

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

Wednesday, December 14@ 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 November 9, 2022

Action Required

- 3) Approval of the agenda for December 14, 2022
- 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. HVAC – NYS Construction Grant
  - b. Parking Lot island
- 8) Old Business
  - a. Bookmark Buddies
- 9) New Business
  - a. NYS Construction Grant 2023-2027
  - b. Holiday Calendar
  - c. Policy Review
- 10) Next Meeting January 11, 2023 @ 7 pm
- 11) Adjournment of Meeting Action Required

**Newstead Public Library**

**Board of Trustees**

**Wednesday, November 9 @ 7 pm**

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

**At Large:** Library Director Kristine Sutton

**Call to Order:** 7:02, Motion to approve- Sue S, Seconded – Sue B

**Approval of Minutes** from October 11, 2022, Motion to approve- Sue S, seconded-Sue B

**Approval of the Agenda** for November 9, 2022, Motion to approve – Sue S, seconded – Michele

**Library Business**

**Public Comment:** None

**Directors Report:** Reviewed monthly Program Report and Library Statistics

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

**Building:** Landscape in the back of the building is complete

**Old Business:** Narcan training took place on October 17 & Bob's brick has been in put into place in front of the library

**New Business:** Light Up Akron is December 10 & the library will be open from 10 am-7pm. The DDS intern will be at the library 2 times in December. NYS has mandated a Trustee Education Policy for January of 2023. NYS Construction Grant was received & Kristine will talk to John so the town is involved with new HVAC. We agreed to close the library on 11/11/23 for Veterans Day.


**Next meeting:** December 14, 2022 @ 7 pm

**Meeting Adjourned:** 7:47 pm, Motion to adjourn – Sue S, Seconded – Sue B

Branch	Program Date	Title	Numbere	Total AI Type(r/v/r	Type (G/Oc Target Aud Outre; Techn Tutori ESOL? Early Summ Adult Liter
NEWSTEAC	11/1/2022	Tai Chi	5	62 Regular	Group Adults n n n n No Collabo
NEWSTEAC	11/1/2022	Book Club	1	4 Regular	Group Adults n n n n No Collabo
NEWSTEAC	11/1/2022	Toddler time	2	54 Regular	Group Intergener:n n n n n No Collabo
NEWSTEAC	11/1/2022	Rainbow Youth	5	53 Regular	Group Teens n n n n No Collabo
NEWSTEAC	11/5/2022	Peace Love Yarn	1	3 Regular	Group Adults n n n n No Collabo
NEWSTEAC	11/7/2022	Mahjong	5	18 Regular	Group Adults n n n n No Collabo
NEWSTEAC	11/9/2022	One Church Play	1	20 Regular	Group Intergener:y n n n n No Collabo
NEWSTEAC	11/12/2022	Perry Ground Re	1	23 Regular	Group Intergener:n n n n n No Collabo
NEWSTEAC	11/16/2022	Kidding Around	1	4 Regular	Group Children 6- n n n n No Collabo
NEWSTEAC	11/19/2022	Lego Club	1	5 Regular	Group Children 6- n n n n No Collabo
NEWSTEAC	11/21/2022	Thanksgiving Fai	1	9 Regular	Group Intergener:n n n n n No Collabo
NEWSTEAC	11/23/2022	APA visit	1	15 Regular	Group Children 5 y n n n No Collabo
NEWSTEAC	11/28/2022	Christmas Calen	1	13 Regular	Group Adults n n n n No Collabo
NEWSTEAC	11/29/2022	Read to Daisy	4	4 Regular	One-on-On Intergener:n n n n No Collabo
NEWSTEAC	11/30/2022	Erie Canal Trave	1	18 Regular	Group Intergener:n n n n No Collabo
NEWSTEAC	11/30/2022	Make & Take Cl	7	7 Regular	Self-Directr Adults n n n n No Collabo
NEWSTEAC	11/30/2022	Holiday Orname	25	25 Regular	Self-Directr Intergener:n n n n No Collabo
NEWSTEAC	11/30/2022	In the Kitchen w	2	51 Recorded \ Group	Intergener:n n n n No Collabo
NEWSTEAC	11/30/2022	PBS	4	62 Recorded \ Group	Adults n n n n No Collabo




## Library Visits

 Library	November			Year to Date Totals			Footnotes
	2022	2021	% of	2022	2021	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	591	859	-31.2%	8,572	9,069	-5.5%	<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>System-wide - All libraries impacted by winter storm 11/17/2022-11/22/2022, including partial and full day closings.</p> <p>Audubon - Closed starting 10/10/2022 - Construction.</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>Lackawanna - Estimates 11/2022 - Counter malfunction.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Merriweather - Estimates 11/1/2022-11/14/2022 - Counter malfunction.</p>
<i>Amherst</i>							
Audubon	0	8,632	-100.0%	82,395	92,613	-11.0%	
Clearfield	11,640	7,599	53.2%	111,134	91,161	21.9%	
Eggertsville-Snyder	3,993	3,770	5.9%	47,796	43,988	8.7%	
Williamsville	2,422	1,306	85.5%	22,381	15,184	47.4%	
Angola	1,943	2,439	-20.3%	32,710	33,224	-1.5%	
Aurora	4,357	4,511	-3.4%	51,754	41,088	26.0%	
Boston	1,024	940	8.9%	12,781	12,619	1.3%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	6,672	6,954	-4.1%	83,175	71,788	15.9%	
Reinstein Memorial	3,103	2,477	25.3%	34,687	24,927	39.2%	
Clarence	4,860	5,194	-6.4%	58,086	59,153	-1.8%	
Collins	1,194	926	28.9%	13,779	10,911	26.3%	
Concord	2,460	2,006	22.6%	27,329	22,733	20.2%	
Eden	1,047	1,221	-14.3%	14,515	13,672	6.2%	
Elma	2,447	2,288	6.9%	33,999	27,855	22.1%	
Grand Island Memorial	4,504	3,749	20.1%	42,543	34,773	22.3%	
<i>Hamburg</i>							
Hamburg	5,242	5,344	-1.9%	69,862	55,583	25.7%	
Lake Shore	2,380	2,296	3.7%	30,142	24,437	23.3%	
Lackawanna	2,388	2,001	19.3%	31,203	22,197	40.6%	
Lancaster	5,097	4,606	10.7%	68,409	47,832	43.0%	
Marilla	828	973	-14.9%	9,808	10,789	-9.1%	
Newstead	2,297	1,990	15.4%	26,420	23,304	13.4%	
North Collins	939	922	1.8%	10,998	9,734	13.0%	
Orchard Park	8,111	8,398	-3.4%	107,599	84,632	27.1%	
City of Tonawanda	3,974	3,759	5.7%	40,738	36,725	10.9%	
<i>Town of Tonawanda</i>							
Kenilworth	2,178	2,137	1.9%	29,916	29,755	0.5%	
Kenmore	7,373	6,893	7.0%	85,168	70,570	20.7%	
West Seneca	7,030	5,795	21.3%	83,441	69,722	19.7%	
<i>Buffalo</i>							
Coles	2,610	2,947	-11.4%	24,439	28,616	-14.6%	
Crane	0	2,393	-100.0%	21,250	23,450	-9.4%	
Dudley	2,987	2,773	7.7%	28,170	25,486	10.5%	
East Clinton	1,211	1,245	-2.7%	15,313	10,012	52.9%	
González-Soto	0	2,274	-100.0%	22,969	27,717	-17.1%	
Merriweather	5,395	4,602	17.2%	72,459	43,968	64.8%	
North Park	4,191	3,668	14.3%	50,256	42,675	17.8%	
Panty	2,769	2,320	19.4%	23,432	21,550	8.7%	
<i>Central</i>	17,185	12,937	32.8%	178,699	111,026	61.0%	
<i>Bookmobile Services</i>							
Library on Wheels	899	960	-6.4%	14,695	7,788	88.7%	
Library2Go	203	See note.	See note.	2,547	See note.	See note.	
<i>Institutions</i>							
Correctional Facility	878	776	13.1%	6,928	8,830	-21.5%	
Holding Center	432	282	53.2%	4,396	3,153	39.4%	
<b>System</b>	<b>138,854</b>	<b>137,162</b>	<b>1.2%</b>	<b>1,736,893</b>	<b>1,444,309</b>	<b>20.3%</b>	
Member Libraries	100,094	99,985	0.1%	1,271,340	1,090,038	16.6%	
Buffalo Branches	19,163	22,222	-13.8%	258,288	223,474	15.6%	
Central Library	17,185	12,937	32.8%	178,699	111,026	61.0%	
Bookmobile	1,102	960	14.8%	17,242	7,788	121.4%	
Institutions	1,310	1,058	23.8%	11,324	11,983	-5.5%	



# Circulation


## Total Circulations

 Library	November			Year to Date Totals			Footnotes
	2022 Total Circulations	2021 Total Circulations	% of Change	2022 Total Circulations	2021 Total Circulations	% of Change	
Alden (Ewell Free)	1,429	1,342	6.5%	17,966	15,726	14.2%	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.
Amherst							
Audubon	3,158	17,683	-82.1%	279,911	211,724	32.2%	System-wide - All libraries impacted by winter storm 11/17/2022-11/22/2022, including partial and full day closings.
Clearfield	39,940	14,828	169.4%	307,004	183,014	67.7%	
Eggertsville-Snyder	15,030	7,184	109.2%	139,775	88,846	57.3%	System-wide - Fine free with autorenewals implemented 4/2022.
Williamsville	6,352	1,810	250.9%	49,886	24,046	107.5%	
Angola	2,769	1,481	87.0%	29,419	19,255	52.8%	System-wide - Hoopla streaming services and Overdrive Magazines implemented 6/1/2022.
Aurora	12,970	7,534	72.2%	128,006	77,488	65.2%	
Boston	3,002	1,693	77.3%	29,479	22,260	32.4%	Audubon - Closed starting 10/10/2022 - Construction.
Cheektowaga							
Julia Boyer Reinstein	21,802	12,715	71.5%	224,691	143,067	57.1%	Correctional Facility and Holding Center - Correctional Facility numbers reported again starting 9/2022. Staff returned to Holding Center 8/2022.
Reinstein Memorial	7,995	4,054	97.2%	79,844	44,690	78.7%	
Clarence	18,924	10,362	82.6%	188,694	136,401	38.3%	Crane - Closed starting 8/15/2022 - Phase 2 construction.
Collins	5,058	1,983	155.1%	42,337	23,372	81.1%	
Concord	4,697	2,510	87.1%	48,878	31,323	56.0%	González-Soto closed starting 9/12/2022 - Phase 1 Construction.
Eden	3,543	2,664	33.0%	39,171	29,319	33.6%	
Elma	8,284	4,248	95.0%	86,794	52,408	65.6%	Library2Go - Added to statistical reports 2/2022.
Grand Island Memorial	10,104	5,752	75.7%	103,510	68,795	50.5%	
Hamburg							
Hamburg	16,022	9,637	66.3%	178,551	108,436	64.7%	
Lake Shore	6,036	3,061	97.2%	59,685	35,210	69.5%	
Lackawanna	4,151	1,779	133.3%	39,835	20,349	95.8%	
Lancaster	17,396	8,738	99.1%	183,278	101,193	81.1%	
Marilla	3,201	2,129	50.4%	32,501	25,089	29.5%	
Newstead	4,706	2,419	94.5%	49,316	29,865	65.1%	
North Collins	1,510	1,008	49.8%	15,833	10,919	45.0%	
Orchard Park	22,009	12,522	75.8%	230,249	141,721	62.5%	
City of Tonawanda	9,437	4,997	88.9%	89,352	55,092	62.2%	
Town of Tonawanda							
Kenilworth	5,763	2,966	94.3%	56,203	35,456	58.5%	
Kenmore	25,266	13,234	90.9%	247,386	153,237	61.4%	
West Seneca	17,798	9,897	79.8%	191,614	121,712	57.4%	
Buffalo							
Coles	2,337	1,403	66.6%	16,795	12,664	32.6%	
Crane		3,123	-100.0%	52,275	30,535	71.2%	
Dudley	3,891	2,407	61.7%	42,004	24,094	74.3%	
East Clinton	2,000	1,361	47.0%	23,641	12,564	88.2%	
González-Soto		2,649	-100.0%	26,394	25,587	3.2%	
Merriweather	4,141	1,910	116.8%	36,426	24,055	51.4%	
North Park	11,028	4,124	167.4%	88,551	48,379	83.0%	
Panty	2,675	1,334	100.5%	21,411	13,779	55.4%	
Central	28,522	14,393	98.2%	277,582	156,334	77.6%	
Bookmobile Services							
Library on Wheels	3,691	1,397	164.2%	24,685	12,054	104.8%	
Library2Go	1,606	See note.	See note.	7,280	See note.	See note.	
Institutions							
Correctional Facility	5,599	0	#DIV/0!	13,855	0	#DIV/0!	
Holding Center	4,682	0	#DIV/0!	21,811	0	#DIV/0!	
System							
Online Renewals	643	77,228	-99.2%	252,201	854,599	-70.5%	
Interlibrary Loans	910	1,008	-9.7%	11,808	11,731	0.7%	
eAudiobooks	48,123	39,474	21.9%	508,982	428,203	18.9%	
eVideos	710	86	725.6%	4,969	1,102	350.9%	
eBooks	77,091	70,070	10.0%	839,865	839,518	0.0%	
eMusic	195	22,869	-99.1%	1,685	263,914	-99.4%	
eMagazines	5,779	See note.	See note.	39,087	See note.	See note.	
<b>B&amp;ECPL Totals</b>	<b>501,975</b>	<b>415,066</b>	<b>20.9%</b>	<b>5,480,475</b>	<b>4,769,125</b>	<b>14.9%</b>	
Member Libraries	298,352	170,230	75.3%	3,169,168	2,010,013	57.7%	
Buffalo Branches	26,072	18,311	42.4%	307,497	191,657	60.4%	
Central Library	28,522	14,393	98.2%	277,582	156,334	77.6%	
Bookmobile Services	5,297	1,397	279.2%	31,965	12,054	165.2%	
Institutions	10,281	0	#DIV/0!	35,666	0	#DIV/0!	
System	133,451	210,735	-36.7%	1,658,597	2,399,067	-30.9%	



## WiFi


### Total Logins

 LIBRARY	November			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)	414	408	1.5%	4,714	4,054	16.3%	<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 11/17/2022-11/22/2022, including partial and full day closings.</p> <p>Audubon - Closed starting 10/10/2022 - Construction.</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	414	2,768	-85.0%	19,724	25,035	-21.2%	
Clearfield	2,605	1,689	54.2%	24,763	19,592	26.4%	
Eggertsville-Snyder	995	1,047	-5.0%	11,066	10,206	8.4%	
Williamsville	1,012	1,028	-1.6%	13,284	14,351	-7.4%	
Angola	113	194	-41.8%	2,192	1,894	15.7%	
Aurora	1,860	1,964	-5.3%	22,813	17,897	27.5%	
Boston	148	126	17.5%	1,855	1,553	19.4%	
Cheektowaga							
Julia Boyer Reinstein	1,103	996	10.7%	12,459	8,944	39.3%	
Reinstein Memorial	523	665	-21.4%	7,101	6,929	2.5%	
Clarence	1,133	940	20.5%	11,781	11,499	2.5%	
Collins	210	182	15.4%	2,556	2,227	14.8%	
Concord	426	477	-10.7%	5,709	5,212	9.5%	
Eden	151	171	-11.7%	2,274	1,926	18.1%	
Elma	247	249	-0.8%	3,414	2,783	22.7%	
Grand Island Memorial	624	507	23.1%	7,397	8,117	-8.9%	
Hamburg							
Hamburg	1,249	1,685	-25.9%	18,141	17,457	3.9%	
Lake Shore	251	366	-31.4%	4,158	4,145	0.3%	
Lackawanna	404	323	25.1%	4,593	3,309	38.8%	
Lancaster	1,430	1,505	-5.0%	17,044	14,537	17.2%	
Marilla	69	62	11.3%	953	1,009	-5.6%	
Newstead	382	467	-18.2%	4,178	5,757	-27.4%	
North Collins	333	297	12.1%	3,926	3,133	25.3%	
Orchard Park	1,338	1,266	5.7%	17,215	12,191	41.2%	
City of Tonawanda	754	718	5.0%	7,274	7,481	-2.8%	
Town of Tonawanda							
Kenilworth	427	366	16.7%	4,922	3,754	31.1%	
Kenmore	1,675	1,647	1.7%	21,032	16,359	28.6%	
West Seneca	1,609	1,591	1.1%	19,643	17,202	14.2%	
Buffalo							
Coles	744	752	-1.1%	8,624	6,843	26.0%	
Crane	0	299	-100.0%	3,351	3,931	-14.8%	
Dudley	1,593	1,584	0.6%	16,185	18,027	-10.2%	
East Clinton	472	523	-9.8%	7,311	4,734	54.4%	
González-Soto	1,454	1,970	-26.2%	22,057	18,519	19.1%	
Merriweather	1,045	810	29.0%	12,021	8,016	50.0%	
North Park	1,050	956	9.8%	11,627	8,876	31.0%	
Panty	1,189	981	21.2%	12,846	10,644	20.7%	
Central	12,749	11,604	9.9%	152,181	106,316	43.1%	
Bookmobile Services							
Library on Wheels	48	64	-25.0%	772	640	20.6%	
Library2Go	0	See note.	See note.	0	See note.	See note.	
<b>System</b>	<b>42,243</b>	<b>43,247</b>	<b>-2.3%</b>	<b>523,156</b>	<b>435,099</b>	<b>20.2%</b>	
Member Libraries	21,899	23,704	-7.6%	276,181	248,553	11.1%	
Buffalo Branches	7,547	7,875	-4.2%	94,022	79,590	18.1%	
Central Library	12,749	11,604	9.9%	152,181	106,316	43.1%	
Bookmobile Services	48	64	-25.0%	772	640	20.6%	



## Registered Public Access Computer Sessions

### Session Counts Per Outlet

 <b>LIBRARY</b>	November			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)	48	67	-28.4%	612	694	-11.8%	<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 11/17/2022-11/22/2022, including partial and full day closings.</p> <p>Audubon - Closed starting 10/10/2022 - Construction.</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	2	1,086	-99.8%	8,679	11,010	-21.2%	
Clearfield	989	589	67.9%	8,651	6,358	36.1%	
Eggertsville-Snyder	422	359	17.5%	4,980	4,684	6.3%	
Williamsville	229	110	108.2%	1,867	1,189	57.0%	
Angola	129	111	16.2%	1,846	1,444	27.8%	
Aurora	313	328	-4.6%	3,676	2,831	29.8%	
Boston	57	57	0.0%	732	752	-2.7%	
Cheektowaga							
Julia Boyer Reinstein	1,182	1,122	5.3%	14,282	11,583	23.3%	
Reinstein Memorial	640	523	22.4%	7,885	5,336	47.8%	
Clarence	337	429	-21.4%	4,444	4,728	-6.0%	
Collins	108	86	25.6%	1,109	1,165	-4.8%	
Concord	166	156	6.4%	2,043	2,142	-4.6%	
Eden	80	78	2.6%	1,084	1,067	1.6%	
Elma	124	143	-13.3%	1,868	1,740	7.4%	
Grand Island Memorial	207	230	-10.0%	2,728	2,259	20.8%	
Hamburg							
Hamburg	598	727	-17.7%	9,045	7,801	15.9%	
Lake Shore	165	210	-21.4%	2,391	1,946	22.9%	
Lackawanna	377	303	24.4%	4,694	3,778	24.2%	
Lancaster	503	598	-15.9%	7,000	6,629	5.6%	
Marilla	28	31	-9.7%	357	462	-22.7%	
Newstead	134	122	9.8%	1,743	1,682	3.6%	
North Collins	78	116	-32.8%	1,106	1,309	-15.5%	
Orchard Park	499	500	-0.2%	6,214	5,064	22.7%	
City of Tonawanda	546	499	9.4%	6,535	4,950	32.0%	
Town of Tonawanda							
Kenilworth	303	336	-9.8%	4,236	3,700	14.5%	
Kenmore	1,129	1,232	-8.4%	14,394	11,059	30.2%	
West Seneca	840	906	-7.3%	11,030	10,387	6.2%	
Buffalo							
Coles	663	837	-20.8%	7,546	8,962	-15.8%	
Crane	0	352	-100.0%	3,273	3,052	7.2%	
Dudley	394	456	-13.6%	5,684	5,183	9.7%	
East Clinton	176	325	-45.8%	3,057	2,442	25.2%	
González-Soto	0	512	-100.0%	4,890	7,295	-33.0%	
Merriweather	1,051	1,359	-22.7%	14,266	12,805	11.4%	
North Park	910	869	4.7%	10,671	9,393	13.6%	
Panty	369	353	4.5%	4,329	3,954	9.5%	
Central	5,897	4,448	32.6%	64,366	43,090	49.4%	
Bookmobile Services							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library2Go	0	See note.	See note.	0	See note.	See note.	
<b>System</b>	<b>19,693</b>	<b>20,565</b>	<b>-4.2%</b>	<b>253,313</b>	<b>213,925</b>	<b>18.4%</b>	
Member Libraries	10,233	11,054	-7.4%	135,231	117,749	14.8%	
Buffalo Branches	3,563	5,063	-29.6%	53,716	53,086	1.2%	
Central Library	5,897	4,448	32.6%	64,366	43,090	49.4%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

# CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: NEWSTEAD PUBLIC LIBRARY

MONTH: Nov-22

SAP Acct.	Description	Adopted Budget	Budget Transfers	Year-to-Date Expenditures	Available Budget	Projected Utilization at 12/31	Projected Variance at 12/31	Comments
500000	Salaries - Full-time	0	0	0	0		0	
502000	Fringe Benefits	0	0	0	0		0	
<b>Utility Charges:</b>								
515000	Water	500	0	286	214		500	
515000	Sewer	0	0	258	(258)		0	
515000	Electric	6,000	0	4,801	1,199		6,000	
515000	Telephone - Maintenance	0	0	0	0		0	
510200	Dues and Fees	200	0	20	180		200	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	2,700	0	904	1,796		2,700	
516030	Refuse Pickup	200	0	148	53		200	
510000	Travel & Mileage Expenses	100	0	39	61		100	
530000	Other Expenses & Charges	550	0	630	(80)		550	
530000	Contingency (Bullet Aid)	0	0	8,055	(8,055)		0	
<b>TOTAL EXPENSES</b>		10,250	0	15,141	(4,891)	0	10,250	

<b>DIRECT LOCAL INCOME</b>		Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
	Fines, Lost Books, etc.	1,500	(754)	1,079	(333)		(746)	
	Copy Machines	300	0	288	12		(300)	
	Print Cost Recovery	1,200	0	1,164	36		(1,200)	
	Other Income	70	0	0	70		(70)	
	State Funding	0	0	0	0		0	
	Municipal Support	0	0	2,272	(2,272)		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	
<b>TOTAL DIRECT INCOME</b>		3,070	(754)	4,803	(2,487)	0	(2,316)	





Newstead Public Library  
33 Main Street ~ Akron, NY 14001

## **MEETING ROOM POLICY**

Library Meetings are intended

1. for activities conducted or sponsored by the Newstead Public Library, and
2. for organizations engaged in educational, cultural, intellectual or charitable activities of interest and/or benefit to the community.

All meetings must be open to the public.

No admission fee, other costs or required donation shall be charged.

No products, services, or memberships may be advertised, solicited, or sold. However, at the discretion of the Library Director, the following will be permissible at Library sponsored programs:

1. Fundraising to benefit the Library and/or sponsored by the Friends of the Library or other Library related groups.
2. The sale of books and other items by authors or artists as part of a Library program.

Permission to use a meeting room does not constitute an endorsement by the Library of a program or point of view expressed. Except as a designation of location the name of the Library may not be used in any publicity relating to use of meeting room.

## **MEETING ROOM APPLICATION INFORMATION**

Formal application for the use of meeting room is made with library management. An individual responsible for the meeting must complete and sign an application form. Any cancellations or changes of meeting dates must be approved by Library management.

Programs planned by the Library take precedence over meetings of outside groups. The Library reserves the right to pre-empt the use of meeting room space for Library purposes upon two (2) weeks notice to the organization requesting that space.

In fairness to the numerous groups of the community, reservations may be limited in frequency and are not taken more than two (2) months in advance.

The Library may charge fees for cleaning and/or security.

Revised October 11, 2017 Reviewed by Board of trustees of the Newstead Public Library on December 14, 2022.

## **Newstead Public Library – Petty Cash Fund**

The Board of Trustees of the Newstead Public Library establishes a petty cash fund for the purpose of paying small cash amounts to be spent on the incidental needs of the Library. Items purchased will then be charged back to the appropriate account.

- Will be drawn from money given by Friends of the Newstead Public Library
- A check of \$100 will be given monthly or as needed by the Friends
- The fund will be counted by the clerk and reviewed by another staff member.
- Funds will be kept in Petty Cash Envelope in the safe.

### Procedures:

- Use of the fund must be pre-approved by the Library Director or the Librarian in charge
- When the item is purchased, the receipt and change will be returned to the fund.
- Purchases will be entered on Petty Cash Spreadsheet.

Approved by the Board of Trustees of the Newstead Public Library on September 21, 2016.

Reviewed by the Board of Trustees of the Newstead Public Library on December 14, 2022.