

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

Wednesday, March 13 @ 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 February 14, 2024

Action Required

- 3) Approval of the agenda for March 13, 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. Review of By Laws
 - b. Library Fundraiser
- 8) Building
 - a. Roof repair
 - b. Basement Bathrooms
 - c. Brick work
- 9) Old Business
 - a. Light Fixtures
- 10) Next Meeting April 10, 2024 @ 7 pm
- 11) Adjournment of Meeting Action Required

(Add)
OTHER

**Newstead Public Library
Board of Trustees
Wednesday, February 14 @ 7 pm**

Board Members Present: Sue Brown, Mary Mangan, Sue Sweitzer, Michelle Cositore, Tara Middaugh

At Large: Library Director Kristine Sutton, John Jendrowski

Call to Order: 7:04, Motion to approve- Sue B, Sue S

Approval of Minutes from January 10, 2024, Motion to approve- Sue S, Mary

Approval of the Agenda for February 14, 2024, Motion to approve – Sue S, Tara

Library Business

Public Comment: None

Directors Report: Reviewed monthly Program Report and Library Statistics. The Friends of the Newstead Library are planning a jewelry sale in May, donations appreciated

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

New Business: there are a lot of glasses available to our community for the Solar Eclipse! Kristine attended the Advocacy Day in Albany earlier in the month

Building: There are new leaks caused by falling ice & the town received a quote for \$4400 from Weaver Metal & Roofing


Old Business: Plumbing in the basement: there is a problem with the sewer; John is having a problem with getting return calls. New lighting will be ordered soon, we looked at pictures & everyone agreed to round fixtures

Next meeting: March 13, 2024 @ 7 pm

Meeting Adjourned: 8:04 pm, Motion to adjourn – Sue S, Mary


Branch	Program Date Title	Numb	Total	Atten	Type(r/v/r	Type (G/O/c	Target	Aud	Outre	Tech	Tut	ESC	Ea	Sun	Adult	Liter	Early	Litera	ESOL	Collab
NEWSTEAL	2/3/2024 Peace Love Y	1		11	Regular	Group	Intergener	n	n	n	n	n	n	n	No	Collabo	No	Collabo	No	Collabo
NEWSTEAL	2/3/2024 New Year Ne	2		13	Regular	Group	Adults	n	n	n	n	n	n	n	No	Collabo	No	Collabo	No	Collabo
NEWSTEAL	2/3/2024 Take your chi	18		18	Regular	Self-Direct	Intergener	n	n	n	n	n	n	n	No	Collabo	No	Collabo	No	Collabo
NEWSTEAL	2/5/2024 Mahjong	3		17	Regular	Group	Adults	n	n	n	n	n	n	n	No	Collabo	No	Collabo	No	Collabo
NEWSTEAL	2/5/2024 Science & Stc	3		25	Regular	Group	Intergener	n	n	n	n	n	n	n	No	Collabo	No	Collabo	No	Collabo
NEWSTEAL	2/6/2024 Book Club	1		6	Regular	Group	Adults	n	n	n	n	n	n	n	No	Collabo	No	Collabo	No	Collabo
NEWSTEAL	2/6/2024 Toddler time	1		40	Regular	Group	Children 5	n	n	n	n	y	n	n	No	Collabo	No	Collabo	No	Collabo
NEWSTEAL	2/6/2024 Assemblymai	2		2	Regular	One-on-On	Adults	n	n	n	n	n	n	n	No	Collabo	No	Collabo	No	Collabo
NEWSTEAL	2/6/2024 Rainbow You	3		19	Regular	Group	Teens	n	n	n	n	n	n	n	No	Collabo	No	Collabo	No	Collabo
NEWSTEAL	2/7/2024 DIY Sugar Scr	1		18	Regular	Group	Adults	n	n	n	n	n	n	n	No	Collabo	No	Collabo	No	Collabo
NEWSTEAL	2/9/2024 Valentine Cra	23		23	Regular	Self-Direct	Intergener	n	n	n	n	n	n	n	No	Collabo	No	Collabo	No	Collabo
NEWSTEAL	2/13/2024 Feelings Rock	2		103	Regular	Group	Intergener	n	n	n	n	y	n	n	No	Collabo	No	Collabo	No	Collabo
NEWSTEAL	2/17/2024 Puzzle Event	1		8	Regular	Group	Adults	n	n	n	n	n	n	n	No	Collabo	No	Collabo	No	Collabo
NEWSTEAL	2/17/2024 LEGO Club	1		11	Regular	Group	Children 6-	n	n	n	n	n	n	n	No	Collabo	No	Collabo	No	Collabo
NEWSTEAL	2/21/2024 Henri Star Mi	1		48	Regular	Group	Intergener	n	n	n	n	n	n	n	No	Collabo	No	Collabo	No	Collabo
NEWSTEAL	2/21/2024 Kidding Aroui	1		11	Regular	Group	Children 6-	n	n	n	n	n	n	n	No	Collabo	No	Collabo	No	Collabo
NEWSTEAL	2/23/2024 Barbie Storyt	1		59	Regular	Group	Intergener	n	n	n	n	y	n	n	No	Collabo	No	Collabo	No	Collabo
NEWSTEAL	2/26/2024 Diamond Dot	1		27	Regular	Group	Adults	n	n	n	n	n	n	n	No	Collabo	No	Collabo	No	Collabo
NEWSTEAL	2/27/2024 Kidding Aroui	1		5	Regular	Group	Children 5	n	n	n	n	y	n	n	No	Collabo	No	Collabo	No	Collabo
NEWSTEAL	2/28/2024 Solar Eclipse	1		38	Regular	Group	Intergener	n	n	n	n	n	n	n	No	Collabo	No	Collabo	No	Collabo
NEWSTEAL	2/28/2024 Bookmark Bu	1		26	Regular	Group	Intergener	n	n	n	n	n	n	n	No	Collabo	No	Collabo	No	Collabo
NEWSTEAL	2/29/2024 In the Kitchen	3		166	Recorded \	Group	Intergener	n	n	n	n	n	n	n	No	Collabo	No	Collabo	No	Collabo
NEWSTEAL	2/29/2024 PBS	6		72	Recorded \	Group	Adults	n	n	n	n	n	n	n	No	Collabo	No	Collabo	No	Collabo

Library Visits

 LIBRARY	February			Year to Date Totals			Footnotes
	2024	2023	% of	2024	2023	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	945	742	27.4%	1,778	1,468	21.1%	
<i>Amherst</i>							
Audubon	11,433	0	See note.	20,447	0	See note.	Audubon - Closed 10/10/2022-3/3/2023 - Construction. Central - New visitor counters installed 7/13/2023. Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023. González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.
Clearfield	10,026	12,926	-22.4%	19,218	25,795	-25.5%	
Egbertsville-Snyder	5,221	4,858	7.5%	9,366	9,201	1.8%	
Williamsville	1,799	1,430	25.8%	3,320	3,031	9.5%	
Angola	3,540	2,261	56.6%	5,781	4,577	26.3%	
Aurora	5,962	4,689	27.1%	11,052	9,223	19.8%	
Boston	1,258	1,018	23.6%	2,313	1,953	18.4%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	9,182	7,497	22.5%	16,547	14,965	10.6%	
Reinstein Memorial	3,584	3,344	7.2%	6,461	6,949	-7.0%	
Clarence	7,148	5,804	23.2%	12,664	11,424	10.9%	
Collins	1,524	1,353	12.6%	2,916	2,577	13.2%	
Concord	2,687	2,491	7.9%	5,228	5,004	4.5%	
Eden	1,403	990	41.7%	2,590	2,046	26.6%	
Elma	3,550	3,080	15.3%	6,437	5,846	10.1%	
Grand Island Memorial	4,179	3,038	37.6%	7,612	6,030	26.2%	
<i>Hamburg</i>							
Hamburg	8,110	6,934	17.0%	14,883	13,796	7.9%	
Lake Shore	3,654	2,729	33.9%	6,259	5,700	9.8%	
Lackawanna	2,848	2,476	15.0%	5,041	4,914	2.6%	
Lancaster	8,629	7,096	21.6%	14,699	13,104	12.2%	
Marilla	927	922	0.5%	1,707	1,809	-5.6%	
Newstead	2,712	2,420	12.1%	5,054	4,670	8.2%	
North Collins	1,014	993	2.1%	1,940	1,899	2.2%	
Orchard Park	12,033	9,668	24.5%	22,294	19,127	16.6%	
City of Tonawanda	4,839	3,711	30.4%	8,595	7,185	19.6%	
<i>Town of Tonawanda</i>							
Kenilworth	2,994	2,296	30.4%	5,738	4,847	18.4%	
Kenmore	10,489	8,467	23.9%	18,473	16,090	14.8%	
West Seneca	10,133	7,997	26.7%	18,171	15,519	17.1%	
<i>Buffalo</i>							
Coles	3,098	2,645	17.1%	5,873	5,537	6.1%	
Crane	3,783	0	See note.	6,836	0	See note.	
Dudley	2,282	2,428	-6.0%	4,030	4,816	-16.3%	
East Clinton	1,139	929	22.6%	2,010	1,845	8.9%	
González-Soto	2,507	0	See note.	4,532	0	See note.	
Merriweather	7,807	6,848	14.0%	13,707	12,375	10.8%	
North Park	3,825	4,836	-20.9%	7,110	9,559	-25.6%	
Panty	2,619	2,035	28.7%	4,640	3,976	16.7%	
<i>Central</i>	29,604	21,953	34.9%	52,773	45,843	15.1%	
<i>Bookmobile Services</i>							
Library on Wheels	1,558	1,402	11.1%	2,455	2,883	-14.8%	
Library2Go	292	112	160.7%	504	282	78.7%	
<i>Institutions</i>							
Correctional Facility	1,404	1,058	32.7%	2,704	1,939	39.5%	
Holding Center	575	528	8.9%	1,041	1,221	-14.7%	
System	202,316	156,004	29.7%	364,799	309,025	18.0%	
Member Libraries	141,823	111,230	27.5%	256,584	218,749	17.3%	
Buffalo Branches	27,060	19,721	37.2%	48,738	38,108	27.9%	
Central Library	29,604	21,953	34.9%	52,773	45,843	15.1%	
Bookmobile	1,850	1,514	22.2%	2,959	3,165	-6.5%	
Institutions	1,979	1,586	24.8%	3,745	3,160	18.5%	


Circulation

Total Circulations

	February			Year to Date Totals			Footnotes
	2024	2023	% of	2024	2023	% of	
	Total	Total	Change	Total	Total	Change	
Library	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	2,117	1,676	26.3%	4,330	3,498	23.8%	
<i>Amherst</i>							
Audubon	33,974	43	78909.3%	66,486	414	15959.4%	Audubon - Closed 10/10/2022-3/3/2023 - Construction.
Clearfield	26,475	41,633	-36.4%	53,790	84,841	-36.6%	
Eggersville-Snyder	13,452	13,761	-2.2%	25,896	29,433	-12.0%	
Williamsville	3,807	4,324	-12.0%	7,624	9,510	-19.8%	
Angola	2,988	2,744	8.9%	5,984	5,726	4.5%	
Aurora	14,352	12,943	10.9%	28,867	26,613	8.5%	Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.
Boston	2,912	2,710	7.5%	5,621	5,421	3.7%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	22,754	22,224	2.4%	45,443	45,328	0.3%	González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.
Reinstein Memorial	8,530	7,810	9.2%	17,089	16,225	5.3%	
Clarence	19,548	19,190	1.9%	38,282	39,420	-2.9%	
Collins	5,183	5,023	3.2%	10,088	10,477	-3.7%	
Concord	5,127	4,927	4.1%	10,217	9,791	4.4%	
Eden	3,690	3,135	17.7%	7,598	6,884	10.4%	
Elma	8,902	8,872	0.3%	17,519	18,142	-3.4%	
Grand Island Memorial	9,839	9,948	-1.1%	20,251	20,537	-1.4%	
<i>Hamburg</i>							
Hamburg	17,767	17,467	1.7%	35,770	34,939	2.4%	
Lake Shore	5,693	5,779	-1.5%	10,510	11,783	-10.8%	
Lackawanna	4,600	3,782	21.6%	9,234	8,038	14.9%	
Lancaster	21,074	19,227	9.6%	40,927	38,331	6.8%	
Marilla	3,473	3,367	3.1%	6,645	6,895	-3.6%	
Newstead	4,451	4,084	9.0%	8,960	8,726	2.7%	
North Collins	1,329	1,739	-23.6%	2,932	3,327	-11.9%	
Orchard Park	24,370	22,615	7.8%	48,175	46,083	4.5%	
City of Tonawanda	8,471	9,073	-6.6%	17,234	18,746	-8.1%	
<i>Town of Tonawanda</i>							
Kenilworth	4,778	5,299	-9.8%	9,806	11,208	-12.5%	
Kenmore	25,926	25,237	2.7%	50,641	51,437	-1.5%	
West Seneca	19,561	17,884	9.4%	38,244	35,816	6.8%	
<i>Buffalo</i>							
Coles	2,102	2,006	4.8%	4,133	4,312	-4.2%	
Crane	8,243	0	See note.	15,877	0	See note.	
Dudley	4,430	4,331	2.3%	7,681	8,773	-12.4%	
East Clinton	2,320	2,245	3.3%	4,346	4,805	-9.6%	
González-Soto	2,502	0	See note.	5,259	0	See note.	
Merriweather	3,751	4,285	-12.5%	7,336	9,013	-18.6%	
North Park	7,612	10,689	-28.8%	15,398	22,822	-32.5%	
Panty	2,180	1,947	12.0%	3,991	4,640	-14.0%	
<i>Central</i>							
21,872	21,872	28,776	-24.0%	42,660	59,570	-28.4%	
<i>Bookmobile Services</i>							
Library on Wheels	2,966	4,925	-39.8%	6,314	9,346	-32.4%	
Library2Go	2,233	1,667	34.0%	4,401	3,984	10.5%	
<i>Institutions</i>							
Correctional Facility	7,908	6,693	18.2%	14,767	11,287	30.8%	
Holding Center	15,477	8,398	84.3%	25,812	19,399	33.1%	
<i>System</i>							
Online Renewals	628	500	25.6%	1,318	1,294	1.9%	
Interlibrary Loans	1,486	1,215	22.3%	2,899	2,546	13.9%	
eAudiobooks	66,450	51,799	28.3%	135,974	108,221	25.6%	
eVideos	1,029	664	55.0%	1,961	1,300	50.8%	
eBooks	88,489	79,968	10.7%	186,547	167,930	11.1%	
eMusic	246	241	2.1%	463	417	11.0%	
eMagazines	29,503	6,916	326.6%	61,269	14,108	334.3%	
B&ECPL Totals	596,570	513,781	16.1%	1,192,569	1,061,356	12.4%	
Member Libraries	325,143	296,516	9.7%	644,163	607,589	6.0%	
Buffalo Branches	33,140	25,503	29.9%	64,021	54,365	17.8%	
Central Library	21,872	28,776	-24.0%	42,660	59,570	-28.4%	
Bookmobile Services	5,199	6,592	-21.1%	10,715	13,330	-19.6%	
Institutions	23,385	15,091	55.0%	40,579	30,686	32.2%	
System	187,831	141,303	32.9%	390,431	295,816	32.0%	


Registered Public Access Computer Sessions

Session Counts Per Outlet

	February			Year to Date Totals			Footnotes
	2024	2023	% of	2024	2023	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	78	52	50.0%	140	106	32.1%	Audubon - Closed 10/10/2022-3/3/2023 - Construction. Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023. González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.
<i>Amherst</i>							
Audubon	1,012	0	See note.	1,873	3	62333.3%	
Clearfield	946	1,058	-10.6%	1,765	2,177	-18.9%	
Egbertsville-Snyder	370	465	-20.4%	727	972	-25.2%	
Williamsville	119	90	32.2%	255	213	19.7%	
Angola	214	152	40.8%	394	316	24.7%	
Aurora	398	377	5.6%	766	748	2.4%	
Boston	69	51	35.3%	132	99	33.3%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,371	1,271	7.9%	2,567	2,555	0.5%	
Reinstein Memorial	674	699	-3.6%	1,287	1,468	-12.3%	
Clarence	439	411	6.8%	821	803	2.2%	
Collins	118	129	-8.5%	233	243	-4.1%	
Concord	200	174	14.9%	416	351	18.5%	
Eden	93	100	-7.0%	187	192	-2.6%	
Elma	152	191	-20.4%	308	361	-14.7%	
Grand Island Memorial	226	205	10.2%	418	405	3.2%	
<i>Hamburg</i>							
Hamburg	866	797	8.7%	1,665	1,531	8.8%	
Lake Shore	188	209	-10.0%	378	413	-8.5%	
Lackawanna	480	487	-1.4%	886	965	-8.2%	
Lancaster	660	605	9.1%	1,193	1,251	-4.6%	
Marilla	28	55	-49.1%	53	92	-42.4%	
Newstead	154	167	-7.8%	281	310	-9.4%	
North Collins	87	79	10.1%	187	184	1.6%	
Orchard Park	754	655	15.1%	1,323	1,273	3.9%	
City of Tonawanda	717	565	26.9%	1,344	1,152	16.7%	
<i>Town of Tonawanda</i>							
Kenilworth	383	293	30.7%	719	674	6.7%	
Kenmore	1,467	1,231	19.2%	2,832	2,497	13.4%	
West Seneca	1,165	872	33.6%	2,037	1,806	12.8%	
<i>Buffalo</i>							
Coles	1,048	797	31.5%	1,969	1,705	15.5%	
Crane	656	0	See note.	1,116	0	See note.	
Dudley	493	444	11.0%	846	918	-7.8%	
East Clinton	291	211	37.9%	502	416	20.7%	
González-Soto	376	0	See note.	745	0	See note.	
Merriweather	1,385	1,275	8.6%	2,491	2,593	-3.9%	
North Park	850	1,041	-18.3%	1,561	2,142	-27.1%	
Panty	422	386	9.3%	785	847	-7.3%	
<i>Central</i>	6,097	6,830	-10.7%	11,727	14,339	-18.2%	
<i>Bookmobile Services</i>							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
System	25,046	22,424	11.7%	46,929	46,120	1.8%	
Member Libraries	13,428	11,440	17.4%	25,187	23,160	8.8%	
Buffalo Branches	5,521	4,154	32.9%	10,015	8,621	16.2%	
Central Library	6,097	6,830	-10.7%	11,727	14,339	-18.2%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

WiFi

Total Logins

 Library	February			Year to Date Totals			Footnotes
	2024	2023	% of	2024	2023	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	427	347	23.1%	760	692	9.8%	
<i>Amherst</i>							
Audubon	4,437	946	369.0%	7,839	1,845	324.9%	Audubon - Closed 10/10/2022-3/3/2023 - Construction.
Clearfield	2,045	2,641	-22.6%	4,024	5,399	-25.5%	
Egbertsville-Snyder	1,084	910	19.1%	2,086	1,817	14.8%	
Williamsville	1,178	827	42.4%	2,081	1,636	27.2%	
Angola	82	99	-17.2%	153	210	-27.1%	Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.
Aurora	1,786	1,415	26.2%	3,482	2,924	19.1%	
Boston	179	134	33.6%	328	284	15.5%	González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,680	1,145	46.7%	3,111	2,321	34.0%	
Reinstein Memorial	692	558	24.0%	1,304	1,128	15.6%	
Clarence	1,505	1,195	25.9%	2,943	2,489	18.2%	
Collins	258	250	3.2%	466	517	-9.9%	
Concord	463	392	18.1%	920	828	11.1%	
Eden	193	124	55.6%	353	275	28.4%	
Elma	354	263	34.6%	645	554	16.4%	
Grand Island Memorial	649	514	26.3%	1,317	1,044	26.1%	
<i>Hamburg</i>							
Hamburg	1,766	1,415	24.8%	3,296	2,774	18.8%	
Lake Shore	555	301	84.4%	994	581	71.1%	
Lackawanna	541	398	35.9%	930	847	9.8%	
Lancaster	1,708	1,342	27.3%	3,078	2,694	14.3%	
Marilla	102	79	29.1%	156	152	2.6%	
Newstead	509	375	35.7%	929	716	29.7%	
North Collins	317	336	-5.7%	653	662	-1.4%	
Orchard Park	2,233	1,555	43.6%	4,056	3,126	29.8%	
City of Tonawanda	1,174	591	98.6%	2,152	1,238	73.8%	
<i>Town of Tonawanda</i>							
Kenilworth	391	371	5.4%	782	826	-5.3%	
Kenmore	2,060	1,726	19.4%	3,921	3,498	12.1%	
West Seneca	2,237	1,536	45.6%	3,977	3,206	24.0%	
<i>Buffalo</i>							
Coles	1,064	785	35.5%	1,971	1,665	18.4%	
Crane	1,251	0	See note.	2,382	0	See note.	
Dudley	2,156	1,466	47.1%	4,028	3,004	34.1%	
East Clinton	703	444	58.3%	1,247	945	32.0%	
González-Soto	984	476	106.7%	1,721	890	93.4%	
Merriweather	1,463	1,163	25.8%	2,686	2,279	17.9%	
North Park	1,027	1,005	2.2%	1,891	2,070	-8.6%	
Panty	1,287	852	51.1%	2,307	1,750	31.8%	
<i>Central</i>	15,474	12,770	21.2%	28,944	26,698	8.4%	
<i>Bookmobile Services</i>							
Library on Wheels	69	96	-28.1%	99	175	-43.4%	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
System	56,083	40,842	37.3%	104,012	83,759	24.2%	
Member Libraries	30,605	21,785	40.5%	56,736	44,283	28.1%	
Buffalo Branches	9,935	6,191	60.5%	18,233	12,603	44.7%	
Central Library	15,474	12,770	21.2%	28,944	26,698	8.4%	
Bookmobile Services	69	96	-28.1%	99	175	-43.4%	

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: NEWSTEAD PUBLIC LIBRARY

MONTH: Feb-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	38	462		500	
515000	Sewer	500	0	35	465		500	
515000	Electric	7,000	0	1,104	5,896		7,000	
515000	Telephone - Maintenance	0	0	0	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	
516030	Refuse Pickup	200	0	30	171		200	
530000	Other Expenses & Charges	600	0	158	442		600	
530000	Contingency (Bullet Aid)	0	0	0	0		0	
	TOTAL EXPENSES	10,670	0	1,716	8,955	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	50	0		(50)	
Copy Machines	600	0	47	553		(600)	
Print Cost Recovery	1,200	0	204	996		(1,200)	
Other Income	0	0	45	(45)		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	346	1,504	0	(1,850)	

Abstract of Audited Vouchers For Private Checking Account

Newstead Public Library

Date of Audit: 3.13.2024

MARCH 2024

Total Claims(\$)414.00

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.

3.13.2024

Date

Jana Middaugh

Authorizing Official

Voucher #	Claimant	Vouchers Amount	Check #	Date
1439	BookPage	\$414.00	1439	3/8/2024

Total: \$414.00

Abstract of Audited Vouchers For County Checking Account

Newstead Public Library

Date of Audit: 3.13.2024

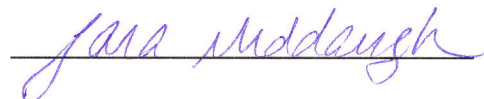
MARCH 2024

Total Claims(\$)4201.52

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.

3.13.2024

Date



Authorizing Official

Voucher #	Claimant	Vouchers		Date
		Amount	Check #	
4561	B&ECPL	\$3395.36	4561	3/1/2024
4562	USPS	\$68.00	4562	3/4/2024
4563	Village of Akron	\$738.16	4563	3/4/2024

Total: \$4201.52

Abstract of Audited Vouchers For Member Aid Checking Account

Newstead Public Library

Date of Audit: 3.13.2024

MARCH 2024

Total Claims(\$)528.43

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.

3.13.2024

Date

Jana Middelagh

Authorizing Official

Voucher #	Claimant	Vouchers		
		Amount	Check #	Date
120	B&ECPL	\$78.43	120	3/1/2024
121	Vickie DeLozier	\$200.00	121	3/15/2024
122	The Tool Library	\$250.00	122	3/15/2024

Total: \$528.43

Newstead Public Library

33 Main Street
Akron, NY 14001

CONSTITUTION

Article1: Name

Section I: The name of the organization shall be the Newstead Public library

Article II: General Objectives

Section 1. The objectives of the Library shall be:

To assemble, organize and make available expertly selected books and other materials which will aid individuals in the pursuit of information, in self-education, and in the creative use of leisure time.

To evaluate and anticipate the changing needs of the community and maintain a collection to meet those needs.

To provide open, equal and free access to information in accordance with the American Library Association's "Library Bill of Rights."

To promote lifelong learning by encouraging all children and adults in their enjoyment of reading and discovery.

To offer friendly and courteous assistance in the use of the library's resources.

To render free service to all persons in the Town of Newstead, with reciprocal service extended to all duly registered residents of Erie County and those residents served by the Akron School district and Erie County Schools, those owning property in Erie County and those working in Erie County.

To conduct our operations in accordance with the principles set forth in the Library Bill of rights and our contractual obligations to the Buffalo & Erie County Public Library System.

Article III: Member Qualifications

- Section 1. Pursuant to the requirements of New York State laws regarding libraries, the Board of Trustees of the Newstead Public Library, Akron, New York, shall consist of five (5) members appointed by the town Board of the Town of Newstead.
- Section 2. One trustee shall be appointed annually to serve for five (5) years.
- Section 3. The majority of trustees shall be residents of the Town of Newstead. At least one (1) trustee may be a resident of the area served by the Akron Central School District.
- Section 4. The library trustee must be in a position to devote some time to his/her work for the library.
- Section 5. If any trustee shall fail to attend three (3) consecutive meetings without excuse accepted as satisfactory by the trustees, he/she shall be deemed to have resigned and the vacancy shall be filled.
- Section 6. All trustees, officers, committee members and Key Employees shall abide by the Conflict of Interest Policy adopted by the Board and as amended from time to time. The Board shall oversee the adoption of, implementation of, and compliance with this Conflict of Interest Policy; provided that only those trustees who qualify as Independent Trustees, as defined below, shall be eligible to deliberate and vote on matters relating to the Policy.

A. "Independent Trustee" means a Trustee who:

(i) is not, and has not been within the last three years, an employee of the Newstead Public Library or an Affiliate of the Newstead Public Library, and does not have a Relative who is, or has been within the last three years, a Key Employee of the Newstead Public Library or an Affiliate of the Newstead Public Library;

(ii) has not received, and does not have a Relative who has received, in any of the last three fiscal years, more than \$10,000.00 in direct compensation from the Newstead Public Library or an Affiliate of the Newstead Public Library (other than reimbursement for expenses reasonably incurred as a Trustee or reasonable compensation for service as a Trustee);

(iii) is not a current employee of or does not have a Substantial Financial Interest in, and does not have a Relative who is a current officer of or has a Substantial Financial Interest in, any entity that has made Payments to,

or received payments from, the Newstead Public Library or an Affiliate of the Newstead Public Library for property or services in an amount which, in any of the last three fiscal years, exceeds the lesser of \$25,000.00 or 2% of such entity's consolidated gross revenues;

(iv) is not and does not have a Relative who is a current owner (whether wholly or partially), director, officer or employee of the Newstead Public Library's outside auditor or who has worked on the Newstead Public Library's audit at any time during the past three years.

B. For purposes of this paragraph:

(i) "Payment" does not include charitable contributions, dues or fees paid to the Newstead Public Library for services which the Newstead Public Library performs as part of its nonprofit purposes, provided that such services are available to individual members of the public on the same terms;

(ii) "Affiliate" of the Newstead Public Library means any entity controlled by or in control of the Newstead Public Library;

(iii) "Key Employee" means any person who is in a position to exercise substantial influence over the affairs of the Newstead Public Library, as referenced in 26 U.S.C. § 4958(f)(1)(A) and further specified in 26 C.F. R. § 53.4958-3(c), (d) and (e), or succeeding provisions to the extent such provisions are applicable;

(iv) "Relative" means his or her (i) spouse, ancestors, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren, and great-grandchildren; or (ii) domestic partner as defined in Section 2994-a of the Public Health Law; and

(v) "Substantial Financial Interest" includes all forms of direct or indirect financial interests, which in the discretion of the Board constitutes a substantial interest, given due consideration to the material facts and circumstances of the interest as disclosed by the Trustee.

Article IV: Executive Director

Section 1. The head librarian shall be the executive director of the policies adopted by the Board. Among his/her duties and responsibilities shall be the direction and supervision of all staff members in the performance of their duties, the submission to this Board of monthly reports and recommendations to the Board of such policies and procedures as in the opinion of said head librarian will promote the efficiency of the library in its service to the people of the community.

Article V: Officers

Section 1. The officers of the Board shall be a President, Recording Secretary, and a Treasurer.

Section 2: Officers shall be nominated and elected as provided for in the Bylaws. A simple majority of votes cast is necessary for election.

Article VI: Meetings

Section 1: Regular meetings shall be held monthly from September until June at the library.

Section 2: Special meeting may be held at any time at the call of the President or Secretary or any two(2) members of the Board, provided that written notice thereof be given to all trustees at least twenty-four(24) hours in advance of the special meeting.

Article VII: Quorum

Section1: A quorum at any meeting shall consist of a majority of the members of the Board, provided that any Trustee who is present at a meeting but not present at the time of a vote in accordance with the procedures set forth in the Newstead Public Library's Conflict of Interest Policy due to a Conflict of Interest or Related Party Transaction shall be considered present at the time of the vote for purposes of a quorum.

Article VIII: Amendments

Section 1: The constitution may be amended at any meeting of the Board by a majority vote, provided that copies of the amendment be sent to the members of the Board two(2) weeks previous to the meeting.

BYLAWS

Article 1: Officers

- Section 1. Officers shall be nominated and elected by voice vote at the regular June meeting in each calendar year to serve of one (1) year, and shall remain in office until their successors are elected.
- Section 2. The duties of all officers shall be such as by custom and law and the rules of the Board usually devolve upon such officers in accordance with their names.
- Section 3. The President and the Treasurer shall have the power to sign checks.
- Section 4. In the event of a vacancy in office, a special election shall be held at the next regular meeting of the Board to fill the vacant office.

Article II: Honorary Memberships

- Section 1. Individuals who have rendered distinguished service to the library may be elected honorary members of the Board by a two-thirds vote of the members present at any general meeting.

Article III: Meetings

- Section 1. Regular meetings shall be held second Wednesday of each month from September until June until at 7:00 p.m., in the library, or such other time and place as the board may determine.
- Section 2. Written notice shall be sent to all trustees at least ~~seven (7)~~⁵ days in advance of the regular meetings.

Article IV: Order of Business

- Section1: The order of business at all regular meetings of the Board shall be as follows:

Call to order and attendance
Disposition of minutes of previous meeting
Public Comment
Report of Director
Financial reports

Building Reports
Unfinished Business
New and Miscellaneous business
Adjournment

Section 2. Roberts Rules of Order shall govern in the parliamentary procedure of the Board.

Article V: Amendments

Section 1. Amendments to these rules may be proposed at any regular meeting but may become effective only after a favorable vote. Any of the foregoing rules may be temporarily suspended by majority vote of all trustees and the vote on such suspensions shall be taken by yeas and nays and entered in the official record.

Article VI: Payment of Bills

Section 1: To better control the finances of the Newstead Public Library and to ensure the prompt payment of periodic expenses, the Board of Trustees may preauthorize the payment of the following:

1. Utilities
2. Library Materials
3. Repairs and Maintenance
4. Insurance

5. Other expenses which may be incurred that, in the judgment of the treasurer, will cause the Library to be liable for payments and penalties.

Section2: Requests for payment of expenses not covered above will be presented at the next scheduled meeting of the Board of Trustees.

June 1975

Revised – June 1987

Revised – August 1994

Revised – April 1995

Revised- November 1995

Revised- May 1998

Revised – May 2014

Revised – October 2016

Revised – March 2019

Reviewed – March 2020

Reviewed- March 2022