

Berne Public Library – Trustees’ Agenda for May 11, 2023

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

Call Meeting to Order @ \_\_\_\_\_

Roll Call:

Adoption of agenda: (any changes or additions to the agenda should be made at this time)

Secretary’s Report:

Treasurer’s Report: Approve April 13, 2023 and May 11, 2023

Payment of Bills:

Standing Committee Reports:

Personnel Committee (Lisa, John, Lynn)

Finance & Budget Committee: (Ted, Lisa, Emilie & Kathy) last quarter 2022 and 1<sup>st</sup> quarter 2023

Policy Committee (Jodi, John, Lisa) Review financial policies and Conflict of Interest.

Committee Reports:

Aesthetics’ Committee: (Lisa & Kathy)

Old Business:

Building and Maintenance involving the Town: Water, parking lot, landscaping, security cameras, rug cleaning

Other: Email accounts and training with Rawdone. Give Kathy personal email addresses.

New Business:

Reschedule Trustee Training

RSVP for UHLS dinner

NYLA dues. Annual report.

Printer Company

Memorial Day Parade

Director’s Report:

Friend’s Report:

Meeting Adjourned @ \_\_\_\_\_

Next meeting is June 8, 2023 @ 6:30 pm



# BERNE PUBLIC LIBRARY MINUTES

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

**Date:** May 11, 2023

**Time:** 5:37pm

**Facilitator:** Lisa Raymond

## In Attendance

Lisa Raymond, Ted Borys, Jodi Ebel, Lynn Kerr, John Valachovic, Walter Galicki, Emilie Wright (6:30pm)

## Also In Attendance

Kathy Stempel, Library Manager, Marie Lounsbury

## Secretary's Report: (see attached)

Motion made by John to accept the Secretary's Report as presented, seconded by Lynn. Motion carried.

## Public Comment:

None

## Treasurer's Report: (see attached)

Motion made by Walter to accept the Treasurer's Report, seconded by John. Motion carried.

Construction grant discussed - the project will not be completed by the targeted date (June 30, 2023). Kathy will ask for an extension

## Payment of Bills: (see attached)

Bills reviewed. Motion made by Lynn to pay the bills, seconded by Jodi. Motion carried.

## Standing Committee Reports:

**Personnel Committee** (Lisa, Lynn, John):

**Policy Committee** (Jodi, John, Lisa) - Jodi will take a look at the Banned Book Policy for revision

**Aesthetics Committee** (Lisa & Kathy) - Motion made by John 2<sup>nd</sup> by Ted to approve the purchase of a bench up to \$1000

## Old Business

Building and Maintenance

- We have the water filter that was recommended. A plumber is needed. Lisa will contact Dennis Palow regarding this need.
- The trench in the driveway needs to be filled in. There was a recent flood seemingly caused by the trench which acted as a ditch which enabled all of the rainwater to enter the

maintenance room, progressing to the back area flooring and eventually making its way to the rugs in the library. This issue will also be discussed with Mr. Palow.

- One security camera is up. Additional work is needed. Kathy will put in a work order with the town for this as well as an order to have the carpet shampooed.
- Still looking for a date for Rawdon to come and train trustees on using Microsoft Office
- Trustee training will also be rescheduled. Kathy will call Tim Burke to see if he is available on June 8<sup>th</sup>.

### New Business

- UHLS dinner scheduled for June 14<sup>th</sup> – Kathy and Lisa will attend.
- Renewal contract for printer received – however we have a 5 year lease which is not up for another year. Kathy will tell him that we will not be renewing early. Will discuss in November in preparation for budget planning.
- Memorial Day parade – will use Marion's trailer. Will have a float – Kathy will work with Donna Gwin to coordinate.

### Director's Report

- A number of folks are participating in the UHLS Expedition (36'ers).
- New hot spot tablets are ready for check out
- Randy Bashwinger has indicated that the town might not be able to fix the trench – he suggested hiring a paving company.
- Kathy attended the youth services conference and attended workshop on the upcoming full eclipse. Kathy will look into programming possibilities. We have 500 sun safe eclipse glasses.
- Upcoming events reviewed

### Friends Report

- Bowls for books – 3 workshops in May – Ice Cream Social July 9th
- No dues until January
- Hilltown Players production was well attended. Desserts provided \$162 profit.
- Storywalk – new platforms at the nature center
- Seed library is up and running
- Friends are OK with boy scouts running refreshment stand on August 2 for music in the park. John will bring this to Boy Scout leadership group.
- Next year they will explore having one music in the park in Knox.

### Next Meeting

Motion made by Ted seconded by Lynn that the meeting adjourn. Meeting adjourned 7:06pm. The next meeting will be held on June 8<sup>th</sup> at 5:30pm.

Respectfully submitted,

Jodi A. Ebel

Secretary

**Berne Public Library**  
**Income & Expense Report (Budget vs. Actual)**  
 January through May 2023

	Jan - May 23	Budget
Ordinary Income/Expense		
Income		
Direct Public Support		
Individual Patron Contributions	988.41	500.00
Total Direct Public Support	988.41	500.00
Government Grants		
E-rate reimbursement	17.88	
LLSA Funding	143.00	1,000.00
Local Government Grants		
Agency Grant - Town of Berne		
Town of Berne Direct Pay		
Berne Direct Pay FICA	1,197.77	3,467.00
Town of Berne Direct Pay - Other	15,657.20	45,320.00
Total Town of Berne Direct Pay	16,854.97	48,787.00
Agency Grant - Town of Berne - Other	9,700.00	9,700.00
Total Agency Grant - Town of Berne	26,554.97	58,487.00
Agency Grant - Town of Knox	7,500.00	7,500.00
Total Local Government Grants	34,054.97	65,987.00
State Grants		
2018 Special Legislative Grant		180.80
Total State Grants		180.80
Total Government Grants	34,215.85	67,167.80
NYS Construction Grant		16,502.00
Other Types of Income		
Book Replacement	100.95	100.00
Book Sales	24.60	25.00
Coffee		25.00
Fax Revenue	50.40	150.00
Library Fines	4.20	
Miscellaneous Revenue	3.00	50.00
Photocopying Revenue	248.87	350.00
Total Other Types of Income	432.02	700.00
Total Income	35,636.28	84,869.80
Gross Profit	35,636.28	84,869.80
Expense		
Advertising		500.00
Construction	4,449.19	14,352.00
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	180.20	180.20
Equip Rental and Maintenance - Other	390.28	1,220.60
Total Equip Rental and Maintenance	570.48	1,400.80
Equipment Purchase	598.99	1,200.00
Total Facilities and Equipment	1,169.47	2,600.80

**Berne Public Library**  
**Income & Expense Report (Budget vs. Actual)**  
 January through May 2023

	Jan - May 23	Budget
Miscellaneous Fees		
Bank Charges	313.18	
Miscellaneous Fees - Other	37.00	
<b>Total Miscellaneous Fees</b>	<b>350.18</b>	
Operations		
Books & Reference Materials		
Books on CD	23.02	150.00
E-content	2,155.39	3,000.00
Magazines		450.00
Software Applications	427.57	890.00
Videos	378.55	900.00
Books & Reference Materials - Other	1,573.27	4,500.00
<b>Total Books &amp; Reference Materials</b>	<b>4,557.80</b>	<b>9,890.00</b>
Cleaning Supplies	36.44	150.00
Postage, Mailing Service	3.49	300.00
Printing and Copying	78.67	300.00
Supplies	351.08	500.00
Telephone, Telecommunications	713.31	2,272.00
UHLS Service Dues	1,264.00	2,528.00
<b>Total Operations</b>	<b>7,004.79</b>	<b>15,940.00</b>
Other Types of Expenses		
Memberships and Dues	55.00	350.00
<b>Total Other Types of Expenses</b>	<b>55.00</b>	<b>350.00</b>
Programs		
Adult Events		300.00
Children & Young Adult Programs		
Summer Reading	121.70	250.00
Youth, General		100.00
Children & Young Adult Programs - Other	147.17	300.00
<b>Total Children &amp; Young Adult Programs</b>	<b>268.87</b>	<b>650.00</b>
<b>Total Programs</b>	<b>268.87</b>	<b>950.00</b>
Salary	15,657.20	45,320.00
Taxes		
FICA	1,197.77	3,467.00
<b>Total Taxes</b>	<b>1,197.77</b>	<b>3,467.00</b>
Travel and Meetings		
Conference, Convention, Meeting		800.00
Travel	96.94	240.00
<b>Total Travel and Meetings</b>	<b>96.94</b>	<b>1,040.00</b>
<b>Total Expense</b>	<b>30,599.41</b>	<b>84,869.80</b>
<b>Net Ordinary Income</b>	<b>5,036.87</b>	
<b>Net Income</b>	<b>5,036.87</b>	

**Berne Public Library  
Reconciliation Detail  
NBT Bank, Period Ending 04/30/2023**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						42,983.76
<b>Cleared Transactions</b>						
<b>Checks and Payments - 7 items</b>						
Check	03/09/2023	1129	Upper Hudson Libra...	X	-330.88	-330.88
Check	04/13/2023	1133	Baker & Taylor	X	-295.66	-626.54
Check	04/13/2023	1132	Elan Financial Servi...	X	-143.97	-770.51
Check	04/13/2023	1134	National Business T...	X	-7.00	-777.51
Check	04/14/2023	1136	Upper Hudson Libra...	X	-2,114.01	-2,891.52
Check	04/14/2023	1135	MidTel	X	-142.32	-3,033.84
Check	04/14/2023	1137	Baker & Taylor	X	-48.04	-3,081.88
Total Checks and Payments					-3,081.88	-3,081.88
<b>Deposits and Credits - 2 items</b>						
Deposit	04/17/2023			X	85.17	85.17
Deposit	04/20/2023			X	200.00	285.17
Total Deposits and Credits					285.17	285.17
Total Cleared Transactions					-2,796.71	-2,796.71
Cleared Balance					-2,796.71	40,187.05
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	04/13/2023	1131	National Business L...		-117.00	-117.00
Total Checks and Payments					-117.00	-117.00
Total Uncleared Transactions					-117.00	-117.00
Register Balance as of 04/30/2023					-2,913.71	40,070.05
<b>New Transactions</b>						
<b>Checks and Payments - 8 items</b>						
Check	05/11/2023	1142	Blake Equipment		-903.70	-903.70
Check	05/11/2023	1144	Baker & Taylor		-210.71	-1,114.41
Check	05/11/2023	1141	Elan Financial Servi...		-191.91	-1,306.32
Check	05/11/2023	1140	MidTel		-142.32	-1,448.64
Check	05/11/2023	1138	National Business L...		-117.00	-1,565.64
Check	05/11/2023	1145	Kathleen Stempel		-96.94	-1,662.58
Check	05/11/2023	1143	William K Sanford T...		-37.00	-1,699.58
Check	05/11/2023	1139	National Business T...		-7.00	-1,706.58
Total Checks and Payments					-1,706.58	-1,706.58
<b>Deposits and Credits - 1 item</b>						
Deposit	05/03/2023				177.33	177.33
Total Deposits and Credits					177.33	177.33
Total New Transactions					-1,529.25	-1,529.25
<b>Ending Balance</b>					<b>-4,442.96</b>	<b>38,540.80</b>



52 South Broad Street  
Norwich, New York 13815





**April 2023**

Reporting Activity 04/01 - 04/30

Page 1 of 4

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	\$40,187.05

**Government Checking - XXXXXXXXX3761**

**Account Summary**

Date	Description	Amount
04/01/2023	Beginning Balance	\$42,983.76
	7 - Checks / Debits	\$3,081.88
	2 + Deposits / Credits	\$285.17
04/30/2023	Ending Balance	\$40,187.05

**Account Activity**

Transaction Date	Description	Debits	Credits	Balance
04/10/2023	CHECK #1129	\$330.88		\$42,652.88
04/17/2023	DEPOSIT		\$85.17	\$42,738.05
04/18/2023	CHECK #1135	\$142.32		\$42,595.73
04/19/2023	CHECK #1133	\$295.66		\$42,300.07
04/19/2023	CHECK #1137	\$48.04		\$42,252.03
04/20/2023	DEPOSIT		\$200.00	\$42,452.03
04/21/2023	CHECK #1132	\$143.97		\$42,308.06
04/24/2023	CHECK #1136	\$2,114.01		\$40,194.05
04/24/2023	CHECK #1134	\$7.00		\$40,187.05

**Checks Paid**

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
1129	04/10/2023	\$330.88	1134	04/24/2023	\$7.00	1137	04/19/2023	\$48.04
1132*	04/21/2023	\$143.97	1135	04/18/2023	\$142.32			
1133	04/19/2023	\$295.66	1136	04/24/2023	\$2,114.01			

\* Indicates skipped check number



Member FDIC

## May 11, 2023 – Payment of Bills

### ➤ Bills

- National Business Leasing (printer lease): \$117.00
- National Business Technologies (fuel surcharge): \$7.00
- MidTel (internet, phone): \$142.32
- NBT credit card (3 DVDs, cleaning and office supplies): \$191.91
- Blake Equipment (water treatment equipment): \$903.70
- Colonie Town Library (forward patron fine): \$37.00
- Baker & Taylor (14 books): \$210.71
- Kathy Stempel (mileage): \$96.94

### ➤ Additional information

- NYSED DLD 2021 – 2023 Construction Grant
  - Total project funding:      \$16,502.00 (BPL) + \$5,500.00 (Town) = \$22,002.00
  - Spent so far:                      \$6,599.19 (BPL) + \$1,614.14 (Town) = \$8,213.33

Berne Public Library  
2023 Payroll

Pay Period	Pay Period End Date	Paycheck Date	Gross	Budget: \$45,320.00		Under (Over)	0.0765	
				YTD	Balance		FICA	YTD
1	01/07/23	01/12/23	\$1,694.27	\$1,694.27	\$43,625.73	\$48.81	\$129.61	\$129.61
2	01/21/23	01/26/23	\$1,728.40	\$3,422.67	\$41,897.33	\$63.48	\$132.22	\$261.83
3	02/04/23	02/09/23	\$1,698.15	\$5,120.82	\$40,199.18	\$108.41	\$129.91	\$391.74
4	02/18/23	02/23/23	\$1,778.85	\$6,899.67	\$38,420.33	\$72.64	\$136.08	\$527.82
5	03/04/23	03/09/23	\$1,641.75	\$8,541.42	\$36,778.58	\$173.96	\$125.59	\$653.42
6	03/18/23	03/23/23	\$1,696.95	\$10,238.37	\$35,081.63	\$220.09	\$129.82	\$783.24
7	04/01/23	04/06/23	\$1,875.93	\$12,114.30	\$33,205.70	\$87.24	\$143.51	\$926.74
8	04/15/23	04/20/23	\$1,736.40	\$13,850.70	\$31,469.30	\$93.92	\$132.83	\$1,059.58
9	04/29/23	05/04/23	\$1,806.50	\$15,657.20	\$29,662.80	\$30.49	\$138.20	\$1,197.78
10	05/13/23	05/18/23						
11	05/27/23	06/01/23						
12	06/10/23	06/15/23						
13	06/24/23	06/29/23						
14	07/08/23	07/13/23						
15	07/22/23	07/27/23						
16	08/05/23	08/10/23						
17	08/19/23	08/24/23						
18	09/02/23	09/07/23						
19	09/16/23	09/21/23						
20	09/30/23	10/05/23						
21	10/14/23	10/19/23						
22	10/28/23	11/02/23						
23	11/11/23	11/16/23						
24	11/25/23	11/30/23						
25	12/09/23	12/14/23						
26	12/23/23	12/28/23						

\$1,743.08 average per biweekly pay period

## May 2023 Trustee Meeting

### Director's Report

Director's Association – The meeting was held virtually on May 5. A reminder to send in the annual narrative by May 10 was talked about. The difference in the narrative is to answer 3 questions with 3 or 4 sentences. In place of having a traditional annual dinner, there will be a mingling with hors d'oeuvres. We need to RSVP by the end of May.

UHLS Expedition – The Berne Library has experienced an increase of patron walk throughs. Many people in the library system are participating in being a "36'er." Staff have been asked to chat up the library while the new visitors are here.

Flood – On April 22 the library experienced a major flood. The downpouring of rain followed the path of the water line in the parking lot right into the maintenance room. From the maintenance room onto the tile flooring, then under the walls and into the library, soaking up the carpet. Town maintenance staff shop vacuumed the floor, not realizing the library carpet was wet. During inspection, staff at the library sucked up 4 buckets of rug water. We secured 5 fans that ran for two nights until the carpet dried.

National Printers – Keenan, the representative of National revised the upcoming contract. Ted reminded me that the contract is not close to being up yet.

Tablets – The new Hot Spot tablets are ready for check out.

Camera – The security cameras have been installed with a slight problem, only one works. During installation the wires separated causing the camera to disconnect.

Parking lot- According to Randy Bashwinger, the highway department cannot fix the parking lot. He recommends hiring a paving company to finish filling in the ditch and pave the lot.

New toilet – The town replaced our failing toilet with a new one.

Youth Service Conference – April 27 – 28 I attended a 3-hour workshop on the upcoming annular and full eclipse. We have 500 sun safe eclipse glasses for the event. They recommend getting double the glasses due to the run on them in 2017. Even though we will not be able to physically see the annular eclipse it will be a great starting point to provide programs leading up to the solar eclipse.

#### Upcoming Programs:

Rockets in the Park – May 21 @ 1:00

Telescopes (full moon) and an Outdoor Movie – June 3 @ 7:30

Robot Games – June 4 @ 1:00

What to do When a Loved One Dies by Herzog Law Firm – June 7 @ 6:00

Submitted by,

Kathy Stempel - Director