

Berne Public Library - Trustees' Agenda for December 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 at: _____

- Roll Call
- Adoption of agenda (any changes or additions to the agenda should be made at this time).
- Secretary's Report for November 11, 2021 and Correspondence
- Public Comment
- Treasurer's Report for December 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 &): Need to review by-laws; need to replace JoAnne

Committee Reports:

- Disposition of Surplus Property: Kathy and Marion will share first draft of policy
- Aesthetics Committee (Lisa & Kathy): Upgrade Director's office
- Library and Friends Annual Operating Agreement

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
 - **Make sure that the front doors remain fixed correctly or have them replaced! This is a fire exit.**
- The online posting of the Minutes from Jan 2021 through October 2021 and going forward will also include the Treasurer's Report, Director's report, and any other item that says "see attached" within the minutes
- Post correct version of bylaws (1/9/2020) on BPL website - **done**
- Everyone should read bylaws by next meeting (12/9/2021), especially officers, officer candidates, and prospective trustees
- Trustee lunch
- Credit card

New Business:

- Nominations / proposed slate of officers for 2022
- Berne 2022 final budget on 11/18 (11/20?) includes \$44,000 for staff salary and \$9,700 for BPL
- Knox 2022 adopted budget on 11/16 includes \$7,100 for BPL
- Open Trustee position nominees sent to Town Clerk 11/29: Jodi Ebel and John Valachovic
- System award management (SAM) renewal
- BJ's club membership

Friends' Report:

Director's Report:

Meeting Adjourned: _____ Next meeting January 13, at 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 November 11, 2021

Present: Ted Borys, Emilie Wright, Marion Burghart, Becky Waldenmaier. Lisa Raymond virtual from 708 Joslyn School Road, East Berne, NY.

Also Present: Kathy Stempel, Director, Sandra Kisselback, Jennifer Merrill-Fuller

Call to order @ 6:38 pm

Secretary's Report: (see attached)

Motion made by Marion to accept the secretary's report for October 14, 2021. Becky was second. Motion carried.

Motion by Ted to accept Agenda and minutes from special meeting between the Library Board and FOBL on October 28, 2021. Becky was second. Motion carried.

We received letters of intent for the open library trustee positions from Jodi Ebel and John Valachovic.

Treasurer's report: (see attached)

Under income we will change fines to donations which will include monies collected from other library fines. We will change credit card to MTB.

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

Payment of Bills: (see attached)

A motion was made by Emilie to pay ALA membership for the Director and NYLA membership for the staff. Second by Ted. Motion carried.

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

Standing Committee Reports:

Personnel Committee (Becky) Nothing to report.

Finance & Budget (Marion, Ted, Emilie & Kathy) Third quarter audit completed October 28, 2021.

Policy Committee (Lisa) We will discuss again in 2022.

Committee Reports:

Disposition of Surplus Property (Marion, Kathy). Marion has offered to work on this with Kathy's assistance.

Volunteer Policy (Becky) Completed.

Aesthetics Committee (Lisa & Kathy) Making progress in the Director's office.

Old Business: Motion to accept the Library and Friends Agreement with minor changes (see attached) was made by Ted. Emilie was second. Motion carried.

New Business: A draft version of the minutes should be posted in 2 weeks. When the minutes have been approved, the draft will be removed and the approved minutes added. Meetings are to be posted five days in advance. Ted will continue to enter minutes. Kathy will be backup. Trustee luncheon will be discussed with JoAnne and Chuck. Bi-Laws to be discussed at December meeting.

A motion was made by Emilie to recommend Jodi Ebel and John Valachovic to the Berne Town Board to fill the trustee openings. Ted was second. Motion carried.

Friends Report: See Donna's attached report. There will be no December meeting. Empire Pass will be purchased. A set of the Nancy Drew book series will be purchased in memory of Nancy Lendrum.

Director's Report: (see attached) The Town of Berne approved the Library budget for \$9400. We need to get the Town's approval to paint the back door of the library. We discussed approaching the school's art students to submit ideas for the back door.

Meeting adjourned @ 8:59 pm. Motion made by Emilie. Ted was second. Motion carried

Submitted by Lisa Raymond

Berne Public Library
Income & Expense Report (Budget vs. Actual)
January 1 through December 8, 2021

	Jan 1 - Dec 8, 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		
Donations in lieu of fines	20.90	
Individual Patron Contributions - Other	281.26	240.00
Total Individual Patron Contributions	302.16	240.00
Non-profit Organization Contrib	700.47	360.00
Total Direct Public Support	1,002.63	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		3,118.00
Berne Direct Pay FICA	2,823.86	
Town of Berne Direct Pay - Other	36,914.70	40,759.00
Total Town of Berne Direct Pay	39,738.56	43,877.00
Agency Grant - Town of Berne - Other	8,300.00	8,300.00
Total Agency Grant - Town of Berne	48,038.56	52,177.00
Agency Grant - Town of Knox	7,050.00	7,000.00
Total Local Government Grants	55,088.56	59,177.00
State Grants		
2018 Special Legislative Grant		1,184.64
Total State Grants		1,184.64
Total Government Grants	56,735.05	61,761.64
Investments	23,417.82	
Other Types of Income		
Book Replacement	146.77	100.00
Book Sales	132.41	75.00
Coffee	4.50	25.00
Fax Revenue	101.75	150.00
Library Fines		
E-commerce payments	48.31	
Library Fines - Other	135.26	800.00
Total Library Fines	183.57	800.00
Miscellaneous Revenue	8.50	50.00
Photocopying Revenue	340.10	450.00
Total Other Types of Income	917.60	1,650.00
Total Income	85,735.70	64,011.64
Gross Profit	85,735.70	64,011.64

Berne Public Library
Income & Expense Report (Budget vs. Actual)
January 1 through December 8, 2021

	Jan 1 - Dec 8, 21	Budget
Expense		
Advertising	639.71	1,360.00
close account	23,417.82	
Contract Services		
Accounting Fees	350.00	350.00
Contract Services - Other	179.00	
Total Contract Services	529.00	350.00
Facilities and Equipment		
Equip Rental and Maintenance		
2018 Special Legislative Grant	1,238.32	1,184.64
Equip Rental and Maintenance - Other	19.88	
Total Equip Rental and Maintenance	1,258.20	1,184.64
Equipment Purchase	680.01	800.00
Total Facilities and Equipment	1,938.21	1,984.64
Miscellaneous Fees		
Bank Charges	74.73	
Credit Card Service Fees	3.02	
Total Miscellaneous Fees	77.75	
Operations		
Books & Reference Materials		
Books on CD	92.78	
E-content	2,929.33	2,450.00
Magazines	412.55	350.00
Software Applications	97.99	50.00
Videos	768.40	950.00
Books & Reference Materials - Other	3,314.91	4,200.00
Total Books & Reference Materials	7,615.96	8,000.00
Cleaning Supplies	50.38	150.00
Postage, Mailing Service	158.00	225.00
Printing and Copying	69.48	600.00
Supplies	658.63	800.00
Telephone, Telecommunications	1,835.86	2,000.00
UHLS Service Dues	2,478.44	2,425.00
Total Operations	12,866.75	14,200.00
Other Types of Expenses		
Memberships and Dues	338.75	225.00
Total Other Types of Expenses	338.75	225.00
Programs		
Adult Events		
TedX	2,527.53	
Adult Events - Other	124.86	300.00
Total Adult Events	2,652.39	300.00
Children & Young Adult Programs		
Storytime		40.00
Summer Reading	264.21	275.00
Children & Young Adult Programs - Other	76.33	360.00
Total Children & Young Adult Programs	340.54	675.00
Programs - Other	86.47	
Total Programs	3,079.40	975.00
Salary	36,914.70	40,759.00

Berne Public Library
Income & Expense Report (Budget vs. Actual)
January 1 through December 8, 2021

	Jan 1 - Dec 8, 21	Budget
Taxes		
FICA	2,823.86	3,118.00
Total Taxes	2,823.86	3,118.00
Travel and Meetings		
Conference, Convention, Meeting	516.00	800.00
Travel	142.24	240.00
Total Travel and Meetings	658.24	1,040.00
Total Expense	83,284.19	64,011.64
Net Ordinary Income	2,451.51	
Net Income	2,451.51	

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	\$1,569.38	\$29,111.68	\$11,647.32	\$673.67	\$120.06	\$2,226.97
20	10/01/21	10/07/21	\$1,526.63	\$30,638.31	\$10,120.69	\$714.69	\$116.79	\$2,343.76
21	10/15/21	10/21/21	\$1,659.38	\$32,297.69	\$8,461.31	\$622.96	\$126.94	\$2,470.70
22	10/29/21	11/04/21	\$1,627.88	\$33,925.57	\$6,833.43	\$562.73	\$124.53	\$2,595.23
23	11/12/21	11/18/21	\$1,571.63	\$35,497.20	\$5,261.80	\$558.75	\$120.23	\$2,715.46
24	11/26/21	12/02/21	\$1,417.50	\$36,914.70	\$3,844.30	\$708.90	\$108.40	\$2,823.86
25	12/10/21	12/16/21						
26	12/24/21	12/30/21						

\$1,567.65 average per pay period



52 South Broad Street
Norwich, New York 13815

BERNE PUBLIC LIBRARY
PO BOX 209
BERNE NY 12023-0209

November 2021

Reporting Activity 11/01 - 11/30

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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	\$19,280.03

Government Checking - XXXXXXXXX3761

Account Summary

Date	Description	Amount
11/01/2021	Beginning Balance	\$20,529.58
	10 - Checks / Debits	\$1,386.72
	2 + Deposits / Credits	\$137.17
11/30/2021	Ending Balance	\$19,280.03

Account Activity

Transaction Date	Description	Debits	Credits	Balance
11/08/2021	DEPOSIT		\$97.90	\$20,627.48
11/15/2021	DEPOSIT		\$39.27	\$20,666.75
11/15/2021	CHECK #1014	\$211.08		\$20,455.67
11/15/2021	CHECK #1011	\$142.32		\$20,313.35
11/16/2021	CHECK #1017	\$48.60		\$20,264.75
11/18/2021	CHECK #1010	\$448.80		\$19,815.95
11/18/2021	CHECK #1012	\$104.24		\$19,711.71
11/19/2021	CHECK #1013	\$163.50		\$19,548.21
11/19/2021	CHECK #1020	\$34.96		\$19,513.25
11/19/2021	CHECK #1019	\$6.57		\$19,506.68
11/22/2021	CHECK #1015	\$196.66		\$19,310.02
11/22/2021	CHECK #1018	\$29.99		\$19,280.03

Checks Paid

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
1010	11/18/2021	\$448.80	1013	11/19/2021	\$163.50	1017*	11/16/2021	\$48.60
1011	11/15/2021	\$142.32	1014	11/15/2021	\$211.08	1018	11/22/2021	\$29.99
1012	11/18/2021	\$104.24	1015	11/22/2021	\$196.66	1019	11/19/2021	\$6.57



Member FDIC

Government Checking - XXXXXXXXX3761 (continued)

Checks Paid (continued)

Check #	Date	Amount
1020	11/19/2021	\$34.96
* Indicates skipped check number		

Daily Balances

Date	Amount	Date	Amount	Date	Amount
10/31/2021	\$20,529.58	11/16/2021	\$20,264.75	11/22/2021	\$19,280.03
11/08/2021	\$20,627.48	11/18/2021	\$19,711.71		
11/15/2021	\$20,313.35	11/19/2021	\$19,506.68		

Overdraft and Returned Item Fees

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

Service Charge Summary

Description	Amount
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
Total Service Charge	

5:17 PM

12/08/21

Berne Public Library
Reconciliation Detail
NBT Bank, Period Ending 11/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						20,529.58
Cleared Transactions						
Checks and Payments - 11 items						
General Journal	11/11/2021	2021-23	UHLS - Upper Huds...	X	-668.21	-668.21
Check	11/11/2021	1010	Citizen's Bank	X	-448.80	-1,117.01
Check	11/11/2021	1014	Kathleen Stempel	X	-211.08	-1,328.09
Check	11/11/2021	1015	Baker & Taylor	X	-196.66	-1,524.75
Check	11/11/2021	1013	National Business T...	X	-163.50	-1,688.25
Check	11/11/2021	1011	MidTel	X	-142.32	-1,830.57
Check	11/11/2021	1012	National Business L...	X	-104.24	-1,934.81
Check	11/11/2021	1017	UHLS - Upper Huds...	X	-48.60	-1,983.41
Check	11/11/2021	1020	Sandra Kisselback	X	-34.96	-2,018.37
Check	11/11/2021	1018	Midwest Tape	X	-29.99	-2,048.36
Check	11/11/2021	1019	National Business T...	X	-6.57	-2,054.93
Total Checks and Payments					-2,054.93	-2,054.93
Deposits and Credits - 4 items						
Deposit	11/06/2021			X	97.90	97.90
Check	11/11/2021	1016	UHLS - Upper Huds...	X		97.90
Deposit	11/11/2021			X	39.27	137.17
General Journal	11/11/2021	2021-...	UHLS - Upper Huds...	X	668.21	805.38
Total Deposits and Credits					805.38	805.38
Total Cleared Transactions					-1,249.55	-1,249.55
Cleared Balance					-1,249.55	19,280.03
Register Balance as of 11/30/2021					-1,249.55	19,280.03
New Transactions						
Checks and Payments - 6 items						
Check	12/07/2021	1025	Baker & Taylor		-490.95	-490.95
Check	12/07/2021	1023	UHLS - Upper Huds...		-287.81	-778.76
Check	12/07/2021	1026	DEMCO		-229.25	-1,008.01
Check	12/07/2021	1022	MidTel		-142.32	-1,150.33
Check	12/07/2021	1021	National Business L...		-104.24	-1,254.57
Check	12/07/2021	1024	Alexander Sasha Vo...		-27.95	-1,282.52
Total Checks and Payments					-1,282.52	-1,282.52
Deposits and Credits - 1 item						
Deposit	12/07/2021				419.20	419.20
Total Deposits and Credits					419.20	419.20
Total New Transactions					-863.32	-863.32
Ending Balance					-2,112.87	18,416.71

December 09, 2021 – Payment of Bills

➤ Bills

- National Business Leasing for monthly printer lease: **\$104.24**
- Midtel: **\$142.32**
- UHLS- econtent: **\$287.81**
- Alexander Sasha Vosk: **\$27.95**
- Baker and Taylor – books **\$490.95**
- Credit Card-videos, conference hotel and parking: **\$443.78**
- Demco- library supplies **\$229.25**

\$1726.30

Lodging for conference and parking reimbursed by Friends.

Director's Report
December 2021.



Covid Update: Due to the fluctuations in Covid-19 we will continue to require people to wear masks and ventilate the building. We have been opening a window on each side of the building. I would like to purchase a portable air purifier for up to \$200. This eliminates the opening of the windows during the winter cold.

Director's Association: Tim Burke reported that the construction grants for libraries have passed the DLD review and now on to the final review board called DASNY. We should be hearing from them at the end of January.
Advocacy Day will be virtual on March 2, 2022.

In light of the recent challenges to library collections, UHLS recommends that we look over our Challenge Policy.

Trustee Handbook Book Club: The book club focused on the chapter about board meetings. I learned the following information.

1. Documents need to be available 24 hours before the meeting.
2. Discussion can continue between meetings, except decisions can not be made between meetings. The public must know how you come up with decisions.
3. 72 hour notice for a special meeting, unless it is a high emergency.
4. Director selects and recommends personnel and salary topics. Board approves or does not approve recommendations,
5. A motion must be made before going into executive session.
6. The new 2 hour a year training for trustees will start January 2023.
7. The next book club is scheduled for December 14 and it's topic is Personnel.

Hoopla Stats

November 2021	October 2021	September 2021	2020 (Began April)
Patrons - 55	Patrons - 54	Patrons - 53	Patrons - 41
Audio Circ. 11 = \$21.23	Audio Circ-16 =\$37.90	Audio Circ.15 = \$32.18	Check Outs - 254
eBook Circ.6=\$6.64	eBook Circ. 2=\$3.98	eBook Circ. 5=\$5.50	

TV Circ. 5 = \$9.95	Movie Circ. 1=\$2.99	Movie Circ. 1 = \$1.99	
	Music Circ. 1=\$1.49	TV Circ. 2 = 3.98	
Total \$37.82	Total \$46.36	Total \$43.65	Total \$401.95

Ancestry: The Central Library committee decided not to purchase Ancestry.com software. Natalie at UHLS is looking into how much each library would have to pay to provide this service. The stats for our library 2020-2021 could not be compiled due to the software being available only on home computers. In 2019 the usage was recorded in the library as 1 session and in that session there were 21 searches. There have not been any patron's that have talked about using Ancestry. UHLS have not provided a price yet until all libraries complete the survey. My recommendation is to not buy into the program right now because of past usage.

Programs: On December 3, I went to do an outreach program at the senior's lunch. They learned about our Hotspot devices and how to use an iPad. They have asked me back to talk more about library services.

On December 1 we had our second Hilltown Conversation about brain health. There was a guest speaker from NYS Project Hope, Cheryl Gerstler, who talked about free resources available to the public.

The next Hilltown Conversation is scheduled for January 4, titled "Let's Talk About Cannabis".

Youth Services: The Ira Marcks comic program was well attended. 29 adults and children enjoyed the event. He taught the participants how to draw characters with emotions and to put together their own comic page.

The library has not resumed in house storytime yet, however, I take every opportunity to read a book to a child while on their visit to the library. They usually go home with a sticker or a bookmark.

The Take and Make craft kits continue on a somewhat regular basis.

I will be visiting the FoxCreek home school's social Wednesday on December 15 for an outreach storytime.

As of right now, we will be providing our first in house winter bedtime story on December 18 at 5:30.

Happily submitted by
Kathy Stempel
Director
Berne Public Library