

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.**

April 9, 2026

Meeting called to order at _____

Introductions & Roll Call:

Trustees present:

absent:

Also present:

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

Public Comment

- Knox Liaison
- Other

Secretary – Minutes of March meeting

Treasurer

- Treasurer's Report
- Payment of Bills

Reports of Standing Committees:

- Personnel (Lynn, Amy, Aurora) – Director Evaluation
- Finance & Budget (Emilie, Tom, Susan, Kathy HB, Kathy S) – 1st Quarter audit due
- Policy (Jodi, Amy, Lynn, Emilie) –Behavior Policy reading tabled to May; Virtual Participation Policy is in the queue
- Technology (Aurora, Tom, Kathy H-B, Kathy S)
- Aesthetics (Lynn, Susan, Kathy S) –Kathy updating Behavior Policy w PDA statement, enlarging, framing, and hanging in teen area

Business:

- Mid-Tel Contract
- Trustee luncheon for Lisa, Ted, and Walter – April 18, 12:00n, Maple on the Lake
- BKW Yearbook ordered – Kathy S following up & will check on Elementary School yearbook
- Annual Report: review and approve; submit to UHLS – status?
- Town Board Liaison to the Library Board
- \$5,000.00 grant – About \$1000 left after 85" TV & accessories, Kathy S looking at furniture for teen area
- Construction grant update (deadline 6/30/2026) – Kathy S looking at more lighting in parking lot
- Status of ADA door controls – Kathy S
- Trustee Board Members – update on status of search for new member
- Water system
- Sealing and lines on parking lot
- Other: Memorial Day float committee, Pay NYLA dues (due May 31st), Share information on UHLS Dinner

Director's Report

Friend's Report

Meeting adjourned at _____

Next Meeting is May 14, 2026, 6:30 pm

Reminders:

- Prior to each board meeting, please review agenda and materials to be discussed
- UHLS sexual harassment training/NYS 2 hour trustee training 2026
- Review By-Laws and Open Meeting Law

Berne Public Library

Board of Trustee's ~~Agenda~~ Minutes

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

March 12, 2026

Meeting called to order at 6:33pm

Introductions & Roll Call:

Trustees present: Amy Santandrea, Susan Gardner, Lynn Kerr, Emilie Wright, Kathy Hill-Brown, Aurora Cookhouse, Jodi Ebel, Tom Walls

absent:

Also present: Kathy Stempel Library Director, Marion Burhart representing the Friends of the Library, Ted Borys, Lisa Raymond and Liz Helf Knox liaison

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

Public Comment

- No comments at this time from the Knox liaison or others

Secretary – Motion made by Lynn 2nd by Susan to accept the February minutes as presented. Aurora Cookhouse and Amy Santandrea abstained and the motion carried.

Treasurer

- Motion made by Tom, 2nd by Jodi to accept the treasurer's report as presented. Carried.
- The bills were presented for payment and are listed on the left of the Reconciliation Detail report. Motion made by Jodi 2nd by Tom that the bills be paid as presented. Carried.

Reports of Standing Committees:

- Personnel (Lynn, Amy, Aurora) – Director Evaluation – A meeting will be scheduled with the committee to review the evaluations and compile the results which will then be reviewed with Kathy.
- Finance & Budget (Emilie, Tom, Susan, Kathy HB, Kathy S) – 4th Quarter audit due and will be completed at the conclusion of this meeting.
- Policy (Jodi, Amy, Lynn, Emilie) – 2nd reading of Tutoring Policy. Motion made by Lynn 2nd by Aurora to approve the Tutoring policy. Behavior Policy will be discussed in April. Jodi will work on a virtual participation policy and email it to the committee members.
- Technology (Aurora, Tom, Kathy H-B, Kathy S) – no report
- Aesthetics (Lynn, Susan, Kathy S) – Kathy continues to look for furniture for the teen area – possibly a bench. The historical area has been cleaned up and cleaned out and looks good. The new rug is in place. Kathy is working on adding the PDA statement to the behavior policy for display in the teen area.

Business:

- Trustee luncheon for Lisa, Ted, and Walter - 12:00n, Kathy will see if Walter is available on April 18 or 19. Discussed the possibility of going to the Shell Inn.
- Kathy S will also order both the High School and Elementary Yearbook
- Annual Report:
 - Everything is ready but UHLS needs to unlock the report
 - Annual Report Pamphlet
- Comptroller Report has been completed and submitted.
- \$5,000.00 grant – Still has about \$2000 left
- Construction grant update (deadline 6/30/2026) – Kathy S looking at more lighting in parking lot
- A Town Councilman visited the library and gave Kathy some suggestions on building items that may need attention in the future.

Berne Public Library

Board of Trustee's ~~Agenda~~ Minutes

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

- Status of ADA door controls – Kathy has spoken to the gentleman who initially installed the doors and he is going to work on the pivoting mechanism
- Discussed status of the parking lot
- Trustee Board Members – one individual has expressed interest and will be submitting an application
- Water system – no new information

Director's Report –

- Midtel contract runs out at the end of March – A new 3 year contract including fax, free cable, a business line and WiFi was reviewed by the trustees. Motion made by Kathy HB 2nd by Tom to approve the contract as presented.
- Kathy is researching showing films in celebration of the country's 250 anniversary. The local film series has been well received
- The next Equity Challenge will focus on Library Programs
- Kathy presented information on responding to ICE and Law Enforcement and will discuss it at an upcoming staff meeting
- Upcoming events can be found on the attached report

Friend's Report –

- Music in the park has been scheduled for July 15 – Aug 12.
- Heldercon scheduled for October 10
- Children's books have been donated to Hilltown Health
- Photography Reception went well.
- Booksale drop off March 21 with the sale on the 28th from 9-4.
- The BKW Honor Society is collecting books to send to soldiers. The Friends will donate both books and \$ for postage.
- Bowls for Books June 21st
- Vacation Photos program May 8th
- Story walks will be returning – some will need refurbishing

Meeting adjourned at 8:01pm.

Next Meeting is April 9, 2026, 6:30 pm

The trustees entered into a brief executive session.

Berne Public Library
Income & Expense Report (Budget vs. Actual) 2026
January through April 2026

	Jan - Apr 26	Budget
Ordinary Income/Expense		
Income		
Direct Public Grants		
UHLS Association Grants		
Other Grants	652.90	
Total UHLS Association Grants	652.90	
Direct Public Grants - Other		1,000.00
Total Direct Public Grants	652.90	1,000.00
Direct Public Support		
Individual Patron Contributions	343.05	1,200.00
Non-profit Organization Contrib		300.00
Total Direct Public Support	343.05	1,500.00
Government Grants		
Grant reimbursement		30.00
LDS Funding		1,500.00
Local Government Grants		
Agency Grant - Town of Berne		
Town of Berne Direct Pay	1,192.93	5,232.00
Berne Direct Pay FICA	14,947.08	68,391.00
Town of Berne Direct Pay - Other		
Total Town of Berne Direct Pay	16,140.01	73,623.00
Agency Grant - Town of Berne - Other	20,000.00	11,000.00
Total Agency Grant - Town of Berne	36,140.01	84,623.00
Agency Grant - Town of Knox		9,000.00
Total Local Government Grants	36,140.01	93,623.00
Total Government Grants	36,140.01	95,153.00
Other Types of Income		
Book Replacement		300.00
Book Sales	16.25	100.00
Library Fines	38.85	
Miscellaneous Revenue		450.00
Photocopying Revenue	287.67	600.00
Total Other Types of Income	342.77	1,450.00
Total Income	37,478.73	99,103.00
Gross Profit	37,478.73	99,103.00
Expenses		
Advertising		350.00
Construction	1,312.00	
Contract Services		
Accounting Fees	380.00	360.00
Outside Contract Services	475.00	
Total Contract Services	855.00	360.00
Facilities and Equipment		
Equip Rental and Maintenance	558.60	2,000.00
Equipment Purchase	531.97	968.00
Total Facilities and Equipment	1,090.57	2,968.00
Miscellaneous Fees	(0.95)	

Berne Public Library
Income & Expense Report (Budget vs. Actual) 2026
January through April 2026

	Jan - Apr 26	Budget
Operations		
Books & Reference Materials		
E-content	3,471.59	7,850.00
Magazines	104.80	450.00
Software Applications		50.00
Videos	318.40	550.00
Books & Reference Materials - Other	871.98	4,000.00
Total Books & Reference Materials	4,766.77	12,900.00
Cleaning Supplies		50.00
Postage, Mailing Service		250.00
Printing and Copying		300.00
Supplies	75.22	600.00
Telephone, Telecommunications	729.49	2,000.00
UHLS Service Dues	690.00	2,762.00
Total Operations	6,261.48	18,862.00
Other Types of Expenses		
Memberships and Dues	145.00	400.00
Total Other Types of Expenses	145.00	400.00
Programs		
Adult Events		600.00
Children & Young Adult Programs		
Storytime		40.00
Summer Reading		250.00
Youth, General	267.47	700.00
Children & Young Adult Programs - Other	44.29	
Total Children & Young Adult Programs	311.76	990.00
General Patrons		30.00
Programs - Other	374.43	
Total Programs	686.19	1,640.00
Salary	14,947.08	68,391.00
Taxes		
FICA	1,192.93	5,232.00
Total Taxes	1,192.93	5,232.00
Travel, Meetings, and Training		
Conference, Meeting, Training	56.00	800.00
Travel		100.00
Travel, Meetings, and Training - Other	30.45	
Total Travel, Meetings, and Training	86.45	900.00
Total Expense	26,575.75	99,103.00
Net Ordinary Income	10,902.98	
Net Income	10,902.98	

3:33 PM

04/09/26

Berne Public Library
Reconciliation Detail
NBT Bank, Period Ending 03/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						28,193.62
Cleared Transactions						
Checks and Payments - 5 items						
Check	02/13/2026	ACH	Elan Financial Servi...	X	-374.43	-374.43
Check	02/13/2026	1316	Kathleen Stempel	X	-30.45	-404.88
Check	03/13/2026	1319	Berne Tax Service	X	-380.00	-784.88
Check	03/13/2026	ACH	MidTel	X	-143.77	-928.65
Check	03/13/2026	ACH	National Business T...	X	-111.72	-1,040.37
Total Checks and Payments					-1,040.37	-1,040.37
Total Cleared Transactions					-1,040.37	-1,040.37
Cleared Balance					-1,040.37	27,153.25
Uncleared Transactions						
Checks and Payments - 2 items						
Check	02/13/2026	ACH	MidTel		-143.77	-143.77
Check	02/13/2026	ACH	National Business T...		-111.72	-255.49
Total Checks and Payments					-255.49	-255.49
Total Uncleared Transactions					-255.49	-255.49
Register Balance as of 03/31/2026					-1,295.86	26,897.76
New Transactions						
Checks and Payments - 6 items						
Check	04/10/2026	1322	DL Industries		-1,312.00	-1,312.00
Check	04/10/2026	1320	UHLS - Upper Huds...		-690.00	-2,002.00
Check	04/10/2026	1321	Author's Note		-222.99	-2,224.99
Check	04/10/2026	ACH	Elan Financial Servi...		-210.50	-2,435.49
Check	04/10/2026	ACH	MidTel		-154.41	-2,589.90
Check	04/10/2026	ACH	National Business T...		-111.72	-2,701.62
Total Checks and Payments					-2,701.62	-2,701.62
Deposits and Credits - 1 item						
Deposit	04/06/2026				9,879.65	9,879.65
Total Deposits and Credits					9,879.65	9,879.65
Total New Transactions					7,178.03	7,178.03
Ending Balance					5,882.17	34,075.79

double
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April 2026 Trustee Meeting Director's Report

UHLS Director's Association: All award nominations, adult program, youth and family program, volunteer of the year, and trustee of the year, are due April 30. June 10 is scheduled for the yearly UHLS celebration. UHLS has a new resource called Senior Planet. The 150 courses come from AARP and they are looking for "train the trainer" people who could present the courses.

Construction Funds: Two lights have been installed at the outside back wall. They are on a timer to shut down at 10 PM so they are not shining at the back neighbors. As soon as I get the final invoice, I hope to close out the 2022 NYS Library Construction fund and will be submitted.

Cataloging: As of April 1 the Skyriver cataloging system has been discontinued and we are switched over to Online Computer Library Center, known as OCLC. Training will be at our next library staff meeting. Items not found in the UHLS or CDLC catalog will be research on the OCLC catalog.

2025 Annual Report: The Berne Public Library has submitted the annual report. A community informational flyer has been published according to the NYS minimum public library standards and will be handed out at the Town of Berne board meeting. Flyers will be displayed at the circulation desk.

Furniture: Kali Church from Accent in Albany came to the library and took measurements of where we want the bench and ottoman. The ottoman can be sat on and will have a hard top to play board games on. The Accent company is under NYS contract.

Equity Challenge: We received \$500 from the collection challenge.

Youth Services:

Minecraft: The live Minecraft event went well. The kids loved finding different things in the library to level up and finally destroy monsters.

Thank You Ted: Ted fixed the Fax machine. Now it works incoming and outgoing fax. Thank you so much.

Open Mic: You have one more chance to try out your talent on April 3 at 6:30, or sit and enjoy other talent.

Youth Services

March Manga Madness: Ten graphic novels are in the running to take first place on the brackets. We have a few hard copies of the books and all contenders can be read with our new digital content, Comics Plus.

Silent Book Club: Will meet on Thursday. I will give a verbal report at the meeting.

Storytime: There has been a slight increase to the weekly storytime attendance. There has been five regulars enjoying the program. Lauren dedicates a lot of literacy research for each session.

Upcoming Events

3/21 - Book Drop Off @ 9-12 Senior Center

3/19 – Silent Book Club @ 2:30-3:30

3/21 – Minecraft @ 3:00

3/23 – Adult Craft, Knitting @ 6:00

3/26 – Learn to Sew @6:00

3/28 – Book Sale @ 9-4 Senior Center

4/1 – Friends Meeting @ 7:00

4/3 – Last Open Mic @ 6:30

Submitted by

Kathy Stempel