

Berne Public Library – Trustee's Agenda for June 12, 2025

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

Call the meeting to Order @ _____

Roll Call:

- * Adoption of Agenda (any changes/additions should be made at this time) FOBL
- * Secretary's Report from May 8, 2025
- * Public Comment
- * Treasurer's Report for June 12, 2025
- * Payment of Bills

Standing Committee Reports:

- * Personnel (Lisa, Lynn, Jodi) Nothing to report.
- * Finance & Budget (Ted, Emilie, Walter & Kathy S.) 2026 Budget
- * Policy (Jodi, Emilie & Walter) Virtual Participation and Public Comment
- * Technology (Jodi, Emilie & Walter) Kathy ordered two laptops and one desktop

Committee Reports

- * Aesthetics (Lisa, Kathy S. & Lynn) Teen area. Rug Historical area. Outdoor display case
- * Open Meeting Law (Ted, Lynn, Emilie) "extraordinary circumstances"/By-Laws

Business:

- * \$5,000.00 grant – teen area and overhead projector
- * Construction grant update
- * Trustee and Town contact information
- * Reminder - UHLS sexual harassment training/NYS 2 hour trustee training 2025
- * Knox Liaison Responsibilities/Agreement - email sent to Russ
- * Trustee Board Members - increase to 9
- * Vote on Trustee Officers to begin term July 1, 2025
- * 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:

Meeting Adjourned @ _____ Next Meeting is July 10, 2025

Berne Public Library Board of Trustees Meeting Minutes

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

Date: May 8, 2025

The meeting was called to order at 6:32 pm by President Lisa Raymond.

Present: Jodi Ebel, Lynn Kerr, Ted Borys, Lisa Raymond, Kathy Hill-brown, Emilie Wright and Walter Galicki,

Also Present: Kathy Stempel, Library Director, and Marion Burghart, representing the Friends of the Library

Secretary's Report (see attached)

Motion made by Lynn, 2nd by Walter, to accept the Secretary's report as filed. The vote was as follows: Lisa Raymond, aye; Lynn Kerr, aye; Jodi Ebel, aye; Emilie Wright, aye. Kathy Hill-Brown abstained, Walter Galicki aye, Emilie Wright aye. The motion was carried.

Treasurer's Report (See attached)

Motion made by Walter, 2nd by Lynn, to accept the treasurer's report. The motion was carried. The bills were presented for payment. Motion made by Walter Galicki, 2nd by Jodi Ebel, to pay the bills as presented. The motion was carried.

Standing Committee Reports:

***Personnel** (Lisa, Lynn, Jodi) Nothing to report.

* **Finance & Budget** (Ted, Emilie, Walter & Kathy S.) 2026 budget due to Town on August 1st

* **Policy** (Jodi, Emilie, & Walter): Need policies on virtual participation and public comment. Kathy will check with Westerlo and see if they have corresponding policies.

***Technology** (Jodi, Emilie & Walter) – Kathy will order 2 more hot spots, and 2 laptops are being refurbished. Both will have Windows 11.

* **Aesthetics** (Lisa, Kathy S., & Lynn) The committee will meet this month.

***Open Meeting Law** (Ted and Kathy HB) – The remaining sections of the Open Meeting Law were reviewed. Ted will identify "extraordinary circumstances" for our next meeting, at which point our review of the Open Meeting Law will be completed.

Business:

- **Construction grant update** – submitted and returned with a request for more detailed information about each of the amendments was requested. Kathy will resubmit while keeping the June 30th deadline in mind.
- **2025 Federal Shift** – Kathy shared links that will be put on the website.
- **Nominating Committee – Officers' terms** – Ted and Lisa will be leaving office on June 30th but will be board members until December 31st. Jodi will remain as Secretary, Emilie will remain as Vice President and Kathy will assume the role of Treasurer. Anyone interested in the role of president please contact Lisa.
- **Trustee Board Members** – The library board will be trying to increase its membership to 9. Lisa and Kathy will work on wording for an advertisement. Kathy will ask that the Senior Citizens announce the openings.
- **Knox Liaison Responsibilities** – The Knox Liaison was not present at the meeting. Lisa will talk to Russ and will reach out to Glen regarding his intentions.
- **UHLS dinner** – will be held in June. Motion made by Emilie 2nd by Kathy Hill Brown that

the board pay for up to 3 attendees. Motion carried. Kathy S. is nominating John Freer for the youth and family program of the year. If he is selected he will be one of the paid for attendees.

- **Review reading materials**
- **Review By-Laws and Open Meeting Law**

Director's Report –

- Part-time staff members do not need to take the civil service test to be hired.
- The Library is receiving a \$1,390 grant to purchase digitization equipment. We will create a public historical digital collection starting with the life of Seth Flint.
- Individuals who have a loss of vision or other disabilities that prohibit them from going to the library qualify for Books by Mail. We currently have 2 community members using this service.
- 5 cameras have been installed
- The Memoir group will continue to meet once a month. Sandra will facilitate (2 hours per month)
- Heldercon Lawn Sale – Saturday, June 7 from 10-4 – lawn sale fundraiser.
- Library-sponsored Science Fair for people of all ages and abilities. May 21
- On June 14, a Bigfoot program will be held at the Senior Center
- The theme for summer reading is Color My World – The kick-off will be Saturday, June 21, featuring a “mestival.”

***Friends Report -**

- Gravel is due to be delivered this week. The shed has been ordered. Donna will coordinate with Ted regarding delivery and payment.
- The Friends are sponsoring a children's author visit on July 28 and the end-of-summer program, Cardboard Kingdom event.
- Bowl for books will continue throughout the month a signup sheet is on the library desk.
- Music in the Park might have an additional week this year (TBD)
- Memorial Day float – the Summer Reading theme is Color My World.
- New story walks are up and ready for viewing.

A motion was made by Ted, 2nd by Lynn, that the meeting adjourn. Motion carried. The meeting adjourned at 8:00 pm.

The June meeting will be held on June 12 at 6:30 pm.

Respectfully submitted,

Jodi Ebel
Secretary

June 2025 Trustee Meeting Director's Report



Director's Association: The new director of UHLS, Chris Sagass, reported on Upper Hudson business. We are 8 weeks away from replacing the systems digital catalog from Encore to the new Vega system. We should expect a learning curve from our patrons. We were reminded not to click on any suspicious emails or links.

As Hoopla's products continue to increase in price, so does thoughts of eliminating Hoopla and only provide Libby's digital services. The few options would be to decrease the number of checkouts per person or cap a price on checkouts.

Calendar: The new website calendar is up and running. Feel free to check it out at bernepubliclibrary.org

Building: I came in Monday morning, June 9 and discovered a window was cracked in the community room. It has been reported to the Town.

Construction Funds: One amendment was not approved out of 3 submissions. The shed was denied due to the fact that we already submitted a shed in the past. We still have a little time to submit another amendment. The search is on. Again.

Volunteers Needed: I am looking for volunteers to help at our Messtival on June 21, 2-4. It is all about art with several art stations located outside of the library.

Youth Services

Summer Reading Program: BKW gave us permission to hand out book marks with our summer activities printed on the back to all students.

Yearbook: The yearbook is ready to be picked up.

School Visits: Not only do we have our regular kindergarteners scheduled to tour the library, we have all of first graders coming in.

Hilltown Tech: Kerwin Lovell presented a program about artificial intelligence last Tuesday. The participants would like to learn more about A I. I propose we pay him for his time and schedule a part 2 due to the vast knowledge that goes with A I.

Upcoming Events

Saturday, June 14 @ 2:00 Bigfoot: Do You Believe Tour held at the Community/Senior center

Wednesday, June 18 @ 3:00 Pumpkin From Seed to Carving Series – Craft

Library will be closed June 19 and July 4

Saturday, June 21 @ 2-4 Messtival Summer Kick Off

Sunday, June 22 @ 2-4 Friends of the Library Bowls for Books held at the Berne Town Park

Monday, June 23 @ 6:30 Adult Craft – Paint a stemless wine glass

Additions: We want to purchase an outdoor display case to go over the library bench. Another purchase will be a projector that hangs from the ceiling.

Submitted by

Kathy Stempel

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

	Jan - Jun 25	Budget
Ordinary Income/Expense		
Income		
Direct Public Grants		
UHLS Association Grants		
Other Grants	1,000.00	
Total UHLS Association Grants	1,000.00	
Total Direct Public Grants	1,000.00	
Direct Public Support		
Individual Patron Contributions	877.20	400.00
Non-profit Organization Contrib		300.00
Total Direct Public Support	877.20	700.00
Government Grants		
E-rate reimbursement	17.00	30.00
LLSA Funding	150.30	1,400.00
Local Government Grants		
Agency Grant - Town of Berne		
Town of Berne Direct Pay		5,061.00
Berne Direct Pay FICA	2,142.33	
Town of Berne Direct Pay - Other	28,004.40	66,144.00
Total Town of Berne Direct Pay	30,146.73	71,205.00
Agency Grant - Town of Berne - Other	10,500.00	10,500.00
Total Agency Grant - Town of Berne	40,646.73	81,705.00
Agency Grant - Town of Knox	8,500.00	8,500.00
Total Local Government Grants	49,146.73	90,205.00
State Grants	5,000.00	
Total Government Grants	54,314.03	91,635.00
NYS Construction Grant		519.79
Other Types of Income		
Book Replacement	208.64	250.00
Book Sales	29.25	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	280.30	700.00
Total Other Types of Income	537.51	1,300.00
Total Income	56,728.74	94,154.79
Gross Profit	56,728.74	94,154.79
Expense		
Advertising		400.00
Construction	2,865.56	519.79
Contract Services		
Accounting Fees	360.00	350.00
Total Contract Services	360.00	350.00
Facilities and Equipment		
Equip Rental and Maintenance	1,051.69	1,200.00

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

	Jan - Jun 25	Budget
Equipment Purchase	20.00	1,200.00
Total Facilities and Equipment	1,071.69	2,400.00
Operations		
Books & Reference Materials		
Books on CD		50.00
E-content	2,333.43	4,000.00
Magazines	52.00	450.00
Software Applications		800.00
Videos	232.46	600.00
Books & Reference Materials - Other	1,937.50	4,100.00
Total Books & Reference Materials	4,555.39	10,000.00
Cleaning Supplies		100.00
Postage, Mailing Service		300.00
Printing and Copying	273.94	400.00
Supplies	68.05	900.00
Telephone, Telecommunications	861.45	2,400.00
UHLS Service Dues	1,316.00	2,630.00
Total Operations	7,074.83	16,730.00
Other Types of Expenses		
Memberships and Dues	365.00	350.00
Other Costs	115.80	
Total Other Types of Expenses	480.80	350.00
Programs		
Adult Events	478.56	100.00
Children & Young Adult Programs		
Summer Reading		250.00
Youth, General	33.75	100.00
Children & Young Adult Programs - Other	396.56	400.00
Total Children & Young Adult Programs	430.31	750.00
General Patrons	400.00	50.00
Total Programs	1,308.87	900.00
Salary	28,004.40	66,144.00
Taxes		
FICA	2,142.33	5,061.00
Total Taxes	2,142.33	5,061.00
Travel, Meetings, and Training		
Conference, Meeting, Training	28.00	800.00
Travel		500.00
Travel, Meetings, and Training - Other	35.00	
Total Travel, Meetings, and Training	63.00	1,300.00
Total Expense	43,371.48	94,154.79
Net Ordinary Income	13,357.26	
Net Income	13,357.26	

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	\$2,552.75	\$13,760.05	\$52,383.95	\$938.62	\$195.29	\$1,052.64
7	03/28/25	04/03/25	\$2,239.94	\$15,999.99	\$50,144.01	\$1,148.45	\$171.36	\$1,224.00
8	04/11/25	04/17/25	\$2,468.51	\$18,468.50	\$47,675.50	\$1,129.72	\$188.84	\$1,412.84
9	04/25/25	05/01/25	\$2,406.13	\$20,874.63	\$45,269.37	\$1,173.37	\$184.07	\$1,596.91
10	05/09/25	05/15/25	\$2,329.45	\$23,204.08	\$42,939.92	\$1,293.70	\$178.20	\$1,775.11
11	05/23/25	05/29/25	\$2,397.01	\$25,601.09	\$40,542.91	\$1,346.47	\$183.37	\$1,958.48
12	06/06/25	06/12/25	\$2,403.31	\$28,004.40	\$38,139.60	\$1,392.93	\$183.85	\$2,142.34
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

June 12, 2025 – Payment of Bills

➤ Bills

- MidTel (internet, phone): \$143.63
- National Business Leasing (printer lease, insurance): \$106.27
- NBT credit card (shed deposit, NYLA dues): \$700.00
- Baker & Taylor (books): \$620.97
- Upper Hudson Library System (refurbished laptops): \$20.00
- Kathy Stempel (program supplies, travel, BKW yearbook): \$118.75

➤ 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
Callanan - asphalt patch material	658.02		658.02
Security cameras	199.99		199.99
Install under sink reverse osmosis water filter	841.55		841.55
Faucet and spigot	84.72		84.72
Security and floodlight cameras	239.98		239.98
DL Industries - install cameras	500.00		500.00
shed deposit	500.00		
Total spent so far	16,172.75	4,363.64	20,536.39
Amount remaining to be spent	329.25	1,136.36	1,465.61

9:17 AM

06/12/25

Berne Public Library
Reconciliation Detail
NBT Bank, Period Ending 05/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						30,239.76
Cleared Transactions						
Checks and Payments - 7 items						
Check	04/10/2025	1278	Brook Pomerville	X	-115.80	-115.80
Check	05/05/2025	1281	Baker & Taylor	X	-425.07	-540.87
Check	05/05/2025	ACH	National Business T...	X	-106.27	-647.14
Check	05/08/2025	1283	Upper Hudson Libra...	X	-1,617.37	-2,264.51
Check	05/08/2025	1282	National Business T...	X	-81.87	-2,346.38
Check	05/09/2025	ACH	Elan Financial Servi...	X	-351.14	-2,697.52
Check	05/10/2025	ACH	MidTel	X	-143.63	-2,841.15
Total Checks and Payments					-2,841.15	-2,841.15
Deposits and Credits - 2 items						
Deposit	05/07/2025			X	143.88	143.88
Deposit	05/10/2025			X	10,500.00	10,643.88
Total Deposits and Credits					10,643.88	10,643.88
Total Cleared Transactions					7,802.73	7,802.73
Cleared Balance					7,802.73	38,042.49
Uncleared Transactions						
Checks and Payments - 2 items						
Check	04/10/2025	1280	DL Industries		-841.55	-841.55
Check	05/08/2025	1284	DL Industries		-500.00	-1,341.55
Total Checks and Payments					-1,341.55	-1,341.55
Total Uncleared Transactions					-1,341.55	-1,341.55
Register Balance as of 05/31/2025					6,461.18	36,700.94
New Transactions						
Checks and Payments - 7 items						
Check	06/10/2025	ACH	MidTel		-143.63	-143.63
Check	06/10/2025	ACH	National Business L...		-106.27	-249.90
Check	06/12/2025	1286	Baker & Taylor		-620.97	-870.87
Check	06/12/2025	1288	Kathleen Stempel		-118.75	-989.62
Check	06/12/2025	1287	Upper Hudson Libra...		-20.00	-1,009.62
Check	06/13/2025	ACH	Elan Financial Servi...		-700.00	-1,709.62
Check	06/14/2025	1285	Michael Familant		-400.00	-2,109.62
Total Checks and Payments					-2,109.62	-2,109.62
Deposits and Credits - 1 item						
Deposit	06/07/2025				554.15	554.15
Total Deposits and Credits					554.15	554.15
Total New Transactions					-1,555.47	-1,555.47
Ending Balance					4,905.71	35,145.47



52 South Broad Street
Norwich, New York 13815





May 2025

Reporting Activity 05/01 - 05/31

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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	\$38,042.49

Government Checking - XXXXXXXX3761

Account Summary

Date	Description	Amount
05/01/2025	Beginning Balance	\$30,239.76
	7 - Checks / Debits	\$2,841.15
	2 + Deposits / Credits	\$10,643.88
05/31/2025	Ending Balance	\$38,042.49

Account Activity

Transaction Date	Description	Debits	Credits	Balance
05/07/2025	DEPOSIT		\$143.88	\$30,383.64
05/07/2025	LEASEDIRECT 12543_1 1288771 BERNE PUBLIC LIBRARY	\$106.27		\$30,277.37
05/12/2025	DEPOSIT		\$10,500.00	\$40,777.37
05/12/2025	CARDMEMBER SERV WEB PYMT PAYABLE,ACCOUNTS 26	\$351.14		\$40,426.23
05/12/2025	MIDTEL ACH 00085667-3 Berne Public Library	\$143.63		\$40,282.60
05/12/2025	CHECK #1278	\$115.80		\$40,166.80
05/13/2025	CHECK #1282	\$81.87		\$40,084.93
05/13/2025	CHECK #1283	\$1,617.37		\$38,467.56
05/15/2025	CHECK #1281	\$425.07		\$38,042.49

Checks Paid

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
1278	05/12/2025	\$115.80	1281*	05/15/2025	\$425.07	1282	05/13/2025	\$81.87



Member FDIC