

Berne Public Library - Trustees' Agenda for February 10, 2022

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 January 13, 2022 and Correspondence
- Public Comment
- Treasurer's Report for Feb 10, 2022

Payment of bills:

Standing Committee Reports:

- Personnel Committee (Becky & Lisa): Director's evaluation.
- Finance & Budget Committee (Ted, Marion, Emilie & Kathy): 4th Quarter 2021 audit
- Policy Committee (Lisa, Jodi & John): decide next policies to be reviewed.
 - Update of Credit Card Policy
- Appointments

Committee Reports:

- Aesthetics Committee (Lisa & Kathy) upgrades to Director's office:

Old Business:

- Building and Maintenance involving the Town:
 - Water supply - the Town is working on this with the school
 - Parking Lot - update
- Other items
 - Annual report
 - Town contract
 - Review of by-laws-Articles 3 and 4
 - Thank you luncheon
 - Contacts and Conflict of Interest
 - Goals for 2022- review of 5-year plan
 - Credit Card- switching of account
 - CORE trustee training

New Business

- Holiday Pay

Friend's Report:

Director's Report:

Meeting Adjourned: _____ Next meeting March 10, 2022 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 January 13, 2022

Present: Marion Burghart, Emilie Wright, Ted Borys, Lisa Raymond, Becky Waldenmaier, Jodi Ebel, John Valachovic.

Also Present: Kathy Stempel, Director; Jen Merrill-Fuller FOBL liaison.

Call to order @ 6:40 pm

Secretary's Report: (see attached)

Motion made by Emilie to accept the secretary's report. Ted was second. Jodi and John abstained. Motion carried.

Treasurer's report: (see attached)

Salary-We were \$648.74 over spending because of the split crossover pay period. Ted designated NBT for our 2022 bank.

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

Payment of Bills: (see attached)

Baker and Taylor amount has been corrected to \$267.63 and total checks corrected to \$2,579.56. The Town of Berne will now supply masks and cleaning supplies.

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

Standing Committee Reports:

Personnel Committee (Becky & Lisa) Evaluations forms will be handed out at February meeting.

Finance & Budget (Marion, Ted, Emilie & Kathy) Will set up a time to do 4th quarter audit.

Policy Committee (Lisa & Jodi & John) We will table by-laws until the February meeting so Jodi and John can review.

Committee Reports:

Disposition of Surplus Property 2nd reading completed. Motion to accept the policy as written was made by Ted. Emilie was second. Motion carried.

Aesthetics Committee (Lisa & Kathy) We will keep the desk in Director's office for the time being. We will be looking at how to improve the outside of the Library.

Friends Agreement. Becky reported this was passed by the FOBL. Library Board passed last meeting. Marion and Donna to sign agreement.

Old Business:

Water supply. The town board will be getting water to the Highway Department, Transfer station, and Library.

Parking Lot. Kathy sent quote to the Town again. Dennis to put on February agenda.

Front Doors. Working well so far. Will keep checking on this.

New Business:

Annual Report. Comptroller report will be prepared by Richard Recor. UHLS report is done by Kathy and Marion.

Town contract. Dennis will have the attorney look at. The town is to sign and then Library president.

By-laws. Will start discussing at February meeting.

Salaries. A 3% raise was passed by TOB Board. \$13.91 for clerks and \$18.54 for Director. Motion made by Marion to accept. Lisa was second. Motion carried.

Thank you luncheon for JoAnne and Chuck will be postponed until Spring.

Contacts and Conflict of Interest Policy needs to be signed by all Trustee's. Please check to make sure you have done this.

Goals for 2022 and review of 5 year plan. We discussed goals and will continue at the January 22, 2022 meeting. The last 5 year plan was done 10/10/19 and expires on 10/10/2024.

Credit Card policy needs to be updated to new bank and amount that can be spent at one time.

Friends Report: The yearly goals meeting will be held on January 22, 2022 at 10 am at the Library. The FOBL will pay for the Zoom fees as "GoTo" was not working well. See Donna's email for past and upcoming events.

Director's Report: (see attached)

Kathy gave our new trustee's a "We are the Champions" welcome. Kathy also gave us a visual on all the programs that were done despite COVID restrictions.

Meeting adjourned @ 8:27 p.m. Motion made by Lisa. Becky was second. Motion carried.

Submitted by Lisa Raymond

February 10, 2022 – Payment of Bills, and more!

- Bills
 - MidTel (internet, phone): \$141.65
 - National Business Leasing (printer lease): \$104.24
 - NBT credit card (Zoom, 6 DVDs, air purifier): \$566.94
 - Baker and Taylor (9 books): \$144.91

- 2018 legislative grant for printer lease
 - \$5,000.00 check deposited January 2019
 - \$1,134.20 expended in 2019
 - \$1,169.58 expended in 2020
 - \$1,238.32 expended in 2021
 - \$1,457.90 balance January 1, 2022
 - \$1,249.42 balance February 10, 2022
 - Project 11.9 additional months of grant funding, through January / February 2023

- 2021 closeout, 2022 budget
 - Income & Expense final for 2021
 - Revised budget for 2022
 - OSC 2021 submission
 - Richard Recor email exchange
 - Capital expenditures > \$2,500 in 2016: book drop, window replacement & brickwork
 - Exclude shed in 2020 (net cost to Library: \$498.11)

Berne Public Library
2022 Payroll

Pay Period	Pay Period End Date	Paycheck Date	Gross	Budget: \$44,000.00		Under (Over)	0.0765	
				YTD	Balance		FICA	YTD
1	01/07/22	01/13/22	\$822.84	\$822.84	\$43,177.16	\$23.32	\$62.95	\$62.95
2	01/21/22	01/27/22	\$1,835.78	\$2,658.62	\$41,341.38	(\$120.16)	\$140.44	\$203.39
3	02/04/22	02/10/22	\$1,635.25	\$4,293.87	\$39,706.13	(\$63.10)	\$125.10	\$328.48
4	02/18/22	02/24/22						
5	03/04/22	03/10/22						
6	03/18/22	03/24/22						
7	04/01/22	04/07/22						
8	04/15/22	04/21/22						
9	04/29/22	05/05/22						
10	05/13/22	05/19/22						
11	05/27/22	06/02/22						
12	06/10/22	06/16/22						
13	06/24/22	06/30/22						
14	07/08/22	07/14/22						
15	07/22/22	07/28/22						
16	08/05/22	08/11/22						
17	08/19/22	08/25/22						
18	09/02/22	09/08/22						
19	09/16/22	09/22/22						
20	09/30/22	10/06/22						
21	10/14/22	10/20/22						
22	10/28/22	11/03/22						
23	11/11/22	11/17/22						
24	11/25/22	12/01/22						
25	12/09/22	12/15/22						
26	12/23/22	12/29/22						
27	12/30/22	01/05/23						

\$1,692.31 average per biweekly pay period

pay period 1 and 27 are each one week

Berne Public Library
Income & Expense Report (Budget vs. Actual)
 January through December 2021

	Jan - Dec 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		
Donations in lieu of fines	20.90	
Individual Patron Contributions - Other	281.26	240.00
Total Individual Patron Contributions	302.16	240.00
Non-profit Organization Contrib	700.47	360.00
Total Direct Public Support	1,002.63	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	3,167.57	3,118.00
Town of Berne Direct Pay - Other	41,407.74	40,759.00
Total Town of Berne Direct Pay	44,575.31	43,877.00
Agency Grant - Town of Berne - Other	8,300.00	8,300.00
Total Agency Grant - Town of Berne	52,875.31	52,177.00
Agency Grant - Town of Knox	7,050.00	7,000.00
Total Local Government Grants	59,925.31	59,177.00
State Grants		
2018 Special Legislative Grant		1,184.64
Total State Grants		1,184.64
Total Government Grants	61,571.80	61,761.64
Investments	23,417.82	
Other Types of Income		
Book Replacement	146.77	100.00
Book Sales	132.41	75.00
Coffee	4.50	25.00
Fax Revenue	101.75	150.00
Library Fines		
E-commerce payments	48.31	
Library Fines - Other	135.26	800.00
Total Library Fines	183.57	800.00
Miscellaneous Revenue	8.50	50.00
Photocopying Revenue	340.10	450.00
Total Other Types of Income	917.60	1,650.00
Total Income	90,572.45	64,011.64
Gross Profit	90,572.45	64,011.64

Berne Public Library
Income & Expense Report (Budget vs. Actual)
 January through December 2021

	Jan - Dec 21	Budget
Expense		
Advertising	639.71	1,360.00
close account	23,417.82	
Contract Services		
Accounting Fees	350.00	350.00
Contract Services - Other	179.00	
Total Contract Services	529.00	350.00
Facilities and Equipment		
Equip Rental and Maintenance		
2018 Special Legislative Grant	1,238.32	1,184.64
Equip Rental and Maintenance - Other	19.88	
Total Equip Rental and Maintenance	1,258.20	1,184.64
Equipment Purchase	680.01	800.00
Total Facilities and Equipment	1,938.21	1,984.64
Miscellaneous Fees		
Bank Charges	74.73	
Credit Card Service Fees	3.02	
Total Miscellaneous Fees	77.75	
Operations		
Books & Reference Materials		
Books on CD	92.78	
E-content	2,929.33	2,450.00
Magazines	412.55	350.00
Software Applications	97.99	50.00
Videos	864.18	950.00
Books & Reference Materials - Other	3,314.91	4,200.00
Total Books & Reference Materials	7,711.74	8,000.00
Cleaning Supplies	50.38	150.00
Postage, Mailing Service	158.00	225.00
Printing and Copying	69.48	600.00
Supplies	658.63	800.00
Telephone, Telecommunications	1,835.86	2,000.00
UHLS Service Dues	2,478.44	2,425.00
Total Operations	12,962.53	14,200.00
Other Types of Expenses		
Memberships and Dues	338.75	225.00
Total Other Types of Expenses	338.75	225.00
Programs		
Adult Events		
TedX	2,527.53	
Adult Events - Other	124.86	300.00
Total Adult Events	2,652.39	300.00
Children & Young Adult Programs		
Storytime		40.00
Summer Reading	264.21	275.00
Children & Young Adult Programs - Other	76.33	360.00
Total Children & Young Adult Programs	340.54	675.00
Programs - Other	86.47	
Total Programs	3,079.40	975.00
Salary	41,407.74	40,759.00

Berne Public Library
Income & Expense Report (Budget vs. Actual)
 January through December 2021

	Jan - Dec 21	Budget
Taxes		
FICA	3,167.57	3,118.00
Total Taxes	3,167.57	3,118.00
Travel and Meetings		
Conference, Convention, Meeting	864.00	800.00
Travel	142.24	240.00
Total Travel and Meetings	1,006.24	1,040.00
Total Expense	88,564.72	64,011.64
Net Ordinary Income	2,007.73	
Net Income	2,007.73	

Berne Public Library
Budget 2022
 January through December 2022

	Jan - Dec 22
Ordinary Income/Expense	
Income	
Direct Public Support	
Individual Patron Contributions	
Donations in lieu of fines	200.00
Individual Patron Contributions - Other	289.12
Total Individual Patron Contributions	489.12
Non-profit Organization Contrib	400.00
Total Direct Public Support	889.12
Government Grants	
LLSA Funding	1,000.00
Local Government Grants	
Agency Grant - Town of Berne	
Construction	6,000.00 ←
Town of Berne Direct Pay	
Berne Direct Pay FICA	3,366.00
Town of Berne Direct Pay - Other	44,000.00
Total Town of Berne Direct Pay	47,366.00
Agency Grant - Town of Berne - Other	9,700.00
Total Agency Grant - Town of Berne	63,066.00
Agency Grant - Town of Knox	7,100.00
Total Local Government Grants	70,166.00
State Grants	
2018 Special Legislative Grant	1,250.88
Total State Grants	1,250.88
Total Government Grants	72,416.88
NYS Construction Grant	12,305.00 ←
Other Types of Income	
Book Replacement	100.00
Book Sales	25.00
Coffee	25.00
Fax Revenue	100.00
Library Fines	
E-commerce payments	100.00
Total Library Fines	100.00
Miscellaneous Revenue	50.00
Photocopying Revenue	350.00
Total Other Types of Income	750.00
Unexpended prior year funds	3,698.00 ←
Total Income	90,059.00
Gross Profit	90,059.00
Expense	
Advertising	500.00
Construction	22,003.00
Contract Services	
Accounting Fees	350.00
Total Contract Services	350.00

Berne Public Library
Budget 2022
January through December 2022

	<u>Jan - Dec 22</u>
Facilities and Equipment	
Equip Rental and Maintenance	
2018 Special Legislative Grant	1,275.00
Total Equip Rental and Maintenance	1,275.00
Equipment Purchase	1,200.00
Total Facilities and Equipment	2,475.00
Operations	
Books & Reference Materials	
Books on CD	50.00
E-content	2,500.00
Magazines	350.00
Software Applications	150.00
Videos	900.00
Books & Reference Materials - Other	5,100.00
Total Books & Reference Materials	9,050.00
Cleaning Supplies	100.00
Postage, Mailing Service	250.00
Printing and Copying	700.00
Supplies	650.00
Telephone, Telecommunications	1,900.00
UHLS Service Dues	2,600.00
Total Operations	15,250.00
Other Types of Expenses	
Memberships and Dues	225.00
Total Other Types of Expenses	225.00
Programs	
Adult Events	300.00
Children & Young Adult Programs	
Summer Reading	250.00
Children & Young Adult Programs - Other	300.00
Total Children & Young Adult Programs	550.00
Total Programs	850.00
Salary	44,000.00
Taxes	
FICA	3,366.00
Total Taxes	3,366.00
Travel and Meetings	
Conference, Convention, Meeting	800.00
Travel	240.00
Total Travel and Meetings	1,040.00
Total Expense	90,059.00
Net Ordinary Income	
Net Income	

boryst@bernepubliclibrary.org

From: boryst@bernepubliclibrary.org
Sent: Thursday, February 10, 2022 12:25 PM
To: 'Richard D Recor'
Subject: RE: Journal entries and Fixed Assets
Attachments: Balance Sheet 2021-12-31.pdf

And here is the updated balance sheet that I should have emailed to you two days ago. Sorry for the delay.

From: boryst@bernepubliclibrary.org <boryst@bernepubliclibrary.org>
Sent: Tuesday, February 8, 2022 11:58 AM
To: 'Richard D Recor' <rdrecor@gmail.com>
Subject: RE: Journal entries and Fixed Assets

I will bring up your suggestion at the next library board meeting, which is this Thursday. Thanks for your guidance.

From: Richard D Recor <rdrecor@gmail.com>
Sent: Tuesday, February 8, 2022 11:26 AM
To: boryst@bernepubliclibrary.org
Subject: Re: Journal entries and Fixed Assets

Hi,

Well this is a messy situation. It would be helpful if we knew what the Town reports to OSC. If there is anybody you can talk to, that might help.

I am not concerned with the funding sources as a lot has come from grants and I understand the Town has done a lot of matching for the capital work. Funding source should not dictate but is tricky since the Town owns property. BPL should be reporting any fixed assets that the Town is not reporting. Since the shed is a separate small Bldg I was assuming this is more of BPL asset that the Town may not be reporting. Now I do see it is part of a much bigger project. I will go with what you feel is correct.

I guess BPL needs to decide on a policy to treat these CI going forward and maybe expand that capitalization policy to say what Town and BPL should report to OSC. Just a thought.

Thanks.

On Sun, Feb 6, 2022 at 3:27 PM <boryst@bernepubliclibrary.org> wrote:

I agree with the principle that buildings and expenses paid by the Town are the responsibility of the Town to report such activities to NYS. I agree with our need to report the book drop (#1) and glass project (#2). However, by following the principle stated in the first sentence, I think the shed should not be reported by the Library. Attached is a PDF of a

spreadsheet I put together and presented to the library board back in 2020. Even though funds passed through the Library, in the end, the Library actually expended a total of \$498.11 of its own funds on the entire construction project; the rest was funds supplied by the Town and NYS. Please let me know if my reasoning is valid. If it isn't, I have no problem with me reporting the shed as a Library improvement / expenditure. Meanwhile, I'll start entering 4 of the journal entries you suggest. Thanks.

From: Richard D Recor <rdrecor@gmail.com>
Sent: Saturday, February 5, 2022 11:30 AM
To: boryst@bernepubliclibrary.org
Subject: Journal entries and Fixed Assets

Hi,

I sent a message to NYS about the situation but their response did not help, just referred to a generic locality guide. Should have known that was a waste of time.

So, we will use our best judgement on the situation. I have no idea what the Town of Berne reports with their annual report. Since they own the Building, I am assuming they report the value of the Bldg purchase and the major improvements that were made through the Town - even though a lot of the funds came through the library including grant funds.

However, I think the Library should report any major improvements or purchases which cost over 2,500 and are paid directly by the Library.

This includes per the attached:

1. Purchase of the book drop
2. Glass project in 2016 library paid contractor directly
3. Purchase of shed in 2020

This is just my opinion so as Treasurer if you want to handle differently just let me know.

So on the attached, I have 5 suggested journal entries - 2 are to correct balances that have been carried over for a few years credit card balance and Fixed asset balance and the other 3 to add the items to be reported as fixed assets.

After you do these entries, please send me a new report - Balance sheet. I will then proceed to finish up the OSC report.

Any questions, just let me know.

Thanks

Richard

Richard D Recor, Enrolled Agent
BERNE TAX SERVICE
1674 Helderberg Trl, Berne, NY 12023
Phone 518-872-1477 Fax 518-730-0146 Cell 518-859-0603
We offer Accounting, Payroll, and Tax Preparation Services !

PAY BERNE TAX INVOICES: <https://square.link/u/06IQJt07>

USE LINK TO SAFELY SEND SENSITIVE DATA

<https://www.sendsafely.com/u/rdrecor@gmail.com>.

BERNE PUBLIC LIBRARY

Entries dated 12/31/21

Description	Debit	Credit
Furniture and Equip		\$ 523.50
Unrestricted Net Assets	\$ 523.50	
To remove current bal		
Citizen's Bank	\$ 192.42	
Unrestricted Net Assets		\$ 192.92
To remove current bal		
Furniture and Equip	\$ 2,691.50	
Total Non-Current Govt Assets		\$ 2,691.50 Add as a new type Equity account
To record to Fixed assets book drop purchased on 7/10/16		
Bldgs & Improvements	\$ 12,005.00	
Total Non-Current Govt Assets		\$ 12,005.00 Add as new Account type Fixed Assets
Record 2016 glass project as FA Payments to Turnpike glass and Marinello Construction		
Bldgs & Improvements	\$ 8,600.00	
Total Non-Current Govt Assets		\$ 8,600.00
Record purchase of Shed in 2020		

Berne Public Library
Balance Sheet
As of December 31, 2021

	<u>Dec 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
NBT Bank	17,972.93
Petty Cash	0.24
Total Checking/Savings	<u>17,973.17</u>
Total Current Assets	17,973.17
Fixed Assets	
Bldgs & Improvements	12,005.00
Furniture and Equipment	2,691.50
Total Fixed Assets	<u>14,696.50</u>
TOTAL ASSETS	<u><u>32,669.67</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	29,415.98
Total Non-Current Govt Assets	14,696.50
Unrestricted Net Assets	-13,450.54
Net Income	2,007.73
Total Equity	<u>32,669.67</u>
TOTAL LIABILITIES & EQUITY	<u><u>32,669.67</u></u>

Berne Public Library
Income & Expense Report (Budget vs. Actual)
 January through February 2022

	Jan - Feb 22	Budget
Ordinary Income/Expense		
Income		
Direct Public Support		
Individual Patron Contributions		
Donations in lieu of fines	38.85	200.00
Individual Patron Contributions - Other	34.76	289.12
Total Individual Patron Contributions	73.61	489.12
Non-profit Organization Contrib		400.00
Total Direct Public Support	73.61	889.12
Government Grants		
LLSA Funding		1,000.00
Local Government Grants		
Agency Grant - Town of Berne		
Construction		6,000.00
Town of Berne Direct Pay		
Berne Direct Pay FICA	328.49	3,366.00
Town of Berne Direct Pay - Other	4,293.87	44,000.00
Total Town of Berne Direct Pay	4,622.36	47,366.00
Agency Grant - Town of Berne - Other		9,700.00
Total Agency Grant - Town of Berne	4,622.36	63,066.00
Agency Grant - Town of Knox		7,100.00
Total Local Government Grants	4,622.36	70,166.00
State Grants		
2018 Special Legislative Grant		1,250.88
Total State Grants		1,250.88
Total Government Grants	4,622.36	72,416.88
NYS Construction Grant		12,305.00
Other Types of Income		
Book Replacement	25.00	100.00
Book Sales	11.25	25.00
Coffee		25.00
Fax Revenue	41.25	100.00
Library Fines		
E-commerce payments	29.53	100.00
Library Fines - Other	1.40	
Total Library Fines	30.93	100.00
Miscellaneous Revenue	1.00	50.00
Photocopying Revenue	103.80	350.00
Total Other Types of Income	213.23	750.00
Unexpended prior year funds		3,698.00
Total Income	4,909.20	90,059.00
Gross Profit	4,909.20	90,059.00
Expense		
Advertising		500.00
Construction		22,003.00
Contract Services		
Accounting Fees		350.00
Total Contract Services		350.00

Berne Public Library
Income & Expense Report (Budget vs. Actual)
 January through February 2022

	Jan - Feb 22	Budget
Facilities and Equipment		
Equip Rental and Maintenance		
2018 Special Legislative Grant	208.48	1,275.00
Total Equip Rental and Maintenance	208.48	1,275.00
Equipment Purchase	288.32	1,200.00
Total Facilities and Equipment	496.80	2,475.00
Operations		
Books & Reference Materials		
Books on CD		50.00
E-content	1,082.06	2,500.00
Magazines		350.00
Software Applications	149.90	150.00
Videos	128.72	900.00
Books & Reference Materials - Other	412.54	5,100.00
Total Books & Reference Materials	1,773.22	9,050.00
Cleaning Supplies	114.87	100.00
Postage, Mailing Service		250.00
Printing and Copying		700.00
Supplies	229.25	650.00
Telephone, Telecommunications	303.25	1,900.00
UHLS Service Dues	619.91	2,600.00
Total Operations	3,040.50	15,250.00
Other Types of Expenses		
Memberships and Dues		225.00
Total Other Types of Expenses		225.00
Programs		
Adult Events		300.00
Children & Young Adult Programs		
Summer Reading		250.00
Children & Young Adult Programs - Other		300.00
Total Children & Young Adult Programs		550.00
Total Programs		850.00
Salary	4,293.87	44,000.00
Taxes		
FICA	328.49	3,366.00
Total Taxes	328.49	3,366.00
Travel and Meetings		
Conference, Convention, Meeting		800.00
Travel		240.00
Total Travel and Meetings		1,040.00
Total Expense	8,159.66	90,059.00
Net Ordinary Income	(3,250.46)	
Net Income	(3,250.46)	



52 South Broad Street
Norwich, New York 13815

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	\$15,595.41

Government Checking - XXXXXXXX3761

Account Summary

Date	Description	Amount
01/01/2022	Beginning Balance	\$17,972.93
	5 - Checks / Debits	\$2,579.56
	2 + Deposits / Credits	\$202.04
01/31/2022	Ending Balance	\$15,595.41

Account Activity

Transaction Date	Description	Debits	Credits	Balance
01/07/2022	DEPOSIT		\$151.15	\$18,124.08
01/18/2022	CHECK #1030	\$1,836.79		\$16,287.29
01/18/2022	CHECK #1028	\$141.65		\$16,145.64
01/19/2022	CHECK #1033	\$229.25		\$15,916.39
01/21/2022	CHECK #1032	\$267.63		\$15,648.76
01/24/2022	DEPOSIT		\$50.89	\$15,699.65
01/28/2022	CHECK #1029	\$104.24		\$15,595.41

Checks Paid

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
1028	01/18/2022	\$141.65	1030	01/18/2022	\$1,836.79	1033	01/19/2022	\$229.25
1029	01/28/2022	\$104.24	1032*	01/21/2022	\$267.63			

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
12/31/2021	\$17,972.93	01/19/2022	\$15,916.39	01/28/2022	\$15,595.41
01/07/2022	\$18,124.08	01/21/2022	\$15,648.76		
01/18/2022	\$16,145.64	01/24/2022	\$15,699.65		



Member FDIC

Berne Public Library
Reconciliation Detail
NBT Bank, Period Ending 01/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						17,972.93
Cleared Transactions						
Checks and Payments - 5 items						
Check	01/13/2022	1030	UHLS - Upper Huds...	X	-1,836.79	-1,836.79
Check	01/13/2022	1032	Baker & Taylor	X	-267.63	-2,104.42
Check	01/13/2022	1033	Citizen's Bank	X	-229.25	-2,333.67
Check	01/13/2022	1028	MidTel	X	-141.65	-2,475.32
Check	01/13/2022	1029	National Business L...	X	-104.24	-2,579.56
Total Checks and Payments					-2,579.56	-2,579.56
Deposits and Credits - 2 items						
Deposit	01/07/2022			X	151.15	151.15
Deposit	01/24/2022			X	50.89	202.04
Total Deposits and Credits					202.04	202.04
Total Cleared Transactions					-2,377.52	-2,377.52
Cleared Balance					-2,377.52	15,595.41
Register Balance as of 01/31/2022					-2,377.52	15,595.41
New Transactions						
Checks and Payments - 4 items						
Check	02/10/2022	1036	Cardmember Service		-566.94	-566.94
Check	02/10/2022	1037	Baker & Taylor		-144.91	-711.85
Check	02/10/2022	1034	MidTel		-141.65	-853.50
Check	02/10/2022	1035	National Business L...		-104.24	-957.74
Total Checks and Payments					-957.74	-957.74
Deposits and Credits - 1 item						
Deposit	02/08/2022				84.80	84.80
Total Deposits and Credits					84.80	84.80
Total New Transactions					-872.94	-872.94
Ending Balance					-3,250.46	14,722.47

February 2022 Director's Trustee Report

- Covid 19 update: Mask requirements are still in force.
- Director's Association: Discussed racial equity training to be scheduled within the year. Talked about Books being challenged and your library policy that may be updating. We also talked about the new automatic renewals which started on February 1.
- Library Building: The internet went out on Saturday. Midtel arrived and after testing the modem and servers in the closet, ruled out any problems in the building. They found that some ice in a connector had disengaged a fiber optic in the cable.
- The library closed early on Thursday February 3 at 6:00 and did not open on Friday the 4 due to ice and snow storms .
- The Friends of the Library purchased a year's contract with Zoom. So far it is working better than the GoTo service we have.
- The Music In The Park dates will be July 13, 20, 27 and August 3 & 4.
- Annual report: Many questions in the report have been changed. For instance, number of synchronized programs targeted at ages 0-5, 6-11, 12-18 and adults. Synchronized in-person offsite and onsite program sessions

Programs:

- Journeys on the Page writing group has been accepting essays now through March 31. The theme is to write about your ideal library.
- Sunday book club is reading **What Alice Forgot** by Liane Moriarty. They will meet on February 13.
- The first of six graphic novel book club meetings for ages 8-12 will start March 3.

Past program:

- Take Your Child to the Library Day was on Saturday, February 5. Eight children enjoyed activities like throwing the snowball (fake) through the hoop, created a memory game, guess how many books were in a bag, going on a scavenger hunt and read in a special reading zone. To add to the celebration we had cupcakes and hot chocolate. Stories were read to participants.
- Over 20 photos have been entered into the 7 annual photo contest. They will be displayed throughout February. Please stop in an vote for your favorite photo.

Submitted by
Kathy Stempel
Director of Berne Public Library