

# **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.**

**May 14, 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) – Status of request to increase Director hours to full-time plus benefits
- Finance & Budget (Emilie, Tom, Susan, Kathy HB, Kathy S) – 1<sup>st</sup> Quarter audit overdue
- Policy (Jodi, Amy, Lynn, Emilie) –
  - Behavior Policy w PDA reading tabled to May;
  - Virtual Participation Policy is in the queue;
  - Recently approved NYS Board of Regents amendment re New York Public and Association Library Minimum Standard #4 re Board-approved written policies updated to include specific policies which must be reviewed and updated at least once every five years or earlier
- Technology (Aurora, Tom, Kathy H-B, Kathy S) - draft of IT Policy addressing installing updates & ensuring continued vendor support?
- Aesthetics (Lynn, Susan, Kathy S) – update?

## **Business:**

- Trustee luncheon for Lisa, Ted, and Walter – payment?
- BKW Yearbook ordered – Kathy S ordered both yearbooks
- Annual Report – status?
- Town Board Liaison to the Library Board
- \$5,000.00 grant – About \$1000 left , Kathy S looking at furniture for teen area – update?
- Construction grant update (deadline 6/30/2026) – installed; Kathy to rewrite grant to include
- 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 – status of work order?
- Other: Memorial Day float committee, Pay NYLA dues (due May 31st), Share information on 6/10 UHLS reception

## **Director's Report**

## **Friend's Report**

Meeting adjourned at \_\_\_\_\_ **Next Meeting is June 11, 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**  
**Income & Expense Report (Budget vs. Actual) 2026**  
January through April 2026

|                                      | Jan - Apr 26     | Budget           |
|--------------------------------------|------------------|------------------|
| <b>Ordinary Income/Expense</b>       |                  |                  |
| <b>Income</b>                        |                  |                  |
| 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                    |                  |                  |
| E-rate reimbursement                 |                  | 30.00            |
| LLSA Funding                         |                  | 1,500.00         |
| Local Government Grants              |                  |                  |
| Agency Grant - Town of Berne         |                  |                  |
| Town of Berne Direct Pay             |                  |                  |
| Berne Direct Pay FICA                | 1,581.37         | 5,232.00         |
| Town of Berne Direct Pay - Other     | 20,024.64        | 68,391.00        |
| Total Town of Berne Direct Pay       | 21,606.01        | 73,623.00        |
| Agency Grant - Town of Berne - Other | 11,000.00        | 11,000.00        |
| Total Agency Grant - Town of Berne   | 32,606.01        | 84,623.00        |
| Agency Grant - Town of Knox          | 9,000.00         | 9,000.00         |
| Total Local Government Grants        | 41,606.01        | 93,623.00        |
| Total Government Grants              | 41,606.01        | 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         |
| <b>Total Income</b>                  | <b>42,944.73</b> | <b>99,103.00</b> |
| <b>Gross Profit</b>                  | <b>42,944.73</b> | <b>99,103.00</b> |
| <b>Expense</b>                       |                  |                  |
| 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         | 446.88           | 2,000.00         |
| Equipment Purchase                   | 531.97           | 968.00           |
| Total Facilities and Equipment       | 978.85           | 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    |
|--------------------------------------------------|--------------|-----------|
| <b>Operations</b>                                |              |           |
| <b>Books &amp; Reference Materials</b>           |              |           |
| 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  |
| <b>Total Books &amp; Reference Materials</b>     | 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                    | 585.72       | 2,000.00  |
| UHLS Service Dues                                | 690.00       | 2,762.00  |
| <b>Total Operations</b>                          | 6,117.71     | 18,862.00 |
| <b>Other Types of Expenses</b>                   |              |           |
| Memberships and Dues                             | 145.00       | 400.00    |
| <b>Total Other Types of Expenses</b>             | 145.00       | 400.00    |
| <b>Programs</b>                                  |              |           |
| 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        |           |
| <b>Total Children &amp; Young Adult Programs</b> | 311.76       | 990.00    |
| General Patrons                                  |              | 50.00     |
| Programs - Other                                 | 374.43       |           |
| <b>Total Programs</b>                            | 686.19       | 1,640.00  |
| <b>Salary</b>                                    | 20,024.64    | 68,391.00 |
| <b>Taxes</b>                                     |              |           |
| FICA                                             | 1,581.37     | 5,232.00  |
| <b>Total Taxes</b>                               | 1,581.37     | 5,232.00  |
| <b>Travel, Meetings, and Training</b>            |              |           |
| Conference, Meeting, Training                    | 56.00        | 800.00    |
| Travel                                           |              | 100.00    |
| Travel, Meetings, and Training - Other           | 30.45        |           |
| <b>Total Travel, Meetings, and Training</b>      | 86.45        | 900.00    |
| <b>Total Expense</b>                             | 31,786.26    | 99,103.00 |
| <b>Net Ordinary Income</b>                       | 11,158.47    |           |
| <b>Net Income</b>                                | 11,158.47    |           |

2:40 PM

05/21/26

**Berne Public Library**  
**Reconciliation Detail**  
**NBT Bank, Period Ending 04/30/2026**

| Type                                 | Date       | Num  | Name                    | Clr | Amount          | Balance          |
|--------------------------------------|------------|------|-------------------------|-----|-----------------|------------------|
| <b>Beginning Balance</b>             |            |      |                         |     |                 | 27,153.25        |
| <b>Cleared Transactions</b>          |            |      |                         |     |                 |                  |
| <b>Checks and Payments - 5 items</b> |            |      |                         |     |                 |                  |
| Check                                | 04/10/2026 | 1320 | UHLS - Upper Huds...    | X   | -690.00         | -690.00          |
| Check                                | 04/10/2026 | 1321 | Author's Note           | X   | -222.99         | -912.99          |
| Check                                | 04/10/2026 | ACH  | Elan Financial Servi... | X   | -210.50         | -1,123.49        |
| Check                                | 04/10/2026 | ACH  | MidTel                  | X   | -154.41         | -1,277.90        |
| Check                                | 04/10/2026 | ACH  | National Business T...  | X   | -111.72         | -1,389.62        |
| Total Checks and Payments            |            |      |                         |     | -1,389.62       | -1,389.62        |
| <b>Deposits and Credits - 1 item</b> |            |      |                         |     |                 |                  |
| Deposit                              | 04/06/2026 |      |                         | X   | 9,879.65        | 9,879.65         |
| Total Deposits and Credits           |            |      |                         |     | 9,879.65        | 9,879.65         |
| Total Cleared Transactions           |            |      |                         |     | 8,490.03        | 8,490.03         |
| Cleared Balance                      |            |      |                         |     | 8,490.03        | 35,643.28        |
| <b>Uncleared Transactions</b>        |            |      |                         |     |                 |                  |
| <b>Checks and Payments - 1 item</b>  |            |      |                         |     |                 |                  |
| Check                                | 04/10/2026 | 1322 | DL Industries           |     | -1,312.00       | -1,312.00        |
| Total Checks and Payments            |            |      |                         |     | -1,312.00       | -1,312.00        |
| Total Uncleared Transactions         |            |      |                         |     | -1,312.00       | -1,312.00        |
| Register Balance as of 04/30/2026    |            |      |                         |     | 7,178.03        | 34,331.28        |
| <b>New Transactions</b>              |            |      |                         |     |                 |                  |
| <b>Checks and Payments - 5 items</b> |            |      |                         |     |                 |                  |
| Check                                | 05/15/2026 | 1324 | Upper Hudson Libra...   |     | -885.42         | -885.42          |
| Check                                | 05/15/2026 | ACH  | Elan Financial Servi... |     | -435.98         | -1,321.40        |
| Check                                | 05/15/2026 | 1323 | Author's Note           |     | -268.06         | -1,589.46        |
| Check                                | 05/15/2026 | ACH  | MidTel                  |     | -152.57         | -1,742.03        |
| Check                                | 05/15/2026 | ACH  | National Business T...  |     | -111.72         | -1,853.75        |
| Total Checks and Payments            |            |      |                         |     | -1,853.75       | -1,853.75        |
| <b>Deposits and Credits - 1 item</b> |            |      |                         |     |                 |                  |
| Deposit                              | 05/12/2026 |      |                         |     | 319.38          | 319.38           |
| Total Deposits and Credits           |            |      |                         |     | 319.38          | 319.38           |
| Total New Transactions               |            |      |                         |     | -1,534.37       | -1,534.37        |
| <b>Ending Balance</b>                |            |      |                         |     | <b>5,643.66</b> | <b>32,796.91</b> |

# **Berne Public Library**

## **Board of Trustee's Minutes**

**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 6:31pm

### **Introductions & Roll Call:**

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

absent: Jodi Ebel

Also present: Kathy Stempel Library Director, Marion Burhart representing the Friends of the Library, Ted Borys

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

### **Public Comment**

- Knox Liaison (Liz Helf not present – sent message with Susan Gardner) - Liz was able to secure Knox Park (kitchen will be available) for August 12

**Secretary** – Motion made by Susan 2<sup>nd</sup> by Lynn to accept the March minutes as presented. Carried.

### **Treasurer**

- Motion made by Aurora, 2<sup>nd</sup> by Amy 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 Lynn 2<sup>nd</sup> by Susan that the bills be paid as presented. Carried.

### **Reports of Standing Committees:**

- Personnel (Lynn, Amy, Aurora) – Director Evaluation –The committee met and reviewed all of the evaluations. The results were presented to Kathy S.
- Finance & Budget (Emilie, Tom, Susan, Kathy HB, Kathy S) – 2025 4<sup>th</sup> Quarter audit was completed after the March meeting and 2026 1<sup>st</sup> Quarter audit will be completed following the May meeting.
- Policy (Jodi, Amy, Lynn, Emilie) – 2<sup>nd</sup> reading of Behavior Policy tabled to May; Virtual Participation Policy is in the queue.
- Technology (Aurora, Tom, Kathy H-B, Kathy S) – No report from the committee although Ted has been helping Kathy S with IT issues within the library. Ted is checking on the status of all public use machines – are they up-to-date and, if not, can they be updated. It was suggested the Tech Committee create a policy outlining how to best keep the library's technological tools and services current.
- Aesthetics (Lynn, Susan, Kathy S) – Kathy S has posted the Behavior Policy with PDA statement in several areas.

### **Business:**

- Lynn has suggested we ask Town of Berne to make the Library Director a full-time position, including benefits. Personnel Committee will contact UHLS for guidance and info.
- New Mid-Tel contract (3 years – increase of approx \$10 a month) is all set.
- Trustee luncheon for Lisa, Ted, and Walter will be on April 18 at 12:00 pm at Maple on the Lake.
- Both BKW yearbooks (elem & HS) have been ordered.
- Annual Report was submitted to UHLS. Kathy S presented the 2025 Review pamphlet to the Town Board.
- Town Board Liaison to the Library Board – Kathy S will think about who might best fill role

## **Berne Public Library Board of Trustee's Minutes**

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

- \$5,000.00 grant – Still has about \$2000 left. Kali Church from Accent Furniture came and measured the teen area for a bench and ottoman. A motion was made by Kathy H-B, 2<sup>nd</sup> by Lynn to allow Kathy S to spend remaining grant money on furniture for teen area.
- Construction grant update (deadline 6/30/2026) – Two lights have been added to rear of library to illuminate the parking lot. Kathy S just now needs to amend report to reflect the use of the grant for the ADA doors, cameras and lights.
- Status of ADA door controls – Kathy has provided parts to the gentleman who is to work on the doors and now we're waiting for the work to be done.
- Status of the parking lot – sealing and newly painted lines – Kathy S will put in a work order.
- Trustee Board Members – Sandra has added it to the Altamont Enterprise column; Kathy S will post on FB; Susan will mention it at PTA meeting.
- Water system – no new information
- Memorial Day Float: Kathy & friends working on it – Dinosaur theme to coincide with Summer Reading Program. Aurora to ask about getting hay wagon for participants to ride on.
- UHLS Reception on June 10. Time and location will be given at May meeting.

### **Director's Report –**

- UHLS Director's Assoc Meeting: All nominations for UHLS awards are due April 30. Kathy S wants to put in a nomination for each category. UHLS has a new resource called Senior Planet with 150 courses from AARP.
- Library has new catalog system – switching from Skyriver to Online Computer Library Center (OCLC) starting April 1.
- Received \$500 from the Equity Challenge.
- Minecraft event and March Manga Madness went very well.
- Upcoming events can be found on the attached report

### **Friend's Report –**

- Book sale was a huge success – made \$3000.
- Bowls for Books June 21<sup>st</sup>.
- Vacation Picture Share is Friday, May 8<sup>th</sup>.
- The Seed Library is open.
- Story walks will be returning – Signs in the Knox Town Park have been redone.

Meeting adjourned at 8:00pm.

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

May 2026

Trustee Meeting

Director's Report

UHLS Director Association: The 64th annual UHLS celebration is scheduled for June 10 at Love Albany on 8 Kate Street in Albany. The cost is \$45. I was able to submit nominations for Volunteer of the Year and Youth and Family Program of the Year. We have not heard back yet as to whom the winners are.

There was a discussion about having an option not to provide services to out of system patrons and or limit the service. One idea was to have each library make the decision.

Construction Funds: I have loaded all the paper work to the site at Department of Library Division, however I did not hit submit. Chris, from UHLS wanted to review all the documents to see if we are missing anything before we submit. We almost spent all assigned funds except \$406 of the total. I expect there will be some questions before it can be finalized.

Outreach: The Berne Library will be at a table for Super Story Party held at the State Museum. We will be providing a literary craft. The date is June 7, more info to come. Another opportunity for outreach is the BKW Bulldog show which will be held on June 12.

The Library received \$100 from UHLS for participating in the March Manga Challenge. We also received \$79 for Summer Reading supplies from NYS Love Your Library Fund. The SRP money comes from the State selling "Love Your Library" license plates and by checking off a box on your State tax forms.

Parade: We have a very large SRP banner for the wagon or trailer that will be in the parade. I will be picking up the dino costumes from the Cohoes Library on the 22<sup>nd</sup>. Decorating time will be 8 am May 25 at the library. I am looking for dinosaur volunteers to go on the float. Also, I plan on taking a few dinosaurs with handlers to Knox (if the wagon does not go farther than Berne) for that portion of the parade.

The **Lost Radio Rounder** will be performing at the Berne Community Center on June 13 at 2:00. They are an acoustic musical group from Albany. Known for their themed musical/historical program that blend folk traditions with storytelling to explore America's rich songbook. The Friends of the Berne Library will be supporting this program from funds out of the Garry Willsie budget line. This free program goes hand in hand with the 6 week film series for America 250. Please bring your friends to attend this special performance.

### Youth Services

Summer Reading Program '**Unearth a Story**' – Planning for the SRP is underway for all ages. This year, Sandra will be in charge of the adult program. Chuck Ver Straten will be doing an archaeology program on July 16. Lauren Smith will be planning programs for elementary age group and preschoolers. I am planning the teen SRP. We met last Friday to co-ordinate and will be creating a schedule for the summer.

Submitted by,

Kathy Stempel