

Wead Library
64 Elm Street
Malone, NY 12953

Agenda
June 21, 2022

To: Members of the Board of Trustees

Subject: The following is the expected agenda for the June 21st meeting of the Wead Library's Board of Trustees, which will be held that Tuesday on the 3rd floor of the library.

Approval of the minutes of the previous meeting – May 16, 2022

Treasurer's Reports – May 2022

Action on bills – June 2022

Communications – Thank you to Book Sale volunteers

Library Report - June 2022

Librarian's Report - June 2022

Old Business – Reopening Status

- Civil Service Update
- Computer upgrade project

New Business – New employees

- Stone Wall Repair Estimates
- Adult Yoga Program

Executive Session - to discuss personnel relating to matters of appointment, promotion and
job descriptions

Date for Next Board Meeting – September 19, 2022 @ 7pm

Wead Library – Board Meeting

Minutes May 16, 2022

Attending: Melissa Benardot, Chris Eggsware, Jeanne Leclerc, Lucille Poirier; staff: Mary McDonald and Chelsie Russo; absent: Anne Smallman

Call to Order: 7:10 pm

Approval of Minutes: moved by Jeanne, seconded by Chris. Passed

Treasurer’s Report for April 2022: moved by Lucille, seconded by Chris. Passed

Action on Bills for May 2022: moved by Lucille, seconded by Jeanne. Discussion:

1. Jeanne asked how the service with Symquest was working out. Mary expressed some concerns with what appeared to be unexpected charges and lack of communication. It is a one-year contract, so the staff is evaluating performance.

Communication: None

Library Report for May 2022: Mary reported

1. **Staffing –**
 - a. Maggie Marceau will resign her part time page position as of June 29th.
 - b. Mary is continuing to look at staffing particularly around budget and hiring part time vs full time. Aramark is up for contract renewal and would cover staffing for the summer lunch program if they are renewed.
 - c. Mary reported that Nicole Andre has been out because of illness in her family.
2. **Microsoft for the computers –** Chelsea, after hours of effort, has been able to secure the education rate for the Office Suite for all computers in the Library
3. **Stone wall –** To date, there has not been a quote submitted. The board asked Mary to request an estimate for the work with a deadline so that other quotes can be secured.

Librarian’s Report for May 2022: Chelsea reported that the traffic in the Children’s Room is increasing steadily.

Old Business:

1. **Reopening Status –** Many groups and organizations have been scheduling use of the Library space. Mary reported that a business group will regularly meet, the Red Cross

will use the space for the Emergency Preparedness Course for teens and adults, a possible June Boating safety course is in the works and a group will begin a Dungeons and Dragons program for children 13+ years old in June.

2. **Civil Service Update** – Melissa reported on the changes that need to be made to the Principal Library Clerk description which are basically limited to assisting/working with the board rather than being responsible for certain actions. There is also a change in the experience required: at least 3 years' experience as a Senior Library Clerk. Kim Goodreau at County Personnel has already approved the position with the changes. Additionally, as soon as it is finalized, Mary will be appointed to the position Principal Library Clerk. She will be required to pass a promotional Civil Service Exam to be scheduled. Melissa thought Mary would have two chances to pass the test. The potential promotion of Nicole Andre to Senior Library Clerk was discussed. Lucille moved and Chris seconded the motion to formally accept the changes. The motion passed. The board will make the appointments at the June meeting and at Mary's request, she and Nicole will continue to receive their stipends until permanent appointments are made after the tests rather than changing the salaries at this time.
3. **Gazebo** – Mary reported that the ground has been made ready for the structure.
4. **Digitalization of yearbooks** – Chelsea had been working on this project and had the books ready to be sent when she received a notification that the company was no longer providing this service. So, we are back at square one. Mary and Chelsea said that they felt it would be best to use the other service, which was very expensive, but to break up the project and do a bit at a time. They decided to wait until next year so the additional cost would be built into the budget
5. **Patron's survey** – Everyone was pleased at the results of the survey although Mary expressed a desire to have had more non-users complete it. There was good feedback with the exception of one negative response. The results will be used to build a strategic plan doing a little at each board meeting

New Business:

1. **Annual Meeting** – The budget passed, and Anne was re-elected to the board position for a 5 year term.
2. **Behavior Policy** – Chelsea submitted a proposed policy based on a webinar that she attended that was focused on First Amendment audits. The policy will be posted on the Library website and at the front lobby. Lucille moved and Jeanne seconded approving the policy. The motion passed.
3. **Policy and Protocol for Recording** – Chelsea submitted a proposed policy for recording within the Library. Staff will be trained on how to apply the policy. It will

be posted on the website and also posted in the front lobby. Chris moved and Lucille seconded approval of the policy. The motion passed.

Executive Session – At 8:36, the Board moved to executive session on a motion from Jeanne and seconded by Chris; passed. The Board returned from Executive Session at 8:44 on a motion from Lucille and seconded by Jeanne; passed.

Chelsie Russo's Librarian 1 contract was renewed for one year. This timeframe will put the Librarian 1 contract and the CSEA contracts on the same renewal schedule.

Next meeting: Tuesday, June 21st at 7:00 pm because Monday June 20th is a national holiday (Juneteenth) and the Library will be closed.

Adjourned: 8:48 pm on a motion by Chris and seconded by Lucille; passed.

Submitted by Lucille Poirier

WEAD LIBRARY - FOR PERIOD ENDING MAY 31, 2022

04/30/22 Checking Account Balance-NBT Bank

\$7,115.98

Plus Receipts:

Photocopies \$135.40
 Fines \$0.00
 Interest - .02% \$0.20
 Refund \$0.00
 Miscellaneous Revenues - Refund Prior Year \$1,057.44
 Book Reimbursement \$0.00
 Book Sales \$0.00
 LOCAL LIBRARY SERVICES AID \$0.00
 Donations \$50.00
 Taxes \$0.00
 Transfer From Other Accounts \$30,000.00

Less: Warrant & Transfers

5/31/22 Checking Account Balance

\$31,243.04
 \$38,359.02
\$34,036.74
 \$4,322.28

4/30/22 Investment: NBT Bank
 Plus Receipts:
 Interest - .1000%
 Taxes
 DONATION

\$134.33
 \$0.00
\$0.00

\$134.33

Less: Transfers
 5/31/22 NBT & Community Bank

\$1,609,114.67
\$30,000.00
 \$1,579,114.67

Trust Fund: NBT MONEY MARKET - 0.1000%

Dickinson
 Ransom
 Rust
 Furness
 Taylor
 Cashman
 Total

	Balance 4/30/22	Additions	Withdrawal	Interest	Balance 5/31/22
Dickinson	\$17,724.80			\$1.51	\$17,726.31
Ransom	\$4,193.16			\$0.36	\$4,193.52
Rust	\$50,258.66			\$4.27	\$50,262.93
Furness	\$15,404.28			\$1.30	\$15,405.58
Taylor	\$14,639.44			\$1.25	\$14,640.69
Cashman	\$53,207.74		\$0.00	\$4.53	\$53,212.27
Total	\$155,428.08	\$0.00	\$0.00	\$13.22	\$155,441.30

WEAD LIBRARY
CALENDAR ANNUAL FINANCIAL STATEMENT

31-May-22

GENERAL	CD & MM	WEAD TRUST	PETTY CASH	DUE TO ERS/AP	TOTAL
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BALANCES 12/31/19 -22572.34 \$1,865,534.47

CASH RECEIPTS:					
GENERAL RECEIPTS	\$5,635.56	\$0.00	\$0.00		\$5,635.56
REAL PROPERTY TAXES	\$63,838.53	\$0.00			\$63,838.53
INTEREST EARNED	\$1.52	\$673.87	\$64.62		\$740.01
DUE TO RETIREMENT/ACCR LIAB./PREPAID EXP	\$3,271.08	\$0.00			\$3,271.08
DUE FROM OTHER FUNDS	\$0.00	\$0.00			\$0.00
TRANS FROM MM/CKING	\$117,427.66	\$0.00	\$0.00		\$117,427.66
TOTAL RECEIPTS	\$190,174.35	\$673.87	\$64.62	\$0.00	\$190,912.84

CASH DISBURSEMENTS:					
GENERAL DISBURSEMENTS	\$200,066.40				\$200,066.40
PAYROLL	\$0.00				\$0.00
TRANS TO MM/CHK/BK FUND	\$200,066.40	\$140,000.00	\$0.00	\$0.00	\$340,066.40
TOTAL EXPENSES	\$200,066.40	\$140,000.00	\$0.00	\$0.00	\$340,066.40

BALANCE ON BOOKS ON DIFFERENCE	31-May-22	\$4,322.28	\$1,579,114.67	\$155,441.30	\$75.00	\$0.00	\$1,738,953.25
	31-May-22	\$4,322.28	\$1,579,114.67	\$155,441.30	\$75.00	\$0.00	\$1,738,953.25
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		L200	L202	L230	L210		

\$1,734,555.97

Malone Central School District
Wead Library Fund Trial Balance for Fiscal Year 2022
Cycle 11
Post Dates From 07/01/2021 To 05/31/2022

G/L Account	Description	Debits	Credits
Assets			
200.00	Cash	4,322.28	
202.00	Cash - MM - Wead - NBT	1,579,114.67	
210.00	Petty Cash	75.00	
230.01	Exp Trust - Dickinson	17,726.31	
230.02	Exp Trust - Ransom	4,193.52	
230.03	Exp Trust - Rust	50,262.93	
230.04	Exp Trust - Furness	10,405.58	
230.05	Exp Trust - Taylor	14,640.69	
230.06	Exp Trust - Ethel Cashman	53,212.27	
230.07	NON Exp - Furness	5,000.00	
Budgetary and Expense Accounts			
510.00	Estimated Revenues	580,864.00	
521.00	Encumbrances	31,273.15	
522.00	Expenditures	427,104.93	
599.00	Appropriated Fund Balance	164,234.67	
Liabilities, Reserves and Fund Balance			
637.00	Due to Employees' Ret. System		3,271.08
821.00	Reserve for Encumbrances		31,273.15
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		745,098.67
980.00	Revenues		583,286.27
Grand Totals		2,942,430.00	2,942,430.00

Malone Central School District

Budget Status Report As Of: 05/31/2022

Fiscal Year: 2022

Fund: L Weald 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	39,380.09	3,846.15	21,773.76
4600-161	Clerical Expenses	148,000.00	0.00	148,000.00	131,955.81	11,199.60	4,844.59
4600-162	Part Time Help	66,000.00	0.00	66,000.00	33,823.46	0.00	32,176.54
4600-201	Equipment	14,000.00	834.41	14,834.41	5,623.64	0.00	9,210.77
4600-321	Books & Library Materials	23,000.00	2,711.67	25,711.67	9,514.10	1,676.46	14,521.11
4600-322	Children's Materials	9,000.00	1,495.48	10,495.48	4,323.82	2,446.71	3,724.95
4600-323	Videos	2,000.00	0.00	2,000.00	648.19	0.00	1,351.81
4600-325	Magazines	2,000.00	0.00	2,000.00	1,569.70	0.00	430.30
4600-326	Election Format Materials	13,000.00	0.00	13,000.00	11,626.57	0.00	1,373.43
4600-327	Audio Books	2,500.00	97.94	2,597.94	1,517.70	139.30	940.94
4600-341	Office & Library Supplies	3,600.00	335.29	3,935.29	2,303.79	0.00	1,631.50
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	17,550.92	0.00	7,713.96
4600-401	Contractual	13,000.00	0.00	13,000.00	6,718.30	0.00	6,281.70
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	21,109.75	0.00	5,890.25
4600-421	Telephone	5,000.00	0.00	5,000.00	2,674.24	0.00	2,325.76
4600-480	Other Expenses	8,000.00	0.00	8,000.00	4,567.28	84.90	3,347.82
4600-481	Pantry Fund	0.00	259.00	259.00	122.54	0.00	136.46
4600-500	Capital Improvement	100,000.00	0.00	100,000.00	3,689.62	6,936.40	89,373.98
4600-610	Retirement	50,000.00	0.00	50,000.00	25,625.07	1,557.71	22,817.22
4600-615	Social Security	22,900.00	0.00	22,900.00	15,603.95	1,150.98	6,145.07
4600-616	Health Insurance	100,000.00	0.00	100,000.00	66,482.84	0.00	33,517.16
4600-617	NYS Unemployment Ins	4,000.00	0.00	4,000.00	3,130.00	0.00	870.00
4600-618	Workers Compensation	2,500.00	0.00	2,500.00	1,979.00	0.00	521.00
4600-619	Vision Care	1,600.00	0.00	1,600.00	1,070.96	0.00	529.04
4600-921	Bldg Fund & Repair Contra	20,000.00	0.00	20,000.00	8,660.03	2,234.94	9,105.03
Total Weald Library Fund		739,100.00	5,998.67	745,098.67	427,104.93	31,273.15	286,720.59

Wead Library, Malone, NY
Bills Submitted for Approval
June 21, 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)	\$ 304.24		
		Baker & Taylor (Pd)	\$ 379.76		
		Baker & Taylor (Pd)	\$ 817.39		
		Baker & Taylor (Pd)	\$ 103.41	\$ 1,604.80	
		FA Yearbook (Pd)		\$ 60.00	
		Center Point Large Print (Pd)		\$ 110.87	\$ 1,775.67
322	CHILDREN'S MATERIALS	Ingram Library Services (Pd)	\$ 78.17		
		Ingram Library Services (Pd)	\$ 701.13		
		Ingram Library Services (Pd)	\$ 97.91		
		Ingram Library Services (Pd)	\$ 34.62	\$ 911.83	
		C Russo - reimb amazon books (Pd)		\$ 31.77	
		Children's Plus (Pd)		\$ 1,010.91	
		Penworthy Company		\$ 801.94	\$ 2,756.45
326	ELECTRONIC FORMAT MAT.	Tech Soup - Wix 2 yr plan for website (Pd)		\$ 34.00	\$ 34.00
327	AUDIOS	Bestsellers Audio - 5 cd books (Pd)		\$ 228.50	\$ 228.50
341	OFFICE & LIBRARY SUPPLIES	M McDonald - reimb for clocks (Pd)		\$ 26.65	
		CEFLS - book barcodes (Pd)		\$ 54.63	
		Brodart Co - book covers/pockets (Pd)		\$ 169.47	
		WB Mason - misc office (Pd)	\$ 161.48		
		WB Mason - misc office (Pd)	\$ 168.76	\$ 330.24	\$ 580.99
342	POSTMASTER	US Postmaster - 15 rolls stamps		\$ 870.00	\$ 870.00
401	CONTRACTUAL	SymQuest - June 2022 (Pd)		\$ 465.00	\$ 465.00
420	ELECTRIC, OIL & WATER EXPENSES	National Grid - outdoor light (Pd) 106 kWh	\$ 38.40		
		National Grid - electric (Pd) 2838 kWh	\$ 781.23	\$ 819.63	\$ 819.63
421	TELEPHONE	Westelcom - phone internet May 2022 (Pd)		\$ 265.89	\$ 265.89
480	OTHER EXPENSES	CRusso - reimb for garden plants (Pd)		\$ 13.47	
		CEFLS - movie license (Pd)		\$ 285.00	
		MMcDonald - reimb for event food/chairs (Pd)		\$ 182.96	
		MMcGarvey - reimb for flowers/soil (Pd)		\$ 122.99	\$ 604.42
500	CAPITAL IMPROVE	Adirondack Storage barns - balance gazebo (Pd)		\$ 6,936.40	
		MMcDonald - reimb lowes light/fan (Pd)		\$ 453.95	\$ 7,390.35
619	VISION CARE	CSEA - employee vision care 6/22 (Pd)		\$ 97.36	\$ 97.36
921	BLDG FUND	Adirondack Alarms - monitoring 6/22-8/22		\$ 54.00	

Wead Library, Malone, NY
Bills Submitted for Approval
June 21, 2022

	& MAINT.	Cornerstone - clean/tune air cond		\$ 234.00	\$ 288.00
					\$16,218.26

Library Report 6/21/2022

The Wead Library's June book sale has put us back on a regular schedule of 3 book sales per year (June Oct., Feb.) Although smaller in book volume, sales were just above \$621. The library is forever grateful to our volunteers that make the event not only possible, but enjoyable as well. Thank you to Liz Marshall, Barb Winthrop-Benware, Jan Chatland, Chris Eggsware and Jeanne Leclerc who came back Saturday with her husband, John, to join the fun.

Adirondack Storage Barns installed the new gazebo Friday, June 10th. The Telegram published a photo and we have received lots of positive feedback on the facebook post. Keating's Electric began hooking up electricity and the light and ceiling fan ordered should be ready for installation this week. 3 plastic adirondack chairs were purchased for a seating area. We are also looking into a sound system (microphone/speakers) to enhance outdoor program use. Rivers Edge Construction will be constructing a small composite ramp to allow for wheelchair/stroller access.

CEFLS is planning to hold their monthly board meetings at member libraries. The Wead Library volunteered to host the meeting Monday, October 24th at 4:30pm. Wead Board members and the public are welcome to attend.

The library has again signed on to be a drop off location for "We Are Instrumental", a program that supports music departments in North Country schools by collecting used instruments to replace distressed school instruments. Last year we were excited to receive a trombone donation.

Malone Central Schools renewed Aramark's food contract. They will, however, not be using the Wead Library to host the summer lunch program. Troy Reynolds of Aramark said they would keep the library in mind next year.

The staff happily welcomes new part time employees Dominick Andre and Jayne Tracy who will begin work at the end of the month. There will be a meeting for all staff on Monday, June 27th after hours to discuss the summer program, vacations/schedules, regular job duties and hopefully answer any employee questions. We are all looking forward to a busy summer.

Librarian Report
June 21, 2022

Spring Story Hour met for the last time on June 8th. Our Summer Story Hour programming will begin on July 5th. My program will be every Tuesday (2 & under) and Karlee's program will be every Wednesday (3 & up) for the month of July. Families with mixed ages can attend either program.

Summer Reading Program planning is almost complete. With Karlee's direction part-time staff members have put together the "Launch Bags" that will be given to children under 12 who register for the program starting June 21st. The assembling of supplies for the weekly "drop in" crafts is just about finished. Each week of July will feature a different craft and StoryWalk®. We will decorate throughout the next week. I submitted a Mini-Grant application for the Summer Reading Program at the end of May. A final report on the Summer Reading Program is due on Friday, September 23rd. Upon approval of the final report, the Library will receive a \$200 grant from CEF.

The Pride event organized by Small Town Pride was a success. We were able to speak with so many members of the local community. Summer Fest is a chance for us to give a peek into the Oceans of Possibilities Summer Reading theme through a sea themed craft. We will also be handing out free books to children. We are signed up for the Malone Chamber of Commerce Fly-In event on August 27th. It is a two day event but we plan to only attend the first day.

Karlee and I are attending the Adirondack Family Book Fest at the John Brown Farm State Historic Site in Lake Placid on Saturday August 20th. There will be 12 nationally-acclaimed children's book authors and illustrators. This event is free to all!

I plan to put together an outline of a Long Term Plan for the September meeting. I will work with other staff members and consider the survey results in the planning. This could then be compared or combined with trustee goals and priorities.