

**Newstead Public Library
Board of Trustees
Wednesday, December 13 @ 7 pm**

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

At Large: Library Director Kristine Sutton, John Jendrowski

Call to Order: 7:05, Motion to approve- Sue S, Sue B

Approval of Minutes from November 8, 2023, Motion to approve- Michele, Sue S

Approval of the Agenda for December 13, 2023, Motion to approve – Sue B, Michele

Library Business

Public Comment: None

Directors Report: Reviewed monthly Program Report and Library Statistics. There was nothing new this month from the Friends of the Newstead Library Report. Light Up Akron was a huge success with lots of activity. Next week there will be cookies & punch to celebrate the holidays

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

New Business: Conflict of Interest Policy was reviewed & accepted, everyone signed. The Rules of Conduct Policy as reviewed & the only change was “Photography or recording of Library Patrons without their permission”, all from Central

Building: Plumbing in the basement; there was another back-up on Saturday, problem is 5’ from the pump & tank, getting a price to fix it. We will close the downstairs bathrooms until fixed.

Old Business: the fire panel is still a work in progress; the beam card detector is faulty so a new card is needed/needs to be replaced. We may be able to use construction grant money for next year


Next meeting: January 10, 2024 @ 7 pm

Meeting Adjourned: 7:50 pm, Motion to adjourn – Sue S, Michelle


Branch	Program Date	Title	Numb	Total At	Type(r/lv/r	Type (G/Oc	Target Aud	Outri	Tech	Tutc	ESO
NEWSTEAD	12/2/2023	Peace love Yarn	1	6	Regular	Group	Adults	n	n	n	n
NEWSTEAD	12/4/2023	Mahjong	3	18	Regular	Group	Adults	n	n	n	n
NEWSTEAD	12/5/2023	Tai Chi	3	36	Regular	Group	Adults	n	n	n	n
NEWSTEAD	12/5/2023	Feelings Rock	2	91	Regular	Group	Intergenera	n	n	n	n
NEWSTEAD	12/5/2023	Rainbow Youth	3	20	Regular	Group	Teens	n	n	n	n
NEWSTEAD	12/6/2023	Bookmark Buddi	3	114	Regular	Group	Intergenera	n	n	n	n
NEWSTEAD	12/9/2023	Light Up Akron 2	1	150	Regular	Group	Intergenera	n	n	n	n
NEWSTEAD	12/11/2023	Geo Caching	1	2	Regular	Group	Adults	n	n	n	n
NEWSTEAD	12/11/2023	Christmas Tree E	1	18	Regular	Group	Adults	n	n	n	n
NEWSTEAD	12/12/2023	Toddler Time	1	31	Regular	Group	Intergenera	n	n	n	n
NEWSTEAD	12/15/2023	Homeschool STE	1	3	Regular	Group	Intergenera	n	n	n	n
NEWSTEAD	12/16/2023	LEGO	1	5	Regular	Group	Children 6-	n	n	n	n
NEWSTEAD	12/18/2023	Gift Wrapping	5	5	Regular	One-on-On	Adults	n	n	n	n
NEWSTEAD	12/18/2023	Graham Cracker	1	19	Regular	Group	Intergenera	n	n	n	n
NEWSTEAD	12/22/2023	Grinch Craft	18	18	Regular	Self-Direct	Intergenera	n	n	n	n
NEWSTEAD	12/30/2023	In the Kitchen w	1	36	Recorded \	Group	Intergenera	n	n	n	n
NEWSTEAD	12/30/2023	PBS	5	43	Recorded \	Group	Adults	n	n	n	n

Circulation

Total Circulations


 Library	December			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total	Total	Change	Total	Total	Change	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	1,800	1,556	15.7%	23,416	19,522	19.9%	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. Last year 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. Audubon - Closed 10/10/2022-3/3/2023 - Construction. Concord - Closed 12/12/2023 - Installation of LED Lights. Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023. Dudley - Closed 11/8/2023 - 12/10/2023 - Construction. Re-opened 12/11/2023. Dudley - Closed 12/18/2023 - Sewer work near library. González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023. Williamsville - Closed 12/20/2023-12/21/2023 - Air handler installation.
<i>Amherst</i>							
Audubon	34,031	49	69351.0%	356,615	279,960	27.4%	
Clearfield	27,995	37,854	-26.0%	401,308	344,858	16.4%	
Egbertsville-Snyder	13,336	13,341	0.0%	177,250	153,116	15.8%	
Williamsville	3,780	6,013	-37.1%	52,599	55,899	-5.9%	
Angola	2,698	2,430	11.0%	37,892	31,849	19.0%	
Aurora	13,144	12,255	7.3%	168,894	140,261	20.4%	
Boston	3,130	2,434	28.6%	35,641	31,913	11.7%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	22,596	19,568	15.5%	286,117	244,259	17.1%	
Reinstein Memorial	8,459	6,862	23.3%	105,041	86,706	21.1%	
Clarence	18,363	16,646	10.3%	246,948	205,340	20.3%	
Collins	4,460	4,944	-9.8%	57,140	47,281	20.9%	
Concord	4,572	4,337	5.4%	61,519	53,215	15.6%	
Eden	3,534	3,361	5.1%	46,592	42,532	9.5%	
Elma	8,122	7,669	5.9%	112,400	94,463	19.0%	
Grand Island Memorial	9,563	9,949	-3.9%	133,494	113,459	17.7%	
<i>Hamburg</i>							
Hamburg	16,704	15,789	5.8%	228,240	194,340	17.4%	
Lake Shore	5,409	5,154	4.9%	75,674	64,839	16.7%	
Lackawanna	5,007	3,590	39.5%	53,497	43,425	23.2%	
Lancaster	18,368	16,364	12.2%	247,443	199,642	23.9%	
Marilla	3,303	3,375	-2.1%	39,702	35,876	10.7%	
Newstead	4,026	3,864	4.2%	56,439	53,180	6.1%	
North Collins	1,593	1,389	14.7%	21,626	17,222	25.6%	
Orchard Park	23,974	20,517	16.8%	293,821	250,766	17.2%	
City of Tonawanda	8,607	8,593	0.2%	111,769	97,945	14.1%	
<i>Town of Tonawanda</i>							
Kenilworth	5,304	5,081	4.4%	70,650	61,284	15.3%	
Kenmore	24,789	22,483	10.3%	317,660	269,869	17.7%	
West Seneca	19,715	15,779	24.9%	249,699	207,393	20.4%	
<i>Buffalo</i>							
Coles	2,173	1,772	22.6%	28,983	18,567	56.1%	
Crane	7,698	0	See note.	28,302	52,275	-45.9%	
Dudley	2,540	4,106	-38.1%	49,670	46,110	7.7%	
East Clinton	2,638	1,876	40.6%	32,805	25,517	28.6%	
González-Soto	2,447	0	See note.	10,620	26,394	-59.8%	
Merriweather	4,407	3,860	14.2%	56,387	40,286	40.0%	
North Park	8,193	10,949	-25.2%	133,848	99,500	34.5%	
Panty	2,034	2,370	-14.2%	26,862	23,781	13.0%	
<i>Central</i>	21,006	26,767	-21.5%	322,491	304,349	6.0%	
<i>BookmobileServices</i>							
Library on Wheels	4,651	3,782	23.0%	46,233	28,467	62.4%	
Library2Go	2,602	1,811	43.7%	25,920	9,091	185.1%	
<i>Institutions</i>							
Correctional Facility	6,107	3,146	94.1%	65,341	17,001	284.3%	
Holding Center	9,763	8,790	11.1%	120,223	30,601	292.9%	
<i>System</i>							
Online Renewals	677	487	39.0%	8,092	252,688	-96.8%	
Interlibrary Loans	1,163	856	35.9%	15,726	12,664	24.2%	
eAudiobooks	62,063	49,200	26.1%	711,129	558,182	27.4%	
eVideos	761	613	24.1%	8,928	5,582	59.9%	
eBooks	86,814	78,610	10.4%	1,019,409	918,475	11.0%	
eMusic	232	182	27.5%	2,687	1,867	43.9%	
eMagazines	29,401	5,512	433.4%	157,885	44,599	254.0%	
B&ECPL Totals	573,752	475,935	20.6%	6,940,627	5,956,410	16.5%	
Member Libraries	316,382	271,246	16.6%	4,069,086	3,440,414	18.3%	
Buffalo Branches	32,130	24,933	28.9%	367,477	332,430	10.5%	
Central Library	21,006	26,767	-21.5%	322,491	304,349	6.0%	
Bookmobile Services	7,253	5,593	29.7%	72,153	37,558	92.1%	
Institutions	15,870	11,936	33.0%	185,564	47,602	289.8%	
System	181,111	135,460	33.7%	1,923,856	1,794,057	7.2%	

Library Visits

	December			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	831	606	37.1%	10,365	9,178	12.9%	<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>Last year 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 10/10/2022-3/3/2023 - Construction.</p> <p>Central - New visitor counters installed 7/13/2023.</p> <p>Concord - Closed 12/12/2023 - Installation of LED Lights.</p> <p>Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.</p> <p>Dudley - Closed 11/8/2023 - 12/10/2023 - Construction. Re-opened 12/11/2023.</p> <p>Dudley - Closed 12/18/2023 - Sewer work near library.</p> <p>González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.</p> <p>Williamsville - Closed 12/20/2023-12/21/2023 - Air handler installation.</p>
Amherst							
Audubon	9,042	0	See note.	101,394	82,395	23.1%	
Clearfield	8,950	10,264	-12.8%	134,573	121,398	10.9%	
Eggertsville-Snyder	3,855	3,422	12.7%	55,673	51,218	8.7%	
Williamsville	1,276	1,981	-35.6%	21,458	24,362	-11.9%	
Angola	3,253	2,684	21.2%	32,975	35,394	-6.8%	
Aurora	5,338	3,914	36.4%	64,417	55,668	15.7%	
Boston	1,068	859	24.3%	14,230	13,640	4.3%	
Cheektowaga							
Julia Boyer Reinstein	7,507	5,593	34.2%	97,630	88,768	10.0%	
Reinstein Memorial	2,796	2,356	18.7%	42,856	37,043	15.7%	
Clarence	5,234	4,167	25.6%	75,064	62,253	20.6%	
Collins	1,377	1,232	11.8%	17,969	15,011	19.7%	
Concord	2,383	2,026	17.6%	31,161	29,355	6.2%	
Eden	1,160	860	34.9%	15,913	15,375	3.5%	
Elma	2,918	2,442	19.5%	41,042	36,441	12.6%	
Grand Island Memorial	3,154	2,770	13.9%	48,023	45,313	6.0%	
Hamburg							
Hamburg	6,403	5,735	11.6%	90,289	75,597	19.4%	
Lake Shore	2,501	2,208	13.3%	36,693	32,350	13.4%	
Lackawanna	2,886	2,300	25.5%	33,578	33,503	0.2%	
Lancaster	6,347	4,783	32.7%	85,291	73,192	16.5%	
Marilla	854	779	9.6%	11,358	10,587	7.3%	
Newstead	2,931	2,163	35.5%	33,888	28,583	18.6%	
North Collins	903	873	3.4%	13,157	11,871	10.8%	
Orchard Park	9,925	7,964	24.6%	128,900	115,563	11.5%	
City of Tonawanda	3,830	3,560	7.6%	49,705	44,298	12.2%	
Town of Tonawanda							
Kenilworth	2,721	2,138	27.3%	35,996	32,054	12.3%	
Kenmore	7,133	5,846	22.0%	101,587	91,014	11.6%	
West Seneca	9,558	6,416	49.0%	102,505	89,857	14.1%	
Buffalo							
Coles	2,963	2,414	22.7%	36,996	26,853	37.8%	
Crane	3,421	0	See note.	13,714	21,250	-35.5%	
Dudley	1,242	1,982	-37.3%	26,448	30,152	-12.3%	
East Clinton	1,325	669	98.1%	17,002	15,982	6.4%	
González-Soto	2,235	0	See note.	8,888	22,969	-61.3%	
Merriweather	6,573	4,428	48.4%	89,633	76,887	16.6%	
North Park	3,854	3,802	1.4%	58,163	54,058	7.6%	
Panty	2,168	1,880	15.3%	31,543	25,312	24.6%	
Central	25,003	19,485	28.3%	274,240	198,184	38.4%	
Bookmobile Services							
Library on Wheels	1,300	1,270	2.4%	18,400	15,965	15.3%	
Library2Go	204	160	27.5%	2,578	2,707	-4.8%	
Institutions							
Correctional Facility	987	672	46.9%	13,308	7,600	75.1%	
Holding Center	414	444	-6.8%	6,778	4,840	40.0%	
System	167,823	127,147	32.0%	2,125,381	1,864,040	14.0%	
Member Libraries	116,134	89,941	29.1%	1,527,690	1,361,281	12.2%	
Buffalo Branches	23,781	15,175	56.7%	282,387	273,463	3.3%	
Central Library	25,003	19,485	28.3%	274,240	198,184	38.4%	
Bookmobile	1,504	1,430	5.2%	20,978	18,672	12.4%	
Institutions	1,401	1,116	25.5%	20,086	12,440	61.5%	


Registered Public Access Computer Sessions

Session Counts Per Outlet

	December			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	54	34	58.8%	785	646	21.5%	<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>Last year 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 10/10/2022-3/3/2023 - Construction.</p> <p>Concord - Closed 12/12/2023 - Installation of LED Lights.</p> <p>Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.</p> <p>Dudley - Closed 11/8/2023 - 12/10/2023 - Construction. Re-opened 12/11/2023.</p> <p>Dudley - Closed 12/18/2023 - Sewer work near library.</p> <p>González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.</p> <p>Williamsville - Closed 12/20/2023-12/21/2023 - Air handler installation.</p>
<i>Amherst</i>							
Audubon	895	0	See note.	9,579	8,679	10.4%	
Clearfield	837	902	-7.2%	10,611	9,553	11.1%	
Eggertsville-Snyder	374	402	-7.0%	5,259	5,382	-2.3%	
Williamsville	108	188	-42.6%	1,546	2,055	-24.8%	
Angola	148	117	26.5%	1,977	1,963	0.7%	
Aurora	413	278	48.6%	4,541	3,954	14.8%	
Boston	51	51	0.0%	693	783	-11.5%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,290	939	37.4%	15,997	15,221	5.1%	
Reinstein Memorial	657	453	45.0%	9,278	8,338	11.3%	
Clarence	367	318	15.4%	5,149	4,762	8.1%	
Collins	135	95	42.1%	1,470	1,204	22.1%	
Concord	187	166	12.7%	2,313	2,209	4.7%	
Eden	113	70	61.4%	1,350	1,154	17.0%	
Elma	167	137	21.9%	2,368	2,005	18.1%	
Grand Island Memorial	181	186	-2.7%	2,690	2,914	-7.7%	
<i>Hamburg</i>							
Hamburg	771	614	25.6%	10,145	9,659	5.0%	
Lake Shore	172	157	9.6%	2,665	2,548	4.6%	
Lackawanna	499	352	41.8%	6,044	5,046	19.8%	
Lancaster	566	459	23.3%	7,439	7,459	-0.3%	
Marilla	46	30	53.3%	467	387	20.7%	
Newstead	183	102	79.4%	2,193	1,845	18.9%	
North Collins	90	73	23.3%	1,117	1,179	-5.3%	
Orchard Park	628	424	48.1%	8,301	6,638	25.1%	
City of Tonawanda	588	528	11.4%	7,759	7,063	9.9%	
<i>Town of Tonawanda</i>							
Kenilworth	360	311	15.8%	4,392	4,547	-3.4%	
Kenmore	1,264	988	27.9%	15,403	15,382	0.1%	
West Seneca	1,000	785	27.4%	12,303	11,815	4.1%	
<i>Buffalo</i>							
Coles	1,005	743	35.3%	11,862	8,289	43.1%	
Crane	501	0	See note.	1,780	3,273	-45.6%	
Dudley	202	377	-46.4%	5,358	6,061	-11.6%	
East Clinton	368	156	135.9%	3,803	3,213	18.4%	
González-Soto	349	0	See note.	1,325	4,890	-72.9%	
Merriweather	1,226	955	28.4%	17,441	15,221	14.6%	
North Park	801	808	-0.9%	12,608	11,479	9.8%	
Panty	453	314	44.3%	6,232	4,643	34.2%	
<i>Central</i>	6,105	6,010	1.6%	75,160	70,376	6.8%	
<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	23,154	18,522	25.0%	289,403	271,835	6.5%	
Member Libraries	12,144	9,159	32.6%	153,834	144,390	6.5%	
Buffalo Branches	4,905	3,353	46.3%	60,409	57,069	5.9%	
Central Library	6,105	6,010	1.6%	75,160	70,376	6.8%	
Bookmobile	0	0	#DIV/0!	0	0	#DIV/0!	

WiFi

Total Logins

	December			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	389	358	8.7%	5,106	5,072	0.7%	<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>Last year 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 10/10/2022-3/3/2023 - Construction.</p> <p>Concord - Closed 12/12/2023 - Installation of LED Lights.</p> <p>Crane - Closed 8/15/2022-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.</p> <p>Dudley - Closed 11/8/2023 - 12/10/2023 - Construction. Re-opened 12/11/2023.</p> <p>Dudley - Closed 12/18/2023 - Sewer work near library.</p> <p>González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.</p> <p>Williamsville - Closed 12/20/2023-12/21/2023 - Air handler installation.</p>
<i>Amherst</i>							
Audubon	3,619	579	525.0%	38,527	20,303	89.8%	
Clearfield	2,133	2,311	-7.7%	30,634	27,074	13.1%	
Eggertsville-Snyder	991	803	23.4%	12,015	11,869	1.2%	
Williamsville	1,139	884	28.8%	13,840	14,168	-2.3%	
Angola	86	81	6.2%	1,439	2,273	-36.7%	
Aurora	1,881	1,521	23.7%	21,497	24,334	-11.7%	
Boston	189	157	20.4%	2,136	2,012	6.2%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,419	973	45.8%	16,128	13,432	20.1%	
Reinstein Memorial	603	416	45.0%	8,489	7,517	12.9%	
Clarence	1,263	990	27.6%	16,047	12,771	25.7%	
Collins	270	232	16.4%	3,259	2,788	16.9%	
Concord	486	385	26.2%	6,372	6,094	4.6%	
Eden	177	136	30.1%	2,114	2,410	-12.3%	
Elma	383	259	47.9%	4,441	3,673	20.9%	
Grand Island Memorial	650	531	22.4%	7,998	7,928	0.9%	
<i>Hamburg</i>							
Hamburg	1,526	1,089	40.1%	19,640	19,230	2.1%	
Lake Shore	415	220	88.6%	5,686	4,378	29.9%	
Lackawanna	496	365	35.9%	5,657	4,958	14.1%	
Lancaster	1,559	1,181	32.0%	18,345	18,225	0.7%	
Marilla	75	61	23.0%	994	1,014	-2.0%	
Newstead	475	310	53.2%	5,531	4,488	23.2%	
North Collins	368	298	23.5%	4,343	4,224	2.8%	
Orchard Park	1,893	1,195	58.4%	22,382	18,410	21.6%	
City of Tonawanda	990	634	56.2%	10,982	7,908	38.9%	
<i>Town of Tonawanda</i>							
Kenilworth	407	374	8.8%	5,460	5,296	3.1%	
Kenmore	1,711	1,400	22.2%	23,443	22,432	4.5%	
West Seneca	1,970	1,320	49.2%	22,934	20,963	9.4%	
<i>Buffalo</i>							
Coles	1,061	730	45.3%	11,711	9,354	25.2%	
Crane	1,194	0	See note.	6,184	3,351	84.5%	
Dudley	2,179	1,528	42.6%	23,938	17,713	35.1%	
East Clinton	766	461	66.2%	7,365	7,772	-5.2%	
González-Soto	836	720	16.1%	7,028	22,777	-69.1%	
Merriweather	1,192	882	35.1%	14,909	12,903	15.5%	
North Park	977	901	8.4%	12,885	12,528	2.8%	
Panty	1,156	868	33.2%	14,866	13,714	8.4%	
<i>Central</i>	14,167	12,124	16.9%	175,176	164,305	6.6%	
<i>BookmobileServices</i>							
Library on Wheels	58	53	9.4%	1,006	825	21.9%	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
System	51,149	37,330	37.0%	610,507	560,486	8.9%	
Member Libraries	27,563	19,063	44.6%	335,439	295,244	13.6%	
Buffalo Branches	9,361	6,090	53.7%	98,886	100,112	-1.2%	
Central Library	14,167	12,124	16.9%	175,176	164,305	6.6%	
Bookmobile	58	53	9.4%	1,006	825	21.9%	

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

NST PROCUREMENT POLICIES

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 Trustees. Reviewed on January 10, 2024 by the Newstead Public Library Board of Trustees.

Abstract of Audited Vouchers For Member Aid Checking Account

Newstead Public Library

Date of Audit: 1/10/2024

JANUARY 2024

Total Claims(\$)38.06

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.

1/10/2024

Date

Authorizing Official

Voucher #	Claimant	Vouchers		Date
		Amount	Check #	
118	B&ECPL	\$38.06	118	1/8/2024

Total: \$38.06

Abstract of Audited Vouchers For County Checking Account

Newstead Public Library

Date of Audit: 1/10/2024

JANUARY 2024

Total Claims(\$) 467.28

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.

1/10/2024

Date

Authorizing Official

Voucher #	Claimant	Vouchers		Date
		Amount	Check #	
4555	Village of Akron	\$467.28	4555	1/3/2024

Total: \$467.28

Abstract of Audited Vouchers For Private Checking Account

Newstead Public Library

Date of Audit: 1/10/2024

JANUARY 2024

Total Claims(\$)434.58

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.

1/10/2024

Date

Authorizing Official

Voucher #	Claimant	Vouchers		Date
		Amount	Check #	
1437	B&ECPL	\$434.58	1437	1/3/2024

Total: \$434.58