

## Berne Public Library - Trustees' Agenda for July 9, 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 June 10, 2021
- Treasurer's Report for July 9, 2021

Payment of bills:

Standing Committee Reports:

- Personnel Committee (Becky & Chuck):
- Finance & Budget Committee (Ted, Marion, Emilie & Kathy):
- Policy Committee (Lisa & JoAnne):

Committee Reports:

- Disposition of Surplus Property: (Chuck)
- Volunteer Policy: (Becky)
- Aesthetics Committee (Lisa, JoAnne & Kathy) upgrade Director's office:

Old Business:

- Building and Maintenance involving the Town: Kathy please update us on these items.
  - Water supply - the two wells on the Library property were abandoned - Kathy has details \*\*
  - Parking Lot - needs to be swept, sealed and lined spring/summer project \*\*

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

- Marion - Procurement Policy, Investment Policy & Capital Policy first read was done 6/10/2021
- Kathy: Server Battery

Friend's Report: Book Sale recap

Bowls for books Ice Cream Social, Book sale(s) will be held at the Berne Town Park on July 18th from 2-4PM. Sign up sheet is on the table by the entry

The dates for music in the park are July 21 & 28 and August 4, & 11 & 18.

We need help and food donations for Music in the Park! A sign up sheet will be available soon.

Director's Report:

Meeting Adjourned:\_\_\_\_\_ Next meeting August12, 2021 time: 6:30

## **Berne Public Library Trustees meeting on June 10, 2021**

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

Also Present: Kathy Stempel, Director

**Call to order @ 6:41 pm**

**Secretary's report:** (see attached)

In the Treasurer's report, change Physical policy to Procurement policy. In Old Business, change JoAnne to Kathy.

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

**Treasurer's report:** (see attached)

First reading of the Procurement Policy and Investment Policy. Will change Responsibility to President and Finance Committee. In the Investment Policy we will keep monies to be deposited within thirty (30) days. Marion will check with the accountant as to whether our reports should read bank or credit union. First reading of the Capitalization Policy. Responsibility will stay as Director and Treasurer. All three policies need to be reviewed annually and this will be placed on our yearly calendar. Payroll still under budget. Monthly petty cash off but believe this was due to the cash register not being cleared properly the previous month. It is balanced now.

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

**Payment of bills:** (see attached)

Marion spoke with our Midtel representative and our account will be adjusted to \$143.07 per month which will be due on the 23<sup>rd</sup> of each month. We did have a \$5 late fee with all the confusion for the past statement.

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

### **Standing Committee Reports:**

Personnel Committee (Becky & Chuck) Nothing to report.

Finance & Budget (Marion, Ted, Emilie & Kathy) Met in May to review the first quarter finances.

Policy Committee (JoAnne & Lisa) See Treasurer's report.

### **Committee Reports:**

Disposition of Surplus Property: (Chuck) Working on.

Volunteer Policy: (Becky) Working on.

Aesthetics Committee: (Lisa, JoAnne and Kathy). Continued progress in the Director's office.

**Old Business:**

Building and Maintenance: Fence is completed. Water test results are complete. We are still not able to drink tap water. Chance suggested we talk with the school and work together on getting hooked into their water system. Kathy spoke with Dr. Mundell and he seems very willing to work with us on getting water to the library. Kathy and JoAnne to talk with Jason the town's engineer to get an estimate on cost. We will then write a formal letter to the school requesting water hookup. The next step will be to apply for a grant. Kathy will talk with the Highway Department to see if the Library parking lot can be included in the sealing process.

**New Business:**

Kathy is working on the server battery issue with Rawdon. He is also ordering a new computer and monitor for us.

JoAnne took a class on facilitating conversations. The presenter was Ron Kirsop who serves 42 public libraries in Western, New York. He discussed understanding the principles of facilitating a conversation, strategies for facilitating conversations and handling difficult conversations.

Annual celebration was virtual this year.

**Friends Report:**

Book sale June 12<sup>th</sup>. Ice cream social July 18<sup>th</sup>. Music in the park will be July 21<sup>st</sup>, 28<sup>th</sup>, and August 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>.

**Director's Report:** (see attached)

We will use updated CDC guidelines. Kathy will discuss with employees whether we will require masks to be worn in the library and then email us the decision. Community room to open with CDC guidelines.

**Meeting adjourned @ 8:23 pm**

Submitted by Lisa Raymond

**Berne Public Library**  
**Income & Expense Report (Budget vs. Actual)**  
 January 1 through July 7, 2021

	Jan 1 - Jul 7, 21	Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Direct Public Grants</b>		
ALA Grant	3,000.00	
County of Albany	269.43	
<b>Total Direct Public Grants</b>	3,269.43	
<b>Direct Public Support</b>		
Individual Patron Contributions	207.95	240.00
Non-profit Organization Contrib	164.25	360.00
<b>Total Direct Public Support</b>	372.20	600.00
<b>Government Grants</b>		
E-commerce grant	37.12	
E-rate reimbursement	15.69	
LLSA Funding	387.00	1,400.00
<b>Local Government Grants</b>		
Agency Grant - Town of Berne		
Town of Berne Direct Pay		
Berne Direct Pay FICA	1,461.19	3,118.00
Town of Berne Direct Pay - Other	19,100.91	40,759.00
<b>Total Town of Berne Direct Pay</b>	20,562.10	43,877.00
Agency Grant - Town of Berne - Other	8,300.00	8,300.00
<b>Total Agency Grant - Town of Berne</b>	28,862.10	52,177.00
Agency Grant - Town of Knox	7,050.00	7,000.00
<b>Total Local Government Grants</b>	35,912.10	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>	36,351.91	61,761.64
<b>Other Types of Income</b>		
Book Replacement	83.84	100.00
Book Sales	113.91	75.00
Coffee	1.00	25.00
Fax Revenue	64.75	150.00
Library Fines	106.91	800.00
Miscellaneous Revenue	5.50	50.00
Photocopying Revenue	133.35	450.00
<b>Total Other Types of Income</b>	509.26	1,650.00
<b>Total Income</b>	40,502.80	64,011.64
<b>Gross Profit</b>	40,502.80	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	717.12	1,184.64
Equip Rental and Maintenance - Other	19.88	
<b>Total Equip Rental and Maintenance</b>	737.00	1,184.64

**Berne Public Library**  
**Income & Expense Report (Budget vs. Actual)**  
 January 1 through July 7, 2021

	Jan 1 - Jul 7, 21	Budget
Equipment Purchase		800.00
Facilities and Equipment - Other	680.01	
<b>Total Facilities and Equipment</b>	<b>1,417.01</b>	<b>1,984.64</b>
<b>Operations</b>		
<b>Books &amp; Reference Materials</b>		
Books on CD	47.79	
E-content	2,024.29	2,450.00
Magazines		350.00
Software Applications	72.99	50.00
Videos	332.72	950.00
Books & Reference Materials - Other	1,811.21	4,200.00
<b>Total Books &amp; Reference Materials</b>	<b>4,289.00</b>	<b>8,000.00</b>
Cleaning Supplies	50.38	150.00
Postage, Mailing Service	150.00	225.00
Printing and Copying	57.33	600.00
Supplies	429.38	800.00
Telephone, Telecommunications	1,123.36	2,000.00
UHLS Service Dues	1,239.22	2,425.00
<b>Total Operations</b>	<b>7,338.67</b>	<b>14,200.00</b>
<b>Other Types of Expenses</b>		
Memberships and Dues	123.75	225.00
<b>Total Other Types of Expenses</b>	<b>123.75</b>	<b>225.00</b>
<b>Programs</b>		
<b>Adult Events</b>		
TedX	1,184.90	
Adult Events - Other	23.11	300.00
<b>Total Adult Events</b>	<b>1,208.01</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	42.02	360.00
<b>Total Children &amp; Young Adult Programs</b>	<b>156.84</b>	<b>675.00</b>
<b>Programs - Other</b>	<b>86.47</b>	
<b>Total Programs</b>	<b>1,451.32</b>	<b>975.00</b>
<b>Salary</b>	<b>19,100.91</b>	<b>40,759.00</b>
<b>Taxes</b>		
FICA	1,461.19	3,118.00
<b>Total Taxes</b>	<b>1,461.19</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>31,823.11</b>	<b>64,011.64</b>
<b>Net Ordinary Income</b>	<b>8,679.69</b>	
<b>Net Income</b>	<b>8,679.69</b>	

Berne Public Library  
2021 Payroll

Pay Period	Pay Period End Date	Paycheck Date	Gross	Budget: \$40,759.00		Under (Over)	0.0765	
				YTD	Balance		FICA	YTD
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	\$1,609.88	\$14,446.14	\$26,312.86	\$1,230.36	\$123.16	\$1,105.07
11	05/28/21	06/03/21	\$1,570.51	\$16,016.65	\$24,742.35	\$1,227.50	\$120.14	\$1,225.21
12	06/11/21	06/17/21	\$1,508.63	\$17,525.28	\$23,233.72	\$1,286.52	\$115.41	\$1,340.62
13	06/25/21	07/01/21	\$1,576.13	\$19,101.41	\$21,657.59	\$1,278.04	\$120.57	\$1,461.19
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	27,049.27	324.58	1,037.80	26,336.05	0.00	0.00
x3877	1.00	0.00	0.00	1.00	0.00	0.00
<b>TOTAL</b>	<b>27,050.27</b>	<b>324.58</b>	<b>1,037.80</b>	<b>26,337.05</b>	<b>0.00</b>	<b>0.00</b>

### BUSINESS - 1692740749

Date	Transaction Description	Transaction Amount	Balance
	<b>Previous Balance</b>		<b>\$27,049.27</b>
06/08	Deposit Cash and Check	324.58	27,373.85
06/16	Over Counter Check 3300 sefcu check	-23.11	27,350.74
06/16	Over Counter Check 3301 sefcu check	-100.34	27,250.40
06/16	Check 3296	-104.24	27,146.16
06/16	Check 3298	-148.07	26,998.09
06/17	Check 3295	-299.80	26,698.29
06/17	Check 3299	-47.99	26,650.30
06/17	Check 3297	-150.00	26,500.30
06/21	Check 3294	-164.25	26,336.05
	Annual Percentage Yield Earned: 0.00%		
	For the period from 06/01 through 06/30		
	<b>New Balance</b>	<b>\$26,336.05</b>	
	Dividends YTD:	\$0.00	
	Average Monthly Balance:	\$26,823.18	

### SHARE DRAFT SUMMARY

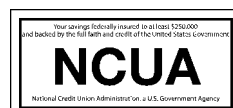
Check#	Date	Amount	Check#	Date	Amount
3294	06/21/2021	164.25	3298	06/16/2021	148.07
3295	06/17/2021	299.80	3299	06/17/2021	47.99
3296	06/16/2021	104.24	3300	06/16/2021	23.11
3297	06/17/2021	150.00	3301	06/16/2021	100.34

\*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 06/01 through 06/30		
	<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 06/30/2021**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						27,049.27
<b>Cleared Transactions</b>						
<b>Checks and Payments - 8 items</b>						
Check	06/08/2021	3295	Baker & Taylor	X	-299.80	-299.80
Check	06/08/2021	3294	Citizen's Bank	X	-164.25	-464.05
Check	06/08/2021	3297	U.S. Postal Service	X	-150.00	-614.05
Check	06/08/2021	3298	MidTel	X	-148.07	-762.12
Check	06/08/2021	3296	National Business L...	X	-104.24	-866.36
Check	06/08/2021	3301	JoAnne Brady	X	-100.34	-966.70
Check	06/08/2021	3299	Kathleen Stempel	X	-47.99	-1,014.69
Check	06/08/2021	3300	JoAnne Brady	X	-23.11	-1,037.80
Total Checks and Payments					-1,037.80	-1,037.80
<b>Deposits and Credits - 1 item</b>						
Deposit	06/08/2021			X	324.58	324.58
Total Deposits and Credits					324.58	324.58
Total Cleared Transactions					-713.22	-713.22
Cleared Balance					-713.22	26,336.05
Register Balance as of 06/30/2021					-713.22	26,336.05
<b>New Transactions</b>						
<b>Checks and Payments - 9 items</b>						
Check	07/04/2021	3306	UHLS - Upper Huds...		-900.22	-900.22
Check	07/04/2021	3304	Citizens Bank		-207.91	-1,108.13
Check	07/04/2021	3303	MidTel		-142.77	-1,250.90
Check	07/04/2021	3302	National Business L...		-104.24	-1,355.14
Check	07/04/2021	3307	Carrie Needham		-81.00	-1,436.14
Check	07/04/2021	3308	Sandra Kisselback		-81.00	-1,517.14
Check	07/04/2021	3305	Baker & Taylor		-25.49	-1,542.63
Check	07/07/2021	3309	Baker & Taylor		-210.25	-1,752.88
Check	07/07/2021	3310	National Business T...		-24.34	-1,777.22
Total Checks and Payments					-1,777.22	-1,777.22
<b>Deposits and Credits - 1 item</b>						
Deposit	07/01/2021				85.06	85.06
Total Deposits and Credits					85.06	85.06
Total New Transactions					-1,692.16	-1,692.16
<b>Ending Balance</b>					<b>-2,405.38</b>	<b>24,643.89</b>

## July 8, 2021 – Payment of Bills

### ➤ Bills

- National Business Leasing for monthly printer lease: \$104.24
- Midtel: \$142.77
- Credit Card-videos, supplies, drinks (Friends): \$207.91
- Baker and Taylor, books: \$25.49
- UHLS-mask, computer and monitor, NYLA, battery: \$900.22
- Carrie Needham- Training LTC grant: \$81.00
- Sandra Kisselback- Training LTC grant: \$81.00
- Baker and Taylor – more books \$210.25
- National Business Technologies- printing overages \$24.34

\$1777.22



## July 2021 Director's Trustee Report

Covid update- The library continues to use the CDC recommendations. We might want to add that masks are recommended for unvaccinated people.

Directors Association - The Open Meetings Law is back in effect from before the pandemic.

The construction grant portal is now open for the first draft proposals until August 2 . For the first time since March 2020 the next DA meeting will be in person. There still will be a virtual meeting option.

UHLS Tech Support -

The library has a new computer and HDMI monitor. Rawdon mounted the 5"x5" computer to the desk to prevent theft.

The UPS device the library purchased is used for protection from power outages. It is like a surge protector that keeps the equipment from spiking and burning out.

Advocacy -

We had a library table at the Town Park during the fireworks display. 60 pamphlets were handed out to the crowd by volunteers.

July 10 is Family Fun Day at Camp Woodstock. Amy Prowarzynski, The Westerlo library director, and I will share a library table that day.

Library Water -

I had a short conversation with Dr, Mundell, school superintendent, about the possibilities of piping into the school's water for the library. He seemed positive about it working out. Jason Preisner , town engineer, has taken over communications with the school. We are going to look into funding and will apply to the NYS Library Construction Grant for the cost of the installation of the project.

Emergency Connectivity Funds- Purchases made for WiFi, particularly in our case, mobile hotspots can be reimbursed if purchased between July 1, 2021 through June 30, 2022. The plan is to purchase mobile hotspots with LTC grant and apply to the ECF grant for the cost of service.

## The Shed-

The shed will be shared by the Friends of the Library. Donated books will be organized and stored on the plastic shelves in marked boxes. Donna Gwin and other volunteers will be going through the boxes and eliminating poor quality items. A work table will be set up in the middle of the shed and most of the plastic shelving will be placed on the sides of the walls.

Hoopla - Last month's stats are as follows.

16 Audios = \$41.34

5 ebooks = \$5.90

1 Movie = \$.99

4 Television = \$7.96

26 items = \$56.19

Family Program- July 18, 2-4 Bowls for Books held at the Berne Town Park

Adult Program-

July 20, @ 6:30 Watercolor Painting

July 23 @ 6:30 Career Dogs

Youth Services-

July 12 @ 7:00 is the date for the Teen Video meeting.

July 13 @ 3:00 is a program for pre-school children titled paws. Kids will sing the BINGO song using bells and other activities related to animals.

July 19 @ 6:00 The first of our barnyard series will be Kelly's goats at 6:00.

July 22 @ 12:00 is a program titled Butterfly Pudders for school age children

July 29 @ 7:00 teens will take apart toys and rebuild their own Frankentoy.

Submitted by

Kathy Stempel