



Wead Library Report

August 2026

Programming

Summer Wrap-Up

Programs

Date	Program	Attendance	
Week 1 Craft	Dino Skeletons	60 (passive)	
7/8/26	River Jack Z	9 (6 kids, 3 adults)	
Week 2 Craft	Make a Fossil	82 (passive)	
7/15/26	Nan Hoffman	8 (4 kids, 4 adults)	
7/17/26	Dino Storytime	23 (11 kids, 12 adults)	
Week 3 Craft	Dino Dig	45 (passive)	
7/22/26	Cathie Bonville Drum Circle	29 (15 kids, 14 adults)	
Week 4 Craft	Origami	16 (passive)	
7/29/26	Ron Cain Magic	91 (56 kids, 35 adults)	

Total Attendance: 160 in person
203 passive

Reading Logs

Ages	Signed Up	Turned In	Books Read
0-5	32	25	513
6-11	34	14	116
12-17	10	7	58
18+	29	14	77
Total	105	60	764

Patron Appreciation

Over 100 patrons and community members attended the annual Patron Appreciation on August 20th. Bookies supplied the ice and toppings for sundaes while staff served and also assisted with a retro ice cream hat craft. Director Amanda Margis was on hand to meet with community members. Rich Rosentreter from the Malone Telegram was present and took pictures that were included in an article on 8/22/26.

Fall Used Book Sale

Planning began for the fall used book sale that will take place October 2nd through October 10th. The library will begin accepting used book donations at the beginning of September until we reach capacity for the sale. Volunteers from area high school and middle schools are being invited to help set up the sale.



Facility and Technology

Renewed snow plowing contract with Justin Juror at Superior Snow Services for the 26-27 winter season.

Installation of the AC/Hyper Heat split unit by Holmes Mechanical was completed on 8/22/26. Mary McDonald and Amanda Margis participated in a final walkthrough with Josh Holmes on the same day.

Staffing

Director Amanda Margis started on August 10, 2026.

Director's Report

Overview: August was spent largely on getting familiar with the library staff, operations and community. I met with many community partners including business staff from Malone Central School District, Malone Chief of Police Bill Andre, and Malone mayor Andrea Dumas. I also spent large portions of time training and shadowing Senior Library Clerk Mary McDonald on library operations such as staff scheduling, building maintenance, and financial reporting. I also shadowed and trained with Bethany Cotton on materials ordering and Zeallah Senter on circulation procedures.

Meetings and Training:

8/24: Attended CEFLS Board Meeting with Trustee Darlene Fanus.

8/24: NNYLN Orientation of services and upcoming professional development and local networking at their office.

8/25: Website Redesign meeting with Anass Bouayadi from IT'S Simple, Mary McDonald and Darlene Fanus.



43 Pearl St.
Malone, NY 12953

August 17, 2026

Dear Wead Library Board of Trustees and staff,

Foothills Art Society (FAS) is grateful for the donation of vintage slate from the roof restoration project. We have several ideas on using the slate for art projects or using pieces as decorative elements for recognition of donors. We are also grateful to the roofing workers that moved the slate twice! We will remain in touch with news on the projects that evolve. Thank you again.

Sincerely,

Marianne Goodfellow

FAS, Board of Directors

MEETING MINUTES

PROJECT: **Wead Library Roof & Window Replacement**

BDA Project # 24043

SUBJECT: **Construction Meeting #2**

DATE: September 10, 2026

BY: John MacArthur/Bernie Brown

Issued by e-mail (9/15/2026)

PRESENT:

Wead Library

Mary McDonald, Administrator

Lucille Poirier, Board of Trustees President

~~Anne Werley-Smallman, Secretary-Board of Trustees~~

~~Kaitlyn Parker, Library Board Member~~

~~Darlene Fanus~~

~~Rachel Childs~~

Amanda Margis, Director

Beardsley Architects + Engineers, BAE

~~John MacArthur, PE~~

Bernie Brown, Sr Designer

~~Michael Reynolds, RA~~

Malone Central Schools

Brandon Pelkey

~~Rhonda Poirier~~

Chad Lawrence

RSI Roofing Inc.

~~Joel Lapierre~~

Dave Faults

Tim Leahy Construction Inc.

Tim Leahy

cc: All Present, Michael, John, Chad, Joel, Anne, Kaitlyn, Darlene, Rachel, & Rhonda

Weather: Sunny, 60s

Time on Site:

1:00pm – 2:15pm

PURPOSE OF MEETING:

1. Update on construction status and planning.

A- New Business- Project Administration Items

1. Payment Applications

- a. Payment applications have been moving along fine. We have processed pay apps 1-4 for RSI.

2. Schedule/Agenda:

- a. Discuss current schedule plans with RSI and Tim Leahy Construction.

1. Dave Faults from RSI to give status update on the roof replacement part of the project. Replacement is complete, but this will cover any maintenance or adjustments to anything that RSI is committed to for the project.

Dave from RSI said the warranties for the slate roof and EPDM roof are available and would be sent to the library directly. Inspection of the EPDM roof will be completed soon. Library should contact Carlisle roofing immediately to address any issues. Shingle shedding will occur, small chips, etc. RSI will be available to replace shingles as needed. EPDM cleaning should be done as needed. In the spring and fall are

suggested times to make sure any debris on the roof is removed to prevent the drains from getting clogged.

Snow guards on the stacks roof on the West side were discussed. Concerns were made regarding ice falling off the roof onto cars in the parking lot or people on the sidewalk. Insulation in that roof during the project should prevent ice from forming as much as in the past and prevent issues of large ice pieces coming off the roof.

Decision was made to hold off on installing any additional snow guards this year and see what happens this year during the winter. If issues arise, snow guards may be looked at next year to see if they could solve the problem.

Smoke detector and light fixture damaged by roof leak at the lift have been taken care of by RSI. Other water damage areas in the roof cavity and floors below have been dried out. No new issues have been brought up by the library staff.

2. Tim Leahy will provide an update on the new windows delivery date if possible, and an update to appx start time for the work at the library.

Tim provided an update for the window replacement schedule. Window arrival is still expected about mid-September. Staining and painting of the interior side of the windows would take appx. 2-3 weeks. Replacement and remediation of the windows will begin in mid-October. Tim will inform the library a week or two before installation to being so they can plan their activities accordingly. Completion timeline will be determined when a couple of windows are done to see how long they will all take. Window replacements will only be done so that there are no openings left unfinished at the end of the day. Plan is to be complete before weather turns too cold.

Beardsley will be sending window blind replacement proposal to Tim Leahy Construction for pricing. This is additional work requested by the library and would come from the contingency.

Once on site and window replacement is completed, Tim will be taking care of repairing the ceiling below the lift on the basement level that was damaged when the roof leaked into the lift shaft. Cost will be taken care of by RSI.

3. Chad Lawrence will provide an update on the materials cost and appx date that the MSC staff would be able to be on site for the drainage bed to be installed at the exterior corner of the stacks and stairway.

Brandon Pelkey was at the meeting to update on behalf of Chad Lawrence.

Chad Lawrence plans to be on site by the end of the September for the drainage bed and trench installation. The parking lot may need to be closed off for the duration of the work. May require a few days overall, weather dependent. Costs for this work would not be able to be covered under the roof and window replacement project contract. Beardsley will contact Chad to provide an estimate for material and labor costs that will be associated, for the library's approval to move forward.

Chad will also be asked about installing new ceiling tiles in the stack rooms from prior roof leaks, most of which occurred before the roof replacement project.

4. Library Admin can comment on the progress, bring up any concerns they have, and bring up any upcoming events that may need to be coordinated with the window replacement schedule. Issues brought up were addressed by the contractors and Bernie from Beardsley. If anyone has any additional questions for either contractor or Beardsley, please email Bernie.

B- General Discussion Items: (Items that may have arisen during construction)

- a. Repairs to the second-floor fireplace and chimney walls and ceilings around the chimney were brought up. Tim Leahy will provide an estimate for the work once on site and the window replacement is in progress.
- b. Library requested to know what the current contingency allowance is. Current allowance is \$35,500. Reduced from original contract amount of \$53,000 with CO#1.

C- Shop Drawing / Submittals Status:

1. All submittals have been reviewed.

D- RFI's Status

1. Nothing new.

E- Coordination Items:

1. Nothing new.

F- Project Changes:

1. Nothing new.

G- Old Business- Project Administration Items:

1. Nothing new.

H- As-Built Records Status:

1. -

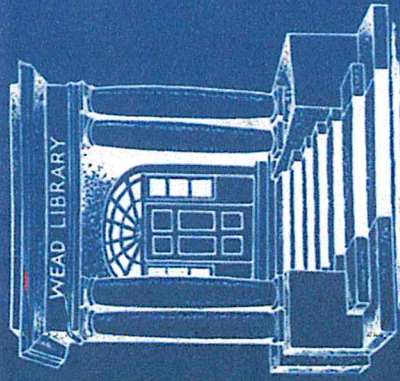
I- Construction Items:

1. **Work in Progress and Pending:**
-
2. **Observations:**
-

NEXT MEETING:

- TBD

These Meeting Minutes represent our understanding of what was observed and discussed. If your understanding is different, please advise.



Wead Library

Public Library of Malone

Where every story begins.

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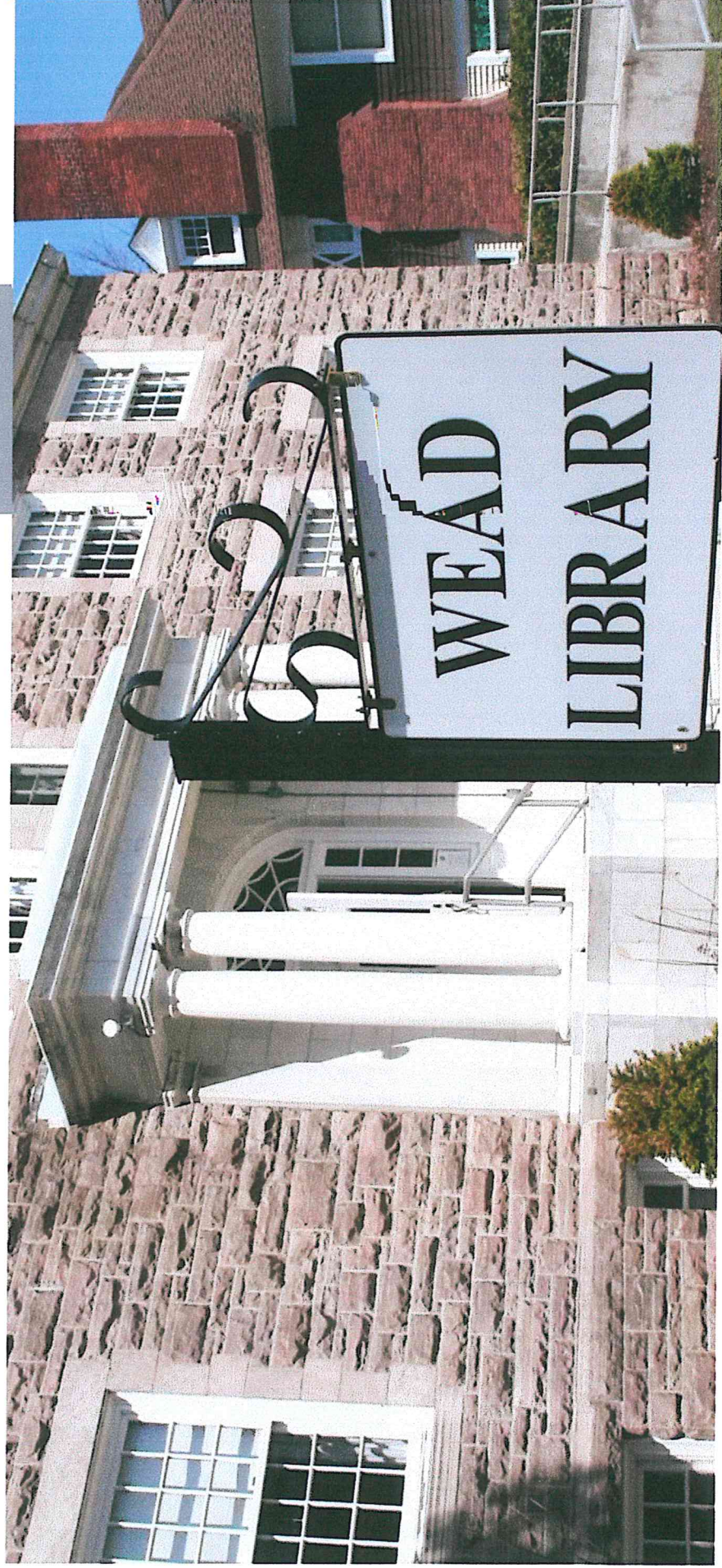
[Programs & Events](#)

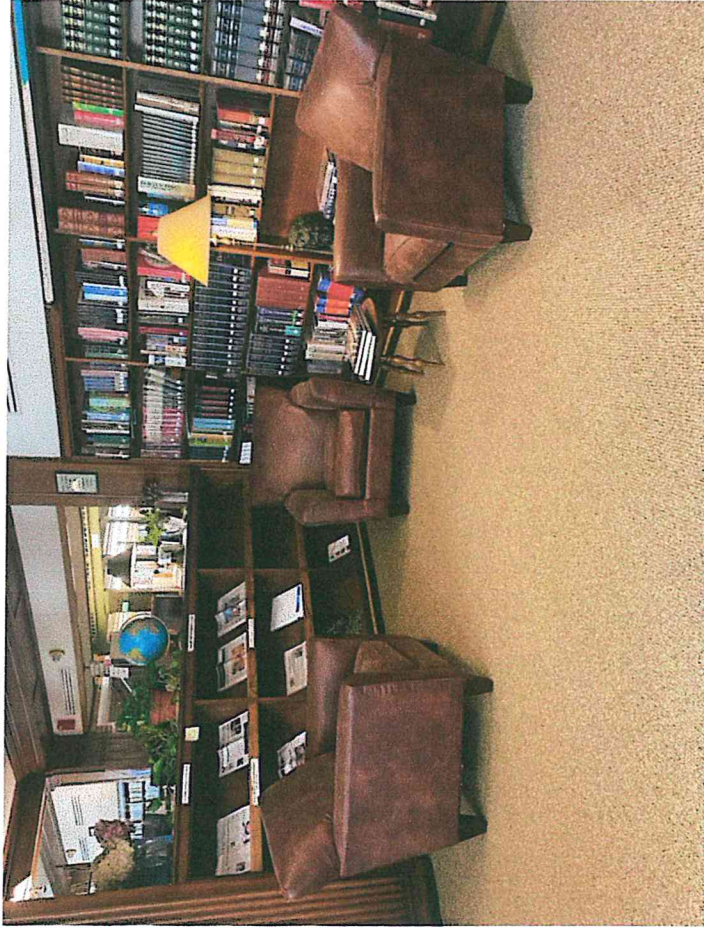
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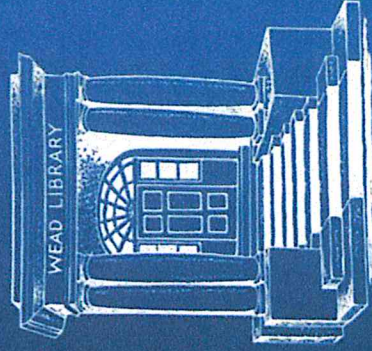
[Contact](#)





Our 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.



Contact Us

64 Elm St.
Malone, NY 12953
(518)483-5251
Requests@WeadLibrary.com

Library Hours

Monday: 10 am - 6 pm
Tuesday: 10 am - 6 pm
Wednesday: 10 am - 7 pm
Thursday: 10 am - 7 pm
Friday: 10 am - 6 pm
Saturday: 10 am - 3 pm

Oil Bids 2026-2027 Season

2019-2020 4,793.4 gallons \$2.359 fixed MX Fuels \$11,181.08 (closed March-June covid)
2020-2021 4816.8 gallons \$1.639 fixed MX Fuels \$7,894.74 (J Poirier priced)
2021-2022 4486.6 gallons \$3.1602 ave fluct Ad Energy \$14,291.55
2022-2023 4003.2 gallons \$3.5415 ave fluct Ad Energy \$13,869.08
2023-2024 3744.5 gallons \$3.1023 ave fluct Ad Energy \$11,633.24
2024-2025 4036.6 gallons \$2.7141 ave fluct Ad Energy \$11,040.56 Switched to kerosene

Last Season 2025-2026

Supplier: Adirondack Energy
Price: Fluctuating Albany terminal price +\$.38
+ additional \$.29 for switch to kerosene
Average price/gallon: \$3.8100
Gallons used: 4666.5
Total Cost: \$16,932.73

Note: Switched to kerosene because fuel freezing temp changed due to gov't regulations.

Bid requests were sent to:

Harris Oil	Suburban Propane	MX Fuels
Matthews Garage & Oil	Arnold Oil	
Adirondack Energy	MJ Leroux Oil	

Bids received:

Adirondack Energy – Fluctuating Price, posted price at terminal +\$.38
Price on 9/10/2026 would be 5.385 per gallon.

MX Fuels – Ceiling price of \$4.499 per gallon.
Noted on bid commercial fluctuating rate on 9/14/2026 was \$5.399 per gallon.

Suburban Propane – Ceiling price of \$5.5910 per gallon.



Wead Library

Malone Central School District Public Library
64 Elm Street
Malone, New York 12953-1594
518-483-5251
admin@weadlibrary.com

Adirondack Energy
17 Junction Road
PO Box 355
Malone, NY 12953

September 1, 2026

The Wead Public Library Board of Trustees is requesting proposals for kerosene oil delivery prices for the 2026-2027 heating season, based on the use of 5,000 gallons (plus or minus) per year.

Please indicate the options that are available:

1. A ceiling price, which would guarantee that the price would not exceed a fixed price of _____ per gallon but would fall to the retail price at any time during the season when the retail price was lower than this ceiling price.
2. A ceiling price, which would guarantee that the price of fuel would not change from a fixed price of _____ per gallon for the entire heating season.
3. Other options your company wished to propose:

*Fixed price at terminal plus .38 cents
Today 9/15/26 your price would be \$5.385 per gallon*

Please respond by 9/15/2026. Our email is admin@weadlibrary.com. Thank you for your consideration.

Sincerely,

Amanda Margis
Library Director
Wead Library



Wead Library

Malone Central School District Public Library
64 Elm Street
Malone, New York 12953-1594
518-483-5251
admin@weadlibrary.com

MX Fuels
4381 State Route 27
Malone, NY 12953

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1. A ceiling price, which would guarantee that the price would not exceed a fixed price of _____ per gallon but would fall to the retail price at any time during the season when the retail price was lower than this ceiling price.
2. A ceiling price, which would guarantee that the price of fuel would not change from a fixed price of 4.499 per gallon for the entire heating season.
3. Other options your company wished to propose:

Commercial fluctuating rate \$5.399 as of
9/14/26

Please respond by 9/15/2026. Our email is admin@weadlibrary.com. Thank you for your consideration.

Sincerely,

Amanda Margis
Library Director
Wead Library



Wead Library

Malone Central School District Public Library
64 Elm Street
Malone, New York 12953-1594
518-483-5251
admin@weadlibrary.com

Suburban Propane
688 East Main St.
Malone, NY 12953

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2. A ceiling price, which would guarantee that the price of fuel would not change from a fixed price of \$5.5910 per gallon for the entire heating season.
3. Other options your company wished to propose:

Please respond by 9/15/2026. Our email is admin@weadlibrary.com. Thank you for your consideration.

Sincerely,

Amanda Margis
Library Director
Wead Library

Suburban Propane
518-651-0118

Thank you



Memorandum

Date: 9/18/2026

To: Wead Library Board of Trustees

From: Amanda Margis, Director

RE: Service Proposal from ITS Simple

While working with ITS Simple on the Wead Library website redesign project, it has become apparent the need for a more responsive and in-person IT support provider. Of the various computer workstations in the library, both for public and staff use, the current approach of a mostly remote provide has become more costly in terms of financial and staff time.

Overview of ITS Simple Service Contract

ITS Simple offers two levels of service for IT supplies, a Cybersecurity Essential plan, quoted at \$515 per month and a Cybersecurity Essential Plus plan at \$600 per month. Both options provide the same levels of cybersecurity support and monitoring while the Plus plan also includes coverage for SaaS App Backup, which would include programs like Deep Freeze and other software we use on our public access computers

Benefits of Accepting ITS Simple's Proposal

Through the website redesign process, staff and Board Trustee Darlene Fanus have interacted with Anass Bouayadi, the owner of ITS Simple and have remarked on his responsiveness and efficiency in working within the scope and timeline of the project.

The purposed cost is in line with what we currently spend with our provider SymQuest. If the Plus plan is selected, we would spend an additional



\$1,200 per year but would not have to pay additional costs for on-site visits or support calls potentially saving money in the long term.

Drawback of Accepting ITS Simple's Proposal

All changes to the technology environment include a commitment of staff time and potential training on new software and processes. We will also need to pay a one-time set-up fee of \$950 which will need to be accounted for in this year's budget.

Director's Recommendation

I recommend accepting ITS Simple Cybersecurity Service proposal of the Cybersecurity Essential Plus plan.

Empowering Local Businesses with Secure IT



Wead Library of Malone

64 Elm St, Malone,
NY 12953
(518) 483-5251

Quote #12953010

Date 07/09/2026

Valid Until 08/09/2026

11 Workstations

One Time Setup Fee: \$950

Cybersecurity Essential : \$515/Month

Cybersecurity Essential Plus: \$600/Month

ABOUT US

Founded in 2019, ITS SIMPLE is a dynamic and forward-thinking Managed Service Provider. ITS SIMPLE is dedicated to empowering small and medium businesses with cutting-edge technology solutions. At ITS SIMPLE, we take pride in being the reliable partner that small and medium businesses can trust to navigate the ever-evolving landscape of information technology.

OUR MISSION

Is to bridge the gap between small and medium businesses and advanced IT services. With a team of passionate experts, we have strived to make enterprise-level technology accessible and affordable for businesses of all sizes.

OUR VISION

Our vision is to continue growing as a trusted partner for businesses seeking innovative IT solutions. We aim to expand our services and stay at the forefront of technology trends; all while maintaining the same level of personalized attention and dedication to our clients.

OUR APPROACH

We take a client-centric approach to IT services. We understand that every business is unique, so we tailor our solutions to meet the specific needs and budget of each client. Our commitment to customer satisfaction is reflected in our responsive support, transparent pricing, and dedication to delivering IT solutions that drive business success.



Cybersecurity Managed Detection and Response



Remote Monitoring & Management



365 Saas App Cloud Backup (Plus)



Vulnerability Management (Plus)



www.itssimple2019.com



Contact@itssimple2019.com



(518) 504-6758

Thank you for choosing and supporting local

ITS Simple reserves the right to cancel the quotes arising from pricing or other errors



ITS SIMPLE

CYBERSECURITY MANAGEMENT



IDENTIFY & RESOLVE VULNERABILITIES

Risk Assessment Pre-

sales tool for endpoint risks & vulnerabilities assessment, including dark web exposure

Vulnerability

management

Continuous endpoint scanning for vulnerability prioritization and management

Identity Assessment

MITR CSF framework-based assessment questionnaire



PROTECT USERS, ENDPOINTS & APPLICATIONS REMOTE, ON-PREM, OR CLOUD

MFA/SSO

Endpoint and application protection through MFA/SSO and elevated access.

Email Security

Manage email security campaigns and provide awareness training.

Secure Internet Access

Full-stack security protection for users on the internet.

Secure Private Access

Zero-trust network & cloud access for users in the office or remote.

EDR

Monitor endpoints to detect, contain & respond to malicious activity.

MDR

EDR coupled with 24/7 ITS SIMPLE SOC monitoring & response.

Identity - IAM

Email

Endpoint



DETECT, COLLECT & ANALYZE LOG DATA

SIEM

Centralized log collection, analysis & compliance reporting.

Co-Managed SIEM

SIEM solution coupled with 24/7 ITS SIMPLE SOC monitoring & response.

SaaS Essentials

SaaS application monitoring

Asio dashboard

Real time monitoring

Controlled configuration

Security knowledge base



RESPOND & REMEDIATE CYBER INCIDENTS

Incident Response Service

Retainer & on-demand-based 24/7 IR services to respond to worst-case security incidents.

BCDR

Anxient360, Acronis, Veeam options with NOC backed services team

ITS SIMPLE 24/7/365 Technical Support

200 + Certified Helpdesk Technicians

180 + Certified NOC (Network Operation Center) Technicians

160 + Security SOC (Security Operation Center) Analysts

ITS SIMPLE