



The Middleburgh Library
& Dr. Best House and Medical Museum
323 Main Street, PO Box 670
Middleburgh, NY 12122
(518) 827-5142
www.middleburghlibrary.info

Middleburgh Library Association

Board of Trustees Meeting Agenda

July 15, 2024

1. Call To Order
1. Pledge of Allegiance
2. Agenda: Questions, Additions and Approval
3. Approval of June 17, 2024 minutes
4. Middleburgh Library Association Treasurer's Report
5. Best House Treasurer's Report
6. Director's Report
7. Committee Reports:
 - a. Best House
8. Old Business:
9. New Business:
 - a. Luibrand Law Firm Letter
 - b. Book Sale
10. Public Comment
11. Executive Session (if needed)
12. Adjournment

Next monthly meeting Monday, August 19, 2024

Middleburgh Library Association
Board of Trustees Monthly Meeting – June 17, 2024

1. Call to Order

a. Time – 6:02 pm

b. Present: Diane Stewart (Co-President), Sarah Beekman (Co-President), Kelly Rossmann (Secretary), Sarah Hunt (Treasurer), Deborah Brigadier (Best House Director), Terry Pavoldi (Director), Carrie Foland, Scott Keidong and Marilyn Wyman. Guests: Susan London and Katherine Hawkins.
Absent: Dan Dial and Scott Walsh

2. Pledge of Allegiance

3. Agenda: Questions, Additions and Approval

Motion to approve agenda with addition of: 5.) "Guests – MVLS"
-Marilyn, 2nd by Scott K

Aye – 7 No – 0 Abstain – 0

4. Approval of May 20, 2024 Meetings Minutes

Motion to approve May 20, 2024 Annual Meeting minutes - Diane, 2nd by Scott K

Aye – 6 No – 0 Abstain – 1

Motion to approve May 20, 2024 Regular Meeting minutes – Marilyn, 2nd by Sarah B.

Aye – 7 No – 0 Abstain – 0

5. Guests – MVLS

Susan London and Katherine Hawkins (MVLS board members from Schoharie County) spoke about latest happenings at MVLS.

6. MLA Treasurer's Report:

Sarah Hunt presented Account Quick Report and monthly Profit and Loss Report. FAM FUNDS is up this month. Diane will send out the additional reports that Sarah received from Evening Star Accounting for all to review.

Motion to accept MLA Treasurer's report - Deborah, 2nd by Carrie

Aye – 7 No – 0 Abstain – 0

7. BH Treasurer's Report:

Kelly Rossmann presented Best House report. Deb mailed out the Appeal Letters on 6/3/24 (to date we have received \$ 2,445). Deb needs to be reimbursed for mailing out Appeal Letters at the cost of \$ 435.84. A Best House check was given to Deb tonight for reimbursement. Kelly will email Evening Star regarding adding Sarah Hunt's signature to MLA checks since she is now Treasurer (and removing Kelly's signature). IRS letter arrived regarding penalty for filing 2022 taxes late. BQ Accounting will be notified and asked to send abatement letter.

Motion to accept BH Treasurer's report – Marilyn, 2nd by Carrie

Aye - 7 No - 0 Abstain – 0

8. Director's Report:

Terry reported that donations have been received in memory of both Ellie Spencer and Marian Bouck. Kelly was asked to send out Thank you cards to all those donors. Of note, the library did send flowers to both families. Also, a donation was received from St. Mark's church for SRP. Fairy Tea Party is this Saturday (set up on Friday).

Motion to accept Director's Report - Scott, 2nd by Marilyn

Aye –7 No – 0 Abstain – 0

9. Committee Reports:

- a. Best House – Deborah will help Kelly with 6/21 Tour for Town of New Scotland Senior Citizens (now at 2pm).
- b. Fundraising Committee – Diane reported that Hot Dog Meals (Hot Dog, Chips and Water) will be offered at Wednesday's Carnival (at no charge but will accept donations). Diane to donate the Hot Dogs. Sunday's concert brought in \$ 590.

Motion to accept Committee Reports - Diane, 2nd by Carrie

Aye – 7 No – 0 Abstain – 0

10. Old Business:

- a. 4th Friday – June 28th
Rebecca will be in charge of Giant Bubbles for the children. Families can sign up for Summer Reading Program.
- b. Summer Reading Kick Off Carnival – June 19th
Popcorn and Ice Cream will be offered to attendees. Let Terry know if you are volunteering and interested in joining her for Pizza tomorrow (if yes, arrive at 3:45 pm/otherwise, arrive by 4:30pm).

11. New Business:

- a. Approval of Best House Volunteers
BHAC recommends approval of all applicants

Motion to approve new Best House Volunteers - Kelly, 2nd by Marilyn

Aye – 7 No – 0 Abstain – 0

12. Public comment:

Susan London thanked everyone for their involvement with MLA and many other local organizations.

13. Executive Session: Not needed.

14. Adjournment:

- a. Motion to adjourn at 7:23pm - Carrie, 2nd by Scott
Aye – 7 No – 0 Abstain – 0

Next meeting - July 15, 2024 @ 6pm

Minutes submitted by Kelly Rossmann

11:00 AM

07/03/24

Cash Basis

Middleburgh Library Association
Account QuickReport

As of June 30, 2024

| Type | Date | Num | Name | Memo | Clr | Split | Debit | Credit | Original Amount | Balance |
|-------------------------|------------|-------|--------------------------------------|-------------------|-----|---------------------|----------|-----------|-----------------|------------|
| NBT Bank - 523901 | | | | | | | | | | |
| Bill Pmt -Check | 06/05/2024 | 25087 | Sony Ochs | Reimbursement | X | Short Term Loans | | 500.00 | -500.00 | 195,546.50 |
| Deposit | 06/10/2024 | | | Deposit | X | -SPLIT- | 1,751.00 | | 1,751.00 | 195,046.50 |
| Check | 06/11/2024 | | Middleburgh Telephone Company | | X | Technology/Tele... | | 167.95 | -167.95 | 196,797.50 |
| Check | 06/11/2024 | | Middleburgh Telephone Company | | X | Technology/Tele... | | 80.95 | -80.95 | 196,629.55 |
| Bill Pmt -Check | 06/13/2024 | 25088 | Amazon Capital Services, Inc | 1N4Y-HN9G-DC41 | X | Short Term Loans | | 261.80 | -261.80 | 196,548.60 |
| Bill Pmt -Check | 06/13/2024 | 25089 | Anne LaMont | Reimbursement | X | Short Term Loans | | 28.00 | -28.00 | 196,286.80 |
| Bill Pmt -Check | 06/13/2024 | 25090 | Evening Star Bookkeeping Svcs | 27212 | X | Short Term Loans | | 594.14 | -594.14 | 196,258.80 |
| Bill Pmt -Check | 06/13/2024 | 25091 | Kyle's Waste Management | 692713 | X | Short Term Loans | | 30.00 | -30.00 | 195,664.66 |
| Bill Pmt -Check | 06/13/2024 | 25092 | Lookout Books | L482861 | X | Short Term Loans | | 128.79 | -128.79 | 195,634.66 |
| Bill Pmt -Check | 06/13/2024 | 25093 | Middleburgh Library Assoc | Reimbursements | X | Short Term Loans | | 96.94 | -96.94 | 195,505.87 |
| Bill Pmt -Check | 06/13/2024 | 25094 | MVLS | | X | Short Term Loans | | 658.50 | -658.50 | 195,408.93 |
| Bill Pmt -Check | 06/13/2024 | 25095 | Sloan Wainwright | June 16th Concert | X | Short Term Loans | | 500.00 | -500.00 | 194,750.43 |
| Bill Pmt -Check | 06/13/2024 | 25096 | SMIST | 112 | X | Short Term Loans | | 15.00 | -15.00 | 194,250.43 |
| Bill Pmt -Check | 06/13/2024 | 25097 | Soul Gaze Studios/Lucianna Silvestri | May Chair Yoga | X | Short Term Loans | | 200.00 | -200.00 | 194,035.43 |
| Check | 06/17/2024 | DD | Diamond, Michael J | | X | -SPLIT- | | 164.66 | -164.66 | 193,870.77 |
| Check | 06/17/2024 | DD | Haley, Marie | | X | -SPLIT- | | 233.26 | -233.26 | 193,637.51 |
| Check | 06/17/2024 | DD | LaMont, Anne M | | X | -SPLIT- | | 274.63 | -274.63 | 193,362.88 |
| Check | 06/17/2024 | DD | Pelton, Laura | | X | -SPLIT- | | 341.86 | -341.86 | 193,021.02 |
| Check | 06/17/2024 | DD | Rolland Jr, Richard I | | X | -SPLIT- | | 54.88 | -54.88 | 192,966.14 |
| Check | 06/17/2024 | DD | Walther, Joshua M | | X | -SPLIT- | | 164.66 | -164.66 | 192,801.48 |
| Check | 06/17/2024 | DD | Young-Cherizard, Rebecca L | | X | -SPLIT- | | 345.65 | -345.65 | 192,455.83 |
| Check | 06/17/2024 | EFT | NYS Income Tax | | X | State Withholding | | 1.75 | -1.75 | 192,454.08 |
| Check | 06/17/2024 | EFTPS | EFTPS-941 | | X | Federal Withhold... | | 264.24 | -264.24 | 192,189.84 |
| Check | 06/17/2024 | Fee | Evening Star Bookkeeping Svcs | | X | Bookkeeping / A... | | 65.00 | -65.00 | 192,124.84 |
| Check | 06/17/2024 | EFT | NYS Unemployment Insurance | | X | NYS Unemploy... | | 36.29 | -36.29 | 192,088.55 |
| Check | 06/17/2024 | DD | Pavoldi, Teresa M | | X | -SPLIT- | | 2,003.19 | -2,003.19 | 190,085.36 |
| Check | 06/17/2024 | EFT | NYS Income Tax | | X | State Withholding | | 108.89 | -108.89 | 189,976.47 |
| Check | 06/17/2024 | EFTPS | EFTPS-941 | | X | Federal Withhold... | | 499.64 | -499.64 | 189,476.83 |
| Check | 06/17/2024 | Fee | Evening Star Bookkeeping Svcs | | X | Bookkeeping / A... | | 53.00 | -53.00 | 189,423.83 |
| Check | 06/20/2024 | DD | National Grid | | X | Electricity | | 524.63 | -524.63 | 188,899.20 |
| Check | 06/28/2024 | DD | Pavoldi, Teresa M | | X | -SPLIT- | | 2,003.21 | -2,003.21 | 186,895.99 |
| Check | 06/28/2024 | EFTPS | EFTPS-941 | | X | Federal Withhold... | | 499.62 | -499.62 | 186,396.37 |
| Check | 06/28/2024 | EFT | NYS Income Tax | | X | State Withholding | | 108.89 | -108.89 | 186,287.48 |
| Check | 06/28/2024 | Fee | Evening Star Bookkeeping Svcs | | X | Bookkeeping / A... | | 53.00 | -53.00 | 186,234.48 |
| Check | 06/28/2024 | DD | Diamond, Michael J | | X | -SPLIT- | | 109.77 | -109.77 | 186,124.71 |
| Check | 06/28/2024 | DD | Haley, Marie | | X | -SPLIT- | | 295.55 | -295.55 | 185,829.16 |
| Check | 06/28/2024 | DD | Pelton, Laura | | X | -SPLIT- | | 227.62 | -227.62 | 185,601.54 |
| Check | 06/28/2024 | DD | Rolland Jr, Richard I | | X | -SPLIT- | | 303.24 | -303.24 | 185,298.30 |
| Check | 06/28/2024 | DD | Walther, Joshua M | | X | -SPLIT- | | 56.35 | -56.35 | 185,241.95 |
| Check | 06/28/2024 | DD | Young-Cherizard, Rebecca L | | X | -SPLIT- | | 233.26 | -233.26 | 185,008.69 |
| Check | 06/28/2024 | EFTPS | EFTPS-941 | | X | Federal Withhold... | | 609.65 | -609.65 | 184,399.04 |
| Check | 06/28/2024 | EFT | NYS Income Tax | | X | State Withholding | | 308.50 | -308.50 | 184,090.54 |
| Check | 06/28/2024 | Fee | Evening Star Bookkeeping Svcs | | X | Bookkeeping / A... | | 12.00 | -12.00 | 184,078.54 |
| Check | 06/28/2024 | EFT | NYS Unemployment Insurance | | X | NYS Unemploy... | | 65.00 | -65.00 | 184,013.54 |
| Check | 06/28/2024 | EFT | | | | | | 42.34 | -42.34 | 183,971.20 |
| Total NBT Bank - 523901 | | | | | | | 1,751.00 | 13,326.30 | | 183,971.20 |
| TOTAL | | | | | | | 1,751.00 | 13,326.30 | | 183,971.20 |

Middleburgh Library Association

Profit & Loss Budget vs. Actual MLA

January through June 2024

| | Jan - Jun 24 | Budget | \$ Over Budget | % of Budget |
|--|-----------------|-------------------|--------------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Aid / Grants | | | | |
| Grants | 1,100.00 | 0.00 | 1,100.00 | 100.0% |
| LLSA | 174.60 | | | |
| Aid / Grants - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Aid / Grants | 1,274.60 | 0.00 | 1,274.60 | 100.0% |
| Donations, Gifts and Endowments | 2,440.00 | | | |
| Fundraisers | | | | |
| Arts and Craft Sale | 40.00 | | | |
| Book Sale | 96.00 | | | |
| Concert | 875.00 | | | |
| Crock Pot Cook Off | 465.00 | | | |
| Jar | 600.00 | | | |
| Fundraisers - Other | 0.00 | 7,000.00 | -7,000.00 | 0.0% |
| Total Fundraisers | 2,076.00 | 7,000.00 | -4,924.00 | 29.7% |
| History & Genealogy Room Income | 0.00 | 0.00 | 0.00 | 0.0% |
| Library Charges | 36.99 | | | |
| Library Tax Funds | 0.00 | 186,981.19 | -186,981.19 | 0.0% |
| Other | 0.00 | 26,856.49 | -26,856.49 | 0.0% |
| Total Income | 5,827.59 | 220,837.68 | -215,010.09 | 2.6% |
| Expense | | | | |
| Bldg Operation / Maint | | | | |
| Building Repairs | 3,234.04 | | | |
| Equipment Repairs | 208.95 | | | |
| Maintenance | 423.97 | | | |
| Bldg Operation / Maint - Other | 60.00 | 5,000.00 | -4,940.00 | 1.2% |
| Total Bldg Operation / Maint | 3,926.96 | 5,000.00 | -1,073.04 | 78.5% |
| Bookkeeping / Accounting | 6,168.28 | 4,000.00 | 2,168.28 | 154.2% |
| Books, Periodicals & Audio Visu | 7,627.16 | 12,000.00 | -4,372.84 | 63.6% |
| Employee Benefits | 0.00 | 400.00 | -400.00 | 0.0% |
| Flood Rebuilding Expenses | | | | |
| Books Replaced | -15.00 | | | |
| Total Flood Rebuilding Expenses | -15.00 | | | |
| Fundraiser Expenses | 0.00 | 200.00 | -200.00 | 0.0% |
| History & Genealogy Room Exp | 53.95 | 200.00 | -146.05 | 27.0% |
| Insurance | | | | |
| Building/Liability | 6,604.60 | 13,200.00 | -6,595.40 | 50.0% |
| Directors & Officers | 878.00 | 1,000.00 | -122.00 | 87.8% |
| Flood | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| Total Insurance | 7,482.60 | 19,200.00 | -11,717.40 | 39.0% |
| Miscellaneous | | | | |
| Advertising | 91.20 | 200.00 | -108.80 | 45.6% |
| Alarm Monitoring | 336.00 | 350.00 | -14.00 | 96.0% |
| Bank Charges | 0.00 | | | |
| Election Expenses | 446.01 | 750.00 | -303.99 | 59.5% |
| Equipment | 0.00 | 3,500.00 | -3,500.00 | 0.0% |
| Licenses | 0.00 | 650.00 | -650.00 | 0.0% |
| Memberships | 260.00 | 100.00 | 160.00 | 260.0% |
| Miscellaneous - Other | 255.90 | 500.00 | -244.10 | 51.2% |
| Total Miscellaneous | 1,389.11 | 6,050.00 | -4,660.89 | 23.0% |
| Office/Library Supplies | 2,208.92 | 3,500.00 | -1,291.08 | 63.1% |
| Postage and Freight | 17.10 | 100.00 | -82.90 | 17.1% |
| Professional Fees | 0.00 | 0.00 | 0.00 | 0.0% |
| Programs | | | | |
| Create Grant | 1,000.00 | | | |
| Regular | 3,132.16 | 4,800.00 | -1,667.84 | 65.3% |
| Summer Reading Programs | 535.65 | 2,500.00 | -1,964.35 | 21.4% |
| Programs - Other | 60.00 | 0.00 | 60.00 | 100.0% |
| Total Programs | 4,727.81 | 7,300.00 | -2,572.19 | 64.8% |

Middleburgh Library Association
Profit & Loss Budget vs. Actual MLA
 January through June 2024

| | Jan - Jun 24 | Budget | \$ Over Budget | % of Budget |
|--------------------------------------|--------------|------------|----------------|-------------|
| Salaries and Wages | | | | |
| Gross Payroll | 51,972.95 | 120,732.40 | -68,759.45 | 43.0% |
| Insurance | | | | |
| Workers Compensation | 88.90 | 2,000.00 | -1,911.10 | 4.4% |
| Total Insurance | 88.90 | 2,000.00 | -1,911.10 | 4.4% |
| Payroll Taxes | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| Total Salaries and Wages | 52,061.85 | 132,732.40 | -80,670.55 | 39.2% |
| Technology/Telecommunications | 4,907.35 | 12,000.00 | -7,092.65 | 40.9% |
| Utilities | | | | |
| Electricity | 2,477.47 | 6,000.00 | -3,522.53 | 41.3% |
| Heating Fuel | 6,039.45 | 9,000.00 | -2,960.55 | 67.1% |
| Water & Sewer | 544.66 | 1,100.00 | -555.34 | 49.5% |
| Total Utilities | 9,061.58 | 16,100.00 | -7,038.42 | 56.3% |
| Total Expense | 99,617.67 | 218,782.40 | -119,164.73 | 45.5% |
| Net Ordinary Income | -93,790.08 | 2,055.28 | -95,845.36 | -4,563.4% |
| Net Income | -93,790.08 | 2,055.28 | -95,845.36 | -4,563.4% |

**MIDDLEBURGH LIBRARY ASSOCIATION
FENIMORE ASSET MANAGEMENT, INC 2024**

| SPENCER BEQUEST | 2023 | January | February | March | April | May | June | July | August | September | October | November | December |
|-----------------------------|---------------|---------------|---------------|---------------|----------------|---------------|---------------|---------------|---------|-----------|---------|----------|----------|
| Beginning Balance = | | \$ 247,451.58 | \$ 249,356.10 | \$ 264,012.51 | \$ 274,967.21 | \$ 280,474.03 | \$ 266,468.66 | \$ 264,277.27 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Earnings | | \$ 1,904.52 | \$ 14,656.41 | \$ 10,954.70 | \$ (14,493.18) | \$ 5,994.63 | \$ (2,191.39) | | | | | | |
| Current Year Contributions | \$ - | | | | | | | | | | | | |
| Withdrawals | \$ - | | | | | | | | | | | | |
| Total Portfolio Net Worth = | \$ 247,451.58 | \$ 249,356.10 | \$ 264,012.51 | \$ 274,967.21 | \$ 260,474.03 | \$ 266,468.66 | \$ 264,277.27 | | | | | | |

**Spencer Bequest is a Fenimore Asset Interest earning portfolio managed by the Board of Trustees that can not be drawn down below \$124,000.00.

| BEST BEQUEST | 2023 | January | February | March | April | May | June | July | August | September | October | November | December |
|-----------------------------|--------------|--------------|--------------|---------------|----------------|--------------|--------------|--------------|---------|-----------|---------|----------|----------|
| Beginning Balance = | | \$ 93,026.72 | \$ 94,227.72 | \$ 99,394.09 | \$ 103,466.18 | \$ 92,716.53 | \$ 95,273.69 | \$ 94,340.60 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Earnings | | \$ 1,201.00 | \$ 5,166.37 | \$ 4,072.09 | \$ (10,749.65) | \$ 2,557.16 | \$ (833.09) | | | | | | |
| Current Year Contributions | | | | | | | | | | | | | |
| Withdrawals | | | | | | | | | | | | | |
| Total Portfolio Net Worth = | \$ 93,026.72 | \$ 94,227.72 | \$ 99,394.09 | \$ 103,466.18 | \$ 92,716.53 | \$ 95,273.69 | \$ 94,340.60 | | | | | | |

**Best Bequest is a Fenimore Asset Interest earning portfolio used to for Best House expenses only when other Best House funding is exhausted or currently unavailable.

MIDDLEBURGH LIBRARY ASSOCIATION
BEST HOUSE 2024

| TREASURERS REPORT | 2023 | January | February | March | April | May | June | July | August | September | October | November | December | 2024 | 2024 Budget |
|-----------------------------------|---------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------|--------|-----------|---------|----------|----------|-----------------------|-------------|
| BEGINNING BALANCE | \$ 12,771.67 | \$ 9,547.60 | \$ 9,556.39 | \$ 8,605.94 | \$ 7,617.51 | \$ 6,815.08 | \$ 5,756.09 | \$ 9,683.36 | | | | | | | |
| RECEIPTS: | | | | | | | | | | | | | | | |
| Fenimore Asset Management | \$ 2,687.00 | | | | \$ 5,890.00 | | | | | | | | | \$ 5,890.00 | |
| Unrestricted Donations (non-tour) | \$ 517.50 | | | | | | | | | | | | | \$ 4,970.00 | |
| Tours / Programs | \$ 1,271.00 | \$ 690.00 | \$ 285.00 | | \$ 52.00 | \$ 160.00 | \$ 315.00 | | | | | | | \$ 527.00 | |
| 4th Friday Donations | \$ 406.00 | | | | | \$ 10.00 | | | | | | | | \$ 10.00 | |
| Restricted Donations | \$ 22,500.00 | | | | | \$ 250.00 | | | | | | | | \$ 250.00 | |
| Fundraising - Other | \$ 4,067.50 | | | | \$ 105.00 | \$ 137.00 | \$ 303.00 | | | | | | | \$ 545.00 | |
| Paranormal Event | \$ 595.00 | | | | \$ 200.00 | | \$ 150.00 | | | | | | | \$ 350.00 | |
| Miracle on Main Street | \$ 2,259.00 | | | | | | | | | | | | | | |
| Appeal Letter Donations | | | | | | | \$ 3,995.00 | | | | | | | \$ 3,995.00 | |
| Total Receipts = | \$ 34,303.00 | \$ 690.00 | \$ 285.00 | \$ - | \$ 6,247.00 | \$ 557.00 | \$ 4,763.00 | | | | | | | \$ 12,542.00 | |
| DISBURSEMENTS: | | | | | | | | | | | | | | | |
| Village Water & Sewer | \$ 308.09 | | \$ (77.03) | | \$ - | \$ (77.03) | | | | | | | | \$ (154.06) | |
| National Grid | \$ 1,394.66 | \$ (87.86) | \$ (83.78) | \$ (112.82) | \$ (68.28) | \$ (70.19) | \$ (117.29) | | | | | | | \$ (540.22) | |
| Fuel Oil / Service | \$ 3,829.91 | \$ (534.46) | \$ (844.10) | \$ (785.42) | \$ (516.42) | \$ (348.84) | \$ (220.50) | | | | | | | \$ (3,249.76) | |
| Insurance | \$ 2,687.00 | | | | \$ (55,890.00) | | | | | | | | | \$ (5,890.00) | |
| Marketing / Advertising Exp's | \$ 420.00 | | | | \$ (208.00) | \$ (106.48) | | | | | | | | \$ (314.48) | |
| Lawn/Grounds Maint. | | | | | | | | | | | | | | \$ - | |
| Repair & Maintenance (building) | \$ 22,198.00 | | | | | | | | | | | | | \$ - | |
| Carriage House Repairs | | | | | | | | | | | | | | \$ - | |
| MIDTEL (Middleburgh Telephone) | \$ 683.12 | \$ (58.87) | \$ (58.87) | \$ (58.87) | \$ (62.10) | \$ (62.10) | \$ (62.10) | | | | | | | \$ (362.91) | |
| Capital Improvement- | \$ 2,265.85 | | | | | | | | | | | | | \$ - | |
| Membership | | | | | | | | | | | | | | \$ - | |
| General Security | \$ 436.12 | | \$ (109.03) | | | \$ (109.03) | | | | | | | | \$ (218.06) | |
| Haunted History Tours | | | | | | | | | | | | | | \$ (185.60) | |
| Web Domain | \$ 49.49 | | \$ (62.64) | \$ (31.32) | \$ (31.32) | \$ (60.32) | | | | | | | | \$ - | |
| Programming Expenses | \$ 300.00 | | | | | | | | | | | | | \$ - | |
| Archiving/Preservation | | | | | | | | | | | | | | \$ - | |
| Miscellaneous | \$ 763.21 | | | | \$ (100.86) | \$ (20.00) | \$ (435.84) | | | | | | | \$ (556.70) | |
| Fundraising Expenses | \$ 2,191.62 | | | | \$ (172.45) | \$ (762.00) | | | | | | | | \$ (934.45) | |
| Total Disbursements = | \$ 37,527.07 | \$ 881.21 | \$ 1,235.45 | \$ 988.43 | \$ 7,049.43 | \$ 1,615.99 | \$ 835.73 | | | | | | | \$ (12,406.24) | |
| Ending Balance = | \$ 9,547.60 | \$ 9,556.39 | \$ 8,605.94 | \$ 7,617.51 | \$ 6,815.08 | \$ 5,756.09 | \$ 9,683.36 | | | | | | | | |

** Best House Account is a checking account used to pay all best house bills. Incoming money is deposited from fundraisers, donations, and Best Bequest.



The Middleburgh Library

at Dr. Best House and Medical Museum

323 Main Street, PO Box 670

Middleburgh, NY 12122

(518) 827-5142

www.middleburghlibrary.info

Middleburgh Library

Director's Report – July, 2024

- **Financials:** Please see attached Operating Receipts.

- **Meetings, Workshops & Tours:**

June 26th at 2:00 – Small group meeting with MVLS at the Community Library in Cobleskill.

July 10th at 9:30 – Joint Automation meeting at SALS but I will be attending on Zoom.

- **Programming:**

Summer Reading is in full swing. At this point we have 62 elementary students and 24 teens registered.

MVLS has created Trading Cards for each one of the 14 Mohawk Valley Libraries. The idea is for people to visit all the libraries this summer and collect all the cards.

- **Grants & Donations:**

We have received our \$2500 CREATE grant check to fund the Not so Quiet Concert Series. Our next concert is on July 28th at 4:00 with John Flynn. I hope you all can attend!

- **Spotlight:**

Thank you so much to everyone who helped with our Summer Reading Carnival! I hope you all had fun – I know the kids and parents did. A special thank you to Diane Stewart for donating the hot dogs and fixings and to Scott Keidong and Richard Roland for dishing out all the food.

Middleburgh Library

2024

| Month | YTD |
|-------|-----|
| July | YTD |

YTD

System Grants

| | | |
|--|-------------------|-------------------|
| 11.3 LLSA 2023 | | |
| 11.3 LLSA 2023 (Final) | | \$174.60 |
| 11.4 Legislative Grants (Bullet Aid) | | |
| 11.5 LSTA - System (Summer Reading) | | |
| 11.6 Other System Grants | | |
| 11.7 Other State Aid (Construction) | | |
| Private Grants | | |
| Create Grant 2024 | \$2,500.00 | \$2,500.00 |
| Galasso Grant (General) | | |
| Caples Fund | | |
| Summer Reading Grants | | |
| MVLS Mini Grant | | |
| WGY Christmas Wish | | \$600.00 |
| Stewarts | | \$600.00 |
| Price Chopper | | \$300.00 |
| Donation from St. Marks Church | | \$795.60 |
| Sterling Insurance | | \$250.00 |
| Schoharie Valley Lions Club | | \$500.00 |
| Other | | |
| Valley View Liq.(Programming/Harry Potter) | | |
| Fam Funds (for Programming) | | |
| Dream & Do Grant (MVLS Foundation) | | |
| Total | \$2,500.00 | \$5,720.20 |

YTD

Other Receipts

| | | |
|-------------------------------------|--|------------|
| 11.14 Gifts & Endowments | | |
| January | | \$2,000.00 |
| February | | \$350.00 |
| March | | |
| April | | |
| May | | \$75.00 |
| June | | \$2,156.00 |

Middleburgh Library

2024

| | Month | YTD |
|--|----------|------------|
| | July | YTD |
| July | \$651.50 | \$651.50 |
| August | | |
| September | | |
| October | | |
| November | | |
| December | | |
| Total Gifts & Endowments | \$651.50 | \$5,232.50 |
| 11.15 Fundraising | | |
| Concerts | \$590.00 | \$1,935.00 |
| Book Sale | \$7.00 | \$135.00 |
| Book Nook | | |
| Christmas Cards (Anne Lamont) | | |
| Crock Pot Cook off | | \$465.00 |
| Carnival (Food donations) | \$45.00 | \$45.00 |
| Basket Raffle | | |
| 5x5 Art Sale (2023) | | \$40.00 |
| Total Fundraising | \$642.00 | \$2,620.00 |
| 11.16 Donation Jar/Desk | | |
| 1-Jan | | \$30.00 |
| 2-Feb | | \$94.00 |
| 3-Mar | | \$75.00 |
| 4-Apr | | \$176.00 |
| 5-May | | \$225.00 |
| 6-Jun | \ | \$104.00 |
| 7-Jul | | |
| 8-Aug | | |
| 9-Sep | | |
| 10-Oct. | | |
| 11-Nov. | | |
| 12-Dec. | | |
| Total Donation Jar/Desk | \$0.00 | \$704.00 |
| 11.17 Other | | |
| Refund from Personnel Concepts | | |
| Reimbursement from SCPL for book | \$19.99 | \$32.77 |
| SRP T-Shirts | | |
| Reimbursement from BH for hardware store charges | | |

*

Middleburgh Library

2024

| | Month | YTD |
|--|-------|-----|
| | July | YTD |

| | | |
|------------------------------------|-------------------|--------------------|
| Book Replacement fines | | \$31.00 |
| Book Reimbursement /Gloversville | | \$20.99 |
| Reimbursement from the BH | | |
| School Tax Funds | | |
| Prize from Annual Dinner/MVLS | | \$15.00 |
| Total Other | \$19.99 | \$99.76 |
| History & Genalogy Room | | |
| Total | \$3,813.49 | \$14,376.46 |
| Petty Cash Reimbursement | | |



Meeting Date: Wednesday, July 3, 2024

Attendance:

Terry Pavoldi, Librarian
Debbie Brigadier, Director of Operations
Kelly Rossman, Treasurer
Bobbi Ryan, Director of Special Events and Outreach
Suzie Strakosh-Kochersberger
Laura Livingston, Minutes

Treasurer's Report:

| | |
|------------------------------|---|
| Donations from Appeal letter | \$ 3,995.00 |
| Tour donations | 315.00 |
| Paranormal Event | 150.00 |
| Tea Party | <u>303.00</u> (cash) \$807.50 deposited today for next month's recording. |
| Total June receipts | \$4,763.00 |
| Total Expenses | \$ 835.73 |
| NBT Account | \$ 9,683.36 |
| Fam Fund Account | \$ 94,340.60 |

NOTE: All Action Items are at the end of the notes.

Old Business:

--Bobbi researched the old minutes notes and found that it was agreed, in March of 2022, that the library would cover the cost of the Appeal Letter mailing. Kelly reimbursed Debbie from BH account.

--Kelly has noted when lawn was mowed which was 5/23, 6/9 & 6/26. Terry mentioned that we should make sure the lawn is mowed before the next year's Tea Party. As Bobbi has stated in the past, the lawn should also be mowed several days before each Cruise-Ins on 4th Friday's, held Memorial Day through August.

--Debbie discussed the health of the tree. She will speak to an arborist to evaluate the situation.

--Per Debbie, the cost for the weatherproofing/heat tape is \$220, which will be purchased and installed by Capital Weatherproofing, Bill Hohman, owner.

--Kelly paid \$900 for the gutter and two downspouts.

--Antonio (Tony) Irwin will perform the annual inspection of the premises next week. (pro bono)

--Mason still needed for estimates.

--Need contractor quotes. We have CNH's & Lenny's quotes.

--Per Bobbi, the Paranormal Event went well. Three tickets were available and were sold. There were a few recordings of voices present.

--Fourth Friday went very well. The sale of hot dogs and drinks by the vendor was terrific. It was agreed to have ice cream sandwiches again at the next one, as we purchased each sandwich for \$1.50 from a vendor and sold them for 3.00, with a profit of \$1.50 per sandwich. We need to have markers available for guests to mark their drinks left on the

porch because beverages are prohibited in the museum after a spill was discovered after the fact, damaging one of the museum's artifacts beyond repair.

--At the last BOT Meeting, five new volunteer applications were approved for the BH.

New Business:

(Events from Bobbi):

--Waiting to hear back from Melissa about a psychic reading event.

--Village Trustee tour at some point.

--Planning a cooking/canning event.

--The Sunflower Gala should happen next year.

--There is a possibility of a Masquerade Ball. Terry would love it to be at the library.

--The Haunted House event will be on Oct 26th (scary) & Oct 31st (Disney-ish).

--Per Terry, the Fairy Tea date will be decided sometime in January 2025.

--Bobbie spoke to a journalist who might be interested in doing a documentary about the BH.

--Camilla at the United Methodist Church, our next-door neighbors, has requested to place a bounce house on Best property. It was decided to not approve request because of the risk of liability in the event of an injury.

-- Bobbi will work with Perry Salvio, volunteer handyman on a way to make the BH more handicap accessible using the honeycomb material over the lawn to allow for walker and wheelchair access in lieu of a sidewalk. There are extra light posts available to improve lighting that we might be able to utilize as well. Terry said there should be grants available.

--Debbie bought 3 laser pointers for tours.

--We need to rope (gold cord) off the horsehair sofa, same as the fainting couch.

--Bobbi can use new, unopened items for the next cruise-in.

-- Bobbi explained how her website worked and that the BH is listed for free.

Action Items:

Kelly and Debbie will re-present the Appeal Letter costs to the Library BOT for reimbursement. Kelly will ask BOT if she, as Treasurer for the Best House, is authorized to transfer funds from the Best Bequest to the Best House Operating Account, if it falls under \$2000.

Laura L. will send application for Secretary position to Debbie.

Debbie to consult with an arborist regarding the health of the tree.

Debbie to contact Bob Troidl, Beyond Brick and E.C. Buck Industries, LLC (historical building specialist) for estimates on the stonework.

Debbie to contact Greg Miller to get the final contractor quote.

Composite siding material will be investigated for installation around the base of the Carriage House and Best House where water damage has resulted in rotting of the wood siding.

Bobbi to write a letter to the Village of Middleburgh requesting the Best House not be billed for use of Village water as we have very minimal usage. As Director of Operations, Debbie will sign the letter.

Bobbi is working on an estimate to make the BH handicap accessible.

Laura L. will ask Laura C. if holding monthly BHAC meetings at 5:00 p.m. will allow her to attend due to her change in employment.