

Berne Public Library - Trustees' Agenda for October 14, 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: _____

- Roll Call
- Adoption of agenda (any changes or additions to the agenda should be made at this time).
- Secretaries Report for September 9, 2021 and Correspondence
- Public Comment
- Treasurer's Report for October 14, 2021

Payment of bills:

Standing Committee Reports:

- Personnel Committee (Becky &): Need to replace Chuck
- Finance & Budget Committee (Ted, Marion, Emilie & Kathy):
- Policy Committee (Lisa &): need to review by-laws, need to replace JoAnne

Committee Reports:

- Disposition of Surplus Property: Need someone to volunteer to do this policy
- Volunteer Policy: first read was done, a few changes suggested. Vote on to accept if OK at Oct. meeting
- Aesthetics Committee (Lisa & Kathy) upgrade Director's office:
- Friends Agreement - should we have this or just the MOU done each year instead?

Old Business:

- Building and Maintenance involving the Town:
 - Water supply - the Town is working on this with the school
 - Parking Lot - needs to be swept, sealed and lined spring/summer project, as of their July meeting the Town only has one bid. Another bid was given to the Town from M4M Paving.
 - **Make sure that the front doors are fixed correctly or replaced! This is a fire exit.**
- Tim Burke is helping with an MOU for the Trustees and Friends
- Trustee and Friends meeting review

New Business:

- The Minutes from Jan 2021 through July 2021 and going forward will also include the Treasures Report, Directors report and any other item that says see attached on the minutes. This in turn will make the minutes complete.
- Open Trustee positions - immediate through 12/31/2024 (3 year term) and 12/31/2023 (2 year term).
- Friends business

Friend's Report:

Director's Report:

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

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

Berne Public Library Trustees meeting on September 9, 2021

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

Also Present: Kathy Stempel, Director; Cheryl Jones, Ann Hein, and Jon Valcovich

Call to order @ 6:37 pm

Secretary's Report: (see attached)

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

Public Comment: Cheryl and Ann asked about the upcoming open trustee position. Chuck Batcher has submitted a letter of resignation. We are waiting for the Town of Berne to accept his resignation. We will then be able to advertise the open position through the Altamont Enterprise and the Library website. Applicants will be asked to submit a letter of intention to include qualifications and interest in being a trustee. The Trustees will send a recommendation to the Town Board and they will decide who will serve as a Trustee.

Treasurer's report: (see attached)

We are chipping away at the overage for payroll. Income from fines and copying are down. \$5000.00 was transferred to NTB. Kathy to spend the rest of the Ted X grant money before the end of October. We will attach a copy of the NTB statement to the Income and Expense report.

A motion was made by Emilee to allow a check be written in advance (to the presenter) to pay for programming if we have the proper contract or agreement signed. JoAnne was second. Motion carried.

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

Payment of Bills: (see attached)

We changed our security vendor from Norton to Bit Defender as recommended by UHLS. Additional bills to be included for approval tonight are the Altamont Enterprise for \$49 and magazines for \$314.95.

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

Budget for 2022: We have added a “donations in lieu of fines” line to replace the “Fines” line, and decreased this to \$100. We had discussion and corrections to the proposed budget. We have asked to Town of Knox for a \$50 increase. We are asking the Town of Berne for an additional \$200 and a 2% raise for employees. We are also requesting an additional five hours of administrative time for Kathy. Marion will update our proposal to the Town of Berne which will include the information stated above.

Motion to accept the revised budget was made by Lisa. Second by Becky. Motion carried.

Standing Committee Reports:

Personnel Committee (Becky & Chuck) We will need to replace Chuck as soon as the Town of Berne approves his resignation.

Finance & Budget (Marion, Ted, Emilie & Kathy) Please see “Budget for 2022” discussion above.

Policy Committee (JoAnne & Lisa) JoAnne and Lisa to meet to discuss By-Laws

Committee Reports:

Disposition of Surplus Property (Chuck) JoAnne has started work on this policy.

Procurement Policy is completed.

Investment Policy: Emilie made a motion through email to change the bank from SEFCU to NBT. Marion was second. Motion carried through email and signatures at the Library. Motion to accept the Investment Policy as written and dated 9/9/21 was made by Lisa. Second by Becky. Motion carried.

Volunteer Policy (Becky) The first reading is complete. We will have a second reading at the October meeting.

Aesthetics Committee (Lisa, JoAnne & Kathy) The director's office is still a work in progress.

Friends Agreement: A meeting has been set for the Library Board, Director and FOBL to meet on September 16th at 6:30 to discuss the Memorandum of Understanding between the two groups.

Old Business:

The Town of Berne is working with the school district on resolving our water issues. Parking lot still needs to be done.

New Business:

Open trustee position discussed at Public Comment.

Friends Report: Becky reported the raffle money from Music in the Park will be used to help fund Heldercon and volunteers were needed. October 4th is Community Conversation Know Your Candidate. Photo Contest categories are Vroom, Garden Delights, Play Ball and All Creatures Great and Small. FOBL will not be hosting the Lasagna Dinner this year.

Director's Report: (see attached)

We received 20 hotspots from Kajeet grant. We need to update the loan policy and also Kathy will make a guideline form to be signed by an adult.

Meeting adjourned @ Emilie made a motion to adjourn the meeting at 8:37 pm. Becky was second. Motion carried.

Next Meeting: October 14, 2021 @ 6:30 pm

Submitted by Lisa Raymond

Berne Public Library
Income & Expense Report (Budget vs. Actual)
 January 1 through October 14, 2021

	Jan 1 - Oct 14, 21	Budget
Ordinary Income/Expense		
Income		
Direct Public Grants		
ALA Grant	3,000.00	
County of Albany	269.43	
UHLS Association Grants		
Other Grants	393.17	
Total UHLS Association Grants	393.17	
Total Direct Public Grants	3,662.60	
Direct Public Support		
Individual Patron Contributions	276.51	240.00
Non-profit Organization Contrib	352.47	360.00
Total Direct Public Support	628.98	600.00
Government Grants		
E-rate reimbursement	15.69	
LLSA Funding	1,630.80	1,400.00
Local Government Grants		
Agency Grant - Town of Berne		
Town of Berne Direct Pay		
Berne Direct Pay FICA	2,343.76	3,118.00
Town of Berne Direct Pay - Other	30,638.31	40,759.00
Total Town of Berne Direct Pay	32,982.07	43,877.00
Agency Grant - Town of Berne - Other	8,300.00	8,300.00
Total Agency Grant - Town of Berne	41,282.07	52,177.00
Agency Grant - Town of Knox	7,050.00	7,000.00
Total Local Government Grants	48,332.07	59,177.00
State Grants		
2018 Special Legislative Grant		1,184.64
Total State Grants		1,184.64
Total Government Grants	49,978.56	61,761.64
Investments	23,417.82	
Other Types of Income		
Book Replacement	109.83	100.00
Book Sales	124.66	75.00
Coffee	2.00	25.00
Fax Revenue	88.25	150.00
Library Fines		
E-commerce payments	40.98	
Library Fines - Other	134.76	800.00
Total Library Fines	175.74	800.00
Miscellaneous Revenue	8.50	50.00
Photocopying Revenue	225.90	450.00
Total Other Types of Income	734.88	1,650.00
Total Income	78,422.84	64,011.64
Gross Profit	78,422.84	64,011.64
Expense		
Advertising	614.71	1,360.00
close account	23,417.82	

Berne Public Library
Income & Expense Report (Budget vs. Actual)
 January 1 through October 14, 2021

	Jan 1 - Oct 14, 21	Budget
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	1,029.84	1,184.64
Equip Rental and Maintenance - Other	19.88	
Total Equip Rental and Maintenance	1,049.72	1,184.64
Equipment Purchase		800.00
Facilities and Equipment - Other	680.01	
Total Facilities and Equipment	1,729.73	1,984.64
Miscellaneous Fees		
Bank Charges	86.04	
Total Miscellaneous Fees	86.04	
Operations		
Books & Reference Materials		
Books on CD	92.78	
E-content	2,641.52	2,450.00
Magazines	363.95	350.00
Software Applications	97.99	50.00
Videos	669.57	950.00
Books & Reference Materials - Other	2,657.33	4,200.00
Total Books & Reference Materials	6,523.14	8,000.00
Cleaning Supplies	50.38	150.00
Postage, Mailing Service	158.00	225.00
Printing and Copying	62.91	600.00
Supplies	429.38	800.00
Telephone, Telecommunications	1,551.22	2,000.00
UHLS Service Dues	2,478.44	2,425.00
Total Operations	11,253.47	14,200.00
Other Types of Expenses		
Memberships and Dues	178.75	225.00
Total Other Types of Expenses	178.75	225.00
Programs		
Adult Events		
TedX	2,254.86	
Adult Events - Other	124.86	300.00
Total Adult Events	2,379.72	300.00
Children & Young Adult Programs		
Storytime		40.00
Summer Reading	173.66	275.00
Children & Young Adult Programs - Other	76.33	360.00
Total Children & Young Adult Programs	249.99	675.00
Programs - Other	86.47	
Total Programs	2,716.18	975.00
Salary	30,638.31	40,759.00

Berne Public Library
Income & Expense Report (Budget vs. Actual)
 January 1 through October 14, 2021

	Jan 1 - Oct 14, 21	Budget
Taxes		
FICA	2,343.76	3,118.00
Total Taxes	2,343.76	3,118.00
Travel and Meetings		
Conference, Convention, Meeting	516.00	800.00
Travel		240.00
Total Travel and Meetings	516.00	1,040.00
Total Expense	73,844.77	64,011.64
Net Ordinary Income	4,578.07	
Net Income	4,578.07	

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	\$1,575.00	\$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	\$1,828.13	\$20,929.54	\$19,829.46	\$1,017.56	\$139.85	\$1,601.04
15	07/23/21	07/29/21	\$1,590.75	\$22,520.29	\$18,238.71	\$994.46	\$121.69	\$1,722.73
16	08/06/21	08/12/21	\$1,841.63	\$24,361.92	\$16,397.08	\$720.48	\$140.88	\$1,863.61
17	08/20/21	08/26/21	\$1,694.25	\$26,056.17	\$14,702.83	\$593.88	\$129.61	\$1,993.22
18	09/03/21	09/09/21	\$1,486.13	\$27,542.30	\$13,216.70	\$675.40	\$113.69	\$2,106.91
19	09/17/21	09/23/21	\$1,569.38	\$29,111.68	\$11,647.32	\$673.67	\$120.06	\$2,226.97
20	10/01/21	10/07/21	\$1,526.63	\$30,638.31	\$10,120.69	\$714.69	\$116.79	\$2,343.76
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

New online banking features are almost here! Soon you'll be able to pay bills for free, access your credit report and score, and customize your banking experience. Learn more at sefcu.com/digital

BERNE PUBLIC LIBRARY
 1763 HELDERBERG TRAIL
 BERNE NY 12023

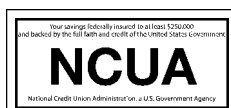
SUMMARY OF DEPOSIT ACCOUNTS

Acct	Beginning Balance	Deposits	Withdrawals	Ending Balance	Dividends For Period	Dividends YTD
x3877	1.00	18,416.82	18,417.82	0.00	0.00	0.00
TOTAL	1.00	18,416.82	18,417.82	0.00	0.00	0.00

MINT SHARE - 1697603877

Date	Transaction Description	Transaction Amount	Balance
	Previous Balance		\$1.00
09/22	Deposit Transfer	18,416.82	18,417.82
09/22	Closeout Withdrawal	-18,417.82	0.00
	Annual Percentage Yield Earned: 0.00%		
	For the period from 09/01 through 09/22		
	New Balance	\$0.00	
	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.



6:59 AM

12/10/21

Berne Public Library
Reconciliation Detail
SEFCU Checking, Period Ending 09/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						18,593.27
Cleared Transactions						
Checks and Payments - 2 items						
Check	08/12/2021	3316	Enterprise Printing	X	-176.45	-176.45
Check	09/23/2021	319486	Berne Public Library	X	-18,417.82	-18,594.27
Total Checks and Payments					-18,594.27	-18,594.27
Deposits and Credits - 1 item						
Transfer	09/23/2021			X	1.00	1.00
Total Deposits and Credits					1.00	1.00
Total Cleared Transactions					-18,593.27	-18,593.27
Cleared Balance					-18,593.27	
Register Balance as of 09/30/2021					-18,593.27	
Ending Balance					-18,593.27	



52 South Broad Street
Norwich, New York 13815

September 2021

Reporting Activity 09/01 - 09/30

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BERNE PUBLIC LIBRARY
PO BOX 209
BERNE NY 12023-0209



At Your Service

- Customer Service 1.800.NBT.BANK (1.800.628.2265)
- Website nbtbank.com
- Loan Payment Address P.O. Box 149 Canajoharie, NY 13317
- Email Address customerservice@nbtbank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking	XXXXXXXX3761	\$23,295.51

Government Checking - XXXXXXXX3761

Account Summary

Date	Description	Amount
09/01/2021	Beginning Balance	\$5,000.00
	9 - Checks / Debits	\$1,540.70
	2 + Deposits / Credits	\$19,847.52
09/30/2021	Ending Balance	\$23,295.51
	Service Charges	\$11.31

Account Activity

Transaction Date	Description	Debits	Credits	Balance
09/09/2021	DEPOSIT		\$1,429.70	\$6,429.70
09/15/2021	CHECK #9999	\$142.77		\$6,286.93
09/15/2021	DELUXE BUS SYS. BUS PRODS 10450650 UNKNOWN	\$74.73		\$6,212.20
09/20/2021	CHECK #9999	\$314.78		\$5,897.42
09/20/2021	CHECK #9999	\$39.40		\$5,858.02
09/22/2021	CHECK #9999	\$500.83		\$5,357.19
09/23/2021	DEPOSIT		\$18,417.82	\$23,775.01
09/23/2021	CHECK #3160	\$49.00		\$23,726.01
09/27/2021	CHECK #9999	\$314.95		\$23,411.06
09/27/2021	CHECK #9999	\$104.24		\$23,306.82
09/30/2021	SERVICE CHARGE	\$11.31		\$23,295.51

Checks Paid

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
3160	09/23/2021	\$49.00	9999	09/20/2021	\$314.78	9999	09/22/2021	\$500.83
9999*	09/15/2021	\$142.77	9999	09/20/2021	\$39.40	9999	09/27/2021	\$314.95



Member FDIC

Berne Public Library
Reconciliation Detail
NBT Bank, Period Ending 09/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						
Cleared Transactions						
Checks and Payments - 9 items						
Check	09/08/2021	6	Citizens Bank	X	-500.83	-500.83
Check	09/08/2021	8	Alini Magazine Servi...	X	-314.95	-815.78
Check	09/08/2021	4	Baker & Taylor	X	-314.78	-1,130.56
Check	09/08/2021	1	MidTel	X	-142.77	-1,273.33
Check	09/08/2021	2	National Business L...	X	-104.24	-1,377.57
Check	09/08/2021	7	Altamont Enterprise	X	-49.00	-1,426.57
Check	09/08/2021	5	Sandra Kisselback	X	-39.40	-1,465.97
Check	09/15/2021		Deluxe	X	-74.73	-1,540.70
Check	09/30/2021		NBT Bank	X	-11.31	-1,552.01
Total Checks and Payments					-1,552.01	-1,552.01
Deposits and Credits - 3 items						
Deposit	08/24/2021			X	5,000.00	5,000.00
Deposit	09/07/2021			X	1,429.70	6,429.70
Deposit	09/23/2021			X	18,417.82	24,847.52
Total Deposits and Credits					24,847.52	24,847.52
Total Cleared Transactions					23,295.51	23,295.51
Cleared Balance					23,295.51	23,295.51
Uncleared Transactions						
Checks and Payments - 1 item						
Check	09/08/2021	3	JoAnne Brady		-25.89	-25.89
Total Checks and Payments					-25.89	-25.89
Total Uncleared Transactions					-25.89	-25.89
Register Balance as of 09/30/2021					23,269.62	23,269.62
New Transactions						
Checks and Payments - 8 items						
Check	10/14/2021	1002	UHLS - Upper Huds...		-1,083.25	-1,083.25
Check	10/14/2021	1007	Citizen's Bank		-479.49	-1,562.74
Check	10/14/2021	1006	Kathleen Stempel		-372.50	-1,935.24
Check	10/14/2021	1005	John Zelenak		-333.00	-2,268.24
Check	10/14/2021	1008	Baker & Taylor		-209.92	-2,478.16
Check	10/14/2021	1001	MidTel		-142.32	-2,620.48
Check	10/14/2021	1004	National Business L...		-104.24	-2,724.72
Check	10/14/2021	1003	Midwest Tape		-67.47	-2,792.19
Total Checks and Payments					-2,792.19	-2,792.19
Deposits and Credits - 2 items						
Deposit	10/08/2021				44.85	44.85
Deposit	10/13/2021				20.99	65.84
Total Deposits and Credits					65.84	65.84
Total New Transactions					-2,726.35	-2,726.35
Ending Balance					20,543.27	20,543.27

October 14, 2021 – Payment of Bills

➤ Bills

- Midtel: \$142.32
- UHLS- Hoopla, Uhlán, ebooks: \$1062.62
- Midwest Tape: 67.47
- National Business Leasing for monthly printer lease: \$104.24
- John Zelenak: LTC grant \$333.00
- Kathy Stempel: LTC grant and postage \$372.50
- Credit Card-videos, LTC grant, conference: \$479.49
- Baker and Taylor – books \$209.92

\$2792.19



October 2021 Director's Report

NYS Construction Aid - We need one more form to be signed by the Town Supervisor who needs the whole board to approve in order to complete the application.

Tentative Town Budget - So far, the tentative town budget shows an increase in our personal service from \$40,759 to \$44,000. An increase in the allotment line was noted from \$8,300 to \$9,700. They still have two more meetings scheduled at the end of October..

Director's Association - UHLS has started a book club for all trustees to join. The trustee book club will meet virtually on Oct.19 @ 5:00. If you are interested, for the first meeting read the chapter on Duties and Responsibilities in the [Handbook For Library Trustees of New York State](#).

Town Board Meeting - Town board met last night, Oct. 13. They reported that there were no answers from the ad to join the Trustee's.

Berne Community Conversation - We had 24 participants join in by answering the 10 questions that the upcoming candidates answered. Some ideas that came from the conversation was to form youth and senior committees, provide more conversations, and possibly forming a sidewalk committee.

Undocumented hours - I was able to keep track of 36 extra hours since the last trustee meeting. Duties calculated include, but are not limited to; web updating, schedule programs, provide programs, write reports, attend meetings and webinars, read and delete emails which are never ending and phone calling.

Emergency door - Maintenance took off the door and sanded the bottom and scraped off some of the trim. The doors work a lot better, however, I think we still need new doors.

Youth Services - Youth services met virtually on Oct.12. There was a discussion about how to add diversity to your storytimes. By purchasing books with diverse characters of a variety of race, gender, religious beliefs, social status, etc... will expand readers' challenges. Another way to add diversity is to ask different people to read during storytime.

One topic of discussion was how to serve young patrons with print disabilities. The answer to that is to use high contrast colors to distinguish shapes, and use pop-up books that give definition to the story.

Upcoming Programs

October 18 @ 6-8 Volunteer Recognition Night

October 20 @ Decorated Pumpkin Contest

October 21 @ 7:00 True Ghost Stories

October 23 @ Library Booth at Town Festival

November 15 @ 6:30 Medicare Basics

November 16 @ 5:00 Trustee Book Club - Library Board Meetings

November 20 @ 1- 3 Comic Author/Illustrator Ira Marcks

Happily submitted by
Kathy Stempel