

Berne Public Library – Trustees’ Agenda for November 9, 2023

This 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 for October 12, 2023 and Correspondence.
- Public Comment
- Treasurer’s Report for November 9, 2023

Payment of Bills:

Standing Committee Reports:

- Personnel Committee (Lisa, John & Lynn) Kathy submitted her duties. She is working on goals completed in 2023 and new goals for 2024. Committee will meet and work on new Director's Evaluation.
- Finance & Budget Committee (Ted, Lisa, Emilie & Kathy) 3rd quarter audit completed.
- Policy Committee (Jodi, John, Lisa) Lisa and John will work on Behavior Policy.
- Technology Committee (Jodi & Emilie) Work on printer contract with Kathy.
- Strategic Planning Committee ((Kathy, Lisa, Lynn) Due October 2024.

Committee Reports:

- Aesthetics Committee (Lisa & Kathy) We will be working on foyer and Historical Society areas.

Old Business:

Building and Maintenance involving the Town:

- Water supply – Kathy to work with Jason (town engineer) on getting the well treated and water retested.
- Security camera-Town to install 4 cameras.
- Construction Grant – update. Kathy working on amendment to add handicapped doors and line painting of the parking lot to construction grant.

New Business:

- _Printer Contract- Kathy working on this.
- Any trustee leaving must give notice by November. Appoint recruiting committee.
- 2024 nominations for trustee officer's.
- SAM (The System for Award Management-Federal) registration is due.
- Reminder from Core Training: Trustees should re-read By-Laws and Open Meeting Law.

Director's Report:

Friend's Report:

Meeting Adjourned @ _____. Next meeting is December 14, 2023 2023 at 6:30 pm

November 2023 Trustee Meeting

Director's Report

Director Association will meet next month, December. The date of the NYLA conference interfered with the normal meeting date.

NYLA: I met with the Hoopla vendors and mentioned that we have a Anime club that would like to see a movie series titled "My Hero Academy". That night I received an email stating an order for the movie was submitted to be included in Hoopla's list of shows. I was impressed with their business ethics. I went to 8 workshops which I will report on at the meeting.

Rug: The town maintenance staff cleaned the stains out of the carpet a few days before our open house.

Printers:

- Cannon- \$6,200 five yr. Lease with maintenance contract, like National contract.
- HP – Purchase price, \$375 with free shipping. Black ink \$51 and color \$59 each, magenta, cyan and yellow.
- National- Had a sale that included a new printer with 500 black and white and 200 color for \$122 a month. I did not get a chance to read about the details and what would happen after the expiration of the sale.
- Xerox-

Subpoena: A phone call from an investigator wanting information from our computers resulted in a subpoena being issued to the library. The Berne Public Library follows the New York State Confidentiality Law. Our policy states that if a subpoena is presented, the town attorney must be notified. I would like to update the policy to include "It is required that the Director or alternate authority be notified immediately in the event of any warrant or subpoena request." Furthermore, "staff will record the identity of the individual presenting the request" and that they generally do not need to respond immediately to any request.

The Great Give Back: Libraries all around the state host service events, from donation drives to community cleanups and more. For the Great Give Back the library collected donated can food and nonperishable items for the local pantries. The day after we put out our collection basket the Helderberg Family and Community asked if they could add their box for donated items. This made a great opportunity for a partnership. We collected over 85 items together for local donations.

Upcoming Programs

Journeys on the Page – Friday, November 10 @ 7:00

Library Closed for Veteran's Day – Saturday, November 11

Learn to Make an Origami Box – Friday, November 17 @ 6:00

Homeschool – Wednesday, November 22 @ 11:00

Anima Club – Wednesday, November 22 @ 2:45

Library Closed for Thanksgiving – Thursday and Friday, November 23 & 24

Adult Craft – Monday, November 27 @ 6:30

Books and Brew @ Helderberg Mountain Brewery – Wednesday, November 29 @ 6:00

Youth Services:

Trunk or Treat – Over 130 kids went trick or treating through the spooky pavilion at the Berne Town Park on Oct. 21. The library provided a goodie bag as kids walked by our chilling table with a skeleton reading a big scary book. On Tuesday, Halloween we had 8 trick or treaters in the library.

Storytime: Shannon Duer, from Emma Treadwell Nature Center, has been scheduling monthly nature storytimes with the Berne Library. Last month it was about “bones”, and this month will be about “feathers.”

Homeschool: Jenna, from the Red Cross provided a program for 8 preK to 2nd graders. Participants followed Pedro the penguin through a few emergency situations. Next time the 3rd through the 5th grade children will be able to make pillowcase survival kits.

Submitted by

Kathy Stempel

Berne Public Library Meeting Minutes

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

Date: October 12, 2023

Time: 6:30pm

Facilitator: Lisa Raymond

Meeting called to order at 6:33pm

In attendance: John Valachovic, Lynn Kerr, Ted Borys, Emilie Wright, Lisa Raymond, Jodi Ebel

Also in Attendance: Kathy Stempel Library director, Marion Burghart, Friends of the Library

Secretary's Report (see attached)

Motion made by Emilie, 2nd by Lynn to approve the amended Secretary's report. Motion carried.

Treasurer's Report: (see attached)

- Report reviewed
- Ending Checkbook balance 28, 092.16
- Motion to accept the treasurer's report made by John and 2nd by Emilie. Motion carried.

Payment of Bills (see attached)

- Bills reviewed.
- Motion made by John to pay the bills, seconded by Emilie. Motion carried.

Standing Committee Reports:

Personnel Committee met on September 20, 2023 to review Director's evaluation and job description. Kathy will review and report out on accomplishments during 2023 and goals for 2024.

Finance and Budget Committee will meet on 10/12/23 to complete 3rd quarter audit.

Policy Committee –

- Conflict of Interest policy reviewed. Motion made to finalize policy made by Lynn 2nd by Jodi. Motion Carried. John will convert the policy to pdf format and upload to SharePoint.

Technology Committee –

- Kathy will call the local Canon provider to get a price quote. The board will decide in November which company to contract with for 2024.

Aesthetics Committee will focus on updating the foyer. Will hold off on a display case until automatic doors are finalized.

Old Business

- Water supply – the water test indicated the presence of Escherichia coli and Coliform. The town appointed engineer will follow up on this situation.
- Kathy will be speaking with Tim Burke at UHLS regarding amending the Construction Grant to include the automatic doors and parking lot needs.
- Kathy is working with Dennis Palo on additional security cameras for the outside of the building.

New Business

All Trustees should review the By-Laws and Open Meeting Law.

Thank you note read from Sandra Stempel for making training courses available.

The location of the Historical Cabinet was discussed. The cabinet is currently in the rear of the library. The board has discussed moving it next to the file cabinets near the rear entryway. Kathy will ask the town historian (Sandra Stempel) her opinion regarding the most appropriate location for the contents of the cabinet.

Director's Report (attached)

- Discussed both the Berne and Knox budget meetings and preliminary budgets.
- The 10-year anniversary celebration for the new library building will be held on October 25, 2023 from 6-8pm.
- Reviewed upcoming events including the starting of open mic night in November.

Friends of the Berne Library

- The Heldercon event was held on September 30 with over 100 children playing games, making crafts and exploring comic book characters.
- The Friends will provide refreshments for the 10th anniversary of the "new" Library building on October 25th.
- Categories for this year's photography contest will be generations, natural beauty, awesome animals and architectural delights. Photos must be submitted by January 31st. Photos will be displayed during the month of February.
- The annual Booksale will be held on March 23rd
- The Friends will sponsor a Mitten Tree for the Holiday Season during the month of November and December.
- The story walk will be revitalized. Friends will pay for furniture for

Motion made by Jodi seconded by Emilie that the meeting adjourn.

Meeting adjourned 7:35pm.

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

| | Jan - Nov 23 | Budget |
|--|------------------|------------------|
| Ordinary Income/Expense | | |
| Income | | |
| Direct Public Support | | |
| Individual Patron Contributions | | |
| Donations in lieu of fines | 17.40 | |
| Individual Patron Contributions - Other | 1,188.71 | 500.00 |
| Total Individual Patron Contributions | <u>1,206.11</u> | <u>500.00</u> |
| Total Direct Public Support | 1,206.11 | 500.00 |
| Government Grants | | |
| E-rate reimbursement | 25.67 | |
| LLSA Funding | 1,436.00 | 1,000.00 |
| Local Government Grants | | |
| Agency Grant - Town of Berne | | |
| Town of Berne Direct Pay | | 3,467.00 |
| Berne Direct Pay FICA | 2,914.05 | 45,320.00 |
| Town of Berne Direct Pay - Other | 38,092.29 | |
| Total Town of Berne Direct Pay | <u>41,006.34</u> | <u>48,787.00</u> |
| Agency Grant - Town of Berne - Other | 9,700.00 | 9,700.00 |
| Total Agency Grant - Town of Berne | <u>50,706.34</u> | <u>58,487.00</u> |
| Agency Grant - Town of Knox | 7,500.00 | 7,500.00 |
| Total Local Government Grants | 58,206.34 | 65,987.00 |
| State Grants | | |
| 2018 Special Legislative Grant | | 180.80 |
| Total State Grants | | <u>180.80</u> |
| Total Government Grants | 59,668.01 | 67,167.80 |
| NYS Construction Grant | | 16,502.00 |
| Other Types of Income | | |
| Book Replacement | 155.64 | 100.00 |
| Book Sales | 68.85 | 25.00 |
| Coffee | 3.00 | 25.00 |
| Fax Revenue | 138.90 | 150.00 |
| Library Fines | 21.81 | |
| Miscellaneous Revenue | 9.00 | 50.00 |
| Photocopying Revenue | 514.44 | 350.00 |
| Total Other Types of Income | <u>911.64</u> | <u>700.00</u> |
| Total Income | <u>61,785.76</u> | <u>84,869.80</u> |
| Gross Profit | 61,785.76 | 84,869.80 |
| Expense | | |
| Advertising | 210.04 | 500.00 |
| Construction | 7,982.21 | 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 | 1,098.13 | 1,220.60 |
| Total Equip Rental and Maintenance | <u>1,278.33</u> | <u>1,400.80</u> |

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

| | Jan - Nov 23 | Budget |
|--|-------------------|------------------|
| Equipment Purchase | 618.99 | 1,200.00 |
| Total Facilities and Equipment | 1,897.32 | 2,600.80 |
| Miscellaneous Fees | | |
| Bank Charges | 313.18 | |
| Miscellaneous Fees - Other | 36.00 | |
| Total Miscellaneous Fees | 349.18 | |
| Operations | | |
| Books & Reference Materials | | |
| Books on CD | 42.96 | 150.00 |
| E-content | 3,811.77 | 3,000.00 |
| Magazines | | 450.00 |
| Software Applications | 464.28 | 890.00 |
| Videos | 801.27 | 900.00 |
| Books & Reference Materials - Other | 3,510.28 | 4,500.00 |
| Total Books & Reference Materials | 8,630.56 | 9,890.00 |
| Cleaning Supplies | 36.44 | 150.00 |
| Postage, Mailing Service | 189.49 | 300.00 |
| Printing and Copying | 113.67 | 300.00 |
| Supplies | 589.78 | 500.00 |
| Telephone, Telecommunications | 2,390.81 | 2,272.00 |
| UHLS Service Dues | 2,528.00 | 2,528.00 |
| Total Operations | 14,478.75 | 15,940.00 |
| Other Types of Expenses | | |
| Memberships and Dues | 255.00 | 350.00 |
| Total Other Types of Expenses | 255.00 | 350.00 |
| Programs | | |
| Adult Events | | 300.00 |
| Children & Young Adult Programs | | |
| Summer Reading | 172.19 | 250.00 |
| Youth, General | 17.15 | 100.00 |
| Children & Young Adult Programs - Other | 168.67 | 300.00 |
| Total Children & Young Adult Programs | 358.01 | 650.00 |
| General Patrons | 12.22 | |
| Outreach reach | 32.98 | |
| Total Programs | 403.21 | 950.00 |
| Salary | 38,092.29 | 45,320.00 |
| Taxes | | |
| FICA | 2,914.05 | 3,467.00 |
| Total Taxes | 2,914.05 | 3,467.00 |
| Travel, Meetings, and Training | | |
| Conference, Meeting, Training | 810.00 | 800.00 |
| Travel | 201.74 | 240.00 |
| Total Travel, Meetings, and Training | 1,011.74 | 1,040.00 |
| Total Expense | 67,943.79 | 84,869.80 |
| Net Ordinary Income | (6,158.03) | |
| Net Income | (6,158.03) | |

Berne Public Library
Reconciliation Detail
NBT Bank, Period Ending 10/31/2023

| Type | Date | Num | Name | Cir | Amount | Balance |
|--------------------------------------|------------|------|-------------------------|-----|------------------|------------------|
| Beginning Balance | | | | | | 32,363.22 |
| Cleared Transactions | | | | | | |
| Checks and Payments - 7 items | | | | | | |
| Check | 10/12/2023 | 1184 | Upper Hudson Libra... | X | -2,259.33 | -2,259.33 |
| Check | 10/12/2023 | 1185 | Kajeet Inc. | X | -821.65 | -3,080.98 |
| Check | 10/12/2023 | 1182 | Elan Financial Servi... | X | -490.61 | -3,571.59 |
| Check | 10/12/2023 | 1181 | MidTel | X | -143.24 | -3,714.83 |
| Check | 10/12/2023 | 1183 | Baker & Taylor | X | -122.63 | -3,837.46 |
| Check | 10/12/2023 | 1179 | National Business L... | X | -117.00 | -3,954.46 |
| Check | 10/12/2023 | 1180 | National Business T... | X | -7.00 | -3,961.46 |
| Total Checks and Payments | | | | | -3,961.46 | -3,961.46 |
| Deposits and Credits - 1 item | | | | | | |
| Deposit | 10/03/2023 | | | X | 135.40 | 135.40 |
| Total Deposits and Credits | | | | | 135.40 | 135.40 |
| Total Cleared Transactions | | | | | -3,826.06 | -3,826.06 |
| Cleared Balance | | | | | -3,826.06 | 28,537.16 |
| Uncleared Transactions | | | | | | |
| Checks and Payments - 2 items | | | | | | |
| Check | 07/06/2023 | 1157 | B-K-W Memoir | | -70.00 | -70.00 |
| Check | 10/12/2023 | 1186 | Pavement Paintlines | | -375.00 | -445.00 |
| Total Checks and Payments | | | | | -445.00 | -445.00 |
| Total Uncleared Transactions | | | | | -445.00 | -445.00 |
| Register Balance as of 10/31/2023 | | | | | -4,271.06 | 28,092.16 |
| New Transactions | | | | | | |
| Checks and Payments - 6 items | | | | | | |
| Check | 11/09/2023 | 1190 | Baker & Taylor | | -370.89 | -370.89 |
| Check | 11/09/2023 | 1189 | Elan Financial Servi... | | -166.29 | -537.18 |
| Check | 11/09/2023 | 1188 | MidTel | | -143.24 | -680.42 |
| Check | 11/09/2023 | 1187 | National Business L... | | -117.00 | -797.42 |
| Check | 11/09/2023 | 1192 | Kathleen Stempel | | -70.74 | -868.16 |
| Check | 11/09/2023 | 1191 | Upper Hudson Libra... | | -12.50 | -880.66 |
| Total Checks and Payments | | | | | -880.66 | -880.66 |
| Deposits and Credits - 1 item | | | | | | |
| Deposit | 11/02/2023 | | | | 119.40 | 119.40 |
| Total Deposits and Credits | | | | | 119.40 | 119.40 |
| Total New Transactions | | | | | -761.26 | -761.26 |
| Ending Balance | | | | | -5,032.32 | 27,330.90 |



52 South Broad Street
Norwich, New York 13815

BERNE PUBLIC LIBRARY
PO BOX 209
BERNE NY 12023-0209

October 2023

Reporting Activity 10/01 - 10/31

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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 | \$28,537.16 |

Government Checking - XXXXXXXX3761

Account Summary

| Date | Description | Amount |
|------------|------------------------|-------------|
| 10/01/2023 | Beginning Balance | \$32,363.22 |
| | 7 - Checks / Debits | \$3,961.46 |
| | 1 + Deposits / Credits | \$135.40 |
| 10/31/2023 | Ending Balance | \$28,537.16 |

Account Activity

| Transaction Date | Description | Debits | Credits | Balance |
|------------------|-------------|------------|----------|-------------|
| 10/03/2023 | DEPOSIT | | \$135.40 | \$32,498.62 |
| 10/17/2023 | CHECK #1181 | \$143.24 | | \$32,355.38 |
| 10/18/2023 | CHECK #1179 | \$117.00 | | \$32,238.38 |
| 10/19/2023 | CHECK #1185 | \$821.65 | | \$31,416.73 |
| 10/19/2023 | CHECK #1180 | \$7.00 | | \$31,409.73 |
| 10/20/2023 | CHECK #1182 | \$490.61 | | \$30,919.12 |
| 10/20/2023 | CHECK #1183 | \$122.63 | | \$30,796.49 |
| 10/30/2023 | CHECK #1184 | \$2,259.33 | | \$28,537.16 |

Checks Paid

| Check # | Date | Amount | Check # | Date | Amount | Check # | Date | Amount |
|---------|------------|----------|---------|------------|------------|---------|------------|----------|
| 1179 | 10/18/2023 | \$117.00 | 1182 | 10/20/2023 | \$490.61 | 1185 | 10/19/2023 | \$821.65 |
| 1180 | 10/19/2023 | \$7.00 | 1183 | 10/20/2023 | \$122.63 | | | |
| 1181 | 10/17/2023 | \$143.24 | 1184 | 10/30/2023 | \$2,259.33 | | | |

* Indicates skipped check number



Member FDIC

November 9, 2023 – Payment of Bills

➤ Bills

- National Business Leasing (printer lease): \$117.00
- MidTel (internet, phone): \$143.24
- NBT credit card (2 DVDs, supplies, outreach): \$166.29
- Baker & Taylor (23 books): \$370.89
- UHLS (laptop, cards): \$12.50
- Kathy Stempel (NYLA mileage): \$70.74

➤ Additional information – construction grant scoreboard (no change this month)

| | Grant to BPL | Town Match | Total |
|--|-----------------|---------------|-----------|
| State Aid for Library Construction Fiscal Year 2021/2023 | 16,502.00 | 5,500.00 | 22,002.00 |
| 8/30/21 letter from Sean Lyons to UHLS - Town will cover 25% of costs up to \$5,473 | | | |
| NYSED award email, x/xx/xx | | | |
| 90% check deposited 12/31/22 | 14,851.00 | | |
| Remaining 10% due BPL to close grant | 1,651.00 | | |

| Expenditures that will satisfy project | | | |
|---|------------------|-----------------|------------------|
| | Library | Town | Total |
| Home Depot - Pressure tank | | 189.00 | 189.00 |
| Lawrence - Well pump installation | | 1,425.14 | 1,425.14 |
| Meyers Electrical - well wiring | 2,150.00 | | 2,150.00 |
| Fox Valley - Excavate for water and power lines | 1,800.00 | | 1,800.00 |
| Lamont - connect well water to building | 1,180.49 | | 1,180.49 |
| Lamont - water test and treatment consultation | 565.00 | | 565.00 |
| Blake Equipment - water filtration equipment | 903.70 | | 903.70 |
| M4M Sealcoating | 2,500.00 | | 2,500.00 |
| Callanan - asphalt patch material (to be paid 9/14) | 658.02 | | 658.02 |
| Pavement Paintlines - striping | 375.00 | | 375.00 |
| Adirondack Environmental Services - water test | 270.30 | | 270.30 |
| Total spent so far | 10,402.51 | 1,614.14 | 12,016.65 |
| Amount remaining to be spent | 6,099.49 | 3,885.86 | 9,985.35 |