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

Wednesday, May 10 @ 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, April 12 2023

Action Required

- 3) Approval of the agenda for May 10, 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
- 8) Old Business
- 9) New Business
 - a. Juneteenth Holiday
 - b. Bob Tiedt Memorial
 - c. Pies in the Park
- 10) Next Meeting June 14, 2023 @ 7 pm
- 11) Adjournment of Meeting Action Required

Newstead Public Library Board of Trustees Wednesday, April 12 @ 7 pm DRAFT

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

At Large: Library Director Kristine Sutton, John Jendrowski

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

Approval of Minutes from March 8, 2023, Motion to approve- Sue S, seconded- Michelle

Approval of the Agenda for April 12, 2023, Motion to approve – Sue B. seconded – Michelle

Library Business

Public Comment: None

Directors Report: Reviewed monthly Program Report and Library Statistics. Friends of the Library are meeting end of month. Library is planning a membership drive and cookie say for May 5 in the library.

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

Building: New leaks came through during heavy rain on 4/4/2023. John came in and wet vacuumed the carpet, no damage to books. Dean Hobbs came in that day to look at the roof and make minor repairs. He said the roof is still in great condition. Ice sliding off upper roof and cleaning done last year likely made tears in the roof. Suggested putting 16x16 patio blocks on roof to catch the ice sliding.

Old Business: None

New Business:

NY State Report was reviewed and approved.

Bicentennial Celebration – Library will be a stop on Children's Passport on July 1

Next meeting: May 10, 2023 @ 7 pm

Meeting Adjourned: 8:03 pm, Motion to adjourn – Sue B, Seconded – Mary

4/2023 NEWSTEAD

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04/22/2023	04/21/2023	04/19/2023	04/19/2023	04/19/2023		04/18/2023	04/17/2023	04/15/2023	04/11/2023	04/11/2023	04/07/2023	04/05/2023	04/04/2023	04/04/2023	04/04/2023	04/04/2023	04/03/2023	04/01/2023	Program Date	
Earth Day Craft	Homeschool Steam	ART-Y Time with Kim Strell	APA	One Church	Toddler Storylime	Tai Chi	DIY Cleaning Products	Lego Club	Rainbow youth	Feelings Rock	Egg Hunt	Bookmark Buddies	Assemblyman Steve Hawley	Daisy	Bookmobile	Book Club	Mahjong	Peace Love Yarn	Title	
13	1	1	1	1	1	2	1	1	3	2	30	ω	2	8	1	1	4	1	Number of Programs	
13	7	11	16	14	38	30	10	9	50	71	30	102	2	8	13	5	26	7	Total Attendance	
Regular	Regular	Regular	Regular	Regular		Regular	Regular	Regular	Regular	Regular	Regular			Regular	Regular	Regular	Regular		Type (R/LV/RV)	
Self-Directed One-on-One V		Group	Group	Group	Group		Group	Group	Group		rected One-on-One	-	One-on-One	One-on-One	Group	Group		*	/O ₀ O/SDO ₀ O)	
Intergenerational/Complined		Adults	Children 5 and under	Intergenerational/Combined		-	Adults	9n 6-11		enerational/Combined	intergenerational/Compiled	Intergenerational/Combined C	Adults	nerational/Combined	Intergenerational/Combined	Adults			Target Audience	
Cres					OYes @No	CYes @No		11					CYes @No	Cyes @No	CYes @No	O Yes @No			Outreach?	
(10)					O Yes @No	Cyes @No	Yes		Ores @No		1		Over ® No						Digital Literacy	Technology/
Z (No.	O o o	OV.		No res		N C	No G	Z C	Zo Co	Over a	O Vo	No Yes	Z (No S	No S	Z O	Literacy	Tutoring

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Buffalo & Erie County Public Library * 1 Lafayette Square * Buffa

			Libr	ary Vis	its		
- Patter Continue Dable		April			to Date Tota	als	
Buffalo & Fric County Public LIBRARY	2023	2022	% of	2023	2022	% of	
, ,	Total	Total		Total	Total		F - 1 - 1 - 1
Library	Sessions	Sessions	Change	Sessions	Sessions	Change	Footnotes
Alden (Ewell Free)	721	779	-7.4%	2,933	3,134	-6.4%	1
Amherst							
Audubon	10,205	8,920	14.4%	19,305	32,360	-40.3%	
Clearfield	9,565	8,869	7.8%	47,000	32,773	43.4%	Libraries are operating consistent with
Eggertsville-Snyder	4,190	4,005	4.6%	18,331	15,991	14.6%	guidance from the Erie County
Williamsville	1,490	1,514	-1.6%	6,605	5,730	15.3% -32.8%	Department of Health (ECDOH) and
Angola	2,548	2,756	-7.5%	9,457	14,073	9.2%	Centers for Disease Control,
Aurora	4,806	5,110	-5.9%	19,603	17,956 3,912	6.7%	emphasizing safety for patrons and staff.
Boston	1,087	1,057	2.8%	4,175	3,912	0.7 76	a la companya da companya laat
Cheektowaga		7.700	0.50/	24 020	29,361	8.4%	Clarence - Increase due to closure last year 4/23/2022-5/14/2022 for
Julia Boyer Reinstein	8,070	7,796	3.5%	31,828 14,518	10,818		renovations and carpet installation.
Reinstein Memorial	3,713	2,968	25.1%	24,483		23.6%	Tottovations and export metallicin
Clarence	6,496	4,010	62.0% 19.3%	5,349		22.6%	Crane - Closed starting 8/15/2022 -
Collins	1,317	1,104	-7.6%	10,026			Phase 2 construction.
Concord	2,346	2,538	11.8%	4,938			0.40/0000
Eden	1,567	1,402 2,944	6.6%	12,632			González-Soto closed starting 9/12/2022 - Phase 1 Construction.
Elma	3,139 5,613	4,465	25.7%	15,141		9.9%	- Phase 1 Construction.
Grand Island Memorial	5,613	4,400	20.1 /0	10,111	10,7.1.1		Grand Island - High visitor count - Easter
Hamburg	7,058	6,175	14.3%	29,485	23,660	24.6%	event 4/7/2023 in conjunction with the
Hamburg Lake Shore	3,292	2,867	14.8%				Grand Island Recreation Department.
	2,395	2,252	6.3%				
Lackawanna	7,829	6,472	21.0%				Grand Island - Closed 4/21/2023 -
Lancaster Marilla	888	786	13.0%				Staffing.
Newstead	2,599	2,379	9.2%				
North Collins	1,053	1,008	4.5%			18.5%	
Orchard Park	10,044	9,197	9.2%		36,424		
City of Tonawanda	3,738	3,674	1.7%		12,866	19.2%	
Town of Tonawanda	0,, 00						
Kenilworth	3,206	2,419	32.5%	11,107			
Kenmore		7,901	4.5%				
West Seneca	7,463	7,644	-2.4%	32,047	29,519	8.6%	
Buffalo					-		*
Coles	2,967	2,767					
Crane		3,020					*
Dudley		2,512					
East Clinton							
González-Soto	0	3,139			10,57		
Merriweather	7,137	4,729					
North Park		4,144					
Panty	2,421	1,817					
Central	17,796	15,119	17.7%	83,330	58,256	43.0%	
Bookmobile Services			F. 52		2.07	3 32.5%	
Library on Wheels							
Library2Go	172	151	13.9%	69	7 29	130.3%	
Institutions	101 1000 100		00.00	/ 445	1 2.42	7 70.3%	
Correctional Facility							
Holding Cente			-		_		
System	166,305				THE RESERVE OF THE PERSON NAMED IN		a 1
Member Libraries	124,695						
Buffalo Branches		23,375					
Central Library		15,119					
Bookmobile	958	1,867					
Institutions		973	68.19	6,61	9 3,64	0 81.8%	

			Circ	ulation			
	1		Total	Circulations			
Buffsto & Free County Public LIBRARY	2002	April	0/ -5		r to Date Tot		
- LibiQii(i	2023 Total	2022 Total	% of	2023 Total	2022 Total	% of	
Library	Circulations	Circulations	Change	Circulations	Circulations	Change	Footnotes
Alden (Ewell Free)	1,921	1,725	11.4%	7,172	5,284	35.7%	A 10
Amherst	05.407	20.740	40.00/	60,000	80.853	22.00/	
Audubon Clearfield	35,167 30,756	29,748 24,946		62,223 153,271	71,074		
Eggertsville-Snyder		11,800		58,498	33,528		Libraries are operating consistent with
Williamsville		3,737	10.5%	18,566	9,967	86.3%	guidance from the Erie County
Angola	2,896	2,573	12.6%	11,592	7,388	56.9%	Department of Health (ECDOH) and
Aurora	12,902	11,004		54,370	31,972		Centers for Disease Control,
Boston	2,868	2,545	12.7%	11,598	7,836	48.0%	emphasizing safety for patrons and staff.
Cheektowaga	23,826	21,322	11.7%	94,299	60,655	55.5%	System-wide - Hoopla streaming
Julia Boyer Reinstein Reinstein Memorial	8,931	7,507	19.0%	33,725	19,867	69.8%	services and Overdrive Magazines
Clarence	20,105	13,136		81,689	46,650		implemented 6/1/2022.
Collins	4,939	3,684	34.1%	20,831	10,530		
Concord	4,884	4,175	17.0%	20,308	12,554	61.8%	Clarence - Increase due to closure last
Eden	3,653	3,599		14,353	10,392		year 4/23/2022-5/14/2022 for
Elma	8,985	7,272		37,330	21,254		renovations and carpet installation.
Grand Island Memorial	10,624	8,994	18.1%	42,163	26,212	60.9%	Correctional English and Halding Conta-
Hamburg Hamburg	18,589	15,492	20.0%	73,840	45,824	61.1%	Correctional Facility and Holding Center - Correctional Facility numbers reported
Lake Shore	6,459	5,521	17.0%	24,963	15,806		again starting 9/2022. Staff returned to
Lackawanna	3,797	3,154		16,338	9,227	77.1%	Holding Center 8/2022.
Lancaster	20,469	15,609		80,301	45,048		3
Marilla	3,276	2,805		13,549	8,613		Crane - Closed starting 8/15/2022 -
Newstead	4,661	4,499		18,521	12,745		Phase 2 construction.
North Collins	2,230	1,588		7,783	4,331	79.7%	0 (1 0 1 1 1 1 1 1 1 1 0 1 0 1 0 1 0 0 0 0
Orchard Park	23,687	20,108 8,556		94,660 37,209	58,903 23,192		González-Soto closed starting 9/12/2022 - Phase 1 Construction.
City of Tonawanda Town of Tonawanda	8,721	0,000	1.9%	37,209	23,192	60.4%	- Phase i Construction.
Kenilworth	5,462	4,759	14.8%	22,722	13,777	64.9%	Grand Island - Closed 4/21/2023 -
Kenmore		21,936		105,066	63,564		Staffing.
West Seneca	20,132	17,104	17.7%	77,098	47,773	61.4%	
Buffalo							
Coles	,	1,777	44.2%	9,437	5,089		
Crane Dudley		7,783 4,161		16 18,008	18,426 10,975		- 1
East Clinton		2,170		10,346	5,965		
González-Soto		3,343					
Merriweather	4,769	2,922		18,486	8,509		-
North Park	12,087	7,168		47,271	20,271	133.2%	*
Panty		1,663	35.4%	8,957	3,473		3
Central	28,875	25,385	13.7%	119,173	66,896	78.1%	
BookmobileServices Library on Wheels	2 025	0 477	39.0%	16,413	5,710	187.4%	
Library on vyneeis Library2Go		2,177 311		7,798	634		**
Institutions	1,504	311	312.270	7,750	004	1100.070	
Correctional Facility	4,332	0	See note.	19,450	0	See note.	
Holding Center		0	See note.	39,385	. 0	See note.	
System							
Online Renewals	670	20,453	-96.7%	2,652	247,262	-98.9%	
Interlibrary Loans		1,214		5,135	4,621	11.1% 29.4%	
eAudiobooks eVideos	57,039 690	43,135 43		223,203 2,705	172,487 287	842.5%	
eVideos	82,137	72,286		338,324	303,249		
eMusic	203		See note.	871		See note.	125 1
eMagazines	7,291		See note.	28322		See note.	
B&ECPL Totals	559,792	474,889	17.9%	2,209,990	1,687,864	30.9%	
Member Libraries	333,158	278,898		1,294,038	804,819		
Buffalo Branches	29,123	30,987	-6.0%	112,521	81,899		
Central Library	28,875	25,385		119,173	66,896		
Bookmobile Services	4,929	2,488	98.1%	24,211	6,344	281.6%	
Institutions	14,430		See note.	58,835		See note.	
System	149,277	137,131	8.9%	601,212	727,906	-17.4%	

			Session	Counts Per	Outlet		
Buffals & Fig. Cours. Bublic		April	00001011		to Date Tot	als	
LIBRARY	2023	2022	% of	2023	2022	% of	
Library	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	Footnotes
Alden (Ewell Free)	72	55	30.9%	238	246	-3.3%	
Amherst	12	55	30.976	230	240	-3.3 /0	
Audubon	894	1,060	-15.7%	1,629	3,714	-56.1%	
Clearfield	688	712	-3.4%	3,760	2,634	42.7%	
Eggertsville-Snyder	434	431	0.7%	1,907	1,598	19.3%	Libraries are operating consistent with
Williamsville	114	142	-19.7%	443	475	-6.7%	guidance from the Erie County
	159	172	-7.6%	652	743	-12.2%	Department of Health (ECDOH) and
Angola	363	296	22.6%	1,511	1,174	28.7%	Centers for Disease Control,
Aurora	52	71	-26.8%	218	274	-20.4%	emphasizing safety for patrons and staff
Boston	52	7.1	-20.0%	210	214	-20.476	
Cheektowaga	1 205	4 204	4 40/	E 0.44	E 007	1 00/	Clarence - Increase due to closure last
Julia Boyer Reinstein	1,365	1,384	-1.4%	5,341	5,097	4.8%	year 4/23/2022-5/14/2022 for
Reinstein Memorial	828	663	24.9%	3,055	2,340	30.6%	renovations and carpet installation.
Clarence	457	298	53.4%	1,758	1,621	8.5%	Crane - Closed starting 8/15/2022 -
Collins	98	91	7.7%	490	355	38.0%	Phase 2 construction.
Concord	155	172	-9.9%	684	755	-9.4%	ass 2 sonstitution.
Eden	106	106	0.0%	399	389	2.6%	González-Soto closed starting 9/12/2022
Elma	177	191	-7.3%	750	731	2.6%	- Phase 1 Construction.
Grand Island Memorial	191	278	-31.3%	825	970	-14.9%	
Hamburg							Grand Island - Closed 4/21/2023 -
Hamburg	855	883	-3.2%	3,363	3,342	0.6%	Staffing.
Lake Shore	241	238	1.3%	925	830	11.4%	
Lackawanna	438	396	10.6%	1,891	1,529	23.7%	
Lancaster	674	613	10.0%	2,553	2,524	1.1%	
Marilla	26	41	-36.6%	153	134	14.2%	
Newstead	182	147	23.8%	662	556	19.1%	
North Collins	92	111	-17.1%	373	371	0.5%	
Orchard Park	709	591	20.0%	2,798	2,217	26.2%	
City of Tonawanda	568	604	-6.0%	2,407	1,972	22.1%	
Town of Tonawanda							
Kenilworth	321	364	-11.8%	1,380	1,468	-6.0%	
Kenmore	1,247	1,337	-6.7%	5,170	5,397	-4.2%	*
West Seneca	954	1,041	-8.4%	3,885	3,783	2.7%	
Buffalo				,			8
Coles	1,085	888	22.2%	3,818	3,176	20.2%	
Crane	0	489	-100.0%	0	1,532	-100.0%	
Dudley	453	593	-23.6%	1,851	2,219	-16.6%	
East Clinton	268	335	-20.0%	977	1,060	-7.8%	
González-Soto	0	598	-100.0%	0	2,250	-100.0%	
Merriweather	1,389	1,408	-1.3%	5,667	5,223	8.5%	
North Park	1,069	919	16.3%	4,528	3,248	39.4%	
Panty	443	334	32.6%	1,718	873	96.8%	
Central	6,883	5,764	19.4%	28,453	19,953	42.6%	
BookmobileServices	5,555	0,704	10.770	20,400	10,000	12.070	
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library on wheels	0	0	#DIV/0!	0	0	#DIV/0!	
System	24,050	23,816	1.0%	96,232	86,773	10.9%	
Member Libraries	12,460	12,488	-0.2%	49,220	47,239	4.2%	
Buffalo Branches	4,707	5,564	-15.4%	18,559	19,581	-5.2%	
Central Library	6,883	5,764	19.4%	28,453	19,953	42.6%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

		A. J.		WiFi			31(°
				Total Logi	ns		
Buffile & Fric County Fublic		April			to Date To	tals	
LIBRARY	2023	2022	% of	2023	2022	% of	
	Total	Total	,	Total	Total		
Library	Sessions	Sessions	Change	Sessions	Sessions	Change	Footnotes
Alden (Ewell Free)	374	432	-13.4%	1,463	1,592	-8.1%	
Amherst		8 1					
Audubon	3,336	1,949	71.2%		7,805	4.3%	
Clearfield	2,212	1,876			7,042	44.5%	
Eggertsville-Snyder	811	928	-12.6%	3,644	3,724		Libraries are operating consistent with
Williamsville	967	1,232	-21.5%	3,510	4,414		guidance from the Erie County
Angola	119	208	-42.8%	441	749		Department of Health (ECDOH) and
Aurora	1,618	2,010	-19.5%	6,196	7,312		Centers for Disease Control, emphasizing safety for patrons and staff
Boston	170	159	6.9%	625	575	8.7%	cripitasizing salety for pations and stan
Cheektowaga	4.040	4.070	1.00/				Clarence - Increase due to closure last
Julia Boyer Reinstein	1,318	1,376	-4.2%	5,107	4,681	9.1%	year 4/23/2022-5/14/2022 for
Reinstein Memorial Clarence	664	577	15.1%	2,520	2,411	4.5%	renovations and carpet installation.
Collins	1,253 237	928	35.0%	5,148	4,200		Crops Classed starting 2/45/2005
Concord	442	245 502	-3.3%	1,014	861	17.8%	Crane - Closed starting 8/15/2022 - Phase 2 construction.
Eden	176	240	-12.0% -26.7%	1,761	1,820		Thase 2 construction.
Elma	324	305	6.2%	602	879		González-Soto closed starting 9/12/2022
Grand Island Memorial	596	579	2.9%	1,267 2,247	1,151 2,258	10.1% -0.5%	- Phase 1 Construction.
Hamburg	390	3/9	2.970	2,241	2,256	-0.5%	
Hamburg	1,489	1,637	-9.0%	6,088	6,455	-5.7%	Grand Island - Closed 4/21/2023 -
Lake Shore	473	404	17.1%	1,549	1,564	-1.0%	Staffing.
Lackawanna	411	355	15.8%	1,797	1,535	17.1%	
Lancaster	1,489	1,469	1.4%	5,708	5,694	0.2%	
Marilla	92	91	1.1%	347	348	-0.3%	
Newstead	419	326	28.5%	1,591	1,480	7.5%	
North Collins	332	402	-17.4%	1,451	1,348	7.6%	
Orchard Park	1,757	1,509	16.4%	6,869	5,759	19.3%	
City of Tonawanda	794	572	38.8%	2,795	2,121	31.8%	
Town of Tonawanda					· · · · · · · · · · · · · · · · · · ·		
Kenilworth	395	417	-5.3%	1,653	1,503	10.0%	
Kenmore	1,919	1,988	-3.5%	7,463	7,436	0.4%	*
West Seneca	1,585	1,743	-9.1%	6,664	6,517	2.3%	
Buffalo							8
Coles	914	928	-1.5%	3,547	3,213	10.4%	
Crane	0	390	-100.0%	0	1,540	-100.0%	
Dudley	1,688	1,088	55.1%	6,322	5,487	15.2%	
East Clinton	613	655	-6.4%	2,104	2,322	-9.4%	
González-Soto	291	2,111	-86.2%	1,743	7,652	-77.2%	
Merriweather	1,311	978	34.0%	5,012	3,568	40.5%	
North Park	1,055	1,049	0.6%	4,260	3,541	20.3%	
Panty	1,098	1,164	-5.7%	3,894	3,823	1.9%	
Central BookmobileServices	14,580	13,181	10.6%	57,187	49,393	15.8%	
Library on Wheels	0.4	0.4	0.00/	005	400	74.454	
Library on vyneeis Library2Go	84	84	0.0% #DIV/0!	325	190	71.1%	
System	47,406		#DIV/0! 2.9%	192 229	172.003	#DIV/0!	
		46,087		182,228	173,963	4.8%	
Member Libraries Buffalo Branches	25,772	24,459	5.4%	97,834	93,234	4.9%	
Central Library	6,970	8,363	-16.7%	26,882	31,146	-13.7%	
Bookmobile Services	14,580	13,181	10.6%	57,187	49,393	15.8%	
BOOKMODIIE Services	84	84	0.0%	325	190	71.1%	

SAP Acct.		LIBRARY:	
Description		LIBRARY: NEWSTEAD PUBLIC LIBRARY	
Budget	Adopted		
Transfers Expenditures Budget	Budget Veer-to-Date		
Budget	Available		,
at 12/31 at 12/31	Projected		*
at 12/31	Projected	NOM	
Comments		MONTH: Apr-23	

SAP Acct.	Description	Budget	Transfers	Expenditures	Budget	at 12/31	at 12/31
500000	Salaries - Full-time	0	0	0	0	5	0
502000	Fringe Benefits	0	0	0	0		0
Utility Charges:	narges:						
515000	Water	500	0	75	425		500
515000	Sewer	500	0	70	430		500
515000	Electric	7,000	0	2,122	4,878	And the second s	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	20	1,980		2,000
555050	Insurance Charges	0	0	0	0		0
510000	Travel & Mileage Expenses	100	0	18	82		100
516030	Refuse Pickup	200	0	59	141		200
530000	Other Expenses & Charges	600	0	309	291		600
530000	Contingency (Bullet Aid)	0	0	0	0		0
	TOTAL EXPENSES	10,920	0	2,693	8,227	0	10,920

	Adopted	Budget	Y-T-D		Projected Projected	Projected	
DIRECT LOCAL INCOME	Budget	Revisions	Revenues	To Be Realized Revenues	Revenues	Variance	Comments
Fines, Lost Books, etc.	25	0	88	(63)		(25)	
Copy Machines	400	0	320	80		(400)	
Print Cost Recovery	1,200	0	280	920		(1,200)	
Other Income	0	0	14	(14)		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	702	923	0	(1,625)	