

Berne Public Library - Trustees' Agenda for Sept. 22, 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 Aug. 11, 2022 and Correspondence
- Public Comment
- Treasurer's Report for Sept. 22, 2022

Payment of bills:

Standing Committee Reports:

- Personnel Committee (Becky & Lisa):
- Finance & Budget Committee (Ted, Marion, Emilie & Kathy): 2nd quarter audit complete,
- Policy Committee (Lisa, Jodi & John): What next?

Committee Reports:

- Aesthetics Committee (Lisa & Kathy) library foyer, lighted display case, bench clearance, front door

Old Business:

- Building and Maintenance involving the Town:
 - Water supply - update
 - Parking Lot - update, drainage swale- waiting on well
 - Landscaping-watering-soaker hose
- Other items
 - Adoption of revised by-laws
 - Holiday pay- staff decision
 - Patron issue update-wi-fi extender
 - Email accounts
 - 2023 Budget, Knox letter
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New Business

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Director's Report:

Friends' Report:

Meeting Adjourned:_____ Next meeting October 13, 2022 time: 6:30

DRAFT

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 11, 2022

Call to order @ 6:38pm

Present: Lisa Raymond, Ted Borys, Jodi Ebel, Emilie Wright. Becky Waldenmaier arrived at 8:43pm. Vice-President Emilie Wright acted as President because President Marion Burghart was unable to attend in person.

Absent: Marion Burghart and John Valachovic – Both participated via Zoom.

Also Present: Kathy Stempel, Director

Secretary's Report: (see attached)

Motion made by Jodi to accept the Secretary's Report. Ted was second. Jodi and Emilie abstained. Motion carried.

Treasurer's Report: (see attached)

The salary line is over by \$100.00. Andrea is out on medical leave until mid-September. Dennis will be running payroll but not reports. Kathy will submit total hours per employee bi-weekly to Ted so he can keep totals. The net income is up due to the \$1429.20 LLSA funding deposit. The net income will continue to decrease for the remainder of the year.

Motion made by Lisa to accept the Treasurer's Report. Jodi was second. Becky abstained. Motion carried.

Payment of Bills: (see attached)

Midtel bill was up by \$29 due to a service maintenance charge. Kathy will follow-up on this. Credit card has all the usual charges. We agreed to reimburse Ted for the printer lease bill of \$110.32 as it was accidentally paid on his personal charge card.

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

Standing Committee Reports:

Personnel Committee (Becky & Lisa): Lisa and Becky will set up a time to go over the Director's evaluation form.

Finance & Budget (Marion, Ted, Emilie & Kathy): The committee will set up a time for the quarterly audit. The budget was submitted to the Town of Berne (TOB). Ted recommended we ask the Town of Knox for an increase of \$400.00. Kathy and Marion will write a letter to the Town of Knox asking for a total of \$7500.00. We will table discussion of continuing use of Google email accounts for now. Kajeet grant for the hot spots ends on September 1, 2022. Kathy expressed the need for the community to have these available. Marion made a motion to pay Kajeet \$787.57 for the four licenses. Jodi was second. Becky abstained. Motion carried.

Policy Committee (Lisa, Jodi & John): Lisa gave Jodi a list of the policies. Lisa put a copy in John's folder. Lisa will work on checking the list for accuracy and get in touch with Jodi and John to decide what we need to work on first.

Aesthetics Committee (Lisa & Kathy): Kathy and Becky will figure out how much hose is needed to water the front landscaping. Kathy will then purchase these hoses and a soaker hose. A representative from UHLS visited our library and mentioned the front door. The Friends of the Berne Library (FOBL) still want to paint the front door. We discussed possibly putting our logo on one door. We will put new doors on our wish list for the next construction grant.

Old Business:

Water Supply: Tim Burke has made an amendment to the deadline of our grant due to complications in getting the well and parking lot completed.

Parking Lot: Pavement repairs, cleaning and new lines will be completed after the well has been completed.

Landscaping: As discussed, Kathy will purchase hoses for watering the front landscaping. We will add a water spicket to our Wish List.

By-Laws: Kathy will print off and Board members will review these prior to the next meeting. We will vote on the by-laws at the September 22, 2022 meeting.

Holiday Pay: The library staff are all civil service employees. They will remain part time temporary employees with holiday pay.

Patron Issue: The wi-fi extender is working well, although the patron is not taking advantage of this.

New Business:

Kathy has been talking with Joe Thornton and Rawdon from UHLS regarding Google email accounts. There was some confusion about the actual cost for the Google email accounts. Kathy will clarify cost. Further discussion was tabled on this for now.

Director's Report: (see attached)

John Hebert, comic book artist, will be at the Library on August 20, 2022. Kathy is also promoting a financial literacy program to begin in October for 6 free sessions.

Friends Report:

Becky reported there was no official meeting although things were discussed at Music in the Park. Heldercon is full speed ahead and set for September 17, 2022. Becky also wanted to thank FOBL for all their hard work and dedication.

Meeting adjourned.

Lisa made a motion to adjourn at 8:31pm. Ted was second. Motion carried.

Next Meeting: September 22, 2022, 6:30pm

Submitted by: Lisa Raymond

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

	Jan - Sep 22	Budget
Ordinary Income/Expense		
Income		
Direct Public Support		
Individual Patron Contributions		
Donations in lieu of fines	212.46	200.00
Individual Patron Contributions - Other	281.12	289.12
Total Individual Patron Contributions	493.58	489.12
Non-profit Organization Contrib	325.98	400.00
Total Direct Public Support	819.56	889.12
Government Grants		
LLSA Funding	1,429.20	1,000.00
Local Government Grants		
Agency Grant - Town of Berne		
Construction		6,000.00
Town of Berne Direct Pay		
Berne Direct Pay FICA	2,418.80	3,366.00
Town of Berne Direct Pay - Other	31,618.28	44,000.00
Total Town of Berne Direct Pay	34,037.08	47,366.00
Agency Grant - Town of Berne - Other	9,700.00	9,700.00
Total Agency Grant - Town of Berne	43,737.08	63,066.00
Agency Grant - Town of Knox	7,100.00	7,100.00
Total Local Government Grants	50,837.08	70,166.00
State Grants		
2018 Special Legislative Grant		1,250.88
Total State Grants		1,250.88
Total Government Grants	52,266.28	72,416.88
NYS Construction Grant		12,305.00
Other Types of Income		
Book Replacement	89.99	100.00
Book Sales	29.25	25.00
Coffee	4.00	25.00
Fax Revenue	121.25	100.00
Library Fines		
E-commerce payments	81.35	100.00
Library Fines - Other	13.70	
Total Library Fines	95.05	100.00
Miscellaneous Revenue	238.57	50.00
Photocopying Revenue	304.78	350.00
Total Other Types of Income	882.89	750.00
Unexpended prior year funds		3,698.00
Total Income	53,968.73	90,059.00
Gross Profit	53,968.73	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 September 2022

	Jan - Sep 22	Budget
Facilities and Equipment		
Equip Rental and Maintenance		
2018 Special Legislative Grant	1,056.46	1,275.00
Total Equip Rental and Maintenance	1,056.46	1,275.00
Equipment Purchase	430.90	1,200.00
Total Facilities and Equipment	1,487.36	2,475.00
Operations		
Books & Reference Materials		
Books on CD	102.56	50.00
E-content	2,501.86	2,500.00
Magazines	49.00	350.00
Software Applications	692.85	150.00
Videos	596.73	900.00
Books & Reference Materials - Other	2,226.06	5,100.00
Total Books & Reference Materials	6,169.06	9,050.00
Cleaning Supplies	118.14	100.00
Postage, Mailing Service	196.52	250.00
Printing and Copying	66.97	700.00
Supplies	384.25	650.00
Telephone, Telecommunications	2,117.35	1,900.00
UHLS Service Dues	1,859.13	2,600.00
Total Operations	10,911.42	15,250.00
Other Types of Expenses		
Memberships and Dues	165.00	225.00
Other Costs	12.99	
Total Other Types of Expenses	177.99	225.00
Programs		
Adult Events	49.05	300.00
Children & Young Adult Programs		
Graphic Novel Grant	20.16	
Summer Reading	194.42	250.00
Youth, General	83.70	
Children & Young Adult Programs - Other	259.47	300.00
Total Children & Young Adult Programs	557.75	550.00
General Patrons	75.55	
Total Programs	682.35	850.00
Salary	31,618.28	44,000.00
Taxes		
FICA	2,418.80	3,366.00
Total Taxes	2,418.80	3,366.00
Travel and Meetings		
Conference, Convention, Meeting	350.00	800.00
Travel		240.00
Total Travel and Meetings	350.00	1,040.00
Total Expense	47,996.20	90,059.00
Net Ordinary Income	5,972.53	
Net Income	5,972.53	



52 South Broad Street
Norwich, New York 13815

August 2022

Reporting Activity 08/01 - 08/31

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BERNE PUBLIC LIBRARY
PO BOX 209
BERNE NY 12023-0209

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	\$26,160.40

Government Checking - XXXXXXXX3761

Account Summary

Date	Description	Amount
08/01/2022	Beginning Balance	\$25,978.94
	7 - Checks / Debits	\$1,304.02
	1 + Deposits / Credits	\$1,485.48
08/31/2022	Ending Balance	\$26,160.40

Account Activity

Transaction Date	Description	Debits	Credits	Balance
08/08/2022	DEPOSIT		\$1,485.48	\$27,464.42
08/15/2022	CHECK #1073	\$174.71		\$27,289.71
08/16/2022	CHECK #1077	\$110.32		\$27,179.39
08/18/2022	CHECK #1075	\$110.32		\$27,069.07
08/18/2022	CHECK #1076	\$7.00		\$27,062.07
08/19/2022	CHECK #1079	\$378.30		\$26,683.77
08/19/2022	CHECK #1074	\$310.57		\$26,373.20
08/19/2022	CHECK #1078	\$212.80		\$26,160.40

Checks Paid

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
1073	08/15/2022	\$174.71	1076	08/18/2022	\$7.00	1079	08/19/2022	\$378.30
1074	08/19/2022	\$310.57	1077	08/16/2022	\$110.32			
1075	08/18/2022	\$110.32	1078	08/19/2022	\$212.80			

* Indicates skipped check number



Member FDIC

9:32 AM

09/21/22

Berne Public Library
Reconciliation Detail
NBT Bank, Period Ending 08/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						25,978.94
Cleared Transactions						
Checks and Payments - 7 items						
Check	08/11/2022	1079	Upper Hudson Libra...	X	-378.30	-378.30
Check	08/11/2022	1074	Cardmember Service	X	-310.57	-688.87
Check	08/11/2022	1078	Baker & Taylor	X	-212.80	-901.67
Check	08/11/2022	1073	MidTel	X	-174.71	-1,076.38
Check	08/11/2022	1077	Ted Borys	X	-110.32	-1,186.70
Check	08/11/2022	1075	National Business L...	X	-110.32	-1,297.02
Check	08/11/2022	1076	National Business T...	X	-7.00	-1,304.02
Total Checks and Payments					-1,304.02	-1,304.02
Deposits and Credits - 1 item						
Deposit	08/08/2022			X	1,485.48	1,485.48
Total Deposits and Credits					1,485.48	1,485.48
Total Cleared Transactions					181.46	181.46
Cleared Balance					181.46	26,160.40
Register Balance as of 08/31/2022					181.46	26,160.40
New Transactions						
Checks and Payments - 11 items						
Check	09/01/2022	1084	Baker & Taylor		-288.19	-288.19
Check	09/03/2022	1083	Kajeet Inc.		-787.57	-1,075.76
Check	09/03/2022	1085	Cardmember Service		-394.98	-1,470.74
Check	09/03/2022	1081	MidTel		-143.00	-1,613.74
Check	09/03/2022	1080	National Business L...		-110.32	-1,724.06
Check	09/03/2022	1082	Kathleen Stempel		-50.00	-1,774.06
Check	09/22/2022	1090	New York Library As...		-350.00	-2,124.06
Check	09/22/2022	1086	National Business L...		-81.82	-2,205.88
Check	09/22/2022	1089	Altamont Enterprise		-49.00	-2,254.88
Check	09/22/2022	1088	Baker & Taylor		-25.90	-2,280.78
Check	09/22/2022	1087	National Business T...		-11.86	-2,292.64
Total Checks and Payments					-2,292.64	-2,292.64
Deposits and Credits - 1 item						
Deposit	09/01/2022				77.70	77.70
Total Deposits and Credits					77.70	77.70
Total New Transactions					-2,214.94	-2,214.94
Ending Balance					-2,033.48	23,945.46

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	\$1,692.05	\$12,806.38	\$31,193.62	(\$114.07)	\$129.44	\$979.69
9	04/29/22	05/05/22	\$1,603.92	\$14,410.30	\$29,589.70	(\$25.68)	\$122.70	\$1,102.39
10	05/13/22	05/19/22	\$1,820.66	\$16,230.96	\$27,769.04	(\$154.04)	\$139.28	\$1,241.67
11	05/27/22	06/02/22	\$1,601.59	\$17,832.55	\$26,167.45	(\$63.32)	\$122.52	\$1,364.19
12	06/10/22	06/16/22	\$1,716.42	\$19,548.97	\$24,451.03	(\$87.43)	\$131.31	\$1,495.50
13	06/24/22	06/30/22	\$1,712.91	\$21,261.88	\$22,738.12	(\$108.03)	\$131.04	\$1,626.54
14	07/08/22	07/14/22	\$1,483.40	\$22,745.28	\$21,254.72	\$100.87	\$113.48	\$1,740.02
15	07/22/22	07/28/22	\$1,893.75	\$24,639.03	\$19,360.97	(\$100.57)	\$144.87	\$1,884.89
16	08/05/22	08/11/22	\$1,770.89	\$26,409.92	\$17,590.08	(\$179.15)	\$135.47	\$2,020.36
17	08/19/22	08/25/22	\$1,839.28	\$28,249.20	\$15,750.80	(\$326.12)	\$140.70	\$2,161.07
18	09/02/22	09/08/22	\$1,778.99	\$30,028.19	\$13,971.81	(\$412.81)	\$136.09	\$2,297.16
19	09/16/22	09/22/22	\$1,590.09	\$31,618.28	\$12,381.72	(\$310.59)	\$121.64	\$2,418.80
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

September 2022

Director's Report

- **Director's Association:**
UHLS has diversity training geared toward trustees.
Starting January all Trustees will be required to satisfy a two hour yearly class. Trustees can accomplish this by going to Webjunction or any other UHLS/ALA related webinars.
- **Midtel**
The extra \$27 on the August bill from Midtel is from a charge to fix the Fax machine when it stopped working.
- **Update on well:**
We are waiting to hear back from the engineer. In the meantime the town has lined up an electrician and a person to dig a line from the well to the library.
- **Baker and Taylor:**
Baker and Taylor, the supplier we use to purchase books, have been offline for over 3 weeks due to a ransomware hit on the company. In the meantime I purchased some books from Barnes and Noble. As of now, Baker and Taylor are back online for purchasing items.
- **Google Account:**
The first bill for the 10 Google accounts will be due Oct.1. The last invoice, August 31, states a zero balance.
- **Idea for the front door:**
One idea is to cover the door with vertical boards representing book spines. Sanded edges and paint each spine a different color. This would give the front a 3d catchy look for the library..
- **Floor cleaning:**
On Sept. 8 Brownell Cleaners striped and waxed all the clear floors in the library and assessor's office. They did a beautiful job and were very professional.
- **Homeschool Hangout:**
The library will be providing a social hour for homeschool families. Starting September 21, homeschooler's are invited to come in every other Wednesday at 11 AM for library and community room use. Some options are to use the STEM kits together.
- **Cemetery Walk:**
The library will be providing a Candlelight Cemetery Walk at Woodlawn cemetery. We are looking for volunteers to be actors and help with lighting, guiding and other jobs.
- **Patron:** Patron was caught urinating, twice, on the property. I handed the patron a letter stating the patron is banned until Oct.18.
- **Sub Hiring:** I propose to hire a sub for emergency hours.

Youth Services

- **Summer Reading stats:**
52 participants, 20,000 minutes read
Adults -10, Teen-2, Children -28, Pre-schoolers -12
- **Heldercon:**