



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 January 15, 2024

1. Call To Order
2. Pledge of Allegiance
3. Agenda: Questions, Additions and Approval
4. Approval of December 18, 2023 meeting minutes
5. Treasurer's Report
6. Director's Report
7. Committee Reports:
 - a. Best House
 - b. Executive Finance Committee
 - c. Policy Committee
8. Old Business:
 - a. Nominating Committee
 - b. Trustee Education Hours
9. New Business:
 - a. Evening Star Accountants
 - b. Budget Vote Legal Notices
 - c. New overtime law
 - d. Chili Cookoff
 - e. Next BOT meeting date
10. Public Comment
11. Executive Session (if needed)
12. Adjournment

Next monthly meeting TBA

Middleburgh Library Association
Board of Trustees Monthly Meeting
Dec. 18, 2023

1. Call to Order and Welcome

A. Time – 6:01pm

B. Present: Terry Pavoldi (Library Director), Diane Stewart (Co-President), , Marilyn Wyman (Secretary), Kelly Rossmann (Treasurer), Deborah Brigadier (Best House), Carrie Foland, Dan Dial, Sarah Beekman, and Scott Keidong.

Absent: Mal Martin (Co-President)

C. Guest(s) None

2. Agenda: Questions and Adoption

Motion to accept the agenda. Marilyn Wyman, 2nd – Scott Keidong.

i. Aye – 8 No – 0 Abstain – 0

3. Approval of Minutes

Motion to approve the November 30 meeting minutes. Kelly Rossmann, 2nd – Deborah Brigadier.

i. Aye – 6 No – 0 Abstain – 2

4. Treasurer's Report

Kelly Rossmann presented the November financial report. She agreed with the Quick Report and reviewed the profit and loss statements with one minor adjustment. Both FAM funds are up. Discussion of paying for Best House website monthly maintenance cost.

Motion to authorize Kelly Rossmann to obtain a debit card linked through Best House checking account at NBT, to be used solely to pay for website maintenance services. Sarah Beekman, 2nd – Carrie Foland.

i. Aye – 8 No – 0 Abstain – 0

Discussion of rate increases BQ accounting will be charging. Will look for another accountant. Two needs, accounting and payroll.

Motion to accept November Treasurer's Report., Deborah Brigadier, 2nd – Scott Keidong.

i. Aye – 8 No – 0 Abstain – 0

5. Director's Report

We needed to approve the October Director's Report as there wasn't a quorum needed to approve it at the October meeting

Motion to accept October Director's Report. Diane Stewart, 2nd - Deborah Brigadier.

i. Aye – 8 No – 0 Abstain – 0

Reviewed the Directors report. Discussion of increase fees for payroll direct deposits. Need to determine if or how to onboard new software to minimize the cost until we determine new accounting and payroll needs. Received \$100 from village board for use of library community room when it was needed.

Motion to accept November Director's Report. Kelly Rossmann, 2nd Deborah Brigadier -.

i. Aye – 8 No – 0 Abstain – 0

6. Committee Reports

a. Best House (BH)

Reviewed Best House report. Decision was made to send the Best House appeal letter out in April.

Motion to accept committee reports, Dan Dial, 2nd – Scott Keidong.

i. Aye – 8 No – 0 Abstain – 0

7. Old Business.

- a. Nominating Committee. Discussion of status of nominating committee, including executive positions needed to fill.
- b. Trustee Education Hours. Reminder that Trustees need to have 2 hours of continuing education credits annually to maintain their position on the board.

8. New Business

- a. Budget 2024-25 Budget will need to be finalized and approved by the executive finance committee. Included is \$177,707.17, received from MCS, which reflects a PILOT payment of \$ 1,309.82 from the Meadows Condominiums. Also, the budget will need to reflect increases in various fees, hourly rates increase (by NYS law) and insurance increases.
- b. Personnel/Human Resource (HR) need. Discussion of the need to establish a personnel or HR committee to deal with personnel issues. First action is conducting an annual review with Terry. Marilyn Wyman, Deborah Brigadier and Carrie Foland will meet to discuss moving forward. Also, there is a need to review policies that impact staff, such as lack of a bereavement policy

9. Public comment(s). None.

10. Adjourned 6:59 pm

- a. Motion to adjourn – Carrie Foland, 2nd. Deborah Brigadier

i. Aye –8 No –0 Abstain –0

Next meeting will be January 15, 2024 @6pm.

Summary submitted by Marilyn Wyman

Middleburgh Library Association

Account QuickReport

As of December 31, 2023

Type	Date	Num	Adj	Name	Memo	Class	Clr	Split
NBT Bank - 523901								
Liability Check	12/04/2023	E-pay		United States Treasury	14-1397376 QB ...		X	-SPLIT-
Check	12/07/2023	20316		Live Well Designs	Inv #000050			Programs
Check	12/07/2023	20317		Betty Pillsbury	11/4/23 & 11/11/...		X	Create Grant
Check	12/07/2023	20318		Cathap Books			X	History Room
Check	12/07/2023	20319		Ingram Library Services, ...	Acct #20V7093			Books, Periodicals...
Check	12/07/2023	20320		NYSIF Workers' Compe...	Policy: A 841 07...		X	Workers Comp & ...
Check	12/07/2023	20321		The Hanover Insurance ...	Cust #15133765...			Building/Liability
Check	12/07/2023	20322		Staples Business Credit	Statement #1652...		X	Office/Library Sup...
Check	12/07/2023	20323		Laraway's, Inc	Acct #1923		X	Heating Fuel
Check	12/07/2023	20324		Kyle's Waste Management			X	Bldg Operation / ...
Check	12/07/2023	20325		Middleburgh Hardware Inc	Acct #126 11/30...		X	Bldg Operation / ...
Check	12/07/2023	20326		Middleburgh Library Assoc	Acct 0007 Reimb...		X	Employee Benefits
Check	12/07/2023	20327		BQ Tax & Accounting Ltd	Inv #24-1115		X	Bookkeeping / Ac...
Check	12/07/2023	20328		Amazon Capital Service...	Inv #1QyQ-XDV...		X	Supplies
Check	12/11/2023			Midtel			X	Technology/Telec...
Check	12/11/2023			Midtel			X	Technology/Telec...
Liability Check	12/12/2023	E-pay		NYS Employment Contr...	141397376 1 QB...		X	-SPLIT-
Liability Check	12/12/2023			QuickBooks Payroll Serv...	Created by Payr...		X	-SPLIT-
Check	12/14/2023	20329		Middleburgh Hardware Inc	Acct #126 State...		X	Bldg Operation / ...
Check	12/14/2023	20330		Cobleskill Agway	Acct # 531 State...		X	Bldg Operation / ...
Check	12/14/2023	20331		Mohawk Valley Library S...	Inv #4582		X	Technology/Telec...
Check	12/14/2023	20332		Swank Movie Licensing ...	Inv #194485001		X	Licenses
Check	12/14/2023	20333		Amazon Capital Service...	Inv #11D3-Y9RF...		X	Supplies
Check	12/14/2023	20334		U.S. Postal Service			X	Item Fee & Rene...
Check	12/14/2023	20335		Teresa Pavoldi	Reimbursement		X	Office/Library Sup...
Paycheck	12/15/2023	DD2338		Pavoldi, Teresa M	Direct Deposit		X	-SPLIT-
Paycheck	12/15/2023	DD2340		Haley, Marie	Direct Deposit		X	-SPLIT-
Paycheck	12/15/2023	DD2341		LaMont, Anne M	Direct Deposit		X	-SPLIT-
Paycheck	12/15/2023	DD2342		Pelton, Laura	Direct Deposit		X	-SPLIT-
Paycheck	12/15/2023	DD2343		Rolland Jr, Richard I	Direct Deposit		X	-SPLIT-
Paycheck	12/15/2023	DD2344		Young-Cherizard, Rebec...	Direct Deposit		X	-SPLIT-
Paycheck	12/15/2023	DD2345		Zurek, Darlene T	Direct Deposit		X	-SPLIT-
Paycheck	12/15/2023	DD2339		Diamond, Michael J	Direct Deposit		X	-SPLIT-
Liability Check	12/18/2023	E-pay		United States Treasury	14-1397376 QB ...		X	-SPLIT-
Check	12/20/2023			National Grid			X	-SPLIT-
Liability Check	12/27/2023	E-pay		NYS Employment Contr...	141397376 1 QB...		X	-SPLIT-
Liability Check	12/28/2023			QuickBooks Payroll Serv...	Created by Payr...		X	-SPLIT-
Paycheck	12/29/2023	DD2346		Pavoldi, Teresa M	Direct Deposit		X	-SPLIT-
Paycheck	12/29/2023	DD2348		Haley, Marie	Direct Deposit		X	-SPLIT-
Paycheck	12/29/2023	DD2349		LaMont, Anne M	Direct Deposit		X	-SPLIT-
Paycheck	12/29/2023	DD2350		Pelton, Laura	Direct Deposit		X	-SPLIT-
Paycheck	12/29/2023	DD2352		Young-Cherizard, Rebec...	Direct Deposit		X	-SPLIT-
Paycheck	12/29/2023	DD2353		Zurek, Darlene T	Direct Deposit		X	-SPLIT-
Paycheck	12/29/2023	DD2347		Diamond, Michael J	Direct Deposit		X	-SPLIT-
Paycheck	12/29/2023	DD2351		Rolland Jr, Richard I	Direct Deposit		X	-SPLIT-
Paycheck	12/29/2023	20336		Baker & Taylor	Inv #H67319340			Books, Periodicals...
Check	12/29/2023	20337		Baker & Taylor	Inv #H67272470			Books, Periodicals...
Check	12/29/2023	20338		Baker & Taylor	Inv #H67272471			Books, Periodicals...

Middleburgh Library Association

Account QuickReport

As of December 31, 2023

1:23 PM
01/04/24
Accrual Basis

Type	Date	Num	Adj	Name	Memo	Class	Clr	Split
Check	12/29/2023	20339		The Hanover Insurance ...	Cust #15133765...			Building/Liability
Check	12/29/2023	20340		NYSIF Workers' Compe...	Policy #A 841 07...			Workers Comp & ...
Check	12/29/2023	20341		Amazon Capital Service...	Inv #167K-7JHG...			Equipment
Check	12/29/2023	20342		Middleburgh Library Assoc	Acct 0007 Reimb...			-SPLIT-
Check	12/29/2023	20343		Teresa Pavoldi	Reimbursement			-SPLIT-
Deposit	12/30/2023				Deposit		X	-SPLIT-
Total NBT Bank - 523901								
TOTAL								

Middleburgh Library Association
Account QuickReport
As of December 31, 2023

Debit	Credit	Balance
	824.14	111,329.53
	193.46	110,505.39
	600.00	110,311.93
	18.00	109,711.93
	2,083.34	109,693.93
	58.90	107,610.59
	1,325.73	107,551.69
	30.06	106,225.96
	597.64	106,195.90
	30.00	105,598.26
	160.49	105,568.26
	375.00	105,407.77
	84.00	105,032.77
	329.91	104,948.77
	163.40	104,618.86
	80.95	104,455.46
	126.61	104,374.51
	3,714.15	104,247.90
	136.51	100,533.75
	46.98	100,397.24
	474.49	100,350.26
	430.00	99,875.77
	58.92	99,445.77
	152.00	99,386.85
	46.28	99,234.85
0.00		99,188.57
0.00		99,188.57
0.00		99,188.57
0.00		99,188.57
0.00		99,188.57
0.00		99,188.57
0.00		99,188.57
0.00		99,188.57
	842.42	98,346.15
	393.88	97,952.27
	115.67	97,836.60
	3,414.03	94,422.57
0.00		94,422.57
0.00		94,422.57
0.00		94,422.57
0.00		94,422.57
0.00		94,422.57
0.00		94,422.57
0.00		94,422.57
0.00		94,422.57
	68.82	94,353.75
	25.35	94,328.40
	18.84	94,309.56

Debit	Credit	Balance
	1,325.73	92,983.83
	88.90	92,894.93
	379.98	92,514.95
	741.79	91,773.16
	30.36	91,742.80
187,351.14		279,093.94
187,351.14	19,586.73	279,093.94
187,351.14	19,586.73	279,093.94

Middleburgh Library Association

Profit & Loss Budget vs. Actual - No Best House

January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Aid / Grants				
Grants	17,325.78	4,000.00	13,325.78	433.1%
LLSA	1,745.60			
Other System Grants	1,850.00			
Aid / Grants - Other	0.00	1,000.00	-1,000.00	0.0%
Total Aid / Grants	20,921.38	5,000.00	15,921.38	418.4%
Donations, Gifts and Endowments	3,517.54	0.00	3,517.54	100.0%
Fundraisers				
Arts and Craft Sale	315.00			
Basket Raffle	1,994.00			
Book Sale	1,263.00			
Concert	1,381.00			
Crock Pot Cook Off	371.00			
Jar	2,370.97			
Fundraisers - Other	0.00	7,000.00	-7,000.00	0.0%
Total Fundraisers	7,694.97	7,000.00	694.97	109.9%
History & Genealogy Room Income	40.00	100.00	-60.00	40.0%
Library Charges	58.94			
Library Tax Funds	0.00	176,397.35	-176,397.35	0.0%
Other				
Misc. - Insurance Rider Payments	0.00	0.00	0.00	0.0%
Other - Other	16.95	5,679.96	-5,663.01	0.3%
Total Other	16.95	5,679.96	-5,663.01	0.3%
School Tax Funds	181,090.58			
Total Income	213,340.36	194,177.31	19,163.05	109.9%
Expense				
Bldg Operation / Maint				
Equipment Repairs	366.03			
Maintenance	746.23			
Bldg Operation / Maint - Other	1,675.15	5,000.00	-3,324.85	33.5%
Total Bldg Operation / Maint	2,787.41	5,000.00	-2,212.59	55.7%
Bookkeeping / Accounting	1,447.55	3,500.00	-2,052.45	41.4%
Books, Periodicals & Audio Visu	9,724.18	12,000.00	-2,275.82	81.0%

Middleburgh Library Association

Profit & Loss Budget vs. Actual - No Best House

January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Employee Benefits				
Travel Miles	547.58			
Employee Benefits - Other	427.27	400.00	27.27	106.8%
Total Employee Benefits	974.85	400.00	574.85	243.7%
FundraiserExpenses				
Bus Trips	-200.00			
FundraiserExpenses - Other	82.66	200.00	-117.34	41.3%
Total FundraiserExpenses	-117.34	200.00	-317.34	-58.7%
History & Genealogy Room Exp	18.00	200.00	-182.00	9.0%
Insurance				
Building/Liability	15,291.48	12,211.00	3,080.48	125.2%
Directors & Officers	878.00	1,000.00	-122.00	87.8%
Flood	4,398.00	4,000.00	398.00	110.0%
Insurance - Other	-5,274.00	0.00	-5,274.00	100.0%
Total Insurance	15,293.48	17,211.00	-1,917.52	88.9%
Miscellaneous				
Advertising	158.58	250.00	-91.42	63.4%
Alarm Monitoring	336.00	350.00	-14.00	96.0%
Election Expenses	682.17	300.00	382.17	227.4%
Equipment	4,587.38	3,500.00	1,087.38	131.1%
Licenses	602.70	600.00	2.70	100.5%
Memberships	75.00	500.00	-425.00	15.0%
Miscellaneous - Other	212.04	500.00	-287.96	42.4%
Total Miscellaneous	6,653.87	6,000.00	653.87	110.9%
Office/Library Supplies	3,012.32	3,500.00	-487.68	86.1%
Postage and Freight	66.00	250.00	-184.00	26.4%
Professional Fees	329.00	300.00	29.00	109.7%
Programs				
Great Grant	2,821.54			
Summer Reading Programs	2,523.44	2,000.00	523.44	126.2%
Programs - Other	5,026.54	4,800.00	226.54	104.7%
Total Programs	10,371.52	6,800.00	3,571.52	152.5%
Salaries and Wages				
Gross Payroll	100,170.46	102,677.62	-2,507.16	97.6%
Payroll Taxes	8,820.83	9,000.00	-179.17	98.0%
Workers Comp & Disability	1,536.65	5,400.00	-3,863.35	28.5%
Total Salaries and Wages	110,527.94	117,077.62	-6,549.68	94.4%
Technology/Telecommunications	11,626.50	7,300.00	4,326.50	159.3%

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

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Utilities				
Electricity	5,483.08	5,000.00	483.08	109.7%
Heating Fuel	7,220.52	9,000.00	-1,779.48	80.2%
Water & Sewer	1,064.99	1,000.00	64.99	106.5%
Total Utilities	13,768.59	15,000.00	-1,231.41	91.8%
Total Expense	186,483.87	194,738.62	-8,254.75	95.8%
Net Ordinary Income	26,856.49	-561.31	27,417.80	-4,784.6%
Net Income	26,856.49	-561.31	27,417.80	-4,784.6%

MIDDLEBURGH LIBRARY ASSOCIATION
FENIMORE ASSET MANAGEMENT, INC 2023

SPENCER BEQUEST	January	February	March	April	May	June	July	August	September	October	November	December
Beginning Balance =	\$ 211,165.48	\$ 225,685.03	\$ 220,418.04	\$ 220,145.10	\$ 216,138.76	\$ 207,031.48	\$ 228,209.79	\$ 233,835.93	\$ 231,555.16	\$ 219,781.46	\$ 212,461.26	\$ 231,972.63
Earnings	\$ 14,519.55	\$ (5,266.93)	\$ (272.94)	\$ (4,006.34)	\$ (9,107.28)	\$ 21,268.31	\$ 5,536.14	\$ (2,280.77)	\$ (11,773.70)	\$ (7,320.29)	\$ 19,511.37	\$ 15,478.95
Current Year Contributions	\$ -											
Withdrawals	\$ -											
Total Portfolio Net Worth =	\$ 211,165.48	\$ 225,685.03	\$ 220,418.04	\$ 220,145.10	\$ 216,138.76	\$ 207,031.48	\$ 228,209.79	\$ 233,835.93	\$ 231,555.16	\$ 219,781.46	\$ 212,461.26	\$ 247,451.58

**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	January	February	March	April	May	June	July	August	September	October	November	December
Beginning Balance =	\$ 79,809.33	\$ 85,302.32	\$ 83,326.29	\$ 83,062.21	\$ 80,245.82	\$ 77,074.79	\$ 85,029.54	\$ 87,716.75	\$ 86,961.19	\$ 82,925.90	\$ 80,118.99	\$ 87,514.17
Earnings	\$ 5,492.99	\$ (1,576.03)	\$ (264.08)	\$ (2,816.39)	\$ (3,171.03)	\$ 7,366.75	\$ 2,887.21	\$ (765.56)	\$ (4,035.29)	\$ (2,806.91)	\$ 7,395.18	\$ 5,512.55
Current Year Contributions												
Withdrawals												
Total Portfolio Net Worth =	\$ 79,809.33	\$ 85,302.32	\$ 83,326.29	\$ 83,062.21	\$ 80,245.82	\$ 77,074.79	\$ 85,029.54	\$ 87,716.75	\$ 86,961.19	\$ 82,925.90	\$ 80,118.99	\$ 93,026.72

**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 2023

2022	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec	2023 Actual	2023 Budget
TREASURERS REPORT														
BEGINNING BALANCE	\$ 9,445.91	\$ 11,826.13	\$ 11,203.91	\$ 9,033.91	\$ 11,554.09	\$ 8,796.91	\$ 9,142.11	\$ 7,898.17	\$ 9,128.08	\$ 10,051.60	\$ 9,864.78	\$ 9,495.67	\$ 11,826.13	
RECEIPTS:														
Fenimore Asset Management	\$ 3,000.00			\$ 2,687.00									\$ 2,687.00	
Unrestricted Donations (non-tour)	\$ 6,325.00												\$ 517.50	
Tours / Programs	\$ 1,707.25		\$ 180.00	\$ 65.00	\$ 165.00	\$ 10.00	\$ 216.00	\$ 475.00	\$ 40.00	\$ 20.00	\$ 55.00	\$ 45.00	\$ 1,271.00	
4th Friday Donations	\$ 44.00				\$ 124.00	\$ 41.00	\$ 61.00	\$ 180.00					\$ 406.00	
Restricted Donations	\$ 50,500.00				\$ 250.00			\$ 250.00			\$ 22,000.00		\$ 22,500.00	
Fundraising - Other	\$ 2,271.00			\$ 500.00					\$ 1,225.00	\$ 296.00	\$ 361.50		\$ 4,067.50	
Paranormal Event	\$ 2,693.60					\$ 690.00	\$ 114.00	\$ 881.00		\$ 595.00			\$ 595.00	
Miracle on Main Street	\$ 2,125.00											\$ 2,259.00	\$ 2,259.00	
Total Receipts =	\$ 68,665.85	\$ -	\$ 180.00	\$ 3,252.00	\$ 539.00	\$ 741.00	\$ 391.00	\$ 2,086.00	\$ 1,362.50	\$ 911.00	\$ 22,516.50	\$ 2,324.00	\$ 34,303.00	
DISBURSEMENTS:														
Village Water & Sewer	\$ 305.30	\$ (77.00)			\$ (77.03)			\$ (77.03)			\$ (77.03)		\$ (308.09)	\$ 350.00
National Grid	\$ 1,926.43	\$ (85.87)	\$ (66.35)	\$ (60.83)	\$ (64.13)	\$ (62.61)	\$ (159.23)	\$ (316.05)	\$ (177.79)	\$ (132.63)	\$ (87.80)	\$ (79.48)	\$ (1,394.66)	\$ 2,250.00
Fuel Oil / Service	\$ 4,966.09	\$ (784.25)	\$ (1,406.74)	\$ (282.47)							\$ (732.90)	\$ (342.63)	\$ (3,829.91)	\$ 5,250.00
Insurance	\$ 4,100.00				\$ (2,687.00)								\$ (2,687.00)	\$ 5,400.00
Marketing / Advertising Exp's	\$ 470.85						\$ (58.00)	\$ (275.00)	\$ (87.00)				\$ (420.00)	\$ 1,000.00
Lawn/Grounds Maint.	\$ 26.21												\$ -	\$ 300.00
Repair & Maintenance (building)	\$ 2,195.00			\$ (367.22)				\$ (20.78)			\$ (21,820.00)		\$ (22,198.00)	\$ 4,700.00
Carriage House Repairs														
MIDTEL (Middleburgh Telephone)	\$ 586.62	\$ (49.40)	\$ (51.68)	\$ (51.30)	\$ (72.00)	\$ (58.19)	\$ (58.20)	\$ (58.20)	\$ (58.20)	\$ (58.85)	\$ (58.85)	\$ (58.85)	\$ (683.12)	\$ 700.00
Capital Improvement-	\$ 47,702.32						\$ (1,359.51)			\$ (906.34)			\$ (2,265.85)	\$ 6,000.00
Memberships														
General Security	\$ 579.10	\$ (109.03)			\$ (109.03)			\$ (109.03)			\$ (109.03)		\$ (436.12)	\$ 600.00
Haunted History Tours														
Web Domain												\$ (49.49)	\$ (49.49)	\$ -
Programming Expenses	\$ 344.23											\$ (300.00)	\$ (300.00)	\$ 1,000.00
Archiving/Preservation	\$ 55.98												\$ -	\$ 1,000.00
Miscellaneous	\$ 334.83												\$ (763.21)	\$ 500.00
Fundraising Expenses	\$ 1,746.53		\$ (325.23)		\$ (294.99)	\$ (27.00)			\$ (115.99)			\$ (51,441.62)	\$ (2,191.62)	\$ 3,500.00
Total Disbursements =	\$ 65,340.09	\$ (945.54)	\$ (2,350.00)	\$ (731.82)	\$ (3,294.18)	\$ (397.80)	\$ (1,634.94)	\$ (856.09)	\$ (438.98)	\$ (1,097.82)	\$ (22,885.61)	\$ (52,272.07)	\$ (37,527.07)	\$32,550.00
Ending Balance =	\$ 12,771.67	\$ 11,826.13	\$ 9,033.91	\$ 11,554.09	\$ 8,798.91	\$ 9,142.11	\$ 7,898.17	\$ 9,128.08	\$ 10,051.60	\$ 9,864.78	\$ 9,495.67	\$ 9,547.60		

** 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

& Dr. Best House and Medical Museum

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Middleburgh, NY 12122

(518) 827-5142

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Middleburgh Library

Director's Report – January 15, 2024

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

- **Meetings and Workshops:**

January 2nd, Meeting with Schoharie and Cobleskill directors at Schoharie Free Library.

January 9th at 3:00 meeting with Director's Council at the Amsterdam Library.

January 10th at 9:30 JA council meeting at MVLS.

January 11th at 9:30 meeting with Mary at Evening Star Accounting.

February 15th at 9:30 Children's SRP meeting (virtual).

- **Projector:**

Kip Degroff has fixed the projector. It is working well and the picture quality is greatly improved. We still should be making plans to invest in a new projector in the next few years.

- **December Operating Receipts:**

The December 2023 Operating Receipt report has been amended (attached) to reflect the number of donations and fundraising money that was received in the last week of the month.

- **Spotlight:**

Thanks so much to Trustee Mal Martin and his sons Aiden and Tadhg for the great Facebook Live show for our basket raffle. Great job!

Middleburgh Library

2023

	Month	YTD
	December	YTD
	December	YTD
System Grants		
11.3 LLSA 2023		\$1,571.40
11.3 LLSA 2021 (Final)		\$174.20
11.4 Legislative Grants (Bullet Aid)		
11.5 LSTA - System (Summer Reading)		
11.6 Other System Grants	\$250.00	\$250.00
11.7 Other State Aid (Construction)		
Private Grants		
Create Grant 2023		\$2,889.94
Galasso Grant (General)	\$2,500.00	\$5,000.00
Caples Fund	\$3,000.00	\$7,000.00
Summer Reading Grants		
MVLS Mini Grant		\$340.00
WGY Christmas Wish		\$600.00
Stewarts		\$500.00
Price Chopper		\$300.00
Donation from St. Marks Church		\$205.90
Sterling Insurance		\$250.00
Other		
Valley View Liq.(Programming/Harry Potter)		\$1,200.00
Fam Funds (for Programming)		
Dream & Do Grant (MVLS Foundation)		\$400.00
Total	\$5,750.00	\$19,231.44

YTD

Other Receipts		
11.14 Gifts & Endowments		
January		
February		\$900.00
March		\$250.00
April		\$25.00
May		\$25.00
June		\$50.00
July		\$100.00

Middleburgh Library

2023

	Month	YTD
	December	YTD
August		\$750.00
September		\$100.00
October	\$500.00	\$500.00
November		
December	\$800.00	\$800.00
Total Gifts & Endowments	\$1,300.00	\$4,300.00
11.15 Fundraising		
Concerts	\$705.00	\$2,396.00
Book Sale	\$69.00	\$1,263.00
Book Nook		
Christmas Cards (Anne Lamont)		\$25.00
Crock Pot Cook off		\$371.00
SRP T-Shirts		
Basket Raffle	\$1,436.00	\$1,994.00
5x5 Art Sale	\$180.00	\$290.00
Total Fundraising	\$2,390.00	\$6,339.00
11.16 Donation Jar/Desk		
1-Jan		\$190.00
2-Feb		\$241.99
3-Mar		\$113.00
4-Apr		\$147.00
5-May		\$140.00
6-Jun		\$105.00
7-Jul		\$50.00
8-Aug		\$135.50
9-Sep		\$40.00
10-Oct.		\$4.00 *
11-Nov.		\$66.00
12-Dec.	\$138.48	\$138.48
Total Donation Jar/Desk	\$138.48	\$1,370.97
11.17 Other		
Refund from Personnel Concepts		\$25.90
Reimbursement from Wade Tours		\$200.00
SRP T-Shirts		
Reimbursement from BH for hardware store charges		\$20.78
Book Replacement fines		\$75.89

Middleburgh Library

2023

	Month	YTD
	December	YTD
Book Reimbursement from SCPL		
Reimbursement from the BH		\$357.22
School Tax Funds	\$177,707.17	\$181,025.07
Additional School Tax Funds	\$65.49	\$65.49
Total Other	\$177,772.66	\$181,770.35
History & Genalogy Room		\$40.00
Total	\$187,351.14	\$213,051.76
Petty Cash Reimbursement		

Middleburgh Library

2024

	Month	YTD
	January	YTD

YTD

System Grants

11.3 LLSA 2023

11.3 LLSA 2021 (Final)

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 2023

Galasso Grant (General)

Caples Fund

Summer Reading Grants

MVLS Mini Grant

WGY Christmas Wish

Stewarts

Price Chopper

Donation from St. Marks Church

Sterling Insurance

Other

Valley View Liq.(Programming/Harry Potter)

Fam Funds (for Programming)

Dream & Do Grant (MVLS Foundation)

Total

\$0.00

\$0.00

YTD

Other Receipts

11.14 Gifts & Endowments

January

\$2,000.00

\$2,000.00

February

March

April

May

June

July

Middleburgh Library

2024

	Month	YTD
	January	YTD
August		
September		
October		
November		
December		
Total Gifts & Endowments	\$2,000.00	\$2,000.00
11.15 Fundraising		
Concerts		
Book Sale	\$7.00	\$7.00
Book Nook		
Christmas Cards (Anne Lamont)		
Crock Pot Cook off		
SRP T-Shirts		
Basket Raffle		
5x5 Art Sale (2023)	\$40.00	\$40.00
Total Fundraising	\$47.00	\$47.00
11.16 Donation Jar/Desk		
1-Jan	\$30.00	\$30.00
2-Feb		
3-Mar		
4-Apr		
5-May		
6-Jun		
7-Jul		
8-Aug		
9-Sep		
10-Oct.		
11-Nov.		
12-Dec.		
Total Donation Jar/Desk	\$30.00	\$30.00
11.17 Other		
Refund from Personnel Concepts		
Reimbursement from Wade Tours		
SRP T-Shirts		
Reimbursement from BH for hardware store charges		
Book Replacement fines		

Middleburgh Library

2024

2024

Month	YTD
January	YTD

Book Reimbursement from SCPL		
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Reimbursement from the BH		
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School Tax Funds		
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Prize from Annual Dinner/MVLS		
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Total Other		
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History & Genalogy Room

Total	\$2,077.00	\$2,077.00
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Petty Cash Reimbursement		
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\$2,077.00	\$2,077.00

Middleburgh Library Association
Executive Finance Committee Report
January 2nd, 2024 5:30pm

In attendance: Malachi Martin, Diane Stewart, Terry Pavoldi, Kelly Rossman, Dan Dial and Deb Brigadier

Discussion concerning Morning Star Accounting firm located in Schoharie. After review of the documents from Morning Star the committee recommends Terry, Kelly and Diane meet with the staff of Morning Star to ensure that they can accommodate our needs for the price quoted in their initial letter.

Discussion concerning the budget for 2024.

- 2 employees will have their pay increase to \$15.00 as per new New York State minimum wage increase
- Discussed possible wage increases for the rest of the staff, potential \$4-5000 increase
- Discussed new regulations concerning director's salary. If less than \$58,500 (approximate figure) MLA would be required to pay overtime after 40 hours
- With the increases in wages/salaries we are projected to increase taxes by 6-6.5%



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Policy Committee

Meeting date: 11/16/23

Attendees: Kelly Rossmann, Carrie Foland and Terry Pavoldi (Absent: Marilyn Wyman)

-Finalized Weeding Policy.

-Reviewed Material Selection Policy (aka Collection Development Policy). Terry will send it to Marilyn to review so we can Finalize it at our next meeting.

-Discussed current Conflict of Interest Policy – agreed to remove one paragraph.

-Discussed the need for an Employee Policy that would address such topics as the following: Bereavement, Snow closure, Tardiness, Lunch break, closing early due to inclement weather and if employee would get paid or not.

Submitted by Kelly Rossmann/Policy Committee Chair