

Berne Public Library - Trustees' Agenda for June 10, 2021

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

Call to Order Meeting: _____

- Adoption of agenda (any changes or additions to the agenda should be made at this time).
- Secretaries Report for May 13, 2021
- Treasurer's Report for June 10, 2021

Payment of bills:

Standing Committee Reports:

- Personnel Committee (Becky & Chuck):
- Finance & Budget Committee (Ted, Marion, Emilie & Kathy):
- Policy Committee (Lisa & JoAnne):

Committee Reports:

- Disposition of Surplus Property: (Chuck)
- Volunteer Policy: (Becky)
- Aesthetics Committee (Lisa, JoAnne & Kathy) upgrade Director's office:

Old Business:

- Building and Maintenance involving the Town: Kathy please update us on these items.
 - Water supply - per Sean, the Town will need to test the two wells on the property. **
 - Parking Lot - needs to be swept, sealed and lined spring/summer project **
 - Fencing: DONE!

** Items to be followed up with Sean, work orders were sent in March

- Perpetual plaque needs to be hung, was work order sent?

New Business:

- Kathy: Procurement Policy, Investment Policy & Capital Policy
- Kathy: Server Battery

Friend's Report: Book Sale planned for June 12th 9-4 (3-4 will be bag sale) rain date is June 19th. Set up for sale planned for June 11th 3pm. This will be held outdoors at the library. Bowls for books Ice Cream Social, Book sale(s) will be held at the Berne Town Park on July 18th from 2-4PM. Scheduling is dependent on park availability. Our dates for music in the park are July 21 & 28 and August 4, & 11 & 18.

We need help at the events! There is a sign up sheet for the book sale available on the table. Sign up sheet will be available for the Ice Cream Social after July 4th. For music in the park there will be a sign up sheet as well!

Director's Report:

Meeting Adjourned: _____ Next meeting July 9, 2021 time: 6:30

Berne Public Library Trustees meeting on May 13, 2021

Present: JoAnne Brady, Chuck Batchner, Marion Burghart, Lisa Raymond, Ted Borys, Becky Waldenmaier, Emilie Wright

Also present: Kathy Stempel, Director

Call to order @ 6:42 pm

Secretary's report:

A few minor corrections were discussed and will be made by Kathy for the binder.

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

Treasurer's report: (written report attached)

Comptroller report had some questions which have all been settled. Physical policy will be the Town of Berne's policy. Investment policy discussed. We will use the town's policy as a template but make it specific to the Library. Capitol policy needs to state what assets we had and Marion will get this prepared for next month. All else was good. Payroll shows we are still under budget.

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

Payment of bills: (see attached schedule)

The circulation desk laptop crashed. There was a \$10 refurbished charge and \$35 to fix laptop. Midtel bill was \$338.83 which was for two months. We had figured on around \$130 a month and it looks more to be around \$170 (which is \$40 more than expected). Marion will speak with the representative when he returns from vacation. We will pay the full amount and watch future bills to rectify.

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

Standing Committee Reports:

Personnel Committee (Becky & Chuck) Nothing to report.

Finance & Budget (Marion, Ted, Emilie & Kathy) Will meet tonight for the 1/4ly report.

Policy Committee (JoAnne & Lisa) See Committee Reports.

Patron Complaint Policy was approved. Motion to accept the policy as written was made by Marion and second by Lisa. Motion carried.

Covid Policy: Will be further discussed in Director's Report.

Committee Reports:

Inventory Policy: First reading of the Library Inventory Policy completed with minor changes. JoAnne to email corrected version to board members.

Motion to accept the policy with minor corrections was made by Marion and second by Emilie. Motion carried.

Disposition of Surplus Property: (Chuck) Still working on.

Volunteer Policy: (Becky) Still working on.

Aesthetics Committee: (JoAnne, Lisa & Kathy) Improvements being made but still a work in progress.

Old Business:

Meetings will be held at the Reformed Church until further notice.

Sean has only had one bid for the parking lot and we should have three. We need to find out what happens if we do not get three bids. Chance has no update on water situation. Dennis is working on the fence. JoAnne will contact Sean and the Town Board regarding above unresolved issues. Kathy to check on the work orders.

New Business:

Memorial Day Parade: The setup and decorating scheduled for May 30th. The theme is Tales and Tails. Kathy will get volunteers to dress up as animals to ride on a cage like float. It was mentioned to include patriotic animals such as an eagle to tie into the Memorial Day theme. Kathy will purchase supplies for the float.

Friends Report: See agenda for FOBL schedule.

Director's Report: (see attached report)

Covid Policy on Phase 4 to be updated in accordance with CDC and DOH specifications. We also need to add a new Level E which will include regular hours, open to the public with DOH recommendations and continue with wearing of masks and social distancing protocol. JoAnne to email Level E which board members need to respond to ASAP. First reading May 13, 2021. Marion made a motion to accept the proposed Level E Policy and Emilie was second. Motion carried.

Tech Support: It was suggested that we budget \$600 a year for a new computer to ensure we do not have to replace multiple units in any one budget year.

Meeting adjourned @ 8:27pm Motion made by Ted and second by Chuck.

Berne Public Library
Income & Expense Report (Budget vs. Actual)
January 1 through June 9, 2021

	Jan 1 - Jun 9, 21	Budget
Ordinary Income/Expense		
Income		
Direct Public Grants		
ALA Grant	3,000.00	
County of Albany	269.43	
Total Direct Public Grants	3,269.43	
Direct Public Support		
Individual Patron Contributions	162.89	240.00
Non-profit Organization Contrib	164.25	360.00
Total Direct Public Support	327.14	600.00
Government Grants		
E-commerce grant	37.12	
E-rate reimbursement	15.69	
LLSA Funding	387.00	1,400.00
Local Government Grants		
Agency Grant - Town of Berne		
Town of Berne Direct Pay		
Berne Direct Pay FICA	1,225.21	3,118.00
Town of Berne Direct Pay - Other	16,016.15	40,759.00
Total Town of Berne Direct Pay	17,241.36	43,877.00
Agency Grant - Town of Berne - Other	8,300.00	8,300.00
Total Agency Grant - Town of Berne	25,541.36	52,177.00
Agency Grant - Town of Knox	7,050.00	7,000.00
Total Local Government Grants	32,591.36	59,177.00
State Grants		
2018 Special Legislative Grant		1,184.64
Total State Grants		1,184.64
Total Government Grants	33,031.17	61,761.64
Other Types of Income		
Book Replacement	83.84	100.00
Book Sales	110.91	75.00
Coffee	1.00	25.00
Fax Revenue	61.75	150.00
Library Fines	95.61	800.00
Miscellaneous Revenue	1.50	50.00
Photocopying Revenue	114.65	450.00
Total Other Types of Income	469.26	1,650.00
Total Income	37,097.00	64,011.64
Gross Profit	37,097.00	64,011.64
Expense		
Advertising	438.26	1,360.00
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	612.88	1,184.64
Total Equip Rental and Maintenance	612.88	1,184.64

Berne Public Library
Income & Expense Report (Budget vs. Actual)
January 1 through June 9, 2021

	Jan 1 - Jun 9, 21	Budget
Equipment Purchase		800.00
Total Facilities and Equipment	612.88	1,984.64
Operations		
Books & Reference Materials		
Books on CD	47.79	
E-content	2,024.29	2,450.00
Magazines		350.00
Software Applications	72.99	50.00
Videos	280.25	950.00
Books & Reference Materials - Other	1,575.47	4,200.00
Total Books & Reference Materials	4,000.79	8,000.00
Cleaning Supplies	50.38	150.00
Postage, Mailing Service	150.00	225.00
Printing and Copying		600.00
Supplies	316.82	800.00
Telephone, Telecommunications	980.59	2,000.00
UHLS Service Dues	1,239.22	2,425.00
Total Operations	6,737.80	14,200.00
Other Types of Expenses		
Memberships and Dues		225.00
Total Other Types of Expenses		225.00
Programs		
Adult Events		
TedX	1,022.90	
Adult Events - Other	23.11	300.00
Total Adult Events	1,046.01	300.00
Children & Young Adult Programs		
Storytime		40.00
Summer Reading	114.82	275.00
Children & Young Adult Programs - Other	42.02	360.00
Total Children & Young Adult Programs	156.84	675.00
Total Programs	1,202.85	975.00
Salary	16,016.15	40,759.00
Taxes		
FICA	1,225.21	3,118.00
Total Taxes	1,225.21	3,118.00
Travel and Meetings		
Conference, Convention, Meeting	142.00	800.00
Travel		240.00
Total Travel and Meetings	142.00	1,040.00
Total Expense	26,725.15	64,011.64
Net Ordinary Income	10,371.85	
Net Income	10,371.85	

Berne Public Library
2021 Payroll

Pay Period	Pay Period End Date	Paycheck Date	Gross	Budget: \$40,759.00		Under (Over)	0.0765	
				YTD	Balance		FICA	YTD
1	01/08/21	01/14/21	\$796.50	\$796.50	\$39,962.50	\$771.15	\$60.93	\$60.93
2	01/22/21	01/28/21	\$1,467.00	\$2,263.50	\$38,495.50	\$871.80	\$112.23	\$173.16
3	02/05/21	02/11/21	\$1,604.25	\$3,867.75	\$36,891.25	\$835.20	\$122.71	\$295.87
4	02/19/21	02/25/21	\$1,478.25	\$5,346.00	\$35,413.00	\$924.60	\$113.09	\$408.96
5	03/05/21	03/11/21	\$1,543.50	\$6,889.50	\$33,869.50	\$948.75	\$118.04	\$527.00
6	03/19/21	03/25/21	\$1,498.50	\$8,388.00	\$32,371.00	\$1,017.90	\$114.66	\$641.66
7	04/02/21	04/08/21	\$1,399.50	\$9,787.50	\$30,971.50	\$1,186.05	\$107.06	\$748.72
8	04/16/21	04/22/21	\$1,575.00	\$11,362.50	\$29,396.50	\$1,178.70	\$120.45	\$869.17
9	04/30/21	05/06/21	\$1,473.76	\$12,836.26	\$27,922.74	\$1,272.59	\$112.74	\$981.91
10	05/14/21	05/20/21	\$1,609.88	\$14,446.14	\$26,312.86	\$1,230.36	\$123.16	\$1,105.07
11	05/28/21	06/03/21	\$1,570.51	\$16,016.65	\$24,742.35	\$1,227.50	\$120.14	\$1,225.21
12	06/11/21	06/17/21						
13	06/25/21	07/01/21						
14	07/09/21	07/15/21						
15	07/23/21	07/29/21						
16	08/06/21	08/12/21						
17	08/20/21	08/26/21						
18	09/03/21	09/09/21						
19	09/17/21	09/23/21						
20	10/01/21	10/07/21						
21	10/15/21	10/21/21						
22	10/29/21	11/04/21						
23	11/12/21	11/18/21						
24	11/26/21	12/02/21						
25	12/10/21	12/16/21						
26	12/24/21	12/30/21						

\$1,567.65 average per pay period



P.O. Box 12189
Albany, NY 12212-2189

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Member Number: 732845
Statement Period: 05/01/2021 through 05/31/2021
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BERNE PUBLIC LIBRARY
1763 HELDERBERG TRAIL
BERNE NY 12023

SUMMARY OF DEPOSIT ACCOUNTS

Acct	Beginning Balance	Deposits	Withdrawals	Ending Balance	Dividends For Period	Dividends YTD
x0749	28,596.22	563.42	2,110.37	27,049.27	0.00	0.00
x3877	1.00	0.00	0.00	1.00	0.00	0.00
TOTAL	28,597.22	563.42	2,110.37	27,050.27	0.00	0.00

BUSINESS - 1692740749

Date	Transaction Description	Transaction Amount	Balance
	Previous Balance		\$28,596.22
05/03	Deposit Check	387.00 ✓	28,983.22
05/12	Deposit Cash and Check	176.42 ✓	29,159.64
05/21	Check 3289	-167.72 ✓	28,991.92
05/24	Check 3290	-104.24 ✓	28,887.68
05/24	Check 3288	-221.06 ✓	28,666.62
05/26	Check 3292	-619.61 ✓	28,047.01
05/26	Check 3291	-693.13 ✓	27,353.88
05/27	Check 3293	-304.61 ✓	27,049.27
	Annual Percentage Yield Earned:	0.00%	
	For the period from 05/01 through 05/31		
	New Balance	\$27,049.27	
	Dividends YTD:	\$0.00	
	Average Monthly Balance:	\$28,625.40	

SHARE DRAFT SUMMARY

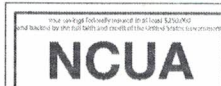
Check#	Date	Amount	Check#	Date	Amount
3288	05/24/2021	221.06	3291	05/26/2021	693.13
3289	05/21/2021	167.72	3292	05/26/2021	619.61
3290	05/24/2021	104.24	3293	05/27/2021	304.61

*Indicates a break in check sequence.

MINT SHARE - 1697603877

Date	Transaction Description	Transaction Amount	Balance
	Previous Balance		\$1.00
	Annual Percentage Yield Earned:	0.00%	
	For the period from 05/01 through 05/31		
	New Balance	\$1.00	
	Dividends YTD:	\$0.00	
	Average Monthly Balance:	\$1.00	

To verify pre-authorized transfers or to notify us of suspected errors in your statement, direct your inquiries to SEFCU at the address or telephone number listed on the top of this statement.



8:24 AM

06/11/20

Berne Public Library
Reconciliation Detail
SEFCU Checking, Period Ending 05/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						31,756.11
Cleared Transactions						
Checks and Payments - 6 items						
Check	05/14/2020	3207	Upper Hudson Libra...	X	-824.10	-824.10
Check	05/14/2020	3203	Kathleen Stempel	X	-525.49	-1,349.59
Check	05/14/2020	3205	Time Warner Cable	X	-164.97	-1,514.56
Check	05/14/2020	3206	National Business L...	X	-98.72	-1,613.28
Check	05/14/2020	3204	Citizens Bank	X	-69.97	-1,683.25
Check	05/15/2020	3208	Mohawk Valley Sheds	X	-8,100.00	-9,783.25
Total Checks and Payments					-9,783.25	-9,783.25
Deposits and Credits - 1 item						
Deposit	05/12/2020			X	50.00	50.00
Total Deposits and Credits					50.00	50.00
Total Cleared Transactions					-9,733.25	-9,733.25
Cleared Balance					-9,733.25	22,022.86
Uncleared Transactions						
Checks and Payments - 2 items						
Check	01/09/2020	3166	Library Trustees Ass...		-60.00	-60.00
Check	03/12/2020	3187	Tom Payne		-200.00	-260.00
Total Checks and Payments					-260.00	-260.00
Total Uncleared Transactions					-260.00	-260.00
Register Balance as of 05/31/2020					-9,993.25	21,762.86
New Transactions						
Checks and Payments - 7 items						
Check	06/10/2020	3209	Kathleen Stempel		-75.00	-75.00
Check	06/11/2020	3215	Town of Berne		-749.13	-824.13
Check	06/11/2020	3213	Upper Hudson Libra...		-316.39	-1,140.52
Check	06/11/2020	3211	Citizens Bank		-279.26	-1,419.78
Check	06/11/2020	3210	Altamont Glass & Mi...		-180.00	-1,599.78
Check	06/11/2020	3214	Time Warner Cable		-164.97	-1,764.75
Check	06/11/2020	3212	National Business L...		-98.72	-1,863.47
Total Checks and Payments					-1,863.47	-1,863.47
Deposits and Credits - 1 item						
Deposit	06/10/2020				81.97	81.97
Total Deposits and Credits					81.97	81.97
Total New Transactions					-1,781.50	-1,781.50
Ending Balance					-11,774.75	19,981.36

June 10, 2021 – Payment of Bills

➤ Bills

- Credit Card-pop-up tent (Friends): **\$164.25**
- Baker and Taylor, books and audiobook: **\$299.80**
- National Business Leasing for monthly printer lease: **\$104.24**
- USPS: **\$150.00**
- Midtel: **\$148.07**
- Kathy Stempel-Minecraft: **\$47.99**
- JoAnne Brady: Goodie Bags and Plaque: **\$23.11** and **\$100.34**

\$1037.80



June 10, 2021 Director's Report

Safety Plan: Possibly add to Level E of the Safety Plan the following statements; **The library will use updated CDC guidelines**, also add **families can schedule the use of the community room and its contents** to the plan.

Water Supply: After a conversation with Chance, the building inspector, he recommended talking to the school superintendent about the feasibility of using B-K-W's school water supply. I had the opportunity to mention the idea to Dr. Mundell. He was open to researching the possibilities of working together to make it happen.

NYS Construction Grants: Construction Grant 101 is a workshop on how to apply for the grant. The date has not been set. I have an email to UHLS about the feasibility of having water piped over from the BKW bus garage.

Emergency Connectivity Fund: 100% reimbursement on qualified purchases made on July 1, 2021 and June 20, 2022. The application window will be open sometime in mid to late June and will be open for 45 days. Question is do we want to invest in some purchases? For Instance, Wi-Fi hotspots, modems, routers, laptops, tables and equipment.

Kajeet Mobile Wifi Grant Application: I made the deadline for a grant titled 2021 Digital Inclusion Grant to receive mobile wifi hotspots. We will hear back by July 1. The Kajeet Company has a public webinar to include the Federal Communications Commission and the Emergency Connectivity Fund

Director's Association:

- **Cybersecurity-** Cyber Security is a threat to all. To minimize risk the following is recommended; back up everything, use long passwords, never click a link or open an attachment unless you're 100% sure it's legitimate(email can be spoofed)

from someone you know), and also be extremely skeptical of all unsolicited offers of help. A cyber prevention workshop would be a good idea.

- **Antiracism** - The UHLS task force strongly encourages all library staff and trustees to take their 21 day challenge. The challenge starts on Juneteenth and ends July 9. It is a series of daily prompts designed to help us discover how racial injustice and social injustice impact our community.

Advocacy: I attended the Knox Town Board to give my annual presentation and handed out marketing kits for the library. Plus, I handed out library marketing kits to the Berne town council. The kit included our hour magnet, sticker instructions on how to access Hoopla, the summer brochure, and a phone wallet.

362 summer program brochures went to the elementary school where they will be sent home.

Computer Purchase: Rawdon, our tech support helper will be ordering a new computer and monitor. If he purchases the unit he can add Windows 10 applications before arriving at the library.

Youth Services:

Worms: We still have plenty of worms at the library. The book titled Read to a Worm goes great with a baggie of worms to take home.

Read it Forward: Teens are encouraged to take one of the two titles we purchased for this program. They read the book then give it to a friend to read. No due dates, no fines, just Read it Forward. Inside the book there is a sign asking to tell what they thought about the book.

Summer Programs: The summer reading program schedule, Tails and Tales, is complete except for the grand finale. That is to be determined. Please see the brochure for the Music in the Park line up and more information.

Submitted by
Kathy Stempel