

Berne Public Library - Trustees' Agenda for May 12, 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).
- Secretary's Report for April 14, 2022 and Correspondence
- Public Comment
- Treasurer's Report for May 12, 2022- Knox check?

Payment of bills:

Standing Committee Reports:

- Personnel Committee (Becky & Lisa):
- Finance & Budget Committee (Ted, Marion, Emilie & Kathy): 1st Quarter 2022 audit
- Policy Committee (Lisa, Jodi & John): Town handbook? What next?

Committee Reports:

- Aesthetics Committee (Lisa & Kathy) library foyer, lighted display case

Old Business:

- Building and Maintenance involving the Town:
 - Water supply -wells
 - Parking Lot - update, drainage swale- waiting on well
 - Landscaping
- Other items
 - Review of by-laws-Article 6
 - Holiday pay- payroll projections
 - Memorial Day float

New Business

- Ballston Spa Library article
- UHLS Dinner

Friends' Report:

Director's Report:

Meeting Adjourned: _____ Next meeting June 9, 2022 time: 6:30

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

	Jan - May 22	Budget
Facilities and Equipment		
Equip Rental and Maintenance		
2018 Special Legislative Grant	533.36	1,275.00
Total Equip Rental and Maintenance	533.36	1,275.00
Equipment Purchase	288.32	1,200.00
Total Facilities and Equipment	821.68	2,475.00
Operations		
Books & Reference Materials		
Books on CD	65.53	50.00
E-content	1,970.04	2,500.00
Magazines		350.00
Software Applications	675.85	150.00
Videos	298.36	900.00
Books & Reference Materials - Other	1,347.48	5,100.00
Total Books & Reference Materials	4,357.26	9,050.00
Cleaning Supplies	118.14	100.00
Postage, Mailing Service	23.20	250.00
Printing and Copying	7.00	700.00
Supplies	266.23	650.00
Telephone, Telecommunications	727.68	1,900.00
UHLS Service Dues	1,239.52	2,600.00
Total Operations	6,739.03	15,250.00
Other Types of Expenses		
Memberships and Dues		225.00
Other Costs	12.99	
Total Other Types of Expenses	12.99	225.00
Programs		
Adult Events	49.05	300.00
Children & Young Adult Programs		
Graphic Novel Grant	20.16	
Summer Reading		250.00
Youth, General	23.87	
Children & Young Adult Programs - Other		300.00
Total Children & Young Adult Programs	44.03	550.00
General Patrons	6.98	
Total Programs	100.06	850.00
Salary	14,410.30	44,000.00
Taxes		
FICA	1,102.40	3,366.00
Total Taxes	1,102.40	3,366.00
Travel and Meetings		
Conference, Convention, Meeting		800.00
Travel		240.00
Total Travel and Meetings		1,040.00
Total Expense	23,536.46	90,059.00
Net Ordinary Income	10,086.05	
Net Income	10,086.05	

May 12, 2022 – Payment of Bills, and more ...

- Bills
 - Kathy Stempel (adult program supplies): \$21.06
 - MidTel (internet, phone): \$141.39
 - National Business Leasing (printer lease): \$110.32
 - National Business Technologies (printer expenses): \$7.00
 - NBT credit card (2 DVDs, program and cleaning supplies): \$133.30
 - Baker and Taylor (13 books): \$188.58
 - UHLS (Q2 econtent, firewall 5-year license): \$860.98

- Difficult to break out “payment in lieu of fines” from “individual patron contribution”. Register has only “donation” category.

- Library staff salary projection – first draft

- Knox agency grant check deposited

- Citizens Bank credit card refund deposited

- QuickBooks 2019 support ends 5/31/2022

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

	Jan - May 22	Budget
Ordinary Income/Expense		
Income		
Direct Public Support		
Individual Patron Contributions		
Donations in lieu of fines	114.80	200.00
Individual Patron Contributions - Other	107.36	289.12
Total Individual Patron Contributions	222.16	489.12
Non-profit Organization Contrib	325.98	400.00
Total Direct Public Support	548.14	889.12
Government Grants		
LLSA Funding	138.20	1,000.00
Local Government Grants		
Agency Grant - Town of Berne		
Construction		6,000.00
Town of Berne Direct Pay		
Berne Direct Pay FICA	1,102.40	3,366.00
Town of Berne Direct Pay - Other	14,410.30	44,000.00
Total Town of Berne Direct Pay	15,512.70	47,366.00
Agency Grant - Town of Berne - Other	9,700.00	9,700.00
Total Agency Grant - Town of Berne	25,212.70	63,066.00
Agency Grant - Town of Knox	7,100.00	7,100.00
Total Local Government Grants	32,312.70	70,166.00
State Grants		
2018 Special Legislative Grant		1,250.88
Total State Grants		1,250.88
Total Government Grants	32,450.90	72,416.88
NYS Construction Grant		12,305.00
Other Types of Income		
Book Replacement	69.99	100.00
Book Sales	17.50	25.00
Coffee	4.00	25.00
Fax Revenue	83.75	100.00
Library Fines		
E-commerce payments	29.53	100.00
Library Fines - Other	3.00	
Total Library Fines	32.53	100.00
Miscellaneous Revenue	232.25	50.00
Photocopying Revenue	183.45	350.00
Total Other Types of Income	623.47	750.00
Unexpended prior year funds		3,698.00
Total Income	33,622.51	90,059.00
Gross Profit	33,622.51	90,059.00
Expense		
Advertising		500.00
Construction		22,003.00
Contract Services		
Accounting Fees	350.00	350.00
Total Contract Services	350.00	350.00

Berne Public Library
Reconciliation Detail
NBT Bank, Period Ending 04/30/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						23,450.05
Cleared Transactions						
Checks and Payments - 6 items						
Check	04/14/2022	1048	Baker & Taylor	X	-319.57	-319.57
Check	04/14/2022	1045	MidTel	X	-141.39	-460.96
Check	04/14/2022	1046	National Business L...	X	-110.32	-571.28
Check	04/14/2022	1047	Cardmember Service	X	-92.86	-664.14
Check	04/14/2022	1050	Ted Borys	X	-23.20	-687.34
General Journal	05/10/2022	2022-10	James Darrah	X	-50.00	-737.34
Total Checks and Payments					-737.34	-737.34
Deposits and Credits - 3 items						
Deposit	04/02/2022			X	165.50	165.50
Check	05/10/2022	1051	James Darrah	X		165.50
General Journal	05/11/2022	2022-...	James Darrah	X	50.00	215.50
Total Deposits and Credits					215.50	215.50
Total Cleared Transactions					-521.84	-521.84
Cleared Balance					-521.84	22,928.21
Uncleared Transactions						
Checks and Payments - 1 item						
Check	04/14/2022	1049	Upper Hudson Libra...		-839.84	-839.84
Total Checks and Payments					-839.84	-839.84
Total Uncleared Transactions					-839.84	-839.84
Register Balance as of 04/30/2022					-1,361.68	22,088.37
New Transactions						
Checks and Payments - 7 items						
Check	05/12/2022	1058	Upper Hudson Libra...		-860.98	-860.98
Check	05/12/2022	1057	Baker & Taylor		-188.58	-1,049.56
Check	05/12/2022	1053	MidTel		-141.39	-1,190.95
Check	05/12/2022	1056	Cardmember Service		-133.30	-1,324.25
Check	05/12/2022	1054	National Business L...		-110.32	-1,434.57
Check	05/12/2022	1052	Kathleen Stempel		-21.06	-1,455.63
Check	05/12/2022	1055	National Business T...		-7.00	-1,462.63
Total Checks and Payments					-1,462.63	-1,462.63
Deposits and Credits - 2 items						
Deposit	05/03/2022				103.99	103.99
Deposit	05/12/2022				7,329.25	7,433.24
Total Deposits and Credits					7,433.24	7,433.24
Total New Transactions					5,970.61	5,970.61
Ending Balance					4,608.93	28,058.98



52 South Broad Street
Norwich, New York 13815





April 2022

Reporting Activity 04/01 - 04/30

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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	XXXXXXXXX3761	\$22,928.21

Government Checking - XXXXXXXXX3761

Account Summary

Date	Description	Amount
04/01/2022	Beginning Balance	\$23,450.05
	5 - Checks / Debits	\$687.34
	1 + Deposits / Credits	\$165.50
04/30/2022	Ending Balance	\$22,928.21

Account Activity

Transaction Date	Description	Debits	Credits	Balance
04/04/2022	DEPOSIT		\$165.50	\$23,615.55
04/18/2022	CHECK #1045	\$141.39		\$23,474.16
04/18/2022	CHECK #1050	\$23.20		\$23,450.96
04/21/2022	CHECK #1048	\$319.57		\$23,131.39
04/21/2022	CHECK #1046	\$110.32		\$23,021.07
04/22/2022	CHECK #1047	\$92.86		\$22,928.21

Checks Paid

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
1045	04/18/2022	\$141.39	1047	04/22/2022	\$92.86	1050*	04/18/2022	\$23.20
1046	04/21/2022	\$110.32	1048	04/21/2022	\$319.57			

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
03/31/2022	\$23,450.05	04/18/2022	\$23,450.96	04/22/2022	\$22,928.21
04/04/2022	\$23,615.55	04/21/2022	\$23,021.07		



Member FDIC

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	\$1,777.88	\$6,071.75	\$37,928.25	(\$148.67)	\$136.01	\$464.49
5	03/04/22	03/10/22	\$1,668.88	\$7,740.63	\$36,259.37	(\$125.25)	\$127.67	\$592.16
6	03/18/22	03/24/22	\$1,678.15	\$9,418.78	\$34,581.22	(\$111.09)	\$128.38	\$720.54
7	04/01/22	04/07/22	\$1,695.55	\$11,114.33	\$32,885.67	(\$114.33)	\$129.71	\$850.25
8	04/15/22	04/21/22	\$1,692.05	\$12,806.38	\$31,193.62	(\$114.07)	\$129.44	\$979.69
9	04/29/22	05/05/22	\$1,603.92	\$14,410.30	\$29,589.70	(\$25.68)	\$122.70	\$1,102.39
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

2022

Budgeted

Spent + Projection

Spent through 04/29 \$14,410.30
 Pay periods left 17.5

Coverage	Rate	Per Week	Weekly	Annual	Weekly	BiWeekly	Remainder
Kathy	\$18.54	25.00	\$463.50	\$24,102.00	\$463.50	\$927.00	\$16,222.50
Sandra	\$13.91	16.75	\$232.99	\$12,115.61	\$232.99	\$465.99	\$8,154.74
Carrie	\$13.91	9.75	\$135.62	\$7,052.37	\$135.62	\$271.25	\$4,746.79
Subtotal				\$43,269.98	\$1,664.23		\$29,124.03

	Per Year	Conf	SRP	Training Staff Mtgs	Annual	Hours Left
Kathy	16.0	16.0			\$296.64	16.0
Sandra	8.0	8.0	10.0	6.0	\$417.30	30.0
Carrie	8.0	8.0	10.0	6.0	\$417.30	30.0
Subtotal					\$1,131.24	\$1,131.24

Add'l duties		Annual
Kathy		\$0.00
Sandra	Trustee meetings 2.0 monthly	\$333.84
Carrie		\$0.00
Subtotal		\$333.84

Unpaid holidays	Per Year	Average daily salaries	Annual	Left
	10	\$166.42	\$1,664.23	7
				\$166.42
				\$1,164.96

Remainder grand total \$29,312.86
Projected grand total \$43,723.16
Budget allocation \$44,000.00
 under / (over) \$276.84

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 April 14, 2022

Present: Marion Burghart, Emilie Wright, Ted Borys, Lisa Raymond, Becky Waldenmaier, John Valachovic. Jodi Ebel absent. Emilie left at 8:25 p.m.

Also Present: Kathy Stempel, Director

Call to order @ 6:35 pm

Secretary's Report: (see attached)

Motion made by Ted to accept the secretary's report with discussed corrections. Becky was second. Motion carried.

Treasurer's report: (see attached)

We have not received our check from Knox. Kathy will be at their next town board meeting and will ask when we should expect the check. There was a cash register receipt error which is outlined in Kathy's Director's report. Ted closed the Citizen's credit card today. Salary line is still over budget by \$114.33.

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

Payment of Bills: (see attached)

We discussed paying bills electronically since all payments are initially approved by the board. Ted will start this month with MidTel and will add more in the future.

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

Standing Committee Reports:

Personnel Committee (Becky & Lisa) Kathy was very pleased with her evaluation. She stated she is happy working with us and always feels uplifted and rejuvenated after hearing all our comments.

Finance & Budget (Marion, Ted, Emilie & Kathy) The 4th quarter 2021 audit has been completed. The 1st quarter 2022 audit will be set up.

Policy Committee (Lisa & Jodi & John) Lisa spoke with Anita at the Town Hall and was told there is no specific whistle blower policy. The new handbook is coming out soon and Anita believes we will find something in it to cover this situation. The Library Board agreed the Library does not need to have a specific policy now.

Committee Reports:

Aesthetics Committee (Lisa & Kathy) We discussed a trophy/showcase outside. Lisa will check with Joel Willsey to see if he is interested in making one for us. We will also investigate a roof over the book drop. Kathy said the town is ready to start the landscaping project in the front of the building. Emilie made a motion to renew our landscaping plan. John was second. Motion carried. Kathy will see Donna tomorrow and let her know so the Friends of the Berne Library (FOBL) are informed.

Old Business:

Water supply. Jason the town engineer states this is in motion and will be completed before the deadline for our grant.

Parking Lot. The town wants to get new quotes after the water supply project is completed.

Other Items.

Bylaws. We discussed Article V and have made some updates. Article V, #2. We will change the nominating committee to be appointed in October, present nominations in November and vote at the December meeting so the new officers are ready to begin at the January meeting. We discussed adding to Article III, #1 "residing the in the Town of Berne" and to Article V, #9. "The Library director will keep track of training records." This will begin in 2023. We also made some other minor changes. Marion will complete these updates.

Goals for 2022 and review of 5 year plan. Kathy will put the current 5 year plan on the website. The 5 year plan ends in October 2024 so we need to work on this throughout 2023. We reviewed the goal list. The driveway markers completed. We discussed boosting through Facebook and John to look into the cost of this.

Kathy is trying to get the outside flood lights put on timers so they turn off during daytime hours. She will ask the town to replace these with LED flood lights. Ted and Kathy to work on the salary chart.

Holiday Pay. We will ask Jodi to contact Kristin again. We will work on this throughout the year in hopes this will begin in 2023 when we have included this in the budget.

Memorial Day float. Marion, Becky and Lisa will meet to discuss further. We need to know what size float we will have. There are no marchers allowed in this year's parade. FOBL to help with float.

New Business: John made a motion to pay James Darrah \$50 for his firearm safety program to be held on May 10th. Ted second. Motion carried. We will discuss Bylaws Article VI at the May meeting.

Friends Report: FOBL still looking for a wish list. They will fund the costs for the parade float. They are working on getting a credit card. They are sponsoring a play at the Senior Center on May 13, 2022. They are hoping to do Bowls for Books with ice cream in July. Music in the Park will be held over the summer. The book sale was a huge success raising \$1669.00. The Kiwanis are working with the county family court system to supply their waiting room with books for children ages 5-12.

Director's Report: (see attached) We discussed changing from Google to Microsoft. We discussed trustee award and volunteer award. Kathy also discussed a program award and is considering a few. Becky and Marion will work on a volunteer recognition letter for Ann Hein.

Meeting adjourned @ 8:35 pm. Motion made by Lisa to adjourn. Ted second. Motion carried.

Submitted by Lisa Raymond



2022 May Trustee Meeting
Director's Report

• **Director's Association:**

Nomination letters for 2021 program of the year have been submitted. For Adult programming I nominated the TEDxBernePublicLibrary talks and for Family/Youth programs I nominated the Barnyard Series from the summer reading season.

The date for the UHLS Annual Celebration is June 3 @ 5:00. This year there will be a cocktail type event, no dinner. The location will be held at the Colonie Library at 629 Albany Shaker Road, Loudonville. The evening will include a speaker on Intellectual Freedom, time to mingle, after which Colonie will be showcasing renovations to the library. The cost is \$25.

The UHLS board of Trustees are the first board to finish 4 sessions of racial equity training. The feedback was very positive.

• **New York State Library Construction:**

The town engineer, Jason Preisner, has updated the well situation. According to Jason, since the installation of the sewer system the contamination is no longer an issue. The deeper of the two wells will be used for the library. He suggested that a water pump and a water line from the well to the library be installed. A water test would be taken to determine if other filtration systems should be added. Jason provided a quote from Lawerece's Water Wells of \$2,332.63 for the installation of the pump into the well. This does not include any extra cost. I am looking forward to meeting with the town representatives and Jason for more details.

• **Emergency Connectivity Fund:**

I am in the process of applying to the FCC's Emergency Connectivity Fund for 1 year of WiFi internet service at \$2160 which does not include a \$210.60 one time fee. Kajeet will be our service provider for unlimited data to 10 hotspots. Also, I am asking for reimbursement for 5 Microsoft Surface tablets for student and patron use at a cost of \$1,675.

• **Broken Screen:**

I was pulling on the community room screen and it came partially out of the wall. The town maintenance guys fixed it by adding extra support on the wall.

• **Earth Day Program and Firearm Safety:**

We had 19 participants on Earth Day. 7 attended the Safety program.

• **Memorial Day Parade:**

Look for the library float on May 30, 2022. Let us know if you can help decorate.

• **Upcoming programs:**

May 13 at 7:00 Play @ Senior Center,

May 15 at 1:00 - Rockets in the Park

May 15 at 7:00 Knit Wits

May 27 at 7:00 Journeys on the Page

June 5 at 5:00 - Book Club

June 11 at 1:00 Summer Kick Off

Submitted by Kathy Stempel