

Berne Public Library - Trustees' Agenda for February 11, 2021

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

Call to Order Meeting: _____

- Adoption of agenda (any changes or additions to the agenda should be made at this time).
- Secretaries Report for January 14, 2021
- Treasurer's Report for February 11, 2021

Payment of bills:

Standing Committee Reports:

- Personnel Committee (Becky & Chuck): evaluation to be emailed to the trustees by or right after the February 11, 2021 meeting with instructions.
- Finance & Budget Committee (Ted, Marion, Emilie & Kathy): 4th qtr audit report
- Policy Committee (Lisa & JoAnne): Emailed 1/14/2021 for volunteers to work on Disposition of Surplus Property, Volunteer and Patron Complaint Policies.

Committee Reports:

- Inventory Policy (JoAnne, Emily & Kathy), first draft for this policy was reviewed at the December meeting. Revisions made and sent to Kathy 1/10 and 1/28/2021
- The Community Room policy reformatted, first reading. Lisa
- Aesthetics Committee (Lisa, JoAnne & Kathy) upgrade Director's office, Kathy is to decide on desk, shelving, new chair etc. for office.
- Covid Policy; we are currently back in Level C. Verify this with Kathy.

Old Business:

- Fines VS no fines: Kathy and Emilie have volunteered to work on this policy.
- Meetings: book Community Center for 2021 for 2nd Thursdays (we can do GoToMeetings if necessary). **
- Building and Maintenance involving the Town:
 - Water supply - per Sean, the Town will need to test the two wells on the property. **
 - High efficiency (Merv) filter: Town hired a Corner Stone Heating and Cooling company. They would be able to install a UV filter. **
 - Parking Lot - needs to be swept, sealed and lined **
 - Fencing: The fencing is up but not straight **

** Items to be discussed with Sean.

- Inventory of non-circulating items is being worked on
- LED lights: do we need lights on the roof of the shed? Reminder text sent to trustees to visit the library at dark to see if the lights on the back of the building is sufficient.

New Business:

- Reminder text sent out to Ted and Lisa to meet with town clerk to sign for new trustee term after 1/6/2021
- Discussion to order another "In Memory Of" plaque since the one we have is full. We could then put Joan Mullen and Nancy Lendrum on there. JoAnne is researching perpetual plaques for this purchase.

Friend's Report

Director's Report

Meeting Adjourned: _____ Next meeting March 11, 2021 time: 6:30

Berne Public Library Trustees meeting on January 14, 2021 held via Go To Meeting

Present: JoAnne Brady, Chuck Batcher, Marion Burghart, Lisa Raymond, Ted Borys, Becky Waldenmaier, Emilie Wright

Also present: Kathy Stempel, Library Director, Sandra Kisselback

Call to order at 6:36 p.m.

Secretary's report: December 10, 2020 meeting minutes attached.

Motion to accept the slate of officers for 2021 was made by Ted and second by Emilee. Motion carried.

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

Treasurer's report: (written report attached)

First week of payroll looks to have been from 2020 and second week of payroll from 2021. The spreadsheet from Andrea shows our payroll budget is over in 2020. Per Kathy she thinks she only got paid for one week. Ted asked if their paycheck included their raise. Kathy to look into these items and report back to us. We have not received budget money from Town of Berne or Town of Knox so it looks like we are over budget but we do have money to cover this from 2020 until these payments are received.

Motion by Marion to accept the treasurer's report and second by Emilee. Motion carried.

Payment of bills: (see attached schedule)

Sandra stated there was a \$619.61 bill at the Library for UHLS – UHLAN 1st quarter due February 11, 2021.

Lisa made a motion to include this in the payment of bills, Chuck was second. Motion carried.

Motion was made for payment of bills for a total of \$1329.50 (\$709.89 plus \$619.61) by Lisa, second by Ted. Motion carried.

Committee reports:

Personnel (Becky & Chuck): Evaluation form to be submitted by Becky and Chuck for February meeting.

Finance (Marion, Ted & Emilee): 4th quarter review is due in January. Committee to set up a time to complete this.

Policy (JoAnne & Lisa): JoAnne sent a list of policies. We need an inventory list, a surplus property policy, whether it is owned by library or the town. Physically movable items belong to the library which would include, chairs, books, media, tables, etc. The building is owned by the town. We need to work on volunteer policy and patron complaints policy. Lisa to work on reformatting the Community Room policy. JoAnne sent Inventory Policy Draft to Kathy on January 10th to review. We also want to check with the town on Active Shooter and Fire Safety policy.

Aesthetics (JoAnne, Lisa & Kathy): JoAnne has sent some info on desks, etc. and Kathy will look into these.

Covid: We are currently staying in Level C-1A.

Old Business: Fines vs no fines. Kathy and Emilee to work on this policy. There will be fines for hot spots, l-pads, electronic equipment. Hoping to have first reading at February meeting. Marion made a motion to make February amnesty month. Emilee second. Motion carried.

Meetings: We have agreed to ask Kathy to book the Community Center for 2021 for the 2nd Thursday. If we are unable to meet there, Emilee will check with Reformed Church to see if we can reserve a room there. Add to list for Sean to get a copy of their policy for booking the Center.

Building and Maintenance: On list for Sean to get wells tested. A regular filter was installed in the heating/cooling unit as the contractor stated that a merv filter was not available. He stated he could put an UV in for around \$1000.00. Kathy to get more information. Ted offered to review it. This is a town responsibility. Lighting seems to be adequate for now. Will continue to monitor.

New Business: Ted and Lisa to sign Town book.

Discussion for another "In Memory Of" plaque. It was agreed to purchase another plaque. JoAnne to look into where to purchase this.

Friends Report: Photo Contest.

Kathy is to look into the Sick Leave Law which became effective 1/1/21. Kathy also to check with Sean as to whether library staff are town employees. They should be since they get paid by the town and receive their W2's from the town.

JoAnne to compile a list for Sean and let us know when a date has been set to discuss.

Manager's Report: (see attached) Patrons are allowed in to use copy and fax. Also Kathy is doing notary duties. Kathy to look into water testing kits and carbon monoxide testers more. Hot spots show Techsoup is cheaper but less coverage. Verizon has a lot more coverage in the area. Long discussion on whether we should allow Marge to continue with tutoring. We will suggest to her to reach out to Town Community Center and to ask Bob Hoffman if the Friendship House has anything available.

Working on memorial for Nancy Lendrum, Architectural Books program, Keva building planks for STEM, Cool kids program.

Motion to adjourn:

Adjourn at 8:41 p.m.

Next Meeting: Thursday, February 11, 2021

Submitted by:

Lisa Raymond, Secretary

February 11, 2021 – Payment of Bills

➤ Bills

- Baker and Taylor, books and book on CD: \$657.68
- UHLS, e-content. ERO and Hoopla: \$619.61 and \$136.13
- Time Warner Cable (Spectrum): \$164.97
- National Business Leasing for monthly printer lease: \$102.72
- Credit Card, TEDx supplies, Takeaway supplies, Conference: \$318.0B
- Berne Tax Service for OSC report: \$350.00
- Kathy Stempel, memory cards and refreshments for video sessions: \$45.96
- Eric Zantopp, videographer for TEDx: \$198.00
- 4imprint, banners: \$517.28

If you have eStatements, access your tax documents by logging into online banking. If not, tax documents were mailed the week of January 18. Learn more at sefcu.com/2020taxinformation.

BERNE PUBLIC LIBRARY
 1763 HELDERBERG TRAIL
 BERNE NY 12023

REMINDER: When filing your 2020 taxes, use your 10-digit account number for the account where you'd like your refund to be deposited. This can be found by logging into online banking or the Mobile app and selecting "Details" for the account you'd like your deposit sent to.

SUMMARY OF DEPOSIT ACCOUNTS

Acct	Beginning Balance	Deposits	Withdrawals	Ending Balance	Dividends For Period	Dividends YTD
x0749	16,091.52	91.15	1,428.22	14,754.45	0.00	0.00
x3877	1.00	0.00	0.00	1.00	0.00	0.00
TOTAL	16,092.52	91.15	1,428.22	14,755.45	0.00	0.00

BUSINESS - 1692740749

Date	Transaction Description	Transaction Amount	Balance
	Previous Balance		\$16,091.52
01/04	Deposit Cash	91.15	16,182.67
01/08	Check 3252	-98.72	16,083.95
01/19	Check 3262	-42.23	16,041.72
01/20	Check 3264	-316.14	15,725.58
01/20	Check 3265	-619.61	15,105.97
01/21	Check 3263	-87.83	15,018.14
01/22	Check 3260	-164.97	14,853.17
01/27	Check 3261	-98.72	14,754.45
	Annual Percentage Yield Earned: 0.00%		
	For the period from 01/01 through 01/31		
	New Balance	\$14,754.45	
	Dividends YTD:	\$0.00	
	Average Monthly Balance:	\$15,617.18	

SHARE DRAFT SUMMARY

Check#	Date	Amount	Check#	Date	Amount
3252	01/08/2021	98.72	3263	01/21/2021	87.83
3260*	01/22/2021	164.97	3264	01/20/2021	316.14
3261	01/27/2021	98.72	3265	01/20/2021	619.61
3262	01/19/2021	42.23			

*Indicates a break in check sequence.

MINT SHARE - 1697603877

Date	Transaction Description	Transaction Amount	Balance
	Previous Balance		\$1.00
	Annual Percentage Yield Earned: 0.00%		
	For the period from 01/01 through 01/31		
	New Balance	\$1.00	
	Dividends YTD:	\$0.00	
	Average Monthly Balance:	\$1.00	

To verify pre-authorized transfers or to notify us of suspected errors in your statement, direct your inquiries to SEFCU at the address or telephone number listed on the top of this statement.



Berne Public Library
Reconciliation Detail
SEFCU Checking, Period Ending 01/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						16,091.52
Cleared Transactions						
Checks and Payments - 7 items						
Check	12/10/2020	3252	National Business L...	X	-98.72	-98.72
Check	01/14/2021	3264	Upper Hudson Libra...	X	-316.14	-414.86
Check	01/14/2021	3260	Time Warner Cable	X	-164.97	-579.83
Check	01/14/2021	3261	National Business L...	X	-98.72	-678.55
Check	01/14/2021	3263	Baker & Taylor	X	-87.83	-766.38
Check	01/14/2021	3262	Staples Contract & ...	X	-42.23	-808.61
Check	01/15/2021	3265	Upper Hudson Libra...	X	-619.61	-1,428.22
Total Checks and Payments					-1,428.22	-1,428.22
Deposits and Credits - 1 item						
Deposit	01/04/2021			X	91.15	91.15
Total Deposits and Credits					91.15	91.15
Total Cleared Transactions					-1,337.07	-1,337.07
Cleared Balance					-1,337.07	14,754.45
Uncleared Transactions						
Checks and Payments - 1 item						
Check	12/14/2020	3259	Upper Hudson Libra...		-28.60	-28.60
Total Checks and Payments					-28.60	-28.60
Total Uncleared Transactions					-28.60	-28.60
Register Balance as of 01/31/2021					-1,365.67	14,725.85
New Transactions						
Checks and Payments - 10 items						
Check	02/11/2021	3266	Baker & Taylor		-657.67	-657.67
Check	02/11/2021	3267	UHLS - Upper Huds...		-619.91	-1,277.58
Check	02/11/2021	3275	4imprint		-517.28	-1,794.86
Check	02/11/2021	3272	Berne Tax Service		-350.00	-2,144.86
Check	02/11/2021	3271	Citizens Bank		-318.03	-2,462.89
Check	02/11/2021	3274	Eric Zantopp		-198.00	-2,660.89
Check	02/11/2021	3269	Time Warner Cable		-164.97	-2,825.86
Check	02/11/2021	3268	UHLS - Upper Huds...		-136.13	-2,961.99
Check	02/11/2021	3270	National Business L...		-102.72	-3,064.71
Check	02/11/2021	3273	Kathleen Stempel		-45.96	-3,110.67
Total Checks and Payments					-3,110.67	-3,110.67
Deposits and Credits - 2 items						
Deposit	02/02/2021				3,065.70	3,065.70
Deposit	02/11/2021				104.16	3,169.86
Total Deposits and Credits					3,169.86	3,169.86
Total New Transactions					59.19	59.19
Ending Balance					-1,306.48	14,785.04

Berne Public Library
Income & Expense Report (Budget vs. Actual)
 January 1 through February 11, 2021

	Jan 1 - Feb 11, 21	Budget
Ordinary Income/Expense		
Income		
Direct Public Grants		
ALA Grant	3,000.00	
Total Direct Public Grants	3,000.00	
Direct Public Support		
Individual Patron Contributions	13.45	240.00
Non-profit Organization Contrib		360.00
Total Direct Public Support	13.45	600.00
Government Grants		
LLSA Funding		1,400.00
Local Government Grants		
Agency Grant - Town of Berne		
Town of Berne Direct Pay		
Berne Direct Pay FICA	60.93	3,118.00
Town of Berne Direct Pay - Other	796.50	40,759.00
Total Town of Berne Direct Pay	857.43	43,877.00
Agency Grant - Town of Berne - Other		8,300.00
Total Agency Grant - Town of Berne	857.43	52,177.00
Agency Grant - Town of Knox		7,000.00
Total Local Government Grants	857.43	59,177.00
State Grants		
2018 Special Legislative Grant		1,184.64
Total State Grants		1,184.64
Total Government Grants	857.43	61,761.64
Other Types of Income		
Book Replacement	36.90	100.00
Book Sales	105.41	75.00
Coffee		25.00
Fax Revenue	26.75	150.00
Library Fines	64.00	800.00
Miscellaneous Revenue	0.50	50.00
Photocopying Revenue	14.00	450.00
Total Other Types of Income	247.56	1,650.00
Total Income	4,118.44	64,011.64
Gross Profit	4,118.44	64,011.64
Expense		
Advertising	438.26	1,360.00
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	201.44	1,184.64
Total Equip Rental and Maintenance	201.44	1,184.64
Equipment Purchase		800.00
Total Facilities and Equipment	201.44	1,984.64

Berne Public Library
Income & Expense Report (Budget vs. Actual)
 January 1 through February 11, 2021

	Jan 1 - Feb 11, 21	Budget
Operations		
Books & Reference Materials		
Books on CD	24.99	
E-content	1,072.18	2,450.00
Magazines		350.00
Software Applications		50.00
Videos		950.00
Books & Reference Materials - Other	720.51	4,200.00
Total Books & Reference Materials	1,817.68	8,000.00
Cleaning Supplies		150.00
Postage, Mailing Service		225.00
Printing and Copying		600.00
Supplies	42.23	800.00
Telephone, Telecommunications	329.94	2,000.00
UHLS Service Dues	619.61	2,425.00
Total Operations	2,809.46	14,200.00
Other Types of Expenses		
Memberships and Dues		225.00
Total Other Types of Expenses		225.00
Programs		
Adult Events		
TedX	493.94	
Adult Events - Other		300.00
Total Adult Events	493.94	300.00
Children & Young Adult Programs		
Storytime		40.00
Summer Reading		275.00
Children & Young Adult Programs - Other	17.07	360.00
Total Children & Young Adult Programs	17.07	675.00
Total Programs	511.01	975.00
Salary	796.50	40,759.00
Taxes		
FICA	60.93	3,118.00
Total Taxes	60.93	3,118.00
Travel and Meetings		
Conference, Convention, Meeting	130.00	800.00
Travel		240.00
Total Travel and Meetings	130.00	1,040.00
Total Expense	5,297.60	64,011.64
Net Ordinary Income	(1,179.16)	
Net Income	(1,179.16)	

All Numbers in This Report
Have Been Rounded To
The Nearest Dollar

ANNUAL FINANCIAL REPORT
UPDATE DOCUMENT
For The
SPU - LIBRARY of Berne Public Library
County of Albany
For the Fiscal Year Ended 12/31/2020

AUTHORIZATION

ARTICLE 3, SECTION 30 of the GENERAL MUNICIPAL LAW:

1. ***Every Municipal Corporation *** shall annually make a report of its financial condition to the Comptroller. Such report shall be made by the Chief Fiscal Officer of such Municipal Corporation ***
5. All reports shall be certified by the officer making the same and shall be filed with the Comptroller *** It shall be the duty of the incumbent officer at the time such reports are required to be filed with the Comptroller to file such report ***

State of NEW YORK
Office of The State Comptroller
Division of Local Government and School Accountability
Albany, New York 12236

SPU - LIBRARY OF Berne Public Library

*** FINANCIAL SECTION ***

Financial Information for the following funds and account groups are included in the Annual Financial Report filed by your government for the fiscal year ended 2019 and has been used by the OSC as the basis for preparing this update document for the fiscal year ended 2020:

- (A) GENERAL
- (H) CAPITAL PROJECTS
- (K) GENERAL FIXED ASSETS

All amounts included in this update document for 2019 represent data filed by your government with OSC as reviewed and adjusted where necessary.

*** SUPPLEMENTAL SECTION ***

The Supplemental Section includes the following sections:

- 1) Statement of Indebtedness
- 2) Schedule of Time Deposits and Investments
- 3) Bank Reconciliation
- 4) Local Government Questionnaire
- 5) Schedule of Employee and Retiree Benefits
- 6) Schedule of Energy Costs and Consumption

All numbers in this report will be rounded to the nearest dollar.

Berne Public Library
Annual Update Document
For the Fiscal Year Ending 2020

(A) GENERAL

Balance Sheet

Code Description	2019	EdpCode	2020
Assets			
Cash	22,049	A200	15,965
Petty Cash	-11	A210	0
TOTAL Cash	22,039		15,965
TOTAL Assets and Deferred Outflows of Resources	22,039		15,965

Berne Public Library
 Annual Update Document
 For the Fiscal Year Ending 2020

(A) GENERAL

Balance Sheet

Code Description	2019	EdpCode	2020
Fund Balance			
Unassigned Fund Balance	22,039	A917	15,965
TOTAL Unassigned Fund Balance	22,039		15,965
TOTAL Fund Balance	22,039		15,965
TOTAL Liabilities, Deferred Inflows And Fund Balance	22,039		15,965

Berne Public Library
Annual Update Document
For the Fiscal Year Ending 2020

(A) GENERAL

Results of Operation

Code Description	2019	EdpCode	2020
Revenues			
Other General Departmental Income	1,912	A1289	720
TOTAL Departmental Income	1,912		720
Gifts And Donations	111	A2705	192
Grants From Local Governments	14,950	A2706	15,475
Library System Grant	108	A2760	971
TOTAL Miscellaneous Local Sources	15,169		16,639
St Aid For Libraries	6,419	A3840	2,759
TOTAL State Aid	6,419		2,759
Federal Aid For Libraries	21	A4840	30
TOTAL Federal Aid	21		30
TOTAL Revenues	23,521		20,147
TOTAL Detail Revenues And Other Sources	23,521		20,147

Berne Public Library
Annual Update Document
For the Fiscal Year Ending 2020

(A) GENERAL

Results of Operation

Code Description	2019	EdpCode	2020
Expenditures			
Library, Equip & Cap Outlay	26,469	A74102	16,890
Library, Contr Expend	9,005	A74104	9,331
TOTAL Library	35,474		26,220
TOTAL Culture And Recreation	35,474		26,220
TOTAL Expenditures	35,474		26,220
TOTAL Detail Expenditures And Other Uses	35,474		26,220

Berne Public Library
Annual Update Document
For the Fiscal Year Ending 2020

(A) GENERAL

Analysis of Changes in Fund Balance

Code Description	2019	EdpCode	2020
Analysis of Changes in Fund Balance			
Fund Balance - Beginning of Year	33,990	A8021	22,039
Prior Period Adj -Increase In Fund Balance	1	A8012	
Restated Fund Balance - Beg of Year	33,991	A8022	22,039
ADD - REVENUES AND OTHER SOURCES	23,521		20,147
DEDUCT - EXPENDITURES AND OTHER USES	35,474		26,220
Fund Balance - End of Year	22,039	A8029	15,964

Berne Public Library
Annual Update Document
For the Fiscal Year Ending 2020

(A) GENERAL

Budget Summary

Code Description	2020	EdpCode	2021
Estimated Revenues			
Est Rev - Departmental Income	2,415	A1299N	1,650
Est Rev - Miscellaneous Local Sources	58,624	A2799N	59,777
Est Rev - State Aid	2,524	A3099N	2,585
Est Rev - Federal Aid	0	A4099N	
TOTAL Estimated Revenues	63,563		64,012
TOTAL Estimated Revenues And Other Sources	63,563		64,012

Berne Public Library
Annual Update Document
For the Fiscal Year Ending 2020

(A) GENERAL

Budget Summary

Code Description	2020	EdpCode	2021
Appropriations			
App - Culture And Recreation	63,563	A7999N	64,012
TOTAL Appropriations	63,563		64,012
TOTAL Appropriations And Other Uses	63,563		64,012

Berne Public Library
Annual Update Document
For the Fiscal Year Ending 2020

Balance Sheet

Code Description	2019	EdpCode	2020
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Berne Public Library
Annual Update Document
For the Fiscal Year Ending 2020

Balance Sheet

Code Description	2019	EdpCode	2020
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Berne Public Library
Annual Update Document
For the Fiscal Year Ending 2020

Results of Operation

Code Description	2019	EdpCode	2020
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Berne Public Library
Annual Update Document
For the Fiscal Year Ending 2020

Results of Operation

Code Description	2019	EdpCode	2020
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Berne Public Library
Annual Update Document
For the Fiscal Year Ending 2020

(H) CAPITAL PROJECTS

Analysis of Changes in Fund Balance

Code Description	2019	EdpCode	2020
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Analysis of Changes in Fund Balance

Fund Balance - Beginning of Year		H8021	
Fund Balance - End of Year		H8029	

Berne Public Library
Annual Update Document
For the Fiscal Year Ending 2020

Balance Sheet

Code Description	2019	EdpCode	2020
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Berne Public Library
Annual Update Document
For the Fiscal Year Ending 2020

Balance Sheet

Code Description	2019	EdpCode	2020
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Berne Public Library
Statement of Indebtedness
For the Fiscal Year Ending 2020

2/7/2021

First Year	Debt Code	Description	Cops Flag	Comp Flag	Date of Issue	Date of Maturity	Int. Rate	Var?	Amt. Orig. Issued	O/S Beg. of Year	Paid Dur. Year	Redeemed Bond Proc.	Prior Yr. Adjust.	Accreted Interest	O/S End of Year
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Berne Public Library
Schedule of Time Deposits and Investments
For the Fiscal Year Ending 2020

	EDP Code	Amount
CASH:		
On Hand	9Z2001	\$15,965.44
Demand Deposits	9Z2011	
Time Deposits	9Z2021	
Total		\$15,965.44
 COLLATERAL:		
- FDIC Insurance	9Z2014	\$250,000.00
Collateralized with securities held in possession of municipality or its agent	9Z2014A	
Total		\$250,000.00
 INVESTMENTS:		
- Securities (450)		
Book Value (cost)	9Z4501	
Market Value at Balance Sheet Date	9Z4502	
Collateralized with securities held in possession of municipality or its agent	9Z4504A	
- Repurchase Agreements (451)		
Book Value (cost)	9Z4511	
Market Value at Balance Sheet Date	9Z4512	
Collateralized with securities held in possession of municipality or its agent	9Z4514A	

Berne Public Library
Bank Reconciliation
For the Fiscal Year Ending 2020

Include All Checking, Savings and C.D. Accounts

Bank Account Number	Bank Balance	Add: Deposit In Transit	Less: Outstanding Checks	Adjusted Bank Balance
****-3877	\$1	\$0	\$0	\$1
****-0749	\$16,092	\$0	\$127	\$15,964
Total Adjusted Bank Balance				\$15,965
Petty Cash				\$24
Adjustments				\$0
Total Cash			9ZCASH *	\$15,965
Total Cash Balance All Funds			9ZCASHB *	\$15,965
* Must be equal				

Berne Public Library
Local Government Questionnaire
For the Fiscal Year Ending 2020

	<u>Response</u>
1) Does your municipality have a written procurement policy?	_____
2) Have the financial statements for your municipality been independently audited? If not, are you planning on having an audit conducted?	_____ _____
3) Does your local government participate in an insurance pool with other local governments?	_____
4) Does your local government participate in an investment pool with other local governments?	_____
5) Does your municipality have a Length of Service Award Program (LOSAP) for volunteer firefighters?	_____
6) Does your municipality have a Capital Plan?	_____
7) Has your municipality prepared and documented a risk assessment plan? If yes, has your municipality used the results to design the system of internal controls?	_____ _____
8) Have you had a change in chief executive or chief fiscal officer during the last year?	_____
9) Has your Local Government adopted an investment policy as required by General Municipal Law, Section 39?	_____

Berne Public Library
Employee and Retiree Benefits
For the Fiscal Year Ending 2020

Total Full Time Employees:					
Total Part Time Employees:		3			
Account Code	Description	Total Expenditures (All Funds)	# of Full Time Employees	# of Part Time Employees	# of Retirees
90108	State Retirement System				
90158	Police and Fire Retirement				
90258	Local Pension Fund				
90308	Social Security				
90408	Worker's Compensation Insurance				
90458	Life Insurance				
90508	Unemployment Insurance				
90558	Disability Insurance				
90608	Hospital and Medical (Dental) Insurance				
90708	Union Welfare Benefits				
90858	Supplemental Benefit Payment to Disabled Fire Fighters				
91890	Other Employee Benefits				
Total		\$0.00			
Computed Total From Financial Section (comparative purposes only)					

Berne Public Library
 Energy Costs and Consumption
 For the Fiscal Year Ending 2020

Energy Type	Total Expenditures	Total Volume	Units Of Measure	Alternative Units Of Measure
Gasoline			gallons	
Diesel Fuel			gallons	
Fuel Oil			gallons	
Natural Gas			cubic feet	
Electricity			kilowatt-hours	
Coal			tons	
Propane			gallons	

DEMOGRAPHICS

Postal or Mailing Address:

PO Box 209	Berne	NY	12023
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(518) 872-1246	(518) 872-1246		
Official Telephone Number	Official Fax Number		
Director@bernepubliclibrary.or	bernepubliclibrary.org		
Official Email Address	Website		

Physical Address: (If Different From Postal Address)

1763 Helderberg Trl	Berne	NY	12023
Street Address	City	State	Zip

CHIEF FISCAL OFFICER

Marion Burghart	Treasurer		
Name	Title		
30 Blue Farmer Ln	Berne	NY	12023
Street Address or PO Box	City	State	Zip
(518) 872-0208	() -		
Telephone Number	Fax Number		
burghartm@bernepubliclibrary.			
Email Address			

I, Marion Burghart hereby certify that I am the Chief Fiscal Officer of the Berne Public Library, and that the information provided in the annual financial report of the Berne Public Library, for the fiscal year ended 12/31/2020, is true and correct to the best of my knowledge and belief. By entering the personal identification number assigned by the Office of the State Comptroller to me as the Chief Fiscal Officer of the Berne Public Library, and adopted by me as my signature for use in conjunction with the filing of the Berne Public Library's annual financial report, I am evidencing my express intent to authenticate my certification of the Berne Public Library's annual financial report report for the fiscal year ended 12/31/2020 and filed by means of electronic data transmission.

Richard D Recor	*****	02/05/2021
Name of Report Preparer if different than Chief Fiscal Officer	Personal Identification Number of Chief Fiscal Officer	Date

Berne Public Library
Financial Comments
For the Fiscal Year Ending 2020

Director's Report

February, 2021

Director's Association:

- UHLS and the delivery company Arnoff are working out a new bin delivery schedule. There may be less deliveries to the smaller libraries.
- Advocacy Day will be virtual on February 26. Smaller meetings with representatives are scheduled. I requested to attend Senator Hinchey advocacy meeting. In addition, I asked to be present at Assemblyperson Santabarbara's meeting which may be scheduled at a later date. He represents the only Albany Co. library which is the Berne Public Library.

Berne Library:

- The Town officials closed the library building on January 21, 22, and 23 due to a positive covid test.
- The Town officials hired Quick Response to clean all Town buildings including the library.
- A big shout out to Sandra Kisselback for being available to work the library while Carrie and I were being quarantined. Thank you very much.
- Staff at the library have signed up for the newly required annual technology training. UHLS has provided the opportunity to take advantage of free training.
- The library has increased our Facebook presence.

TEDxBernePublicLibrary

- One more filming needs to take place. I will be dropping off the camera along with the banner so the speaker can video himself with the same camera as the other speakers.
- Submitted press release of the event
- Flyers have been sent to local UHLS libraries. A flyer is attached to curbside service items.
- Mailings are forthcoming
- Interested viewers are to register through the library's email or phone call.

American Library Association mid winter conference was held January 22 through the 25. Dr. Jill Biden talked about the importance of early literacy. She said "Right now, someone out there is a better thinker because of you." she said. She wanted to let library staff do a great job and continue to do so. I also attended author Max Brooks talk about attracting readers with stories. On demand workshops included Digital Advocacy, Public Awareness, and Work Smarter Not Harder.

Past events and attendance:

- Virtual Storytime - 1/8/21, 594 views
- Minecraft - 1/11/21, 4 people attended
- Journey's on the Page 1/12/21, 7 people
- Virtual Storytime - 1/15/21, 189 views
- Minecraft - 1/18/21, 4 people attended
- Virtual Storytime - 1/22/21, 282 views
- Minecraft - 1/25/21, 6 people attended
- Virtual Storytime - 1/29/21, 295 views

Future events

- 4-H, Cornell Cooperative Extension STEM 4 Wednesday @ 3:00
- Book Club - February 7 @ 4
- Minecraft Mondays
- Journey's on the Page - February 16 @ 7:00 (note change)
- Advocacy Day - February 26
- TEDxBernePublicLibrary - February 27, 1-3

Attached you will find the Hoopla stats for all UHLS

libraries.. <https://mail.google.com/mail/u/0/?tab=rm&ogbl#search/natalie.hurteau%40uhls.org/FMfcgxwLsJzmRRqnpILQCJHfsFszbNWP?projector=1&messagePartId=0.1>

Submitted by
Kathy Stempel