

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 April 8, 2021
- Treasurer's Report for May 13, 2021

Payment of bills:

Standing Committee Reports:

- Personnel Committee (Becky & Chuck):
- Finance & Budget Committee (Ted, Marion, Emilie & Kathy):
- Policy Committee (Lisa & JoAnne): "Circulation Policies and Procedures" and "Community Room Policy" for the Library Community room were both adopted at our April meeting. These should both be filed in your policy binder.

Committee Reports:

- Inventory Policy: (JoAnne, Emilie & Kathy), first reading done, vote to adopt at May meeting.
- Patron Complaint Policy: (Ted) first read done, vote to adopt at May meeting
- Disposition of Surplus Property: (Chuck)
- Volunteer Policy: (Becky)
- Covid Policy; Kathy to explain our status.
- Aesthetics Committee (Lisa, JoAnne & Kathy) upgrade Director's office:

Old Business:

- Meetings: since the weather has continued to be chilly and covid guidelines will only allow 6 people in the community room Emilie has secured the Reformed Church Friendship hall for us.
- Building and Maintenance involving the Town: Kathy please update us on these items.
 - 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

- Purchase of perpetual plaque with 18 spots has been approved for purchase not to exceed \$100.00. The plaque is still out of stock at this time.

New Business:

- Memorial day float work bee date is May 30th. Time and location TBA.

Friend's Report: Seed Library doing well online and in person, Memorial Day Parade float decorating work bee on May 30 time and location TBA, Book Sale planned for June 12th 9-4 (3-4 will be bag sale) rain date is June 19th. Set up for sale planned for June 11th 3pm. This will be held outdoors at the library. Bowls for books Ice Cream Social, Book sale(s) will be held at the Berne Town Park on July 18th or 25th from 2-4PM. Scheduling is dependent on park availability. Our proposed dates for music in the park are July 20 & 28 and August 4 & 11. These dates are dependent on park availability.

Director's Report:

Meeting Adjourned:_____ Next meeting June 10, 2021 time: 6:30

Minutes of Berne Public Library Trustees meeting April 8, 2021 (Go To Meeting)

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

Absent: Chuck Batcher

Also present: Kathy Stempel, Director

Call to order at 6:39 p.m.

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

Motion made by Marion to accept the secretary's report. Ted was the second. Motion carried.

Treasurer's report: (written report attached)

Payroll is under budget by \$1,186.05. Other types of income are down. Photocopying significantly down. Expenses are also down. Summer reading to start which will increase expenditures. We have spent 1/3 of the TedEx grant. Sandra and Carrie to take a 6 hour course through the grant. Kathy continues to investigate the hot spot. Marion is expecting the first Mittel bill to come in before the next meeting.

Motion made by Lisa to pay the Mittel bill up to \$150. Ted was the second. Motion carried.

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

Payment of bills: (see attached schedule)

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

Standing Committee Reports:

Personnel Committee (Becky & Chuck) Becky reported they met with Kathy to discuss her review. Becky stated we are working well as a team. Kathy is looking forward to exploring new ideas and what the library can offer our patrons.

Finance & Budget Committee: (Ted, Marion, Emilie & Kathy) Marion has the 4 th quarter of 2000

audit ready and the committee will set up a time to meet.

Policy Committee: (JoAnne & Lisa) nothing to report at this time

Committee Reports:

Inventory Policy: (JoAnne, Emilie & Kathy) First reading completed, will vote on at May 13, 2021 meeting.

Community Room policy (at library): Motion to accept the Community Room Policy as noted made by Emilie. Marion was second. Motion carried.

Circulation Policy and Procedures: (Emilie and Lisa) Motion to accept the Circulation Policy and Procedures as noted made by Emilie. Marion was second. Motion carried.

Patron Complaint Policy: (Ted) First read completed and will vote on at May 13, 2021 meeting.

Disposition of Surplus Property: (Chuck) Chuck working on.

Volunteer Policy: (Becky) Becky working on.

Covid Policy: We remain at level D-1.

Aesthetics Committee: Working on Kathy's office and making progress.

Old Business:

Meetings: We are planning to meet for our May meeting in person at the library pending weather.

Building and Maintenance involving the Town: April 8, 2021 agenda list remains the same.

Works orders were submitted.

Inventory of non-circulating items has been completed.

Purchase of the plaque is being delayed by supply. Will try to order again in May.

Library and Town agreement is signed and returned to us.

New Business: Nothing to report at this time.

Friends Report: Kathy is to look into UHLS Antiracism training program. Kathy will be doing a float for the Memorial Day parade and will tie it in with the summer reading program. The FOBL will purchase a picnic table and canopy. Kathy to check with the town on placement. We would like to get an outside outlet on the shed. Continued work on bowls for books as an ice cream social, book sale in June, music in the park over the summer. A farmer's market will be held every Saturday at the Town Park starting May 1, 2021, 11-5.

Director's Report: Kathy's report is attached.

Meeting adjourned: 8:11 pm Next meeting May13, 2021 at 6:30 p.m.

Berne Public Library
Income & Expense Report (Budget vs. Actual)
 January 1 through May 12, 2021

	Jan 1 - May 12, 21	Budget
Ordinary Income/Expense		
Income		
Direct Public Grants		
ALA Grant	3,000.00	
County of Albany	269.43	
Total Direct Public Grants	3,269.43	
Direct Public Support		
Individual Patron Contributions	93.10	240.00
Non-profit Organization Contrib		360.00
Total Direct Public Support	93.10	600.00
Government Grants		
E-commerce grant	37.12	
E-rate reimbursement	15.69	
LLSA Funding	387.00	1,400.00
Local Government Grants		
Agency Grant - Town of Berne		
Town of Berne Direct Pay		
Berne Direct Pay FICA	981.91	3,118.00
Town of Berne Direct Pay - Other	12,835.76	40,759.00
Total Town of Berne Direct Pay	13,817.67	43,877.00
Agency Grant - Town of Berne - Other	8,300.00	8,300.00
Total Agency Grant - Town of Berne	22,117.67	52,177.00
Agency Grant - Town of Knox	7,050.00	7,000.00
Total Local Government Grants	29,167.67	59,177.00
State Grants		
2018 Special Legislative Grant		1,184.64
Total State Grants		1,184.64
Total Government Grants	29,607.48	61,761.64
Other Types of Income		
Book Replacement	51.85	100.00
Book Sales	108.91	75.00
Coffee		25.00
Fax Revenue	40.75	150.00
Library Fines	95.31	800.00
Miscellaneous Revenue	1.50	50.00
Photocopying Revenue	80.40	450.00
Total Other Types of Income	378.72	1,650.00
Total Income	33,348.73	64,011.64
Gross Profit	33,348.73	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	508.64	1,184.64
Total Equip Rental and Maintenance	508.64	1,184.64

Berne Public Library
Income & Expense Report (Budget vs. Actual)
 January 1 through May 12, 2021

	Jan 1 - May 12, 21	Budget
Equipment Purchase		800.00
Total Facilities and Equipment	508.64	1,984.64
Operations		
Books & Reference Materials		
Books on CD	24.99	
E-content	2,024.29	2,450.00
Magazines		350.00
Software Applications	25.00	50.00
Videos	280.25	950.00
Books & Reference Materials - Other	1,298.47	4,200.00
Total Books & Reference Materials	3,653.00	8,000.00
Cleaning Supplies	50.38	150.00
Postage, Mailing Service		225.00
Printing and Copying		600.00
Supplies	52.23	800.00
Telephone, Telecommunications	527.91	2,000.00
UHLS Service Dues	1,239.22	2,425.00
Total Operations	5,522.74	14,200.00
Other Types of Expenses		
Memberships and Dues		225.00
Total Other Types of Expenses		225.00
Programs		
Adult Events		
TedX	1,022.90	
Adult Events - Other		300.00
Total Adult Events	1,022.90	300.00
Children & Young Adult Programs		
Storytime		40.00
Summer Reading	114.82	275.00
Children & Young Adult Programs - Other	42.02	360.00
Total Children & Young Adult Programs	156.84	675.00
Total Programs	1,179.74	975.00
Salary	12,835.76	40,759.00
Taxes		
FICA	981.91	3,118.00
Total Taxes	981.91	3,118.00
Travel and Meetings		
Conference, Convention, Meeting	142.00	800.00
Travel		240.00
Total Travel and Meetings	142.00	1,040.00
Total Expense	21,959.05	64,011.64
Net Ordinary Income	11,389.68	
Net Income	11,389.68	

Berne Public Library
2021 Payroll

Pay Period	Pay Period End Date	Paycheck Date	Gross	Budget: \$40,759.00		Under (Over)	-\$0.08 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	\$1,574.50	\$11,362.50	\$29,396.50	\$1,178.70	\$120.45	\$869.17
9	04/30/21	05/06/21	\$1,473.76	\$12,836.26	\$27,922.74	\$1,272.59	\$112.74	\$981.91
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

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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	29,094.93	312.98	811.69	28,596.22	0.00	0.00
x3877	1.00	0.00	0.00	1.00	0.00	0.00
TOTAL	29,095.93	312.98	811.69	28,597.22	0.00	0.00

BUSINESS - 1692740749

Date	Transaction Description	Transaction Amount	Balance
	Previous Balance		\$29,094.93
04/05	Deposit Cash	43.55	29,138.48
04/15	Check 3285	-104.24	29,034.24
04/16	Check 3284	-69.97	28,964.27
04/16	Check 3286	-290.94	28,673.33
04/19	Deposit Check	269.43	28,942.76
04/19	Check 3283	-313.54	28,629.22
04/22	Check 3287	-33.00	28,596.22
	Annual Percentage Yield Earned:	0.00%	
	For the period from 04/01 through 04/30		
	New Balance	\$28,596.22	
	Dividends YTD:	\$0.00	
	Average Monthly Balance:	\$28,869.08	

SHARE DRAFT SUMMARY

Check#	Date	Amount	Check#	Date	Amount
3283	04/19/2021	313.54	3286	04/16/2021	290.94
3284	04/16/2021	69.97	3287	04/22/2021	33.00
3285	04/15/2021	104.24			

*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 04/01 through 04/30		
	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 04/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						29,094.93
Cleared Transactions						
Checks and Payments - 5 items						
Check	04/06/2021	3283	Baker & Taylor	X	-313.54 ✓	-313.54
Check	04/06/2021	3286	Citizen's Bank	X	-290.94 ✓	-604.48
Check	04/06/2021	3285	National Business L...	X	-104.24 ✓	-708.72
Check	04/06/2021	3284	Midwest Tape	X	-69.97 ✓	-778.69
Check	04/06/2021	3287	Time Warner Cable	X	-33.00 ✓	-811.69
Total Checks and Payments					-811.69	-811.69
Deposits and Credits - 2 items						
Deposit	04/02/2021			X	43.55 ✓	43.55
Deposit	04/19/2021			X	269.43 ✓	312.98
Total Deposits and Credits					312.98	312.98
Total Cleared Transactions					-498.71	-498.71
Cleared Balance					-498.71	28,596.22
Uncleared Transactions						
Deposits and Credits - 1 item						
Deposit	04/29/2021				387.00	387.00
Total Deposits and Credits					387.00	387.00
Total Uncleared Transactions					387.00	387.00
Register Balance as of 04/30/2021					-111.71	28,983.22
New Transactions						
Checks and Payments - 5 items						
Check	05/12/2021	3291	UHLS - Upper Huds...		-693.13	-693.13
Check	05/12/2021	3292	UHLS - Upper Huds...		-619.61	-1,312.74
Check	05/12/2021	3288	Baker & Taylor		-221.06	-1,533.80
Check	05/12/2021	3289	Citizen's Bank		-167.72	-1,701.52
Check	05/12/2021	3290	National Business L...		-104.24	-1,805.76
Total Checks and Payments					-1,805.76	-1,805.76
Deposits and Credits - 1 item						
Deposit	05/11/2021				176.42	176.42
Total Deposits and Credits					176.42	176.42
Total New Transactions					-1,629.34	-1,629.34
Ending Balance					-1,741.05	27,353.88

May 12, 2021 – Payment of Bills

➤ Bills

- Baker and Taylor, books: \$221.06
- Credit Card-Videos, Takeaway supplies, Cleaning: \$67.72
- National Business Leasing for monthly printer lease: \$104.24
- UHLS, e-content. ERO, SSL, laptop and Hoopla: \$693.13
- UHSL-UHLAN Q2: \$619.61

Midtel-\$338.83



Director's Report May 13, 2021

Covid: We are in Phase 4 - Update:

*Regular hours

*Continue Mask and distancing

*No indoor programs

*Patron time limits to 30 minutes for computer use, browsing, research and other indoor activities.

*Discontinue quarantine items due to research that shows Covid is spread through air particles.

According to the CDC if people spend a prolonged period of time in a space, the virus can linger in the air and infect someone who walks through. Opening windows and doors is one way to help stop the spread of the Covid virus. I encourage staff to open the windows at every shift. We should continue limiting patron's time spent in the library

UHLS: Annual Celebration will be virtual on Wednesday, June 9 at 6:30. Guest speaker is Gretchen Sorin. Awards will be presented and UHLS elections will be held.

Grievance Day Closure: The Assessor's request to have the library closed for Grievance Day, May 25 from 2:00 PM through the rest of the day. We have accommodated this request in the past.

Hoopla: 46 Registered patrons

Movie spending 2 @ \$4.98, Television spending 5 @ \$9.95, Audiobook spending 13 @ \$22.32, E book spending 7 @ \$8.03, Total 27 Circs @ \$45.28

Midtel: Discussion to follow at meeting.

Tech Support: Rawdon from UHLS suggested we replace the battery in the server for \$35. He said the shelf life of that kind of battery is 4-6 years and we are over. He also suggested we purchase a new computer every year. The purpose of this is to keep at least one computer new and updated. Rawdon's example was when Watervliet library

bought 15 computers at one time they all started to have problems at the same time. Therefore, the yearly purchase would eliminate that problem. I would recommend 1 every other year if that.

Staff meeting: At our last staff meeting we addressed the Summer Reading Program. This year each staff member will provide the community with 3 programs. Carrie will concentrate on school aged children and Sandra will be in charge of adult programming. I have preschool, teens and family programs.

Worms: We still have composting worms to give away. The library will have a small composting bin in the library for observation.

Upcoming events:

May 16 - Bike Ride on the Voorheesville trail. Meet at 1-3

May 22 - Glazing Bowls 11 AM

June 1 - Start of Summer Reading sign up

June 12 - Book Sale 9-4

June 13 - Hike on Cole Hill. Park of of Irish Hill 1-3

Youth Services:

Storytime continues to be virtual. The last take and make was a sunflower seed planting kit.

Submitted by
Kathy Stempel