

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

Wednesday, June 8 @ 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 May 11, 2022

Action Required

- 3) Approval of the agenda for June 8, 2022
- 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
 - e. Move Ranzenhofer Funds to New Account
- 7) Building
 - a. Plantings on Slope at rear entrance
- 8) Old Business
 - a. Public Bathroom renovation completed
- 9) New Business
 - a. Juneteeth Holiday
 - b. Hoopla – New download service
- 10) Next Meeting September 14, 2022 @ 7 pm
- 11) Adjournment of Meeting Action Required

Newstead Public Library

Board of Trustees

May 11, 2022 @ 7pm

Board Members Present: Sue Brown, Sue Sweitzer, Tara Middaugh, Mary Mangan, Bob Tiedt

At Large: Library Director Kristine Sutton, John Jendrowski

Call to Order: 7:08 pm Motion to approve- Sue B, Seconded – Mary

Approval of Minutes from April 13, 2022, Motion to approve- Sue S, seconded-Mary

Approval of the Agenda for April 13, 2022, Motion to approve – Sue B, seconded – Sue S

Library Business

Public Comment: None

Directors Report: Reviewed monthly Program Report and Library Statistics

Finances: Bills were all approved & Reviewed Monthly Financial Report, Abstract approved – Mary, seconded – Sue S.

Building: The patio was power-washed. Garbage debris was found on the roof. John updated everyone on fixing the drainage. Thank you to Whitings (Bronze status), Waiting on grant info for HVAC

Old Business: Public bathroom renovation update “Do Not climb” signs to keep the kids from doing so have been ordered.


New Business: ACT Annual Meeting Update. Summer Reading Program plus lots of new Summer Kids Programs were discussed. “Forgive the Fines” seems to be working well, many books assumed lost have been recovered

Next meeting: June 8 2022


Meeting Adjourned: 7:46 pm, Motion to adjourn – Sue S, Seconded – Bob

Circulation

Total Circulations


 Library	May			Year to Date Totals			Footnotes
	2022 Total Circulations	2021 Total Circulations	% of Change	2022 Total Circulations	2021 Total Circulations	% of Change	
Alden (Ewell Free)	1,963	1,331	47.5%	7,247	6,622	9.4%	Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff. System-wide - Fine free with autorenewals implemented 4/2022. Clarence - Closed 4/23/2022-5/14/2022 - Renovations and carpet installation. Coles - Closed starting 5/9/2022 - Renovations and flooring project. Correctional Facility and Holding Center - Numbers not received. Library2Go - Added to statistical reports 2/2022. Merriweather - Community assistance and support in the wake of 5/14/2022. Music/Music Videos Downloaded - The Library is in the process of implementing a new service provider. Orchard Park - Closed Sunday, 5/8/2022 - Staffing.
Amherst							
Audubon	31,565	18,738	68.5%	112,418	86,337	30.2%	
Clearfield	28,510	14,732	93.5%	99,584	72,289	37.8%	
Egbertsville-Snyder	13,212	7,487	76.5%	46,740	37,320	25.2%	
Williamsville	4,197	1,898	121.1%	14,164	10,314	37.3%	
Angola	2,629	1,727	52.2%	10,017	8,436	18.7%	
Aurora	11,895	7,046	68.8%	43,867	32,610	34.5%	
Boston	2,798	1,958	42.9%	10,634	9,756	9.0%	
Cheektowaga							
Julia Boyer Reinstein	21,803	11,995	81.8%	82,458	58,857	40.1%	
Reinstein Memorial	7,620	4,068	87.3%	27,487	18,256	50.6%	
Clarence	8,143	10,528	-22.7%	54,793	55,886	-2.0%	
Collins	3,567	2,058	73.3%	14,097	11,066	27.4%	
Concord	4,639	2,826	64.2%	17,193	14,430	19.1%	
Eden	3,591	2,436	47.4%	13,983	13,204	5.9%	
Elma	7,973	4,224	88.8%	29,227	22,171	31.8%	
Grand Island Memorial	9,732	5,859	66.1%	35,944	29,022	23.9%	
Hamburg							
Hamburg	16,316	8,401	94.2%	62,140	44,068	41.0%	
Lake Shore	5,778	2,918	98.0%	21,584	14,234	51.6%	
Lackawanna	4,063	1,803	125.3%	13,290	8,464	57.0%	Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff. System-wide - Fine free with autorenewals implemented 4/2022. Clarence - Closed 4/23/2022-5/14/2022 - Renovations and carpet installation. Coles - Closed starting 5/9/2022 - Renovations and flooring project. Correctional Facility and Holding Center - Numbers not received. Library2Go - Added to statistical reports 2/2022. Merriweather - Community assistance and support in the wake of 5/14/2022. Music/Music Videos Downloaded - The Library is in the process of implementing a new service provider. Orchard Park - Closed Sunday, 5/8/2022 - Staffing.
Lancaster	17,971	7,941	126.3%	63,019	38,747	62.6%	
Marilla	3,106	2,157	44.0%	11,719	11,328	3.5%	
Newstead	4,657	2,469	88.6%	17,402	13,856	25.6%	
North Collins	1,384	984	40.7%	5,715	4,936	15.8%	
Orchard Park	22,260	12,467	78.6%	81,163	57,339	41.5%	
City of Tonawanda	8,998	4,941	82.1%	32,190	23,314	38.1%	
Town of Tonawanda							
Kenilworth	5,477	2,829	93.6%	19,254	15,127	27.3%	
Kenmore	23,717	13,889	70.8%	87,281	64,676	35.0%	
West Seneca	18,676	10,532	77.3%	66,449	52,768	25.9%	
Buffalo							
Coles	543	968	-43.9%	5,632	4,762	18.3%	
Crane	7,928	3,540	124.0%	26,354	17,617	49.6%	
Dudley	3,988	2,469	61.5%	14,963	10,208	46.6%	
East Clinton	2,153	930	131.5%	8,118	4,917	65.1%	
González-Soto	3,441	1,793	91.9%	12,632	8,873	42.4%	
Merriweather	3,316	2,071	60.1%	11,825	10,992	7.6%	
North Park	7,500	4,526	65.7%	27,771	20,719	34.0%	
Panty	2,425	1,095	121.5%	5,898	6,161	-4.3%	
Central	27,450	13,635	101.3%	94,346	68,109	38.5%	Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff. System-wide - Fine free with autorenewals implemented 4/2022. Clarence - Closed 4/23/2022-5/14/2022 - Renovations and carpet installation. Coles - Closed starting 5/9/2022 - Renovations and flooring project. Correctional Facility and Holding Center - Numbers not received. Library2Go - Added to statistical reports 2/2022. Merriweather - Community assistance and support in the wake of 5/14/2022. Music/Music Videos Downloaded - The Library is in the process of implementing a new service provider. Orchard Park - Closed Sunday, 5/8/2022 - Staffing.
Bookmobile Services							
Library on Wheels	2,359	844	179.5%	8,069	3,470	132.5%	
Library2Go	505	See note.	See note.	1,139	See note.	See note.	
Institutions							
Correctional Facility	0	0	#DIV/0!	0	0	#DIV/0!	
Holding Center	0	0	#DIV/0!	0	0	#DIV/0!	
System							
Online Renewals	830	80,018	-99.0%	248,092	374,699	-33.8%	
Interlibrary Loans	1,117	1,050	6.4%	5,738	5,122	12.0%	
Audio Books Downloaded	45,628	39,162	16.5%	218,115	188,101	16.0%	
Videos Downloaded/Streamed	70	74	-5.4%	357	538	-33.6%	
eBook Checkouts/Downloads	73,783	77,739	-5.1%	377,032	393,144	-4.1%	
Music/Music Videos Downloaded	0	21,464	-100.0%	0	126,653	-100.0%	
B&ECPL Totals	479,276	421,620	13.7%	2,167,140	2,079,518	4.2%	
Member Libraries	296,240	170,242	74.0%	1,101,059	835,433	31.8%	
Buffalo Branches	31,294	17,392	79.9%	113,193	84,249	34.4%	
Central Library	27,450	13,635	101.3%	94,346	68,109	38.5%	
Bookmobile Services	2,864	844	239.3%	9,208	3,470	165.4%	
Institutions	0	0	#DIV/0!	0	0	#DIV/0!	
System	121,428	219,507	-44.7%	849,334	1,088,257	-22.0%	

Library Visits

	May			Year to Date Totals			Footnotes
	2022	2021	% of	2022	2021	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	862	846	1.9%	3,996	3,747	6.6%	<p>Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Clarence - Closed 4/23/2022-5/14/2022 - Renovations and carpet installation.</p> <p>Coles - Closed starting 5/9/2022 - Renovations and flooring project.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Merriweather - Community assistance and support in the wake of 5/14/2022.</p> <p>Orchard Park - Closed Sunday, 5/8/2022 - Staffing.</p>
<i>Amherst</i>							
Audubon	8,387	7,672	9.3%	40,747	34,105	19.5%	
Clearfield	9,526	7,829	21.7%	42,299	32,838	28.8%	
Egbertsville-Snyder	4,035	3,780	6.7%	20,026	17,461	14.7%	
Williamsville	1,494	1,136	31.5%	7,224	5,610	28.8%	
Angola	2,638	3,394	-22.3%	16,711	15,321	9.1%	
Aurora	4,532	3,158	43.5%	22,488	14,889	51.0%	
Boston	1,054	930	13.3%	4,966	4,693	5.8%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	7,246	5,790	25.1%	36,607	27,763	31.9%	
Reinstein Memorial	3,049	2,111	44.4%	13,867	9,992	38.8%	
Clarence	2,010	4,903	-59.0%	21,812	22,557	-3.3%	
Collins	1,004	912	10.1%	5,367	4,482	19.7%	
Concord	2,363	1,823	29.6%	11,668	9,242	26.2%	
Eden	1,124	1,054	6.6%	6,182	5,427	13.9%	
Elma	2,971	2,316	28.3%	14,156	11,061	28.0%	
Grand Island Memorial	3,274	2,786	17.5%	17,045	12,199	39.7%	
<i>Hamburg</i>							
Hamburg	6,393	4,355	46.8%	30,053	20,806	44.4%	
Lake Shore	2,632	1,942	35.5%	13,768	9,692	42.1%	
Lackawanna	2,472	1,972	25.4%	14,381	7,835	83.5%	
Lancaster	5,648	3,824	47.7%	28,399	17,252	64.6%	
Marilla	790	946	-16.5%	4,136	4,254	-2.8%	
Newstead	2,222	2,025	9.7%	10,761	10,096	6.6%	
North Collins	938	788	19.0%	4,492	3,955	13.6%	
Orchard Park	9,642	6,856	40.6%	46,066	30,846	49.3%	
City of Tonawanda	3,458	3,192	8.3%	16,324	13,480	21.1%	
<i>Town of Tonawanda</i>							
Kenilworth	2,859	2,664	7.3%	12,815	13,965	-8.2%	
Kenmore	6,920	5,896	17.4%	36,840	27,831	32.4%	
West Seneca	7,366	5,807	26.8%	36,885	31,500	17.1%	
<i>Buffalo</i>							
Coles	722	2,184	-66.9%	10,449	10,582	-1.3%	
Crane	2,912	2,446	19.1%	13,244	12,555	5.5%	
Dudley	2,480	2,164	14.6%	12,646	9,902	27.7%	
East Clinton	1,005	705	42.6%	5,395	3,427	57.4%	
González-Soto	2,609	2,409	8.3%	13,180	9,965	32.3%	
Merriweather	11,104	3,612	207.4%	29,226	16,666	75.4%	
North Park	4,324	3,528	22.6%	20,392	16,530	23.4%	
Panty	2,018	1,796	12.4%	6,360	8,439	-24.6%	
<i>Central</i>	16,390	8,603	90.5%	74,646	45,091	65.5%	
<i>Bookmobile Services</i>							
Library on Wheels	990	280	253.6%	4,963	568	773.8%	
Library2Go	150	See note.	See note.	445	See note.	See note.	
<i>Institutions</i>							
Correctional Facility	524	834	-37.2%	2,961	4,442	-33.3%	
Holding Center	304	255	19.2%	1,507	1,423	5.9%	
System	152,441	119,523	27.5%	735,495	562,489	30.8%	
Member Libraries	106,909	90,707	17.9%	540,081	422,899	27.7%	
Buffalo Branches	27,174	18,844	44.2%	110,892	88,066	25.9%	
Central Library	16,390	8,603	90.5%	74,646	45,091	65.5%	
Bookmobile	1,140	280	307.1%	5,408	568	852.1%	
Institutions	828	1,089	-24.0%	4,468	5,865	-23.8%	


Registered Public Access Computer Sessions

Session Counts Per Outlet

	May			Year to Date Totals			Footnotes
	2022	2021	% of	2022	2021	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	55	45	22.2%	301	271	11.1%	<p>Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Clarence - Closed 4/23/2022-5/14/2022 - Renovations and carpet installation.</p> <p>Coles - Closed starting 5/9/2022 - Renovations and flooring project.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Merriweather - Community assistance and support in the wake of 5/14/2022.</p> <p>Orchard Park - Closed Sunday, 5/8/2022 - Staffing.</p>
<i>Amherst</i>							
Audubon	893	1,003	-11.0%	4,607	4,283	7.6%	
Clearfield	731	531	37.7%	3,365	2,438	38.0%	
Eggertsville-Snyder	424	418	1.4%	2,022	1,974	2.4%	
Williamsville	122	108	13.0%	597	531	12.4%	
Angola	124	136	-8.8%	867	567	52.9%	
Aurora	351	249	41.0%	1,525	1,035	47.3%	
Boston	51	54	-5.6%	325	332	-2.1%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,223	925	32.2%	6,320	4,368	44.7%	
Reinstein Memorial	772	468	65.0%	3,112	2,173	43.2%	
Clarence	144	440	-67.3%	1,765	1,943	-9.2%	
Collins	88	109	-19.3%	443	546	-18.9%	
Concord	157	203	-22.7%	912	897	1.7%	
Eden	98	79	24.1%	487	504	-3.4%	
Elma	181	175	3.4%	912	694	31.4%	
Grand Island Memorial	251	198	26.8%	1,221	804	51.9%	
<i>Hamburg</i>							
Hamburg	899	659	36.4%	4,241	3,271	29.7%	
Lake Shore	246	143	72.0%	1,076	734	46.6%	
Lackawanna	377	337	11.9%	1,906	1,431	33.2%	
Lancaster	693	661	4.8%	3,217	2,784	15.6%	
Marilla	24	33	-27.3%	158	223	-29.1%	
Newstead	168	144	16.7%	724	779	-7.1%	
North Collins	87	120	-27.5%	458	693	-33.9%	
Orchard Park	564	455	24.0%	2,781	1,830	52.0%	
City of Tonawanda	623	434	43.5%	2,595	1,807	43.6%	
<i>Town of Tonawanda</i>							
Kenilworth	419	345	21.4%	1,887	1,474	28.0%	
Kenmore	1,146	986	16.2%	6,543	4,168	57.0%	
West Seneca	1,031	934	10.4%	4,814	4,427	8.7%	
<i>Buffalo</i>							
Coles	190	701	-72.9%	3,366	3,737	-9.9%	
Crane	409	310	31.9%	1,941	1,626	19.4%	
Dudley	560	479	16.9%	2,779	2,032	36.8%	
East Clinton	198	183	8.2%	1,258	872	44.3%	
González-Soto	485	695	-30.2%	2,735	2,960	-7.6%	
Merriweather	1,289	1,064	21.1%	6,512	4,953	31.5%	
North Park	894	824	8.5%	4,142	3,790	9.3%	
Panty	436	329	32.5%	1,309	1,559	-16.0%	
<i>Central</i>	6,248	3,384	84.6%	26,201	17,668	48.3%	
<i>Bookmobile Services</i>							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library2Go	0	See note.	See note.	0	See note.	See note.	
System	22,651	18,361	23.4%	109,424	86,178	27.0%	
Member Libraries	11,942	10,392	14.9%	59,181	46,981	26.0%	
Buffalo Branches	4,461	4,585	-2.7%	24,042	21,529	11.7%	
Central Library	6,248	3,384	84.6%	26,201	17,668	48.3%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

WiFi

Total Logins

 LIBRARY	May			Year to Date Totals			Footnotes
	2022	2021	% of	2022	2021	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	481	427	12.6%	2,073	1,664	24.6%	<p>Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Clarence - Closed 4/23/2022-5/14/2022 - Renovations and carpet installation.</p> <p>Coles - Closed starting 5/9/2022 - Renovations and flooring project.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Merriweather - Community assistance and support in the wake of 5/14/2022.</p> <p>Orchard Park - Closed Sunday, 5/8/2022 - Staffing.</p>
Amherst							
Audubon	1,828	2,224	-17.8%	9,633	8,762	9.9%	
Clearfield	2,125	1,892	12.3%	9,167	7,455	23.0%	
Eggertsville-Snyder	1,114	975	14.3%	4,838	4,249	13.9%	
Williamsville	1,336	1,695	-21.2%	5,750	6,577	-12.6%	
Angola	239	155	54.2%	988	682	44.9%	
Aurora	2,185	1,655	32.0%	9,497	7,051	34.7%	
Boston	145	160	-9.4%	720	602	19.6%	
Cheektowaga							
Julia Boyer Reinstein	1,154	724	59.4%	5,835	3,243	79.9%	
Reinstein Memorial	607	644	-5.7%	3,018	2,346	28.6%	
Clarence	639	1,124	-43.1%	4,839	4,710	2.7%	
Collins	215	190	13.2%	1,076	1,036	3.9%	
Concord	562	451	24.6%	2,382	2,137	11.5%	
Eden	208	189	10.1%	1,087	905	20.1%	
Elma	346	256	35.2%	1,497	1,262	18.6%	
Grand Island Memorial	712	964	-26.1%	2,970	2,995	-0.8%	
Hamburg							
Hamburg	1,880	1,641	14.6%	8,335	7,083	17.7%	
Lake Shore	422	424	-0.5%	1,986	1,776	11.8%	
Lackawanna	412	277	48.7%	1,947	1,204	61.7%	
Lancaster	1,704	1,403	21.5%	7,398	5,935	24.7%	
Marilla	97	95	2.1%	445	483	-7.9%	
Newstead	376	481	-21.8%	1,856	2,784	-33.3%	
North Collins	463	346	33.8%	1,811	1,387	30.6%	
Orchard Park	1,646	1,054	56.2%	7,405	4,403	68.2%	
City of Tonawanda	586	714	-17.9%	2,707	2,822	-4.1%	
Town of Tonawanda							
Kenilworth	456	349	30.7%	1,959	1,487	31.7%	
Kenmore	1,906	1,586	20.2%	9,342	6,645	40.6%	
West Seneca	1,837	1,691	8.6%	8,354	7,296	14.5%	
Buffalo							
Coles	585	559	4.7%	3,798	2,558	48.5%	
Crane	437	397	10.1%	1,977	2,440	-19.0%	
Dudley	1,261	1,831	-31.1%	6,748	6,966	-3.1%	
East Clinton	708	423	67.4%	3,030	1,932	56.8%	
González-Soto	2,193	1,593	37.7%	9,845	7,112	38.4%	
Merriweather	1,467	707	107.5%	5,035	3,145	60.1%	
North Park	1,081	765	41.3%	4,622	3,742	23.5%	
Panty	1,280	962	33.1%	5,103	4,287	19.0%	
Central	14,683	8,697	68.8%	64,076	39,700	61.4%	
Bookmobile Services							
Library on Wheels	59	32	84.4%	249	108	130.6%	
Library2Go	0	See note.	See note.	0	See note.	See note.	
System	49,435	39,752	24.4%	223,398	170,971	30.7%	
Member Libraries	25,681	23,786	8.0%	118,915	98,981	20.1%	
Buffalo Branches	9,012	7,237	24.5%	40,158	32,182	24.8%	
Central Library	14,683	8,697	68.8%	64,076	39,700	61.4%	
Bookmobile Services	59	32	84.4%	249	108	130.6%	

Abstract of Audited Vouchers For County Checking Account

Newstead Public Library

Date of Audit: 6/8/22

Month Year

Total Claims(\$) 792.87

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.

Date

Authorizing Official

Voucher #	Claimant	Vouchers		
		Amount	Check #	Date
4512	Corr Distributors	\$202.49	4512	5/23/2022
4513	Falcone Electric	\$235.62	4513	6/6/2022
4514	Village of Akron	\$354.76	4514	6/6/2022

Total: \$792.87