

Wead Library
64 Elm Street
Malone, NY 12953

Agenda
February 28, 2022

To: Members of the Board of Trustees

Subject: The following is the expected agenda for the February 28th meeting of the Wead Library's Board of Trustees, which will be held that Monday on the main floor of the library.

Approval of the minutes of the previous meeting – January 10, 2022

Treasurer's Reports – December 2021, January 2022

Action on bills – January 2022, February 2022

Communications – Jim Norris, Free Trader thank you for ad

Library Report - February 2022

Librarian's Report - February 2022

Old Business – Reopening Status

- Personnel Code of Conduct Approval
- Civil Service Update
- Digitization Project

New Business – 2022-23 Library Budget and Annual Meeting (Vote)

Set Date for Next Board Meeting – March 21, 2022 @ 7pm

Adjournment

Minutes of the Wead Library Board Meeting on January 10, 2022

Present: Jeanne LeClerc, board member
 Anne Werley Smallman, board member
 Chris Eggsware, board member
 Lucille Poirier, board member
 Mary McDonald, Senior Clerk
 Melissa Benardot, President

Call to order: 7:05 pm

Motion to approve the minutes of the October 18, 2021 meeting by Lucille Poirier/second by Chris Eggsware. Approved unanimously. The brief notes of the November 15, 2021 meeting (without quorum) were acknowledged.

Motion to approve the treasurer's reports of September, October & November 2021 by Jeanne LeClerc/second by Chris Eggsware. Approved unanimously.

Motion to accept the November & December 2021 bills as paid, by Chris Eggsware/second by Jeanne LeClerc. Seymour roofing work completed and full bill paid. Approved unanimously.

Communications: Mary McDonald responded to six donations and sent congratulations to FA 9th grader Sophie Reynolds on her illustration of a published book. Foothills Art Society requested to reserve the 3rd floor again for September 2022. Mary acknowledged the request but indicated that two weeks would be the maximum time for an outside event.

Library Reports by Mary McDonald: *see attached*

Michael Spofford (CEFLS) finally responded last week to the staff request for help with the 2021 Comptroller's report. It is completed and will be submitted ASAP.

Librarian's Reports by Chelsie Russo: *see attached*

Old Business

- Reopening Status: The library is still in phase 5; masks are still mandatory for all staff and patrons inside the library.
- Board Executive Committee positions:
 - Nomination of Anne Werley Smallman as Secretary by Melissa Benardot/second Jeanne LeClerc. Unanimously elected
 - Nomination of Jeanne LeClerc as Treasurer by Lucille Poirier/second Melissa Benardot. Unanimously elected
 - Nomination of Chris Eggsware as Vice President by Lucille Poirier/second Melissa Benardot. Unanimously elected

Nomination of Melissa Benardot as President by Anne Werley Smallman/second by Chris Eggsware. Unanimously elected

- Civil Service update – Melissa Benardot is still awaiting information
- Digitization project proposal and quotes – discussion tabled until next meeting
- New and Updated Library Policies addressed (see attached):
 - **Personnel Code of Conduct** *Suggested changes to Penalties section: first paragraph should read “A first offense will merit a verbal warning; the second offense will be followed by a written warning; after a third offense, the employee will be suspended or terminated. Suspension will be unpaid unless prohibited by contractual obligations.” Add after last paragraph: “In the case of offenses by Director or designee, the Board of Trustees will receive complaints and enforce this policy and oversee disciplinary actions.” Motion tabled to review proposed changes.*
 - **Display and Distribution of Public Materials Policy** *motion to adopt as written by Anne Werley Smallman/second by Jeanne LeClerc; approved unanimously*

New Business

- Proposed holiday changes to staffing and library closure for Juneteenth, Christmas and New Year’s (see attached) approved on motion by Chris Eggsware/second Jeanne LeClerc.
- Proposed vinyl gazebo for front lawn on gravel base – should be less than \$10,000. Mary McDonald and Melissa Benardot expressed support for purchasing locally. Motion to approve the project of purchase and installation of a gazebo by Chris Eggsware/second Lucille Poirier.
- CEFLS recommended a statement granting specific authority to the Librarian I position to satisfy several NYS statutory requirements (in lieu of Director). Motion by Lucille Poirier/second by Jeanne LeClerc to approve the following statement:

Regardless of not meeting the minimum qualification of 2 years of professional experience for director at this time, Chelsie Russo, Librarian I, has the authority to assist with and sign statistical or narrative reports as needed or required.

Entered into Executive Session upon motion by Chris Eggsware/second Anne Werley Smallman at 8:22pm. Left Executive Session upon motion by Chris Eggsware/second Lucille Poirier at 8:29pm.

The next regularly scheduled board meeting will be February 28, 2022 at 7pm. Adjourned at 8:30pm on motion by Jeanne LeClerc/second Anne Werley Smallman.

Respectfully submitted,
Anne Werley Smallman
Board of Trustees

WEAD LIBRARY - FOR PERIOD ENDING December 31, 2021

11/30/21 Checking Account Balance-NBT Bank

Plus Receipts:

Photocopies \$51.15
 Fines \$10.25
 Interest - .02% \$0.33
 Refund \$0.00
 Miscellaneous Revenues - Refund Prior Year \$0.00
 Book Reimbursement \$25.00
 Book Sales \$0.00
 LOCAL LIBRARY SERVICES AID \$0.00
 Donations \$100.00
 Taxes \$0.00
 Transfer From Other Accounts \$50,000.00

\$12,696.23

Less: Warrant & Transfers

12/31/21 Checking Account Balance

11/30/21 Investment: NBT Bank

Plus Receipts:

Interest - .1000% \$147.29
 Taxes \$0.00
 DONATION \$0.00

Less: Transfers

12/31/21 NBT & Community Bank

Trust Fund: NBT MONEY MARKET - 0.1000%

Dickinson \$17,717.41
 Ransom \$4,191.42
 Rust \$50,237.73
 Furness \$15,397.85
 Taylor \$14,633.35
 Cashman \$53,185.60
 Total \$155,363.36

Balance	Additions	Withdrawal	Interest	Balance
11/30/21				12/31/21
\$17,717.41			\$1.52	\$17,718.93
\$4,191.42			\$0.36	\$4,191.78
\$50,237.73			\$4.31	\$50,242.04
\$15,397.85			\$1.32	\$15,399.17
\$14,633.35			\$1.25	\$14,634.60
\$53,185.60		\$0.00	\$4.56	\$53,190.16
\$155,363.36	\$0.00	\$0.00	\$13.32	\$155,376.68

\$50,186.73

\$62,882.96

\$48,668.63

\$14,214.33

\$1,768,293.51

\$147.29

\$0.00

\$0.00

\$0.00

\$1,768,440.80

\$50,000.00

\$1,718,440.80

WEAD LIBRARY
CALENDAR ANNUAL FINANCIAL STATEMENT

31-Dec-21

BALANCES 12/31/19

GENERAL	CD & MM	WEAD TRUST	PETTY CASH	DUE TO ERS/AP	TOTAL
\$30,114.18	\$1,578,968.29	\$155,194.68	\$75.00	\$0.00	\$1,764,352.15

-21949.21 \$1,742,402.94

CASH RECEIPTS:

GENERAL RECEIPTS	\$15,156.52	\$0.00	\$0.00	\$15,156.52
REAL PROPERTY TAXES	\$9,949.58	\$557,683.82		\$567,633.40
INTEREST EARNED	\$4.70	\$1,788.69	\$182.00	\$1,975.39
DUE TO RETIREMENT/ ACCR LIAB./ PREPAID EXP	\$22,572.34	\$0.00		\$22,572.34
DUE FROM OTHER FUNDS	\$0.00	\$0.00		\$0.00
TRANS FROM MM/CKING	\$398,050.79	\$0.00	\$0.00	\$398,050.79
TOTAL RECEIPTS	\$445,733.93	\$559,472.51	\$182.00	\$1,005,388.44

CASH DISBURSEMENTS:

GENERAL DISBURSEMENTS	\$461,633.78			\$461,633.78
PAYROLL	\$0.00	\$420,000.00		\$0.00
TRANS TO MM/CHK/BK FUND	\$461,633.78	\$420,000.00	\$0.00	\$881,633.78
TOTAL EXPENSES	\$0.00	\$0.00		\$0.00

BALANCE ON BOOKS ON DIFFERENCE

31-Dec-21	\$14,214.33	\$1,718,440.80	\$155,376.68	\$75.00	\$0.00	\$1,888,106.81
31-Dec-21	\$14,214.33	\$1,718,440.80	\$155,376.68	\$75.00	\$0.00	\$1,888,106.81
DIFFERENCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

-322,572.34 \$1,865,534.47

\$1,873,817.48

	Jan	Feb	March	April	May	June	July	Aug	Sept.	Oct.	Nov.	Dec.	Total
RECEIPTS													
PHOTOCOPIES	L2082 0.00	0.00	8.00	0.00	0.00	0.00	97.90	100.05	146.47	0.00	90.10	51.15	493.67
FINES	L2082.1 14.00	0.00	20.00	0.00	0.00	0.00	112.00	26.60	18.26	0.00	9.85	10.25	210.96
PAYMENT IN LIEU TAXES	L1081 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BOOK SALES	L2650 0.00	0.00	0.00	0.00	0.00	926.00	0.00	0.00	0.00	0.00	0.00	0.00	926.00
SALE OF PROPERTY	L2670 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMPENSATION FOR LOSS - BOOK R	L2690 0.00	0.00	40.00	0.00	0.00	0.00	55.00	0.00	0.00	0.00	0.00	0.00	105.00
REFUND PRIOR YEAR EXPENSE	L2701 0.00	0.00	0.00	0.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00
DONATIONS	L2705 1 100.00	0.00	1,102.00	0.00	0.00	0.00	0.00	935.00	0.00	0.00	0.00	0.00	1,037.00
PANTRY FUNDS	L2770 0.00	0.00	0.00	0.00	936.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	936.30
MISCELLANEOUS	L2770.1 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISC - INCENTIVE AID	L2770.2 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISC - MINI GRANTS	L2770.3 0.00	0.00	0.00	0.00	0.00	0.00	1,660.00	0.00	0.00	0.00	0.00	0.00	1,660.00
E RATE REIMBURSEMENT	L2770.4 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PATRON GRANT	L2770.5 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GATES GRANT	L2770.6 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BULLET AID	L2770.6 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LOCAL LIBRARY SERVICES AID (LISA	L3840 0.00	0.00	0.00	1,596.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,596.65
	\$114.00	\$0.00	\$1,170.00	\$1,596.65	\$936.30	\$946.00	\$1,924.90	\$1,061.65	\$1,569.73	\$5,330.94	\$319.95	\$186.40	\$15,156.52
EXPENSES													
PROFESSIONAL SALARIES	L4600160 2,720.00	2,720.00	2,720.00	2,720.00	2,720.00	6,778.96	1,583.16	2,720.00	0.00	12,000.03	3,076.92	4,615.38	44,374.45
CLERICAL SALARIES	L4600161 11,079.36	18,374.68	10,512.00	10,512.00	10,512.00	13,140.00	14,733.44	12,036.60	14,756.60	2,756.57	11,679.68	17,519.52	147,612.45
PART TIME HELP	L4600162 2,745.45	2,386.61	2,010.05	1,810.60	2,065.27	3,948.09	1,831.00	2,856.75	2,991.93	2,824.67	2,760.24	4,789.88	33,020.54
EQUIPMENT	L4600201 42.00	42.00	42.00	402.00	42.00	1,074.66	42.00	1,142.90	751.80	42.00	42.00	2,057.87	5,723.23
BOOKS & LIB MAT	L4600321 1,018.36	311.83	939.22	1,215.32	444.98	2,484.46	423.20	316.40	1,382.49	1,092.77	1,151.40	898.27	11,678.70
CHILDRENS MATERIALS	L4600322 432.58	94.99	717.98	366.26	103.52	1,793.20	0.00	247.00	836.28	300.57	65.96	282.14	5,260.48
VIDEOS	L4600323 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	190.00	0.00	0.00	199.86	389.86
PROCESSING COSTS	L4600324 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAGAZINES	L4600325 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ELECTRONIC FORMAT	L4600326 4,529.17	1,046.99	5,483.00	0.00	0.00	0.00	0.00	0.00	1,560.38	9.32	0.00	0.00	1,569.70
AUDIO BOOKS	L4600327 94.80	155.10	93.46	0.00	206.28	0.00	0.00	149.04	0.00	0.00	0.00	0.00	11,208.20
OFFICE & LIBRARY SUPPLIES	L4600341 0.00	396.69	356.06	0.00	206.28	0.00	0.00	277.40	0.00	0.00	410.10	0.00	1,237.14
POSTAGE	L4600342 0.00	828.20	72.25	0.00	150.83	527.99	0.00	107.12	123.58	232.27	419.59	52.31	2,368.44
JAN SVS & SUPPLIES	L4600401 1,782.39	2,392.20	2,132.39	1,488.46	1,517.87	3,038.74	27.00	1,590.95	1,696.95	1,482.39	1,561.39	1,534.23	901.50
CONTRACTUAL	L4600401 375.00	375.00	631.50	470.00	375.00	1,171.25	375.00	375.00	444.30	350.00	815.00	1,779.00	20,254.96
INSURANCE	L4600410 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,536.05
ELECTRIC & OIL	L4600420 630.50	4,952.53	1,824.81	1,359.89	1,074.26	1,158.58	0.00	0.00	0.00	5,833.56	0.00	0.00	5,833.56
TELEPHONE	L4600421 258.48	258.48	258.48	267.28	267.28	267.28	267.28	690.55	680.31	773.77	1,736.48	2,169.45	17,051.13
OTHER EXPENSES	L4600480 137.50	128.84	109.03	391.13	183.37	1,075.43	2,262.78	331.16	536.90	266.73	266.73	260.37	3,175.29
CHILDRENS PROGRAMS	L4600485 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	181.36	123.84	0.00	5,220.45
CAPITAL IMPROVEMENT	L4600500 0.00	6,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RETIREMENT	L4600610 2,167.11	3,128.29	1,861.60	2,062.21	2,090.09	2,742.66	2,919.11	2,277.46	2,347.42	2,365.47	2,365.45	3,402.52	7,034.93
SOCIAL SECURITY	L4600615 1,251.30	1,781.59	1,153.90	1,138.99	1,158.41	1,814.24	1,388.28	1,347.41	1,352.74	1,334.87	1,329.95	2,044.63	29,729.34
HEALTH INSURANCE	L4600616 0.00	5,964.09	11,966.62	5,856.28	5,856.28	5,710.65	0.00	12,256.80	6,128.40	5,930.64	5,956.56	0.00	17,096.31
UNEMPLOYMENT INSURANCE	L4600617 301.99	0.00	0.00	1,078.56	0.00	0.00	943.77	0.00	0.00	1,052.00	0.00	0.00	65,626.32
WORKERS COMPENSATION	L4600618 1,946.00	0.00	0.00	0.00	135.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,376.32
VISION CARE	L4600619 97.36	97.36	219.06	0.00	97.36	97.36	97.36	97.36	97.36	97.36	194.72	0.00	3,961.00
BLDG FUND & REP CONT	L4600921 31,609.35	52,235.47	43,233.26	31,168.98	29,479.64	46,868.55	26,980.38	38,819.90	36,318.45	40,683.68	40,705.69	43,530.43	461,633.78

Malone Central School District
Wead Library Fund Trial Balance for Fiscal Year 2022
Cycle 06
Post Dates From 07/01/2021 To 12/31/2021

G/L Account	Description	Debits	Credits
Assets			
200.00	Cash	14,214.33	
202.00	Cash - MM - Wead - NBT	1,718,440.80	
210.00	Petty Cash	75.00	
230.01	Exp Trust - Dickinson	17,718.93	
230.02	Exp Trust - Ransom	4,191.78	
230.03	Exp Trust - Rust	50,242.04	
230.04	Exp Trust - Furness	10,399.17	
230.05	Exp Trust - Taylor	14,634.60	
230.06	Exp Trust - Ethel Cashman	53,190.16	
230.07	NON Exp - Furness	5,000.00	
391.GF	Due From - MCSD	63,838.53	
480.00	Prepaid Expenditures	5,481.38	
Budgetary and Expense Accounts			
510.00	Estimated Revenues	580,805.00	
521.00	Encumbrances	98,985.33	
522.00	Expenditures	227,038.53	
599.00	Appropriated Fund Balance	164,234.67	
Liabilities, Reserves and Fund Balance			
630.GF	Due To Gen Fund		28,053.72
821.00	Reserve for Encumbrances		98,985.33
899.00	NonExp Trusts		5,000.00
914.00	Assigned Appropriated Fund Bal		158,495.00
915.00	Assigned Unappropr Fund Bal		5,739.67
917.00	Unassigned Fund Balance		1,410,266.16
Budgetary and Revenue Accounts			
960.00	Appropriations		745,039.67
980.00	Revenues		576,910.70
Grand Totals		3,028,490.25	3,028,490.25

Malone Central School District
Revenue Status Report As Of: 12/31/2021
Fiscal Year: 2022
Fund: L Wead Library Fund

Revenue Account	Subfund	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
1001.000		Real Property Taxes	566,000.00	0.00	566,000.00	565,645.91	354.09	
2080.001		Photocopies	270.00	0.00	270.00	485.67		215.67
2080.002		Fines	300.00	0.00	300.00	176.96	123.04	
2401.000		Interest and Earnings	5,818.00	0.00	5,818.00	871.22	4,946.78	
2650.000		Book Sales	420.00	0.00	420.00	0.00	420.00	
2690.000		Compensation - BK Reimb	149.00	0.00	149.00	100.00	49.00	
2705.000		Gifts and Donations	3,243.00	0.00	3,243.00	2,440.00	803.00	
2705.001		Pantry Funds	0.00	200.00	200.00	200.00		
2770.002		Misc Mini Grants	300.00	0.00	300.00	1,860.00		1,560.00
3840.000		Local Library Serv Aid	4,105.00	0.00	4,105.00	5,130.94		1,025.94
5999.000		Appropriated Fund Balance	158,495.00	0.00	158,495.00	0.00	158,495.00	
5999.999		Est. for Carryover Encumbrance	0.00	5,739.67	5,739.67	0.00	5,739.67	
Total Wead Library Fund			739,100.00	5,939.67	745,039.67	576,910.70	170,930.58	2,801.61

* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.
These are estimates to balance the budget

Malone Central School District

Budget Status Report As Of: 12/31/2021

Fiscal Year: 2022

Fund: L Wead Library Fund

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
4600-160	Professional Salaries	65,000.00	0.00	65,000.00	23,995.49	19,230.75	21,773.76
4600-161	Clerical Expenses	148,000.00	0.00	148,000.00	73,482.41	55,998.00	18,519.59
4600-162	Part Time Help	66,000.00	0.00	66,000.00	18,054.47	0.00	47,945.53
4600-201	Equipment	14,000.00	834.41	14,834.41	4,078.57	834.41	9,921.43
4600-321	Books & Library Materials	23,000.00	2,711.67	25,711.67	5,264.53	2,990.10	17,457.04
4600-322	Children's Materials	9,000.00	1,495.48	10,495.48	1,731.95	2,981.94	5,781.59
4600-323	Videos	2,000.00	0.00	2,000.00	389.86	0.00	1,610.14
4600-325	Magazines	2,000.00	0.00	2,000.00	1,569.70	0.00	430.30
4600-326	Electron Format Materials	13,000.00	0.00	13,000.00	149.04	0.00	12,850.96
4600-327	Audio Books	2,500.00	97.94	2,597.94	687.50	97.94	1,812.50
4600-341	Office & Library Supplies	3,600.00	335.29	3,935.29	934.87	335.29	2,665.13
4600-342	Postage	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
4600-400	Janitorial Svc & Supplies	25,000.00	264.88	25,264.88	7,892.91	264.88	17,107.09
4600-401	Contractual	13,000.00	0.00	13,000.00	4,138.30	0.00	8,861.70
4600-410	Insurance	9,000.00	0.00	9,000.00	5,833.56	0.00	3,166.44
4600-420	Electric & Oil	27,000.00	0.00	27,000.00	6,050.56	0.00	20,949.44
4600-421	Telephone	5,000.00	0.00	5,000.00	1,598.01	0.00	3,401.99
4600-480	Other Expenses	8,000.00	0.00	8,000.00	3,195.15	0.00	4,804.85
4600-481	Pantry Fund	0.00	200.00	200.00	0.00	0.00	200.00
4600-500	Capital Improvement	100,000.00	0.00	100,000.00	234.93	0.00	99,765.07
4600-610	Retirement	50,000.00	0.00	50,000.00	15,677.38	10,497.03	23,825.59
4600-615	Social Security	22,900.00	0.00	22,900.00	8,797.88	5,754.99	8,347.13
4600-616	Health Insurance	100,000.00	0.00	100,000.00	30,272.40	0.00	69,727.60
4600-617	NYS Unemployment Ins	4,000.00	0.00	4,000.00	1,995.77	0.00	2,004.23
4600-618	Workers Compensation	2,500.00	0.00	2,500.00	1,880.00	0.00	620.00
4600-619	Vision Care	1,600.00	0.00	1,600.00	584.16	0.00	1,015.84
4600-921	Bldg Fund & Repair Contra	20,000.00	0.00	20,000.00	8,549.13	0.00	11,450.87
Total Wead Library Fund		739,100.00	5,939.67	745,039.67	227,038.53	98,985.33	419,015.81

WEAD LIBRARY - FOR PERIOD ENDING January 31, 2022

12/31/21 Checking Account Balance-NBT Bank

\$14,214.33

Plus Receipts:

Photocopies \$78.71
 Fines \$29.75
 Interest - .02% \$0.34
 Refund \$0.00
 Miscellaneous Revenues - Refund Prior Year \$0.00
 Book Reimbursement \$40.00
 Book Sales \$0.00
 LOCAL LIBRARY SERVICES AID \$0.00
 Donations \$1,509.00
 Taxes \$0.00
 Transfer From Other Accounts \$50,000.00

Less: Warrant & Transfers

1/31/22 Checking Account Balance

\$22,854.91

12/31/21 Investment: NBT Bank

\$1,718,440.80

Plus Receipts:

Interest - .1000% \$143.78
 Taxes \$0.00
 DONATION \$0.00

Less: Transfers

1/31/22 NBT & Community Bank

\$1,668,584.58

Trust Fund: NBT MONEY MARKET - 0.1000%

Dickinson
 Ransom
 Rust
 Furness
 Taylor
 Cashman
 Total

Balance	Additions	Withdrawal	Interest	Balance
12/31/21				1/31/22
\$17,718.93			\$1.53	\$17,720.46
\$4,191.78			\$0.36	\$4,192.14
\$50,242.04			\$4.33	\$50,246.37
\$15,399.17			\$1.33	\$15,400.50
\$14,634.60			\$1.26	\$14,635.86
\$53,190.16		\$0.00	\$4.58	\$53,194.74
\$155,376.68	\$0.00	\$0.00	\$13.39	\$155,390.07

WEAD LIBRARY
CALENDAR ANNUAL FINANCIAL STATEMENT
31-Jan-22

BALANCES 12/31/19

GENERAL	CD & MM	WEAD TRUST	PETTY CASH	DUE TO ERSAP	TOTAL
---------	---------	------------	------------	--------------	-------

\$14,214.33	\$1,718,440.80	\$155,376.68	\$75.00	\$0.00	\$1,888,106.81
CASH RECEIPTS:					
GENERAL RECEIPTS					
REAL PROPERTY TAXES	\$1,657.46	\$0.00	\$0.00		\$1,657.46
INTEREST EARNED	\$0.00	\$0.00			\$0.00
DUE TO RETIREMENT/ ACCR LIAB/ PREPAID EXP	\$0.34	\$143.78	\$13.39		\$157.51
DUE FROM OTHER FUNDS	\$24,803.95	\$0.00			\$24,803.95
TRANS FROM MM/CKING	\$0.00	\$0.00			\$0.00
TOTAL RECEIPTS	\$27,427.66	\$0.00	\$0.00		\$27,427.66
	\$53,889.41	\$143.78	\$13.39	\$0.00	\$54,046.58

-22572.34 \$1,865,534.47

CASH DISBURSEMENTS:					
GENERAL DISBURSEMENTS	\$45,248.83				\$45,248.83
PAYROLL	\$0.00				\$0.00
TRNS TO MM/CHK/BK FUND	\$0.00	\$50,000.00			\$50,000.00
TOTAL EXPENSES	\$45,248.83	\$50,000.00	\$0.00	\$0.00	\$95,248.83
	\$0.00	\$0.00		0	\$0.00

BALANCE ON 31-Jan-22	\$22,854.91	\$1,668,584.58	\$155,390.07	\$75.00	\$0.00	\$1,846,904.56
BOOKS ON 31-Jan-22	\$22,854.91	\$1,668,584.58	\$155,390.07	\$75.00	\$0.00	\$1,846,904.56
DIFFERENCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	L200	L202	L230	L210		

-24,803.95 \$1,822,100.61

\$1,823,974.65

Malone Central School District
Wead Library Fund Trial Balance for Fiscal Year 2022
Cycle 07
Post Dates From 07/01/2021 To 01/31/2022

G/L Account	Description	Debits	Credits
Assets			
200.00	Cash	22,854.91	
202.00	Cash - MM - Wead - NBT	1,668,584.58	
210.00	Petty Cash	75.00	
230.01	Exp Trust - Dickinson	17,720.46	
230.02	Exp Trust - Ransom	4,192.14	
230.03	Exp Trust - Rust	50,246.37	
230.04	Exp Trust - Furness	10,400.50	
230.05	Exp Trust - Taylor	14,635.86	
230.06	Exp Trust - Ethel Cashman	53,194.74	
230.07	NON Exp - Furness	5,000.00	
391.GF	Due From - MCSD	63,838.53	
480.00	Prepaid Expenditures	3,249.77	
Budgetary and Expense Accounts			
510.00	Estimated Revenues	580,814.00	
521.00	Encumbrances	84,390.61	
522.00	Expenditures	272,287.36	
599.00	Appropriated Fund Balance	164,234.67	
Liabilities, Reserves and Fund Balance			
630.GF	Due To Gen Fund		28,053.72
821.00	Reserve for Encumbrances		84,390.61
899.00	NonExp Trusts		5,000.00
914.00	Assigned Appropriated Fund Bal		158,495.00
915.00	Assigned Unappropri Fund Bal		5,739.67
917.00	Unassigned Fund Balance		1,410,266.16
Budgetary and Revenue Accounts			
960.00	Appropriations		745,048.67
980.00	Revenues		578,725.67
Grand Totals		3,015,719.50	3,015,719.50

Malone Central School District

Revenue Status Report As Of: 01/31/2022

Fiscal Year: 2022

Fund: L Wead Library Fund

Revenue Account	Subfund	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
1001.000		Real Property Taxes	566,000.00	0.00	566,000.00	565,645.91	354.09	
2080.001		Photocopies	270.00	0.00	270.00	564.38		294.38
2080.002		Fines	300.00	0.00	300.00	206.71		
2401.000		Interest and Earnings	5,818.00	0.00	5,818.00	1,028.73		
2650.000		Book Sales	420.00	0.00	420.00	0.00		4,789.27
2690.000		Compensation - BK Reimb	149.00	0.00	149.00	140.00		420.00
2705.000		Gifts and Donations	3,243.00	0.00	3,243.00	3,940.00		9.00
2705.001		Pantry Funds	0.00	209.00	209.00	209.00		
2770.002		Misc Mini Grants	300.00	0.00	300.00	1,860.00		
3840.000		Local Library Serv Aid	4,105.00	0.00	4,105.00	5,130.94		
5999.000		Appropriated Fund Balance	158,495.00	0.00	158,495.00	0.00		158,495.00
5999.999		Est. for Carryover Encumbrance	0.00	5,739.67	5,739.67	0.00		5,739.67
Total Wead Library Fund			739,100.00	5,948.67	745,048.67	578,725.67	169,900.32	3,577.32

* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.
These are estimates to balance the budget

Malone Central School District
Budget Status Report As Of: 01/31/2022

Fiscal Year: 2022

Fund: L Wead Library Fund

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
4600-160	Professional Salaries	65,000.00	0.00	65,000.00	27,072.41	16,153.83	21,773.76
4600-161	Clerical Expenses	148,000.00	0.00	148,000.00	85,237.09	47,038.32	15,724.59
4600-162	Part Time Help	66,000.00	0.00	66,000.00	20,999.60	0.00	45,000.40
4600-201	Equipment	14,000.00	834.41	14,834.41	4,120.57	834.41	9,879.43
4600-321	Books & Library Materials	23,000.00	2,711.67	25,711.67	5,867.34	3,319.76	16,524.57
4600-322	Children's Materials	9,000.00	1,495.48	10,495.48	2,019.42	2,694.47	5,781.59
4600-323	Videos	2,000.00	0.00	2,000.00	389.86	0.00	1,610.14
4600-325	Magazines	2,000.00	0.00	2,000.00	1,569.70	0.00	430.30
4600-326	Electron Format Materials	13,000.00	0.00	13,000.00	4,831.17	0.00	8,168.83
4600-327	Audio Books	2,500.00	97.94	2,597.94	687.50	97.94	1,812.50
4600-341	Office & Library Supplies	3,600.00	335.29	3,935.29	1,218.94	335.29	2,381.06
4600-342	Postage	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
4600-400	Janitorial Svc & Supplies	25,000.00	264.88	25,264.88	9,655.29	264.88	15,344.71
4600-401	Contractual	13,000.00	0.00	13,000.00	4,138.30	0.00	8,861.70
4600-410	Insurance	9,000.00	0.00	9,000.00	5,833.56	0.00	3,166.44
4600-420	Electric & Oil	27,000.00	0.00	27,000.00	8,662.69	0.00	18,337.31
4600-421	Telephone	5,000.00	0.00	5,000.00	1,868.03	0.00	3,131.97
4600-480	Other Expenses	8,000.00	0.00	8,000.00	3,195.15	0.00	4,804.85
4600-481	Pantry Fund	0.00	209.00	209.00	0.00	0.00	209.00
4600-500	Capital Improvement	100,000.00	0.00	100,000.00	1,518.02	0.00	98,481.98
4600-610	Retirement	50,000.00	0.00	50,000.00	17,908.99	8,817.51	23,273.50
4600-615	Social Security	22,900.00	0.00	22,900.00	10,147.71	4,834.20	7,918.09
4600-616	Health Insurance	100,000.00	0.00	100,000.00	42,239.60	0.00	57,760.40
4600-617	NYS Unemployment Ins	4,000.00	0.00	4,000.00	1,995.77	0.00	2,004.23
4600-618	Workers Compensation	2,500.00	0.00	2,500.00	1,880.00	0.00	620.00
4600-619	Vision Care	1,600.00	0.00	1,600.00	681.52	0.00	918.48
4600-921	Bldg Fund & Repair Contra	20,000.00	0.00	20,000.00	8,549.13	0.00	11,450.87
	Total Wead Library Fund	739,100.00	5,948.67	745,048.67	272,287.36	84,390.61	388,370.70

Wead Library, Malone, NY
Bills Submitted for Approval
February 28, 2022

<u>ACCT</u>	<u>ITEM</u>	<u>VENDOR</u>	<u>COST</u>	<u>VENDOR TOTAL</u>	<u>ACCOUNT TOTAL</u>
201	EQUIPMENT	Wells FargoVen Fin Serv - circ printer (Pd)		\$ 42.00	\$ 42.00
321	BOOKS & LIBRARY MATERIALS	Baker & Taylor (Pd) Baker & Taylor (Pd)	\$ 368.65 \$ 208.94	\$ 577.59	\$ 577.59
322	CHILDREN'S MATERIALS	Ingram Library Services (Pd) Ingram Library Services (Pd) Junior Library Guild 2 year subscription(Pd) Penworthy (Pd)	\$ 50.80 \$ 230.54	\$ 281.34 \$ 814.86 \$ 432.98	\$ 1,529.18
326	ELECTRONIC FORMAT MAT.	CEFLS - 2022 DueNorth Subscription (Pd) Proquest - 2022 Heritage Quest online (Pd) Newsbank - Subscription 6/2022 - 5/2023 (Pd)		\$ 70.00 \$ 1,078.40 \$ 5,647.00	\$ 6,795.40
341	OFFICE & LIBRARY SUPPLIES	CEFLS - Book Barcodes - 2/7/2020 (Pd)		\$ 62.98	\$ 62.98
400	JANITORIAL EXPENSES	M. McDonald - reimb for cleaning supplies (Pd) Citizen Advocates - janitorial 1/22 (Pd) Valley Paper - towels & toilet tissue (Pd)		\$ 60.75 \$ 1,482.39 \$ 76.00	\$ 1,619.14
401	CONTRACTUAL	SymQuest - Feb 2022 (Pd)		\$ 465.00	\$ 465.00
420	ELECTRIC, OIL & WATER EXPENSES	National Grid - outdoor light (Pd) 106 kWh National Grid - electric (Pd) 2807 kWh Adr Energy - fuel oil (Pd) Adr Energy - fuel oil (Pd) Adr Energy - fuel oil (Pd)	\$ 35.70 \$ 649.88 \$ 797.05 \$ 852.01 \$ 1,568.88	\$ 685.58 \$ 3,217.94	\$ 3,903.52
480	OTHER EXPENSES	Petty Cash - Harbor Freight - prizes (Pd) Petty Cash - Jreck Sub gift card prize (Pd) Petty Cash - Dunkin - gift card prize (Pd) The Focal Point - engraved plates (Pd)	\$ 17.21 \$ 15.00 \$ 15.00	\$ 47.21 \$ 35.00	\$ 82.21
500	CAPITAL IMPROVEMENT	Adirondack Storage barns - gazebo deposit (Pd)		\$ 2,171.60	\$ 2,171.60
618	WORKERS COMP	King Clark Co - Renewal after audit (Pd)		\$ 99.00	\$ 99.00
619	VISION CARE	CSEA - employee vision care 2/22 (Pd)		\$ 97.36	\$ 97.36
921	BLDG. FUND & REPAIR	Adirondack Alarms - 2 backup batteries (Pd)		\$ 65.90	\$ 65.90
					\$17,510.88

Library Report 2/28/2022

February was a short month, shortened further by a holiday and snow days due to the inclement weather. We did pack as much as we could into the weeks.

Nicole and Mary were able to submit the 2021 Comptroller's Report and jumped immediately into calculations for the 2022-23 library budget. The Annual Report is next on the list along with the Budget Vote preparations.

After consulting with adult volunteers, we are going forward with the Library Book Sale scheduled to start Friday, March 4th and run through Friday, March 18th. To date we are short a few volunteers and will need to cover with staff. We are thankful many student volunteers needing hours for school assisted in the organization and set up of this sale. Joe Norris of the Free Trader has generously donated another ad for the sale at no charge.

Nicole, Karlee, Chelsie and Mary met to go over preliminary plans for the Summer Reading Program themed "Oceans of Possibilities." Chelsie and Karlee have gotten a good start on the process. A kick-off live performance with launch bags, a limited seating "Build a Bear (seahorse)" type workshop, story hours and story walks are planned for the month of July.

The addition of a gazebo to the library's outdoor space required a variance from the village zoning board being that it will be closer to the road than allowed. Mary attended the meeting on February 9th and the project was approved unanimously with comments that "it will only enhance the library and downtown" and "thanks for investing in the village." The deposit has been sent for payment and the Gazebo is estimated to arrive in May or June.

The staff continues to take advantage of online webinars in the coming weeks. Karlee and Mary are registered for a virtual hands only CPR (non-certificate) refresher. Chelsie and Mary are registered for Ocean Promotion Online workshop to help promote the Summer Reading Program, and Karlee and Chelsie are registered for Best Practices for Serving LGBTQ + patrons.

Librarian Report
February 21, 2022

After attending the Older Adults Technology Services (OATS) information session on January 18th, it was decided that we would not participate in digital inclusion programming. This decision was made due to the time commitment expected from participants, concerns about indoor programming, and staff availability. Three libraries from our system: Chazy Public Library, Mooers Free Library, and Rouses Point Dodge Memorial Library will be participating in the pilot program. Thirteen libraries from North Country Library System (NCLS) will also be participating. In the future, I look forward to hosting our own digital literacy programming.

March 2, 2022 is NYLA's Annual Library Advocacy Day. Library advocates will join together (virtually) across the state to advocate for funding and policies that benefit and strengthen libraries. Search 'NYLA's Library Advocacy Day' or type in the following URL <https://www.nyla.org/lad2022/?menukey=advocacy> to find out how you can participate. AnnaLee Dragon began her position of NYLA's new Executive Director on February 14th.

I have begun reviewing our juvenile non-fiction sections on Europe, Asia, and Africa. Many of our current books are outdated and have not been updated or replaced since the 1990s. This process is going rather quickly, it will however take some time to build the collection back up with accurate and up-to-date material. Resources provided online by the Association for Library Service to Children (ALSC) have been helpful when selecting new materials.

We have begun planning for our Summer Reading Program (SRP). The theme is 'Ocean of Possibilities.' Karlee and I each plan on hosting separate Story Hour programs each week of the SRP. We have booked Pipsqueak the Clown for our "launch" event. The show will last 45 minutes and will include comedy magic, puppets, and audience participation. We are hopeful that other libraries will also book a performance to allow us to qualify for a discount.

Our next passive program will take place in March. All month long patrons who visit the children's room can participate in 'the Roaming Gnome'

Scavenger Hunt. Gnomes will be hidden around the children's room with patrons ages birth to six being asked to find at least 5 gnomes, and patrons aged seven to twelve being challenged to find all 10. Each participant can select a prize from the prize basket. Passive programming has provided us with a safe and social distanced alternative to our normal programming. It has been successful in encouraging our young patrons to explore the library with their caregivers.

I am a board member for Literacy Volunteers of Clinton, Essex, and Franklin Counties (LVCEF). At this time, LVCEF does not have a presence in Franklin County. It is my hope that through a collaboration with the Library and LVCEF that can be changed. LVCEF trains volunteers who provide free, confidential, and one-on-one tutoring in basic literacy to adults who seek to improve their reading, math, and conversation skills. LVCEF also provides the funding for Dolly Parton's Imagination Library in the three counties. The resources provided by LVCEF are essential to our community. Hopefully in time, the Library can help connect both volunteers and learners to LVCEF.

Thank you,

Chelsie

Personnel Code of Conduct

The Code of Conduct is intended to promote the orderly and efficient operation of the library as well as protect the rights of all employees.

It is each employee's responsibility to know the rules and abide by them.

Violations shall be regarded as cause for disciplinary action up to and including termination.

All employees must:

- Protect the confidential relationship that exists between a library patron and the library.
- Learn and execute the library policies and to express in a positive and respectful manner any concern or objection with the policies, philosophies or programs of the library.
- Maintain an objective and open attitude of understanding, courtesy, and concern for the patrons' needs. That said, no staff member is expected to take abuse from patrons or other staff.
- Serve all patrons equitably according to their needs.
- Treat their fellow members with the same professionalism, courtesy, and friendly manner as we expect to be given to our patrons.
- Encourage, promote, and model teamwork behaviors. This should include demonstrating respect for the abilities and knowledge of other staff.
- Keep the Library work environment in a clean and neat condition so that the appearance of the Library is pleasant and enjoyable for both the patrons and staff members.
- Distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with following library policies.
- Complete the duties & responsibilities of the job.

Following is a list of unacceptable acts or behavior:

- Direct violation of library policies and procedures
- Neglect of duty
- Insubordination
- Disorderly conduct
- Sexual harassment
- Theft, intentional destruction or defacing library property

Drug and Alcohol Use:

If an employee reports to work visibly impaired and cannot perform the required job functions, that employee will not be allowed to work. Proper treatment of the employee, including sending the employee home, should be ascertained.

Safety and Health:

Each employee is expected to obey safety rules and to exercise caution in all work activities. Any employee who notices a dangerous or potentially hazardous situation should report it to the Director or the designee. The Director or designee will investigate and correct any safety problems. Steps will be taken to eliminate the danger as soon as possible.

Penalties

An employee who violates any of the provisions of this Code of Conduct may be subject to disciplinary action up to and including suspension and dismissal in the manner provided by applicable law and/or contractual obligations. The purpose of any disciplinary action is to correct the problem and prevent recurrence.

A first offense will merit a verbal warning; the second offense will be followed by a written warning; after a third offense, the employee will be suspended or terminated. Suspension will be unpaid unless prohibited by contractual obligations. If more than 12 months have passed since the last disciplinary action, the process will normally start over. Depending on the severity of the situation there may be certain types of employee problems that are serious enough to justify a suspension, or termination of employment, without the issuance of a verbal or written warning.

While notice of intent to terminate can be expected, the Wead Library reserves the right to dismiss an employee without notice in cases involving theft, drug or alcohol abuse, criminal activity, or in instances of significant misconduct.

If the Director or designee makes a decision with which the employee disagrees, the employee has the right to make a written appeal to the Board of Trustees. The employee must submit this letter within ten business days of the original decision.

Dismissals shall not be made without the recommendation of the Director or designee. The decision of the Board is final. The Library will maintain an accurate record of the action taken at each level of the disciplinary process. Copies of these records will be saved in the employee's file.

In the case of offenses by the Director or designee, the Board of Trustees will receive complaints and enforce this policy and oversee disciplinary actions.



Digitization Quote

November 22, 2021

Project: Wead Library Yearbook Digitization

Quote ID: 21.311

Wead Library

64 Elm Street
Malone, NY 12953

Chelsie Russo

Phone: 518-483-5251
Russo@nnyln.org

Description: Wead Library has a collection of 92 high school yearbooks from 1912-2021 they would like digitized. The yearbooks have been described to be in good condition with some older volumes having loose bindings. Overall, the collection is estimated to be about 18,400 pages.

Backstage will capture each page at 400ppi 24-bit color archival TIFF images using nondestructive measures, an overhead camera, 180 degree book cradle and manual page turning with the use of glass to flatten each page. The archival TIFFs will go through an automated batch process to split two-up captures and to crop off any excess copyboard resulting in a black border, no more than 1/4" thick, around the page edges where possible.

The archival TIFFs will go through our Quality Assurance department where a QA specialist will inspect 100% of the images for quality and completeness as well the collect volume level metadata such as; title, year, and apply a three digit counter that is to reset with each new volume.

Once the images are renamed using the collected metadata, we will create a jpegs from the TIFFs, bound PDFs with OCR for each compound object.

The archival TIFFs, PDFs and jpegs will be loaded onto a hard drive purchased by the client.

Project Note: . The price quote is provided based on the assumption that the materials will arrive camera ready and will be free of staples, fasteners, folds and have been weeded for duplicates. If materials do not arrive camera ready, a special handling fee may apply. A 120° cradle set-up price as been provided for volumes with bindings that cannot open to 180 degrees. Once the materials have been received, a project manager will assess the materials to determine how many volumes will need this set-up.

We have seen with glossy paged magazines that images may result in an effect known as moiré. Color photographs are particularly problematic because they are printed using a four color process which uses four different screens, each at a unique angle. We will scan the issues on an angle which once deskewed can eliminate or minimize the appearance of moiré. Due to different printing practices for color our process can only include scanning volumes at a single setting and angle to attempt to eliminate or minimize this condition. However, moiré is sometimes unavoidable in certain images, even with the methods we have in place to reduce it. If we find anything unusual with the photographic images that require any other processing we will contact you prior to moving forward.

Shipping is invoiced as the actual UPS ground charge.

Handling fees are 35% of the weight of the shipment. For example, a 20-pound box will incur a \$7.00 handling charge (.35*20=7).

If the Library would like to request a different shipper, provide their shipping account, or provide a weight estimate we would be glad to amend this quote.

UPS ground shipping (unless otherwise directed by the Library) per box

TBD

Handling (\$0.35 x estimated weight per box of 25.3 pounds)

TBD

Comprehensive Quality Guarantee

Included

All work done by Backstage Library Works is delivered with our exclusive lifetime guarantee. We will correct to the client's satisfaction, and at our expense, any problem with our services, no matter when such problem comes to light.

Project Total \$10,767.00

TERMS & CONDITIONS:

1. All prices are in US dollars. Pricing is valid for 6 months from the issue date of the quote. Upon signature, pricing is valid for the course of the project up to 12 months from the date of signature. Ongoing projects and services are renewable on an annual basis, at which time pricing will be reviewed.
2. Unit prices are firm. The final invoice will reflect the actual number of items processed. On-site projects are subject to a minimum cost based on units if the completed project results in fewer than 80% of expected units.
3. If, during production, Backstage Library Works determines that the sample or other information given by the Client does not accurately reflect the actual composition of the collection, the pricing may be re-negotiated.
4. Payment terms: 100% invoiced upon batch completion. For projects over \$20,000, 30% down payment, which will be applied to each invoice, reducing each invoice by 30% until the down payment is depleted. Terms are net 30 days. Interest may be charged on past due accounts.
5. All taxes, if any, are the responsibility of the Client.
6. All prices are based on scanning material in its entirety. Scanning partial items will add cost.
7. All responsibility for copyright belongs to the client. All products created under the terms of this proposal are the property of the client and no copies will be made without the written permission from the client.
8. There is a 60-day acceptance of delivered files. Backstage Library Works will retain the images for 60 days from delivery and then permanently delete them.
9. Please send signed pricing agreements, purchase orders, contracts, or payment notices to your Backstage Account Representative.

v20.04a

For Wead Library

For Backstage Library Works:

Signature: _____

Signature: _____

Print Name: _____

Print Name: Nate Cothran

Title: _____

Title: President



Affordable digital products with amazing Customer service. SM

Wead Library Malone
ATTN: Chelsie Russo
64 Elm Street
Malone, NY 12953
russo@nnyln.org

November 22, 2021

Dear Chelsie Russo,

To follow is the quote that you requested for Yearbooks.

Regarding your 16 pre-1950 and 32 post 1988 High School Yearbooks, we figure for digitization of approximately 200 pages/images per book-or in this case, 9,600 total images. After the initial scan in color, we will advance the images to 400dpi TIFF and searchable PDF formatting. The per image rate I am authorized to offer you is sixteen cents (\$0.16) per image, this brings your project total to \$1,536.00. While this total is merely an approximation, it bears mention that you will only be charged for actual images processed.

High School Yearbooks from 1950-1988 are free of cost, they fall within our free program. We will advance these images to 400dpi TIFF and searchable PDF formatting.

Will place images on external USB hard drive for \$88.84.

Shipping round trip will be free of cost.

Contact me with specific questions regarding any of the information contained herein.

Sincerely,

Matt Fletcher, Sales & Marketing
American Digital Memories, LLC
405-527-0830
ocirc@doc.ok.gov
americandigitalmemories.com

Attn: Chelsie Russo- ADM Matt Fletcher

OCI Records Conversion <ocirc@doc.ok.gov>
To: Russo Wead Library <russo@nnyln.org>

Mon, Nov 22, 2021 at 2:02 PM

Chelsie,

Good to hear from you, hope all is going well. Attached you will find the new quote with the requested changes. The turn-around process on yearbooks is about 6-8 weeks, this is from the time they are picked up at your location until the day they are delivered back.

The yearbooks will remain bound through the digitization process and be returned in the same shape we received them. During the scanning and digitization process we have a quality control process to check all the images, make adjustments to images if needed.

To answer your question about having insurance to cover lost or damaged items. We use FedEx as the carrier, they cover up to \$50.00 for the standard but if you wanted extra insurance you would have to make arrangements with FedEx. They do a really good job getting shipments to us and returned to customers.

Look forward to hearing back from you.

Thanks,

Matt Fletcher

From: Russo Wead Library [mailto:russo@nnyln.org]
Sent: Monday, November 22, 2021 9:19 AM
To: OCI Records Conversion <ocirc@doc.ok.gov>
Subject: [EXTERNAL] Re: Attn: Chelsie Russo- ADM Matt Fletcher

Hi Matt,

I realized that it may be better to get a quote based on 200 images/pages for each yearbook. Would it be possible for the quote to be updated? Sorry to do that but I realized there is a large amount of yearbooks that have 180-200 pages and I don't want the board to be surprised by a higher cost. I also had a few additional questions:

1. What is the turnaround time for returning the yearbook?
2. Are yearbooks returned in the same condition we send them? ex: debound
3. Does the company have insurance to cover the cost of lost or damaged items?
4. Is there quality control on the finished product? Ex: a glare that makes the image difficult to read

On Tue, Nov 16, 2021 at 2:17 PM OCI Records Conversion <ocirc@doc.ok.gov> wrote:

Chelsie,

It was great to hear back from you, enjoyed our conversation today. Attached you will find the new quote for the 16 pre-1950 yearbooks and 32 post 1988 yearbooks. Remember, the yearbooks from 1950-1988 fall within our free digitization program so there will be no fee involved for these books. The pre-1950 & post 1988 yearbooks I can offer \$.16 cents per image/page but you will only be invoiced for actual images processed. The quote is based on 150 images/pages for each yearbook.

Proposed Budget
Fiscal Year 7/1/22-6/30/23

<u>Expenditures</u>	
Salaries & Employee Benefits	\$ 468,500
Books & Serials	\$ 35,000
AV & Electronic Format Materials	\$ 17,500
Repairs to Building & Equipment	\$ 20,000
Fuel, Utilities, & Telephone	\$ 32,000
Insurance	\$ 9,000
Maintenance of Building	\$ 25,000
Equipment, Supplies, Postage, & Misc.	\$ 28,600
Professional Fees	\$ 12,500
Capital Improvement Fund	<u>\$ 100,000</u>
Estimated Total Expenditures	\$ 748,100
<u>Income</u>	
Appropriation from Taxes	\$ 575,000
Grants & Incentive Aid	\$ 8,587
Investment Income	\$ 1,975
Library Charges, Donations, & Book Sale	\$ 6,369
From Unreserved Balance	<u>\$ 156,169</u>
Estimated Total Income	\$ 748,100
<u>Fund Balance</u>	
Unreserved Fund Balance, 7/1/21	\$ 1,410,266
Reserved Fund Balance:	
Expendable Trusts Balance	\$ 150,313
Nonexpendable Trusts Balance	<u>\$ 5,000</u>
Total Reserved Fund Balance, 7/1/21	\$ 155,313
Estimated Total Fund Balance, 6/30/21	\$ 1,565,579

An Appropriation Increase of 1.59% is requested.

The Wead Library Board of Trustees will be holding its annual meeting and budget vote on April 26. The Board is asking taxpayers to vote on an annual appropriation of \$575,000, which is a 1.59% increase over last year. Taxpayers are welcome to attend a meeting with the trustees on Monday, April 18 from 7:00 to 8:00 p.m. on the library's main floor. There are always regular increased costs associated with employees and maintaining equipment and structure, and this year will be no exception. The Wead Library is an integral part of Malone, and the staff is committed to the people of our community.

In recent years, public libraries have become increasingly important to the communities they serve. The Wead Library has continued to provide many free materials and access to information via books, magazines, newspapers, audio books, dvds, ebooks, e-audio books, databases, inter-library loan, free wifi, and genealogy research. Patrons can now enjoy energy-efficient LED lighting, a more user-friendly website, a Personal Care Pantry and the fruits of the "Wead and Read" vegetable garden. The gazebo being added in the spring, will further enhance the outdoor library space for summer/fall reading programs and provide a covered area for patrons. Plans are underway to continue improvements to the children's room and collection as well as a much needed upgrade to aging public computers. Future changes may also include a new roof, new windows, automatic ramp doors, and new carpet in the fiction/non-fiction rooms. The Wead Library is an exceptionally lovely historic building, and its upkeep is vital.

Voting on the budget and the filling of one seat on the Board of Trustees will take place on Tuesday, April 26 from 12:00 noon until 6:00 p.m. on the main floor of the library. The open trustee position is for a 5 year term extending July 1, 2022 through June 30, 2027.