

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

Wednesday, November 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, October 11, 2023

Action Required

- 3) Approval of the agenda for November 8, 2023
- 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 Investment Policy
- 8) Building
 - a. HVAC Project
- 9) Old Business
 - a. Fire Panel
- 10) Next Meeting December 13, 2023 @ 7 pm
- 11) Adjournment of Meeting **Action Required**

**Newstead Public Library
Board of Trustees
Wednesday, October 11 @ 7 pm**

Board Members Present: Mary Mangen, Sue Brown, Sue Sweitzer, Tara Middaugh, Michele Cositore

At Large: Library Director Kristine Sutton, John Jendrowski

Call to Order: 7:07, Motion to approve- Mary, Michele

Approval of Minutes from July 12, 2023, Motion to approve- Sue B, Mary

Approval of the Agenda for September 13, 2023, Motion to approve – Sue, seconded – Sue S

Library Business

Public Comment: None

Directors Report: Reviewed monthly Program Report and Library Statistics, review of Friends of the Newstead Library Report, Saturday 10/14 is the Akron Fall Festival & our library will have a pumpkin decorating event, John J is delivering 80 small pumpkins. There will also be chalk art (weather pending). Friends of the Library Book Sale will be November 1,3,4

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

Building: The HVAC unit install has not been completed, the install has been pushed back, and a Thursday has been requested once again. Roof: we are still waiting to hear from Catalano

Old Business:

New Business: Fire panel needs to be updated, quotes for updating:

Johnson Control \$11,150 with option to add zone 1, \$18,346

Amherst Alarm to replace all \$17,550

Doyle everything is \$29,158


Questions on “addressable”, looking into it more to make sure quotes are all comparable

Next meeting: October 11, 2023 @ 7 pm

Meeting Adjourned: 7:26 pm, Motion to adjourn – Sue S, Seconded – Sue B


Branch	Program Date	Title	Numb	Total / Type(r/h)	Type (G, Target)	Aud Out	Tec	Tut	ES	Early	Sum	Adult Liter	Early Litera	ESOL	Colla	Summer Re
NEWS	10/2/2023	Mahjong	5	27 Regular	Group	Adults	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	10/2/2023	Science & S	5	36 Regular	Group	Intergener	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	10/3/2023	Tai Chi	5	72 Regular	Group	Adults	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	10/3/2023	Kidding Arc	2	10 Regular	Group	Children 5-	n	n	n	y	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	10/3/2023	Rainbow Yc	5	30 Regular	Group	Teens	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	10/3/2023	Read to Ru	12	12 Regular	One-on-	Intergener	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	10/4/2023	Read to Da	18	18 Regular	One-on-	Intergener	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	10/4/2023	Erie Canal	1	5 Regular	Group	Adults	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	10/7/2023	Peace Love	1	1 Regular	Group	Adults	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	10/10/2023	Feelings Rc	2	93 Regular	Group	Intergener	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	10/11/2023	Bookmark	3	115 Regular	Group	Intergener	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	10/14/2023	Fall Fest - P	1	87 Regular	Group	Intergener	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	10/17/2023	Toddler Stc	1	32 Regular	Group	Intergener	n	n	n	y	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	10/18/2023	APA Class \	1	14 Regular	Group	Children 5-	y	n	n	y	n	n	No Collabo	Childcare C	No Collabo	No Collabo
NEWS	10/18/2023	Kindergart	4	79 Regular	Group	Children 6-	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	10/18/2023	Glass Etchii	1	24 Regular	Group	Adults	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	10/18/2023	Kidding Arc	1	4 Regular	Group	Children 6-	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	10/21/2023	Lego Club	1	8 Regular	Group	Children 6-	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	10/23/2023	Puzzle Ever	1	12 Regular	Group	Adults	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	10/25/2023	Art Time	1	13 Regular	Group	Adults	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	10/31/2023	In the Kitc	4	196 Recorde	Group	Intergener	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	10/31/2023	PBS	5	41 Recorde	Group	Adults	n	n	n	n	n	n	No Collabo	No Collabo	No Collabo	No Collabo

Library Visits

	October			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	996	240	315.0%	8,693	7,981	8.9%	<p>Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>System-wide - High visitor counts 10/11/2023-10/12/2023 - Eclipse glasses distribution.</p> <p>Alden - Closed 10/8/2022-10/27/2022 - Renovations.</p> <p>Alden - Closed 10/18/2023-10/21/2023 - Main entrance floor re-tiling.</p> <p>Audubon - Closed 10/10/2022-3/3/2023 - Construction.</p> <p>Central - New visitor counters installed 7/13/2023.</p> <p>Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.</p> <p>González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.</p>
<i>Amherst</i>							
Audubon	12,370	2,887	328.5%	82,917	82,395	0.6%	
Clearfield	10,688	11,931	-10.4%	116,350	99,494	16.9%	
Egbertsville-Snyder	5,164	4,329	19.3%	47,579	43,803	8.6%	
Williamsville	2,152	2,777	-22.5%	18,522	19,959	-7.2%	
Angola	2,411	2,178	10.7%	27,614	30,767	-10.2%	
Aurora	6,047	4,945	22.3%	54,069	47,397	14.1%	
Boston	1,644	1,323	24.3%	12,211	11,757	3.9%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	9,090	7,766	17.0%	82,232	76,503	7.5%	
Reinstein Memorial	3,782	3,704	2.1%	36,900	31,584	16.8%	
Clarence	7,334	5,923	23.8%	64,326	53,226	20.9%	
Collins	1,736	1,315	32.0%	15,121	12,585	20.2%	
Concord	2,790	2,282	22.3%	26,342	24,869	5.9%	
Eden	1,728	1,604	7.7%	13,718	13,468	1.9%	
Elma	4,227	3,102	36.3%	35,235	31,552	11.7%	
Grand Island Memorial	4,275	4,022	6.3%	40,530	38,039	6.5%	
<i>Hamburg</i>							
Hamburg	8,759	7,334	19.4%	77,228	64,620	19.5%	
Lake Shore	3,756	2,578	45.7%	31,141	27,762	12.2%	
Lackawanna	3,326	2,715	22.5%	27,913	28,815	-3.1%	
Lancaster	7,682	7,028	9.3%	72,684	63,312	14.8%	
Marilla	1,150	893	28.8%	9,648	8,980	7.4%	
Newstead	3,424	2,692	27.2%	28,293	24,123	17.3%	
North Collins	1,332	1,297	2.7%	11,209	10,059	11.4%	
Orchard Park	11,410	9,620	18.6%	108,667	99,488	9.2%	
City of Tonawanda	4,607	3,973	16.0%	41,652	36,764	13.3%	
<i>Town of Tonawanda</i>							
Kenilworth	3,221	2,561	25.8%	30,748	27,738	10.9%	
Kenmore	9,686	7,620	27.1%	86,156	77,795	10.7%	
West Seneca	9,312	7,503	24.1%	84,438	76,411	10.5%	
<i>Buffalo</i>							
Coles	3,406	2,933	16.1%	30,968	21,829	41.9%	
Crane	4,036	0	See note.	6,919	21,250	-67.4%	
Dudley	2,609	2,470	5.6%	24,263	25,183	-3.7%	
East Clinton	3,123	2,999	4.1%	13,995	14,102	-0.8%	
González-Soto	2,543	0	See note.	4,443	22,969	-80.7%	
Merriweather	8,059	6,808	18.4%	75,249	67,064	12.2%	
North Park	4,435	5,608	-20.9%	50,612	46,065	9.9%	
Panty	2,756	2,792	-1.3%	26,569	20,663	28.6%	
<i>Central</i>	29,660	21,416	38.5%	224,370	161,514	38.9%	
<i>Bookmobile Services</i>							
Library on Wheels	2,542	3,709	-31.5%	15,271	13,796	10.7%	
Library2Go	259	143	81.1%	2,154	2,344	-8.1%	
<i>Institutions</i>							
Correctional Facility	1,152	655	75.9%	11,263	6,050	86.2%	
Holding Center	451	622	-27.5%	5,903	3,964	48.9%	
System	209,130	166,297	25.8%	1,784,115	1,598,039	11.6%	
Member Libraries	144,099	116,142	24.1%	1,292,136	1,171,246	10.3%	
Buffalo Branches	30,967	23,610	31.2%	233,018	239,125	-2.6%	
Central Library	29,660	21,416	38.5%	224,370	161,514	38.9%	
Bookmobile	2,801	3,852	-27.3%	17,425	16,140	8.0%	
Institutions	1,603	1,277	25.5%	17,166	10,014	71.4%	


Circulation

Total Circulations

 Library	October			Year to Date Totals			Footnotes
	2023 Total	2022 Total	% of	2023 Total	2022 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	2,177	948	129.6%	19,469	16,537	17.7%	Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff. System-wide - High visitor counts 10/11/2023-10/12/2023 - Eclipse glasses distribution. Alden - Closed 10/8/2022-10/27/2022 - Renovations. Alden - Closed 10/18/2023-10/21/2023 - Main entrance floor re-tiling. 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	37,595	19,102	96.8%	289,550	276,753	4.6%	
Clearfield	28,691	33,837	-15.2%	346,791	267,064	29.9%	
Eggertsville-Snyder	15,427	14,925	3.4%	150,307	124,745	20.5%	
Williamsville	4,412	5,902	-25.2%	44,677	43,534	2.6%	
Angola	3,374	3,021	11.7%	32,641	26,650	22.5%	
Aurora	14,859	13,556	9.6%	142,308	115,036	23.7%	
Boston	3,101	2,876	7.8%	29,797	26,477	12.5%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	24,254	23,896	1.5%	240,288	202,889	18.4%	
Reinstein Memorial	9,004	8,647	4.1%	88,107	71,849	22.6%	
Clarence	20,130	20,414	-1.4%	210,274	169,770	23.9%	
Collins	4,898	4,909	-0.2%	48,320	37,279	29.6%	
Concord	5,155	4,915	4.9%	52,299	44,181	18.4%	
Eden	3,904	3,996	-2.3%	39,450	35,628	10.7%	
Elma	9,924	9,386	5.7%	95,744	78,510	22.0%	
Grand Island Memorial	11,081	10,936	1.3%	114,069	93,406	22.1%	
<i>Hamburg</i>							
Hamburg	19,957	18,706	6.7%	193,487	162,529	19.0%	
Lake Shore	6,766	6,124	10.5%	64,323	53,649	19.9%	
Lackawanna	5,434	4,494	20.9%	43,649	35,684	22.3%	
Lancaster	20,426	18,462	10.6%	210,059	165,882	26.6%	
Marilla	3,332	3,089	7.9%	33,076	29,300	12.9%	
Newstead	4,995	4,894	2.1%	48,586	44,610	8.9%	
North Collins	1,793	1,814	-1.2%	18,651	14,323	30.2%	
Orchard Park	24,262	23,950	1.3%	247,551	208,240	18.9%	
City of Tonawanda	8,994	9,410	-4.4%	94,231	79,915	17.9%	
<i>Town of Tonawanda</i>							
Kenilworth	6,207	6,322	-1.8%	59,891	50,440	18.7%	
Kenmore	27,820	27,169	2.4%	268,188	222,120	20.7%	
West Seneca	22,149	19,426	14.0%	209,298	173,816	20.4%	
<i>Buffalo</i>							
Coles	2,319	2,639	-12.1%	24,791	14,458	71.5%	
Crane	8,509	336	2432.4%	12,441	52,275	-76.2%	
Dudley	4,908	4,999	-1.8%	46,280	38,113	21.4%	
East Clinton	2,698	2,785	-3.1%	27,501	21,641	27.1%	
González-Soto	2,636	0	See note.	5,483	26,394	-79.2%	
Merriweather	4,892	4,432	10.4%	47,611	32,285	47.5%	
North Park	8,747	12,259	-28.6%	116,738	77,523	50.6%	
Panty	2,449	3,779	-35.2%	22,894	18,736	22.2%	
<i>Central</i>	24,759	33,131	-25.3%	280,157	249,060	12.5%	
<i>Bookmobile Services</i>							
Library on Wheels	6,012	3,774	59.3%	36,440	20,994	73.6%	
Library2Go	2,921	1,226	138.3%	20,786	5,674	266.3%	
<i>Institutions</i>							
Correctional Facility	6,759	5,105	32.4%	52,662	8,256	537.9%	
Holding Center	8,967	3,625	147.4%	100,005	17,129	483.8%	
<i>System</i>							
Online Renewals	655	542	20.8%	6,719	251,558	-97.3%	
Interlibrary Loans	1,524	945	61.3%	13,262	10,898	21.7%	
eAudiobooks	62,452	49,908	25.1%	587,999	460,859	27.6%	
eVideos	846	647	30.8%	7,303	4,259	71.5%	
eBooks	86,880	77,147	12.6%	848,662	762,774	11.3%	
eMusic	275	234	17.5%	2,256	1,490	51.4%	
eMagazines	29,858	6,033	394.9%	98102	33,308	194.5%	
B&ECPL Totals	619,187	538,672	14.9%	5,793,173	4,978,500	16.4%	
Member Libraries	350,121	325,126	7.7%	3,435,081	2,870,816	19.7%	
Buffalo Branches	37,158	31,229	19.0%	303,739	281,425	7.9%	
Central Library	24,759	33,131	-25.3%	280,157	249,060	12.5%	
Bookmobile Services	8,933	5,000	78.7%	57,226	26,668	114.6%	
Institutions	15,726	8,730	80.1%	152,667	25,385	501.4%	
System	182,490	135,456	34.7%	1,564,303	1,525,146	2.6%	


Registered Public Access Computer Sessions

Session Counts Per Outlet

	Session Counts Per Outlet						Footnotes
	October			Year to Date Totals			
	2023	2022	% of	2023	2022	% of	
Library	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	48	22	118.2%	672	564	19.1%	<p>Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>System-wide - High visitor counts 10/11/2023-10/12/2023 - Eclipse glasses distribution.</p> <p>Alden - Closed 10/8/2022-10/27/2022 - Renovations.</p> <p>Alden - Closed 10/18/2023-10/21/2023 - Main entrance floor re-tiling.</p> <p>Audubon - Closed 10/10/2022-3/3/2023 - Construction.</p> <p>Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.</p> <p>González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.</p>
<i>Amherst</i>							
Audubon	1,118	268	317.2%	7,799	8,677	-10.1%	
Clearfield	861	1,160	-25.8%	8,964	7,662	17.0%	
Egbertsville-Snyder	422	502	-15.9%	4,511	4,558	-1.0%	
Williamsville	126	238	-47.1%	1,314	1,638	-19.8%	
Angola	185	148	25.0%	1,663	1,717	-3.1%	
Aurora	379	324	17.0%	3,802	3,363	13.1%	
Boston	58	60	-3.3%	601	675	-11.0%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,462	1,402	4.3%	13,327	13,100	1.7%	
Reinstein Memorial	730	787	-7.2%	7,907	7,245	9.1%	
Clarence	432	452	-4.4%	4,410	4,107	7.4%	
Collins	117	122	-4.1%	1,233	1,001	23.2%	
Concord	205	160	28.1%	1,972	1,877	5.1%	
Eden	133	87	52.9%	1,117	1,004	11.3%	
Elma	209	144	45.1%	2,050	1,744	17.5%	
Grand Island Memorial	239	255	-6.3%	2,307	2,521	-8.5%	
<i>Hamburg</i>							
Hamburg	831	790	5.2%	8,587	8,447	1.7%	
Lake Shore	198	186	6.5%	2,309	2,226	3.7%	
Lackawanna	462	418	10.5%	4,944	4,317	14.5%	
Lancaster	624	662	-5.7%	6,275	6,497	-3.4%	
Marilla	44	39	12.8%	392	329	19.1%	
Newstead	213	178	19.7%	1,841	1,609	14.4%	
North Collins	112	85	31.8%	932	1,028	-9.3%	
Orchard Park	721	599	20.4%	7,046	5,715	23.3%	
City of Tonawanda	600	758	-20.8%	6,543	5,989	9.3%	
<i>Town of Tonawanda</i>							
Kenilworth	355	393	-9.7%	3,669	3,933	-6.7%	
Kenmore	1,412	1,378	2.5%	12,773	13,265	-3.7%	
West Seneca	1,042	959	8.7%	10,370	10,190	1.8%	
<i>Buffalo</i>							
Coles	1,102	922	19.5%	10,020	6,883	45.6%	
Crane	527	0	See note.	798	3,273	-75.6%	
Dudley	495	481	2.9%	5,024	5,290	-5.0%	
East Clinton	357	338	5.6%	2,979	2,881	3.4%	
González-Soto	333	0	See note.	631	4,890	-87.1%	
Merriweather	1,522	1,316	15.7%	14,813	13,215	12.1%	
North Park	1,006	1,272	-20.9%	11,040	9,761	13.1%	
Panty	561	539	4.1%	5,188	3,960	31.0%	
<i>Central</i>	6,288	7,293	-13.8%	63,451	58,469	8.5%	
<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	25,529	24,737	3.2%	243,274	233,620	4.1%	
Member Libraries	13,338	12,576	6.1%	129,330	124,998	3.5%	
Buffalo Branches	5,903	4,868	21.3%	50,493	50,153	0.7%	
Central Library	6,288	7,293	-13.8%	63,451	58,469	8.5%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

WiFi

Total Logins

	October			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	466	376	23.9%	4,318	4,300	0.4%	<p>Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>System-wide - High visitor counts 10/11/2023-10/12/2023 - Eclipse glasses distribution.</p> <p>Alden - Closed 10/8/2022-10/27/2022 - Renovations.</p> <p>Alden - Closed 10/18/2023-10/21/2023 - Main entrance floor re-tiling.</p> <p>Audubon - Closed 10/10/2022-3/3/2023 - Construction.</p> <p>Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.</p> <p>González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.</p>
<i>Amherst</i>							
Audubon	4,505	955	371.7%	31,035	19,310	60.7%	
Clearfield	2,588	2,816	-8.1%	26,154	22,158	18.0%	
Eggertsville-Snyder	1,156	1,006	14.9%	9,941	10,071	-1.3%	
Williamsville	1,232	1,197	2.9%	11,598	12,272	-5.5%	
Angola	118	217	-45.6%	1,257	2,079	-39.5%	
Aurora	1,790	2,283	-21.6%	17,950	20,953	-14.3%	
Boston	149	169	-11.8%	1,796	1,707	5.2%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,746	1,286	35.8%	13,268	11,356	16.8%	
Reinstein Memorial	722	707	2.1%	7,224	6,578	9.8%	
Clarence	1,499	1,185	26.5%	13,369	10,648	25.6%	
Collins	273	268	1.9%	2,734	2,346	16.5%	
Concord	633	526	20.3%	5,342	5,283	1.1%	
Eden	216	216	0.0%	1,774	2,123	-16.4%	
Elma	418	308	35.7%	3,702	3,167	16.9%	
Grand Island Memorial	694	706	-1.7%	6,704	6,773	-1.0%	
<i>Hamburg</i>							
Hamburg	1,643	1,610	2.0%	16,510	16,892	-2.3%	
Lake Shore	586	324	80.9%	4,716	3,907	20.7%	
Lackawanna	516	461	11.9%	4,723	4,189	12.7%	
Lancaster	1,718	1,543	11.3%	15,134	15,614	-3.1%	
Marilla	99	88	12.5%	838	884	-5.2%	
Newstead	485	400	21.3%	4,602	3,796	21.2%	
North Collins	406	417	-2.6%	3,597	3,593	0.1%	
Orchard Park	2,090	1,722	21.4%	18,681	15,877	17.7%	
City of Tonawanda	1,203	959	25.4%	8,998	6,520	38.0%	
<i>Town of Tonawanda</i>							
Kenilworth	485	455	6.6%	4,670	4,495	3.9%	
Kenmore	2,128	1,943	9.5%	19,779	19,357	2.2%	
West Seneca	2,087	1,867	11.8%	18,954	18,034	5.1%	
<i>Buffalo</i>							
Coles	1,132	972	16.5%	9,598	7,880	21.8%	
Crane	1,305	0	See note.	3,802	3,351	13.5%	
Dudley	2,422	2,034	19.1%	19,951	14,592	36.7%	
East Clinton	775	707	9.6%	5,928	6,839	-13.3%	
González-Soto	1,042	1,985	-47.5%	5,326	20,603	-74.1%	
Merriweather	1,431	1,198	19.4%	12,328	10,976	12.3%	
North Park	1,177	1,375	-14.4%	10,956	10,577	3.6%	
Panty	1,376	1,411	-2.5%	12,415	11,657	6.5%	
<i>Central</i>	15,723	15,675	0.3%	146,817	139,432	5.3%	
<i>Bookmobile Services</i>							
Library on Wheels	102	159	-35.8%	891	724	23.1%	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
System	58,136	51,526	12.8%	507,380	480,913	5.5%	
Member Libraries	31,651	26,010	21.7%	279,368	254,282	9.9%	
Buffalo Branches	10,660	9,682	10.1%	80,304	86,475	-7.1%	
Central Library	15,723	15,675	0.3%	146,817	139,432	5.3%	
Bookmobile Services	102	159	-35.8%	891	724	23.1%	

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: NEWSTEAD PUBLIC LIBRARY

MONTH: Nov-23

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	269	231		500		
515000	Sewer	500	0	258	242		500		
515000	Electric	7,000	0	3,972	3,028		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.	2,000	0	106	1,894		2,000		
555050	Insurance Charges	0	0	0	0		0		
510000	Travel & Mileage Expenses	100	0	61	39		100		
516030	Refuse Pickup	200	0	133	67		200		
530000	Other Expenses & Charges	600	0	562	38		600		
530000	Contingency (Bullet Aid)	0	0	0	0		0		
TOTAL EXPENSES		10,920	0	5,381	5,539		10,920		

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	25	0	267	(242)	(25)		
Copy Machines	400	0	578	(178)	(400)		
Print Cost Recovery	1,200	0	1,092	108	(1,200)		
Other Income	0	0	28	(28)	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	1,625	0	1,965	(340)	0	(1,625)	

Newstead Public Library– Investment Policy

Newstead Public Library

I. SCOPE

This investment policy applies to all moneys and other financial resources available for deposit and investment by the *Newstead Public Library*, hereafter referred to as Library, on its own behalf or on behalf of any other entity or individual.

II. OBJECTIVES

The primary objectives of the Library's investment activities are, in priority order:

- To conform with all applicable federal, State and other legal requirements (legality);
- To adequately safeguard principal (safety);
- To provide sufficient liquidity to meet all operating requirements (liquidity) and
- To obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY

The Library board's responsibility for administration of the investment program is delegated to the *Treasurer appointed by the Board* who shall establish written procedures for the operation of the investment program consistent with these investment policies. Such procedures shall include internal controls to provide a satisfactory level of accountability based upon records incorporating the description and amounts of investments, the fund(s) for which they are held, the place(s) where kept, and other relevant information, including dates of sale or other dispositions and amounts realized. In addition, the internal control procedures shall describe the responsibilities and levels of authority for key individuals involved in the investment program.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Library to operate effectively.

Investments shall be made with prudence, diligence, skill, judgment and care, under circumstances then prevailing, which knowledgeable and prudent persons acting in like capacity would use, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.

Newstead Public Library- Investment Policy

V. DIVERSIFICATION

It is the policy of the Library to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

The Library board shall establish appropriate limits for the amount of investments which can be made with each financial institution or dealer, and shall evaluate this listing at least annually.

VI. INTERNAL CONTROLS

It is the policy of the Library for all moneys collected by any officer or employee of the Library to transfer those funds to the (chief fiscal officer) within __14__ days of deposit, or within the time period specified in law, whichever is shorter.

The *Treasurer appointed by the Board* is responsible for establishing and maintaining internal control procedures to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization, properly recorded, and managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITARIES

The banks and trust companies that are authorized for the deposit of moneys, and the maximum amount which may be kept on deposit at any time, are:

Depository Name	Maximum Amount	Officer
Bank on Buffalo	\$250,000 per account	Treasurer as appointed by Board
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Newstead Public Library– Investment Policy

VIII. SECURING DEPOSITS AND INVESTMENTS

All deposits and investments at a bank or trust company, including all demand deposits, certificates of deposit and special time deposits (hereinafter, collectively, “deposits”) made by officers of the Library that are in excess of the amount insured under the provisions of the Federal Deposit Insurance Act, including pursuant to a Deposit Placement Program in accordance with law, shall be secured by:

1. A pledge of “eligible securities” with an aggregate “market value” (as provided by the GML Section 10) that is at least equal to the aggregate amount of deposits by the officers. See Schedule A of this policy for a listing of “eligible securities.”

IX. COLLATERALIZATION AND SAFEKEEPING

Eligible securities used for collateralizing deposits made by officers of the Library shall be held by (the depository *or* a third party) bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities (or the pro rata portion of a pool of eligible securities) are being pledged to secure such deposits together with agreed-upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon a default. It shall also provide the conditions under which the securities (or pro rata portion of a pool of eligible securities) held may be sold, presented for payment, substituted or released and the events of default which will enable the Library to exercise its rights against the pledged securities.

In the event that the pledged securities are not registered or inscribed in the name of the Library, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Library or the custodial bank or trust company. Whenever eligible securities delivered to the custodial bank or trust company are transferred by entries on the books of a federal reserve bank or other book-entry system operated by a federally regulated entity without physical delivery of the evidence of the obligations, then the records of the custodial bank or trust company shall be required to show, at all times, the interest of the Library in the securities (or the pro rata portion of a pool of eligible securities) as set forth in the security agreement.

The custodial agreement shall provide that pledged securities (or the pro rata portion of a pool of eligible securities) will be held by the custodial bank or trust company as agent of, and custodian for, the Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt, substitution or release of the collateral and it shall provide for the frequency of revaluation of collateral by the custodial bank or trust company and for the substitution of collateral when a change in the rating of a security causes ineligibility. The security and custodial agreements shall also include all other provisions necessary to provide the Library with a perfected security interest in the eligible securities and to otherwise secure the Library’s interest in the collateral, and may contain other provisions that the Library board deems necessary.

Newstead Public Library– Investment Policy

X. PERMITTED INVESTMENTS

As provided by General Municipal Law Section 11, the Library Board of Trustees authorizes the *Treasurer appointed by the Board* to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts in, or certificates of deposit issued by, a bank or trust company located and authorized to do business in the State of New York (for example a savings account or CD at said institution).

Time deposit accounts and certificates of deposit shall be payable within such times as the proceeds will be needed to meet expenditures for which the moneys were obtained, and shall be secured as provided in Sections VIII and IX herein.

Except as may otherwise be provided in a contract with bondholders or note holders, any moneys of the Library authorized to be invested may be commingled for investment purposes, provided that any investment of commingled moneys shall be payable or redeemable at the option of the Library within such time as the proceeds shall be needed to meet expenditures for which such moneys were obtained, or as otherwise specifically provided in General Municipal Law Section 11. The separate identity of the sources of these funds shall be maintained at all times and income received shall be credited on a pro rata basis to the fund or account from which the moneys were invested.

Any obligation that provides for the adjustment of its interest rate on set dates is deemed to be payable or redeemable on the date on which the principal amount can be recovered through demand by the holder.

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

All financial institutions and dealers with which the Library transacts business shall be creditworthy, and have an appropriate level of experience, capitalization, size and other factors that make the financial institution or the dealer capable and qualified to transact business with the Library. The *Treasurer appointed by the Board* shall evaluate the financial position and maintain a listing of proposed depositaries.

The Library shall maintain a list of financial institutions approved for investment purposes and establish appropriate limits to the amounts of investments that can be made with each financial institution.

Newstead Public Library- Investment Policy

XII. ANNUAL REVIEW AND AMENDMENTS

The *Library* shall review this investment policy annually, and it shall have the power to amend this policy at any time.

XIII. DEFINITIONS

The terms “public funds,” “public deposits,” “bank,” “trust company,” “eligible securities,” “eligible surety bond,” and “eligible letter of credit” shall have the same meanings as set forth in General Municipal Law Section 10.

Schedule A

Schedule of Eligible Securities for Collateralizing Deposits and Investments in Excess of FDIC Coverage (see Investment Policy, Section VIII)

[Note: This is not a list of Permitted Investments. Please see Investment Policy, Section X, for Permitted Investments.]

“Eligible Securities” for Collateral	For purposes of determining aggregate “market value,” eligible securities shall be valued at these percentages of “market value”:
(i) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government-sponsored corporation.	100%
(iv) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of this State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.	100%

Abstract of Audited Vouchers For Member Aid Checking Account

Newstead Public Library

Date of Audit: 11/8/23

Month Year

Total Claims(\$) 266.99

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.

11/8/23

Date

Authorizing Official

Voucher #	Claimant	Vouchers		
		Amount	Check #	Date
113	B&ECPL	\$171.32	113	11/6/2023
114	B&ECPL	\$95.17	114	11/6/2023

Total: \$266.49

Abstract of Audited Vouchers For Private Checking Account

Newstead Public Library

Date of Audit: 11/8/23

Month Year

Total Claims(\$) 452.14

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.

11/8/23
Date

Authorizing Official

Voucher #	Claimant	Vouchers		Date
		Amount	Check #	
1434	B&ECPL	\$452.14	1434	11/6/2023

Total: \$452.14

Abstract of Audited Vouchers For County Checking Account

Newstead Public Library

Date of Audit: 11/8/23

Month Year

Total Claims(\$) 356.23

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.

11/8/23



Date

Authorizing Official

Voucher #	Claimant	Vouchers		Date
		Amount	Check #	
4553	Village of Akron	\$356.23	4553	11/6/2023

Total: \$356.23