

Berne Public Library – Trustees’ Agenda for December 14, 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 November 9, 2023 and Correspondence.
- Public Comment
- Treasurer’s Report for December 14, 2023

Payment of Bills:

Standing Committee Reports:

Personnel Committee (Lisa, John & Lynn) Director's Evaluation.

Finance & Budget Committee (Ted, Lisa, Emilie & Kathy)

Policy Committee (Jodi, John, Lisa) Behavior Policy, 2nd reading. Confidential Policy reformatted.

Technology Committee (Jodi, Emilie & Walter) Work on printer contract with Kathy.

Strategic Planning Committee ((Kathy, Lisa, Lynn) Due October 2024.

Committee Reports:

- Aesthetics Committee (Lisa & Kathy) Work on foyer and Historical Society areas. Purchased 2 new computer desk chairs.

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 get 4 cameras installed.
- Construction Grant – update. Kathy working on amendment to add handicapped doors and line painting of the parking lot to construction grant.
- BJ's club membership.

New Business:

- Printer Contract- Kathy working on this with Technology Committee.
- Appoint recruiting committee. Trustee applications to replace John should be a letter of intent. Emilie is reviewing applications for trustee position for future vacancies.
- John luncheon
- 2024 nominations for trustee officer's. (motion)
- 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 January 11, 2024 at 6:30 pm

Berne Public Library Meeting Minutes

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

Date: November 9, 2023

Time: 6:30 pm

Facilitator: Lisa Raymond

Meeting called to order at 6:33 pm

In attendance: Lisa Raymond, Ted Borys, John Valachovic, Emilie Wright, Walter Galick.

Absent: Jodi Ebel, Lynn Kerr.

Also in Attendance: Kathy Stempel, Library Director. Marion Burghart, FOBL

Secretary's Report (see attached)

Add Walter Galick absent and correct spelling on Dennis Palow.

Motion made by John, second by Ted to approve the amended Secretary's report. Motion carried.

Treasurer's Report (see attached)

Report was reviewed.

\$6099.49 left in grant money.

Checkbook balance \$28,537.16.

Motion made by John, second by Emilie to accept the Treasurer's Report. Motion carried.

Payment of Bills (see attached)

Bills reviewed.

Motion made by John, second by Emilie to pay the bills. Motion carried.

Standing Committee Reports

Personnel Committee (Lisa, John & Lynn) Kathy has submitted her 2023 and 2024 goals. The committee will set up a time to meet to work on Director's Evaluation.

Finance & Budget Committee (Ted, Lisa, Emilie & Kathy) Kathy stated some people do not have cash to pay for copying or faxing. She is going to check with UHLS to see about credit cards or Venmo.

Policy Committee (Jodi, John & Lisa) Public Behavior policy discussed and will modify. Will have second reading in December.

Technology Committee (Jodi, Emilie & Walter)

Strategic Planning Committee (Kathy, Lisa, Lynn) Due October 2024.

Aesthetics Committee (Kathy & Lisa) Kathy is going to contact Beth Davis (school librarian) to help get more teens to come use the teen space. Working on ideas for the foyer and Historical Society areas. The books for sale bookcase will now be donations.

Old Business

Water test failed. Still working with town engineer and building inspector to get this corrected. Kathy will put in a work order for the cameras which have not been installed yet. Tim Burke is working on amending our Construction Grant. Kathy will followup with him. Kathy also to get some estimates on handicapped (ADA) doors.

New Business

Subpoena. Kathy spoke with Tim Burke who suggested we give it to the TOB. This has been forwarded to the town attorney. We then discussed the Confidential Policy which needs to be reformatted. Kathy will discuss the Confidential Procedure with the staff.
Printer. Still a work in progress. Technology Committee needs to set up a meeting.
Library Board. Resignation of John has sadly been accepted. We will advertise on the website, newsletter, Town Hall and various locations around town. Emilie will review information on applications for a new trustee. 2024 nomination for officers will be Lisa Raymond, President; Emilie Wright, Vice President; Ted Borys, Treasurer; Jodi Ebel, Secretary.
Review By-Laws and Open Meeting Law.

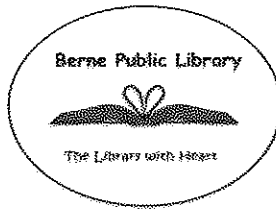
Director's Report (see attached)

Kathy to get an expiration and renewal date for printer agreement. We have a 63 month lease which ends in April 2024 we believe. Origami Box craft is rescheduled to Monday, December 18th.

Friend's Report

Heldercon was a big success and made \$262. Photo contest is set for January. Book sale drop off is March 16 and sale is March 23. Mitten tree is underway as well as the Festival of Trees. FOBL is also purchasing a new STEM kit for the library. They will also fund craft nights at the library. They will sponsor the open mic night at the library. Election of officers will be held in May.

Meeting Adjourned. Motion made by John to adjourn at 8:05 pm. Second by Ted. Motion carried.



Director's Report

2023 December

Director's Association: I attended the meeting virtually on Dec. 1. UHLS has been working on a system wide calendar for all libraries to promote events. The process may cost each library a small amount.

After 27 years as a tech professional, Rawdon Chang will be retiring in March. There was a suggestion to write everything down that Rawdon does at the library to insure a smooth transition with the replacement.

Three directors are moving on to other adventures; Cohoes, Colonie, and Guilderland will be getting new directors.

Donations: The community has been very generous with donations to the library. The first donation was a large box of next to new toys for the community room. The "new" toys brought joy to the children that are tired of the same old playthings. The mitten tree is full of hand-crafted hats and mittens along with brand new winter items.

Finally, a donation of over 100 Beanie Babies showed up at the library. 60 Beanies and books were rubber banded together to aid in Santa Clause's distribution at the Peter Becker winter parade. Other books and babies will be given out at storytime and homeschool day. Plus, a few holiday Beanies will be on display for the many holidays we celebrate.

Furniture: Two old office chairs have been leaving pieces of leather all over the rug. They have been replaced with new ones.

Printer: National Businesses admitted that the contract is up in April 2024. We are exploring options for finding a new provider.

Trustee Search: Several people showed interest in the open position on the Board. Farwell to John Valachovic after finishing his term on the Board.

New Items: Please check out our new magazine subscriptions that include Pioneer Woman, Outside and Travel & Leisure. Many new books have arrived with more to come.

Youth Services

Parade: There were 2 young volunteers who rode in the "Library" car for the 4th annual Peter Becker Christmas parade. Tracy Freer and her friend Mackensi maneuvered large puppets out the back windows while singing holiday songs. It was a wonderful community event to be part of.

Homeschool: Activities during homeschool meet ups have been Lego building and a few crafts have been set out to construct.

Storytime: The toddlers have been asking to use the popular parachute for fun activities during storytime. We all hold a handle attached to the parachute and sing the Wheels on the Bus and imitate actions. Plus, we throw soft snowballs on the chute and pretend it is a popcorn machine. These activities introduce cooperation with each other, and the children experience following instructions.

Upcoming Programs

Dec. 18 at 6:30 – Adult Craft to make an Origami Box

Dec. 19 at 10:30 – Storytime, Gingerbread Houses

Dec. 20 at 11:00 – Homeschool

Dec. 20 at 2:45 – Anime Club

Dec. 25 – Library Closed

Dec.26-Storytime, Winter

at 6:00 Pajama Storytime

Library Closed

January – Enter photos for contest.

Dec.28

Jan1

All

Joyfully submitted by

Kathy Stempel

Director

Amendment: Construction Grant – We are waiting for a quote for a UV water laser. Plus, another cost for a water test.



52 South Broad Street
Norwich, New York 13815





November 2023

Reporting Activity 11/01 - 11/30

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	\$27,400.90

Government Checking - XXXXXXXX3761

Account Summary

Date	Description	Amount
11/01/2023	Beginning Balance	\$28,537.16
	7 - Checks / Debits	\$1,255.66
	1 + Deposits / Credits	\$119.40
11/30/2023	Ending Balance	\$27,400.90

Account Activity

Transaction Date	Description	Debits	Credits	Balance
11/02/2023	DEPOSIT		\$119.40	\$28,656.56
11/13/2023	CHECK #1188	\$143.24		\$28,513.32
11/14/2023	CHECK #1192	\$70.74		\$28,442.58
11/16/2023	CHECK #1186	\$375.00		\$28,067.58
11/16/2023	CHECK #1190	\$370.89		\$27,696.69
11/16/2023	CHECK #1187	\$117.00		\$27,579.69
11/17/2023	CHECK #1189	\$166.29		\$27,413.40
11/20/2023	CHECK #1191	\$12.50		\$27,400.90

Checks Paid

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
1186	11/16/2023	\$375.00	1189	11/17/2023	\$166.29	1192	11/14/2023	\$70.74
1187	11/16/2023	\$117.00	1190	11/16/2023	\$370.89			
1188	11/13/2023	\$143.24	1191	11/20/2023	\$12.50			

* Indicates skipped check number



Member FDIC

Berne Public Library
Reconciliation Detail
 NBT Bank, Period Ending 11/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						28,537.16
Cleared Transactions						
Checks and Payments - 7 items						
Check	10/12/2023	1186	Pavement Paintlines	X	-375.00	-375.00
Check	11/09/2023	1190	Baker & Taylor	X	-370.89	-745.89
Check	11/09/2023	1189	Elan Financial Servi...	X	-166.29	-912.18
Check	11/09/2023	1188	MidTel	X	-143.24	-1,055.42
Check	11/09/2023	1187	National Business L...	X	-117.00	-1,172.42
Check	11/09/2023	1192	Kathleen Stempel	X	-70.74	-1,243.16
Check	11/09/2023	1191	Upper Hudson Libra...	X	-12.50	-1,255.66
Total Checks and Payments					-1,255.66	-1,255.66
Deposits and Credits - 1 item						
Deposit	11/02/2023			X	119.40	119.40
Total Deposits and Credits					119.40	119.40
Total Cleared Transactions					-1,136.26	-1,136.26
Cleared Balance					-1,136.26	27,400.90
Uncleared Transactions						
Checks and Payments - 1 item						
Check	07/06/2023	1157	B-K-W Memoir		-70.00	-70.00
Total Checks and Payments					-70.00	-70.00
Total Uncleared Transactions					-70.00	-70.00
Register Balance as of 11/30/2023					-1,206.26	27,330.90
New Transactions						
Checks and Payments - 7 items						
Check	12/14/2023	1195	Elan Financial Servi...		-671.11	-671.11
Check	12/14/2023	1196	Sandra Kisselback		-261.81	-932.92
Check	12/14/2023	1194	MidTel		-143.24	-1,076.16
Check	12/14/2023	1193	National Business L...		-117.00	-1,193.16
Check	12/14/2023	1198	Midwest Tape		-116.29	-1,309.45
Check	12/14/2023	1197	Upper Hudson Libra...		-94.80	-1,404.25
Check	12/14/2023	1199	Baker & Taylor		-76.81	-1,481.06
Total Checks and Payments					-1,481.06	-1,481.06
Deposits and Credits - 1 item						
Deposit	12/05/2023				181.05	181.05
Total Deposits and Credits					181.05	181.05
Total New Transactions					-1,300.01	-1,300.01
Ending Balance					-2,506.27	26,030.89

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

	Jan - Dec 23	Budget
Ordinary Income/Expense		
Income		
Direct Public Support		
Individual Patron Contributions		
Donations in lieu of fines	80.10	
Individual Patron Contributions - Other	1,188.71	500.00
Total Individual Patron Contributions	1,268.81	500.00
Total Direct Public Support	1,268.81	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		
Berne Direct Pay FICA	3,312.16	3,467.00
Town of Berne Direct Pay - Other	43,296.32	45,320.00
Total Town of Berne Direct Pay	46,608.48	48,787.00
Agency Grant - Town of Berne - Other	9,700.00	9,700.00
Total Agency Grant - Town of Berne	56,308.48	58,487.00
Agency Grant - Town of Knox	7,500.00	7,500.00
Total Local Government Grants	63,808.48	65,987.00
State Grants		
2018 Special Legislative Grant		180.80
Total State Grants		180.80
Total Government Grants	65,270.15	67,167.80
NYS Construction Grant		16,502.00
Other Types of Income		
Book Replacement	209.64	100.00
Book Sales	73.35	25.00
Coffee	5.00	25.00
Fax Revenue	140.40	150.00
Library Fines	21.81	
Miscellaneous Revenue	9.00	50.00
Photocopying Revenue	570.79	350.00
Total Other Types of Income	1,029.99	700.00
Total Income	67,568.95	84,869.80
Gross Profit	67,568.95	84,869.80
Expense		
Advertising	210.04	500.00
Construction	8,252.51	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	1,215.13	1,220.60
Total Equip Rental and Maintenance	1,395.33	1,400.80

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

	Jan - Dec 23	Budget
Equipment Purchase	618.99	1,200.00
Total Facilities and Equipment	2,014.32	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	247.39	450.00
Software Applications	464.28	890.00
Videos	957.48	900.00
Books & Reference Materials - Other	3,633.39	4,500.00
Total Books & Reference Materials	9,157.27	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	2,534.05	2,272.00
UHLS Service Dues	2,528.00	2,528.00
Total Operations	15,148.70	15,940.00
Other Types of Expenses		
Memberships and Dues	417.00	350.00
Total Other Types of Expenses	417.00	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	43,296.32	45,320.00
Taxes		
FICA	3,312.16	3,467.00
Total Taxes	3,312.16	3,467.00
Travel, Meetings, and Training		
Conference, Meeting, Training	990.00	800.00
Travel	283.55	240.00
Total Travel, Meetings, and Training	1,273.55	1,040.00
Total Expense	75,026.99	84,869.80
Net Ordinary Income	(7,458.04)	
Net Income	(7,458.04)	

December 14, 2023 – Payment of Bills

➤ Bills

- National Business Leasing (printer lease): \$117.00
- MidTel (internet, phone): \$143.24
- NBT credit card (2 DVDs, magazines, construction, ALA dues): \$671.11
- Sandra Kisselback (NYLA, mileage, parking): \$261.81
- UHLS (RIF books, Bookpage): \$94.80
- Midwest Tape (4 DVDs): \$116.29
- Baker & Taylor (5 books): \$76.81

➤ 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

Berne Public Library
2023 Payroll

Pay Period	Pay Period End Date	Paycheck Date	Gross	Budget: \$45,320.00		Under (Over)	0.0765 FICA	YTD
				YTD	Balance			
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	\$1,724.50	\$17,381.70	\$27,938.30	\$49.07	\$131.92	\$1,329.70
11	05/27/23	06/01/23	\$1,416.85	\$18,798.55	\$26,521.45	\$375.30	\$108.39	\$1,438.09
12	06/10/23	06/15/23	\$1,789.25	\$20,587.80	\$24,732.20	\$329.12	\$136.88	\$1,574.97
13	06/24/23	06/29/23	\$1,764.40	\$22,352.20	\$22,967.80	\$307.80	\$134.98	\$1,709.94
14	07/08/23	07/13/23	\$1,718.25	\$24,070.45	\$21,249.55	\$332.63	\$131.45	\$1,841.39
15	07/22/23	07/27/23	\$1,860.25	\$25,930.70	\$19,389.30	\$215.45	\$142.31	\$1,983.70
16	08/05/23	08/10/23	\$1,794.38	\$27,725.08	\$17,594.92	\$164.15	\$137.27	\$2,120.97
17	08/19/23	08/24/23	\$1,952.55	\$29,677.63	\$15,642.37	(\$45.32)	\$149.37	\$2,270.34
18	09/02/23	09/07/23	\$1,731.95	\$31,409.58	\$13,910.42	(\$34.20)	\$132.49	\$2,402.83
19	09/16/23	09/21/23	\$1,809.05	\$33,218.63	\$12,101.37	(\$100.17)	\$138.39	\$2,541.23
20	09/30/23	10/05/23	\$1,612.73	\$34,831.36	\$10,488.64	\$30.18	\$123.37	\$2,664.60
21	10/14/23	10/19/23	\$1,532.53	\$36,363.89	\$8,956.11	\$240.73	\$117.24	\$2,781.84
22	10/28/23	11/02/23	\$1,728.40	\$38,092.29	\$7,227.71	\$255.40	\$132.22	\$2,914.06
23	11/11/23	11/16/23	\$1,757.18	\$39,849.47	\$5,470.53	\$241.30	\$134.42	\$3,048.48
24	11/25/23	11/30/23	\$1,673.40	\$41,522.87	\$3,797.13	\$310.98	\$128.02	\$3,176.50
25	12/09/23	12/14/23	\$1,773.45	\$43,296.32	\$2,023.68	\$280.60	\$135.67	\$3,312.17
26	12/23/23	12/28/23						

\$1,743.08 average per biweekly pay period