

**Wead Library**  
64 Elm Street  
Malone, NY 12953

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**Agenda**  
**October 17, 2022**

To: Members of the Board of Trustees

Subject: The following is the expected agenda for the October 17th 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 – September 19, 2022

Treasurer's Reports – July 2022, August 2022

Action on Bills – September 2022

- Communications –
- Thank you/Responses RiverJack Z event
  - E. Hodges Jr. Citizenship Award congratulations
  - Book Sale Volunteer Thank yous
  - Notice of ban from property S. Fallen
  - Baby Congrats to M. Backus at NNYLN
  - Thank you W. Kelting for ADK magazine
  - Thank you from Foothills Art Society for hosting show

Library Report - October 2022

Librarian's Report - October 2022

Old Business – Civil Service Update

- Long-Range Plan
- Front wall estimate for repair

New Business – Video Conferencing Policy

Date for Next Board Meeting – Monday, November 14, 2022 @ 7:00pm

CEFLS Board Meeting - Monday, October 24th @ 4:30pm at Wead Library

Adjournment

## Minutes of the Wead Library Board Meeting on September 19, 2022

Present: Melissa Benardot, President  
 Jeanne LeClerc, Treasurer  
 Anne Werley Smallman, Secretary  
 Chris Eggsware, Vice President  
 Lucille Poirier, board member  
 Mary McDonald, Senior Clerk  
 Chelsie Russo, Librarian I

Call to order: 7:06 pm by Melissa Benardot, Board President.

Motion to approve the minutes of the June 21, 2022 meeting by Lucille Poirier/second by Chris Eggsware. Approved unanimously.

Motion to approve the treasurer’s reports of June 2022 by Chris Eggsware/second by Anne Werley Smallman. The school district will make the July, August & September reports available for our October meeting. Approved unanimously.

Motion to accept the June 30, July & August 2022 bills as paid, by Jeanne LeClerc /second by Lucille Poirier.

Communications:

- Mary McDonald sent a thank you note to Jeanne LeClerc for her donation
- Rep. Billy Jones sent a laminated copy of the Malone Telegram article about the *Stuff a Fluff* program with a laudatory note
- Card from patron Cheryl Wells - thanking staff who aided her to get connected for an online training
- Anonymous donor of \$1000 stopped in to give kudos and to donate

Library Reports by Mary McDonald: *see attached*

- Mary enumerated several issues with Symquest’s billing and technical services. If they can’t be resolved, the board may want to pursue a different tech vendor.

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

**Old Business**

- **Reopening Status:** Phase 5 ended on August 30, 2022 and Phase 6 (back to full operation) began September 1. The library is no longer providing masks, but patrons are welcome to continue to wear them at their discretion.

- **Civil Service update**
  - The hard copy signatures by Melissa Benardot mailed to Civil Service in July, were not received. Mary McDonald spoke with Civil Service, who re-sent the papers for signature, which Melissa signed and Mary will drop off.
  - The application for Principal Library Clerk will now be submitted by Mary McDonald
  - Lucille Poirier volunteered to assist Melissa with communication with Civil Service
- **Long-range plan** - Chelsie Russo proposed a new set of Core Principles and Goals; board members were encouraged to propose additions, specifically to help flesh out Goal #7.
- **Trustee training requirements** beginning January 1, 2023, board members will be responsible for minimum 2 hours of board-specific training. There are online offerings by the New York State Library, NYLA, and others. The board discussed each doing a different training and sharing what we learned with each other to magnify our learning.

### New Business

- **Hours** - patron visitation on nights when open until 8pm was low and doesn't justify the staffing required. New hours are: Mon/Tues/Fri 10-6; Wed/Thurs 10-7; Sat 10-3. Programming will be adjusted accordingly to meet staffing needs and patron responses to the survey. Staff hours are specified in the contract, so when the new contract is negotiated next year, that will need to be addressed, hopefully with some flexibility.
- **Fuel oil bids** - Mary sent out three requests for bids and received two: MX Fuels and Adirondack Energy. *Motion to accept the bid from Adirondack Energy by Lucille Poirier/second by Jeanne LeClerc. Unanimously accepted.*

The next regularly scheduled board meeting will be October 17, 2022 at 7pm.

Adjourned at 8:22pm on motion by Jeanne LeClerc/second Lucille Poirier.

Respectfully submitted,  
Anne Werley Smallman  
Board of Trustees

WEAD LIBRARY - FOR PERIOD ENDING AUGUST 31, 2022

07/31/22 Checking Account Balance-NBT Bank

\$4,651.41

Plus Receipts:

Photocopies	\$70.76
Fines	\$68.45
Interest - .02%	\$0.53
Refund	\$0.00
Miscellaneous Revenues - Refund Prior Year	\$1,518.95
Book Reimbursement	\$20.00
Book Sales	\$0.00
LOCAL LIBRARY SERVICES AID	\$4,702.28
Donations	\$0.00
Taxes	\$0.00
Transfer From Other Accounts	\$50,000.00

\$56,380.97

\$61,032.38

\$42,180.42

\$18,851.96

Less: Warrant & Transfers

8/31/22 Checking Account Balance

\$1,479,366.70

Plus Receipts:

Investment: NBT Bank	\$121.65
Interest - .1000%	\$0.00
Taxes	\$0.00
DONATION	\$0.00

\$121.65

\$1,479,488.35

\$50,000.00

\$1,429,488.35

Less: Transfers

8/31/22 NBT & Community Bank

Trust Fund: NBT MONEY MARKET - 0.1000%

Dickinson
Ransom
Rust
Furness
Taylor
Cashman
Total

Balance	Additions	Withdrawal	Interest	Balance
7/31/22				8/31/22
\$17,729.29			\$1.51	\$17,730.80
\$4,194.23			\$0.36	\$4,194.59
\$50,271.37			\$4.28	\$50,275.65
\$15,408.17			\$1.30	\$15,409.47
\$14,643.15		\$0.00	\$1.25	\$14,644.40
\$53,221.22		\$0.00	\$4.53	\$53,225.75
\$155,467.43	\$0.00	\$0.00	\$13.23	\$155,480.66



WEAD LIBRARY  
CALENDAR ANNUAL FINANCIAL STATEMENT  
31-Aug-22

BALANCES 12/31/19

GENERAL	CD & MM	WEAD TRUST	PETTY CASH	DUE TO ERS/AP	TOTAL
\$14,214.33	\$1,718,440.80	\$155,376.68	\$75.00	\$0.00	\$1,888,106.81

-22572.34 \$1,865,534.47

CASH RECEIPTS:  
GENERAL RECEIPTS  
REAL PROPERTY TAXES  
INTEREST EARNED  
DUE TO RETIREMENT/ ACCR LIAB./ PREPAID EXP  
DUE FROM OTHER FUNDS  
TRANS FROM M/MCKING  
TOTAL RECEIPTS

\$11,651.77	\$0.00	\$0.00			\$11,651.77
\$63,838.53	\$0.00				\$63,838.53
\$2.94	\$1,047.55	\$103.98			\$1,154.47
\$9,374.99	\$0.00				\$9,374.99
\$0.00	\$0.00				\$0.00
\$267,427.66	\$0.00	\$0.00			\$267,427.66
\$352,295.89	\$1,047.55	\$103.98	\$0.00	\$0.00	\$353,447.42

CASH DISBURSEMENTS:  
GENERAL DISBURSEMENTS  
PAYROLL  
TRNS TO MM/CHK/BK FUND  
TOTAL EXPENSES

\$347,658.26					\$347,658.26
\$0.00	\$290,000.00				\$290,000.00
\$347,658.26	\$290,000.00	\$0.00	\$0.00	\$0.00	\$637,658.26
\$0.00	\$0.00				\$0.00

BALANCE ON BOOKS ON DIFFERENCE

	31-Aug-22	31-Aug-22					
	\$18,851.96	\$1,429,488.35	\$155,480.66	\$75.00	\$0.00	\$1,603,895.97	
	\$18,851.96	\$1,429,488.35	\$155,480.66	\$75.00	\$0.00	\$1,603,895.97	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	L200	L202	L230	L210			

-89,374.99 \$1,594,520.98

\$1,584,969.01

	Jan	Feb	March	April	May	June	July	Aug	Sept.	Oct.	Nov.	Dec.	Total
RECEIPTS													
PHOTOCOPIES	L2082 78.71	0.00	138.70	97.62	135.40	43.27	184.60	107.20	0.00	0.00	0.00	0.00	785.50
FINES	L2082.1 29.75	0.00	16.70	6.98	0.00	9.25	12.60	32.01	0.00	0.00	0.00	0.00	107.29
PAYMENT IN LIFE 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	745.00	93.00	0.00	589.00	63.00	0.00	0.00	0.00	0.00	0.00	1,490.00
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 40.00	0.00	125.00	70.00	0.00	5.00	10.00	20.00	0.00	0.00	0.00	0.00	270.00
REFUND PRIOR YEAR EXPENSE	L2701 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
DONATIONS	L2705 1,500.00	0.00	1,000.00	0.00	0.00	13.00	25.00	0.00	0.00	0.00	0.00	0.00	2,538.00
PANTRY FUNDS	L2705.1 9.00	0.00	0.00	0.00	50.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	259.00
MISCELLANEOUS	L2770 0.00	0.00	0.00	0.00	879.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	879.60
MISC - INCENTIVE AID	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 - MINI GRANTS	L2770.2 0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
E RATE REIMBURSEMENT	L2770.3 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	L2770.4 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
GATES 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
BULLET AID	L2770.6 0.00	0.00	570.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	570.10
LOCAL LIBRARY SERVICES AID (LLSA	L3840 \$1,657.46	\$50.00	\$2,595.50	\$267.60	\$1,065.00	\$659.52	\$495.20	\$4,861.49	\$0.00	\$0.00	\$0.00	\$0.00	\$11,651.77

	Jan	Feb	March	April	May	June	July	Aug	Sept.	Oct.	Nov.	Dec.	Total
EXPENSES													
PROFESSIONAL SALARIES	L4600160 3,076.92	3,076.92	3,076.92	3,076.92	3,076.92	3,846.15	4,077.00	3,261.60	0.00	0.00	0.00	0.00	26,566.35
CLERICAL SALARIES	L4600161 11,754.68	11,679.68	11,679.68	11,119.68	12,239.68	14,749.60	15,271.00	12,216.80	0.00	0.00	0.00	0.00	100,710.80
PART TIME HELP	L4600162 2,945.13	3,206.82	3,513.95	3,021.28	3,081.81	6,880.00	2,820.88	4,959.03	0.00	0.00	0.00	0.00	30,428.90
EQUIPMENT	L4600201 42.00	42.00	529.03	452.37	479.67	2,161.70	42.00	42.00	0.00	0.00	0.00	0.00	3,790.77
BOOKS & LIB MAT	L4600321 602.81	590.59	2,027.33	916.08	112.76	2,530.61	1,465.12	1,195.21	0.00	0.00	0.00	0.00	9,440.51
CHILDRENS MATERIALS	L4600322 287.47	1,529.18	235.73	481.32	56.17	2,851.52	465.14	1,408.04	0.00	0.00	0.00	0.00	7,316.57
VIDEOS	L4600323 0.00	0.00	0.00	0.00	258.33	67.88	9.49	0.00	0.00	0.00	0.00	0.00	335.70
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 4,682.13	6,795.40	0.00	0.00	0.00	34.00	132.19	0.00	0.00	0.00	0.00	0.00	11,643.72
AUDIO BOOKS	L4600327 0.00	0.00	586.70	0.00	243.50	342.44	52.40	341.30	0.00	0.00	0.00	0.00	1,566.34
OFFICE & LIBRARY SUPPLIES	L4600341 284.07	62.98	611.68	87.68	322.51	795.62	183.39	167.72	0.00	0.00	0.00	0.00	2,515.65
POSTAGE	L4600342 0.00	0.00	0.00	0.00	0.00	870.00	0.00	0.00	0.00	0.00	0.00	0.00	870.00
JAN SVS & SUPPLIES	L4600400 1,762.38	1,623.46	2,142.39	1,070.00	3,059.78	2,964.78	88.45	1,482.39	0.00	0.00	0.00	0.00	14,193.63
CONTRACTUAL	L4600401 0.00	465.00	465.00	585.00	1,065.00	5,555.00	1,653.00	475.00	0.00	0.00	0.00	0.00	10,263.00
INSURANCE	L4600410 0.00	0.00	0.00	0.00	0.00	0.00	8.02	0.00	0.00	0.00	0.00	0.00	8.02
ELECTRIC & OIL	L4600420 2,612.13	3,903.52	5,019.28	1,910.80	1,613.46	1,808.32	0.00	1,035.57	0.00	0.00	0.00	0.00	17,803.08
TELEPHONE	L4600421 270.02	0.00	540.32	265.89	0.00	535.77	271.42	271.44	0.00	0.00	0.00	0.00	2,154.86
OTHER EXPENSES	L4600480 0.00	89.18	492.47	391.18	399.30	998.51	1,443.07	410.55	0.00	0.00	0.00	0.00	4,224.26
PANTRY FUNDS	L4600481 0.00	0.00	0.00	22.84	99.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	122.54
CHILDRENS PROGRAMS	L4600485 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
CAPITAL IMPROVEMENT	L4600500 1,283.09	2,171.60	0.00	0.00	0.00	9,390.35	1,823.60	-453.95	0.00	0.00	0.00	0.00	14,214.69
RETIREMENT	L4600610 2,231.61	2,223.37	2,221.63	1,544.94	1,726.14	2,103.03	2,152.62	1,799.01	0.00	0.00	0.00	0.00	16,002.35
SOCIAL SECURITY	L4600615 1,349.83	1,364.12	1,387.64	1,307.09	1,397.39	1,938.83	1,695.91	1,563.47	0.00	0.00	0.00	0.00	12,004.28
HEALTH INSURANCE	L4600616 11,967.20	5,996.56	5,996.56	5,996.56	6,253.56	6,253.76	0.00	11,419.60	0.00	0.00	0.00	0.00	53,883.80
UNEMPLOYMENT INSURANCE	L4600617 0.00	0.00	0.00	1,134.23	0.00	0.00	1,242.24	452.58	0.00	0.00	0.00	0.00	2,829.05
WORKERS COMPENSATION	L4600618 0.00	99.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	99.00
VISION CARE	L4600619 97.36	97.36	97.36	97.36	97.36	97.36	194.72	97.36	0.00	0.00	0.00	0.00	876.24
BLDG FUND & REP CONT	L4600921 0.00	65.90	45.00	0.00	0.00	3,144.82	119.67	315.76	0.00	0.00	0.00	0.00	3,691.15
	45,248.83	45,082.64	40,668.67	33,481.22	35,585.04	69,920.05	35,211.33	42,460.48	0.00	0.00	0.00	0.00	347,658.26

**Malone Central School District**  
 Wead Library Fund Trial Balance for Fiscal Year 2023  
 Cycle 02  
 Post Dates From 07/01/2022 To 08/31/2022

G/L Account	Description	Debits	Credits
200.00	Cash	18,851.96	
202.00	Cash - MM - Wead - NBT	1,429,488.35	
210.00	Petty Cash	75.00	
230.01	Exp Trust - Dickinson	17,730.80	
230.02	Exp Trust - Ransom	4,194.59	
230.03	Exp Trust - Rust	50,275.65	
230.04	Exp Trust - Furness	10,409.47	
230.05	Exp Trust - Taylor	14,644.40	
230.06	Exp Trust - Ethel Cashman	53,225.75	
230.07	NON Exp - Furness	5,000.00	
510.00	Estimated Revenues	593,131.00	
521.00	Encumbrances	166,707.69	
522.00	Expenditures	77,671.81	
599.00	Appropriated Fund Balance	161,977.88	
600.99	Accounts Payable	49.25	
630.GF	Due To Gen Fund	5,374.11	
637.00	Due to Employees' Ret. System	3,951.63	
821.00	Reserve for Encumbrances	166,707.69	
899.00	NonExp Trusts	5,000.00	
914.00	Assigned Appropriated Fund Bal	156,169.00	
915.00	Assigned Unappropri Fund Bal	5,808.88	
917.00	Unassigned Fund Balance	1,499,582.90	
960.00	Appropriations	755,108.88	
980.00	Revenues	5,632.01	2,603,384.35
<b>Grand Totals</b>		<b>2,603,384.35</b>	<b>2,603,384.35</b>
<b>Assets</b>			
<b>Budgetary and Expense Accounts</b>			
<b>Liabilities, Reserves and Fund Balance</b>			
<b>Budgetary and Revenue Accounts</b>			

**Malone Central School District**  
Revenue Status Report As Of: 08/31/2022  
Fiscal Year: 2023  
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	576,000.00	0.00	576,000.00	0.00	576,000.00	
2080.001		Photocopies	494.00	0.00	494.00	291.80	202.20	
2080.002		Fines	211.00	0.00	211.00	44.61	166.39	
2401.000		Interest and Earnings	1,975.00	0.00	1,975.00	275.32	1,699.68	
2650.000		Book Sales	926.00	0.00	926.00	63.00	863.00	
2690.000		Compensation - BK Reimb	160.00	0.00	160.00	30.00	130.00	
2705.000		Gifts and Donations	4,578.00	0.00	4,578.00	25.00	4,553.00	
2705.001		Pantry Funds	0.00	200.00	200.00	200.00		
2770.002		Misc Mini Grants	1,860.00	0.00	1,860.00	0.00	1,860.00	
3840.000		Local Library Serv Aid	6,727.00	0.00	6,727.00	4,702.28	2,024.72	
5999.000		Appropriated Fund Balance	156,169.00	0.00	156,169.00	0.00	156,169.00	
5999.999		Est. for Carryover Encumbrance	0.00	5,808.88	5,808.88	0.00	5,808.88	
<b>Total Wead Library Fund</b>			<b>749,100.00</b>	<b>6,008.88</b>	<b>755,108.88</b>	<b>5,632.01</b>	<b>749,476.87</b>	<b>0.00</b>

\* 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: 08/31/2022

Fiscal Year: 2023

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	79,000.00	0.00	79,000.00	7,338.60	35,062.20	36,599.20
4600-161	Clientel Expenses	129,500.00	0.00	129,500.00	27,487.80	102,090.60	-78.40
4600-162	Part Time Help	79,500.00	0.00	79,500.00	7,779.91	0.00	71,720.09
4600-201	Equipment	14,000.00	1,497.00	15,497.00	84.00	1,497.00	13,916.00
4600-321	Books & Library Materials	23,000.00	891.77	23,891.77	2,660.33	570.68	20,660.76
4600-322	Children's Materials	10,000.00	2,287.57	12,287.57	1,873.18	2,659.02	7,755.37
4600-323	Videos	2,000.00	0.00	2,000.00	9.49	0.00	1,990.51
4600-325	Magazines	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
4600-326	Electron Format Materials	13,000.00	0.00	13,000.00	132.19	0.00	12,867.81
4600-327	Audio Books	2,500.00	52.40	2,552.40	393.70	0.00	2,158.70
4600-341	Office & Library Supplies	3,600.00	0.00	3,600.00	351.11	0.00	3,248.89
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	0.00	25,000.00	1,570.84	0.00	23,429.16
4600-401	Contractual	12,500.00	0.00	12,500.00	2,128.00	0.00	10,372.00
4600-410	Insurance	9,000.00	0.00	9,000.00	8.02	0.00	8,991.98
4600-420	Electric & Oil	27,000.00	0.00	27,000.00	1,035.57	0.00	25,964.43
4600-421	Telephone	5,000.00	0.00	5,000.00	542.86	0.00	4,457.14
4600-480	Other Expenses	8,000.00	0.00	8,000.00	1,853.62	0.00	6,146.38
4600-481	Pantry Fund	0.00	336.46	336.46	0.00	136.46	200.00
4600-500	Capital Improvement	100,000.00	943.68	100,943.68	1,369.65	0.00	99,574.03
4600-610	Retirement	50,000.00	0.00	50,000.00	3,951.63	14,199.53	31,848.84
4600-615	Social Security	22,900.00	0.00	22,900.00	3,259.38	10,492.20	9,148.42
4600-616	Health Insurance	100,500.00	0.00	100,500.00	11,419.60	0.00	89,080.40
4600-617	NYS Unemployment Ins	4,000.00	0.00	4,000.00	1,694.82	0.00	2,305.18
4600-618	Workers Compensation	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
4600-619	Vision Care	1,600.00	0.00	1,600.00	292.08	0.00	1,307.92
4600-921	Bldg Fund & Repair Contra	20,000.00	0.00	20,000.00	435.43	0.00	19,564.57
<b>Total Wead Library Fund</b>		<b>749,100.00</b>	<b>6,008.88</b>	<b>755,108.88</b>	<b>77,671.81</b>	<b>166,707.69</b>	<b>510,729.38</b>

WEAD LIBRARY - FOR PERIOD ENDING JULY 31, 2022

06/30/22 Checking Account Balance-NBT Bank

\$5,302.65

Plus Receipts:

Photocopies \$184.60  
 Fines \$12.60  
 Interest - .02% \$0.53  
 Refund \$0.00  
 Miscellaneous Revenues - Refund Prior Year \$0.00  
 Book Reimbursement \$10.00  
 Book Sales \$63.00  
 LOCAL LIBRARY SERVICES AID \$0.00  
 Donations \$225.00  
 Taxes \$0.00  
 Transfer From Other Accounts \$40,000.00

Less: Warrant & Transfers

7/31/22 Checking Account Balance

\$40,495.73  
 \$45,798.38  
\$41,146.97  
 \$4,651.41

Plus Receipts:

Interest - .1000% \$126.13  
 Taxes \$0.00  
 DONATION \$0.00

Less: Transfers

7/31/22 NBT & Community Bank

\$1,519,366.70  
\$40,000.00  
 \$1,479,366.70

Trust Fund: NBT MONEY MARKET - 0.1000%

Dickinson \$17,727.78  
 Ransom \$4,193.87  
 Rust \$50,267.09  
 Furness \$15,406.86  
 Taylor \$14,641.90  
 Cashman \$53,216.68  
 Total \$155,454.18

	Balance 6/30/22	Additions	Withdrawal	Interest	Balance 7/31/22
Dickinson	\$17,727.78			\$1.51	\$17,729.29
Ransom	\$4,193.87			\$0.36	\$4,194.23
Rust	\$50,267.09			\$4.28	\$50,271.37
Furness	\$15,406.86			\$1.31	\$15,408.17
Taylor	\$14,641.90			\$1.25	\$14,643.15
Cashman	\$53,216.68		\$0.00	\$4.54	\$53,221.22
Total	\$155,454.18	\$0.00	\$0.00	\$13.25	\$155,467.43

WEAD LIBRARY  
CALENDAR ANNUAL FINANCIAL STATEMENT

31-Jul-22

GENERAL	CD & MM	WEAD TRUST	PETTY CASH	DUE TO ERS/AP	TOTAL
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BALANCES 12/31/19

\$14,214.33	\$1,718,440.80	\$155,376.68	\$75.00	\$0.00	\$1,888,106.81
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-22572.34 \$1,865,534.47

CASH RECEIPTS:

GENERAL RECEIPTS	\$6,790.28	\$0.00	\$0.00	\$6,790.28	
REAL PROPERTY TAXES	\$63,838.53	\$0.00	\$0.00	\$63,838.53	
INTEREST EARNED	\$2.41	\$925.90	\$90.75	\$1,019.06	
DUE TO RETIREMENT/ ACCR LIAB / PREPAID EXP	\$7,575.98	\$0.00	\$0.00	\$7,575.98	
DUE FROM OTHER FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	
TRANS FROM MM/CKING	\$217,427.66	\$0.00	\$0.00	\$217,427.66	
TOTAL RECEIPTS	\$295,634.86	\$925.90	\$90.75	\$0.00	\$296,651.51

CASH DISBURSEMENTS:

GENERAL DISBURSEMENTS	\$305,197.78	\$0.00	\$0.00	\$0.00	\$305,197.78
PAYROLL	\$0.00	\$240,000.00	\$0.00	\$0.00	\$240,000.00
TRNS TO MM/CHK/BK FUND	\$305,197.78	\$240,000.00	\$0.00	\$0.00	\$545,197.78
TOTAL EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

BALANCE ON 31-Jul-22	\$4,651.41	\$1,479,366.70	\$155,467.43	\$75.00	\$0.00	\$1,639,560.54
BOOKS ON 31-Jul-22	\$4,651.41	\$1,479,366.70	\$155,467.43	\$75.00	\$0.00	\$1,639,560.54
DIFFERENCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

\$1,634,834.13





**Malone Central School District**  
Wead Library Fund Trial Balance for Fiscal Year 2023  
Cycle 01  
Post Dates From 07/01/2022 To 07/31/2022

G/L Account	Description	Debits	Credits
<b>Assets</b>			
200.00	Cash	4,651.41	
202.00	Cash - MM - Wead - NBT	1,479,366.70	
210.00	Petty Cash	75.00	
230.01	Exp Trust - Dickinson	17,729.29	
230.02	Exp Trust - Ransom	4,194.23	
230.03	Exp Trust - Rust	50,271.37	
230.04	Exp Trust - Furness	10,408.17	
230.05	Exp Trust - Taylor	14,643.15	
230.06	Exp Trust - Ethel Cashman	53,221.22	
230.07	NON Exp - Furness	5,000.00	
<b>Budgetary and Expense Accounts</b>			
510.00	Estimated Revenues	593,131.00	
521.00	Encumbrances	183,453.03	
522.00	Expenditures	35,211.33	
599.00	Appropriated Fund Balance	161,977.88	
<b>Liabilities, Reserves and Fund Balance</b>			
600.99	Accounts Payable		49.25
630.GF	Due To Gen Fund		5,374.11
637.00	Due to Employees' Ret. System		2,152.62
821.00	Reserve for Encumbrances		183,453.03
899.00	NonExp Trusts		5,000.00
914.00	Assigned Appropriated Fund Bal		156,169.00
915.00	Assigned Unappropri Fund Bal		5,808.88
917.00	Unassigned Fund Balance		1,499,582.90
<b>Budgetary and Revenue Accounts</b>			
960.00	Appropriations		755,108.88
980.00	Revenues		635.11
	<b>Grand Totals</b>	<b>2,613,333.78</b>	<b>2,613,333.78</b>

**Malone Central School District**  
Revenue Status Report As Of: 07/31/2022  
Fiscal Year: 2023  
Fund: L Weald Library Fund

Revenue Account	Subfund	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
1001.000		Real Property Taxes	576,000.00	0.00	576,000.00	0.00	576,000.00	
2080.001		Photocopies	494.00	0.00	494.00	184.60	309.40	
2080.002		Fines	211.00	0.00	211.00	12.60	198.40	
2401.000		Interest and Earnings	1,975.00	0.00	1,975.00	139.91	1,835.09	
2650.000		Book Sales	926.00	0.00	926.00	63.00	863.00	
2690.000		Compensation - BK Reimb	160.00	0.00	160.00	10.00	150.00	
2705.000		Gifts and Donations	4,578.00	0.00	4,578.00	25.00	4,553.00	
2705.001		Pantry Funds	0.00	200.00	200.00	200.00		
2770.002		Misc Mini Grants	1,860.00	0.00	1,860.00	0.00	1,860.00	
3840.000		Local Library Serv Aid	6,727.00	0.00	6,727.00	0.00	6,727.00	
5999.000		Appropriated Fund Balance	156,169.00	0.00	156,169.00	0.00	156,169.00	
5999.999		Est. for Carryover Encumbrance	0.00	5,808.88	5,808.88	0.00	5,808.88	
<b>Total Weald Library Fund</b>			<b>749,100.00</b>	<b>6,008.88</b>	<b>755,108.88</b>	<b>635.11</b>	<b>754,473.77</b>	<b>0.00</b>

\* 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: 07/31/2022  
Fiscal Year: 2023

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	79,000.00	0.00	79,000.00	4,077.00	38,323.80	36,599.20
4600-161	Clerical Expenses	129,500.00	0.00	129,500.00	15,271.00	111,587.40	2,641.60
4600-162	Part Time Help	79,500.00	0.00	79,500.00	2,820.88	0.00	76,679.12
4600-201	Equipment	14,000.00	1,497.00	15,497.00	42.00	1,497.00	13,958.00
4600-321	Books & Library Materials	23,000.00	891.77	23,891.77	1,465.12	1,097.32	21,329.33
4600-322	Children's Materials	10,000.00	2,287.57	12,287.57	465.14	3,822.43	8,000.00
4600-323	Videos	2,000.00	0.00	2,000.00	9.49	0.00	1,990.51
4600-325	Magazines	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
4600-326	Election Format Materials	13,000.00	0.00	13,000.00	132.19	0.00	12,867.81
4600-327	Audio Books	2,500.00	52.40	2,552.40	52.40	0.00	2,500.00
4600-341	Office & Library Supplies	3,600.00	0.00	3,600.00	183.39	0.00	3,416.61
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	0.00	25,000.00	88.45	0.00	24,911.55
4600-401	Contractual	12,500.00	0.00	12,500.00	1,653.00	0.00	10,847.00
4600-410	Insurance	9,000.00	0.00	9,000.00	8.02	0.00	8,991.98
4600-420	Electric & Oil	27,000.00	0.00	27,000.00	0.00	0.00	27,000.00
4600-421	Telephone	5,000.00	0.00	5,000.00	271.42	0.00	4,728.58
4600-480	Other Expenses	8,000.00	0.00	8,000.00	1,443.07	0.00	6,556.93
4600-481	Pantry Fund	0.00	336.46	336.46	0.00	136.46	200.00
4600-500	Capital Improvement	100,000.00	943.68	100,943.68	1,823.60	0.00	99,120.08
4600-610	Retirement	50,000.00	0.00	50,000.00	2,152.62	15,520.40	32,326.98
4600-615	Social Security	22,900.00	0.00	22,900.00	1,695.91	11,468.22	9,735.87
4600-616	Health Insurance	100,500.00	0.00	100,500.00	0.00	0.00	100,500.00
4600-617	NYS Unemployment Ins	4,000.00	0.00	4,000.00	1,242.24	0.00	2,757.76
4600-618	Workers Compensation	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
4600-619	Vision Care	1,600.00	0.00	1,600.00	194.72	0.00	1,405.28
4600-921	Bldg Fund & Repair Contra	20,000.00	0.00	20,000.00	119.67	0.00	19,880.33
<b>Total Wead Library Fund</b>		<b>749,100.00</b>	<b>6,008.88</b>	<b>755,108.88</b>	<b>35,211.33</b>	<b>183,453.03</b>	<b>536,444.52</b>

**Wead Library, Malone, NY**  
**Bills Submitted for Approval**  
**September 26, 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)	\$ 331.69		
		Baker & Taylor (Pd)	\$ 274.01		
		Baker & Taylor (Pd)	\$ 122.59	\$ 728.29	
		M McDonald - reimb amazon books (Pd)		\$ 113.66	
		Petty Cash - amazon book (Pd)	\$ 16.00		
		Petty Cash - amazon books (Pd)	\$ 30.22	\$ 46.22	\$ 888.17
322	CHILDREN'S MATERIALS	Ingram Library Services (Pd)	\$ 10.24		
		Ingram Library Services (Pd)	\$ 11.89	\$ 22.13	\$ 22.13
326	ELECTRONIC FORMAT MAT.	SymQuest - Microsoft 365 annual fee (Pd)		\$ 417.60	\$ 417.60
341	OFFICE & LIBRARY SUPPLIES	Chicago Dist Center - bookmarks/posters (Pd)		\$ 143.04	
		WB Mason - paper, stickies, tape (Pd)	\$ 127.06		
		WB Mason - snacks, juice (Pd)	\$ 70.50	\$ 197.56	\$ 340.60
400	JANITORIAL EXPENSES	Citizen Advocates - August custodial (Pd)		\$ 1,482.39	\$ 1,482.39
401	CONTRACTUAL	SymQuest - August support/followup (Pd)	\$ 306.05		
		SymQuest - Migration project (Pd)	\$ 5,770.00		
		Symquest - Safetynet 9/2022	\$ 465.00	\$ 6,541.05	\$ 6,541.05
420	ELECTRIC, OIL & WATER EXPENSES	National Grid - outdoor light (Pd) 106 kWh	\$ 38.80		
		National Grid - electric (Pd) 4728 kWh	\$ 1,125.14	\$ 1,163.94	\$ 1,163.94
421	TELEPHONE	Westelcom - phone internet Sept 2022 (Pd)		\$ 291.44	\$ 291.44
480	OTHER EXPENSES	MMcDonald - reimb yoga matts/blocks (Pd)		\$ 61.56	
		Petty Cash - Oriental Trading - craft (Pd)	\$ 14.99		
		Petty Cash - Walmart - planter (Pd)	\$ 8.43	\$ 23.42	\$ 84.98
921	BLDG FUND & MAINT.	Adirondack Alarms - Monitor Sept-Nov 2022(Pd)		\$ 54.00	\$ 54.00
					<b>\$11,328.30</b>

## Library Report 10/17/2022

The Wead Library's fall book sale commenced Sept 30th - Oct 8th. In total we collected \$813. (\$625 from Friday/Saturday and \$188 the following week at \$1 bag/box). In the past, the sale ran for an additional week, but with the number of programs scheduled for that space, we closed it early. The remaining books will be stored on the 3rd floor for the next sale scheduled in February. We plan to take donations again in a few months.

After helping a patron with a genealogy request, Nicole noticed several missing editions of our FA yearbooks and initiated an attempt to fill those voids. She reached out on facebook, received books and made copies for 3 of the 16 years we are missing from 1934 - present. At this point the student photo pages have been scanned, printed, put in a binder and added to our collection. In the future she plans to inventory books from 1800's - 1933.

The Yoga program is off to a promising start. Six people participated in our staff yoga night which served as a trial for the public classes. The staff has been making reminder calls and filling cancellations through a waiting list. So far all classes are booked through the end of November. Going forward the signup and waitlist procedures will be adjusted to allow more patrons access to the program.

Repair work on the wall was completed by Seven C's Masonry Repair & Restoration. If his estimate to repair the remainder of the front wall (Elm Street) is accepted, we will be looking at a spring start date. The handicapped ramp repair is another priority for spring.

In preparation for the cooler weather Cornerstone has tuned our boiler and checked the heating system. Like last year, one of the heat pumps was not functioning. They were able to fix the existing pump instead of replacing it this time. Cleansweep will be bringing our snowblower to Mullarney's for servicing. In the next few weeks we will need to bring in the flower pots, picnic table and gazebo chairs. We purchased markers to put at the ends of the gazebo ramp for snowblowing purposes. The plan is to decorate the gazebo for Christmas.

Librarian Report  
October 17, 2022

The fall has continued to be busy! We have seen an increase in teen involvement at the library. Dungeons & Dragons has continued to bring in reliable group of teens. Both new and familiar faces attended our book sale volunteer days! We had ten volunteers on Friday and nine volunteers on Saturday, with a few volunteers attending both days. They were very efficient and made set up go very quickly. I am looking forward to the teen volunteer event "Give Back with Us!" on October 19<sup>th</sup>.

The tween book club had a humble but promising attendance for our first meeting. I encouraged the members to share the next meeting with friends. The tween book club will be meet again on November 14<sup>th</sup> from 4 – 5 PM. Karlee has decided to adjust the time of her teen book club for the November meeting. They will now be meeting on November 9<sup>th</sup> from 4 – 5 PM. We hope that having the event at this earlier time will make it easier for teens to attend.

Story Hour has had a slow start this fall, with our toddler group having very low attendance. This is to be expected as some of our families have moved, and others have gotten older. I hope as word spreads, we will have more participants join us.

I would like to share two important events with you. On November 15<sup>th</sup>, Jerry Manor Business Development Manager from Seacomm will be presenting a Financial Literacy for Teens at 4:30 PM. Mr. Manor will be going over:

- Financial Institutions – The types of financial institutions and what they offer
- Handling Money – basic budget concepts, wants vs needs
- Saving – Why it's important and some tools and techniques
- Credit vs Debit – What's the difference and basic credit information

Our second big event next month will be the meet & greet book signing with Paul F. Harrington. Mr. Harrington is a Malone native who wrote about his experience as a State Corrections Officer in his book *Justice or Not*. Please spread the word & join us on November 16<sup>th</sup> from 5 – 7 PM! Registration is preferred.

If you have any questions, please let me know.

Chelsie Russo

# Wead Library Long Range Plan

## INTRODUCTION

The purpose of the Wead Library Long-Range Plan is to outline the library's mission, goals, and actions to guide the next period of library advancement, sustainability, and impact. The plan has also been written to satisfy the Long-Range Plan requirement set forth in the NYSED Minimum Standards for Public Libraries. This plan will be reviewed by the board of trustees every year to assess the improvements and achievements. The plan will be reviewed, revised, and updated every three to five years by a Long-Range Planning Committee comprised of Trustees, library staff, and members of the community.

## BACKGROUND

The New York State Board of Regents granted the Wead Library, the Malone Central School District Library an absolute charter on May 23<sup>rd</sup>, 1975. On May 3<sup>rd</sup>, 2010, the absolute charter was amended to grant the name change from "Wead Library, the Malone Central School District Library," to the common name "the Wead Library."

The Wead Library located in Malone NY is a school district public library which serves a population of 17,633,<sup>1</sup> a decline of approximately 11.6% from 19,958<sup>2</sup>. Roughly 24% of our patrons come from outside of the Malone Central School District (MCSD). These patrons come from surrounding areas of Brushton-Moira, Chateaugay, Dickinson, Ft. Covington, St. Regis Falls, and a small portion from Canada. The remainder come from within our service area of MCSD.

Currently, the Wead Library has over 6,000 registered patrons. Approximately 70% of our patrons are adults, 23% are juvenile borrowers, and the remainder are split into categories of interlibrary loan accounts and the mixed age group of delinquent borrowers.

Construction on the building was completed in 1932, with the doors first opening to the public in 1933. In 1980, with funding from a federal economic development grant a brick addition was built. In 2019, after an extended period of renovations, the third floor was made accessible with the installation of a lift. The renovations also included the removal of asbestos, creation of two additional restrooms on the main floor, and the relocation and updating of accessible restrooms on the children's floor.

In March 2020, the Wead Library was forced to close due to the Covid -19 pandemic. The global pandemic resulted in New York State requirements for temporary safety practices and a pandemic response plan. During this time the Board of Trustees and Wead Library staff

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<sup>1</sup> 2020 Decennial Census (<https://data.census.gov/cedsci/all?q=Malone%20Central%20School%20District&y=2010>)

<sup>2</sup> 2010 Decennial Census

(<https://data.census.gov/cedsci/table?q=Malone%20Central%20School%20District&y=2010&tid=DECENNIALSFI2010.P1>)

members worked to meet patron needs in a time of uncertainty. Many of the Library's traditional programming had to be put on hold. Beginning in June 2020, NYS began gradually lifting various Covid-19 restrictions. The Wead Library followed CDC guidance and New York State Public Health as the Library shifted between phases of the reopening plan. In March 2022, two years after the Wead Library closed its doors, all restrictions were lifted. The Board of Trustees encouraged library staff to gradually bring back programming. In September 2022, the Wead Library reported that the library has resumed equivalent levels of pre-pandemic programming.

The Wead Library continues to expand services to patrons beyond the lending and acquisition of books. In the summer of 2022, with the generous donation of computers from Salmon River Central School District, the Wead Library invested heavily in the upgrading of Library technology. With this upgrade, email accounts associated with the Wead Library were no longer using the domain name owned by Northern New York Library Network. This was an important change that allows for the library to have a cohesive, credible, and recognizable presence on the internet.

#### MISSION

The Wead Library provides access to resources that improve and enrich the lives of all members of the Malone community, regardless of origin, age, background, or views. The library building is safe and welcoming, information is organized and up-to-date, and the staff is well trained to provide professional and caring service to all patrons.



*Goal VII: Maintain a board structure, composed of committed people with diverse interests who will strive for the wise and efficient management of the resources and facilities used to fulfill the mission of the library.*

Objective 1: Seek Trustees candidates of varying age ranges, ethnicities, race, and gender identities with expertise in areas such as finance, education, technology, community outreach, advocacy, etc.

Action: Maintain a list of potential Trustee candidates for future consideration.

Action: Advertise trustee vacancies in innovative ways.

Objective 2: When necessary, the Board of Trustees will develop an applicant information packet.

Resolution  
Wead Library

WHEREAS, by passing Chapter 56 of the Laws of 2022 (“Chapter 56”), the New York State Legislature amended Section 103 of the Open Meetings Law; and  
WHEREAS, Chapter 56 adds Section 103-a of the Open Meetings Law, permitting the Wead Library Board of Trustees to authorize its members to attend meetings by videoconferencing under extraordinary circumstances; and

WHEREAS, Section 103-a(2)(a) requires the Wead Library Board of Trustees to adopt a resolution following a public hearing authorizing the limited use of videoconferencing under such circumstances; and

WHEREAS, Section 103-a(2) allows for hybrid meetings by requiring “that a minimum number of members are present to fulfill the public body’s quorum requirement in the same physical location or locations where the public can attend”; and

WHEREAS, Section 103-a(2)(c) requires that members be physically present at any such meeting “unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances . . . including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting”; and

WHEREAS, in accordance with Section 103-a(2)(d), any members attending by videoconference must, excerpt during executive session, be “heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon”; and

WHEREAS, Section 103-a(2)(g) requires that any meeting where a member attends by videoconference be recorded, posted to the Wead Library webpage within five business days, and transcribed upon request; and

WHEREAS, Section 103-a(2)(h) requires that members of the public be permitted to attend and participate, if authorized, in any meeting by videoconference when a member attends by videoconference.

BE IT RESOLVED, that the Wead Library Board of Trustees authorizes its members who experience an extraordinary circumstance, as described above and further defined by any rules or written procedures later adopted, to attend meetings by videoconference: (i) as long as a quorum of the members attend in-person at one or more locations open to the public; (ii) as long as the member can be seen, heard, and identified while the open portion of the meeting is being conducted; and (iii) as otherwise permitted under Chapter 56 of the Laws of 2022; and be it further

RESOLVED, that the Wead Library Board of Trustees shall create written procedures further governing its use of videoconferencing by its members in compliance with Chapter 56 of the Laws of 2022.

# The Wead Library Procedures Governing the Use of Videoconferencing Pursuant to the Open Meetings Law

Pursuant to Chapter 56 of the Laws of 2022, which created a new Section 103-a in the Open Meetings Law, the Wead Library Board of Trustees, following a public hearing, authorized by resolution on \_\_\_\_\_, the use of videoconferencing to conduct its meetings, or the meetings of its Committees, consistent with the following procedures:

1. Videoconferencing may be used for a meeting at which a minimum number of members are present to fulfill the Board's, or a Committee's, quorum requirement in the same physical location or locations where the public can attend;
2. Members of the Board or Committee shall be physically present at any such meeting unless such member is unable to be physically present at the designated public meeting location(s) due to extraordinary circumstances.
  - a. For purposes of these procedures, the term "extraordinary circumstances" include, for example:
    - i. a Trustee or extended household member is at higher risk of serious illness from infection with a communicable disease (for example, COVID-19), as set forth in relevant public health guidance;
    - ii. quarantining due to exposure to a communicable disease;
    - iii. family or dependent care responsibilities;
    - iv. disability; injury; illness;
    - v. any Trustee who determines they are not available to attend a meeting in-person due to the need for significant travel; and any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting (for example, significant weather-related events or travel disruptions).
    - vi. This list is not exhaustive. Should a Trustee be unable to be physically present due to such extraordinary circumstances, they must notify the Wead Library in advance of the meeting.
3. If there is a quorum of members participating at a physical location(s) open to the public, the Board or Committee may properly convene a meeting. A member who is participating from a remote location that is not open the public shall not count toward a quorum but may participate and vote, if a voting member, if there is a quorum of members at a physical location(s) open to the public.
4. Except in the case of executive sessions conducted pursuant to Section 105 of the Open Meetings Law, the Board of Trustees or Committee shall ensure that its members can be heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon.
5. The minutes of the meetings involving videoconferencing shall include which, if any, Trustees participated remotely and shall be available to the public pursuant to Section 106 of the Open Meetings Law;
6. If videoconferencing is used to conduct a meeting, the Wead Library's public notice for the meeting shall inform the public that videoconferencing will be used, where the public can view and/or participate in such meeting, where required documents and records will

- be posted or available, and identify the physical location for the meeting where the public can attend.
7. For any meeting at which videoconferencing will be used, the Wead Library shall record the meeting and post or link such recording on its public website within five (5) business days following the meeting, which link or post shall remain so available for a minimum of five (5) years thereafter. Such recordings shall be transcribed upon request.
  8. For any meeting at which videoconferencing will be used, the Wead Library shall provide the opportunity for members of the public to view such meetings via video in real time.
  9. Open meetings conducted using extraordinary circumstances videoconferencing pursuant to the provisions of Section 103-a of the Open Meetings Law shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (“ADA”), as amended, and corresponding guidelines. For the purposes of these procedures, “disability” shall have the meaning defined in Executive Law § 292.
  10. During a state disaster emergency declared by the governor pursuant to Section 28 of the executive law, or a local state of emergency proclaimed by the chief executive of a county, city, village or town pursuant to section twenty-four of the executive law, if the Library determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the public body to hold an in person meeting, then Trustees may join the meeting using videoconferencing.
  11. These procedures shall be conspicuously posted on the Wead Library’s website.

*Adopted on* \_\_\_\_\_