

## Berne Public Library - Trustees' Agenda for November 11, 2021

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

### Call to Order Meeting at: \_\_\_\_\_

- Roll Call
- Adoption of agenda (any changes or additions to the agenda should be made at this time).
- Secretary's Report for October 14, 2021 and Correspondence
- Secretary's Report for October 28, 2021
- Public Comment
- Treasurer's Report for November 11, 2021

### Payment of Bills:

### Standing Committee Reports:

- Personnel Committee (Becky & ): Need to replace Chuck
- Finance & Budget Committee (Ted, Marion, Emilie & Kathy): Need to complete 3<sup>rd</sup> quarter audit
- 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: Accepted at October meeting
- Aesthetics Committee (Lisa & Kathy): Upgrade Director's office
- Library and Friends Annual Operating Agreement

### 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 remain fixed correctly or have them 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 online posting of the Minutes from Jan 2021 through October 2021 and going forward will also include the Treasurer's Report, Director's report, and any other item that says "see attached" within the minutes
- Post correct version of bylaws (1/9/2020) on BPL website
- Everyone should read bylaws by next meeting (12/9/2021), especially officers, officer candidates, and prospective trustees
- Open Trustee positions - immediate through 12/31/2024 (3 year term) and 12/31/2023 (2 year term)
- Trustee lunch
- Credit card

### Friends' Report:

### Director's Report:

Meeting Adjourned: \_\_\_\_\_ Next meeting December 9, at 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 October 14, 2021**

**Present:** Marion Burghart, Lisa Raymond, Ted Borys, Becky Waldenmaier, Emilie Wright.

**Also Present:** Kathy Stempel, Director. Ann Hein, Cheryl Jones, Jen Merrill-Fuller

**Call to order @ 6:36 pm**

Marion began the meeting discussing Library Board vacancies. Ted has offered to be President through December 31, 2021. Emilie will be Vice President through December 31, 2021. Ted will run the remainder of tonight's meeting.

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

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

**Public Comment:** Jen Merrill-Fuller is the FOBL liaison who will attend our board meetings.

**Trustee Vacancies:** John Valcovich has submitted an application for a Trustee position. We have advertised and will continue to do so. Marion will make flyers and distribute them. Closing date for applications will be November 1, 2021. We will meet on November 4, 2021 to discuss and make recommendations to the Town of Berne Board to complete existing terms.

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

We remain comfortably under budget for salary line. Marion has moved all funds (\$23,417.82) to MBT and closed out the SEFCU account. 2022 budget will include a Fines from other libraries line and a donation line. Will rename Ted X line to LTC. There were some unexpected services charges on the bank statement. Marion will be contacting the bank and report back to the board. Emilie will be

the third signature on bank account. Motion made by Emilie to accept the treasurer's report. Becky was second. Motion carried.

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

We will add \$25 for the BKW Sports Booster to the attached payment of bills list for a final total of \$2817.00 Motion made by Lisa to accept the payment of bills. Ted was second. Motion carried.

**Standing Committee Reports:**

Personnel Committee (Becky & ) We are working on filling open Trustee positions. We will revisit open committee positions when Trustee positions are filled.

Finance & Budget (Marion, Ted, Emilie & Kathy) Marion updated budget proposal. Town of Berne has 2022 budget at \$9700.00 which is more than what we proposed. This has not been officially voted upon. Audit committee meeting tonight for the 1/4ly audit.

Policy Committee (Lisa &) We will table the Bi-laws and Surplus policies until we have a full Trustee Board.

**Committee Reports:**

Disposition of Surplus Property – On hold for now.

Volunteer Policy (Becky) Motion to accept the Volunteer Policy was made by Marion. Emilie second. Motion carried.

Aesthetics Committee (Lisa & Kathy) Kathy is still busy go through everything. Lisa and Kathy did get an old piece of furniture out and two file cabinets in. Still a work in progress.

Friends Agreement is not a policy. Both the Trustees and FOBL will review suggested corrections and each party will meet. We will then schedule a meeting for the two groups to meet and finalize.

**Old Business:**

Water supply: The Town is talking about drilling a new well. Kathy has completed the grant application and the Town is willing to pay up to \$6,000.

Parking Lot: Kathy to check with the town as to the status of this project.

Front Door: There has been quite a bit of work done to correct the sticking problem. Library staff is monitoring this.

**New Business:**

Ted has generously offered to get all the reports from the minutes and attachments downloaded on the website. We are working on advertising for the open positions on the Board of Trustees.

**Friends Report:** See Director's report. Photography contest categories announced. Events coming up soon are Octoberfest, sock tree. FOBL are making plans to preserve the picnic tables.

Credit Card: Marion to get more clarification as to the service charges before opening and will report back at the next meeting.

**Director's Report:** (see attached) Kathy will add Adult Coloring and Book Club to list of upcoming programs.

**Meeting adjourned:** Lisa made a motion to adjourn at 8:15. Emilie second. Motion carried.

**Next Board Meeting:** November 11, 2021 at 6:30 pm

Submitted by Lisa Raymond

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

	Jan 1 - Nov 12, 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	
UHLS Association Grants		
Other Grants	393.17	
<b>Total UHLS Association Grants</b>	393.17	
<b>Total Direct Public Grants</b>	3,662.60	
<b>Direct Public Support</b>		
<b>Individual Patron Contributions</b>		
Donations in lieu of fines	11.10	
Individual Patron Contributions - Other	277.46	240.00
<b>Total Individual Patron Contributions</b>	288.56	240.00
<b>Non-profit Organization Contrib</b>	352.47	360.00
<b>Total Direct Public Support</b>	641.03	600.00
<b>Government Grants</b>		
E-rate reimbursement	15.69	
LLSA Funding	1,630.80	1,400.00
<b>Local Government Grants</b>		
Agency Grant - Town of Berne		
Town of Berne Direct Pay		
Berne Direct Pay FICA	2,595.23	3,118.00
Town of Berne Direct Pay - Other	33,925.57	40,759.00
<b>Total Town of Berne Direct Pay</b>	36,520.80	43,877.00
Agency Grant - Town of Berne - Other	8,300.00	8,300.00
<b>Total Agency Grant - Town of Berne</b>	44,820.80	52,177.00
Agency Grant - Town of Knox	7,050.00	7,000.00
<b>Total Local Government Grants</b>	51,870.80	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>	53,517.29	61,761.64
<b>Investments</b>	23,417.82	
<b>Other Types of Income</b>		
Book Replacement	141.77	100.00
Book Sales	126.41	75.00
Coffee	3.00	25.00
Fax Revenue	96.75	150.00
<b>Library Fines</b>		
E-commerce payments	48.31	
Library Fines - Other	135.26	800.00
<b>Total Library Fines</b>	183.57	800.00
<b>Miscellaneous Revenue</b>	8.50	50.00
<b>Photocopying Revenue</b>	300.00	450.00
<b>Total Other Types of Income</b>	860.00	1,650.00
<b>Total Income</b>	82,098.74	64,011.64
<b>Gross Profit</b>	82,098.74	64,011.64

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

	Jan 1 - Nov 12, 21	Budget
<b>Expense</b>		
<b>Advertising</b>	639.71	1,360.00
<b>close account</b>	23,417.82	
<b>Contract Services</b>		
Accounting Fees	350.00	350.00
Contract Services - Other	179.00	
<b>Total Contract Services</b>	529.00	350.00
<b>Facilities and Equipment</b>		
<b>Equip Rental and Maintenance</b>		
2018 Special Legislative Grant	1,134.08	1,184.64
Equip Rental and Maintenance - Other	19.88	
<b>Total Equip Rental and Maintenance</b>	1,153.96	1,184.64
<b>Equipment Purchase</b>	680.01	800.00
<b>Total Facilities and Equipment</b>	1,833.97	1,984.64
<b>Miscellaneous Fees</b>		
Bank Charges	74.73	
Credit Card Service Fees	3.02	
<b>Total Miscellaneous Fees</b>	77.75	
<b>Operations</b>		
<b>Books &amp; Reference Materials</b>		
Books on CD	92.78	
E-content	2,641.52	2,450.00
Magazines	412.55	350.00
Software Applications	97.99	50.00
Videos	768.40	950.00
Books & Reference Materials - Other	2,853.99	4,200.00
<b>Total Books &amp; Reference Materials</b>	6,867.23	8,000.00
Cleaning Supplies	50.38	150.00
Postage, Mailing Service	158.00	225.00
Printing and Copying	69.48	600.00
Supplies	429.38	800.00
Telephone, Telecommunications	1,693.54	2,000.00
UHLS Service Dues	2,478.44	2,425.00
<b>Total Operations</b>	11,746.45	14,200.00
<b>Other Types of Expenses</b>		
Memberships and Dues	338.75	225.00
<b>Total Other Types of Expenses</b>	338.75	225.00
<b>Programs</b>		
<b>Adult Events</b>		
TedX	2,469.55	
Adult Events - Other	124.86	300.00
<b>Total Adult Events</b>	2,594.41	300.00
<b>Children &amp; Young Adult Programs</b>		
Storytime		40.00
Summer Reading	264.21	275.00
Children & Young Adult Programs - Other	76.33	360.00
<b>Total Children &amp; Young Adult Programs</b>	340.54	675.00
<b>Programs - Other</b>	86.47	
<b>Total Programs</b>	3,021.42	975.00
<b>Salary</b>	33,925.57	40,759.00

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

	Jan 1 - Nov 12, 21	Budget
<b>Taxes</b>		
<b>FICA</b>	2,595.23	3,118.00
<b>Total Taxes</b>	2,595.23	3,118.00
<b>Travel and Meetings</b>		
<b>Conference, Convention, Meeting</b>	516.00	800.00
<b>Travel</b>	142.24	240.00
<b>Total Travel and Meetings</b>	658.24	1,040.00
<b>Total Expense</b>	78,783.91	64,011.64
<b>Net Ordinary Income</b>	3,314.83	
<b>Net Income</b>	<b>3,314.83</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	\$1,575.00	\$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	\$1,659.38	\$32,297.69	\$8,461.31	\$622.96	\$126.94	\$2,470.70
22	10/29/21	11/04/21	\$1,627.88	\$33,925.57	\$6,833.43	\$562.73	\$124.53	\$2,595.23
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



52 South Broad Street  
Norwich, New York 13815

>034699 5216891 0002 092367 10Z

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	\$20,529.58

**Government Checking - XXXXXXXX3761**

**Account Summary**

Date	Description	Amount
10/01/2021	Beginning Balance	\$23,295.51
	10 - Checks / Debits	\$2,843.08
	3 + Deposits / Credits	\$77.15
10/31/2021	Ending Balance	\$20,529.58

**Account Activity**

Transaction Date	Description	Debits	Credits	Balance
10/08/2021	DEPOSIT		\$44.85	\$23,340.36
10/13/2021	DEPOSIT		\$20.99	\$23,361.35
10/13/2021	CHECK #9999	\$25.89		\$23,335.46
10/14/2021	APX RFD 101421 MISC EXPENSE MONTHLY FEE 092101001359		\$11.31	\$23,346.77
10/18/2021	CHECK #1001	\$142.32		\$23,204.45
10/20/2021	CHECK #1005	\$333.00		\$22,871.45
10/21/2021	CHECK #1003	\$67.47		\$22,803.98
10/22/2021	CHECK #1008	\$209.92		\$22,594.06
10/22/2021	CHECK #1009	\$25.00		\$22,569.06
10/26/2021	CHECK #1007	\$479.49		\$22,089.57
10/27/2021	CHECK #1002	\$1,083.25		\$21,006.32
10/27/2021	CHECK #1004	\$104.24		\$20,902.08
10/29/2021	CHECK #1006	\$372.50		\$20,529.58

2021/10/01 13:37:507 0001/0002 5216891 068754 151899 1699125 9 9498



Member FDIC



52 South Broad Street  
Norwich, New York 13815

**Government Checking - XXXXXXXX3761 (continued)**

**Checks Paid**

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
1001	10/18/2021	\$142.32	1005	10/20/2021	\$333.00	1009	10/22/2021	\$25.00
1002	10/27/2021	\$1,083.25	1006	10/29/2021	\$372.50	9999*	10/13/2021	\$25.89
1003	10/21/2021	\$67.47	1007	10/26/2021	\$479.49			
1004	10/27/2021	\$104.24	1008	10/22/2021	\$209.92			

\* Indicates skipped check number

**Daily Balances**

Date	Amount	Date	Amount	Date	Amount
09/30/2021	\$23,295.51	10/18/2021	\$23,204.45	10/26/2021	\$22,089.57
10/08/2021	\$23,340.36	10/20/2021	\$22,871.45	10/27/2021	\$20,902.08
10/13/2021	\$23,335.46	10/21/2021	\$22,803.98	10/29/2021	\$20,529.58
10/14/2021	\$23,346.77	10/22/2021	\$22,569.06		

**Overdraft and Returned Item Fees**

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

**Service Charge Summary**

Description	Amount
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
Total Service Charge	

**Berne Public Library**  
**Reconciliation Detail**  
**NBT Bank, Period Ending 10/31/2021**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						23,295.51
<b>Cleared Transactions</b>						
<b>Checks and Payments - 10 items</b>						
Check	09/08/2021	3	JoAnne Brady	X	-25.89	-25.89
Check	10/14/2021	1002	UHLS - Upper Huds...	X	-1,083.25	-1,109.14
Check	10/14/2021	1007	Citizen's Bank	X	-479.49	-1,588.63
Check	10/14/2021	1006	Kathleen Stempel	X	-372.50	-1,961.13
Check	10/14/2021	1005	John Zelenak	X	-333.00	-2,294.13
Check	10/14/2021	1008	Baker & Taylor	X	-209.92	-2,504.05
Check	10/14/2021	1001	MidTel	X	-142.32	-2,646.37
Check	10/14/2021	1004	National Business L...	X	-104.24	-2,750.61
Check	10/14/2021	1003	Midwest Tape	X	-67.47	-2,818.08
Check	10/14/2021	1009	BKW Sports Booste...	X	-25.00	-2,843.08
Total Checks and Payments					-2,843.08	-2,843.08
<b>Deposits and Credits - 3 items</b>						
Deposit	10/08/2021			X	44.85	44.85
Deposit	10/13/2021			X	20.99	65.84
Deposit	10/14/2021			X	11.31	77.15
Total Deposits and Credits					77.15	77.15
Total Cleared Transactions					-2,765.93	-2,765.93
Cleared Balance					-2,765.93	20,529.58
Register Balance as of 10/31/2021					-2,765.93	20,529.58
<b>New Transactions</b>						
<b>Checks and Payments - 10 items</b>						
Check	11/11/2021	1010	Citizen's Bank		-448.80	-448.80
Check	11/11/2021	1014	Kathleen Stempel		-211.08	-659.88
Check	11/11/2021	1015	Baker & Taylor		-196.66	-856.54
Check	11/11/2021	1013	National Business T...		-163.50	-1,020.04
Check	11/11/2021	1011	MidTel		-142.32	-1,162.36
Check	11/11/2021	1012	National Business L...		-104.24	-1,266.60
Check	11/11/2021	1017	UHLS - Upper Huds...		-48.60	-1,315.20
Check	11/11/2021	1020	Sandra Kisselback		-34.96	-1,350.16
Check	11/11/2021	1018	Midwest Tape		-29.99	-1,380.15
Check	11/11/2021	1019	National Business T...		-6.57	-1,386.72
Total Checks and Payments					-1,386.72	-1,386.72
<b>Deposits and Credits - 2 items</b>						
Deposit	11/06/2021				97.90	97.90
Deposit	11/11/2021				39.27	137.17
Total Deposits and Credits					137.17	137.17
Total New Transactions					-1,249.55	-1,249.55
<b>Ending Balance</b>					<b>-4,015.48</b>	<b>19,280.03</b>

## November 11, 2021 – Payment of Bills

### ➤ Bills

- Credit Card-videos, LTC grant, ALA, Amazon membership: **\$448.80**
- Midtel: **\$142.32**
- UHLS- BookPage: **\$48.60**
- Midwest Tape: **\$29.99**
- National Business Leasing for monthly printer lease: **\$104.24**
- National Business Technologies: LTC grant printing \$107.91, SRP \$66.03 **\$163.50**
- Kathy Stempel: videos and mileage **\$211.08**
- Baker and Taylor – books **\$196.66**
- National Business Technologies: printing **\$6.57**
- Sandra Kisselback- refreshments for Adult SRP **\$34.96**

\$1386.72

Amazon membership- charged \$179 for business membership to save up to 8%. Last year we spent ~\$993 which would have saved \$79.44. Would need to spend over \$2300 at Amazon to make it worthwhile.

ALA membership- Kathy will refund for round tables. What about memberships for staff?

Lodging for conference and program refreshments being covered by Friends.



## 2021 November Trustee Director's Report

**Covid 19 Update:** The library continues to ventilate with open windows, mask requirements and 3 ft. distancing in the community room.

### **NYLA Conference:**

- Author and Keynote speaker, Robert Kolker, wrote the book titled Hidden Valley Road. A fascinating non fiction book about a family of 10 children with 6 of them diagnosed with Schizophrenia.
- Power for Collective Good luncheon speaker's talk was about inviting staff and bosses to the table to make decisions that affect the community and themselves.
- Youth Service workshop included table hopping for 15 minute sessions. Topics included Summer Reading craft, virtual escape rooms, and podcasting.
- Dandy Displays for Library Lovers use include program displays, news displays, and new collection displays.
- Friendly Relationships workshop is where they emphasized using a MOU. Most in attendance did not have one.
- Digital Media Storytelling workshop included information about a program called Story Bridge that used 5 min. stories from all ages to include town history, community and can be used for classroom lessons.

**Door Mural:** There was a suggestion to paint a mural on the outside door of the maintenance room. This could possibly be turned into an art contest if we get the permission from the town.

**Well Update:** A casual conversation with the town building inspector revealed that there are talks going forward with the school water tie in with the library. I told him we would need to amend the construction grant and to please keep me updated.

**Friends/Trustee MOU:** I suggest (per a workshop) we add to the last line of the Friends section, if Friends dissolve all finances go to the library.

### **Upcoming events:**

**Medicare Basics**, Monday, November 8 @ 6:30 held in the Library's community room. Confused about all the advertisements? Let's try to sort it out with the help of Senior Services of North America.

**Drawing Comics**, Saturday, November 20 @ 1-3 p.m. At the Community/Senior Center. Author/Illustrator Ira Marcks will be presenting this fun workshop for ages 8 to 14. Please sign-up by calling 518-872-1246 or stop by the library.

**Brain Health and Well Being: A Hilltown Community Conversation** - Wednesday, December 1 @ 6-8 at the Community/Senior Center. Conversation over different topics related to your feelings and the brain.

Submitted by  
Kathy Stempel