

Berne Public Library - Trustees' Agenda for January 13, 2022

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

Call to Order Meeting: _____

Vote on officers: Marion Burghart, President; Emilie Wright for Vice President: Ted Borys for Treasurer: and Lisa Raymond for Secretary.

- Roll Call, welcome to new trustees
- Adoption of agenda (any changes or additions to the agenda should be made at this time).
- Secretaries Report for Dec. 9, 2021 and Correspondence
- Public Comment
- Treasurer's Report for January 13, 2021- designation of bank

Payment of bills:

Standing Committee Reports:

- Personnel Committee (Becky &): Need to replace Chuck, evaluation form for next meeting.
- Finance & Budget Committee (Ted, Marion, Emilie & Kathy): 4th Quarter 2021 audit due
- Policy Committee (Lisa &): need to replace JoAnne, decide next policies to be reviewed.
- Appointments

Committee Reports:

- Disposition of Surplus Property: 2nd reading
- Aesthetics Committee (Lisa & Kathy) upgrades to Director's office:
- Friends Agreement - approve final, since Friends will have met? Goals meeting Jan 22nd.

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.
 - Front doors- still working properly or does more need to be done?

New Business:

- Annual report
- Town contract
- Review of by-laws
- Salaries
- Thank you luncheon
- Contacts
- Goals for 2022- review of 5-year plan

Friend's Report:

Director's Report:

Meeting Adjourned: _____ Next meeting February 10, 2022 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 December 9, 2021

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

Also Present: Kathy Stempel, Director

Call to order @ 6:41 pm

Secretary's Report: (see attached)

Lisa will add the dates of the meetings on the November 11, 2021 secretary's report. Motion made by Marion to accept the secretary's report. Ted was second. Motion carried.

Treasurer's report: (see attached)

We continue to have extra hours on salary/payroll. Kathy and the staff are doing extra work sorting through books. Kathy will use some administrative time. Kathy's numbers varied from the town for pay period 23, November 12, 2021. Kathy had \$1782.40 and the town had \$1571.63. Kathy to check with the town on this.

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

Payment of Bills: (see attached)

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

Standing Committee Reports:

Personnel Committee (Becky &) the town will meet on December 22, 2021. Lisa will call Anita to make sure the trustee recommendations for approval are on the agenda. We will discuss Chuck's replacement at the January 2022 meeting.

Finance & Budget (Marion, Ted, Emilie & Kathy) Nothing to report.

Policy Committee (Lisa &) The secretary needs to be posting/publishing committee meetings. We will start to discuss the ByLaws at the January 2022 meeting.

Committee Reports:

Disposition of Surplus Property (Marion & Kathy) The first reading is completed with minor changes.

Aesthetics Committee (Lisa & Kathy) We are considering purchasing a new desk. Kathy the check with the art teachers at school to see if they are interested in painting the back door. We will need to get the town's approval for this. We are nearing the end of the 5 year plan. Beautification of the front of the building needs to be worked on.

Old Business: We had one minor change on the The Berne Public Library and Friends of the Library Annual Operating Agreement. Ted will email a new copy of the agreement to Donna. Kathy and Ted to work on getting the minutes updated on the website. Marion has offered to arrange the luncheon for JoAnne and Chuck. The credit card with MTB has approved a credit line of \$23,700.00. Marion will arrange to lower this to \$5,000.00. Kathy will have a \$1000.00 spending limit.

New Business: Nominations for 2022 are as follows: Marion for President, Emilie for Vice President, Ted for Treasurer and Lisa for Secretary. Becky has offered to go to as many Town Board meetings as possible for Marion. Becky will continue to be our liaison with the FOBL. Berne budget was approved at \$9,700.00 and staff salary at \$44,000.00. Knox budget was approved for \$7,100.00. Kathy did renew System aware management (SAM). BJ's membership was done already.

Friends Report:

No December meeting. Donna did send an email regarding the decorations for the parade, tree exhibit in Knox, "Seasons Reading" sign and the sock tree.

Director's Report: (see attached)

Kathy would like to purchase an air purifier so we can keep the windows closed during the winter months. Marion made a motion to purchase one or two air purifiers up to a total of \$1000.00. Lisa was second. Motion carried. Library staff will received a 3% raise. Kathy to increase marketing on the Hoopla. We will have the opportunity to purchase a year of data on the hot spots for \$219.

Meeting adjourned: Lisa made a motion to adjourn the meeting at 8:11 pm. Ted was second. Motion carried.

Submitted by Lisa Raymond

January 13, 2022 – Payment of Bills

➤ Bills

- Midtel: **\$141.65**
- National Business Leasing for monthly printer lease: **\$104.24**
- UHLS- econtent, UHLAN, hoopla, masks, domain: **\$1836.79**
- Baker and Taylor – books **\$490.95**
- Credit Card-library supplies from Demco: **\$229.25**

\$2802.88

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	\$2,030.41	\$38,945.11	\$1,813.89	\$246.14	\$155.33	\$2,979.19
26	12/24/21	12/30/21	\$1,770.75	\$40,715.86	\$43.14	\$43.04	\$135.46	\$3,114.65
	12/31/22	01/13/22	\$691.88	\$41,407.74	-\$648.74		\$52.92	\$3,167.57

\$1,567.65 average per pay period

Berne Public Library
2022 Payroll

Pay Period	Pay Period End Date	Paycheck Date	Gross	Budget: \$44,000.00		Under (Over)	0.0765	
				YTD	Balance		FICA	YTD
1	01/07/22	01/13/22	\$822.84	\$822.84	\$43,177.16	\$23.32	\$62.95	\$62.95
2	01/21/22	01/27/22						
3	02/04/22	02/10/22						
4	02/18/22	02/24/22						
5	03/04/22	03/10/22						
6	03/18/22	03/24/22						
7	04/01/22	04/07/22						
8	04/15/22	04/21/22						
9	04/29/22	05/05/22						
10	05/13/22	05/19/22						
11	05/27/22	06/02/22						
12	06/10/22	06/16/22						
13	06/24/22	06/30/22						
14	07/08/22	07/14/22						
15	07/22/22	07/28/22						
16	08/05/22	08/11/22						
17	08/19/22	08/25/22						
18	09/02/22	09/08/22						
19	09/16/22	09/22/22						
20	09/30/22	10/06/22						
21	10/14/22	10/20/22						
22	10/28/22	11/03/22						
23	11/11/22	11/17/22						
24	11/25/22	12/01/22						
25	12/09/22	12/15/22						
26	12/23/22	12/29/22						
	12/31/22	01/12/23						

\$1,692.31 average per pay period

Berne Public Library
Income & Expense Report (Budget vs. Actual)
January 1 - 13, 2022

	Jan 1 - 13, 22	Budget
Ordinary Income/Expense		
Income		
Direct Public Support		
Individual Patron Contributions		
Donations in lieu of fines	20.90	83.87
Individual Patron Contributions - Other	10.90	121.24
Total Individual Patron Contributions	31.80	205.11
Non-profit Organization Contrib		167.74
Total Direct Public Support	31.80	372.85
Government Grants		
LLSA Funding		419.35
Local Government Grants		
Agency Grant - Town of Berne		
Town of Berne Direct Pay		
Berne Direct Pay FICA	62.95	1,411.55
Town of Berne Direct Pay - Other	822.84	18,451.61
Total Town of Berne Direct Pay	885.79	19,863.16
Agency Grant - Town of Berne - Other		4,067.74
Total Agency Grant - Town of Berne	885.79	23,930.90
Agency Grant - Town of Knox		2,977.42
Total Local Government Grants	885.79	26,908.32
State Grants		
2018 Special Legislative Grant		524.56
Total State Grants		524.56
Total Government Grants	885.79	27,852.23
Other Types of Income		
Book Replacement		41.94
Book Sales	8.50	10.48
Coffee		10.48
Fax Revenue	33.50	41.94
Library Fines		
E-commerce payments		41.94
Total Library Fines		41.94
Miscellaneous Revenue	1.00	20.97
Photocopying Revenue	76.35	146.77
Total Other Types of Income	119.35	314.52
Total Income	1,036.94	28,539.60
Gross Profit	1,036.94	28,539.60
Expense		
Advertising		209.68
Construction		2,952.26
Contract Services		
Accounting Fees		146.77
Total Contract Services		146.77
Facilities and Equipment		
Equip Rental and Maintenance		
2018 Special Legislative Grant	104.24	534.68
Total Equip Rental and Maintenance	104.24	534.68

Berne Public Library
Income & Expense Report (Budget vs. Actual)
January 1 - 13, 2022

	Jan 1 - 13, 22	Budget
Equipment Purchase		503.23
Total Facilities and Equipment	104.24	1,037.91
Operations		
Books & Reference Materials		
Books on CD		20.97
E-content	1,082.06	1,048.39
Magazines		146.77
Software Applications		62.90
Videos		377.42
Books & Reference Materials - Other	267.63	2,138.71
Total Books & Reference Materials	1,349.69	3,795.16
Cleaning Supplies	114.87	41.94
Postage, Mailing Service		104.84
Printing and Copying		293.55
Supplies	229.25	272.58
Telephone, Telecommunications	161.60	796.77
UHLS Service Dues	619.91	1,090.32
Total Operations	2,475.32	6,395.16
Other Types of Expenses		
Memberships and Dues		94.35
Total Other Types of Expenses		94.35
Programs		
Adult Events		125.81
Children & Young Adult Programs		
Summer Reading		104.84
Children & Young Adult Programs - Other		125.81
Total Children & Young Adult Programs		230.65
Total Programs		356.46
Salary	822.84	18,451.61
Taxes		
FICA	62.95	1,411.55
Total Taxes	62.95	1,411.55
Travel and Meetings		
Conference, Convention, Meeting		335.48
Travel		100.65
Total Travel and Meetings		436.13
Total Expense	3,465.35	31,491.88
Net Ordinary Income	(2,428.41)	(2,952.28)
Net Income	(2,428.41)	(2,952.28)



52 South Broad Street
Norwich, New York 13815

BERNE PUBLIC LIBRARY
PO BOX 209
BERNE NY 12023-0209

December 2021

Reporting Activity 12/01 - 12/31

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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	\$17,972.93

Government Checking - XXXXXXXXX3761

Account Summary

Date	Description	Amount
12/01/2021	Beginning Balance	\$19,280.03
	7 - Checks / Debits	\$1,726.30
	1 + Deposits / Credits	\$419.20
12/31/2021	Ending Balance	\$17,972.93

Account Activity

Transaction Date	Description	Debits	Credits	Balance
12/08/2021	DEPOSIT		\$419.20	\$19,699.23
12/15/2021	CHECK #1022	\$142.32		\$19,556.91
12/15/2021	CHECK #1021	\$104.24		\$19,452.67
12/16/2021	CHECK #1024	\$27.95		\$19,424.72
12/17/2021	CHECK #1027	\$443.78		\$18,980.94
12/20/2021	CHECK #1025	\$490.95		\$18,489.99
12/21/2021	CHECK #1023	\$287.81		\$18,202.18
12/27/2021	CHECK #1026	\$229.25		\$17,972.93

Checks Paid

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
1021	12/15/2021	\$104.24	1024	12/16/2021	\$27.95	1027	12/17/2021	\$443.78
1022	12/15/2021	\$142.32	1025	12/20/2021	\$490.95			
1023	12/21/2021	\$287.81	1026	12/27/2021	\$229.25			

* Indicates skipped check number



Member FDIC

5:29 PM

01/13/22

Berne Public Library
Reconciliation Detail
NBT Bank, Period Ending 12/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						19,280.03
Cleared Transactions						
Checks and Payments - 7 items						
Check	12/07/2021	1025	Baker & Taylor	X	-490.95	-490.95
Check	12/07/2021	1027	Citizen's Bank	X	-443.78	-934.73
Check	12/07/2021	1023	UHLS - Upper Huds...	X	-287.81	-1,222.54
Check	12/07/2021	1026	DEMCO	X	-229.25	-1,451.79
Check	12/07/2021	1022	MidTel	X	-142.32	-1,594.11
Check	12/07/2021	1021	National Business L...	X	-104.24	-1,698.35
Check	12/07/2021	1024	Alexander Sasha Vo...	X	-27.95	-1,726.30
Total Checks and Payments					-1,726.30	-1,726.30
Deposits and Credits - 1 item						
Deposit	12/07/2021			X	419.20	419.20
Total Deposits and Credits					419.20	419.20
Total Cleared Transactions					-1,307.10	-1,307.10
Cleared Balance					-1,307.10	17,972.93
Register Balance as of 12/31/2021					-1,307.10	17,972.93
New Transactions						
Checks and Payments - 5 items						
Check	01/13/2022	1030	UHLS - Upper Huds...		-1,836.79	-1,836.79
Check	01/13/2022	1032	Baker & Taylor		-267.63	-2,104.42
Check	01/13/2022	1033	Citizen's Bank		-229.25	-2,333.67
Check	01/13/2022	1028	MidTel		-141.65	-2,475.32
Check	01/13/2022	1029	National Business L...		-104.24	-2,579.56
Total Checks and Payments					-2,579.56	-2,579.56
Deposits and Credits - 1 item						
Deposit	01/07/2022				151.15	151.15
Total Deposits and Credits					151.15	151.15
Total New Transactions					-2,428.41	-2,428.41
Ending Balance					-3,735.51	15,544.52



January 2022 Board of Trustee Director's Report

Covid 19: There is now an air purifier in the library to help with cleaning the air while the library is open. This eliminates the windows being open for cross ventilation in the winter. Must have a mask on to enter the building.

UHLS Director's Association, January 7

- Core Trustee Training - February 2 @ 6:30,
- My attendance to the virtual Trustee book club about personnel was interesting. See paragraph on salaries.
- The Director's voted to implement automatic renewals. If an item does not have a hold, it will be renewed. The patron does not have to worry about remembering to renew their items.
- Racial Equity Training - UHLS has contracted with [The McLean Group](#), a well-respected Capital Region firm, to offer training on racial equity for both boards and staff of our libraries. The training aims to foster understanding of how racism affects libraries and library services, to identify library-specific barriers to racial equity, and to stimulate positive change in library services at UHLS member libraries. There will be separate training sessions for staff and trustees. Training will be available through December 2023. More information to come.

Libraries Transforming Communities: Final grant report has been submitted.

Meeting with New Town Supervisor: Dennis Palow and I met on January 10 to discuss a few library issues. I wanted to find out why we are temporary employees and not permanent. It is because we have a yearly contract together that gets renewed. We are not long term employees. Another issue was the parking lot sealing and painting. I sent him the quote we received from M4M. Mr. Palow said he will put it on the February town agenda. Finally we talked about building supplies. The custodian will bring in toilet paper, cleaning supplies and garbage bags from the town hall for use in the library building. They will take care of a yearly deep cleaning of the library, plus waxing the floors and carpet cleaning.

Annual Report: The 2021 report will include optional questions about virtual programs. For this report it will not be required. It is to get us ready for next year where it will be required. We need to keep track of those statistics for 2022.

Salary: The town approved a 3% raise for all town employees.

I propose to start to pay for holidays. If an employee is scheduled to work on a day that lands on 1 of the 6 closed holidays they will get paid for not working. Not to make up the hours later in the week. A non-paid option to be discussed would be to close early on the day before Christmas or New Years eve.

New Years Day

Christmas Day

Thanksgiving

Memorial Day

Fourth of July

Labor Day

Upcoming Programs:

Knit Wits - Sunday, January 16 @ 7:00,

Journeys on the Page - Friday, January 14 @ 7:00

Friends of the Library is now accepting photos to be displayed in the community room through February.

Zoom 101 - In-person and virtual lessons with Jennifer Mosher on the Zoom platform. Friday, January 28 at 12:30.

Library Lovers Month. For the month of January we are collecting selfie photos of community members using library materials. The photos will be made into a heart shaped collage.

Past Programs:

Let's Talk About Cannabis - 5 people

Winter Bedtime Storytime - Cancelled due to weather

Journey on the Page - 8 people

Senator Hinchey Mobile Office - 2 people

Fox Creek Homeschool visit -9 + adults

Lacy's Homeschool visit - 6 people

Sunday Book Club - 2 people

Youth Services:

We had a teen guest reader, Jordon Jones. He offered to read on Facebook for the library. He picked out Stick Man and I Saw it On Mulberry Street.

Live virtual storytimes can be viewed on Saturdays at 3:00.

Submitted by,

Kathy Stempel

Director