

Wead Library

64 Elm Street

Malone, NY 12953

Library Board of Trustees

Agenda

October 20, 2025

- I. Call to Order
- II. Approval of the minutes of previous meetings: September 15, October 8
- III. Treasurer's Reports: July, August, 2025
- IV. Action on Bills: July, August, 2025
- V. Communications:
 - a. Thankyou notes sent to book sale volunteers
- VI. Monetary Donations: Book Sale proceeds \$934.00 (details in Director's Report)
- VII. Malone Telegram Articles: Two photos re book sale
- VIII. Director's Report: October 20, 2025
- IX. Old Business:
 - a. Roof/Window Project
- X. New Business:
 - a. Approve Darlene Fanus to fill vacant term
 - b. Vote on new board officers for 2025-26
- XI. Anticipated Executive Session for the purpose of discussing personnel relating to matters of appointment, promotion, and job descriptions
- XII. Date for Next Board Meeting: Monday, November 17, 5 pm
- XIII. Adjournment

Minutes of the Wead Library Board Meeting September 15, 2025

Present: Chris Eggsware, Vice President
Jeanne LeClerc, Treasurer
Lucille Poirier, board member
Anne Werley Smallman, Secretary
Mary McDonald, Principal Library Clerk
Anne Paulson, Library Director

Call to order: 7:05 pm by Chris Eggsware, Vice President.

Motion by Anne Smallman /second by Jeanne LeClerc to approve the minutes of the meetings on June 16, July 7, July 8, July 22, and August 12, 2025. Changes to the June 16, 2025 minutes: change "CCC" to "Seven C's" and strike at end "and budget informational meeting." Unanimously approved, with changes.

Motion to accept the Treasurer's reports for May and June 2025 by Lucille Poirier/second by Chris Eggsware. Unanimously approved.

Motion to accept the bills as paid dated June 25, 2025 by Chris Eggsware/second by Lucille Poirier. Unanimously approved.

Communications:

- Mary McDonald sent thank yous for donations to:
 - Elks Lodge for co-hosting programs with us for those with larger anticipated attendance
 - MCSD payroll for extra effort to get new part-time staff raises accomplished
 - R Hammond for book donation
 - Prairie's Orchard for apple donation for homeschool hangout program
 - B Lamondie's family sent card upon her passing and the staff replied with a card and small donation
 - North Country Savings Bank donated \$1000 in July 2025
 - Anonymous regular donation \$1000
 - R. Fitchette patron donation
- Shared with other CEFLS libraries: TURN butterfly storytime (tobacco-free program).
- Malone Telegram Articles - Homegrown Art Program (library featuring small exhibit of local artist works) Sept/Oct artist, Library Card exhibit

Library Report by Mary McDonald for September 2025

- Bethany Cotten has been a big help working per-diem while we've been without a Librarian. She will continue for a few months as needed, until we hire a Librarian I, at the discretion of Anne Paulson.

Old Business

- Roof/window project: only one bid was received, from RSI Roofing of Gouverneur and it is a very high bid. John McArthur wants to rebid it farther afield to get additional bids. Re-bidding it would incur additional costs from the architects. Trustees will meet with John McArthur to discuss the bid and possible next steps.
- Trustee Training Sharing Session: Anne Werley Smallman reported on the training webinars she watched by Mid-Hudson Library System (midhudson.org/trusteebookclub): HATS (Helping All Trustees Succeed) mini webinars on *Director Evaluation* and *Open Meetings Law* and then a longer webinar from the MHLS Trustee Handbook Club series on *Open Meetings Law*.

New Business

- Oil Bids: Adirondack Energy was the only one (of 7 requested) company that responded with a bid.
Motion by Lucille Poirier/second by Chris Eggsware to accept the bid by Adirondack Energy of fluctuating price, posted price at terminal +\$.38. Unanimously approved.
- Library Clerk position: Civil Service is canvassing candidates again.
- Anne Paulson begins her tenure in the Director 1 position on September 22, 2025. The Board of Trustees is pleased to welcome Anne to the Wead Library.

Motion by Lucille Poirier to move to Executive Session to discuss Personnel issues/second by Jeanne LeClerc at 8:18pm. Unanimously approved.

The board exited Executive Session at 8:41pm on motion by Lucille Poirier/second by Chris Eggsware.

The monthly board meetings will be moved to 5pm.

Motion by Lucille Poirier to adjourn/second by Jeanne LeClerc. Meeting adjourned at 8:53pm

The next regularly scheduled board meeting will be October 20, 2025 at 5pm.

Respectfully submitted,

Anne Werley Smallman
Secretary, Board of Trustees

Minutes of the Wead Library Board Meeting October 8, 2025

Present: Chris Eggsware, Vice President
Jeanne LeClerc, Treasurer
Lucille Poirier, board member
Anne Werley Smallman, Secretary
Mary McDonald, Senior Library Clerk
Anne Paulson, Library Director

Via Zoom: John McArthur of Beardsley Architects + Engineers
Bernie Brown of Beardsley Architects + Engineers

Call to order: 3:59pm by Chris Eggsware, Vice President.

Old Business

- Roof/window project:

Project Manager John McArthur and Project Designer Bernie Brown joined the Board meeting via Zoom video call to discuss the bid process for the roof/window project.

Only one bid was received (from RSI Roofing, Inc.) at approx. 60% higher than estimated. The Library has 45 days from the bid opening date to respond to the bidders (10/24/2025).

John MacArthur presented the Board with four options:

1. Accept RSI bid as is: \$860,529.00 (this does not include the ~\$100,000 already paid to Beardsley or the ~\$30,000 remaining Beardsley fees)
2. Reject RSI bid and continue to apply band aid repairs, rather than continue with the roofing and window replacement project as currently conceived.
3. Negotiate with bidder to value engineer the project to see if we can get the price down to what the Library can afford. This should include options like using less expensive metal materials, a slate-like asphalt roofing option, other window options that may be less expensive. Beardsley would implement this option by negotiating with the bidder and if successful in value engineering the project, we would accept the bid as is and then immediately issue a change order to change the bid specifications to the negotiated value--engineering options. The negotiation effort would incur an additional ~\$1500 bill from Beardsley.
4. Reject bid and rebid – We would inform the bidder we are rejecting the bid and will be rebidding the project. We would reformulate the bid in a way that would provide opportunities for selecting alternatives to fit the project into the Library's budget. We would also advertise more broadly and hopefully attract more interest. This would incur an additional engineering expense (\$3,000-\$5,000) to make modifications to the drawings

and specifications. We will not have to get additional approval from SED as we will not be making significant changes.

John MacArthur's recommendation would be to start with option 3 above and see if that effort is successful. This would be the simpler, less costly option and would allow us to move forward with the current contractors.

Question: Anne Smallman - if we negotiate and agree to accept the bid with the understanding that there would be a change order to the bid to reduce the cost, could RSI back out and hold the board to the original bid amount? In other words, is there a potential liability on the board's part to this option? John MacArthur - theoretically, but not probable.

Question: Mary McDonald - who draws up contract? John MacArthur - standard contract is included in the bid documents; Beardsley would edit to reflect the change order.

Question: Lucille Poirier - did the RFP include any alternate roofing materials? Synthetic Slate is what we discussed, vs. the current slate. John MacArthur - the bid gives a reduction amount for substituting synthetic slate. Another, cheaper option is asphalt shingle. Estimated 100 years/50 year/ 20-25 year lifespans for the slate/synthetic slate/asphalt shingles. Have not done lifecycle cost analysis; his guess is slate is best. Lucille - the bid from RSI says the cost reduction for Asphalt Shingle System is ~\$52,000, so not that much savings. John - believes it is a typo and that the amount is actually for Synthetic Slate (see specification numbers); the reduction for asphalt shingle would be even greater.

Question: Lucille Poirier - can we take out one part of the project? For example, just do the roof replacement and do the window replacement portion at a future date? John MacArthur - if we can't negotiate with contractor to get cost down to a level Library can afford, we can ask them to remove part of the project cost and give us a new cost for the portion we want to proceed with.

Question: Anne Smallman - what other window options might the negotiations with RSI include? John MacArthur - the bid was using Marvin windows, which are the best option, but most expensive. Other options include using other manufacturers for the same type of window (aluminum exterior clad, wood interior), or using vinyl windows. Vinyl windows are the cheapest option, but the least durable and match the originals much worse.

Question: Mary McDonald - would the \$1500 estimated cost to renegotiate (option #3) be included in the project amount we've already approved, or would it be in addition? John MacArthur - in addition

Question: Lucille Poirier - since this project wouldn't be started this fall, how can we address the immediate roof leaks? John MacArthur - 3rd floor leak looks like a missing slate, which would be an easier fix. The fiction room leak is a result of a leak in the flat roof drain, which is harder to address. Mary McDonald - clarified that Ron Robideau (formerly of Seymour Roofing) has already patched it 3 or 4 times and said he can't fix it anymore. John MacArthur- we could ask RSI to look at it before the project starts to attempt an immediate fix. He can email RSI today to ask them to do that, if we authorize.

Contractor's bid is good for 45 days - expires October 24. John is going on vacation October 18. If we're going to negotiate, John wants to do that right away he can get it all done before Oct. 18. He would need to know what the hard ceiling is that the Library can afford before entering into negotiations.

Question: Lucille Poirier - what portion of the total is roof vs windows? John MacArthur - it isn't broken out exactly, but the sub-contractor Tim Leahy is primarily the windows sub-contractor. JRC Management (\$39,000) is the subcontractor for the asbestos abatement, which is primarily part of the window replacement. If we wanted to take out the windows portion of the project, we could project out an additional 15% to Leahy and JRC subcontractor amounts and eliminate it from the whole (which is RSI's general contractor oversight fee). The Silver Fox Spray Foam (\$21,000) is for the roof portion of the project.

Zoom video call ended with John and Bernie at 4:53pm.

Board and staff discussed the three action items:

1. Do we want John MacArthur to pursue an immediate and temporary fix to the roof leaks?
2. How do we want to proceed regarding the bid by RSI Roofing, Inc?
3. Since \$860,000 is not within the Library's ability to fund, what is the hard ceiling against which we could negotiate with RSI for a revised amount (change order)?

Board moved into Executive Session at 4:55pm on motion by Anne Smallman/second by Lucille Poirier to for the purposes of discussing finances related to negotiating potential changes to the bid.

Motion to exit Executive Session at 6:01pm by Lucille Poirier/second by Chris Eggsware.
Unanimously approved.

Motion by Lucille Poirier/second by Chris Eggsware that we direct John MacArthur to contact RSI or other roofing contractor to repair the leaks immediately. Unanimously approved.

Motion by Anne Smallman/second by Jeanne LeClerc to direct John MacArthur to negotiate with RSI Roofing to modify the bid with the expectation that if successful, a change order will be executed immediately to reflect the negotiation. Unanimously approved.

Motion to move back into Executive Session at 6:03pm by Chris Eggsware/second by Lucille Poirier for the purpose of discussing financial amounts relating to negotiating the bid. Unanimously approved.

Motion to exit Executive Session at 6:14pm by Lucille Poirier/second by Chris Eggsware. Unanimously approved.

Anne Smallman will communicate to John MacArthur our decisions via Email today.

Motion by Lucille Poirier to adjourn/second by Jeanne LeClerc. Meeting adjourned at 6:18pm.

The next regularly scheduled board meeting will be October 20, 2025 at 5pm.

Respectfully submitted,

Anne Werley Smallman
Secretary, Board of Trustees

WEAD LIBRARY - FOR PERIOD ENDING JULY 31, 2025

6/30/25 Checking Account Balance-NBT Bank

\$19,5

Plus Receipts:

Photocopies

\$0.00

Fines

\$0.00

Interest - .02%

\$0.65

Refund

\$0.00

Miscellaneous Revenues - Refund Prior Year

\$0.00

Book Reimbursement

\$0.00

Book Sales

\$0.00

LOCAL LIBRARY SERVICES AID

\$0.00

Donations

\$0.00

Taxes

\$0.00

Transfer From Other Accounts

\$50,000.00 \$50.00

Less: Warrant & Transfers

\$69.50

7/31/25 Checking Account Balance

\$51.75

6/30/25 Investment: NBT Bank

\$1,722.80

Plus Receipts:

Interest - 2.5000%

\$3,583.26

Taxes

\$0.00

DONATION

\$0.00 \$3.58

Less: Transfers

\$1,726.47

7/31/25 NBT & Community Bank

\$50.00

\$1,676.47

Trust Fund: NBT MONEY MARKET - 2.5000%

Dickinson

Ransom

Rust

Furness

Taylor

Cashman

Total

Balance	Additions	Withdrawal	Interest	Bal
6/30/25				7/31/25
\$18,998.16			\$40.69	\$19,038.85
\$4,494.41			\$9.63	\$4,504.04
\$53,869.26			\$115.38	\$53,984.64
\$16,510.94			\$35.37	\$16,546.31
\$10,348.76		\$0.00	\$22.17	\$10,370.93
\$57,030.23		\$0.00	\$122.15	\$57,152.38
\$161,251.76	\$0.00	\$0.00	\$345.39	\$161,597.15

WEAD LIBRARY
CALENDAR ANNUAL FINANCIAL STATEMENT
31-Jul-25

GENERAL	CD & MM	WEAD TRUST	PETTY CASH	DUE TO ERS/AP	TOTAL
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BALANCES 12/31/24

\$15,440.61	\$2,001,102.05	\$159,241.93	\$75.00	\$0.00	\$2,175,859.59
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-24018.93 \$2,151,840.66

CASH RECEIPTS:

GENERAL RECEIPTS	\$4,886.44	\$0.00	\$0.00		\$4,886.44
REAL PROPERTY TAXES	\$0.00	\$69,175.23			\$69,175.23
INTEREST EARNED	\$4.15	\$26,192.86	\$2,355.22		\$28,552.23
DUE TO RETIREMENT/ ACCR LIAB./ PREPAID EXP	\$11,231.63	\$0.00			\$11,231.63
DUE FROM OTHER FUNDS	\$0.00	\$0.00			\$0.00
TRANS FROM MM/CKING	\$395,981.07	\$0.00	\$0.00		\$395,981.07
TOTAL RECEIPTS	\$412,103.29	\$95,368.09	\$2,355.22	\$0.00	\$509,826.60

CASH DISBURSEMENTS:

GENERAL DISBURSEMENTS	\$421,359.01				\$421,359.01
PAYROLL	-\$11,616.42				-\$11,616.42
TRNS TO MM/CHK/BK FUND	\$0.00	\$420,000.00			\$420,000.00
TOTAL EXPENSES	\$409,742.59	\$420,000.00	\$0.00	\$0.00	\$829,742.59

\$0.00	\$0.00			0	\$0.00
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BALANCE ON 31-Jul-25 \$17,801.31 \$1,676,470.14 \$161,597.15 \$75.00 \$0.00 \$1,855,943.60

BOOKS ON 31-Jul-25 \$17,801.31 \$1,676,470.14 \$161,597.15 \$75.00 \$0.00 \$1,855,943.60

DIFFERENCE \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00

-\$11,231.63 \$1,844,711.97

L200	L202	L230	L210
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\$1,838,067.29

RECEIPTS

PHOTOCOPIES	L2082
FINES	L2082.1
PAYMENT IN LIEU TAXES	L1081
BOOK SALES	L2650
SALE OF PROPERTY	L2670
COMPENSATION FOR LOSS - BOOK	RL2690
REFUND PRIOR YEAR EXPENSE	L2701
DONATIONS	L2705
PANTRY FUNDS	L2705.1
MISCELLANEOUS	L2770
MISC - INCENTRIVE AID	L2770.1
MISC - MINI GRANTS	L2770.2
E RATE REIMBURSEMENT	L2770.3
PATRON GRANT	L2770.4
GATES GRANT	L2770.5
BULLET AID	L2770.6
LOCAL LIBRARY SERVICES AID (LLSA)	L3840

Jan	Feb	March	April	May	June	July	Aug	Sept.	Oct.
133.75	124.05	260.55	64.55	233.95	173.24	0.00	0.00	0.00	
0.00	0.00	4.00	0.00	0.00	0.73	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	698.50	0.00	0.00	0.00	867.00	0.00	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
40.00	5.00	60.00	0.00	20.00	100.00	0.00	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
131.00	0.00	1,100.00	0.00	5.00	220.00	0.00	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
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	0.00	0.00	0.00	0.00	0.00	
0.00	0.00	0.00	0.00	30.00	71.00	0.00	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
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	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	0.00	
0.00	0.00	0.00	0.00	0.00	544.12	0.00	0.00	0.00	
0.00	0.00	0.00	0.00	0.00					
\$304.75	\$827.55	\$1,424.55	\$64.55	\$288.95	\$1,976.09	\$0.00	\$0.00	\$0.00	

EXPENSES

PROFESSIONAL SALARIES	L4600160
CLERICAL SALARIES	L4600161
PART TIME HELP	L4600162
EQUIPMENT	L4600201
BOOKS & LIB MAT	L4600321
CHILDRENS MATERIALS	L4600322
VIDEOS	L4600323
PROCESSING COSTS	L4600324
MAGAZINES	L4600325
ELECTRONIC FORMAT	L4600326
AUDIO BOOKS	L4600327
OFFICE & LIBRARY SUPPLIES	L4600341
POSTAGE	L4600342
JAN SVS & SUPPLIES	L4600400
CONTRACTUAL	L4600401
INSURANCE	L4600410
ELECTRIC & OIL	L4600420
TELEPHONE	L4600421
OTHER EXPENSES	L4600480
PANTRY FUNDS	L4600-481
CHILDRENS PROGRAMS	L4600485
CAPITAL IMPROVEMENT	L4600500
RETIREMENT	L4600610
SOCIAL SECURITY	L4600615
HEALTH INSURANCE	L4600616
UNEMPLOYMENT INSURANCE	L4600617
WORKERS COMPENSATION	L4600618
VISION CARE	L4600619
BLDG FUND & REP CONT	L4600921

5,404.71	3,603.14	3,603.14	3,603.14	3,541.18	3,461.19	0.00	0.00	0.00	
16,345.35	10,596.90	10,596.90	10,596.90	10,596.90	16,595.44	13,556.04	0.00	0.00	
9,743.73	6,788.41	6,900.88	6,738.15	6,199.00	12,725.61	5,057.27	0.00	0.00	
443.65	516.93	307.23	713.71	399.74	172.10	1,339.84	0.00	0.00	
627.60	2,830.14	1,872.42	1,754.40	346.83	752.17	431.45	0.00	0.00	
1,306.76	717.75	1,723.30	758.31	125.62	213.59	0.00	0.00	0.00	
0.00	0.00	0.00	482.18	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	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	97.86	0.00	0.00	
5,265.29	1,205.05	0.00	0.00	0.00	0.00	3,274.00	0.00	0.00	
143.29	144.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
75.92	234.62	451.49	131.45	15.28	173.52	587.06	0.00	0.00	
0.00	9.51	442.40	31.35	0.00	246.86	780.00	0.00	0.00	
2,767.39	3,796.02	1,525.38	4,198.64	72.17	3,089.28	1,482.39	0.00	0.00	
678.30	483.60	704.93	483.60	783.90	671.10	1,523.60	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3,655.64	3,379.95	3,592.22	2,297.94	831.32	1,764.56	160.00	0.00	0.00	
290.93	290.93	290.93	291.01	291.01	287.23	276.53	0.00	0.00	
545.25	5.96	260.38	172.16	343.51	548.08	75.00	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00	400.24	0.00	65.80	0.00	508.85	363.23	0.00	0.00	
23,621.25	27,826.25	16,286.25	11,688.75	1,494.27	1,742.50	0.00	0.00	0.00	
3,395.70	2,269.19	2,254.89	2,501.19	2,621.35	3,953.02	2,156.07	0.00	0.00	
2,385.91	1,590.60	1,599.23	1,586.73	1,540.76	2,492.85	1,423.89	0.00	0.00	
6,927.16	7,025.34	7,025.34	7,024.34	7,025.34	7,026.96	7,146.90	0.00	0.00	
1,153.47	0.00	0.00	1,289.63	0.00	0.00	1,281.94	0.00	0.00	
0.00	2,185.00	-114.00	0.00	0.00	0.00	0.00	0.00	0.00	
73.02	146.04	73.02	73.02	0.00	73.02	73.02	0.00	0.00	
611.75	0.00	60.00	220.00	454.46	280.00	9,145.00	0.00	0.00	
85,462.07	76,046.55	59,456.33	56,702.40	36,682.64	56,777.93	50,231.09	0.00	0.00	

Malone Central School District
Wead Library Fund Trial Balance for Fiscal Year 2026
Cycle 01
Post Dates From 07/01/2025 To 07/31/2025

G/L Account	Description	Debits	Credits
Assets			
200.00	Cash	17,801.31	
202.00	Cash - MM - Wead - NBT	1,676,470.14	
210.00	Petty Cash	75.00	
230.01	Exp Trust - Dickinson	19,038.85	
230.02	Exp Trust - Ransom	4,504.04	
230.03	Exp Trust - Rust	53,984.64	
230.04	Exp Trust - Furness	11,546.31	
230.05	Exp Trust - Taylor	10,370.93	
230.06	Exp Trust - Ethel Cashman	57,152.38	
230.07	NON Exp - Furness	5,000.00	
Budgetary and Expense Accounts			
510.00	Estimated Revenues	746,943.00	
521.00	Encumbrances	709,118.77	
522.00	Expenditures	50,231.09	
599.00	Appropriated Fund Balance	714,597.34	
Liabilities, Reserves and Fund Balance			
637.00	Due to Employees' Ret. System		11,231.63
821.00	Reserve for Encumbrances		709,118.77
899.00	NonExp Trusts		5,000.00
914.00	Assigned Appropriated Fund Bal		100,807.00
915.00	Assigned Unappropri Fund Bal		613,790.34
917.00	Unassigned Fund Balance		1,171,416.42
Budgetary and Revenue Accounts			
960.00	Appropriations		1,461,540.34
980.00	Revenues		3,929.30
Grand Totals		4,076,833.80	4,076,833.80

October 15, 2025
03:21:35 pm

Malone Central School District
Revenue Status Report As Of: 07/31/2025
Fiscal Year: 2026
Fund: L Wead Library Fund

Revenue Account	Subfund	Description	Original Estimate	Adjustments	Current Estimate	Yea
1001.000		Real Property Taxes	672,850.00	0.00	672,850.00	
2080.001		Photocopies	1,779.00	0.00	1,779.00	
2080.002		Fines	49.00	0.00	49.00	
2401.000		Interest and Earnings	55,559.00	0.00	55,559.00	
2650.000		Book Sales	2,340.00	0.00	2,340.00	
2690.000		Compensation - BK Reimb	497.00	0.00	497.00	
2705.000		Gifts and Donations	8,224.00	0.00	8,224.00	
2770.002		Misc Mini Grants	225.00	0.00	225.00	
3840.000		Local Library Serv Aid	5,420.00	0.00	5,420.00	
5999.000		Appropriated Fund Balance	100,807.00	0.00	100,807.00	
5999.999		Est. for Carryover Encumbrance	0.00	613,790.34	613,790.34	
Total Wead Library Fund			847,750.00	613,790.34	1,461,540.34	

* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.
These are estimates to balance the budget

October 15, 2025
03:21:03 pm

Malone Central School District

Budget Status Report As Of: 07/31/2025

Fiscal Year: 2026

Fund: L Wead Library Fund

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encu Out
4600-160	Professional Salaries	119,600.00	0.00	119,600.00	0.00	
4600-161	Clerical Expenses	113,650.00	0.00	113,650.00	13,556.04	
4600-162	Part Time Help	103,400.00	0.00	103,400.00	5,057.27	
4600-201	Equipment	13,000.00	327.68	13,327.68	1,339.84	
4600-321	Books & Library Materials	22,500.00	1,975.12	24,475.12	431.45	
4600-322	Children's Materials	10,000.00	776.27	10,776.27	0.00	
4600-323	Videos	1,000.00	0.00	1,000.00	0.00	
4600-324	Processing Costs	0.00	0.00	0.00	0.00	
4600-325	Magazines	1,500.00	0.00	1,500.00	97.86	
4600-326	Electron Format Materials	14,000.00	0.00	14,000.00	3,274.00	
4600-327	Audio Books	1,800.00	0.00	1,800.00	0.00	
4600-341	Office & Library Supplies	4,000.00	0.00	4,000.00	587.06	
4600-342	Postage	1,800.00	0.00	1,800.00	780.00	
4600-400	Janitorial Svc & Supplies	24,000.00	0.00	24,000.00	1,482.39	
4600-401	Contractual	12,700.00	0.00	12,700.00	1,523.60	
4600-410	Insurance	8,200.00	0.00	8,200.00	0.00	
4600-420	Electric & Oil	28,000.00	0.00	28,000.00	160.00	
4600-421	Telephone	4,600.00	0.00	4,600.00	276.53	
4600-480	Other Expenses	5,300.00	0.00	5,300.00	75.00	
4600-481	Pantry Fund	0.00	146.54	146.54	0.00	
4600-485	Children's Programs	2,700.00	0.00	2,700.00	363.23	
4600-500	Capital Improvement	100,000.00	604,704.73	704,704.73	0.00	60
4600-610	Retirement	45,000.00	0.00	45,000.00	2,156.07	
4600-615	Social Security	26,000.00	0.00	26,000.00	1,423.89	
4600-616	Health Insurance	154,700.00	0.00	154,700.00	7,146.90	
4600-617	NYS Unemployment Ins	5,500.00	0.00	5,500.00	1,281.94	
4600-618	Workers Compensation	3,200.00	0.00	3,200.00	0.00	
4600-619	Vision Care	1,600.00	0.00	1,600.00	73.02	
4600-921	Bldg Fund & Repair Contra	20,000.00	5,860.00	25,860.00	9,145.00	
Total Wead Library Fund		847,750.00	613,790.34	1,461,540.34	50,231.09	70

WEAD LIBRARY - FOR PERIOD ENDING AUGUST 31, 2025

7/31/25 Checking Account Balance-NBT Bank

\$17,80

Plus Receipts:

Photocopies	\$0.00	
Fines	\$0.00	
Interest - .02%	\$0.62	
Refund	\$0.00	
Miscellaneous Revenues - Refund Prior Year	\$0.00	
Book Reimbursement	\$0.00	
Book Sales	\$0.00	
LOCAL LIBRARY SERVICES AID	\$5,011.20	
Donations	\$0.00	
Taxes	\$0.00	
Transfer From Other Accounts	\$50,000.00	<u>\$55.01</u>

Less: Warrant & Transfers

\$72.81

8/31/25 Checking Account Balance

\$43.92

7/31/25 Investment: NBT Bank

\$28.88

Plus Receipts:

Interest - 2.5000%	\$3,490.84	
Taxes	\$0.00	
DONATION	\$0.00	<u>\$3.49</u>

Less: Transfers

\$1,679.96

8/31/25 NBT & Community Bank

\$50.00

\$1,629.96

Trust Fund: NBT MONEY MARKET - 2.5000%

Dickinson
Ransom
Rust
Furness
Taylor
Cashman
Total

Balance	Additions	Withdrawal	Interest	Balance
7/31/25				8/31/25
\$19,038.85			\$40.86	\$19,079.71
\$4,504.04			\$9.67	\$4,513.71
\$53,984.64			\$115.87	\$54,100.51
\$16,546.31			\$35.51	\$16,581.82
\$10,370.93		\$0.00	\$22.26	\$10,393.19
\$57,152.38		\$0.00	\$122.66	\$57,275.04
\$161,597.15	\$0.00	\$0.00	\$346.83	\$161,943.98

WEAD LIBRARY
CALENDAR ANNUAL FINANCIAL STATEMENT
31-Aug-25

GENERAL	CD & MM	WEAD TRUST	PETTY CASH	DUE TO ERS/AP	TOTAL
\$15,440.61	\$2,001,102.05	\$159,241.93	\$75.00	\$0.00	\$2,175,859.59

BALANCES 12/31/24

-24018.93 \$2,151,840.66

CASH RECEIPTS:

GENERAL RECEIPTS	\$9,897.64	\$0.00	\$0.00		\$9,897.64
REAL PROPERTY TAXES	\$0.00	\$69,175.23			\$69,175.23
INTEREST EARNED	\$4.77	\$29,683.70	\$2,702.05		\$32,390.52
DUE TO RETIREMENT/ ACCR LIAB./ PREPAID EXP	\$13,127.16	\$0.00			\$13,127.16
DUE FROM OTHER FUNDS	\$0.00	\$0.00			\$0.00
TRANS FROM MM/CKING	\$445,981.07	\$0.00	\$0.00		\$445,981.07
TOTAL RECEIPTS	\$469,010.64	\$98,858.93	\$2,702.05	\$0.00	\$570,571.62

CASH DISBURSEMENTS:

GENERAL DISBURSEMENTS	\$467,179.18				\$467,179.18
PAYROLL	-\$11,616.42				-\$11,616.42
TRNS TO MM/CHK/BK FUND	\$0.00	\$470,000.00			\$470,000.00
TOTAL EXPENSES	\$455,562.76	\$470,000.00	\$0.00	\$0.00	\$925,562.76
	\$0.00	\$0.00		0	\$0.00

BALANCE ON	31-Aug-25	\$28,888.49	\$1,629,960.98	\$161,943.98	\$75.00	\$0.00	\$1,820,868.45	
BOOKS ON	31-Aug-25	\$28,888.49	\$1,629,960.98	\$161,943.98	\$75.00	\$0.00	\$1,820,868.45	-13,127.16 \$1,807,741.29
DIFFERENCE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		L200	L202	L230	L210			\$1,791,904.96

RECEIPTS

PHOTOCOPIES	L2082
FINES	L2082.1
PAYMENT IN LIEU TAXES	L1081
BOOK SALES	L2650
SALE OF PROPERTY	L2670
COMPENSATION FOR LOSS - BOOK R	L2690
REFUND PRIOR YEAR EXPENSE	L2701
DONATIONS	L2705
PANTRY FUNDS	L2705.1
MISCELLANEOUS	L2770
MISC - INCENTRIVE AID	L2770.1
MISC - MINI GRANTS	L2770.2
E RATE REIMBURSEMENT	L2770.3
PATRON GRANT	L2770.4
GATES GRANT	L2770.5
BULLET AID	L2770.6
LOCAL LIBRARY SERVICES AID (LLSA	L3840

Jan	Feb	March	April	May	June	July	Aug	Sept.	
133.75	124.05	260.55	64.55	233.95	173.24	0.00	0.00	0.00	
0.00	0.00	4.00	0.00	0.00	0.73	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	698.50	0.00	0.00	0.00	867.00	0.00	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
40.00	5.00	60.00	0.00	20.00	100.00	0.00	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
131.00	0.00	1,100.00	0.00	5.00	220.00	0.00	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
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	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	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	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	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	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	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	0.00	0.00	0.00	0.00	544.12	0.00	5,011.20	0.00	
\$304.75	\$827.55	\$1,424.55	\$64.55	\$288.95	\$1,976.09	\$0.00	\$5,011.20	\$0.00	

EXPENSES

PROFESSIONAL SALARIES	L4600160
CLERICAL SALARIES	L4600161
PART TIME HELP	L4600162
EQUIPMENT	L4600201
BOOKS & LIB MAT	L4600321
CHILDRENS MATERIALS	L4600322
VIDEOS	L4600323
PROCESSING COSTS	L4600324
MAGAZINES	L4600325
ELECTRONIC FORMAT	L4600326
AUDIO BOOKS	L4600327
OFFICE & LIBRARY SUPPLIES	L4600341
POSTAGE	L4600342
JAN SVS & SUPPLIES	L4600400
CONTRACTUAL	L4600401
INSURANCE	L4600410
ELECTRIC & OIL	L4600420
TELEPHONE	L4600421
OTHER EXPENSES	L4600480
PANTRY FUNDS	L4600481
CHILDRENS PROGRAMS	L4600485
CAPITAL IMPROVEMENT	L4600500
RETIREMENT	L4600610
SOCIAL SECURITY	L4600615
HEALTH INSURANCE	L4600616
UNEMPLOYMENT INSURANCE	L4600617
WORKERS COMPENSATION	L4600618
VISION CARE	L4600619
BLDG FUND & REP CONT	L4600921

Jan	Feb	March	April	May	June	July	Aug	Sept.	
5,404.71	3,603.14	3,603.14	3,603.14	3,541.18	3,461.19	0.00	0.00	0.00	
16,345.35	10,596.90	10,596.90	10,596.90	10,596.90	16,595.44	13,556.04	7,319.76	0.00	
9,743.73	6,788.41	6,900.88	6,738.15	6,199.00	12,725.61	5,057.27	10,924.13	0.00	
443.65	516.93	307.23	713.71	399.74	172.10	1,339.84	344.66	0.00	
627.60	2,830.14	1,872.42	1,754.40	346.83	752.17	431.45	1,518.10	0.00	
1,306.76	717.75	1,723.30	758.31	125.62	213.59	0.00	731.52	0.00	
0.00	0.00	0.00	482.18	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	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5,265.29	1,205.05	0.00	0.00	0.00	0.00	97.86	0.00	0.00	
143.29	144.98	0.00	0.00	0.00	0.00	3,274.00	0.00	0.00	
75.92	234.62	451.49	131.45	15.28	173.52	587.06	243.87	0.00	
0.00	9.51	442.40	31.35	0.00	246.86	780.00	5.38	0.00	
2,767.39	3,796.02	1,525.38	4,198.64	72.17	3,089.28	1,482.39	1,482.39	0.00	
678.30	483.60	704.93	483.60	783.90	671.10	1,523.60	1,735.48	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,368.90	0.00	
3,655.64	3,379.95	3,592.22	2,297.94	831.32	1,764.56	160.00	1,932.32	0.00	
290.93	290.93	290.93	291.01	291.01	287.23	276.53	276.53	0.00	
545.25	5.96	260.38	172.16	343.51	548.08	75.00	194.69	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00	400.24	0.00	65.80	0.00	508.85	363.23	467.09	0.00	
23,621.25	27,826.25	16,286.25	11,688.75	1,494.27	1,742.50	0.00	462.50	0.00	
3,395.70	2,269.19	2,254.89	2,501.19	2,621.35	3,953.02	2,156.07	1,895.53	0.00	
2,385.91	1,590.60	1,599.23	1,586.73	1,540.76	2,492.85	1,423.89	1,395.68	0.00	
6,927.16	7,025.34	7,025.34	7,024.34	7,025.34	7,026.96	7,146.90	7,146.90	0.00	
1,153.47	0.00	0.00	1,289.63	0.00	0.00	1,281.94	0.00	0.00	
0.00	2,185.00	-114.00	0.00	0.00	0.00	0.00	0.00	0.00	
73.02	146.04	73.02	73.02	0.00	73.02	73.02	24.34	0.00	
611.75	0.00	60.00	220.00	454.46	280.00	9,145.00	350.40	0.00	
85,462.07	76,046.55	59,456.33	56,702.40	36,682.64	56,777.93	50,231.09	45,820.17	0.00	

October 15, 2025
03:22:00 pm

Malone Central School District
Revenue Status Report As Of: 08/31/2025
Fiscal Year: 2026
Fund: L Wead Library Fund

Revenue Account	Subfund	Description	Original Estimate	Adjustments	Current Estimate	Yea
1001.000		Real Property Taxes	672,850.00	0.00	672,850.00	
2080.001		Photocopies	1,779.00	0.00	1,779.00	
2080.002		Fines	49.00	0.00	49.00	
2401.000		Interest and Earnings	55,559.00	0.00	55,559.00	
2650.000		Book Sales	2,340.00	0.00	2,340.00	
2690.000		Compensation - BK Reimb	497.00	0.00	497.00	
2705.000		Gifts and Donations	8,224.00	0.00	8,224.00	
2770.002		Misc Mini Grants	225.00	0.00	225.00	
3840.000		Local Library Serv Aid	5,420.00	0.00	5,420.00	
5999.000		Appropriated Fund Balance	100,807.00	0.00	100,807.00	
5999.999		Est. for Carryover Encumbrance	0.00	613,790.34	613,790.34	
Total Wead Library Fund			847,750.00	613,790.34	1,461,540.34	1.

* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.
These are estimates to balance the budget

October 15, 2025
03:20:00 pm

Malone Central School District

Budget Status Report As Of: 08/31/2025

Fiscal Year: 2026

Fund: L Wead Library Fund

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encl Ou
4600-160	Professional Salaries	119,600.00	0.00	119,600.00	0.00	
4600-161	Clerical Expenses	113,650.00	0.00	113,650.00	20,875.80	
4600-162	Part Time Help	103,400.00	0.00	103,400.00	15,981.40	
4600-201	Equipment	13,000.00	327.68	13,327.68	1,684.50	
4600-321	Books & Library Materials	22,500.00	1,975.12	24,475.12	1,949.55	
4600-322	Children's Materials	10,000.00	776.27	10,776.27	731.52	
4600-323	Videos	1,000.00	0.00	1,000.00	0.00	
4600-324	Processing Costs	0.00	0.00	0.00	0.00	
4600-325	Magazines	1,500.00	0.00	1,500.00	97.86	
4600-326	Electron Format Materials	14,000.00	0.00	14,000.00	3,274.00	
4600-327	Audio Books	1,800.00	0.00	1,800.00	0.00	
4600-341	Office & Library Supplies	4,000.00	0.00	4,000.00	830.93	
4600-342	Postage	1,800.00	0.00	1,800.00	785.38	
4600-400	Janitorial Svc & Supplies	24,000.00	0.00	24,000.00	2,964.78	
4600-401	Contractual	12,700.00	0.00	12,700.00	3,259.08	
4600-410	Insurance	8,200.00	0.00	8,200.00	7,368.90	
4600-420	Electric & Oil	28,000.00	0.00	28,000.00	2,092.32	
4600-421	Telephone	4,600.00	0.00	4,600.00	553.06	
4600-480	Other Expenses	5,300.00	0.00	5,300.00	269.69	
4600-481	Pantry Fund	0.00	146.54	146.54	0.00	
4600-485	Children's Programs	2,700.00	0.00	2,700.00	830.32	
4600-500	Capital Improvement	100,000.00	604,704.73	704,704.73	462.50	60
4600-610	Retirement	45,000.00	0.00	45,000.00	4,051.60	1
4600-615	Social Security	26,000.00	0.00	26,000.00	2,819.57	
4600-616	Health Insurance	154,700.00	0.00	154,700.00	14,293.80	
4600-617	NYS Unemployment Ins	5,500.00	0.00	5,500.00	1,281.94	
4600-618	Workers Compensation	3,200.00	0.00	3,200.00	0.00	
4600-619	Vision Care	1,600.00	0.00	1,600.00	97.36	
4600-921	Bldg Fund & Repair Contra	20,000.00	5,860.00	25,860.00	9,495.40	
Total Wead Library Fund		847,750.00	613,790.34	1,461,540.34	96,051.26	70

Wead Library, Malone, NY
Bills Submitted for Approval
July 31, 2025

<u>ACCT</u>	<u>ITEM</u>	<u>VENDOR</u>	<u>COST</u>	<u>VENDOR TOTAL</u>	<u>ACCOUNT TOTAL</u>
201	EQUIPMENT	Nat'l Business - overage M2540dw (Pd)		\$ 18.04	
		Petty Cash - Sam's Club - cofort mat (Pd)		\$ 16.98	
		M McDonald - reimb fan & (2) air conds (Pd)		\$ 1,339.84	\$ 1,374.86
321	BOOKS & LIBRARY	Baker & Taylor (Pd)	\$ 57.51		
	MATERIALS	Baker & Taylor (Pd)	\$ 373.94	\$ 431.45	\$ 431.45
325	MAGAZINES	EBSCO - 3 magazine subscriptions (Pd)		\$ 97.86	\$ 97.86
326	ELECTRONIC MAT.	Newsbank - 7/25-6/26 subscription (Pd)		\$ 3,274.00	\$ 3,274.00
341	OFFICE SUPPLIES	Demco Inc - misc supplies (Pd)		\$ 206.21	
		Brodart - 9" roll book cover (Pd)		\$ 66.11	
		WB Mason - tape, paper. Ink cart. (Pd)		\$ 226.31	
		Amazon - organizer & Caddy (Pd)		\$ 39.32	
		The Library Store - book repair glue (Pd)		\$ 49.11	\$ 587.06
342	POSTAGE	MCSD - 24-25 School Year - 349 pieces (Pd)		\$ 240.47	
		Petty Cash - ILL to Croghan (Pd)		\$ 5.38	
		USPS - 10 rolls forever stamps (Pd)		\$ 780.00	\$ 1,025.85
400	JANITORIAL EXPNS	Citizen Advocates - custodial 6/25 (Pd)		\$ 1,482.39	\$ 1,482.39
401	CONTRACTUAL	Symquest - Safetynet manged plus 7/25 (Pd)		\$ 483.60	
		B Cotten - 13.5 hours librarian services (Pd)		\$ 405.00	
		InStream - Microfilm Service 7/25-7/26 (Pd)		\$ 635.00	\$ 1,523.60
420	ELECTRIC, OIL &	National Grid -Lighting 6/25 (Pd) 106 kWh	\$ 47.86		
	WATER EXPENSES	National Grid -Electric 6/25 (Pd) 3022 kW	\$ 994.43	\$ 1,042.29	
		Village of Malone - water/sewer 4/25-6/25(Pd)		\$ 160.00	\$ 1,202.29
421	TELEPHONE	Westelcom - 7/25 internet/phone (Pd)		\$ 276.53	\$ 276.53
480	OTHER EXPENSES	Industrial Press - Bokie's bookmarks (Pd)		\$ 75.00	\$ 75.00
485	CHILDREN'S PROG.	HerPetology - 2 shows (PD)		\$ 326.00	
		Amazon - renu solution (slime) (Pd)		\$ 8.23	
		Petty Cash - Walmart - tarps & hmschool prog (Pd)		\$ 47.39	\$ 381.62
500	CAPITAL IMPROVE	Beardsley - Prof services thru 6/2025 (Pd)		\$ 185.00	\$ 185.00
619	VISION CARE	Employee Vision Care 7/2025 (Pd)		\$ 48.68	
		Employee Vision Care 8/2025 (Pd)		\$ 24.34	\$ 73.02
921	BLDG FUND &	G&E Extinguishers - inspection & service (Pd)		\$ 85.00	
	REPAIR	Superior Glass - main ramp panic bar (Pd)		\$ 1,110.00	
		Seven C's Masonry - repair park st wall (Pd)		\$ 4,750.00	
		Petty Cash - Walmart - S hook for sign (Pd)		\$ 8.14	\$ 5,953.14
				TOTAL	\$ 17,943.67

Wead Library, Malone, NY
Bills Submitted for Approval
August 31, 2025

<u>ACCT</u>	<u>ITEM</u>	<u>VENDOR</u>	<u>COST</u>	<u>VENDOR TOTAL</u>	<u>ACCOUNT TOTAL</u>
201	EQUIPMENT	Nat'l Business - toner for TaskAlfa 3050ci (Pd)		\$ 327.68	\$ 327.68
321	BOOKS & LIBRARY MATERIALS	Baker & Taylor (Pd)	\$ 18.34		
		Baker & Taylor (Pd)	\$ 467.33		
		Baker & Taylor (Pd)	\$ 55.03		
		Baker & Taylor (Pd)	\$ 568.00	\$ 1,108.70	
		Ingram - 23 books (Pd)		\$ 386.45	
		CEFLS - Lost Ill Book (Pd)		\$ 22.95	\$ 1,518.10
322	CHILDREN'S MAT.	Ingram - 52 books (Pd)		\$ 731.52	\$ 731.52
341	OFFICE SUPPLIES	Quill - overdue envelopes (Pd)		\$ 169.38	
		CEFLS - 2000 book barcodes (Pd)		\$ 74.49	\$ 243.87
342	POSTAGE	Petty Cash - ILL to Colton, NY (Pd)	\$ 4.96		
		Petty Cash - ILL to Saranac Lake, NY (Pd)	\$ 6.72	\$ 11.68	\$ 11.68
400	JANITORIAL EXPNS	Citizen Advocates - custodial 7/25 (Pd)		\$ 1,482.39	\$ 1,482.39
401	CONTRACTUAL	Symquest - Safetynet manged plus8/25 (F	\$ 483.60		
		Symquest - fixes due to power outage (Pd)	\$ 260.70	\$ 744.30	
		Nat'l Business - overage 7/25		\$ 6.18	
		B Cotten - 13.5 hours lib serv+ insur. (Pd)	\$ 505.00		
		B Cotton - 16 hours lib service (Pd)	\$ 480.00	\$ 985.00	\$ 1,735.48
410	INSURANCE	King Clark Ins - Commercial Pkg 25-26 (Pd)		\$ 7,368.90	\$ 7,368.90
420	ELECTRIC, OIL & WATER EXPENSES	National Grid -Lighting 7/25 (Pd) 106 kWh	\$ 51.12		
		National Grid -Electric 6/25 (Pd) 4189 kWh	\$ 1,295.24	\$ 1,346.36	
		Adirondack Energy - 225.7 ga fuel oil(Pd)		\$ 585.96	\$ 1,932.32
421	TELEPHONE	Westelcom - 8/25 internet/phone (Pd)		\$ 276.53	\$ 276.53
480	OTHER EXPENSES	NNYLN - 7/25-6/26 membership dues (Pd)		\$ 75.00	
		J Lavoie - reimb mileage to chat for delivery (Pd)		\$ 17.92	
		Martz Communication - 10 back2school ad (Pd)		\$ 75.00	
		Amazon - notesbooks/pens prizes (Pd)		\$ 26.77	
		Petty Cash - Walmart - hmschool prog (Pd)	\$ 20.36		
		Petty Cash - Adk Paint - wall screws (Pd)	\$ 6.40		
		Petty Cash - Dollar Tree - hmschool prog	\$ 1.25	\$ 28.01	\$ 222.70
485	CHILDREN'S PROG.	Noah's Ark - 30 tye dye bears (Pd)		\$ 448.70	\$ 448.70
500	CAPITAL IMPROVE	Beardsley - Prof services thru 7/2025 (Pd)		\$ 462.50	\$ 462.50
619	VISION CARE	Employee Vision Care 9/2025 (Pd)		\$ 24.34	\$ 24.34
921	BLDG FUND & REP.	Cornerstone - repair ac leak on mail floor (Pd)		\$ 342.26	\$ 342.26
				TOTAL	\$ 17,128.97

Library Director Report

October 20, 2025

Library Facility:

- Lift fixed on 10/2/25; no problems were reported during the week-long book sale. Will be contacting Accessibility Solutions, Inc. to dispute payment of the previous invoice from 9/17/25 for work that appears to have not solved the door issue.
- Harris Oil cleaned and tuned the library boilers and replaced several nozzles.
- Over the long weekend, Clean Sweep Cleaning Service shampooed the library carpets throughout the building.
- Malone Central is sending someone to check the roof drains.
- Concerns regarding safety issues with the unsecured front steps book return. It's recommended that an entire book drop structure should be in a metal container to prevent arsonists from setting the building on fire through the slot as well as vandalism.

Library Activities:

- **Fall Book Sale**, October 3-11, was very successful.
 - Set-up volunteers, Saturday 9/27/25: E. Cotton, J. Parent, M. Barney, M. Bashaw, E. Atkinson, C. Corrice, M. Genser, V. Sanchez, D. Ruvola, G. Hutchins. Volunteers running the sale, Friday 10/3/25: E. Marshall, B. Winthrop-Benware, J. Chatland, C. Bonville, D. Trickey, C. Eggsware (also came 10/4/25), J. Leclerc (also came 10/4/25). While all staff assisted, special thanks to Gail Cypher, Kim Smythe, and Jeanne Lavoie for running the book sale during the week.
 - Book Sale proceeds: Friday, 10/3 – \$594, Saturday, 10/4 - \$157, Mon.-Sat., 10/6-10/11 - \$183. Total: \$934
 - Free Trader (Joe Norris, publisher) ran a free display ad before the sale.
- Represented the library at the Families R Us **Trick or Treat for Books** event, Friday, October 10 from 4-6 pm. Handed out candy to approx. 65 children and spoke with many families, most of whom were Wead Library users. Handed out library trifold brochures to 4 families who had just moved to the area, encouraging them to stop by to register for library cards.
- Attended a meeting of the **Clinton-Essex-Franklin Directors Association (CEFDA)**, Friday, 9/26. This excellent networking resource will meet quarterly to exchange ideas, support, and information, as well as bring libraries' needs and concerns to CEFLS.

Donations (thank yous sent by Mary McDonald):

- \$100 by Jeanne Lyng Lavoie in honor of the marriage of Monique Charbonneau Staples & Gregory Tropsa
- The following three donations in memory of Barbara LaMondie:
 - \$50 by Sharon Ashton
 - \$100 by Lisa Feret-Seymore
 - \$25 by Jeanne Lyng Lavoie

Collection Development:

- Priorities:
 - Weeding all collections, beginning with the children's section. Shelf space is a serious issue and space for new books/items is at a premium.
 - Development of streamlined procedures for processing new items and clarify who is responsible for what tasks.
 - Creating a call number authority to make it easier for patrons to locate items and staff to shelve items correctly.
 - Evaluating book/item vendors; reviewing auto-shipment subscriptions

Programming:

- Bethany Cotton ran a **Piggy Bank Theatre** program for ages 3-8+ on 9/23, and will run another program on 10/21 titled **Currency Congo** for ages 3-12+. This will complete the requirements for the Thinking Money for Kids Program Kits grant.
- **Preschool story time** (5 and under but all are welcome) will be held on Thursdays, 10/23, 10/30, 11/13 and 11/20, 11 am.
- **Qigong & Gentle Movement** class as begun again, Tuesdays, 10 am (registration required).

Reminders:

- Trustee 2 hours training requirement by end of the year; self-assurance forms available
- The library will close at 4 pm on October 31.