

**Lancaster Public Library  
Board of Trustees  
Proposed Meeting Agenda  
Thursday, November 10, 2022  
4:15PM**

- 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 October 13, 2022
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
  - A. October Report
  - B. Audit Report
  - C. Program Projection Quarterly Report
  - D. Mileage Reimbursement
- VIII. Old Business
  - A. Building Maintenance Update
    - 1. Staff Room Renovation
    - 2. Elevator
    - 3. Air conditioning/furnace – Community Room
    - 4. Parking Lot Sealing
  - B. Webinar on Parliamentary Procedure
- IX. New Business
  - A. Holiday Party for staff, volunteers and Friends
  - B. Nomination of Officers for 2023
  - C. New Meeting Time – VOTE
  - D. Rules of Conduct Policy
  - E. Advocacy Meetings: Gallivan and Wallace
  - F. Winter Raffle Prizes - \$245.81
  - G. Winter Reading Log Prizes - \$451.80
  - H. 2023 Program Budget Request - \$8,000
- X. Adjournment

**Next Meeting: THURSDAY, DECEMBER 8, 2022 – 4:15PM**

Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
Thursday, October 13, 2022

- I. Roll Call - S. Jacobs, J. Yarborough, K. Wind, K. Graber, G. Howell, B. Tamol, K. Stock (Library Director), D. Stempniak (Friends liaison).
- II. The meeting was called to order at 4:04 p.m.
- III. The agenda was approved as submitted. MSP - Howell, Yarborough. Vote - unanimous
- IV. The September meeting minutes were reviewed and approved. MSP - Tamol, Graber. Vote - unanimous
- V. Kara informed the board that outreach to the community involved a booth visited by 216 residents at the Como Park Fall Fest booth. A new bicycle pump has been installed in the parking lot. Eighty five (85) new library cards were distributed.
- VI. The Book Fair sponsored by the Ladies Civic Club is this upcoming weekend.
- VII. Monthly Financial Reports
  - A. The September report was reviewed and approved. MSP - Graber, Yarborough. Vote - unanimous.
  - B. CD's #1283 and #7632 have been renewed for 18 months @ 2.05%
  - C. Petty Cash was replenished in the amount of \$200. MSP - Graber, Yarborough. Vote - unanimous
  - D. The board was given a copy of the System Paid Analysis Quarterly Report.
  - E. The board approved the expenditure of \$139 for the renewal of Amazon Prime Membership. MSP - Yarborough, Howell. Vote - unanimous
  - F. The board was provided with a copy of the Quarterly Craft Budget.
- VIII. Old Business
  - A. The staff room renovation has gone out for bid.
  - B. Waiting for the elevator controller parts. Work to be completed upon receiving the Parts.
  - C. Waiting for parts for ac/furnace. Work to be completed upon receiving the parts.
  - D. The sidewalk is completed, parking lot to be completed upon receiving permit.
- IX. New Business
  - A. Motion to donate \$250 in memory of Richard Earne to the Grand Island Library. MSP - Jacobs, Graber
  - B. The Claim Audit Policy was amended and adopted. MSP - Yarborough, Wind. Vote - unanimous
  - C. Trustee Education Policy - Starting 01/01/2023 each trustee will be required to Have 2 hours of continued learning annually.
  - D. Webinar on Parliamentary Procedure is on 10/27/2022.
  - E. Motion to participate in the Erie County NARCAN program, parts 1 and 2. Part 1 is wall units containing free narcan (supplied by Erie County), Part 2 is to train staff how to administer narcan. MSP - Graber, Yarborough. Vote - unanimous

- F. A copy of the 2023 Holiday schedule was submitted to the board for approval.  
MSP - Howell, Yarborough. Vote - unanimous
- G. The board approved \$350 for certification by the Sustainable Libraries Initiative.  
MSP - Yarborough, Jacobs. Vote - unanimous
- H. The board approved the expenditure of \$704.07 for 14 (12 packs) of wire easels.  
MSP - Wind, Graber. Vote - unanimous
- I. Approval of \$83.89 for 6 Volunteer holiday gifts. MSP - Howell, Graber  
Vote - unanimous.
- J. Approval of expenditure of \$68.96 for misc. Amazon order. MSP - Jacobs,  
Tamol. Vote - unanimous
- K. Approval of the expenditure of \$2,489.38 to pay the Private Library Materials  
Invoice. MSP - Howell, Graber. Vote - unanimous
- X. The meeting was adjourned at 5:02 p.m. MSP - Yarborough, Howell. Vote unanimous

Respectfully submitted by,  
Barbara J. Tamol  
Secretary

**Lancaster Public Library  
Director's Report  
October 2022**

**OUTREACH**

**Fall Fest** – Library Director Kara Stock attended the Erie County Fall Festival at Como Lake Park on October 15<sup>th</sup>. **184** people of all ages stopped by the library table to make their own bookmark and learn about our free resources and upcoming programs.

**It's a Small World Daycare** – Part-time Librarian Genevieve Maynard visited this daycare on Friday October 7<sup>th</sup> for Community Helpers Week. She read *My Many Colored Days* by Dr. Seuss to the **10** children and passed out apple and pumpkin shapes for them to color.

**St. Mary's Elementary** – Youth Services Librarian Meagan Carr visited this school on Wednesday, October 5<sup>th</sup> & Thursday, October 6<sup>th</sup>. **50** students received their first library card! Meagan read them *Froggy Goes to the Library* by Jonathan London and then they made library card holders for their new library cards.



**PARTNERSHIPS**

**Family Literacy** – Certified Literacy Specialist and Lancaster Educator Beth Farrar taught two back to back Family Literacy Workshops for **23 & 17** attendees respectively on Thursday, October 20<sup>th</sup>.

**Lancaster Historical Society** – This organization is using our front display case to highlight their collection. Their October display focuses on the Town Hall Clock Tower's 125<sup>th</sup> birthday.

**Lancaster Women's Civic Club** – This organization, with assistance from the Friends of the Lancaster Library, held a Donated Book and Baked Goods Sale on Saturday, October 15<sup>th</sup> and Sunday, October 16<sup>th</sup>.

**Math Tutor** – NYS certified math teacher Catherine Thielmann has returned to our library to offer tutoring for grades 3-9 each Tuesday from 6:00 – 8:00 p.m.

**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, October 1<sup>st</sup>. **5** children practiced reading out loud to the dog.



**Science Below Zero** - 96 attendees learned about liquid nitrogen from the Buffalo Museum of Science on Monday, October 10<sup>th</sup>.

**Youth Bureau Craft Program** - Volunteers from the Lancaster Youth Bureau held a hands-on Halloween craft program on Wednesday, October 19<sup>th</sup> for 8 children.

## PROGRAMMING

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

**Communicating with the Spirit World** - Judy Hartke presented on what it is like to communicate with "the other side" for 37 adults on Wednesday, October 5<sup>th</sup>.

**Computer Coach** - Library Assistant John Benzee held 3 one-on-one technology appointments, assisting patrons with computer basics, the Libby app, and using a MacBook.

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

- **Craft & Carry** - 111 children picked up a Halloween-themed craft kit.
- **STEM Kits: Create Your Own Library Card Holder** - 30 children picked up this kit.
- **Take & Make** - These weekly kits had children's book themes and 206 were picked up.

**DIY Cleaning** - Kara taught 6 adults how to make eco-friendly cleaning products on Tuesday, October 25<sup>th</sup>. They made an all-purpose cleaner, a glass cleaner, and a tile scrub.

**Halloween Spooktacular Party** - 150 people joined us on Saturday, October 22<sup>nd</sup> for a frightfully good time with games, crafts, a spooky sensory table, and Cris Johnson's Spooky Magic Show. Thank you to our volunteer assistants!



**Kidding Around Yoga** – 6 preschool age children, each accompanied by an adult, enjoyed yoga poses, fun music, storytelling, yoga games, and a special guided relaxation time on Monday, October 31<sup>st</sup>.

**LEGO® Club** – Meagan held 2 LEGO® Clubs for a total of 15 children on Saturday, October 8<sup>th</sup>. They made haunted houses to display in the library.

**Mahjong** – Library Trustee Suzanne Jacobs taught 11 adults how to play the Chinese version of Mahjong on October 19<sup>th</sup> and October 26<sup>th</sup>.

**Ms. Melissa's Sprouts** – Melissa Sacco helped 9 preschool age children learn and grow through music on Monday, October 3<sup>rd</sup>.

**No-Carve Pumpkin Decorating Contest** - 42 patrons of all ages entered our second annual contest, submitting pumpkins with a library or book theme. Patrons were able to vote for their favorites and the winners were: McKenna and Kelly. Prizes were an electric ice cream maker and a mini popcorn maker.



**Seed Library** – 19 vegetable, flower, and herb packets were picked up in October.

**Storytimes** - Meagan conducted a total of 12 sessions: 16 children attended Lapsit, 58 children attended Toddler Time, 29 children attended Preschool Time.

**StoryWalk® Inside the Library** - Families were encouraged to take a walk and read the book *Tops and Bottoms* by Janet Stevens in the children's area of our library. An interactive guide, created by Meagan, accompanied the StoryWalk®.

**Technology Training** – On Thursday, October 27, 8 adults learned how to use the Libby app.

**Young Adult Book Club** – Part-time Librarian Michael Green held a book club for 5 attendees on Thursday, October 13<sup>th</sup>. They discussed *The House with a Clock in Its Walls* by John Bellairs.

## CONTINUING EDUCATION

October 7 – Kara attended the Intersect Unconference sponsored by WNYLRC. The event was held at the Central Library.

October 12 – Kara attended the Manager-Director Meeting via Zoom and became certified to administer Narcan at that meeting.

October 26 & 27 - Genevieve and Meagan were certified to administer Narcan at the North Park and Elaine M. Panty branches respectively.

## **MEETINGS**

October 26 – Kara met with Annemarie Gordon from the Sustainable Libraries Initiative for an orientation via Zoom.

October 27 – Kara met with our volunteers to review our book sorting guidelines.

October 27 – Kara and Meagan met to plan our January and February programs.

**LANCASTER PUBLIC LIBRARY  
2022 STATISTICS**

<b>CIRCULATION</b>			
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	18,462	9,748	89.4%
NOV			"
DEC			"
<b>YR/DATE</b>	<b>165,882</b>	<b>92,455</b>	<b>79.4%</b>

<b>LIBRARY VISITS</b>			
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	7,028	5,373	30.8%
NOV			"
DEC			"
<b>YR/DATE</b>	<b>63,312</b>	<b>44,374</b>	<b>42.7%</b>

<b>PUBLIC ACCESS COMPUTER SESSIONS</b>			
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	662	644	2.8%
NOV			"
DEC			"
<b>YR/DATE</b>	<b>6,497</b>	<b>6,031</b>	<b>7.7%</b>

<b>WIFI</b>			
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	1,543	1,454	6.1%
NOV			"
DEC			"
<b>YR/DATE</b>	<b>15,614</b>	<b>13,032</b>	<b>19.8%</b>

<b>STAFF</b>	
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

<b>BRANCH HOURS</b>	
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: 31  
Days Closed: 0

**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
<b>JAN</b>	0	0	17	30	579	\$0.00	\$69.00	\$12.00	\$155.00	\$0.00
<b>FEB</b>	0	0	18	18	561	\$6.00	\$104.00	\$0.00	\$165.00	\$976.80
<b>MAR</b>	0	0	23	41	552	\$6.00	\$130.00	\$12.00	\$188.00	\$332.80
<b>APR</b>	0	0	19	36	514	\$9.00	\$56.00	\$0.00	\$151.00	\$0.00
<b>MAY</b>	0	0	20	31	507	\$9.00	\$61.00	\$20.00	\$187.00	\$201.00
<b>JUN</b>	1	23	37	35	654	\$12.00	\$72.00	\$0.00	\$183.00	\$320.00
<b>JUL</b>	0	0	61	46	745	\$18.00	\$92.00	\$12.00	\$200.00	\$0.00
<b>AUG</b>	0	0	24	33	709	\$3.00	\$62.00	\$20.00	\$215.50	\$100.00
<b>SEP</b>	0	0	53	32	717	\$15.00	\$83.00	\$0.00	\$181.00	\$36.00
<b>OCT</b>	0	0	39	36	648	\$12.00	\$75.60	\$13.00	\$139.00	\$103,864.29
<b>NOV</b>										
<b>DEC</b>										
<b>TOTAL</b>	<b>1</b>	<b>23</b>	<b>311</b>	<b>338</b>	<b>6,186</b>	<b>\$90.00</b>	<b>\$804.60</b>	<b>\$89.00</b>	<b>\$1,764.50</b>	<b>\$105,830.89</b>

**Total Proceeds      \$108,578.99**

	Facebook	Instagram
	Followers	Followers
<b>JAN</b>	2,281	134
<b>FEB</b>	2,286	181
<b>MAR</b>	2,304	226
<b>APR</b>	2,412	249
<b>MAY</b>	2,418	261
<b>JUN</b>	2,438	282
<b>JUL</b>	2,490	311
<b>AUG</b>	2,523	326
<b>SEP</b>	2,670	357
<b>OCT</b>	2,720	385
<b>NOV</b>		
<b>DEC</b>		

## Pograms - October 2022

Program Date	Title	# of programs	Attendance
10/1/2022	Paws for Love	1	5
10/3/2022	Ms. Melissa's Sprouts	1	18
10/4/2022	Storytime	1	19
10/4/2022	Storytime	1	20
10/4/2022	Book Club	1	4
10/5/2022	Mahjong Club	1	4
10/5/2022	St. Mary's Outreach	1	30
10/5/2022	Communicating with the Spirit World	1	37
10/6/2022	St. Mary's Outreach	1	20
10/7/2022	Storytime	1	8
10/7/2022	Storytime	1	16
10/7/2022	It's a Small World Daycare Outreach	1	10
10/8/2022	LEGO Club	1	17
10/8/2022	LEGO Club	1	9
10/10/2022	Science Below Zero	1	96
10/11/2022	Book Club	1	9
10/12/2022	Mahjong Club	1	6
10/13/2022	YA Bookclub	1	5
10/15/2022	Erie County Fall Fest Outreach	1	184
10/18/2022	Storytime	1	20
10/18/2022	Storytime	1	20
10/19/2022	Mahjong Club	1	7
10/19/2022	Youth Bureau Craft	1	12
10/19/2022	Beginner Mahjong	1	11
10/20/2022	Family Literacy	1	23
10/20/2022	Family Literacy	1	17
10/21/2022	Storytime	1	12
10/21/2022	Storytime	1	20
10/22/2022	Halloween Party	1	150
10/25/2022	Storytime	1	20
10/25/2022	Storytime	1	20
10/25/2022	DIY Green Cleaning	1	6
10/26/2022	Mahjong Club	1	5
10/26/2022	Beginner Mahjong	1	11
10/27/2022	Libby App	1	9
10/28/2022	Storytime	1	13
10/28/2022	Storytime	1	20
10/31/2022	Kidding Around Yoga	1	12
10/31/2022	Tutoring	20	20
10/31/2022	Take and Make Craft	206	206
10/31/2022	Craft & Carry	111	111
10/31/2022	STEM Kits	30	30
10/31/2022	Library Card Kits	14	14

10/31/2022	Seed Library	19	19
10/31/2022	Pumpkin Contest	1	42
10/31/2022	Book a Tech Trainer	10	10
10/31/2022	Tutoring	15	15
10/31/2022	Tutoring	10	10

## 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
		<b>2,039</b>	<b>4,108</b>

9/11		73	106
9/18		104	253
9/25		69	265
10/2		68	148
10/9		85	196
10/16	Book Sale	255	151
10/23		72	85
10/30		82	122
11/6			
11/13			
11/20			
11/27			
12/4			
12/11			
12/18			
		<b>808</b>	<b>1326</b>

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

# Circulation

## Total Circulations

 <b>Library</b>	October			Year to Date Totals			Footnotes
	2022 Total	2021 Total	% of	2022 Total	2021 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	948	1,460	-35.1%	16,537	14,384	15.0%	<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>Alden - Closed 10/8/22-10/27/22 - Renovations.</p> <p>Angola - Closed 10/10/22 - Columbus Day.</p> <p>Audubon - Closed starting 10/10/2022 - Construction.</p> <p>Correctional Facility and Holding Center - Correctional Facility numbers reported again starting 9/2022. Staff returned to Holding Center 8/2022.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction. Crane also closed October 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>Marilla - Closed 10/8/2022 - Staffing.</p>
<i>Amherst</i>							
Audubon	19,102	19,616	-2.6%	276,753	194,041	42.6%	
Clearfield	33,837	16,123	109.9%	267,064	168,186	58.8%	
Eggertsville-Snyder	14,925	7,373	102.4%	124,745	81,662	52.8%	
Williamsville	5,902	1,977	198.5%	43,534	22,236	95.8%	
Angola	3,021	1,632	85.1%	26,650	17,774	49.9%	
Aurora	13,556	7,334	84.8%	115,036	69,954	64.4%	
Boston	2,876	1,820	58.0%	26,477	20,567	28.7%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	23,896	13,693	74.5%	202,889	130,352	55.6%	
Reinstein Memorial	8,647	4,181	106.8%	71,849	40,636	76.8%	
Clarence	20,414	11,906	71.5%	169,770	126,039	34.7%	
Collins	4,909	1,967	149.6%	37,279	21,389	74.3%	
Concord	4,915	2,781	76.7%	44,181	28,813	53.3%	
Eden	3,996	2,573	55.3%	35,628	26,655	33.7%	
Elma	9,386	4,643	102.2%	78,510	48,160	63.0%	
Grand Island Memorial	10,936	6,149	77.9%	93,406	63,043	48.2%	
<i>Hamburg</i>							
Hamburg	18,706	10,359	80.6%	162,529	98,799	64.5%	
Lake Shore	6,124	2,964	106.6%	53,649	32,149	66.9%	
Lackawanna	4,494	1,821	146.8%	35,684	18,570	92.2%	
Lancaster	18,462	9,748	89.4%	165,882	92,455	79.4%	
Marilla	3,089	1,996	54.8%	29,300	22,960	27.6%	
Newstead	4,894	2,468	98.3%	44,610	27,446	62.5%	
North Collins	1,814	1,192	52.2%	14,323	9,911	44.5%	
Orchard Park	23,950	12,846	86.4%	208,240	129,199	61.2%	
City of Tonawanda	9,410	5,011	87.8%	79,915	50,095	59.5%	
<i>Town of Tonawanda</i>							
Kenilworth	6,322	2,942	114.9%	50,440	32,490	55.2%	
Kenmore	27,169	13,891	95.6%	222,120	140,003	58.7%	
West Seneca	19,426	10,254	89.4%	173,816	111,815	55.4%	
<i>Buffalo</i>							
Coles	2,639	1,400	88.5%	14,458	11,261	28.4%	
Crane	336	0	#DIV/0!	52,275	27,412	90.7%	
Dudley	4,999	1,992	151.0%	38,113	21,687	75.7%	
East Clinton	2,785	1,541	80.7%	21,641	11,203	93.2%	
González-Soto	0	3,570	-100.0%	26,394	22,938	15.1%	
Merriweather	4,432	2,424	82.8%	32,285	22,145	45.8%	
North Park	12,259	4,824	154.1%	77,523	44,255	75.2%	
Panty	3,779	1,227	208.0%	18,736	12,445	50.6%	
<i>Central</i>	33,131	14,630	126.5%	249,060	141,941	75.5%	
<i>BookmobileServices</i>							
Library on Wheels	3,774	1,176	220.9%	20,994	10,657	97.0%	
Library2Go	1,226	See note.	See note.	5,674	See note.	See note.	
<i>Institutions</i>							
Correctional Facility	5,105	0	#DIV/0!	8,256	0	#DIV/0!	
Holding Center	3,625	0	#DIV/0!	17,129	0	#DIV/0!	
<i>System</i>							
Online Renewals	542	80,643	-99.3%	251,558	777,371	-67.6%	
Interlibrary Loans	945	1,294	-27.0%	10,898	10,723	1.6%	
eAudiobooks	49,908	40,489	23.3%	460,859	388,729	18.6%	
eVideos	647	75	762.7%	4,259	1,016	319.2%	
eBooks	77,147	73,072	5.6%	762,774	769,448	-0.9%	
eMusic	234	22,171	-98.9%	1,490	241,045	-99.4%	
eMagazines	6,033	See note.	See note.	33,308	See note.	See note.	
<b>B&amp;ECP Total</b>	<b>538,672</b>	<b>431,248</b>	<b>24.9%</b>	<b>4,978,500</b>	<b>4,354,059</b>	<b>14.3%</b>	
Member Libraries	325,126	180,720	79.9%	2,870,816	1,839,783	56.0%	
Buffalo Branches	31,229	16,978	83.9%	281,425	173,346	62.3%	
Central Library	33,131	14,630	126.5%	249,060	141,941	75.5%	
Bookmobile Services	5,000	1,176	325.2%	26,668	10,657	150.2%	
Institutions	8,730	0	#DIV/0!	25,385	0	#DIV/0!	
System	135,456	217,744	-37.8%	1,525,146	2,188,332	-30.3%	

## Library Visits

	October			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)	240	821	-70.8%	7,981	8,210	-2.8%	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.  Alden - Closed 10/8/22-10/27/22 - Renovations.  Angola - Closed 10/10/22 - Columbus Day.  Audubon - Closed starting 10/10/2022 - Construction.  Crane - Closed starting 8/15/2022 - Phase 2 construction. Crane also closed October 2021 due to construction.  González-Soto closed starting 9/12/2022 - Phase 1 Construction.  Library2Go - Added to statistical reports 2/2022.  Marilla - Closed 10/8/2022 - Staffing.
<i>Amherst</i>							
Audubon	2,887	9,670	-70.1%	82,395	83,981	-1.9%	
Clearfield	11,931	8,818	35.3%	99,494	83,562	19.1%	
Eggertsville-Snyder	4,329	4,213	2.8%	43,803	40,218	8.9%	
Williamsville	2,777	1,524	82.2%	19,959	13,878	43.8%	
Angola	2,178	2,411	-9.7%	30,767	30,785	-0.1%	
Aurora	4,945	4,570	8.2%	47,397	36,577	29.6%	
Boston	1,323	1,550	-14.6%	11,757	11,679	0.7%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	7,766	7,656	1.4%	76,503	64,834	18.0%	
Reinstein Memorial	3,704	2,778	33.3%	31,584	22,450	40.7%	
Clarence	5,923	5,739	3.2%	53,226	53,959	-1.4%	
Collins	1,315	974	35.0%	12,585	9,985	26.0%	
Concord	2,282	2,350	-2.9%	24,869	20,727	20.0%	
Eden	1,604	1,286	24.7%	13,468	12,451	8.2%	
Elma	3,102	2,719	14.1%	31,552	25,567	23.4%	
Grand Island Memorial	4,022	3,762	6.9%	38,039	31,024	22.6%	
<i>Hamburg</i>							
Hamburg	7,334	5,606	30.8%	64,620	50,239	28.6%	
Lake Shore	2,578	2,458	4.9%	27,762	22,141	25.4%	
Lackawanna	2,715	2,329	16.6%	28,815	20,196	42.7%	
Lancaster	7,028	5,373	30.8%	63,312	43,226	46.5%	
Marilla	893	1,023	-12.7%	8,980	9,816	-8.5%	
Newstead	2,692	2,528	6.5%	24,123	21,314	13.2%	
North Collins	1,297	1,061	22.2%	10,059	8,812	14.2%	
Orchard Park	9,620	9,351	2.9%	99,488	76,234	30.5%	
City of Tonawanda	3,973	3,897	2.0%	36,764	32,966	11.5%	
<i>Town of Tonawanda</i>							
Kenilworth	2,561	2,669	-4.0%	27,738	27,618	0.4%	
Kenmore	7,620	7,271	4.8%	77,795	63,677	22.2%	
West Seneca	7,503	5,755	30.4%	76,411	63,927	19.5%	
<i>Buffalo</i>							
Coles	2,933	3,095	-5.2%	21,829	25,669	-15.0%	
Crane	0	0	#DIV/0!	21,250	21,057	0.9%	
Dudley	2,470	2,085	18.5%	25,183	22,713	10.9%	
East Clinton	2,999	1,305	129.8%	14,102	8,767	60.9%	
González-Soto	0	3,971	-100.0%	22,969	25,443	-9.7%	
Merriweather	9,904	4,571	116.7%	70,160	39,366	78.2%	
North Park	5,608	4,633	21.0%	46,065	39,007	18.1%	
Panty	2,792	2,268	23.1%	20,663	19,230	7.5%	
<i>Central</i>	21,416	12,698	68.7%	161,514	98,089	64.7%	
<i>Bookmobile Services</i>							
Library on Wheels	3,709	1,923	92.9%	13,796	6,828	102.1%	
Library2Go	143	See note.	See note.	2,344	See note.	See note.	
<i>Institutions</i>							
Correctional Facility	655	631	3.8%	6,050	8,054	-24.9%	
Holding Center	622	266	133.8%	3,964	2,871	38.1%	
<b>System</b>	<b>169,393</b>	<b>147,608</b>	<b>14.8%</b>	<b>1,601,135</b>	<b>1,307,147</b>	<b>22.5%</b>	
Member Libraries	116,142	110,162	5.4%	1,171,246	990,053	18.3%	
Buffalo Branches	26,706	21,928	21.8%	242,221	201,252	20.4%	
Central Library	21,416	12,698	68.7%	161,514	98,089	64.7%	
Bookmobile	3,852	1,923	100.3%	16,140	6,828	136.4%	
Institutions	1,277	897	42.4%	10,014	10,925	-8.3%	

## Registered Public Access Computer Sessions

### Session Counts Per Outlet

	October			Year to Date Totals			Footnotes
	2022	2021	% of	2022	2021	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	22	66	-66.7%	564	627	-10.0%	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.  Alden - Closed 10/8/22-10/27/22 - Renovations.  Angola - Closed 10/10/22 - Columbus Day.  Audubon - Closed starting 10/10/2022 - Construction.  Crane - Closed starting 8/15/2022 - Phase 2 construction. Crane also closed October 2021 due to construction.  González-Soto closed starting 9/12/2022 - Phase 1 Construction.  Library2Go - Added to statistical reports 2/2022.  Marilla - Closed 10/8/2022 - Staffing.
<i>Amherst</i>							
Audubon	268	1,170	-77.1%	8,677	9,924	-12.6%	
Clearfield	1,160	612	89.5%	7,662	5,769	32.8%	
Egbertsville-Snyder	502	462	8.7%	4,558	4,325	5.4%	
Williamsville	238	97	145.4%	1,638	1,079	51.8%	
Angola	148	146	1.4%	1,717	1,333	28.8%	
Aurora	324	283	14.5%	3,363	2,503	34.4%	
Boston	60	59	1.7%	675	695	-2.9%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,402	1,302	7.7%	13,100	10,461	25.2%	
Reinstein Memorial	787	581	35.5%	7,245	4,813	50.5%	
Clarence	452	477	-5.2%	4,107	4,299	-4.5%	
Collins	122	100	22.0%	1,001	1,079	-7.2%	
Concord	160	210	-23.8%	1,877	1,986	-5.5%	
Eden	87	98	-11.2%	1,004	989	1.5%	
Elma	144	153	-5.9%	1,744	1,597	9.2%	
Grand Island Memorial	255	271	-5.9%	2,521	2,029	24.2%	
<i>Hamburg</i>							
Hamburg	790	765	3.3%	8,447	7,074	19.4%	
Lake Shore	186	231	-19.5%	2,226	1,736	28.2%	
Lackawanna	418	370	13.0%	4,317	3,475	24.2%	
Lancaster	662	644	2.8%	6,497	6,031	7.7%	
Marilla	39	31	25.8%	329	431	-23.7%	
Newstead	178	144	23.6%	1,609	1,560	3.1%	
North Collins	85	124	-31.5%	1,028	1,193	-13.8%	
Orchard Park	599	492	21.7%	5,715	4,564	25.2%	
City of Tonawanda	758	553	37.1%	5,989	4,451	34.6%	
<i>Town of Tonawanda</i>							
Kenilworth	393	333	18.0%	3,933	3,364	16.9%	
Kenmore	1,378	1,291	6.7%	13,265	9,827	35.0%	
West Seneca	959	970	-1.1%	10,190	9,481	7.5%	
<i>Buffalo</i>							
Coles	922	966	-4.6%	6,883	8,125	-15.3%	
Crane	0	0	#DIV/0!	3,273	2,700	21.2%	
Dudley	481	546	-11.9%	5,290	4,727	11.9%	
East Clinton	338	343	-1.5%	2,881	2,117	36.1%	
González-Soto	0	924	-100.0%	4,890	6,783	-27.9%	
Merriweather	1,316	1,380	-4.6%	13,215	11,446	15.5%	
North Park	1,272	976	30.3%	9,761	8,524	14.5%	
Panty	539	406	32.8%	3,960	3,601	10.0%	
<i>Central</i>	7,293	4,592	58.8%	58,469	38,642	51.3%	
<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.	
<b>System</b>	<b>24,737</b>	<b>22,168</b>	<b>11.6%</b>	<b>233,620</b>	<b>193,360</b>	<b>20.8%</b>	
Member Libraries	12,576	12,035	4.5%	124,998	106,695	17.2%	
Buffalo Branches	4,868	5,541	-12.1%	50,153	48,023	4.4%	
Central Library	7,293	4,592	58.8%	58,469	38,642	51.3%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

## WiFi

### Total Logins

	October			Year to Date Totals			Footnotes
	2022	2021	% of	2022	2021	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	376	428	-12.1%	4,300	3,646	17.9%	<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>Alden - Closed 10/8/22-10/27/22 - Renovations.</p> <p>Angola - Closed 10/10/22 - Columbus Day.</p> <p>Audubon - Closed starting 10/10/2022 - Construction.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction. Crane also closed October 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>Marilla - Closed 10/8/2022 - Staffing.</p>
<i>Amherst</i>							
Audubon	955	3,158	-69.8%	19,310	22,267	-13.3%	
Clearfield	2,816	1,821	54.6%	22,158	17,903	23.8%	
Eggertsville-Snyder	1,006	1,030	-2.3%	10,071	9,159	10.0%	
Williamsville	1,197	1,164	2.8%	12,272	13,323	-7.9%	
Angola	217	213	1.9%	2,079	1,700	22.3%	
Aurora	2,283	1,931	18.2%	20,953	15,933	31.5%	
Boston	169	130	30.0%	1,707	1,427	19.6%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,286	1,048	22.7%	11,356	7,948	42.9%	
Reinstein Memorial	707	690	2.5%	6,578	6,264	5.0%	
Clarence	1,185	1,100	7.7%	10,648	10,559	0.8%	
Collins	268	208	28.8%	2,346	2,045	14.7%	
Concord	526	538	-2.2%	5,283	4,735	11.6%	
Eden	216	166	30.1%	2,123	1,755	21.0%	
Elma	308	242	27.3%	3,167	2,534	25.0%	
Grand Island Memorial	706	720	-1.9%	6,773	7,610	-11.0%	
<i>Hamburg</i>							
Hamburg	1,610	1,829	-12.0%	16,892	15,772	7.1%	
Lake Shore	324	337	-3.9%	3,907	3,779	3.4%	
Lackawanna	461	368	25.3%	4,189	2,986	40.3%	
Lancaster	1,543	1,454	6.1%	15,614	13,032	19.8%	
Marilla	88	87	1.1%	884	947	-6.7%	
Newstead	400	498	-19.7%	3,796	5,290	-28.2%	
North Collins	417	372	12.1%	3,593	2,836	26.7%	
Orchard Park	1,722	1,355	27.1%	15,877	10,925	45.3%	
City of Tonawanda	959	831	15.4%	6,520	6,763	-3.6%	
<i>Town of Tonawanda</i>							
Kenilworth	455	399	14.0%	4,495	3,388	32.7%	
Kenmore	1,943	1,716	13.2%	19,357	14,712	31.6%	
West Seneca	1,867	1,665	12.1%	18,034	15,611	15.5%	
<i>Buffalo</i>							
Coles	972	730	33.2%	7,880	6,091	29.4%	
Crane	0	69	-100.0%	3,351	3,632	-7.7%	
Dudley	2,034	1,766	15.2%	14,592	16,443	-11.3%	
East Clinton	707	592	19.4%	6,839	4,211	62.4%	
González-Soto	1,985	2,407	-17.5%	20,603	16,549	24.5%	
Merriweather	1,198	983	21.9%	10,976	7,206	52.3%	
North Park	1,375	938	46.6%	10,577	7,920	33.5%	
Panty	1,411	1,141	23.7%	11,657	9,663	20.6%	
<i>Central</i>	15,675	12,205	28.4%	139,432	94,712	47.2%	
<i>Bookmobile Services</i>							
Library on Wheels	159	97	63.9%	724	576	25.7%	
Library2Go	0	See note.	See note.	0	See note.	See note.	
<b>System</b>	<b>51,526</b>	<b>46,426</b>	<b>11.0%</b>	<b>480,913</b>	<b>391,852</b>	<b>22.7%</b>	
Member Libraries	26,010	25,498	2.0%	254,282	224,849	13.1%	
Buffalo Branches	9,682	8,626	12.2%	86,475	71,715	20.6%	
Central Library	15,675	12,205	28.4%	139,432	94,712	47.2%	
Bookmobile Services	159	97	63.9%	724	576	25.7%	

**Lancaster Financial Monthly Report 2022**  
**October**

Account	Deposits	Disbursements	Interest	Sub-Total	Balance
<b>M &amp; T Checking</b>					
<b>Beginning Balance</b>					\$5,728.05
Fines/ print revenue	\$313.05				
<b>Ending Balance</b>	\$313.05	\$0.00		\$313.05	\$6,041.10
<b>Bank on Buffalo</b>					
<b>Beginning Balance</b>					\$61,239.61
Estate of Beverly Panten	\$103,864.29				
Vending	\$13.00				
Copier	\$75.60				
Headphones (4 @ \$3)	\$12.00				
Book sale	\$139.00				
Oriental Trading: Winter crafts (Elks grant) (Debit)		-\$572.60			
Amazon: Craft supplies (Debit)		-\$171.94			
Cris Johnson: Halloween party magic show (#489)		-\$325.00			
Donna Baia: 10/31 Kidding Around Yoga program (#490)		-\$50.00			
BECPL: PVT library materials (#491)		-\$2,489.38			
Replenish petty cash (#492)		-\$200.00			
Grand Island Memorial Library: Richard Earne memorial donation (#493)		-\$250.00			
Amazon: Calendar, magnetic pins, stickers, light filters (Debit)		-\$53.46			
Positive Promotions: Volunteer gifts (Debit)		-\$83.89			
Amazon: Prime membership renewal (Debit)		-\$139.00			
The Library Store: Wire easels (#494)		-\$704.07			
SCLS- Sustainable Libraries Initiative: Certification program/ membership (#495)		-\$350.00			
Amazon: Holiday card craft supplies (Debit)		-\$33.77			
<b>Ending Balance</b>	\$104,103.89	-\$5,423.11		\$98,680.78	\$159,920.39
<b>Bank on Buffalo CDs</b>	<b>Amount</b>	<b>Maturity</b>	<b>Interest Rate</b>	<b>Interest</b>	<b>Total</b>
<b>Bank on Buffalo CD 040</b>	\$21,541.23	12M 6/28/23	0.11%	\$0.00	\$21,541.23
<b>Bank on Buffalo CD 043</b>	\$12,020.49	36M 7/27/23	0.61%	\$18.48	\$12,038.97
<b>Bank on Buffalo CD 045</b>	\$28,167.34	12M 1/24/23	0.11%	\$7.81	\$28,175.15
<b>Bank on Buffalo CD 046</b>	\$24,640.45	12M 5/24/23	0.11%	\$0.00	\$24,640.45
<b>Bank on Buffalo CD 028</b>	\$11,721.87	36M 10/27/24	0.19%	\$5.61	\$11,727.48
<b>Bank on Buffalo CD 178</b>	\$20,629.98	12M 8/03/23	0.11%	\$0.00	\$20,629.98
<b>Bank on Buffalo CD 1283</b>	\$10,576.83	18M 4/01/24	2.05%	\$0.00	\$10,576.83
<b>Bank on Buffalo CD 2355</b>	\$22,023.17	36M 5/29/23	0.11%	\$0.00	\$22,023.17
<b>Bank on Buffalo CD 7632</b>	\$20,072.62	18M 4/10/24	2.05%	\$5.50	\$20,078.12
<b>CD Balance</b>				\$37.40	\$171,431.38
<b>Total Balance</b>					\$337,392.87

**Petty Cash  
October 2022**

Date	Item	Deposit	Withdrawl	Total
				\$12.33
17-Oct	Replenish petty cash	\$200.00		\$212.33
17-Oct	Kara- Dollar Tree- Supplies for DIY cleaning program		-\$17.50	\$194.83
17-Oct	Kara- Amazon- Supplies for DIY cleaning program		-\$24.99	\$169.84
27-Oct	Josh- Dollar General- Cleaner		-\$9.75	\$160.09
		\$200.00	-\$52.24	\$160.09

## Program Projections - 2022

Date(s)	Program Title	Cost
1/24/2022	Kidding Around Yoga (Donna Baia)	\$50.00
2/2/2022	Art-y Time (Kimberly Strell)	\$165.00
2/14/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
2/28/2022	Kidding Around Yoga (Donna Baia)	\$50.00
3/14/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
3/21/2022	Kidding Around Yoga (Donna Baia)	\$50.00
4/11/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
4/19/2022	Native Plants (Lyn Chimera)	\$100.00
4/25/2022	Kidding Around Yoga (Donna Baia)	\$50.00
5/9/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
5/11/2022	Art-y Time (Kimberly Strell)	\$205.00
5/23/2022	Kidding Around Yoga (Donna Baia)	\$50.00
6/6/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
6/27/2022	Kidding Around Yoga (Donna Baia)	\$50.00
6/30/2022	Glenn Colton - summer kick-off	\$449.00
7/7/2022	Benjamin Berry - Circus for all	\$350.00
7/14/2022	Cris Johnson	\$350.00
7/21/2022	Wondermakers	\$150.00
7/25/2022	Kidding Around Yoga (Donna Baia)	\$50.00
7/28/2022	Doug Rougeaux - BubbleMan	\$475.00
8/1/2022	Botanical Gardens - Terrariums	\$250.00
8/4/2022	Nels Ross - In Jest	\$500.00
8/11/2022	Hawk Creek	\$450.00
8/18/2022	Nan Hoffman	\$300.00
8/22/2022	Kidding Around Yoga (Donna Baia)	\$50.00
9/19/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
9/26/2022	Kidding Around Yoga (Donna Baia)	\$50.00
9/28/2022	Mason Winfield - Haunted WNY	\$200.00
10/3/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
10/5/2022	Judy Hartke - Mediumship	\$150.00
10/10/2022	Museum of Science	\$411.20
10/22/2022	Cris Johnson - Spooky Magic	\$325.00
10/31/2022	Kidding Around Yoga (Donna Baia)	\$50.00
11/14/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
11/15/2022	Art-y Time (Kimberly Strell)	\$205.00
11/19/2022	Manga Drawing (Tom Paul Fox)	\$125.00
11/21/2022	Kidding Around Yoga (Donna Baia)	\$50.00
12/19/2022	Kidding Around Yoga (Donna Baia)	\$50.00

**TOTAL SPENT**

**\$6,360.20**

**Total Spent - Elks**

**\$3,374.00**

Funding Source	Notes	Funds Given
Library Board Funds for 2022		\$5,000.00
Elks 2020 grant (Sept 2020)	did not spend due to pandemic	\$3,400.00
2022 Program Budget (CEN)	must spend in 2022	\$500.00
<b>TOTAL BUDGET for 2021</b>		<b>\$8,900.00</b>
<b>CURRENT BALANCE</b>		<b>\$2,539.80</b>

- A.F.S.C.M.E.
- Librarians Assn.
- Non-Bargaining
- C.S.E.A.
- Administrators
- CMU

2022 CLAIM FOR MILEAGE FORM

*For use of privately owned vehicle. To be used for travel within Erie County.*

*Employee must complete and submit to the CFO's Office with supporting documentation on or before the 10<sup>th</sup> of the month following date(s) of travel.*

Name <b>Meagan Carr</b>	Department <b>Lancaster Public Library</b>
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Employee ID <b>18720</b>
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Date	From	To	Miles Driven	Mileage Total	Day	Daily Total	Tolls	Parking
9/1/2022	Lancaster High School	Lancaster Library		\$ 0.00	1	\$ 4.00		
10/27/2022	Panty Library	Lancaster Library	17.8	\$ 11.13		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
<b>TOTAL</b>			<b>17.8</b>	<b>\$ 11.13</b>	<b>1.0</b>	<b>\$ 4.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

Reimbursement rate is dependent upon the current rate negotiated in the Collective Bargaining Agreement. Minimum reimbursement for mileage per day is actual miles times rate or \$ ___, whichever is greater.	Amount in Miles	\$ 11.13
	Amount for days @ \$ __	\$ 4.00
	Amount for tolls	\$ 0.00
	Amount for parking	\$ 0.00
	<b>Total to be paid</b>	<b>\$ 15.13</b>

**CERTIFICATION BY CLAIMANT EMPLOYEE**

I, the undersigned, hereby certify that the mileage indicated with this claim has actually been traveled by me on behalf of the B&ECPL. Further, that the amount indicated is accurate and that payment of this claim has not been previously received.

Employee Signature: *Meagan Carr* Date: *10/27/22*

**CERTIFICATION OF SUPERVISOR OR DEPARTMENT HEAD**

I, the undersigned, hereby certify that the mileage claimed in the above account was actually and necessarily traveled by the claimant in the performance of his/her duties and that the best interests of the B&ECPL were serviced by using an automobile in lieu of other means of transportation.

Signature: *Kara L. Stock* Date: *10/27/22*  
Supervisor or Department Head

**FINANCE OFFICE USE ONLY**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Deputy Director, CFO

**Buffalo & Erie County Public Library**

- A.F.S.C.M.E.     C.S.E.A.  
 Librarians Assn.     Administrators  
 Non-Bargaining     CMU

**2022 CLAIM FOR MILEAGE FORM**

*For use of privately owned vehicle. To be used for travel within Erie County.*

*Employee must complete and submit to the CFO's Office with supporting documentation on or before the 10<sup>th</sup> of the month following date(s) of travel*

Name **Genevieve Maynard** Department **Lancaster Library**

Employee ID **25816**

			Miles Driven	Mileage Total	Day	Daily Total	Tolls	Parking
10/26/22	Home	North Park Branch Library	25.4	\$ 15.88	0	\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
<b>TOTAL</b>			<b>25.4</b>	<b>\$ 15.88</b>	<b>0.0</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

Reimbursement rate is dependent upon the current rate negotiated in the Collective Bargaining Agreement. Minimum reimbursement for mileage per day is actual miles times rate or \$____, whichever is greater.	Amount in Miles	<b>\$ 15.88</b>
	Amount for days @ \$____	<b>\$ 0.00</b>
	Amount for tolls	<b>\$ 0.00</b>
	Amount for parking	<b>\$ 0.00</b>
	<b>Total to be paid</b>	<b>\$ 15.88</b>

**CERTIFICATION BY CLAIMANT EMPLOYEE**

I, the undersigned, hereby certify that the mileage indicated with this claim has actually been traveled by me on behalf of the B&ECPL. Further, that the amount indicated is accurate and that payment of this claim has not been previously received.

Employee Signature: *Genevieve Maynard* Date: *10/26/22*

**CERTIFICATION OF SUPERVISOR OR DEPARTMENT HEAD**

I, the undersigned, hereby certify that the mileage claimed in the above account was actually and necessarily traveled by the claimant in the performance of his/her duties and that the best interests of the B&ECPL were serviced by using an automobile in lieu of other means of transportation.

Signature: *Kara L. Hoch* Date: *10/26/22*  
 Supervisor or Department Head

**FINANCE OFFICE USE ONLY**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Deputy Director, CFO

**Buffalo & Erie County Public Library**

- A.F.S.C.M.E.     C.S.E.A.  
 Librarians Assn.     Administrators  
 Non-Bargaining     CMU

**2022 CLAIM FOR MILEAGE FORM**

*For use of privately owned vehicle. To be used for travel within Erie County.*

*Employee must complete and submit to the CFO's Office with supporting documentation on or before the 10<sup>th</sup> of the month following date(s) of travel*

Name **Kara Stock** Department **Lancaster Library**

Employee ID **5933**

			Miles Driven	Mileage Total	Day	Daily Total	Tolls	Parking
9/1/22	Lancaster High School	Lancaster Library		\$ 0.00	1	\$ 4.00		
10/7/22	Central Library	Lancaster Library	12.5	\$ 7.81		\$ 0.00		\$ 9.00
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
<b>TOTAL</b>			<b>12.5</b>	<b>\$ 7.81</b>	<b>1.0</b>	<b>\$ 4.00</b>	<b>\$ 0.00</b>	<b>\$ 9.00</b>

Reimbursement rate is dependent upon the current rate negotiated in the Collective Bargaining Agreement. Minimum reimbursement for mileage per day is actual miles times rate or \$ ____, whichever is greater.	Amount in Miles	<b>\$ 7.81</b>
	Amount for days @ \$ __	<b>\$ 4.00</b>
	Amount for tolls	<b>\$ 0.00</b>
	Amount for parking	<b>\$ 9.00</b>
	<b>Total to be paid</b>	<b>\$ 20.81</b>

**CERTIFICATION BY CLAIMANT EMPLOYEE**

I, the undersigned, hereby certify that the mileage indicated with this claim has actually been traveled by me on behalf of the B&ECPL. Further, that the amount indicated is accurate and that payment of this claim has not been previously received.

Employee Signature: *Kara Stock* Date: *10/26/22*

**CERTIFICATION OF SUPERVISOR OR DEPARTMENT HEAD**

I, the undersigned, hereby certify that the mileage claimed in the above account was actually and necessarily traveled by the claimant in the performance of his/her duties and that the best interests of the B&ECPL were serviced by using an automobile in lieu of other means of transportation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor or Department Head

**FINANCE OFFICE USE ONLY**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Deputy Director, CFO

**Buffalo & Erie County Public Library**

- A.F.S.C.M.E.     C.S.E.A.  
 Librarians Assn.     Administrators  
 Non-Bargaining     CMU

**2022 CLAIM FOR MILEAGE FORM**

*For use of privately owned vehicle. To be used for travel within Erie County.*

*Employee must complete and submit to the CFO's Office with supporting documentation on or before the 10<sup>th</sup> of the month following date(s) of travel*

<b>Name</b> Joshua Strell	<b>Department</b> Lancaster Library
	<b>Employee ID</b> 25169

Date	From	To	Miles Driven	Mileage Total	Day	Daily Total	Tolls	Parking
10/18/22	Lancaster Library	80 Earhart	13.8	\$ 8.63	0	\$ 0.00		
10/26/22	Lancaster Library	80 Earhart	13.8	\$ 8.63		\$ 0.00		
10/27/22	Lancaster Library	5150 Broadway		\$ 0.00	1	\$ 4.00		
11/2/22	Lancaster Library	80 Earhart	13.8	\$ 8.63		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
<b>TOTAL</b>			41.4	\$ 25.88	1.0	\$ 4.00	\$ 0.00	\$ 0.00

Reimbursement rate is dependent upon the current rate negotiated in the Collective Bargaining Agreement. Minimum reimbursement for mileage per day is actual miles times rate or \$ 4, whichever is greater.	Amount in Miles	\$ 25.88
	Amount for days @ \$	\$ 4.00
	Amount for tolls	\$ 0.00
	Amount for parking	\$ 0.00
	<b>Total to be paid</b>	<b>\$ 29.88</b>

**CERTIFICATION BY CLAIMANT EMPLOYEE**

I, the undersigned, hereby certify that the mileage indicated with this claim has actually been traveled by me on behalf of the B&ECPL. Further, that the amount indicated is accurate and that payment of this claim has not been previously received.

Employee Signature:  Date: 11-4-22

**CERTIFICATION OF SUPERVISOR OR DEPARTMENT HEAD**

I, the undersigned, hereby certify that the mileage claimed in the above account was actually and necessarily traveled by the claimant in the performance of his/her duties and that the best interests of the B&ECPL were serviced by using an automobile in lieu of other means of transportation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor or Department Head

**FINANCE OFFICE USE ONLY**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Deputy Director, CFO



## LANCASTER PUBLIC LIBRARY RULES OF CONDUCT

The Lancaster Public Library serves as a center for information, education and entertainment. Under Article 5, Section 262 of New York State Education Law, the Board of Trustees of the Lancaster Public Library has adopted the following rules to ensure a safe and welcoming environment for all patrons.

The following conduct is prohibited:

1. Engaging in disorderly conduct, fighting, challenging another person to fight or provoking others to violence;
2. Disturbing other patrons, staff or volunteers; interfering with staff or volunteers in the performance of their duties; blocking or impairing another's passage; persistent, unwelcome attention, such as staring at or following another person; or making any obscene or threatening gestures;
3. Carrying weapons of any kind;
4. Possessing, distributing or consuming alcohol or illegal drugs or being under the influence of alcohol or illegal drugs;
5. Engaging in sexual conduct, lewd behavior (e.g., exposure or inappropriate touching) or sexual harassment of another person, staff member or volunteer;
6. Engaging in conduct in violation of the *B&ECPL Equal Employment Opportunity and Anti-Harassment Policy*;
7. Damaging, destroying, or stealing any library property or the property of another patron, staff member or volunteer;
8. Bringing animals or pets into the library except those required to assist patrons with disabilities or those involved in library programs;
9. Selling, soliciting, canvassing or petitioning without approval by the library;
10. Distributing or posting materials or literature that have not been approved by the library;
11. Vaping, smoking or otherwise using tobacco or marijuana products inside the library or within 100 feet of any entrances, exits or outdoor areas of the library (in accordance with New York State Public Health Law Section 1399-O);
12. Food and/or beverages from outside the library brought in without prior approval. Leaving refuse in areas other than designated receptacles;
13. Making unreasonable use of the restrooms, including bathing and eating;
14. Sleeping or lying down in the library;
15. Photography or recording of library patrons with permission;
16. Entering and using the library without appropriate clothing, including shirt and shoes;

17. Rearranging or disarranging library materials and library furnishings;
18. Loitering;
19. Gambling;
20. Unauthorized requests for money, including but not limited to panhandling.

No children under eight years of age may be left unattended in the library at any time. Library staff will not be responsible for children who have been left without adult supervision. Adult patrons who are not engaged in library activities that require materials from the children's area shall be asked to relocate to other areas of the library. The staff reserves the right to seek the intervention of appropriate law enforcement or social service agencies, as required by individual circumstances. For the safety and protection of children, all children subject to the State Laws requiring school attendance are forbidden the use of the library during regular school hours without special permit or previous arrangement with school officials or the home-schooling parent.

People who violate these rules will be advised of their infraction(s). Failure to comply with the library's established policies, rules and regulations or violations of local, state or federal law may result in immediate suspension of library privileges, including removal of library property, and/or, where necessary, civil liability and/or criminal prosecution.

*Adopted by the Lancaster Public Library Board of Trustees at a public meeting on November 17, 1994.  
Adopted as amended by the Lancaster Public Library Board of Trustees at a public meeting on June 13, 2019.*

*Adopted as amended by the Lancaster Public Library Board of Trustees at a public meeting on \_\_, 2022.*

### Winter Raffle Prizes

<b>QTY.</b>	<b>Description</b>	<b>Website</b>	<b>Price</b>
1	Snow Tube	<a href="https://amzn.to/3yXO88V">https://amzn.to/3yXO88V</a>	\$49.99
1	Arts & Crafts Kit	<a href="https://amzn.to/3eOUdxQ">https://amzn.to/3eOUdxQ</a>	\$39.95
1	Mega Science Lab	<a href="https://amzn.to/3TH2vg3">https://amzn.to/3TH2vg3</a>	\$79.99
1	Youth Snowshoe	<a href="https://amzn.to/3EZIV4C">https://amzn.to/3EZIV4C</a>	\$75.88
			<b>\$245.81</b>

### Winter Reading Log Prizes

<b>QTY.</b>	<b>Description</b>	<b>Website</b>	<b>Price per each</b>	<b>Total Price</b>
4	Winter Wonderland Kaleidoscopes	<a href="https://bit.ly/3EXqzYw">https://bit.ly/3EXqzYw</a>	\$14.99	\$59.96
4	Winter Glitter-Filled Bouncy Balls	<a href="https://bit.ly/3sbvbj">https://bit.ly/3sbvbj</a>	\$19.99	\$79.96
4	Flashing Winter Snowflake Necklaces	<a href="https://bit.ly/3DfUtiP">https://bit.ly/3DfUtiP</a>	\$19.99	\$79.96
4	Polar Bear Stress Toys	<a href="https://bit.ly/3Sdo9kQ">https://bit.ly/3Sdo9kQ</a>	\$19.99	\$79.96
4	Space Lotsa Pops Popping Toys	<a href="https://bit.ly/3qrfrC8">https://bit.ly/3qrfrC8</a>	\$37.99	\$151.96
				<b>\$451.80</b>