

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda -Zoom
Thursday, February 10, 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 January 13, 2022
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
 - A. January Report
 - B. CDs: #045 matured 1/24/22; #041 matured 1/28/22
 - C. Payroll Report
 - D. Return-to-System Report
 - E. Projected Program Budget for 2022
 - F. ACT Dues - \$20
- VIII. Old Business
 - A. Building Maintenance Update – Staff Room Renovations
 - B. Little Libraries Project
 - C. Time Capsule Project
 - D. Director’s Performance Evaluation
 - E. LEGO Frame – Cost Increase
- IX. New Business
 - A. Senator Gallivan Meeting; Assemblywoman Wallace Meeting
 - B. Telecommuting Policy (Personnel)
 - C. Promotional Brochure
 - D. Meeting with Mayor Ruda
 - E. Air Purifiers - \$1,000
 - F. PVT Invoice - \$2,594.41
 - G. Literacy Kit – Numbers - \$154.63
 - H. StoryWalk Books - \$17.44
 - I. Collection Development - \$5,000
 - J. Magnets - \$201.70
 - K. Pens - \$387.90
 - L. Seed Library - \$47.98
 - M. Scavenger Hunt – 4 gift cards to Early Bird Bakery - \$40
- X. Adjournment

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

Lancaster Public Library
Board of Trustees
Meeting Minutes
January 13,2022

Meeting via Zoom
ID #613 774 4639

- I. Roll Call - B. Tamol, S. Jacobs, K. Graber, J. Yarborough, D. Stempniak(Friends liaison), K. Stock (Library Director)
- II. Meeting called to order at 4:03 p.m.
- III. The agenda was approved as amended.MSP - K. Graber, J. Yarborough. Vote - unanimous
- IV. Meeting minutes of December 9,2021 approved. MSP - J. Yarborough, K. Graber. Vote - unanimous.
- V. Kara informed the board that N95 masks were received and distributed. Seventy seven guests attended the 200th Birthday Gala. The winners of the Winter Reading Logs were announced and given their prizes. Forty two commemorative ornaments have been sold to date.
- VI. Public Comment - D. Stempniak informed the board that the Friends held their annual meeting and are making plans for upcoming fundraisers.
- VII. Financial Reports -
 - A. The December financial report was approved. MSP - B. Tamol, J. Yarborough. Vote - unanimous
 - B. Motion made to allow J. Yarborough to combine CD#41 and CD#45 and if necessary round up to \$30,000 for reinvestment at best interest rate.MSP - S. Jacobs, K. Graber. Vote - unanimous
 - C. Motion to add \$150 to petty cash account. MSP - S. Jacobs, B. Tamol. Vote - unanimous
 - D. Anniversary Gala Accounting Update - The board had budgeted \$6000, total spent, \$4912.64. Revenue received \$2775.
- VIII. Old Business -
 - A. Kara will contact Michelle at the Town to do a walk through for Staff Room Renovations.
 - B. The 200th Anniversary Year was a success! Thank you to Staff!
 - C. Slate of Officers
President - S. Jacobs
Vice - President - K. Graber
Treasurer - J Yarborough
Secretary - B. Tamol
The slate of officers was approved. MSP - B. Tamol, K. Graber. Vote - Unanimous.
 - D. Little Libraries Project - The board will follow up with B. Leary and the

Rotary Club.

E. Volunteer Gifts - Motion approved to cover increased cost of \$12.00.

MSP - B. Tamol, J. Yarborough. Vote - unanimous

IX. New Business -

A. Ideas will be gathered from patrons and staff about items for a time capsule.

B. Copy of the Contract Extension provided to board members.

C. Motion to approve Resolution #2022 -1 as amended. MSP - B. Tamol, K. Graber. Vote - unanimous

D. Copy of the Schedule of Policy Reviews for 2022 provided to the board.

E. There were 57 participants in the Library survey.

F. Motion approved to allot \$2000 for 2022 craft supplies. MSP - S. Jacobs K. Graber. Vote - unanimous.

G. Motion to expend \$360.54 for LEGO Wall frame. MSP - B. Tamol, J. Yarborough. Vote - unanimous

H. Motion to expend \$378.28 for the Children's Literacy Area. MSP - J. Yarborough, S. Jacobs. Vote - unanimous

I. Motion to remit payment of \$4241.79 to B&ECPL (for 15 Sundays in 2021). MSP - K. Graber, J. Yarborough. Vote - unanimous

J. Motion approved to pay \$14.99 monthly fee for Zoom. MSP - B. Tamol, K. Graber. Vote - unanimous

K. B. Tamol will make sure to get out Meeting Notice letters to the Buffalo News and The Lancaster Bee.

L. Board members were reminded to please come in and sign the Conflict of Interest Forms.

M. Director's Evaluation - Committee will meet at 3pm on February 10th.

X. Meeting adjourned at 5:04 p.m. MSP - J. Yarborough, K. Graber. Vote - unanimous

Respectfully submitted,
Barbara Tamol

Director's Report January 2022

Programming

Button Making Program – Youth Services Librarian Meagan Carr helped 5 people make their own button on Sunday, January 23rd.

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

- **Craft & Carry** - 78 children picked up a winter-themed craft kit.
- **STEM Kits: Create Your Own Fake Snow**- 58 children picked up this kit and performed their experiment at home.
- **Take & Make** – These weekly kits had winter themes and 144 were picked up.

DIY Body Scrub & Bath Salts – Library Director Kara Stock taught 11 adults how to make their own body scrub and bath salts on Tuesday, January 25th.

Kidding Around Yoga with Donna Baia – 3 preschool age children, each accompanied by an adult, enjoyed yoga poses, fun music, storytelling, yoga games, and a special guided relaxation time on Monday January 24th.



LEGO® Club – Meagan held 2 LEGO® Clubs for a total of 13 children on Saturday, January 15th. They made wrecking balls.

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

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, January 29th. 4 children practiced reading out loud to the dog.

Storytime – Meagan conducted 12 sessions for a total of 101 children.

StoryWalk® – Children were encouraged to take a walk and read the book *The Jacket I Wear in the Snow* by Shirley Neitzel in the children's area of our library.

Winter Reading Log – Our reading log began on Monday, January 3rd and will run through Saturday, March 19th. Children are encouraged to color a mitten on the log and hand it in when finished for a small prize.

Young Adult Book Club – Part-time Librarian Michael Green held a book club for young adults. 3 attendees enthusiastically discussed *Peak* by Roland Smith.

Meetings

January 8 – Kara and Trustees Suzanne Jacobs and Jan Yarborough attended the ACT Meeting via Zoom.

January 11 – Kara attended a Contract Director Meeting via Zoom.

January 12 – Kara attended the Manager-Director Meeting via Zoom.

January 19 – Kara and Meagan met to plan programming for March and April.

January 21 – Kara met with Mayor Lynne Ruda to discuss future collaborations.

January 24 – Kara, Suzanne, and Caretaker Joshua Strell met with Michelle Barbaro and Carmen Ciccarelli from the Town of Lancaster to discuss the staff break room renovation.

January 27 – Kara, Meagan, and Library Assistant John Benzee met to continue planning our 2022 goals. The focus at this time is developing a seed library.

January 31 – Josh met with MGR Constructors to discuss the staff break room renovation.

LANCASTER PUBLIC LIBRARY

2022 STATISTICS

CIRCULATION			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	8,583	3,832	124.0%
FEB			"
MAR			"
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	8,583	3,832	124.0%

LIBRARY VISITS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	4,512	1,129	299.6%
FEB			"
MAR			"
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	4,512	1,129	299.6%

PUBLIC ACCESS COMPUTER SESSIONS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	584	78	648.7%
FEB			"
MAR			"
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	584	78	648.7%

WIFI			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	1,189	736	61.5%
FEB			"
MAR			"
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	1,189	736	61.5%

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
Page	Lynn Hoy, Janice Jaskowiak
	Yurie Calo
Caretaker	Joshua Strell

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

DAYS OPEN AND CLOSED

Days Open: 27

Days Closed: 4

**Lancaster Public Library
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										
MAR										
APR										
MAY										
JUN										
JUL										
AUG										
SEP										
OCT										
NOV										
DEC										
TOTAL	0	0	17	30	579	\$0.00	\$69.00	\$12.00	\$155.00	\$0.00

Total Proceeds \$236.00

	Facebook	Instagram
	Followers	Followers
JAN	2,281	134
FEB		
MAR		
APR		
MAY		
JUN		
JUL		
AUG		
SEP		
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			
2/13			
2/20			
2/27			
3/6			
3/13			
3/20			
3/27			
4/3	Book Sale		
4/10			
4/17	Easter		
4/24			
5/1			
5/8			
5/15			
5/22			
		361	792


Program Date	Title	# of programs	Attendance	Target Audience
1/4/2022	Storytime	1	11	Children 5 and under
1/4/2022	Storytime	1	9	Children 5 and under
1/7/2022	Storytime	1	4	Children 5 and under
1/11/2022	Storytime	1	9	Children 5 and under
1/11/2022	Storytime	1	7	Children 5 and under
1/11/2022	Book Club	1	4	Adults
1/12/2022	Mahjong Club	1	3	Adults
1/13/2022	YA Book Club	1	3	Teens
1/14/2022	Storytime	1	9	Children 5 and under
1/15/2022	Lego Club	1	8	Children 6-11
1/15/2022	Lego Club	1	10	Children 6-11
1/18/2022	Storytime	1	11	Children 5 and under
1/18/2022	Storytime	1	5	Children 5 and under
1/21/2022	Storytime	1	9	Children 5 and under
1/23/2022	Button Making	1	5	Intergenerational/Combined
1/24/2022	Kidding Around Yoga	1	6	Children 5 and under
1/25/2022	Storytime	1	8	Children 5 and under
1/25/2022	Body Scrub & Bath Salts	1	11	Adults
1/25/2022	Storytime	1	6	Children 5 and under
1/26/2022	Mahjong Club	1	3	Adults
1/28/2022	Storytime	1	13	Children 5 and under
1/29/2022	PAWS for Love	1	6	Intergenerational/Combined
1/31/2022	Read Down Your Fines	1	5	Children 6-11
1/31/2022	Take & Make Craft	144	144	Intergenerational/Combined
1/31/2022	Craft & Carry	78	78	Children 6-11
1/31/2022	STEM Kits	58	58	Intergenerational/Combined
1/31/2022	Book a Tech Trainer	4	4	Adults
1/31/2022	Tutoring	10	10	Children 6-11
1/31/2022	Tutoring	10	10	Teens
1/31/2022	Tutoring	5	5	Adults

Circulation

Total Circulations


 Library	January			Year to Date Totals			Footnotes
	2022 Total	2021 Total	% of	2022 Total	2021 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	1,127	993	13.5%	1,127	993	13.5%	<p>Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff through strategies including masking.</p> <p>System-wide - Most (but not all) libraries closed 1/6/2022 due to weather.</p> <p>Boston - Closed 1/7/2022 - Weather.</p> <p>Clearfield - Closed 1/25/2022 - Heating issue.</p> <p>Correctional Facility and Holding Center - Numbers not received.</p> <p>Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.</p> <p>Dudley - Closed 1/5/2022 - National Fuel issue.</p> <p>East Aurora - Closed 1/6/2022 - Gas Line Repair.</p> <p>Marilla - Closed 1/3/2022-1/10/2022 - Staffing.</p> <p>Music/Music Videos Downloaded - The Library is in the process of evaluating a new service provider.</p>
Amherst							
Audubon	17,697	11,410	55.1%	17,697	11,410	55.1%	
Clearfield	13,658	10,013	36.4%	13,658	10,013	36.4%	
Eggertsville-Snyder	6,860	6,389	7.4%	6,860	6,389	7.4%	
Williamsville	1,683	1,373	22.6%	1,683	1,373	22.6%	
Angola	1,458	1,070	36.3%	1,458	1,070	36.3%	
Aurora	6,638	4,688	41.6%	6,638	4,688	41.6%	
Boston	1,542	1,482	4.0%	1,542	1,482	4.0%	
Cheektowaga							
Julia Boyer Reinstein	12,254	8,081	51.6%	12,254	8,081	51.6%	
Reinstein Memorial	3,789	2,218	70.8%	3,789	2,218	70.8%	
Clarence	10,206	8,152	25.2%	10,206	8,152	25.2%	
Collins	2,225	1,977	12.5%	2,225	1,977	12.5%	
Concord	2,594	2,575	0.7%	2,594	2,575	0.7%	
Eden	2,187	2,184	0.1%	2,187	2,184	0.1%	
Elma	4,483	2,797	60.3%	4,483	2,797	60.3%	
Grand Island Memorial	5,160	3,197	61.4%	5,160	3,197	61.4%	
Hamburg							
Hamburg	9,580	6,889	39.1%	9,580	6,889	39.1%	
Lake Shore	3,166	2,095	51.1%	3,166	2,095	51.1%	
Lackawanna	1,782	656	171.6%	1,782	656	171.6%	
Lancaster	8,583	3,832	124.0%	8,583	3,832	124.0%	
Marilla	1,565	1,902	-17.7%	1,565	1,902	-17.7%	
Newstead	2,717	3,102	-12.4%	2,717	3,102	-12.4%	
North Collins	705	875	-19.4%	705	875	-19.4%	
Orchard Park	12,072	7,638	58.1%	12,072	7,638	58.1%	
City of Tonawanda	4,569	2,329	96.2%	4,569	2,329	96.2%	
Town of Tonawanda							
Kenilworth	2,728	2,377	14.8%	2,728	2,377	14.8%	
Kenmore	12,948	8,219	57.5%	12,948	8,219	57.5%	
West Seneca	8,701	8,091	7.5%	8,701	8,091	7.5%	
Buffalo							
Coles	1,027	700	46.7%	1,027	700	46.7%	
Crane	3,612	3,411	5.9%	3,612	3,411	5.9%	
Dudley	2,011	1,153	74.4%	2,011	1,153	74.4%	
East Clinton	1,233	633	94.8%	1,233	633	94.8%	
González-Soto	1,683	1,072	57.0%	1,683	1,072	57.0%	
Merriweather	1,752	1,520	15.3%	1,752	1,520	15.3%	
North Park	3,885	2,721	42.8%	3,885	2,721	42.8%	
Panty	1,233	828	48.9%	1,233	828	48.9%	
Central	12,838	10,888	17.9%	12,838	10,888	17.9%	
Bookmobile Services							
Library on Wheels	1,134	268	323.1%	1,134	268	323.1%	
Institutions							
Correctional Facility	0	0	#DIV/0!	0	0	#DIV/0!	
Holding Center	0	0	#DIV/0!	0	0	#DIV/0!	
System							
Online Renewals	73,545	29,014	153.5%	73,545	29,014	153.5%	
Interlibrary Loans	1,056	926	14.0%	1,056	926	14.0%	
Audio Books Downloaded	44,022	37,505	17.4%	44,022	37,505	17.4%	
Videos Downloaded/Streamed	76	176	-56.8%	76	176	-56.8%	
eBook Checkouts/Downloads	82,035	83,225	-1.4%	82,035	83,225	-1.4%	
Music/Music Videos Downloaded	0	28,088	-100.0%	0	28,088	-100.0%	
B&ECPL Totals	393,819	318,732	23.6%	393,819	318,732	23.6%	
Member Libraries	162,677	116,604	39.5%	162,677	116,604	39.5%	
Buffalo Branches	16,436	12,038	36.5%	16,436	12,038	36.5%	
Central Library	12,838	10,888	17.9%	12,838	10,888	17.9%	
Bookmobile Services	1,134	268	323.1%	1,134	268	323.1%	
Institutions	0	0	#DIV/0!	0	0	#DIV/0!	
System	200,734	178,934	12.2%	200,734	178,934	12.2%	


Library Visits

	January			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)	716	589	21.6%	716	589	21.6%	<p>Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff through strategies including masking.</p> <p>System-wide - Most (but not all) libraries closed 1/6/2022 due to weather.</p> <p>Boston - Closed 1/7/2022 - Weather.</p> <p>Clearfield - Closed 1/25/2022 - Heating issue.</p> <p>Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.</p> <p>Dudley - Closed 1/5/2022 - National Fuel issue.</p> <p>East Aurora - Closed 1/6/2022 - Gas Line Repair.</p> <p>Marilla - Closed 1/3/2022-1/10/2022 - Staffing.</p>
<i>Amherst</i>							
Audubon	8,121	3,732	117.6%	8,121	3,732	117.6%	
Clearfield	7,111	4,135	72.0%	7,111	4,135	72.0%	
Eggertsville-Snyder	3,439	2,496	37.8%	3,439	2,496	37.8%	
Williamsville	1,202	782	53.7%	1,202	782	53.7%	
Angola	3,336	2,009	66.1%	3,336	2,009	66.1%	
Aurora	4,289	2,009	113.5%	4,289	2,009	113.5%	
Boston	851	810	5.1%	851	810	5.1%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	6,545	3,859	69.6%	6,545	3,859	69.6%	
Reinstein Memorial	2,256	1,501	50.3%	2,256	1,501	50.3%	
Clarence	4,670	2,342	99.4%	4,670	2,342	99.4%	
Collins	1,089	774	40.7%	1,089	774	40.7%	
Concord	1,885	1,702	10.8%	1,885	1,702	10.8%	
Eden	1,194	955	25.0%	1,194	955	25.0%	
Elma	2,585	1,365	89.4%	2,585	1,365	89.4%	
Grand Island Memorial	2,570	893	187.8%	2,570	893	187.8%	
<i>Hamburg</i>							
Hamburg	5,241	3,220	62.8%	5,241	3,220	62.8%	
Lake Shore	2,469	1,492	65.5%	2,469	1,492	65.5%	
Lackawanna	1,760	620	183.9%	1,760	620	183.9%	
Lancaster	4,512	1,129	299.6%	4,512	1,129	299.6%	
Marilla	731	592	23.5%	731	592	23.5%	
Newstead	1,852	1,859	-0.4%	1,852	1,859	-0.4%	
North Collins	703	719	-2.2%	703	719	-2.2%	
Orchard Park	8,055	4,214	91.1%	8,055	4,214	91.1%	
City of Tonawanda	3,088	1,389	122.3%	3,088	1,389	122.3%	
<i>Town of Tonawanda</i>							
Kenilworth	2,362	1,799	31.3%	2,362	1,799	31.3%	
Kenmore	6,120	3,656	67.4%	6,120	3,656	67.4%	
West Seneca	6,326	5,873	7.7%	6,326	5,873	7.7%	
<i>Buffalo</i>							
Coles	2,054	1,805	13.8%	2,054	1,805	13.8%	
Crane	2,352	2,434	-3.4%	2,352	2,434	-3.4%	
Dudley	2,133	1,367	56.0%	2,133	1,367	56.0%	
East Clinton	1,065	455	134.1%	1,065	455	134.1%	
González-Soto	2,021	1,123	80.0%	2,021	1,123	80.0%	
Merriweather	3,671	2,352	56.1%	3,671	2,352	56.1%	
North Park	3,518	2,585	36.1%	3,518	2,585	36.1%	
Panty	1,713	1,029	66.5%	1,713	1,029	66.5%	
<i>Central</i>	12,346	7,164	72.3%	12,346	7,164	72.3%	
<i>Bookmobile Services</i>							
Library on Wheels	661	29	2179.3%	661	29	2179.3%	
<i>Institutions</i>							
Correctional Facility	535	710	-24.6%	535	710	-24.6%	
Holding Center	291	268	8.6%	291	268	8.6%	
System	127,438	77,836	63.7%	127,438	77,836	63.7%	
Member Libraries	95,078	56,515	68.2%	95,078	56,515	68.2%	
Buffalo Branches	18,527	13,150	40.9%	18,527	13,150	40.9%	
Central Library	12,346	7,164	72.3%	12,346	7,164	72.3%	
Bookmobile	661	29	2179.3%	661	29	2179.3%	
Institutions	826	978	-15.5%	826	978	-15.5%	

Registered Public Access Computer Sessions

Session Counts Per Outlet

	January			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)	67	66	1.5%	67	66	1.5%	<p>Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff through strategies including masking.</p> <p>System-wide - Most (but not all) libraries closed 1/6/2022 due to weather.</p> <p>Boston - Closed 1/7/2022 - Weather.</p> <p>Clearfield - Closed 1/25/2022 - Heating issue.</p> <p>Crane - 3/2021 and ongoing: construction impacting operations, including 2nd floor meeting space unavailable.</p> <p>Dudley - Closed 1/5/2022 - National Fuel issue.</p> <p>East Aurora - Closed 1/6/2022 - Gas Line Repair.</p> <p>Marilla - Closed 1/3/2022-1/10/2022 - Staffing.</p>
<i>Amherst</i>							
Audubon	903	339	166.4%	903	339	166.4%	
Clearfield	528	240	120.0%	528	240	120.0%	
Eggertsville-Snyder	308	282	9.2%	308	282	9.2%	
Williamsville	86	66	30.3%	86	66	30.3%	
Angola	140	65	115.4%	140	65	115.4%	
Aurora	280	120	133.3%	280	120	133.3%	
Boston	63	69	-8.7%	63	69	-8.7%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,113	532	109.2%	1,113	532	109.2%	
Reinstein Memorial	460	257	79.0%	460	257	79.0%	
Clarence	383	161	137.9%	383	161	137.9%	
Collins	86	124	-30.6%	86	124	-30.6%	
Concord	172	169	1.8%	172	169	1.8%	
Eden	92	106	-13.2%	92	106	-13.2%	
Elma	189	49	285.7%	189	49	285.7%	
Grand Island Memorial	188	21	795.2%	188	21	795.2%	
<i>Hamburg</i>							
Hamburg	688	486	41.6%	688	486	41.6%	
Lake Shore	171	121	41.3%	171	121	41.3%	
Lackawanna	285	51	458.8%	285	51	458.8%	
Lancaster	584	78	648.7%	584	78	648.7%	
Marilla	29	67	-56.7%	29	67	-56.7%	
Newstead	125	187	-33.2%	125	187	-33.2%	
North Collins	60	152	-60.5%	60	152	-60.5%	
Orchard Park	492	142	246.5%	492	142	246.5%	
City of Tonawanda	419	53	690.6%	419	53	690.6%	
<i>Town of Tonawanda</i>							
Kenilworth	319	167	91.0%	319	167	91.0%	
Kenmore	1,219	420	190.2%	1,219	420	190.2%	
West Seneca	768	595	29.1%	768	595	29.1%	
<i>Buffalo</i>							
Coles	670	620	8.1%	670	620	8.1%	
Crane	361	355	1.7%	361	355	1.7%	
Dudley	446	239	86.6%	446	239	86.6%	
East Clinton	237	141	68.1%	237	141	68.1%	
González-Soto	532	314	69.4%	532	314	69.4%	
Merriweather	1,158	814	42.3%	1,158	814	42.3%	
North Park	673	612	10.0%	673	612	10.0%	
Panty	354	181	95.6%	354	181	95.6%	
Central	4,002	3,015	32.7%	4,002	3,015	32.7%	
<i>Bookmobile Services</i>							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
System	18,650	11,476	62.5%	18,650	11,476	62.5%	
Member Libraries	10,217	5,185	97.0%	10,217	5,185	97.0%	
Buffalo Branches	4,431	3,276	35.3%	4,431	3,276	35.3%	
Central Library	4,002	3,015	32.7%	4,002	3,015	32.7%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

WiFi							
Total Logins							
	January			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)	362	248	46.0%	362	248	46.0%	
Amherst							
Audubon	2,172	825	163.3%	2,172	825	163.3%	
Clearfield	1,693	963	75.8%	1,693	963	75.8%	
Eggertsville-Snyder	858	647	32.6%	858	647	32.6%	
Williamsville	844	514	64.2%	844	514	64.2%	
Angola	147	74	98.6%	147	74	98.6%	
Aurora	1,703	1,187	43.5%	1,703	1,187	43.5%	
Boston	139	97	43.3%	139	97	43.3%	
Cheektowaga							
Julia Boyer Reinstein	916	479	91.2%	916	479	91.2%	
Reinstein Memorial	552	252	119.0%	552	252	119.0%	
Clarence	1,058	531	99.2%	1,058	531	99.2%	
Collins	212	198	7.1%	212	198	7.1%	
Concord	386	392	-1.5%	386	392	-1.5%	
Eden	185	106	74.5%	185	106	74.5%	
Elma	232	218	6.4%	232	218	6.4%	
Grand Island Memorial	511	278	83.8%	511	278	83.8%	
Hamburg							
Hamburg	1,434	1,049	36.7%	1,434	1,049	36.7%	
Lake Shore	388	265	46.4%	388	265	46.4%	
Lackawanna	283	180	57.2%	283	180	57.2%	
Lancaster	1,189	736	61.5%	1,189	736	61.5%	
Marilla	75	96	-21.9%	75	96	-21.9%	
Newstead	403	534	-24.5%	403	534	-24.5%	
North Collins	298	227	31.3%	298	227	31.3%	
Orchard Park	1,200	617	94.5%	1,200	617	94.5%	
City of Tonawanda	623	245	154.3%	623	245	154.3%	
Town of Tonawanda							
Kenilworth	319	236	35.2%	319	236	35.2%	
Kenmore	1,557	958	62.5%	1,557	958	62.5%	
West Seneca	1,344	1,035	29.9%	1,344	1,035	29.9%	
Buffalo							
Coles	646	412	56.8%	646	412	56.8%	
Crane	404	583	-30.7%	404	583	-30.7%	
Dudley	1,568	745	110.5%	1,568	745	110.5%	
East Clinton	526	345	52.5%	526	345	52.5%	
González-Soto	1,476	1,025	44.0%	1,476	1,025	44.0%	
Merriweather	768	417	84.2%	768	417	84.2%	
North Park	706	696	1.4%	706	696	1.4%	
Panty	852	700	21.7%	852	700	21.7%	
Central	10,523	6,981	50.7%	10,523	6,981	50.7%	
BookmobileServices							
Library on Wheels	32	12	166.7%	32	12	166.7%	
System	38,584	25,103	53.7%	38,584	25,103	53.7%	
Member Libraries	21,083	13,187	59.9%	21,083	13,187	59.9%	
Buffalo Branches	6,946	4,923	41.1%	6,946	4,923	41.1%	
Central Library	10,523	6,981	50.7%	10,523	6,981	50.7%	
Bookmobile Services	32	12	166.7%	32	12	166.7%	

January

*Note: CD 041 was closed on 1/28/22. Balance of \$14057.94 was transferred to CD 045.

**Petty Cash
January 2022**

Date	Item	Deposit	Withdrawl	Total
				\$51.11
19-Jan	Replenish petty cash	\$150.00		\$201.11
19-Jan	Kara- Dollar Tree- Body Scrub program supplies		-\$6.25	\$194.86
19-Jan	Kara- Amazon- Body Scrub program supplies		-\$37.97	\$156.89
19-Jan	Kara- Dollar General- Body Scrub program tablecloths		-\$5.65	\$151.24
25-Jan	Meagan- Michaels- STEM kit candy		-\$23.94	\$127.30
26-Jan	Kara- Amazon- Picture frame for library print		-\$13.99	\$113.31
		\$150.00	-\$87.80	\$113.31

2021 Lancaster Payroll Report_PP26



As of Pay Period 26

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Caretaker	37,685.02	37,260.00	(425.02)
Librarian I	60,086.85	54,330.00	(5,756.85)
Library Director II	78,060.89	73,782.00	(4,278.89)
Senior Library Clerk	37,779.80	37,348.00	(431.80)
			0.00
FT Totals	213,612.56	202,720.00	(10,892.56)

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Clerk Typist PT	19,912.04	25,749.00	5,836.96
Librarian I PT	9,629.46	11,200.00	1,570.54
Page PT	10,817.51	25,350.00	14,532.49
Senior Page	20,396.99	41,912.00	21,515.01
PT Totals	60,756.00	104,211.00	43,455.00

2021 TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretaker	37,685.02	37,260.00	(425.02)
Clerk Typists	19,912.04	25,749.00	5,836.96
Librarian I'S	69,716.31	65,530.00	(4,186.31)
Library Director II	78,060.89	73,782.00	(4,278.89)
Senior Library Clerk	37,779.80	37,348.00	(431.80)
Pages	10,817.51	25,350.00	14,532.49
Senior Pages	20,396.99	41,912.00	21,515.01
Other Payments		6,131.00	6,131.00
Combined Totals	274,368.56	313,062.00	38,693.44

ANNUAL BUDGET	313,062.00
PROJECTED ANNUAL BUDGET SPENT	278,308.91
REIMBURSEMENT TO DATE	
PROJECTED ENDING BALANCE	34,753.09

Contract Library "System Paid" Budget Analysis

Lancaster Public Library

As of 12/31/2021

	"System Paid" Budget*	Jan-Sept 2021	October	November	December	Actual 2021 Expenses	Year End Surplus/(Shortfall)
Salaries & Wages, Full Time							
Salaries & Wages, Full Time	202,720.00	151,193.66	16,409.59	17,190.96	20,535.17	205,329.38	(2,609.38)
Other Payments	2,376.00	0.00		8,263.95	1,884.56	10,148.51	(7,772.51)
Overtime		675.72			7.69	683.41	(683.41)
Total Salaries & Wages, Full Time	205,096.00	151,869.38	16,409.59	25,454.91	22,427.42	216,161.30	(11,065.30)
Wages, Regular Part-Time		0.00				0.00	0.00
Wages, Part Time	104,211.00	37,741.52	9,397.15	6,902.84	6,121.71	60,163.22	44,047.78
Contractual Reserves	3,755.00						3,755.00
Employer FICA Total	23,662.00	14,348.07	2,055.38	2,667.67	1,865.25	20,936.37	2,725.63
Employee Health Insurance	19,788.00	14,121.37	1,446.57	1,162.78	2,657.06	19,387.78	400.22
Dental Plan	636.00	439.46	37.90	44.58	55.15	577.09	58.91
Health Insurance Waiver	804.00	603.00	67.00	67.00	67.00	804.00	0.00
NYS Retirement	32,130.00	23,155.90	4,332.39	3,476.40	3,616.04	34,580.73	(2,450.73)
Disability	0.00	0.00				0.00	0.00
Natural Gas (NFG)	3,578.00	3,314.24	63.84	236.02	741.88	4,355.98	(777.98)
Electricity	20,562.00	12,005.31	1,076.75	1,421.87	1,737.69	16,241.62	4,320.38
Bottom Line Total	414,222.00	257,598.25	34,886.57	41,434.07	39,289.20	373,208.09	41,013.91

Notes:

System Paid Budget per Res. 2021-14

Program Projections - 2022

[illegible]**TOTAL SPENT**

\$465.00

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

TOTAL BUDGET for 2021

\$8,900.00

CURRENT BALANCE

\$8,435.00

From: Erin Vest <veste@buffalolib.org>

Sent: Monday, February 7, 2022 12:29 PM

To: Directors <Directors@buffalolib.org>

Cc: Richard Earne <enrae.richard@gmail.com>; Robert Adler <badler22@icloud.com>; Jeannine Doyle <doylejm@buffalolib.org>

Subject: ACT Dues

To Contracting Library Directors

Please see the below message from Bob Adler, Treasurer, ACT:

To all Association of Contracting Library Trustees (ACT) libraries

Our annual dues at \$20/library/year - payable to:

Bob Adler, Treasurer, ACT

13951 Groth Road

Springville, NY 14141

Please send in by March 1, 2022 Thank you!

Bob Adler

13951 Groth Road

Springville, New York 14141

Time Capsule Suggestions from Staff and Patrons


- Masks
- Hand sanitizer - well wrapped/sealed
- List of programs offered in a typical month
- Pictures of library tech (copier, scanner, etc.) with copies of instructions
- List of most popular items for 2021
- Sample weekly craft packet
- Representative sample of flyers, posters, etc.
- List of 2021 staff and board members
- Annual Report
- Something Battle of the Books related (team picture?)
- Printed screengrab of the library webpage
- A list of all of the libraries in the system
- A Lancaster/LNC stamp
- Current newspaper
- Best seller list
- Photos inside/outside of the library
- Blue hold slip
- Welcome packet
- RFID tag
- 2021 director's summary
- 200th anniversary invitation and ornament
- Demco catalog
- Checkout receipt
- Library card
- List of new books
- 200th Anniversary book recommendations
- Gary – photos
- Pop it
- Pizza menu
- Grocery receipt
- Book about the pandemic




Shopping Cart

Products in Cart



Item	Price	Quantity	Subtotal
 4'x8' Frame for Building Brick Compatible Baseplate/Wall Color White Item # W13782110	\$273.24 \$296.99	1	\$273.24

 This product ships directly from the manufacturer in approximately 30 working days.

Cart Summary

Cart ID: 2165154

Contract Used: [View Terms](#)
NCPA - Catalog

Merchandise Total	\$296.99
Contract Discount	-\$23.75
Shipping	\$109.30
Tax	\$0.00

Shipping Address

Kara Stock
Buffalo and Erie Co Public Lib
5466 Broadway
Lancaster NY 14086

 EDIT

Cart Total **\$382.54**

Billing Address

Lancaster Public Library
5466 Broadway St
Lancaster NY 14086-2168

 EDIT

Proceed to Checkout

Create Quote

Recommended for you



Lancaster Public Library Telecommuting Policy

I. STATEMENT OF POLICY

The Lancaster Public Library considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. For the purposes of this policy, telecommuting is defined as a remote-access arrangement wherein employees will be compensated for work completed outside their regularly assigned work location for at least part of the workweek on a regular basis, or on a temporary basis as the result of extenuating circumstances.

The Lancaster Public Library recognizes that not every job is suited for telecommuting; many jobs within the Lancaster Public Library are not suitable because the Library is a public service organization, and providing service to patrons within library buildings is core to the Library's mission. Further, telecommuting is a privilege, which may be granted under appropriate circumstances to eligible employees, and is not a universal employee benefit. This privilege will be granted in a non-discriminatory manner with consideration given to all the factors set forth within this Policy.

II. ELIGIBILITY

- A. Only full-time and regular-part-time (RPT) employees, or part-time employees where practicable, who have been in their positions for at least 6 months may apply for participation in a telecommuting arrangement, unless otherwise negotiated as part of a collective bargaining agreement or benefit plan, or as the result of extenuating circumstances requiring a telecommuting arrangement.
- B. Employees must have and maintain a satisfactory performance record, including a demonstrated ability to work well with minimal supervision, a thorough knowledge of their job tasks and operations, a history of reliable and responsible accomplishment of work duties, and a record of effective communication with supervisors, coworkers, support staff and patrons.
- C. Any record of disciplinary action for conduct within the last 2 years may be grounds for ineligibility.

- D. Telecommuting is not available for long-distance or out-of-state work. Employees are expected to abide by any residency requirements of their position, and be able to report to their regularly assigned work location as needed.

III. GUIDELINES

- A. The approval of a telecommuting arrangement is made based on the ability of the Lancaster Public Library to maintain full operations, services, and commitments. Telecommuting may not be appropriate for all job titles or for all positions within a job title.
- B. In all cases, telecommuting schedules are subject to the approval of the Library Director and Human Resources.
- C. Requests for a telecommuting arrangement as an accommodation must be made in accordance with the B&ECPL Personnel Policy and Procedures Manual, Chapter VII, Section 3 Reasonable Accommodations.
- D. Telecommuting employees must be accessible, within reason, via telephone and email during their agreed working hours.
- E. Employees must abide by Lancaster Public Library and B&ECPL Personnel Policies and Procedures while telecommuting, including but not limited to those contained in Section V, Hours of Work and Break Periods and Section VII, Types of Leave.
 - 1. Failure to abide by the Lancaster Public Library and B&ECPL policies will result in disciplinary action.
 - 2. Abuse of telecommuting arrangements may result in termination of the agreement.
- F. The employee is responsible for providing space, telephone, printing, networking and/or Internet capabilities and security at the telecommuting work location, and shall not be reimbursed by the Lancaster Public Library or the B&ECPL System for these or related expenses.
 - 1. Expenses incurred in the implementation and execution of remote work arrangements require the approval of the Library Director.
 - 2. Standard office supplies (such as paper and pens) will be provided by the County and should be obtained by the employee at their regularly assigned work location.

3. Out-of-pocket expenses for supplies normally available at the regularly assigned work location will not be reimbursed.
- G. The Lancaster Public Library is not required to provide equipment for the telecommuting work location. However, with proper approval, the employee may be provided with Library-owned equipment necessary to perform work assignments.
1. Employees provided with equipment must use all security controls and safeguards at all times.
 2. Employees working at telecommuting work locations are expected to abide by the B&ECPL Information Technology Security Policy Manual, including but not limited to Section 7, Virtual Private Network (VPN) Policy, and the B&ECPL Computers, Communications, and Related Technology Policy (Chapter X, Section 1).
 3. Employee access to the B&ECPL network shall be limited to B&ECPL-owned equipment to ensure network security.
 - a. When access to network is required to complete functions of the job, a Library-owned laptop will be provided.
 - b. Employees who have telecommuting arrangements shall not allow anyone, except Lancaster Public Library employees, to use or access Library-provided equipment (including hardware, software, and storage devices) and services.
 4. All Lancaster Public Library-provided equipment must be returned promptly upon termination of the telecommuting arrangement.
 5. Files and documents must be protected from unauthorized disclosure or damage and returned safely to the regularly assigned work location immediately upon request.
 6. Lancaster Public Library information stored on an employee's personal computer is subject to public disclosure requirements.
- H. In agreeing to a remote work arrangement, the employee is confirming that their telecommuting work location is a safe and appropriate work space, which is free of safety and fire hazards.
1. Employees must not use their telecommuting work locations to receive work-related visitors or host work-related meetings or events, with the exception of meetings or events conducted virtually.

2. The Lancaster Public Library will not be held responsible for any and all claims, excluding worker's compensation claims, which result from working at the telecommuting work location.
 - a. In the event of a job-related incident, accident or injury during working hours, the employee shall report the incident to their supervisor and Human Resources within 24 hours and follow established procedures to report and investigate workplace incidents, accidents, or injuries.
 - b. The employee must allow inspections of the employee's work area(s), home office, or other relevant location(s) to be conducted by the Lancaster Public Library or its agent if a job-related incident, accident, or injury has occurred.
- I. Telecommuting arrangements shall not be used as a substitute for dependent child care, unless preauthorized by Human Resources due to extenuating circumstances. Employees who work remotely are expected to make dependent or child care arrangements during the period they will be working.
- J. Telecommuting is not intended to enable employees to conduct personal or non- Lancaster Public Library business while on Lancaster Public Library time.
- K. An employee's participation in a telecommuting plan is entirely voluntary.
- L. Either the employee or their supervisor may terminate the telecommuting arrangement at any time.

IV. PROCEDURES

- A. If the employee and job are deemed suitable for a remote work arrangement, the employee and supervisor must complete a Telecommuting Agreement specifying the terms, conditions, and rationale for the remote work. The Agreement is subject to approval by the Library Director.
- B. The original agreement must be forwarded to Human Resources for approval. Once approved, the original agreement will be kept in the employee's personnel file. The employee and supervisor should maintain copies for their own records.
- C. The employee and supervisor must agree upon use of any Lancaster Public Library-owned equipment to be used in the telecommuting arrangement.

- D. The Information Technology Department must be advised of the arrangements as they relate to use of Library-owned or personal equipment.
- E. A Telecommuting Work Plan must be included as part of the Telecommuting Agreement. The Telecommuting Work Plan must include at a minimum the following:
 - 1. Specific description of the duties to be performed;
 - 2. Established workdays and work hours;
 - 3. Explanation as to how supervision will be provided; and
 - 4. Explanation as to how work products and outputs will be reviewed, monitored and measured.
- F. Human Resources must be notified in writing of any modification to or cancellation of any Telecommuting Agreement.

Adopted by the Lancaster Public Library Board of Trustees at a public meeting on , 2022.

Lancaster Public Library Telecommuting Agreement

Name:		Title:	
Director:		Library:	
Start Date:		End Date:	
Rationale for remote work arrangement:			
Will Library-owned equipment be used? <input type="checkbox"/> Yes (<i>detail below</i>) <input type="checkbox"/> No			
Equipment:			
Work Schedule:			
Day	Hours	Work Location (In-Library vs. Remote)	
Telecommuting Work Plan (Include a description of duties to be performed; how work output will be reviewed, monitored, and measured; and how supervision will be provided. Attach additional sheets if necessary.)			

Both the employee and supervisor volunteer to participate in this telecommuting agreement and agree to follow the guidelines set forth in the Telecommuting Policy and all applicable personnel policies and procedures.

Employee	Date
----------	------

Director
Date

Human Resources	Date
-----------------	------

Information Technology <i>(if applicable)</i>	Date
---	------



Visit Us Today!

5466 Broadway
Lancaster, NY 14086

716-683-1120

www.BuffaloLib.org



Monday 10-6

Tuesday 10-9

Wednesday 10-9

Thursday 10-9

Friday 10-5

Saturday 10-5

Sunday 12-5 (Sept. - May)



Lancaster



Public



Library



We Can't Wait to See You!



Programs

The library offers a range of FREE programs for all age groups:

- Storytime
- STEM programs
- LEGO Club
- Read to a Dog
- Crafting
- Book Clubs
- Mahjong Club
- Painting
- Technology Training
- Yoga



Did you Know?

We offer a variety of kits that can be checked out for FREE with a library card.

These kits include topics such as birdwatching, hiking, family gardening, adult coloring, knitting, literacy kits to enrich learning for children ages two and up, and memory kits geared for anyone caring for someone experiencing memory loss. We even loan a variety of yard games.

Get a Library Card

Borrow books, movies & TV shows, eBooks, magazines, audiobooks, large print books, graphic novels, and local history items.

Access online newspaper and magazine articles, library computers, and more.

Library cards are FREE to residents of Erie County. The sign up process is quick and easy!

Technology

We have computers, laptops, WiFi, scanners, a photocopier, a mobile device charging station, a color printer, and makerspace technology.



Buffalo & Erie County Public
LIBRARY



129 Elm Street, East Aurora, NY 14052

OUR RECOMENDATIONS, FOR PROVIDING BETTER QUALITY AIR, INCREASED AIR FILTRATION, AND ELIMINATION OF VIRUSES. Follows ASHRAE guidelines

UPGRADE HVAC AIR FILTRATION AND ADD UV

- *We can work with your property management, HVAC Contractor, building owner, or maintenance staff to improve the performance of the filters currently in your HVAC systems.*
- *We can propose U.V. air cleaning that bathes either the coil or the airstream in the ductwork with germicidal U.V.*
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OFFICES, ROOMS, AND ASSEMBLY AREAS

Austin Air HealthMate®

- *Designed to address your everyday air quality concerns.*
- *400 CFM OF HEPA filtration, captures 99.99% of airborne particles.*
- *Removes a wide range of contaminants, chemicals, gases and odors*
- *Will significantly improve the quality of air in your home or business*
- *Effective up to 1400 sq. ft. - Choice of colors (black, white, beige)*
- *Price - \$600, Delivered*



MEDICAL-GRADE PORTABLE HEPA / UV

SANUVOX S-300 SX

- *Germicidal UV destroys bacteria, viruses, and mold*
- *Oxidation treats odors and chemicals*
- *Pre-filtration protects the blower*
- *HEPA filtration captures fine dust particles*
- *Effective up to 1200 sq. ft.*
- *Price - \$2,100.00, Delivered*



OFFICES, ROOMS, AND ASSEMBLY AREAS

AirPura UV 600

- *600 cfm of HEPA filtration, captures 99.99% of airborne particles.*
- *The 18 watt, UV germicidal lamp sterilizes bacteria, viruses and mold spores*
- *18 lbs. of activated carbon, absorbs airborne chemicals and odors*
- *Effective for up to 2000 sq. ft. - Choice of colors*
- *Price - \$960.00, Delivered*



George Roehling
(716) 480-2394
George@Clarkair.com

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Medify MA-14 Air Purifier with H13 True HEPA Filter | 200 sq ft Coverage | for Allergens, Smoke, Smokers, Dust, Odors, Pollen, Pet Dander | Quiet 99.9% Removal to 0.1 Microns | White, 2-Pack

Visit the Medify Air Store

★★★★★ 1,993 ratings

Price: \$199.99 Prime & FREE Returns

Pay \$33.33/month for 6 months (plus S&H, tax) with 0% interest equal monthly payments when you're approved for an Amazon Prime Store Card. May be available at a lower price from other sellers, potentially without free Prime shipping.

Size: 2-Pack

1-Pack

2-Pack

Color: White

Color	White
Brand	Medify Air
Power Source	Corded Electric
Item Weight	8.8 Pounds
Filter Type	HEPA

- About this item
- MAXIMUM COVERAGE: Cleans small spaces up to 400 sq ft in one hour, 200 sq ft in 30 minutes (CADR 120). Ideal for homes, apartments, bedrooms, living rooms, offices, schools, universities, classrooms, hospitals, restaurants, and other businesses.
 - HEPA H13 FILTRATION: Trusted to remove 99.9% of harmful particles including allergens, odors, VOCs, smoke, pollen, pet dander, dust, smog, contaminants, and more down to 0.1 microns in size. Captures finer particles than HEPA H11 (0.3 microns).

Buy new: \$199.99

Prime & FREE Returns

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★★★★★ 1,284 ratings

Amazon's Choice for "medify air purifier filter replacement"

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Size: 2 Count (Pack of 1)

1 Count (Pack of 1)

\$39.99

✓prime

2 Count (Pack of 1)

\$73.99

(\$37.00 / Count)

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Brand Medify Air
Material Ma 14 r
Item 12 x 6 x 6 inches
Dimensions
LxWxH
Compatible Air Purifier
Devices

About this item

- **MAINTAIN YOUR UNIT:** Use ONLY genuine MA-14 replacement filters (B07VF25QJ6) to ensure your MA-14 air purifier operates as it should, keeping the air inside your home, apartment, school, or office clean.
- **EASY TO CHANGE:** The lightweight design makes the process of replacing filters a breeze, so you and your family can maintain healthy and pure air in every room. A fresh filter will help remove irritants and neutralize odors.
- **HEPA H13 FILTRATION:** Trusted to remove 99.9% of harmful particles including allergens, odors, VOCs, smoke, pollen, pet dander, dust, smog, contaminants, and more down to 0.1 microns in size. Captures finer particles than HEPA H11 (0.3 microns).
- **3 STAGES:** Multi-stage filtration; pre-filter traps large pollutants, HEPA H13 for fine particles, and active carbon to remove odors. Perfect for smokers, pet owners, allergies, volatile organic compounds (VOCs), and cooking smells.
- **LONGER LIFETIME:** Each easy-to-replace filter set lasts 3-4 months or 2,500 hours, whichever comes first. Only 3-4 filter changes per year means lower maintenance and more cost savings. Packaging may vary as we are in the process of updating our packaging to be more eco-friendly and informative



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LIBRARY

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BUSINESS OFFICE

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Inv # 21083

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

Date: December 31, 2021

ITEM

UNIT COST

EXTENSION

PVT Library Materials per attached list

2,594.41

BALANCE DUE:

\$ 2,594.41

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

Order ID	Amount Paid	Invoice	Library	
PO-52735	\$26.07	60001123	LNC	
PO-52735	\$52.47	60003224	LNC	
PO-53031	\$16.76	60004373	LNC	
PO-53031	\$21.96	60004373	LNC	
PO-53031	\$15.83	60004373	LNC	
PO-53031	\$20.96	60004373	LNC	
PO-53031	\$21.00	60004373	LNC	
PO-53031	\$20.96	60004373	LNC	
PO-53031	\$19.28	60004373	LNC	
PO-53031	\$8.69	60004373	LNC	
PO-53031	\$16.76	60004373	LNC	
PO-53031	\$10.41	60004373	LNC	
PO-53031	\$12.73	60004373	LNC	
PO-53031	\$9.25	60004373	LNC	
PO-53031	\$9.83	60004373	LNC	
PO-53031	\$13.89	60004373	LNC	
PO-53031	\$14.70	60004373	LNC	
PO-53031	\$8.92	60004373	LNC	
PO-53031	\$9.27	60004373	LNC	
PO-52475	\$8.11	60006208	LNC	
PO-52969	\$31.95	60006626	LNC	
PO-53031	\$20.12	60006627	LNC	
PO-52884	\$28.99	60011842	LNC	
PO-52734	\$8.69	60012114	LNC	
PO-52734	\$7.53	60012114	LNC	
PO-52734	\$7.53	60012114	LNC	
PO-52734	\$9.27	60012114	LNC	
PO-52735	\$7.34	60012115	LNC	
PO-52735	\$14.07	60012115	LNC	
PO-52735	\$21.99	60012115	LNC	
PO-52969	\$10.43	60012117	LNC	
PO-52424	\$8.40	61974626	LNC	
PO-52475	\$7.51	61980988	LNC	
PO-52475	\$13.33	61980988	LNC	
PO-52475	\$8.11	61980988	LNC	
PO-52475	\$11.59	61980988	LNC	
PO-52475	\$11.59	61980988	LNC	
PO-52475	\$11.59	61980988	LNC	
PO-52475	\$12.73	61980988	LNC	
PO-52475	\$14.49	61980988	LNC	
PO-52475	\$14.47	61980988	LNC	
PO-52475	\$13.31	61980988	LNC	
PO-52475	\$14.49	61980988	LNC	
PO-52475	\$14.49	61980988	LNC	
PO-52475	\$10.41	61980988	LNC	
PO-52475	\$11.59	61980988	LNC	
PO-52475	\$11.59	61980988	LNC	
PO-52475	\$13.91	61980988	LNC	
PO-52475	\$11.59	61980988	LNC	
PO-52475	\$14.49	61980988	LNC	



Order ID	Amount Paid	Invoice	Library	
PO-52475	\$15.07	61980988	LNC	
PO-52475	\$11.59	61980988	LNC	
PO-52475	\$7.53	61983502	LNC	
PO-52475	\$11.59	61986831	LNC	
PO-52734	\$8.92	61987765	LNC	
PO-52734	\$9.44	61987765	LNC	
PO-52734	\$11.01	61987765	LNC	
PO-52735	\$5.21	61987766	LNC	
PO-52735	\$4.05	61987766	LNC	
PO-52735	\$36.74	61987766	LNC	
PO-52735	\$13.64	61987766	LNC	
PO-52735	\$22.87	61987766	LNC	
PO-52735	\$27.84	61987766	LNC	
PO-52735	\$28.32	61987766	LNC	
PO-52735	\$31.48	61987766	LNC	
PO-52735	\$9.97	61987766	LNC	
PO-52735	\$7.87	61987766	LNC	
PO-52735	\$5.21	61987766	LNC	
PO-52735	\$9.44	61987766	LNC	
PO-52735	\$7.34	61987766	LNC	
PO-52735	\$7.87	61987766	LNC	
PO-52735	\$9.44	61987766	LNC	
PO-52735	\$8.92	61987766	LNC	
PO-52735	\$10.49	61987766	LNC	
PO-52735	\$4.05	61987766	LNC	
PO-52735	\$7.34	61989094	LNC	
PO-52735	\$7.34	61990113	LNC	
PO-52735	\$8.92	61992348	LNC	
PO-52884	\$8.69	61992351	LNC	
PO-52884	\$14.49	61992351	LNC	
PO-52884	\$13.33	61992351	LNC	
PO-52884	\$22.03	61992351	LNC	
PO-52884	\$11.60	61992351	LNC	
PO-52884	\$13.91	61992351	LNC	
PO-52884	\$11.59	61992351	LNC	
PO-52884	\$20.87	61992351	LNC	
PO-52884	\$35.16	61992351	LNC	
PO-52884	\$14.49	61992351	LNC	
PO-52884	\$10.99	61992351	LNC	
PO-52884	\$11.59	61992351	LNC	
PO-52884	\$11.59	61992351	LNC	
PO-52884	\$15.05	61992351	LNC	
PO-52475	\$11.59	61997683	LNC	
PO-52475	\$15.65	61997683	LNC	
PO-52475	\$13.91	61997683	LNC	
PO-52968	\$10.44	61998927	LNC	
PO-52968	\$9.85	61998927	LNC	
PO-52968	\$15.22	61998927	LNC	
PO-52969	\$18.38	61998928	LNC	
PO-52969	\$14.24	61998928	LNC	

Order ID	Amount Paid	Invoice	Library	
PO-52969	\$14.15	61998928	LNC	
PO-52969	\$14.70	61998928	LNC	
PO-52969	\$17.37	61998928	LNC	
PO-52969	\$7.87	61998928	LNC	
PO-52969	\$10.41	61998928	LNC	
PO-52969	\$7.51	61998928	LNC	
PO-52969	\$15.22	61998928	LNC	
PO-52969	\$13.33	61998928	LNC	
PO-52969	\$14.70	61998928	LNC	
PO-52969	\$9.86	61998928	LNC	
PO-52969	\$18.38	61998928	LNC	
PO-52969	\$13.13	61998928	LNC	
PO-52424	\$21.00	67360549	LNC	
PO-52424	\$9.86	67360549	LNC	
PO-52424	\$10.44	67360549	LNC	
PO-52475	\$17.56	67363866	LNC	
PO-52475	\$11.59	67363866	LNC	
PO-52735	\$28.34	67375355	LNC	
PO-52735	\$20.84	67375355	LNC	
PO-52735	\$9.44	67375355	LNC	
PO-52735	\$21.99	67375355	LNC	
PO-52735	\$14.07	67375355	LNC	
PO-52735	\$21.99	67375355	LNC	
PO-52735	\$8.92	67380736	LNC	
PO-52735	\$15.39	67382709	LNC	
PO-52883	\$16.82	67382710	LNC	
PO-52884	\$35.16	67382711	LNC	
PO-52884	\$35.16	67382711	LNC	
PO-52884	\$14.49	67382711	LNC	
PO-52884	\$26.39	67382711	LNC	
PO-52884	\$35.16	67382711	LNC	
PO-52884	\$35.16	67382711	LNC	
PO-52884	\$30.76	67382711	LNC	
PO-52884	\$35.16	67382711	LNC	
PO-52884	\$30.76	67382711	LNC	
PO-52884	\$14.49	67382711	LNC	
PO-52884	\$30.76	67382711	LNC	
PO-52735	\$20.84	67384572	LNC	
PO-52735	\$20.84	67384572	LNC	
PO-52735	\$20.84	67384572	LNC	
PO-52735	\$20.84	67384572	LNC	
PO-52968	\$9.83	67387827	LNC	
PO-52968	\$9.83	67387827	LNC	
PO-52968	\$14.70	67387827	LNC	
PO-52968	\$14.67	67387827	LNC	
PO-52969	\$15.74	67387828	LNC	
PO-52969	\$9.86	67387828	LNC	
PO-52969	\$17.40	67387828	LNC	
PO-52884	\$17.56	67390835	LNC	
PO-52968	\$8.92	67390837	LNC	

Order ID	Amount Paid	Invoice	Library	
PO-53031	\$19.28	67395611	LNC	
PO-53031	\$9.85	67395611	LNC	
PO-53031	\$10.41	67395611	LNC	
PO-53031	\$8.92	67395611	LNC	
PO-53031	\$33.00	67395611	LNC	
PO-53031	\$19.69	67395611	LNC	
PO-53031	\$15.92	67395611	LNC	
PO-53031	\$19.32	67395611	LNC	
PO-53031	\$15.22	67395611	LNC	
PO-53031	\$30.80	67395611	LNC	
PO-53031	\$26.00	67395611	LNC	
PO-53031	\$13.13	67395611	LNC	
PO-53031	\$17.59	67395611	LNC	
PO-52969	\$10.43	67397023	LNC	
PO-53031	\$11.01	67397025	LNC	
PO-53031	\$14.04	67400312	LNC	\$2,594.41

New Literacy Kit: Number Kit

Qty.	Item	Website	Price
1	Number-Bots	https://www.lakeshorelearning.com/products/math/numbers-c	\$16.99
1	Numbers & Counting Theme Book Library	https://www.lakeshorelearning.com/products/books/paperback	\$42.50
1	Numbers Bingo	https://www.lakeshorelearning.com/products/games/bingo-gar	\$11.99
1	Translucent Numbers	https://www.lakeshorelearning.com/products/blocks-manipulat	\$12.99
1	Double-Sided Magnetic Number Tiles	https://www.lakeshorelearning.com/products/math/numbers-c	\$49.99
			\$134.46
			S&H 15% \$20.17
			Total \$154.63

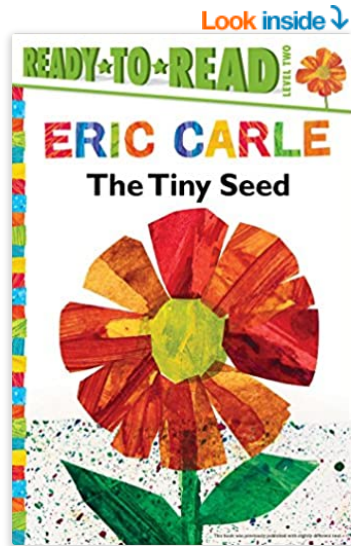
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by Eric Carle (Author, Illustrator)

★★★★★ 268 ratings

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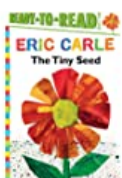
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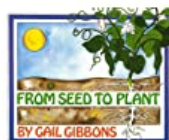
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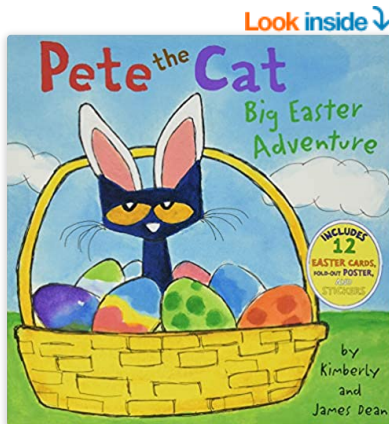
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by James Dean (Author, Illustrator), Kimberly Dean (Author)

★★★★★ 4,220 ratings

Part of: Pete the Cat (59 books)

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Reading age

Print length



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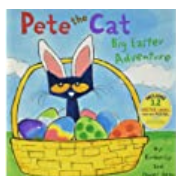
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Front- From Any Edge



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Magnet design

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Quantity		Price	Action
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1	Setup Charge	\$16.95	
Total:		\$346.95	

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2 Bundle Minimum Order Quantity = 2 bundles of 25 predetermined individual seed packets. 2 bundles = \$6 plus shipping fee. Maximum Order Quantity = 15 bundles.

Donation seed is available to qualified groups providing farm and nutrition education with programs such as community gardens, school gardens, summer camps, seed libraries, and disaster relief groups. If your project falls within our mission, please

place an order here. If you're unsure about your organization's qualification, please contact us at donations@highmowingseeds.com.

Our donation seed is unsold seed from the prior year's stock. Though of good quality, we do not continue to offer this seed for sale, but rather channel it into this donation program. Donation orders are shipped as bundles of 25 individual seed packets, and you may order a minimum of 2 bundles (50 packets), up to 15 bundles (375 packets).

Bundles include a pre-determined selection of vegetable, herb, and flower seed packets, which may be hybrid, open pollinated, and/or heirloom. Varieties may vary per bundle.

Please allow 2-3 weeks for your donation to arrive. Note that we are only able to ship within the United States.

