

Berne Public Library - Trustees' Agenda for April 14, 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: _____

Roll Call

- Adoption of agenda (any changes or additions to the agenda should be made at this time).
- Secretary's Report for March. 10, 2022 and Correspondence
- Public Comment
- Treasurer's Report for April 14, 2022

Payment of bills:

Standing Committee Reports:

- Personnel Committee (Becky & Lisa): Director's evaluation
- Finance & Budget Committee (Ted, Marion, Emilie & Kathy): 1st Quarter 2022 audit
- Policy Committee (Lisa, Jodi & John): Town whistle-blower policy
-

Committee Reports:

- Aesthetics Committee (Lisa & Kathy) library foyer, lighted display board

Old Business:

- Building and Maintenance involving the Town:
 - Water supply -wells?
 - Parking Lot - update, drainage swale
- Other items
 - Review of by-laws-Article 5
 - Goals for 2022- review of 5-year plan
 - Holiday pay
 - Memorial Day float

New Business

- ?

Friend's Report:

Director's Report:

Meeting Adjourned:_____ Next meeting May 12, 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 March 10, 2022

Present: Marion Burghart, Emilie Wright, Ted Borys, Lisa Raymond, Becky Waldenmaier, Jodi Ebel (virtual), John Valachovic.

Also Present: Kathy Stempel, Director

Call to order @ 6:34 pm

Executive Session: Motion made by Becky to go into Executive Session. Ted second. Motion carried. We discussed the Director's evaluation. We discussed moving the evaluation back a month each year so new board members will have a chance to participate. Emilie made a few changes on the cover sheet. Becky and Lisa will work on updating our current form. Motion made by Lisa to go back to regular meeting. Jodi second. Motion carried.

Secretary's Report: (see attached)

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

Treasurer's report: (see attached)

We are now \$125.25 over on the salary line. Kathy will watch this closely. Lisa made a motion to close out the Citizen's credit card. Emilie second. Motion carried. Ted advised Quick Books 2019 support ends 5/31/22. He does not feel we need to stop using QuickBooks 2019 at this time.

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

Payment of Bills: (see attached)

Nancy Drew books were purchased on the Library credit card. The FOBL (Friends of the Berne Library) reimbursed the Library for these books.

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

Standing Committee Reports:

Personnel Committee (Becky & Lisa) Done in Executive Session.

Finance & Budget (Marion, Ted, Emilie & Kathy) The 4th Quarter 2021 audit will be completed after tonight's meeting.

Policy Committee (Lisa & Jodi & John) Second reading of the Credit Card policy. Becky made a motion to accept the Credit Card Policy. Ted second. Motion carried. John looked into the Whistle Blower Policy and we do not meet the recommendations for having one. Lisa to look into Town Policy to see if they have one. We will table for now.

Committee Reports:

Aesthetics Committee (Lisa & Kathy) Kathy and Lisa talked about a display case outside so when the library is closed, the community can look there for upcoming events, etc. We also talked about getting Kathy's closet cleaned out to facilitate better use of the space. Front doors are still being checked regularly and are working.

Old Business:

Water supply is still ongoing. Per Kathy the Town has agreed to pay the difference between the grant and costs. Kathy presented a sample pamphlet. Once she has completed this she will email for approval. We discussed trying to get a list of new families in towns so we can get this information to them. John suggested working on getting a liaison from the Town Board to help us proceed with future programs/projects.

Parking Lot. Still needs to be sealed and painted.

By-laws. We went over Articles 3 and 4 and made some minor corrections. We will discuss Article 5 at the April meeting.

Marion will confirm dates for the thank you luncheon for JoAnne and Chuck.

Contacts and Conflict of Interest Policy, signed.

Goals for 2022 and review of 5 year plan. We will table.

Holiday Pay: Jodi still investigating.

New Business:

Construction Grant: In DLD (Division of Library Development) hands. Town Board did approve to cost share but gave no specific amount.

Memorial Day Parade: Subcommittee will be Marion with FOBL. Kathy has a car hitch to pull a trailer.

Friends Report: FOBL will join the Library website. Photography contest was well attended. Hardy Books have been donated.

Director's Report: (see attached) Donna said Kathy's report was well received at the Advocacy Day meeting. Staff reviews filled out and Kathy to review.

Meeting adjourned @9:10 pm Motion made by Emilie to adjourn, Ted second. Motion carried.

Submitted by Lisa Raymond



April 2022 Director's Report

Director Association: The DA met in-person for the first time in two years on April 1st. Due to time constraints I attended virtually. During the discussion about how well attended Advocacy Day was, the thought was hopeful that if the budget is passed it would be the first time in eleven years libraries would make out ahead. UHLS has a Juneteenth event planned for Monday, June 20 at 7:00 with Dr. Alice Green.

Google time limit: We have 12 email accounts through Google Legacy plan. Google will begin charging \$6.00 a month for each account for a total of \$72.00 a month starting June. It is called Google Workspace and it includes upgrades. According to Rawdon, from UHLS, we do not have the kind of account that will let us go free as a non-profit customer. It has something to do with being a municipality and was set up before Judy became a director. Rawdon recommends we change to a Microsoft account for free if we can satisfy their 2-3 proofs of identity.

Mural on back door: We are now advertising for artists, ages 14 and up, to present their artwork with the theme of libraries and gardens. We will accept potential artwork now until May 31st. The unveiling of the mural will take place on the summer solstice Tuesday, June 21st. The Friends of the Library will purchase materials for the artist to complete the painting

FCC, Emergency Connectivity Fund: A third application window will be opened April 28th through May 12th. I am working with Phil Rosenberg from Kajeet, the hot spot company, to come up with the cost for five hotspots. In addition, I would like to apply for funding the purchase of up to five new Chromebooks or Microsoft equivalent and their licenses with security included. One stipulation for funding is I must prove that our community has unmet needs for digital help.

Cash Register Error: Last month's receipts had human errors attached to them. One error was \$2000.00 hit instead of \$20.00. Similarly, \$50.50 was registered incorrectly when it should have been .50. We will be reconciling the receipts weekly for a while.

Town of Berne: The Town of Berne has started a community calendar in which we can add all our events.

Firearm Safety: NRA instructor, James Darrah will present a Basic Home Firearm Safety program on Tuesday, May 10th at 6:30. With over 25 years of experience James will discuss the importance of firearm storage, awareness of firearm rules, and what to do when finding an unknown firearm.

Youth Services

Graphic Novel Book Club: We started out with ten kids at the first meeting. However, for the next five Thursday's in a row eight children walked over from the school for an hour of drawing, reading and conversation. The eight participants created a title page along with storyline and artwork to begin a graphic novel of their own. At one meeting the young authors used molding clay to design a character and make background settings. At the last meeting many of them did not want the book club to end. Most would return if we provided another book club.

Storytime: The return of storytime started out slow but is gaining momentum with an average of six preschoolers and toddlers attending.

Earth Day Family Challenge: On April 23rd there will be 5 stations set up around the library and community room. Families will travel from each station completing a challenge. With each completion they get to remove a block from the dangerous earth eating robot. In the end the families receive a "saving the world award".

NYLA Youth Services Conference: The local conference was held at Rivers Casino in Schenectady. Chris Crutcher, keynote speaker, talked about banned books and what he went through when some of his books were banned. The workshops I went to dealt with providing a screen free week event. Another workshop was titled *The Roadmap to Reading Starts at the Library*. This program used coding to introduce reading. Finally, I went to a workshop using music, shakers, and felt boards to reinforce my storytime skills.

Summer Reading Program: We have a puppet show scheduled for the SRP kick-off event on Saturday, June 11th. John Koethen of Heldeberg Marionettes will provide a show titled Frog Prince. After his show he lets the audience check out his puppets.

Submitted by Kathy Stempel, director.

4/14/22 Amendment

Town of Berne:

1. The council of Berne decided to wait until the well is dug before resurfacing the parking lot. This is due to possible heavy truck damage. They asked for our quote from last year. However, the quotes need to be no more than 30 days old.
2. The Town's employee handbook was approved by the council. A long discussion about employee's punching time clocks, of which staff at the library are not a part of.
3. The Town supervisor would like to start with the front of the library's beautification project. He has the maintenance crew ready to remove the front bushes. They wanted to know if we still want to go with the initial plan that Ann Hein came up with. I said "let's first run this plan through the Trustee's once more before beginning."
4. The Terrarium program was a big success with 12 happy plant owners going home with their creations.
5. UHLS sent an email calling for nominations for annual awards. I was thinking of writing one for TEDtalks or Know Your Candidates for the Adult category. I am going to look into seeing if the Summer Reading animal programs will qualify for the Youth and Family award category. That leaves trustee award and volunteer award. I welcome any ideas.

Berne Public Library
Income & Expense Report (Budget vs. Actual)
January through April 2022

	Jan - Apr 22	Budget
Ordinary Income/Expense		
Income		
Direct Public Support		
Individual Patron Contributions		
Donations in lieu of fines	114.80	200.00
Individual Patron Contributions - Other	44.86	289.12
Total Individual Patron Contributions	159.66	489.12
Non-profit Organization Contrib	325.98	400.00
Total Direct Public Support	485.64	889.12
Government Grants		
LLSA Funding	138.20	1,000.00
Local Government Grants		
Agency Grant - Town of Berne		
Construction		6,000.00
Town of Berne Direct Pay		
Berne Direct Pay FICA	850.26	3,366.00
Town of Berne Direct Pay - Other	11,114.33	44,000.00
Total Town of Berne Direct Pay	11,964.59	47,366.00
Agency Grant - Town of Berne - Other	9,700.00	9,700.00
Total Agency Grant - Town of Berne	21,664.59	63,066.00
Agency Grant - Town of Knox		7,100.00
Total Local Government Grants	21,664.59	70,166.00
State Grants		
2018 Special Legislative Grant		1,250.88
Total State Grants		1,250.88
Total Government Grants	21,802.79	72,416.88
NYS Construction Grant		12,305.00
Other Types of Income		
Book Replacement	57.00	100.00
Book Sales	17.00	25.00
Coffee	3.00	25.00
Fax Revenue	76.25	100.00
Library Fines		
E-commerce payments	29.53	100.00
Library Fines - Other	3.00	
Total Library Fines	32.53	100.00
Miscellaneous Revenue	3.00	50.00
Photocopying Revenue	163.95	350.00
Total Other Types of Income	352.73	750.00
Unexpended prior year funds		3,698.00
Total Income	22,641.16	90,059.00
Gross Profit	22,641.16	90,059.00
Expense		
Advertising		500.00
Construction		22,003.00
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 through April 2022

	Jan - Apr 22	Budget
Facilities and Equipment		
Equip Rental and Maintenance		
2018 Special Legislative Grant	423.04	1,275.00
Total Equip Rental and Maintenance	423.04	1,275.00
Equipment Purchase	288.32	1,200.00
Total Facilities and Equipment	711.36	2,475.00
Operations		
Books & Reference Materials		
Books on CD	65.53	50.00
E-content	1,635.01	2,500.00
Magazines		350.00
Software Applications	149.90	150.00
Videos	260.44	900.00
Books & Reference Materials - Other	1,158.90	5,100.00
Total Books & Reference Materials	3,269.78	9,050.00
Cleaning Supplies	114.87	100.00
Postage, Mailing Service	23.20	250.00
Printing and Copying		700.00
Supplies	229.25	650.00
Telephone, Telecommunications	586.29	1,900.00
UHLS Service Dues	1,239.52	2,600.00
Total Operations	5,462.91	15,250.00
Other Types of Expenses		
Memberships and Dues		225.00
Other Costs	12.99	
Total Other Types of Expenses	12.99	225.00
Programs		
Adult Events		300.00
Children & Young Adult Programs		
Summer Reading		250.00
Youth, General	23.87	
Children & Young Adult Programs - Other		300.00
Total Children & Young Adult Programs	23.87	550.00
Total Programs	23.87	850.00
Salary	11,114.33	44,000.00
Taxes		
FICA	850.26	3,366.00
Total Taxes	850.26	3,366.00
Travel and Meetings		
Conference, Convention, Meeting		800.00
Travel		240.00
Total Travel and Meetings		1,040.00
Total Expense	18,525.72	90,059.00
Net Ordinary Income	4,115.44	
Net Income	4,115.44	

April 14, 2022 – Payment of Bills, and more ...

- Bills
 - MidTel (internet, phone): \$141.39
 - National Business Leasing (printer lease): \$110.32 up \$6.08; \$5.52 in 2021, \$5.02 in 2020
 - NBT credit card (3 DVDs, RCS library, 1 book): \$92.86
 - Baker and Taylor (19 books, 1 CD-ROM): \$319.57
 - UHLS (Q2 UHLAN and Hoopla): \$839.84
 - Ted Borys (stamps): \$23.20
- Closed Citizens credit card account today
- Cash register tape cash total \$2,171
 - Keyed \$2,000, should be \$20, so deduct \$1,980
 - Keyed \$50.50, should have been \$0.50, so deduct \$50
 - Corrected cash total is \$2,171 - \$1,980 - \$50 = \$141
 - Cash received by Treasurer and deposited at NBT is \$146.50
 - Excess \$5.50 categorized as Individual Patron Contributions
- QuickBooks 2019 support ends 5/31/2022

Berne Public Library
2022 Payroll

Pay Period	Pay Period End Date	Paycheck Date	Gross	Budget: \$44,000.00		Under (Over)	0.0765 FICA	YTD
				YTD	Balance			
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	\$1,835.78	\$2,658.62	\$41,341.38	(\$120.16)	\$140.44	\$203.39
3	02/04/22	02/10/22	\$1,635.25	\$4,293.87	\$39,706.13	(\$63.10)	\$125.10	\$328.48
4	02/18/22	02/24/22	\$1,777.88	\$6,071.75	\$37,928.25	(\$148.67)	\$136.01	\$464.49
5	03/04/22	03/10/22	\$1,668.88	\$7,740.63	\$36,259.37	(\$125.25)	\$127.67	\$592.16
6	03/18/22	03/24/22	\$1,678.15	\$9,418.78	\$34,581.22	(\$111.09)	\$128.38	\$720.54
7	04/01/22	04/07/22	\$1,695.55	\$11,114.33	\$32,885.67	(\$114.33)	\$129.71	\$850.25
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						
27	12/30/22	01/05/23						

\$1,692.31 average per biweekly pay period

pay period 1 and 27 are each one week

9:50 PM
04/13/22

Berne Public Library
Reconciliation Detail
NBT Bank, Period Ending 03/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						14,872.37
Cleared Transactions						
Checks and Payments - 7 items						
Check	03/10/2022	1043	Berne Tax Service	X	-350.00	-350.00
Check	03/10/2022	1042	Upper Hudson Libra...	X	-332.72	-682.72
Check	03/10/2022	1040	Cardmember Service	X	-273.79	-956.51
Check	03/10/2022	1041	Baker & Taylor	X	-235.25	-1,191.76
Check	03/10/2022	1038	MidTel	X	-141.65	-1,333.41
Check	03/10/2022	1039	National Business L...	X	-104.24	-1,437.65
Check	03/10/2022	1044	Baker & Taylor	X	-59.00	-1,496.65
Total Checks and Payments					-1,496.65	-1,496.65
Deposits and Credits - 2 items						
Deposit	03/02/2022			X	9,898.25	9,898.25
Deposit	03/09/2022			X	176.08	10,074.33
Total Deposits and Credits					10,074.33	10,074.33
Total Cleared Transactions					8,577.68	8,577.68
Cleared Balance					8,577.68	23,450.05
Register Balance as of 03/31/2022					8,577.68	23,450.05
New Transactions						
Checks and Payments - 6 items						
Check	04/14/2022	1049	Upper Hudson Libra...		-839.84	-839.84
Check	04/14/2022	1048	Baker & Taylor		-319.57	-1,159.41
Check	04/14/2022	1045	MidTel		-141.39	-1,300.80
Check	04/14/2022	1046	National Business L...		-110.32	-1,411.12
Check	04/14/2022	1047	Cardmember Service		-92.86	-1,503.98
Check	04/14/2022	1050	Ted Borys		-23.20	-1,527.18
Total Checks and Payments					-1,527.18	-1,527.18
Deposits and Credits - 1 item						
Deposit	04/02/2022				165.50	165.50
Total Deposits and Credits					165.50	165.50
Total New Transactions					-1,361.68	-1,361.68
Ending Balance					7,216.00	22,088.37



52 South Broad Street
Norwich, New York 13815

BERNE PUBLIC LIBRARY
PO BOX 209
BERNE NY 12023-0209

March 2022

Reporting Activity 03/01 - 03/31

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At Your Service



Customer Service 1.800.NBT.BANK
(1.800.628.2265)



Website nbtbank.com



Loan Payment P.O. Box 149
Address Canajoharie, NY 13317



Email Address customerservice@nbtbank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking	XXXXXXXX3761	\$23,450.05

Government Checking - XXXXXXXXX3761

Account Summary

Date	Description	Amount
03/01/2022	Beginning Balance	\$14,872.37
	7 - Checks / Debits	\$1,496.65
	2 + Deposits / Credits	\$10,074.33
03/31/2022	Ending Balance	\$23,450.05

Account Activity

Transaction Date	Description	Debits	Credits	Balance
03/02/2022	DEPOSIT		\$9,898.25	\$24,770.62
03/09/2022	DEPOSIT		\$176.08	\$24,946.70
03/14/2022	CHECK #1043	\$350.00		\$24,596.70
03/14/2022	CHECK #1038	\$141.65		\$24,455.05
03/17/2022	CHECK #1039	\$104.24		\$24,350.81
03/18/2022	CHECK #1040	\$273.79		\$24,077.02
03/21/2022	CHECK #1041	\$235.25		\$23,841.77
03/21/2022	CHECK #1044	\$59.00		\$23,782.77
03/22/2022	CHECK #1042	\$332.72		\$23,450.05

Checks Paid

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
1038	03/14/2022	\$141.65	1041	03/21/2022	\$235.25	1044	03/21/2022	\$59.00
1039	03/17/2022	\$104.24	1042	03/22/2022	\$332.72			
1040	03/18/2022	\$273.79	1043	03/14/2022	\$350.00			

* Indicates skipped check number



Member FDIC