

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

Wednesday, February 12 @ 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, January 8 2024

Action Required

- 3) Approval of the agenda for February 12, 2025
- 4) Public Comment
- 5) Director's report
 - a. Review of monthly report
 - b. Review of monthly library statistics
 - c. Friends of the Newstead Public Library Report
- 6) Finances
 - a. County paid
 - b. Privately paid
 - c. Other bills
 - d. Approval of Voucher Abstract
- 7) New Business
 - a. 2025 Budget
 - b. Albany Advocacy Day
 - c. Policy reviews
- 8) Building
- 9) Old Business
- 10) Other
- 11) Next Meeting March 12, 2025 @ 7 pm
- 12) Adjournment of Meeting **Action Required**

Newstead Public Library
Board of Trustees
Wednesday, January 8, 2025 @ 7:00 pm

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

At Large: Library Director Kristine Sutton, John Jendrowski

Call to Order: 7:01, Motion to approve- Sue S, Mary

Approval of Minutes from December 11, 2024, Motion to approve- Sue B, Mary

Approval of the Agenda for January 8, 2025 Motion to approve – Sue S, Sue B

Public Comment: None

Directors Report: Reviewed monthly Program Report and Library Statistics.

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

New Business: Dolly Parton Grant submission was a success, 241 kids under the age of 5 were gifted books
Policy review – Procurement & Claims Audit, no revisions

Building: New lighting is bright

Old Business: Grove Roofing, weather permitting

Other:

Next meeting: February 12, 2025 @ 7 pm

Meeting Adjourned: 7:36 pm, Motion to adjourn – Sue B, Sue S

Program Report

1/2025
NEWSTEAD

Updated

Action	Program Date	Title	Number of Programs	Total Attendance	Type (RLV/RV)	Type (G/Oo/SD/OoO)	Target Audience	Outreach?	Technology/ Digital Literacy	Tutoring/ Literacy
<input type="checkbox"/> Delete	01/04/2025	Peace love Yarn	1	5	Regular	Group	Intergenerational/Combined	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	01/06/2025	Mahjong	3	10	Regular	Group	Adults	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	01/06/2025	Read to kunik	7	7	Regular	One-on-One	Intergenerational/Combined	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	01/07/2025	Book Club	1	3	Regular	Group	Adults	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	01/07/2025	Toddler Time	2	44	Regular	Group	Intergenerational/Combined	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	01/08/2025	APA visit	1	17	Regular	Group	Children 5 and under	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	01/08/2025	Bookmark Buddies	3	111	Regular	Group	Intergenerational/Combined	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	01/11/2025	Snowflake Paper Quilling	2	20	Regular	Group	Adults	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	01/14/2025	Feelings Rock	2	92	Regular	Group	Intergenerational/Combined	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	01/14/2025	Farm Truck	2	25	Regular	Group	Adults	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	01/17/2025	Homeschool Science	1	19	Regular	Group	Intergenerational/Combined	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	01/18/2025	Lego Club	1	9	Regular	Group	Children 6-11	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	01/22/2025	Adult Candle Craft	1	10	Regular	Group	Adults	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	01/24/2025	Preschool Storytime Ms Emil	2	60	Regular	Group	Intergenerational/Combined	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	01/27/2025	Take & Make Lunar NY	20	20	Regular	Self-Directed One-on-One	Children 6-11	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	01/31/2025	Tech Training	5	5	Regular	One-on-One	Adults	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	01/31/2025	In the Kitchen with Val	4	585	Recorded Virtual	Group	Intergenerational/Combined	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	01/31/2025	PBS	4	266	Recorded Virtual	Group	Adults	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

New Entry

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: NEWSTEAD PUBLIC LIBRARY

MONTH: Jan-25

SAP Acct.	Description	Adopted Budget	Budget Transfers	Year-to-Date Expenditures	Available Budget	Projected Utilization at 12/31	Projected Variance at 12/31	Comments
500000	Salaries - Full-time	0	0	0	0		0	
502000	Fringe Benefits	0	0	0	0		0	
Utility Charges:								
515000	Water	500	0	19	481		500	
515000	Sewer	500	0	18	482		500	
515000	Electric	7,000	0	849	6,151		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.	1,750	0	0	1,750		1,750	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	100	0	0	100		100	
516030	Refus Pickup	200	0	15	185		200	
530000	Other Expenses & Charges	1,300	0	0	1,300		1,300	
530000	Contingency (Bullet Aid)	0	0	0	0		0	
	TOTAL EXPENSES	11,370	0	921	10,449		0	11,370

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	100	0	27	73		(100)	
Copy Machines	500	0	49	451		(500)	
Print Cost Recovery	1,400	0	116	1,284		(1,400)	
Other Income	0	0	10	(10)		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	2,000	0	202	1,798	0	(2,000)	

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

EXHIBIT A

BUDGET: NEWSTEAD PUBLIC LIBRARY

DESCRIPTION	As per Res 2023-42			As per Res 2024-27		
	2024	2024	2024	2025	2025	2025
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
PERSONAL SERVICES						
SALARIES & WAGES, FULL TIME			-			-
WAGES, REGULAR PART-TIME		55,564	55,564		55,564	55,564
WAGES, PART TIME		59,659	59,659		61,277	61,277
OVERTIME (Sunday)			-			-
OTHER (Vacation Buyout)		1,400	1,400		1,500	1,500
TOTAL SALARIES & WAGES	-	116,623	116,623	-	118,341	118,341
REDUCTION FRM PERS. SVCS ACCT			-		(999)	(999)
CONTRACTUAL SALARY RESERVES			-		4,025	4,025
FRINGE BENEFITS						
EMPLOYER FICA		8,923	8,923		9,054	9,054
EMPLOYEE HEALTH INSURANCE		22,164	22,164		21,384	21,384
DENTAL PLAN		785	785		785	785
WORKERS COMPENSATION		714	714		734	734
UNEMPLOYMENT INSURANCE		162	162		201	201
HOSPITAL & MEDICAL - RETIREES		5,834	5,834		5,834	5,834
HEALTH INSURANCE WAIVER			-			-
RETIREMENT		6,723	6,723		6,946	6,946
TOTAL FRINGE BENEFITS	-	45,305	45,305	-	44,938	44,938
OFFICE SUPPLIES	-	1,094	1,094	-	998	998
REPAIRS & MAINTENANCE CHARGES						
OTHER SUPPLIES & MATERIALS	500	-	500	500	-	500
EQUIPMENT MAINTENANCE	750		750	1,250		1,250
REPAIRS & MAINT - MISC SYS	-	501	501	-	485	485
TOTAL REPAIRS & MAINTENANCE CHARGES	1,250	501	1,751	1,750	485	2,235
TRAVEL & MILEAGE EXPENSES	100		100	100		100
DUES & FEES						
MEMBERSHIP & DUES	20	-	20	20	-	20
TRAINING & EDUCATION (NYSALB, etc.)		443	443		602	602
TOTAL DUES & FEES	20	443	463	20	602	622
UTILITY CHARGES						
WATER	500		500	500		500
SEWER	500		500	500		500
TELECOMMUNICATIONS			-			-
- WIRELESS ACCESS	-	462	462	-	536	536
- DATA LINES	-	345	345	-	345	345
- INTERNET - Internet access	-	28	28	-	25	25
- EQUIPMENT MAINT			-			-
- LOCAL AND LD PHONE SERVICE	-	936	936	-	936	936
TELEPHONE SUB-TOTAL	-	1,771	1,771	-	1,842	1,842
TOTAL UTILITY CHARGES	1,000	1,771	2,771	1,000	1,842	2,842
PROFESSIONAL SERVICE CONTRACT & FEES						
ADVERTISING & PROMOTION		983	983		915	915
MOVIE LICENSING AGREEMENT		235	235		243	243
OVERDRIVE DOWNLOADABLE LICENSE	-	211	211	-	211	211
SIRSI SOFTWARE MAINTENANCE	-	1,991	1,991	-	2,090	2,090
ONLINE CATALOG (OCLC)	-	1,284	1,284	-	1,232	1,232
VITEC SOLUTIONS/COMPUTER SUPPORT	-	609	609	-	455	455
LEGAL FEES	-	547	547	-	560	560
RFID/OCR LABELS		66	66			-
OTHER PRINTED SUPPLIES	-	16	16	-	12	12
CONTRACT PROFESSIONAL SERVICES (DIRECT)			-			-
TOTAL PROFESSIONAL SERVICE CONTRACTS	-	5,942	5,942	-	5,718	5,718

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

EXHIBIT A

BUDGET: NEWSTEAD PUBLIC LIBRARY

500
moved to
repair & Maint
charges line

DESCRIPTION	As per Res 2023-42			As per Res 2024-27		
	2024	2024 BUDGET	2024	2025	2025 BUDGET	2025
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
MAINTENANCE CONTRACTS						
OTHER SUP & MTLs - CONTRACT	500	-	500	-	-	-
EQUIPMENT CONTRACTS						
MAINT CONTRACTS - SYS		60	60		77	77
TOTAL MAINTENANCE CONTRACTS	500	60	560	-	77	77
OTHER EXPENSES & CHARGES						
LIBRARY MATERIALS PROCESSING SUPPLIES	-	-	-	-	305	305
RFID LABELS (NON-PRINT)	-	393	393	-	48	48
RESALE ITEMS (BAGS, DISK, HEADPHONES)	-	47	47	-	59	59
LIBRARY CARDS	-	-	-	-	12	12
DVD REPAIR		13	13			1,500
MISC PROGRAM EXPENSES	500	-	500	1,500	-	-
NYS DISABILITY	-	-	-	-	-	100
POSTAGE	100	-	100	100	-	-
PRINTING	-	-	-	-	-	-
ADVERTISING	-	-	-	-	-	-
TRAINING				200		200
REFUSE PICKUP	200	-	200			
BANK CHARGES	-	-	-	-	-	-
JANITORIAL SERVICES	-	-	-	1,000	-	1,000
OTHER EXPENSES	-	-	-	-	-	-
TOTAL OTHER EXPENSES & CHARGES	800	453	1,253	2,800	424	3,224
CONTINGENCY						
MISCELLANEOUS-Additional System Aid	-	-	-	-	-	-
TOTAL CONTINGENCY	-	-	-	-	-	-
RENTAL CHARGES						
EQUIPMENT	-	-	-	-	-	-
OTHER	-	-	-	-	-	-
TOTAL RENTAL CHARGES	-	-	-	-	-	-
INSURANCE CHARGES						
INSURANCE	-	-	-	-	-	-
GENERAL LIABILITY INSURANCE - SYS	-	1,046	1,046	-	996	996
TOTAL INSURANCE CHARGES	-	1,046	1,046	-	996	996
LAB & TECHNICAL EQUIP.						
	-	686	686	-	712	712
LIBRARY BOOKS & MEDIA						
Serials (Magazines, Newspapers, Journals, Etc.)	-	2,749	2,749	-	2,562	2,562
On-line Databases (News, Health, Literary, Homework, Business, Etc.)	-	2,580	2,580	-	2,048	2,048
E-Content	-	16,136	16,136	-	15,210	15,210
Centrally Ordered Materials	-	14,574	14,574	-	15,860	15,860
Specialized Titles / Individual Orders	-	3,999	3,999	-	2,623	2,623
TOTAL LIBRARY BOOKS & MEDIA	-	40,038	40,038	-	38,303	38,303
INTERFUND UTILITY EXPENDITURES						
NATURAL GAS		3,189	3,189		4,522	4,522
ELECTRICITY	7,000	-	7,000	7,000	-	7,000
TOTAL INTERFUND UTILITY EXPENDITURES	7,000	3,189	10,189	7,000	4,522	11,522
TOTAL INTERFUND EXP - COUNTY		684	684		791	791

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

EXHIBIT A

BUDGET: NEWSTEAD PUBLIC LIBRARY

DESCRIPTION	As per Res 2023-42			As per Res 2024-27		
	2024	2024	2024	2025	2025	2025
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
TOTAL OPERATING EXPENSES	10,670	217,835	228,505	12,670	221,775	234,445
REVENUE SOURCES						
COUNTY SHARE	6,240	217,835	224,075	7,989	221,775	229,764
STATE AID (Member Aid)						
STATE AID (Pass through System)	2,580	-	2,580	2,681	-	2,681
SUB-TOTAL: SYSTEM APPROPRIATION	8,820	217,835	226,655	10,670	221,775	232,445
DIRECT LOCAL INCOME						
FINES, LOST BOOKS, ETC	50		50	100		100
COPY MACHINES	600		600	500		500
PRINT COST RECOVERY	1,200		1,200	1,400		1,400
OTHER REVENUES	-		-	-		-
MUNICIPAL SUPPORT	-		-	-		-
DONATIONS	-		-	-		-
FUNDRAISING	-		-	-		-
INTEREST INCOME	-		-	-		-
USE OF FUND BALANCE	-		-	-		-
OTHER INCOME	-		-	-		-
TOTAL DIRECT INCOME	1,850	-	1,850	2,000	-	2,000
TOTAL REVENUE SOURCES	10,670	217,835	228,505	12,670	221,775	234,445

COUNTY SHARE vs OTHER REVENUE						
COUNTY SHARE	6,240	217,835	224,075	7,989	221,775	229,764
STATE AID	2,580	0	2,580	2,681	0	2,681
DIRECT INCOME	1,850	0	1,850	2,000	0	2,000
SUBTOTAL OTHER REVENUE	4,430	0	4,430	4,681	0	4,681
TOTAL REVENUE	10,670	217,835	228,505	12,670	221,775	234,445

NOTE: Libraries participating in the Centralized Human Resources (CHR) program have their employees' salaries/wages and fringe benefits paid through the system, using Erie County's payroll system. Amounts paid by the contracting library directly are correspondingly reduced. This results in state aid and local revenues collected exceeding local expenses paid. The excess revenues over local expenses is returned to the system to help meet the contract library's payroll needs.

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
Newstead Public Library**

EEGroup	Current Count	Job Title	Hours	Hours per week	Salary	Total Fringes	Total Cost
	1	LIBRARIAN I (RPT) Total	1664	32	55,564	39,638	95,202
RPT Total	1		1664	32	55,564	39,638	95,202
	3	PAGE (P.T.) Total	676	13	10,478	885	11,363
	1	LIBRARIAN I PT Total	260	5	6,876	581	7,457
	1	SR LIBRARY CLERK (PT) Total	572	11	11,580	978	12,558
	1	CARETAKER (PT) CL Total	416	8	7,958	671	8,629
	3	CLERK-TYPIST (P.T.) CL Total	1,300	25	24,385	2,059	26,444
PT Total	9		3,224	62	61,277	5,174	66,451
Grand Total	10		4,888	94	116,841	44,812	161,653
		FTE and Average Cost per FTE	2.35				68,789
		Full Time Salaries			\$0		
		RPT Wages			\$55,564		
		Part Time Wages			\$61,277		
		Total Salaries & Wages			\$116,841		
		Newstead - Other Payments			1,500	126	1,626
		Grand Total			\$118,341	\$44,938	\$163,279

Abstract of Audited Vouchers For Private Checking Account

Newstead Public Library

Date of Audit: 2/12/2025

January 2025

Total Claims(\$) 11.39

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.

2/12/2025

Date

Authorizing Official

Voucher #	Claimant	Vouchers		
		Amount	Check #	Date
1459	B&ECPL	11.39	1459	2/12/2025

Total:

11.39

Abstract of Audited Vouchers For Member Aid Checking Account

Newstead Public Library

Date of Audit: 2/12/25

February 2025

Total Claims(\$) 58.82

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.

2/12/2025

Date

Authorizing Official

Voucher #	Claimant	Vouchers		Date
		Amount	Check #	
140	B&ECPL	58.82	140	2/12/2025

Total:

58.82

Abstract of Audited Vouchers For County Checking Account

Newstead Public Library

Date of Audit: 2/12/25

February 2025

Total Claims(\$)920.24

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.

2/12/2025
Date

Authorizing Official

Voucher #	Claimant	Vouchers		Check #	Date
		Amount			
4580	Village of Akron	900.24		4580	2/12/2025
4581	Peggy Snajczuk ACT	20.00		4581	2/12/2025

920.24

Total: