

Berne Public Library - Trustees' Agenda for August 12, 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 July 9, 2021
- Treasurer's Report for August 12, 2021

Payment of bills:

Standing Committee Reports:

- Personnel Committee (Becky & Chuck):
- Finance & Budget Committee (Ted, Marion, Emilie & Kathy):
- Policy Committee (Lisa & JoAnne): need to review by-laws

Committee Reports:

- Disposition of Surplus Property: (Chuck)
- Volunteer Policy: (Becky)
- Aesthetics Committee (Lisa, JoAnne & Kathy) upgrade Director's office:
- Friends Agreement - add shed or should we just have the "Shed Rules" that Kathy is working on?

Old Business:

- Building and Maintenance involving the Town: Kathy please update us on these items.
 - Water supply - the Town is working on this with the school
 - Parking Lot - needs to be swept, sealed and lined spring/summer project, as of their July meeting the Town only has one bid.
- Marion - Procurement Policy need revised copies (9) Investment Policy first read was done 6/10/2021 table until August meeting, need to change to bank
- Thank you letter was read and presented to the Town Board at their July meeting. A copy was emailed to the Trustees and Kathy.

New Business:

- The Digital Divide
- The Minutes from Jan 2021 through July 2021 and going forward will also include the Treasures Report, Directors report and any other item that says see attached on the minutes. This in turn will make the minutes complete.
- Friends Group

Friend's Report: No August Meeting

Director's Report:

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

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

Berne Public Library Trustees meeting on July 8, 2021

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

Also Present: Kathy Stempel, Director

Call to order @ 6:36 pm

Secretary's Report: (see attached)

Motion made by Becky to accept the secretary's report. Ted was second. Motion carried.

Treasurer's report: (see attached)

There was a \$.50 discrepancy on the amount from the Town of Berne which has been corrected to \$19,100.41. We remain under budget for salary. Kathy needs to spend the TedX grant money. She is hoping to purchase hotspot devices. Motion made by Lisa to accept the treasurer's report. Ted was second. Motion carried.

Payment of Bills: (see attached)

Marion received a bill from Midwest for two videos. We have only received one of the videos so we will hold off paying that until next month.

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

Standing Committee Reports:

Personnel Committee (Becky & Chuck) Nothing to report.

Finance & Budget (Marion, Ted, Emilie & Kathy) The second quarter audit is scheduled for July 16th.

Policy Committee (JoAnne & Lisa) Ted made a motion to accept the Procurement Policy. Becky was second. Motion carried. A copy of the Town of Berne's Procurement Policy will be filed along with ours. Marion is working with Sefcu on the Investment Policy. We will review again in August. Lisa made a motion to accept the Capitalization Policy. Ted was second. Motion carried. First reading on the Friends Agreement. Kathy and JoAnne to add how the shed is to be shared.

Committee Reports:

Disposition of Surplus Property (Chuck) Working on.

Volunteer Policy (Becky) Working on.

Aesthetics Committee (Lisa, JoAnne & Kathy) Kathy continues to make progress in the Director's office.

Old Business:

Rawdon is going to give us a laptop for the community to use at the Library. Server battery protector installed. Dennis hung birdhouses on the fence as a bonus. He also is working on the front fire exit door as it is sticking. JoAnne will be addressing the parking lot and water supply at the next town board meeting. She will also present them with a thank you note for all the work that has been done. Jason, our town engineer, is going to work with the school on our water supply.

Friends Report:

Book sale brought in \$1,350.75. Music in the Park is all set. Bowls for Books set for July 18th at the town park. \$10 for adults to purchase a bowl. \$2 for paper bowls for children. Lasagna dinner will be a sit down at the Senior Center in November. We will have the Cake Walk as well.

Director's Report: (see attached)

Kathy is hoping to use Emergency Connectivity Funds for the services and data for hotspots. Hoopla remains around \$50 per month. Ladybug program set for July 13th. ALA (American Library Association) is still pushing for libraries to go outside the Library to promote programs and services. Kathy to discuss with employees the required mask regulations. Also a new sign will be placed on the door for the public's mask regulations.

Meeting adjourned @ 7:34 pm

Next Meeting: August 12, 2021

Submitted by Lisa Raymond

Berne Public Library
Income & Expense Report (Budget vs. Actual)
January 1 through August 12, 2021

	Jan 1 - Aug 12, 21	Budget
Ordinary Income/Expense		
Income		
Direct Public Grants		
ALA Grant	3,000.00	
County of Albany	269.43	
UHLS Association Grants		
Other Grants	393.17	
Total UHLS Association Grants	393.17	
Total Direct Public Grants	3,662.60	
Direct Public Support		
Individual Patron Contributions	225.71	240.00
Non-profit Organization Contrib	250.72	360.00
Total Direct Public Support	476.43	600.00
Government Grants		
E-commerce grant	40.98	
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	1,844.21	3,118.00
Town of Berne Direct Pay - Other	24,361.92	40,759.00
Total Town of Berne Direct Pay	26,206.13	43,877.00
Agency Grant - Town of Berne - Other	8,300.00	8,300.00
Total Agency Grant - Town of Berne	34,506.13	52,177.00
Agency Grant - Town of Knox	7,050.00	7,000.00
Total Local Government Grants	41,556.13	59,177.00
State Grants		
2018 Special Legislative Grant		1,184.64
Total State Grants		1,184.64
Total Government Grants	41,999.80	61,761.64
Other Types of Income		
Book Replacement	83.84	100.00
Book Sales	118.41	75.00
Coffee	2.00	25.00
Fax Revenue	80.25	150.00
Library Fines	106.91	800.00
Miscellaneous Revenue	5.50	50.00
Photocopying Revenue	197.80	450.00
Total Other Types of Income	594.71	1,650.00
Total Income	46,733.54	64,011.64
Gross Profit	46,733.54	64,011.64
Expense		
Advertising	614.71	1,360.00
Contract Services		
Accounting Fees	350.00	350.00
Total Contract Services	350.00	350.00

Berne Public Library
Income & Expense Report (Budget vs. Actual)
January 1 through August 12, 2021

	Jan 1 - Aug 12, 21	Budget
Facilities and Equipment		
Equip Rental and Maintenance		
2018 Special Legislative Grant	821.36	1,184.64
Equip Rental and Maintenance - Other	19.88	
Total Equip Rental and Maintenance	841.24	1,184.64
Equipment Purchase		800.00
Facilities and Equipment - Other	680.01	
Total Facilities and Equipment	1,521.25	1,984.64
Operations		
Books & Reference Materials		
Books on CD	47.79	
E-content	2,177.88	2,450.00
Magazines		350.00
Software Applications	72.99	50.00
Videos	448.24	950.00
Books & Reference Materials - Other	2,177.62	4,200.00
Total Books & Reference Materials	4,924.52	8,000.00
Cleaning Supplies	50.38	150.00
Postage, Mailing Service	150.00	225.00
Printing and Copying	62.91	600.00
Supplies	429.38	800.00
Telephone, Telecommunications	1,266.13	2,000.00
UHLS Service Dues	1,858.83	2,425.00
Total Operations	8,742.15	14,200.00
Other Types of Expenses		
Memberships and Dues	123.75	225.00
Total Other Types of Expenses	123.75	225.00
Programs		
Adult Events		
TedX	1,184.90	
Adult Events - Other	124.86	300.00
Total Adult Events	1,309.76	300.00
Children & Young Adult Programs		
Storytime		40.00
Summer Reading	114.82	275.00
Children & Young Adult Programs - Other	69.88	360.00
Total Children & Young Adult Programs	184.70	675.00
Programs - Other	86.47	
Total Programs	1,580.93	975.00
Salary	24,361.92	40,759.00
Taxes		
FICA	1,844.21	3,118.00
Total Taxes	1,844.21	3,118.00

Berne Public Library
Income & Expense Report (Budget vs. Actual)
January 1 through August 12, 2021

	Jan 1 - Aug 12, 21	Budget
Travel and Meetings		
Conference, Convention, Meeting	142.00	800.00
Travel		240.00
Total Travel and Meetings	142.00	1,040.00
Total Expense	39,280.92	64,011.64
Net Ordinary Income	7,452.62	
Net Income	7,452.62	

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	\$1,508.63	\$17,525.28	\$23,233.72	\$1,286.52	\$115.41	\$1,340.62
13	06/25/21	07/01/21	\$1,576.13	\$19,101.41	\$21,657.59	\$1,278.04	\$120.57	\$1,461.19
14	07/09/21	07/15/21	\$1,828.13	\$20,929.54	\$19,829.46	\$1,017.56	\$139.85	\$1,601.04
15	07/23/21	07/29/21	\$1,590.75	\$22,520.29	\$18,238.71	\$994.46	\$121.69	\$1,722.73
16	08/06/21	08/12/21	\$1,841.63	\$24,361.92	\$16,397.08	\$720.48	\$140.88	\$1,863.61
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

A new, even more convenient, online and mobile experience is coming soon. Early Enrollment for our New Digital Banking Experience is now available! Learn how to get started at sefcu.com/digital.

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	26,336.05	175.39	1,751.73	24,759.71	0.00	0.00
x3877	1.00	0.00	0.00	1.00	0.00	0.00
TOTAL	26,337.05	175.39	1,751.73	24,760.71	0.00	0.00

BUSINESS - 1692740749

Date	Transaction Description	Transaction Amount	Balance
	Previous Balance		\$26,336.05
07/02	Deposit Cash and Check	85.06	26,421.11
07/12	Check 3307	-81.00	26,340.11
07/14	Check 3303	-142.77	26,197.34
07/14	Check 3304	-207.91	25,989.43
07/15	Check 3302	-104.24	25,885.19
07/19	Deposit Check	90.33	25,975.52
07/20	Check 3306	-900.22	25,075.30
07/20	Check 3310	-24.34	25,050.96
07/21	Check 3309	-210.25	24,840.71
07/28	Check 3308	-81.00	24,759.71
	Annual Percentage Yield Earned:	0.00%	
	For the period from 07/01 through 07/31		
	New Balance	\$24,759.71	
	Dividends YTD:	\$0.00	
	Average Monthly Balance:	\$25,700.25	

SHARE DRAFT SUMMARY

Check#	Date	Amount	Check#	Date	Amount
3302	07/15/2021	104.24	3307	07/12/2021	81.00
3303	07/14/2021	142.77	3308	07/28/2021	81.00
3304	07/14/2021	207.91	3309	07/21/2021	210.25
3306*	07/20/2021	900.22	3310	07/20/2021	24.34

*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 07/01 through 07/31		
	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.



9:02 PM

08/07/19

Berne Public Library Reconciliation Detail

SEFCU Checking, Period Ending 07/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						46,277.90
Cleared Transactions						
Checks and Payments - 5 items						
Check	07/11/2019	3124	UHLS - Upper Huds...	X	-949.01	-949.01
Check	07/11/2019	3127	Time Warner Cable	X	-154.97	-1,103.98
Check	07/11/2019	3125	National Business T...	X	-129.06	-1,233.04
Check	07/11/2019	3128	Citizen's Bank	X	-96.08	-1,329.12
Check	07/11/2019	3126	National Business L...	X	-93.70	-1,422.82
Total Checks and Payments					-1,422.82	-1,422.82
Deposits and Credits - 2 items						
Deposit	07/08/2019			X	189.50	189.50
Deposit	07/24/2019			X	1,277.00	1,466.50
Total Deposits and Credits					1,466.50	1,466.50
Total Cleared Transactions					43.68	43.68
Cleared Balance					43.68	46,321.58
Register Balance as of 07/31/2019					43.68	46,321.58
New Transactions						
Checks and Payments - 4 items						
Check	08/07/2019	3129	Time Warner Cable		-164.97	-164.97
Check	08/08/2019	3132	Citizens Bank		-179.37	-344.34
Check	08/08/2019	3131	Thomas Payne		-100.00	-444.34
Check	08/08/2019	3130	National Business L...		-93.70	-538.04
Total Checks and Payments					-538.04	-538.04
Deposits and Credits - 1 item						
Deposit	08/05/2019				151.20	151.20
Total Deposits and Credits					151.20	151.20
Total New Transactions					-386.84	-386.84
Ending Balance					-343.16	45,934.74

August 12, 2021 – Payment of Bills

➤ Bills

- Credit Card-videos, program supplies (Friends): **\$118.54**
- Midtel: **\$142.77**
- National Business Technologies- printing overages **\$5.58**
- National Business Leasing for monthly printer lease: **\$104.24**
- UHLS-Hoopla, UHLAN, Pay it Forward: **\$801.06**
- Enterprise Printing- Magnets: **\$176.45**
- Midwest Tape- DVD's: **\$48.73**
- Baker and Taylor – books **\$391.90**

\$1789.27



2021 August
Director's Report

Covid - Due to the increase in Covid cases in the county, the library has gone back to requiring mask wearing. NYS seems to be letting local and county municipalities make dissensions for restrictions on Covid.

Director's Association - The Directors met virtually on Aug.6. Mask and unmask was the top discussion.

Hoopla - 1 new member for a total of 49, 36 checkouts for a total cost of \$85.05.

Emergency Connectivity Fund - The library has an application into the FCC to become eligible for reimbursed purchases between June 1, 2021 to June 30, 2022.

Capira - Capira is the new UHLS mobile app for library use. It went live without much fanfare. This app takes the place of Boopsie and can be downloaded at the UHLS.org site. Capira is a catalog search app where you manage your library account. Patron's can find and put holds on an item in the 29 library system.

Kajeet Grant - The Kajeet company is in the process of arranging a contract with Verizon as our hotspot carrier. The next step is to receive the 20 devices. The devices have filters installed due to the devices being used for student's educational purposes. In the future, we have the option to purchase other apps like YouTube. Kajeet provides training on the use and control of the devices for patron check out.

Trustee - Please consider Jon Valcovich as an addition to the Trustees. He is very interested in being on the board.

Shed - The shed will be shared with the Friends of the Library at the discretion of the director.

Hinchey - Senator Michele Hinchey requested the use of the community room as a mobile office. Local citizens will be able to bring their concerns on October 12th 1-6, December 14th 1-6, February 8th 1-6, and April 12th 1-6.

NYS Construction Grant- Our 2022 application has been unlocked in the portal and the full completion of the application is due 8/30/21 for the UHLS submission. The grant will either be 75%/25% or 50%/50%.

NYLA Conference - The conference is scheduled for November 3 through the 6 in Syracuse. The full conference price includes attendance to the online and in person conference. The online conference is in October. I am planning on attending the conference.

Know Your Candidate project - Invitations to be interviewed have been sent out to the local candidates. The Community Conversation will be scheduled for October 4, 6-8.

Youth Services The summer programs are still going strong. The Barnyard series seems to be a hit with families. We had goats and lambs so far. Next will be chickens and pigs. A few participants of the SRP have asked for an extra time sheet to complete.
Teens - Four local teens made a video to enter in the NYS Teen Video Challenge, which goes on to the national Collaborative Summer Reading Program. They meet 4 times to get the video done. Good luck to them as they wait for the announcements of the awards.

Upcoming programs-

Rocket Tales - August 16 @ 5:30 in the Town Park

Terry's Pigs - August 31 @ 6 -7 Library lawn

Reptile Adventures and End of Summer Celebration - September 7 @ 2-4 Library lawn

Community Conversations - October 4 @ 6-8

Submitted by
Kathy Stempel