

Berne Public Library – Trustees' Agenda for July 6, 2023

The 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)

Trustee Training: Tim Burke and Mary Fellows from UHLS from 5:30 pm to 7:30 pm

Secretary's Report: June 8, 2023

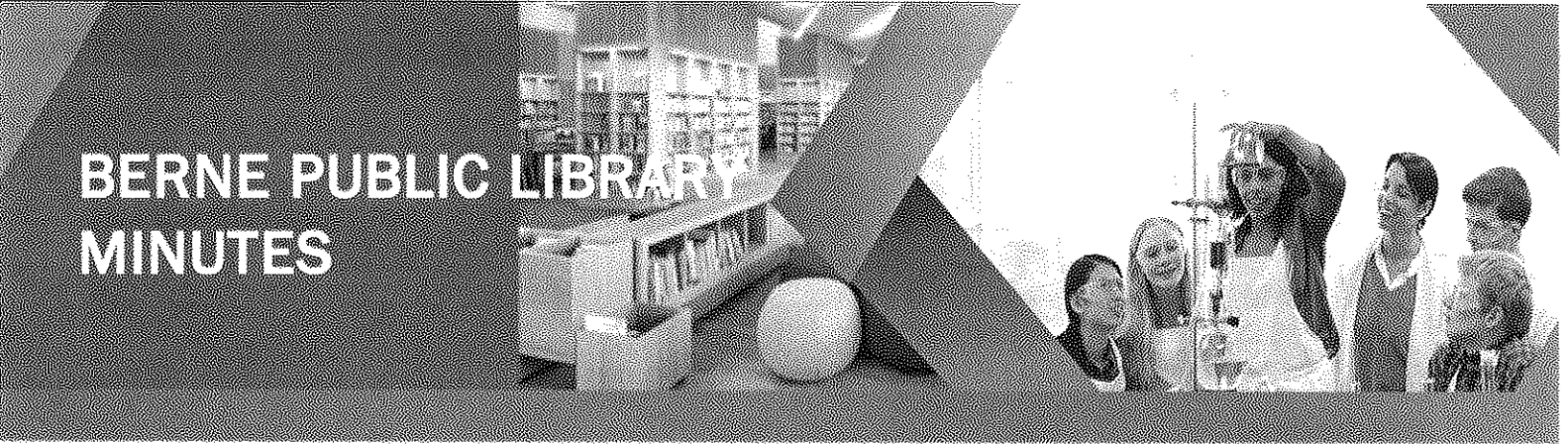
Treasurer's Report: July 6, 2023

Payment of Bills:

Director's Report: Only if something is urgent.

Meeting Adjourned @ _____. Next Meeting is August 10, 2023

**** of note to the Finance Committee: We will meet directly after the meeting is adjourned to do the 2nd quarter audit which will take about 10 minutes.



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: June 8, 2023

Time: 6:36 pm

Facilitator: Lisa Raymond

In Attendance

Lisa Raymond, Ted Borys, Jodi Ebel, Lynn Kerr, John Valachovic, Walter Galicki, Emilie Wright

Also In Attendance

Kathy Stempel, Library Manager

Secretary's Report: (see attached)

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

Public Comment:

None

Treasurer's Report: (see attached)

Motion made by John to accept the Treasurer's Report, seconded by Emilie. Motion carried. The town has spent @1600.00 of the \$5500.00 matching portion of the grant.

Payment of Bills: (see attached)

Bills reviewed. Motion made by Emilie to pay the bills, seconded by Jodi. Motion carried. National Business Leasing charged us a late fee when they shouldn't have. Can we pay on-line? Should we continue leasing the copier through them?

Standing Committee Reports:

Personnel Committee (Lisa, Lynn, John):

Policy Committee (Jodi, John, Lisa) – John distributed revised Conflict of Interest Policy for review – to be voted on at the August meeting.

Jodi reviewed what was found regarding banned books. She will work on revising the Collection Development Policy and will include the Library Bill of Rights and Freedom documents as appendices to this policy. This policy will be discussed at the August meeting.

Aesthetics Committee (Lisa & Kathy) – The Library will purchase a bench; the friends are willing to contribute, and we will use their donation towards shipping.

Jodi made a motion that we form a **technology committee** 2nd by Emilie. Motion carried. Members will include Jodi, Ted and Walter.

Old Business

- Water filter will be installed.
- Lisa will ask the Town to get 3 bids for paving, berm and swale for the parking lot. We will discuss the outcome at the August meeting
- Acronym list distributed and reviewed
- 2nd Security camera will be installed by TOB
- 5-year strategic plan – Kathy, Lisa and Lynn will work on this.

New Business

- Kathy will put clerk schedule on sharepoint
- Kathy and the BOT will use Outlook for scheduling of events (calendar)
- Kathy reviewing magazine purchases – will consider polling patrons. Thousands of magazines are available on hoopla.
- Core training will take place on either July 6th or Sept 14th at 5:30pm – Kathy will confirm.

Director's Report

- Kathy reviewed information from the Director's Association
- Kathy would like to cancel our movie license due to low attendance
- The library received a certificate for participating in the 2023 Memorial Day Parade
- Youth Services – Rockets, Robots and more!
- Homeschool hangouts continue.
- Upcoming events reviewed including Music in the Park, FOBL events and summer reading programs.

Friends Report

- Bowls for books coming up
- Looking for volunteers to work at music in the park and make baked goods

Next Meeting

Motion made by Emilie seconded by John that the meeting adjourn. Meeting adjourned 8:33pm. The next meeting will be held on July 6th time TBA.

Respectfully submitted,

Jodi A. Ebel

Secretary

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

	Jan - Jul 23	Budget
Ordinary Income/Expense		
Income		
Direct Public Support		
Individual Patron Contributions	1,045.46	500.00
Total Direct Public Support	1,045.46	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	1,709.94	3,467.00
Town of Berne Direct Pay - Other	22,352.20	45,320.00
Total Town of Berne Direct Pay	24,062.14	48,787.00
Agency Grant - Town of Berne - Other	9,700.00	9,700.00
Total Agency Grant - Town of Berne	33,762.14	58,487.00
Agency Grant - Town of Knox	7,500.00	7,500.00
Total Local Government Grants	41,262.14	65,987.00
State Grants		
2018 Special Legislative Grant		180.80
Total State Grants		180.80
Total Government Grants	41,423.02	67,167.80
NYS Construction Grant		16,502.00
Other Types of Income		
Book Replacement	100.95	100.00
Book Sales	41.35	25.00
Coffee	3.00	25.00
Fax Revenue	65.90	150.00
Library Fines	7.20	
Miscellaneous Revenue	7.00	50.00
Photocopying Revenue	340.89	350.00
Total Other Types of Income	566.29	700.00
Total Income	43,034.77	84,869.80
Gross Profit	43,034.77	84,869.80
Expense		
Advertising	210.04	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	630.13	1,220.60
Total Equip Rental and Maintenance	810.33	1,400.80
Equipment Purchase	598.99	1,200.00
Total Facilities and Equipment	1,409.32	2,600.80

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

	Jan - Jul 23	Budget
Miscellaneous Fees		
Bank Charges	313.18	
Miscellaneous Fees - Other	37.00	
Total Miscellaneous Fees	350.18	
Operations		
Books & Reference Materials		
Books on CD	23.02	150.00
E-content	2,155.39	3,000.00
Magazines		450.00
Software Applications	427.57	890.00
Videos	555.79	900.00
Books & Reference Materials - Other	2,231.93	4,500.00
Total Books & Reference Materials	5,393.70	9,890.00
Cleaning Supplies	36.44	150.00
Postage, Mailing Service	3.49	300.00
Printing and Copying	92.67	300.00
Supplies	355.34	500.00
Telephone, Telecommunications	997.98	2,272.00
UHLS Service Dues	1,264.00	2,528.00
Total Operations	8,143.62	15,940.00
Other Types of Expenses		
Memberships and Dues	200.00	350.00
Total Other Types of Expenses	200.00	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	168.67	300.00
Total Children & Young Adult Programs	290.37	650.00
General Patrons	12.22	
Total Programs	302.59	950.00
Salary	22,352.20	45,320.00
Taxes		
FICA	1,709.94	3,467.00
Total Taxes	1,709.94	3,467.00
Travel and Meetings		
Conference, Convention, Meeting	80.00	800.00
Travel	96.94	240.00
Total Travel and Meetings	176.94	1,040.00
Total Expense	39,654.02	84,869.80
Net Ordinary Income	3,380.75	
Net Income	3,380.75	

10:15 AM

07/06/23

Berne Public Library
Reconciliation Detail
 NBT Bank, Period Ending 06/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						38,577.80
Cleared Transactions						
Checks and Payments - 6 items						
Check	05/11/2023	1143	William K Sanford T...	X	-37.00	-37.00
Check	06/08/2023	1150	Baker & Taylor	X	-244.66	-281.66
Check	06/08/2023	1147	MidTel	X	-142.32	-423.98
Check	06/08/2023	1148	Elan Financial Servi...	X	-139.03	-563.01
Check	06/08/2023	1146	National Business L...	X	-122.85	-685.86
Check	06/08/2023	1149	Kathleen Stempel	X	-80.00	-765.86
Total Checks and Payments					-765.86	-765.86
Deposits and Credits - 1 item						
Deposit	06/02/2023			X	103.17	103.17
Total Deposits and Credits					103.17	103.17
Total Cleared Transactions					-662.69	-662.69
Cleared Balance					-662.69	37,915.11
Register Balance as of 06/30/2023					-662.69	37,915.11
New Transactions						
Checks and Payments - 10 items						
Check	07/06/2023	1155	Baker & Taylor		-240.15	-240.15
Check	07/06/2023	1158	MAS Modern Market...		-210.04	-450.19
Check	07/06/2023	1156	New York Library As...		-145.00	-595.19
Check	07/06/2023	1154	MidTel		-142.35	-737.54
Check	07/06/2023	1153	Elan Financial Servi...		-119.36	-856.90
Check	07/06/2023	1151	National Business L...		-117.00	-973.90
Check	07/06/2023	1157	B-K-W Memoir		-70.00	-1,043.90
Check	07/06/2023	1160	Baker & Taylor		-60.68	-1,104.58
Check	07/06/2023	1159	National Business T...		-7.00	-1,111.58
Check	07/06/2023	1152	National Business T...		-7.00	-1,118.58
Total Checks and Payments					-1,118.58	-1,118.58
Deposits and Credits - 1 item						
Deposit	07/03/2023				88.15	88.15
Total Deposits and Credits					88.15	88.15
Total New Transactions					-1,030.43	-1,030.43
Ending Balance					-1,693.12	36,884.68

2023 July Trustee

Director's Report

Director's Association: The Director's Association will meet on July 7.

Building Maintenance: The shelves in the Maintenance room have been emptied to allow room for the water filtration unit. Many items are being stored in the new office until the installation is complete and we can see if there will be room for different shelves.

Parking Lot: According to the HWY superintendent the paving of the cut through the parking lot will be done next Wednesday morning, July 12. We need to obtain bids for the seal coating of the entire parking lot.

Flooding: A flood was diverted on June 26. I received a phone call from staff that water was flooding under the maintenance door. I was able to add several more sandbags to the ones around the door, however, it did not hold the water back. A quick call to the Town Supervisor was followed by the Highway Superintendent arriving with a loader full of crusher run. This procedure is a temporary fix until we can get a berm installed.

Journey on the Page: The Journeys on the Page writing group had found a unique and welcoming meeting place in the Fox Creek Pizza store. The casual setting and the aroma of pizza created a friendly ambiance for ideas and motivation to continue their writing journeys.

UHLS 64 Annual Celebration: Lisa and I attended the celebration in Troy. Overall, the evening of awards and elections provided us with a valuable opportunity to connect with others, celebrate their achievements, and reflect on our own aspirations. It was good to see the directors and other library supporters out for a fun time.

Adult Craft Night: The final craft night was well attended. The sign-up sheet had a waiting list to join. Qudos for JoAnne Brady for making the once-a-month gathering a huge success. Participants ended the season by creating a gnome out of wooden spoons, felt, and fake fur.

Youth Services

Homeschool: The homeschool program has come to an end. Over the course of our program, families were able to freely socialize with other like-minded families. At times there were STEM kits set out for the homeschoolers to explore. Mrs. Borys introduced the Novel Database to help with homework resources. They had fun with the Lego challenge and the recycled art project. The final program was an indoor (due to rain) picnic. A member from the Twin Rivers Boy Scout Council gave a presentation about the connection between Boy Scouting and homeschooling.

We will continue to support our homeschooled families in the Fall by offering similar programs.

Summer Reading: The "All Together Now" reading program is set to kick off on Saturday, July 8 at 2:00. Brad Shur from Paper Hearts Puppets will give his program called Cardboard Explosion at the Town of Berne Park. All ages are welcome to attend. We have had many early sign-ups, which is a positive sign.

We are asking participants to keep track of their reading, attend programs and complete paper challenges in order to earn their Berne Bucks. Up to \$20 worth of Berne Bucks coupons will be saved in their individual saving account. They will use their Berne Bucks to spend at the end of the program shopping spree. Summer reading is for everyone.

B-K-W Kindergarten Visit: Each class visit included a 'follow the leader' tour of the library along with a storytime. They marveled at the rows upon rows of colorful books. They even knew the difference between fiction and non-fiction. After the tour the children gathered in the community room for a special storytime using pop-up books. They laughed at the pages that revealed intricate pop-up scenes. Next, it was time to find a seat at the table to create their own pop-up page to take home. The children couldn't stop talking about returning to the library as they left with a library card to be activated when they came back with a parent. I think this yearly event sparks an interest to read and eager to come back to pick out their own books.

B-K-W Bulldog Show: I gave a short presentation to the elementary school students during their end of the year awards ceremony. They listened as I told them how our "All Together Now" summer fun worked and encouraged them to join at the library. That day we distributed 350 flyers to go home with students on information about the summer reading program.

Happily, submitted by

Kathy Stempel

Director