

Agenda for the Meeting of the Board of Trustees of the Newstead Public Library

Wednesday, February 14 @ 7 pm

Newstead Public Library

33 Main Street, Akron, NY 14001

- 1) Meeting Called to order and attendance
- 2) Approval of minutes of meeting held on Wednesday, January 10, 2024

Action Required

- 3) Approval of the agenda for February 14, 2024
- 4) Public Comment
- 5) Director's report
 - a. Review of monthly report
 - b. Review of monthly library statistics
 - c. Friends of the Newstead Public Library Report
- 6) Finances
 - a. County paid
 - b. Privately paid
 - c. Other bills
 - d. Approval of Voucher Abstract
- 7) New Business
 - a. Eclipse 2024
 - b. Advocacy Day in Albany
- 8) Building
 - a. New ceiling leaks/ Roof repair
- 9) Old Business
 - a. Plumbing in Basement
 - b. Light Fixtures
- 10) Next Meeting March 13, 2024 @ 7 pm
- 11) Adjournment of Meeting **Action Required**

Newstead Public Library
Board of Trustees
Wednesday, January 10 @ 7 pm

Board Members Present: Mary Mangan, Sue Sweitzer, Tara Middaugh

Absent: Sue Brown, Michelle Cositore

At Large: Library Director Kristine Sutton, John Jendrowski

Call to Order: 7:06, Motion to approve- Sue S, Mary

Approval of Minutes from December 13, 2023, Motion to approve- Sue S, Mary

Approval of the Agenda for January 10, 2024, Motion to approve – Sue S, Tara

Library Business

Public Comment: None

Directors Report: Reviewed monthly Program Report and Library Statistics. There was nothing new this month from the Friends of the Newstead Library Report.

Finances: Bills were all reviewed and approved & reviewed Monthly Financial Report, Abstract approved – Sue S, Mary

New Business: Review of Procurement Policy, same as Central with no changes, approved

Building: The downstairs bathroom is still closed until fixed, John has a quote is waiting on 1-2 more. Two light fixtures in the meeting room will be replaced, an electrician will be called in to help with the purchase as they are very large

Old Business: All work is complete with the fire panel, everything is working & an updated invoice has been received

Next meeting: February 14, 2024 @ 7 pm

Meeting Adjourned: 7:31 pm, Motion to adjourn – Sue S, Mary

Branch	Program Date	Title	Numb Total	Type(r/v/r	Type (G/Oc	Target Aud	Outrr	Tech	Tuto	ESOL	Early	Sum	Adult	Litera	ESOL	Collab
NEWSTEAL	1/2/2024	Book Club	1	6 Regular	Group	Adults	n	n	n	n	n	n	No Collabo	No Collabo	Early	No Collabo
NEWSTEAL	1/2/2024	Rainbow Yc	4	27 Regular	Group	Teens	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWSTEAL	1/2/2024	Toddler Stc	2	35 Regular	Group	Intergener:n	n	n	n	n	y	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWSTEAL	1/3/2024	Bookmark	4	144 Regular	Group	Intergener:n	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWSTEAL	1/6/2024	Peace Love	1	9 Regular	Group	Intergener:n	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWSTEAL	1/8/2024	Mahjong	3	15 Regular	Group	Adults	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWSTEAL	1/13/2024	Geocaching	1	5 Regular	Group	Adults	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWSTEAL	1/19/2024	Book a Tec	3	4 Regular	One-on-On	Adults	n	y	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWSTEAL	1/20/2024	Lego Club	1	4 Regular	Group	Children 6-n	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWSTEAL	1/23/2024	HEAP	6	6 Regular	One-on-On	Adults	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWSTEAL	1/23/2024	Yoga	1	5 Regular	Group	Children 5-n	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWSTEAL	1/24/2024	APA	1	16 Regular	Group	Children 5-y	n	n	n	n	y	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWSTEAL	1/24/2024	Yoga	1	4 Regular	Group	Children 6-n	n	n	n	n	y	n	No Collabo	Childcare C	No Collabo	No Collabo
NEWSTEAL	1/24/2024	DIY Neck V	1	17 Regular	Group	Adults	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWSTEAL	1/27/2024	New Year P	1	7 Regular	Group	Adults	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWSTEAL	1/29/2024	Science Stc	1	8 Regular	Group	Children 6-n	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWSTEAL	1/31/2024	Arty Time	1	11 Regular	Group	Adults	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWSTEAL	1/31/2024	In the Kitc	5	274 Recorded	\ Group	Intergener:n	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWSTEAL	1/31/2024	PBS	3	22 Recorded	\ Group	Adults	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo

3,224.00	108.99	55,787.48	50,414.00	(5,373.48)	
4,888.00	82.74	111,389.35	104,624.00	(6,765.35)	
<i>Less Prior Year Accrual</i>		4,505.06			
		106,884.29			
<i>Plus Current Year Accrual</i>		5,117.85			
SAP Operating Budget		112,002.14	836.03		
SAP General Ledger		111,389.35	0.00		
Less Reimb YTD		836.03			
		110,553.32			
System Paid Budget		104,624.00			
Other Payments		2,592.00			
Contractual Reserves		7,772.00			
Total System Paid Budget		114,988.00			
Projected Budget Spent		112,002.14			
***Proj. Ending Salary Bdgt.		2,985.86			

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: NEWSTEAD PUBLIC LIBRARY

MONTH: Jan-24

SAP Acct.	Description	Adopted Budget	Budget Transfers	Year-to-Date Expenditures	Available Budget	Projected Utilization at 12/31	Projected Variance at 12/31	Comments
500000	Salaries - Full-time	0	0	0	0		0	
502000	Fringe Benefits	0	0	0	0		0	
	Utility Charges:							
515000	Water	500	0	19	481		500	
515000	Sewer	500	0	18	482		500	
515000	Electric	7,000	0	0	7,000		7,000	
515000	Telephone - Maintenance	0	0	416.63	0		0	
510200	Dues and Fees	20	0	20	0		20	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	1,750	0	331	1,419		1,750	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	100	0	0	100		100	
530000	Other Expenses & Charges	800	0	105	695		800	
530000	Contingency (Bullet Aid)	0	0	0	0		0	
	TOTAL EXPENSES	10,670	0	493	10,177		0	10,670

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	50	0	10	40		(50)	
Copy Machines	600	0	29	571		(600)	
Print Cost Recovery	1,200	0	101	1,099		(1,200)	
Other Income	0	0	30	(30)		0	
State Funding	0	0	0	0		0	
Municipal Support	0	0	0	0		0	
Donations (priv. persons/foundations)	0	0	0	0		0	
Fundraising (events/booksales)	0	0	0	0		0	
Interest Income	0	0	0	0		0	
Misc Income	0	0	0	0		0	
Use of Fund Balance	0	0	0	0		0	
TOTAL DIRECT INCOME	1,850	0	170	1,680	0	(1,850)	

Abstract of Audited Vouchers For Member Aid Checking Account

Newstead Public Library

Date of Audit: 2/14/24

FEBRUARY 2024

Total Claims(\$)250⁰⁰

I certify that the vouchers listed on this abstract were audited by the Newstead Public Library Board on this above date and allowed to be paid to the claimants in the amounts shown.

2/14/24

Date

Authorizing Official

Voucher #	Claimant	Vouchers		Date
		Amount	Check #	
119	Write Now! Inc.	\$250.00	119	2/7/2024

Total: \$250.00

Abstract of Audited Vouchers For County Checking Account

Newstead Public Library

Date of Audit: 2/14/24

FEBRUARY 2024

Total Claims(\$)2709.31

I certify that the vouchers listed on this abstract were audited by the Newstead Public Library Board on this above date and allowed to be paid to the claimants in the amounts shown.

2/14/24

Date

Authorizing Official

Voucher #	Claimant	Vouchers		Date
		Amount	Check #	
4556	Akron Bugle	\$90.00	4556	1/22/2024
4557	Town of Newstead	\$1800.00	4557	1/26/2024
4558	Village of Akron	\$467.83	4558	2/7/2024
4559	Woddcutters	\$331.48	4559	2/7/2024
4560	Robert Adler	\$20.00	4560	2/14/2024

Total: \$2709.31

Abstract of Audited Vouchers For Private Checking Account

Newstead Public Library

Date of Audit: 2/14/24

FEBRUARY 2024

Total Claims(\$)550.28

I certify that the vouchers listed on this abstract were audited by the Newstead Public Library Board on this above date and allowed to be paid to the claimants in the amounts shown.

2/14/24

Date

Authorizing Official

Voucher #	Claimant	Vouchers		Date
		Amount	Check #	
1438	B&ECPL	\$550.28	1438	2/9/2024

Total: \$550.28