

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

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**Agenda**  
**April 18, 2022**

To: Members of the Board of Trustees

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

Public Budget Information Session

Approval of the minutes of the previous meeting – March 21, 2022

Treasurer's Reports – March 2022

Action on bills – April 2022

Communications – Telegram Articles

Letter to the Editor

S. Cramer note

Library Report - April 2022

Librarian's Report - April 2022

Old Business – Reopening Status

- Civil Service Update

New Business – Annual Report

- Trust Funds information

Date for Next Board Meeting – May 16, 2022 @ 7pm

Adjournment

## Minutes of the Wead Library Board Meeting on March 21, 2022

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

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Call to order: 7:07 pm by Melissa Benardot, Board President.

Motion to approve the minutes of the February 28, 2022 meeting by Lucille Poirier/second by Anne Werley Smallman. Approved unanimously.

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

Motion to accept the March 2022 bills as paid, by Chris Eggsware/second by Jeanne LeClerc.

Communications:

- Mary McDonald sent thank you notes to an anonymous donor (\$1000) and to book sale volunteers

Library Reports by Mary McDonald: *see attached*

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

- The Strategic Plan/Long-Range Plan and 5-yr Technology plan both need to be updated. The Board and Senior Staff will work on this gradually, together, as a regular board agenda item.

### Old Business

- Reopening Status: The library continues in phase 6: recommended masks and hand-sanitizer but not required.
  - Beginning in April, the library will be open until 8pm on Thursdays.
  - Programming is being added back in; especially stand-alone events.
  - The proposed Pipsqueak the Clown event on July 7 has two possible other venues to receive the lower rate: Chazy Public Library and Northern Adirondack Elementary School
- Civil Service update – Melissa Benardot updated the board on her conversations with Franklin County Civil Service. There has been some confusion on the part of Civil

Service regarding our goals for the Principal Library Clerk and Librarian I positions. We discussed our needs and Melissa will clarify several questions with Civil Service.

- Gazebo for front lawn will be installed in May or June .

### **New Business**

- 2022-23 Budget Meeting April 18 & Vote April 26. See attached proposed budget and community budget letter.
- ~~Long-range Plan:~~
  - In an effort to gain the public's input, Chelsie has created a youth survey, an adult print survey, and an adult digital survey. They will be administered beginning on April 5.
  - When the survey results are compiled, the board will review and begin to work on each section of the Long-range Plan during regularly scheduled board meetings
- Tech Plan:
  - Symquest is the new technology company; they had a meeting with senior staff to discuss a project to upgrade the network. Their proposal is a week-long, \$10,000-12,000 upgrade of the network. This does not include the Microsoft office license fee. Chelsie has checked with MCSD and they referred her to NERIC - to see if Wead can use educational pricing.
  - Jeff Boulais (Salmon River CS IT head) has offered 15 of the district's old computers to Wead to update the very old (Windows 7) desktop computers. This is saving the library a lot of money.
  - Motion by Lucille Poirier/second Chris Eggware to approve the Symquest technology upgrade proposal. Unanimously approved.
- Motion by Lucille Poirier/second by Chris Eggware to approve the adoption of the 2019 version of the American Library Association Library Bill of Rights (see attached). Unanimously approved.

The next regularly scheduled board meeting will be April 18, 2022 at 7pm. Meeting is also the Public Budget Informational Meeting

Adjourned at 8:26pm on motion by Jeanne LeClerc/second Anne Werley Smallman.

Respectfully submitted,  
Anne Werley Smallman  
Board of Trustees

WEAD LIBRARY - FOR PERIOD ENDING MARCH 31, 2022

02/28/22 Checking Account Balance-NBT Bank

\$10,399.01

Plus Receipts:  
 Photocopies \$138.70  
 Fines \$16.70  
 Interest - .02% \$0.26  
 Refund \$0.00  
 Miscellaneous Revenues - Refund Prior Year \$0.00  
 Book Reimbursement \$125.00  
 Book Sales \$745.00  
 LOCAL LIBRARY SERVICES AID \$570.10  
 Donations \$1,000.00  
 Taxes \$0.00  
 Transfer From Other Accounts \$30,000.00

Less: Warrant & Transfers  
 3/31/22 Checking Account Balance

\$32,595.76  
 \$42,994.77  
 \$38,447.04  
 \$4,547.73

2/28/22 Investment: NBT Bank

\$1,638,710.88

Plus Receipts:  
 Interest - .1000% \$137.22  
 Taxes \$0.00  
 DONATION \$0.00

\$137.22

\$1,638,848.10

\$30,000.00

Less: Transfers  
 3/31/22 NBT & Community Bank

\$1,608,848.10

Trust Fund: NBT MONEY MARKET - 0.1000%

Dickinson  
 Ransom  
 Rust  
 Furness  
 Taylor  
 Cashman  
 Total

Balance	Additions	Withdrawal	Interest	Balance
2/28/22				3/31/22
\$17,721.83			\$1.51	\$17,723.34
\$4,192.46			\$0.36	\$4,192.82
\$50,250.24			\$4.29	\$50,254.53
\$15,401.69			\$1.32	\$15,403.01
\$14,636.99		\$0.00	\$1.25	\$14,638.24
\$53,198.84			\$4.53	\$53,203.37
\$155,402.05	\$0.00	\$0.00	\$13.26	\$155,415.31

WEAD LIBRARY  
CALENDAR ANNUAL FINANCIAL STATEMENT

31-Mar-22

BALANCES 12/31/19

CASH RECEIPTS:

GENERAL RECEIPTS  
REAL PROPERTY TAXES  
INTEREST EARNED  
DUE TO RETIREMENT/ACCR LIAB.  
DUE FROM OTHER FUNDS  
TRANS FROM MM/CHKING  
TOTAL RECEIPTS

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
\$4,302.96	\$0.00	\$0.00	\$0.00	\$0.00	\$4,302.96
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.95	\$407.30	\$38.63	\$0.00	\$0.00	\$446.88
\$29,601.97	\$0.00	\$0.00	\$0.00	\$0.00	\$29,601.97
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$87,427.66	\$0.00	\$0.00	\$0.00	\$0.00	\$87,427.66
\$121,333.54	\$407.30	\$38.63	\$0.00	\$0.00	\$121,779.47

-22572.34 \$1,865,534.47

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

\$131,000.14	\$0.00	\$110,000.00	\$0.00	\$0.00	\$131,000.14
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$131,000.14	\$110,000.00	\$0.00	\$0.00	\$0.00	\$241,000.14
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

BALANCE ON BOOKS ON DIFFERENCE

31-Mar-22	\$4,547.73	\$1,608,848.10	\$155,415.31	\$75.00	\$0.00	\$1,768,886.14
31-Mar-22	\$4,547.73	\$1,608,848.10	\$155,415.31	\$75.00	\$0.00	\$1,768,886.14
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	L200	L202	L230	L210		

-29,601.97 \$1,739,284.17

\$1,764,263.41



**Malone Central School District**  
Wead Library Fund Trial Balance for Fiscal Year 2022  
Cycle 09  
Post Dates From 07/01/2021 To 03/31/2022

G/L Account	Description	Debits	Credits
<b>Assets</b>			
200.00	Cash	4,547.73	
202.00	Cash - MM - Wead - NBT	1,608,848.10	
210.00	Petty Cash	75.00	
230.01	Exp Trust - Dickinson	17,723.34	
230.02	Exp Trust - Ransom	4,192.82	
230.03	Exp Trust - Rust	50,254.53	
230.04	Exp Trust - Furness	10,403.01	
230.05	Exp Trust - Taylor	14,638.24	
230.06	Exp Trust - Ethel Cashman	53,203.37	
230.07	NON Exp - Furness	5,000.00	
391.GF	Due From - MCSD	63,838.53	
<b>Budgetary and Expense Accounts</b>			
510.00	Estimated Revenues	580,814.00	
521.00	Encumbrances	61,417.66	
522.00	Expenditures	358,038.67	
599.00	Appropriated Fund Balance	164,234.67	
<b>Liabilities, Reserves and Fund Balance</b>			
630.GF	Due To Gen Fund		29,601.97
821.00	Reserve for Encumbrances		61,417.66
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
<b>Budgetary and Revenue Accounts</b>			
960.00	Appropriations		745,048.67
980.00	Revenues		581,660.54
<b>Grand Totals</b>		<b>2,997,229.67</b>	<b>2,997,229.67</b>

**Malone Central School District**  
Revenue Status Report As Of: 03/31/2022  
Fiscal Year: 2022  
Fund: L Wead Library Fund

Revenue Account	Subfund	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
1001.000		Real Property Taxes	566,000.00	0.00	566,000.00	565,645.91	354.09	
2080.001		Photocopies	270.00	0.00	270.00	703.08		433.08
2080.002		Fines	300.00	0.00	300.00	223.41	76.59	
2401.000		Interest and Earnings	5,818.00	0.00	5,818.00	1,318.10	4,499.90	
2660.000		Book Sales	420.00	0.00	420.00	745.00		325.00
2690.000		Compensation - BK Reimb	149.00	0.00	149.00	265.00		116.00
2705.000		Gifts and Donations	3,243.00	0.00	3,243.00	4,940.00		1,697.00
2705.001		Pantry Funds	0.00	209.00	209.00	209.00		
2770.002		Misc Mini Grants	300.00	0.00	300.00	1,910.00		1,610.00
3840.000		Local Library Serv Aid	4,105.00	0.00	4,105.00	5,701.04		1,596.04
5999.000		Appropriated Fund Balance	158,495.00	0.00	158,495.00	0.00	158,495.00	
5999.999		Est. for Carryover Encumbrance	0.00	5,739.67	5,739.67	0.00	5,739.67	
		<b>Total Wead Library Fund</b>	<b>739,100.00</b>	<b>5,948.67</b>	<b>745,048.67</b>	<b>581,660.54</b>	<b>169,165.25</b>	<b>5,777.12</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: 03/31/2022  
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	33,226.25	9,999.99	21,773.76
4600-161	Clerical Expenses	148,000.00	0.00	148,000.00	108,596.45	29,118.96	10,284.59
4600-162	Part Time Help	66,000.00	0.00	66,000.00	27,720.37	0.00	38,279.63
4600-201	Equipment	14,000.00	834.41	14,834.41	4,691.60	834.41	9,308.40
4600-321	Books & Library Materials	23,000.00	2,711.67	25,711.67	8,485.26	3,467.58	13,758.83
4600-322	Children's Materials	9,000.00	1,495.48	10,495.48	3,784.33	3,234.65	3,476.50
4600-323	Videos	2,000.00	0.00	2,000.00	389.86	0.00	1,610.14
4600-325	Magazines	2,000.00	0.00	2,000.00	1,569.70	0.00	430.30
4600-326	Electron Format Materials	13,000.00	0.00	13,000.00	11,626.57	0.00	1,373.43
4600-327	Audio Books	2,500.00	97.94	2,597.94	1,274.20	97.94	1,225.80
4600-341	Office & Library Supplies	3,600.00	335.29	3,935.29	1,893.60	335.29	1,706.40
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	13,421.14	264.88	11,578.86
4600-401	Contractual	13,000.00	0.00	13,000.00	5,068.30	0.00	7,931.70
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	17,585.49	0.00	9,414.51
4600-421	Telephone	5,000.00	0.00	5,000.00	2,408.35	0.00	2,591.65
4600-480	Other Expenses	8,000.00	0.00	8,000.00	3,776.80	84.90	4,138.30
4600-481	Pantry Fund	0.00	209.00	209.00	0.00	0.00	209.00
4600-500	Capital Improvement	100,000.00	0.00	100,000.00	3,689.62	6,936.40	89,373.98
4600-610	Retirement	50,000.00	0.00	50,000.00	22,353.99	4,050.05	23,595.96
4600-615	Social Security	22,900.00	0.00	22,900.00	12,899.47	2,992.61	7,007.92
4600-616	Health Insurance	100,000.00	0.00	100,000.00	54,232.72	0.00	45,767.28
4600-617	NYS Unemployment Ins	4,000.00	0.00	4,000.00	1,995.77	0.00	2,004.23
4600-618	Workers Compensation	2,500.00	0.00	2,500.00	1,979.00	0.00	521.00
4600-619	Vision Care	1,600.00	0.00	1,600.00	876.24	0.00	723.76
4600-921	Bldg Fund & Repair Contra	20,000.00	0.00	20,000.00	8,660.03	0.00	11,339.97
<b>Total Weald Library Fund</b>		<b>739,100.00</b>	<b>5,948.67</b>	<b>745,048.67</b>	<b>358,038.67</b>	<b>61,417.66</b>	<b>325,592.34</b>

**Wead Library, Malone, NY**  
**Bills Submitted for Approval**  
**April 18, 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	
		Nat'l Business Tech - taskalfa overage (Pd)		\$ 82.04	
		Petty Cash - Walmart - surge protector (Pd)		\$ 27.37	
		Home Zone - Desk (Pd)		\$ 404.99	
		Symquest - Ubiquiti firewall equipment (Pd)		\$ 383.00	\$ 939.40
321	BOOKS & LIBRARY MATERIALS	Baker & Taylor (Pd)	\$ 135.74		
		Baker & Taylor (Pd)	\$ 454.97		
		Baker & Taylor (Pd)	\$ 362.15	\$ 952.86	
		Center Point Large Print (Pd)		\$ 98.96	\$ 1,051.82
322	CHILDREN'S MATERIALS	Ingram Library Services (Pd)	\$ 11.34		
		Ingram Library Services (Pd)	\$ 469.98		
		Ingram Library Services (Pd)	\$ 12.44	\$ 493.76	\$ 493.76
341	OFFICE & LIBRARY SUPPLIES	CEFLS - Patron Cards (Pd)		\$ 270.00	
		WB Mason - misc office supplies (Pd)		\$ 87.68	\$ 357.68
400	JANITORIAL EXPENSES	Maloney's Trucking - Plow/Sand 2&3/22 (Pd)		\$ 1,070.00	\$ 1,070.00
401	CONTRACTUAL	SymQuest - Apr 2022 (Pd)		\$ 465.00	
		SymQuest - fix computer 4 print issue (Pd)		\$ 120.00	\$ 585.00
420	ELECTRIC, OIL & WATER EXPENSES	National Grid - outdoor light (Pd) 106 kWh	\$ 35.99		
		National Grid - electric (Pd) 2824 kWh	\$ 627.65	\$ 663.64	
		Adr Energy - fuel oil (Pd)	\$ 1,102.78		
		Adr Energy - fuel oil (Pd)	\$ 1,127.16	\$ 2,229.94	
		Village of Malone - water/sewer		\$ 120.00	\$ 3,013.58
421	TELEPHONE	Westelcom - Internet/Phone 4/22		\$ 265.89	\$ 265.89
480	OTHER EXPENSES	Petty Cash - prize and guessing jar (Pd)		\$ 32.98	
		Industrial Press - 300 vote envelopes (Pd)	\$ 97.50		
		Industrial Press - 50 vote envelopes (Pd)	\$ 10.00	\$ 107.50	
		CSLP - Summer Program materials (Pd)		\$ 223.87	
		M McDonald - reimb story walk (Pd)		\$ 124.33	\$ 488.68
481	PANTRY FUND	Petty Cash - Dollar General -shampoo/cond (Pd)		\$ 22.84	\$ 22.84
619	VISION CARE	CSEA - employee vision care 4/22 (Pd)		\$ 97.36	\$ 97.36
					\$ 8,386.01

## Library Report 4/18/2022

The staff is preparing for the Annual Meeting/Budget vote on April 26th. The absentee ballots were mailed April 4th and we have received several back already. Volunteers are scheduled. Elizabeth Marshall will be the Chief Inspector again this year.

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The library is in the process of updating the library passes from our usual organizations. (Wild Center in Tupper Lake, NY, Echo Leahy Center in Burlington, VT, Fort Ticonderoga, Ticonderoga, NY, and Adirondack Experience in Blue Mountain Lake, NY.) The passes for each location are checked out and returned like a book. They entitle the patron to a free or discounted admission. Mary is also reaching out to businesses and organizations to create library passes for locations in the immediate area. We expect the program to be especially popular this year.

Adding library programs back into the calendar has been received well by the public. Another event Chelsie added to the schedule is a live virtual author visit by NY Times bestselling author Eva Chen, author of the children's book I AM GOLDEN. A projector will be set up on the 3rd floor to view the visit on Tuesday, May 3rd at 1pm.

The stone wall around the library property had a rough frost season. Stone on the corner of Elm and Park Street recently broke off. It has been temporarily secured and taped off while we await a quote to have the corner fixed.

Julie Whitehead has given her notice to vacate her part-time library aide position. We wish her well in her primary job and hope she has more time to spend with family. The staff will cover the shifts until a new employee is hired.

Librarian Report  
April 18, 2022

The American Red Cross of Eastern New York presented 'Prepare with Pedro' on April 13<sup>th</sup>. Attendees were asked to pre-register. The organization will return next month with 'Be Red Cross Ready' an emergency program geared towards teens and adults. Be Red Cross Ready will take place on May 19<sup>th</sup> at 6 PM. Karlee has worked to connect with the American Red Cross to bring these programs to our library.

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We will begin a spring Story Hour program on Wednesday May 4<sup>th</sup>. We will be meeting in the children's room every Wednesday at 11 AM for six weeks. Our last meeting will be on June 8<sup>th</sup>. The Story Hour will be geared towards children ages 3-5 but all children are welcome to attend.

We received 300 rapid COVID 19 tests from the office of Assemblyman Billy Jones. The tests are moving each day and I believe we will have no problem distributing them well before their expiration date of July 20<sup>th</sup>.

Pipsqueak is scheduled to perform at the Library on Thursday July 7<sup>th</sup> at 1:00 PM. She was also able to schedule Northern Adirondack CSD and Chazy Public Library on the same day. The cost for each library will be \$275. Additionally, we have Laura Keyes scheduled to perform "Laura Ingalls Wilder in Song" on Wednesday July 6<sup>th</sup> at 11 AM at a cost of \$400. We anticipate a great deal of interest from the community. Our last performance for the Summer Reading Program will be on July 28<sup>th</sup> at 11 Am. We have scheduled the Rustic Riders a local folk group from Saranac Lake. Lisa and Klaus Meissner will play music to fit our reading theme of an Ocean of Possibilities. This performance with travel costs will be \$200.

I recently enrolled in the Information Literacy Instruction for Library Professionals course. This course was developed by the Brooklyn Public Library with the goal of training library staff to effectively disseminate information literacy skills to the general public. Upon the completion of the twelve 1-hour modules, I will receive 12 continuing education credits.

Lego Club attendance has been good so far. The first two weeks had about 5-8 children and their caregivers.

The survey boxes are filling up pretty quickly. Both in the children's room and the foyer. Online responses have continued to come in.

## Wead Library Trust Fund Information

**Dickinson** - Original bequest 4/25/1951

\$2,000

After a bronze tablet was installed in the Reading Room (found on reference room fireplace) in memory of Louise Edwards Clark the remainder of the trust is to be used for general purposes.

**Ransom** - Original bequest 12/20/1949

\$500

To be used to purchase books

**Rust** - Original bequest 2/27/1978

\$5,000

To be used for general purposes

Additional bequest 7/1/1996 from the estate of Phyllis Crowner

\$25,000

\$12,500 (half) to be used for general purposes

\$12,500 (half) to be used "to improve the books and other services for children"

**Furness** - Original bequest 10/22/1943

\$2,000

Original amount must stay invested.

Interest income to be used to purchase books

**Taylor** - Original bequest 4/30/1987

\$7,283

To be used for general purposes

**Cashman** - Original bequest 1/13/2014 (approximately)

\$56,919.32

To be used for educational purposes

7/31/2014 - \$4644.55 used to purchase 6 laptop computers and accessories to establish (portable) Ethel Cashman computer lab.