

Berne Public Library – Trustee's Agenda for March 13, 2025

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

Call the meeting to Order @ _____

Roll Call:

- * Adoption of Agenda (any changes or additions should be made at this time)
- * Secretary's Report from February 13, 2025
- * Public Comment
- * Treasurer's Report for March 13, 2025
- * Payment of Bills

Standing Committee Reports:

- * Personnel (Lisa, Lynn, Jodi) Nothing to report.
- * Finance & Budget (Ted, Emilie, Walter & Kathy S.) 1st quarter audit due
- * Policy (Jodi, Kathy HB & Walter)
- * Technology (Jodi, Emilie & Walter) 1 circulation desktop, 1 catalog desktop, 4 patron desktops, 1 director laptop, 1 staff laptop, 2 patron laptops, 4 hot spots, 5 working tablets.

Committee Reports:

- * Aesthetics (Lisa, Kathy S. & Lynn) Rug for historical hallway
- * Open Meeting Law (Ted & Kathy HB)

Business

- * \$5,000.00 Grant
- * 2025 Federal Shift. Kathy H.B. To go over resources for links to put on website.
- * Send out Trustee and Town contact information
- * Security Camera update
- * Construction Grant – water filter update
- * Knox Liaison Agreement
- * Kiwanis/Memorial Day float
- * Magazine - yearly order
- * Review reading materials to be discussed prior to board meeting
- * Reminder to review By-Laws and Opening Meeting Law

Director's Report:

Friend's Report:

Knox Liaison Report:

Meeting Adjourned @ _____ Next Meeting is April 10, 2025

March 13, 2025 – Payment of Bills

➤ Bills

- MidTel (internet, phone): \$143.52
- NBT credit card (DVDs): \$217.56
- National Business Leasing (printer lease, insurance): \$106.27
- UHLS (training): \$28.00
- Baker & Taylor (books): \$193.01
- National Business Technologies (page overage): \$98.26
- Berne Tax Service (books): \$360.00

➤ Additional information – grant expenditures

	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 date, 12/05/22			
90% check deposited 12/31/22	14,851.00		
Remaining 10% due BPL to close grant	1,651.00		

Expenditures satisfying 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
Adirondack Environmental Services - water test		270.30	270.30
The Blake Group - UV light and water treatment		2,479.20	2,479.20
Ideal Wiring Solutions - door opener / closer	5,850.00		5,850.00
Under sink reverse osmosis water filter	699.30		699.30
Total spent so far	13,148.49	4,363.64	17,512.13
Amount remaining to be spent	3,353.51	1,136.36	4,489.87

Annual Report for Public and Association Libraries – 2024: Section 11 and 12 done

OSC Local Government Annual Financial Reporting System: prepared by Richard Recor,
submitted by Ted Borys, Treasurer

Pay Period	Pay Period End Date	Paycheck Date	Gross	Budget: \$66,144.00		Under (Over)	0.0765	
				YTD	Balance		FICA	YTD
1	01/03/25	01/09/25	\$2,037.57	\$2,037.57	\$64,106.43	\$412.21	\$155.87	\$155.87
2	01/17/25	01/23/25	\$2,362.13	\$4,399.70	\$61,744.30	\$499.86	\$180.70	\$336.58
3	01/31/25	02/06/25	\$2,165.64	\$6,565.34	\$59,578.66	\$783.99	\$165.67	\$502.25
4	02/14/25	02/20/25	\$2,277.56	\$8,842.90	\$57,301.10	\$956.21	\$174.23	\$676.48
5	02/28/25	03/06/25	\$2,364.40	\$11,207.30	\$54,936.70	\$1,041.59	\$180.88	\$857.36
6	03/14/25	03/20/25						
7	03/28/25	04/03/25						
8	04/11/25	04/17/25						
9	04/25/25	05/01/25						
10	05/09/25	05/15/25						
11	05/23/25	05/29/25						
12	06/06/25	06/12/25						
13	06/20/25	06/26/25						
14	07/04/25	07/10/25						
15	07/18/25	07/24/25						
16	08/01/25	08/07/25						
17	08/15/25	08/21/25						
18	08/29/25	09/04/25						
19	09/12/25	09/18/25						
20	09/26/25	10/02/25						
21	10/10/25	10/16/25						
22	10/24/25	10/30/25						
23	11/07/25	11/13/25						
24	11/21/25	11/27/25						
25	12/05/25	12/11/25						
26	12/19/25	12/25/25						
27	12/26/25	01/01/26						

\$2,449.78 average per biweekly pay period

Berne Public Library
Income & Expense Report (Budget vs. Actual)
January through March 2025

	Jan - Mar 25	Budget
Ordinary Income/Expense		
Income		
Direct Public Support		
Individual Patron Contributions	735.41	400.00
Non-profit Organization Contrib		300.00
Total Direct Public Support	735.41	700.00
Government Grants		
E-rate reimbursement		30.00
LLSA Funding	150.30	1,400.00
Local Government Grants		
Agency Grant - Town of Berne		
Town of Berne Direct Pay		
Berne Direct Pay FICA	857.35	5,061.00
Town of Berne Direct Pay - Other	11,207.30	66,144.00
Total Town of Berne Direct Pay	12,064.65	71,205.00
Agency Grant - Town of Berne - Other		10,500.00
Total Agency Grant - Town of Berne	12,064.65	81,705.00
Agency Grant - Town of Knox	8,500.00	8,500.00
Total Local Government Grants	20,564.65	90,205.00
State Grants	5,000.00	
Total Government Grants	25,714.95	91,635.00
NYS Construction Grant		519.79
Other Types of Income		
Book Replacement	160.75	250.00
Book Sales	5.25	50.00
Fax Revenue	7.50	150.00
Library Fines		
E-commerce payments	8.82	
Total Library Fines	8.82	
Miscellaneous Revenue	3.00	150.00
Photocopying Revenue	150.45	700.00
Total Other Types of Income	335.77	1,300.00
Total Income	26,786.13	94,154.79
Gross Profit	26,786.13	94,154.79
Expense		
Advertising		400.00
Construction	699.30	519.79
Contract Services		
Accounting Fees	360.00	350.00
Total Contract Services	360.00	350.00
Facilities and Equipment		
Equip Rental and Maintenance	732.88	1,200.00
Equipment Purchase		1,200.00
Total Facilities and Equipment	732.88	2,400.00

Berne Public Library
Income & Expense Report (Budget vs. Actual)
 January through March 2025





	Jan - Mar 25	Budget
Operations		
Books & Reference Materials		
Books on CD		50.00
E-content	1,374.06	4,000.00
Magazines	52.00	450.00
Software Applications		800.00
Videos	177.56	600.00
Books & Reference Materials - Other	577.83	4,100.00
Total Books & Reference Materials	2,181.45	10,000.00
Cleaning Supplies		100.00
Postage, Mailing Service		300.00
Printing and Copying	98.26	400.00
Supplies	15.28	900.00
Telephone, Telecommunications	430.56	2,400.00
UHLS Service Dues	658.00	2,630.00
Total Operations	3,383.55	16,730.00
Other Types of Expenses		
Memberships and Dues	165.00	350.00
Total Other Types of Expenses	165.00	350.00
Programs		
Adult Events	58.56	100.00
Children & Young Adult Programs		
Summer Reading		250.00
Youth, General		100.00
Children & Young Adult Programs - Other	333.05	400.00
Total Children & Young Adult Programs	333.05	750.00
General Patrons		50.00
Total Programs	391.61	900.00
Salary	11,207.30	66,144.00
Taxes		
FICA	857.35	5,061.00
Total Taxes	857.35	5,061.00
Travel, Meetings, and Training		
Conference, Meeting, Training	28.00	800.00
Travel		500.00
Total Travel, Meetings, and Training	28.00	1,300.00
Total Expense	17,824.99	94,154.79
Net Ordinary Income	8,961.14	
Net Income	8,961.14	



52 South Broad Street
Norwich, New York 13815

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	\$31,806.61

Government Checking - XXXXXXXX3761

Account Summary

Date	Description	Amount
02/01/2025	Beginning Balance	\$25,364.02
	6 - Checks / Debits	\$2,288.13
	2 + Deposits / Credits	\$8,730.72
02/28/2025	Ending Balance	\$31,806.61

Account Activity

Transaction Date	Description	Debits	Credits	Balance
02/05/2025	DEPOSIT		\$8,614.92	\$33,978.94
02/11/2025	DEPOSIT		\$115.80	\$34,094.74
02/11/2025	MIDTEL ACH 00085667-3 Berne Public Library	\$143.52		\$33,951.22
02/14/2025	LEASE DIRECT WEB PAY 83484948 BERNE PUBLIC LIBRARY	\$106.27		\$33,844.95
02/18/2025	CARDMEMBER SERV WEB PYMT PAYABLE,ACCOUNTS 20	\$1,165.37		\$32,679.58
02/19/2025	CHECK #1270	\$252.46		\$32,427.12
02/21/2025	CHECK #1269	\$356.39		\$32,070.73
02/21/2025	CHECK #1271	\$264.12		\$31,806.61

Checks Paid

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
1269	02/21/2025	\$356.39	1270	02/19/2025	\$252.46	1271	02/21/2025	\$264.12

* Indicates skipped check number

9:04 AM

03/13/25

Berne Public Library
Reconciliation Detail
NBT Bank, Period Ending 02/28/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						25,364.02
Cleared Transactions						
Checks and Payments - 6 items						
Check	02/10/2025	ACH	MidTel	X	-143.52	-143.52
Check	02/13/2025	1269	Upper Hudson Libra...	X	-356.39	-499.91
Check	02/13/2025	1271	MAS Modern Market...	X	-264.12	-764.03
Check	02/13/2025	1270	Baker & Taylor	X	-252.46	-1,016.49
Check	02/13/2025	ACH	National Business T...	X	-106.27	-1,122.76
Check	02/14/2025	ACH	Elan Financial Servi...	X	-1,165.37	-2,288.13
Total Checks and Payments					-2,288.13	-2,288.13
Deposits and Credits - 2 items						
Deposit	02/05/2025			X	8,614.92	8,614.92
Deposit	02/11/2025			X	115.80	8,730.72
Total Deposits and Credits					8,730.72	8,730.72
Total Cleared Transactions					6,442.59	6,442.59
Cleared Balance					6,442.59	31,806.61
Register Balance as of 02/28/2025					6,442.59	31,806.61
New Transactions						
Checks and Payments - 7 items						
Check	03/07/2025	ACH	National Business T...		-106.27	-106.27
Check	03/10/2025	ACH	MidTel		-143.52	-249.79
Check	03/13/2025	1275	Berne Tax Service		-360.00	-609.79
Check	03/13/2025	1273	Baker & Taylor		-193.01	-802.80
Check	03/13/2025	1274	National Business T...		-98.26	-901.06
Check	03/13/2025	1272	Upper Hudson Libra...		-28.00	-929.06
Check	03/14/2025	ACH	Elan Financial Servi...		-217.56	-1,146.62
Total Checks and Payments					-1,146.62	-1,146.62
Deposits and Credits - 1 item						
Deposit	03/07/2025				89.36	89.36
Total Deposits and Credits					89.36	89.36
Total New Transactions					-1,057.26	-1,057.26
Ending Balance					5,385.33	30,749.35

March 2025 Trustee Meeting
Director's Report

Director's Association: The UHLS will be moving forward to purchasing the Vega Discover system, replacing Sierra/Encore. They received an initial price quote from III for our move to Vega Discover. More details to follow as this project comes together.

UHLAN Fee Chart - UHLS will be using the unapproved 2024 NYS annual report data from your recently submitted reports to develop an "estimated" UHLAN fee chart for next year. They typically wait to use the numbers from the annual reports only after they have been finally approved by NYS DLD.

Chris Tague Funds: Wish list- Floor Standing Cell Phone Charging Station Multi-Device Station with 8 Charger Ports, CD DVD BLU RAY or HD-DVD DISC CLEANER SCRATCH REPAIR MACHINE Wonderbooks, portable speakers, lighter portable tables, new community room chairs, wet/dry vac, Mail out the monthly newsletter, Marketing giveaways, Teen Graffiti Wall.

Osmosis Device: Dan O'Connell is in the process of installing the under the sink osmosis water filter.

Windows: I have had many phone calls from window companies. After I tell them it is a commercial building they back out of the project. I have a call into OGS for some guidance to purchasing and installing windows. I asked Tim Burke from UHLS about the window and how it would not match the others and he said "we could add the rest to the next construction grant". I also mentioned maybe we should get a door instead. His reply was "as long as it was energy efficient," it would be acceptable. The money needs to be spent.

Digitizing Historical Content: Grant application was submitted to Capital District Library Council's Regional Collections Grant. Whether we get the grant or not the library will go ahead with the NYS Heritage project by applying to CDLC program.

Pumpkins: A pumpkin project is under development. From seed to carving, the library/Friends will guide participants through the gardening process and have a carving contest in the fall.

Equity Challenge: With the help of Tim Doherty, we submitted the Facilities and Equipment part of the challenge. Next we will be working on Staff Learning and Marketing.

Youth Services

Kids Book Club: The book titled **Escape from Mr. Lemoncello's Library** turned out to be a fun read for all 5 participants. The last meeting included an escape from the Berne Library.

Summer Reading: Color Our World is the theme for this summer's reading fun. Plans are going in place to make up 4 reading teams. A magic book (Harry Potter style) will tell the each child what team they will be on. Each team will be a staff member with their own team name. A graph of the teams and the progress will be displayed on the entrance window.

Building Blocks: The library borrowed large foam building blocks from UHLS. I am storing them in my office. The kids have played with them at the Dr. Seuss program, story time and we will get them out for homeschoolers. Their imaginations run wild with these blocks.

Upcoming Events

Trivia Night – 3/14 at 6:00

Storytime: Spring is Coming- 3/18 at 10:30

Homeschool -3/19 at 11:00

Learn to Use E content -3/20 at 3:00

Memoir – 3/17,3/24, 3/31 and 4/7 at 11:00

Book Sale 3/29 at 9-4 Community Center

Submitted by
Kathy Stempel