

Berne Public Library - Trustees' Agenda for September 9, 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: _____

- Roll Call
- Adoption of agenda (any changes or additions to the agenda should be made at this time).
- Secretaries Report for August 12, 2021 and Correspondence
- Public Comment
- Treasurer's Report for September 9, 2021

Payment of bills:

Standing Committee Reports:

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

Committee Reports:

- Disposition of Surplus Property: Need someone to volunteer to do this policy
- Volunteer Policy: (Becky)
- Aesthetics Committee (Lisa & Kathy) upgrade Director's office:
- Friends Agreement - should we have this or just the MOU done each year instead?

Old Business:

- Building and Maintenance involving the Town:
 - 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. Another bid was given to the Town from M4M Paving.
- 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

New Business:

-
- 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.
- Trustee's and Friends Group meeting
- Open Trustee position - immediate through 12/31/2024.

Friend's Report:

Director's Report:

Meeting Adjourned: _____ Next meeting October 14, 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 August 12, 2021

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

Absent: Chuck Batcher

Also Present: Kathy Stempel, Director

Call to order @ 6:38 pm

Secretary's Report: (see attached)

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

Treasurer's report: (see attached)

Payroll discrepancy corrected. The water color class was paid for out of petty cash. This will be reimbursed by FOBL.

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

Payment of Bills: (see attached)

Baker and Taylor check for \$25 was not sent. It has been voided. Payment will be included in check#3318 for \$391.90. We agreed Kathy can receive a check in advance for upcoming programs so presenters are paid at the time of the program.

Motion made by Becky 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) Will work on 2022 budget.

Policy Committee (JoAnne & Lisa) Will be reviewing by-laws.

Committee Reports:

Disposition of Surplus Property (Chuck) Working on.

Volunteer Policy (Becky) Becky handed a rough draft which we discussed. We will review and get back to her.

Aesthetics Committee (Lisa, JoAnne & Kathy) Kathy picked up a long desk, under the desk file cabinets, a chair, a shelf and a cart on wheels. Kathy continues to make progress cleaning the office out. Lisa and Kathy to set up a time to move furniture into the office.

Friends Agreement: After discussion, Ted made a motion to accept the Friends Agreement as written. Lisa was second. Becky abstained. Motion carried. Shed guidelines will be separate from Friends Agreement.

Old Business:

Building and Maintenance with town. JoAnne attended the town board meeting. No progress on water supply from town. **With the help of our town engineer**, Kathy did submit a Construction Grant, for \$18,000.00 that we could use for drilling a well and installing a pump. No progress on sealing the parking lot. JoAnne read a thank you letter to the Town Board. FOBL presented a beautification plan for the front of the library. **The town will hold a special meeting in two weeks on this.** Becky made a motion to support the beautification plan presented by the FOBL to the town board to be paid for by the Town. Marion second. Motion carried. Marion and Lisa will write a letter to the FOBL in regard to better communication and unity.

Policies: Emilie made a motion to accept the Procurement Policy as written. Ted was second. Motion carried. Investment Policy. Marion working on changing from SEFCU to NBT.

New Business:

A handout was given on the Digital Divide for the trustee's to review. **Kathy to include a copy of any "see attached" to the Secretaries Report starting January 1, 2021.**

Friends Report: No meeting in August.

Director's Report: (see attached)

Masks are to be worn inside the Library. Kajeet Grant is good for one year and then we would need to purchase for approximately \$3000.00. We have a community member interested in joining the Library Board. Know your Candidate scheduled for October 4th. We also watched a 60 second video made by the teen group which will be entered in the New York State teen video challenge.

Meeting adjourned @ 8:54 pm

Next Meeting: September 9, 2021

Submitted by Lisa Raymond

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

	Jan 1 - Sep 9, 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	260.21	240.00
Non-profit Organization Contrib	352.47	360.00
Total Direct Public Support	612.68	600.00
Government Grants		
E-rate reimbursement	15.69	
LLSA Funding	1,630.80	1,400.00
Local Government Grants		
Agency Grant - Town of Berne		
Town of Berne Direct Pay		
Berne Direct Pay FICA	1,973.82	3,118.00
Town of Berne Direct Pay - Other	26,056.17	40,759.00
Total Town of Berne Direct Pay	28,029.99	43,877.00
Agency Grant - Town of Berne - Other	8,300.00	8,300.00
Total Agency Grant - Town of Berne	36,329.99	52,177.00
Agency Grant - Town of Knox	7,050.00	7,000.00
Total Local Government Grants	43,379.99	59,177.00
State Grants		
2018 Special Legislative Grant		1,184.64
Total State Grants		1,184.64
Total Government Grants	45,026.48	61,761.64
Other Types of Income		
Book Replacement	88.84	100.00
Book Sales	121.91	75.00
Coffee	2.00	25.00
Fax Revenue	85.25	150.00
Library Fines		
E-commerce payments	40.98	
Library Fines - Other	127.11	800.00
Total Library Fines	168.09	800.00
Miscellaneous Revenue	8.50	50.00
Photocopying Revenue	210.75	450.00
Total Other Types of Income	685.34	1,650.00
Total Income	49,987.10	64,011.64
Gross Profit	49,987.10	64,011.64
Expense		
Advertising	614.71	1,360.00
close account	5,000.00	

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

	Jan 1 - Sep 9, 21	Budget
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	925.60	1,184.64
Equip Rental and Maintenance - Other	19.88	
Total Equip Rental and Maintenance	945.48	1,184.64
Equipment Purchase		800.00
Facilities and Equipment - Other	680.01	
Total Facilities and Equipment	1,625.49	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	97.99	50.00
Videos	520.07	950.00
Books & Reference Materials - Other	2,493.40	4,200.00
Total Books & Reference Materials	5,337.13	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	1,408.90	2,000.00
UHLS Service Dues	1,858.83	2,425.00
Total Operations	9,297.53	14,200.00
Other Types of Expenses		
Memberships and Dues	178.75	225.00
Total Other Types of Expenses	178.75	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	173.66	275.00
Children & Young Adult Programs - Other	76.33	360.00
Total Children & Young Adult Programs	249.99	675.00
Programs - Other	86.47	
Total Programs	1,646.22	975.00
Salary	26,056.17	40,759.00
Taxes		
FICA	1,973.82	3,118.00
Total Taxes	1,973.82	3,118.00

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

	Jan 1 - Sep 9, 21	Budget
Travel and Meetings		
Conference, Convention, Meeting	491.00	800.00
Travel		240.00
Total Travel and Meetings	491.00	1,040.00
Total Expense	47,233.69	64,011.64
Net Ordinary Income	2,753.41	
Net Income	2,753.41	

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	\$1,694.25	\$26,056.17	\$14,702.83	\$593.88	\$129.61	\$1,993.22
18	09/03/21	09/09/21	\$1,486.13	\$27,542.30	\$13,216.70	\$675.40	\$113.69	\$2,106.91
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

Get member-only pricing at SEFCU's Car Sale,
September 13-18! Visit sefcu.com/car-sale for
more info!

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	24,759.71	446.38	6,612.82	18,593.27	0.00	0.00
x3877	1.00	0.00	0.00	1.00	0.00	0.00
TOTAL	24,760.71	446.38	6,612.82	18,594.27	0.00	0.00

BUSINESS - 1692740749

Date	Transaction Description	Transaction Amount	Balance
	Previous Balance		\$24,759.71
08/11	Deposit cash and check	446.38	25,206.09
08/17	Check 3312	-142.77	25,063.32
08/17	Check 3315	-801.06	24,262.26
08/17	Check 3317	-48.73	24,213.53
08/17	Check 3313	-5.58	24,207.95
08/17	Check 3311	-118.54	24,089.41
08/18	Check 3318	-391.90	23,697.51
08/24	Check 3314	-104.24	23,593.27
08/25	Check 3319	-5,000.00	18,593.27
	Annual Percentage Yield Earned:	0.00%	
	For the period from 08/01 through 08/31		
	New Balance	\$18,593.27	
	Dividends YTD:	\$0.00	
	Average Monthly Balance:	\$23,188.85	

SHARE DRAFT SUMMARY

Check#	Date	Amount	Check#	Date	Amount
3311	08/17/2021	118.54	3315	08/17/2021	801.06
3312	08/17/2021	142.77	3317*	08/17/2021	48.73
3313	08/17/2021	5.58	3318	08/18/2021	391.90
3314	08/24/2021	104.24	3319	08/25/2021	5,000.00

*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 08/01 through 08/31		
	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.



7:38 PM

09/08/21

Berne Public Library
Reconciliation Detail
SEFCU Checking, Period Ending 08/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						24,759.71
Cleared Transactions						
Checks and Payments - 8 items						
Check	08/12/2021	3319	Berne Public Library	X	-5,000.00	-5,000.00
Check	08/12/2021	3315	UHLS - Upper Huds...	X	-801.06	-5,801.06
Check	08/12/2021	3318	Baker & Taylor	X	-391.90	-6,192.96
Check	08/12/2021	3312	MidTel	X	-142.77	-6,335.73
Check	08/12/2021	3311	Citizen's Bank	X	-118.54	-6,454.27
Check	08/12/2021	3314	National Business L...	X	-104.24	-6,558.51
Check	08/12/2021	3317	Midwest Tape	X	-48.73	-6,607.24
Check	08/12/2021	3313	National Business T...	X	-5.58	-6,612.82
Total Checks and Payments					-6,612.82	-6,612.82
Deposits and Credits - 1 item						
Deposit	08/10/2021			X	446.38	446.38
Total Deposits and Credits					446.38	446.38
Total Cleared Transactions					-6,166.44	-6,166.44
Cleared Balance					-6,166.44	18,593.27
Uncleared Transactions						
Checks and Payments - 1 item						
Check	08/12/2021	3316	Enterprise Printing		-176.45	-176.45
Total Checks and Payments					-176.45	-176.45
Total Uncleared Transactions					-176.45	-176.45
Register Balance as of 08/31/2021					-6,342.89	18,416.82
Ending Balance					-6,342.89	18,416.82

September 9, 2021 – Payment of Bills

➤ Bills

- Midtel: **\$142.77**
- National Business Leasing for monthly printer lease: **\$104.24**
- JoAnne Brady-Program supplies: **\$25.89**
- Baker and Taylor – books **\$315.78**
- Sandra Kisselback- SRP program: **\$39.40**
- Credit Card-videos, membership, software, conference: **\$500.83**

\$1128.91



September 2021 Director's Report

Covid - The library's Covid update will include:

1. 3 ft. distancing indoors for all vaccinated people.
2. 13 people can be in the community room if vaccinated.
3. Windows that can be opened will be opened during public operations.
4. Mandatory mask wearing inside during the pandemic while the percentage rate is 3.5 or above. At present the county is at 4.6%.

NYS Library Construction Grant - Aug.30 was the deadline to have paperwork into UHLS. We are lacking Town signatures for accepting the cost of the well project minus the grant and environmental forms. The trustee's need to accept and sign papers accepting library responsibilities. The town board has rescheduled their normal meeting of the second Wednesday of the month to the following week, 9/15.

Kajeet Smartspots - We received 20 hotspots from the Kajeet grant. The devices are meant for students which include installed filters. One filter is for students K-8 and the other is 9-12. Each device can be adjusted through the Kajeet software called The Sentinel. In the Sentinel software you can turn off the data leaving devices useless if the patron is not abiding by the use of the guidelines. Patrons can borrow the devices for two weeks. Lost or stolen devices will cost the patron \$100.

Budget - The library budget needs to be signed and submitted to the Town of Berne. The difference from last year's budget is an increase of \$200 in the annual allotment and a 2% increase in the staff salary. We are asking Knox for an increase of \$50 for a total of \$7,100. The Knox budget has been submitted.

Know Your Candidate - Three interviews have been completed. Our deadline to have them completed is September 17. Videos will be reviewed by the public. The same questions that were asked to the candidates will be asked to the public at the scheduled community conversation on October 4.

Library Appreciation- The library will celebrate the value of all the volunteers who helped out this year. Please join me as we say 'thank you' to all the bands, animal owners, and helpers that gave of their time for the library. October 18, 6-8 p.m..

Friends of the Berne Library - Review the agreement (MOA) between the Friends and the Library. Review the shared shed agreement.

Youth Services

Summers Reading, Tails and Tales

21 children and 9 preschoolers signed up for the reading program. Slightly up from last year.

Outdoor programming has been well attended. The Reptile Adventure had about 45 people enjoying the many different species of reptiles.

Online storytime- Storytime has been put on hold until after summer programming is over.

Family/Homeschool Storytime - Plans are underway for individual scheduled storytimes. This may include outreach or storytimes when the library is closed to patrons.

Kids Book club- Library will contact BKW librarians to see if we can partner up for future book clubs or programming.

Upcoming programs

Journeys on the Page - September 10 @7:00

Book Club - September 12 @ 7:00

Knit Wits - September 19 @ 7:00

Heldercon- September 18, 11-4, town park

Family Bike Ride- September 19, 2-4, meet at Corning Preserve parking lot in Albany.

Community Conversation - Oct 4, 2021 6-8. Virtual and in person.

Library Appreciation- October

Submitted by
Kathy Stempel