



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

**Middleburgh Library Association**  
**Board of Trustees Meeting Agenda**  
**February 20, 2023**

1. Call To Order
2. Pledge of Allegiance
3. Agenda: Questions, Additions and Approval
4. Approval of December 2022 minutes
5. Treasurer's Report (December and January)
6. Director's Report (December and January)
7. Committee Reports:
  - a. Best House (new fuel tank, new toilet)
  - b. Executive Finance Committee
8. Old Business:
9. New Business:
  - a. Joint Automation Agreement
  - b. Crock Pot Cookoff
  - c. BOT Trustee Nominees
  - d. Trustee Education Hours
10. Public Comment
11. Executive Session (if needed)
12. Adjournment

**Next monthly meeting Monday, March 20, 2023**

# Middleburgh Library Association **Profit & Loss Budget vs. Actual - No Best House** January 2023

	Jan 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Expense				
Bldg Operation / Maint	28.00			
Books, Periodicals & Audio Visu	37.57			
Employee Benefits				
Travel Miles	43.23			
Total Employee Benefits	43.23			
Insurance				
Building/Liability	8,578.82			
Total Insurance	8,578.82			
Office/Library Supplies	1.45			
Professional Fees	26.25			
Programs	135.75			
Salaries and Wages				
Gross Payroll	7,810.80			
Payroll Taxes	761.56			
Workers Comp & Disability	1,388.85			
Total Salaries and Wages	9,961.21			
Technology/Telecommunications				
Utilities	2,839.39			
Electricity	581.31			
Heating Fuel	1,133.60			
Total Utilities	1,714.91			
Total Expense	23,366.58			
Net Ordinary Income	-23,366.58			
Net Income	<b>-23,366.58</b>			

# Middleburgh Library Association

## Account QuickReport

### As of January 31, 2023

Type	Date	Num	Adj	Name	Memo	Class	Clr	Split	Debit	Credit	Balance
<b>NBT Bank - 523901</b>											
Liability Check	01/03/2023	E-pay		United States Trea...	14-1397376 ...		X	-SPLIT-		808.44	251,485.88
Liability Check	01/10/2023	E-pay		NYS Employment ...	141397376 1...		X	-SPLIT-		116.57	250,677.44
Check	01/11/2023	20128		Laraway's, Inc			X	Heating Fuel		1,133.60	250,560.87
Check	01/11/2023	20129		Kyle's Waste Mana...			X	Bldg Operatio...		28.00	249,427.27
Check	01/11/2023	20130		Staples Business C...			X	Office/Library ...		1.45	249,399.27
Check	01/11/2023	20131		Mohawk Valley Libr...			X	Technology/T...		439.33	248,958.49
Check	01/11/2023	20132		Ingram Library Ser...			X	Books, Period...		23.08	248,935.41
Check	01/11/2023	20133		Baker & Taylor			X	Books, Period...		14.49	248,920.92
Check	01/11/2023	20134		Mohawk Valley Libr...			X	Technology/T...		2,169.25	246,751.67
Check	01/11/2023	20135		NYSIF Workers' C...			X	Workers Com...		1,388.85	245,362.82
Check	01/11/2023	20136		The Hanover Insur...			X	Building/Liability		8,578.82	236,784.00
Check	01/11/2023	20137		Middleburgh Librar...			X	Programs		69.95	236,714.05
Check	01/11/2023	20138		Rebecca Young			X	-SPLIT-		65.80	236,648.25
Check	01/11/2023			Midtel			X	Technology/T...		149.86	236,498.39
Check	01/11/2023			Midtel			X	Technology/T...		80.95	236,417.44
Liability Check	01/12/2023			QuickBooks Payroll...	Created by P...		X	-SPLIT-	0.00	3,439.05	232,978.39
Paycheck	01/13/2023	DD2172		Pavoldi, Teresa M	Direct Deposit		X	-SPLIT-	0.00		232,978.39
Paycheck	01/13/2023	DD2173		Diamond, Michael J	Direct Deposit		X	-SPLIT-	0.00		232,978.39
Paycheck	01/13/2023	DD2174		Haley, Marie	Direct Deposit		X	-SPLIT-	0.00		232,978.39
Paycheck	01/13/2023	DD2175		LaMont, Anne M	Direct Deposit		X	-SPLIT-	0.00		232,978.39
Paycheck	01/13/2023	DD2176		Pelton, Laura	Direct Deposit		X	-SPLIT-	0.00		232,978.39
Paycheck	01/13/2023	DD2177		Rolland Jr, Richard I	Direct Deposit		X	-SPLIT-	0.00		232,978.39
Paycheck	01/13/2023	DD2178		Young-Cherizard, ...	Direct Deposit		X	-SPLIT-	0.00		232,978.39
Paycheck	01/13/2023	DD2179		Zurek, Darlene T	Direct Deposit		X	-SPLIT-	0.00		232,978.39
Liability Check	01/17/2023	E-pay		United States Trea...	14-1397376 ...		X	-SPLIT-		785.80	232,192.59
Check	01/20/2023			National Grid			X	-SPLIT-		581.31	231,611.28
Liability Check	01/24/2023	E-pay		NYS Employment ...	141397376 1...		X	-SPLIT-		110.81	231,500.47
Liability Check	01/30/2023			QuickBooks Payroll...	Created by P...		X	-SPLIT-		3,228.53	228,271.94
Liability Check	01/31/2023	Webfile		NYS Employment ...	8687686 7		X	-SPLIT-		228.07	228,043.87
Paycheck	01/31/2023	DD2180		Pavoldi, Teresa M	Direct Deposit		X	-SPLIT-	0.00		228,043.87
Paycheck	01/31/2023	DD2181		Diamond, Michael J	Direct Deposit		X	-SPLIT-	0.00		228,043.87
Paycheck	01/31/2023	DD2182		Haley, Marie	Direct Deposit		X	-SPLIT-	0.00		228,043.87
Paycheck	01/31/2023	DD2183		LaMont, Anne M	Direct Deposit		X	-SPLIT-	0.00		228,043.87
Paycheck	01/31/2023	DD2184		Pelton, Laura	Direct Deposit		X	-SPLIT-	0.00		228,043.87
Paycheck	01/31/2023	DD2185		Young-Cherizard, ...	Direct Deposit		X	-SPLIT-	0.00		228,043.87
Paycheck	01/31/2023	DD2186		Zurek, Darlene T	Direct Deposit		X	-SPLIT-	0.00		228,043.87
Total NBT Bank - 523901									0.00	23,442.01	228,043.87
<b>TOTAL</b>									<b>0.00</b>	<b>23,442.01</b>	<b>228,043.87</b>





MIDDLEBURGH LIBRARY ASSOCIATION  
BEST HOUSE 2023

TREASURERS REPORT	2022	January	February	March	April	May	June	July	August	September	October	November	December	2023 Actual	2023 Budget
BEGINNING BALANCE	\$ 9,445.91	\$ 12,771.67													
RECEIPTS:															
Furniture Asset Management	\$ 3,000.00														
Unrestricted Donations (non-tour)	\$ 6,325.00														
Tours / Programs	\$ 1,707.25														
4th Friday Donations	\$ 44.00														
Restricted Donations	\$ 50,500.00														
Fundraising - Other	\$ 2,271.00														
Paranormal Event	\$ 2,693.60														
Miracle on Main Street	\$ 2,125.00														
<b>Total Receipts =</b>	<b>\$ 68,665.85</b>														
DISBURSEMENTS:															
Village Water & Sewer	\$ 305.90													\$ -	\$ 350.00
National Grid	\$ 1,926.43	\$ (111.89)												\$ (111.89)	\$ 2,000.00
Fuel Oil / Service	\$ 4,966.09	\$ (784.25)												\$ (784.25)	\$ 5,500.00
Insurance	\$ 4,100.00													\$ -	\$ 5,400.00
Marketing / Advertising Exp's	\$ 470.85													\$ -	\$ 1,000.00
Lawn/Grounds Maint.	\$ 26.21													\$ -	\$ 300.00
Repair & Maintenance (building)	\$ 2,195.00													\$ -	\$ 2,500.00
Carriage House Repairs														\$ -	\$ -
MIDTEL (Middleburgh Telephone)	\$ 586.62	\$ (49.40)												\$ (49.40)	\$ 700.00
Capital Improvement-	\$ 47,702.32													\$ -	\$ 6,000.00
Membership														\$ -	\$ 650.00
General Security	\$ 579.10													\$ -	\$ -
Haunted History Tours														\$ -	\$ -
Web Domain														\$ -	\$ 1,000.00
Programming Expenses	\$ 344.23													\$ -	\$ 1,000.00
Archiving/Preservation	\$ 55.98													\$ -	\$ 500.00
Miscellaneous	\$ 334.83													\$ -	\$ 500.00
Fundraising Expenses	\$ 1,746.53													\$ -	\$ 500.00
<b>Total Disbursements =</b>	<b>\$ 65,340.09</b>	<b>\$ (945.54)</b>												<b>\$ (945.54)</b>	<b>\$ 27,400.00</b>
<b>Ending Balance =</b>	<b>\$ 12,771.67</b>	<b>\$ 11,826.13</b>													

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



## The Middleburgh Library

*& Dr. Best House and Medical Exhibit*

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### Middleburgh Library

#### Director's Report – February 20, 2023

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

- **Meetings and Workshops:**

**February 15<sup>th</sup> 9:30 – 12:30** – Virtual children's summer reading workshop, both Rebecca Young and I will attend.

**March 2<sup>nd</sup> 9:30 -12:30** – Virtual Teen summer reading workshop, both Rebecca Young and I will attend.

- **Grants:**

**LLSA Final Payment for 2022** – We have received the final Library Services State aid payment for 2022 of \$174.20.

- **Spotlight:**

I would like to acknowledge Rebecca Young and Darlene Zurek for their Homeschool Science program and the Homeschool Science Fair that took place last weekend. Kids and parents met every other week from October – February and conducted science experiments. After each workshop, children and parents had an opportunity to research their chosen science fair projects with help from the staff. At the science fair the kids presented their projects and answered questions about their work. It was wonderful! Great job Rebecca and Darlene.

# Middleburgh Library

2023

	Month	YTD
	February	YTD
	February	YTD
<b>System Grants</b>		
11.3 LLSA 2022		
11.3 LLSA 2021 (Final)	\$174.20	\$174.20
11.4 Legislative Grants (Bullet Aid)		
11.5 LSTA - System (Summer Reading)		
11.6 Other System Grants		
11.7 Other State Aid (Construction)		
<b>Private Grants</b>		
Create Grant 2022		
Galasso Grant (General)		\$2,500.00
Caples Fund		\$4,000.00
<b>Summer Reading Grants</b>		
MVLS Mini Grant		
WGY Christmas Wish		
Stewarts		
Price Chopper		
Donation from St. Marks Church		
<b>Other</b>		
Fam Funds (Programming/Harry Potter)		
Fam Funds (for Programming)		
Dream & Do Grant (MVLS Foundation)		
<b>Total</b>	<b>\$174.20</b>	<b>\$6,674.20</b>

YTD

<b>Other Receipts</b>		
<b>11.14 Gifts &amp; Endowments</b>		
January		
February	\$900.00	\$900.00
March		
April		
May		
June		
July		
August		

# Middleburgh Library

2023

	Month	YTD
	February	YTD
September		
October		
November		
December		
<b>Total Gifts &amp; Endowments</b>	\$900.00	\$900.00
<b>11.15 Fundraising</b>		
Concerts		
Book Sale	\$24.00	\$88.00
Book Nook		
Christmas Cards (Anne Lamont)		\$25.00
Yoga		
SRP T-Shirts		
Basket Raffle		\$558.00
5x5 Art Sale	\$20.00	\$110.00
<b>Total Fundraising</b>	\$44.00	\$781.00
<b>11.16 Donation Jar/Desk</b>		
1-Jan		\$190.00
2-Feb	\$241.99	\$241.99
3-Mar		
4-Apr		
5-May		
6-Jun		
7-Jul		
8-Aug		
9-Sep		
10-Oct.		
11-Nov.		
12-Dec.		
<b>Total Donation Jar/Desk</b>	\$241.99	\$431.99
<b>11.17 Other</b>		
Payroll reimbursement from Richard		
Reimbursement from Fire Ins.		
SRP T-Shirts		
Reimbursement from Hanover		
Book Replacement fines		
Book Reimbursement from SCPL		

\*



# Middleburgh Library

2023

	Month	YTD
	February	YTD

Reimbursement from the BH  
School Tax Funds  
Prize from Annual Dinner/MVLS

**Total Other**

**History & Genalogy Room**

**Total**

Petty Cash Reimbursement

\$0.00	\$0.00
\$1,360.19	\$8,787.19

# Best House and Medical Museum Advisory Committee Meeting

Thursday, February 2, 2023

Present: Debbie Brigadier, Director; Bobbi Ryan, Special Events and Outreach Coordinator; Kelly Rossmann, Treasurer; Diane Stewart, Grounds and Property; Terry Pavoldi, Middleburgh Library Association Librarian and Assistant Special Events Coordinator

*Meeting began at 1500.*

- Themes and dates are needed for our 2023 calendar of events. Discussion pursued regarding what events to plan for and what season or dates. Will plan for Cruise-In's on House lawn and house tours at same time during 4th Friday events May through August. Fairy Tea Party will be planned. Given the level of participation during 2022 Miracle on Main Street in early December, if this activity occurs again this year, will plan to contract for reindeer along with Carriage House activities and first floor tours of the Dr. Best House.
- Fuel oil tank at Middleburgh Methodist Church has leaked into the Gorge Creek, resulting in requiring remediation of ground and replacement of tank. Department of Environmental Conservation paid a visit to examine our fuel oil tank in the basement and the advice we were given is it is sound for now but it is recommended we replace it "sooner than later" given its age. Currently there is a slight leak that Diane has checked on frequently and placed a small dish under the leak. Ken Rossmann of Middleburgh Sheet Metal has made a few quick and easy fixes in the interim, the last of which was to replace the very old copper tubing. The proof will be in the pudding.
- Job descriptions formulated in 2016 were distributed for revision at a later meeting.
- Kelly reviewed the money spent for operation of the Museum and the money raised from events and tours. Approximately \$16,000 was spent for maintenance and bills such as fuel oil, electric, security system, and Midtel phone bill. Approximately \$15,000 was raised. Kelly will present actual figures to the Library BOT during Board meeting of February 20, 2023. Kelly and Debbie will meet for prospective annual budget.
- Discussion regarding need for available bathroom facility which currently we don't have because of a water leak. Decision was made that, with BOT approval, purchase and installation of a modern toilet will be done before the tourist season begins. We hope to find a design that will appear consistent with the Victorian era.

- Bobbi and Debbie will attend a Middleburgh Area Business Association reorganization meeting representing Middleburgh Library and The Dr. Best House and Medical Museum to be held Saturday, February 4, 2023.
- Star Roofing will be contacted by Debbie for a date in Spring 2023 they will return to finish the job of sealing the roof. There has been some leaking in the Community Room and Diane and Richard have placed waterproof pad and receptacles to catch any leaks. It appears to leak only after snow and ice followed by some thawing. We haven't noticed leaking when there is only rain.

Meeting adjourned at 1645.

Respectfully submitted,

Deborah Brigadier  
Director of Operations