

Berne Public Library – Trustee’s Agenda for June 13, 2024

**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 from May 9, 2024 and correspondence.
- Public Comment
- Treasurer’s Report for June 13, 2024

Payment of Bills:

Standing Committee Reports:

- Personnel Committee (Lisa, Lynn & Jodi) Revised Director’s Evaluation needs approval.
- Finance & Budget Committee (Ted, Emilie, Walter & Kathy S.) 2nd quarter audit.
- Policy Committee (Jodi, Emilie & Walter) Policy list to be handed out.
- Technology Committee (Jodi, Emilie & Walter) New printer contract signed and installed.

Committee Reports:

- Aesthetics Committee (Lisa, Kathy S. & Lynn) Historical Society area cleaned up. Working on ADA doors. Sandra made some changes to the foyer.
- Strategic Planning Committee (Kathy S., Lisa & Lynn) Update. Due October 2024.

New Business:

- Need to set up a Budget Committee.

Old Business:

- Security Camera – Kathy sent information to town. Work order sent to install.
- Construction Grant – Working on amended grant. Due June 30, 2025 !!!
- Trustee terms (3 or 5 years)
- Knox Advisory seat.
- Community Donations - Rensselaerville
- Review materials to be discussed prior to board meeting.
- Reminder to review By-Laws and Open Meeting Law

Director’s Report:

Friend’s Report:

Meeting Adjourned @ _____. Next meeting is July 11, 2024 (Lisa will be away)

Berne Public Library Board of Trustees Meeting Minutes

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

June 13, 2024

Roll call: Walter Galicki, Lynn Kerr, Emilie Wright, Lisa Raymond, Ted Borys and Jodi Ebel

Also present were: Kathy Stempel, Library Director and Cheryl Jones representing the Friends of the Library.

The meeting was called to order at 6:37pm.

Motion made by **Emilie Wright** 2nd by **Jodi Ebel** to accept the Secretary's report as presented. Motion carried.

The treasurer's report was presented for examination and comment. Noted that miscellaneous revenue included both a donation from the South Berne Congregational church and a refund on the credit card.

Motion made by **Jodi Ebel** 2nd by **Emilie Wright** to accept the Treasurer's report as presented. Motion carried.

The bills were presented for payment. Noted that the new printer was installed on May 29th however this month's bills reflect the old printer rental agreement amount.

There was no change in grant expenditure.

Motion made by **Lynn Kerr** 2nd by **Emilie Wright** to pay the bills as presented. Motion carried.

COMMITTEE REPORTS

Personal Committee: The Director's Annual Evaluation was revised and reviewed. Motion made by **Walter Galicki** 2nd by **Jodi Ebel** to accept for use the revised Library Director Evaluation form.

Policy Committee: Jodi will revise the spreadsheet of policies and procedures that Lisa distributed. She will send the spreadsheet to Ted who will check SharePoint for the status.

Jodi will send Lisa a copy of the Open Meeting law.

Noted that some board members continue to have difficulties signing into email and SharePoint. Kathy will invite a UHLS IT staff member to join an upcoming trustee meeting.

Lisa will send policy format to Emilie, Jodi and Walter.

Technology Committee New printer has been installed and is working well

Position: 0
Operator: 0x21
Error: Unsupported binding
Subsystem: KERNEL

Aesthetics Committee Historical society information has been moved. Kathy will contact Jeff Haas regarding the installation of the ADA Doors and determine an installation date.

The UV filter for the water is not working properly. Kathy will put in a work order for the engineer to come with Dennis Ryan to inspect and resolve.

The committee will meet on June 25 to discuss the computer desk area that needs attention.

Strategic Planning Committee the committee will attend training on June 24 on Strategic Planning. Lynn has looked at long range plans from area libraries, all of which are similar. The committee meets again on June 25.

NEW BUSINESS:

Application for new trustee needs to be updated – 1st draft has been reviewed – 2nd draft was developed based on comments. Emilie will send out the 2nd draft to all trustees. Feedback will be discussed at the July meeting.

OLD BUSINESS:

Security Camera – work order has been given to the town clerk – no response to date.

Trustee Terms – will remain at 5 years.

Knox Advisory Seat Proposal was distributed to all members. Lisa will also email for feedback. The proposal would need to go before the town board. Feedback will be discussed at July trustee meeting.

Patron usage statistics – Kathy will work on drilling down the circulation statistics to determine the raw data and percentage of total items circulated to patrons from neighboring towns as compared to Altamont statistics.

Friends Report: Cheryl Jones from the Friends of the Library reported the following: Ice Cream Social scheduled for July 14 at the Knox Town Park. \$10 for a ceramic bowl and ice cream. \$20 for a family.

Music in the Park. August 7th date will be a tribute to Denny White. The Friends are checking with the Boy Scouts to see if they want to do refreshments on a given night. The last night for Music in the Park (Open Mike Night) will be at the Knox Town Park.

Talked about getting an additional shed.

Town has weeded the front flower bed.

Looking for an artist for December (meeting room) Emilie suggested possibly needlework with a Holiday theme.

Director's Report

Director's Association: I attended the June 7 meeting virtually from South Carolina. The main discussion was about Schenectady County Public Library merging with UHLS. There are many aspects to consider, for instance, what collections their libraries have and how they will be distributed. Also, would their libraries use UHLS tech support? Would their directors join our association? Does Upper Hudson have to change the charter? The Department of Library Division will be answering much of the questions. A decision will be made in July.

Printer: The new HP printer has been installed and is up and running. The monthly payment has gone down from \$ 127.00 to \$87. The allowance for b&w copies is 500 and 200 color copies a month.

Security Cameras: The purchase of 2 compatible security cameras has arrived. A maintenance request for installation was delivered on Monday, June 10. A voucher will be submitted to the town for the \$97 reimbursement of the cameras.

Garden: There has been concern about our garden next to the front of the building as being in disarray. I have asked a volunteer, under Ann Hein's direction, to pull weeds and clean it up. Which they did. The Town maintenance men came over on Monday and cleaned up what was left.

Friends of the Library: At last month's meeting, the members started to explore the idea of another shed alongside the one we have. They would store the book sale items in it. What do the trustees think? They know that the town needs to agree on the placement.

Memorial Day Parade: The creators of the float met on Monday at 7:30 am. The day of the parade was windy, so the designers made sure to attach the items securely to the trailer. The Kiwanis gave us a participation certificate.

Church Donation: The South Berne Congregational Church presented a check for \$200 as a giving back to the community by their thrift store. They mentioned that the library does so much with the children, and they commented on how good the "Take and Make" kits were.

Youth Services:

Homeschoolers: June 5 was the last day for Homeschooling. Christine and her friend Patricia took homeschool student pictures.

Kindergarten Visit: Three classes of kindergarteners will be visiting the library for their annual pop-up book activity.

Summer Reading Program: the summer is packed with programs, challenges, and adventures. Participants will go on a scavenger hunt to local businesses looking for signs of the Berne Library. A series of 6 weekly crafts and stories are scheduled that await the children. 4 adult adventures in reading a book and then creating a food dish from the country the book is based on.

Rockets in the Park: John Freer and his volunteers did a great job marketing the program and providing 47 participants with lots of rocket information. Each person made 3 rockets: straw rocket, paper towel rocket, and a water bottle rocket. John kept track of 102 rockets that went up in the air.

Bulldog Show – Went to the BKW elementary Bulldog Show on June 11. Bob the puppet, and I reached out to over 200 people to come to Adventure Begins at Your Library summer program.

Submitted by

Kathy Stempel

June 13, 2024 – Payment of Bills

➤ Bills

- National Business Leasing (printer lease): \$124.35
- MidTel (internet, phone): \$142.96
- NBT credit card (programs, NYLA, USS Slater): \$238.90
- Baker & Taylor (books): \$515.55
- John Freer (STEM repair kit): \$14.68
- UHLS (patron book replacement): \$36.95
- East Greenbush Community Library (patron book replacement): \$16.00

➤ Additional information – grant expenditures ** 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 date, 12/05/22			
90% check deposited 12/31/22	14,851.00		
Remaining 10% due BPL to close grant	1,651.00		

Expenditures satisfying 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
The Blake Group - UV light and water treatment		2,479.20	
Total spent so far	10,132.21	4,363.64	14,495.85
Amount remaining to be spent	6,369.79	1,136.36	7,506.15

Berne Public Library
2024 Payroll

Pay Period	Pay Period End Date	Paycheck Date	Gross	Budget: \$54,080.00		Under (Over)	0.0765	
				YTD	Balance		FICA	YTD
1	01/06/24	01/11/24	\$1,029.13	\$1,029.13	\$53,050.87	\$10.87	\$78.73	\$78.73
2	01/20/24	01/25/24	\$1,979.51	\$3,008.64	\$51,071.36	\$111.36	\$151.43	\$230.16
3	02/03/24	02/08/24	\$1,896.70	\$4,905.34	\$49,174.66	\$294.66	\$145.10	\$375.26
4	02/17/24	02/22/24	\$2,115.13	\$7,020.47	\$47,059.53	\$259.53	\$161.81	\$537.07
5	03/02/24	03/07/24	\$2,065.31	\$9,085.78	\$44,994.22	\$274.22	\$158.00	\$695.06
6	03/16/24	03/21/24	\$2,178.14	\$11,263.92	\$42,816.08	\$176.08	\$166.63	\$861.69
7	03/30/24	04/04/24	\$2,119.64	\$13,383.56	\$40,696.44	\$136.44	\$162.15	\$1,023.84
8	04/13/24	04/18/24	\$2,158.88	\$15,542.44	\$38,537.56	\$57.56	\$165.15	\$1,189.00
9	04/27/24	05/02/24	\$2,071.38	\$17,613.82	\$36,466.18	\$66.18	\$158.46	\$1,347.46
10	05/11/24	05/16/24	\$2,176.07	\$19,789.89	\$34,290.11	(\$29.89)	\$166.47	\$1,513.93
11	05/25/24	05/30/24	\$2,110.75	\$21,900.64	\$32,179.36	(\$60.64)	\$161.47	\$1,675.40
12	06/08/24	06/13/24	\$2,185.14	\$24,085.78	\$29,994.22	(\$165.78)	\$167.16	\$1,842.56
13	06/22/24	06/27/24						
14	07/06/24	07/11/24						
15	07/20/24	07/25/24						
16	08/03/24	08/08/24						
17	08/17/24	08/22/24						
18	08/31/24	09/05/24						
19	09/14/24	09/19/24						
20	09/28/24	10/03/24						
21	10/12/24	10/17/24						
22	10/26/24	10/31/24						
23	11/09/24	11/14/24						
24	11/23/24	11/28/24						
25	12/07/24	12/12/24						
26	12/21/24	12/26/24						
27	12/28/24	01/02/25						

\$2,080.00 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 June 2024

	Jan - Jun 24	Budget
Ordinary Income/Expense		
Income		
Direct Public Support		
Individual Patron Contributions	156.80	600.00
Non-profit Organization Contrib	107.09	400.00
Total Direct Public Support	263.89	1,000.00
Government Grants		
E-rate reimbursement	8.02	28.00
LLSA Funding	143.70	1,400.00
Local Government Grants		
Agency Grant - Town of Berne		
Town of Berne Direct Pay		
Berne Direct Pay FICA	1,842.56	3,681.00
Town of Berne Direct Pay - Other	24,085.78	54,080.00
Total Town of Berne Direct Pay	25,928.34	57,761.00
Agency Grant - Town of Berne - Other	10,000.00	10,000.00
Total Agency Grant - Town of Berne	35,928.34	67,761.00
Agency Grant - Town of Knox	8,000.00	8,000.00
Total Local Government Grants	43,928.34	75,761.00
Total Government Grants	44,080.06	77,189.00
NYS Construction Grant		6,099.49
Other Types of Income		
Book Replacement	46.49	200.00
Book Sales	17.75	90.00
Coffee		10.00
Fax Revenue	42.50	150.00
Library Fines	0.40	
Miscellaneous Revenue	714.19	50.00
Photocopying Revenue	316.15	500.00
Total Other Types of Income	1,137.48	1,000.00
Total Income	45,481.43	85,288.49
Gross Profit	45,481.43	85,288.49
Expense		
Advertising		400.00
Construction		6,099.49
Contract Services		
Accounting Fees	350.00	350.00
Total Contract Services	350.00	350.00
Facilities and Equipment		
Equip Rental and Maintenance	738.73	1,500.00
Equipment Purchase		1,200.00
Total Facilities and Equipment	738.73	2,700.00
Miscellaneous Fees		
Credit Card Service Fees	39.00	
Interest Expense	19.16	
Total Miscellaneous Fees	58.16	

Berne Public Library
Income & Expense Report (Budget vs. Actual)
 January through June 2024

	Jan - Jun 24	Budget
Operations		
Books & Reference Materials		
Books on CD		100.00
E-content	2,492.65	4,000.00
Magazines	52.00	450.00
Software Applications	19.95	800.00
Videos	203.38	1,000.00
Books & Reference Materials - Other	1,564.45	4,100.00
Total Books & Reference Materials	4,332.43	10,450.00
Cleaning Supplies		150.00
Postage, Mailing Service		300.00
Printing and Copying	48.86	300.00
Supplies	726.46	600.00
Telephone, Telecommunications	1,485.46	1,900.00
UHLS Service Dues	1,264.00	2,528.00
Total Operations	7,857.21	16,228.00
Other Types of Expenses		
Memberships and Dues	433.90	350.00
Other Costs	85.00	
Other Types of Expenses - Other	432.49	
Total Other Types of Expenses	951.39	350.00
Programs		
Adult Events	18.90	100.00
Children & Young Adult Programs		
Summer Reading		200.00
Youth, General		100.00
Children & Young Adult Programs - Other	241.63	200.00
Total Children & Young Adult Programs	241.63	500.00
General Patrons	15.66	50.00
Total Programs	276.19	650.00
Salary	24,085.78	54,080.00
Taxes		
FICA	1,842.56	3,681.00
Total Taxes	1,842.56	3,681.00
Travel, Meetings, and Training		
Conference, Meeting, Training		600.00
Travel	110.50	150.00
Total Travel, Meetings, and Training	110.50	750.00
Total Expense	36,270.52	85,288.49
Net Ordinary Income	9,210.91	
Net Income	9,210.91	



52 South Broad Street
Norwich, New York 13815


BERNE PUBLIC LIBRARY
PO BOX 209
BERNE NY 12023-0209

May 2024

Reporting Activity 05/01 - 05/31

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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	\$35,389.93

Government Checking - XXXXXXXX3761

Account Summary

Date	Description	Amount
05/01/2024	Beginning Balance	\$25,330.49
	3 - Checks / Debits	\$544.22
	3 + Deposits / Credits	\$10,603.66
05/31/2024	Ending Balance	\$35,389.93

Account Activity

Transaction Date	Description	Debits	Credits	Balance
05/06/2024	DEPOSIT		\$171.17	\$25,501.66
05/07/2024	DEPOSIT		\$10,000.00	\$35,501.66
05/13/2024	CHECK #1223	\$142.96		\$35,358.70
05/17/2024	CHECK #1224	\$276.91		\$35,081.79
05/23/2024	DEPOSIT		\$432.49	\$35,514.28
05/29/2024	CHECK #1222	\$124.35		\$35,389.93

Checks Paid

Check #	Date	Amount	Check #	Date	Amount
1222	05/29/2024	\$124.35	1223	05/13/2024	\$142.96
			1224	05/17/2024	\$276.91

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount
04/30/2024	\$25,330.49	05/13/2024	\$35,358.70
05/06/2024	\$25,501.66	05/17/2024	\$35,081.79
05/07/2024	\$35,501.66	05/23/2024	\$35,514.28



Member FDIC

12:11 PM

06/13/24

**Berne Public Library
Reconciliation Detail
NBT Bank, Period Ending 05/31/2024**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						25,330.49
Cleared Transactions						
Checks and Payments - 4 items						
Check	05/09/2024	1224	Baker & Taylor	X	-276.91	-276.91
Check	05/09/2024	1223	MidTel	X	-142.96	-419.87
Check	05/09/2024	1222	National Business L...	X	-124.35	-544.22
General Journal	06/13/2024	2024-...	Baker & Taylor	X	-207.82	-752.04
Total Checks and Payments					-752.04	-752.04
Deposits and Credits - 5 items						
Deposit	05/06/2024			X	171.17	171.17
Deposit	05/07/2024			X	10,000.00	10,171.17
Deposit	05/23/2024			X	432.49	10,603.66
Check	06/13/2024	1227	Baker & Taylor	X		10,603.66
General Journal	06/13/2024	2024-...	Baker & Taylor	X	207.82	10,811.48
Total Deposits and Credits					10,811.48	10,811.48
Total Cleared Transactions					10,059.44	10,059.44
Cleared Balance					10,059.44	35,389.93
Register Balance as of 05/31/2024					10,059.44	35,389.93
New Transactions						
Checks and Payments - 7 items						
Check	06/13/2024	1228	Baker & Taylor		-515.55	-515.55
Check	06/13/2024	ACH	Elan Financial Servi...		-238.90	-754.45
Check	06/13/2024	1226	MidTel		-142.96	-897.41
Check	06/13/2024	1225	National Business L...		-124.35	-1,021.76
Check	06/13/2024	1230	Upper Hudson Libra...		-36.95	-1,058.71
Check	06/13/2024	1231	East Greenbush Co...		-16.00	-1,074.71
Check	06/13/2024	1229	John Freer		-14.68	-1,089.39
Total Checks and Payments					-1,089.39	-1,089.39
Deposits and Credits - 1 item						
Deposit	06/11/2024				276.65	276.65
Total Deposits and Credits					276.65	276.65
Total New Transactions					-812.74	-812.74
Ending Balance					9,246.70	34,577.19