

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda -Zoom
Thursday, January 13, 2022
4:00PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the meeting minutes of December 9, 2021
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
 - A. December Report
 - B. CDs: #045 matures 1/24/22; #041 matures 1/28/22
 - C. Petty Cash Increase - \$150
 - D. Anniversary Accounting – Receipts and Expenses
 - E. 2022 Budget - VOTE
- VIII. Old Business
 - A. Building Maintenance Update – Staff Room Renovations
 - B. 200th Anniversary Evaluation
 - C. Election of Officers
 - President – S. Jacobs
 - Vice President – K. Graber
 - Secretary – B. Tamol
 - Treasurer – J. Yarborough
 - D. Little Libraries Project
 - E. Volunteer Gifts – Increased Cost
- IX. New Business
 - A. Time Capsule
 - B. Contract Extension - FYI
 - C. Personnel Policies, Resolution #2022-1; Sexual Harassment changes - VOTE
 - D. Schedule of Policy Reviews for 2022
 - E. Survey Results
 - F. Annual Budget for Craft Supplies - \$2,000
 - G. Frame for Lego Wall - \$360.54
 - H. Children’s Literacy Area - \$37.28
 - I. Sunday Invoice for Friends - \$4,241.79 (for 15 Sundays in 2021)
- X. Adjournment

Next Meeting: THURSDAY, FEBRUARY 10, 2022 – 4:00PM

Proposed Meeting Minutes
Lancaster Public Library
Board of Trustees
December 9, 2021

- I. Roll Call - B. Tamol, S. Jacobs, J. Yarborough, K. Wind, K. Graber, G. Howell, K. Stock (library director), D. Stempniak (Friends liaison), B. Leary (Town liaison) and A. Martin (Trustee Emeritus)
- II. The meeting was called to order at 4:08 p.m.
- III. The meeting agenda was approved as amended. MSP- Howell, Graber. Vote - unanimous
- IV. Approval of meeting minutes for November 10, 2021. MSP - Graber, Wind. Vote - unanimous. Approval of meeting minutes for July 2021. MSP - Yarborough, Graber. Vote - unanimous.
- V. Kara informed the board that over 200 guests attended the Children's Party celebrating the 200th Anniversary on December 4, 2021. There were 124 submissions of reading logs entered to win in the three age groups, children, teens and adults, winners to be announced at the Gala on Saturday.
- VI. D. Stempniak informed the board that the Friends annual meeting will be held on January 13, 2022 at 2:00 p.m.,.
- VII. Financial Reports -
 - A. The November financial report was approved. MSP - Howell, Yarborough. Vote - unanimous.
- VIII. Old Business
 - A. B. Leary informed the board that circuitry and electrical on the elevator is scheduled to be addressed.
 - B. The 200th Anniversary Gala is all set to go! Saturday, December 11, 2021.
 - C. The Long Range Plan was approved. MSP - Graber, Tamol. Vote - unanimous.
 - D. The slate of officers that will be put forth in January is:
President - Sue Jacobs
Vice President - Ken Graber
Secretary - Barbara Tamol
Treasurer - Jan Yarborough
 - E. Staff Room Reno Ideas - K. Stock will talk to Michelle (town) to ask what needs to be done to proceed with the renovation. Staff ideas include storage, lighting, new furniture and appliances.
- IX. New Business
 - A. Motion to allot \$5000 towards the 2022 Program Budget approved. MSP - Tamol, Jacobs. Vote - unanimous
 - B. Motion to spend \$239.76 on READ Posters approved. MSP- Jacobs, Wind. Vote - unanimous
 - C. Motion to spend \$362.95 to purchase prizes for the Winter Reading Logs approved. MSP - Jacobs, Yarborough. Vote - unanimous.

- D. Motion to spend \$316.16 for STEM Explorers Program materials approved. MSP - Howell, Graber. Vote - unanimous.
- E. Motion to spend \$177.86 to purchase aprons approved. MSP - Graber, Yarborough. Vote - unanimous
- F. Motion to spend \$66.00 for Volunteer gifts approved. MSP Yarborough, Wind. Vote - unanimous
- G. Little Libraries - The library board will work with the Lancaster Rotary Club to set up and stock the little library sites.
- X. The meeting was adjourned at 5:05 p.m. MSP Graber, Yarborough. Vote - unanimous.

Respectfully submitted by,
Barbara Tamol
Secretary

Director's Report December 2021

Highlights

Children's Party - For our 200th Anniversary, a children's birthday party was held on December 4th. **200** people visited the library to participate in a variety of fun activities including hands-on crafts, creating birthday cards, and experiencing a sensory table. We also had a very special guest, Pete the Cat.



Gala - A 200th Anniversary Gala was held on December 11th with live music from Full Swing Sound, food, drinks, and proclamations from local politicians. **77** adults joined us for this special night.

Reading Log Challenge - We received **129** entries (34 adults, 4 teens, 91 children) for our 200th Anniversary Reading Log Challenge. Library patrons of all ages were encouraged to submit a log for every 20 books read. Carter, Matthew, and Monica, the randomly drawn winners from each age group, each received a Kindle Paperwhite.

Ornaments - Bronze ornaments featuring an outline of the library with the dates 1821-2021 were created and sold.

Book Recommendations - 200 book recommendations were solicited from our patrons and compiled into a list.

Instagram - The Lancaster Public Library is now on Instagram! Follow us @lanasterlibny.

Programming

Craft Kits - We gave out a variety of free kits this month:

- **Craft & Carry** - **109** children picked up a winter-themed craft kit.
- **Happy New Year** - These celebration kits contained a noise maker, coloring sheets, bubbles, a Happy New Year crown, and a DIY confetti popper craft. **68** kits were picked up.
- **STEM Kits: Candy Cane Coding** - **69** children picked up this kit and performed their experiment at home.
- **Take & Make** - These weekly kits had winter themes and **193** were picked up.

Fall Reading Raffle – Our raffle ended on December 21st with **740** entries received. Four happy winners collected their prizes: Logan, Laurel, Elena, and Leon.



LEGO® Club – Youth Services Librarian Meagan Carr held **2** LEGO® Clubs for a total of **11** children on Tuesday, December 28th. They made zip lines.

Mahjong Club – Our Mahjong Club continued to meet on a weekly basis.

Movin' & Groovin' - Meagan conducted **3** sessions for a total of **12** children.

Painting with Friends – Meagan held a painting program for **6** teens on Wednesday, December 29th. They learned how to create mandala sugar paintings with watercolors.

Paws for Love: Read to a Dog – A volunteer from the SPCA Paws for Love organization brought a therapy dog to the library on Wednesday, December 29th. **4** children practiced reading out loud to the dog.

Snowy Crafts – Meagan held a craft program on December 30th for **8** school age children. They made igloos, snow people, and snowflakes.

Storytime – Meagan conducted **5** sessions for a total of **23** children.

StoryWalk® – Children were encouraged to take a walk and read the book *The Mitten* by Jan Brett in the children's area of our library.

Young Adult Book Club – Part-time Librarian Michael Green held a new book club for young adults ages 10-14. **3** attendees enthusiastically discussed *Greenglass House* by Kate Milford.

Meetings

December 8 – Library Director Kara Stock attended the Manager Meeting via Zoom.

December 9 – Suzanne Jacobs, Jan Yarborough, Donna Stempniak, Gary Howell, Debbie Howell, and Kara met to finish planning for the 200th Anniversary Gala.

December 16 – Kara, Meagan, and Library Assistant John Benzee met to continue planning our 2022 goals.

Lancaster Public Library 2021 Highlights

- Lancaster Public Library celebrated its 200th Anniversary! Special events were planned throughout the year for this important milestone:
 - A reading log challenge was held encouraging patrons of all ages to submit a log for every 20 books read. 129 submissions were received and 3 randomly drawn winners received a Kindle.
 - The *History of the Lancaster Public Library* was updated, printed, and distributed to the public.
 - A large banner recognizing our anniversary was placed on the front of the library.
 - Display panels featuring articles, photographs, and memorabilia were exhibited in the fall.
 - 200 book recommendations were solicited from our patrons and compiled into a list.
 - Bronze ornaments featuring an outline of the library with the dates 1821-2021 were created and sold.
 - A children's birthday party was held on December 4th with a variety of activities including crafts, creating birthday cards, and a sensory table in addition to a very special guest, Pete the Cat.
 - A gala was held on December 11th with live music, food, drinks, and proclamations from local politicians.
- The COVID-19 pandemic continued in 2021, therefore the library adapted its programs and services with safety as a top priority. The building was closed and offered curbside service until January 25th due to high numbers of positive cases. The library building reopened to the public on Tuesday, January 26th and curbside service continued to be offered as an alternative. Virtual programming showcased on our Facebook page ran from January through April. In May, in-person programming resumed for the first time since March 2020 with LEGO Club and Paws for Love. Preschool Storytime, Mahjong Club, and our book clubs resumed in the summer.
- We assisted dozens of adults in making an appointment to receive a COVID-19 vaccine.
- The Lancaster Public Library won the 2021 Battle of the Books teen reading competition! 13 teams from 10 different Buffalo & Erie County Public Libraries competed. The Runner-up team was also from our library. This year's book was *The Last Dragonslayer* by Jasper Fforde.
- Library Assistant John Benzee created 5 new circulating learning kits: adult coloring, family gardening, advanced gardening, birdwatching, and hiking.
- Youth Services Librarian Meagan Carr developed new monthly STEM Kits with themes such as make your own bouncy ball, engineering with aluminum foil bridges, and salt crystal snowflakes.

- Library Director Kara Stock created circulating memory kits. These kits are geared for staff at assisted living facilities or nursing homes as well as caregivers. They feature a variety of items to inspire memories, discussions, and interactions with people experiencing memory loss, and have themes such as animals, history, movies, and games.
- Meagan created new educational kits geared toward educators, parents, guardians, and homeschool families. The themes for the kits are: Very Hungry Caterpillar, colors and shapes, letters, and STEM fairy tales.
- We added 50 read-along Vox Books to our children's collection.
- An average of 200 take and make craft kits were picked up by families each month.
- Outreach: Meagan staffed a table at Petpalooza on August 29th at the Hull Family Home & Farmstead and Kara attended the Erie County Fall Festival at Como Lake Park on October 2nd.
- Our first annual *No Carve Pumpkin Decorating Contest* was held in October. 33 patrons of all ages submitted pumpkins with a library or book theme.
- Meagan created a different StoryWalk® inside the library each month, giving families an opportunity to experience a children's book in an interactive way.
- Grants: the library was notified of a \$20,000 grant from Assemblymember Monica Wallace; it will be used to upgrade the circuitry of our elevator in 2022.
- Donations:
 - Elks National Foundation Beacon grant: \$3,500.
 - Robert Leary: \$200 to purchase Frosty's Ice Cream coupons for a summer scavenger hunt.
 - Daniel Zwolinski: \$1,000 for summer reading raffle prizes
 - MacDavid Fund: \$7,785.73
 - Blanchett Estate: \$10,680.50
- We purchased the following items to improve the library: balance blocks, a puppet theater, stepping stones, and a play table with animal playset for our children's area. In addition, 6 book trucks, 27 computer chairs, and 6 programming tables were purchased using the Library System's Facility Improvement Grant.



Lancaster Bee

141
YEARS OF
COMMUNITY
JOURNALISM

★ The official newspaper of the Town of Lancaster ★

Celebrating 200 Years of the Lancaster Public Library

December 09, 2021

Ron Ruffino
TOWN OF LANCASTER SUPERVISOR



Congratulations to the Lancaster Public Library as it celebrates its 200th birthday. Approximately 40 men from the Cayuga Creek Settlement, who were veterans of the Revolutionary War and the War of 1812, organized the Cayuga Creek Veterans Library Society. In 1882, the elders of the Presbyterian Church agreed to take charge of the library with the assistance of five ladies, and the library was opened to the public. The first librarian was Mrs. Edward F. French, and since books were extremely scarce and expensive, she took charge of conducting a campaign to enlarge the book collection.

In 1894, the expenses for the year were \$82.25. In 1894, only \$38.95 was taken in as revenue until a gift of \$50 from the president of the board, Dr. F. H. James, was received. Today the Lancaster Library has a budget of \$23,600. Some of these funds are used for items such as contractual services, repairs and maintenance, resurfacing materials, landscaping materials, internet access, etc.

On Sept. 18, 1915, Lancaster's town board obtained a new charter from the State Library of New York. The institution then became a free library. The Lancaster Library has been a place for parents to expose their children to the wonders of reading and other educational activities. Story Time with a parent, grandparent or childhood friends are fond memories for so many. The uses of the building include providing a place to study for SATs, writing an A+ essay, or sitting down with a tutor. The library gives all the opportunity to sit by a cozy fire and read a magazine. It provides this opportunity with no admission fee, no membership fee, and the most important point: all are welcome to enjoy in something that 200 years ago, 40 men had the vision to provide to each one of us today. Technology has always been a prime focus of the library and has been offered at the library starting with the typewriter, Polaroid camera and then an Apple computer. By March of 2000, Lancaster was home to four internet computers, and soon after, computer classes began for online card catalog use.

While the location of the library has changed over the years, the focus has stayed constant and has continued to provide one of our greatest assets to our community. The Broadway site always had the drawback of insufficient parking, however in 2016, a celebration was held to acknowledge the new parking lot which now provides additional parking.

Library Celebrates 200th Anniversary

December 16, 2021



Contributed photo.

ANNIVERSARY! – Village of Lancaster Mayor Lynne Ruda stands with Lancaster Public Library Director Kara Stock. The pair hold a village proclamation celebrating the library's 200th anniversary during a gala event on Dec. 11.



Assemblymember Monica Wallace stands next to Lancaster Public Library Director Kara Stock while holding a legislative proclamation honoring the library's 200th anniversary. Contributed photo.



Lancaster's library looks forward to future

December 23, 2021

by JAMES SINNER Editor

The Town of Lancaster has a rich history with their library, opening their first in 1821 with the help of Revolutionary War veterans. With 200 years now behind the Lancaster Public Library, Director Kara Stock looks forward to many more, and is excited for what's to come.

Stock, who has been director at the Lancaster Public Library for four years, is enthusiastic about overseeing a public establishment which brings her community together. "My favorite part about the library is getting to know our patrons. Many residents visit us on a regular basis," Stock said. "I've had the chance to see newborn babies start to walk and talk and learn to read over the years."

Another reason Stock works hard to bring multiple programs every month is to provide an additional access point for educational resources to both children and adults.

"I have been the library director for the past four years, and one thing that has become apparent to me is that our patrons love to attend programs whether it be a preschool storytime, a STEM program for school-age children, a painting program for teens, or a technology training class for adults. This variety of programs for all ages make us a unique destination."

In addition to the library's busy, continuing program schedule, Stock has rolled out new kits that educate on a variety of topics. These kits can be accessed and checked out for free with just a library card. They include subjects such as birdwatching, hiking, family gardening, adult coloring, knitting, literacy kits to enrich learning for children ages 2 and up, and memory kits geared towards anyone caring for those experiencing memory loss. They even loan a variety of yard games.

Lastly, Stock says she loves Lancaster's library because it's a place open to all. "Libraries are open to all ages regardless of who you are, where you come from, or what you believe. We take pride in being a community center that welcomes everyone through our

doors. We provide free resources such as loaning books and media in addition to offering computer use, WiFi access, a place for tutoring, and a location for the community to gather and meet.”

LANCASTER PUBLIC LIBRARY

2021 STATISTICS

CIRCULATION			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	3,832	12,709	-69.8%
FEB	8,640	12,482	-30.8%
MAR	9,752	7,617	28.0%
APR	8,582	0	#DIV/0!
MAY	7,941	4	198425%
JUN	9,924	6,538	51.8%
JUL	13,422	9,235	45.3%
AUG	11,479	9,258	24.0%
SEP	9,135	9,563	-4.5%
OCT	9,748	10,155	-4.0%
NOV	8,738	8,265	5.7%
DEC	8,279	2,884	187.1%
YR/DATE	109,472	88,710	23.4%

LIBRARY VISITS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	1,129	8,284	-86.4%
FEB	3,544	8,365	-57.6%
MAR	4,433	4,332	2.3%
APR	4,322	0	#DIV/0!
MAY	3,824	0	#DIV/0!
JUN	4,500	2,312	94.6%
JUL	6,169	3,539	74.3%
AUG	5,509	3,587	53.6%
SEP	4,423	4,346	1.8%
OCT	5,373	4,884	10.0%
NOV	4,606	2,998	53.6%
DEC	4,633	700	561.9%
YR/DATE	52,465	43,347	21.0%

PUBLIC ACCESS COMPUTER SESSIONS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	78	1,256	-93.8%
FEB	510	1,207	-57.7%
MAR	862	624	38.1%
APR	673	0	#DIV/0!
MAY	661	0	#DIV/0!
JUN	594	439	35.3%
JUL	738	442	67.0%
AUG	698	439	59.0%
SEP	573	633	-9.5%
OCT	644	760	-15.3%
NOV	598	434	37.8%
DEC	567	4	14075.0%
YR/DATE	7,196	6,238	15.4%

WIFI			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	736	1,734	-57.6%
FEB	1,079	1,617	-33.3%
MAR	1,418	1,061	33.6%
APR	1,299	327	297.2%
MAY	1,403	379	270.2%
JUN	1,559	746	109.0%
JUL	1,714	713	140.4%
AUG	1,221	747	63.5%
SEP	1,149	954	20.4%
OCT	1,454	1,090	33.4%
NOV	1,505	778	93.4%
DEC	1,219	506	140.9%
YR/DATE	15,756	10,652	47.9%

STAFF	
Librarian	Kara Stock
	Meagan Carr
	Genevieve Maynard, Michael Green
Lib. Asst.	John Benzee
Clerical	Lisa Watt
	Mary Pryzbyla
Sr. Page	Paige Ciezki, Eric Stiller
	Alexis Bartkowiak
Page	Lynn Hoy, Janice Jaskowiak
	Yurie Calo
Caretaker	Joshua Strell

BRANCH HOURS	
Mon.	10:00 a.m. - 6:00 p.m.
Tues.	10:00 a.m. - 9:00 p.m.
Wed.	10:00 a.m. - 9:00 p.m.
Thurs.	10:00 a.m. - 9:00 p.m.
Fri.	10:00 a.m. - 5:00 p.m.
Sat.	10:00 a.m. - 5:00 p.m.
Sun.	12:00 p.m. - 5:00 p.m.

DAYS OPEN AND CLOSED

Days Open: 27

Days Closed: 4

**Lancaster Public Library
2021 Statistics and Proceeds**

	Tours		New Library Cards		Ref Q	Headphone	Copier	Vending	Book Sale	Donations	Facebook
	No.	ATT	Child	Adult	No.	Proceeds	Proceeds	Proceeds	Proceeds	to Library	Followers
JAN	0	0	1	6	454	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2,088
FEB	0	0	7	17	498	\$0.00	\$63.00	\$0.00	\$93.00	\$100.00	2,104
MAR	0	0	24	23	517	\$3.00	\$75.00	\$0.00	\$108.00	\$0.00	2,117
APR	0	0	20	14	516	\$6.00	\$75.00	\$0.00	\$105.00	\$200.00	2,131
MAY	0	0	6	19	430	\$0.00	\$55.00	\$0.00	\$86.00	\$1,321.01	2,141
JUN	0	0	30	20	533	\$3.00	\$55.50	\$6.00	\$105.00	\$300.00	2,153
JUL	0	0	51	43	660	\$3.00	\$58.00	\$0.00	\$146.00	\$0.00	2,168
AUG	0	0	18	32	703	\$15.00	\$73.00	\$10.00	\$105.00	\$8,455.73	2,180
SEP	0	0	27	20	494	\$0.00	\$57.00	\$10.00	\$71.00	\$10,880.50	2,200
OCT	0	0	48	25	685	\$6.00	\$89.00	\$0.00	\$72.00	\$1,030.00	2,240
NOV	0	0	6	21	468	\$3.00	\$30.00	\$15.00	\$55.50	\$53.74	2,252
DEC	0	0	11	16	592	\$3.00	\$90.00	\$0.00	\$250.00	\$1,300.00	2,272
TOTAL	0	0	249	256	6,550	\$42.00	\$720.50	\$41.00	\$1,196.50	\$23,640.98	

Total Proceeds \$25,640.98

2021 Sunday Circulation

Date		Visits	Circulation
9/12		43	248
9/19		44	93
9/26		60	205
10/3		54	133
10/10		68	155
10/17	Book Sale	277	261
10/24		74	232
10/31		50	220
11/7		69	222
11/14		102	201
11/21		92	201
11/28		66	126
12/5		101	220
12/12		89	144
12/19		67	124
		1,256	2,785

	Visits	Circulation
2019 Yearly Total	5,746	9,627
2019 Fall Total	2,385	4,252

Program Statistics
12/2021

In Library Group Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
<u>Children (age 5 and under)</u>	9	73	60	618
<u>Children (age 6-12)</u>	5	38	772	2224
<u>Teens</u>	2	22	9	158
<u>Intergenerational</u>	2	20	208	947
<u>Adults (excludes Technology)</u>	9	49	132	428

Passive/Self-Directed Programs (Programs not librarian-led, such as Craft Tables and Take and Makes - Count as One-on-Ones):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
<u>Children (age 5 and under)</u>	193	1106	193	1106
<u>Children (age 6-12)</u>	246	1637	246	1637
<u>Teens</u>	0	0	0	0
<u>Intergenerational</u>	0	858	0	858
<u>Adults</u>	0	0	0	0

In Library One-on-One Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
<u>Children (age 5 and under)</u>	0	0	0	0
<u>Children (age 6-12)</u>	5	134	5	134
<u>Teens</u>	0	0	0	0
<u>Intergenerational</u>	0	0	0	0
<u>Adults (excludes Technology)</u>	4	59	4	59

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
<u>In-House Lab or Library Desktop PCs</u>	0	0	0	0
<u>System or Library-owned Cyber Train</u>	0	0	0	0
<u>Technology One-on-Ones</u>	7	77	7	77

Live Virtual Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
<u>Children (age 5 and under)</u>	0	3	0	507
<u>Children (age 6-12)</u>	0	1	0	337
<u>Teens</u>	0	0	0	0
<u>Intergenerational</u>	0	2	0	5
<u>Adults</u>	0	0	0	0

Virtual Recordings of program content:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
<u>Children (age 5 and under)</u>	0	20	0	2035
<u>Children (age 6-12)</u>	0	2	0	252
<u>Teens</u>	0	0	0	0
<u>Intergenerational</u>	0	22	0	2794
<u>Adults</u>	0	0	0	0

Outreach (out of library programs):

	Number of Programs	Number of Attendees	
	MTH	YTD	MTH YTD

Children (age 5 and under)

0	0	0	0
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Children (age 6-12)

0	0	0	0
---	---	---	---

Teens

0	0	0	0
---	---	---	---

Intergenerational

0	2	0	623
---	---	---	-----

Adults (excludes Technology)

0	0	0	0
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Please answer the following (applicable to all sections above EXCEPT Virtual Programs, Passive/Self-Directed Programs, and other One-on-One Programs):

Were any of the above programs Early Literacy Parent and/or Caregiver programs?

☐ Yes ☒ No

Were any of the Early Literacy programs geared toward a combined audience of children and parents/caregivers, such as a LapSit program?

☐ Yes ☒ No

Did you have any Early Literacy Collaborators for programs geared toward children age 5 and under or parents and/or caregivers?

☐ Yes ☒ No

Were any of the above adult programs adult Tutoring or adult Literacy programs?

☒ Yes ☐ No

	Number of Programs		Number of Attendees
	MTH	YTD	MTH YTD
One-on-One	4	59	4 59
Group	0	0	0 0

Did you have any Adult Tutoring or Adult Literacy Collaborators?


☐ Yes ☒ No

Were any of the above programs ESOL?

☐ Yes ☒ No

Total number of non-library sponsored programs, meetings and/or events at this outlet (Meeting Room Use)

5 YTD: 28

Circulation							
Total Circulations							
 Library	December			Year to Date Totals			Footnotes
	2021 Total	2020 Total	% of	2021 Total	2020 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	1,129	1,452	-22.2%	16,855	11,715	43.9%	Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff through strategies including masking. In December 2020, many libraries (but not all, based on NYS Micro-Cluster Zones) were closed to the public but continued offering curbside, walk-up, and drive through services. Effective 12/28/2020 the Central Library and Buffalo Branches resumed in-library services. East Clinton was temporarily closed (without additional services) from 11/20/2020-12/28/2020. Alden, Marilla, Newstead - Network down much of the day 12/21/21. Angola - Closed 11/29/21-12/4/21 - Carpet installation. Correctional Facility and Holding Center - Numbers not received. Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable. Julia Boyer Reinstein - Closed 12/7/21 and 12/20/21 - NYSEG power work. Marilla - Closed 12/29/21-12/30/21. Newstead - Closed 12/13-12/15 - Carpet installation.
Amherst							
Audubon	16,640	4,630	259.4%	228,364	186,353	22.5%	
Clearfield	12,674	4,786	164.8%	195,688	146,188	33.9%	
Eggertsville-Snyder	6,683	2,836	135.6%	95,529	67,726	41.1%	
Williamsville	2,054	828	148.1%	26,100	23,477	11.2%	
Angola	1,398	795	75.8%	20,653	16,977	21.7%	
Aurora	6,461	2,395	169.8%	83,949	71,353	17.7%	
Boston	1,437	1,614	-11.0%	23,697	23,045	2.8%	
Cheektowaga							
Julia Boyer Reinstein	11,376	3,565	219.1%	154,443	124,913	23.6%	
Reinstein Memorial	4,066	1,033	293.6%	48,756	42,228	15.5%	
Clarence	9,925	3,543	180.1%	146,326	114,597	27.7%	
Collins	2,000	1,772	12.9%	25,372	23,568	7.7%	
Concord	2,696	2,636	2.3%	34,019	29,886	13.8%	
Eden	2,392	2,476	-3.4%	31,711	28,685	10.5%	
Elma	4,383	1,875	133.8%	56,791	46,346	22.5%	
Grand Island Memorial	4,916	2,372	107.3%	73,711	59,838	23.2%	
Hamburg							
Hamburg	7,866	3,743	110.2%	116,302	95,430	21.9%	
Lake Shore	3,019	1,122	169.1%	38,229	25,376	50.7%	
Lackawanna	1,906	809	135.6%	22,255	21,441	3.8%	
Lancaster	8,279	2,884	187.1%	109,472	88,710	23.4%	
Marilla	1,913	2,481	-22.9%	27,002	22,244	21.4%	
Newstead	2,178	3,203	-32.0%	32,043	33,395	-4.0%	
North Collins	618	867	-28.7%	11,537	11,080	4.1%	
Orchard Park	11,038	3,402	224.5%	152,759	117,354	30.2%	
City of Tonawanda	5,019	1,694	196.3%	60,111	52,322	14.9%	
Town of Tonawanda							
Kenilworth	3,153	1,274	147.5%	38,609	28,676	34.6%	
Kenmore	12,477	4,647	168.5%	165,714	119,799	38.3%	
West Seneca	8,448	2,721	210.5%	130,160	94,737	37.4%	
Buffalo							
Coles	906	297	205.1%	13,570	14,827	-8.5%	
Crane	3,256	2,326	40.0%	33,791	47,541	-28.9%	
Dudley	2,101	1,149	82.9%	26,195	24,314	7.7%	
East Clinton	1,305	46	2737.0%	13,869	14,268	-2.8%	
González-Soto	2,026	468	332.9%	27,613	19,976	38.2%	
Merriweather	1,654	643	157.2%	25,709	26,433	-2.7%	
North Park	3,582	1,606	123.0%	51,961	41,394	25.5%	
Panty	1,247	442	182.1%	15,026	14,946	0.5%	
Central	12,819	5,255	143.9%	169,153	157,845	7.2%	
Bookmobile Services				0			
Library on Wheels	1,075	295	264.4%	13,129	5,132	155.8%	
Institutions							
Correctional Facility	0	0	#DIV/0!	0	16,510	-100.0%	
Holding Center	0	0	#DIV/0!	0	8,943	-100.0%	
System							
Online Renewals	74,987	6,913	984.7%	929,586	688,686	35.0%	
Interlibrary Loans	818	814	0.5%	12,549	8,056	55.8%	
Audio Books Downloaded	40,628	35,303	15.1%	468,831	397,370	18.0%	
Videos Downloaded/Streamed	74	127	-41.7%	1,176	609	93.1%	
eBook Checkouts/Downloads	74,350	79,191	-6.1%	913,868	880,424	3.8%	
Music/Music Videos Downloaded	27,458	31,440	-12.7%	291,372	337,142	-13.6%	
B&ECPL Totals	404,430	233,770	73.0%	5,173,555	4,431,875	16.7%	
Member Libraries	156,144	67,455	131.5%	2,166,157	1,727,459	25.4%	
Buffalo Branches	16,077	6,977	130.4%	207,734	203,699	2.0%	
Central Library	12,819	5,255	143.9%	169,153	157,845	7.2%	
Bookmobile Services	1,075	295	264.4%	13,129	5,132	155.8%	
Institutions	0	0	#DIV/0!	0	25,453	-100.0%	
System	218,315	153,788	42.0%	2,617,382	2,312,287	13.2%	

All 2021 Footnotes in Chronological Order

January:

Adapting to the continuing COVID-19 pandemic, libraries are operating under a plan, developed with input and guidance from the Erie County Health Department, emphasizing safety for patrons and staff through strategies including reduced occupancy, social distancing and masking.

Boston - Closed 1/2/2021 to adjust to updated COVID-19 metrics.

Boston - Closed 1/19/2021 - Weather.

Central, Audubon, Hamburg, Julia Boyer Reinstein, Kenmore, Lancaster, Merriweather, Orchard Park -

Currently closed Sundays due to COVID-19.

Correctional Facility and Holding Center - Numbers not received.

Marilla - Closed 1/14/2021-1/21/2021.

North Collins - Closed 1/24/2021 - Library Automation System Maintenance.

February:

Adapting to the continuing COVID-19 pandemic, libraries are operating under a plan, developed with input and guidance from the Erie County Health Department, emphasizing safety for patrons and staff through strategies including reduced occupancy, social distancing and masking.

Boston - Closed 2/20/2021 - Weather

Central, Audubon, Hamburg, Julia Boyer Reinstein, Kenmore, Lancaster, Merriweather, Orchard Park -

Currently closed Sundays due to COVID-19.

Correctional Facility and Holding Center - Numbers not received.

Elma, Hamburg, and Marilla - Closed 2/6/2021 - Weather.

Reinstein Memorial - Closed 2/6/2021-2/9/2021.

March:

Adapting to the continuing COVID-19 pandemic, libraries are operating under a plan, developed with input and guidance from the Erie County Health Department, emphasizing safety for patrons and staff through strategies including reduced occupancy, social distancing and masking.

Central, Audubon, Hamburg, Julia Boyer Reinstein, Kenmore, Lancaster, Merriweather, Orchard Park -

Currently closed Sundays due to COVID-19.

Central - Closed 4 hours early 3/12/2021 - Power disruption.

Correctional Facility and Holding Center - Numbers not received.

Crane - Closed 3/8/2021-3/12/2021 and 3/22/2021-4/1/2021 - Construction.

North Collins - Closed 3/22/2021.

April:

Adapting to the continuing COVID-19 pandemic, libraries are operating under a plan, developed with input and guidance from the Erie County Health Department, emphasizing safety for patrons and staff through strategies including reduced occupancy, social distancing and masking.

All B&ECPL libraries temporarily closed last April (April 2020) due to the COVID pandemic and Gubernatorial workforce reduction orders. Therefore, some percentage changes between this April and last cannot be calculated.

Central, Audubon, Hamburg, Julia Boyer Reinstein, Kenmore, Lancaster, Merriweather, Orchard Park -

Currently closed Sundays due to COVID-19.

Correctional Facility and Holding Center - Numbers not received.

Crane - Closed 3/22/2021-4/1/2021 - Construction.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

May:

Adapting to the continuing COVID-19 pandemic, libraries are operating under a plan, developed with input and guidance from the Erie County Health Department, emphasizing safety for patrons and staff through strategies including reduced occupancy, social distancing and masking.

All B&ECPL libraries temporarily closed last May (May 2020) due to the COVID pandemic and Gubernatorial workforce reduction orders. Therefore, some percentage changes between this May and last cannot be calculated.

Central, Audubon, Hamburg, Julia Boyer Reinstein, Kenmore, Lancaster, Merriweather, Orchard Park -

Currently closed Sundays due to COVID-19.

City of Tonawanda - Closed 5/21/2021 - Broken air conditioning.

Correctional Facility and Holding Center - Numbers not received.

Crane - Closed 5/13/21-5/15/21 - Construction.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

June:

Adapting to the continuing COVID-19 pandemic, libraries are operating under a plan, developed with input and guidance from the Erie County Health Department, emphasizing safety for patrons and staff through strategies including reduced occupancy, social distancing and masking.

In June 2020, B&ECPL libraries in various stages of their reopening plans, many offering pickup services or open to the public with limited hours and services.

Central, Audubon, Hamburg, Julia Boyer Reinstein, Kenmore, Lancaster, Merriweather, Orchard Park -

Currently closed Sundays due to COVID-19.

Correctional Facility and Holding Center - Numbers not received.

Crane - Closed 6/14/21-6/15/21 - Construction.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

North Collins - Opened an additional day 6/5/21 - Yard sale program.

July:

Adapting to the continuing COVID-19 pandemic, libraries are operating under a plan, developed with input and guidance from the Erie County Health Department, emphasizing safety for patrons and staff through strategies including social distancing and masking.

In July 2020, libraries were open to the public with limited hours and services.

Correctional Facility and Holding Center - Numbers not received.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

August:

Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff through strategies including masking.

In August 2020, libraries were open to the public with limited hours and services.

Correctional Facility and Holding Center - Numbers not received.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

Crane - Closed 8/9/2021-8/13/2021 - Construction, excessive heat, and no A/C.

Crane - Closed beginning 8/19/2021 - Construction.

González-Soto - Open the following Tuesdays due to Crane closure - 8/10/2021, 8/24/2021, 8/31/2021.

September:

Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff through strategies including masking.

In September 2020, libraries were open to the public with limited hours and services.

Correctional Facility and Holding Center - Numbers not received.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

Crane - Closed beginning 8/19/2021 - Construction.

González-Soto - Open the following Tuesdays due to Crane closure - 9/7/2021, 9/14/2021, 9/21/2021, 9/28/2021.

October:

Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff through strategies including masking.

In October 2020, libraries were open to the public with limited hours and services.

Correctional Facility and Holding Center - Numbers not received.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

Crane - Closed beginning 8/19/2021 - Construction.

González-Soto - Open the following Tuesdays due to Crane closure - 10/5/2021, 10/12/2021, 10/19/2021, 10/26/2021.

November:

Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff through strategies including masking.

In November 2020, libraries were open to the public with limited hours and services until 11/20/20, when many (but not all, based on NYS Micro-Cluster Zones) closed to the public but continued offering curbside, walk-up, and drive through services.

East Clinton was temporarily closed as of 11/20/20.

Angola - Closed 11/29/21-12/4/21 - Carpet installation.

Correctional Facility and Holding Center - Numbers not received.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

Crane - Reopened 11/1/2021 - Closed 8/19/2021 through end of Oct. 2021 - Construction.

East Clinton - Closed 11/8/21 due to a Buffalo Water valve repair.

Kenilworth - Closed 11/24/2021 - Water main break.

December:

Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff through strategies including masking.

In December 2020, many libraries (but not all, based on NYS Micro-Cluster Zones) were closed to the public but continued offering curbside, walk-up, and drive through services. Effective 12/28/2020 the Central Library and Buffalo Branches resumed in-library services. East Clinton was temporarily closed (without additional services) from 11/20/2020-12/28/2020.

Alden, Marilla, Newstead - Network down much of the day 12/21/21.

Angola - Closed 11/29/21-12/4/21 - Carpet installation.

Correctional Facility and Holding Center - Numbers not received.


Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

Julia Boyer Reinstein - Closed 12/7/21 and 12/20/21 - NYSEG power work.

Marilla - Closed 12/29/21-12/30/21.

Newstead - Closed 12/13-12/15 - Carpet installation.

Library Visits

	December			Year to Date Totals			Footnotes
	2021	2020	% of	2021	2020	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	711	789	-9.9%	9,780	6,326	54.6%	<p>Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff through strategies including masking.</p> <p>In December 2020, many libraries (but not all, based on NYS Micro-Cluster Zones) were closed to the public but continued offering curbside, walk-up, and drive through services. Effective 12/28/2020 the Central Library and Buffalo Branches resumed in-library services. East Clinton was temporarily closed (without additional services) from 11/20/2020-12/28/2020.</p> <p>Alden, Marilla, Newstead - Network down much of the day 12/21/21.</p> <p>Angola - Closed 11/29/21-12/4/21 - Carpet installation.</p> <p>Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.</p> <p>Julia Boyer Reinstein - Closed 12/7/21 and 12/20/21 - NYSEG power work.</p> <p>Marilla - Closed 12/29/21-12/30/21.</p> <p>Newstead - Closed 12/13-12/15 - Carpet installation.</p>
<i>Amherst</i>							
Audubon	7,823	1,510	418.1%	100,436	78,133	28.5%	
Clearfield	6,699	1,749	283.0%	97,860	69,921	40.0%	
Egbertsville-Snyder	3,431	1,022	235.7%	47,419	35,757	32.6%	
Williamsville	1,188	521	128.0%	16,372	13,793	18.7%	
Angola	3,176	1,658	91.6%	36,400	26,699	36.3%	
Aurora	3,960	1,223	223.8%	45,048	35,766	26.0%	
Boston	840	917	-8.4%	13,459	11,185	20.3%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	6,346	2,657	138.8%	78,134	63,821	22.4%	
Reinstein Memorial	2,460	484	408.3%	27,387	24,095	13.7%	
Clarence	4,678	1,002	366.9%	63,831	46,992	35.8%	
Collins	951	731	30.1%	11,862	10,192	16.4%	
Concord	1,740	1,815	-4.1%	24,473	18,438	32.7%	
Eden	1,032	1,148	-10.1%	14,704	12,220	20.3%	
Elma	2,467	897	175.0%	30,322	23,817	27.3%	
Grand Island Memorial	2,642	730	261.9%	37,415	28,287	32.3%	
<i>Hamburg</i>							
Hamburg	4,670	1,728	170.3%	60,253	49,332	22.1%	
Lake Shore	2,254	482	367.6%	26,691	19,127	39.5%	
Lackawanna	1,871	219	754.3%	24,068	19,099	26.0%	
Lancaster	4,633	700	561.9%	52,465	43,347	21.0%	
Marilla	913	1,022	-10.7%	11,702	9,438	24.0%	
Newstead	1,521	2,289	-33.6%	24,825	21,169	17.3%	
North Collins	781	874	-10.6%	10,515	8,637	21.7%	
Orchard Park	7,752	2,975	160.6%	92,384	71,731	28.8%	
City of Tonawanda	3,119	1,011	208.5%	39,844	33,027	20.6%	
<i>Town of Tonawanda</i>							
Kenilworth	2,120	478	343.5%	31,875	23,400	36.2%	
Kenmore	6,132	2,580	137.7%	76,702	59,067	29.9%	
West Seneca	5,903	1,099	437.1%	75,625	61,942	22.1%	
<i>Buffalo</i>							
Coles	2,161	594	263.8%	30,777	27,248	13.0%	
Crane	2,301	904	154.5%	25,751	36,312	-29.1%	
Dudley	2,148	626	243.1%	27,634	20,849	32.5%	
East Clinton	900	26	3361.5%	10,912	9,533	14.5%	
González-Soto	2,144	165	1199.4%	29,861	22,879	30.5%	
Merriweather	3,852	547	604.2%	47,820	37,523	27.4%	
North Park	3,591	757	374.4%	46,266	31,369	47.5%	
Panty	1,749	373	368.9%	23,299	18,824	23.8%	
<i>Central</i>	12,422	1,697	632.0%	123,448	106,401	16.0%	
<i>Bookmobile Services</i>							
Library on Wheels	742	22	3272.7%	8,530	2,303	270.4%	
<i>Institutions</i>							
Correctional Facility	549	613	-10.4%	9,379	10,038	-6.6%	
Holding Center	300	313	-4.2%	3,453	4,383	-21.2%	
System	124,672	40,947	204.5%	1,568,981	1,252,420	25.3%	
Member Libraries	91,813	34,310	167.6%	1,181,851	924,758	27.8%	
Buffalo Branches	18,846	3,992	372.1%	242,320	204,537	18.5%	
Central Library	12,422	1,697	632.0%	123,448	106,401	16.0%	
Bookmobile	742	22	3272.7%	8,530	2,303	270.4%	
Institutions	849	926	-8.3%	12,832	14,421	-11.0%	

All 2021 Footnotes in Chronological Order

January:

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Boston - Closed 1/2/2021 to adjust to updated COVID-19 metrics.

Boston - Closed 1/19/2021 - Weather.

Central, Audubon, Hamburg, Julia Boyer Reinstein, Kenmore, Lancaster, Merriweather, Orchard Park -

Currently closed Sundays due to COVID-19.

Marilla - Closed 1/14/2021-1/21/2021.

North Collins - Closed 1/24/2021 - Library Automation System Maintenance.

February:

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Central, Audubon, Hamburg, Julia Boyer Reinstein, Kenmore, Lancaster, Merriweather, Orchard Park -

Currently closed Sundays due to COVID-19.

Elma, Hamburg, and Marilla - Closed 2/6/2021 - Weather.

Reinstein Memorial - Closed 2/6/2021-2/9/2021.

March:

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Currently closed Sundays due to COVID-19.

Central - Closed 4 hours early 3/12/2021 - Power disruption.

Crane - Closed 3/8/2021-3/12/2021 and 3/22/2021-4/1/2021 - Construction.

North Collins - Closed 3/22/2021.

April:

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All B&ECPL libraries temporarily closed last April (April 2020) due to the COVID pandemic and Gubernatorial workforce reduction orders. Therefore, percentage changes between this April and last cannot be calculated.

Central, Audubon, Hamburg, Julia Boyer Reinstein, Kenmore, Lancaster, Merriweather, Orchard Park -

Currently closed Sundays due to COVID-19.

Crane - Closed 3/22/2021-4/1/2021 - Construction.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

May:

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All B&ECPL libraries temporarily closed last May (May 2020) due to the COVID pandemic and Gubernatorial workforce reduction orders. Therefore, percentage changes between this May and last cannot be calculated.

Central, Audubon, Hamburg, Julia Boyer Reinstein, Kenmore, Lancaster, Merriweather, Orchard Park -

Currently closed Sundays due to COVID-19.

City of Tonawanda - Closed 5/21/2021 - Broken air conditioning.

Crane - Closed 5/13/21-5/15/21 - Construction.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

June:

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Central, Audubon, Hamburg, Julia Boyer Reinstein, Kenmore, Lancaster, Merriweather, Orchard Park -

Currently closed Sundays due to COVID-19.

Crane - Closed 6/14/21-6/15/21 - Construction.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

North Collins - Opened an additional day 6/5/21 - Yard sale program.

July:

Adapting to the continuing COVID-19 pandemic, libraries are operating under a plan, developed with input and guidance from the Erie County Health Department, emphasizing safety for patrons and staff through strategies including social distancing and masking.

In July 2020, libraries were open to the public with limited hours and services.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

August:

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In August 2020, libraries were open to the public with limited hours and services.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

Crane - Closed 8/9/2021-8/13/2021 - Construction, excessive heat, and no A/C.

Crane - Closed beginning 8/19/2021 - Construction.

González-Soto - Open the following Tuesdays due to Crane closure - 8/10/2021, 8/24/2021, 8/31/2021.

September:

Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff through strategies including masking.

In September 2020, libraries were open to the public with limited hours and services.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

Crane - Closed beginning 8/19/2021 - Construction.

González-Soto - Open the following Tuesdays due to Crane closure - 9/7/2021, 9/14/2021, 9/21/2021, 9/28/2021.

October:

Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff through strategies including masking.

In October 2020, libraries were open to the public with limited hours and services.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

Crane - Closed beginning 8/19/2021 - Construction.

González-Soto - Open the following Tuesdays due to Crane closure - 10/5/2021, 10/12/2021, 10/19/2021, 10/26/2021.

November:

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In November 2020, libraries were open to the public with limited hours and services until 11/20/20, when many (but not all, based on NYS Micro-Cluster Zones) closed to the public but continued offering curbside, walk-up, and drive through services.

East Clinton was temporarily closed as of 11/20/20.

Angola - Closed 11/29/21-12/4/21 - Carpet installation.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

Crane - Reopened 11/1/2021 - Closed 8/19/2021 through end of Oct. 2021 - Construction.

East Clinton - Closed 11/8/21 due to a Buffalo Water valve repair.

Kenilworth - Closed 11/24/2021 - Water main break.

December:

Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff through strategies including masking.

In December 2020, many libraries (but not all, based on NYS Micro-Cluster Zones) were closed to the public but continued offering curbside, walk-up, and drive through services. Effective 12/28/2020 the Central Library and Buffalo Branches resumed in-library services. East Clinton was temporarily closed (without additional services) from 11/20/2020-12/28/2020.

Alden, Marilla, Newstead - Network down much of the day 12/21/21.

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Julia Boyer Reinstein - Closed 12/7/21 and 12/20/21 - NYSEG power work.

Marilla - Closed 12/29/21-12/30/21.

Newstead - Closed 12/13-12/15 - Carpet installation.

Registered Public Access Computer Sessions

Session Counts Per Outlet

 Library	December			Year to Date Totals			Footnotes
	2021	2020	% of	2021	2020	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	54	183	-70.5%	748	802	-6.7%	<p>Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff through strategies including masking.</p> <p>In December 2020, many libraries (but not all, based on NYS Micro-Cluster Zones) were closed to the public but continued offering curbside, walk-up, and drive through services. Effective 12/28/2020 the Central Library and Buffalo Branches resumed in-library services. East Clinton was temporarily closed (without additional services) from 11/20/2020-12/28/2020.</p> <p>Alden, Marilla, Newstead - Network down much of the day 12/21/21.</p> <p>Angola - Closed 11/29/21-12/4/21 - Carpet installation.</p> <p>Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.</p> <p>Julia Boyer Reinstein - Closed 12/7/21 and 12/20/21 - NYSEG power work.</p> <p>Marilla - Closed 12/29/21-12/30/21.</p> <p>Newstead - Closed 12/13-12/15 - Carpet installation.</p>
<i>Amherst</i>							
Audubon	900	1	89900.0%	11,910	9,371	27.1%	
Clearfield	537	6	8850.0%	6,895	4,923	40.1%	
Eggertsville-Snyder	362	2	18000.0%	5,046	3,995	26.3%	
Williamsville	108	0	#DIV/0!	1,297	1,273	1.9%	
Angola	108	28	285.7%	1,552	1,382	12.3%	
Aurora	294	13	2161.5%	3,125	3,298	-5.2%	
Boston	54	93	-41.9%	806	587	37.3%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,079	28	3753.6%	12,662	11,065	14.4%	
Reinstein Memorial	562	0	#DIV/0!	5,898	6,109	-3.5%	
Clarence	414	1	41300.0%	5,142	4,245	21.1%	
Collins	101	137	-26.3%	1,266	1,518	-16.6%	
Concord	138	195	-29.2%	2,280	2,101	8.5%	
Eden	85	165	-48.5%	1,152	1,033	11.5%	
Elma	171	6	2750.0%	1,911	1,630	17.2%	
Grand Island Memorial	231	2	11450.0%	2,490	2,118	17.6%	
<i>Hamburg</i>							
Hamburg	628	3	20833.3%	8,429	8,147	3.5%	
Lake Shore	205	2	10150.0%	2,151	1,794	19.9%	
Lackawanna	369	21	1657.1%	4,147	3,949	5.0%	
Lancaster	567	4	14075.0%	7,196	6,238	15.4%	
Marilla	30	110	-72.7%	492	485	1.4%	
Newstead	100	236	-57.6%	1,782	1,951	-8.7%	
North Collins	87	184	-52.7%	1,396	1,190	17.3%	
Orchard Park	451	2	22450.0%	5,515	4,758	15.9%	
City of Tonawanda	504	5	9980.0%	5,454	5,249	3.9%	
<i>Town of Tonawanda</i>							
Kenilworth	329	7	4600.0%	4,029	3,266	23.4%	
Kenmore	1,252	0	#DIV/0!	12,311	10,582	16.3%	
West Seneca	869	3	28866.7%	11,256	8,003	40.6%	
<i>Buffalo</i>							
Coles	704	53	1228.3%	9,666	9,196	5.1%	
Crane	341	57	498.2%	3,393	5,921	-42.7%	
Dudley	482	62	677.4%	5,665	4,189	35.2%	
East Clinton	214	7	2957.1%	2,656	2,227	19.3%	
González-Soto	549	22	2395.5%	7,844	7,094	10.6%	
Merriweather	1,087	87	1149.4%	13,892	13,538	2.6%	
North Park	798	76	950.0%	10,191	7,153	42.5%	
Panty	389	40	872.5%	4,343	4,202	3.4%	
<i>Central</i>	4,379	456	860.3%	47,469	50,277	-5.6%	
<i>BookmobileServices</i>							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
System	19,532	2,297	750.3%	233,457	214,859	8.7%	
Member Libraries	10,589	1,437	636.9%	128,338	111,062	15.6%	
Buffalo Branches	4,564	404	1029.7%	57,650	53,520	7.7%	
Central Library	4,379	456	860.3%	47,469	50,277	-5.6%	
Bookmobile	0	0	#DIV/0!	0	0	#DIV/0!	

All 2021 Footnotes in Chronological Order

January:

Adapting to the continuing COVID-19 pandemic, libraries are operating under a plan, developed with input and guidance from the Erie County Health Department, emphasizing safety for patrons and staff through strategies including reduced occupancy, social distancing and masking.

Boston - Closed 1/2/2021 to adjust to updated COVID-19 metrics.

Boston - Closed 1/19/2021 - Weather.

Central, Audubon, Hamburg, Julia Boyer Reinstein, Kenmore, Lancaster, Merriweather, Orchard Park -

Currently closed Sundays due to COVID-19.

Marilla - Closed 1/14/2021-1/21/2021.

North Collins - Closed 1/24/2021 - Library Automation System Maintenance.

February:

Adapting to the continuing COVID-19 pandemic, libraries are operating under a plan, developed with input and guidance from the Erie County Health Department, emphasizing safety for patrons and staff through strategies including reduced occupancy, social distancing and masking.

Boston - Closed 2/20/2021 - Weather

Central, Audubon, Hamburg, Julia Boyer Reinstein, Kenmore, Lancaster, Merriweather, Orchard Park -

Currently closed Sundays due to COVID-19.

Elma, Hamburg, and Marilla - Closed 2/6/2021 - Weather.

Reinstein Memorial - Closed 2/6/2021-2/9/2021.

March:

Adapting to the continuing COVID-19 pandemic, libraries are operating under a plan, developed with input and guidance from the Erie County Health Department, emphasizing safety for patrons and staff through strategies including reduced occupancy, social distancing and masking.

Central, Audubon, Hamburg, Julia Boyer Reinstein, Kenmore, Lancaster, Merriweather, Orchard Park -

Currently closed Sundays due to COVID-19.

Central - Closed 4 hours early 3/12/2021 - Power disruption.

Crane - Closed 3/8/2021-3/12/2021 and 3/22/2021-4/1/2021 - Construction.

North Collins - Closed 3/22/2021.

April:

Adapting to the continuing COVID-19 pandemic, libraries are operating under a plan, developed with input and guidance from the Erie County Health Department, emphasizing safety for patrons and staff through strategies including reduced occupancy, social distancing and masking.

All B&ECPL libraries temporarily closed last April (April 2020) due to the COVID pandemic and Gubernatorial workforce reduction orders. Therefore, percentage changes between this April and last cannot be calculated.

Central, Audubon, Hamburg, Julia Boyer Reinstein, Kenmore, Lancaster, Merriweather, Orchard Park -

Currently closed Sundays due to COVID-19.

Crane - Closed 3/22/2021-4/1/2021 - Construction.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

May:

Adapting to the continuing COVID-19 pandemic, libraries are operating under a plan, developed with input and guidance from the Erie County Health Department, emphasizing safety for patrons and staff through strategies including reduced occupancy, social distancing and masking.

All B&ECPL libraries temporarily closed last May (May 2020) due to the COVID pandemic and Gubernatorial workforce reduction orders. Therefore, percentage changes between this May and last cannot be calculated.

Central, Audubon, Hamburg, Julia Boyer Reinstein, Kenmore, Lancaster, Merriweather, Orchard Park -

Currently closed Sundays due to COVID-19.

City of Tonawanda - Closed 5/21/2021 - Broken air conditioning.

Crane - Closed 5/13/21-5/15/21 - Construction.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

June:

Adapting to the continuing COVID-19 pandemic, libraries are operating under a plan, developed with input and guidance from the Erie County Health Department, emphasizing safety for patrons and staff through strategies including reduced occupancy, social distancing and masking.

In June 2020, B&ECPL libraries in various stages of their reopening plans, many offering pickup services or open to the public with limited hours and services.

Central, Audubon, Hamburg, Julia Boyer Reinstein, Kenmore, Lancaster, Merriweather, Orchard Park -

Currently closed Sundays due to COVID-19.

Crane - Closed 6/14/21-6/15/21 - Construction.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

North Collins - Opened an additional day 6/5/21 - Yard sale program.

July:

Adapting to the continuing COVID-19 pandemic, libraries are operating under a plan, developed with input and guidance from the Erie County Health Department, emphasizing safety for patrons and staff through strategies including social distancing and masking.

In July 2020, libraries were open to the public with limited hours and services.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

North Park - No internet access 7/27 from approximately 12-8pm.

August:

Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff through strategies including masking.

In August 2020, libraries were open to the public with limited hours and services.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

Crane - Closed 8/9/2021-8/13/2021 - Construction, excessive heat, and no A/C.

Crane - Closed beginning 8/19/2021 - Construction.

González-Soto - Open the following Tuesdays due to Crane closure - 8/10/2021, 8/24/2021, 8/31/2021.

September:

Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff through strategies including masking.

In September 2020, libraries were open to the public with limited hours and services.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

Crane - Closed beginning 8/19/2021 - Construction.

González-Soto - Open the following Tuesdays due to Crane closure - 9/7/2021, 9/14/2021, 9/21/2021, 9/28/2021.

October:

Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff through strategies including masking.

In October 2020, libraries were open to the public with limited hours and services.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

Crane - Closed beginning 8/19/2021 - Construction.

González-Soto - Open the following Tuesdays due to Crane closure - 10/5/2021, 10/12/2021, 10/19/2021, 10/26/2021.

November:

Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff through strategies including masking.

In November 2020, libraries were open to the public with limited hours and services until 11/20/20, when many (but not all, based on NYS Micro-Cluster Zones) closed to the public but continued offering curbside, walk-up, and drive through services.

East Clinton was temporarily closed as of 11/20/20.

Angola - Closed 11/29/21-12/4/21 - Carpet installation.

Clarence - 11/1/21 - Internet down 10am-2:30pm.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

Crane - Reopened 11/1/2021 - Closed 8/19/2021 through end of Oct. 2021 - Construction.

East Clinton - Closed 11/8/21 due to a Buffalo Water valve repair.

Kenilworth - Closed 11/24/2021 - Water main break.

December:

Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff through strategies including masking.

In December 2020, many libraries (but not all, based on NYS Micro-Cluster Zones) were closed to the public but continued offering curbside, walk-up, and drive through services. Effective 12/28/2020 the Central Library and Buffalo Branches resumed in-library services. East Clinton was temporarily closed (without additional services) from 11/20/2020-12/28/2020.

Alden, Marilla, Newstead - Network down much of the day 12/21/21.

Angola - Closed 11/29/21-12/4/21 - Carpet installation.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.


Julia Boyer Reinstein - Closed 12/7/21 and 12/20/21 - NYSEG power work.

Marilla - Closed 12/29/21-12/30/21.

Newstead - Closed 12/13-12/15 - Carpet installation.

WiFi

Total Logins

	December			Year to Date Totals			Footnotes
	2021	2020	% of	2021	2020	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	397	180	120.6%	4,451	1,494	197.9%	<p>Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff through strategies including masking.</p> <p>In December 2020, many libraries (but not all, based on NYS Micro-Cluster Zones) were closed to the public but continued offering curbside, walk-up, and drive through services. Effective 12/28/2020 the Central Library and Buffalo Branches resumed in-library services. East Clinton was temporarily closed (without additional services) from 11/20/2020-12/28/2020.</p> <p>Alden, Marilla, Newstead - Network down much of the day 12/21/21.</p> <p>Angola - Closed 11/29/21-12/4/21 - Carpet installation.</p> <p>Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.</p> <p>Julia Boyer Reinstein - Closed 12/7/21 and 12/20/21 - NYSEG power work.</p> <p>Marilla - Closed 12/29/21-12/30/21.</p> <p>Newstead - Closed 12/13-12/15 - Carpet installation.</p>
Amherst							
Audubon	2,523	512	392.8%	27,558	15,472	78.1%	
Clearfield	1,738	589	195.1%	21,330	11,587	84.1%	
Eggertsville-Snyder	983	368	167.1%	11,189	5,718	95.7%	
Williamsville	1,167	309	277.7%	15,518	3,188	386.8%	
Angola	182	121	50.4%	2,076	2,480	-16.3%	
Aurora	2,032	771	163.6%	19,929	10,055	98.2%	
Boston	136	113	20.4%	1,689	980	72.3%	
Cheektowaga							
Julia Boyer Reinstein	962	274	251.1%	9,906	6,965	42.2%	
Reinstein Memorial	628	186	237.6%	7,557	4,440	70.2%	
Clarence	1,036	324	219.8%	12,535	8,306	50.9%	
Collins	174	169	3.0%	2,401	2,549	-5.8%	
Concord	414	399	3.8%	5,626	5,642	-0.3%	
Eden	166	123	35.0%	2,092	1,355	54.4%	
Elma	236	146	61.6%	3,019	2,254	33.9%	
Grand Island Memorial	512	194	163.9%	8,629	3,718	132.1%	
Hamburg							
Hamburg	1,619	541	199.3%	19,076	10,252	86.1%	
Lake Shore	392	265	47.9%	4,537	3,483	30.3%	
Lackawanna	310	256	21.1%	3,619	3,478	4.1%	
Lancaster	1,219	506	140.9%	15,756	10,652	47.9%	
Marilla	77	117	-34.2%	1,086	922	17.8%	
Newstead	404	550	-26.5%	6,161	4,537	35.8%	
North Collins	344	175	96.6%	3,477	2,358	47.5%	
Orchard Park	1,220	252	384.1%	13,411	8,338	60.8%	
City of Tonawanda	703	172	308.7%	8,184	3,435	138.3%	
Town of Tonawanda							
Kenilworth	386	201	92.0%	4,140	3,306	25.2%	
Kenmore	1,653	666	148.2%	18,012	12,779	40.9%	
West Seneca	1,473	538	173.8%	18,675	10,588	76.4%	
Buffalo							
Coles	692	366	89.1%	7,535	7,732	-2.5%	
Crane	350	240	45.8%	4,281	5,273	-18.8%	
Dudley	1,808	531	240.5%	19,835	6,071	226.7%	
East Clinton	480	259	85.3%	5,214	4,428	17.8%	
González-Soto	1,678	443	278.8%	20,197	7,930	154.7%	
Merriweather	735	353	108.2%	8,751	8,085	8.2%	
North Park	945	339	178.8%	9,821	5,487	79.0%	
Panty	999	425	135.1%	11,643	6,288	85.2%	
Central	11,916	5,201	129.1%	118,232	86,591	36.5%	
Bookmobile Services							
Library on Wheels	50	10	400.0%	690	320	115.6%	
System	42,739	17,184	148.7%	477,838	298,536	60.1%	
Member Libraries	23,086	9,017	156.0%	271,639	160,331	69.4%	
Buffalo Branches	7,687	2,956	160.0%	87,277	51,294	70.2%	
Central Library	11,916	5,201	129.1%	118,232	86,591	36.5%	
Bookmobile	50	10	400.0%	690	320	115.6%	

All 2021 Footnotes in Chronological Order

January:

Adapting to the continuing COVID-19 pandemic, libraries are operating under a plan, developed with input and guidance from the Erie County Health Department, emphasizing safety for patrons and staff through strategies including reduced occupancy, social distancing and masking.

Boston - Closed 1/2/2021 to adjust to updated COVID-19 metrics.

Boston - Closed 1/19/2021 - Weather.

Central, Audubon, Hamburg, Julia Boyer Reinstein, Kenmore, Lancaster, Merriweather, Orchard Park -

Currently closed Sundays due to COVID-19.

Marilla - Closed 1/14/2021-1/21/2021.

North Collins - Closed 1/24/2021 - Library Automation System Maintenance.

February:

Adapting to the continuing COVID-19 pandemic, libraries are operating under a plan, developed with input and guidance from the Erie County Health Department, emphasizing safety for patrons and staff through strategies including reduced occupancy, social distancing and masking.

Boston - Closed 2/20/2021 - Weather

Central, Audubon, Hamburg, Julia Boyer Reinstein, Kenmore, Lancaster, Merriweather, Orchard Park -

Currently closed Sundays due to COVID-19.

Elma, Hamburg, and Marilla - Closed 2/6/2021 - Weather.

Reinstein Memorial - Closed 2/6/2021-2/9/2021.

Williamsville - Increase due to network repair 12/2020.

March:

Adapting to the continuing COVID-19 pandemic, libraries are operating under a plan, developed with input and guidance from the Erie County Health Department, emphasizing safety for patrons and staff through strategies including reduced occupancy, social distancing and masking.

Central, Audubon, Hamburg, Julia Boyer Reinstein, Kenmore, Lancaster, Merriweather, Orchard Park -

Currently closed Sundays due to COVID-19.

Central - Closed 4 hours early 3/12/2021 - Power disruption.

Crane - Closed 3/8/2021-3/12/2021 and 3/22/2021-4/1/2021 - Construction.

North Collins - Closed 3/22/2021.

April:

Adapting to the continuing COVID-19 pandemic, libraries are operating under a plan, developed with input and guidance from the Erie County Health Department, emphasizing safety for patrons and staff through strategies including reduced occupancy, social distancing and masking.

All B&ECPL libraries temporarily closed last April (April 2020) due to the COVID pandemic and Gubernatorial workforce reduction orders.

System-wide - Due to a server issue, data for the period from 4/7/21 to 4/13/21 are estimated based upon average daily usage for the rest of the month.

Central, Audubon, Hamburg, Julia Boyer Reinstein, Kenmore, Lancaster, Merriweather, Orchard Park -

Currently closed Sundays due to COVID-19.

Crane - Closed 3/22/2021-4/1/2021 - Construction.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

May:

Adapting to the continuing COVID-19 pandemic, libraries are operating under a plan, developed with input and guidance from the Erie County Health Department, emphasizing safety for patrons and staff through strategies including reduced occupancy, social distancing and masking.

All B&ECPL libraries temporarily closed last May (May 2020) due to the COVID pandemic and Gubernatorial workforce reduction orders.

Central, Audubon, Hamburg, Julia Boyer Reinstein, Kenmore, Lancaster, Merriweather, Orchard Park -

Currently closed Sundays due to COVID-19.

City of Tonawanda - Closed 5/21/2021 - Broken air conditioning.

Crane - Closed 5/13/21-5/15/21 - Construction.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

June:

Adapting to the continuing COVID-19 pandemic, libraries are operating under a plan, developed with input and guidance from the Erie County Health Department, emphasizing safety for patrons and staff through strategies including reduced occupancy, social distancing and masking.

In June 2020, B&ECPL libraries in various stages of their reopening plans, many offering pickup services or open to the public with limited hours and services.

Central, Audubon, Hamburg, Julia Boyer Reinstein, Kenmore, Lancaster, Merriweather, Orchard Park -

Currently closed Sundays due to COVID-19.

Crane - Closed 6/14/21-6/15/21 - Construction.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

North Collins - Opened an additional day 6/5/21 - Yard sale program.

July:

Adapting to the continuing COVID-19 pandemic, libraries are operating under a plan, developed with input and guidance from the Erie County Health Department, emphasizing safety for patrons and staff through strategies including social distancing and masking.

In July 2020, libraries were open to the public with limited hours and services.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

North Park - No internet access 7/27 from approximately 12-8pm.

August:

Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff through strategies including masking.

In August 2020, libraries were open to the public with limited hours and services.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

Crane - Closed 8/9/2021-8/13/2021 - Construction, excessive heat, and no A/C.

Crane - Closed beginning 8/19/2021 - Construction.

González-Soto - Open the following Tuesdays due to Crane closure - 8/10/2021, 8/24/2021, 8/31/2021.

September:

Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff through strategies including masking.

In September 2020, libraries were open to the public with limited hours and services.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

Crane - Closed beginning 8/19/2021 - Construction.

González-Soto - Open the following Tuesdays due to Crane closure - 9/7/2021, 9/14/2021, 9/21/2021, 9/28/2021.

October:

Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff through strategies including masking.

In October 2020, libraries were open to the public with limited hours and services.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

Crane - Closed beginning 8/19/2021 - Construction.

González-Soto - Open the following Tuesdays due to Crane closure - 10/5/2021, 10/12/2021, 10/19/2021, 10/26/2021.

November:

Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff through strategies including masking.

In November 2020, libraries were open to the public with limited hours and services until 11/20/20, when many (but not all, based on NYS Micro-Cluster Zones) closed to the public but continued offering curbside, walk-up, and drive through services.

East Clinton was temporarily closed as of 11/20/20.

Angola - Closed 11/29/21-12/4/21 - Carpet installation.

Clarence - 11/1/21 - Internet down 10am-2:30pm.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

Crane - Reopened 11/1/2021 - Closed 8/19/2021 through end of Oct. 2021 - Construction.

East Clinton - Closed 11/8/21 due to a Buffalo Water valve repair.

Kenilworth - Closed 11/24/2021 - Water main break.

December:

Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff through strategies including masking.

In December 2020, many libraries (but not all, based on NYS Micro-Cluster Zones) were closed to the public but continued offering curbside, walk-up, and drive through services. Effective 12/28/2020 the Central Library and Buffalo Branches resumed in-library services. East Clinton was temporarily closed (without additional services) from 11/20/2020-12/28/2020.

Alden, Marilla, Newstead - Network down much of the day 12/21/21.

Angola - Closed 11/29/21-12/4/21 - Carpet installation.

Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.

Julia Boyer Reinstein - Closed 12/7/21 and 12/20/21 - NYSEG power work.

Marilla - Closed 12/29/21-12/30/21.

Newstead - Closed 12/13-12/15 - Carpet installation.

Lancaster Financial Monthly Report 2021
December

Account	Deposits	Disbursements	Interest	Sub-Total	Balance	
Beginning Balance					\$9,500.84	
M & T Checking	\$941.89					
Ending Balance				\$941.89	\$10,442.73	
Beginning Balance					\$50,926.69	
Bank on Buffalo						
Kathleen Dwan donation	\$100.00					
Ornaments (39 @ \$10)	\$390.00					
Gala RSVP checks	\$325.00					
Rich Family Foundation donation	\$150.00					
Elks grant	\$1,000.00					
Headphones (1 @ \$3)	\$3.00					
Book sale	\$250.00					
Copier	\$90.00					
Gala wine/ beer sales	\$305.00					
Carolyn Gierke Sunday hours donation	\$50.00					
Costume Specialists- Pete the Cat costume rental- Debit		-\$140.00				
Fun Express (Elks)- crafts #430		-\$201.00				
Deborah Howell- gala items #431		-\$338.17				
Donna Stempniak- gala cheesecake #433		-\$60.96				
Deborah Howell- gala wine/ beer #434		-\$231.56				
Amazon- volunteer gifts (6 pouches)- Debit		-\$84.00				
4imprint- 6 aprons- Debit		-\$152.86				
Rosalind's Catering- gala catering #435		-\$754.45				
Jan Yarborough- gala desserts #436		-\$207.76				
Ending Balance	\$2,663.00	-\$2,170.76		\$492.24	\$51,418.93	
	Amount	Maturity	Interest Rate	Interest	Total	
Bank on Buffalo CD 040	\$21,490.32	12M 6/28/22	0.28%	\$15.00	\$21,505.32	
Bank on Buffalo CD 041	\$13,912.04	24M 1/28/22	3.20%	\$112.66	\$14,024.70	
Bank on Buffalo CD 042	\$11,325.15	12M 4/6/22	0.28%	\$0.00	\$11,325.15	
Bank on Buffalo CD 043	\$11,965.81	36M 7/27/23	0.61%	\$0.00	\$11,965.81	
Bank on Buffalo CD 045	\$14,084.30	12M 1/24/22	0.28%	\$0.00	\$14,084.30	
Bank on Buffalo CD 046	\$24,599.57	12M 5/24/22	0.28%	\$0.00	\$24,599.57	
Bank on Buffalo CD 028	\$11,705.16	36M 10/27/24	0.19%	\$0.00	\$11,705.16	
Bank on Buffalo CD 178	\$20,586.99	12M 8/03/22	0.28%	\$0.00	\$20,586.99	
Bank on Buffalo CD 1283	\$10,565.20	12M 9/30/22	0.11%	\$2.96	\$10,568.16	
Bank on Buffalo CD 2355	\$12,918.03	36M 5/29/22	3.20%	\$174.58	\$13,092.61	
Bank on Buffalo CD 2404	\$21,394.41	12M 3/22/22	0.28%	\$8.90	\$21,403.31	
Bank on Buffalo CD 7632	\$20,056.06	12M 10/9/22	0.11%	\$0.00	\$20,056.06	
CD Balance				\$314.10	\$194,917.14	
Ending Balance					\$256,778.80	

**Petty Cash
December 2021**

Date	Item	Deposit	Withdrawl	Total
				\$125.00
13-Dec	Josh- Kwik Fill- gas		-\$6.89	\$118.11
15-Dec	Meagan- Dollar General- Winter program supplies		-\$28.00	\$90.11
22-Dec	Meagan- Party City- New Years Kits' supplies		-\$39.00	\$51.11
		\$0.00	-\$73.89	\$51.11

200TH ANNIVERSARY BUDGET EXPENSES

DATE	VENDOR	PURPOSE	CHECK #	ISSUED AMOUNT
10/15/2021	Amazon	3 kindles and 1 charger (prizes)	Debit	\$639.92
10/17/2021	NYS Liquor Authority	Temporary liquor license (to K. Graber)	419	\$36.00
10/21/2021	Full Swing Sound	Music deposit	420	\$100.00
10/28/2021	Costume Specialists	Pete the Cat costume	Debit	\$145.00
10/29/2021	USPS/ Suzanne Jacobs	Stamps	422	\$139.20
10/29/2021	Parrinello Printing	Envelopes and invitations	423	\$310.00
10/29/2021	Steelberry	100 Ornaments	Debit	\$960.00
11/2/2021	Demco	Book pockets for invitations	424	\$45.69
11/22/2021	Amazon	Gala supplies (napkins, cups, tablecloths,	Debit	\$203.93
11/29/2021	So Fetch Cupcakes	200 cupcakes	429	\$200.00
11/29/2021	Full Swing Sound	Musicians/ band	428	\$450.00
12/11/2021	Deborah Howell	Gala items	431	\$338.17
12/16/2021	Donna Stempniak	Gala cheesecakes	433	\$60.96
12/16/2021	Deborah Howell	Wine and beer	434	\$321.56
12/16/2021	Rosalinds Catering	Catering	435	\$754.45
12/16/2021	Jan Yarborough	Desserts	436	\$207.76
			Total spent:	\$4,912.64
			Budget	\$6,000.00
			Subtotal	\$1,087.36
			Revenue	\$2,775.00
			Total:	\$3,862.36

200TH ANNIVERSARY BUDGET REVENUE

PURPOSE	AMOUNT
RSVP checks	\$2,050.00
Ornaments	\$420.00
Wine/ beer	\$305.00
Total:	\$2,775.00

LANCASTER PUBLIC LIBRARY
LOCAL FUNDS BUDGET 2022

REVENUES		
Bequests/donations	\$12,000.00	
Grants	\$20,000.00	
Friends Donations	\$11,000.00	
Head Phones	\$50.00	
Copier Proceeds	\$600.00	
Vending	\$100.00	
Used Book Sale	\$900.00	
Interest on CDs	\$2,000.00	
Total Income	\$46,650.00	\$46,650.00
EXPENSES		
Programming	\$5,000.00	
Equipment	\$10,000.00	
Materials/Supplies	\$20,000.00	
Petty Cash	\$1,000.00	
Building Improvement	\$10,650.00	
Total Expenses	\$46,650.00	\$46,650.00
Balance		\$0.00
ACCUMULATED RESERVES		
Bank on Buffalo -Checking	\$51,418.93	
Bank on Buffalo - CDs	\$194,917.14	
Total Accumulated Reserves	\$246,336.07	

**Final Details for Order #114-9571213-0459439**[Print this page for your records.](#)**Order Placed:** December 14, 2021**Amazon.com order number:** 114-9571213-0459439**Seller's order number:** 750923**Order Total: \$84.00****Shipped on December 14, 2021****Items Ordered**6 of: *Out of Print Library Card Pouch Natural*Sold by: Library Store ([seller profile](#))

Condition: New

Price

\$14.00

Shipping Address:Kara L Stock
LANCASTER PUBLIC LIBRARY
5466 BROADWAY ST
LANCASTER, NY 14086-2168
United States**Shipping Speed:**

Standard Shipping

Payment information**Payment Method:**

Debit Card | Last digits: 2268

Item(s) Subtotal: \$84.00

Shipping & Handling: \$0.00

Billing addressKara L Stock
LANCASTER PUBLIC LIBRARY
5466 BROADWAY ST
LANCASTER, NY 14086-2168
United States

Total before tax: \$84.00

Estimated tax to be collected: \$0.00

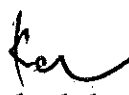
Grand Total: \$84.00**Credit Card transactions**

Visa ending in 2268: December 14, 2021: \$84.00

To view the status of your order, return to [Order Summary](#).[Conditions of Use](#) | [Privacy Notice](#) © 1996-2021, Amazon.com, Inc. or its affiliates



MEMORANDUM

TO: Contract Library Directors
FROM: Kenneth H. Stone, Deputy Director - CFO 
SUBJECT: 2021 Contract Extension and 2022 Budget Schedules
DATE: December 22, 2021

Enclosed please find a copy of Buffalo & Erie County Public Library (B&ECPL) Board Resolution 2021-42, implementing the contract extension provision, and your 2022 budget schedules based upon this resolution. As you may recall, the 2021 contract contains an automatic extension provision that extends the current contract into 2022.

The extension will be in force until final 2022 contracts are adopted, although not to extend past July 31, 2022. Budget amounts are based upon the 2022 System budget as adopted on December 16, 2021. The Library's 2022 adopted budget may be viewed at: <https://www.buffalolib.org/content/library-system/budget-information>

Items to note:

1. 2022 Page wages are adjusted to reflect the 12/31/2021 New York State minimum wage \$0.70 per hour increase (to \$13.20 per hour), while Sr. Page wages are increased by \$1.20 per hour (to \$14.20 per hour), also effective 12/31/2021, increasing the differential between Page and Sr Page rates from \$0.50 per hour to \$1.00 per hour.
2. Two system-wide policies have been enacted/updated in 2021, specifically:
 1. Internet Safety & Acceptable Use Policy - Amended 7/15/2021;
 2. Equal Employment Opportunity and Anti - Harassment Policy - Reviewed 11/18/2021 - No changes

Current versions of the above policies may be viewed/downloaded at:
<https://www.buffalolib.org/content/policies>

Please call me 716-858-7170 if you have any questions.

/ma; Enclosures;
cc: K. Stone

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: December 16, 2021

AGENDA ITEM NUMBER: E.2.c.

RESOLUTION: 2021-42
Implementing 2021 Contracting
Library Contract Extension
Provision

BACKGROUND:

On June 17, 2021, the Board adopted Resolution 2021-14 which authorized executing 2021 contracting member library contracts. That resolution and the resulting 2021 contracts incorporated items to simplify 2022 start-up. They include the ability to extend the 2021 contract into 2022, avoiding the November-December rush to adopt new contracts.

The extension capability recognized many years' recurring pattern of final budget allocations, particularly from New York State, being in flux at the normal contract adoption time. The contract extension provides for allocations based upon the 2022 requested budget amount as may be amended by the Board (for example by adopting the 2022 System budget) until such time as a final 2022 contract is adopted, not to exceed July 31, 2022.

The option to implement the contract extension provision may be made by Board-adopted resolution notifying contracting member libraries of said extension. This resolution would provide the needed notification.

ACTION REQUIRED:

Motion to approve Resolution 2021-42.

RESOLUTION 2021-42

WHEREAS, on June 17, 2021, the Board of Trustees of the Buffalo & Erie County Public Library adopted Resolution 2021-14, which authorized executing 2021 contracting member library contracts, and

WHEREAS, the resolution and the resulting 2021 contracts incorporated a provision to extend the 2021 contract into 2022, thus avoiding the November-December rush to adopt new contracts given many years' recurring pattern of final budget allocations, particularly from New York State, being in flux at the normal contract adoption time, and

WHEREAS, budgetary allocations from Erie County and New York State to the B&ECPL constitute over 90% of the financial resources supporting the contract with each contracting member library, and

WHEREAS, Erie County's 2022 budget allocation was not finalized until December 2, 2021 and New York State's allocation likely will not be finalized before April 2022, and

WHEREAS, this makes it difficult for the B&ECPL and the contracting member libraries to develop, consider and approve a full contract prior to the beginning of the 2022 fiscal year on January 1, 2022, and

WHEREAS, the contract extension provision provides for allocations based upon the 2022 requested budget except that, should the local funds for library services be modified from those projected in the budget request, the allocation shall be based upon the modified estimate, and

WHEREAS, the extension provision will remain in effect until such time as a final 2022 contract is adopted, not to exceed July 31, 2022, and

WHEREAS, implementing the contract extension provision may be made by Board adopted resolution notifying contracting member libraries of said extension, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes implementing the 2021 contract extension as described above, with budgetary amounts based upon the 2022 Board-adopted budget and any subsequent modifications thereof, and be it further

RESOLVED, that the Library Director or her designee is authorized to transmit this resolution to each contracting library.

Approved unanimously at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on December 16, 2021.

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: LANCASTER PUBLIC LIBRARY

DESCRIPTION	As per Res 2021-14			As per Res 2021-42		
	2021	2021	2021	2022	2022	2022
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
PERSONAL SERVICES						
SALARIES & WAGES, FULL TIME		202,720	202,720		212,076	212,076
WAGES, REGULAR PART-TIME			-			-
WAGES, PART TIME		104,211	104,211		110,656	110,656
OVERTIME (Sunday)			-			-
OTHER (Vacation Buyout)		2,376	2,376		3,892	3,892
TOTAL SALARIES & WAGES	-	309,307	309,307	-	326,624	326,624
REDUCTION FRM PERS. SVCS ACCT			-		(5,243)	(5,243)
CONTRACTUAL SALARY RESERVES		3,755	3,755			-
FRINGE BENEFITS						
EMPLOYER FICA		23,662	23,662		24,984	24,984
EMPLOYEE HEALTH INSURANCE		19,788	19,788		18,720	18,720
DENTAL PLAN		636	636		636	636
WORKERS COMPENSATION		1,443	1,443		1,517	1,517
UNEMPLOYMENT INSURANCE		727	727		766	766
HOSPITAL & MEDICAL - RETIREES		26,354	26,354		26,446	26,446
HEALTH INSURANCE WAIVER		804	804		804	804
RETIREMENT		32,130	32,130		28,613	28,613
TOTAL FRINGE BENEFITS	-	105,544	105,544	-	102,486	102,486
OFFICE SUPPLIES	-	3,943	3,943	-	3,222	3,222
REPAIRS & MAINTENANCE CHARGES						
OTHER SUPPLIES & MATERIALS	500	-	500	500	-	500
EQUIPMENT MAINTENANCE	50		50	50		50
REPAIRS & MAINT - MISC SYS	-	1,901	1,901	-	2,038	2,038
TOTAL REPAIRS & MAINTENANCE CHARGES	550	1,901	2,451	550	2,038	2,588
TRAVEL & MILEAGE EXPENSES	250		250	250		250
DUES & FEES						
MEMBERSHIP & DUES	20	-	20	20	-	20
TRAINING & EDUCATION (NYSALB, etc.)		935	935		704	704
TOTAL DUES & FEES	20	935	955	20	704	724
UTILITY CHARGES						
WATER	300		300	300		300
SEWER			-			-
TELECOMMUNICATIONS			-			-
- DATA LINES	-	336	336	-	336	336
- INTERNET - Internet access	-	37	37	-	41	41
- EQUIPMENT MAINT			-			-
- LOCAL AND LD PHONE SERVICE	-	915	915	-	934	934
TELEPHONE SUB-TOTAL	-	1,288	1,288	-	1,311	1,311
TOTAL UTILITY CHARGES	300	1,288	1,588	300	1,311	1,611
PROFESSIONAL SERVICE CONTRACT & FEES						
ADVERTISING & PROMOTION		1,932	1,932		2,415	2,415
MOVIE LICENSING AGREEMENT		232	232		235	235
OVERDRIVE DOWNLOADABLE LICENSE	-	324	324	-	324	324
SIRSI SOFTWARE MAINTENANCE	-	4,151	4,151	-	4,266	4,266
RFID EQUIPMENT MAINTENANCE		1,680	1,680		1,739	1,739
COLLECTIONS AGENCY FEES	-	888	888	-	777	777
EAP SERVICES	-	141	141	-	154	154
ONLINE CATALOG (OCLC)	-	2,834	2,834	-	2,898	2,898
VITEC SOLUTIONS/COMPUTER SUPPORT	-	2,703	2,703	-	2,578	2,578
LEGAL FEES	-	1,513	1,513	-	1,583	1,583
RFID/OCR LABELS		1,449	1,449		1,288	1,288
OTHER PRINTED SUPPLIES	-	35	35	-	36	36
CONTRACT PROFESSIONAL SERVICES (DIRECT)		-	-			-
TOTAL PROFESSIONAL SERVICE CONTRACTS	-	17,882	17,882	-	18,293	18,293

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: LANCASTER PUBLIC LIBRARY

DESCRIPTION	As per Res 2021-14			As per Res 2021-42		
	2021	2021	2021	2022	2022	2022
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
MAINTENANCE CONTRACTS						
OTHER SUP & MTLs - CONTRACT	500	-	500	500	-	500
EQUIPMENT CONTRACTS						
MAINT CONTRACTS - SYS		235	235		224	224
TOTAL MAINTENANCE CONTRACTS	500	235	735	500	224	724
OTHER EXPENSES & CHARGES						
LIBRARY MATERIALS PROCESSING SUPPLIES	-	747	747	-	199	199
RESALE ITEMS (BAGS, DISK, HEADPHONES)	-	96	96	-	115	115
LIBRARY CARDS	-	39	39	-	39	39
DVD REPAIR		58	58		58	58
MISC PROGRAM EXPENSES	500		500	500		500
NYS DISABILITY	-		-	-		-
POSTAGE	100		100	100		100
PRINTING			-			-
ADVERTISING			-			-
TRAINING			-			-
REFUSE PICKUP			-			-
BANK CHARGES			-			-
JANITORIAL SERVICES			-			-
OTHER EXPENSES			-			-
TOTAL OTHER EXPENSES & CHARGES	600	940	1,540	600	411	1,011
MISCELLANEOUS-State/Member Aid						
RENTAL CHARGES						
EQUIPMENT			-			-
OTHER			-			-
TOTAL RENTAL CHARGES			-			-
INSURANCE CHARGES						
INSURANCE						
GENERAL LIABILITY INSURANCE - SYS		3,172	3,172		3,352	3,352
TOTAL INSURANCE CHARGES		3,172	3,172		3,352	3,352
LAB & TECHNICAL EQUIP.		1,644	1,644		8,193	8,193
LIBRARY BOOKS & MEDIA						
Serials (Magazines, Newspapers, Journals, Etc.)	-	3,404	3,404	-	2,766	2,766
On-line Databases (News, Health, Literary, Homework, Business, Etc.)	-	8,561	8,561	-	5,920	5,920
E-Content		33,081	33,081		53,284	53,284
Centrally Ordered Materials	-	41,570	41,570	-	36,649	36,649
Specialized Titles / Individual Orders	-	6,384	6,384	-	6,152	6,152
TOTAL LIBRARY BOOKS & MEDIA	-	93,000	93,000	-	104,771	104,771
INTERFUND UTILITY EXPENDITURES						
NATURAL GAS	-	3,578	3,578	-	5,661	5,661
ELECTRICITY	-	20,562	20,562	-	21,283	21,283
TOTAL INTERFUND UTILITY EXPENDITURES	-	24,140	24,140	-	26,944	26,944
TOTAL INTERFUND EXP - COUNTY		1,047	1,047		2,004	2,004

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: LANCASTER PUBLIC LIBRARY

DESCRIPTION	As per Res 2021-14			As per Res 2021-42		
	2021	2021	2021	2022	2022	2022
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
TOTAL OPERATING EXPENSES	2,220	568,733	570,953	2,220	595,334	597,554
REVENUE SOURCES						
COUNTY SHARE	-	553,746	553,746	-	579,420	579,420
STATE AID (Member Aid)	-	-	-	-	-	-
STATE AID (Pass through System)	-	11,885	11,885	-	11,884	11,884
SUB-TOTAL: SYSTEM APPROPRIATION	-	565,631	565,631	-	591,304	591,304
DIRECT LOCAL INCOME						
	Contract Library Direct	Return to System (CHR Share)	TOTAL	Contract Library Direct	Return to System (CHR Share)	TOTAL
FINES, LOST BOOKS, ETC	1,040	1,454	2,494	1,243	2,257	3,500
COPY MACHINES	-	-	-	-	-	-
PRINT COST RECOVERY	1,155	1,613	2,768	959	1,741	2,700
OTHER REVENUES	25	35	60	18	32	50
MUNICIPAL SUPPORT	-	-	-	-	-	-
DONATIONS	-	-	-	-	-	-
FUNDRAISING	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-
USE OF FUND BALANCE	-	-	-	-	-	-
OTHER INCOME	-	-	-	-	-	-
TOTAL DIRECT INCOME	2,220	3,102	5,322	2,220	4,030	6,250
TOTAL REVENUE SOURCES	2,220	568,733	570,953	2,220	595,334	597,554

COUNTY SHARE vs OTHER REVENUE						
COUNTY SHARE	-	553,746	553,746	-	579,420	579,420
STATE AID	-	11,885	11,885	-	11,884	11,884
DIRECT INCOME	2,220	3,102	5,322	2,220	4,030	6,250
SUBTOTAL OTHER REVENUE	2,220	14,987	17,207	2,220	15,914	18,134
TOTAL REVENUE	2,220	568,733	570,953	2,220	595,334	597,554

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
Lancaster Public Library

EEGroup	Current Count	Job Title	Hours	Hours per week	Salary	Total Fringes	Total Cost
	1	LIBRARY DIRECTOR II Total	2,080	40	76,844	31,536	108,380
	1	LIBRARIAN I Total	2,080	40	57,864	25,357	83,221
	1	LIBRARY ASSISTANT (CL) Total	2,080	40	39,508	19,199	58,707
	1	CARETAKER - CL Total	2,080	40	37,860	13,134	50,994
FT Total	4		8,320	160	212,076	89,226	301,302
	4	SENIOR PAGE PT Total	3,224	62	45,782	3,825	49,607
	3	PAGE (P.T.) Total	2,028	39	26,770	3,446	30,216
	2	LIBRARIAN I PT Total	520	10	11,710	1,804	13,514
	2	CLERK-TYPIST (P.T.) CL Total	1,820	35	26,394	3,888	30,282
PT Total	11		7,592	146	110,656	12,963	123,619
Grand Total	15		15,912	306	322,732	102,189	424,921
		FTE and Average Cost per FTE	7.65				55,545
		Full Time Salaries			212,076		
		RPT Wages			\$0		
		Part Time Wages			110,656		
		Total Salaries & Wages			\$322,732		
		Lancaster - Other Payments			\$3,892	\$297	\$4,189
		Grand Total			\$326,624	\$102,486	\$429,110

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: October 21, 2021

AGENDA ITEM NUMBER: J.1.

RESOLUTION: 2021-34
Librarians' Association
Contract

BACKGROUND:

The collective bargaining agreement for the Librarians Association of the Buffalo & Erie County Public Library expired December 31, 2020.

Representatives of Library Administration and the negotiating team of the Librarians' Association reached a tentative agreement on or about September 17, 2021. The membership of the Librarians Association ratified the tentative agreement on October 1, 2021. It provides economic increases effective January 1 of 2021, 2022, 2023, and 2024.

ACTION REQUIRED:

Motion to adopt Resolution 2021-34.

RESOLUTION 2021-34

WHEREAS, the Board of Trustees of the Buffalo & Erie County Public Library has statutory authority to manage its budget and has sole authority to negotiate fair settlement of labor agreements with its employees, and

WHEREAS, Librarians employed by the Buffalo & Erie County Public Library are represented by the Librarians' Association of the Buffalo & Erie County Public Library, and

WHEREAS, the current labor agreement between the Buffalo & Erie County Public Library and the Librarians' Association expired December 31, 2020, and

WHEREAS, representatives of the Buffalo & Erie County Public Library and the Librarians' Association have negotiated the terms of a successor agreement for the years 2021 through 2024, and

WHEREAS, the Board of Trustees and Library Administration have consistently expressed a need to achieve sustainability in the future while ensuring the level of service which our patrons demand and recognize the hard work and dedication of our employees who provide such service, and

WHEREAS, the tentative Agreement includes salary increases for librarians effective January 1, 2021, January 1, 2022, January 1, 2023, and January 1, 2024, and

WHEREAS, the tentative Agreement provides for changes to several provisions relating to employee leave and hours of work; and

WHEREAS, the members of the Librarians' Association ratified the tentative Agreement on October 1, 2021, and

WHEREAS, the Board of Trustees has been briefed on the Agreement, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library endorses the Agreement under the terms and conditions discussed and authorizes the Library Director and/or her designee to execute the Agreement.

Approved unanimously as amended at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on October 21, 2021.

Librarians Association Pay Scale
Effective 1/1/2022

	1	2	3	4	5	A	B	C	D	E	F
Grp 7	40,591 1,561.20 19,515	42,709 1,642.64 20,533	44,812 1,723.52 21,544	46,914 1,804.40 22,555	49,021 1,885.44 23,568	50,165 1,929.44 24,118	51,320 1,973.84 24,673	52,453 2,017.44 25,218	53,608 2,061.84 25,773	54,750 2,105.76 26,322	55,902 2,150.08 26,876
Grp 9	46,840 1,801.52 22,519	49,602 1,907.76 23,847	52,356 2,013.68 25,171	55,105 2,119.44 26,493	57,864 2,225.52 27,819	59,232 2,278.16 28,477	60,624 2,331.68 29,146	61,984 2,384.00 29,800	63,361 2,436.96 30,462	64,734 2,489.76 31,122	66,109 2,542.64 31,783
Grp 10	50,282 1,933.92 24,174	53,285 2,049.44 25,618	56,285 2,164.80 27,060	59,280 2,280.00 28,500	62,294 2,395.92 29,949	63,800 2,453.84 30,673	65,287 2,511.04 31,388	66,791 2,568.88 32,111	68,295 2,626.72 32,834	69,790 2,684.24 33,553	71,290 2,741.92 34,274
Grp 11	57,379 2,206.88 27,586	60,476 2,326.00 29,075	63,868 2,456.48 30,706	67,107 2,581.04 32,263	70,358 2,706.08 33,826	71,983 2,768.56 34,607	73,607 2,831.04 35,388	75,221 2,893.12 36,164	76,844 2,955.52 36,944	78,464 3,017.84 37,723	80,088 3,080.32 38,504
Grp 12	61,364 2,360.16 29,502	64,958 2,498.40 31,230	68,569 2,637.28 32,966	72,147 2,774.88 34,686	75,747 2,913.36 36,417	77,551 2,982.72 37,284	79,333 3,051.28 38,141	81,147 3,121.04 39,013	82,952 3,190.48 39,881	84,750 3,259.60 40,745	86,551 3,328.88 41,611
Grp 13	66,991 2,576.56 32,207	70,916 2,727.52 34,094	74,876 2,879.84 35,998	78,824 3,031.68 37,896	82,742 3,182.40 39,780	84,731 3,258.88 40,736	86,699 3,334.56 41,682	88,689 3,411.12 42,639	90,673 3,487.44 43,593	92,662 3,563.92 44,549	94,644 3,640.16 45,502
Grp 14	74,668 2,871.84 35,898	79,121 3,043.12 38,039	83,524 3,212.48 40,156	87,953 3,382.80 42,285	92,383 3,553.20 44,415	94,598 3,638.40 45,480	96,830 3,724.24 46,553	99,064 3,810.16 47,627	101,286 3,895.60 48,695	103,507 3,981.04 49,763	105,728 4,066.48 50,831
Sunday in Charge	38,427		Sunday Reference	33,779		PT in Charge	25,618				

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: December 16, 2021

AGENDA ITEM NUMBER: E.2.a.

RESOLUTION: 2021-40
Minimum Wage Increase Impact
Adjustments

BACKGROUND:

On September 22, 2021, the New York State Commissioner of Labor, subsequent to receiving an analysis of the state of the economy in each region and the effect of the minimum wage conducted by the New York State Division of the Budget, issued an order increasing the Upstate minimum wage by \$0.70 per hour, from the current \$12.50 to \$13.20 per hour. This 5.6% increase is effective December 31, 2021.

This increase directly impacts Part-time Page and Senior Page wages, presently \$12.50 and \$13.00 per hour respectively, as well as the 3-step wage scale for the Technical Specialist Computer – Library Part-time title, which presently ranges from \$13.00 to \$14.00 per hour. It also impacts a number of other classifications whose wages are near the new \$13.20 hourly amount. Those positions are represented by bargaining units whose 2022 wage rates are the subject of negotiations still under way.

Part-time Page, Senior Page, and Technical Specialist Computer – Library positions are not represented by a bargaining unit. As non-bargaining unit employees, they are not eligible to receive wage scale adjustments without approval by the System Board of Trustees, which can occur as part of the budget process or via individual resolution. Additionally, the relative value of the \$0.50 hourly wage differential between the Page and Senior Page classifications has diminished, as the minimum wage has grown from \$8.00 per hour as of December 31, 2013 to \$13.20 per hour as of December 31, 2021.

In preparing the 2022 Proposed Budget, staff was aware that a minimum wage increase was likely to occur. However, on August 16, when the Library submitted its budget request, the amount of that increase was unknown, so the wage rates for impacted positions were not changed. Rather, an estimated amount of the total impact was included in the 2022 Proposed Budget's SAP Account #504992, Contractual Salary Reserves and would be available to support the adjustments recommended in this resolution.

This resolution would adjust the wages of the three impacted unrepresented classifications to address minimum wage impacts, effective December 31, 2021, including increasing the Page/Senior Page differential from \$0.50 to \$1.00 per hour.

ACTION REQUIRED:

Motion to adopt Resolution 2021-40.

RESOLUTION 2021-40

WHEREAS, on September 22, 2021, the New York State Commissioner of Labor issued an order increasing the Upstate minimum wage by \$0.70 per hour (5.6%) from the current \$12.50 to \$13.20 per hour effective December 31, 2021, and

WHEREAS, this increase directly impacts Part-time Page and Senior Page wages, presently \$12.50 and \$13.00 per hour respectively, as well as the 3-step wage scale for the Technical Specialist Computer – Library Part-time title, which presently ranges from \$13.00 to \$14.00 per hour, and

WHEREAS, the relative value of the \$0.50 hourly wage differential between the Page and Senior Page classifications has diminished as the minimum wage has grown from \$8.00 per hour as of December 31, 2013 to \$13.20 per hour as of December 31, 2021, and

WHEREAS, given this increase was finalized after the Library submitted its 2022 budget request, the wage rates for impacted positions in the 2022 proposed budget were not changed, however an estimated amount of the total impact was included in the 2022 Proposed Budget's SAP Account #504992, Contractual Salary Reserves and is available to support needed adjustments, and

WHEREAS, being non-bargaining unit employees, the Buffalo & Erie County Public Library Board of Trustees must approve their wage scales, which can occur as part of the budget process or via individual resolution, now therefore be it

RESOLVED, the Buffalo & Erie County Public Library Board of Trustees approves wage scale adjustments effective December 31, 2021 as follows:

PAGE PT: FROM \$12.50 per hour TO \$13.20 per hour

SENIOR PAGE PT: FROM \$13.00 per hour TO \$14.20 per hour

TECHNICAL SPECIALIST COMPUTER – LIBRARY PT:

FROM Step 1 \$13.00, Step 2 \$13.50, and Step 3 \$14.00 per hour

TO Step 1 \$15.00, Step 2 \$15.50, and Step 3 \$16.00 per hour, and be it finally

RESOLVED, the Buffalo & Erie County Public Library Board of Trustees authorizes the Interim Library Director or her designee to execute the steps and documents needed to effectuate the above adjustments.

Approved unanimously at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on December 16, 2021.

BUFFALO & ERIE COUNTY PUBLIC LIBRARY
PAGE & SR. PAGE HOURLY WAGE RATES

EFFECTIVE DATE: DECEMBER 31, 2021

PAGE and SENIOR PAGE WAGE SCALES
December 31, 2021 - December 30, 2022

<u>PAGE</u>	<u>Step 1</u>
	\$13.20

<u>SENIOR PAGE</u>	<u>Step 1</u>
	\$14.20

NOTES:

Wage scales reflect rates approved as part of the 2021 Adopted Budget.

Page rates are consistent with mandated increases in the New York State Minimum Wage Law and Sr. Page rates are budgeted at \$0.50 above the minimum wage.

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: July 15, 2021

AGENDA ITEM NUMBER: E.3.a.

RESOLUTION: 2021-24
Amend Internet Safety and
Acceptable Use Policy

BACKGROUND:

The Buffalo & Erie County Public Library's (B&ECPL) Board of Trustees adopted an Internet Safety and Acceptable Use Policy on June 20, 2002 to govern internet access and public computer use at all libraries of the B&ECPL System. The Policy has been reviewed and amended periodically, most recently on November 19, 2020.

The Library has a structure for process and review of standing policies to ensure that they remain timely and effective. This procedure was used in the process to review the Internet Safety and Acceptable Use Policy.

The Board's Policy Committee met on June 17, 2021 to review the attached proposed amended Internet Safety and Acceptable Use Policy. Changes were recommended due to a new B&ECPL program that allows for lending of Wi-Fi hotspots and Chromebooks. Language has been updated to clarify the policy applies on library-owned devices used outside of library buildings. Recommendations for change and new language are shaded; strike-throughs are deleted text.

The Policy Committee recommends the proposed amended Internet Safety and Acceptable Use Policy for approval by the full Board.

ACTION REQUIRED:

Motion to adopt Resolution 2021-24.

RESOLUTION 2021-24

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) has a structure for process and review of standing policies to ensure that they remain timely and effective, and

WHEREAS, the Policy Committee used this process to review and make recommendations which are reflected in the attached draft amended Internet Safety and Acceptable Use Policy which has been vetted by B&ECPL legal counsel, and

WHEREAS, recommended changes include updating language to clarify the policy applies on library-owned devices used outside of library buildings, and

WHEREAS, the Policy Committee recommends the attached proposed amended Internet Safety and Acceptable Use Policy for approval by the full Board, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the proposed revisions to the B&ECPL's Internet Safety and Acceptable Use Policy to supersede and replace the prevailing policy last reviewed November 19, 2020, and be it further

RESOLVED, that the amended Internet Safety and Acceptable Use Policy replace the existing policy in each Contract Library's annual agreement, Exhibit H, and be it finally

RESOLVED, that a copy of the approved Internet Safety and Acceptable Use Policy be distributed to all B&ECPL libraries, Contract Libraries and Contract Library Trustees as well as posted on the B&ECPL's website.

Approved unanimously at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on July 15, 2021.



Internet Safety and Acceptable Use Policy

This policy is a system-wide policy for application to all libraries within the Buffalo & Erie County Public Library System.

I. GENERAL STATEMENT OF POLICY

1. As part of its mission, the Buffalo & Erie County Public Library (B&ECPL) System provides internet access and computing resources for public use.
2. All internet access and computing resources provided by the B&ECPL are subject to the terms of this policy.
3. The B&ECPL provides wireless access at all locations, enabling patrons who visit local libraries to use their privately owned computer equipment or Wi-Fi-enabled devices to access the internet. Wireless access does require user acceptance of the B&ECPL's *Internet Safety and Acceptable Use Policy*. All wireless access at any B&ECPL location or on a library-owned computing device is filtered.
4. Consistent with B&ECPL Circulation Policy, with the exception of the United States Government Publishing Office (GPO), parental permission for internet access using Library equipment is required for individuals who have not attained the age of 17. Individuals who have not attained the age of 17 may access the GPO website, and materials available on this site, from all B&ECPL public access computers. Restrictions have been put in place to prevent further access to the internet.
5. The B&ECPL assumes no responsibility for any loss or damages, direct, indirect, incidental, or consequential, arising from patron use of the B&ECPL's internet connections or any other use of its computing resources.
6. The B&ECPL does not monitor and has no control over the information on the internet and does not warrant or guarantee the reliability or truthfulness of information obtained from the internet. As with all B&ECPL resources, patrons are advised to exercise their own critical judgment when evaluating the validity and appropriateness of information found on the internet. Certain information may be inaccurate, misleading or offensive to some individuals.
7. As a limited public forum under the First Amendment of the United States Constitution, the B&ECPL enforces reasonable "time, place and manner" restrictions on the public display of content, to ensure constitutionally protected access to information (including images) by users, while limiting unwanted exposure of that information to others.

8. Unauthorized access to B&ECPL's computer resources, including hacking and all other unlawful computer activity, is strictly prohibited.
9. To comply with the Children's Internet Protection Act (CIPA) and restrict access to online content that may be considered harmful to minors or offensive to adults, the B&ECPL employs technology protection measures (including filters) on all Library-owned computing devices offering internet access. As required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed to be obscene, child pornography, or harmful to minors. Users are cautioned that filters are not foolproof and due to technological limitations cannot obstruct access to all potentially harmful or offensive content. In addition, filters may block access to some legitimate or constitutionally protected material found on the internet. By law, individuals who have attained the age of 17 have the right to unfiltered internet access for bona fide research or other lawful purposes.

II. CHILDREN, PARENTS AND THE INTERNET

1. Parents/guardians have the sole right and responsibility to decide what is appropriate for their child. The B&ECPL does not act *in loco parentis* (i.e., in the place or role of the parent). Parents/guardians are responsible for the supervision of their child's internet activity. Children who use the internet unsupervised may be exposed to inappropriate or disturbing information and images.
2. The B&ECPL has taken the following measures designed to assist in the safe and effective use of these resources by all minors (individuals who have not attained the age of 17). The B&ECPL:
 - a. Employs technology protection measures (including filters) on all Library-owned computing devices offering internet access;
 - b. Develops and maintains special web pages for children and teens;
 - c. Develops and provides training programs on safe and effective internet use; and
 - d. Provides online and printed information about child safety and information on educational or recreational uses of the internet.
3. To address the issue of the safety and security of minors when using email, social networking sites, or other forms of direct electronic communications, the B&ECPL advises parents and guardians to encourage minors to:
 - a. Never give out identifying information such as their full name, address, telephone number, or school name;
 - b. Let parents/guardians decide if personal information such as first name or age should be revealed;

- c. Always tell their parents or another adult they trust if they see something online that is frightening or that they do not understand, or if they observe or experience something that might be cyberbullying;
- d. Never respond to messages that make them feel uncomfortable or uneasy;
- e. Never arrange to meet in person someone they have met online unless they discuss it with their parents/guardians and an adult accompanies them;
- f. Have parents/guardians report an incident to the National Center for Missing & Exploited Children at 1-800-843-5678 or CyberTipline.org if one becomes aware of the transmission of child pornography;
- g. Remember that people online may not be who they say they are; and
- h. Remember some things they read on the internet may not be true.

III. USER RESPONSIBILITIES

1. All patrons must abide by the Rules of Conduct in effect at the library they are visiting and are expected to use internet and/or computing resources in a responsible and orderly manner. Failure to comply with the policies and regulations that govern the use of the B&ECPL's internet access and personal computing resources may result in immediate suspension of library privileges including but not limited to eviction from library buildings and notification of disciplinary process and, where necessary, civil liability and/or criminal prosecution. The following are prohibited:
 - a. Damaging equipment, software, or data;
 - b. Violating system security;
 - c. Violating any legal agreement (e.g., software licenses);
 - d. Using the internet for any illegal activity, criminal purposes or violating any federal, state or local law (e.g., copyright, child pornography);
 - e. Using or installing personal software on B&ECPL equipment;
 - f. Engaging in any activity that is cyberbullying, harassing or defamatory; and
 - g. Engaging in activities that may be judged as disruptive by library staff or patrons.

User responsibilities are not limited to the above and may be subject to change.

Adopted by the B&ECPL Board of Trustees at a public meeting, following normal public notice, on June 20, 2002.

Amended, July 18, 2002, December 18, 2003, February 16, 2006, September 28, 2006, July 19, 2012, May 21, 2015 and December 17, 2015.

Reviewed by Policy Committee September 22, 2016 – no changes.
Amended September 21, 2017.
Amended October 18, 2018.
Amended November 21, 2019.
Reviewed by Policy Committee November 19, 2020 – no changes.
Amended July 15, 2021.

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: December 16, 2021

AGENDA ITEM NUMBER: E.3.a.

RESOLUTION: 2021-44
Amend Sexual Harassment
Prevention Policy

BACKGROUND:

The Buffalo & Erie County Public Library Board of Trustees adopted a Sexual Harassment Prevention Policy on December 20, 2018. The Policy has been reviewed and amended periodically, most recently on August 12, 2020.

The Library has a structure for process and review of standing policies to ensure that they remain timely and effective. This procedure was used to review the Sexual Harassment Prevention Policy.

The Board's Policy Committee met on November 18, 2021 to review the attached proposed amended Sexual Harassment Prevention Policy. The revisions to the Sexual Harassment Prevention Policy are minor housekeeping changes, to update a title and an address. Recommendations for change and new language are shaded; strike-throughs are deleted text.

The Policy Committee recommends the proposed amended Sexual Harassment Prevention Policy for approval by the full Board.

ACTION REQUIRED:

Motion to adopt Resolution 2021-44.

RESOLUTION 2021-44

WHEREAS, the Buffalo & Erie County Public Library has a structure for process and review of standing policies to ensure that they remain timely and effective, and

WHEREAS, the Policy Committee used this process to review and make recommendations which are reflected in the attached draft amended Sexual Harassment Prevention Policy which has been vetted by B&ECPL legal counsel, and

WHEREAS, recommended changes are minor, including updating a title and an address, and

WHEREAS, the Policy Committee recommends the attached proposed amended Sexual Harassment Prevention Policy for approval by the full Board, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the proposed revisions to the B&ECPL's Sexual Harassment Prevention Policy to supersede and replace the prevailing policy last revised August 12, 2020, and be it further

RESOLVED, that copies of the approved amended Sexual Harassment Prevention Policy replace the existing policy in the B&ECPL Personnel Policies and Procedures Manual as Chapter 8, Section 2, and be it further

RESOLVED, that the amended Sexual Harassment Prevention Policy replace the existing policy in each Contract Library's annual agreement, Exhibit I, and be it finally

RESOLVED, that the Board of Trustees of the B&ECPL authorizes this policy be transmitted to all B&ECPL libraries, Contract Library Directors, and Contract Library Trustees and authorizes public posting on the Library's website.

Approved unanimously at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on December 16, 2021.



Sexual Harassment Prevention Policy

This policy is a system-wide policy for application to all libraries within the Buffalo & Erie County Public Library System.

This policy is also part of the Buffalo & Erie County Public Library Personnel Policies and Procedures Manual.

I. Statement of Policy

The Buffalo & Erie County Public Library (B&ECPL) is committed to maintaining an environment free from sexual harassment. Sexual harassment is a form of workplace discrimination and it is against the law. This policy is one component of B&ECPL's commitment to a discrimination-free environment. Everyone has a legal right to a workplace free from sexual harassment. All employees working in B&ECPL locations are required to work in a manner that prevents sexual harassment and are urged to report sexual harassment by filing a complaint internally with the B&ECPL. Complaints may also be filed with a government agency or in court under federal, state or local antidiscrimination laws.

A. Applicability

1. This policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business with B&ECPL, without regard to immigration status.
2. All employees, paid or unpaid interns, and non-employees are expected to follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable and be provided to employees upon hiring.
3. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
4. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. Sexual harassment may subject B&ECPL to liability for harm to targets of sexual harassment; and harassers may also be individually subject to liability.

B. What Is "Sexual Harassment"?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

1. Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:
 - a. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
 - b. Such conduct is made either explicitly or implicitly a term or condition of employment; or
 - c. Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.
2. A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, or cause the recipient discomfort or humiliation, or interfere with the recipient's job performance.
3. Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Anyone covered by this policy who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy, regardless of whether such harassment would be considered severe or pervasive under precedent applied to harassment claims.

C. Examples of Sexual Harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

1. Physical acts of a sexual nature, such as:
 - a. Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - b. Rape, sexual battery, molestation or attempts to commit these assaults.
2. Unwanted sexual advances or propositions, such as:
 - a. Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - b. Subtle or obvious pressure for unwelcome sexual activities.
3. Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
4. Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
5. Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - a. Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
6. Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - a. Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - b. Sabotaging an individual's work;
 - c. Bullying, yelling, name-calling.

D. Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

E. Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

II. Prohibition Against Retaliation

No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. B&ECPL will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of B&ECPL who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager or the Human Resources Officer. All employees, paid or unpaid interns, or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained under Section 5 Legal Protections.

A. What is retaliation?

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

1. Made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
2. Testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
3. Opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
4. Reported that another employee has been sexually harassed; or
5. Encouraged a fellow employee to report harassment.

B. Good faith claims

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful; however, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

III. Reporting Sexual Harassment

A. Who Should Report

Preventing sexual harassment is everyone's responsibility. B&ECPL cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern, or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the Human Resources Officer. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Human Resources Officer.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of another person should use the complaint form and note that it is on another person's behalf.

B. Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the Human Resources Officer.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

IV. Complaint and Investigation of Sexual Harassment

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be

accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

A. Complaint

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form.

B. Witnesses

All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment. B&ECPL will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this Policy.

C. Investigation Process

While the process may vary from case to case, the following steps of the investigation process will ensure a thorough and complete investigation:

1. Upon receipt of complaint, the Human Resources Officer will conduct an immediate review of the allegations, and take any interim actions, as appropriate.
2. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If they refuse, the Human Resources Officer will prepare a Complaint Form based on the verbal complaint.
3. If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
4. Request and review all relevant documents, including all electronic communications.
5. Interview all parties involved, including any relevant witnesses.
6. Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - a. A list of all documents reviewed, along with a detailed summary of relevant documents;
 - b. A list of names of those interviewed, along with a detailed summary of their statements;
 - c. A timeline of events;
 - d. A summary of prior relevant incidents, reported or unreported; and
 - e. The basis for the decision and final resolution of the complaint, together with any corrective action(s).
7. Keep the written documentation and associated documents in a secure and confidential location.

8. Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
9. Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

V. Legal Protections and External Remedies

Sexual harassment is not only prohibited by B&ECPL but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at B&ECPL, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

A. State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, Art. 15, § 290, et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns, and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Effective August 12, 2020, complaints may be filed with the DHR any time **within 3 years** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to B&ECPL does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, Main Place Tower, 350 Main Street 10th Fl. Suite 1000B, Buffalo, New York 14202. You may call (716) 847-7632 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

B. Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

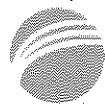
C. Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

D. Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Adopted December 20, 2018 per Resolution 2018-41.
Amended November 21, 2019 per Resolution 2019-44.
Amended August 12, 2020 per Resolution 2019-44.
Amended December 16, 2021 per Resolution 2021-44.



Buffalo & Erie County Public
LIBRARY

**COMPLAINT OF
HARASSMENT, DISCRIMINATION, OR RETALIATION**

The Buffalo & Erie County Public Library prohibits harassment or discrimination because of gender, race, color, national origin, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity or expression, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, known relationship or association with member of a protected class, or any other basis protected by federal, state or local law. The B&ECPL acknowledges its legal and ethical obligation to protect the right of all persons to an environment free from discrimination, harassment, and retaliation. If you believe you have been harassed, discriminated against, or retaliated against in violation of B&ECPL policy, please complete this complaint form.

General Information:

Date:		
Name:		
Address:		
City:	State:	Zip:
Home Phone No.:	Work Phone No.:	
Department:		
Supervisor's Name:		
Supervisor's Phone No.:		

Specific Information about Your Complaint:

1. WHO IS HARASSING YOU, DISCRIMINATING AGAINST YOU, AND/OR RETALIATING AGAINST YOU? (Include name(s) and job title(s))

2. WHAT HAPPENED TO YOU TO PROMPT THIS COMPLAINT? (Be as specific as possible in describing the harassment/discrimination/retaliation. Include names, dates, and locations. Try to describe the "who, what, where, when, why, and how" of the incident(s).)

3. DID ANYONE WITNESS THE INCIDENT(S) DESCRIBED ABOVE? IF SO, STATE THE NAME OF THE INDIVIDUAL WHO WITNESSED EACH INCIDENT.

4. WITH WHOM (if anyone) HAVE YOU DISCUSSED THE INCIDENT(S)?

5. HAVE YOU PREVIOUSLY BEEN SUBJECTED TO HARASSMENT, DISCRIMINATION, OR RETALIATION BY THE INDIVIDUALS IDENTIFIED IN YOUR RESPONSE TO QUESTION 1? IF SO, PLEASE DESCRIBE EACH PRIOR INCIDENT IN DETAIL. (Include names, dates, and locations. Try to describe the "who, what, where, when, why, and how" of the incident(s).)

6. DO YOU HAVE WRITTEN DOCUMENTATION (e.g. cards, letters, text messages, or journals) RELEVANT TO YOUR COMPLAINT? IF SO, DESCRIBE THE DOCUMENT(S).

7. ARE YOU AWARE OF OTHER PERSONS WHO HAVE EXPERIENCED HARASSMENT, DISCRIMINATION, OR RETALIATION BY THE PERSON HARASSING, DISCRIMINATING, OR RETALIATING AGAINST YOU? IF SO, STATE THE NAME AND THE DETAILS OF THEIR EXPERIENCES, IF KNOWN TO YOU.

8. HOW DO YOU SUGGEST OR PREFER THAT YOUR COMPLAINT BE RESOLVED?



Equal Employment Opportunity and Anti-Harassment Policy

This policy is a system-wide policy for application to all libraries within the Buffalo & Erie County Public Library System.

This policy is also part of the *Buffalo & Erie County Public Library Personnel Policies and Procedures Manual*.

I. Statement of Policy

The Buffalo & Erie County Public Library (B&ECPL) is committed to maintaining an environment free of discrimination and unlawful harassment.

A. Equal Employment Opportunity

It is the policy of the B&ECPL to provide Equal Employment Opportunity in every aspect of employment to all applicants and employees without regard to gender, race, color, national origin, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity or expression, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, known relationship or association with member of a protected class, or any other basis protected by federal, state or local law.

The B&ECPL will take affirmative action as called for by all applicable federal, state and local laws and executive orders to ensure that underrepresented groups are introduced into the workforce and provided promotional opportunities. Employment decisions will be made without regard to unlawful considerations.

B. Unlawful Harassment

The B&ECPL will not tolerate unlawful harassment of its employees by any supervisor, coworker, volunteer, patron, or any other person with whom employees may come into contact during work. Similarly, the B&ECPL will not tolerate its employees engaging in unlawful harassment of co-workers or of non-employees with whom they come into contact during work, including but not limited to job applicants, vendors, contractors, patrons and volunteers.

The B&ECPL prohibits all forms of unlawful harassment. Generally, unlawful harassment includes any unwelcome conduct, whether verbal, written, physical

or visual, that is based upon a person's gender, race, color, national origin, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity or expression, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, or any other basis protected by federal, state or local law. Such conduct is unlawful and prohibited whenever it:

1. Subjects an individual to inferior terms, conditions or privileges of employment,
2. Unreasonably interferes with an individual's work performance, or
3. Creates an intimidating, hostile or offensive working environment.

C. Examples of Harassment

1. Offensive comments such as racial or ethnic slurs, jokes, epithets and innuendo;
2. Verbal or physical kidding, teasing or practical jokes based on a person's gender, race, color, national origin, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity or expression, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, or any other basis protected by federal, state or local law;
3. Harassing conduct based on gender, race, color, national origin, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity or expression, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, or any other basis protected by federal, state or local law that unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive working environment; or
4. Any action taken because of an individual's gender, race, color, national origin, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity or expression, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, or any other basis protected by federal, state or local law that alters the terms, conditions and/or privileges of employment.

D. Sexual Harassment – See Sexual Harassment Prevention Policy.

E. Applicability of Policy

1. The prohibition against discrimination and unlawful harassment applies to everyone: managers, supervisors, salaried and hourly employees, temporary employees, volunteers, contractors, trustees,

public officials, appointed administrative officers, patrons or any other non-employee.

2. The B&ECPL will not allow unlawful harassment of any kind by anyone. This policy will be reviewed with all staff. It is the responsibility of each supervisor to ensure affirmative implementation of this policy to avoid discrimination, unlawful harassment or retaliation in employment and to report all violations they may become aware of. All employees are expected to be cognizant of this policy and cooperate with its implementation.
3. The B&ECPL has zero tolerance for the types of conduct described in this policy. The B&ECPL may treat instances of inappropriate conduct as a violation of this policy, regardless of the specific wording of this policy or technical definitions in the applicable laws; and the B&ECPL may deal with such conduct with disciplinary action or other forms of corrective action as deemed appropriate.
4. Any harassment based on a protected class violates this policy regardless of whether such harassment would be considered severe or pervasive under legal precedent applied to harassment claims.

II. Procedure

A. Reporting Discrimination, Harassment or Other Violations of This Policy

All employees, volunteers, patrons and other persons utilizing or working in B&ECPL facilities and services are encouraged to promptly report any conduct that they are subject to, or that they witness, which may violate this policy. If the B&ECPL does not know about the discriminatory or harassing conduct, it cannot act.

Prior to making a report, individuals who believe they have been discriminated against or harassed may choose to firmly and promptly notify the offender that his/her behavior is unwelcome. However, the B&ECPL recognizes that such a confrontation may be uncomfortable or even impossible. Therefore, notifying the offender is not required.

To make a report, individuals should follow the steps set forth below:

1. Notify Appropriate Staff
 - a. Employees, supervisors and managers must report any incident of discrimination, retaliation, sexual harassment or other harassment.
 - b. Employees who believe they have been subject to or witnessed conduct which violates this policy should immediately report the incident to their direct supervisor.

- c. If the supervisor is the alleged offender or the employee is uncomfortable reporting the incident of discrimination, harassment or retaliation to the supervisor, the incident should be reported directly to the Department Head.
- d. In the event that the circumstances of the situation make it inappropriate to report the incident to the individual's supervisor or to their Department Head, or in the event the individual is not an employee and does not have a supervisor or Department Head, the incident should be reported directly to the Human Resources Officer at (716)858-6103.
- e. Supervisors and managers must immediately report any incident or report of discrimination, retaliation, sexual harassment or unlawful harassment even if they are not the target or victim of such harassment to the Human Resources Officer.

2. Promptly Report Complaint

- a. B&ECPL encourages the prompt reporting of complaints so that a rapid response and appropriate action may be taken.
- b. Failure to promptly report a complaint can hinder an effective investigation.
- c. A prompt report not only aids the complainant but also helps to maintain an environment free from discrimination for all employees.
- d. Reports of harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this policy, and all employees are encouraged to use this complaint form. Employees who are reporting harassment on behalf of another person should use the complaint form and note that it is on another person's behalf.

3. Prepare Written Report of Misconduct

- a. An accurate record of objectionable behavior or misconduct is needed to resolve a formal complaint of discrimination, retaliation and/or harassment.
- b. Any and all verbal and written reports must be submitted to the Human Resources Officer for investigation.
- c. Upon receipt of a complaint under this policy, Human Resources will complete a formal written report of the complaint, if not already done by the complainant or their supervisor.
- d. Individuals who believe they have been or are currently being subjected to discrimination, retaliation or harassment should maintain a record of objectionable conduct in order to prepare effectively for the investigation.

B. Investigating the Complaint

1. Confidentiality

Any allegation of discrimination, retaliation or unlawful harassment received by Human Resources will be investigated promptly. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

2. Investigation Process

- a. The B&ECPL will investigate thoroughly and quickly any incident of discrimination, retaliation or harassment and will make every effort to take the wishes of the complainant into consideration, keeping the complainant informed as to the status of the investigation.
- b. Depending on the circumstances of the complaint, Human Resources will determine if the investigation will be completed internally by the Human Resources Officer or if it is more appropriate to forward the complaint to a third party for investigation.

C. Corrective Action

1. Employees

The B&ECPL will impose appropriate discipline or other corrective action, depending on the nature and seriousness of the offense, up to and including termination, against any manager, supervisor or employee found to have violated this policy, regardless of whether such conduct is considered under the law to constitute unlawful discrimination or harassment or retaliation.

2. Non-employees

When a patron, volunteer or other person not employed by the B&ECPL is found to have engaged in unlawful harassment, discrimination or retaliation against a B&ECPL employee, the Human Resources Office will advise the person of the B&ECPL's policy against such conduct, and will take such other actions as are appropriate under the circumstances, up to and including suspension of library privileges.

III. Protection Against Retaliation

The B&ECPL will not, in any way, retaliate against an individual who makes a complaint of discrimination or harassment or against any participant in the investigation; nor will it permit any manager, supervisor or employee to do so. Retaliation is defined as discriminating against an employee or applicant because they opposed discrimination and/or harassment; made a charge, testified, assisted or participated in any manner in an investigation, proceeding or hearing related to prohibited conduct under this policy; or exercised any other legal right protected by federal, state or local law requiring equal opportunity.

Retaliation is a serious violation of this policy and should be reported immediately by following the reporting procedure set forth above. Depending on the nature and seriousness of the offense, the B&ECPL will impose appropriate discipline, up to and including termination, against any manager, supervisor or employee found to have retaliated against another individual for reporting discrimination and/or harassment.

A. Examples of Retaliation:

1. Treating someone who has reported an incident of discrimination and/or harassment or participated in an investigation differently from other employees (e.g. cold shoulder).
2. Making negative comments or unreasonably disciplining, reducing responsibility, denying a transfer, giving unfavorable evaluations, or scrutinizing the work, etc. of an individual because that individual has reported an incident of discrimination and/or harassment or participated in an investigation.
3. Subjecting an individual to any adverse employment action for reporting an incident of discrimination and/or harassment or participating in an investigation.
4. Encouraging or ordering other staff to retaliate against an individual who has reported an incident of discrimination and/or harassment or participated in an investigation.
5. Engaging in other behavior that can reasonably be construed to be retaliatory.

IV. Legal Remedies

Employees or job applicants who believe they have been discriminated against, harassed or retaliated against in violation of this policy should first file an internal complaint with the B&ECPL's Human Resources Officer, as described above. If an employee or job applicant is dissatisfied with the response, they may file a complaint with the Equal Employment Opportunity Commission (EEOC) at (716)551-4441 and/or the New York State Division of Human Rights at (716)847-7632, which are authorized to investigate the allegations in the complaint. Employees or job applicants also may

contact a private attorney or union representative should they believe they have been subjected to any form of discrimination, harassment or retaliation.

Adopted April 20, 2017 per Resolution 2017-11 (supersedes independently adopted EEO Policy contained in the B&ECPL Employee Handbook and Personnel Policies and Procedures Manual on December 18, 2014 and the Anti-Harassment Policy last amended March 17, 2016). (Administration Revised July 2018 – updated phone number Section II.A.1.d).

Amended December 20, 2018 per Resolution 2018-40.

Amended November 21, 2019 per Resolution 2019-43.

Reviewed by Policy Committee November 19, 2020 – no changes.

Reviewed by Policy Committee November 18, 2021 – no changes.



Buffalo & Erie County Public

LIBRARY

COMPLAINT OF HARASSMENT, DISCRIMINATION, OR RETALIATION

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General Information:

Date:		
Name:		
Address:		
City:	State:	Zip:
Home Phone No.:	Work Phone No.:	
Department:		
Supervisor's Name:		
Supervisor's Phone No.:		

Specific Information about Your Complaint:

1. WHO IS HARASSING YOU, DISCRIMINATING AGAINST YOU, AND/OR RETALIATING AGAINST YOU? (Include name(s) and job title(s))

2. WHAT HAPPENED TO YOU TO PROMPT THIS COMPLAINT? (Be as specific as possible in describing the harassment/discrimination/retaliation. Include names, dates, and locations. Try to describe the "who, what, where, when, why, and how" of the incident(s).)

3. DID ANYONE WITNESS THE INCIDENT(S) DESCRIBED ABOVE? IF SO, STATE THE NAME OF THE INDIVIDUAL WHO WITNESSED EACH INCIDENT.

4. WITH WHOM (if anyone) HAVE YOU DISCUSSED THE INCIDENT(S)?

5. HAVE YOU PREVIOUSLY BEEN SUBJECTED TO HARASSMENT, DISCRIMINATION, OR RETALIATION BY THE INDIVIDUALS IDENTIFIED IN YOUR RESPONSE TO QUESTION 1? IF SO, PLEASE DESCRIBE EACH PRIOR INCIDENT IN DETAIL. (Include names, dates, and locations. Try to describe the "who, what, where, when, why, and how" of the incident(s).)

6. DO YOU HAVE WRITTEN DOCUMENTATION (e.g. cards, letters, text messages, or journals) RELEVANT TO YOUR COMPLAINT? IF SO, DESCRIBE THE DOCUMENT(S).

7. ARE YOU AWARE OF OTHER PERSONS WHO HAVE EXPERIENCED HARASSMENT, DISCRIMINATION, OR RETALIATION BY THE PERSON HARASSING, DISCRIMINATING, OR RETALIATING AGAINST YOU? IF SO, STATE THE NAME AND THE DETAILS OF THEIR EXPERIENCES, IF KNOWN TO YOU.

8. HOW DO YOU SUGGEST OR PREFER THAT YOUR COMPLAINT BE RESOLVED?

LANCASTER PUBLIC LIBRARY

Review Schedule for Board Adopted Policies 2022

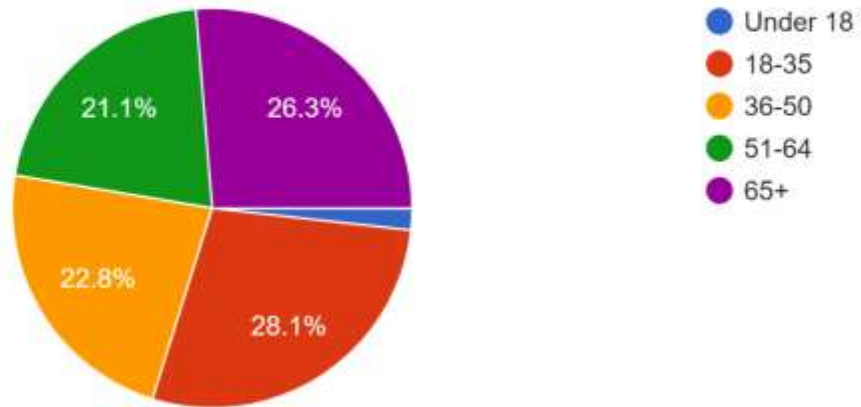
POLICY	AUTHOR	LAST REVIEWED	TARGET REVIEW
Accessibility of Library Services Policy	B&ECPL	September-19	April-23
Free Direct Access Plan	B&ECPL	December-19	April-24
Volunteer Program Policy	B&ECPL	November-19	July-23
Collection Development Policy	B&ECPL	September-19	April-23
Confidentiality of Library Records	B&ECPL	November-19	July-23
Internet Safety and Acceptable Use Policy	B&ECPL	July-21	TBD
Equal Employment Opportunity (EEO) & Anti-Harassment Policy	B&ECPL	November-21	TBD
Personnel Policies and Procedures Manual	B&ECPL	December-21	TBD
Circulation Policy	B&ECPL	December-20	November-24
Sexual Harassment Prevention Policy	B&ECPL	December-21	TBD
New Construction/Library Expansion Policy	B&ECPL	December-18	July-22
Procurement Policy (Annual review)	LNC	June-21	June-22
Petty Cash Policy	LNC	January-19	August-22
Claims Audit Policy	LNC	February-19	October-22
Display Case Policy	LNC	June-19	December-22
Rules of Conduct	LNC	June-19	January-23
Emergency Procedures (Disaster Plan)	LNC	August-19	March-23
Bulletin Board Policy	LNC	September-19	May-23
Public Relations Policy	LNC	November-19	July-23
By-Laws & Conflict of Interest Policy	LNC	March-20	September-23
Investment Policy	LNC	June-20	November-23
FOIL (Freedom of Information Law) Policy	LNC	August-20	January-24
Gift Policy	LNC	September-20	March-24
Lost and Found Policy	LNC	October-20	May-24
Ethics Policy	LNC	December-20	July-24
Whistleblower Policy	LNC	December-20	September-24
Debit Card Policy	LNC	February-21	November-24
Open Meeting Policy	LNC	February-21	January-25
Mission Statement	LNC	March-21	March-25
Meeting Room Use Policy	LNC	August-21	May-25
Long Range Plan 2022 - 2024	LNC	December-21	December-24

Lancaster Public Library Survey 2021

57 responses

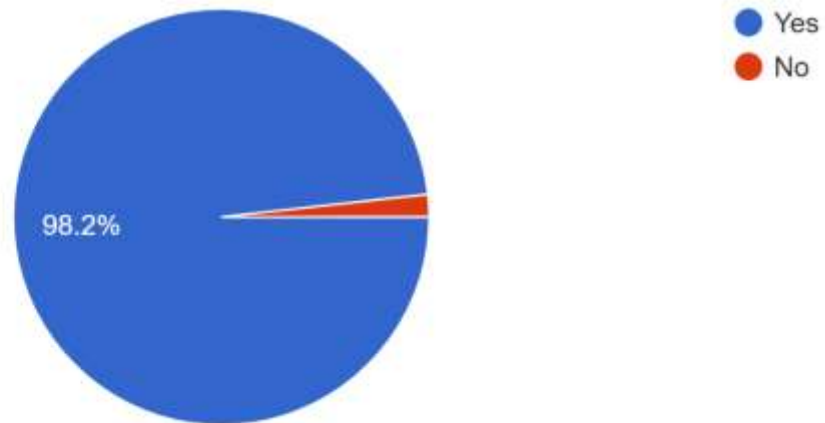
What is your age range?

57 responses



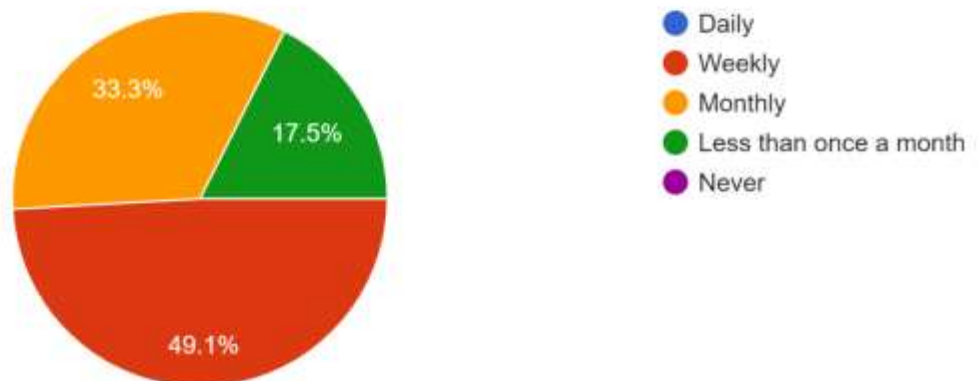
Do you have a Buffalo & Erie County Public Library card?

57 responses



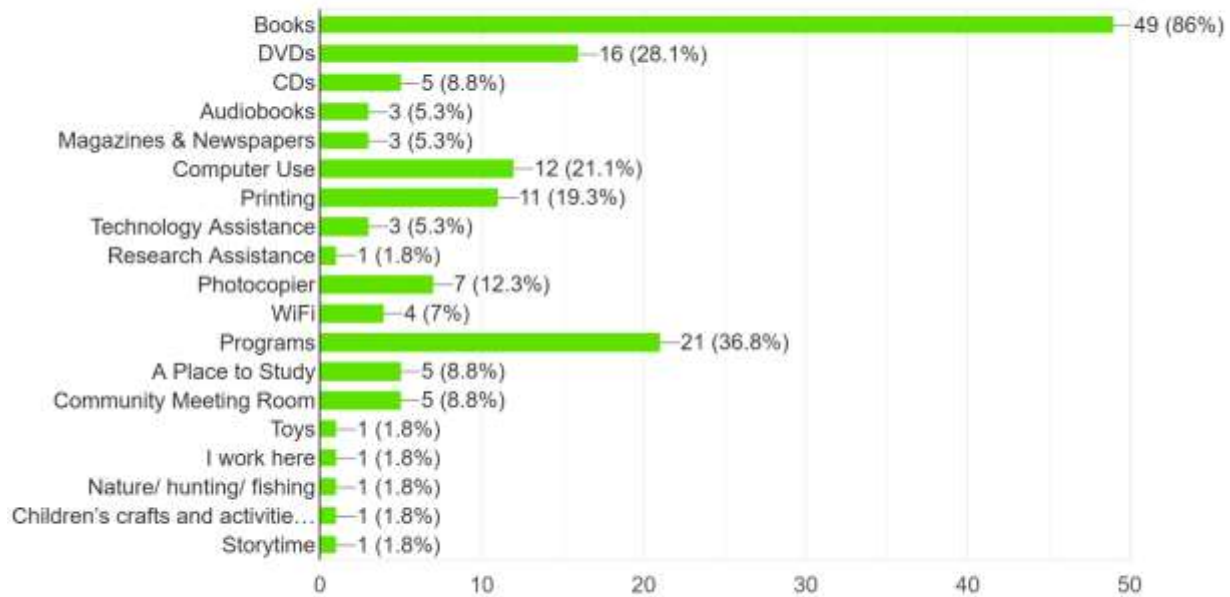
On average, how often do you visit our library?

57 responses



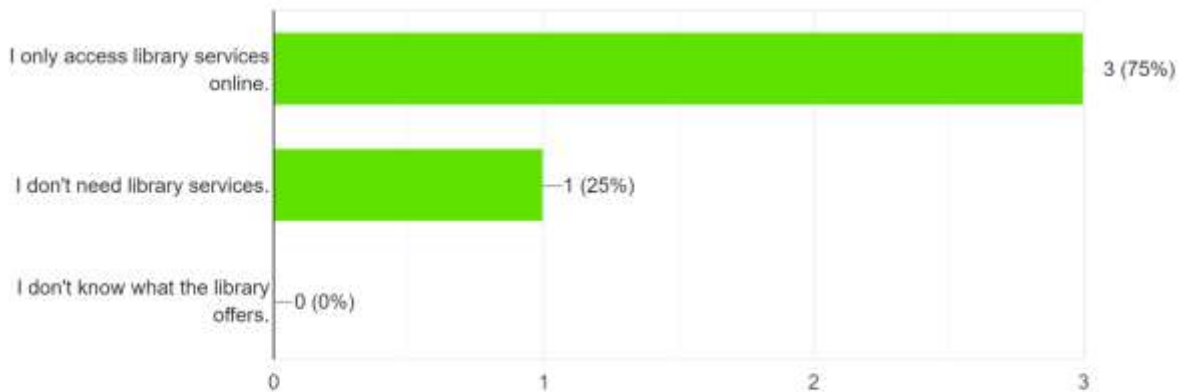
What are the most important reasons you visit the library? Choose all that apply.

57 responses



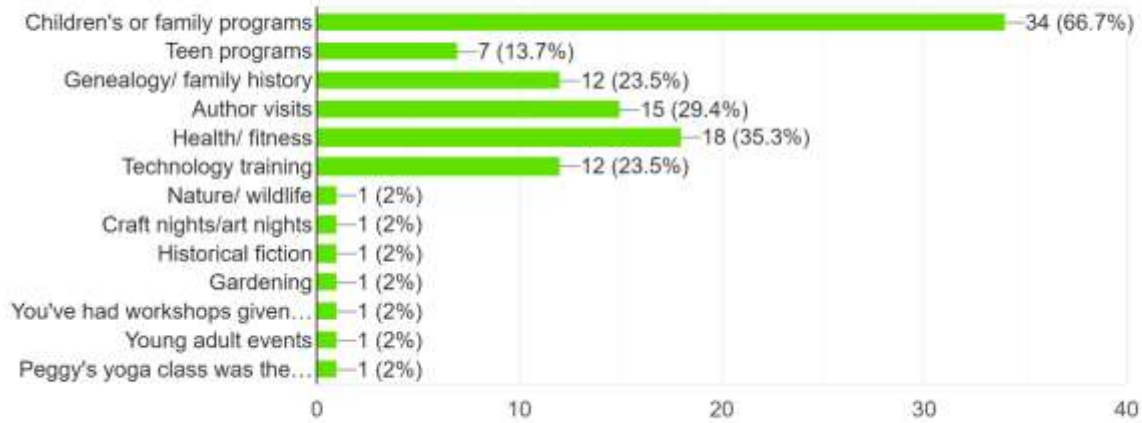
If you do not visit our library, please select why.

4 responses



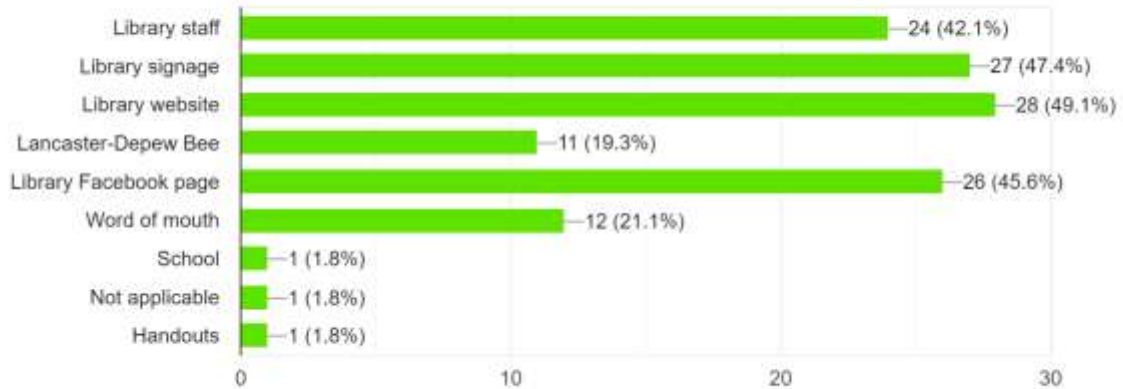
When you consider future program offerings, please select which topics are important to you
(choose all that apply):

51 responses



How do you find out about the library's programs and services? Choose all that apply.

57 responses



What do you value most about the library? 46 responses

Children's programs

The it's a community resource

I love all the kids programs.

The people (staff) here are always very helpful and kind.

Well stocked. Very orderly. Staff is helpful.

Books, DVD, computer

Books and educational institutional for community- invaluable!

the promotion of literacy and information through free access to programs and materials.

Kid friendly

Child programs and toys

The employees

Friendly and knowledgeable staff. Children's programs

The location and services

Being able to borrow books in print and online without having to purchase. The ability to browse them in person.

Children's programs and play area

Quietness, which is lacking too much

All the free reading

Storytime- we love it

Reading materials, community programs

Computer- facebook

Books

Friendly, inviting atmosphere. Friendly librarians and aids. Bright, cheery appearance.

Children and family activities as well as the take home stem kits

The staff is professional, kind and always ready to help in whatever you need. Keeping children/ grandkids busy is always a prime focus, and the library's craft handouts keep our grandchildren busy and always looking forward to the next week!

That it is available even if I don't use it

Availability of the items I want. Wonderful, friendly, and helpful staff.

Variety of resources

Childrens programs and the amazing staff

The director and staff who are very helpful and professional. The availability of books and the service to request books.

We love our neighborhood library. My children have participated in children's programs. We love that we can put books on hold for free. My son participated in the Battle of the Books and had an amazing experience. Thank you for your COVID safety protocols. We felt safe visiting the library even before my children were vaccinated because most were masked.

Friendly staff, clean quiet, very helpful.

First and foremost, the staff's politeness and helpfulness. Having somewhere to go and not have to pay to be there or fell like I'm overstaying my welcome is invaluable to me. Also this may sound silly, but the bathrooms are really clean and private which is true of very few places.

Love the atmosphere for kids

Availability

I love being to access library material thru the Libby app. I look forward to in person visits when Covid issues improve.

Friendly helpful staff

How helpful everyone is!

its accessibility, staff, large collection of books

Miss Meg! She's so creative, friendly, enthusiastic, smart and highly involved with the children/families of the community.

books

Everything

The variety of books and the cozy atmosphere. My kids are teens now, but when they were young we loved the art/ craft programs and the special presentations like Nickel City Reptiles and Hawk Creek.

The ability to get all of my desired books!

Convenient hours

Children's programs, new books

How could the library or its services be improved? 19 responses

So far so good.

Send monthly newsletter with events.

Weekend programs for toddlers/young kids.

More events

Offer more financial help/ budget programs to teach

Limit playtime and supervise it better

Offer the movin' with Miss Meg session more often.

I think they are excellent as is.

Get rid of masks

some of the children's programs have started up so that a big plus. However our granddaughter is in pre-school and the time is not a convenient time. An afternoon program would be good.

Maybe outreach to local schools to advertise services/programs.

Maybe converting one of the meeting rooms into a play space for kids; the area by the windows is lovely, but sometimes it's hard to keep my 4 year old at a volume that doesn't disturb other patrons, and as such I don't get to bring his older siblings as much. (Or maybe establishing specifically an area where medium volume is acceptable.)

More fiction variety, more hours

The ability to provide access to everyone in our community

Keep doing what you are doing

More spaces

I don't know, its never not served me well, no problems

Being able to register for events directly on Facebook

better parking area

Is there anything else you would like to share?23 responses

Love how the staff are very nice, friendly, and make us feel welcome. Thanks!

Fantastic staff!

Thank you!

Merry Christmas

No

I love our library and like how it welcomes all ages.

We love our library!!

This is a wonderful asset to our community

We really enjoy the effort and energy Miss Meg puts into the children's programs.

Girl Scouts and Boy Scouts may be looking for community projects for their badges. Things are more complicated with Covid, but could they have an outdoor book sale on the front grass? They can sell donated books perhaps 1x/wk, learn to work with people, make change, etc. while the library may make a little extra cash and keep up with book donations. Could be a win for the Scouts & the library. P.S. Scouts could have their books on movable carts.

Library staff and facilities are great! Improved with the bathroom renovation and the toy area. You can certainly tell that everyone is taking care of making it children friendly and accessible. Keep up with the great work! Ending the pandemic will improve everything!!

To me the library means community Somewhere everyone is equal

The staff at the Lancaster Library are absolutely amazing!

Nope.

Thank you so much for all that you do for the community. You are a beacon of joy. :)

Thank you for the Hanukkah display this month. I appreciate your library acknowledging holidays other than Christmas in December.

Love the new additions to the children's area

Story time is amazing!

I love my library and hope it doesn't go away

I would like to be taught to download/ use e-books

We just love the Lancaster library so much!

Thank you for all that you provide.

Thank you to the library and librarians for all that you do. We love coming here.

PERSONNEL POLICIES AND PROCEDURES

LANCASTER PUBLIC LIBRARY MEETING DATE: JANUARY 13, 2022

AGENDA ITEM: IX. C.

RESOLUTION: 2022-1

Amendments to B&ECPL Employee Handbook and Personnel Policies and Procedures Manual

BACKGROUND:

On December 18, 2014, the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) approved and adopted the B&ECPL Personnel Policies and Procedures Manual (Manual), which contained approximately 100 policies drafted by the Human Resources Department, and the B&ECPL Employee Handbook (Handbook) to be effective January 1, 2015. Thereafter, this Board adopted the Manual at its meeting on January 15, 2015 for application to its employees.

Since January 1, 2015, a number of Personnel Policies and Procedures have been modified by the Human Resources Department at the direction of the Chief Operating Officer, several of which were necessary based on changes to the applicable laws or governing collective bargaining agreements. Other changes were minor and incidental. As stated in the Introduction of the Manual, changes made by Human Resources are distributed electronically to all library departments and contract libraries. It is the recommendation of this Board for an annual review of the changes made by Human Resources to the Manual and Handbook in the twelve (12) months prior and subsequent adoption by this Board.

ACTION REQUIRED: Motion to approve Resolution 2022-1.

PROPOSED RESOLUTION 2022-1

WHEREAS, the Board of Trustees of the Lancaster Public Library (LPL) has the power and duty to determine and carry out all policies and principles pertaining to operations of the library; and the exclusive power and duty to control library personnel, and

WHEREAS, on December 18, 2014, the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) approved and adopted the B&ECPL Personnel Policies and Procedures Manual (Manual) and the B&ECPL Employee Handbook (Handbook) to be effective January 1, 2015, and

WHEREAS, thereafter, on January 13, 2022 this Library Board adopted same for application to its employees, and

WHEREAS, the Human Resources Department reviews the policies and procedures in the Manual throughout the year and makes changes as necessary, and

WHEREAS, changes to said policies and procedures are incidental or based on changes to applicable laws or collectively bargained agreements, and

WHEREAS, changes to said policies and procedures may require corresponding updates to the Handbook, and

WHEREAS, on January 13, 2022, this Board reviewed the changes made by the Human Resources Department to the policies since January 1, 2015 and recommends approval of same, and

WHEREAS, this Board recommends the review of the changes annually with subsequent reaffirmation of adoption of the Manual, and adoption of the amendments, now therefore be it

RESOLVED, that the Board of Trustees of the Lancaster Public Library reaffirms its adoption of the B&ECPL Personnel Policies and Procedures Manual and Employee Handbook, and adopts the amendments made since January 1, 2015, and be it further



RESOLVED, that the Human Resources Department will continue to update the B&ECPL Personnel Policies and Procedures Manual and the Employee Handbook, as necessary, and will distribute same to all departments and contract libraries as set forth in the Introduction to the Personnel Policies and Procedures Manual, and be it further

RESOLVED, that the Board of Trustees of the Lancaster Public Library endorses the annual review of the revisions made by the Human Resources Department to the B&ECPL Personnel Policies and Procedures Manual and the Employee Handbook in the twelve (12) months prior to review for adoption by the Board.




Shopping Cart

Products in Cart

Item	Price	Quantity
<div></div> <div>4'x8' Frame for Building Brick Compatible Baseplate/Wall Color White Item # W13782110</div>	\$257.60 \$279.99	
<div> This product ships directly from the manufacturer in approximately 30 working days.</div>		

Shipping Address


Kara Stock  EDIT

Buffalo and Erie Co Public Lib

5466 Broadway

Lancaster NY 14086

Billing Address

Lancaster Public Library  EDIT

5466 Broadway St

Lancaster NY 14086-2168



Proceed to Checkout

Create Quote

Recommended for you

Cart Summary

Cart ID: 2165154

 PRINT  SHARE

Contract Used: [View Terms](#)

NCPA - Catalog 

Merchandise Total	\$279.99
Contract Discount	-\$22.39
Shipping	\$103.04
Tax	\$0.00

Cart Total **\$360.64**

 Need Help?

Children's Literacy/Play Area Request

Item	Website	Price
Create-A-Path Magnetic Center	https://www.lakeshorelearning.com/products/p/F	\$59.99
Turn & Learn Magnetic Gears	https://www.lakeshorelearning.com/products/p/D	\$29.99
Speedy Snow (1lb bucket)	https://www.lakeshorelearning.com/products/ser	\$19.99
Magic Water Marbles (Multicolor)	https://www.lakeshorelearning.com/products/p/S	\$14.99
Squish & Squeeze Sensory Beads	https://www.lakeshorelearning.com/products/p/V	\$19.99
Texture Brushes	https://www.lakeshorelearning.com/products/art	\$14.99
Liquid Floor Tiles	https://www.lakeshorelearning.com/products/ser	\$169.00
Total		\$328.94
Shipping (15%)		\$49.34
Grand Total		\$378.28



BUFFALO & ERIE COUNTY PUBLIC LIBRARY
BUSINESS OFFICE
1 LAFAYETTE SQUARE BUFFALO, NEW YORK 14203 716-858-7163

Inv # 21070

Bill To: Lancaster Public Library
 5466 Broadway
 Lancaster, NY 14086
 Customer # 300216

Date: January 4, 2022

ITEM	UNIT COST	EXTENSION
Reimburse Sunday Hours		
Librarian in Charge: 75 hours (15 x 5)	37.49	2,811.75
Sr Page: 85.5 hours (15 x 5.5)	13.20	1,128.60
FICA		244.30
MC		57.14
BALANCE DUE:		\$ 4,241.79
Make check payable to: "BUFFALO & ERIE COUNTY PUBLIC LIBRARY" and mail to the attention of Tracy Palicki, Business Office		

Invoice



Zoom Video Communications Inc.
55 Almaden Blvd, 6th Floor
San Jose, CA 95113

Invoice Date: Jan 9, 2022
Invoice #: INV127029220
Payment Terms: Due Upon Receipt
Due Date: Jan 9, 2022
Account Number: 57425906
Currency: USD
Account Information: Lancaster Public Library

Federal Employer ID Number: 61-1648780

Sold To Address: 5466 BROADWAY ST,
LANCASTER, New York 14086
United States

Inc@buffalolib.org

Purchase Order Number:

Tax Exempt Certificate ID:

[Zoom W-9](#)

Bill To Address: 5466 BROADWAY ST,
LANCASTER, New York 14086
United States

Inc@buffalolib.org

Charge Details

CHARGE DESCRIPTION	SUBSCRIPTION PERIOD	SUBTOTAL	TAXES, FEES & OTHER CHARGES	TOTAL
Charge Name: Standard Pro Monthly				
Quantity: 1 Unit Price: \$14.99	Jan 9, 2022-Feb 8, 2022	\$14.99	\$0.00	\$14.99
Subtotal				\$14.99
Total (Including Tax)				\$14.99
Invoice Balance				\$0.00

Taxes, Fees & Other Charge Details

CHARGE NAME	TAX, FEE OR SURCHARGE NAME	JURISDICTION	CHARGE AMOUNT	TAX, FEE OR OTHER CHARGE AMOUNT
Total Tax				\$0.00

Transactions

Invoice Total				\$14.99
TRANSACTION DATE	TRANSACTION NUMBER	TRANSACTION TYPE	DESCRIPTION	APPLIED AMOUNT
Jan 9, 2022	P-142367229	Payment		(\$14.99)
Invoice Balance				\$0.00

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