

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

Wednesday, October 9 @ 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 Monday, September 11 2024

Action Required

- 3) Approval of the agenda for October 9, 2024
- 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. Review Investment Policy
  - b. Beverly Fish Memorial
- 8) Building
  - a. Meeting Room Lighting
- 9) Old Business
- 10) Other
- 11) Next Meeting November 13, 2024 @ 7 pm
- 12) Adjournment of Meeting Action Required

**Newstead Public Library  
Board of Trustees  
Wednesday, September 11 @ 7:00 pm**

**Board Members Present:** Sue Brown, Mary Mangan, Michele Cositore, Tara Middaugh  
**At Large:** Library Director Kristine Sutton, John Jendrowski

**Call to Order:** 7:05, Motion to approve- Tara, Mary

**Approval of Minutes** from August 26, 2024, Motion to approve- Sue B, Mary

**Approval of the Agenda** for September 11, 2024, Motion to approve – Michele, Mary

**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, Michele

**New Business:** Review of summer statistics. Kristine is working with Joy regarding Community Library Survey, there will be an open house next Thursday

**Building:** The brick work will be here this week, re-pointing, sealing etc may need to be fixed before winter weather

**Old Business:**


**Other:**

**Next meeting:** October 9, 2024 @ 7 pm

**Meeting Adjourned:** 7:44 pm, Motion to adjourn – Sue B, Mary


Branch	Program Date	Title	Numl	Total A	Type(r/v/r	Type (G/Oc	Target Aud	Outre	Tec	Tuto	ESOL Early	Sumi	Adult Liter	Early Litera	ESOL Colla
NEWSTEAC	9/3/2024	Book Club	1	3	Regular	Group	Teens	n	n	n	n	n	No Collabo	No Collabo	No Collabo
NEWSTEAC	9/3/2024	Toddlertim	2	59	Regular	Group	Intergener	n	n	n	y	n	No Collabo	No Collabo	No Collabo
NEWSTEAC	9/7/2024	Peace Love	1	11	Regular	Group	Intergener	n	n	n	n	n	No Collabo	No Collabo	No Collabo
NEWSTEAC	9/9/2024	Mahjong	4	24	Regular	Group	Adults	n	n	n	n	n	No Collabo	No Collabo	No Collabo
NEWSTEAC	9/10/2024	Rainbow Yc	1	2	Regular	Group	Teens	n	n	n	n	n	No Collabo	No Collabo	No Collabo
NEWSTEAC	9/10/2024	Feelings Rc	2	88	Regular	Group	Intergener	n	n	n	y	n	No Collabo	No Collabo	No Collabo
NEWSTEAC	9/10/2024	farm truck	2	42	Regular	Group	Intergener	n	n	n	n	n	No Collabo	No Collabo	No Collabo
NEWSTEAC	9/16/2024	Lissa Marie	1	7	Regular	Group	Intergener	n	n	n	n	n	No Collabo	No Collabo	No Collabo
NEWSTEAC	9/18/2024	Permacultu	1	6	Regular	Group	Adults	n	n	n	n	n	No Collabo	No Collabo	No Collabo
NEWSTEAC	9/18/2024	Kidding Arc	1	4	Regular	Group	Children 6-	n	n	n	n	n	No Collabo	No Collabo	No Collabo
NEWSTEAC	9/19/2024	Elementary	1	125	Regular	Group	Intergener	y	n	n	n	n	No Collabo	No Collabo	No Collabo
NEWSTEAC	9/21/2024	Lego Club	1	9	Regular	Group	Children 6-	n	n	n	n	n	No Collabo	No Collabo	No Collabo
NEWSTEAC	9/25/2024	APA Visit	1	14	Regular	Group	Children 5-	y	n	n	y	n	No Collabo	No Collabo	No Collabo
NEWSTEAC	9/25/2024	Stories in R	1	9	Regular	Group	Intergener	n	n	n	n	n	No Collabo	No Collabo	No Collabo
NEWSTEAC	9/25/2024	Fall Craftin	1	21	Regular	Group	Adults	n	n	n	n	n	No Collabo	No Collabo	No Collabo
NEWSTEAC	9/30/2024	In Kitchen \	5	566	Recorded	\ Group	Intergener	n	n	n	n	n	No Collabo	No Collabo	No Collabo
NEWSTEAC	9/30/2024	PBS	6	145	Recorded	\ Group	Adults	n	n	n	n	n	No Collabo	No Collabo	No Collabo

## Library Visits

	September			Year to Date Totals			Footnotes
	2024	2023	% of	2024	2023	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	727	704	3.3%	8,869	7,697	15.2%	Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.  González-Soto - Closed beginning 4/1/2024 - Construction.
<i>Amherst</i>							
Audubon	10,604	10,158	4.4%	105,633	70,547	49.7%	
Clearfield	9,831	10,107	-2.7%	102,095	105,662	-3.4%	
Egbertsville-Snyder	4,217	4,269	-1.2%	44,645	42,415	5.3%	
Williamsville	1,693	1,795	-5.7%	17,161	16,370	4.8%	
Angola	3,814	2,068	84.4%	34,479	25,203	36.8%	
Aurora	5,285	5,472	-3.4%	53,425	48,022	11.3%	
Boston	1,120	1,019	9.9%	11,592	10,567	9.7%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	8,305	7,954	4.4%	80,993	73,142	10.7%	
Reinstein Memorial	3,581	3,535	1.3%	33,751	33,118	1.9%	
Clarence	5,714	5,521	3.5%	63,408	56,992	11.3%	
Collins	2,381	1,973	20.7%	16,810	13,385	25.6%	
Concord	2,138	2,644	-19.1%	24,209	23,552	2.8%	
Eden	1,150	1,073	7.2%	13,117	11,990	9.4%	
Elma	3,287	3,166	3.8%	32,870	31,008	6.0%	
Grand Island Memorial	3,592	3,704	-3.0%	40,722	36,255	12.3%	
<i>Hamburg</i>							
Hamburg	7,002	6,761	3.6%	71,998	68,469	5.2%	
Lake Shore	2,764	2,914	-5.1%	28,754	27,385	5.0%	
Lackawanna	2,625	2,661	-1.4%	26,565	24,587	8.0%	
Lancaster	6,617	6,329	4.6%	70,975	65,002	9.2%	
Marilla	952	935	1.8%	8,631	8,498	1.6%	
Newstead	2,157	2,278	-5.3%	25,597	24,869	2.9%	
North Collins	1,148	998	15.0%	10,725	9,877	8.6%	
Orchard Park	11,596	9,963	16.4%	112,751	97,257	15.9%	
City of Tonawanda	4,111	3,881	5.9%	41,286	37,045	11.4%	
<i>Town of Tonawanda</i>							
Kenilworth	2,967	3,323	-10.7%	26,376	27,527	-4.2%	
Kenmore	8,752	8,019	9.1%	86,316	76,470	12.9%	
West Seneca	7,727	7,368	4.9%	86,226	75,126	14.8%	
<i>Buffalo</i>							
Coles	3,318	3,041	9.1%	30,965	27,562	12.3%	
Crane	5,001	2,883	73.5%	42,049	2,883	1358.5%	
Dudley	2,509	2,043	22.8%	22,978	21,654	6.1%	
East Clinton	1,395	1,426	-2.2%	12,336	10,872	13.5%	
González-Soto	0	1,619	-100.0%	7,894	1,900	315.5%	
Merriweather	7,608	8,392	-9.3%	72,547	67,190	8.0%	
North Park	3,232	4,367	-26.0%	33,715	46,177	-27.0%	
Panty	2,676	2,492	7.4%	24,988	23,813	4.9%	
<i>Central</i>	25,689	24,584	4.5%	251,010	194,710	28.9%	
<i>Bookmobile Services</i>							
Library on Wheels	1,314	2,456	-46.5%	11,889	12,729	-6.6%	
Library2Go	295	256	15.2%	2,497	1,895	31.8%	
<i>Institutions</i>							
Correctional Facility	1,097	955	14.9%	10,995	10,111	8.7%	
Holding Center	544	526	3.4%	5,135	5,452	-5.8%	
<b>System</b>	<b>180,535</b>	<b>175,632</b>	<b>2.8%</b>	<b>1,808,977</b>	<b>1,574,985</b>	<b>14.9%</b>	
Member Libraries	125,857	120,592	4.4%	1,279,979	1,148,037	11.5%	
Buffalo Branches	25,739	26,263	-2.0%	247,472	202,051	22.5%	
Central Library	25,689	24,584	4.5%	251,010	194,710	28.9%	
Bookmobile	1,609	2,712	-40.7%	14,386	14,624	-1.6%	
Institutions	1,641	1,481	10.8%	16,130	15,563	3.6%	


# Circulation

## Total Circulations

 Library	September			Year to Date Totals			Footnotes
	2024 Total	2023 Total	% of	2024 Total	2023 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	2,265	1,845	22.8%	20,519	17,292	18.7%	Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.  González-Soto - Closed beginning 4/1/2024 - Construction.
<i>Amherst</i>							
Audubon	36,871	35,576	3.6%	338,704	251,955	34.4%	
Clearfield	28,591	29,737	-3.9%	264,072	318,100	-17.0%	
Eggertsville-Snyder	10,524	14,485	-27.3%	111,416	134,880	-17.4%	
Williamsville	4,135	4,050	2.1%	38,460	40,265	-4.5%	
Angola	2,570	3,406	-24.5%	26,658	29,267	-8.9%	
Aurora	13,730	13,905	-1.3%	131,625	127,449	3.3%	
Boston	2,980	2,709	10.0%	28,658	26,696	7.3%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	22,758	22,234	2.4%	211,802	216,034	-2.0%	
Reinstein Memorial	8,993	8,638	4.1%	80,984	79,103	2.4%	
Clarence	23,345	19,277	21.1%	202,990	190,144	6.8%	
Collins	4,803	4,594	4.5%	43,334	43,422	-0.2%	
Concord	4,941	4,723	4.6%	47,055	47,144	-0.2%	
Eden	3,453	3,751	-7.9%	34,133	35,546	-4.0%	
Elma	9,068	8,751	3.6%	82,905	85,820	-3.4%	
Grand Island Memorial	10,898	11,639	-6.4%	99,822	102,988	-3.1%	
<i>Hamburg</i>							
Hamburg	19,283	19,326	-0.2%	177,853	173,530	2.5%	
Lake Shore	6,806	5,414	25.7%	55,654	57,557	-3.3%	
Lackawanna	4,537	4,634	-2.1%	40,532	38,215	6.1%	
Lancaster	20,387	18,795	8.5%	198,282	189,633	4.6%	
Marilla	3,323	2,863	16.1%	29,685	29,744	-0.2%	
Newstead	5,009	5,066	-1.1%	42,194	43,591	-3.2%	
North Collins	2,008	1,881	6.8%	15,026	16,858	-10.9%	
Orchard Park	24,959	24,002	4.0%	228,279	223,289	2.2%	
City of Tonawanda	8,253	9,249	-10.8%	80,193	85,237	-5.9%	
<i>Town of Tonawanda</i>							
Kenilworth	4,738	5,752	-17.6%	46,571	53,684	-13.2%	
Kenmore	25,320	26,282	-3.7%	237,333	240,368	-1.3%	
West Seneca	20,775	21,469	-3.2%	188,300	187,149	0.6%	
<i>Buffalo</i>							
Coles	2,316	2,182	6.1%	19,119	22,472	-14.9%	
Crane	10,220	3,550	187.9%	85,528	3,932	2075.2%	
Dudley	4,776	4,154	15.0%	38,251	41,372	-7.5%	
East Clinton	2,979	2,766	7.7%	24,209	24,803	-2.4%	
González-Soto	0	2,393	-100.0%	7,725	2,847	171.3%	
Merriweather	4,768	4,786	-0.4%	39,118	42,719	-8.4%	
North Park	7,499	10,375	-27.7%	73,229	107,991	-32.2%	
Panty	2,688	2,523	6.5%	20,661	20,445	1.1%	
<i>Central</i>	22,793	24,840	-8.2%	197,144	255,398	-22.8%	
<i>Bookmobile Services</i>							
Library on Wheels	2,103	3,848	-45.3%	23,061	30,428	-24.2%	
Library2Go	2,027	2,061	-1.6%	18,938	17,865	6.0%	
<i>Institutions</i>							
Correctional Facility	7,296	4,871	49.8%	56,358	45,903	22.8%	
Holding Center	15,959	12,952	23.2%	124,919	91,038	37.2%	
<i>System</i>							
Online Renewals	566	638	-11.3%	5,315	6,064	-12.4%	
Interlibrary Loans	1,397	1,419	-1.6%	12,912	11,738	10.0%	
eAudiobooks	69,724	60,390	15.5%	632,751	525,547	20.4%	
eVideos	1,208	801	50.8%	10,673	6,457	65.3%	
eBooks	86,343	83,222	3.8%	812,415	761,782	6.6%	
eMusic	196	213	-8.0%	2,036	1,981	2.8%	
eMagazines	23,181	11,271	105.7%	212,326	68,244	211.1%	
<b>B&amp;ECPL Totals</b>	<b>603,362</b>	<b>573,308</b>	<b>5.2%</b>	<b>5,519,727</b>	<b>5,173,986</b>	<b>6.7%</b>	
Member Libraries	335,323	334,053	0.4%	3,103,039	3,084,960	0.6%	
Buffalo Branches	35,246	32,729	7.7%	307,840	266,581	15.5%	
Central Library	22,793	24,840	-8.2%	197,144	255,398	-22.8%	
Bookmobile Services	4,130	5,909	-30.1%	41,999	48,293	-13.0%	
Institutions	23,255	17,823	30.5%	181,277	136,941	32.4%	
System	182,615	157,954	15.6%	1,688,428	1,381,813	22.2%	

# Registered Public Access Computer Sessions

## Session Counts Per Outlet


 <b>LIBRARY</b>	September			Year to Date Totals			Footnotes
	2024	2023	% of	2024	2023	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	76	64	18.8%	703	624	12.7%	
<i>Amherst</i>							
Audubon	1,079	1,052	2.6%	9,580	6,681	43.4%	
Clearfield	769	883	-12.9%	7,600	8,103	-6.2%	
Egbertsville-Snyder	426	409	4.2%	3,679	4,089	-10.0%	
Williamsville	122	155	-21.3%	1,096	1,188	-7.7%	
Angola	171	152	12.5%	1,675	1,478	13.3%	
Aurora	362	362	0.0%	3,415	3,423	-0.2%	
Boston	48	71	-32.4%	679	543	25.0%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,441	1,336	7.9%	12,184	11,865	2.7%	
Reinstein Memorial	756	728	3.8%	6,701	7,177	-6.6%	
Clarence	403	428	-5.8%	4,104	3,978	3.2%	
Collins	135	95	42.1%	1,134	1,116	1.6%	
Concord	180	232	-22.4%	1,800	1,767	1.9%	
Eden	97	113	-14.2%	1,033	984	5.0%	
Elma	212	183	15.8%	1,723	1,841	-6.4%	
Grand Island Memorial	173	254	-31.9%	2,039	2,068	-1.4%	
<i>Hamburg</i>							
Hamburg	718	811	-11.5%	7,587	7,756	-2.2%	
Lake Shore	204	204	0.0%	1,814	2,111	-14.1%	
Lackawanna	473	518	-8.7%	4,094	4,482	-8.7%	
Lancaster	667	573	16.4%	5,907	5,651	4.5%	
Marilla	32	37	-13.5%	287	348	-17.5%	
Newstead	166	156	6.4%	1,504	1,628	-7.6%	
North Collins	105	82	28.0%	945	820	15.2%	
Orchard Park	669	706	-5.2%	6,429	6,325	1.6%	
City of Tonawanda	712	726	-1.9%	6,460	5,943	8.7%	
<i>Town of Tonawanda</i>							
Kenilworth	388	344	12.8%	3,504	3,314	5.7%	
Kenmore	1,377	1,276	7.9%	12,436	11,361	9.5%	
West Seneca	847	1,053	-19.6%	9,860	9,328	5.7%	
<i>Buffalo</i>							
Coles	1,075	949	13.3%	9,920	8,918	11.2%	
Crane	954	271	252.0%	7,565	271	2691.5%	
Dudley	552	497	11.1%	4,912	4,529	8.5%	
East Clinton	275	415	-33.7%	2,820	2,622	7.6%	
González-Soto	0	262	-100.0%	1,217	298	308.4%	
Merriweather	1,385	1,536	-9.8%	13,061	13,291	-1.7%	
North Park	761	946	-19.6%	7,097	10,034	-29.3%	
Panty	473	452	4.6%	4,235	4,627	-8.5%	
<i>Central</i>	5,397	4,987	8.2%	50,266	57,163	-12.1%	
<i>Bookmobile Services</i>							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
<b>System</b>	<b>23,680</b>	<b>23,318</b>	<b>1.6%</b>	<b>221,065</b>	<b>217,745</b>	<b>1.5%</b>	
Member Libraries	12,808	13,003	-1.5%	119,972	115,992	3.4%	
Buffalo Branches	5,475	5,328	2.8%	50,827	44,590	14.0%	
Central Library	5,397	4,987	8.2%	50,266	57,163	-12.1%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.

González-Soto - Closed beginning 4/1/2024 - Construction.

## WiFi

### Total Logins

 <b>LIBRARY</b>	September			Year to Date Totals			Footnotes
	2024	2023	% of	2024	2023	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
<b>Library</b>							
Alden (Ewell Free)	583	449	29.8%	4,883	3,852	26.8%	Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.  González-Soto - Closed beginning 4/1/2024 - Construction.
<i>Amherst</i>							
Audubon	4,880	3,921	24.5%	41,997	26,530	58.3%	
Clearfield	1,929	2,360	-18.3%	21,992	23,566	-6.7%	
Eggertsville-Snyder	1,194	1,033	15.6%	9,693	8,785	10.3%	
Williamsville	1,250	1,246	0.3%	11,116	10,366	7.2%	
Angola	111	153	-27.5%	1,015	1,139	-10.9%	
Aurora	1,990	1,846	7.8%	17,625	16,160	9.1%	
Boston	204	179	14.0%	1,823	1,647	10.7%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,582	1,390	13.8%	14,632	11,522	27.0%	
Reinstein Memorial	869	738	17.8%	7,340	6,502	12.9%	
Clarence	1,409	1,292	9.1%	14,258	11,870	20.1%	
Collins	306	291	5.2%	2,418	2,461	-1.7%	
Concord	540	596	-9.4%	5,011	4,709	6.4%	
Eden	211	198	6.6%	1,851	1,558	18.8%	
Elma	386	351	10.0%	3,480	3,284	6.0%	
Grand Island Memorial	749	716	4.6%	7,297	6,010	21.4%	
<i>Hamburg</i>							
Hamburg	1,820	1,574	15.6%	16,900	14,867	13.7%	
Lake Shore	492	509	-3.3%	4,499	4,130	8.9%	
Lackawanna	559	467	19.7%	4,915	4,207	16.8%	
Lancaster	1,753	1,585	10.6%	15,565	13,416	16.0%	
Marilla	109	76	43.4%	694	739	-6.1%	
Newstead	401	404	-0.7%	4,584	4,117	11.3%	
North Collins	450	394	14.2%	3,549	3,191	11.2%	
Orchard Park	2,052	1,818	12.9%	19,557	16,591	17.9%	
City of Tonawanda	1,276	1,075	18.7%	10,694	7,795	37.2%	
<i>Town of Tonawanda</i>							
Kenilworth	477	523	-8.8%	3,976	4,185	-5.0%	
Kenmore	2,387	1,974	20.9%	20,333	17,651	15.2%	
West Seneca	2,206	2,017	9.4%	21,487	16,867	27.4%	
<i>Buffalo</i>							
Coles	1,162	896	29.7%	10,326	8,466	22.0%	
Crane	1,725	1,142	51.1%	14,325	2,497	473.7%	
Dudley	2,809	2,549	10.2%	22,196	17,529	26.6%	
East Clinton	1,205	684	76.2%	8,606	5,153	67.0%	
González-Soto	0	771	-100.0%	3,885	4,284	-9.3%	
Merriweather	1,414	1,152	22.7%	13,654	10,897	25.3%	
North Park	1,050	1,045	0.5%	9,207	9,779	-5.8%	
Panty	1,487	1,291	15.2%	12,779	11,039	15.8%	
<i>Central</i>							
Central	17,941	14,588	23.0%	147,225	131,094	12.3%	
<i>Bookmobile Services</i>							
Library on Wheels	83	122	-32.0%	662	789	-16.1%	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
<b>System</b>	<b>61,051</b>	<b>53,415</b>	<b>14.3%</b>	<b>536,049</b>	<b>449,244</b>	<b>19.3%</b>	
Member Libraries	32,175	29,175	10.3%	293,184	247,717	18.4%	
Buffalo Branches	10,852	9,530	13.9%	94,978	69,644	36.4%	
Central Library	17,941	14,588	23.0%	147,225	131,094	12.3%	
Bookmobile Services	83	122	-32.0%	662	789	-16.1%	

# Newstead Public Library– Investment Policy

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## Newstead Public Library

### I. SCOPE

This investment policy applies to all moneys and other financial resources available for deposit and investment by the *Newstead Public Library*, hereafter referred to as Library, on its own behalf or on behalf of any other entity or individual.

### II. OBJECTIVES

The primary objectives of the Library's investment activities are, in priority order:

- To conform with all applicable federal, State and other legal requirements (legality);
- To adequately safeguard principal (safety);
- To provide sufficient liquidity to meet all operating requirements (liquidity) and
- To obtain a reasonable rate of return (yield).

### III. DELEGATION OF AUTHORITY

The Library board's responsibility for administration of the investment program is delegated to the *Treasurer appointed by the Board* who shall establish written procedures for the operation of the investment program consistent with these investment policies. Such procedures shall include internal controls to provide a satisfactory level of accountability based upon records incorporating the description and amounts of investments, the fund(s) for which they are held, the place(s) where kept, and other relevant information, including dates of sale or other dispositions and amounts realized. In addition, the internal control procedures shall describe the responsibilities and levels of authority for key individuals involved in the investment program.

### IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Library to operate effectively.

Investments shall be made with prudence, diligence, skill, judgment and care, under circumstances then prevailing, which knowledgeable and prudent persons acting in like capacity would use, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.



# Newstead Public Library– Investment Policy

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## VIII. SECURING DEPOSITS AND INVESTMENTS

All deposits and investments at a bank or trust company, including all demand deposits, certificates of deposit and special time deposits (hereinafter, collectively, “deposits”) made by officers of the Library that are in excess of the amount insured under the provisions of the Federal Deposit Insurance Act, including pursuant to a Deposit Placement Program in accordance with law, shall be secured by:

1. A pledge of “eligible securities” with an aggregate “market value” (as provided by the GML Section 10) that is at least equal to the aggregate amount of deposits by the officers. See Schedule A of this policy for a listing of “eligible securities.”

## IX. COLLATERALIZATION AND SAFEKEEPING

Eligible securities used for collateralizing deposits made by officers of the Library shall be held by (the depositary *or* a third party) bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities (or the pro rata portion of a pool of eligible securities) are being pledged to secure such deposits together with agreed-upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon a default. It shall also provide the conditions under which the securities (or pro rata portion of a pool of eligible securities) held may be sold, presented for payment, substituted or released and the events of default which will enable the Library to exercise its rights against the pledged securities.

In the event that the pledged securities are not registered or inscribed in the name of the Library, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Library or the custodial bank or trust company. Whenever eligible securities delivered to the custodial bank or trust company are transferred by entries on the books of a federal reserve bank or other book-entry system operated by a federally regulated entity without physical delivery of the evidence of the obligations, then the records of the custodial bank or trust company shall be required to show, at all times, the interest of the Library in the securities (or the pro rata portion of a pool of eligible securities) as set forth in the security agreement.

The custodial agreement shall provide that pledged securities (or the pro rata portion of a pool of eligible securities) will be held by the custodial bank or trust company as agent of, and custodian for, the Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt, substitution or release of the collateral and it shall provide for the frequency of revaluation of collateral by the custodial bank or trust company and for the substitution of collateral when a change in the rating of a security causes ineligibility. The security and custodial agreements shall also include all other provisions necessary to provide the Library with a perfected security interest in the eligible securities and to otherwise secure the Library’s interest in the collateral, and may contain other provisions that the Library board deems necessary.

## Newstead Public Library– Investment Policy

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### X. PERMITTED INVESTMENTS

As provided by General Municipal Law Section 11, the Library Board of Trustees authorizes the *Treasurer appointed by the Board* to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts in, or certificates of deposit issued by, a bank or trust company located and authorized to do business in the State of New York (for example a savings account or CD at said institution).

Time deposit accounts and certificates of deposit shall be payable within such times as the proceeds will be needed to meet expenditures for which the moneys were obtained, and shall be secured as provided in Sections VIII and IX herein.

Except as may otherwise be provided in a contract with bondholders or note holders, any moneys of the Library authorized to be invested may be commingled for investment purposes, provided that any investment of commingled moneys shall be payable or redeemable at the option of the Library within such time as the proceeds shall be needed to meet expenditures for which such moneys were obtained, or as otherwise specifically provided in General Municipal Law Section 11. The separate identity of the sources of these funds shall be maintained at all times and income received shall be credited on a pro rata basis to the fund or account from which the moneys were invested.

Any obligation that provides for the adjustment of its interest rate on set dates is deemed to be payable or redeemable on the date on which the principal amount can be recovered through demand by the holder.

### XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

All financial institutions and dealers with which the Library transacts business shall be creditworthy, and have an appropriate level of experience, capitalization, size and other factors that make the financial institution or the dealer capable and qualified to transact business with the Library. The *Treasurer appointed by the Board* shall evaluate the financial position and maintain a listing of proposed depositories.

The Library shall maintain a list of financial institutions approved for investment purposes and establish appropriate limits to the amounts of investments that can be made with each financial institution.

# Newstead Public Library– Investment Policy

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## XII. ANNUAL REVIEW AND AMENDMENTS

The *Library* shall review this investment policy annually, and it shall have the power to amend this policy at any time.

## XIII. DEFINITIONS

The terms “public funds,” “public deposits,” “bank,” “trust company,” “eligible securities,” “eligible surety bond,” and “eligible letter of credit” shall have the same meanings as set forth in General Municipal Law Section 10.

### Schedule A

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Schedule of Eligible Securities for Collateralizing Deposits and Investments in Excess of FDIC Coverage (see Investment Policy, Section VIII)

*[Note: This is not a list of Permitted Investments. Please see Investment Policy, Section X, for Permitted Investments.]*

<b>“Eligible Securities” for Collateral</b>	<b>For purposes of determining aggregate “market value,” eligible securities shall be valued at these percentages of “market value”:</b>
(i) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government-sponsored corporation.	100%
(iv) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of this State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.	100%

# Newstead Public Library Survey - 2024

## 1. Do you use the Newstead Public Library?

Yes  No  if you answered no, go down to question #5.

## 2. Do you have a Buffalo & Erie County Public Library Card?

Yes  No

## 3. If you do use the library, what interests you at the Newstead Public Library? (Circle)

Borrow Materials      Attend Programs      Public Computers      Wireless Printing  
WiFi      Study/Work      Bring family/friend      Other, please add your comments:  
\_\_\_\_\_

## 4. I attend library programs and events

Yes  No  Comment \_\_\_\_\_

## How do you find out about library happenings? (Circle)

Facebook      Instagram      Library Website      Akron Bugle  
Outdoor Sign      Library Flier      Word of Mouth      Other \_\_\_\_\_

## What is the best way for the library to inform you about programs and services? (Circle)

Email      Social Media      Library Website      Flyer in the library  
Akron Bugle      Other \_\_\_\_\_

## 5. If you don't use the library, why not? (Circle all that apply)

- I don't know what libraries have to offer
- I don't have a library card
- I don't read
- I don't have any transportation
- I am too busy and don't have the time to visit
- I would like information about libraries Yes No - email address is: \_\_\_\_\_

**Thank you so much!**

**From, Library Manager Kristine Sutton, please write any additional comments on the back!**

