

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, October 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 September 8, 2022
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
 - A. September Report
 - B. CDs #1283, #7632
 - C. Petty Cash Replenishment - \$150
 - D. System Paid Budget Analysis
 - E. Renewal of Amazon Prime Membership - \$139
 - F. Craft Budget – Quarterly Update
- VIII. Old Business
 - Building Maintenance Update
 - 1. Staff Room Renovation
 - 2. Elevator
 - 3. Air conditioning/furnace – Community Room
 - 4. Parking Lot and Sidewalk
- IX. New Business
 - A. ACT – Donation to Grand Island Library in memory of Richard Earne
 - B. Claim Audit Policy
 - C. Trustee Education Policy
 - D. Webinar on Parliamentary Procedure
 - E. Narcan Use
 - F. 2023 Calendar – Holiday Schedule
 - G. Sustainable Libraries Initiative \$350 for certification
 - H. Wire easels - \$704.07 for 14 12-packs
 - I. Volunteer Holiday Gifts - \$83.89
 - J. Amazon order (dot stickers, magnets, calendar, light filters) - \$68.96
 - K. Private Library Materials Invoice - \$2,489.38
- X. Adjournment

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

**Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, September 8, 2022**

1. Roll Call: Suzanne Jacobs, Gary Howell, Kristyn Wind, Ken Graber, Kara Stock (Library Director), Donna Stempniak (Friends President)

II. Call to Order: The meeting was called to order at 4:04 PM

III. Approval of and/or changes to the agenda: The agenda was accepted as presented. MSP Graber, Howell, unanimous

IV. Review and approval of the meeting minutes of August 11, 2022: The minutes were accepted as presented. MSP, Graber, Jacobs, unanimous

V. Report of the Director: Battle of the Books Teams came in 1st and 4th place. Summer Reading Bingo had 2 winners. One Hundred eighty children submitted Summer Reading logs. Summer reading raffle ended on August 13th. The Village Scavenger Hunt was a success. Other programs included Crafternoons, Drop-in Legos, Kidding around Yoga, Lego Club, and more.

VI. Public Comment: Friend's President Donna Stempniak discussed the September mini book sale.

VII. Monthly Financial Report:

- A. The Financial Report was accepted as presented. MSP Jacobs, Howell, Unanimous
- B. CD 1283 and #7632 will be reinvested for 12 months. MSP Howell, Graber, Unanimous
- C. The Town quarterly budget was reviewed
- D. Mileage Reimbursements were approved as presented. MSP Graber, Howell, Unanimous.
- E. A Bequest from the estate of Beverly Panten in the amount of \$103,864.29 was acknowledged

VIII. Old Business:

Building Maintenance Update

- 1. Staff Room Renovation – The town will not accept the one submitted bid. They want the town engineer to lower costs. The proposals include not removing ceiling tiles, painting bathroom tiles, no new toilet and sink, and not redoing the pantry. Potential bidders must visit the site and provide drawings of renovations.
- 2. Elevator – There is an electronic components shortage, and the contractor is waiting for Controllers.
- 3. Air conditioning and furnace – The town approved a new furnace for the library and a new air conditioner of the community room.

New Business

- A. Display Case for Relic. A case will be purchased for \$127.85. MSP Jacobs, Graber, Unanimous
- B. Pumpkin Decorating Prizes will be purchased for \$132.25. MSP Howell, Graber, unanimous

- C. Halloween Party materials will be purchased for \$301.32. MSP Graber, Jacobs, unanimous
- D. Door Counter will be purchased for \$167.94

Adjournment: Meeting was adjourned at 4:55 PM. MSP Howell, Graber, Unanimous

Lancaster Public Library Director's Report - September 2022

OUTREACH

Lancaster Central School District Staff Development Day – Library Director Kara Stock and Youth Services Librarian Meagan Carr gave a presentation to **18** teachers on Thursday, September 1st. They encouraged classroom visits and highlighted library resources including our read-a-long books and our new Seed Library.

Village Fall Fest – Kara and Meagan took turns staffing a table at this event on Saturday, September 17th. **216** people learned about our free resources and programs, and made their own button.

PARTNERSHIPS

Lancaster Garden Club - Master Gardener Lyn Chimera gave an overview of fall gardening for **39** adults on Tuesday, September 20th. This program was sponsored by the Lancaster Garden Club in celebration of their 90th Anniversary.

League of Women Voters – This organization set up a nonpartisan display about the importance of voting. It will be available until after the November election.

Paws for Love: Read to a Dog – A volunteer from the SPCA Paws for Love organization brought a therapy dog to the library on Saturday, September 17th. **4** children practiced reading out loud to the dog.

Youth Bureau Craft Program – Volunteers from the Lancaster Youth Bureau held a hands-on back-to-school-themed craft program on Wednesday, September 14th for **10** children.

PROGRAMMING



Author Visit - Local children's book author, Kathy Sautter, read her book *Marmalade and Mittens* at two special storytimes on Friday, September 24th with a total attendance of **12**.

Book Clubs – Our two adult book clubs met on the first and second Tuesday of the month.

Computer Coach – Library Assistant John Benzee held **3** one-on-one technology appointments, assisting patrons with computer basics, Windows 10, and Microsoft Office.

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

- **Craft & Carry** - 75 children picked up a fall-themed craft kit.
- **STEM Kits: Create Your Own Parachute** - 20 children picked up this kit and performed their experiment at home.
- **Take & Make** – These weekly kits had children’s book themes and **161** were picked up.

Haunted WNY – Local author Mason Winfield gave a presentation about the paranormal history of Erie County on Wednesday, September 28th for **49** adults.

Kidding Around Yoga – 5 preschool age children, each accompanied by an adult, enjoyed yoga poses, fun music, storytelling, yoga games, and a special guided relaxation time on Monday, September 26th.

LEGO® Club – Meagan held **2** LEGO® Clubs for a total of **18** children on Saturday, September 10th. They made LEGO® food to display in the library.

Mahjong Club – Our Mahjong Club continued to meet every Wednesday morning.

Ms. Melissa’s Sprouts – Melissa Sacco helped **8** preschool age children learn and grow through music on Monday, September 19th.

Seed Library – **40** vegetable, flower, and herb packets were picked up in September.



Storytimes - Meagan conducted a total of **12** sessions: **15** children attended Lapsit, **57** children attended Toddler Time, **26** children attended Preschool Time.

Technology Training – On Thursday, September 29th, **8** adults learned how to use hoopla to borrow eBooks, eAudiobooks, videos and music through our library system.

Young Adult Book Club – Part-time Librarian Michael Green held a book club for 4 attendees on Thursday, September 8th. They discussed *Here Lies the Librarian* by Richard Peck.

WEBSITE/ SOCIAL MEDIA

Social Narrative – Part-time Librarian Genevieve Maynard created a social narrative for our library: <https://www.buffalolib.org/locations-hours/lancaster-public-library>. This learning tool helps people with Autism Spectrum Disorder, or social anxieties, navigate social situations and learn social skills by simply stating the social expectations of a space as well as providing pictures of important details so they know what to expect when they visit.

Instagram - Lancaster Public Library tagged by library users.



MEETINGS

September 29th – Kara, Meagan, and John met to discuss the Sustainable Libraries Initiative Certification Program and winter programming ideas.

Dr. Samuel Potter exhibit on display at Lancaster Public Library

September 08, 2022



The Dr. Samuel Potter exhibit at the Lancaster Public Library.

The Lancaster Historical Society & Museum currently has an exhibit of Dr. Samuel Potter displayed at the Lancaster Public Library in the front lobby. The Lancaster Public Library is located 5466 Broadway, Lancaster.

Potter was the original owner of the Lancaster Historical Society & Museum building. He lived there until his passing in 1897.

If you visit the library's exhibit and still wish to learn more, the Lancaster Historical Society & Museum itself will be open from 2 to 4 p.m. Sunday, Sept. 11. The museum is located at 44 Clark St., Lancaster.



Banned Books Week needed now more than ever

September 15, 2022

by ERIC KEPPELER West Seneca Editor

For as long as there have been books, there have also been people who want to keep them out of public hands.

That's the essence of the movement to ban certain books, and it's picked up steam in recent years – although not without backlash.

The list of banned books is controversial and highly subjective, viewed by some as a means of regulating inappropriate content and by others as an affront to First Amendment rights.

In response to this attempt at censorship, the American Library Association has dubbed the last week in September as Banned Book Week, in which libraries, schools, bookstores, museums and other locales around the world celebrate readers' right to choose.

This year, it's Sept. 18 to 24.

“Public libraries continue to be a great equalizer, as they are free for anyone and everyone to visit and utilize the variety of available resources and services,” said Rob Alessi, West Seneca Public Library director. “They promote literacy, strive to cultivate a love of reading and support lifelong learning. A major component of the upcoming National Banned Books week is to celebrate the freedom for everyone to read, even items which have been banned or challenged, in order to be able to develop their own conclusions and opinions.”

Launched in 1982, Banned Books Week is a celebration of the freedom to access ideas, a fundamental right that belongs to everyone and over which no one person or small group of people should hold sway, according to its website.

Banned Book Week is marked worldwide, although there's more risk in some countries where censorship is much greater than in the United States.

“Banned Books Week is important because it celebrates the freedom to read and open access to information,” said Kara Stock, Lancaster Public Library director. “To quote the Buffalo & Erie County Public Library

System's Collection Development Policy: 'Materials are acquired in accordance with the principles of freedom to read, view or hear; no library materials are excluded based on expressions of race, religion, nationality, politics or social views.' Many of these titles on this list are considered classics and can be found on school reading lists."

Book bans generally start with a challenge – a verbal or formal written attempt to restrict access to materials or to remove them entirely. A ban happens when those materials are actually removed from shelves, classrooms or performance spaces.

Challenges are often motivated by a desire to protect younger readers from content that is viewed as inappropriate. Books are challenged over sexual content, profanity, age appropriateness, violence, religious viewpoint, LGBTQ+ content, political bias, drug and alcohol use, suicide and much more.

Most challenges come from library patrons and parents who raise concerns over content they find objectionable. Politicians, political organizations and religious groups have also targeted books, comics, plays and other mediums

At the national level, though – that's another story.

Every year, the ALA tracks hundreds of challenges to books in schools and libraries all over the United States, and ALA estimates that the unreported number of challenges is significantly higher.

A whopping 729 materials were challenged last year, according to the ALA, with most of the targeted books featuring Black or LGBTQ+ characters.

The ultimate decision on whether or not a challenge is upheld and a book is banned lies with the institution where a book is challenged. Many schools and libraries have a challenge policy that starts with a written complaint, which results in a review committee being convened to read and consider the material being challenged. Institutions without a thoughtful reconsideration protocol are far more likely to ban materials, the website said.

The ALA, which celebrated its 75th anniversary in 2020, stands ready to assist library workers and library advocates in responding to and supporting others facing those challenges; librarians should report challenges to the Office for Intellectual Freedom and reach out to the ALA if assistance is needed.

For more information, visit www.bklynlibrary.org/ books-unbanned.

Library receives \$15,000 for Sunday hours; young readers get recognition for contest win

September 15, 2022

by JAMES SINNER Editor



Assemblymember Monica Wallace presents the Friends of the Lancaster Library with a \$15,000 check she secured from the state to cover the library's Sunday operational costs during the school year. Next to Wallace: Friends members Gary Howell, Donna Stempniak, Suzanne Jacobs, Kristen Wind and Lancaster Public Library Director Kara Stock. Photo by James Sinner

Assemblymember Monica Wallace stopped by the Lancaster Public Library to deliver a \$15,000 check, secured from New York state funding, to the Friends of the Lancaster Library. The funding will be used to cover Sunday operational costs during the 2022-23 school year, making the library open seven days a week, totaling 60 hours available per week to visitors.

The Buffalo & Erie County Library system “does not pay for Lancaster to be open on Sundays. It will pay for certain libraries to be open on Sundays, but not everybody is a hub library,” explained Donna Stempniak, member of the Friends of the Lancaster Library. “So, if you want to be open on Sunday, you have to self-fund. So, the friends of the library [Friends of the Lancaster Library] are who raise the money to fund Sundays.”

During the check presentation, Wallace said, “As you might know, this check is really for the Friends of the Lancaster Library. It is to really help support the great work that they do, and one of the things that they do that I think is incredibly important is keeping the library open on Sundays,” she said.



Assemblymember Monica Wallace gives Lancaster Public Library 2022 Battle of the Books participant Lillian Demarzio a certificate of recognition in honor of her team's victory. In total, 14 teams from Erie County libraries participated in the contest.

"The library has been absolutely essential, always, but particularly in the post-COVID era, where we've had people come in all of the time and asking questions about filling out forms, downloading information, and sometimes even court appearances we've talked about. So, it has really become a hub – more than it was even before – for community activity. It is an incredible community resource."

Wallace said she believes the extra library hours may also help with the recent uptick in learning loss among youth following the pandemic. "We've all read the articles about the learning loss that the kids have experienced. So, hopefully, this will give the parents an opportunity to kind of encourage them to go back to the library."

She added, "Sometimes this is the only place people go that they have internet access. So, this is an incredibly important resource."



Lancaster Public Library employee Michael Green, Carson Sicurella, Assemblymember Monica Wallace, Emma Demarzio, Lillian Demarzio and Library Director Kara Stock stand for a photo during a recognition of the Lancaster Public Library's third year of winning the "Battle of the Books." Photos by James Sinner

The assemblymember also recognized the achievements of fifth through eighth graders who participated in the Buffalo & Erie County Public Library 2022 Battle of the Books Competition. The Lancaster team took first place.

Kara Stock, director of the Lancaster Public Library, explained how it works. “They have to read four different books, all within the young adult age range, and they have to then answer trivia questions about them – 150 trivia questions,” said Stock. “It’s almost like you have to memorize the books because the question can be like: ‘What color sweater was this character wearing when she went to the store?’ So, you really have to read very closely and memorize.”

Lancaster Mayor Lynne Ruda, while not in attendance at the check’s unveiling, reached out to convey her excitement over the funding. “Libraries provide incredible services for people of all ages and different types of interests. I am so proud of what our Lancaster Public Library has to offer this community and have been amazed by the creative programming, and how they have expanded the types of services provided,” she said. “Libraries should absolutely be open on Sundays, and I am grateful that funding was secured to ensure this happens in our community.”

Related Stories by Lancaster Depew Bee

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Feasibility study approved on connecting Lancaster, Cheektowaga bike trails

Assemblymember Monica Wallace joined Assembly Speaker Carl Heastie on Tuesday at Lancaster Heritage Trail, announcing \$50,000 to be earmarked for...



LPD receives reaccreditation from New York state

The Lancaster Police Department has received its reaccreditation from the state. According to the New York state website: “The New...



Wallace hosting consumer protection event Saturday

Assemblymember Monica Wallace is hosting a free consumer protection event from 10 a.m. to 1 p.m. Saturday, Aug. 6, to...

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Depew's lost grotto lives on through doctor's work

September 22, 2022

by JAMES SINNER Editor



Dr. Norbert Myslinski, Depew Historian Theresa Wolfe and Lancaster Library Trustee Jan Yarborough accept a snow globe made with a piece of Depew's now removed grotto. The grotto was constructed in 1937 outside of what used to be St. Augustine's Church on Penora Street. Contributed photo

Dr. Norbert Myslinski, a Depew native now living in Maryland, loves his hometown history, and was distraught over the removal of the village's beloved grotto outside of The Vine Wesleyan Church. This location, once St. Augustine Church before a merger with St. James Parish in 2009, saw its sale finalized and the new church take occupancy in 2011. A grotto is a natural or artificial cave-like structure, that when developed, is often done in the pursuit of creating a monument.

Before the grotto was removed in the spring of this year, Myslinski, a Vietnam veteran and professor of neuroscience at the University of Maryland, was able to secure some of the stones used to make the monument.

The grotto was constructed in 1937 by family members John, Peter, Joe, Stanley and Tony Stepien using stones pulled out of Cayuga Creek. It stood for 85 years, before structural deficiencies required its removal earlier this year.

"I went to school there at the St. Augustine's Elementary School and their parish, and the church. I graduated in '61," said Myslinski. "A lot of people didn't know it was going down, and they were very distraught, especially those older people that went to school there, and had all of their first Holy Communion pictures there, and so forth."

Getting clued in early on the grotto's impending removal earlier this year led Myslinski on a mission to collect some of the rocks used in its construction. His overall goal, to preserve a piece of local history that, until recently, most Depew residents have never lived without.

"They were hand-carried by the Polish people to that location, and the grotto was made out of those rocks," Myslinski said. "I made them into sizes, maybe about the size of a golf ball." He then filled the snow globes with alkaline water, glued the golf-ball-sized grotto stones to the bottom, and put information relating to the grotto on the sides and bottoms of the snow globes.

So far, Myslinski has made about 20 of these snow globes, distributing them to places such as the Lancaster Public Library, Julia Boyer Reinstein Library, Town of Lancaster Senior Center, and Depew Historian's Office.

Myslinski says he has more plans to help remember St. Augustine's Church. For starters, a historical marker. "I was standing in front of just the whole block, and I said, there's nothing here to indicate that St. Augustine's parish was here, ever," he said. Myslinski added that he has gained permission from The Vine Wesleyan Church to place a marker, now waiting on a new garden area's preparation outside of the church where the item will be placed.

FALL FEST

Photos by James Sinner



LFD Chief Eric Feldman wears a firehouse dog costume during the Village of Lancaster Fall Fest. Sarah Feldman stands on his left, while Hannah Hake is all smiles for her photo on Feldman's right.



Lancaster-based band Prairie Pavement played at Fall Fest. Here, LHJ students and band members, Al Constantin, Dylan Lumb, Adam Heiler and Jack Chadwick play their set on Saturday afternoon.



Brooklyn and Piper Egan, on the left and right of an LFD firefighter, wait for their turn to go down the ladder during a fire safety demo at the Lancaster Fall Fest. Lucas Miller gets help on his descent.



Jacob Pierce checks out a firetruck at the Village of Lancaster Fall Fest on Saturday afternoon.



Firefighters demonstrate an accident victim extradiation process, using the jaws of life to tear the car open.



Fredonia student Jayden Zajac and Lancaster Village Trustee Cyndi Maciejewski stand for a photo near Central Avenue, showcasing Maciejewski's self-crafted, locally themed goods stand.



The Feitz brothers make their own buttons with Lancaster Public Library Director Kara Stock near Central Avenue during fall fest. In the background, kids play in a bounce house as parents interact.



Lancaster Middle School students sell treats to fall fest visitors on Saturday.

Program Statistics September 2022

Date	Title	# of programs	Attendance	Target Audience
9/1/2022	Lancaster Schools Staff Day	1	18	Adults
9/6/2022	Book Club	1	9	Adults
9/7/2022	Mahjong Club	1	6	Adults
9/8/2022	YA Book Club	1	4	Teens
9/10/2022	LEGO Club	1	15	Children 6-11
9/10/2022	LEGO Club	1	14	Children 6-11
9/13/2022	Storytime	1	18	Children 5 and under
9/13/2022	Storytime	1	20	Children 5 and under
9/13/2022	Book Club	1	4	Adults
9/14/2022	Mahjong Club	1	8	Adults
9/14/2022	Youth Bureau	1	10	Children 6-11
9/16/2022	Storytime	1	15	Children 5 and under
9/16/2022	Storytime	1	18	Children 5 and under
9/17/2022	Paws for Love	1	4	Children 6-11
9/19/2022	Ms. Melissa's Sprouts	1	16	Children 5 and under
9/20/2022	Storytime	1	16	Children 5 and under
9/20/2022	Storytime	1	20	Children 5 and under
9/20/2022	Fall Gardening	1	39	Adults
9/21/2022	Mahjong Club	1	8	Adults
9/23/2022	Storytime	1	6	Children 5 and under
9/23/2022	Storytime	1	16	Children 5 and under
9/24/2022	Family Storytime	1	6	Intergenerational/Combined
9/24/2022	Family Storytime	1	6	Intergenerational/Combined
9/24/2022	Village of Lancaster Fall Fest	1	216	Intergenerational/Combined
9/26/2022	Kidding Around Yoga	1	10	Children 5 and under
9/27/2022	Storytime	1	20	Children 5 and under
9/27/2022	Storytime	1	20	Children 5 and under
9/28/2022	Mahjong Club	1	6	Adults
9/28/2022	Mason Winfield	1	49	Adults
9/29/2022	hoopla	1	8	Adults
9/30/2022	Storytime	1	8	Children 5 and under
9/30/2022	Storytime	1	21	Children 5 and under
9/30/2022	Take & Make Craft	161	161	Intergenerational/Combined
9/30/2022	Craft & Carry	75	75	Intergenerational/Combined
9/30/2022	STEM Kits	20	20	Intergenerational/Combined
9/30/2022	Library Card Kits	5	5	Intergenerational/Combined
9/30/2022	Seed Library	40	40	Intergenerational/Combined
9/30/2022	Tutoring	5	5	Children 6-11
9/30/2022	Tutoring	15	15	Teens
9/30/2022	Tutoring	10	10	Adults
9/30/2022	Book a Tech Trainer	7	7	Adults

LANCASTER PUBLIC LIBRARY 2022 STATISTICS

CIRCULATION			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	8,583	3,832	124.0%
FEB	9,681	8,640	12.0%
MAR	11,175	9,752	14.6%
APR	15,609	8,582	81.9%
MAY	17,971	7,941	126%
JUN	18,973	9,924	91.2%
JUL	22,830	13,422	70.1%
AUG	24,206	11,479	110.9%
SEP	18,392	9,135	101.3%
OCT			"
NOV			"
DEC			"
YR/DATE	147,420	82,707	78.2%

LIBRARY VISITS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	4,512	1,129	299.6%
FEB	5,318	3,544	50.1%
MAR	6,449	4,433	45.5%
APR	6,472	4,322	49.7%
MAY	5,648	3,824	47.7%
JUN	6,502	5,648	15.1%
JUL	7,816	6,169	26.7%
AUG	7,744	5,509	40.6%
SEP	5,823	4,423	31.7%
OCT			"
NOV			"
DEC			"
YR/DATE	56,284	39,001	44.3%

PUBLIC ACCESS COMPUTER SESSIONS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	584	78	648.7%
FEB	574	510	12.5%
MAR	753	862	-12.6%
APR	613	673	-8.9%
MAY	693	661	4.8%
JUN	644	594	8.4%
JUL	631	738	-14.5%
AUG	717	698	2.7%
SEP	626	573	9.2%
OCT			"
NOV			"
DEC			"
YR/DATE	5,835	5,387	8.3%

WIFI			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	1,189	736	61.5%
FEB	1,356	1,079	25.7%
MAR	1,680	1,418	18.5%
APR	1,469	1,299	13.1%
MAY	1,704	1,403	21.5%
JUN	1,710	1,559	9.7%
JUL	1,736	1,714	1.3%
AUG	1,659	1,221	35.9%
SEP	1,568	1,149	36.5%
OCT			"
NOV			"
DEC			"
YR/DATE	14,071	11,578	21.5%

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, Paula Nelson
Page	Lynn Hoy, Lisa Friol
	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: 28

Days Closed: 2

**Lancaster Public Library
2022 Statistics and Proceeds**

	Tours		New Library Cards		Ref Q	Headphone	Copier	Vending	Book Sale	Donations
	No.	ATT	Child	Adult	No.	Proceeds	Proceeds	Proceeds	Proceeds	to Library
JAN	0	0	17	30	579	\$0.00	\$69.00	\$12.00	\$155.00	\$0.00
FEB	0	0	18	18	561	\$6.00	\$104.00	\$0.00	\$165.00	\$976.80
MAR	0	0	23	41	552	\$6.00	\$130.00	\$12.00	\$188.00	\$332.80
APR	0	0	19	36	514	\$9.00	\$56.00	\$0.00	\$151.00	\$0.00
MAY	0	0	20	31	507	\$9.00	\$61.00	\$20.00	\$187.00	\$201.00
JUN	1	23	37	35	654	\$12.00	\$72.00	\$0.00	\$183.00	\$320.00
JUL	0	0	61	46	745	\$18.00	\$92.00	\$12.00	\$200.00	\$0.00
AUG	0	0	24	33	709	\$3.00	\$62.00	\$20.00	\$215.50	\$100.00
SEP	0	0	53	32	717	\$15.00	\$83.00	\$0.00	\$181.00	\$36.00
OCT										
NOV										
DEC										
TOTAL	1	23	272	302	5,538	\$78.00	\$729.00	\$76.00	\$1,625.50	\$1,966.60

Total Proceeds \$4,475.10

	Facebook	Instagram
	Followers	Followers
JAN	2,281	134
FEB	2,286	181
MAR	2,304	226
APR	2,412	249
MAY	2,418	261
JUN	2,438	282
JUL	2,490	311
AUG	2,523	326
SEP	2,670	357
OCT		
NOV		
DEC		

2022 Sunday Circulation


Date		Visits	Circulation
1/9		79	230
1/16		105	164
1/23		71	157
1/30		106	241
2/6		88	270
2/13		77	159
2/20		145	320
2/27		87	173
3/6		96	214
3/13		99	202
3/20		105	191
3/27		105	226
4/3	Book Sale	372	227
4/10		91	342
4/17	Easter		
4/24		72	126
5/1		99	315
5/8		55	92
5/15		105	253
5/22	BBQ	82	206
		2,039	4,108

9/11		73	106
9/18		104	253
9/25		69	265
10/2			
10/9			
10/16	Book Sale		
10/23			
10/30			
11/6			
11/13			
11/20			
11/27			
12/4			
12/11			
12/18			
		246	624


	Patron Count	Circ
2019 Yearly Total Open 37 Sundays	5,746	9,627
2018 Yearly Total Open 35 Sundays	5,437	9,539
2017 Yearly Total Open 35 Sundays	6,141	10,208
2016 Yearly total Open 36 Sundays	5,880	9,567
2015 Yearly Total Open 35 Sundays	5,992	9,779

Circulation

Total Circulations


 Library	September			Year to Date Totals			Footnotes
	2022 Total	2021 Total	% of	2022 Total	2021 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	1,854	1,442	28.6%	15,589	12,924	20.6%	<p>Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>System-wide - Fine free with autorenewals implemented 4/2022.</p> <p>System-wide - Hoopla streaming services and Overdrive Magazines implemented 6/1/2022.</p> <p>Audubon - Closed 9/14/2022 and a partial day 9/15/2022 - Plumbing issues.</p> <p>Correctional Facility - Numbers not received. Staff returned to Holding Center 8/2022.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction. Crane also closed September 2021 due to construction.</p> <p>González-Soto - Closed starting 9/12/2022 - Phase 1 construction.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Merriweather - Open during 7-week renovation project starting 7/25/2022.</p>
Amherst							
Audubon	31,833	18,709	70.1%	257,651	174,425	47.7%	
Clearfield	28,671	16,429	74.5%	233,227	152,063	53.4%	
Eggertsville-Snyder	14,204	7,461	90.4%	109,820	74,289	47.8%	
Williamsville	5,642	2,001	182.0%	37,632	20,259	85.8%	
Angola	3,233	1,646	96.4%	23,629	16,142	46.4%	
Aurora	13,379	7,407	80.6%	101,480	62,620	62.1%	
Boston	3,031	1,931	57.0%	23,601	18,747	25.9%	
Cheektowaga							
Julia Boyer Reinstein	22,423	12,903	73.8%	178,993	116,659	53.4%	
Reinstein Memorial	8,306	4,220	96.8%	63,202	36,455	73.4%	
Clarence	20,989	11,793	78.0%	149,356	114,133	30.9%	
Collins	4,588	1,872	145.1%	32,370	19,422	66.7%	
Concord	4,616	2,699	71.0%	39,266	26,032	50.8%	
Eden	4,126	2,568	60.7%	31,632	24,082	31.4%	
Elma	8,796	4,790	83.6%	69,124	43,517	58.8%	
Grand Island Memorial	10,071	6,124	64.5%	82,470	56,894	45.0%	
Hamburg							
Hamburg	18,697	10,180	83.7%	143,823	88,440	62.6%	
Lake Shore	6,081	3,213	89.3%	47,525	29,185	62.8%	
Lackawanna	4,104	1,965	108.9%	31,190	16,749	86.2%	
Lancaster	18,392	9,135	101.3%	147,420	82,707	78.2%	
Marilla	2,941	2,259	30.2%	26,211	20,964	25.0%	
Newstead	4,739	2,316	104.6%	39,716	24,978	59.0%	
North Collins	1,551	813	90.8%	12,509	8,719	43.5%	
Orchard Park	23,697	12,614	87.9%	184,290	116,353	58.4%	
City of Tonawanda	8,926	5,386	65.7%	70,505	45,084	56.4%	
Town of Tonawanda							
Kenilworth	6,045	3,186	89.7%	44,118	29,548	49.3%	<p>González-Soto - Closed starting 9/12/2022 - Phase 1 construction.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Merriweather - Open during 7-week renovation project starting 7/25/2022.</p>
Kenmore	25,273	13,935	81.4%	194,951	126,112	54.6%	
West Seneca	20,180	10,261	96.7%	154,390	101,561	52.0%	
Buffalo							
Coles	2,029	1,164	74.3%	11,819	9,861	19.9%	
Crane	1,209	0	#DIV/0!	51,939	27,412	89.5%	
Dudley	4,478	2,229	100.9%	33,114	19,695	68.1%	
East Clinton	2,741	1,291	112.3%	18,856	9,662	95.2%	
González-Soto	1,618	3,364	-51.9%	26,394	19,368	36.3%	
Merriweather	4,090	2,028	101.7%	27,853	19,721	41.2%	
North Park	11,398	4,243	168.6%	65,264	39,431	65.5%	
Panty	2,834	1,184	139.4%	14,957	11,218	33.3%	
Central	30,829	13,685	125.3%	215,929	127,311	69.6%	
BookmobileServices							
Library on Wheels	1,810	1,461	23.9%	17,220	9,481	81.6%	
Library2Go	951	See note.	See note.	4,448	See note.	See note.	
Institutions							
Correctional Facility	3,151	0	#DIV/0!	3,151	0	#DIV/0!	
Holding Center	9,917	0	#DIV/0!	13,504	0	#DIV/0!	
System							
Online Renewals	607	77,479	-99.2%	251,016	696,728	-64.0%	
Interlibrary Loans	1,026	1,148	-10.6%	9,953	9,429	5.6%	
eAudiobooks	47,586	39,328	21.0%	410,951	348,240	18.0%	
eVideos	655	104	529.8%	3,612	941	283.8%	
eBooks	75,182	71,647	4.9%	685,627	696,376	-1.5%	
eMusic	213	21,396	-99.0%	1,256	218,874	-99.4%	
eMagazines	6,350	See note.	See note.	27,275	See note.	See note.	
B&ECPL Totals	535,062	421,009	27.1%	4,439,828	3,922,811	13.2%	
Member Libraries	326,388	179,258	82.1%	2,545,690	1,659,063	53.4%	
Buffalo Branches	30,397	15,503	96.1%	250,196	156,368	60.0%	
Central Library	30,829	13,685	125.3%	215,929	127,311	69.6%	
Bookmobile Services	2,761	1,461	89.0%	21,668	9,481	128.5%	
Institutions	13,068	0	#DIV/0!	16,655	0	#DIV/0!	
System	131,619	211,102	-37.7%	1,389,690	1,970,588	-29.5%	


Library Visits

	September			Year to Date Totals			Footnotes
	2022	2021	% of	2022	2021	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	823	748	10.0%	7,741	7,389	4.8%	<p>Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Audubon - Closed 9/14/2022 and a partial day 9/15/2022 - Plumbing issues.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction. Crane also closed September 2021 due to construction.</p> <p>González-Soto - Closed starting 9/12/2022 - Phase 1 construction.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Merriweather - Open during 7-week renovation project starting 7/25/2022.</p>
<i>Amherst</i>							
Audubon	8,427	9,434	-10.7%	79,508	74,311	7.0%	
Clearfield	9,153	8,899	2.9%	87,563	74,744	17.2%	
Eggertsville-Snyder	4,429	4,331	2.3%	39,474	36,005	9.6%	
Williamsville	2,259	1,461	54.6%	17,182	12,354	39.1%	
Angola	2,456	2,099	17.0%	28,589	28,374	0.8%	
Aurora	4,678	4,113	13.7%	42,452	32,007	32.6%	
Boston	1,197	1,186	0.9%	10,434	10,129	3.0%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	7,575	7,111	6.5%	68,737	57,178	20.2%	
Reinstein Memorial	3,113	2,390	30.3%	27,880	19,672	41.7%	
Clarence	5,190	5,590	-7.2%	47,303	48,220	-1.9%	
Collins	1,919	1,228	56.3%	11,270	9,011	25.1%	
Concord	2,317	2,277	1.8%	22,587	18,377	22.9%	
Eden	1,182	1,653	-28.5%	11,864	11,165	6.3%	
Elma	3,020	2,581	17.0%	28,450	22,848	24.5%	
Grand Island Memorial	3,685	3,175	16.1%	34,017	27,262	24.8%	
<i>Hamburg</i>							
Hamburg	6,183	5,339	15.8%	57,286	44,633	28.3%	
Lake Shore	2,544	2,488	2.3%	25,184	19,683	27.9%	
Lackawanna	2,715	2,765	-1.8%	26,100	17,867	46.1%	
Lancaster	5,823	4,423	31.7%	56,284	37,853	48.7%	
Marilla	892	1,091	-18.2%	8,087	8,793	-8.0%	
Newstead	2,093	1,934	8.2%	21,431	18,786	14.1%	
North Collins	894	861	3.8%	8,762	7,751	13.0%	
Orchard Park	10,332	8,481	21.8%	89,868	66,883	34.4%	
City of Tonawanda	3,659	3,787	-3.4%	32,791	29,069	12.8%	
<i>Town of Tonawanda</i>							
Kenilworth	3,204	2,518	27.2%	25,177	24,949	0.9%	
Kenmore	7,489	6,959	7.6%	70,175	56,406	24.4%	
West Seneca	6,603	5,728	15.3%	68,908	58,172	18.5%	
<i>Buffalo</i>							
Coles	3,033	2,951	2.8%	18,896	22,574	-16.3%	
Crane	0	0	#DIV/0!	21,250	21,057	0.9%	
Dudley	2,232	2,402	-7.1%	22,713	20,628	10.1%	
East Clinton	1,320	976	35.2%	11,103	7,462	48.8%	
González-Soto	1,082	3,555	-69.6%	22,969	21,472	7.0%	
Merriweather	6,498	4,797	35.5%	60,256	34,795	73.2%	
North Park	5,318	4,388	21.2%	40,457	34,374	17.7%	
Panty	2,774	2,131	30.2%	17,871	16,962	5.4%	
<i>Central</i>	16,929	11,687	44.9%	140,098	85,391	64.1%	
<i>Bookmobile Services</i>							
Library on Wheels	585	719	-18.6%	10,087	4,905	105.6%	
Library2Go	227	See note.	See note.	2,201	See note.	See note.	
<i>Institutions</i>							
Correctional Facility	635	698	-9.0%	5,395	7,423	-27.3%	
Holding Center	647	272	137.9%	3,342	2,605	28.3%	
System	155,134	139,226	11.4%	1,431,742	1,159,539	23.5%	
Member Libraries	113,854	104,650	8.8%	1,055,104	879,891	19.9%	
Buffalo Branches	22,257	21,200	5.0%	215,515	179,324	20.2%	
Central Library	16,929	11,687	44.9%	140,098	85,391	64.1%	
Bookmobile	812	719	12.9%	12,288	4,905	150.5%	
Institutions	1,282	970	32.2%	8,737	10,028	-12.9%	

Registered Public Access Computer Sessions

Session Counts Per Outlet

	September			Year to Date Totals			Footnotes
	2022	2021	% of	2022	2021	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	57	66	-13.6%	542	561	-3.4%	<p>Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Audubon - Closed 9/14/2022 and a partial day 9/15/2022 - Plumbing issues.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction. Crane also closed September 2021 due to construction.</p> <p>González-Soto - Closed starting 9/12/2022 - Phase 1 construction.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Merriweather - Open during 7-week renovation project starting 7/25/2022.</p>
<i>Amherst</i>							
Audubon	917	1,057	-13.2%	8,409	8,754	-3.9%	
Clearfield	813	646	25.9%	6,502	5,157	26.1%	
Eggertsville-Snyder	494	462	6.9%	4,056	3,863	5.0%	
Williamsville	205	119	72.3%	1,400	982	42.6%	
Angola	182	133	36.8%	1,569	1,187	32.2%	
Aurora	412	297	38.7%	3,039	2,220	36.9%	
Boston	65	77	-15.6%	615	636	-3.3%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,286	1,211	6.2%	11,698	9,159	27.7%	
Reinstein Memorial	769	539	42.7%	6,458	4,232	52.6%	
Clarence	466	397	17.4%	3,655	3,822	-4.4%	
Collins	138	92	50.0%	879	979	-10.2%	
Concord	183	239	-23.4%	1,717	1,776	-3.3%	
Eden	98	96	2.1%	917	891	2.9%	
Elma	123	159	-22.6%	1,600	1,444	10.8%	
Grand Island Memorial	256	244	4.9%	2,266	1,758	28.9%	
<i>Hamburg</i>							
Hamburg	786	761	3.3%	7,657	6,309	21.4%	
Lake Shore	229	197	16.2%	2,040	1,505	35.5%	
Lackawanna	453	382	18.6%	3,899	3,105	25.6%	
Lancaster	626	573	9.2%	5,835	5,387	8.3%	
Marilla	34	43	-20.9%	290	400	-27.5%	
Newstead	183	143	28.0%	1,431	1,416	1.1%	
North Collins	105	87	20.7%	943	1,069	-11.8%	
Orchard Park	622	541	15.0%	5,116	4,072	25.6%	
City of Tonawanda	647	554	16.8%	5,231	3,898	34.2%	
<i>Town of Tonawanda</i>							
Kenilworth	391	397	-1.5%	3,540	3,031	16.8%	
Kenmore	1,346	1,192	12.9%	11,887	8,536	39.3%	
West Seneca	1,013	997	1.6%	9,231	8,511	8.5%	
<i>Buffalo</i>							
Coles	902	881	2.4%	5,961	7,159	-16.7%	
Crane	0	0	#DIV/0!	3,273	2,700	21.2%	
Dudley	429	561	-23.5%	4,809	4,181	15.0%	
East Clinton	266	231	15.2%	2,543	1,774	43.3%	
González-Soto	219	923	-76.3%	4,890	5,859	-16.5%	
Merriweather	1,316	1,317	-0.1%	11,899	10,066	18.2%	
North Park	1,165	970	20.1%	8,489	7,548	12.5%	
Panty	477	407	17.2%	3,421	3,195	7.1%	
<i>Central</i>	6,634	4,353	52.4%	51,176	34,050	50.3%	
<i>Bookmobile Services</i>							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library2Go	0	See note.	See note.	0	See note.	See note.	
System	24,307	21,344	13.9%	208,883	171,192	22.0%	
Member Libraries	12,899	11,701	10.2%	112,422	94,660	18.8%	
Buffalo Branches	4,774	5,290	-9.8%	45,285	42,482	6.6%	
Central Library	6,634	4,353	52.4%	51,176	34,050	50.3%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

WiFi							
Total Logins							
	September			Year to Date Totals			
	2022	2021	% of	2022	2021	% of	
Library	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	Footnotes
Alden (Ewell Free)	508	432	17.6%	3,924	3,218	21.9%	
Amherst							
Audubon	2,096	2,688	-22.0%	18,355	19,109	-3.9%	
Clearfield	2,038	1,705	19.5%	19,342	16,082	20.3%	
Eggertsville-Snyder	978	999	-2.1%	9,065	8,129	11.5%	
Williamsville	371	1,213	-69.4%	11,075	12,159	-8.9%	
Angola	205	197	4.1%	1,862	1,487	25.2%	
Aurora	2,175	1,777	22.4%	18,670	14,002	33.3%	
Boston	167	143	16.8%	1,538	1,297	18.6%	
Cheektowaga							
Julia Boyer Reinstein	1,079	926	16.5%	10,070	6,900	45.9%	
Reinstein Memorial	631	623	1.3%	5,871	5,574	5.3%	
Clarence	982	1,112	-11.7%	9,463	9,459	0.0%	
Collins	272	193	40.9%	2,078	1,837	13.1%	
Concord	509	597	-14.7%	4,757	4,197	13.3%	
Eden	171	175	-2.3%	1,907	1,589	20.0%	
Elma	319	209	52.6%	2,859	2,292	24.7%	
Grand Island Memorial	681	771	-11.7%	6,067	6,890	-11.9%	
Hamburg							
Hamburg	1,678	1,737	-3.4%	15,282	13,943	9.6%	
Lake Shore	365	374	-2.4%	3,583	3,442	4.1%	
Lackawanna	450	395	13.9%	3,728	2,618	42.4%	
Lancaster	1,568	1,149	36.5%	14,071	11,578	21.5%	
Marilla	82	83	-1.2%	796	860	-7.4%	
Newstead	308	491	-37.3%	3,396	4,792	-29.1%	
North Collins	374	313	19.5%	3,176	2,464	28.9%	
Orchard Park	1,614	1,361	18.6%	14,155	9,570	47.9%	
City of Tonawanda	925	767	20.6%	5,561	5,932	-6.3%	
Town of Tonawanda							
Kenilworth	547	390	40.3%	4,040	2,989	35.2%	
Kenmore	1,952	1,666	17.2%	17,414	12,996	34.0%	
West Seneca	1,826	1,599	14.2%	16,167	13,946	15.9%	
Buffalo							
Coles	983	726	35.4%	6,908	5,361	28.9%	
Crane	19	78	-75.6%	3,351	3,563	-6.0%	
Dudley	1,985	1,927	3.0%	12,558	14,677	-14.4%	
East Clinton	745	443	68.2%	6,132	3,619	69.4%	
González-Soto	2,373	2,204	7.7%	18,618	14,142	31.7%	
Merriweather	1,097	786	39.6%	9,778	6,223	57.1%	
North Park	1,226	827	48.2%	9,202	6,982	31.8%	
Panty	1,320	1,113	18.6%	10,246	8,522	20.2%	
Central	15,543	11,177	39.1%	123,757	82,507	50.0%	
Bookmobile Services							
Library on Wheels	80	93	-14.0%	493	479	2.9%	
Library2Go	0	See note.	See note.	0	See note.	See note.	
System	50,242	43,459	15.6%	429,315	345,426	24.3%	
Member Libraries	24,871	24,085	3.3%	228,272	199,351	14.5%	
Buffalo Branches	9,748	8,104	20.3%	76,793	63,089	21.7%	
Central Library	15,543	11,177	39.1%	123,757	82,507	50.0%	
Bookmobile Services	80	93	-14.0%	493	479	2.9%	

Lancaster Financial Montly Report 2022
September

Account	Deposits	Disbursements	Interest	Sub-Total	Balance
M & T Checking					
Beginning Balance					\$5,294.93
Fines/ print revenue	\$448.93				
Kara Stock: Mileage (#24986)		-\$11.81			
John Benzee: Mileage (#24987)		-\$4.00			
Ending Balance	\$448.93	-\$15.81		\$433.12	\$5,728.05
Bank on Buffalo					
Beginning Balance					\$58,572.82
AmazonSmile donation	\$36.00				
Elks grant	\$4,000.00				
Donna: Purchase of leftover wine from gala	\$25.00				
Copier	\$83.00				
Headphones 5 @ \$3	\$15.00				
Book sale	\$181.00				
Amazon: Door counter (Debit)		-\$172.69			
Amazon: Pumpkin contest prizes (Debit)		-\$109.30			
PopShop Displays: Clear acrylic display box (Debit)		-\$116.25			
Fun Express: Halloween party supplies (Debit)		-\$285.77			
Donna Baia: 9/26 program (#483)		-\$50.00			
Mason Winfield: 9/28 program (#484)		-\$200.00			
Bank charge to cancel Sprouts, NY LLC lost check #482 (\$75)		-\$28.00			
Sprouts, NY LLC: Re-issue for 9/19 program (#485)		-\$75.00			
Sprouts, NY LLC: 10/3 program (#486)		-\$75.00			
Judy Hartke: 10/5 program (#487)		-\$150.00			
Buffalo Museum of Science: 10/10 program (#488)		-\$411.20			
Ending Balance	\$4,340.00	-\$1,673.21		\$2,666.79	\$61,239.61
Bank on Buffalo CDs	Amount	Maturity	Interest Rate	Interest	Total
Bank on Buffalo CD 040	\$21,535.19	12M 6/28/23	0.11%	\$6.04	\$21,541.23
Bank on Buffalo CD 043	\$12,020.49	36M 7/27/23	0.61%	\$0.00	\$12,020.49
Bank on Buffalo CD 045	\$28,167.34	12M 1/24/23	0.11%	\$0.00	\$28,167.34
Bank on Buffalo CD 046	\$24,640.45	12M 5/24/23	0.11%	\$0.00	\$24,640.45
Bank on Buffalo CD 028	\$11,721.87	36M 10/27/24	0.19%	\$0.00	\$11,721.87
Bank on Buffalo CD 178	\$20,629.98	12M 8/03/23	0.11%	\$0.00	\$20,629.98
Bank on Buffalo CD 1283	\$10,573.93	18M 4/01/24	2.05%	\$2.90	\$10,576.83
Bank on Buffalo CD 2355	\$22,023.17	36M 5/29/23	0.11%	\$0.00	\$22,023.17
Bank on Buffalo CD 7632	\$20,072.62	12M 10/9/22	0.11%	\$0.00	\$20,072.62
CD Balance				\$8.94	\$171,393.98
Total Balance					\$238,361.64

Petty Cash September 2022

Date	Item	Deposit	Withdrawl	Balance
				\$129.55
13-Sep	John- Rite Aid- 2 batteries for door counter		-\$16.58	\$112.97
19-Sep	John- Live Monarch- milkweed seeds for seed library		-\$5.00	\$107.97
22-Sep	Josh- Hector's Hardware- drill bit		-\$14.95	\$93.02
26-Sep	Meagan- Joe's Farm Market- 50 pumpkins for decorating contest		-\$50.00	\$43.02
28-Sep	Josh- Tops- 5 gal water bottle exchange		-\$6.99	\$36.03
28-Sep	Kara- Dollar General- DIY cleaning program supplies		-\$23.70	\$12.33
	Balance	\$0.00	-\$117.22	\$12.33

Contract Library "System Paid" Budget Analysis

Lancaster Public Library

As of 7/31/2022

	"System Paid" Budget*	Jan - Mar 2022	April	May	June	July	Actual 2022 Expenses	2022 Year End Projection	Projected Year End Surplus/(Shortfall)
Salaries & Wages, Full Time									
Salaries & Wages, Full Time	212,076.00	52,203.02	17,129.11	17,944.75	17,944.74	17,129.10	122,350.72	213,216.40	(1,140.40)
Other Payments	3,892.00	300.00					300.00	300.00	3,592.00
Overtime		2,267.20	518.77	941.46	69.09	671.26	4,467.78	6,385.60	(6,385.60)
Total Salaries & Wages, Full Time	215,968.00	54,770.22	17,647.88	18,886.21	18,013.83	17,800.36	127,118.50	219,902.00	(3,934.00)
Wages, Regular Part-Time		0.00					0.00		0.00
Wages, Part Time	110,656.00	22,561.22	7,069.46	9,105.37	8,068.75	8,505.99	55,310.79	95,900.86	14,755.14
Savings Goal	(5,243.00)								(5,243.00)
Employer FICA Total	24,984.00	5,860.68	1,881.37	2,122.36	1,978.27	1,975.64	13,818.32	24,046.53	937.47
Employee Health Insurance	18,720.00	5,064.80	1,541.68	1,512.83	1,473.87	1,428.12	11,021.30	19,290.15	(570.15)
Dental Plan	636.00	146.78	46.30	44.42	57.44	41.24	336.18	585.28	50.72
Health Insurance Waiver	804.00	201.00	67.00	67.00	67.00	67.00	469.00	804.00	0.00
NYS Retirement	28,613.00	8,131.93	3,977.04	2,687.09	2,628.18	2,242.71	19,666.95	28,443.77	169.23
Disability	0.00	0.00					0.00		0.00
Natural Gas (NFG)	5,661.00	2,994.99	579.43	242.27	55.00	27.74	3,899.43	5,093.07	567.93
Electricity	21,283.00	7,996.98	1,585.32	1,332.05	1,148.73	1,782.25	13,845.33	19,792.19	1,490.81
Bottom Line Total	422,082.00	107,728.60	34,395.48	35,999.60	33,491.07	33,871.05	245,485.80	413,857.85	8,224.15

Notes:

System Paid Budget per Res. 2022-12

Important change to your Prime membership

Amazon.com <store-news@amazon.com>

Fri 2/18/2022 12:35 PM

To: LNC <Inc@buffalolib.org>;

CAUTION: This email originated from outside of the Library. Attachment and links **may not be safe!**

Amazon Prime



Dear Prime Member,

Thank you for being a valued member of Amazon Prime. We are writing to you about an upcoming change to your membership.

As of February 18, 2022, the price of the monthly Prime membership has increased from \$12.99 to \$14.99, and the price of the annual Prime membership has increased from \$119 to \$139. The new prices, plus applicable taxes, will apply after March 25, 2022, on the date of your next renewal.

We continue to invest in making Prime even more valuable for members. Since the last price change in 2018, we have added more product selection available with fast, free, unlimited Prime shipping, and we expanded Free Same-Day Delivery from 48 to more than 90 U.S. metropolitan areas. In addition, Prime Video has tripled the number of Amazon Original series and movies; and this September, Prime Video will release the highly anticipated *The Lord of the Rings: The Rings of Power* and become the exclusive home of NFL's *Thursday Night Football*. This is all on top of billions of dollars in Prime Day savings over the years; the addition of new program benefits like prescription savings and fast, free delivery from Amazon Pharmacy; and the continued expansion of Amazon Music for Prime members, Prime Reading, and Prime Gaming.

No further action is required. You may manage your Prime membership anytime by visiting Your Account.

Sincerely,
Your Amazon Prime Team



This email was sent from a notification-only email address that cannot accept incoming email. Please do not reply to this message.

© 2022 Amazon.com, Inc. or its affiliates. All rights reserved. Amazon, Amazon.com, Prime, 1-Click, the smile logo and all other related logos are trademarks of Amazon.com, Inc. or its affiliates. Reference: 624236090

Amazon.com, 410 Terry Avenue North, Seattle, WA 98109-5210.

Please note that this message was sent to the following e-mail address: Inc@buffalolib.org

Craft budget 2022				
DATE	VENDOR	PURPOSE	CHECK #	AMOUNT
1/4/2022	Fun Express	Winter crafts	437	\$352.86
1/19/2022	Oriental Trading	Spring- summer crafts	Debit	\$523.44
1/27/2022	Michaels	Construction paper	Debit	\$71.70
1/27/2022	Amazon	Paper bags and googly eyes	Debit	\$42.96
2/9/2022	Michaels	Vinyl sticker sheets	Debit	\$51.80
3/16/2022	Michaels	Construction paper	Debit	\$64.45
3/16/2022	Amazon	Paper bags, cups, and googly eyes	Debit	\$117.40
4/6/2022	Oriental Trading	Summer crafts	Debit	\$314.35
4/6/2022	Amazon	Paper bags and paper plates	Debit	\$100.44
5/25/2022	Amazon	Ellison die cut- fish	Debit	\$15.71
6/16/2022	Amazon	Paper bags and googly eyes	Debit	\$99.92
7/6/2022	Oriental Trading	Fall crafts	Debit	\$638.80
7/6/2022	Amazon	Craft supplies	Debit	\$74.97
7/21/2022	Amazon	Paper bags	Debit	\$73.98
8/26/2022	Oriental Trading	Halloween party crafts	Debit	\$460.46
Total				\$3,003.24
Left over:				<u>\$ 4,389.05</u>

Income	
DATE	ISSUED AMOUNT
2021 Elks left over	\$892.29
2022 Board Budget	\$2,000.00
Elks grant Feb. 2022	\$500.00
Elks grant Sept. 2022	\$4,000.00
Total Budget:	\$7,392.29

DIANE M. TERRANOVA, TOWN CLERK
TOWN OF LANCASTER
21 CENTRAL AVE.
LANCASTER, N.Y. 14086
AREA CODE 1-716 683-9028

September 23, 2022

Ace Sealing Company, Inc.
16 Birchwood Common
Lancaster, New York 14086

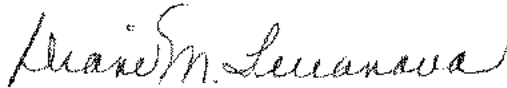
Gentleman:

Enclosed is a copy of a resolution adopted by the Town Board of the Town of Lancaster on September 20, 2022.

This resolution accepts and authorizes the Supervisor to execute the proposal for the sealing and re-stripping of the Lancaster Library's parking lot project, located at 5466 Broadway in accordance with the quote dated August 12, 2022 (Estimate # 272) for an amount not to exceed \$3,815.00.

Sincerely yours,

OFFICE OF THE TOWN CLERK



Diane M. Terranova,
Town Clerk

DMT/dm

Encl.

cc: T. Fowler, Town Attorney
M. Barbaro, Deputy Highway Superintendent
K. Stock, Lancaster Library ✓

COPY

COPY

THE FOLLOWING RESOLUTION WAS OFFERED
BY COUNCIL MEMBER LEARY, WHO
MOVED ITS ADOPTION, SECONDED BY
COUNCIL MEMBER BURKARD, TO WIT:

WHEREAS, Michelle Barbaro, Deputy Highway Superintendent for the Town of Lancaster, has notified the Town Board that the parking lot at the Lancaster Library, located at 5466 Broadway in the Town of Lancaster, is in need of being sealed and re-stripped, and

WHEREAS, the Deputy Highway Superintendent solicited proposals for this project in accordance with the Town's Procurement Policy and received two (2) responses back, and

WHEREAS, by letter dated September 13, 2022, the Deputy Highway Superintendent, has recommended that the Town of Lancaster award the project for sealing and re-stripping the Lancaster Library's parking lot to Ace Sealing Company, Inc., in the amount of \$3,815.00, per their quote dated August 12, 2022 (Estimate # 272), and

WHEREAS, funding for the parking lot improvement is available from the Library Resurfacing Materials Budget (Line Item 01-7410-0433) and the Buildings Resurfacing Materials Budget (Line Item 01.1620-0433).

NOW, THEREFORE,

BE IT RESOLVED, that the Town Board of the Town of Lancaster hereby accepts and authorizes the Supervisor to execute the proposal for the sealing and re-stripping of the Lancaster Library's parking lot project, located at 5466 Broadway from Ace Sealing Company, Inc., 16 Birchwood Common, Lancaster, New York in accordance with their quote dated August 12, 2022 (Estimate # 272) for an amount not to exceed \$3,815.00, to be paid for with funds available available from the Library Resurfacing Materials Budget (Line Item 01-7410-0433) and the Buildings Resurfacing Materials Budget (Line Item 01.1620-0433).

The question of the adoption of the foregoing resolution was duly put to a vote on roll call which resulted as follows:

COUNCIL MEMBER BURKARD	VOTED YES
COUNCIL MEMBER DICKMAN	VOTED YES
COUNCIL MEMBER LEARY	VOTED YES
COUNCIL MEMBER MAZUR	WAS ABSENT
SUPERVISOR RUFFINO	VOTED YES

September 20, 2022



LANCASTER PUBLIC LIBRARY

CLAIMS AUDIT POLICY ESTABLISHMENT AND FUNCTIONS OF CLAIMS AUDITOR

The Lancaster Public Library Board of Trustees is responsible for establishing an adequate system of internal controls over processing claims to ensure taxpayer moneys are safeguarded.

The Board of Trustees may, by resolution, establish the position of a Claims Auditor. The Board may appoint the Claims Auditor at its annual Organizational Meeting or whenever the appointment becomes necessary. The Claims Auditor shall hold the position subject to the pleasure of the Board and report directly to the Board on the results of audits of claims approved and released for payment. The Claims Auditor may be required to work with the Treasurer for administrative matters such as work time, attendance and the creation of reports for the Board. The Board of Trustees shall review this claims audit policy as necessary, and it shall have the power to amend this policy at any time.

Qualifications

The Claims Auditor must have the necessary knowledge and skills to effectively audit claims. The Claims Auditor is a voluntary appointment and will not receive compensation. The Claims Auditor is not required to be a resident of the Library's service area.

No person shall be eligible for appointment to the position of Claims Auditor who shall be:

- A member of the Board who has any involvement in the library's accounting, procurement and/or check signing.
- An employee or volunteer responsible for procurement or accounting.
- The individual or entity responsible for the internal audit function (the Internal Auditor).
- The External (Independent) Auditor responsible for the external audit of the financial statements.
- A close or immediate family member of an employee, officer, or contractor providing services to the library. A "close family member" is defined as a parent, sibling or nondependent child; an "immediate family member" is a spouse, spouse equivalent, or dependent (whether or not related).
- An individual with an interest in any other contracts of the library and/or who provides any goods or services to the library.

Duties

The Claims Auditor shall certify that claims against the Library listed on the warrant were audited and payment is authorized. The Claims auditor shall:

1. Examine all claims to determine they are valid claims against the library.
2. Inspect receipts/packing slips to ensure goods or services were received by the library and that an appropriate staff member has confirmed receipt of goods and services.
3. Meet such other requirements as may be established by the Regulations of the Commissioner of Education and/or the Comptroller of the State of New York.

Only claims certified by the Claims Auditor pursuant to this policy shall be paid unless exempt by NYS law.

Review of Claims

Claims for payment must be accompanied by the following:

- Purchase orders or order forms listing goods purchased.
- Receipts and/or packing slips verifying underlying goods or services have been received.
- A sequentially numbered claim form initialed by appropriate staff member verifying goods or services have been received.

All claims submitted for approval will be summarized on an abstract of claims presented with above documentation, to the Board, or its appointed claims auditor, for audit.

Payments Not Requiring Pre-Audit

- Fixed salaries of officers or employees regularly engaged at agreed- upon wages by the hour, day, week, month, year, or other authorized period, including any payroll withholdings.
- Principal or interest payments on debt.
- Payments made pursuant to a court order.
- Amounts due upon lawful contracts for periods exceeding one year.
- Retirement contributions by a participating employer in the New York State and Local Retirement System as billed by the State Comptroller.

These types of payments should not be included on the abstract of audited claims.

Payments Allowed in Advance of Audit

- The Board of Trustees may, by resolution, authorize payment in advance for public utility services, postage, freight, and express charges.
- Payments discharged from petty cash.

Approval of Claims

Upon completing the review of claims, the Claims Auditor may approve said claims for payment. At its regular monthly meeting or special meeting, the Board shall review the payment of claims approved and paid pursuant to the signed recommendation of its Claims Auditor. All claims, including supporting documentation and the abstract, approved by the Claims Auditor will be available for Board inspection at each meeting.

Absence of Claims Auditor

The Board of Trustees will audit all claims in the event that the Claims Auditor position is vacant or unavailable. Such audit by the Board will be completed at a regular bi-monthly meeting or special meeting.

Approved: February 21, 2019



Trustee Education Policy

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

I. STATEMENT OF POLICY

The Buffalo & Erie County Public Library System (B&ECPL System) recognizes the responsibility of its library trustees to participate in a minimum of two hours of trustee education annually. The B&ECPL shall abide by Title I, Article 5, Part 2, section 260-d of the New York State Education Law. This policy shall serve to establish a written policy and procedures related to trustee education and to demonstrate compliance with Section 260-d and applicable guidance of the New York State Education Department.

II. APPLICABILITY

This policy shall apply to all boards of trustees (library trustees), both public and association libraries, within the B&ECPL System.

III. REQUIREMENTS

A. Training

1. Beginning January 1, 2023, all library trustees shall be required to complete a minimum of two hours of trustee education annually on the financial oversight, accountability, fiduciary responsibilities or the general powers and duties of a library trustee.
2. Trustees may participate in trustee education online or in person.
3. Trustee education may include webinars, lectures, workshops, regional or national library association programs or any other format approved by the New York State Education Department, including those presented by the B&ECPL System.

B. Compliance

1. Each library trustee shall demonstrate compliance with the requirements of this section by filing with the president of their board of trustees evidence of completion of trustee education from an approved provider.

2. Such evidence shall include one of the following:
 - a. a certificate of completion issued by an approved provider; or
 - b. a signed self-assurance of completion form which shall be made available to library trustees from the B&ECPL System.
3. Each president of the board of trustees shall be responsible for ensuring compliance by all trustees on their board.
4. Failure to comply with the requirements of this section shall be deemed neglect of duty, and the noncompliant trustee may be subject to removal at the discretion of the board and in accordance with the library's bylaws.

Adopted September 15, 2022 per Res. 2022-37.



MEMORANDUM

TO: All Staff
FROM: Judy Fachko, Assistant Deputy Director - Human Resources
SUBJECT: 2023 Holidays
DATE: October 3, 2022

According to applicable collective bargaining agreements and benefit packages, the following is a list of the year 2023 holidays, including the date on which they fall or the date B&ECPL observes them.

HOLIDAY	DATE	DAY
New Year's Day (observed)*	January 2, 2023	Monday
Martin Luther King, Jr. Day	January 16, 2023	Monday
Presidents' Day	February 20, 2023	Monday
Good Friday	April 7, 2023	Friday
Memorial Day	May 29, 2023	Monday
Juneteenth Independence Day	June 19, 2023	Monday
Independence Day	July 4, 2023	Tuesday
Labor Day	September 4, 2023	Monday
Veterans Day (observed)**	November 10, 2023	Friday
Thanksgiving Day	November 23, 2023	Thursday
Christmas Day***	December 25, 2023	Monday

*The Central Library and Buffalo branch libraries will open at 8 a.m. and close at 4:00 p.m. on New Year's Eve, Saturday 12/31/2022 and will be closed on New Year's Day, Sunday 1/1/2023.

**The Central Library and Buffalo branch libraries will be open Saturday 11/11/2023.

***The Central Library and Buffalo branch libraries will be closed on Christmas Eve, Sunday, 12/24/2023 and will be closed on Christmas Day, Monday 12/25/2023.

****The Central Library and Buffalo branch libraries will be closed New Year's Eve, Sunday, 12/31/2023.

Contact Human Resources at 858-6103 should you have any questions or concerns.

Sustainable Libraries Initiative

<https://sustainablelibrariesinitiative.org/>

The Sustainable Libraries Initiative (SLI) provides library leaders with a proven path forward to co-create libraries and communities that will thrive in the coming years.

In 2014, the governing body of the New York Library Association (NYLA), Council, passed the Resolution on the Importance of Sustainable Libraries, acknowledging the critical role libraries can play in larger community conversations about resiliency, climate change, and forging a sustainable future. Through this resolution NYLA Council enthusiastically encourages activities by its membership to be proactive in their application of sustainable thinking in the areas of their facilities, operations, policy, technology, programming, and partnerships.

The ALA, NYLA and SLI have all adopted the Triple Bottom Line definition of sustainability. This consists of practices that are environmentally sound, economically feasible, and socially equitable.

The Sustainable Libraries Initiative's Sustainable Libraries Certification Program (SLCP) provides library leaders with a tested, structured path forward to increase your library's commitment to environmental stewardship, economic feasibility, and social equity. A typical time frame is 18-24 months to complete the certification. Once you have enrolled and paid for the certification program, there is no deadline. You have as long as is needed to get certified.

Throughout the process you will find links to resources, examples, and inspiration to help you decide how to proceed at your library. You will have a "mentor," someone who has gone through this program already or helped to design it, who can guide you along the way.

A final presentation is required to both help summarize the work you did for the evaluation team as well as to assist you in spreading the word locally about all you've accomplished through the program.

Membership in the Sustainable Library Initiative provides you or your library with access to our Member's Only Resources and free or reduced rates for our webinars. Membership is a great way to gain more knowledge about the roles libraries can play in providing leadership on sustainable practices in their communities.

Enrollment in the SLCP includes:

- One-on-one assistance from your mentor
- Monthly online support meetings to connect with your peers and the mentors
- Resources to expand your understanding of issues addressed through the program and enhance your ability to implement effective policies, procedures, and programs
- Exclusive access to sample policies, templates, and continuing education opportunities

Pricing for the Sustainable Libraries Initiative is based on a library's budget. Membership is paid annually for participation in the Sustainable Libraries Initiative. The Sustainable Libraries Certification Program is optional and requires a one-time fee at the time of enrollment.

Library by Budget 501K-749K = Annual Membership \$75

Certification = \$350

Your certification fee also pays for one year of membership. After that first year, we ask that you continue to pay the modest annual membership fee.

There are currently 52 member libraries in New York State, eleven are certified. Patterson Library in Westfield, NY is only library in WNY with a membership at this time.



112 E. South Street, PO Box 0964
Tremont, IL 61568-0964
TEL [800] 548-7204
FAX [800] 320-7706
www.thelibrarystore.com

QUOTE: 6040730

Customer Number: 44865
Issue Date: 9/21/2022
Expiration Date: 11/21/2022

Ship To:

Kara Stock
Lancaster Public Library
5466 Broadway St
Lancaster, NY 14086-2133
(716) 683-1120 x

Bill To:

Inc@buffalolib.org
(Thank you for helping us conserve paper!)

Qty	Item	Item Description	Retail Price	Your Price	Ext Price
7	66-06422-WHITE	One Piece Wire Easel - 6 in.H x 5-1/2 in.W, White, 12/Pkg	\$112.56	\$58.02	\$406.14
7	66-06421-WHITE	One Piece Wire Easel - 4 in.H x 3-1/2 in.W, White, 12/Pkg	\$74.09	\$38.19	\$267.33

**You Saved
\$633.08!**

Sub-Total: \$673.47
Tax: \$0.00
Shipping: \$30.60

Quote Total (USD): \$704.07

Comments:

- Pricing valid for listed items and quantities only
- Shipping charges are subject to change after 30 days
- To ensure you receive your quoted prices, quote number 6040730 must be referenced at the time of purchase
- *Please note: While we will strive to hold pricing where possible, due to current economic conditions, product and shipping costs are changing rapidly and we may be forced to revise your quote prior to expiration.**

Prepared By: Justin Riley

E-Mail: justinr@thelibrarystore.com

Phone: 800-548-7204 x7582

Quote Request #QN10506866

Billing Address

Kara Stock
Lancaster Public Library
5466 BROADWAY ST
LANCASTER, NY 14086
US
Phone: 7166831120
Email: Inc@buffalolib.org

Shipping Address

Kara Stock
5466 BROADWAY ST
LANCASTER, NY 14086

Delivery Info


Standard (5 - 8 Business Days)

Orders ship after production time noted below

Payment

P.O. Number: 2231173EIN3C
Amount: \$83.89

Quote Summary

ITEM	PERSONALIZATION	PRODUCTION TIME	UNIT PRICE	QTY	LINE TOTAL
	We Appreciate You! Snowflake Roll-Up Eco Blanket With Holiday Gift Card ITEM VP-9827	No Personalization	Ready to ship in 4 business days	\$10.99 6	\$65.94 (Saved \$7.20)

MERCHANDISE:	\$65.94
FEES TOTAL:	\$0.00
SHIPPING TOTAL:	\$17.95
TAX:	\$0.00
QUOTE TOTAL:	\$83.89

Amazon Requests

QTY.	Description	Website	Price
1	Dot Stickers - 2100 pack	https://amzn.to/3SaPjck	\$14.99
1	20 Pcs Metallic Magnets	https://amzn.to/3LEw4Wv	\$8.99
1	2023 Calendar	https://amzn.to/3StgDml	\$11.99
1	Themed Light Filters, 3 pack	https://amzn.to/3BSUyH1	\$32.99
			\$68.96



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

Inv # 22050

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

Date: September 28, 2022

ITEM

UNIT COST

EXTENSION

PVT Library Material
per attached list

2,489.38

BALANCE DUE:

\$ 2,489.38

**Make check payable to: "BUFFALO & ERIE COUNTY PUBLIC LIBRARY" and
mail to the attention of Tracy Palicki, Business Office**

Order ID	Line #	Invoice	Amount Paid	Library	
389772		389772	2030.11	LNC	
396558		396558	49.49	LNC	
398270		398270	51.29	LNC	
PO-54265	2	60105954	\$14.49	LNC	
PO-54265	5	60105954	\$14.49	LNC	
PO-54265	6	60105954	\$12.75	LNC	
PO-54265	7	60105954	\$14.49	LNC	
PO-54265	19	60105954	\$14.49	LNC	
PO-54265	20	60105954	\$12.75	LNC	
PO-54265	21	60105954	\$14.49	LNC	
PO-54265	22	60105954	\$14.49	LNC	
PO-54265	23	60105954	\$14.49	LNC	
PO-54265	24	60105954	\$14.49	LNC	
PO-54265	25	60105954	\$16.23	LNC	
PO-54265	26	60105954	\$17.39	LNC	
PO-54265	27	60105954	\$12.75	LNC	
PO-54265	28	60105954	\$17.39	LNC	
PO-54265	29	60105954	\$14.49	LNC	
PO-54265	14	60107638	\$14.49	LNC	
PO-54269	1	60107639	\$15.63	LNC	
PO-54265	17	60108762	\$12.75	LNC	
PO-54265	8	60109508	\$14.49	LNC	
PO-54265	15	60113218	\$14.49	LNC	
PO-54265	12	60114588	\$14.49	LNC	
PO-54265	18	60119935	\$11.59	LNC	
PO-54265	3	67492178	\$15.65	LNC	
PO-54265	4	67492178	\$15.07	LNC	
PO-53778	10	H61511900	\$10.17	LNC	2489.38