

Berne Public Library – Trustees' Agenda for March 9, 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 February 9, 2023 and Correspondence.
- **Public Comment**
- **Treasurer's Report** for March 9, 2023

Payment of Bills:

Standing Committee Reports:

- Personnel Committee (Lisa, John & Lynn)
- Finance & Budget Committee (Ted, Lisa, Emilie & Kathy)
- Policy Committee (Jodi, John, Lisa) Conflict of Interest – 2nd reading. Credit Card Policy and Manager's Agreement

Committee Reports:

- Aesthetics Committee (Lisa & Kathy) lighted display case, bench, foyer, gazebo, desk, chair, game area

Old Business:

- Building and Maintenance involving the Town:
 - o Water supply – filter to be installed
 - o Parking Lot – To be completed this spring.
 - o Landscaping – spigot (need floor plan of library)
 - o Security camera - update

Construction Grant – update

· Other Items

- o Email accounts (Sandra & Lynn) Microsoft update
- o Narcan emergency supplies

New Business:

- Marion and Becky Thank You March 11th-change to 12noon

Trustee opening

Sexual Harassment Training – Andrea is to send a link.

Did we get a letter from Kiwanis for Memorial Day float

Present annual report to town board

Magazine orders for the year need to be done.

Discuss annual report for UHLS

New Trustee Training (webinar 6/6/23 or ask Tim Burke to come to meeting in Berne)

Director's Report: (See attached)

Friends Report: (See attached)

Executive Session: Director's Report

Meeting Adjourned @ _____. Next Meeting is April 13, 2023

March 1, 2023 Friends of the Berne Library meeting minutes

Present: Donna, Cheryl, Margie, Helen, Ann, Becky, Marion, Elaine, Kathy

Minutes: Stand as corrected (Summer Reading Program theme this year is "It's All Together Now").

Treasurer's Report: We took in \$140 in fees from the photography contest. We paid our credit card bill, which covered the gift certificates, new picture hangers and mats for the photography contest.

Director's Report: Gov. Hochul plans to take funding away from libraries. Please contact your representative at oneclickpolitics.global.ssl.fastly.net or [#LAD23 Take Action Campaign](https://www.facebook.com/LAD23TakeAction) to let them know how you feel. Thanks!
BKW PTA is having a Summer Activity Fair and we hope to hand out brochures promoting our summer activities. Kathy has lots of ideas for new programs, including one on bee keeping in August.
Dollar General is offering a grant to promote youth literacy and to improve reading skills. Kathy would like to use it to have kids research the history of a person in the Woodlawn Cemetery, write a script about them and dress up and present it at the next Cemetery Walk. Helen volunteered to help write the Grant application.
Sign up to participate in the Garden tour, scheduled for August 5. Show off your hard work!
"Libraries Put the Unity in Community"- Kathy will have giant puzzle pieces in May for families to fill in with what they like. The pieces will then be assembled into a complete puzzle!

Trustee Report: They discussed: What to do with the old Assessors' office.

The construction grant for the well

The parking lot re-do

They are looking for a substitute to fill in as needed at the library.

They are still pushing for holiday pay for the staff.

The email accounts have been switched from Google to Microsoft. The addresses remain the same.

The Thank You luncheon for Becky and Marion is scheduled for March 11 at the Farmer's Beef and Brew in Schoharie.

Photography Contest: We had 15 entries in the Jr. Division and 29 entries in the Adult division. The names of the photographers will be displayed during the month of March. (Reception was switched to Sunday, March 5 due to inclement weather. There was a good time had by all!)

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

	Jan - Mar 23	Budget
Ordinary Income/Expense		
Income		
Direct Public Support		
Individual Patron Contributions	752.66	500.00
Total Direct Public Support	752.66	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	653.41	3,467.00
Town of Berne Direct Pay - Other	8,541.42	45,320.00
Total Town of Berne Direct Pay	9,194.83	48,787.00
Agency Grant - Town of Berne - Other	9,700.00	9,700.00
Total Agency Grant - Town of Berne	18,894.83	58,487.00
Agency Grant - Town of Knox	7,500.00	7,500.00
Total Local Government Grants	26,394.83	65,987.00
State Grants		
2018 Special Legislative Grant		180.80
Total State Grants		180.80
Total Government Grants	26,394.83	67,167.80
NYS Construction Grant		16,502.00
Other Types of Income		
Book Replacement	38.95	100.00
Book Sales	15.25	25.00
Coffee		25.00
Fax Revenue	12.90	150.00
Library Fines	3.10	
Miscellaneous Revenue	1.00	50.00
Photocopying Revenue	150.95	350.00
Total Other Types of Income	222.15	700.00
Total Income	27,369.64	84,869.80
Gross Profit	27,369.64	84,869.80
Expense		
Advertising		500.00
Construction	3,545.49	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	336.48	180.20
Equip Rental and Maintenance - Other		1,220.60
Total Equip Rental and Maintenance	336.48	1,400.80
Equipment Purchase	598.99	1,200.00
Total Facilities and Equipment	935.47	2,600.80

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

	Jan - Mar 23	Budget
Miscellaneous Fees		
Bank Charges	313.18	
Miscellaneous Fees - Other	(1.00)	
Total Miscellaneous Fees	312.18	
Operations		
Books & Reference Materials		
Books on CD	23.02	150.00
E-content	673.38	3,000.00
Magazines		450.00
Software Applications	367.40	890.00
Videos	262.79	900.00
Books & Reference Materials - Other	999.99	4,500.00
Total Books & Reference Materials	2,326.58	9,890.00
Cleaning Supplies	16.45	150.00
Postage, Mailing Service	3.49	300.00
Printing and Copying	64.67	300.00
Supplies	295.10	500.00
Telephone, Telecommunications	428.67	2,272.00
UHLS Service Dues	632.00	2,528.00
Total Operations	3,766.96	15,940.00
Other Types of Expenses		
Memberships and Dues	55.00	350.00
Total Other Types of Expenses	55.00	350.00
Programs		
Adult Events		300.00
Children & Young Adult Programs		
Summer Reading	121.70	250.00
Youth, General		100.00
Children & Young Adult Programs - Other	82.06	300.00
Total Children & Young Adult Programs	203.76	650.00
Total Programs	203.76	950.00
Salary	8,541.42	45,320.00
Taxes		
FICA	653.41	3,467.00
Total Taxes	653.41	3,467.00
Travel and Meetings		
Conference, Convention, Meeting		800.00
Travel		240.00
Total Travel and Meetings		1,040.00
Total Expense	18,363.69	84,869.80
Net Ordinary Income	9,005.95	
Net Income	9,005.95	

Berne Public Library
2023 Payroll

Pay Period	Pay Period End Date	Paycheck Date	Gross	Budget: \$45,320.00		Under (Over)	0.0765	
				YTD	Balance		FICA	YTD
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						
7	04/01/23	04/06/23						
8	04/15/23	04/20/23						
9	04/29/23	05/04/23						
10	05/13/23	05/18/23						
11	05/27/23	06/01/23						
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

12:14 PM

03/09/23

**Berne Public Library
Reconciliation Detail
NBT Bank, Period Ending 02/28/2023**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						27,621.38
Cleared Transactions						
Checks and Payments - 7 items						
Check	02/09/2023	1123	Lamont Engineers	X	-565.00	-565.00
Check	02/09/2023	1124	Baker & Taylor	X	-394.00	-959.00
Check	02/09/2023	1121	Cardmember Service	X	-352.04	-1,311.04
Check	02/09/2023	1122	Berne Tax Service	X	-350.00	-1,661.04
Check	02/09/2023	1118	MidTel	X	-142.89	-1,803.93
Check	02/09/2023	1119	National Business L...	X	-110.32	-1,914.25
Check	02/09/2023	1120	National Business T...	X	-9.10	-1,923.35
Total Checks and Payments					-1,923.35	-1,923.35
Deposits and Credits - 2 items						
Deposit	01/31/2023			X	450.95	450.95
Deposit	02/22/2023			X	7,500.00	7,950.95
Total Deposits and Credits					7,950.95	7,950.95
Total Cleared Transactions					6,027.60	6,027.60
Cleared Balance					6,027.60	33,648.98
Register Balance as of 02/28/2023					6,027.60	33,648.98
New Transactions						
Checks and Payments - 6 items						
Check	03/09/2023	1130	Baker & Taylor		-347.10	-347.10
Check	03/09/2023	1129	Upper Hudson Libra...		-330.88	-677.98
Check	03/09/2023	1128	Cardmember Service		-292.13	-970.11
Check	03/09/2023	1125	MidTel		-142.89	-1,113.00
Check	03/09/2023	1126	National Business L...		-110.32	-1,223.32
Check	03/09/2023	1127	National Business T...		-30.09	-1,253.41
Total Checks and Payments					-1,253.41	-1,253.41
Deposits and Credits - 1 item						
Deposit	03/07/2023				10,114.31	10,114.31
Total Deposits and Credits					10,114.31	10,114.31
Total New Transactions					8,860.90	8,860.90
Ending Balance					14,888.50	42,509.88

2023 March Trustee Meeting

Director's Report

DA Meeting: The directors association met virtually on Friday, March 3rd.

- Upper Hudson Library System wants to remind you there is training for trustees available. You can access the training on the UHLS website. They have restarted the trustee handbook book club if interested. You can attend one or all meetings.
- It was announced that 4 library systems have joined with UHLS to share their E content with all their patrons.
- One director reminded members that staff are required not to give their opinion on political, hot topics or local issues while working at the library circulation desk. Staff can politely say they "can discuss issues in their own time after work". The library should have a neutral stance on issues.
- Expedition to 36 libraries will be starting in April and going through July.

Microsoft 365: As of February 28, we have closed the Google account and are now communicating with Outlook emails. There have been several learning issues that I need to go over. One problem I am having is contacting people who were in my contacts before the migration. For instance, sending the weekly article to Altamont Enterprise used to be a few clicks on the email. However, now I can't seem to send the document from where it was sent to me. I am looking into a short lesson for all who need it from Ted Borys.

Annual Report: The Berne Public Library's report is in the queue to be reviewed. If we are lucky, we will have it for Trustee review at the March meeting.

2nd Sub: Ann Hein has volunteered to help out at the circulation desk.

OPAC: The library has reduced one desktop. We now have 5 patron computers. There is a dedicated desktop for online public access catalog use.

Assessor's Room: I have received some very good ideas for the sudden extra room we have and would like to share them with the trustees. There is some furniture that needs to be disposed of or reused.

Community Pantry

Reading/Quiet Room

Research Room

Tutoring Space

Director's Office

Advocacy: Unfortunately, Lynn and I were unable to attend this year's Advocacy Day. There was a small contingent of people representing UHLS libraries. Tim Burke, UHLS director, thought the day was successful. Our Assemblyperson, Chris Tague, was not available that day so there will be a rescheduling date. If you would like to send a generic letter, go to the link or copy and paste it into address tool box.

[#LAD23 Take Action Campaign \(oneclickpolitics.global.ssl.fastly.net\)](https://oneclickpolitics.global.ssl.fastly.net)

Well: The town will be putting the price of a water filter up for a vote at their next board meeting.

Libby Digital Content: Overdrive has been discontinued. Patron's will have Libby and Hoopla for access to digital content.

Yearbook: The BKW yearbook has been ordered through the art teacher, Mrs. Empie.

National Printing: I met with two new guys from National Printing and they are going to take off \$7.00 surcharge on future bills with them. They wanted to know how their service was. I asked them about printing from the phone and they said they will get back to me with more information.

Emergency Connectivity Fund: We have a commitment letter from ECF stating that up to \$2,575.00 will be used to purchase 5 devices with data that will be shipped out from our vendor, Kajeet. These devices will help homeschoolers and patrons with their internet access. Kajeet will be reimbursed through the grant.

Upcoming Programs:

- March 15 Spelling Bee 6:00
- March 25 9-4 Book Sale
- March 27 @ 6:30 Adult Craft Bunny Pot
- April 3 @ 6:00 Cancer Awareness
- April 11 @ 6:00 Children's Author/Illustrator Logan Kline

Youth Services:

- Homeschool families were able to enjoy a kit from UHLS called Makey Makey. This kit provides different computer components to hook up to like say a banana, paper or whatever you place in the clips. The clips make it so you can use your choice as a keyboard. My goal is to have available different kits from UHLS during the homeschool sessions. A few homeschoolers tried their hand at sewing little stuffy animals the library provided.
- We have had our second Library Outreach at Thacher Park visitors center. We have partnered with Becky from Emma Treadwell to provide a storytime with a craft. The park also provided a book giveaway to the participants.
- Pokémon meetings are going along smoothly. Not many attended the last meeting, we think, because of vacation week.
- Upcoming program – Iron Chef April 12

Submitted by

Kathy Stempel, Director