

Berne Public Library – Trustee’s Agenda for October 12, 2023

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

Call Meeting to Order @ _____

Roll Call:

- Adoption of agenda (any changes or additions to the agenda should be made at this time)
- Secretary’s Report from September 14, 2023 and correspondence.
- Public Comment
- Treasurer’s Report for October 12, 2023

Payment of Bills:

Standing Committee Reports:

- Personnel Committee (Lisa, John & Lynn) Met September 20th to review Director’s Evaluation
- Finance & Budget Committee (Ted, Lisa, Emilie & Kathy) Move money to cover Sandra’s training. 3rd quarter audit
- Policy Committee (Jodi, John & Lisa) Emilie made some corrections to Conflict of Interest Policy. Behavior Policy.
- Technology Committee (Jodi, Emilie & Walter) Work with Kathy on printer contract.

Committee Reports:

- Aesthetics Committee (Lisa & Kathy) Display case
- Strategic Planning Committee (Kathy, Lisa & Lynn) due October 2024

Old Business:

Building and Maintenance involving the TOB:

- Water supply and filter
- Parking lot
- Security camera
- Construction Grant

New Business:

- Printer Contract
- Reminder to review By-Laws and Open Meeting Law

Director’s Report:

Friend’s Report:

Meeting Adjourned @ _____. Next meeting is November 9, 2023

Berne Public Library
Income & Expense Report (Budget vs. Actual)
January through October 2023

	Jan - Oct 23	Budget
Ordinary Income/Expense		
Income		
Direct Public Support		
Individual Patron Contributions		
Donations in lieu of fines	17.40	
Individual Patron Contributions - Other	1,163.71	500.00
Total Individual Patron Contributions	1,181.11	500.00
Total Direct Public Support	1,181.11	500.00
Government Grants		
E-rate reimbursement	25.67	
LLSA Funding	1,436.00	1,000.00
Local Government Grants		
Agency Grant - Town of Berne		
Town of Berne Direct Pay		
Berne Direct Pay FICA	2,664.59	3,467.00
Town of Berne Direct Pay - Other	34,831.36	45,320.00
Total Town of Berne Direct Pay	37,495.95	48,787.00
Agency Grant - Town of Berne - Other	9,700.00	9,700.00
Total Agency Grant - Town of Berne	47,195.95	58,487.00
Agency Grant - Town of Knox	7,500.00	7,500.00
Total Local Government Grants	54,695.95	65,987.00
State Grants		
2018 Special Legislative Grant		180.80
Total State Grants		180.80
Total Government Grants	56,157.62	67,167.80
NYS Construction Grant		16,502.00
Other Types of Income		
Book Replacement	129.65	100.00
Book Sales	61.10	25.00
Coffee	3.00	25.00
Fax Revenue	116.90	150.00
Library Fines	12.20	
Miscellaneous Revenue	9.00	50.00
Photocopying Revenue	485.39	350.00
Total Other Types of Income	817.24	700.00
Total Income	58,155.97	84,869.80
Gross Profit	58,155.97	84,869.80
Expense		
Advertising	210.04	500.00
Construction	7,982.21	14,352.00
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	180.20	180.20
Equip Rental and Maintenance - Other	981.13	1,220.60
Total Equip Rental and Maintenance	1,161.33	1,400.80

11:13 AM

10/12/23

Berne Public Library
Reconciliation Detail
 NBT Bank, Period Ending 09/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						34,411.76
Cleared Transactions						
Checks and Payments - 8 items						
Check	09/07/2023	1170	National Business L...	X	-117.00	-117.00
Check	09/14/2023	1176	Callanan Industries, ...	X	-658.02	-775.02
Check	09/14/2023	1172	Elan Financial Servi...	X	-491.82	-1,266.84
Check	09/14/2023	1177	Baker & Taylor	X	-397.90	-1,664.74
Check	09/14/2023	1175	Sandra Kisseback	X	-335.00	-1,999.74
Check	09/14/2023	1173	MidTel	X	-142.35	-2,142.09
Check	09/14/2023	1178	Upper Hudson Libra...	X	-10.00	-2,152.09
Check	09/14/2023	1171	National Business T...	X	-7.00	-2,159.09
Total Checks and Payments					-2,159.09	-2,159.09
Deposits and Credits - 2 items						
Deposit	09/07/2023			X	110.55	110.55
Check	09/14/2023	1174	DEMCO	X		110.55
Total Deposits and Credits					110.55	110.55
Total Cleared Transactions					-2,048.54	-2,048.54
Cleared Balance					-2,048.54	32,363.22
Uncleared Transactions						
Checks and Payments - 1 item						
Check	07/06/2023	1157	B-K-W Memoir		-70.00	-70.00
Total Checks and Payments					-70.00	-70.00
Total Uncleared Transactions					-70.00	-70.00
Register Balance as of 09/30/2023					-2,118.54	32,293.22
New Transactions						
Checks and Payments - 8 items						
Check	10/12/2023	1184	Upper Hudson Libra...		-2,259.33	-2,259.33
Check	10/12/2023	1185	Kajeet Inc.		-821.65	-3,080.98
Check	10/12/2023	1182	Elan Financial Servi...		-490.61	-3,571.59
Check	10/12/2023	1186	Pavement Paintlines		-375.00	-3,946.59
Check	10/12/2023	1181	MidTel		-143.24	-4,089.83
Check	10/12/2023	1183	Baker & Taylor		-122.63	-4,212.46
Check	10/12/2023	1179	National Business L...		-117.00	-4,329.46
Check	10/12/2023	1180	National Business T...		-7.00	-4,336.46
Total Checks and Payments					-4,336.46	-4,336.46
Deposits and Credits - 1 item						
Deposit	10/03/2023				135.40	135.40
Total Deposits and Credits					135.40	135.40
Total New Transactions					-4,201.06	-4,201.06
Ending Balance					-6,319.60	28,092.16

Berne Public Library
Income & Expense Report (Budget vs. Actual)
January through October 2023

	Jan - Oct 23	Budget
Equipment Purchase	608.99	1,200.00
Total Facilities and Equipment	1,770.32	2,600.80
Miscellaneous Fees		
Bank Charges	313.18	
Miscellaneous Fees - Other	36.00	
Total Miscellaneous Fees	349.18	
Operations		
Books & Reference Materials		
Books on CD	42.96	150.00
E-content	3,811.77	3,000.00
Magazines		450.00
Software Applications	464.28	890.00
Videos	763.35	900.00
Books & Reference Materials - Other	3,139.39	4,500.00
Total Books & Reference Materials	8,221.75	9,890.00
Cleaning Supplies	36.44	150.00
Postage, Mailing Service	189.49	300.00
Printing and Copying	113.67	300.00
Supplies	546.89	500.00
Telephone, Telecommunications	2,247.57	2,272.00
UHLS Service Dues	2,528.00	2,528.00
Total Operations	13,883.81	15,940.00
Other Types of Expenses		
Memberships and Dues	200.00	350.00
Total Other Types of Expenses	200.00	350.00
Programs		
Adult Events		300.00
Children & Young Adult Programs		
Summer Reading	172.19	250.00
Youth, General	17.15	100.00
Children & Young Adult Programs - Other	168.67	300.00
Total Children & Young Adult Programs	358.01	650.00
General Patrons	12.22	
Total Programs	370.23	950.00
Salary	34,831.36	45,320.00
Taxes		
FICA	2,664.59	3,467.00
Total Taxes	2,664.59	3,467.00
Travel, Meetings, and Training		
Conference, Meeting, Training	810.00	800.00
Travel	131.00	240.00
Total Travel, Meetings, and Training	941.00	1,040.00
Total Expense	63,552.74	84,869.80
Net Ordinary Income	(5,396.77)	
Net Income	(5,396.77)	

Berne Public Library
2023 Payroll

Pay Period	Pay Period End Date	Paycheck Date	Gross	Budget: \$45,320.00		Under (Over)	0.0765	
				YTD	Balance		FICA	YTD
1	01/07/23	01/12/23	\$1,694.27	\$1,694.27	\$43,625.73	\$48.81	\$129.61	\$129.61
2	01/21/23	01/26/23	\$1,728.40	\$3,422.67	\$41,897.33	\$63.48	\$132.22	\$261.83
3	02/04/23	02/09/23	\$1,698.15	\$5,120.82	\$40,199.18	\$108.41	\$129.91	\$391.74
4	02/18/23	02/23/23	\$1,778.85	\$6,899.67	\$38,420.33	\$72.64	\$136.08	\$527.82
5	03/04/23	03/09/23	\$1,641.75	\$8,541.42	\$36,778.58	\$173.96	\$125.59	\$653.42
6	03/18/23	03/23/23	\$1,696.95	\$10,238.37	\$35,081.63	\$220.09	\$129.82	\$783.24
7	04/01/23	04/06/23	\$1,875.93	\$12,114.30	\$33,205.70	\$87.24	\$143.51	\$926.74
8	04/15/23	04/20/23	\$1,736.40	\$13,850.70	\$31,469.30	\$93.92	\$132.83	\$1,059.58
9	04/29/23	05/04/23	\$1,806.50	\$15,657.20	\$29,662.80	\$30.49	\$138.20	\$1,197.78
10	05/13/23	05/18/23	\$1,724.50	\$17,381.70	\$27,938.30	\$49.07	\$131.92	\$1,329.70
11	05/27/23	06/01/23	\$1,416.85	\$18,798.55	\$26,521.45	\$375.30	\$108.39	\$1,438.09
12	06/10/23	06/15/23	\$1,789.25	\$20,587.80	\$24,732.20	\$329.12	\$136.88	\$1,574.97
13	06/24/23	06/29/23	\$1,764.40	\$22,352.20	\$22,967.80	\$307.80	\$134.98	\$1,709.94
14	07/08/23	07/13/23	\$1,718.25	\$24,070.45	\$21,249.55	\$332.63	\$131.45	\$1,841.39
15	07/22/23	07/27/23	\$1,860.25	\$25,930.70	\$19,389.30	\$215.45	\$142.31	\$1,983.70
16	08/05/23	08/10/23	\$1,794.38	\$27,725.08	\$17,594.92	\$164.15	\$137.27	\$2,120.97
17	08/19/23	08/24/23	\$1,952.55	\$29,677.63	\$15,642.37	(\$45.32)	\$149.37	\$2,270.34
18	09/02/23	09/07/23	\$1,731.95	\$31,409.58	\$13,910.42	(\$34.20)	\$132.49	\$2,402.83
19	09/16/23	09/21/23	\$1,809.05	\$33,218.63	\$12,101.37	(\$100.17)	\$138.39	\$2,541.23
20	09/30/23	10/05/23	\$1,612.73	\$34,831.36	\$10,488.64	\$30.18	\$123.37	\$2,664.60
21	10/14/23	10/19/23						
22	10/28/23	11/02/23						
23	11/11/23	11/16/23						
24	11/25/23	11/30/23						
25	12/09/23	12/14/23						
26	12/23/23	12/28/23						

\$1,743.08 average per biweekly pay period



52 South Broad Street
Norwich, New York 13815

BERNE PUBLIC LIBRARY
PO BOX 209
BERNE NY 12023-0209

September 2023

Reporting Activity 09/01 - 09/30

Page 1 of 4

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	\$32,363.22

Government Checking - XXXXXXXXX3761

Account Summary

Date	Description	Amount
09/01/2023	Beginning Balance	\$34,411.76
	8 - Checks / Debits	\$2,159.09
	1 + Deposits / Credits	\$110.55
09/30/2023	Ending Balance	\$32,363.22

Account Activity

Transaction Date	Description	Debits	Credits	Balance
09/07/2023	DEPOSIT		\$110.55	\$34,522.31
09/18/2023	CHECK #1173	\$142.35		\$34,379.96
09/19/2023	CHECK #1176	\$658.02		\$33,721.94
09/20/2023	CHECK #1172	\$491.82		\$33,230.12
09/20/2023	CHECK #1177	\$397.90		\$32,832.22
09/20/2023	CHECK #1170	\$117.00		\$32,715.22
09/20/2023	CHECK #1178	\$10.00		\$32,705.22
09/21/2023	CHECK #1171	\$7.00		\$32,698.22
09/28/2023	CHECK #1175	\$335.00		\$32,363.22

Checks Paid

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
1170	09/20/2023	\$117.00	1173	09/18/2023	\$142.35	1177	09/20/2023	\$397.90
1171	09/21/2023	\$7.00	1175*	09/28/2023	\$335.00	1178	09/20/2023	\$10.00
1172	09/20/2023	\$491.82	1176	09/19/2023	\$658.02			

* Indicates skipped check number



Member FDIC

October 12, 2023 – Payment of Bills

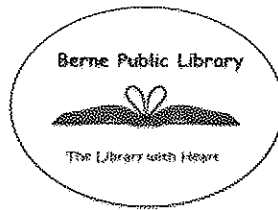
➤ Bills

- National Business Leasing (printer lease): \$117.00
- National Business Technologies (fuel surcharge): \$7.00
- MidTel (internet, phone): \$143.24
- NBT credit card (5 DVDs, supplies, summer reading, post box): \$490.61
- Baker & Taylor (6 books): \$122.63
- UHLS (e-content, UHLAN fee): \$2259.33
- Kajeet (4 hotspots): \$821.65
- Pavement Paintlines (construction): \$375.00

➤ Additional information – construction grant scoreboard

	Grant to BPL	Town Match	Total
State Aid for Library Construction Fiscal Year 2021/2023	16,502.00	5,500.00	22,002.00
8/30/21 letter from Sean Lyons to UHLS - Town will cover 25% of costs up to \$5,473			
NYSED award email, x/xx/xx			
90% check deposited 12/31/22	14,851.00		
Remaining 10% due BPL to close grant	1,651.00		

Expenditures that will satisfy project			
	Library	Town	Total
Home Depot - Pressure tank		189.00	189.00
Lawrence - Well pump installation		1,425.14	1,425.14
Meyers Electrical - well wiring	2,150.00		2,150.00
Fox Valley - Excavate for water and power lines	1,800.00		1,800.00
Lamont - connect well water to building	1,180.49		1,180.49
Lamont - water test and treatment consultation	565.00		565.00
Blake Equipment - water filtration equipment	903.70		903.70
M4M Sealcoating	2,500.00		2,500.00
Callanan - asphalt patch material (to be paid 9/14)	658.02		658.02
Pavement Paintlines - striping	375.00		375.00
Adirondack Environmental Services - water test	270.30		270.30
Total spent so far	10,402.51	1,614.14	12,016.65
Amount remaining to be spent	6,099.49	3,885.86	9,985.35



October 2023 Trustee Meeting

Director's Report

Director's Association: Construction grants were discussed. All are welcome to participate in the Library Challenge Series.

Parking Lot: The parking lot has been painted with clear lines; drivers will no longer be puzzled about where to park. Whether it's a crowded day or a quick stop, drivers can park with confidence, knowing exactly where to park their vehicles.

Knox Town Budget: On September 24th I attended the Town of Knox budget meeting along with Joe Burke from the Altamont Library. While it is unfortunate that we are lagging behind Altamont Library in terms of funding, we remain steadfast in our commitment to providing the same high-quality service to our community. The Knox board seemed positive about our requests to increase their support. In the upcoming months we plan to organize community outreach to include Knox in our upcoming library survey and to engage with Knox local businesses and organizations. It is crucial for Knox council members to recognize that equitable funding for both libraries within the Town of Knox is essential.

Berne Town Budget: September 29 Lisa Raymond and I attended the Town of Berne budget meeting. After pointing out to the council the issue of underpaid staff, the council agreed to take action and increase the hourly pay for the employees. This commitment not only recognizes their hard work and dedication but will likely boost staff morale and encourage them to continue delivering excellent services to the community.

Moreover, the town council agreed to increase the operational support of the library to \$10,000. This move emphasizes the positive impact that a well-supported library can have on the quality of life for our residents.

Water Test: Last Thursday, Oct.4, Dennis Ryan took 3 different samples and sent them to Albany for testing. Results pending.

Open House: On October 25 we will be celebrating our 10th year for the library to be in the building. From 6 pm to 8 pm, the public will have a chance to see what wonderful treasures the library is. Individuals will be able to search for and learn about our most valuable treasures.

Hoopla Stats: 4 new Patrons for a total of 89 patrons using Hoopla. Those patrons used 50 checkouts for a cost of \$118.42.

Media Training: I attended a training course at UHLS in Albany. UHLS has provided a series of library challenges. This challenge is about media situations. If there is an issue going on at the library and what to say and do during a media interview. One helpful tip was to always have a generic simple script on hand for reporters who "just show up" to say. Another tip was to get all the facts before you agree to an interview.

Youth Services

Storytime: We have a new crew of toddlers attending storytime. Several of the usual participants have moved on to (school) bigger stories elsewhere. The average child is about 2 years old with around 3-6 kids present. During storytime we touch on literacy and social skills. We start with the same welcome song that incorporates sign language which help children develop their vocabulary. Next, we read a simple book that emphasizes basic concepts. After that it is stretching time, scarf waving, and or a fingerplay, then another book. We try to have a simple craft for the children to take home. Finally, we end with a goodbye song. We always encourage participants to have some playtime after each storytime to build social skills and make friends with each other.

Homeschool Hangout: Every other Wednesday the library is active with homeschool families. The library has averaged 20 to 40 books being checked out during the hour before we open to the public.

The Incredible Heldercon: It was a rainy start to what turned out to be a great day for families with kids. Over a hundred children played games, made crafts, played mini Mario golf, and much more. Nerf Battle Royale was a big hit. One grandmother emailed the following message "know that you are making a big difference to many families that maybe can't afford the fairs/movies etc. While I was talking to a few others there they expressed how thankful they were for a free event."

Upcoming Events

Friday, October 13 @ 7:00 – Journeys on the Page

Saturday, October 14 @ 12:15 – 2:20 Annular Eclipse

Friday, October 20 @ 6:00 – Books and Brew at the Helderberg Mountain Brewery

Monday, October 23 @ 6:30 – Adult Craft Night

Tuesday, October 24 @ 10:30 – Storytime Guest, Shannon from Emma Treadwell Nature Center

Wednesday, October 25 @ 11:00 – PreK to 2nd grade RedCross presentation

Wednesday, October 25 @ 2:45 – Anime Club

Wednesday, October 25 @ 6-8 Open House –

Submitted by
Kathy Stempel
Director