25.00
Coffee	4.00	25.00
Fax Revenue	113.25	100.00
Library Fines		
E-commerce payments	81.35	100.00
Library Fines - Other	13.70	
Total Library Fines	95.05	100.00
Miscellaneous Revenue	237.57	50.00
Photocopying Revenue	274.88	350.00
Total Other Types of Income	842.49	750.00
Unexpended prior year funds		3,698.00
Total Income	48,284.24	90,059.00
Gross Profit	48,284.24	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

August 11, 2022 – Payment of Bills, and more ...

- Bills
 - MidTel (internet, phone, service maintenance): \$174.71
 - NBT credit card (SRP): \$310.57
 - National Business Leasing (printer lease): \$110.32
 - National Business Technologies (printer expenses): \$7.00
 - Ted Borys (printer lease): \$110.32
 - Baker & Taylor (12 books, 2 CDs): \$212.80
 - UHLS (3rd quarter UHLAN fee): \$378.30
- BPL payroll and expenditure reports generated by the Senior Account Clerk unavailable until sometime mid to late September