

Wead Library
64 Elm Street
Malone, NY 12953

Agenda
November 14, 2022

To: Members of the Board of Trustees

Subject: The following is the expected agenda for the November 14th 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 – October 17, 2022

Treasurer's Reports – September 2022

Action on Bills – October 2022

Communications –

- Thank you to A Fields & P Weill
- Thank you from Flanders School 4h grades
- Thank you to A. Bouchard @ CEFLS
- Thank you from S Marceau & Family
- Memorial Donation from A & T Stickney

Library Report - November 2022

Librarian's Report - November 2022

Old Business – - Revised Hours

New Business –

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

Date for Next Board Meeting – Monday, January 23, 2023 @ 7:00pm

Adjournment

Minutes of the Wead Library Board Meeting on October 17, 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: 7:03 pm by Melissa Benardot, Board President.

Motion to approve the minutes of the September 19, 2022 meeting by Lucille Poirier/second by Jeanne LeClerc. Approved unanimously.

Motion to approve the treasurer's reports of July & August 2022 by Chris Eggsware/second by Jeanne LeClerc. Approved unanimously.

Motion to accept the September 2022 bills as paid, by Lucille Poirier /second by Chris Eggsware. Question regarding Office 365 bill - it is the annual fee at the education rate.

Communications:

- Mary McDonald sent thank you notes to 6 book sale volunteers
- Thank you note sent to the principal of St. Joseph's Elementary School, whose students attended the RiverJack Z summer event and to Anja Bouchard at NNYLN for obtaining the grant that funded the event.
- Former story hour attendee Elliott Hodges won a Jr. Citizenship award in Chateaugay - staff laminated the newspaper article and he replied with a handwritten thank you note.
- Wrote a letter to S. Fallen to ban him from the property after repeated incidents, with a copy to the Malone Village Police.
- A baby congratulations will be sent to Meg Backus, of NNYLN.
- Thank you note will be sent to W. Kelting for donating a subscription to ADK Magazine to the library.
- A thank you note was received from Foothills Art Society for hosting their recent show.
- A card of condolence will be sent to the family of Kathleen Marceau.

Library Reports by Mary McDonald: *see attached*

- The response to the Yoga program with Noele Brabon has been overwhelming. The reservation and wait listing process has been tweaked to be more equitable.

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

Old Business

- **Civil Service update**
 - The application for Principal Library Clerk was submitted by Mary McDonald and the application was reviewed and approved.
 - Letter is being sent by the board to Franklin County nominating Mary McDonald for a non-competitive promotion exam for the title of Principal Library Clerk.
 - Nicole Andre will send an application for the Senior Library Clerk position.
 - Lucille Poirier signed the paperwork to assist Melissa with communication with Civil Service.
- **Long-range plan** - Chelsie Russo proposed a Goal #7.
- **Trustee training requirements** beginning January 1, 2023, board members will be responsible for minimum 2 hours of board-specific training in addition to the currently required sexual harassment prevention training. Discussion on the lack of a NYS-approved list of providers and offerings. Law linked here specifies "...FROM A PROVIDER APPROVED BY THE COMMISSIONER ON THE FINANCIAL OVERSIGHT, ACCOUNTABILITY, FIDUCIARY RESPONSIBILITIES AND THE GENERAL POWERS AND DUTIES OF A LIBRARY TRUSTEE. SUCH TRUSTEE EDUCATION MAY BE DELIVERED ONLINE OR IN PERSON, AND MAY INCLUDE LECTURES, WORKSHOPS, REGIONAL OR NATIONAL LIBRARY ASSOCIATION PROGRAMS, OR ANY OTHER FORMAT APPROVED BY THE COMMISSIONER."

New Business

- **Videoconferencing Policy** - resolution moved by Anne Werley Smallman/second by Chris Eggsware (*see attached*). *Approved unanimously*
- **NNYLN professional photographer**- took photos of Wead building and people; staff selected 35 of them, which are on a flash drive and can be used in promotional or other uses. Chelsie shared them with the board members.

CEFLS Board Meeting will be held at Wead Library at 4:30pm.

The next regularly scheduled board meeting will be November 14, 2022 at 7pm.

Adjourned at 8:05pm on motion by Jeanne LeClerc/second Lucille Poirier.

Respectfully submitted,
Anne Werley Smallman
Board of Trustees

WEAD LIBRARY - FOR PERIOD ENDING SEPTEMBER 30, 2022

08/31/22	Checking Account Balance-NBT Bank				\$18,851.96
Plus Receipts:					
	Photocopies	\$113.55			
	Fines	\$12.25			
	Interest - .02%	\$0.66			
	Refund	\$0.00			
	Miscellaneous Revenues - Refund Prior Year	\$147.50			
	Book Reimbursement	\$55.00			
	Book Sales	\$0.00			
	LOCAL LIBRARY SERVICES AID	\$0.00			
	Donations	\$1,000.00			
	Taxes	\$0.00			
	Transfer From Other Accounts	\$50,000.00			
	Less: Warrant & Transfers				\$51,328.96
9/30/22	Checking Account Balance				\$70,180.92
8/31/22	Investment: NBT Bank				\$40,169.32
Plus Receipts:					
	Interest - .1000%	\$116.72			
	Taxes	\$173,324.73			
	DONATION	\$0.00			
	Less: Transfers				\$173,441.45
9/30/22	NBT & Community Bank				\$1,602,929.80
					\$50,000.00
					\$1,552,929.80

Trust Fund: NBT MONEY MARKET - 0.1000%					
	Dickinson				
	Ransom	\$17,730.80		\$1.33	\$17,732.13
	Rust	\$4,194.59		\$0.32	\$4,194.91
	Furness	\$50,275.65		\$3.78	\$50,279.43
	Taylor	\$15,409.47		\$1.16	\$15,410.63
	Cashman	\$14,644.40		\$1.10	\$14,645.50
	Total	\$53,225.75	\$0.00	\$4.00	\$53,229.75
		\$155,480.66	\$0.00	\$11.69	\$155,492.35

WEAD LIBRARY
CALENDAR ANNUAL FINANCIAL STATEMENT
30-Sep-22

GENERAL	CD & MM	WEAD TRUST	PETTY CASH	DUE TO ERS/AP	TOTAL
---------	---------	------------	------------	---------------	-------

BALANCES 12/31/19 -22572.34 \$1,865,534.47

CASH RECEIPTS:					
GENERAL RECEIPTS	\$12,832.57	\$0.00	\$75.00	\$0.00	\$12,832.57
REAL PROPERTY TAXES	\$63,838.53	\$173,324.73			\$237,163.26
INTEREST EARNED	\$3.60	\$1,164.27			\$1,283.54
DUE TO RETIREMENT/ACCR LIAB./ PREPAID EXP	\$11,221.60	\$0.00			\$11,221.60
DUE FROM OTHER FUNDS	\$0.00	\$0.00			\$0.00
TRANS FROM MM/CKING	\$317,427.66	\$0.00			\$317,427.66
TOTAL RECEIPTS	\$405,323.96	\$174,489.00	\$115.67	\$0.00	\$579,928.63

CASH DISBURSEMENTS:					
GENERAL DISBURSEMENTS	\$389,526.69				\$389,526.69
PAYROLL	\$0.00				\$0.00
TRNS TO MM/CHK/BK FUND	\$340,000.00				\$340,000.00
TOTAL EXPENSES	\$389,526.69	\$340,000.00	\$0.00	\$0.00	\$729,526.69
	\$0.00	\$0.00		0	\$0.00

BALANCE ON 30-Sep-22 \$0.00 \$1,738,508.75
 BOOKS ON 30-Sep-22 \$0.00 \$1,738,508.75
 DIFFERENCE -\$11,221.60 \$1,727,287.15

L200	L202	L230	L210
------	------	------	------

\$1,708,422.15

	Jan	Feb	March	April	May	June	July	Aug	Sept.	Oct.	Nov.	Dec.	Total
RECEIPTS													
PHOTOCOPIES	78.71	0.00	138.70	97.62	135.40	43.27	184.60	107.20	113.55	0.00	0.00	0.00	899.05
FINES	29.75	0.00	16.70	6.98	0.00	9.25	12.60	32.01	12.25	0.00	0.00	0.00	119.54
PAYMENT IN LIEU TAXES	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	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	0.00	0.00	125.00	70.00	0.00	5.00	10.00	20.00	55.00	0.00	0.00	0.00	325.00
COMPENSATION FOR LOSS - BOOK R	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REFUND PRIOR YEAR EXPENSE	0.00	0.00	1,000.00	0.00	0.00	13.00	25.00	0.00	1,000.00	0.00	0.00	0.00	3,538.00
DONATIONS	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
PANTRY FUNDS	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
MISCELLANEOUS	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 - INCENTRIVE AID	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	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	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	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	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	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 (LLSA	0.00	0.00	570.10	0.00	0.00	0.00	0.00	4,702.28	0.00	0.00	0.00	0.00	5,272.38
L3840	\$1,657.46	\$50.00	\$2,595.50	\$267.60	\$1,065.00	\$659.52	\$495.20	\$4,861.49	\$1,180.80	\$0.00	\$0.00	\$0.00	\$12,832.57

L2082
L2082.1
L1081
L2650
L2670
L2890
L2701
L2705
L2705.1
L2770
L2770.1
L2770.2
L2770.3
L2770.4
L2770.5
L2770.6

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	3,261.60	0.00	0.00	0.00	29,830.95
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	12,216.80	0.00	0.00	0.00	112,927.60
L4600162	2,945.13	3,208.82	3,513.95	3,021.28	3,081.81	6,880.00	2,820.88	4,959.03	4,607.58	0.00	0.00	0.00	35,036.48
L4600201	42.00	42.00	529.03	452.37	479.67	2,161.70	42.00	42.00	42.00	0.00	0.00	0.00	3,882.77
L4600321	602.81	590.59	2,027.33	916.08	112.76	2,530.61	1,465.12	1,195.21	888.17	0.00	0.00	0.00	10,328.68
L4600322	287.47	1,529.18	235.73	481.32	58.17	2,851.52	465.14	1,408.04	11.89	0.00	0.00	0.00	7,328.46
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
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
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
L4600326	4,682.13	6,795.40	0.00	0.00	0.00	34.00	132.19	0.00	417.60	0.00	0.00	0.00	12,061.32
L4600327	0.00	0.00	586.70	0.00	243.50	342.44	52.40	341.30	340.60	0.00	0.00	0.00	1,906.94
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
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
L4600400	1,762.38	1,623.46	2,142.39	1,070.00	3,059.78	2,964.78	88.45	1,482.39	1,482.39	0.00	0.00	0.00	15,676.02
L4600401	0.00	465.00	465.00	585.00	1,065.00	5,555.00	1,653.00	475.00	6,541.05	0.00	0.00	0.00	16,804.05
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
L4600420	2,612.13	3,903.52	5,019.28	1,910.80	1,613.46	1,808.32	0.00	1,035.57	1,163.94	0.00	0.00	0.00	19,067.02
L4600421	270.02	0.00	540.32	265.89	0.00	535.77	271.42	271.44	291.44	0.00	0.00	0.00	2,446.30
L4600480	0.00	89.18	492.47	391.18	399.30	998.51	1,443.07	410.55	-62.52	0.00	0.00	0.00	4,161.74
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
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
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
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	1,856.85	0.00	0.00	0.00	17,859.20
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	1,531.24	0.00	0.00	0.00	13,535.52
L4600616	11,967.20	5,996.56	5,996.56	5,996.56	6,253.56	6,253.56	0.00	11,419.60	7,223.80	0.00	0.00	0.00	61,107.60
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
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
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
L4600921	0.00	65.90	45.00	0.00	0.00	3,144.82	119.67	315.76	54.00	0.00	0.00	0.00	3,745.15
	45,248.83	45,082.64	40,668.67	33,481.22	35,585.04	69,920.05	35,211.33	42,460.48	41,868.43	0.00	0.00	0.00	389,526.69

L4600160
L4600161
L4600162
L4600201
L4600321
L4600322
L4600323
L4600324
L4600325
L4600326
L4600327
L4600341
L4600342
L4600400
L4600401
L4600410
L4600420
L4600421
L4600480
L4600481
L4600485
L4600500
L4600610
L4600615
L4600616
L4600617
L4600618
L4600619
L4600921

EXPENSES.
PROFESSIONAL SALARIES
CLERICAL SALARIES
PART TIME HELP
EQUIPMENT
BOOKS & LIB MAT
CHILDRENS MATERIALS
VIDEOS
PROCESSING COSTS
MAGAZINES
ELECTRONIC FORMAT
AUDIO BOOKS
OFFICE & LIBRARY SUPPLIES
POSTAGE
JAN SVS & SUPPLIES
CONTRACTUAL
INSURANCE
ELECTRIC & OIL
TELEPHONE
OTHER EXPENSES
PANTRY FUNDS
CHILDRENS PROGRAMS
CAPITAL IMPROVEMENT
RETIREMENT
SOCIAL SECURITY
HEALTH INSURANCE
UNEMPLOYMENT INSURANCE
WORKERS COMPENSATION
VISION CARE
BLDG FUND & REP CONT

Malone Central School District
Wead Library Fund Trial Balance for Fiscal Year 2023
Cycle 03
Post Dates From 07/01/2022 To 09/30/2022

G/L Account	Description	Debits	Credits
Assets			
200.00	Cash	30,011.60	
202.00	Cash - MM - Wead - NBT	1,552,929.80	
210.00	Petty Cash	75.00	
230.01	Exp Trust - Dickinson	17,732.13	
230.02	Exp Trust - Ransom	4,194.91	
230.03	Exp Trust - Rust	50,279.43	
230.04	Exp Trust - Furness	10,410.63	
230.05	Exp Trust - Taylor	14,645.50	
230.06	Exp Trust - Ethel Cashman	53,229.75	
230.07	NON Exp - Furness	5,000.00	
391.GF	Due From - MCSD	402,599.27	
Budgetary and Expense Accounts			
510.00	Estimated Revenues	593,131.00	
521.00	Encumbrances	153,525.78	
522.00	Expenditures	119,540.24	
599.00	Appropriated Fund Balance	161,977.88	
Liabilities, Reserves and Fund Balance			
600.99	Accounts Payable		39.01
630.GF	Due To Gen Fund		5,374.11
637.00	Due to Employees' Ret. System		5,808.48
821.00	Reserve for Encumbrances		153,525.78
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
Budgetary and Revenue Accounts			
960.00	Appropriations		755,108.88
980.00	Revenues		582,865.88
	Grand Totals	3,169,282.92	3,169,282.92

Malone Central School District

Revenue Status Report As Of: 09/30/2022
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	575,924.00	76.00	
2080.001		Photocopies	494.00	0.00	494.00	405.35	88.65	
2080.002		Fines	211.00	0.00	211.00	56.86	154.14	
2401.000		Interest and Earnings	1,975.00	0.00	1,975.00	404.39	1,570.61	
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	85.00	75.00	
2705.000		Gifts and Donations	4,578.00	0.00	4,578.00	1,025.00	3,553.00	
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	
Total Wead Library Fund			749,100.00	6,008.88	755,108.88	582,865.88	172,243.00	0.00

* 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: 09/30/2022

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	10,600.20	31,800.60	36,599.20
4600-161	Clerical Expenses	129,500.00	0.00	129,500.00	39,704.60	92,593.80	-2,798.40
4600-162	Part Time Help	79,500.00	0.00	79,500.00	12,387.49	0.00	67,112.51
4600-201	Equipment	14,000.00	1,497.00	15,497.00	126.00	1,497.00	13,874.00
4600-321	Books & Library Materials	23,000.00	891.77	23,891.77	3,548.50	1,634.08	18,709.19
4600-322	Children's Materials	10,000.00	2,287.57	12,287.57	1,885.07	3,469.03	6,933.47
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	549.79	0.00	12,450.21
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	691.71	0.00	2,908.29
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	3,053.23	0.00	21,946.77
4600-401	Contractual	12,500.00	0.00	12,500.00	8,669.05	0.00	3,830.95
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	2,199.51	0.00	24,800.49
4600-421	Telephone	5,000.00	0.00	5,000.00	834.30	0.00	4,165.70
4600-480	Other Expenses	8,000.00	0.00	8,000.00	1,791.10	0.00	6,208.90
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	5,808.48	12,878.62	31,312.90
4600-615	Social Security	22,900.00	0.00	22,900.00	4,790.62	9,516.19	8,593.19
4600-616	Health Insurance	100,500.00	0.00	100,500.00	18,643.40	0.00	81,856.60
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	489.43	0.00	19,510.57
Total Wead Library Fund		749,100.00	6,008.88	755,108.88	119,540.24	153,525.78	482,042.86

} This will be fixed in Oct.

Wead Library, Malone, NY
Bills Submitted for Approval
October 24, 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)	\$ 238.02		
		Baker & Taylor (Pd)	\$ 505.55	\$ 743.57	
		Ingram Library Services (Pd)		\$ 39.14	\$ 782.71
322	CHILDREN'S MATERIALS	Ingram Library Services (Pd)	\$ 88.56		
		Ingram Library Services (Pd)	\$ 34.17		
		Ingram Library Services (Pd)	\$ 392.80	\$ 515.53	
		Penworthy Company (Pd)		\$ 579.83	
		Willow Lane Education (Pd)		\$ 218.90	\$ 1,314.26
341	OFFICE & LIBRARY SUPPLIES	Demco - misc stickers, covers, cards (Pd)		\$ 76.14	\$ 76.14
400	JANITORIAL EXPENSES	Citizen Advocates - Sept custodial (Pd)		\$ 1,482.39	
		WB Mason - anti fatigue mat & supplies (Pd)		\$ 142.77	
		Valley Paper Co - mutifold towels (Pd)		\$ 27.00	\$ 1,652.16
401	CONTRACTUAL	Symquest - Safetynet 10/2022 (Pd)		\$ 465.00	\$ 465.00
410	INSURANCE	Commercial Pkg renewal 2022-2023 (Pd)		\$ 6,199.70	\$ 6,199.70
420	ELECTRIC, OIL & WATER EXPENSES	National Grid - outdoor light (Pd) 106 kWh	\$ 39.17		
		National Grid - electric (Pd) 3280 kWh	\$ 859.82	\$ 898.99	
		Village of Malone -water/sewer 7/22-9/22 (Pd)		\$ 140.00	
		Adiron Energy - Fuel Oil - 155.6 gal (Pd)		\$ 575.89	\$ 1,614.88
421	TELEPHONE	Westelcom - phone internet Oct 2022 (Pd)		\$ 291.06	\$ 291.06
480	OTHER EXPENSES	CRusso - reimb fleece for giveback program (Pd)		\$ 79.98	
		Petty Cash - Price Chop - poetry food (Pd)	\$ 15.10		
		Petty Cash - Price Chop - movie popcorn	\$ 5.59	\$ 20.69	\$ 100.67
619	EMPLOYEE VISION CARE	Employee Vision Care - Oct 2022 (Pd)		\$ 97.36	\$ 97.36
921	BLDG FUND & MAINT.	Seven C's Masonry - wall repair (Pd)		\$ 4,500.00	\$ 4,500.00
					\$ 17,135.94

Library Report 11/14/2022

Wead Library Fall programming is in full swing and only getting busier. We have had several agencies and private citizens reach out to get dates booked on our calendars. Staff members B Brabon and M McGarvey have revived the craft group (Knot Just Knitting) to meet twice a month (Saturday and a weekday). T Henderson will be organizing a book club for adults after the new year. The events are being sent to the Malone Telegram and published in the "Events" section. Chelsie has been making flyers for each event to post in the library and on facebook. Several patrons have commented on the variety and number of programs the library is now providing.

The Wead Library hosted the Clinton-Essex-Franklin Board of Trustees meeting on October 24th. Although there was not a quorum present to vote, they ran through the agenda items for discussion. The Wead Library was well represented by employees M McDonald and C Russo along with trustees C Eggsware and J Leclerc. The library received positive comments from both CEFLS trustees and CEFLS members.

Library CSEA union members met with their new CSEA representative to get acquainted and go over revisions to the contract. The current contract expires on June 30, 2023 and members hope to have a proposal ready in early spring.

N Andre and M McDonald recently met with new account managers from National Business Technologies who maintain our copiers. The owned copier is aging out of being serviceable (parts become unavailable) and the lease on the other copier expires in April. National will get us quotes and options for the equipment.

N Andre and M McDonald are making progress on the Comptroller's Financial Report, however due to unforeseen circumstances, they are a bit behind schedule.

On Halloween night, the newly repaired wall received spray paint graffiti as did many other businesses in the village. A report was filed with the Malone Village Police. Seven C's was called and came within a day. They were successful in power washing the red spray paint off the stone.

Librarian Report

November 14, 2022

In October, I picked up the digitization project that was placed on hold in the Spring. Backstage Library Works provided us with an updated quote for the digitization of our yearbooks. Although the company's prices have increased since last year, they have honored their initial quote of \$.58 per image. The company has a project minimum of \$5,000 so with that they provided us with a quote for 8,500 images at \$5,035.00. The project price includes the purchase of an external hard drive to store the media, and unfortunately it does not include shipping. I received this quote on October 21st, 2022, and the quote pricing will be honored for 6 months. Upon signature, pricing is valid for the course of the project up to 12 months from the date of signature. I believe this would be close to half of our current yearbook collection. I have reached out to other companies and am waiting to hear back. It is my hope that this could become a line item in the next budget.

I attended a webinar to learn about a new grant opportunity. Libraries Transforming Communities: Accessible Small and Rural Communities is offering more than \$7 million in grants to small and rural libraries. To be eligible, a library must have a legal service area population of 25,000 or less and be located at least five miles from an urbanized area, in keeping with Institute of Museum and Library Services (IMLS) definitions of small and rural libraries. Although we fit these criteria, before I complete the lengthy application, I need to determine if any of the barriers we have faced with other grant opportunities will make us ineligible for receiving funds.

The library will be hosting our second Family Portrait Day. With the intentions of making this an annual program, the library hosted the first in December 2019. We are excited to bring this opportunity back to the community. Karlee and I (not professional photographers) will be taking the photos and providing digital copies to patrons by email. The event will be on December 3rd, from 10 AM to 1 PM. Sign ups are open now.

Gwendolyn Hallsmith approached the library about hosting a monthly Song Circle. Gwendolyn and her husband Michael Taub will set up, facilitate, and promote the program. They will provide copies of Rise Up Singing and other song books for participants. We are very excited to include this event on our calendar, I have hope that this will be of great interest to our patrons. As of now, the Song Circle is on the calendar for December 3rd and January 7th from 1 PM to 2:30 PM. I am really impressed and grateful for Gwendolyn, Michael and the other community members who have volunteered their time and provided their expertise to expand the programming we are able to offer.

Pre-school story hour is going well, toddler story hour has had very little attendance. I am considering potential changes in the schedule for the new year. If you have any questions, please let me know.

Thanks!

Chelsie Russo