

Berne Public Library Board of Trustee's Agenda

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

September 11, 2025

Meeting called to order at _____

Introductions & Roll Call:

Present:

Absent:

Adoption of agenda (any changes/additions should be made at this time)

Public Comment

Secretary – Report from August 14, 2025 meeting

Treasurer

- Treasurer's Report for September 11, 2025
- Payment of Bills

Standing Committee Reports:

- Personnel (Lisa, Lynn, Jodi) – Director Evaluation in Feb.; Hiring Lauren Smith—2 hrs. per wk.
- Finance & Budget (Ted, Emilie, Kathy HB, Kathy S) – 2026 Budget
- Policy (Jodi, Emilie & Walter) – Virtual Participation Policy next
- Technology (Walter, Kathy)

Committee Reports:

- Aesthetics (Lisa, Kathy S, & Lynn) – Outdoor display case—up; teen area—survey at Heldercon; broken window; frames for posters; rug for history area
- Open Meeting Law (Ted, Lynn, Emilie) –By-Laws – 2nd reading & vote

Business:

- \$5,000.00 grant – teen area; overhead projector?
- Construction grant update (deadline 6/30/2027) – use for new furniture for teen area?
- Knox Liaison – review document; confirm appointment of Liz Helf
- Trustee Board Members – recruiting 2 more trustees

Director's Report

Friend's Report

Meeting adjourned at _____ **Next Meeting is October 9, 2025**

Reminders:

- UHLS sexual harassment training/NYS 2 hour trustee training 2025
- Review By-Laws and Open Meeting Law
- Review reading materials to be discussed prior to board meeting

Berne Public Library

September 11, 2025 - Minutes

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

September 11, 2025

Meeting called to order at 6:32pm

Roll Call:

Present: Emilie Wright, Lynn Kerr, Jodi Ebel, Walter Galicki, Kathy Hill-Brown, Ted Borys, Tom Walls

Absent: Lisa Raymond

Also Present: Marion Burghart, representing the Friends of the Berne Library, Kathy Stempel, Library D

Adoption of agenda – None voiced

Public Comment - None voiced

Secretary – Motion made by Ted 2nd by Lynn that the Secretary report be accepted. The vote was as follows: Emilie Wright – aye, Lynn Kerr – aye, Jodi Ebel – aye, Walter Galicki – aye, Kathy Hill-Brown – aye, Ted Borys – aye. Tom Walls – abstain.

Treasurer

- The treasurers report was reviewed. Motion made by Walter, 2nd by Ted to approve the report as presented. Carried.
- Payment of Bills – The bills were presented for payment. Motion made by Jodi, 2nd by Lynn to pay the bills. Carried.

Standing Committee Reports:

- **Personnel** (Lisa, Lynn, Jodi) – Lauren has started in her role as story time leader. Motion made by Kathy HB, 2nd by Jodi that Lauren be paid via voucher for the 2 sessions she has already led. Beginning this week Lauren will be on the payroll.
- **Finance & Budget** (Ted, Emilie, Kathy HB, Kathy S) – Library budget figures sent to Town Clerk, 3rd Quarter audit due
- **Policy** (Jodi, Emilie & Walter)
- **Technology** (Walter, Kathy) - New desktop
- **Aesthetics** (Lisa, Kathy S, & Lynn) - survey at Heldercon; broken window; frames for posters (Friends); rug for history area (Friends)
- **By-Laws** – voted, updated Bylaws are ready to be posted

Business:

- \$5,000.00 grant – furniture for teen area; 85" TV?
- Construction grant update (deadline 6/30/2027) – use for new furniture for teen area?
- Knox Liaison – review document; confirm appointment of Liz Helf
- Trustee Board Members – recruiting three (3) more trustees – have two (2) applications
- Water system

Director's Report -

Friend's Report -

Reminders:

- UHLS sexual harassment prevention training/NYS 2-hour trustee training 2025
- Review By-Laws and Open Meeting Law
- Review reading materials to be discussed prior to board meeting



2025 September

Trustee Meeting

Director's Report

Director's Association: I attended, virtually the Equity Challenge meeting at 9am and the Director's association at 10 am on Sept. 5. UHLS has published a written interview with us about our staff equity training. See attached page.

The main topic of discussion was Hoopla. Due to the rising costs (of everything), some libraries want to eliminate Hoopla altogether, others want to restrict the amount of check-outs. Berne has 5 checkouts per month.

A few director's request that returned damaged books not be checked in, but be placed in a UHLS black zipper bag with an explanation note to the owning library.

Berne Hoopla Stats: See attached page.

Staff Update: I would like to thank Jodi Ebel and Ann Hein for stepping up to work the library when we were short staffed.

Christine Freer will begin producing official historical records to go toward the digital process that we have committed to contributing to the New York State Historical site. She will be given 2-3 hours a week for this undertaking.

Lauren Smith will be getting 2 hours a week doing storytime. Pending the Town Board approval of her appointment.

Building Update: The outdoor display case has been installed and can hold up to 6 pages of 8x11 flyers. I would like to request it to be used only for library and Friends flyers. The community can still use the bulletin boards in the lobby.

The alarm for the water filter keeps going off. When that happens staff or I unplug the alarm, switch the water supply to run straight to the outlets, and report it to maintenance.

Projector: After consulting with Kerwin Lovell about placement of a ceiling projector. Kerwin said he could write out a proposal to install a projector but, he suggested "why not get a large smart TV instead?" We wouldn't have to turn off the lights when a presentation is going on, plus the ceiling fan is in the way of installing a projector.

Watercolor Painting: Sara Chauvot taught 11 participants how to paint 2 different pictures of flowers. There will be a regular adult craft night on Sept.22 @ 6pm.

Youth Services:

Storytime: There is a new group of storytime participants and a few that has returned, however, we will be trying a different angle of marketing. The BKW School has offered to put our events on their "Parent Portal", which is a website the school has provided for parents.

Homeschool: The first Homeschool Hangout was on Sept 3 with 19 participants. There has been a request for a Friday meet up instead of another Wednesday. No decision has been made on that request.

Incredible Heldercon: September 20 at 11-4 is the date for the 8th annual Heldercon event held at the Berne Town Park. New this year is Hero Academy training by David Engel, a foam party and a new craft. Fortnite Battle Field, gaming truck, scavenger hunt, Hero kickball, balloon animals, face painting, mini golf, and much more. The committee would like to thank everyone who helped support Heldercon by buying a 50/50 ticket and a few generous winners donated the winnings back to the library. There are raffle baskets displayed at the library. Tickets are available to purchase at the circulation desk.

Youth Book Club: Advertisement to form a children's book club after school is underway. The book club will be for ages 10-12.

Welcome to Hogwarts: This Harry Potter program is for ages 8 and up. The community room will be transformed into the Hogwarts School. Tables with potions, wand decorating, create a special charm bookmark, and food will be set up for activities.

Teen Furniture: Several teens circled some pictures of furniture they liked from our catalogs. The committee will get together and decide on a few purchases.

Respectfully submitted

Kathy Stempel

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

	Jan - Sep 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	930.80	400.00
Non-profit Organization Contrib		300.00
Total Direct Public Support	930.80	700.00
Government Grants		
E-rate reimbursement	17.00	30.00
LLSA Funding	1,526.40	1,400.00
Local Government Grants		
Agency Grant - Town of Berne		
Town of Berne Direct Pay		
Berne Direct Pay FICA	2,516.31	5,061.00
Town of Berne Direct Pay - Other	32,892.92	66,144.00
Total Town of Berne Direct Pay	35,409.23	71,205.00
Agency Grant - Town of Berne - Other	10,500.00	10,500.00
Total Agency Grant - Town of Berne	45,909.23	81,705.00
Agency Grant - Town of Knox	8,500.00	8,500.00
Total Local Government Grants	54,409.23	90,205.00
State Grants	5,000.00	
Total Government Grants	60,952.63	91,635.00
NYS Construction Grant		519.79
Other Types of Income		
Book Replacement	224.59	250.00
Book Sales	44.02	50.00
Fax Revenue	7.50	150.00
Library Fines		
E-commerce payments	8.82	
Library Fines - Other	1.00	
Total Library Fines	9.82	
Miscellaneous Revenue	7,730.15	150.00
Photocopying Revenue	369.70	700.00
Total Other Types of Income	8,385.78	1,300.00
Total Income	71,269.21	94,154.79
Gross Profit	71,269.21	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	1,381.40	1,200.00

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

	Jan - Sep 25	Budget
Equipment Purchase	590.00	1,200.00
Total Facilities and Equipment	1,971.40	2,400.00
Miscellaneous Fees		
Bank Charges	41.00	
Interest Expense	16.20	
Miscellaneous Fees - Other	(0.50)	
Total Miscellaneous Fees	56.70	
Operations		
Books & Reference Materials		
Books on CD		50.00
E-content	5,118.85	4,000.00
Magazines	352.72	450.00
Software Applications		800.00
Videos	423.06	600.00
Books & Reference Materials - Other	2,627.34	4,100.00
Total Books & Reference Materials	8,521.97	10,000.00
Cleaning Supplies		100.00
Postage, Mailing Service		300.00
Printing and Copying	228.98	400.00
Supplies	455.66	900.00
Telephone, Telecommunications	1,291.89	2,400.00
UHLS Service Dues	1,994.80	2,630.00
Total Operations	12,493.30	16,730.00
Other Types of Expenses		
Memberships and Dues	365.00	350.00
Other Costs	7,314.80	
Total Other Types of Expenses	7,679.80	350.00
Programs		
Adult Events	643.56	100.00
Children & Young Adult Programs		
Storytime	70.00	
Summer Reading		250.00
Youth, General	33.75	100.00
Children & Young Adult Programs - Other	761.22	400.00
Total Children & Young Adult Programs	864.97	750.00
General Patrons	400.00	50.00
Programs - Other	11.97	
Total Programs	1,920.50	900.00
Salary	32,892.92	66,144.00
Taxes		
FICA	2,516.31	5,061.00
Total Taxes	2,516.31	5,061.00

Berne Public Library
Reconciliation Detail
NBT Bank, Period Ending 09/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						31,886.41
Cleared Transactions						
Checks and Payments - 4 items						
Check	07/10/2025	1292	Kathleen Stempel	X	-64.66	-64.66
Check	09/11/2025	ACH	Elan Financial Servi...	X	-1,377.39	-1,442.05
Check	09/23/2025	ACH	MidTel	X	-143.48	-1,585.53
Check	09/23/2025	ACH	National Business T...	X	-111.72	-1,697.25
Total Checks and Payments					-1,697.25	-1,697.25
Deposits and Credits - 1 item						
Deposit	09/10/2025			X	1,464.30	1,464.30
Total Deposits and Credits					1,464.30	1,464.30
Total Cleared Transactions					-232.95	-232.95
Cleared Balance					-232.95	31,653.46
Uncleared Transactions						
Checks and Payments - 5 items						
Check	09/11/2025	1301	Lauren Smith		-70.00	-70.00
Check	09/12/2025	1298	Kajeet Inc.		-1,046.98	-1,116.98
Check	09/12/2025	1300	Hilltown Tech		-165.00	-1,281.98
Check	09/12/2025	1299	Baker & Taylor		-139.55	-1,421.53
Check	09/12/2025	1297	UHLS - Upper Huds...		-20.80	-1,442.33
Total Checks and Payments					-1,442.33	-1,442.33
Total Uncleared Transactions					-1,442.33	-1,442.33
Register Balance as of 09/30/2025					-1,675.28	30,211.13
New Transactions						
Checks and Payments - 7 items						
Check	10/10/2025		UHLS - Upper Huds...		-872.56	-872.56
Check	10/10/2025	ACH	Elan Financial Servi...		-476.56	-1,349.12
Check	10/10/2025		Heidelberg Materials		-472.24	-1,821.36
Check	10/10/2025		Baker & Taylor		-284.49	-2,105.85
Check	10/10/2025		USPS Postmaster		-225.00	-2,330.85
Check	10/10/2025	ACH	MidTel		-143.48	-2,474.33
Check	10/10/2025	ACH	National Business T...		-111.72	-2,586.05
Total Checks and Payments					-2,586.05	-2,586.05
Deposits and Credits - 1 item						
Deposit	10/09/2025				141.60	141.60
Total Deposits and Credits					141.60	141.60
Total New Transactions					-2,444.45	-2,444.45
Ending Balance					-4,119.73	27,766.68

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

	Jan - Sep 25	Budget
Travel, Meetings, and Training		
Conference, Meeting, Training	28.00	800.00
Travel	26.80	500.00
Travel, Meetings, and Training - Other	35.00	
Total Travel, Meetings, and Training	89.80	1,300.00
Total Expense	62,846.29	94,154.79
Net Ordinary Income	8,422.92	
Net Income	8,422.92	