

Berne Public Library – Trustee's Agenda for May 8, 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)
- * Secretary's Report from April 10, 2025
- * Public Comment
- * Treasurer's Report for May 8, 2025
- * Payment of Bills

Standing Committee Reports:

- * Personnel (Lisa, Lynn, Jodi) Nothing to report.
- * Finance & Budget (Ted, Emilie, Walter & Kathy S.) 1st quarter audit completed, set up 2026 budget meeting
- * Policy (Jodi, Emilie & Walter) Virtual Participation and Public Comment
- * Technology (Jodi, Emilie & Walter) Kathy to order hot spots, desk top Windows 11

Committee Reports:

- * Aesthetics (Lisa, Kathy S. & Lynn) Teen area. Rug Historical area. Outdoor display case
- * Open Meeting Law (Ted, Lynn, Emilie) Discuss 104-108

Business:

- * \$5,000.00 grant
- * Construction grant update / Security Camera update
- * 2025 Federal Shift – Kathy HB to share links to put on website
- * Nominating Committee-Officers term to begin July 1, 2025
- * Trustee Board Members – increase to 9
- * Trustee and Town contact information
- * Knox Liaison Responsibilities/Agreement
- * UHLS dinner - RSVP
- * 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 June 12, 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.

April 10, 2025

The meeting was called to order by President, Lisa Raymond at 6:35 pm.

Present: Emilie Wright, Jodi Ebel, Lynn Kerr, Walter Galicki, Ted Borys.

Absent: Kathy Hill Brown , Knox Liaison

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

Secretary's Report (see attached)

Motion made by Ted Borys to accept the Secretary's report. -Motion was 2nd by Emilie Wright. Motion Carried.

Friends Report – Bowls for Books will be held in the town park on June 22.

Music in the Park will begin in July on Wednesdays (630pm)

The new shed will be delivered at the end of April. Suggestion made that the library purchase the shed with the construction grant money with the friends paying for the remainder (to be discussed during treasurer's report)

The friends would like to purchase a more permanent Art Gallery sign. Motion made by Emilie Wright 2nd by Ted Borys to approve the purchase of the sign. The sign will then be hung by the town.

Treasurer's Report (See attached)

-Motion made by Jodi Ebel, 2nd by Emilie Wright to accept the Treasurer's Report as presented. Motion Carried.

The bills were presented for payment. Motion made by Walter Gakicki ,2nd by Jodi Ebel to pay the bills as presented. -Motion carried.

Discussed the purchase of a new shed. Motion made by Emilie Wright 2nd by Ted Borys to:

(cut and paste from Ted)

Standing Committee Reports:

Personnel committee – nothing new to report

Finance and Budget – 1st quarter audit due – will be completed this evening

Policy Committee – The E-Reader Policy was reviewed (2nd reading). Motion made by Ted Borys 2nd by Emilie Wright to approve the policy. Carried.

The BPL/FotL Agreement was discussed. Motion made by Jodi Ebel 2nd by Ted Borys to approve the policy. Carried.

The printing, faxing, scanning and photocopying policy was discussed. Motion made by Ted Borys 2nd by Walter Galicki to approve the policy. Carried.

Technology Committee – Inventory has been completed. Kathy is looking to purchase a refurbished desktop computer. We have an adequate supply of laptops. An additional line for connection to a hot spot is needed. Kathy will obtain prices and present at May meeting,

Aesthetics Committee –

Open Meeting Law – Reviewed. The following action steps are needed. 103(d2) - posting the rules for open meeting laws in the library with copies available as needed

103(e) create a public folder with copies of the agenda and reports

103-a 2c – Update bylaws to identify extraordinary circumstances

The remaining sections will be reviewed in May.

New Business:

- **\$5000 Grant** – replacing the windows would not help with the draft issue without adding insulation. We will explore the process of blowing in insulation before looking at new windows. Kathy would like to explore using the grant for a projection system for the meeting room.
- **Trustee and Town Contact Information** verified.
- **Knox Liaison Agreement** – the liaison was not in attendance again this month. Lisa will talk to the Knox town supervisor.
- **Kiwanis/Memorial Day float** – Lisa will check in with Marion
- Lisa's notes indicate that the **NYLA dues** are due on May 1st.
- A nominating committee for Trustee Officers is needed. Both Lisa Raymond and Ted Borys will be leaving. A discussion of whether or not to increase the number of trustees to put less burden on the officers was discussed and will be discussed in May.

Old Business

Director's Report – (attached)

- Report read from Sandra Kisselback
- April 21st (Monday) program on physical therapy 6pm.
- Diabetes prevention program on April 23rd at 1pm

Motion made by Ted Borys 2nd by Emilie Wright that the April meeting adjourn. Meeting adjourned 8:21pm.

Respectfully submitted,



May 2025 Trustee Meeting

Director's Report

Directors Association: Mary Fellows is UHLS interim director until they hire a permanent director. I did not attend the meeting. However, I did attend, through Zoom, a Civil Service discussion held before the 10 am meeting. Learned that part-timers do not need to take a test to be on a hired. Civil Service request to be notified about any part-time or full-time hiring regardless of testing.

Construction Funds: All receipts and work orders for the water system have been submitted as an amendment to the original application. Also, the ADA doors, security cameras, and a second shot at a shed has been submitted.

Regional Collection Grant: The library is happy to report that we will be receiving \$1,390 to purchase digitization equipment. We will be creating a public historical digital collections starting with the life of Seth Flint, Gen. Grant's bugler. The New York State Library Aid Program provides funding to make the grant possible. The collection will be preserving our rich history and will be hosted on the New York Heritage site.

Special Legislative Funds: I would like to purchase a mounted projector and teen furniture with funds from Assemblyman Tague.

Books by Mail: Individuals who have a loss of vision or other disabilities and no transportation to the library qualify for Books by Mail. Please pass this information on to the community.

Security Cameras: Five cameras have been installed on the building. Two inside and three outside.

Writing Group: *For the Love of Memoir* group will continue group. Sandra will be facilitating the group for an extra two hours of pay a month.

Youth Services:

Heldercon Lawn Sale: 10 – 4 on Saturday, June 7 will be a lawn sale fundraiser at the library parking lot. The dedicated committee is working to raise an extra \$1,000 needed for insurance to offer bouncy houses on Sept. 20.

Science Fair: People of all ages and abilities are invited to show off their science knowledge. The library will host its first science fair on May 21.

Submitted by

Kathy Stempel

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

	Jan - May 25	Budget
Ordinary Income/Expense		
Income		
Direct Public Grants		
UHLS Association Grants		
Other Grants	500.00	
Total UHLS Association Grants	500.00	
Total Direct Public Grants	500.00	
Direct Public Support		
Individual Patron Contributions	859.50	400.00
Non-profit Organization Contrib		300.00
Total Direct Public Support	859.50	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	1,596.91	
Town of Berne Direct Pay - Other	20,874.63	66,144.00
Total Town of Berne Direct Pay	22,471.54	71,205.00
Agency Grant - Town of Berne - Other		10,500.00
Total Agency Grant - Town of Berne	22,471.54	81,705.00
Agency Grant - Town of Knox	8,500.00	8,500.00
Total Local Government Grants	30,971.54	90,205.00
State Grants	5,000.00	
Total Government Grants	36,138.84	91,635.00
NYS Construction Grant		519.79
Other Types of Income		
Book Replacement	208.64	250.00
Book Sales	22.00	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	251.10	700.00
Total Other Types of Income	501.06	1,300.00
Total Income	37,999.40	94,154.79
Gross Profit	37,999.40	94,154.79
Expense		
Advertising		400.00
Construction	2,365.56	519.79
Contract Services		
Accounting Fees	360.00	350.00
Total Contract Services	360.00	350.00
Facilities and Equipment		
Equip Rental and Maintenance	945.42	1,200.00

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

	Jan - May 25	Budget
Equipment Purchase		1,200.00
Total Facilities and Equipment	945.42	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	1,266.53	4,100.00
Total Books & Reference Materials	3,884.42	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	717.82	2,400.00
UHLS Service Dues	1,316.00	2,630.00
Total Operations	6,260.23	16,730.00
Other Types of Expenses		
Memberships and Dues	165.00	350.00
Other Costs	115.80	
Total Other Types of Expenses	280.80	350.00
Programs		
Adult Events	478.56	100.00
Children & Young Adult Programs		
Summer Reading		250.00
Youth, General		100.00
Children & Young Adult Programs - Other	396.56	400.00
Total Children & Young Adult Programs	396.56	750.00
General Patrons		50.00
Total Programs	875.12	900.00
Salary	20,874.63	66,144.00
Taxes		
FICA	1,596.91	5,061.00
Total Taxes	1,596.91	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	33,586.67	94,154.79
Net Ordinary Income	4,412.73	
Net Income	4,412.73	

11:03 AM

05/08/25

Berne Public Library
Reconciliation Detail
NBT Bank, Period Ending 04/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						30,749.35
Cleared Transactions						
Checks and Payments - 6 items						
Check	04/08/2025	ACH	Elan Financial Servi...	X	-230.60	-230.60
Check	04/08/2025	ACH	National Business T...	X	-106.27	-336.87
Check	04/10/2025	1279	Sandra Kisselback	X	-420.00	-756.87
Check	04/10/2025	1276	Baker & Taylor	X	-177.78	-934.65
Check	04/10/2025	ACH	MidTel	X	-143.63	-1,078.28
Check	04/10/2025	1277	National Business T...	X	-93.81	-1,172.09
Total Checks and Payments					-1,172.09	-1,172.09
Deposits and Credits - 1 item						
Deposit	04/08/2025			X	662.50	662.50
Total Deposits and Credits					662.50	662.50
Total Cleared Transactions					-509.59	-509.59
Cleared Balance					-509.59	30,239.76
Uncleared Transactions						
Checks and Payments - 2 items						
Check	04/10/2025	1280	DL Industries		-841.55	-841.55
Check	04/10/2025	1278	Brook Pominville		-115.80	-957.35
Total Checks and Payments					-957.35	-957.35
Total Uncleared Transactions					-957.35	-957.35
Register Balance as of 04/30/2025					-1,466.94	29,282.41
New Transactions						
Checks and Payments - 8 items						
Check	05/05/2025	1281	Baker & Taylor		-425.07	-425.07
Check	05/05/2025	ACH	National Business T...		-106.27	-531.34
Check	05/08/2025	1283	Upper Hudson Libra...		-1,617.37	-2,148.71
Check	05/08/2025	1284	DL Industries		-500.00	-2,648.71
Check	05/08/2025	1282	National Business T...		-81.87	-2,730.58
Check	05/09/2025	ACH	Elan Financial Servi...		-351.14	-3,081.72
Check	05/10/2025	ACH	MidTel		-143.63	-3,225.35
Check	06/14/2025	1285	Michael Familant		-400.00	-3,625.35
Total Checks and Payments					-3,625.35	-3,625.35
Deposits and Credits - 1 item						
Deposit	05/07/2025				143.88	143.88
Total Deposits and Credits					143.88	143.88
Total New Transactions					-3,481.47	-3,481.47
Ending Balance					-4,948.41	25,800.94



52 South Broad Street
Norwich, New York 13815

BERNE PUBLIC LIBRARY
PO BOX 209
BERNE NY 12023-0209

April 2025

Reporting Activity 04/01 - 04/30

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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	\$30,239.76

Government Checking - XXXXXXXXX3761

Account Summary

Date	Description	Amount
04/01/2025	Beginning Balance	\$30,749.35
	6 - Checks / Debits	\$1,172.09
	1 + Deposits / Credits	\$662.50
04/30/2025	Ending Balance	\$30,239.76

Account Activity

Transaction Date	Description	Debits	Credits	Balance
04/08/2025	DEPOSIT		\$662.50	\$31,411.85
04/10/2025	LEASEDIRECT 12163_1 1288771 BERNE PUBLIC LIBRARY	\$106.27		\$31,305.58
04/11/2025	MIDTEL ACH 00085667-3 Berne Public Library	\$143.63		\$31,161.95
04/14/2025	CARDMEMBER SERV WEB PYMT PAYABLE,ACCOUNTS 24	\$230.60		\$30,931.35
04/15/2025	CHECK #1277	\$93.81		\$30,837.54
04/16/2025	CHECK #1279	\$420.00		\$30,417.54
04/17/2025	CHECK #1276	\$177.78		\$30,239.76

Checks Paid

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
1276	04/17/2025	\$177.78	1277	04/15/2025	\$93.81	1279*	04/16/2025	\$420.00

* Indicates skipped check number



Member FDIC

May 8, 2025 – Payment of Bills

➤ Bills

- MidTel (internet, phone): \$143.63
- NBT credit card (C&YA programs, book, supplies): \$351.14
- National Business Leasing (printer lease, insurance): \$106.27
- Baker & Taylor (books): \$425.07
- National Business Technologies (page overage): \$81.87
- Upper Hudson Library System (e-content, Q2 UHLAN fee): \$1,017.96
- DL Industries (install security cameras): \$500.00
- Michael Familant (Bigfoot program 6/14): \$400.00

➤ Additional information – grant expenditures

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
Total spent so far	15,672.75	4,363.64	20,036.39
Amount remaining to be spent	829.25	1,136.36	1,965.61

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						
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