

## **The Middleburgh Library**

*& Dr. Best House and Medical Museum*

323 Main Street, PO Box 670

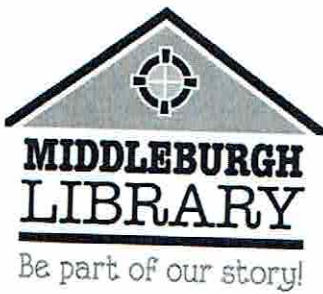
Middleburgh, NY 12122

(518) 827-5142

[www.middleburghlibrary.info](http://www.middleburghlibrary.info)

### **Middleburgh Library Association Board of Trustees Annual Meeting May 20, 2024**

1. Call To Order
2. Pledge of Allegiance
3. Agenda: Questions, Additions and Approval
4. Reading of the Spencer Bequest
5. Thank you to trustee Mal Martin who is going off the board.
6. Swearing in of new trustees Scott Walsh, Deb Brigadier and Kelly Rossmann for 3 year elected seats. Approval of officers: Diane Stewart and Sarah Beekman, co-presidents, Kelly Rossmann, secretary, Sarah Hunt, treasurer.
7. Approval of:
  - a. Library Association Attorney – Daniel Ross
  - b. Library Association Bank -NBT
  - c. Library Association Newspapers – Times Journal and Mountain Eagle
  - d. Library Association Asset Management – Fenimore Asset Management
  - e. Library Association Best House director – Deb Brigadier
8. Calendar of Events
9. Adjourn



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## **Middleburgh Library Association Board of Trustees Meeting Agenda May 20, 2024**

1. Call To Order
2. Pledge of Allegiance
3. Agenda: Questions, Additions and Approval
4. Approval of April 15, 2024 meeting minutes
5. Treasurer's Report
6. Director's Report
7. Committee Reports:
  - a. Best House
  - b. Policy Committee
8. Old Business:
  - a. Summer Reading Kick Off Carnival Volunteers Needed
  - b. Committee Sign Up.
9. New Business:
  - a. JA Agreement
  - b. 4<sup>th</sup> Fridays
10. Public Comment
11. Executive Session (if needed)
12. Adjournment

**Next monthly meeting Monday, June 17, 2024 @ 6 p.m.**

Middleburgh Library Association  
Board of Trustees Monthly Meeting  
April 15, 2024

1. Call to Order and Welcome

A. Time – 5:32pm

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

Absent: Scott Keidong

C. Guest(s): Sarah Hunt

2. Agenda: Questions and Adoption

Motion to accept the agenda with addition of Sarah Hunt's introduction and moving correspondence from New Business to Executive Session. Dan Dial 2<sup>nd</sup> – Kelly Rossmann.

i. Aye – 8 No – 0 Abstain – 0

3. Approval of Minutes

Motion to approve the March 18, 2024 meeting minutes. Kelly Rossmann, 2<sup>nd</sup> – Deb Brigadier.

i. Aye – 8 No – 0 Abstain – 0

4. Introduction of Sarah Hunt to Trustees. Sarah is a candidate to be BOT treasurer with Kelly Rossmann staying on as Best House Treasurer.

5. Treasurer's Report

Kelly Rossmann presented the March financial reports. Both FAM funds continue to generate revenue. Kelly provided an update on MLA tax returns with some follow up.

Motion to accept March Treasurer's Report. Diane Stewart, 2<sup>nd</sup> – Deborah Brigadier.

i. Aye – 8 No – 0 Abstain – 0

6. Director's Report

Terry Pavoldi provided her report and the MLA Operating Receipts. She informed the Trustees that Joshua Walther was hired for the position of library clerk and began on April 3.

Motion to accept the March Director's Report. Dan Dial, 2<sup>nd</sup> Sarah Beekman.

i. Aye – 8 No – 0 Abstain – 0

7. Committee Reports

No committee reports.

8. Old Business.

- a. Public Budget Hearing will be on April 16 at the Library Community Room from 7:30-8:00 pm.
- b. Budget Vote will be held on May 7<sup>th</sup> at the MLA Community Room from 12-8pm.

- c. Summer Reading Carnival, a kick off for the program, will be on June 19 from 5-7pm. There will be food available, as well as carnival activities.
- d. Fundraising bus trip to the Bronx Botanical Gardens in late August being planned.

9. New Business

- a. Discussion of MLA Executive Committee appointments.
- b. Discussion of Committee appointments and the responsibility and need for committees to meet regularly.

10. Public comment(s). None

11. Executive Session.

Motion to go into Executive Session to discuss correspondence at 6:07. Mal Martin, 2<sup>nd</sup>, Deb Brigadier.  
i. Aye 8 No -0 Abstain -0

Motion to come out of Executive Session at 6:21. Dan Dial, 2<sup>nd</sup>, Sarah Beekman.  
i. Aye -8 No -0 Abstain -0

12. Adjourned 6:22 pm

- a. Motion to adjourn – Carrie Foland, 2<sup>nd</sup>, Dan Dial.  
i. Aye – 8 No -0 Abstain -0

Next meeting will be Monday May 20, 2024 @6pm.

Submitted by Marilyn Wyman



# Middleburgh Library Association Account QuickReport As of April 30, 2024

Type	Date	Num	Name	Memo	Cir	Split	Debit	Credit	Original Amount	Balance
NBT Bank - 523901										
Check	04/01/2024	DD	Diamond, Michael J		X	-SPLIT-		109.77	-109.77	229,918.65
Check	04/01/2024	DD	Haley, Marie		X	-SPLIT-			-340.94	229,808.88
Check	04/01/2024	DD	LaMont, Anne M		X	-SPLIT-		205.82	-205.82	229,467.94
Check	04/01/2024	DD	Pelton, Laura		X	-SPLIT-		274.63	-274.63	229,262.12
Check	04/01/2024	DD	Rolland Jr, Richard I		X	-SPLIT-		41.16	-41.16	228,987.49
Check	04/01/2024	DD	Young-Cherizard, Rebec...		X	-SPLIT-		526.57	-526.57	228,946.33
Check	04/01/2024	EFT	NYS Income Tax		X	-SPLIT-		10.29	-10.29	228,419.76
Check	04/01/2024	EFTPS	EFTPS-941		X	-SPLIT-		252.02	-252.02	228,409.47
Check	04/01/2024	Fee	Evening Star Bookkeepi...		X	State Withholding		63.00	-63.00	228,157.45
Check	04/01/2024	EFT	NYS Unemployment Insu...		X	Federal/FICA		34.60	-34.60	228,094.45
Check	04/01/2024	DD	Pavoldi, Teresa M		X	Payroll Taxes		2,003.19	-2,003.19	228,059.85
Check	04/01/2024	EFT	NYS Income Tax		X	-SPLIT-		108.89	-108.89	228,056.66
Check	04/01/2024	EFTPS	EFTPS-941		X	State Withholding		499.64	-499.64	225,947.77
Check	04/01/2024	Fee	Evening Star Bookkeepi...		X	Federal/FICA		53.00	-53.00	225,448.13
Check	04/01/2024	EFT	NYS Unemployment Insu...		X	Bookkeeping / Acc...		15.09	-15.09	225,395.13
Check	04/01/2024	EFT	NYS Unemployment Insu...		X	Payroll Taxes		175.96	-175.96	225,380.04
Deposit	04/08/2024			Deposit	X	-SPLIT-	702.38			225,204.08
Check	04/10/2024		Middleburgh Library Assoc	Insurance	X	Best House Check...	5,890.00		5,890.00	225,906.46
Check	04/11/2024		Middel	10391559	X	Technology/Telec...		80.95	-80.95	231,715.51
Check	04/11/2024		Middel	10391559	X	-SPLIT-		166.82	-166.82	231,715.51
Check	04/15/2024	DD	Diamond, Michael J		X	-SPLIT-		109.78	-109.78	231,548.69
Check	04/15/2024	DD	Haley, Marie		X	-SPLIT-		288.15	-288.15	231,438.91
Check	04/15/2024	DD	LaMont, Anne M		X	-SPLIT-		302.22	-302.22	231,150.76
Check	04/15/2024	DD	Pelton, Laura		X	-SPLIT-		328.67	-328.67	230,848.54
Check	04/15/2024	DD	Rolland Jr, Richard I		X	-SPLIT-		24.02	-24.02	230,519.87
Check	04/15/2024	DD	Young-Cherizard, Rebec...		X	-SPLIT-		605.93	-605.93	230,495.85
Check	04/15/2024	EFT	NYS Income Tax		X	-SPLIT-		12.65	-12.65	229,889.92
Check	04/15/2024	EFTPS	EFTPS-941		X	State Withholding		279.00	-279.00	229,877.27
Check	04/15/2024	Fee	Evening Star Bookkeepi...		X	Federal/FICA		63.00	-63.00	229,598.27
Check	04/15/2024	EFT	NYS Unemployment Insu...		X	Bookkeeping / Acc...		38.30	-38.30	229,535.27
Check	04/15/2024	DD	Pavoldi, Teresa M		X	Payroll Taxes		2,003.21	-2,003.21	227,496.97
Check	04/15/2024	EFT	NYS Income Tax		X	-SPLIT-		108.89	-108.89	227,496.97
Check	04/15/2024	EFTPS	EFTPS-941		X	State Withholding		499.62	-499.62	226,885.25
Check	04/17/2024	25042	Evening Star Bookkeepi...		X	Federal/FICA		53.00	-53.00	226,832.25
Check	04/17/2024	25043	Aaron's Electric Inc	7930-3	X	Bookkeeping / Acc...		350.00	-350.00	226,482.25
Check	04/17/2024	25044	Baker & Taylor	H68430280	X	Short Term Loans		21.74	-21.74	226,460.51
Check	04/17/2024	25045	Ingram Library Services, ...		X	Short Term Loans		836.90	-836.90	225,623.61
Check	04/17/2024	25046	Kyle's Waste Management		X	Short Term Loans		30.00	-30.00	225,593.61
Check	04/17/2024	25047	Laraway's, Inc	690025	X	Short Term Loans		386.08	-386.08	225,207.53
Check	04/17/2024	25048	Laura Pelton	Acct 1923	X	Short Term Loans		27.50	-27.50	225,180.03
Check	04/17/2024	25049	Live Well Designs	Dollar Tree Reimburse...	X	Short Term Loans		17.50	-17.50	225,162.53
Check	04/17/2024	25050	Middleburgh Library Assoc	000055 January Class S...	X	Short Term Loans		175.68	-175.68	224,986.85
Check	04/17/2024	25051	Mohawk Valley Library S...	Supplies Outlet	X	Short Term Loans		488.20	-488.20	224,498.65
Check	04/17/2024	25052	SMIST	5088 April 2024	X	Short Term Loans		25.00	-25.00	224,473.65
Check	04/17/2024	25053	Soul Gaze Studios/Lucia...	109	X	Short Term Loans		200.00	-200.00	224,273.65
Check	04/21/2024	25054	National Grid	March 2024 Chair Yoga	X	Electricity		410.56	-410.56	223,863.09
Check	04/25/2024	25055	Evening Star Bookkeepi...	27037	X	Short Term Loans		509.18	-509.18	223,353.91
Check	04/25/2024	25056	Middleburgh Library Assoc	Reimbursements	X	Short Term Loans		134.90	-134.90	223,219.01
Check	04/25/2024	25057	Pat Wictor		X	Short Term Loans		500.00	-500.00	222,719.01
Check	04/25/2024	25058	SMIST	111	X	Short Term Loans		25.00	-25.00	222,694.01
Check	04/30/2024	DD	Teresa Pavoldi	Reimbursement	X	-SPLIT-		63.89	-63.89	222,630.12
Check	04/30/2024	DD	Pavoldi, Teresa M		X	-SPLIT-		2,003.20	-2,003.20	220,626.92
Check	04/30/2024	EFTPS	EFTPS-941		X	Federal/FICA		499.62	-499.62	220,127.30
Check	04/30/2024	EFT	NYS Income Tax		X	State Withholding		108.89	-108.89	220,018.41
Check	04/30/2024	Fee	Evening Star Bookkeepi...		X	Bookkeeping / Acc...		53.00	-53.00	219,965.41

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05/06/24

Cash Basis

# Middleburgh Library Association

## Account QuickReport

As of April 30, 2024

Type	Date	Num	Name	Memo	Cir	Split	Debit	Credit	Original Amount	Balance
Check	04/30/2024	DD	Diamond, Michael J		X	-SPLIT-		109.77	-109.77	219,855.64
Check	04/30/2024	DD	Haley, Marie		X	-SPLIT-		340.95	-340.95	219,514.69
Check	04/30/2024	DD	LaiMont, Anne M		X	-SPLIT-		219.54	-219.54	219,295.15
Check	04/30/2024	DD	Pelton, Laura		X	-SPLIT-		236.70	-236.70	219,058.45
Check	04/30/2024	DD	Rolland Jr, Richard I		X	-SPLIT-		61.74	-61.74	218,996.71
Check	04/30/2024	DD	Walker, Joshua M		X	-SPLIT-		192.10	-192.10	218,804.61
Check	04/30/2024	DD	Young-Cherizard, Rebek...		X	-SPLIT-		540.99	-540.99	218,263.62
Check	04/30/2024	EFTPS	EFTPS-941		X	Federal/FICA		286.12	-286.12	217,977.50
Check	04/30/2024	EFT	NYS Income Tax		X	State Withholding		10.95	-10.95	217,966.55
Check	04/30/2024	Fee	Evening Star Bookkeepi...		X	Bookkeeping / Acc...		65.00	-65.00	217,901.55
Check	04/30/2024	EFT	NYS Unemployment Insu...		X	Payroll Taxes		39.26	-39.26	217,862.29
Check	04/30/2024	EFT	IRS		X	Prior Payrolls		1,620.00	-1,620.00	216,242.29
Check	04/30/2024	EFT	NYS Income Tax		X	State Withholding		128.69	-128.69	216,113.60
Total NBT Bank - 523901							6,592.38	20,397.43		216,113.60
<b>TOTAL</b>							<b>6,592.38</b>	<b>20,397.43</b>		<b>216,113.60</b>



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05/06/24

Cash Basis

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

	Jan - Apr 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Aid / Grants				
Grants	0.00	4,000.00	-4,000.00	0.0%
LLSA	174.60			
Aid / Grants - Other	0.00	1,000.00	-1,000.00	0.0%
<b>Total Aid / Grants</b>	<b>174.60</b>	<b>5,000.00</b>	<b>-4,825.40</b>	<b>3.5%</b>
Donations, Gifts and Endowments	2,365.00			
Fundraisers				
Arts and Craft Sale	40.00			
Book Sale	39.00			
Crock Pot Cook Off	440.00			
Jar	199.00			
Fundraisers - Other	0.00	7,000.00	-7,000.00	0.0%
<b>Total Fundraisers</b>	<b>718.00</b>	<b>7,000.00</b>	<b>-6,282.00</b>	<b>10.3%</b>
History & Genealogy Room Income	0.00	100.00	-100.00	0.0%
Library Charges	5.99			
Library Tax Funds	0.00	176,397.35	-176,397.35	0.0%
Other	0.00	5,679.96	-5,679.96	0.0%
<b>Total Income</b>	<b>3,263.59</b>	<b>194,177.31</b>	<b>-190,913.72</b>	<b>1.7%</b>
<b>Expense</b>				
Bldg Operation / Maint				
Building Repairs	324.84			
Equipment Repairs	208.95			
Maintenance	333.97			
Bldg Operation / Maint - Other	440.00	5,000.00	-4,560.00	8.8%
<b>Total Bldg Operation / Maint</b>	<b>1,307.76</b>	<b>5,000.00</b>	<b>-3,692.24</b>	<b>26.2%</b>
Bookkeeping / Accounting	3,958.88	3,500.00	458.88	113.1%
Books, Periodicals & Audio Visu	5,103.70	12,000.00	-6,896.30	42.5%
Employee Benefits	0.00	400.00	-400.00	0.0%
Fundraiser Expenses	0.00	200.00	-200.00	0.0%
History & Genealogy Room Exp	25.95	200.00	-174.05	13.0%
Insurance				
Building/Liability	6,604.60	12,211.00	-5,606.40	54.1%
Directors & Officers	878.00	1,000.00	-122.00	87.8%
Flood	0.00	4,000.00	-4,000.00	0.0%
<b>Total Insurance</b>	<b>7,482.60</b>	<b>17,211.00</b>	<b>-9,728.40</b>	<b>43.5%</b>
Miscellaneous				
Advertising	0.00	250.00	-250.00	0.0%
Alarm Monitoring	336.00	350.00	-14.00	96.0%
Bank Charges	0.00			
Election Expenses	0.00	300.00	-300.00	0.0%
Equipment	0.00	3,500.00	-3,500.00	0.0%
Licenses	0.00	600.00	-600.00	0.0%
Memberships	160.00	500.00	-340.00	32.0%
Miscellaneous - Other	255.90	500.00	-244.10	51.2%
<b>Total Miscellaneous</b>	<b>751.90</b>	<b>6,000.00</b>	<b>-5,248.10</b>	<b>12.5%</b>
Office/Library Supplies	1,513.06	3,500.00	-1,986.94	43.2%
Postage and Freight	17.10	250.00	-232.90	6.8%
Professional Fees	0.00	300.00	-300.00	0.0%

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05/06/24

Cash Basis

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

	Jan - Apr 24	Budget	\$ Over Budget	% of Budget
<b>Programs</b>				
Regular	2,110.34	4,800.00	-2,689.66	44.0%
Summer Reading Programs	0.00	2,000.00	-2,000.00	0.0%
Programs - Other	0.00	0.00	0.00	0.0%
<b>Total Programs</b>	2,110.34	6,800.00	-4,689.66	31.0%
<b>Salaries and Wages</b>				
Gross Payroll	34,097.56	102,677.62	-68,580.06	33.2%
Payroll Taxes	1,392.57	9,000.00	-7,607.43	15.5%
Workers Comp & Disability	30.00	5,400.00	-5,370.00	0.6%
<b>Total Salaries and Wages</b>	35,520.13	117,077.62	-81,557.49	30.3%
<b>Technology/Telecommunications</b>				
Utilities	3,423.92	7,300.00	-3,876.08	46.9%
Electricity	1,576.41	5,000.00	-3,423.59	31.5%
Heating Fuel	4,736.37	9,000.00	-4,263.63	52.6%
Water & Sewer	272.33	1,000.00	-727.67	27.2%
<b>Total Utilities</b>	6,585.11	15,000.00	-8,414.89	43.9%
<b>Total Expense</b>	67,800.45	194,738.62	-126,938.17	34.8%
<b>Net Ordinary Income</b>	-64,536.86	-561.31	-63,975.55	11,497.5%
<b>Net Income</b>	-64,536.86	-561.31	-63,975.55	11,497.5%



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	\$ 260,474.03		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Earnings			\$ 1,904.52	\$ 14,656.41	\$ 10,954.70	\$ (14,493.18)								
Current Year Contributions		\$ -												
Withdrawals		\$ -												
Total Portfolio Net Worth =		\$ 247,451.58	\$ 249,356.10	\$ 264,012.51	\$ 274,967.21	\$ 260,474.03								

\*\*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		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Earnings			\$ 1,201.00	\$ 5,166.37	\$ 4,072.09	\$ (510,749.65)								
Current Year Contributions														
Withdrawals														
Total Portfolio Net Worth =		\$ 93,026.72	\$ 94,227.72	\$ 99,394.09	\$ 103,466.18	\$ 92,716.53								

\*\*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
<b>BEGINNING BALANCE</b>	\$ 12,771.67	\$ 9,547.60	\$ 9,556.39	\$ 8,605.94	\$ 7,617.51	\$ 6,815.08									
<b>RECEIPTS:</b>															
Fenimore Asset Management	\$ 2,687.00				\$ 5,890.00									\$ 5,890.00	
Unrestricted Donations (non-hour)	\$ 517.50	\$ 690.00	\$ 285.00		\$ 52.00									\$ 975.00	
Tours / Programs	\$ 1,271.00													\$ 52.00	
4th Friday Donations	\$ 406.00														
Restricted Donations	\$ 22,500.00														
Fundraising - Other	\$ 4,067.50														
Paranormal Event	\$ 595.00				\$ 105.00									\$ 105.00	
Miracle on Main Street	\$ 2,259.00				\$ 200.00									\$ 200.00	
<b>Total Receipts =</b>	<b>\$ 34,303.00</b>	<b>\$ 690.00</b>	<b>\$ 285.00</b>	<b>\$ -</b>	<b>\$ 6,247.00</b>										
<b>DISBURSEMENTS:</b>															
Village Water & Sewer	\$ 308.09													\$ 7,222.00	
National Grid	\$ 1,394.86	\$ (87.86)	\$ (77.03)												
Fuel Oil / Service	\$ 3,829.91	\$ (534.48)	\$ (83.78)	\$ (112.82)	\$ (68.28)									\$ (77.03)	
Insurance	\$ 2,687.00		\$ (944.10)	\$ (785.42)	\$ (516.42)									\$ (352.74)	
Marketing / Advertising Exp's	\$ 420.00				\$ (5,890.00)									\$ (2,680.42)	
Lawn/Grounds Maint.					\$ (208.00)									\$ (5,890.00)	
Repair & Maintenance (building)	\$ 22,198.00													\$ (208.00)	
Carriage House Repairs														\$ -	
MIDTEL (Middleburgh Telephone)	\$ 683.12	\$ (58.87)	\$ (58.87)	\$ (58.87)	\$ (62.10)									\$ -	
Capital Improvement-	\$ 2,265.85													\$ (238.71)	
Membership														\$ -	
General Security	\$ 436.12		\$ (109.03)												
Haunted History Tours															
Web Domain	\$ 49.49													\$ (109.03)	
Programming Expenses	\$ 300.00		\$ (62.64)	\$ (31.32)	\$ (31.32)									\$ (125.28)	
Archiving/Preservation															
Miscellaneous	\$ 763.21														
Fundraising Expenses	\$ 2,191.62				\$ (100.86)										
<b>Total Disbursements =</b>	<b>\$ 37,527.07</b>	<b>\$ 681.21</b>	<b>\$ 1,235.45</b>	<b>\$ 988.43</b>	<b>\$ 7,049.43</b>									\$ (100.86)	
<b>Ending Balance =</b>	<b>\$ 9,547.60</b>	<b>\$ 9,556.39</b>	<b>\$ 8,605.94</b>	<b>\$ 7,617.51</b>	<b>\$ 6,815.08</b>									\$ (172.45)	
														\$ (9,954.52)	

\*\* 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

323 Main Street, PO Box 670

Middleburgh, NY 12122

(518) 827-5142

[www.middleburghlibrary.info](http://www.middleburghlibrary.info)

### Middleburgh Library

#### Director's Report – May 20th, 2024

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

- **Meetings, Workshops & Tours:**

**May 1<sup>st</sup> – BHAC** meeting 3:30 at the Dr. Best House Museum

**May 6<sup>th</sup> – 2:30** on Zoom, MVLS/JA questions about SCPL withdrawing from JA.

**May 8<sup>th</sup> – 9:30 JA council** meeting at MVLS.

**May 9<sup>th</sup> – 9:30 – 12:30** *How to Start a Friends Group* at Clifton Park/Halfmoon Library.

**May 13<sup>th</sup> – 2:00** **Policy Committee Meeting**

**May 15<sup>th</sup> – 9:30** **Director's Council** at the Amsterdam Public Library.

**May 28<sup>th</sup> –** Visit from Grapeville Christian School for a tour and special storytime.

- **Programming:**

**June 19<sup>th</sup> is our Summer Reading Kick-Off Carnival!** We are looking for volunteers to help. Registration for Summer Reading begins on June 19<sup>th</sup> and programming begins the first week of July through the second week of August. The theme this year is ***Adventure Begins at Your Library.***

- **JA Agreement:**

Please read the attached JA agreement in preparation for a vote.

- **Spotlight:**

I'd like to acknowledge the wonderful job our senior clerk, Rebecca Young, has done training our new employee Josh Walther. Josh will begin working without supervision beginning in June. Great job Rebecca!



# Middleburgh Library

2024

Month	YTD
May	YTD

System Grants	YTD
11.3 LLSA 2023	
11.3 LLSA 2023 (Final)	
11.4 Legislative Grants (Bullet Aid)	\$174.60
11.5 LSTA - System (Summer Reading)	
11.6 Other System Grants	
11.7 Other State Aid (Construction)	
<b>Private Grants</b>	
Create Grant 2023	
Galasso Grant (General)	
Caples Fund	
<b>Summer Reading Grants</b>	
MVLS Mini Grant	
WGY Christmas Wish	
Stewarts	
Price Chopper	\$600.00
Donation from St. Marks Church	
Sterling Insurance	
<b>Other</b>	
Valley View Liq.(Programming/Harry Potter)	
Fam Funds (for Programming)	
Dream & Do Grant (MVLS Foundation)	
<b>Total</b>	
	\$0.00
	\$774.60

Other Receipts	YTD
<b>11.14 Gifts &amp; Endowments</b>	
January	
February	\$2,000.00
March	\$350.00
April	
May	
June	\$575.00
July	\$575.00

# Middleburgh Library

2024

	Month	YTD
	May	YTD
August		
September		
October		
November		
December		
<b>Total Gifts &amp; Endowments</b>	\$575.00	\$2,925.00
<b>11.15 Fundraising</b>		
Concerts	\$875.00	\$875.00
Book Sale	\$45.00	\$96.00
Book Nook		
Christmas Cards (Anne Lamont)		
Crock Pot Cook off		\$465.00
SRP T-Shirts		
Basket Raffle		
5x5 Art Sale (2023)		\$40.00
<b>Total Fundraising</b>	\$920.00	\$1,476.00
<b>11.16 Donation Jar/Desk</b>		
1-Jan		\$30.00
2-Feb		\$94.00
3-Mar		\$75.00
4-Apr		\$176.00
5-May	\$225.00	\$225.00
6-Jun		
7-Jul		
8-Aug		
9-Sep		
10-Oct.		
11-Nov.		
12-Dec.		
<b>Total Donation Jar/Desk</b>	\$225.00	\$600.00
<b>11.17 Other</b>		
Refund from Personnel Concepts		
Reimbursement from SCPL for book		\$12.78
SRP T-Shirts		
Reimbursement from BH for hardware store charges		
Book Replacement fines	\$31.00	\$31.00

\*

# Middleburgh Library

2024

	Month	YTD
	May	YTD

Book Reimbursement /Gloversville  
 Reimbursement from the BH  
 School Tax Funds  
 Prize from Annual Dinner/MVLS  
**Total Other**  
**History & Genalogy Room**  
**Total**  
**Petty Cash Reimbursement**

	\$20.99
	\$15.00
\$31.00	\$79.77
<b>\$1,751.00</b>	<b>\$5,855.37</b>



## Best House Advisory Committee (BHAC)

May 1, 2024

Attending:

Debbie Brigadier, Director of Operations; Kelly Rossmann, Treasurer; Laura Clark, Director of Building and Grounds; Bobbi Ryan, Director of Special Events and Outreach; Terry Pavoldi, Middleburgh Librarian; Suzie Strakosh-Koshersberger, Member

### 1. Treasurer Report-April 2024

Beginning Balance	\$7,617.51
End Balance	\$6,815.08
Receipts: Tours	\$ 52.00
Fundraiser Sow & Sip	\$105.00
Unknown Paranormal Investigation	\$200.00
Dispersal from Fam Funds	\$5,890.00
Total:	\$6,247.00

Expenditures: Fam Fund dispersal to operating account \$5,890.00

Midtel (telephone)	\$ 62.10
VistaPrint (website)	\$ 31.32
Laraway's (fuel oil)	\$516.42
Debbie Brigadier (misc)	\$100.06
Times Journal (ad).	\$208.00
National Grid (electric)	\$ 68.28

### 2. Discussion:

- Estimate received from Lenny's Painting for repair and painting of upstairs hallway & foyer as well as Community Room ceiling. This damage has been from water intrusion from leaking roof. Lenny's Painting has provided his services before including the painting of the exterior of the house. I will contact two other local contractors who have successfully repaired vintage structures prior to submitting bids for approval.
- Laura Clark has assumed responsibilities of building and grounds. Best House has a need for someone to mow and weed regularly during the growing season which will likely require remuneration. Laura will contact someone to do this on a regular basis.
- Debbie and Bobbi will attend the annual brochure exchange for all businesses and historical attractions throughout Schoharie County on Tuesday, May 21, at the Ramada Inn in Cobleskill. New brochures will be ordered as our current supply is low.
- There is a collection of 78 rpm records that can't be played on the Edison Phonograph in the Best House. Bobbi was told by Anne Doerge the records are from Duncan and Winifred's house that was next door but demolished after Duncan passed in 1991, therefore not a part of the C.S. Best Collection. An inventory will be done and we will contact someone who may be interested with the intent to sell.

- Best House is hosting an Appeal Letter Envelope-Stuffing Party on Monday, May 20 from 3:00-5:00 p.m. at Middleburgh Library. Student volunteers from Middleburgh Jr/Sr High School will assist. Pizza and soda will be provided.
- Shoe covers will be provided for all who enter into the BH during inclement weather or if the grass has been recently mowed.
- The Middleburgh Village-wide garage sale will be held on Saturday, August 17. We decided to participate again this year.

Very respectfully submitted,  
Debbie Brigadier  
Director of Operations



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### **Middleburgh Library Policy: Open Meetings**

The Middleburgh Library is subject to New York's Open Meetings Law pursuant to Article 7 of the Public Officers Law. The law requires that board meetings be properly posted and advertised and open to the public. A copy of New York's Open Meetings Law is available at:  
<http://www.dos.state.ny.us/coog/openmeetlaw.html>.

#### **Notice of Meetings**

A notice of the Board's meetings for the calendar year is posted by the library with local media, and on the library's bulletin board, online calendar and website at [www.middleburghlibrary.info](http://www.middleburghlibrary.info) as well as the library's Facebook page. Regular meetings are held monthly on the third Monday at 6:00 pm in the Library Community Room. In the event that it is necessary for the Board to change the date of a regularly scheduled meeting or to hold a special or emergency meeting, advance notice will be posted on the library's bulletin board, online calendar, website and Facebook page in advance to the extent possible.

#### **Executive Sessions**

During an open meeting of the Board, the Board may go into executive session during which the public is excluded. However, executive sessions may be convened only for a limited number of purposes specified under New York law. These are:

- Matters which will imperil the public safety if disclosed;
- Any matter which may disclose the identity of a law enforcement agency or informer;
- Information relating to a current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
- Discussions regarding proposed, pending or current litigation;
- The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof. Though several of these situations do not ordinarily affect libraries, the complete list is included here to emphasize the limited conditions that justify a closed session of the Board under the law. An executive session is convened only as part of a public Board meeting. The Board must vote to enter executive session and state the general nature of the session for its minutes. The Board may take formal action and vote on any matter in executive session except the appropriation of public monies.



## **Public Participation in Meetings**

Members of the public are welcome to attend Board meetings. Observers are asked not to participate in any way that might impede the work of the Board. New York's Open Meetings Law confers upon the public the right to observe the performance of public officials and attend and listen to the deliberations and decisions that go into the making of public policy. It does not give the public the right to speak or participate in board meetings. Observers should recognize that the Board is under no obligation to brief observers on matters before the Board or to take or respond to questions from observers. Observers may participate in discussions only if recognized by the Board. The President or chair of the Board meeting reserves the right to set a time limit on any public comments.

## **Minutes**

As required by the Open Meetings Law, minutes are taken at all Board meetings. Minutes of a regular session of the Board must consist of "a record or summary of all motions, proposals, resolutions, and any other matter formally voted upon and the vote thereon." Although it is not required by law, most minutes also include a summary of discussions relating to the issues covered. The minutes, along with statements and other official records are available on the library website as well as at the front circulation desk in the library. Copies of archived board documents are available to the public upon request to the Library Director ("Director"). Minutes must be on hand for public inspection two weeks after the meeting, even if they have yet to be approved. Minutes of executive sessions are required only if the Board took formal action in the executive session. If no vote or other action is taken, no minutes are required. Otherwise, the minutes of an executive session must provide "a record or summary of the final determination" or action the Board took in the session.



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## **Policy Committee**

Meeting date: 5/13/24

Attendees: Kelly Rossmann, Carrie Foland and Terry Pavoldi

-Finalized Open Meetings Policy (attached).

-Material Selection Policy (aka Collection Development Policy) and Conflict of Interest Policy still need to be finalized.

-Discussed updating both the Disaster Plan Policy and the Harassment Policy next.

Submitted by Kelly Rossmann/Policy Committee Chair

## Budgeted Fees

\$708,650

\$733,453

Library	2022 Items	2022 Circ	Circ + Item	2024 Fees	2024 Monthly Fee	2023 Items	2023 Circ	Circ + Item	2025 Fees	2025 Monthly Fee
ARG	9,470	10,458	19,928	\$3,061.16	\$255.10	9,208	10,521	19,729	\$3,108.54	\$259.04
BAL	26,649	42,093	68,742	\$10,559.54	\$879.96	27,435	45,058	72,493	\$11,422.14	\$951.84
BOL	14,176	9,202	23,378	\$3,591.12	\$299.26	13,145	10,312	23,457	\$3,695.93	\$307.99
BRL	12,768	5,250	18,018	\$2,767.77	\$230.65	12,976	4,607	17,583	\$2,770.41	\$230.87
BUR	44,500	108,017	152,517	\$23,428.32	\$1,952.36	45,694	111,542	157,236	\$24,774.41	\$2,064.53
CAM	12,558	19,028	31,586	\$4,851.96	\$404.33	12,311	16,550	28,861	\$4,547.39	\$378.95
CHT	25,646	13,825	39,471	\$6,063.19	\$505.27	25,239	13,714	38,953	\$6,137.51	\$511.46
COR	19,414	12,220	31,634	\$4,859.34	\$404.94	19,462	12,544	32,006	\$5,042.93	\$420.24
CPH	183,943	536,581	720,524	\$110,680.57	\$9,223.38	180,441	544,593	725,034	\$114,237.76	\$9,519.81
EAS	15,721	4,731	20,452	\$3,141.66	\$261.80	15,831	4,761	20,592	\$3,244.52	\$270.38
FTE	17,220	3,871	21,091	\$3,239.81	\$269.98	16,414	3,573	19,987	\$3,149.19	\$262.43
GAL	36,258	30,563	66,821	\$10,264.45	\$855.37	35,890	32,537	68,427	\$10,781.49	\$898.46
GLE	192,036	340,638	532,674	\$81,824.70	\$6,818.72	196,685	360,906	557,591	\$87,855.12	\$7,321.26
GRA	19,429	14,551	33,980	\$5,219.71	\$434.98	19,803	15,372	35,175	\$5,542.24	\$461.85
GRN	23,917	31,323	55,240	\$8,485.48	\$707.12	24,546	31,864	56,410	\$8,888.07	\$740.67
HUD	16,719	17,053	33,772	\$5,187.76	\$432.31	16,926	17,290	34,216	\$5,391.14	\$449.26
ILT	8,610	4,149	12,759	\$1,959.93	\$163.33	8,976	4,350	13,326	\$2,099.67	\$174.97
IND	31,484	15,759	47,243	\$7,257.05	\$604.75	31,589	15,155	46,744	\$7,365.07	\$613.76
JBG	25,267	14,673	39,940	\$6,135.23	\$511.27	25,154	12,763	37,917	\$5,974.28	\$497.86
LGL	13,237	7,487	20,724	\$3,183.44	\$265.29	13,688	7,466	21,154	\$3,333.07	\$277.76
LKG	13,598	10,448	24,046	\$3,693.74	\$307.81	14,169	11,775	25,944	\$4,087.79	\$340.65
LKP	30,128	8,506	38,634	\$5,934.62	\$494.55	12,354	8,740	21,094	\$3,323.61	\$276.97
LUZ	12,711	11,376	24,087	\$3,700.03	\$308.34	12,648	10,706	23,354	\$3,679.70	\$306.64
MEC	38,221	30,474	68,695	\$10,552.32	\$879.36	37,489	31,399	68,888	\$10,854.13	\$904.51
RAQ	13,346	3,376	16,722	\$2,568.69	\$214.06	13,408	3,619	17,027	\$2,682.81	\$223.57
RDL	19,906	19,600	39,506	\$6,068.56	\$505.71	19,757	19,770	39,527	\$6,227.95	\$519.00
RDL-MAL	20,304	43,337	63,641	\$9,775.97	\$814.66	20,620	44,996	65,616	\$10,338.58	\$861.55
SAR	199,974	489,196	689,170	\$105,864.24	\$8,822.02	194,310	492,382	686,692	\$108,196.52	\$9,016.38
SLM	18,089	19,720	37,809	\$5,807.89	\$483.99	18,462	16,939	35,401	\$5,577.85	\$464.82
STI	18,871	22,419	41,290	\$6,342.61	\$528.55	17,103	24,509	41,612	\$6,556.47	\$546.37
STO	9,613	1,612	11,225	\$1,724.29	\$143.69	9,781	1,319	11,100	\$1,748.94	\$145.74
SVL	19,136	48,803	67,939	\$10,436.19	\$869.68	18,982	47,395	66,377	\$10,458.49	\$871.54
WAR	16,732	15,681	32,413	\$4,979.00	\$414.92	17,645	16,053	33,698	\$5,309.52	\$442.46
WAT	16,432	15,110	31,542	\$4,845.20	\$403.77	15,728	14,058	29,786	\$4,693.14	\$391.09
WHI	11,677	4,060	15,737	\$2,417.38	\$201.45	11,769	4,016	15,785	\$2,487.12	\$207.26
TOTAL	1,207,760	1,985,190	3,192,950	\$490,472.92	\$40,872.74	1,185,638	2,023,154	3,208,792	\$505,583.47	\$42,131.96



Library	2022		2023		2024 Monthly		2025 Monthly	
	Items	Circ	Items	Circ	Fees	Fee	Fees	Fee
Library	Items	Circ	Items	Circ	Item	Item	Item	Item
AMS	31,151	32,109	63,260	\$9,717.45	\$809.79	28,756	36,347	65,103
CAN	17,632	16,827	34,459	\$5,293.29	\$441.11	17,877	16,778	34,655
COB	18,279	31,277	49,556	\$7,612.36	\$634.36	18,330	34,700	53,030
FON	16,837	13,765	30,602	\$4,700.81	\$391.73	15,727	16,122	31,849
FTH	6,408	4,713	11,121	\$1,708.31	\$142.36	6,840	4,889	11,729
FTP	12,743	14,877	27,620	\$4,242.74	\$353.56	12,979	18,119	31,098
GLV	29,899	48,450	78,349	\$12,035.28	\$1,002.94	28,592	50,775	79,367
JOH	37,041	45,800	82,841	\$12,725.31	\$1,060.44	36,550	47,238	83,788
MID	21,298	16,840	38,138	\$5,858.42	\$488.20	21,261	17,436	38,697
NOR	15,918	14,775	30,693	\$4,714.79	\$392.90	15,841	14,344	30,185
SCPL	147,159	221,644	368,803	\$56,652.28	\$4,721.02	147,942	220,290	368,232
BOR	10,122	12,270	22,392	\$3,439.66	\$286.64	10,221	10,900	21,121
GNV	25,502	59,931	85,433	\$13,123.47	\$1,093.62	25,887	65,646	91,533
MTP	8,700	16,627	25,327	\$3,890.51	\$324.21	8,720	13,757	22,477
NIS	37,534	135,926	173,460	\$26,645.40	\$2,220.45	37,257	133,268	170,525
QUA	12,997	22,063	35,060	\$5,385.61	\$448.80	12,782	23,128	35,910
ROT	35,268	76,279	111,547	\$17,134.87	\$1,427.91	36,824	81,475	118,299
SCO	11,479	33,742	45,221	\$6,946.45	\$578.87	11,678	38,029	49,707
WOO	10,392	16,136	26,528	\$4,075.00	\$339.58	9,617	13,698	23,315
SHO	16,909	18,369	35,278	\$5,419.10	\$451.59	17,094	22,154	39,248
SHS	11,348	10,008	21,356	\$3,280.52	\$273.38	11,795	10,819	22,614
STJ	19,563	3,713	23,276	\$3,575.45	\$297.95	19,678	4,062	23,740
TOTAL	554,179	866,141	1,420,320	\$ 218,177.08	\$18,181.42	552,248	893,974	1,446,222
SCP Totals				\$ 137,293.25	SCP Totals			
Total Fee Income				4,613,270	4,655,014			
				\$ 708,650.00	\$ 733,453.00			
					\$ 141,982.05			
					\$ 227,869.53			
					\$ 18,989.13			

Agreement between the Mohawk Valley Library System (MVLS) and the Southern  
Adirondack Library System (SALS) Joint Automation Project and the

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The Mohawk Valley Library System and the Southern Adirondack Library System have jointly provided integrated automation services to their member libraries since 1983 through the MVLS/SALS Joint Automation Project. The Agreement between the two systems articulates the vision and mission of the Project, stating:

**VISION:** We will achieve excellence in the library and informational services in the eight counties communities through technology.

**MISSION:** MVLS and SALS will collaboratively support and provide access to an integrated automated library system through a joint automation project. We will respond to and assist member libraries with technical support, training and resources by utilizing current and emerging technologies.

The Joint Automation Council was established in 2003 by the two library system boards to "initiate policies and decisions regarding library automation services to the member libraries, recommend policy and advise the two System Boards on issues related to the provision of library automation services including funding".

The Joint Automation Council is a group of representatives from the member libraries and two systems and an 'unaffiliated' party. Libraries are encouraged to participate in the council and in its committees and user groups. A consortium requires all members' involvement to facilitate shared decision making so that local needs are considered, common policies formed and appropriate budgets developed.

The \_\_\_\_\_ understands that the MVLS/SALS Joint Automation Project is a cooperative project, sharing resources over the eight counties served by the two library systems and will work collaboratively with other member libraries, the Joint Automation Council, Joint Automation Staff and system staff to insure the efficient operation and security of the automated system for all participants.

With a shared patron database, each library is expected to enforce confidentiality laws and policies to ensure that all personal information including borrowing, requests, and information searches remain private. The Joint Automation Project requires all library staff, volunteers and trustees to respect every user's privacy. It expects libraries to enact appropriate local policies, procedures and necessary training to protect confidentiality.

Joint Automation Staff is the sole administrator of the ILS (integrated library system) including any central site hardware, software, and network equipment. Joint Automation Staff is the designated official contact with Innovative, our current automation provider for the Polaris ILS.

To facilitate the use of the automated system by the member libraries of the Mohawk Valley Library System and the Southern Adirondack Library System, the Joint



Automation Project provides automation services and support including, but not limited to:

- Provision of an online catalog, circulation, acquisitions, cataloging, and other functionality necessary to support library services
- Development, improvement and support of central site and local networks necessary for access to the ILS and providing library services to patrons
- Security measures including appropriate firewalls to protect the JA network
- Support for telecommunication services to provide staff connectivity to the ILS
- Full technical support of the network
- Support of member library automation needs during library hours and emergency support as needed
- Support of member library computers purchased through JA or with JA approval, including troubleshooting problems
- Loan of equipment for staff computers
- Hardware support for member library computer equipment including peripherals such as keyboards, barcode readers, and printers
- Hardware support for library local area networks, including wireless and other advancements in network technology
- Maintenance of appropriate files, reports, and other Polaris software applications responsive to member library needs
- User accounts on the Polaris System
- Email accounts and OneDrive access for library staff
- A Joint Automation Intranet providing information and support documentation about the automation system and services
- Coordinated purchase of computer equipment, peripherals, bar codes and other associated items
- Assistance with access to databases, if needed
- Consultation services on member library technology needs including wireless initiatives, local area networks, building projects etc.

The provision of these and other services is funded through State Aid and system funds received by the Mohawk Valley Library System and the Southern Adirondack Library System and by fees paid by member libraries. Grant funds are also pursued for specific automation activities.

Project budgets and member library fees are determined by a structure approved by the Joint Automation Council and the MVLS and SALS Boards of Trustees. Member libraries are billed on a monthly basis. Changes in the fee structure are announced by the Joint Automation Council and the two System Directors no later than March 1 of the year preceding any change. Any changes become effective with the January billing (sent in February). Member Library payments to the MVLS/SALS Joint Automation Project represent resources used by that library and do not represent a financial equity in the system.

#### Library Responsibilities:

- Act in conformity with applicable New York State Law and Regulations of the Commissioner of Education
- Develop, approve and enforce a confidentiality policy that protects the privacy of all library users. All staff and volunteers will need to sign a JA security policy.



- Abide by the approved policies of the Joint Automation Project
- Follow system conventions for the entry of patron and item information into the shared database
- Notify Joint Automation staff of problems with network performance or connectivity as soon as possible after the problem is experienced
- Notify Joint Automation staff to report equipment or software problems
- Provide training to library staff that explains the Joint Automation Project and the needs for appropriate security of database records, transactions, and public and staff computers. The library staff member providing this training must have been trained by JA staff or the System trainers.
- Notify the Joint Automation staff as early as possible of impending building or other facility changes or plans that will impact the provision of automated services
- Notify the Joint Automation staff of staff changes
- Pay fees and charges as expeditiously as possible
- Provide a contact person for the library in the event of network problems occurring during library closed hours

This agreement may be terminated by mutual agreement of the parties or a library may choose to withdraw from the Joint Automation Project with 180 days (6 months) notification to both the Joint Automation Council and to the appropriate System Director.

In the event of withdrawal from the Joint Automation Project, the library is entitled to an electronic file(s) of patrons who reside in the chartered area, bibliographic records and item records. These files will be provided by Joint Automation staff in standard format at no charge to the library. Should the library require custom programming of these files, the Joint Automation Council shall determine an equitable charge for this processing. No portion of fees paid will be refunded if a library opts out of the project.

For the \_\_\_\_\_

\_\_\_\_\_  
Board of Trustee President

Date: \_\_\_\_\_

\_\_\_\_\_  
MVLS Board President  
( )

Date: \_\_\_\_\_

\_\_\_\_\_  
SALS Board President  
( )

Date: \_\_\_\_\_

Revised March 2, 2021