

## Berne Public Library - Trustees' Agenda for April 8, 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 March 11, 2021
- Treasurer's Report for April 8, 2021

### Payment of bills:

### Standing Committee Reports:

- Personnel Committee (Becky & Chuck): Becky and Chuck to meet with Kathy to present her review before the April meeting. Kathy - comments/questions
- Finance & Budget Committee (Ted, Marion, Emilie & Kathy): 4th qtr audit report completed; 1st quarter to be done in April
- Policy Committee (Lisa & JoAnne): nothing to report at this time.

### Committee Reports:

- Inventory Policy: (JoAnne, Emilie & Kathy), first reading to be done on April 8th. Discuss omitting supplies from inventory policy
- The Community Room policy (at library): second read done 3/11/21, if no other changes vote to adopt on 4/8
- Circulation Policy and Procedures:(Emilie and Lisa) second read 4/8 if no changes vote to adopt on 4/8
- Patron Complaint Policy: (Ted) first read 4/8
- Disposition of Surplus Property: (Chuck)
- Volunteer Policy: (Becky)
- Covid Policy; what level are we on?
- Aesthetics Committee (Lisa, JoAnne & Kathy) upgrade Director's office, Kathy has been moving older items to the file cabinet in the shed. The large cabinet has been removed.

### Old Business:

- Meetings: continue with virtual meetings until further notice
- Building and Maintenance involving the Town:
  - Water supply - per Sean, the Town will need to test the two wells on the property. \*\*
  - Parking Lot - needs to be swept, sealed and lined spring/summer project \*\*
  - Fencing: The fencing is up but not straight, spring/summer project \*\*

\*\* Items to be followed up with Sean, work orders were sent in March

- Inventory of non-circulating items has been completed
- Purchase of perpetual plaque with 18 spots has been approved for purchase not to exceed \$100.00. The plaque is out of stock and expected to arrive in May. JoAnne will follow up then.
- JoAnne signed the Town agreement and dropped it off at the Town Hall on 3/20/21. Anita verified that it was received. We are waiting for Sean to sign and send the document back to us.

### New Business:

- Annual Report
- 2020 Annual Public Presentation

Friend's Report: Bowls for books Ice Cream Social, Book sale(s) in June in the library parking lot

Director's Report

Meeting Adjourned:\_\_\_\_\_ Next meeting May 13, 2021 time: 6:30

## **Berne Public Library Trustees meeting on March 11, 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, Director

**Call to order @6:38 p.m.**

**Executive Session:** Call to order at 6:39 p.m. Discussion of Director's Evaluation. Becky to fix a typo. Everyone sent in their evaluation and Becky compiled figures. There were a lot of positive comments and improvement over last year. Very good evaluation and we are thankful to have Kathy as our director. She will be given a copy of this between now and next meeting. Kathy is welcome to comment at next meeting. JoAnne to send a copy to the Town of Berne to be placed in her employment file.

**Secretary's report:** February 11, 2021 meeting minutes attached.

Motion to accept the minutes as written was made by Marion. Emilie was second. Motion carried.

**Treasurer's report:** Written report attached.

Printing overage due to TedEx but this was paid by the grant. Salary information has been received and recorded. Andrea was using last year's budget because Town budget was not approved until March 5, 2021. Raises are now reflected and we are comfortably below budget. Kathy trying to keep payroll around \$1500 every two weeks.

Motion to accept the Treasurer's report was made by Ted. Lisa was second. Motion carried.

**Payment of Bills:** See attached schedule.

We received \$7,050 from the Town of Knox. Marion said Town of Berne paid \$8,300 last month.

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

### **Standing Committee Reports:**

Finance & Budget (Ted, Marion, Emilie & Kathy) To meet and review the last ¼ of 2020 budget.

Policy Committee (JoAnne & Lisa) See committee reports for update.

### **Committee Reports:**

Inventory Policy: Kathy to try and make time to review policy and see what needs to be changed.

Community Room Policy will be revised after much discussion for second reading at April 8, 2021.

Aesthetics: Kathy is working on cleaning out office. We are looking through catalogs for file cabinets and desk setup.

Covid: We are currently at D-1.

Disposition of Surplus Property: Chuck to work on.

Patron Complaint: Ted sent out. We will do 1<sup>st</sup> reading at April 8, 2021 meeting.

Volunteer Policy: Becky to work on.

Personnel Policy: Kathy to work on which should include new sick leave act.

Fines vs no Fines: Emilie stated it is addressed in the circulation policy.

Circulation Policy: Discussion and 1<sup>st</sup> reading done. Second reading set for April 8, 2014 meeting.

#### **Old Business:**

2021 Agreement between the Town of Berne, NY & the Berne Public Library was discussed. Motion to accept the agreement was made by Becky. Second by ted. Motion carried. JoAnne is to sign and return to the town.

Kathy to do work order for the water supply testing of wells, parking lot and fencing.

Sean's email address is: [supervisor@berneny.org](mailto:supervisor@berneny.org).

Weather permitting will try to meet in the parking lot of the library for next month's meeting.

#### **New Business:**

In Memory Of plaque was researched by JoAnne. Marion made a motion to purchase a plaque with 18 names for under \$100. Lisa was second. Motion carried.

Midtel: We thought the town might include this in their budget but at last night's meeting it was stated the library needs to move forward with a library building contract. Marion to verify that this quote was for non-profit. Motion made to switch to Midtel business enhanced internet, WiFi, phone at 200 megabytes per second by Ted. Chuck was second. Motion carried.

#### **Friends Report:**

Bowls for Books: We have 20 left over and 60 in the works. Ice Cream Social and Book Sale in the parking lot are coming soon. Virtual photography contest went fairly well, not as many entries as usual. The photographs are hanging at the Berne town park at Story Walk and will

move to Knox soon. The town is sending a newsletter and the Library and Friends are putting information in as well.

**Director's Report:**

Annual Report by UHLS was met. There was some issues with the construction grant but we will add an addendum to this year's report. For youth services, Kathy will be doing morning session and Carrie afternoon session. SRP will be part virtual and part in person. Kathy is promoting Family Fly a Kite day set for April 11, 2021.

**Next Meeting:** April 8, 2021 @ 6:30 p.m.

**Meeting adjourned:** 8:58 p.m. Motion made by Ted. Second was Becky. Motion carried.

Report submitted by: Lisa Raymond

**Berne Public Library**  
**Income & Expense Report (Budget vs. Actual)**  
 January 1 through April 6, 2021

	Jan 1 - Apr 6, 21	Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Direct Public Grants</b>		
ALA Grant	3,000.00	
<b>Total Direct Public Grants</b>	3,000.00	
<b>Direct Public Support</b>		
Individual Patron Contributions	23.45	240.00
Non-profit Organization Contrib		360.00
<b>Total Direct Public Support</b>	23.45	600.00
<b>Government Grants</b>		
E-rate reimbursement	15.69	
LLSA Funding		1,400.00
<b>Local Government Grants</b>		
Agency Grant - Town of Berne		
Town of Berne Direct Pay		
Berne Direct Pay FICA	748.72	3,118.00
Town of Berne Direct Pay - Other	9,787.50	40,759.00
<b>Total Town of Berne Direct Pay</b>	10,536.22	43,877.00
Agency Grant - Town of Berne - Other	8,300.00	8,300.00
<b>Total Agency Grant - Town of Berne</b>	18,836.22	52,177.00
Agency Grant - Town of Knox	7,050.00	7,000.00
<b>Total Local Government Grants</b>	25,886.22	59,177.00
<b>State Grants</b>		
2018 Special Legislative Grant		1,184.64
<b>Total State Grants</b>		1,184.64
<b>Total Government Grants</b>	25,901.91	61,761.64
<b>Other Types of Income</b>		
Book Replacement	36.90	100.00
Book Sales	105.41	75.00
Coffee		25.00
Fax Revenue	31.25	150.00
Library Fines	68.21	800.00
Miscellaneous Revenue	44.05	50.00
Photocopying Revenue	23.25	450.00
<b>Total Other Types of Income</b>	309.07	1,650.00
<b>Total Income</b>	29,234.43	64,011.64
<b>Gross Profit</b>	29,234.43	64,011.64
<b>Expense</b>		
Advertising	438.26	1,360.00
<b>Contract Services</b>		
Accounting Fees	350.00	350.00
<b>Total Contract Services</b>	350.00	350.00
<b>Facilities and Equipment</b>		
Equip Rental and Maintenance		
2018 Special Legislative Grant	404.40	1,184.64
<b>Total Equip Rental and Maintenance</b>	404.40	1,184.64
Equipment Purchase		800.00
<b>Total Facilities and Equipment</b>	404.40	1,984.64

**Berne Public Library**  
**Income & Expense Report (Budget vs. Actual)**  
 January 1 through April 6, 2021

	Jan 1 - Apr 6, 21	Budget
<b>Operations</b>		
<b>Books &amp; Reference Materials</b>		
Books on CD	24.99	
E-content	1,366.16	2,450.00
Magazines		350.00
Software Applications		50.00
Videos	163.03	950.00
Books & Reference Materials - Other	1,077.41	4,200.00
<b>Total Books &amp; Reference Materials</b>	<b>2,631.59</b>	<b>8,000.00</b>
Cleaning Supplies	24.83	150.00
Postage, Mailing Service		225.00
Printing and Copying		600.00
Supplies	42.23	800.00
Telephone, Telecommunications	527.91	2,000.00
UHLS Service Dues	619.61	2,425.00
<b>Total Operations</b>	<b>3,846.17</b>	<b>14,200.00</b>
<b>Other Types of Expenses</b>		
Memberships and Dues		225.00
<b>Total Other Types of Expenses</b>		<b>225.00</b>
<b>Programs</b>		
<b>Adult Events</b>		
TedX	1,022.90	
Adult Events - Other		300.00
<b>Total Adult Events</b>	<b>1,022.90</b>	<b>300.00</b>
<b>Children &amp; Young Adult Programs</b>		
Storytime		40.00
Summer Reading	114.82	275.00
Children & Young Adult Programs - Other	17.07	360.00
<b>Total Children &amp; Young Adult Programs</b>	<b>131.89</b>	<b>675.00</b>
<b>Total Programs</b>	<b>1,154.79</b>	<b>975.00</b>
<b>Salary</b>	<b>9,787.50</b>	<b>40,759.00</b>
<b>Taxes</b>		
FICA	748.72	3,118.00
<b>Total Taxes</b>	<b>748.72</b>	<b>3,118.00</b>
<b>Travel and Meetings</b>		
Conference, Convention, Meeting	142.00	800.00
Travel		240.00
<b>Total Travel and Meetings</b>	<b>142.00</b>	<b>1,040.00</b>
<b>Total Expense</b>	<b>16,871.84</b>	<b>64,011.64</b>
<b>Net Ordinary Income</b>	<b>12,362.59</b>	
<b>Net Income</b>	<b>12,362.59</b>	

Berne Public Library  
2021 Payroll

Pay Period	Pay Period End Date	Paycheck Date	Gross	Budget: \$40,759.00		Under (Over)	FICA	YTD
				YTD	Balance			
1	01/08/21	01/14/21	\$796.50	\$796.50	\$39,962.50	\$771.15	\$60.93	\$60.93
2	01/22/21	01/28/21	\$1,467.00	\$2,263.50	\$38,495.50	\$871.80	\$112.23	\$173.16
3	02/05/21	02/11/21	\$1,604.25	\$3,867.75	\$36,891.25	\$835.20	\$122.71	\$295.87
4	02/19/21	02/25/21	\$1,478.25	\$5,346.00	\$35,413.00	\$924.60	\$113.09	\$408.96
5	03/05/21	03/11/21	\$1,543.50	\$6,889.50	\$33,869.50	\$948.75	\$118.04	\$527.00
6	03/19/21	03/25/21	\$1,498.50	\$8,388.00	\$32,371.00	\$1,017.90	\$114.66	\$641.66
7	04/02/21	04/08/21	\$1,399.50	\$9,787.50	\$30,971.50	\$1,186.05	\$107.06	\$748.72
8	04/16/21	04/22/21						
9	04/30/21	05/06/21						
10	05/14/21	05/20/21						
11	05/28/21	06/03/21						
12	06/11/21	06/17/21						
13	06/25/21	07/01/21						
14	07/09/21	07/15/21						
15	07/23/21	07/29/21						
16	08/06/21	08/12/21						
17	08/20/21	08/26/21						
18	09/03/21	09/09/21						
19	09/17/21	09/23/21						
20	10/01/21	10/07/21						
21	10/15/21	10/21/21						
22	10/29/21	11/04/21						
23	11/12/21	11/18/21						
24	11/26/21	12/02/21						
25	12/10/21	12/16/21						
26	12/24/21	12/30/21						

\$1,567.65 average per pay period

Switch your direct deposit to SEFCU and skip the line at the branch. Let us do all the work for you. Get started at [sefcu.com/switch](http://sefcu.com/switch).

BERNE PUBLIC LIBRARY  
 1763 HELDERBERG TRAIL  
 BERNE NY 12023

### SUMMARY OF DEPOSIT ACCOUNTS

Acct	Beginning Balance	Deposits	Withdrawals	Ending Balance	Dividends For Period	Dividends YTD
x0749	23,841.85	7,093.65	1,840.57	29,094.93	0.00	0.00
x3877	1.00	0.00	0.00	1.00	0.00	0.00
<b>TOTAL</b>	<b>23,842.85</b>	<b>7,093.65</b>	<b>1,840.57</b>	<b>29,095.93</b>	<b>0.00</b>	<b>0.00</b>

### BUSINESS - 1692740749

Date	Transaction Description	Transaction Amount	Balance
	<b>Previous Balance</b>		<b>\$23,841.85</b>
03/03	Check 3275	-517.28	23,324.57
03/08	Deposit Cash and Check	7,093.65	30,418.22
03/09	Check 3269	-164.97	30,253.25
03/17	Check 3273	-45.96	30,207.29
03/17	Check 3259	-28.60	30,178.69
03/18	Check 3280	-114.95	30,063.74
03/19	Check 3279	-355.78	29,707.96
03/22	Check 3281	-43.36	29,664.60
03/23	Check 3278	-98.72	29,565.88
03/24	Check 3277	-305.98	29,259.90
03/25	Check 3282	-164.97	29,094.93
	Annual Percentage Yield Earned:	0.00%	
	For the period from 03/01 through 03/31		
	<b>New Balance</b>	<b>\$29,094.93</b>	
	Dividends YTD:	\$0.00	
	Average Monthly Balance:	\$28,331.35	

### SHARE DRAFT SUMMARY

Check#	Date	Amount	Check#	Date	Amount
3259	03/17/2021	28.60	3278	03/23/2021	98.72
3269*	03/09/2021	164.97	3279	03/19/2021	355.78
3273*	03/17/2021	45.96	3280	03/18/2021	114.95
3275*	03/03/2021	517.28	3281	03/22/2021	43.36
3277*	03/24/2021	305.98	3282	03/25/2021	164.97

\*Indicates a break in check sequence.

### MINT SHARE - 1697603877

Date	Transaction Description	Transaction Amount	Balance
	<b>Previous Balance</b>		<b>\$1.00</b>
	Annual Percentage Yield Earned:	0.00%	
	For the period from 03/01 through 03/31		
	<b>New Balance</b>	<b>\$1.00</b>	
	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 03/31/2021**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						23,841.85
<b>Cleared Transactions</b>						
<b>Checks and Payments - 10 items</b>						
Check	12/14/2020	3259	Upper Hudson Libra...	X	-28.60	-28.60
Check	02/11/2021	3275	Kathleen Stempel	X	-517.28	-545.88
Check	02/11/2021	3269	Time Warner Cable	X	-164.97	-710.85
Check	02/11/2021	3273	Kathleen Stempel	X	-45.96	-756.81
Check	03/10/2021	3279	Citizen's Bank	X	-355.78	-1,112.59
Check	03/10/2021	3277	UHLS - Upper Huds...	X	-305.98	-1,418.57
Check	03/10/2021	3282	Time Warner Cable	X	-164.97	-1,583.54
Check	03/10/2021	3280	National Business T...	X	-114.95	-1,698.49
Check	03/10/2021	3278	National Business L...	X	-98.72	-1,797.21
Check	03/10/2021	3281	Baker & Taylor	X	-43.36	-1,840.57
Total Checks and Payments					-1,840.57	-1,840.57
<b>Deposits and Credits - 1 item</b>						
Deposit	03/07/2021			X	7,093.65	7,093.65
Total Deposits and Credits					7,093.65	7,093.65
Total Cleared Transactions					5,253.08	5,253.08
Cleared Balance					5,253.08	29,094.93
Register Balance as of 03/31/2021					5,253.08	29,094.93
<b>New Transactions</b>						
<b>Checks and Payments - 5 items</b>						
Check	04/06/2021	3283	Baker & Taylor		-313.54	-313.54
Check	04/06/2021	3286	Citizen's Bank		-290.94	-604.48
Check	04/06/2021	3285	National Business L...		-104.24	-708.72
Check	04/06/2021	3284	Midwest Tape		-69.97	-778.69
Check	04/06/2021	3287	Time Warner Cable		-33.00	-811.69
Total Checks and Payments					-811.69	-811.69
<b>Deposits and Credits - 1 item</b>						
Deposit	04/02/2021				43.55	43.55
Total Deposits and Credits					43.55	43.55
Total New Transactions					-768.14	-768.14
<b>Ending Balance</b>					<b>4,484.94</b>	<b>28,326.79</b>

## **April 8, 2021 – Payment of Bills**

### ➤ Bills

- Baker and Taylor,: **\$313.54**
- Midwest Tape: **\$69.97**
- National Business Leasing for monthly printer lease: **\$104.24**
- Credit Card, DVDs, SRP supplies, cleaning, Mifi (TedX): **\$290.94**
- Time Warner Cable (Spectrum): **\$33.00**



## Director's Report April 2021

**Covid-19:** The library continues to be on Level 1b with temporary hours and a 30 minute browsing time. Due to recent studies the Pandemic Response committee recommendation to quarantine books is 24 hours and starting May 1 they recommend eliminating the quarantine altogether.

**Director's Association:** NYS Library budget has been restored with \$34 million in construction grants.

**Midtel:** The library now has fiber optics installed in the library. The fax machine has its own line: the new number is 888?????. We have 42 channels on the tv along with free access to a public channel. Their non-profit customers can advertise upcoming events to the 3,000 customers they have.

**UHLS Antiracism Task Force:** The Task Force is exploring ways to train library boards on equitable library services. There are DIY training, UHLS led training, or bring in an outsider in for training sessions. They ask that we discuss the issue. The Task Force asks for guidance on how much interest and capacity the board feels it has on the training subject.

**Skyroam:** I have rented a hotspot for a week to experiment on reception in certain areas. So far I have gone to Beaver Pond on top of West Mountain in the middle of nowhere and received a signal. I have two more sites I want to try.

**Memorial Day Parade:** The library will have a float in the parade this year. Anyone interested in helping out please let me know. This year it will start at the Heldeberg Bluestone and end up at BKW school with an invite only reception due to pandemic restriction.

**Director's Review:** I want to say that my review reinforced my determination to make the library a safe and valuable place for our community. The position makes my job ever evolving. I am always learning new things and trying to improve on old skills. Thank you all for your input.

**Youth Services:** Plans are underway for the Summer Reading Program with the theme of Tales and Tails.

Live Facebook storytime continues along with Take and Make kits.

**Upcoming Programs:** Kite Flying Day, Sunday, April 11 2-4

Small Composting Kits for Earth Day, April 22

Plans to purchase a picnic table and canopy for future outdoor programs are underway.

Happily Submitted by

Kathy Stempel

Director

# Berne Public Library Annual Report For Public And Association Libraries - 2020

## 1. GENERAL LIBRARY INFORMATION

### Library/Director Information

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2020, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	8400010650
1.2	Library Name	BERNE PUBLIC LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Berne
1.6	Beginning Fiscal Reporting Year	01/01/2020
1.7	Ending Fiscal Reporting Year	12/31/2020
1.8	Is the library now reporting on a different fiscal year than	No

- it reported on in the previous Annual Report?
- 1.9 If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8. N/A
- 1.10 Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8. N/A
- 1.11 Beginning Local Fiscal Year 01/01/2020
- 1.12 Ending Local Fiscal Year 12/31/2020
- 1.13 Address Status 00 (for no change from previous year)
- 1.14 Street Address 1763 HELDERBERG TRAIL
- 1.15 City BERNE
- 1.16 Zip Code 12023
- 1.17 Mailing Address PO BOX 209
- 1.18 City BERNE
- 1.19 Zip Code 12023
- 1.20 Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number) (518) 872-1246
- 1.21 Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number) (518) 872-1246
- 1.22 E-Mail Address to Contact the Library (Enter N/A if no e-director@bernepubliclibrary.org mail address)
- 1.23 Library Home Page URL (Enter N/A if no home page URL) <https://www.bernepubliclibrary.org>
- 1.24 Population Chartered to Serve (per 2010 Census) 2,794
- 1.25 Indicate the type of library as stated in the library's charter (select one): PUBLIC
- 1.26 Indicate the area chartered to serve as stated in the library's charter (select one): Town

- 1.27 During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No. N
- 1.28 Indicate the type of charter the library currently holds (select one): Absolute
- 1.29 Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter 10/19/1978
- 1.30 Date the library was last registered 11/08/1996
- 1.31 Federal Employer Identification Number 274400617
- 1.32 County ALBANY
- 1.33 School District Berne Knox Westerlo Central School
- 1.34 Town/City Berne
- 1.35 Library System Upper Hudson Library System

**THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.**

- 1.36a President/CEO Name
- 1.36b President/CEO Phone Number
- 1.36c President/CEO Email

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

- 1.37 First Name of Library Director/Manager Kathleen
- 1.38 Last Name of Library Director/Manager Stempel
- 1.39 NYS Public Librarian Certification Number N/A
- 1.40 What is the highest education level of the library manager/director? Two or More Years of College/University Study
- 1.41 If the library

- |      |                                                                                                                                                                                                                                             |                                 |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
|      | manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?                                                                                                                                           | N/A                             |
| 1.42 | Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note. | N/A                             |
| 1.43 | E-mail Address of the Director/Manager                                                                                                                                                                                                      | Director@bernepubliclibrary.org |
| 1.44 | Fax Number of the Director/Manager                                                                                                                                                                                                          | (518) 872-1246                  |
| 1.45 | Does the library charge fees for library cards to people residing outside the system's service area?                                                                                                                                        | N                               |

**Public Votes/Contracts**

- |      |                                                                                                                                                                                                                                                                                           |     |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 1.46 | Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2020? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47. | N   |
| 1.   | Name of municipality or district holding the public vote                                                                                                                                                                                                                                  | N/A |
| 2.   | Indicate the type of municipality or district holding the public vote                                                                                                                                                                                                                     | N/A |
| 3.   | Date the vote was held (mm/dd/2020)                                                                                                                                                                                                                                                       | N/A |

- 4. Was the vote successful? Y/N N/A
- 5. What type of public vote was it? N/A
- 6a. Most recent prior year approved appropriation from a public vote: N/A
- 6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: N/A
- 6c. Total proposed appropriation (sum of 6a and 6b): N/A

**This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.**

- 1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2020) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48. N
- 1. Name of municipality or district holding the public vote N/A
- 2. Indicate the type of municipality or district holding the public vote
- 3. Date the last successful vote was held (mm/dd/yyyy) N/A
- 4. What type of public vote was it?
- 5. What was the total dollar amount of the appropriation from tax dollars resulting N/A

from the last successful vote?

### Unusual Circumstances

- 1.48 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49. N
1. Name of contracting municipality or district N/A
  2. Is this a written contractual agreement? N/A
  3. Population of the geographic area served by this contract N/A
  4. Dollar amount of contract N/A
  5. Enter the appropriate code for range of services provided (select one): N/A
- 1.49 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Y  
If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to

Part 2, Library Collection.

## 2. LIBRARY COLLECTION

### Print/Electronic/Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please [read](#) general information instructions below before completing this section.

**NOTE:** This section of the survey (2.1-2.25) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

### PRINT MATERIALS

#### Cataloged Books

2.1	Adult Fiction Books	4,910
2.2	Adult Non-fiction Books	2,413
2.3	<b>Total Adult Books (Total questions 2.1 &amp; 2.2)</b>	7,323
2.4	Children's Fiction Books	5,037
2.5	Children's Non-fiction Books	1,804
2.6	<b>Total Children's Books (Total questions 2.4 &amp; 2.5)</b>	6,841
2.7	<b>Total Cataloged Books (Total questions 2.3 &amp; 2.6)</b>	14,164

#### Other Print Materials

2.8	Total Uncataloged Books	169
2.9	Total Print Serials	124
2.10	All Other Print Materials	365

2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	658
2.12	Total Print Materials (Total questions 2.7 and 2.11)	14,822

## **ALL OTHER MATERIALS**

### **Electronic Materials**

2.13	Electronic Books	62,596
2.14	Local Electronic Collections	4
2.15	NOVELNY Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	19
2.17	Audio - Downloadable Units	31,174
2.18	Video - Downloadable Units	11,277
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	75
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	105,141

### **Non-Electronic Materials**

2.21	Audio - Physical Units	437
2.22	Video - Physical Units	2,163
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	20
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	2,620

### **Grand Total/Additions to Holdings**

2.25 **GRAND TOTAL HOLDINGS** (Total questions 122,583  
2.12, 2.20 and 2.24)

**ADDITIONS TO HOLDINGS** - Do not subtract withdrawals or discards.

2.26	Cataloged Books	329
2.27	All Other Print Materials	0
2.28	Electronic Materials	13,342
2.29	All Other Materials	104
2.30	<b>Total Additions</b> (Total questions 2.26 through 2.29)	13,775

### 3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

#### Visits/Borrowers/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.30 through 3.83 for the 2020 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

#### LIBRARY USE

3.1	Library visits (total annual attendance)	5,450
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual CT - Annual Count estimate based on a typical week or weeks?	
3.2	Registered resident borrowers	1,731
3.3	Registered non-resident borrowers	35

Please report information on WRITTEN POLICIES as of 12/31/20.

#### WRITTEN POLICIES (Answer Y for Yes, N for No)

3.4	Does the library have an open meeting policy?	Y
-----	-----------------------------------------------	---

- |      |                                                                                   |   |
|------|-----------------------------------------------------------------------------------|---|
| 3.5  | Does the library have a policy protecting the confidentiality of library records? | Y |
| 3.6  | Does the library have an Internet use policy?                                     | Y |
| 3.7  | Does the library have a disaster plan?                                            | Y |
| 3.8  | Does the library have a board-approved conflict of interest policy?               | Y |
| 3.9  | Does the library have a board-approved whistle blower policy?                     | N |
| 3.10 | Does the library have a board-approved sexual harassment prevention policy?       | Y |

Please report information on ACCESSIBILITY as of 12/31/20.

**ACCESSIBILITY (Answer Y for Yes, N for No)**

- |                                 |                                                                                                                                                |    |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 3.11                            | Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? | N  |
| 3.12                            | Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?                                               | N  |
| 3.13                            | Does the library have large print books?                                                                                                       | Y  |
| 3.14                            | Does the library have assistive technology for people who are visually impaired or blind?                                                      | N  |
| 3.15 - If so, what do you have? | screen reader, such as JAWS, Windoweyes or NVDA                                                                                                | No |

	refreshable Braille commonly referred to as a refreshable Braille display	No
	screen magnification software, such as Zoomtext	No
	electronic scanning and reading software, such as OpenBook	No
3.16	Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	Y

**Library Sponsored Programs/Summer Reading Program**

Please report information on LIBRARY SPONSORED PROGRAMS as of the end of the fiscal year reported in Part 1.

**LIBRARY SPONSORED PROGRAMS**

3.17	Adult Program Sessions	35
3.18	Young Adult Program Sessions	4
3.19	Children's Program Sessions	61
3.20	All Other Program Sessions	13
3.21	<b>Total Number of Program Sessions (Total questions 3.17 through 3.20)</b>	<b>113</b>
3.22	One-on-One Program Sessions	3
3.23	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar	Yes

	educational activities sponsored by the Library?	
3.24	Adult Program Attendance	280
3.25	Young Adult Program Attendance	8
3.26	Children's Program Attendance	228
3.27	All Other Program Attendance	132
3.28	<b>Total Program Attendance</b> (Total questions 3.24 through 3.27)	648
3.29	One-on-One Program Attendance	3

Please report information on SUMMER READING PROGRAMS for the 2020 calendar year.

### **SUMMER READING PROGRAM**

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2020 (check all that apply):

- |    |                                                                                                       |     |
|----|-------------------------------------------------------------------------------------------------------|-----|
| a. | Program(s) for children                                                                               | Yes |
| b. | Program(s) for young adults                                                                           | Yes |
| c. | Program(s) for Adults                                                                                 | Yes |
| d. | Summer Reading at New York Libraries name and/or logo used                                            | Yes |
| e. | Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used) | Yes |
| f. | N/A                                                                                                   | Yes |
- |      |                                                              |    |
|------|--------------------------------------------------------------|----|
| 3.31 | Library outlets offering the summer reading program          | 1  |
| 3.32 | Children registered for the library's summer reading program | 18 |
| 3.33 | Young adults registered for the library's summer reading     | 0  |

	program	
3.34	Adults registered for the library's summer reading program	19
3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	37
3.36	Children's program sessions - Summer 2020	19
3.37	Young adult program sessions - Summer 2020	2
3.38	Adult program sessions - Summer 2020	2
3.39	Total program sessions - Summer 2020 (total 3.36 + 3.37 + 3.38)	23
3.40	Children's program attendance - Summer 2020	125
3.41	Young adult program attendance - Summer 2020	6
3.42	Adult program attendance - Summer 2020	19
3.43	Total program attendance - Summer 2020 (total 3.40 + 3.41 + 3.42)	150

#### COLLABORATORS

3.44	Public school district(s) and/or BOCES	1
3.45	Non-public school(s)	1
3.46	Childcare center(s)	0
3.47	Summer camp(s)	1
3.48	Municipality/Municipalities	1
3.49	Literacy provider(s)	0
3.50	Other (describe using the State note)	1
3.51	Total Collaborators (total 3.44 through 3.50)	5

#### Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2020 calendar year.

### EARLY LITERACY PROGRAMS

3.52 Did the library offer early literacy programs? (Enter Y for Yes, N for No)

3.53 - Indicate types of programs offered (check all that apply)

- |    |                                              |     |
|----|----------------------------------------------|-----|
| a. | Focus on birth - school entry (kindergarten) | Yes |
| b. | Focus on parents & caregivers                | Yes |
| c. | Combined audience                            | Yes |
| d. | N/A                                          | No  |

3.54 - Number of sessions

- |    |                                              |    |
|----|----------------------------------------------|----|
| a. | Focus on birth - school entry (kindergarten) | 50 |
| b. | Focus on parents & caregivers                | 0  |
| c. | Combined audience                            | 50 |
| d. | N/A                                          | 0  |

3.55 **Total Sessions** 100

3.56 - Attendance at sessions

- |    |                                              |     |
|----|----------------------------------------------|-----|
| a. | Focus on birth - school entry (kindergarten) | 286 |
| b. | Focus on parents & caregivers                | 0   |
| c. | Combined audience                            | 286 |
| d. | N/A                                          | 0   |

3.57 **Total Attendance** 572

3.58 - Collaborators (check all that apply):

- |    |                                        |     |
|----|----------------------------------------|-----|
| a. | Childcare center(s)                    | No  |
| b. | Public School District(s) and/or BOCES | Yes |
| c. | Non-Public School(s)                   | Yes |
| d. | Health care providers/agencies         | No  |
| e. | Other (describe using the State note)  | No  |

Please report information on ADULT LITERACY for the 2020 calendar year.

### ADULT LITERACY

- |      |                                                  |    |
|------|--------------------------------------------------|----|
| 3.59 | Did the library offer adult literacy programs?   | No |
| 3.60 | Total group program sessions                     | 0  |
| 3.61 | Total one-on-one program sessions                | 0  |
| 3.62 | Total group program attendance                   | 0  |
| 3.63 | Total one-on-one program attendance              | 0  |
| 3.64 | - Collaborators (check all that apply)           |    |
| a.   | Literacy NY (Literacy Volunteers of America)     | No |
| b.   | Public School District(s) and/or BOCES           | No |
| c.   | Non-Public Schools                               | No |
| d.   | Other (see instructions and describe using Note) | No |

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2020 calendar year.

### PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

- |      |                                                                                                            |   |
|------|------------------------------------------------------------------------------------------------------------|---|
| 3.65 | Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No) | N |
| 3.66 | Children's program sessions                                                                                | 0 |
| 3.67 | Young adult program sessions                                                                               | 0 |
| 3.68 | Adult program sessions                                                                                     | 0 |
| 3.69 | <b>Total program sessions (total 3.66 + 3.67 + 3.68)</b>                                                   | 0 |
| 3.70 | One-on-one program sessions                                                                                | 0 |
| 3.71 | Children's program                                                                                         |   |

	attendance	0
3.72	Young adult program attendance	0
3.73	Adult program attendance	0
3.74	<b>Total program attendance (total 3.71 + 3.72 + 3.73)</b>	0
3.75	One-on-one program attendance	0
3.76 - Collaborators (check all that apply):		
a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Other (describe using the Note)	No

Please report information on DIGITAL LITERACY for the 2020 calendar year.

## **DIGITAL LITERACY**

3.77	Did the library offer digital literacy programs?	Y
3.78	Total group program sessions	3
3.79	Total one-on-one program sessions	8
3.80	Total group program attendance	14
3.81	Total one-on-one program attendance	8
3.82	Did your library offer teen-led activities during the 2020 calendar year?	N

## **4. LIBRARY TRANSACTIONS**

### **Circulation/Electronic Use/Reference Transactions**

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

## **CATALOGED BOOK CIRCULATION**

4.1	Adult Fiction Books	1,754
4.2	Adult Non-fiction Books	961
4.3	Total Adult Books (Total questions 4.1 & 4.2)	2,715
4.4	Children's Fiction Books	2,110
4.5	Children's Non-fiction Books	613
4.6	Total Children's Books (Total questions 4.4 & 4.5)	2,723
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	5,438

## **CIRCULATION OF OTHER MATERIALS**

4.8	Circulation of Adult Other Materials	2,268
4.9	Circulation of Children's Other Materials	468
4.10	Total Circulation of Other Materials (Total questions 4.8, 4.9)	2,736
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	8,174

## **ELECTRONIC USE**

4.12	Use of Electronic Material	6,956
4.13	Successful Retrieval of Electronic Information	265
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	7,221
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	15,130
4.16	Total Collection Use (Total questions 4.13 & 4.15)	15,395
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	3,191

## **REFERENCE TRANSACTIONS**

4.18	Total Reference Transactions	789
4.18a	Regarding the number of	

	Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	ES - Annual Estimate Based on Typical Week(s)
4.19	Does the library offer virtual reference?	N

#### Interlibrary Loan

#### INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20	TOTAL MATERIALS RECEIVED	2,636
------	--------------------------	-------

#### INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21	TOTAL MATERIALS PROVIDED	3,821
------	--------------------------	-------

### 5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2020.

#### SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y
5.2	Online public access catalog (OPAC)?	Y
5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	72,914
5.5	Does the library use Internet filtering software on any computer?	N
5.6	Does your library use social media?	Y
5.7	Does the library file for E-rate benefits?	N
5.8	Is the library part of a consortium for E-rate benefits?	N

- |      |                                                                                                                          |                                 |
|------|--------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 5.9  | If yes, in which consortium                                                                                              | N/A                             |
| 5.10 | are you participating?<br>Name of the person<br>responsible for the library's<br>Information Technology (IT)<br>services | Kathy Stempel                   |
| 5.11 | IT contact's telephone<br>number (enter 10 digits only<br>and hit the Tab key)                                           | (518) 872-1246                  |
| 5.12 | IT contact's email address                                                                                               | director@bernepubliclibrary.org |

## 6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

### FTE (FULL-TIME EQUIVALENT CALCULATION)

- |     |                                                                                                               |    |
|-----|---------------------------------------------------------------------------------------------------------------|----|
| 6.1 | The number of hours per<br>workweek used to compute<br>FTE for all paid library<br>personnel in this section. | 40 |
|-----|---------------------------------------------------------------------------------------------------------------|----|

### BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

- |     |                                                           |     |
|-----|-----------------------------------------------------------|-----|
| 6.2 | Library Director (certified)                              | 0   |
| 6.3 | Vacant Library Director<br>(certified)                    | 0   |
| 6.4 | Librarian (certified)                                     | 0   |
| 6.5 | Vacant Librarian (certified)                              | 0   |
| 6.6 | Library Manager (not<br>certified)                        | .50 |
| 6.7 | Vacant Library Manager (not<br>certified)                 | 0   |
| 6.8 | Library<br>Specialist/Paraprofessional<br>(not certified) | 0   |
| 6.9 | Vacant Library<br>Specialist/Paraprofessional             | 0   |

6.10	(not certified) Other Staff	.59
6.11	Vacant Other Staff	0
6.12	<b>TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 &amp; 6.10)</b>	1.09
6.13	<b>VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 &amp; 6.11)</b>	0.00

### **SALARY INFORMATION**

6.14	FTE - Entry Level Librarian (certified)	0
6.15	Salary - Entry Level Librarian (certified)	\$0
6.16	FTE - Library Director (certified)	0
6.17	Salary - Library Director (certified)	\$0
6.18	FTE - Library Manager (not certified)	.50
6.19	Salary - Library Manager (not certified)	\$18,179

## **7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)**

Report all information as of December 31, 2020. Please click [here](#) to read general instructions before completing this section.

7.1	1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees.	Y
7.2	2. Has a board-approved written long range plan of service.	Y
7.3	3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives.	Y
7.4	4. Has board-approved written policies for the	Y

- operation of the library.
- 7.5 5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service. Y
- 7.6 6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs. Y
- 7.7 7. Is open the minimum standard number of public service hours for population served. (see instructions) Y
8. Maintains a facility to meet community needs, including adequate:
- 7.8 8a. space Y
- 7.9 8b. lighting Y
- 7.10 8c. shelving Y
- 7.11 8d. seating Y
- 7.12 8e. restroom (see instructions) Y
9. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following:
- 7.13 9a. telephone Y
- 7.14 9b. photocopier (see instructions) Y
- 7.15 9c. microcomputer or terminal Y
- 7.16 9d. printer Y
- 7.17 9e. Fax capability (see instructions) Y
- 7.18 10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number. Y

- 7.19 11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. Y

## 7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

As of January 1, 2021 all public, free association and Indian libraries in New York State will be required to meet the minimum standards listed below. Please indicate which of these standards your library already meets as of **December 31, 2020**. This 2020 data will be helpful in informing statewide and regional efforts to ensure that all of New York's libraries are able to successfully comply with the new minimum standards. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website. Questions about the new standards should be directed to your library system.

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. Y
2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. Y
3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. Y
4. Has board-approved written policies for the operation of the library, which shall be Y

- reviewed and updated at least once every five years or earlier if required by law.
5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. Y
  6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. Y
  7. Is open the minimum standard number of public service hours for population served. (see instructions) Y
  8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:
    - 8a. space Y
    - 8b. lighting Y
    - 8c. shelving Y
    - 8d. seating Y
    - 8e. power infrastructure Y
    - 8f. data infrastructure Y
    - 8g. public restroom Y
  9. Provides programming to address community needs, as outlined in the library's long-range plan of service. Y
  10. Provides
    - 10a. a circulation system that facilitates access to the local library collection and other library catalogs Y
    - 10b. equipment, technology, and internet connectivity to

- |     |                                                                                                                                                                                                                                                         |   |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
|     | address community needs and facilitate access to information.                                                                                                                                                                                           | Y |
| 11. | Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above. | Y |
| 12. | Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.                                                                                                                                                            | Y |
| 13. | Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.                                                                             | Y |
| 14. | Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.                                  | Y |

## 8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

- |     |              |   |
|-----|--------------|---|
| 8.1 | Main Library | 1 |
| 8.2 | Branches     | 0 |

- 8.3 Bookmobiles 0
- 8.4 Other Outlets 0
- 8.5 **TOTAL PUBLIC SERVICE  
OUTLETS (Total questions  
8.1 - 8.4)** 1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

- 8.6 Minimum Weekly Total Hours  
- Main Library 40.00
- 8.7 Minimum Weekly Total Hours  
- Branch Libraries 0.00
- 8.8 Minimum Weekly Total Hours  
- Bookmobiles 0.00
- 8.9 **Minimum Weekly Total Hours  
- Total Hours Open (Total  
questions 8.6 - 8.8)** 40.00
- 8.10 Annual Total Hours - Main  
Library 1,600.00
- 8.11 Annual Total Hours - Branch  
Libraries 0.00
- 8.12 Annual Total Hours -  
Bookmobiles 0.00
- 8.13 **Annual Hours Open - Total  
Hours Open (Total questions  
8.10 through 8.12)** 1,600.00

## 8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID-19 pandemic. Report all information in Part 8A from March 7, 2020 to December 31, 2020.

- CV1 Were any of the library's  
outlets physically closed to  
the public for any period of Yes  
time due to the Coronavirus  
(COVID-19) pandemic?
- CV2 Did library staff continue to  
provide services to the public  
during any portion of the Yes  
period when the building was  
physically closed to the  
public due to the Coronavirus  
(COVID-19) pandemic?

- CV3 Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic? Yes
- CV4 Did the library allow users to complete registration for library cards online without having to come to the library before the Coronavirus (COVID-19) pandemic? Yes
- CV5 Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic? Yes
- CV6 Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic? Yes
- CV7 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic? Yes
- CV8 Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic? Yes
- CV9 Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic? Yes
- CV10 Report total number of recordings of program

- content during COVID-19 pandemic. **Optional response. Responses to new questions requiring numerical data may be estimated or left blank the first year.** 66
- CV11 Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets before the Coronavirus (COVID-19) pandemic? Yes
- CV12 Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic? Yes
- CV13 Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic? No
- CV14 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic? No

## 9. SERVICE OUTLET INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service

Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com)

1. Outlet Name Berne Public Library
2. Outlet Name Status 00 (for no change)
3. Street Address 1763 HELDERBERG TRAIL
4. Outlet Street Address Status 00 (for no change)
5. City BERNE
6. Zip Code 12023
7. Phone (enter 10 digits only) (518) 872-1246
8. Fax Number (enter 10 digits only) (518) 872-1246
9. E-mail Address director@bernepubliclibrary.org
10. Outlet URL www.bernepubliclibrary.org
11. County Albany
12. School District Berne-Knox-Westerlo CSD
13. Library System Upper Hudson Library System
14. Outlet Type Code (select one): CE
15. Public Service Hours Per Year for This Outlet 1,600
16. Number of Weeks This Outlet is Open 40
- 16a Number of weeks an outlet closed due to COVID-19 12
- 16b Number of weeks an outlet had limited occupancy due to 4 COVID-19
17. Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)? Y
18. Is the meeting space available for public use even when the outlet is closed? N
19. Total number of non-library sponsored programs,

- meetings and/or events at this outlet 85
20. Enter the appropriate outlet code (select one): LRF
21. Who owns this outlet building? Town
22. Who owns the land on which this outlet is built? Town
23. Indicate the year this outlet was initially constructed 1960
24. Indicate the year this outlet underwent a major renovation costing \$25,000 or more 2015
25. Square footage of the outlet 2,300
26. Number of internet computers at this outlet used by general public 8
27. Number of uses (sessions) of public Internet computers per year 208
28. Type of connection on the outlet's public Internet computers Cable
29. Maximum download speed of connection on the outlet's public Internet computers 10 Greater than or equal to 50 mbps and less than 100 mbps
30. Maximum upload speed of connection on the outlet's public Internet computers 7 Greater than or equal to 10 mbps and less than 15 mbps
31. Internet Provider Spectrum/Time Warner Cable
32. WiFi Access No restrictions to access
33. Number of wireless sessions provided by the library wireless service per year 416
34. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair? Y
35. Is every public part of the outlet accessible to a person in a wheelchair? Y

- |     |                                                              |                                       |
|-----|--------------------------------------------------------------|---------------------------------------|
| 36. | Does your <b>outlet</b> have a Makerspace?                   | N                                     |
| 37. | <i>LIBID</i>                                                 | 8400010650                            |
| 38. | <i>FSCSID</i>                                                | NY0699                                |
| 39. | <i>Number of Bookmobiles in the Bookmobile Outlet Record</i> | 0                                     |
| 40. | <i>Outlet Structure Status</i>                               | 00 (for no change from previous year) |

## 10. OFFICERS AND TRUSTEES

### Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2020. All public and association libraries are required by Education Law to hold at least four meetings a year.

### BOARD MEETINGS

- |      |                                                                                                 |    |
|------|-------------------------------------------------------------------------------------------------|----|
| 10.1 | Total number of board meetings held during calendar year (January 1, 2020 to December 31, 2020) | 11 |
|------|-------------------------------------------------------------------------------------------------|----|

### NUMBER OF TRUSTEES AND TERMS

- |      |                                                                                                                             |      |
|------|-----------------------------------------------------------------------------------------------------------------------------|------|
| 10.2 | Does your library have a range of trustees stated in the library's charter documents (incorporation)?                       | Yes  |
| 10.3 | If yes, what is the range?                                                                                                  | 5-11 |
| 10.4 | If your library has a range, how many voting positions are stated in the library's current by-laws?                         | 8    |
| 10.6 | Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note. | Yes  |
| 10.7 | If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)?                     | 5    |



be uploaded into CollectConnect (but do not include the Board President—this information should still be entered directly into the survey). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#). Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com).

1. Status Filled
2. First Name of Board Member Charles
3. Last Name of Board Member Batcher
4. Mailing Address 1237 Thompson Lake Rd
5. City East Berne
6. Zip Code (5 digits only) 12059
7. E-mail address Batcherc@bernepubliclibrary.org
8. Office Held or Trustee Vice President
9. Term Begins - Month January
10. Term Begins - Year (year) 2020
11. Term Expires December
12. Term Expires - Year (yyyy) 2024
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 01/01/2020
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/01/2020
16. Is this a brand new trustee? N

1. Status Filled
2. First Name of Board Member Marion

3. Last Name of Board Member Burghart
4. Mailing Address 30 Blue Farmer Lane
5. City Berne
6. Zip Code (5 digits only) 12023
7. E-mail address burghartm@bernepubliclibrary.org
8. Office Held or Trustee Secretary
9. Term Begins - Month January
10. Term Begins - Year (year) 2018
11. Term Expires December
12. Term Expires - Year (yyyy) 2022
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 01/06/2018
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/06/2018
16. Is this a brand new trustee? N

1. Status Filled
2. First Name of Board Member Theodor
3. Last Name of Board Member Borys
4. Mailing Address 117 Turner Road
5. City Berne
6. Zip Code (5 digits only) 12023
7. E-mail address boryst@bernepubliclibrary.org
8. Office Held or Trustee Financial Officer
9. Term Begins - Month January

10. Term Begins - Year (year) 2016  
11. Term Expires December

12. Term Expires - Year (yyyy) 2020

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes

14. The date the Oath of Office (mm/dd/yyyy) was taken 01/13/2016

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/13/2016

16. Is this a brand new trustee? N

1. Status Filled  
2. First Name of Board Member Rebecca  
3. Last Name of Board Member Waldenmaier  
4. Mailing Address 1407 Thacher Park Road  
5. City East Berne  
6. Zip Code (5 digits only) 12059  
7. E-mail address waldenmaierb@bernepubliclibrary.org  
8. Office Held or Trustee Trustee  
9. Term Begins - Month January  
10. Term Begins - Year (year) 2017  
11. Term Expires December  
12. Term Expires - Year (yyyy) 2021  
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the

- beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 01/11/2017
  15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/11/2017
  16. Is this a brand new trustee? N
1. Status Filled
  2. First Name of Board Member Lisa
  3. Last Name of Board Member Raymond
  4. Mailing Address 708 Joslyn School Road
  5. City East Berne
  6. Zip Code (5 digits only) 12059
  7. E-mail address raymondl@bernepubliclibrary.org
  8. Office Held or Trustee Trustee
  9. Term Begins - Month January
  10. Term Begins - Year (year) 2016
  11. Term Expires December
  12. Term Expires - Year (yyyy) 2020
  13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes

- 14. The date the Oath of Office (mm/dd/yyyy) was taken 01/12/2016
- 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/12/2016
- 16. Is this a brand new trustee? N

- 1. Status Filled
- 2. First Name of Board Member Emilie
- 3. Last Name of Board Member Wright
- 4. Mailing Address 1667 Helderberg Trail
- 5. City Berne
- 6. Zip Code (5 digits only) 12023
- 7. E-mail address wrighte@bernepubliclibrary.org
- 8. Office Held or Trustee Trustee
- 9. Term Begins - Month January
- 10. Term Begins - Year (year) 2018
- 11. Term Expires December
- 12. Term Expires - Year (yyyy) 2022
- 13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes

- 14. The date the Oath of Office (mm/dd/yyyy) was taken 01/10/2018
- 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/10/2018
- 16. Is this a brand new trustee? N

- 1. Status Vacant

2. First Name of Board Member
3. Last Name of Board Member
4. Mailing Address
5. City
6. Zip Code (5 digits only)
7. E-mail address
8. Office Held or Trustee
  
9. Term Begins - Month
10. Term Begins - Year (year)
11. Term Expires
12. Term Expires - Year (yyyy)
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example:  
Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.
14. The date the Oath of Office (mm/dd/yyyy) was taken
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)
16. Is this a brand new trustee?

**Trustee Education**

Complete one record for each person serving as a trustee as of December 31, 2020. These trustees will not be exactly the same as the trustees listed in the section above.

1. Trustee Name JoAnne Brady
2. Has the trustee participated

- |    |                                                                                     |                     |
|----|-------------------------------------------------------------------------------------|---------------------|
|    | in trustee education in the last calendar year (2020)?                              | N                   |
| 1. | Trustee Name                                                                        | Ted Borys           |
| 2. | Has the trustee participated in trustee education in the last calendar year (2020)? | N                   |
| 1. | Trustee Name                                                                        | Marion Burghart     |
| 2. | Has the trustee participated in trustee education in the last calendar year (2020)? | N                   |
| 1. | Trustee Name                                                                        | Charles Batchner    |
| 2. | Has the trustee participated in trustee education in the last calendar year (2020)? | N                   |
| 1. | Trustee Name                                                                        | Lisa Raymond        |
| 2. | Has the trustee participated in trustee education in the last calendar year (2020)? | N                   |
| 1. | Trustee Name                                                                        | Rebecca Waldenmaier |
| 2. | Has the trustee participated in trustee education in the last calendar year (2020)? | N                   |
| 1. | Trustee Name                                                                        | Emilie Wright       |
| 2. | Has the trustee participated in trustee education in the last calendar year (2020)? | N                   |

## 11. OPERATING FUNDS RECEIPTS

### Local Public Funds/System Cash Grants/Other State

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click [here](#) to read general

instructions before completing this section.

### LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

- 11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.
- |    |                                                                                   |              |
|----|-----------------------------------------------------------------------------------|--------------|
| 1. | Source of Funds                                                                   | Town         |
| 2. | Name of funding County, Municipality or School District                           | Town of Knox |
| 3. | Amount                                                                            | \$7,050      |
| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | N            |
| 5. | Written Contractual Agreement                                                     | N            |

- |    |                                                                                   |               |
|----|-----------------------------------------------------------------------------------|---------------|
| 1. | Source of Funds                                                                   | Town          |
| 2. | Name of funding County, Municipality or School District                           | Town of Berne |
| 3. | Amount                                                                            | \$50,827      |
| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | N             |
| 5. | Written Contractual Agreement                                                     | Y             |

- 11.2 **TOTAL LOCAL PUBLIC FUNDS** \$57,877

### SYSTEM CASH GRANTS TO MEMBER LIBRARY

- |      |                                               |       |
|------|-----------------------------------------------|-------|
| 11.3 | Local Library Services Aid (LLSA)             | \$995 |
| 11.4 | Central Library Aid (CLDA and/or CBA)         | \$0   |
| 11.5 | Additional State Aid received from the System | \$0   |

11.6	Federal Aid received from the System	\$0
11.7	Other Cash Grants	\$446
11.8	<b>TOTAL SYSTEM CASH GRANTS</b> (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$1,441

#### **OTHER STATE AID**

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$1,764
------	---------------------------------------------------------------------------------------------------------------------	---------

#### **Federal Aid/Other Receipts**

#### **FEDERAL AID FOR LIBRARY OPERATION**

11.10	LSTA	\$0
11.11	Other Federal Aid	\$0
11.12	<b>TOTAL FEDERAL AID</b> (Add Questions 11.10 and 11.11)	\$0
11.13	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$0

#### **OTHER RECEIPTS**

11.14	Gifts and Endowments	\$707
11.15	Fund Raising	\$0
11.16	Income from Investments	\$0
11.17	Library Charges	\$713
11.18	Other	\$37
11.19	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$1,457
11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9,	\$62,539

11.12, 11.13 and 11.19)  
11.21 **BUDGET LOANS** \$0

**Transfers/Grant Total**

**TRANSFERS**

11.22 From Capital Fund (Same as Question 14.8) \$0  
11.23 From Other Funds \$0  
11.24 **TOTAL TRANSFERS** (Add Questions 11.22 and 11.23) \$0  
11.25 BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2020 (Same as Question 12.40 of previous year if fiscal year has not changed) \$22,118  
11.26 **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41) \$84,657

**12. OPERATING FUND DISBURSEMENTS**

**Staff/Collection/Capital/Operation and Maintenance**

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

**STAFF EXPENDITURES**

**Salaries & Wages Paid from Library Funds**

12.1 Certified Librarians \$0  
12.2 Other Staff \$39,389

12.3	<b>Total Salaries &amp; Wages Expenditures</b> (Add Questions 12.1 and 12.2)	\$39,389
12.4	<b>Employee Benefits Expenditures</b>	\$3,013
12.5	<b>Total Staff Expenditures</b> (Add Questions 12.3 and 12.4)	\$42,402

#### **COLLECTION EXPENDITURES**

12.6	Print Materials Expenditures	\$3,337
12.7	Electronic Materials Expenditures	\$2,411
12.8	Other Materials Expenditures	\$919
12.9	<b>Total Collection Expenditures</b> (Add Questions 12.6, 12.7 and 12.8)	\$6,667

#### **CAPITAL EXPENDITURES FROM OPERATING FUNDS**

12.10	From Local Public Funds (71PF)	\$7,585
12.11	From Other Funds (71OF)	\$1,764
12.12	<b>Total Capital Expenditures</b> (Add Questions 12.10 and 12.11)	\$9,349

#### **OPERATION AND MAINTENANCE OF BUILDINGS**

##### **Repairs to Building & Building Equipment**

12.13	From Local Public Funds (72PF)	\$0
12.14	From Other Funds (72OF)	\$0
12.15	<b>Total Repairs</b> (Add Questions 12.13 and 12.14)	\$0
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$122
12.17	<b>Total Operation &amp; Maintenance of Buildings</b> (Add Questions 12.15 and 12.16)	\$122

#### **MISCELLANEOUS EXPENSES**

12.18	Office and Library Supplies	\$2,296
12.19	Telecommunications	\$1,980
12.20	Binding Expenses	\$0
12.21	Postage and Freight	\$258
12.22	Professional & Consultant Fees	\$350
12.23	Equipment	\$836
12.24	Other Miscellaneous	\$2,073
12.25	<b>Total Miscellaneous Expenses</b> (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	\$7,793

**Contracts/Debt Service/Transfers/Grand Total**

12.26	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$2,360
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**DEBT SERVICE**

**Capital Purposes Loans (Principal and Interest)**

12.27	From Local Public Funds (73PF)	\$0
12.28	From Other Funds (73OF)	\$0
12.29	<b>Total</b> (Add Questions 12.27 and 12.28)	\$0

Other Loans

12.30	Budget Loans (Principal and Interest)	\$0
12.31	Short-Term Loans	\$0
12.32	<b>Total Debt Service</b> (Add Questions 12.29, 12.30 and 12.31)	\$0

12.33	<b>TOTAL OPERATING FUND DISBURSEMENTS</b> (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)	\$68,693
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## TRANSFERS

### Transfers to Capital Fund

12.34	From Local Public Funds (76PF)	\$0
12.35	From Other Funds (76OF)	\$0
12.36	<b>Total Transfers to Capital Fund</b> (Add Questions 12.34 and 12.35; same as Question 13.8)	\$0
12.37	<b>Transfer to Other Funds</b>	\$0
12.38	<b>TOTAL TRANSFERS</b> (Add Questions 12.36 and 12.37)	\$0
12.39	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (Add Questions 12.33 and 12.38)	\$68,693
12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2020	\$15,964
12.41	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS &amp; BALANCE</b> (Add Questions 12.39 and 12.40; same as Question 11.26)	\$84,657

## ASSURANCE

12.42	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	04/11/2021
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## FISCAL AUDIT

12.43	Last audit performed (mm/dd/yyyy)	N/A
12.44	Time period covered by this audit (mm/dd/yyyy) -	N/A

12.45 (mm/dd/yyyy) Indicate type of audit (select one): N/A

### CAPITAL FUND

12.46 Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report. N

## 13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

### REVENUES FROM LOCAL SOURCES

13.1 Revenues from Local Government Sources \$0

13.2 All Other Revenues from Local Sources \$0

13.3 **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) \$0

### STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction \$0

13.5 Other State Aid \$0

13.6 **Total State Aid** (Add Questions 13.4 and 13.5) \$0

### FEDERAL AID FOR CAPITAL PROJECTS

13.7 **TOTAL FEDERAL AID** \$0

### INTERFUND REVENUE

13.8 Transfer from Operating Fund (Same as Question 12.36) \$0

13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) \$0

13.10 **NON-REVENUE RECEIPTS** \$0

- 13.11 **TOTAL CASH RECEIPTS** \$0  
 (Add Questions 13.9 and  
 13.10)
- 13.12 **BALANCE IN CAPITAL**  
**FUND - Beginning Balance**  
 for Fiscal Year Ending 2020  
 (Same as Question 14.11 of \$0  
 previous year, if fiscal year  
 has not changed)
- 13.13 **TOTAL CASH RECEIPTS**  
**AND BALANCE** (Add \$0  
 Questions 13.11 and 13.12;  
 same as Question 14.12)

## 14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

### PROJECT EXPENDITURES

- 14.1 Construction \$0
- 14.2 Incidental Construction \$0
- Other Disbursements**
- 14.3 Purchase of Buildings \$0
- 14.4 Interest \$0
- 14.5 Collection Expenditures \$0
- 14.6 **Total Other Disbursements**  
 (Add Questions 14.3, 14.4 \$0  
 and 14.5)
- 14.7 **TOTAL PROJECT**  
**EXPENDITURES** (Add \$0  
 Questions 14.1, 14.2 and  
 14.6)
- 14.8 **TRANSFER TO**  
**OPERATING FUND** (Same \$0  
 as Question 11.22)
- 14.9 **NON-PROJECT**  
**EXPENDITURES** \$0
- 14.10 **TOTAL CASH**  
**DISBURSEMENTS AND**

	<b>TRANSFERS</b> (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11	<b>BALANCE IN CAPITAL FUND</b> - Ending Balance for the Fiscal Year Ending 2020	\$0
14.12	<b>TOTAL CASH DISBURSEMENTS AND BALANCE</b> (Add Questions 14.10 and 14.11; same as Question 13.13)	\$0

## 15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

## 16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

*Note:* See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	0.00
16.2	Total Librarians	0.50
16.3	All Other Paid Staff	0.59
16.4	Total Paid Employees	1.09
16.5	State Government Revenue	\$2,759
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$1,903
16.8	Total Operating Revenue	\$62,539
16.9	Other Operating Expenditures	\$10,275
16.10	Total Operating Expenditures	\$59,344
16.11	Total Capital Expenditures	\$9,349
16.12	Print Materials	14,457
16.13	Total Registered Borrowers	1,766
16.14	Other Capital Revenue and Receipts	\$0
16.15	Total Number of Internet Terminals Used by the	8

	<b>General Public</b>	
16.16	Total Uses (sessions) of Public Internet Computers Per Year	208
16.17	Total Wireless Sessions Provided by the Library Wireless Service Per Year	416
16.18	Total Capital Revenue	\$0

## 17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	8400010650
17.2	<i>Interlibrary Relationship Code</i>	ME
17.3	<i>Legal Basis Code</i>	CI
17.4	<i>Administrative Structure Code</i>	SO
17.5	<i>FSCS Public Library Definition</i>	Y
17.6	<i>Geographic Code</i>	OTH
17.7	<i>FSCS ID</i>	NY0699
17.8	<i>SED CODE</i>	800000056228
17.9	<i>INSTITUTION ID</i>	800000056228

## SUGGESTED IMPROVEMENTS

Library Name: BERNE PUBLIC LIBRARY  
 Library System: Upper Hudson Library System  
 Name of Person Completing Form: Kathy Stempel  
 Phone Number: (518) 872-1246

I am satisfied that this resource (Collect) is meeting library needs: Agree

Applying this resource (Collect) will help improve library services to the public: Agree

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if

applicable please indicate  
the question number each  
comment/suggestion refers  
to. Thank you!