

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

Wednesday, January 11 @ 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 December 14, 2022

Action Required

- 3) Approval of the agenda for January 11, 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) Building
 - a. Ceiling leaks
- 8) Old Business
- 9) New Business
 - a. Policy Review
- 10) Next Meeting February 8, 2023 @ 7 pm
- 11) Adjournment of Meeting Action Required

Newstead Public Library

Board of Trustees

Wednesday, December 14 @ 7 pm

Board Members Present: Sue Brown, Tara Middaugh, Michele Cositore

At Large: Library Director Kristine Sutton, John Jendrowski

Call to Order: 7:04, Motion to approve- Sue B, Seconded – Michele

Approval of Minutes from November 9, 2022, Motion to approve- Sue S, seconded- Michele

Approval of the Agenda for December 14 2022, Motion to approve – Sue S, seconded – Tara

Library Business

Public Comment: None

Directors Report: Reviewed monthly Program Report and Library Statistics. There was nothing to report from the Friends of the Library, their next meeting is in January 2023.

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

Building: HVAC - NYS Construction Grant - the town has put out to bid. This needs to be completed by June 2023 or we will have to ask for an extension. John is looking to put quotes out in early spring for sealing the brick work in the hopes of stopping the leaks coming through the wall. The parking lot island now has stone which has improved its appearance.

Old Business: The Bookmark Buddies was a success. The Seniors work & read with kids. We had 12 volunteers and 21 kids. This program will be every Wednesday through June.

New Business: NYS Construction Grant 2023-2027, all libraries received a survey to state what the grant money is needed for. We would like to update our fire panel, but uncertain of what else. Kristine is going to review what else will qualify.

Last year we stayed open for Juneteenth but it looks like most of the other libraries are closing next year. We like to be open when schools are closed & will decide once we get more information.

The Meeting Room Policy was reviewed & the Board of Trustees found no need to make any changes.

The Petty Cash Fund Policy was reviewed & the only change made was the addition of "or as needed" to line regarding the amount given to us monthly by the Friends of the Library.


Next meeting: January 11, 2023 @ 7 pm

Meeting Adjourned: 7:52 pm, Motion to adjourn – Sue B, Seconded – Michele

DRAFT


Branch	Program	Date	Title	Nun	Total / Type(r/lv/r	Type (G/Oc	Target	Aud Out	Tech	Tutor	ESL	Early	L	Summ	Adult	Li	Early	Litera	ESOL	Collab	Summ
NEWS	12/1/2022	History Cla	1	12	Regular	Group	Teens	y	n	n	n	n	n	n	No Coll	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	12/1/2022	Kindergart	1	120	Regular	Group	Children 6-	y	n	n	n	n	n	n	No Coll	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	12/2/2022	DSS	4	4	Regular	One-on-On	Adults	n	n	n	n	n	n	n	No Coll	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	12/3/2022	Peace love	1	1	Regular	Group	Adults	n	n	n	n	n	n	n	No Coll	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	12/5/2022	Mahjong	3	8	Regular	Group	Adults	n	n	n	n	n	n	n	No Coll	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	12/6/2022	Tai Chi	2	24	Regular	Group	Adults	n	n	n	n	n	n	n	No Coll	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	12/6/2022	Feelings Rc	2	74	Regular	Group	Intergener:	n	n	n	n	n	n	n	No Coll	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	12/6/2022	Book Club	1	2	Regular	Group	Adults	n	n	n	n	n	n	n	No Coll	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	12/6/2022	Rainbow y	4	34	Regular	Group	Teens	n	n	n	n	n	n	n	No Coll	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	12/7/2022	One Churcl	1	19	Regular	Group	Intergener:	y	n	n	n	n	n	n	No Coll	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	12/10/2022	Holiday in 1	75	75	Regular	One-on-On	Intergener:	n	n	n	n	n	n	n	No Coll	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	12/13/2022	Toddler tim	1	12	Regular	Group	Intergener:	n	n	n	n	n	n	n	No Coll	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	12/14/2022	Bookmark	2	70	Regular	Group	Intergener:	n	n	n	n	n	n	n	No Coll	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	12/16/2022	Homescho	1	10	Regular	Group	Children 6-	n	n	n	n	n	n	n	No Coll	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	12/17/2022	Lego club	1	6	Regular	Group	Children 6-	n	n	n	n	n	n	n	No Coll	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	12/21/2022	Winter Fan	1	6	Regular	Group	Intergener:	n	n	n	n	n	n	n	No Coll	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	12/28/2022	Holiday Mc	1	3	Regular	Group	Intergener:	n	n	n	n	n	n	n	No Coll	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	12/30/2022	In the Kitch	5	166	Recorded	\ Group	Intergener:	n	n	n	n	n	n	n	No Coll	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo
NEWS	12/30/2022	PBS	5	71	Recorded	\ Group	Adults	n	n	n	n	n	n	n	No Coll	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo	No Collabo

Library Visits

	December			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)	606	711	-14.8%	9,178	9,780	-6.2%	<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 - All libraries impacted by winter storm and storm cleanup 12/23/2022-12/31/2022, including partial and full day closings. Erie County was under a State of Emergency at this time.</p> <p>Audubon - Closed starting 10/10/2022 - Construction.</p> <p>Clarence - Closed 12/21/2022-12/22/2022 - Construction on main foyer.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction.</p> <p>González-Soto closed starting 9/12/2022 - Phase 1 Construction.</p> <p>Library2Go - Added to statistical reports 2/2022.</p>
Amherst							
Audubon	0	7,823	-100.0%	82,395	100,436	-18.0%	
Clearfield	10,264	6,699	53.2%	121,398	97,860	24.1%	
Eggertsville-Snyder	3,422	3,431	-0.3%	51,218	47,419	8.0%	
Williamsville	1,981	1,188	66.8%	24,362	16,372	48.8%	
Angola	2,684	3,176	-15.5%	35,394	36,400	-2.8%	
Aurora	3,914	3,960	-1.2%	55,668	45,048	23.6%	
Boston	859	840	2.3%	13,640	13,459	1.3%	
Cheektowaga							
Julia Boyer Reinstein	5,593	6,346	-11.9%	88,768	78,134	13.6%	
Reinstein Memorial	2,356	2,460	-4.2%	37,043	27,387	35.3%	
Clarence	4,167	4,678	-10.9%	62,253	63,831	-2.5%	
Collins	1,232	951	29.5%	15,011	11,862	26.5%	
Concord	2,026	1,740	16.4%	29,355	24,473	19.9%	
Eden	860	1,032	-16.7%	15,375	14,704	4.6%	
Elma	2,442	2,467	-1.0%	36,441	30,322	20.2%	
Grand Island Memorial	2,770	2,642	4.8%	45,313	37,415	21.1%	
Hamburg							
Hamburg	5,735	4,670	22.8%	75,597	60,253	25.5%	
Lake Shore	2,208	2,254	-2.0%	32,350	26,691	21.2%	
Lackawanna	2,300	1,871	22.9%	33,503	24,068	39.2%	
Lancaster	4,783	4,633	3.2%	73,192	52,465	39.5%	
Marilla	779	913	-14.7%	10,587	11,702	-9.5%	
Newstead	2,163	1,521	42.2%	28,583	24,825	15.1%	
North Collins	873	781	11.8%	11,871	10,515	12.9%	
Orchard Park	7,964	7,752	2.7%	115,563	92,384	25.1%	
City of Tonawanda	3,560	3,119	14.1%	44,298	39,844	11.2%	
Town of Tonawanda							
Kenilworth	2,138	2,120	0.8%	32,054	31,875	0.6%	
Kenmore	5,846	6,132	-4.7%	91,014	76,702	18.7%	
West Seneca	6,416	5,903	8.7%	89,857	75,625	18.8%	
Buffalo							
Coles	2,414	2,161	11.7%	26,853	30,777	-12.7%	
Crane	0	2,301	-100.0%	21,250	25,751	-17.5%	
Dudley	1,982	2,148	-7.7%	30,152	27,634	9.1%	
East Clinton	669	900	-25.7%	15,982	10,912	46.5%	
González-Soto	0	2,144	-100.0%	22,969	29,861	-23.1%	
Merriweather	4,428	3,852	15.0%	76,887	47,820	60.8%	
North Park	3,802	3,591	5.9%	54,058	46,266	16.8%	
Panty	1,880	1,749	7.5%	25,312	23,299	8.6%	
Central	19,485	12,422	56.9%	198,184	123,448	60.5%	
Bookmobile Services							
Library on Wheels	1,270	742	71.2%	15,965	8,530	87.2%	
Library2Go	160	See note.	See note.	2,707	See note.	See note.	
Institutions							
Correctional Facility	672	549	22.4%	7,600	9,379	-19.0%	
Holding Center	444	300	48.0%	4,840	3,453	40.2%	
System	127,147	124,672	2.0%	1,864,040	1,568,981	18.8%	
Member Libraries	89,941	91,813	-2.0%	1,361,281	1,181,851	15.2%	
Buffalo Branches	15,175	18,846	-19.5%	273,463	242,320	12.9%	
Central Library	19,485	12,422	56.9%	198,184	123,448	60.5%	
Bookmobile	1,430	742	92.7%	18,672	8,530	118.9%	
Institutions	1,116	849	31.4%	12,440	12,832	-3.1%	


Circulation


Total Circulations

<div>  </div> <div>Library</div>	December			Year to Date Totals			Footnotes
	2022 Total Circulations	2021 Total Circulations	% of Change	2022 Total Circulations	2021 Total Circulations	% of Change	
Alden (Ewell Free)	1,556	1,129	37.8%	19,522	16,855	15.8%	<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 - All libraries impacted by winter storm and storm cleanup 12/23/2022-12/31/2022, including partial and full day closings. Erie County was under a State of Emergency at this time.</p> <p>System-wide - Fine free with autorenewals implemented 4/2022.</p> <p>System-wide - Hoopla streaming services and Overdrive Magazines implemented 6/1/2022.</p> <p>Audubon - Closed starting 10/10/2022 - Construction.</p> <p>Clarence - Closed 12/21/2022-12/22/2022 - Construction on main foyer.</p> <p>Correctional Facility and Holding Center - Correctional Facility numbers reported again starting 9/2022. Staff returned to Holding Center 8/2022.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction.</p> <p>González-Soto closed starting 9/12/2022 - Phase 1 Construction.</p> <p>Library2Go - Added to statistical reports 2/2022.</p>
Amherst							
Audubon	49	16,640	-99.7%	279,960	228,364	22.6%	
Clearfield	37,854	12,674	198.7%	344,858	195,688	76.2%	
Eggertsville-Snyder	13,341	6,683	99.6%	153,116	95,529	60.3%	
Williamsville	6,013	2,054	192.7%	55,899	26,100	114.2%	
Angola	2,430	1,398	73.8%	31,849	20,653	54.2%	
Aurora	12,255	6,461	89.7%	140,261	83,949	67.1%	
Boston	2,434	1,437	69.4%	31,913	23,697	34.7%	
Cheektowaga							
Julia Boyer Reinstein	19,568	11,376	72.0%	244,259	154,443	58.2%	
Reinstein Memorial	6,862	4,066	68.8%	86,706	48,756	77.8%	
Clarence	16,646	9,925	67.7%	205,340	146,326	40.3%	
Collins	4,944	2,000	147.2%	47,281	25,372	86.4%	
Concord	4,337	2,696	60.9%	53,215	34,019	56.4%	
Eden	3,361	2,392	40.5%	42,532	31,711	34.1%	
Elma	7,669	4,383	75.0%	94,463	56,791	66.3%	
Grand Island Memorial	9,949	4,916	102.4%	113,459	73,711	53.9%	
Hamburg							
Hamburg	15,789	7,866	100.7%	194,340	116,302	67.1%	
Lake Shore	5,154	3,019	70.7%	64,839	38,229	69.6%	
Lackawanna	3,590	1,906	88.4%	43,425	22,255	95.1%	
Lancaster	16,364	8,279	97.7%	199,642	109,472	82.4%	
Marilla	3,375	1,913	76.4%	35,876	27,002	32.9%	
Newstead	3,864	2,178	77.4%	53,180	32,043	66.0%	
North Collins	1,389	618	124.8%	17,222	11,537	49.3%	
Orchard Park	20,517	11,038	85.9%	250,766	152,759	64.2%	
City of Tonawanda	8,593	5,019	71.2%	97,945	60,111	62.9%	
Town of Tonawanda							
Kenilworth	5,081	3,153	61.1%	61,284	38,609	58.7%	
Kenmore	22,483	12,477	80.2%	269,869	165,714	62.9%	
West Seneca	15,779	8,448	86.8%	207,393	130,160	59.3%	
Buffalo							
Coles	1,772	906	95.6%	18,567	13,570	36.8%	
Crane	0	3,256	-100.0%	52,275	33,791	54.7%	
Dudley	4,106	2,101	95.4%	46,110	26,195	76.0%	
East Clinton	1,876	1,305	43.8%	25,517	13,869	84.0%	
González-Soto	0	2,026	-100.0%	26,394	27,613	-4.4%	
Merrweather	3,860	1,654	133.4%	40,286	25,709	56.7%	
North Park	10,949	3,582	205.7%	99,500	51,961	91.5%	
Panty	2,370	1,247	90.1%	23,781	15,026	58.3%	
Central	26,767	12,819	108.8%	304,349	169,153	79.9%	
Bookmobile Services							
Library on Wheels	3,782	1,075	251.8%	28,467	13,129	116.8%	
Library2Go	1,811	See note.	See note.	9,091	See note.	See note.	
Institutions							
Correctional Facility	3,146	0	#DIV/0!	17,001	0	#DIV/0!	
Holding Center	8,790	0	#DIV/0!	30,601	0	#DIV/0!	
System							
Online Renewals	487	74,987	-99.4%	252,688	929,586	-72.8%	
Interlibrary Loans	856	818	4.6%	12,664	12,549	0.9%	
eAudiobooks	49,200	40,628	21.1%	558,182	468,831	19.1%	
eVideos	613	74	728.4%	5,582	1,176	374.7%	
eBooks	78,610	74,350	5.7%	918,475	913,868	0.5%	
eMusic	182	27,458	-99.3%	1,867	291,372	-99.4%	
eMagazines	5,512	See note.	See note.	44,599	See note.	See note.	
B&ECPL Totals	475,935	404,430	17.7%	5,956,410	5,173,555	15.1%	
Member Libraries	271,246	156,144	73.7%	3,440,414	2,166,157	58.8%	
Buffalo Branches	24,933	16,077	55.1%	332,430	207,734	60.0%	
Central Library	26,767	12,819	108.8%	304,349	169,153	79.9%	
Bookmobile Services	5,593	1,075	420.3%	37,558	13,129	186.1%	
Institutions	11,936	0	#DIV/0!	47,602	0	#DIV/0!	
System	135,460	218,315	-38.0%	1,794,057	2,617,382	-31.5%	

Registered Public Access Computer Sessions

Session Counts Per Outlet

	December			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)	34	54	-37.0%	646	748	-13.6%	<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 - All libraries impacted by winter storm and storm cleanup 12/23/2022-12/31/2022, including partial and full day closings. Erie County was under a State of Emergency at this time.</p> <p>Audubon - Closed starting 10/10/2022 - Construction.</p> <p>Clarence - Closed 12/21/2022-12/22/2022 - Construction on main foyer.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction.</p> <p>González-Soto closed starting 9/12/2022 - Phase 1 Construction.</p> <p>Library2Go - Added to statistical reports 2/2022.</p>
Amherst							
Audubon	0	900	-100.0%	8,679	11,910	-27.1%	
Clearfield	902	537	68.0%	9,553	6,895	38.5%	
Eggertsville-Snyder	402	362	11.0%	5,382	5,046	6.7%	
Williamsville	188	108	74.1%	2,055	1,297	58.4%	
Angola	117	108	8.3%	1,963	1,552	26.5%	
Aurora	278	294	-5.4%	3,954	3,125	26.5%	
Boston	51	54	-5.6%	783	806	-2.9%	
Cheektowaga							
Julia Boyer Reinstein	939	1,079	-13.0%	15,221	12,662	20.2%	
Reinstein Memorial	453	562	-19.4%	8,338	5,898	41.4%	
Clarence	318	414	-23.2%	4,762	5,142	-7.4%	
Collins	95	101	-5.9%	1,204	1,266	-4.9%	
Concord	166	138	20.3%	2,209	2,280	-3.1%	
Eden	70	85	-17.6%	1,154	1,152	0.2%	
Elma	137	171	-19.9%	2,005	1,911	4.9%	
Grand Island Memorial	186	231	-19.5%	2,914	2,490	17.0%	
Hamburg							
Hamburg	614	628	-2.2%	9,659	8,429	14.6%	
Lake Shore	157	205	-23.4%	2,548	2,151	18.5%	
Lackawanna	352	369	-4.6%	5,046	4,147	21.7%	
Lancaster	459	567	-19.0%	7,459	7,196	3.7%	
Marilla	30	30	0.0%	387	492	-21.3%	
Newstead	102	100	2.0%	1,845	1,782	3.5%	
North Collins	73	87	-16.1%	1,179	1,396	-15.5%	
Orchard Park	424	451	-6.0%	6,638	5,515	20.4%	
City of Tonawanda	528	504	4.8%	7,063	5,454	29.5%	
Town of Tonawanda							
Kenilworth	311	329	-5.5%	4,547	4,029	12.9%	
Kenmore	988	1,252	-21.1%	15,382	12,311	24.9%	
West Seneca	785	869	-9.7%	11,815	11,256	5.0%	
Buffalo							
Coles	743	704	5.5%	8,289	9,666	-14.2%	
Crane	0	341	-100.0%	3,273	3,393	-3.5%	
Dudley	377	482	-21.8%	6,061	5,665	7.0%	
East Clinton	156	214	-27.1%	3,213	2,656	21.0%	
González-Soto	0	549	-100.0%	4,890	7,844	-37.7%	
Merriweather	955	1,087	-12.1%	15,221	13,892	9.6%	
North Park	808	798	1.3%	11,479	10,191	12.6%	
Panty	314	389	-19.3%	4,643	4,343	6.9%	
Central	6,010	4,379	37.2%	70,376	47,469	48.3%	
BookmobileServices							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library2Go	0	See note.	See note.	0	See note.	See note.	
System	18,522	19,532	-5.2%	271,835	233,457	16.4%	
Member Libraries	9,159	10,589	-13.5%	144,390	128,338	12.5%	
Buffalo Branches	3,353	4,564	-26.5%	57,069	57,650	-1.0%	
Central Library	6,010	4,379	37.2%	70,376	47,469	48.3%	
Bookmobile	0	0	#DIV/0!	0	0	#DIV/0!	

WiFi							
Total Logins							
 LIBRARY	December			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)	358	397	-9.8%	5,072	4,451	14.0%	<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 - All libraries impacted by winter storm and storm cleanup 12/23/2022-12/31/2022, including partial and full day closings. Erie County was under a State of Emergency at this time.</p> <p>Audubon - Closed starting 10/10/2022 - Construction.</p> <p>Clarence - Closed 12/21/2022-12/22/2022 - Construction on main foyer.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction.</p> <p>González-Soto closed starting 9/12/2022 - Phase 1 Construction.</p> <p>Library2Go - Added to statistical reports 2/2022.</p>
Amherst							
Audubon	579	2,523	-77.1%	20,303	27,558	-26.3%	
Clearfield	2,311	1,738	33.0%	27,074	21,330	26.9%	
Eggertsville-Snyder	803	983	-18.3%	11,869	11,189	6.1%	
Williamsville	884	1,167	-24.3%	14,168	15,518	-8.7%	
Angola	81	182	-55.5%	2,273	2,076	9.5%	
Aurora	1,521	2,032	-25.1%	24,334	19,929	22.1%	
Boston	157	136	15.4%	2,012	1,689	19.1%	
Cheektowaga							
Julia Boyer Reinstein	973	962	1.1%	13,432	9,906	35.6%	
Reinstein Memorial	416	628	-33.8%	7,517	7,557	-0.5%	
Clarence	990	1,036	-4.4%	12,771	12,535	1.9%	
Collins	232	174	33.3%	2,788	2,401	16.1%	
Concord	385	414	-7.0%	6,094	5,626	8.3%	
Eden	136	166	-18.1%	2,410	2,092	15.2%	
Elma	259	236	9.7%	3,673	3,019	21.7%	
Grand Island Memorial	531	512	3.7%	7,928	8,629	-8.1%	
Hamburg							
Hamburg	1,089	1,619	-32.7%	19,230	19,076	0.8%	
Lake Shore	220	392	-43.9%	4,378	4,537	-3.5%	
Lackawanna	365	310	17.7%	4,958	3,619	37.0%	
Lancaster	1,181	1,219	-3.1%	18,225	15,756	15.7%	
Marilla	61	77	-20.8%	1,014	1,086	-6.6%	
Newstead	310	404	-23.3%	4,488	6,161	-27.2%	
North Collins	298	344	-13.4%	4,224	3,477	21.5%	
Orchard Park	1,195	1,220	-2.0%	18,410	13,411	37.3%	
City of Tonawanda	634	703	-9.8%	7,908	8,184	-3.4%	
Town of Tonawanda							
Kenilworth	374	386	-3.1%	5,296	4,140	27.9%	
Kenmore	1,400	1,653	-15.3%	22,432	18,012	24.5%	
West Seneca	1,320	1,473	-10.4%	20,963	18,675	12.3%	
Buffalo							
Coles	730	692	5.5%	9,354	7,535	24.1%	
Crane	0	350	-100.0%	3,351	4,281	-21.7%	
Dudley	1,528	1,808	-15.5%	17,713	19,835	-10.7%	
East Clinton	461	480	-4.0%	7,772	5,214	49.1%	
González-Soto	720	1,678	-57.1%	22,777	20,197	12.8%	
Merriweather	882	735	20.0%	12,903	8,751	47.4%	
North Park	901	945	-4.7%	12,528	9,821	27.6%	
Panty	868	999	-13.1%	13,714	11,643	17.8%	
Central	12,124	11,916	1.7%	164,305	118,232	39.0%	
BookmobileServices							
Library on Wheels	53	50	6.0%	825	690	19.6%	
Library2Go	0	See note.	See note.	0	See note.	See note.	
System	37,330	42,739	-12.7%	560,486	477,838	17.3%	
Member Libraries	19,063	23,086	-17.4%	295,244	271,639	8.7%	
Buffalo Branches	6,090	7,687	-20.8%	100,112	87,277	14.7%	
Central Library	12,124	11,916	1.7%	164,305	118,232	39.0%	
Bookmobile	53	50	6.0%	825	690	19.6%	

Library	2022 Number of First -Time Checkouts	2021 Number of First -Time Checkouts
ALDEN	11,031	13,679
ANGOLA	18,482	18,441
AUDUBON	159,610	210,030
BOOKMOBILE	15,729	11,630
BOSTON	17,975	18,427
CENTRAL	154,091	138,805
CLARENCE	121,667	135,644
CLEARFIELD	202,841	181,968
COLES	9,496	10,570
COLLINS	27,015	22,015
CONCORD	31,323	30,219
CRANE	29,198	30,201
DUDLEY	24,071	22,550
E-AURORA	81,835	76,920
E-CLINTON	13,505	11,313
EDEN	24,698	27,035
EGGERT	89,990	89,626
ELMA	56,385	52,206
GNZLZ-SOTO	14,717	24,372
GR-ISLAND	67,166	68,004
HAMBURG	113,550	106,883
JBR	140,660	139,743
KENILWORTH	34,549	34,288
KENMORE	150,892	147,743
LACKAWANNA	22,698	18,552
LAKE SHORE	38,293	35,207
LANCASTER	117,787	101,284
LIBRARY2GO	5,120	N/A
MARILLA	19,379	20,636
MERRIWETHER	20,609	20,833
N-COLLINS	10,413	9,867
N-PARK	53,154	44,577
NEWSTEAD	30,965	29,128
ORCHARD PK	149,464	141,801
PANTY	12,795	12,075
REINSTEIN	47,566	43,631
TONAWANDA	56,272	52,055
W-SENECA	119,389	119,228
WMSVILLE	31,492	23,476
Total	2,345,872	2,294,662

Correctional Facility	17,001	0
Holding Center	30,601	0
ILL	12,664	12,549
eAudiobooks	558,182	468,831
eVideos	5,582	1,176
eBooks	918,475	913,868
eMusic	1,867	291,372
eMagazines	44,599	0
Total	1,588,971	1,687,796

Abstract of Audited Vouchers For County Checking Account

Newstead Public Library

Date of Audit: 1/11/2023

Month Year

Total Claims(\$) 695.44

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.

1/11/2023

Date

Authorizing Official

Voucher #	Claimant	Vouchers		Date
		Amount	Check #	
4532	Village of Akron	\$605.44	4532	1/9/2023
4533	Akron Bugle	\$90.00	4533	1/9/2023

Total: \$695.44

Abstract of Audited Vouchers For Member Aid Checking Account

Newstead Public Library

Date of Audit: 1/11/2023

Month Year

Total Claims(\$) 78.06

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.

1/11/2023

Date

Authorizing Official

Vouchers				
Voucher #	Claimant	Amount	Check #	Date
102	B&ECPL	\$78.06	102	1/9/2023

Total: \$78.06

NEWSTEAD PUBLIC LIBRARY

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CLAIMS AUDIT POLICY ESTABLISHMENT AND FUNCTIONS OF CLAIMS AUDITOR

The Newstead Public Library Board of Trustees is responsible for establishing an adequate system of internal controls over processing claims to ensure taxpayer moneys are safeguarded.

The Board of Trustees may, by resolution, establish the position of a Claims Auditor. The Board may appoint the Claims Auditor at its annual Organizational Meeting or whenever the appointment becomes necessary. The Claims Auditor shall hold the position subject to the pleasure of the Board and report directly to the Board on the results of audits of claims approved and released for payment. The Claims Auditor may be required to work with the Treasurer for administrative matters such as work time, attendance and the creation of reports for the Board.

Qualifications

The Claims Auditor must have the necessary knowledge and skills to effectively audit claims. The Claims Auditor is a voluntary appointment and will not receive compensation. The Claims Auditor is not required to be a resident of the Library's service area.

No person shall be eligible for appointment to the position of Claims Auditor who shall be:

- A member of the Board who has any involvement in the library's accounting, procurement and/or check signing.
- An employee or volunteer responsible for procurement or accounting.
- The individual or entity responsible for the internal audit function (the Internal Auditor).
- The External (Independent) Auditor responsible for the external audit of the financial statements.
- A close or immediate family member of an employee, officer, or contractor providing services to the library. A "close family member" is defined as a parent, sibling or nondependent child; an "immediate family member" is a spouse, spouse equivalent, or dependent (whether or not related).
- An individual with an interest in any other contracts of the library and/or who provides any goods or services to the library.

Duties

The Claims Auditor shall certify that claims against the Library listed on the warrant were audited and payment is authorized. The Claims auditor shall:

1. Examine all claims to determine they are valid claims against the library.
2. Inspect receipts/packing slips to ensure goods or services were received by the library and that an appropriate staff member has confirmed receipt of goods and services.
3. Meet such other requirements as may be established by the Regulations of the Commissioner of Education and/or the Comptroller of the State of New York.

Only claims certified by the Claims Auditor pursuant to this policy shall be paid unless exempt by NST CLAIMS AUDIT POLICY
ESTABLISHMENT AND FUNCTIONS OF CLAIMS AUDITOR

Review of Claims

Claims for payment must be accompanied by the following:

- Purchase orders or order forms listing goods purchased.
- Receipts and/or packing slips verifying underlying goods or services have been received.
- A sequentially numbered claim form initialed by appropriate staff member verifying goods or services have been received.

All claims submitted for approval will be summarized on an abstract of claims presented with above documentation, to the Board, or its appointed claims auditor, for audit.

Payments Not Requiring Pre-Audit

- Fixed salaries of officers or employees regularly engaged at agreed- upon wages by the hour, day, week, month, year, or other authorized period, including any payroll withholdings.
- Principal or interest payments on debt.
- Payments made pursuant to a court order.
- Amounts due upon lawful contracts for periods exceeding one year.
- Retirement contributions by a participating employer in the New York State and Local Retirement System as billed by the State Comptroller.

These types of payments should not be included on the abstract of audited claims.

Payments Allowed in Advance of Audit

- The Board of Trustees may, by resolution, authorize payment in advance for public utility services, postage, freight, and express charges.

Approval of Claims

Upon completing the review of claims, the Claims Auditor may approve said claims for payment. At its regular monthly meeting or special meeting, the Board shall review the payment of claims approved and paid pursuant to the signed recommendation of its Claims Auditor. All claims, including supporting documentation and the abstract, approved by the Claims Auditor will be available for Board inspection at each meeting.

Absence of Claims Auditor

The Board of Trustees will audit all claims in the event that the Claims Auditor position is vacant or unavailable. Such audit by the Board will be completed at a regular monthly meeting or special meeting.

Approved: January 9, 2019 by the Newstead Public Library Board of Trustees per Resolution 2019-5

Reviewed : January 13, 2021 by the Newstead Public Library Board of Trustees

Reviewed: January 11, 2023 by the Newstead Public Library Board of Trustess

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Newstead Public Library
PROCUREMENT POLICIES AND PROCEDURES AS REQUIRED UNDER
GENERAL MUNICIPAL LAW SECTIONS 103 and 104-B.

STATEMENT OF PURPOSE

The purpose of these policies and procedures is to protect taxpayers by assuring that competition is sought in a reasonable, cost-effective manner for all Newstead Public Library (NST) procurements where practicable and required by law. Goods and services that are not required by law to be procured pursuant to competitive bidding must be procured in a manner to assure the prudent and economical use of public moneys, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost and to "guard against favoritism, improvidence, extravagance, fraud and corruption" as required by New York State General Municipal Law (GML) §104-b.

The NST at its discretion may utilize the services of the Buffalo & Erie County Public Library Public Library Business Office, following Buffalo & Erie County Public Library Procurement Policies, to undertake procurement on behalf of the NST for some or all of the situations addressed in this policy. The policies and procedures below apply when the NST itself undertakes a procurement activity.

PROCUREMENT PROCEDURES

(REF., GML §§ 103,104,104-b)

Bidding Procedures

When analyzing a request for acquisition of goods and services, an initial determination must be made as to whether a particular procurement is subject to competitive bidding. Some preliminary issues should be considered: Is the proposed procurement a purchase contract or a contract for public work? Is the amount requested above the applicable limit provided by law? Do any exceptions apply (e.g. state contract, sole source, and/or public emergency)?

Bidding Guidelines

GML §103 requires advertised bidding for procurements over \$20,000 for general commodities/services (Purchase Contract), and \$35,000 for public work. Although not defined in GML §103 the Office of the State Comptroller has expressed the opinion that the term "purchase contract" applies to the procurement of commodities (e.g. equipment, materials, supplies, and some services), while the term "contract for public work" encompasses contracts for services, labor and construction (see 1987 Opns St Comp No. 87-46, p 70: 1979 Opns St Comp No. 79-762, p160). If it is determined that competitive bidding (GML §103) is not applicable for an acquisition, documentation must justify how the decision was reached.

Procurements of commodities/services between \$5,000 and \$20,000 and contracts for public work between \$5,000 and \$35,000 are subject to the informal bid process. Procurements between \$1,000 and \$5,000 may be undertaken using verbal, telephone, fax, written, or single source quotations. Procurements under \$1,000 may be undertaken using the Library requisition

for equipment and non-stock items process.

Consideration must be given to acquisitions made of the same or similar items over the course of the fiscal year where the aggregate value may exceed the competitive bidding threshold. Orders that may exceed \$5,000 over the course of the year must follow the informal bid process unless those purchases are made off current available County, State, Federal or other Municipal contracts or for other reasons bidding is not practical. Multiple purchase orders to one vendor will be allowed if that vendor has an existing Contract with the NST /covering said purchases. All others need to comply with the applicable procedures herewith.

Formal Competitive Bid Process

On purchases of \$20,000 and greater for commodities/services, and contracts for public work greater than \$35,000, the formal sealed bid process must be used. Bid specifications are prepared by the requesting unit and the NST Director/Manager. Each formal bid is advertised in a newspaper with a circulation of 50,000 or greater covering the NST chartered service area. In addition, all formal bids are advertised on the Internet and can be downloaded by interested parties and prospective bidders accordingly.

In determining the necessity for competitive bidding, the aggregate amount to be expended in a fiscal year for an item or commodity to be purchased, or for the same type or similar public work, must be considered. It is established that the purpose of the bidding statutes may not be frustrated or avoided by artificially splitting or breaking up contracts into lesser agreements, or entering into a series of agreements, for sums below the bidding limitations. As a general rule, items or work of the same or similar nature which are customarily provided by the same vendor or contractor should be treated as a single item for the purposes of determining whether the dollar threshold will be exceeded (see, e.g., 1992 Opns St Comp No. 92-46, p115).

Informal Bidding Process

Purchases of commodities and/or services between \$5,000 and \$20,000 and contracts for public work between \$5,000 and \$35,000 will be procured by the NST Director/Manager using bids first obtained from three sources where practical. Deviations from this policy must be approved by the Director/Manager in writing, which shall become part of the purchase documentation. Purchase requisitions and/or inquiry bid files or items within this threshold will include a notation indicating the names of at least three vendors who were contacted, the name of the individuals quoting for the firm, the date contacted, and the prices quoted by the vendors. A contract award will be to the lowest responsible bidder. Informal bids may be sealed (written), facsimile (fax), or telephone quotes at the Director/Manager's discretion. Any exceptions to this process must be documented pursuant to the *Responsibilities/Exceptions* section of this policy.

Special Purchase Situations

In other instances where it is determined competitive bidding is not required, such as emergencies, sole source procurements, or professional services, written justification must be attached to the file. The following is a description of procedures for making these types of procurements.

Sole Source (No-Bid) Contracts: When circumstances are presented to the Director/Manager, which serves the public interest indicating valid reasons that a request can be met by only one

qualified vendor, the Director/Manager may waive the bidding requirement. Goods and services, which may be procured from only one source, are defined as "sole source" items. It is important to note that there must be a single supplier of the item or service and there are no substantial equivalents. Sole source situations generally exist when an item is manufactured by only one firm, and a vendor has the exclusive franchise or distributorship for an item.

To initiate a sole source purchase, Director/Manager's staff must be confident that conditions exist in the marketplace such that the requested goods or services are available from only one supplier and no substantial equivalents exist. In making these determinations, the Director/Manager will document the unique benefits to the NST of the item or service as compared to other products available in the marketplace. (See, gen., 1988 Opns St Camp No. 88-35, p 65)

Even though there is only one source of supply, the Director/Manager's staff must still obtain a quotation for the vendor. Upon receipt of the properly executed quotation (written, fax, e-mail), the staff will then proceed to write the purchase order.

Since market conditions change over the years, a previously substantiated sole source may find new entrants to a formerly monopolized market. All sole sources should be verified. It can be a situation where the staff knows the marketplace has changed or it simply may be the need to verify the marketplace has not changed. It is understood that the mere likelihood that only one firm will bid is insufficient to justify sole source procurement. (1983 Opns St. Comp. No 83-124, p156)

Emergencies: GML 103(4), provides that purchases may be made without competitive bidding in the event that a public emergency arises due to an accident or other unforeseen occurrence. Emergencies do not include situations caused by a lack of planning on the part of the NST unit. While it will be the NST unit that requests an emergency purchase, the NST Director/Manager with approval of the NST legal counsel will determine if it qualifies as an actual emergency. NST legal counsel will determine if the statutory criteria are met on a case-by-case basis. If approved, the NST Director may issue an emergency declaration.

When circumstances support an emergency procurement, the requesting unit must submit the required written emergency declaration for the NST Director/Manager or his/her designee. The requesting unit and/or Director/Manager's staff must then locate a source for the required goods or service. The goal must always be to obtain the lowest price from the vendor who can best meet the delivery requirements. If the item is included in an NST and/or Buffalo & Erie County Public Library or Erie County contract listing, the contract vendor should be contacted first. Once the sources and price have been established, an emergency purchase order will be processed. It should be noted that in the event of a contract for services, the emergency contract will not exist for a term beyond the reasonable limits of the existence of the emergency situation. Similarly, in the case of an emergency involving the acquisition of commodities, the quantity acquired will be no more than needed to address the emergency situation at the time.

The procurement procedure will be the same as a routine informal or formal bid except that advertising and bidding is not required. The purchase order must state "Emergency purchase approved by (Name), NST Director/Manager." A copy of the NST Director/Manager's written emergency declaration must be attached to the purchase order.

Professional Services: Professional, technical or consulting services are not the type of services which may properly be the subject of competition based solely on the compliance with the objective, uniform standards of the bid specification, pursuant to a bid being awarded to the lowest responsible bidder. The determination of whether the professional service exemption is applicable must be made on a case-by-case basis, examining the particular services needed. Generally professional services include, but are not limited to, the specialized expertise of interpreters, consultants, attorneys, engineers or architects.

Contracts for professional, technical or other consultant services having a value of \$20,000 or more are procured by the use of Requests for Proposals (RFP). The NST Director/Manager's staff, subject to the review and approval of the Director/Manager, shall advertise the Request for Proposals (RFP), and designate a committee of three to review the proposals and choose a vendor. RFPs are distributed to interested parties and are advertised on the Internet and can be downloaded by interested parties and prospective proposers accordingly. Though not required, the NST may also advertise in trade publications. The review committee or staff designee will select a vendor from the responses received and create a proposal to submit to the NST Director/Manager for review and recommendation to the NST Board of Trustees, which upon review and by Resolution may provide approval to contract.

Contracts for legal counsel and professional, technical or other consultant services related to the NST legal issues having a value of \$20,000 or more shall be subject to review by the NST Director/Manager, who may utilize an RFP process or submit written justification for the contract which shall be reviewed by the NST Board of Trustees, which upon review and by Resolution may provide approval to contract.

Contracts for professional, technical or other consultant services having a value of less than \$20,000 shall be subject to review and approval by the NST Director/Manager, who may, within the limits of the appropriations provided therefore, contract for said services.

True Lease: Leases for real property shall not be considered a purchase or contract. True lease agreements are neither purchases nor contracts for public works and, thus, are not subject to competitive bidding under GML 103 (Exley v Village of Endicott, 21NY2d 426, 434 NYS2d992). Lease agreements require the NST Director/Manager's authorization before any procurement activity can begin. Documentation for the leasing versus purchasing decision should be made and should include a cost benefit analysis. Final approval to authorize entering into a lease with an annual value of under \$20,000 shall be by the NST Director/Manager. Final approval to authorize entering into a lease with an annual value of \$20,000 or more shall be by Resolution adopted by the NST Board of Trustees. The competitive bidding statutes cannot be circumvented by casting an agreement which is truly a purchase or a contract for public work in terms of a lease.

Insurance: Insurance requirements for vendors are to be reviewed and approved by the NST's legal counsel on a periodic basis. The purchase of insurance is to be conducted through the NST Director or her/his designee in consultation with the NST's legal counsel.

Second Hand Equipment acquired from other government agencies: The requesting NST unit must have approval from the appropriate outside government official as well as budgetary

approval from the Director/Manager before the purchase of surplus and second hand supplies, material or equipment is initiated. The NST Director/Manager will verify that the purchase price is fair through market price comparisons via industry publications and other procurement sources. Competitive bidding is not required according to GML §103 (6) (21 Opns St comp, 1965, p 615).

Single Source Purchases (\$1000 to \$5000)

For purchases between \$1000 and \$5000, the NST Director/Manager has the option to award a purchase order to a single source vendor, usually recommended by the requesting unit. It is the Director/Manager's responsibility to ensure that the purchase price is fair through price comparisons from available sources. If there is reason to believe that the price quote is not within an acceptable range for the product or products in question, the Director/Manager may request an informal quote or bid using the Informal Bidding Process.

Exempted from GML 103, 104-b

Procurements from Industries for the Blind or Industries for the Disabled (NYSID – See also State Finance Law, §162), New York State Correctional Industries (CORCRAFT – See also Correction Law, §§ 184,186), and Federal, State, or Local contracts are exempted from GML 103 competitive bidding and GML 104-b purchasing policies. Although General Municipal Law exempts these types of purchases from the requirements of written or verbal quotations, use of the exemption must be documented with relevant information and/or copies of Federal, State or Local contracts.

Responsibilities/Exceptions

The Director/Manager is the responsible Purchasing Agent for the NST. The Director/Manager and NST staff are responsible for following the policies and procedures described herein and all relevant laws as they pertain to competitive bidding. (GML §104-b (2)(f)). If an award is made to a vendor other than the lowest price offered, written documentation stating the basis for such award and a justification that the award is in the best interest of the NST, must be provided to and retained by the NST Director/Manager.

Updating Policies and Procedures

The NST Board of Trustees shall review this policy and procedures at least annually and shall solicit comments from the NST Director/Manager (GML §104-b (3),(4)).

Unintentional Failure to Comply

The unintentional failure to comply with the provisions of GML 104-b shall not be grounds to void action taken or give rise to a cause of action against the Newstead Public Library or any officer or employee thereof. (GML §104-b (5))

DOCUMENTATION PROCEDURES

QUOTES – MINIMUM INFORMATION REQUIREMENTS - At a minimum, all quotations should include the date, item description, name of the vendor and vendor's representative, vendor contact information.

NST PROCUREMENT POLICIES

VERBAL/TELEPHONE QUOTES - The information is recorded on the purchase order and becomes part of the purchasing document.

SINGLE SOURCE QUOTES - The Director/Manager, or his/her designee, will solicit one written, faxed, or verbal quotation. Written or faxed quotations are attached to the file copy of the purchase order. All verbal quotations will be documented on the purchase order in accordance with the above verbal/telephone quotes procedure.

WRITTEN QUOTES - When utilizing written quotes, where practicable a minimum of three quotations should be solicited and documented. "Request For Quotation" or "Informal Bid Request" forms will be used and attached to the file.

FAX QUOTES - Fax quotes may be accepted for any quotation under \$20,000 for commodities/services and under \$35,000 for contracts for public work.

PRICE VERIFICATION - Director/Manager's staff is required to verify New York State contract pricing when applicable and practical. If price lists are not available through NYS OGS, Director/Manager staff must receive pricing from the vendors and shall include some written affidavit of price validity.

BID LANGUAGE (Extensions/ Alternate submissions) - When bids are to be used in multiple time periods and/or for multiple orders requiring the vendor to hold pricing, it is mandatory that language in the bid document states the intention to do the same. The language must be clear and concise and should leave no doubt with respect to its intended use. The same holds true for the alternative bid submissions. The language must be clear and if the alternates are to be accepted, the Director/Manager should make every effort to notify all potential vendors of our acceptance of the same.

POST BID NEGOTIATIONS - Post bid negotiations are the responsibility of the Director/Manager or his/her designee. NST units are not permitted to assume this responsibility.

REQUEST FOR PROPOSALS - RFPs are used for obtaining professional, technical and consulting services (which may or may not include legal services). The requesting NST unit is responsible for submitting specifications to the NST Director/Manager for review. If it is determined that the service is not biddable, the NST Director/Manager may proceed in accordance with State and local laws. Evaluations are conducted in accordance with process described in the *Professional Services* section of this policy.

Approved November 14, 2018 per Resolution _2018 -2 - Amended and approved resolution name to 2018-6 on December 12, 2018____. Reviewed on November 20, 2019. Reviewed on January 13, 2021 by the Newstead Public Library Board of trustees. This policy supersedes the procurement related stipulations of all previously adopted Board resolutions. Reviewed on January 11, 2023 by the Newstead Public Library Board of Trustess.



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WHISTLEBLOWER POLICY

The Newstead Public Library is committed to upholding the highest standards of ethical, moral and legal business conduct, and transparency through open communication. Accordingly, all trustees, officers, employees and volunteers are required to comply with applicable federal, state and local laws, and must faithfully implement and adhere to the Newstead Public Library's own policies and procedures in conducting their duties and responsibilities.

This policy provides an avenue for all trustees, officers, employees and volunteers to report any suspected or actual conduct contrary to these standards without the fear of intimidation, harassment, discrimination or retaliation.

ARTICLE I

Reporting Responsibility

Section 1.1. Duty to Report. It shall be the Newstead Public Library's policy that all trustees, officers, employees and volunteers of the Newstead Public Library have a responsibility to report known or suspected violations in accordance with this Whistleblower Policy. This includes reporting any action or suspected action taken by or within the Newstead Public Library that is illegal, fraudulent or in violation of any policy of the Newstead Public Library, which the reporter has either actual knowledge of or has a reasonable good faith belief that same occurred. Suspected or actual wrongful action(s) regarding Newstead Public Library finances and governance, include but are not limited to the following:

- (A) Incorrect financial reporting;
- (B) Unlawful activity;
- (C) Activities that are inconsistent with Newstead Public Library policies;
and
- (D) Activities which otherwise amount to serious improper conduct.

ARTICLE II

Procedure

Section 2.1. Oversight. The Governance Committee of the Board comprised solely of Independent Trustees, as defined in the Bylaws, shall oversee the adoption, implementation of, and compliance with this Whistleblower Policy.

Section 2.2. Compliance Officer. The Compliance Officer shall be the Chair of the Governance Committee. Should the Compliance Officer be the subject of the report, then the Governance Committee shall appoint another member of the Committee to perform the Compliance Officer's role regarding the allegations. The Compliance Officer shall be responsible for administering the Whistleblower Policy, overseeing an investigation, and reporting to the Governance Committee. The Compliance Officer shall report to the Board at least annually on compliance activity.

Section 2.3. Reporting Violations. All reports should be made using the *Whistleblower Reporting Form*, attached as Appendix A, which will be available on the Buffalo & Erie County Public Library website and Intranet. Trustees, officers, employees and volunteers should promptly report alleged violations to the Compliance Officer. If reporter deems it inappropriate to file the report with the Compliance Officer, the report may be submitted to the Chair or Vice-Chair of the Buffalo & Erie County Public Library Board of Trustees. Any such reports received by the Chair or Vice-Chair of the Buffalo & Erie County Public Library Board of Trustees, or designee, including the completed *Whistleblower Reporting Form* shall be forwarded to the Governance Committee, subject to the restrictions of Section 2.2.

Section 2.4. Email Reporting. N/A

Section 2.5. Anonymous Reporting. With the exception of a person's report of his or her own violation, the reporter shall not be required to provide his or her name on said form. However, anonymous reports must include sufficient information, including but not limited to, the name of the person against whom the report is being made, the date of the incident, and a description of the incident, in order that an investigation can be conducted.

Section 2.6. Handling Reports. The Governance Committee shall provide the reporter a timely acknowledgement of receipt of the report, whether submitted in person, electronically, or otherwise. All reports submitted will be placed on the agenda for the next scheduled meeting of the Governance Committee of Newstead Public Library Board of Trustees. An appropriate investigation will be undertaken by the Governance Committee, or legal counsel or other designee if deemed appropriate by the Governance Committee. A report summarizing the findings will be given to the reporter within 10 business days of the Governance Committee's meeting, if a name is provided on the *Whistleblower Reporting Form*. If more than 10 business days from the date of the Governance Committee's meeting are needed to complete a thorough

investigation, the reporter will be notified in writing of an estimated date when the investigation will be completed.

Section 2.7. Results of Investigation. If the investigation establishes that a violation of law, external regulation or Newstead Public Library policy has occurred, then the Governance Committee shall determine the appropriate action based upon law and Newstead Public Library policy and make a recommendation to the Board. Civil or criminal prosecution will be pursued when warranted. If the investigation establishes that no violation of law, external regulation or Newstead Public Library policy has occurred, then the Governance Committee shall report to the Board its findings and determination. The investigation is closed when the Compliance Officer has deemed the investigation is complete and the Governance Committee has approved a recommendation for a resolution and/or corrective action to the Board.

Section 2.8. Documentation. The Compliance Officer shall document the investigation and explain the rationale for any recommended resolution and/or corrective action. All documentation relating to the investigation, including the *Whistleblower Reporting Form*, and the resolution and/or corrective action taken shall remain in the Buffalo & Erie County Public Library's records in the Human Resources Department and/or Governance Committee records for at least five years.

Section 2.9. Confidentiality. All violations or suspected violations may be submitted on a confidential or anonymous basis. Reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation and prevent or correct suspected action(s). The Compliance Officer shall disclose information relating to a report with those who have a need to know so that the Governance Committee can conduct an effective investigation and determine what action to take based on the results of any such investigation. In appropriate cases, the investigation documents will be shared with law enforcement personnel. Disclosure of reports to individuals not involved in the investigation shall be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal, termination or civil lawsuits.

Section 2.10. Protection against Retaliation. Any Newstead Public Library trustee, officer, employee or volunteer who reports a suspected or actual violation(s), in good faith shall not suffer intimidation, harassment, discrimination or other retaliation or, in the case of an employee, adverse employment action.

ARTICLE III

Regulations

Section 3.1. Discipline for Retaliatory Conduct. Retaliation is a serious violation of this policy and should be reported immediately to the Chair of the Governance Committee of the Newstead Public Library Board of Trustees. Depending on the nature and seriousness of the offense, the Newstead Public Library will impose appropriate discipline against any trustee, officer or employee found to have engaged in any form of retaliatory conduct against an individual reporting suspected or actual wrongful action(s) in accordance with this policy, up to and including dismissal or termination, and referral to the New

York State Board of Regents for possible removal of a Trustee, pursuant to New York State Education Law Section 226. Volunteers that engage in any such conduct will not be permitted to volunteer in Newstead Public Library activities.

Section 3.2. Good Faith Reporting. Any Newstead Public Library trustee, officer, employee or volunteer who files a report concerning a violation or suspected violation must do so in good faith and have reasonable grounds for believing the information in the report indicates a violation under this policy. The Newstead Public Library will impose appropriate discipline against any trustee, officer or employee found to have knowingly made a report/complaint in bad faith, up to and including dismissal or termination, and referral to the New York State Board of Regents for possible removal of a Trustee, pursuant to New York State Education Law section 226. This includes, but is not limited to, giving false information or making a report in retaliation. Volunteers that engage in any such conduct will not be permitted to volunteer in Newstead Public Library activities.

ARTICLE IV **Applicability and Distribution of Policy**

This policy shall apply to all trustees, officers, employees, and volunteers of the Newstead Public Library. A copy of this Whistleblower Policy shall be made available to all trustees, officers, employees and to volunteers who provide substantial services to the Newstead Public Library via the Buffalo & Erie County Public Library's website or at the Buffalo & Erie County Public Library's office in a conspicuous location accessible to employees and volunteers.

Adopted by Buffalo & Erie County Public Library Board of Trustees at a public meeting
June 12, 2014.

Amended April 21, 2016.

Adopted by the Newstead Public Library Board of trustees on January 9, 2019 per Resolution
2019-4

Reviewed January 11, 2023 by the Newstead Public Library Board of Trustees

CONFIDENTIAL

DESCRIPTION OF KNOWN OR SUSPECTED WRONGFUL CONDUCT: (Please be as specific as possible including who, what, where, when and how?) *Attach additional sheets of paper if necessary.*

Return completed form to:

Newstead Public Library Director- Newstead Public Library, 33 Main Street, Akron N.Y. 14001
whistleblower@buffalolib.org

Compliance Officer Signature _____

Date Received _____

The Whistleblower Reporting Form provides an avenue for all trustees, officers, employees and volunteers of the Newstead Public Library to report actual or suspected wrongful conduct without fear of retaliation. Please refer to the Whistleblower Policy for additional information.

CONFIDENTIAL

Buffalo & Erie County Public Library

WHISTLEBLOWER REPORTING FORM

Date of Report: _____

REPORTER'S CONTACT INFORMATION: <i>Not required if being submitted anonymously</i>	
Name	Position/Title
Dept/Location	Work #
Home Address	Home/cell #
Best time to reach you	Email
Preferable method of communication:	

PERSON AGAINST WHOM THE REPORT OF ACTUAL OR SUSPECTED WRONGFUL CONDUCT IS BEING MADE: <i>If more than one, please complete additional form(s).</i>	
Name	Position/Title
Dept/Location (if applicable)	Phone # (if known)

WITNESS(ES) TO ACTUAL OR SUSPECTED WRONGFUL CONDUCT: <i>Attach additional sheets if necessary.</i>	
Name	Position/Title
Dept/Location	Phone # (if known)
Name	Position/Title
Dept/Location	Phone # (if known)

Continued on Next Page

The Whistleblower Reporting Form provides an avenue for all trustees, officers, employees and volunteers of the Newstead Public Library to report actual or suspected wrongful conduct without fear of retaliation. Please refer to the Whistleblower Policy for additional information.



DRAFT

Credit Card Policy Newstead Public Library

This policy facilitates library purchases and established guidelines for the use of credit cards issued by the library. This policy provides internal controls to ensure that employees comply with all applicable laws.

Credit cards may be issued to staff for the purchase of goods or services for the official business of the Library as determined by the Director and the Board of Trustees. This is decided on a case by case basis. All employees issued a credit card must sign an acknowledgement form recognizing their responsibility to comply with the Library policy regarding credit cards.

The Library Board must approve the credit card application. Each credit card bears the cardholder's name, but is the property of the Library and will be issued under the name of the Library, and must be returned to the employee's supervisor upon termination of employment with the library. The cardholder is responsible for the activity on the card.

Library credit cards shall have spending limits determined by the Director and the Board of Trustees. Effort should be made to select a card with no membership fee or service charge if at all possible.

A list of staff members with credit cards and their credit limit will be maintained.

The cardholder is responsible for ensuring that:

- charges are authorized within his/her approved budget,
- sufficient funds are available within that budget, and that
- sufficient credit is available.

Use of the credit card should be limited to purchases from companies, stores, and vendors that do not invoice or accept purchase orders; orders placed over the Internet; and other purposes approved by the Library Director. A reasonable tip or gratuity is allowed when service is provided.

For all credit card purchases made, the cardholder must submit documentation in the form of receipts detailing the goods or services purchased, the cost of those goods or services, and the date of purchase. All documentation of approved credit card transactions must be forwarded to the Director for submission with the monthly bill.

Each staff member issued a Library credit card is responsible for its protection and custody and shall immediately notify the issuing bank, then the Director if the credit card is lost, stolen or used by unauthorized persons. Written documentation of the event should follow the report as soon as possible detailing the date and circumstances of the theft or loss.

All credit cards shall be returned immediately upon request or termination of employment to the Director. The Library may suspend or cancel cardholder privileges at any time for any reason.

No personal expenditures are allowed by staff members with the Library credit cards, even if the intent is to repay the Library at a future time. A Library credit card may not be used for cash withdrawal or cash advance.

Any misuse of a Library credit card shall result in no less than the credit card in question being revoked. Any disciplinary measures for misuse of Library credit will be at the discretion of the Director in consultation with the Library Board as appropriate.

The bookkeeper is responsible for balancing the receipts with the monthly statement and reporting any discrepancies to the library director or Library Board.

Before being issued a library credit card, employees must complete and sign the acknowledgement form stating that they understand and will comply with the library's credit card policy.

CREDIT ACCOUNTS

At the discretion of the Library Director, the Library may maintain credit accounts at local businesses or other vendors (for example: Ace Hardware, Sam's Club, Amazon.com). Only staff members authorized by the Library Director may charge goods and services for official Library business to these accounts. No personal use of these credit accounts is permitted. All purchases must be authorized by the Director. For all purchases made on these accounts, the staff member making the purchase shall submit documentation in the form of a receipt to the appropriate individual within 24 hours of making the purchase.

All employees authorized to use these credit accounts must sign an acknowledgement form recognizing their responsibility to comply with the Library policy regarding credit accounts.

The Director will maintain a list of all business accounts and the staff members who are authorized to use them.

Adopted by the Board of Trustees: January 8, 2020

Reviewed by the Newstead Public Library Board of Trustees: January 11, 2023

NEWSTEAD PUBLIC LIBRARY Credit Card Policy Employee Acknowledgement

I hereby acknowledge that I have received a copy of the Newstead Public Library's Credit Card Policy and the protocols for its use. I have read the policy and protocols and clarified with my supervisor any questions regarding its provisions. I agree to comply with all the requirements contained therein and understand that appropriate disciplinary action will be taken if I am found in violation of the policy and that the library will require restitution if the credit card is used improperly.

Director: Kristine Sutton

Signed: _____ Date: _____

Board of Trustees Approval:

Signed: _____ Date: _____