

## **Berne Public Library – Trustee's Agenda for February 13, 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 January 9, 2025
- \* Public Comment
- \* Treasurer's Report for February 13, 2025
- \* Payment of Bills

### **Standing Committee Reports:**

- \* Personnel (Lisa, Lynn, Jodi) Nothing to report.
- \* Finance & Budget (Ted, Emilie, Walter & Kathy S.) 4<sup>th</sup> quarter audit completed
- \* Policy (Jodi, Emilie & Walter) Copying, scanning and faxing guidelines 2<sup>nd</sup> reading
- \* 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. Walter and Kathy to meet and discuss inventory of electronic devices.

### **Committee Reports:**

- \* Aesthetics (Lisa, Kathy S. & Lynn) Teen area. Conference room cabinet. New chair and desk. \*

Long Range Plan (Lisa, Lynn & Kathy S.) Adopted at January meeting.

- \* Open Meeting Law (Ted, Lynn, Emilie) Update.

### **New Business:**

- \* \$5,000.00 grant
- \* Town of Berne contract signed
- \* 2025 Federal Shift

### **Old Business:**

- \* Security Camera update
- \* Construction Grant – water filter update

\* Knox Liaison

Responsibilities/Agreement

- \* Friends Agreement
- \* 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 March 13, 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 life-long learning and entertainment.**

**Date: February 13, 2025**

The meeting was called to order at 6:30pm by President, Lisa Raymond.

**Present:** Jodi Ebel, Lynn Kerr, Ted Borys, Lisa Raymond, Kathy Hill-brown, Emilie Wright **Absent:** 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 Kerr 2<sup>nd</sup> by Ted 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. The motion was carried.

**Treasurer's Report** (See attached)

Money was received and deposited this past month from the Town of Knox.

Motion made by Jodi Ebel, 2<sup>nd</sup> by Emilie Wright to accept the treasurer's report. The motion was carried.

The bills were presented for payment. Motion made by Kathy Hill-Brown 2<sup>nd</sup> by Lynn Kerr to pay the bills as presented. Motion was carried.

### **Standing Committee Reports:**

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

\* **Finance & Budget** (Ted, Emilie, Walter & Kathy S.) 4th quarter audit has been completed

\* **Policy** (Jodi, Emilie & Walter) Copying, scanning and faxing guidelines 2nd reading.

Motion made by Emilie Wright, 2<sup>nd</sup> by Lynn Kerr to accept the Copying, scanning and faxing guidelines. Motion was approved and carried.

\* **Technology** (Jodi, Emilie & Walter) - Kathy reported that the library currently has circulation desktop, 1 catalog desktop, 4 patron desktops, 1 director laptop, 1 staff laptop, 2 patron laptops, 4 hot spots and 5 working tablets. Walter and Kathy will meet to discuss the inventory and any needs.

\* **Aesthetics** (Lisa, Kathy S. & Lynn) The teen area now has 1 computer and a high-top table/chairs. Three semi-private adult computers are available in the rear (east side) of the library. In addition, a new standing computer desk was purchased. Kathy is planning an open house/video planning activity for teens.

\* **Long Range Plan** (Lisa, Lynn & Kathy S.) The new Long-Range plan was adopted at the January trustees meeting.

\* **Open Meeting Law** (Ted, Lynn, Emilie) Ted continues to weed through the Open Meeting Law and compare it to our By-Laws to determine what changes need to be made.

#### **New Business:**

\* **\$5,000.00 grant** – Options including new windows, programming, adult programs, etc. were discussed

\* The Town of Berne contract was signed.

\* **2025 Federal Shift** – Kathy shared a document from UHLS regarding reviewing hiring policies, understanding how the 2025 Federal Shift could affect our community, and remaining a resource for non-biased information. Discussed placing NYS government links on the website.

#### **Old Business:**

\* **Security Camera** no update at this time

\* **Construction Grant** –

Kathy reported that DLD will not pay for the parking lot repaving because the library used 2015 grant money to pave the parking lot and DASNY will not allow any work to re-do anything on previously funded construction grant projects. As a result, we still have \$3350 dollars to spend. The discussion then went back to replacing the windows in the meeting room. Kathy will get 3 estimates from window replacement companies.

Emilie Wright made a motion that the replacement of the exterior meeting room windows be presented to the town Board in March. Motion 2<sup>nd</sup> by Lynn Kerr and carried.

Knox Liasson contract has been signed by the Knox Town Supervisor. Lisa will follow up with Mr. Polito.

**Friends Agreement** - Emilie will send out Friends Agreement for review and comment.

#### **Friends Report**

- Many entries into the photo contest. They are currently displayed in the library meeting room. Reception March 1, 10am.

- Friends will pay \$221 for materials and author visits for Sandra Kisselback's Memoir class.
- The drop off for the Book sale will be 3/22 with the sale scheduled for 3/29 at the Senior Center.
- Bowls for books will occur this spring/summer
- Heldercon is scheduled for September 20.
- Seed library is being updated for the 2025 season.
- The Friends would like approval to have a 12x20 foot storage shed "installed" next to the other storage shed at the library. The library would also need to purchase stone for the shed to sit on. The Friends will reimburse the library for this. Motion made by Lynn 2<sup>nd</sup> by Ted to approve the Friends of the Library proposal to place a 2<sup>nd</sup> storage shed next to the other shed. Approved. Motion made by Emilie 2<sup>nd</sup> by Ted that a representative of the BPL attend the March Town Board meeting to request that the town highway department supply the crusher run for the base of the shed. Carried

#### **Director's Report -**

- Tim Doherty is working with Kathy on the Equity Challenge.
- Trustees need to take sexual harassment prevention training – a video is available.
- Memoir Program – Sandra has developed a 5-week program proposal. She is looking to have 10 people. The library will not pay for lunch. The friends will pay for the guest speakers and materials. 20 hours of work for the 5 weeks - this will be a separate program not part of her library responsibilities.
- Upcoming events discussed.

Motion made by Emilie Wright 2<sup>nd</sup> by Ted Borys that the meeting adjourn. Meeting adjourned at 8:12pm.

The March meeting will be held on March 13 at 6:30pm.

Respectfully submitted,

Jodi Ebel  
Secretary



## 2025 February Trustee Meeting Director's Report

### **Director's Association Meeting:**

- Before the regular DA meeting there was a presentation from the NYS Office Aging on how libraries can help by going through their department. One idea was to add a link to their website from the library's website.
- Lisa and I are enrolled to attend the Director/Trustee forum on Feb.26.
- Implementation of an all-UHLS library calendar will be available in May. Two libraries opted out. This calendar came about after the 2023 Expedition. People wanted to know what other libraries are doing. UHLS will be paying \$3,500 for the implementation fee. Each library will be paying a yearly cost of about \$149.00.
- There was a discussion about changing the catalog, Encore, to a less expensive catalog titled Vega. The Mid-Hudson Library System has been using it for a year and they said it was a good purchase.
- The Equity Challenge is not affected by any Federal changes.

### **2025 Federal Shift:**

According to Stephanie Adams, Esq. "The Federal Shift is when a governing board assess factors that could risk the achievement of an institution's mission and develop plans to address them." Plans could include the following.

- Review our collection policy
- Review our hiring policy
- Insure we have good relationships with police, fire, and first responders
- Strengthen partnerships with the town, school, and other community organizations.

### **Construction Funds:**

We purchased an under counter reverse osmosis water filter. This product will ensure clean water, especially when the main system is out of order. The device needs to be

installed. This just in, an email from Tim Burke stating I just heard back from DLD on the proposed amendments for 0386-22-9378 Their response is a mixed bag:

- 1) The ADA door project cost will be accepted as an amendment.
- 2) The tankless system will be accepted as an amendment.
- 3) The parking lot repaving cannot be paid for using grant funds (even though it had to be ripped up for the water project). This is because the library used a 2015 grant (0386-15-5766) to pave the parking lot and DASNY will not allow any work to re-do anything on previously funded construction grant projects.
- 4) The ADA keyboard is "not part of anything related to this project", so they said that its not allowable as an amendment. (to me that seems contradictory to allowing the ADA doors, but there's very little to be gained by trying to convince them otherwise).

DLD said they were starting to prepare the amendment paperwork for your project but we still need to figure out how to spend all of the grant award on eligible projects. Please do the math on the total of the re-paving and the keyboard and that's the amount we need to find eligible expenses for. Let me know if you have any other ideas.

**Security Camera:** No update

**Advocacy Day:** I joined staff from UHLS and attended meetings with aids from Senator Pat Fahy, Paul Stein, and assembly member Chris Tague offices. I left notes with them that welcomed them to our area and invited them to visit the library.

**Sexual Harassment Training:** It is that time of year for the 2025 training. Sexual Harassment Prevention Training video. [Sexual Harassment Prevention Training](#)

**Equity Challenge:** Tim Doherty has been a big help putting together the Facility part of the Challenge. The next ones to work on will be our Collection Development and Purchasing Challenge and Board Learning and Recruitment.

**Memoir Program:**

Sandra has developed a 5-week memoir writing program. She submitted a proposal for funds to support the program. \$350 for 20 hours of her time plus she wants to serve lunch each week. She has asked for \$ for a food budget. The Friends of the Library will be supporting this program also.

**Youth Services**

The Newberry and Caldecott awards were held in January. Newberry winner is **First State of Being** by Erin Entrada Kelly and the Caldecott winner is **Chooch Helped** by illustrator Rebecca Lee Kunz and written by Andrea L. Rogers. There are many more awards in different categories.

I attended a book review zoom met up with youth services at UHLS and now have many ideas for children's book purchase. Book salesman, Tom Ernest, sold us 50 books at his yearly visit. Thanks to the Friends of the Library's support of \$300 for this purchase.

### **Upcoming Programs**

Wednesday, Feb. 19 @ 3:00 – Jr. Chef Food Challenge

Monday, Feb. 24 @ 6:30 – Adult Craft Night

Wednesday, Feb. 26 @ 6:00 – Aging in Place with Herzog Law Firm

Sunday, March 2 @ 5:00 - Sunday Book Club

Monday, March 3 @ 11:00 Memoir Writing

Friday, March 16 @ 6:00 – Trivia Night

Submitted by

Kathy Stempel

## February 13, 2025 – Payment of Bills

- Bill payment approved at 1/9/2025 meeting and paid on 1/11/2025
  - UHLS (UHLAN Q1, 2025 ERO [e-Content Re-Order]): \$1,675.67
- Bills
  - MidTel (internet, phone): \$143.52
  - NBT credit card (water filter, newspaper, equipment): \$1,165.37
  - National Business Leasing (printer lease, insurance): \$106.27
  - UHLS (e-Content Q1): \$356.39
  - Baker & Taylor (books): \$252.46
  - Modern Marketing (C&YA program): \$264.12

➤ Additional information – grant expenditures

|                                                                                     | Grant to<br>BPL | Town<br>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           |
| 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           |
| The Blake Group - UV light and water treatment      |                  | 2,479.20        |                  |
| Ideal Wiring Solutions - door opener / closer       | 5,850.00         |                 |                  |
| Under sink reverse osmosis water filter             | 699.30           |                 |                  |
| <b>Total spent so far</b>                           | <b>16,681.51</b> | <b>4,363.64</b> | <b>21,045.15</b> |
| <b>Amount remaining to be spent</b>                 | <b>-179.51</b>   | <b>1,136.36</b> | <b>956.85</b>    |

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

OSC Local Government Annual Financial Reporting System: being prepared by Richard Recor

| Pay<br>Period | Pay Period<br>End Date | Paycheck<br>Date | Gross      | Budget: \$66,144.00 |             | Under<br>(Over) | 0.0765<br>FICA | YTD      |
|---------------|------------------------|------------------|------------|---------------------|-------------|-----------------|----------------|----------|
|               |                        |                  |            | YTD                 | Balance     |                 |                |          |
| 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         |            |                     |             |                 |                |          |
| 5             | 02/28/25               | 03/06/25         |            |                     |             |                 |                |          |
| 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 February 2025

|                                           | Jan - Feb 25 | Budget    |
|-------------------------------------------|--------------|-----------|
| <b>Ordinary Income/Expense</b>            |              |           |
| <b>Income</b>                             |              |           |
| <b>Direct Public Support</b>              |              |           |
| Individual Patron Contributions           | 722.50       | 400.00    |
| Non-profit Organization Contrib           |              | 300.00    |
| <b>Total Direct Public Support</b>        | 722.50       | 700.00    |
| <b>Government Grants</b>                  |              |           |
| 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                     | 502.24       | 5,061.00  |
| Town of Berne Direct Pay - Other          | 6,565.34     | 66,144.00 |
| <b>Total Town of Berne Direct Pay</b>     | 7,067.58     | 71,205.00 |
| Agency Grant - Town of Berne - Other      |              | 10,500.00 |
| <b>Total Agency Grant - Town of Berne</b> | 7,067.58     | 81,705.00 |
| Agency Grant - Town of Knox               | 8,500.00     | 8,500.00  |
| <b>Total Local Government Grants</b>      | 15,567.58    | 90,205.00 |
| State Grants                              | 5,000.00     |           |
| <b>Total Government Grants</b>            | 20,717.88    | 91,635.00 |
| NYS Construction Grant                    |              | 519.79    |
| <b>Other Types of Income</b>              |              |           |
| Book Replacement                          | 130.80       | 250.00    |
| Book Sales                                | 2.75         | 50.00     |
| Fax Revenue                               | 7.50         | 150.00    |
| Library Fines                             |              |           |
| E-commerce payments                       | 8.82         |           |
| <b>Total Library Fines</b>                | 8.82         |           |
| Miscellaneous Revenue                     | 3.00         | 150.00    |
| Photocopying Revenue                      | 106.45       | 700.00    |
| <b>Total Other Types of Income</b>        | 259.32       | 1,300.00  |
| <b>Total Income</b>                       | 21,699.70    | 94,154.79 |
| <b>Gross Profit</b>                       | 21,699.70    | 94,154.79 |
| <b>Expense</b>                            |              |           |
| Advertising                               |              | 400.00    |
| Construction                              | 699.30       | 519.79    |
| Contract Services                         |              |           |
| Accounting Fees                           |              | 350.00    |
| <b>Total Contract Services</b>            |              | 350.00    |
| <b>Facilities and Equipment</b>           |              |           |
| Equip Rental and Maintenance              | 626.61       | 1,200.00  |
| Equipment Purchase                        |              | 1,200.00  |
| <b>Total Facilities and Equipment</b>     | 626.61       | 2,400.00  |

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

|                                                  | Jan - Feb 25 | Budget    |
|--------------------------------------------------|--------------|-----------|
| <b>Operations</b>                                |              |           |
| <b>Books &amp; Reference Materials</b>           |              |           |
| Books on CD                                      |              | 50.00     |
| E-content                                        | 1,374.06     | 4,000.00  |
| Magazines                                        | 52.00        | 450.00    |
| Software Applications                            |              | 800.00    |
| Videos                                           |              | 600.00    |
| Books & Reference Materials - Other              | 384.82       | 4,100.00  |
| <b>Total Books &amp; Reference Materials</b>     | 1,810.88     | 10,000.00 |
| Cleaning Supplies                                |              | 100.00    |
| Postage, Mailing Service                         |              | 300.00    |
| Printing and Copying                             |              | 400.00    |
| Supplies                                         | 15.28        | 900.00    |
| Telephone, Telecommunications                    | 287.04       | 2,400.00  |
| UHLS Service Dues                                | 658.00       | 2,630.00  |
| <b>Total Operations</b>                          | 2,771.20     | 16,730.00 |
| <b>Other Types of Expenses</b>                   |              |           |
| Memberships and Dues                             | 125.00       | 350.00    |
| <b>Total Other Types of Expenses</b>             | 125.00       | 350.00    |
| <b>Programs</b>                                  |              |           |
| 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    |
| <b>Total Children &amp; Young Adult Programs</b> | 333.05       | 750.00    |
| General Patrons                                  |              | 50.00     |
| <b>Total Programs</b>                            | 391.61       | 900.00    |
| Salary                                           | 6,565.34     | 66,144.00 |
| Taxes                                            |              |           |
| FICA                                             | 502.24       | 5,061.00  |
| <b>Total Taxes</b>                               | 502.24       | 5,061.00  |
| Travel, Meetings, and Training                   |              |           |
| Conference, Meeting, Training                    |              | 800.00    |
| Travel                                           |              | 500.00    |
| <b>Total Travel, Meetings, and Training</b>      |              | 1,300.00  |
| <b>Total Expense</b>                             | 11,681.30    | 94,154.79 |
| <b>Net Ordinary Income</b>                       | 10,018.40    |           |
| <b>Net Income</b>                                | 10,018.40    |           |

**Berne Public Library**  
**Income & Expense Report (Budget vs. Actual)**  
January through December 2024

|                                           | Jan - Dec 24     | Budget           |
|-------------------------------------------|------------------|------------------|
| <b>Ordinary Income/Expense</b>            |                  |                  |
| <b>Income</b>                             |                  |                  |
| Direct Public Grants                      |                  |                  |
| UHLS Association Grants                   |                  |                  |
| Other Grants                              | 425.00           |                  |
| UHLS Grant Summer Reading                 | 240.00           |                  |
| <b>Total UHLS Association Grants</b>      | <b>665.00</b>    |                  |
| <b>Total Direct Public Grants</b>         | <b>665.00</b>    |                  |
| Direct Public Support                     |                  |                  |
| Individual Patron Contributions           | 407.98           | 600.00           |
| Non-profit Organization Contrib           | 307.09           | 400.00           |
| <b>Total Direct Public Support</b>        | <b>715.07</b>    | <b>1,000.00</b>  |
| Government Grants                         |                  |                  |
| E-rate reimbursement                      | 34.48            | 28.00            |
| LLSA Funding                              | 1,487.40         | 1,400.00         |
| Local Government Grants                   |                  |                  |
| Agency Grant - Town of Berne              |                  |                  |
| Town of Berne Direct Pay                  |                  |                  |
| Berne Direct Pay FICA                     | 4,090.01         | 3,681.00         |
| Town of Berne Direct Pay - Other          | 53,464.06        | 54,080.00        |
| <b>Total Town of Berne Direct Pay</b>     | <b>57,554.07</b> | <b>57,761.00</b> |
| Agency Grant - Town of Berne - Other      | 10,000.00        | 10,000.00        |
| <b>Total Agency Grant - Town of Berne</b> | <b>67,554.07</b> | <b>67,761.00</b> |
| Agency Grant - Town of Knox               | 8,000.00         | 8,000.00         |
| <b>Total Local Government Grants</b>      | <b>75,554.07</b> | <b>75,761.00</b> |
| <b>Total Government Grants</b>            | <b>77,075.95</b> | <b>77,189.00</b> |
| NYS Construction Grant                    |                  | 6,099.49         |
| Other Types of Income                     |                  |                  |
| Book Replacement                          | 259.80           | 200.00           |
| Book Sales                                | 49.80            | 90.00            |
| Coffee                                    |                  | 10.00            |
| Fax Revenue                               | 134.95           | 150.00           |
| Library Fines                             |                  |                  |
| E-commerce payments                       | 25.68            |                  |
| Library Fines - Other                     | 0.60             |                  |
| <b>Total Library Fines</b>                | <b>26.28</b>     |                  |
| Miscellaneous Revenue                     | 975.44           | 50.00            |
| Photocopying Revenue                      | 751.15           | 500.00           |
| Other Types of Income - Other             | 885.42           |                  |
| <b>Total Other Types of Income</b>        | <b>3,082.84</b>  | <b>1,000.00</b>  |
| <b>Total Income</b>                       | <b>81,538.86</b> | <b>85,288.49</b> |
| <b>Gross Profit</b>                       | <b>81,538.86</b> | <b>85,288.49</b> |
| <b>Expense</b>                            |                  |                  |
| Advertising                               | 301.42           | 400.00           |
| Construction                              |                  | 6,099.49         |
| Contract Services                         |                  |                  |
| Accounting Fees                           | 350.00           | 350.00           |
| <b>Total Contract Services</b>            | <b>350.00</b>    | <b>350.00</b>    |
| Facilities and Equipment                  |                  |                  |
| Equip Rental and Maintenance              | 1,432.11         | 1,500.00         |

**Berne Public Library**  
**Income & Expense Report (Budget vs. Actual)**  
January through December 2024

|                                         | Jan - Dec 24 | Budget    |
|-----------------------------------------|--------------|-----------|
| Equipment Purchase                      | 846.12       | 1,200.00  |
| Total Facilities and Equipment          | 2,278.23     | 2,700.00  |
| Miscellaneous Fees                      |              |           |
| Credit Card Service Fees                | 39.00        |           |
| Interest Expense                        | 19.16        |           |
| Total Miscellaneous Fees                | 58.16        |           |
| Operations                              |              |           |
| Books & Reference Materials             |              |           |
| Books on CD                             |              | 100.00    |
| E-content                               | 4,119.56     | 4,000.00  |
| Magazines                               | 338.42       | 450.00    |
| Software Applications                   | 19.95        | 800.00    |
| Videos                                  | 442.93       | 1,000.00  |
| Books & Reference Materials - Other     | 3,657.78     | 4,100.00  |
| Total Books & Reference Materials       | 8,578.64     | 10,450.00 |
| Cleaning Supplies                       | 13.49        | 150.00    |
| Postage, Mailing Service                | 543.73       | 300.00    |
| Printing and Copying                    | 408.61       | 300.00    |
| Supplies                                | 1,063.50     | 600.00    |
| Telephone, Telecommunications           | 3,167.18     | 1,900.00  |
| UHLS Service Dues                       | 2,528.00     | 2,528.00  |
| Total Operations                        | 16,303.15    | 16,228.00 |
| Other Types of Expenses                 |              |           |
| Memberships and Dues                    | 195.00       | 350.00    |
| Other Costs                             | 85.00        |           |
| Other Types of Expenses - Other         | 454.98       |           |
| Total Other Types of Expenses           | 734.98       | 350.00    |
| Programs                                |              |           |
| Adult Events                            | 18.90        | 100.00    |
| Children & Young Adult Programs         |              |           |
| Summer Reading                          | 234.91       | 200.00    |
| Youth, General                          |              | 100.00    |
| Children & Young Adult Programs - Other | 405.67       | 200.00    |
| Total Children & Young Adult Programs   | 640.58       | 500.00    |
| General Patrons                         | 47.41        | 50.00     |
| Total Programs                          | 706.89       | 650.00    |
| Salary                                  | 53,464.06    | 54,080.00 |
| Taxes                                   |              |           |
| FICA                                    | 4,090.01     | 3,681.00  |
| Total Taxes                             | 4,090.01     | 3,681.00  |
| Travel, Meetings, and Training          |              |           |
| Conference, Meeting, Training           | 420.00       | 600.00    |
| Travel                                  | 450.12       | 150.00    |
| Total Travel, Meetings, and Training    | 870.12       | 750.00    |
| Total Expense                           | 79,157.02    | 85,288.49 |
| Net Ordinary Income                     | 2,381.84     |           |
| Net Income                              | 2,381.84     |           |



52 South Broad Street  
Norwich, New York 13815

BERNE PUBLIC LIBRARY  
PO BOX 209  
BERNE NY 12023-0209

**January 2025**

Reporting Activity 01/01 - 01/31

Page 1 of 4

### 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

### Important Notice:

As previously noted in your last month's deposit statement, we have made some important changes to your Consumer and Business Deposit Agreements that will be effective starting February 1, 2025, in the following sections: Understanding and Avoiding Overdrafts and Nonsufficient Funds (NSF), Statements and Funds Availability. Included is your fully revised Deposit Account Agreement.

### Summary of Accounts

| Account Type        | Account Number | Ending Balance |
|---------------------|----------------|----------------|
| Government Checking | XXXXXXXXX3761  | \$25,364.02    |

### Government Checking - XXXXXXXXX3761

#### Account Summary

| Date       | Description            | Amount      |
|------------|------------------------|-------------|
| 01/01/2025 | Beginning Balance      | \$21,788.21 |
|            | 6 - Checks / Debits    | \$2,325.59  |
|            | 1 + Deposits / Credits | \$5,901.40  |
| 01/31/2025 | Ending Balance         | \$25,364.02 |

#### Account Activity

| Transaction Date | Description                                              | Debits     | Credits    | Balance     |
|------------------|----------------------------------------------------------|------------|------------|-------------|
| 01/07/2025       | DEPOSIT                                                  |            | \$5,901.40 | \$27,689.61 |
| 01/13/2025       | CARDMEMBER SERV WEB PYMT<br>PAYABLE,ACCOUNTS 18          | \$215.24   |            | \$27,474.37 |
| 01/13/2025       | MIDTEL ACH<br>00085667-3<br>Berne Public Library         | \$143.52   |            | \$27,330.85 |
| 01/13/2025       | LEASE DIRECT WEB PAY<br>83368762<br>BERNE PUBLIC LIBRARY | \$106.27   |            | \$27,224.58 |
| 01/17/2025       | CHECK #1268                                              | \$1,675.67 |            | \$25,548.91 |
| 01/17/2025       | CHECK #1267                                              | \$126.33   |            | \$25,422.58 |
| 01/27/2025       | CHECK #1266                                              | \$58.56    |            | \$25,364.02 |



Member FDIC

9:17 PM

02/12/25

**Berne Public Library**  
**Reconciliation Detail**  
 NBT Bank, Period Ending 01/31/2025

| Type                                  | Date       | Num  | Name                    | Clr | Amount           | Balance          |
|---------------------------------------|------------|------|-------------------------|-----|------------------|------------------|
| <b>Beginning Balance</b>              |            |      |                         |     |                  | 21,788.21        |
| <b>Cleared Transactions</b>           |            |      |                         |     |                  |                  |
| <b>Checks and Payments - 6 items</b>  |            |      |                         |     |                  |                  |
| Check                                 | 01/09/2025 | 1267 | Baker & Taylor          | X   | -126.33          | -126.33          |
| Check                                 | 01/09/2025 | 1266 | Kathleen Stempel        | X   | -58.56           | -184.89          |
| Check                                 | 01/10/2025 | ACH  | Elan Financial Servi... | X   | -215.24          | -400.13          |
| Check                                 | 01/10/2025 | ACH  | MidTel                  | X   | -143.52          | -543.65          |
| Check                                 | 01/10/2025 | ACH  | National Business T...  | X   | -106.27          | -649.92          |
| Check                                 | 01/11/2025 | 1268 | Upper Hudson Libra...   | X   | -1,675.67        | -2,325.59        |
| Total Checks and Payments             |            |      |                         |     | -2,325.59        | -2,325.59        |
| <b>Deposits and Credits - 1 item</b>  |            |      |                         |     |                  |                  |
| Deposit                               | 01/03/2025 |      |                         | X   | 5,901.40         | 5,901.40         |
| Total Deposits and Credits            |            |      |                         |     | 5,901.40         | 5,901.40         |
| Total Cleared Transactions            |            |      |                         |     | 3,575.81         | 3,575.81         |
| Cleared Balance                       |            |      |                         |     | 3,575.81         | 25,364.02        |
| Register Balance as of 01/31/2025     |            |      |                         |     | 3,575.81         | 25,364.02        |
| <b>New Transactions</b>               |            |      |                         |     |                  |                  |
| <b>Checks and Payments - 6 items</b>  |            |      |                         |     |                  |                  |
| Check                                 | 02/10/2025 | ACH  | MidTel                  |     | -143.52          | -143.52          |
| Check                                 | 02/13/2025 | 1269 | Upper Hudson Libra...   |     | -356.39          | -499.91          |
| Check                                 | 02/13/2025 | 1271 | MAS Modern Market...    |     | -264.12          | -764.03          |
| Check                                 | 02/13/2025 | 1270 | Baker & Taylor          |     | -252.46          | -1,016.49        |
| Check                                 | 02/13/2025 | ACH  | National Business T...  |     | -106.27          | -1,122.76        |
| Check                                 | 02/14/2025 | ACH  | Elan Financial Servi... |     | -1,165.37        | -2,288.13        |
| Total Checks and Payments             |            |      |                         |     | -2,288.13        | -2,288.13        |
| <b>Deposits and Credits - 2 items</b> |            |      |                         |     |                  |                  |
| Deposit                               | 02/05/2025 |      |                         |     | 8,614.92         | 8,614.92         |
| Deposit                               | 02/11/2025 |      |                         |     | 115.80           | 8,730.72         |
| Total Deposits and Credits            |            |      |                         |     | 8,730.72         | 8,730.72         |
| Total New Transactions                |            |      |                         |     | 6,442.59         | 6,442.59         |
| <b>Ending Balance</b>                 |            |      |                         |     | <b>10,018.40</b> | <b>31,806.61</b> |