

Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
February 9, 2023

- 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 12, 2023
- V. Report of the Director

- VI. Public Comment

- VII. Monthly Financial Report
 - A. January Report
 - B. Audit Report
 - C. Disposition and Replacement of the old CD#045
 - D. Replenish Petty Cash
 - E. Program Projections

- VIII. Old Business
 - A. Building Maintenance Updates
 - i. Staff Room Improvements and Renovation
 - ii. Elevator
 - iii. Furnace Repair Status
 - B. Review of ACT Meeting January 21, 2023
 - C. ACT - Special Delegate
 - D. Director Evaluation
 - E. Contract Extension
 - F. Garden Tools

- IX. New Business
 - A. Trivia Contest
 - B. Policy Review - Procurement Policy
 - C. Act Dues
 - D. Return to System Payment
 - E. Private library Material Invoice - \$1,322.43
 - F. Sidewalk Sign - \$298.30
 - G. March Scavenger Hunt Prizes - \$124.97
 - H. Summer Reading Program Request - \$549.76
 - I. Seed Library - \$31.95

- X. Adjournment

Next Meeting: Thursday, March 9, 2023

Lancaster Public Library
Board of Trustees
Meeting Minutes
January 12, 2023

- I. Roll Call - S. Jacobs, J. Yarborough, K. Wind, G. Howell, K. Graber, B. Tamol, K. Stock (Library Director), D. Stempniak (Friends Liaison)
- II. The meeting was called to order at 4:17 p.m.
- III. The agenda was approved as amended. MSP - G. Howell, K. Graber. Vote - unanimous
- IV. The meeting minutes from 12/08/2022 were reviewed and approved. MSP - B. Tamol. J. Yarborough. Vote - unanimous
- V. Director K. Stock reported that in December the library was approached by the LHS Work based learning students, they made bookmarks for patrons. The library also participated in collecting donations for Sleep in Heavenly Peace and Toys for Tots. Thirty one(31) patrons participated in the graham cracker house program. Twenty two (22) children attended the Happy "Noon" Year party. Highlights from 2022 were provided to the board.
- VI. Friends liaison D. Stempniak reported that the Friends are planning a Book Sale (the weekend after Easter), Chicken BBQ's in May and July and a Jewelry and accessories sale (date TBD).
- VII. Monthly Financial Reports -
 - A. The December financial report was reviewed and approved. MSP - G. Howell, K. Graber. Vote - unanimous
 - B. Audit Report - Tabled until next meeting.
 - C. Motion to authorize, treasurer, Jan Yarborough to contact Evans Bank to find out what is needed to open a new CD and withdraw money from Bank on Buffalo to invest at Evans Bank if appropriate.MSP - S. Jacobs, K. Wind . Vote - unanimous
 - D. Mileage reimbursement for the total amount of \$50.38 approved. MSP - J. Yarborough, G. Howell
Vote - unanimous
 - E. The 2023 Board Budget was reviewed, discussed and passed. MSP K. Graber, J. Yarborough.
Vote - unanimous
 - F. Director K. Stock provided the board with an updated Craft Budget Report.
- VIII. Old Business -
 - A. Building Maintenance -
 1. Staff Room Reno - Allgiaer Construction submitted a bid of \$119,950. Board is considering other options.
 2. The elevator will be shut down starting January 17, 2023 for 3(three) weeks while being repaired and updated.
 3. The Community Room furnace has been repaired.
 4. Staff Room heater has been replaced.
 - B. Nomination of Lancaster Library Board of Trustees Officers
President - Gary Howell
Vice President - Jan Yarbourough
Treasurer - Kenneth Graber
Secretary - Kristen Wind

- The slate of officers was approved and voted in, effective February 1, 2023. MSP - S. Jacobs, B. Tamol. Vote - unanimous.
- C. The Sustainable Libraries Policy was reviewed and adopted on January 12, 2023. MSP - G. Howell, K. Graber. Vote - unanimous.
- IX. New Business -
- A. Annual Disclosure Statements received, completed and turned in.
- B. The ACT meeting is Saturday 1/21/2023 at the West Seneca Library. Registration is 8;30 -9;00a.m.
- C. Forms for the 2 hour required Trustee Training were handed out.
- D. Contract Extension information - Tabled until next meeting.
- E. Display Case Policy - With the addition of " All postings must be approved by the Library Director" the policy was adopted as amended. MSP- S. Jacobs, K. Graber. Vote - unanimous
- F. Motion to submit payment of \$9,599.97 to Central Library for Sunday hours. MSP - G. Howell, J. Yarborough, Vote - unanimous
- G. A \$5000 expenditure to continue the Collection Development was approved. MSP - J. Yarborough, G. Howell. Vote - unanimous.
- H. Wish List Items
1. \$80 expenditure for an Empire Pass was approved. MSP - J. Yarborough, B. Tamol. Vote - unanimous.
 2. \$1,001.88 expenditure for Citizen Science Kits approved. MSP - S. Jacobs, J. Yarborough. Vote - unanimous
 3. \$819.17 expenditure for storytime instruments approved. MSP - B. Tamol, K. Graber . Vote - unanimous
 4. \$65 expenditure for a Battery Recycle Container approved, MSP - G. Howell, K. Graber. Vote - unanimous
 5. Expenditure of \$520.84 for garden tools was tabled until the next meeting. Concerns were raised about safety.
 6. \$1769.00 expenditure for a new snowblower was approved. MSP - S. Jacobs, K. Graber. Vote - unanimous.
- I. G. Howell, K. Graber and S. Jacobs will complete the Director's Performance Evaluation.
- J. The Board will accept a donation of \$402 from the Friends to cover the cost of a subscription To Book Page. MSP - J. Yarborough, B. Tamol. Vote - unanimous.
- X. The meeting was adjourned at 5:58 p.m. MSP - B. Tamol, S. Jacobs. Vote - unanimous

Respectfully submitted by,
Barbara Tamol
Secretary

**Lancaster Public Library
Director's Report
January 2023**

PARTNERSHIPS

Erie County Senior Services – A HEAP outreach event was held at our library on Tuesday, January 24th. **20** people learned how to apply for this program.

Family Literacy – Certified Literacy Specialist and Lancaster Educator Beth Farrar taught two back-to-back Family Literacy Workshops for **22** & **22** attendees respectively on Thursday, January 19th.

Lancaster Youth Bureau Craft Program – Volunteers from the Youth Bureau held a hands-on winter craft program on Wednesday, January 18th for **10** children.

Math Tutor – New York State certified math teacher Catherine Thielmann offered free tutoring for grades 3 through 9 on Tuesday evenings.

Paws for Love – A volunteer from the SPCA Paws for Love organization brought a therapy dog to the library on Saturday, January 21st. **5** children practiced reading out loud to the dog.

PROGRAMMING

Art-y Time - Local art teacher, Kimberly Strell, taught **12** adults how to create a cardinal-themed painting on Wednesday, January 25th.



Comic Book Club - Youth Services Librarian Meagan Carr ran this club on Saturday, January 28th for **15** children. They created their own comic strips using a comic book template. Then they worked with fuse beads to create art. Fuse beads are multicolored tubular plastic beads that can be arranged into a 2D design on a pegboard. The children fused them together by heating them with a small iron.



Computer Coach – Library Assistant John Benzee held **5** one-on-one technology appointments, assisting patrons with how to search on the internet, using an email account, organizing files, and navigating Microsoft Excel.

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

- **Craft & Carry** - **100** children picked up a winter-themed craft kit.
- **STEM Kits: Exploding Snowman** – **31** children picked up this kit.
- **Take & Make** – These weekly kits had book themes and **167** were picked up.

Family Yoga – **11** school-aged children, each accompanied by an adult, enjoyed music, yoga poses, mindful activities, and a guided relaxation time with certified instructor Donna Baia on Sunday, January 22nd.

Kidding Around Yoga – **7** 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 23rd.

LEGO® Club – Meagan held **2** LEGO® Clubs for a total of **20** children on Saturday, January 14th. The theme was “bridges” and the creations are on display in the library.

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

Sprouts - Melissa Sacco helped **12** preschool age children learn and grow through music on Monday, January 30th.

Storytimes - Meagan conducted a total of **16** sessions: **40** children attended Lapsit, **82** children attended Toddler Time, and **40** children attended Preschool Time.

Tai Chi Chih – Accredited teacher Denise Miller taught 3 classes each Wednesday beginning on January 11th with an average attendance of **12**. This new program for adults has received excellent feedback.

Young Adult Book Club – Part-time Librarian Michael Green held a book club for **4** attendees on Thursday, January 12th. They discussed *Chasing Vermeer* by Blue Balliett.

MEETINGS

January 11 - Library Director Kara Stock attended the monthly Manager-Director Meeting via Zoom.

January 19 - Kara, Meagan, John, and Michael met to conduct a waste audit for our library, one of the many requirements for "Section A: Getting Started" as part of the certification process for the Sustainable Libraries Initiative.



This is the first section out of 13 that need to be completed for the certification process. Staff also completed a carbon footprint exercise and will be taking part in a Drawdown Ecochallenge during the month of February.

January 21 - Kara along with Trustees Gary Howell, Suzanne Jacobs, Jan Yarborough, and Ken Graber attended the ACT (Association of Contract Trustees) Meeting at the West Seneca Library.

January 25 - Kara and Meagan met with Friends of the Lancaster Library member, Vicky, to plan our family pollinator garden.

January 26 - Kara and Meagan met to begin planning our summer programming.

LANCASTER PUBLIC LIBRARY

2023 STATISTICS

CIRCULATION			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	19,104	8,583	122.6%
FEB			"
MAR			"
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	19,104	8,583	122.6%

LIBRARY VISITS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	6,008	4,512	33.2%
FEB			"
MAR			"
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	6,008	4,512	33.2%

PUBLIC ACCESS COMPUTER SESSIONS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	646	584	10.6%
FEB			"
MAR			"
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	646	584	10.6%

WIFI			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	1,352	1,189	13.7%
FEB			"
MAR			"
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	1,352	1,189	13.7%

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

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

DAYS OPEN AND CLOSED

Days Open: 28

Days Closed: 3

**Lancaster Public Library
2023 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	27	32	757	\$15.00	\$48.25	\$0.00	\$146.00	\$9,345.39
FEB										
MAR										
APR										
MAY										
JUN										
JUL										
AUG										
SEP										
OCT										
NOV										
DEC										
TOTAL	0	0	27	32	757	\$15.00	\$48.25	\$0.00	\$146.00	\$9,345.39

Total Proceeds \$9,554.64

	Facebook	Instagram
	Followers	Followers
JAN	2,801	439
FEB		
MAR		
APR		
MAY		
JUN		
JUL		
AUG		
SEP		
OCT		
NOV		
DEC		

Programming


Program Date	Title	# of programs	Attendance	Target Audience
1/3/2023	Storytime	1	20	Children 5 and under
1/3/2023	Storytime	1	20	Children 5 and under
1/3/2023	Book Club	1	11	Adults
1/4/2023	Mahjong Club	1	8	Adults
1/6/2023	Storytime	1	22	Children 5 and under
1/6/2023	Storytime	1	20	Children 5 and under
1/10/2023	Storytime	1	20	Children 5 and under
1/10/2023	Storytime	1	22	Children 5 and under
1/11/2023	Mahjong Club	1	6	Adults
1/11/2023	Tai Chi	1	16	Adults
1/12/2023	YA Book Club	1	4	Teens
1/13/2023	Storytime	1	24	Children 5 and under
1/13/2023	Storytime	1	20	Children 5 and under
1/14/2023	LEGO Club	1	9	Children 6-11
1/14/2023	LEGO Club	1	16	Children 6-11
1/17/2023	Storytime	1	20	Children 5 and under
1/17/2023	Storytime	1	20	Children 5 and under
1/18/2023	Mahjong Club	1	5	Adults
1/18/2023	Tai Chi	1	11	Adults
1/18/2023	Youth Bureau Crafts	1	10	Children 6-11
1/19/2023	Family Literacy	1	22	Intergenerational/Combined
1/19/2023	Family Literacy	1	22	Intergenerational/Combined
1/20/2023	Storytime	1	22	Children 5 and under
1/20/2023	Storytime	1	22	Children 5 and under
1/21/2023	Paws for Love	1	5	Children 6-11
1/22/2023	Family Yoga	1	22	Intergenerational/Combined
1/23/2023	Kidding Around Yoga	1	14	Children 5 and under
1/24/2023	Storytime	1	20	Children 5 and under
1/24/2023	Storytime	1	20	Children 5 and under
1/25/2023	Mahjong Club	1	5	Adults
1/25/2023	Tai Chi	1	11	Adults
1/25/2023	Art-y Time	1	12	Adults
1/27/2023	Storytime	1	12	Children 5 and under
1/27/2023	Storytime	1	20	Children 5 and under
1/28/2023	Comic Book Club	1	20	Intergenerational/Combined
1/30/2023	Ms. Melissa's Sprouts	1	22	Children 5 and under
1/31/2023	Take and Make Craft	167	167	Intergenerational/Combined
1/31/2023	Craft & Carry	100	100	Intergenerational/Combined
1/31/2023	STEM Kits	31	31	Intergenerational/Combined
1/31/2023	Library Card Kits	16	16	Intergenerational/Combined
1/31/2023	Seed Library	21	21	Intergenerational/Combined
1/31/2023	Tutoring	25	25	Children 6-11
1/31/2023	Tutoring	15	15	Teens
1/31/2023	Tutoring	10	10	Adults
1/31/2023	Book a Tech Trainer	8	8	Adults

2023 Sunday Circulation


Date		Visits	Circulation
1/8		73	166
1/15		108	175
1/22		148	282
1/29		116	251
2/5			
2/12			
2/19			
2/26			
3/5			
3/12			
3/19			
3/26			
4/2			
4/9	Easter		
4/16	Book Sale		
4/23			
4/30			
5/7			
5/14			
5/21	BBQ		
		445	874

Circulation

Total Circulations


 Library	January			Year to Date Totals			Footnotes
	2023 Total	2022 Total	% of	2023 Total	2022 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	1,822	1,127	61.7%	1,822	1,127	61.7%	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. System-wide - Fine free with autorenewals implemented 4/2022. System-wide - Hoopla streaming services and Overdrive Magazines implemented 6/1/2022. Audubon - Closed starting 10/10/2022 - Construction. Correctional Facility and Holding Center - Correctional Facility numbers reported again starting 9/2022. Staff returned to Holding Center 8/2022. Crane - Closed starting 8/15/2022 - Phase 2 construction. González-Soto closed starting 9/12/2022 - Phase 1 Construction. Library2Go - Added to statistical reports 2/2022.
Amherst							
Audubon	371	17,697	-97.9%	371	17,697	-97.9%	
Clearfield	43,208	13,658	216.4%	43,208	13,658	216.4%	
Eggertsville-Snyder	15,672	6,860	128.5%	15,672	6,860	128.5%	
Williamsville	5,186	1,683	208.1%	5,186	1,683	208.1%	
Angola	2,982	1,458	104.5%	2,982	1,458	104.5%	
Aurora	13,670	6,638	105.9%	13,670	6,638	105.9%	
Boston	2,711	1,542	75.8%	2,711	1,542	75.8%	
Cheektowaga							
Julia Boyer Reinstein	23,104	12,254	88.5%	23,104	12,254	88.5%	
Reinstein Memorial	8,415	3,789	122.1%	8,415	3,789	122.1%	
Clarence	20,230	10,206	98.2%	20,230	10,206	98.2%	
Collins	5,454	2,225	145.1%	5,454	2,225	145.1%	
Concord	4,864	2,594	87.5%	4,864	2,594	87.5%	
Eden	3,749	2,187	71.4%	3,749	2,187	71.4%	
Elma	9,270	4,483	106.8%	9,270	4,483	106.8%	
Grand Island Memorial	10,589	5,160	105.2%	10,589	5,160	105.2%	
Hamburg							
Hamburg	17,472	9,580	82.4%	17,472	9,580	82.4%	
Lake Shore	6,004	3,166	89.6%	6,004	3,166	89.6%	
Lackawanna	4,256	1,782	138.8%	4,256	1,782	138.8%	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. System-wide - Fine free with autorenewals implemented 4/2022. System-wide - Hoopla streaming services and Overdrive Magazines implemented 6/1/2022. Audubon - Closed starting 10/10/2022 - Construction. Correctional Facility and Holding Center - Correctional Facility numbers reported again starting 9/2022. Staff returned to Holding Center 8/2022. Crane - Closed starting 8/15/2022 - Phase 2 construction. González-Soto closed starting 9/12/2022 - Phase 1 Construction. Library2Go - Added to statistical reports 2/2022.
Lancaster	19,104	8,583	122.6%	19,104	8,583	122.6%	
Marilla	3,528	1,565	125.4%	3,528	1,565	125.4%	
Newstead	4,642	2,717	70.9%	4,642	2,717	70.9%	
North Collins	1,588	705	125.2%	1,588	705	125.2%	
Orchard Park	23,468	12,072	94.4%	23,468	12,072	94.4%	
City of Tonawanda	9,673	4,569	111.7%	9,673	4,569	111.7%	
Town of Tonawanda							
Kenilworth	5,909	2,728	116.6%	5,909	2,728	116.6%	
Kenmore	26,200	12,948	102.3%	26,200	12,948	102.3%	
West Seneca	17,932	8,701	106.1%	17,932	8,701	106.1%	
Buffalo							
Coles	2,306	1,027	124.5%	2,306	1,027	124.5%	
Crane	0	3,612	-100.0%	0	3,612	-100.0%	
Dudley	4,442	2,011	120.9%	4,442	2,011	120.9%	
East Clinton	2,560	1,233	107.6%	2,560	1,233	107.6%	
González-Soto	0	1,683	-100.0%	0	1,683	-100.0%	
Merriweather	4,728	1,752	169.9%	4,728	1,752	169.9%	
North Park	12,133	3,885	212.3%	12,133	3,885	212.3%	
Panty	2,693	1,233	118.4%	2,693	1,233	118.4%	
Central	30,794	12,838	139.9%	30,794	12,838	139.9%	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. System-wide - Fine free with autorenewals implemented 4/2022. System-wide - Hoopla streaming services and Overdrive Magazines implemented 6/1/2022. Audubon - Closed starting 10/10/2022 - Construction. Correctional Facility and Holding Center - Correctional Facility numbers reported again starting 9/2022. Staff returned to Holding Center 8/2022. Crane - Closed starting 8/15/2022 - Phase 2 construction. González-Soto closed starting 9/12/2022 - Phase 1 Construction. Library2Go - Added to statistical reports 2/2022.
BookmobileServices							
Library on Wheels	4,421	1,134	289.9%	4,421	1,134	289.9%	
Library2Go	2,317	See note.	See note.	2,317	See note.	See note.	
Institutions							
Correctional Facility	4,594	0	#DIV/0!	4,594	0	#DIV/0!	
Holding Center	11,001	0	#DIV/0!	11,001	0	#DIV/0!	
System							
Online Renewals	794	73,545	-98.9%	794	73,545	-98.9%	
Interlibrary Loans	1,331	1,056	26.0%	1,331	1,056	26.0%	
eAudiobooks	56,422	44,022	28.2%	56,422	44,022	28.2%	
eVideos	636	76	736.8%	636	76	736.8%	
eBooks	87,962	82,035	7.2%	87,962	82,035	7.2%	
eMusic	176	0	#DIV/0!	176	0	#DIV/0!	
eMagazines	7,192	See note.	See note.	7,192	See note.	See note.	
B&ECPL Totals	547,575	393,819	39.0%	547,575	393,819	39.0%	
Member Libraries	311,073	162,677	91.2%	311,073	162,677	91.2%	
Buffalo Branches	28,862	16,436	75.6%	28,862	16,436	75.6%	
Central Library	30,794	12,838	139.9%	30,794	12,838	139.9%	
Bookmobile Services	6,738	1,134	494.2%	6,738	1,134	494.2%	
Institutions	15,595	0	#DIV/0!	15,595	0	#DIV/0!	
System	154,513	200,734	-23.0%	154,513	200,734	-23.0%	


Library Visits

	January			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	726	716	1.4%	726	716	1.4%	<p>Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Audubon - Closed starting 10/10/2022 - Construction.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction.</p> <p>González-Soto closed starting 9/12/2022 - Phase 1 Construction.</p> <p>Library2Go - Added to statistical reports 2/2022.</p>
<i>Amherst</i>							
Audubon	0	8,121	-100.0%	0	8,121	-100.0%	
Clearfield	12,869	7,111	81.0%	12,869	7,111	81.0%	
Eggertsville-Snyder	4,343	3,439	26.3%	4,343	3,439	26.3%	
Williamsville	1,601	1,202	33.2%	1,601	1,202	33.2%	
Angola	2,316	3,336	-30.6%	2,316	3,336	-30.6%	
Aurora	4,534	4,289	5.7%	4,534	4,289	5.7%	
Boston	935	851	9.9%	935	851	9.9%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	7,468	6,545	14.1%	7,468	6,545	14.1%	
Reinstein Memorial	3,605	2,256	59.8%	3,605	2,256	59.8%	
Clarence	5,620	4,670	20.3%	5,620	4,670	20.3%	
Collins	1,224	1,089	12.4%	1,224	1,089	12.4%	
Concord	2,513	1,885	33.3%	2,513	1,885	33.3%	
Eden	1,056	1,194	-11.6%	1,056	1,194	-11.6%	
Elma	2,766	2,585	7.0%	2,766	2,585	7.0%	
Grand Island Memorial	2,992	2,570	16.4%	2,992	2,570	16.4%	
<i>Hamburg</i>							
Hamburg	6,862	5,241	30.9%	6,862	5,241	30.9%	
Lake Shore	2,971	2,469	20.3%	2,971	2,469	20.3%	
Lackawanna	2,438	1,760	38.5%	2,438	1,760	38.5%	
Lancaster	6,008	4,512	33.2%	6,008	4,512	33.2%	
Marilla	887	731	21.3%	887	731	21.3%	
Newstead	2,250	1,852	21.5%	2,250	1,852	21.5%	
North Collins	906	703	28.9%	906	703	28.9%	
Orchard Park	9,459	8,055	17.4%	9,459	8,055	17.4%	
City of Tonawanda	3,474	3,088	12.5%	3,474	3,088	12.5%	
<i>Town of Tonawanda</i>							
Kenilworth	2,551	2,362	8.0%	2,551	2,362	8.0%	
Kenmore	7,623	6,120	24.6%	7,623	6,120	24.6%	
West Seneca	7,522	6,326	18.9%	7,522	6,326	18.9%	
<i>Buffalo</i>							
Coles	2,892	2,054	40.8%	2,892	2,054	40.8%	
Crane	0	2,352	-100.0%	0	2,352	-100.0%	
Dudley	2,388	2,133	12.0%	2,388	2,133	12.0%	
East Clinton	916	1,065	-14.0%	916	1,065	-14.0%	
González-Soto	0	2,021	-100.0%	0	2,021	-100.0%	
Merriweather	5,527	3,671	50.6%	5,527	3,671	50.6%	
North Park	4,723	3,518	34.3%	4,723	3,518	34.3%	
Panty	1,941	1,713	13.3%	1,941	1,713	13.3%	
<i>Central</i>	23,890	12,346	93.5%	23,890	12,346	93.5%	
<i>Bookmobile Services</i>							
Library on Wheels	1,481	661	124.1%	1,481	661	124.1%	
Library2Go	170	See note.	See note.	170	See note.	See note.	
<i>Institutions</i>							
Correctional Facility	881	535	64.7%	881	535	64.7%	
Holding Center	693	291	138.1%	693	291	138.1%	
System	153,021	127,438	20.1%	153,021	127,438	20.1%	
Member Libraries	107,519	95,078	13.1%	107,519	95,078	13.1%	
Buffalo Branches	18,387	18,527	-0.8%	18,387	18,527	-0.8%	
Central Library	23,890	12,346	93.5%	23,890	12,346	93.5%	
Bookmobile	1,651	661	149.8%	1,651	661	149.8%	
Institutions	1,574	826	90.6%	1,574	826	90.6%	

Registered Public Access Computer Sessions

Session Counts Per Outlet

	January			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	54	67	-19.4%	54	67	-19.4%	<p>Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Audubon - Closed starting 10/10/2022 - Construction.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction.</p> <p>González-Soto closed starting 9/12/2022 - Phase 1 Construction.</p> <p>Library2Go - Added to statistical reports 2/2022.</p>
<i>Amherst</i>							
Audubon	3	903	-99.7%	3	903	-99.7%	
Clearfield	1,119	528	111.9%	1,119	528	111.9%	
Egbertsville-Snyder	507	308	64.6%	507	308	64.6%	
Williamsville	123	86	43.0%	123	86	43.0%	
Angola	164	140	17.1%	164	140	17.1%	
Aurora	371	280	32.5%	371	280	32.5%	
Boston	48	63	-23.8%	48	63	-23.8%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,284	1,113	15.4%	1,284	1,113	15.4%	
Reinstein Memorial	769	460	67.2%	769	460	67.2%	
Clarence	392	383	2.3%	392	383	2.3%	
Collins	114	86	32.6%	114	86	32.6%	
Concord	177	172	2.9%	177	172	2.9%	
Eden	92	92	0.0%	92	92	0.0%	
Elma	170	189	-10.1%	170	189	-10.1%	
Grand Island Memorial	200	188	6.4%	200	188	6.4%	
<i>Hamburg</i>							
Hamburg	734	688	6.7%	734	688	6.7%	
Lake Shore	204	171	19.3%	204	171	19.3%	
Lackawanna	478	285	67.7%	478	285	67.7%	
Lancaster	646	584	10.6%	646	584	10.6%	
Marilla	37	29	27.6%	37	29	27.6%	
Newstead	143	125	14.4%	143	125	14.4%	
North Collins	105	60	75.0%	105	60	75.0%	
Orchard Park	618	492	25.6%	618	492	25.6%	
City of Tonawanda	587	419	40.1%	587	419	40.1%	
<i>Town of Tonawanda</i>							
Kenilworth	381	319	19.4%	381	319	19.4%	
Kenmore	1,266	1,219	3.9%	1,266	1,219	3.9%	
West Seneca	934	768	21.6%	934	768	21.6%	
<i>Buffalo</i>							
Coles	908	670	35.5%	908	670	35.5%	
Crane	0	361	-100.0%	0	361	-100.0%	
Dudley	474	446	6.3%	474	446	6.3%	
East Clinton	205	237	-13.5%	205	237	-13.5%	
González-Soto	0	532	-100.0%	0	532	-100.0%	
Merriweather	1,318	1,158	13.8%	1,318	1,158	13.8%	
North Park	1,101	673	63.6%	1,101	673	63.6%	
Panty	461	354	30.2%	461	354	30.2%	
<i>Central</i>	7,509	4,002	87.6%	7,509	4,002	87.6%	
<i>Bookmobile Services</i>							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library2Go	0	See note.	See note.	0	See note.	See note.	
System	23,696	18,650	27.1%	23,696	18,650	27.1%	
Member Libraries	11,720	10,217	14.7%	11,720	10,217	14.7%	
Buffalo Branches	4,467	4,431	0.8%	4,467	4,431	0.8%	
Central Library	7,509	4,002	87.6%	7,509	4,002	87.6%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

WiFi						
Total Logins						
	January			Year to Date Totals		
	2023	2022	% of	2023	2022	% of
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change
Library						
						Footnotes
Alden (Ewell Free)	345	362	-4.7%	345	362	-4.7%
Amherst						
Audubon	899	2,172	-58.6%	899	2,172	-58.6%
Clearfield	2,758	1,693	62.9%	2,758	1,693	62.9%
Eggertsville-Snyder	907	858	5.7%	907	858	5.7%
Williamsville	809	844	-4.1%	809	844	-4.1%
Angola	111	147	-24.5%	111	147	-24.5%
Aurora	1,509	1,703	-11.4%	1,509	1,703	-11.4%
Boston	150	139	7.9%	150	139	7.9%
Cheektowaga						
Julia Boyer Reinstein	1,176	916	28.4%	1,176	916	28.4%
Reinstein Memorial	570	552	3.3%	570	552	3.3%
Clarence	1,294	1,058	22.3%	1,294	1,058	22.3%
Collins	267	212	25.9%	267	212	25.9%
Concord	436	386	13.0%	436	386	13.0%
Eden	151	185	-18.4%	151	185	-18.4%
Elma	291	232	25.4%	291	232	25.4%
Grand Island Memorial	530	511	3.7%	530	511	3.7%
Hamburg						
Hamburg	1,359	1,434	-5.2%	1,359	1,434	-5.2%
Lake Shore	280	388	-27.8%	280	388	-27.8%
Lackawanna	449	283	58.7%	449	283	58.7%
Lancaster	1,352	1,189	13.7%	1,352	1,189	13.7%
Marilla	73	75	-2.7%	73	75	-2.7%
Newstead	341	403	-15.4%	341	403	-15.4%
North Collins	326	298	9.4%	326	298	9.4%
Orchard Park	1,571	1,200	30.9%	1,571	1,200	30.9%
City of Tonawanda	647	623	3.9%	647	623	3.9%
Town of Tonawanda						
Kenilworth	455	319	42.6%	455	319	42.6%
Kenmore	1,772	1,557	13.8%	1,772	1,557	13.8%
West Seneca	1,670	1,344	24.3%	1,670	1,344	24.3%
Buffalo						
Coles	880	646	36.2%	880	646	36.2%
Crane	0	404	-100.0%	0	404	-100.0%
Dudley	1,538	1,568	-1.9%	1,538	1,568	-1.9%
East Clinton	501	526	-4.8%	501	526	-4.8%
González-Soto	414	1,476	-72.0%	414	1,476	-72.0%
Merriweather	1,116	768	45.3%	1,116	768	45.3%
North Park	1,065	706	50.8%	1,065	706	50.8%
Panty	898	852	5.4%	898	852	5.4%
Central	13,928	10,523	32.4%	13,928	10,523	32.4%
Bookmobile Services						
Library on Wheels	79	32	146.9%	79	32	146.9%
Library2Go	0	See note.	See note.	0	See note.	See note.
System	42,917	38,584	11.2%	42,917	38,584	11.2%
Member Libraries	22,498	21,083	6.7%	22,498	21,083	6.7%
Buffalo Branches	6,412	6,946	-7.7%	6,412	6,946	-7.7%
Central Library	13,928	10,523	32.4%	13,928	10,523	32.4%
Bookmobile Services	79	32	146.9%	79	32	146.9%

Lancaster Financial Monthly Report 2023

January

Account	Deposits	Disbursements	Interest	Sub-Total	Balance	
M & T Checking						
Beginning Balance					\$6,554.16	
Receipts	\$479.39					
Kara Stock: Mileage (#24990)		-\$30.56				
Joshua Strell: Mileage (#24994)		-\$14.63				
John Benzee: Mileage (#24995)		-\$5.19				
Ending Balance	\$479.39	-\$50.38		\$429.01	\$6,983.17	
Bank on Buffalo						
Beginning Balance					\$157,073.63	
MacDavid Fund donation	\$9,320.39					
Carolyn Gierke donation	\$25.00					
Friends of the Lancaster Library- Sunday hours reimbursement	\$9,599.97					
Friends of the Lancaster Library- Book Page reimbursement	\$402.00					
Headphones (5 @ \$3)	\$15.00					
Copier	\$48.25					
Book sale	\$146.00					
BECPL: 2022 Sunday hours (#507)		-\$9,599.97				
The Big Green Box: Battery recycling box (Debit)		-\$65.00				
New York State Parks: Empire pass (Debit)		-\$80.00				
Office Depot: Citizen science kits' supplies (Debit)		-\$119.03				
Bookshop: Citizen science books (Debit)		-\$148.43				
Lakeshore Learning: Instruments for programming (Debit)		-\$577.17				
Amazon: Instruments for programming (Debit)		-\$140.37				
Habitatmap: AirBeam citizen science kit (Debit)		-\$257.00				
Unihedron: Light meter citizen science kit + int'l service charge (Debit)		-\$142.95				
Amazon: Citizen science kits' supplies (Debit)		-\$262.07				
Book Page: 1 year subscription (Debit)		-\$402.00				
Michaels: Craft supplies (Debit)		-\$96.21				

Lancaster Financial Monthly Report 2023

January

[illegible]

Petty Cash
January 2023

Date	Item	Deposit	Withdrawl	Total
				\$65.65
13-Jan	Josh- Tops- 5 gal water bottle exchange		-\$6.99	\$58.66
29-Jan	Kara- Ace Flag- new outdoor US flag		-\$30.00	\$28.66
		\$0.00	-\$36.99	\$28.66

Program Projections - 2023

Date(s)	Program Title	Cost
1/22/2023	Family Yoga (Donna Baia)	\$75.00
1/23/2023	Kidding Around Yoga (Donna Baia)	\$50.00
1/25/2023	ART-Y Time (Kim Strell)	\$205.00
1/30/2023	Sprouts (Melissa Sacco)	\$75.00
1/11/23 - 1/25/23	Tai Chi - 3 classes (Denise Miller)	\$150.00
2/13/2023	Kidding Around Yoga (Donna Baia)	\$50.00
2/1/2023 - 2/15/23	Tai Chi - 3 classes (Denise Miller)	\$150.00
2/21/2023	Penn Dixie	\$85.00
2/22/2023	Mr. K's Mobile Dome Planetarium	\$355.00
2/23/2023	Buffalo Museum of Science - Bubbles	\$386.20
2/24/2023	Cris Johnson - Balloons	\$325.00
2/27/2023	Sprouts (Melissa Sacco)	\$75.00
3/8/2023	Cooking Healthy (Liz Bauld)	\$225.00
3/13/2023	Kidding Around Yoga (Donna Baia)	\$50.00
3/27/2023	Sprouts (Melissa Sacco)	\$75.00
3/1/2023 - 3/29/2023	Tai Chi - 5 classes (Denise Miller)	\$250.00
4/3/2023	Kidding Around Yoga (Donna Baia)	\$50.00
4/6/2023	Botanical Gardens - Terrariums	\$346.00
4/19/2023	Eco-Friendly Gardening (Lyn Chimera)	\$100.00
4/30/2023	Family Yoga (Donna Baia)	\$75.00
April date tbd	Sprouts (Melissa Sacco)	\$75.00
5/8/2023	Kidding Around Yoga (Donna Baia)	\$50.00
4/19/2023 - 5/31/2023	Tai Chi - 7 classes (Denise Miller)	\$350.00
May date tbd	Sprouts (Melissa Sacco)	\$75.00
6/26/2023	Kidding Around Yoga (Donna Baia)	\$50.00
6/29/2023	Glenn Colton - Summer Kick-off Party	\$449.00
June date tbd	Sprouts (Melissa Sacco)	\$75.00
7/6/2023	Ben Berry - Circus	\$350.00
7/20/2023	Nickel City Reptiles	\$550.00
8/3/2023	Cris Johnson - Magic Show	\$325.00
8/10/2023	Mike Randall	\$375.00
TOTAL SPENT		\$5,876.20

Funding Source	Notes	Funds Given
Library Board Funds for 2022		\$8,000.00
2022 Program Budget (CEN)	must spend in 2022	\$500.00
TOTAL BUDGET for 2021		\$8,500.00
CURRENT BALANCE		\$2,623.80

Staff Breakroom Suggestions

- Cabinet stand for the microwave
- Storage Cart
- Paint walls
- Clock for the wall
- Comfortable chair
- Energy efficient refrigerator
- Curtains to cover the accordion pantry door
- Curtains for the windows
- Artwork for walls
- Peel & stick wallpaper for an accent wall
- Shelves with plants/greenery
- Electric kettle
- Bluetooth speaker

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

COPY

January 20, 2023

Horbett Heating & Cooling
3725 Genesee Street
Cheektowaga, New York 14225


Gentlemen:

Enclosed is a copy of a resolution adopted by the Town Board of the Town of Lancaster on January 17, 2023.

This resolution authorizes the Supervisor to accept the proposal dated December 7, 2022, to replace the Packaged Terminal Air Conditioning Unit at the Lancaster Library for an amount not to exceed \$3,000.00.

Sincerely yours,

OFFICE OF THE TOWN CLERK


Diane M. Terranova
Town Clerk

DMT/dm
Encl.

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

COPY

COPY

COPY

COPY

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

22
Library

WHEREAS, the Deputy Highway Superintendent of the Town of Lancaster, has notified the Town Board that the Packaged Terminal Air Conditioning (Ptac) Unit needs to be replaced at the Lancaster Library located at 5466 Broadway, and

WHEREAS, she has obtained a quote from Horbett Heating & Cooling in the amount of \$3,000.00 in accordance with the Town of Lancaster's Procurement Policy, and

WHEREAS, by letter dated January 4, 2023, the Deputy Highway Superintendent has recommended that the Town of Lancaster accept Horbett Heating & Cooling's proposal dated December 7, 2022, in the amount of \$3,000.00 with funding for this replacement being available in the Town's 2022 Buildings, Contractual Expenses, Miscellaneous Budget (Line item 01-1620-0411).

NOW, THEREFORE,

BE IT RESOLVED, that the Town Board of the Town of Lancaster hereby authorizes the Supervisor to accept the proposal dated December 7, 2022, from Horbett Heating & Cooling, 3725 Genesee Street, Cheektowaga, New York, to replace the Packaged Terminal Air Conditioning (Ptac) Unit at the Lancaster Library located at 5466 Broadway, for an amount not to exceed \$3,000.00 and which will be paid for with funds available from the Town's 2022 Buildings, Contractual Expenses, Miscellaneous Budget (Line item 01-1620-0411) pending receipt of a revised proposal with the required verbiage being included..

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

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

**Association of Contract Libraries (ACT) General Meeting
January 21, 2023 Agenda and Minutes**

In person at the West Seneca Public Library	9:00 – 11:30 a. m.
ACT Officers Present: Martha Buyer, Acting President Bob Adler, Treasurer Karen Bordonaro, Secretary William Josefiak, Past Treasurer Peggy Snajczuk, Past President Pat Smith, Past Vice President	Library Administrators present: John Spears, BECPL Director Dorinda Darden, Asst Director/ACT Liaison Ken Stone, Chief Financial Officer Joy Testa Cinquino, Asst Director/ Communications & Development

8:30-9:00 a.m. Sign in, breakfast, fellowship

9:00-9:15 a.m. **General ACT Business Meeting**

Welcome – Martha Buyer, ACT Acting President welcomed attendees, and led a moment of silence to mark the passing of ACT President Richard Earne this past September shortly before this meeting was originally scheduled. Bob Adler presented a brief Treasurer's report: No recent expenses have been incurred; current balance of \$2,586.73. These funds are used for taking care of expenses for ACT meetings. We will be posting an annual bill for \$20/library plus last years bill if not paid. A motion to accept the report was made by Doug McFarland (Orchard Park), all in favor, motion passed. Karen Bordonaro, Secretary, received a motion to approve the minutes of the last General ACT meeting on May 6, 2022 posted in the trustee site from Marlene Arno (Clarence), seconded by Doug McFarland (Orchard Park), all in favor, motion passed. Martha Buyer later introduced herself as Acting President, a motion made to make her President was made by Pat Smith (Eden), seconded by Peggy Snajczuk (Orchard Park), all in favor, motion passed.

9:15-10:00 a.m. – **Intellectual Freedom and Challenges to Materials and Services**

John Spears, BECPL Director, gave an overview and led a discussion on how to handle people who contest items in a library collection, and offered ways that the Central Library can help contracting libraries. We learned that core library values include access, confidentiality, democracy, diversity, lifelong learning, preservation, and the public good. The core of intellectual freedom is that library collections are for everyone, even if one set of users only makes use of one portion of the collection. The library's mission is to make sure that it has what people need. Thousands of challenges are happening, but what is different now is legislation. Challenges can come from all sides of the political spectrum, although 90% have to do with race or sexuality. BECL's vision statement will not allow one segment to define the full library. For challenges, the collection development policy guides action. Parents are responsible for the choice of material read by their own children; the library does not serve "in loco parentis." Every parent has the right to determine what is appropriate for their child. The American Library Association Bill of Rights and their interpretation have been adopted by BECPL. When a challenge occurs, reconsideration of material takes place by having the objecting party fill out a form detailing the specifics of their objection, if they have fully read the material themselves, and what they wish to happen to it. Library decisions can be appealed; the BECPL Board has the final say. Tips for engaging objector include recognizing their humanity, their wish to protect their children, and thank them for caring. Pivot from exclusion (what they do not want) to inclusion (what they do want). Do not defend the idea they are coming after; defend the idea of intellectual freedom. For those libraries undergoing challenges, remember that you have the whole system behind you.

10:00-10:15 a.m. Break

10:15-10:30 a.m. **System Updates and Trustee Requirements**

Dorinda Darden, Assistant Deputy Director for Public Services and ACT Liaison, offered the following updates: The fine free initiative has received positive feedback; there are now also no fees for usage in the Grosvenor Room, or for interlibrary loan either. Remember that library cards are free for everyone in Erie County. All libraries in the system now have Chromebooks and hot spots to lend. Hoopla, a large streaming service for e-books, audio, and movies is here. Camera, keyboards, and sports equipment are some of the items for loan at libraries now. Programs are ongoing in person, online, and hybrid. The clerical and maintenance union contract was approved. Library Advocacy Day in Albany is Feb. 28th. The 2-hour professional education requirement is now mandatory for library trustees in New York State. Handbook for Library Trustees of New York State videos are available to meet this requirement.

Peggy Snajczuk offered an update on the Contracting Libraries' Contract: A subcommittee of ACT is working on proposed revisions to clarify the contract that include developing a table of contents, then numbers and headings for individual sections. The proposed revisions are a goal for July 2023. No substantive changes are being proposed yet; reorganizing the full contract is down the road.

10:30-11:15 a.m. **Book Selection and Weeding Panel**

Kelly Donovan, Collection Development Librarian from the Central Library, gave an overview of how book selection works for the system. She and her team do system-wide selection and allocation, holds, assistance, marketing and promotion for all the libraries. The process involves the use of review sources, vendor tools, patron and staff requests, surveys, and data to make selections. It also involves receiving and paying for items, cataloging, processing, filling holds, and shipping items to the libraries. Supports provided to contracting libraries include the above, plus discretionary funds, checklists, standing order assistance, and filling claims.

The panel of Bridgette Heintz, Grand Island Library Director, Paula Kloczek, East Aurora Library Director, and Rob Alessi, West Seneca Library Director, then shared information about how book selection and weeding are done in their contracting libraries. In addition to using their discretionary funds to buy items relevant for their own communities, a request book is kept in Grand Island, specific checklists are used (ex. juvenile material and magazines in West Seneca), and alternative sources for new material bring in new items (Friends groups, donations). For weeding, software that identifies circulation statistics is used, as well as considerations of date, current relevance of material, and physical condition. Discard sales of library books (for which NYS taxes are paid) and donation sales also remove material, as well as recycling books to charitable organizations. Shelf reading (as in East Aurora) also identifies potential material to weed.


11:15-11:30 a.m. **ACT Member Involvement**

Bob Adler, ACT Treasurer, led a discussion of how best to proceed with future ACT meetings. He framed it with a bottom-up perspective, so that meetings reflect what this community of trustees would like to learn about and discuss. The group supported the following ideas: creation of a group of liaison trustees (one from each contracting library) to plan ACT General Meetings, using Zoom for this planning, but meeting in-person for the General Meetings, and rotating locations among contracting libraries and Central for future ACT General Meetings.

Respectfully submitted,
Karen Bordonaro, ACT Secretary



MEMORANDUM

TO: Contract Library Directors
FROM: Kenneth H. Stone, Deputy Director - CFO 
SUBJECT: 2022 Contract Extension and 2023 Budget Schedules
DATE: January 27, 2023

Enclosed please find a copy of Buffalo & Erie County Public Library (B&ECPL) Board Resolution 2022-48, implementing the contract extension provision, and your 2023 budget schedules based upon this resolution. As you may recall, the 2022 contract contains an automatic extension provision that extends the current contract into 2023.

The extension will be in force until final 2023 contracts are adopted, although not to extend past July 31, 2023. Budget amounts are based upon the 2022 System budget as adopted on December 15, 2022. The Library's 2023 adopted budget may be viewed at: <https://www.buffalolib.org/about-becpl/budget-information> See the 2023 B&ECPL *Adopted Budget by Cost Center* for the details.

Items to note:

1. 2023 Page wages are adjusted to reflect the 12/31/2022 New York State minimum wage \$1.00 per hour increase (to \$14.20 per hour), while Sr. Page wages are increased by \$1.00 per hour (to \$15.20 per hour), also effective 12/31/2022, to maintain a \$1.00 per hour differential from Page rates.

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

/ma; Enclosures;
cc: K. Stone

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: December 15, 2022

AGENDA ITEM NUMBER: D.2.a.

RESOLUTION: 2022-46
Minimum Wage Increase Impact
Adjustments

BACKGROUND:

On September 30, 2022 the New York State Commissioner of Labor, "*following a statutorily required economic analysis conducted by the New York State Division of the Budget (DOB)*," issued an order increasing the Upstate minimum wage by \$1.00 per hour, from the current \$13.20 to \$14.20/hour. The public comment period ended 12/11/2022 with no changes. So, this 7.6% increase will be implemented effective 12/31/2022.

This increase directly impacts Part-time Page wages, presently \$13.20 per hour and Step 0 of the Contracting Library Part-time Cleaner classification, presently at \$14.046 per hour. The minimum for these two positions must be raised to \$14.20 per hour effective 12/31/2022 to remain in compliance with the State Minimum Wage Law.

Further, it impacts the competitiveness and the Library's ability to hire in positions with wages scales near the new rate. Specifically, Senior Pages, presently at \$14.20 per hour as well as the wage scale for the Technical Specialist Computer - Library Part-time, which presently ranges from \$15.00 to \$16.00 per hour. It also impacts a number of other classifications whose wages are near the new \$14.20 hourly amount. Those positions are represented by bargaining units whose 2023 wage rates are the subject of negotiations still under way.

Part-time Page, Senior Page, and Technical Specialist Computer-Library positions are not represented by a bargaining unit. That means they are not eligible to receive wage scale adjustments without approval by the System Board of Trustees, which can occur as part of the budget process or via individual resolution.

In preparing the 2023 Proposed Budget, staff was aware that a minimum wage increase was likely to occur. However, in mid-August when the Library submitted its budget request, the amount of that increase was unknown, so the wage rates for impacted positions were not changed. Rather, an estimated amount of the total impact was included in the Proposed Budget's SAP Account #504992, Contractual Salary Reserves and is be available to support the majority of adjustments needed. The balance of the adjustments will be supported by adjusting the 2023 Budget's SAP Account #504990, Reductions from Personnel Services. This resolution would adjust the wages of the impacted positions noted above, effective 12/31/2022 for most and retroactive to 7/2/2022 for the Technical Specialist Computer - Library Part-time position.

ACTION REQUIRED:

Motion to adopt Resolution 2022-46.

RESOLUTION 2022-46

WHEREAS, on September 30, 2022 the NY State Commissioner of Labor, *"following a statutorily required economic analysis conducted by the New York State Division of the Budget (DOB),"* issued an order increasing the Upstate minimum wage by \$1.00 per hour, from \$13.20 to \$14.20 per hour effective 12/31/2022, and

WHEREAS, this increase directly impacts Part-time Page wages, presently \$13.20 per hour and Step 0 of Contracting Library Part-time Cleaner wages, presently \$14.046 per hour and would make Page wages equal to the present \$14.20 per hour Senior Page wage, and

WHEREAS, given this change, both the Senior Page and the Technical Specialist Computer - Library Part-time wage schedules are no longer competitive and need to be adjusted to accommodate the needs of the present labor market, and

WHEREAS, given this increase was finalized after the Library submitted its 2023 budget request, the wage rates for impacted positions in the 2023 proposed budget were not changed, however an estimated amount of the impact was included in the 2023 Proposed Budget's SAP Account #504992, Contractual Salary Reserves and is available to support the majority of the needed adjustments, and

WHEREAS, the remaining costs may be covered by adjusting the salary savings credit amount in the 2023 budget, and

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

RESOLVED, the Buffalo & Erie County Public Library Board of Trustees approves wage scale adjustments effective December 31, 2022 as follows:

PAGE PT - FROM \$13.20 per hour TO \$14.20 per hour;

SENIOR PAGE PT - FROM \$14.20 per hour TO \$15.20 per hour;

CLEANER (PT) CL (change Step 0 only):

FROM: Step 0 \$14.046 per hour,

TO: Step 0 \$14.200 per hour

TECHNICAL SPECIALIST COMPUTER - LIBRARY PT:

(adjust payscale to match up with Job Group 3 - CSEA, retroactive to 7/2/2022)

FROM: Step 1 \$15.00, Step 2 \$15.50, and Step 3 \$16.00 per hour,

TO: Step 0 \$18.464, Step 1 \$19.381, Step 2 \$19.977, Step 3 \$20.573, and Step 4 \$21.164 per hour, and be it finally

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

Approved unanimously at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on December 15, 2022.

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: December 15, 2022

AGENDA ITEM NUMBER: D.2.c.

RESOLUTION: 2022-48
Implementing 2022 Contracting
Library Contract Extension
Provision

BACKGROUND:

On June 16, 2022, the Board adopted Resolution 2022-21, which authorized executing 2022 contracting member library contracts. That resolution and the resulting 2022 contracts incorporated items to simplify 2023 start-up. They include the ability to extend the 2022 contract into 2023, avoiding the November-December rush to adopt new contracts.

The extension capability recognized many years' recurring pattern of final budget allocations, particularly from New York State, being in flux at the normal contract adoption time. The contract extension provides for allocations based upon the 2023 requested budget amount as may be amended by the Board (for example by adopting the 2023 System budget) until such time as a final 2023 contract is adopted, not to exceed July 31, 2023.

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

ACTION REQUIRED:

Motion to approve Resolution 2022-48.

RESOLUTION 2022-48

WHEREAS, on June 16, 2022, the Board of Trustees of the Buffalo & Erie County Public Library adopted Resolution 2022-21, which authorized executing 2022 contracting member library contracts, and

WHEREAS, the resolution and the resulting 2022 contracts incorporated a provision to extend the 2022 contract into 2023, thus avoiding the November-December rush to adopt new contracts given many years' recurring pattern of final budget allocations, particularly from New York State, being in flux at the normal contract adoption time, and

WHEREAS, budgetary allocations from Erie County and New York State to the B&ECPL constitute over 95% of the financial resources supporting the contract with each contracting member library, and

WHEREAS, Erie County's 2023 budget allocation was not finalized until December 1, 2022 and New York State's allocation likely will not be finalized before April 2023, and

WHEREAS, this makes it difficult for the B&ECPL and the contracting member libraries to develop, consider and approve a full contract prior to the beginning of the 2023 fiscal year on January 1, 2023, and

WHEREAS, the contract extension provision provides for allocations based upon the 2023 requested budget except that, should the local funds for library services be modified from those projected in the budget request, the allocation shall be based upon the modified estimate, and

WHEREAS, the extension provision will remain in effect until such time as a final 2023 contract is adopted, not to exceed July 31, 2023, and

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

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes implementing the 2022 contract extension as described above, with budgetary amounts based upon the 2023 Board-adopted budget and any subsequent modifications thereof, and be it further

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

Approved unanimously at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on December 15, 2022.

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

EFFECTIVE DATE: DECEMBER 31, 2022

PAGE and SENIOR PAGE WAGE SCALES
December 31, 2022 - December 30, 2023

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

<u>SENIOR PAGE</u>	<u>Step 1</u>
	\$15.20

NOTES:

Wage scales reflect rates approved as part of the 2023 Adopted Budget:

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

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: LANCASTER PUBLIC LIBRARY

DESCRIPTION	As per Res 2022-12			As per Res 2022-47/48		
	2022	2022	2022	2023	2023	2023
	Contract Library	BUDGET		Contract Library	BUDGET	
	Direct	System Paid	Total	Direct	System Paid	Total
PERSONAL SERVICES						
SALARIES & WAGES, FULL TIME		212,076	212,076		217,680	217,680
WAGES, REGULAR PART-TIME			-			-
WAGES, PART TIME		110,656	110,656		112,761	112,761
OVERTIME (Sunday)			-			-
OTHER (Vacation Buyout)		3,892	3,892		6,528	6,528
TOTAL SALARIES & WAGES	-	326,624	326,624	-	336,969	336,969
REDUCTION FRM PERS. SVCS ACCT		(5,243)	(5,243)			-
CONTRACTUAL SALARY RESERVES			-		19,320	19,320
FRINGE BENEFITS						
EMPLOYER FICA		24,984	24,984		25,781	25,781
EMPLOYEE HEALTH INSURANCE		18,720	18,720		20,114	20,114
DENTAL PLAN		636	636		636	636
WORKERS COMPENSATION		1,517	1,517		2,180	2,180
UNEMPLOYMENT INSURANCE		768	768		595	595
HOSPITAL & MEDICAL - RETIREES		26,446	26,446		24,488	24,488
HEALTH INSURANCE WAIVER		804	804		804	804
RETIREMENT		28,613	28,613		27,633	27,633
TOTAL FRINGE BENEFITS	-	102,486	102,486	-	102,231	102,231
OFFICE SUPPLIES	-	3,222	3,222	-	3,770	3,770
REPAIRS & MAINTENANCE CHARGES						
OTHER SUPPLIES & MATERIALS	500	-	500	250	-	250
EQUIPMENT MAINTENANCE	50		50	50		50
REPAIRS & MAINT - MISC SYS	-	2,038	2,038	-	1,892	1,892
TOTAL REPAIRS & MAINTENANCE CHARGES	550	2,038	2,588	300	1,892	2,192
TRAVEL & MILEAGE EXPENSES	250		250	250		250
DUES & FEES						
MEMBERSHIP & DUES	20	-	20	20	-	20
TRAINING & EDUCATION (NYSALB, etc.)		704	704		738	738
TOTAL DUES & FEES	20	704	724	20	738	758
UTILITY CHARGES						
WATER	300		300	300		300
SEWER			-			-
TELECOMMUNICATIONS			-			-
- WIRELESS ACCESS	-		-	-	207	207
- DATA LINES	-	336	336	-	345	345
- INTERNET - Internet access	-	41	41	-	43	43
- EQUIPMENT MAINT	-		-	-		-
- LOCAL AND LD PHONE SERVICE	-	934	934	-	936	936
TELEPHONE SUB-TOTAL	-	1,311	1,311	-	1,531	1,531
TOTAL UTILITY CHARGES	300	1,311	1,611	300	1,531	1,831
PROFESSIONAL SERVICE CONTRACT & FEES						
ADVERTISING & PROMOTION		2,415	2,415		2,895	2,895
MOVIE LICENSING AGREEMENT		235	235		235	235
OVERDRIVE DOWNLOADABLE LICENSE	-	324	324	-	211	211
SIRSI SOFTWARE MAINTENANCE	-	4,266	4,266	-	4,371	4,371
RFID EQUIPMENT MAINTENANCE		1,739	1,739		1,776	1,776
COLLECTIONS AGENCY FEES	-	777	777	-		-
EAP SERVICES	-	154	154	-	163	163
ONLINE CATALOG (OCLC)	-	2,898	2,898	-	3,088	3,088
VITEC SOLUTIONS/COMPUTER SUPPORT	-	2,578	2,578	-	2,658	2,658
LEGAL FEES	-	1,583	1,583	-	1,702	1,702
RFID/OCR LABELS		1,288	1,288		193	193
OTHER PRINTED SUPPLIES	-	36	36	-	48	48
CONTRACT PROFESSIONAL SERVICES (DIRECT)			-			-
TOTAL PROFESSIONAL SERVICE CONTRACTS	-	18,293	18,293	-	17,338	17,338

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: LANCASTER PUBLIC LIBRARY

DESCRIPTION	As per Res 2022-12			As per Res 2022-47/48		
	2022	2022	2022	2023	2023	2023
	Contract Library	BUDGET	Total	Contract Library	BUDGET	Total
	Direct	System Paid		Direct	System Paid	
MAINTENANCE CONTRACTS						
OTHER SUP & MTLs - CONTRACT	500	-	500	250	-	250
EQUIPMENT CONTRACTS			-			-
MAINT CONTRACTS - SYS		224	224		151	151
TOTAL MAINTENANCE CONTRACTS	500	224	724	250	151	401
OTHER EXPENSES & CHARGES						
LIBRARY MATERIALS PROCESSING SUPPLIES	-	199	199	-	286	286
RFID LABELS (NON-PRINT)	-		-	-	965	965
RESALE ITEMS (BAGS, DISK, HEADPHONES)	-	115	115	-	168	168
LIBRARY CARDS	-	39	39	-		-
DVD REPAIR		58	58		77	77
MISC PROGRAM EXPENSES	500		500	500		500
NYS DISABILITY	-		-	-		-
POSTAGE	100		100	100		100
PRINTING			-			-
ADVERTISING			-			-
TRAINING			-			-
REFUSE PICKUP			-			-
BANK CHARGES			-			-
JANITORIAL SERVICES			-			-
OTHER EXPENSES			-			-
TOTAL OTHER EXPENSES & CHARGES	600	411	1,011	600	1,496	2,096
CONTINGENCY						
MISCELLANEOUS - State/Member Aid	20,000		20,000			-
TOTAL CONTINGENCY	20,000	-	20,000	-	-	-
RENTAL CHARGES						
EQUIPMENT		-	-		-	-
OTHER		-	-		-	-
TOTAL RENTAL CHARGES	-	-	-	-	-	-
INSURANCE CHARGES						
INSURANCE		-	-		-	-
GENERAL LIABILITY INSURANCE - SYS		3,352	3,352		3,288	3,288
TOTAL INSURANCE CHARGES	-	3,352	3,352	-	3,288	3,288
LAB & TECHNICAL EQUIP.		8,193	8,193		2,035	2,035
LIBRARY BOOKS & MEDIA						
Serials (Magazines, Newspapers, Journals, Etc.)	-	2,766	2,766	-	7,660	7,660
On-line Databases (News, Health, Literary, Homework, Business, Etc.)	-	5,920	5,920	-	8,560	8,560
E-Content		53,284	53,284		53,520	53,520
Centrally Ordered Materials	-	36,649	36,649	-	43,108	43,108
Specialized Titles / Individual Orders	-	6,152	6,152	-	12,073	12,073
TOTAL LIBRARY BOOKS & MEDIA	-	104,771	104,771	-	124,921	124,921
INTERFUND UTILITY EXPENDITURES						
NATURAL GAS	-	5,661	5,661	-	7,844	7,844
ELECTRICITY	-	21,283	21,283	-	31,565	31,565
TOTAL INTERFUND UTILITY EXPENDITURES	-	26,944	26,944	-	39,409	39,409
TOTAL INTERFUND EXP - COUNTY		2,004	2,004		2,181	2,181

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: LANCASTER PUBLIC LIBRARY

DESCRIPTION	As per Res 2022-12			As per Res 2022-47/48		
	2022	2022	2022	2023	2023	2023
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
TOTAL OPERATING EXPENSES	22,220	595,334	617,554	1,720	657,270	658,990
REVENUE SOURCES						
COUNTY SHARE	-	581,315	581,315	-	642,325	642,325
STATE AID (Member Aid)	20,000	-	20,000	-	-	-
STATE AID (Pass through System)	-	11,884	11,884	-	13,365	13,365
SUB-TOTAL: SYSTEM APPROPRIATION	20,000	593,199	613,199	-	655,690	655,690
DIRECT LOCAL INCOME						
	Contract Library Direct	Return to System (CHR Share)	TOTAL	Contract Library Direct	Return to System (CHR Share)	TOTAL
FINES, LOST BOOKS, ETC	819	786	1,605	28	24	50
COPY MACHINES	-	-	-	-	-	-
PRINT COST RECOVERY	1,376	1,324	2,700	1,668	1,532	3,200
OTHER REVENUES	25	25	50	26	24	50
MUNICIPAL SUPPORT	-	-	-	-	-	-
DONATIONS	-	-	-	-	-	-
FUNDRAISING	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-
USE OF FUND BALANCE	-	-	-	-	-	-
OTHER INCOME	-	-	-	-	-	-
TOTAL DIRECT INCOME	2,220	2,135	4,355	1,720	1,580	3,300
TOTAL REVENUE SOURCES	22,220	595,334	617,554	1,720	657,270	658,990

COUNTY SHARE vs OTHER REVENUE

COUNTY SHARE	-	581,315	581,315	-	642,325	642,325
STATE AID	20,000	11,884	31,884	-	13,365	13,365
DIRECT INCOME	2,220	2,135	4,355	1,720	1,580	3,300
SUBTOTAL OTHER REVENUE	22,220	14,019	36,239	1,720	14,945	16,665
TOTAL REVENUE	22,220	595,334	617,554	1,720	657,270	658,990

NOTE: Libraries participating in the Centralized Human Resources (CHR) program have their employees' salaries/wages and fringe benefits paid through the system, using Erie County's payroll system. Amounts paid by the contracting library directly are correspondingly reduced. This results in state aid and local revenues collected exceeding local expenses paid. The excess revenues over local expenses is returned to the system to help meet the contract library's payroll needs.

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
Lancaster Public Library

EEGroup	Current Count	Job Title	Hours	Hours per week	Salary	Total Fringes	Total Cost
	1	LIBRARY DIRECTOR II Total	2,080	40	79,595	31,074	110,669
	1	LIBRARIAN I Total	2,080	40	59,309	24,933	84,242
	1	LIBRARY ASSISTANT (CL) Total	2,080	40	40,916	19,182	60,098
	1	CARETAKER - CL Total	2,080	40	37,860	12,266	50,126
FT Total	4		8,320	160	217,680	87,455	305,135
	4	SENIOR PAGE PT Total	3,016	58	45,844	3,893	49,737
	3	PAGE (P.T.) Total	1,820	35	25,844	3,361	29,205
	2	LIBRARIAN I PT Total	832	16	19,204	3,652	22,856
	2	CLERK-TYPIST (P.T.) CL Total	1,508	29	21,869	3,367	25,236
PT Total	11		7,176	138	112,761	14,273	127,034
Grand Total	15		15,496	298	330,441	101,728	432,169
		FTE and Average Cost per FTE	7.45				58,009
		Full Time Salaries			\$217,680		
		RPT Wages			\$0		
		Part Time Wages			\$112,761		
		Total Salaries & Wages			\$330,441		
		Lancaster - Other Payments			\$6,528	\$503	\$7,031
		Grand Total			\$336,969	\$102,231	\$439,200

Garden Tools Request

Home Depot

QTY.	Description	Website	Price per each	Total
1	Mini Shovel	Radius Garden 28 in., 14 in. Handl	\$29.99	\$29.99
1	Bulb planter	Husky 9 in. Stainless Steel Bulb Pla	\$9.98	\$9.98
1	Stirrup hoe	Husky 54 in. L Wood Handle Actio	\$27.98	\$27.98
1	Hand pruners	Fiskars 3/4 in. Cutting Capacity Ste	\$16.98	\$16.98
1	Bow Rake	Anvil 47 in. L Wood Handle 14-Tin	\$14.98	\$14.98
			Shipping/ pickup	\$0.00
			Total	\$99.91

Hudson Valley Seeds

QTY.	Description	Website	Price per each	Total
1	Deadheads mini-snips	Deadheads Mini-Snips – Hudson V	\$7.99	\$7.99
1	Ninja Claw	Ninja Claw – Hudson Valley Seed C	\$11.99	\$11.99
1	Ika Hoe	Ika Hoe – Hudson Valley Seed Con	\$34.99	\$34.99
1	Hand Trowel	Hand Trowel – Hudson Valley Seed	\$24.99	\$24.99
1	Stainless Steel Seed Seive Set	Stainless Steel Sieve Set – Hudson	\$33.99	\$33.99
1	Needle nose pruner	Needle-nose Pruner – Hudson Val	\$24.99	\$24.99
			Shipping	\$0.00
			Total	\$138.94
			20% off	\$111.15

Johnny's Seeds

QTY.	Description	Website	Price per each	Total
1	Ho-Mi EZ Digger	Ho-Mi EZ Digger Johnny's Select	\$25.30	\$25.30
1	Multi-blade herb scissors	Multi-Blade Herb Scissors Johnn	\$10.75	\$10.75
1	Cobrahead weeder/ cultivator	CobraHead® – Standard - Weeder	\$30.80	\$30.80
1	Soil blocker	Hand-held 4 Soil Blocker Johnny	\$44.90	\$44.90
1	Transplant trowel	Trowel – Transplant Johnny's Se	\$21.00	\$21.00
			Shipping	\$17.50
			Total	\$150.25

Sow Perfect Seeder

QTY.	Description	Website	Price per each	Total
1	Sow Perfect Seeder	Sow Perfect Seeder - Seeding tool	\$26.00	\$26.00

Shipping \$6.80

Total \$32.80

Total: \$394.11

LANCASTER PUBLIC LIBRARY
PROCUREMENT POLICIES AND PROCEDURES AS REQUIRED UNDER
GENERAL MUNICIPAL LAW SECTIONS 103 and 104-B.

STATEMENT OF PURPOSE

The purpose of these policies and procedures is to protect taxpayers by assuring that competition is sought in a reasonable, cost-effective manner for all Lancaster Public Library (LPL) procurements where practicable and required by law. Goods and services that are not required by law to be procured pursuant to competitive bidding must be procured in a manner to assure the prudent and economical use of public moneys, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost and to "guard against favoritism, improvidence, extravagance, fraud and corruption" as required by New York State General Municipal Law (GML) §104-b.

The LPL at its discretion may utilize the services of the Buffalo & Erie County Public Library Public Library Business Office, following Buffalo & Erie County Public Library Procurement Policies, to undertake procurement on behalf of the LPL for some or all of the situations addressed in this policy. The policies and procedures below apply when the LPL itself undertakes a procurement activity.

PROCUREMENT PROCEDURES

(REF., GML §§ 103,104,104-b)

Bidding Procedures

When analyzing a request for acquisition of goods and services, an initial determination must be made as to whether a particular procurement is subject to competitive bidding. Some preliminary issues should be considered: Is the proposed procurement a purchase contract or a contract for public work? Is the amount requested above the applicable limit provided by law? Do any exceptions apply (e.g. state contract, sole source, and/or public emergency)?

Bidding Guidelines

GML §103 requires advertised bidding for procurements over \$20,000 for general commodities/services (Purchase Contract), and \$35,000 for public work. Although not defined in GML §103 the Office of the State Comptroller has expressed the opinion that the term "purchase contract" applies to the procurement of commodities (e.g. equipment, materials, supplies, and some services), while the term "contract for public work" encompasses contracts for services, labor and construction (see 1987 Opns St Comp No. 87-46, p 70: 1979 Opns St Comp No. 79-762, p160). If it is determined that competitive bidding (GML §103) is not applicable for an acquisition, documentation must justify how the decision was reached.

Procurements of commodities/services between \$5,000 and \$20,000 and contracts for public work between \$5,000 and \$35,000 are subject to the informal bid process. Procurements between \$1,000 and \$5,000 may be undertaken using verbal, telephone, fax, written, or single source quotations. Procurements under \$1,000 may be undertaken using the Library requisition for equipment and non-stock items process.

Consideration must be given to acquisitions made of the same or similar items over the course of the fiscal year where the aggregate value may exceed the competitive bidding threshold. Orders that may exceed \$5,000 over the course of the year must follow the informal bid process unless those purchases are made off current available County, State, Federal or other Municipal contracts or for other reasons bidding is not practical. Multiple purchase orders to one vendor will be allowed if that vendor has an existing Contract with the LPL covering said purchases. All others need to comply with the applicable procedures herewith.

Formal Competitive Bid Process

On purchases of \$20,000 and greater for commodities/services, and contracts for public work greater than \$35,000, the formal sealed bid process must be used. Bid specifications are prepared by the requesting unit and the LPL Director. Each formal bid is advertised in a newspaper with a circulation of 50,000 or greater covering the LPL's chartered service area. In addition, all formal bids are advertised on the Internet and can be downloaded by interested parties and prospective bidders accordingly.

In determining the necessity for competitive bidding, the aggregate amount to be expended in a fiscal year for an item or commodity to be purchased, or for the same type or similar public work, must be considered. It is established that the purpose of the bidding statutes may not be frustrated or avoided by artificially splitting or breaking up contracts into lesser agreements, or entering into a series of agreements, for sums below the bidding limitations. As a general rule, items or work of the same or similar nature which are customarily provided by the same vendor or contractor should be treated as a single item for the purposes of determining whether the dollar threshold will be exceeded (see, e.g., 1992 Opns St Comp No. 92-46, p115).

Informal Bidding Process

Purchases of commodities and/or services between \$5,000 and \$20,000 and contracts for public work between \$5,000 and \$35,000 will be procured by the LPL Director using bids first obtained from three sources where practical. Deviations from this policy must be approved by the Director in writing, which shall become part of the purchase documentation. Purchase requisitions and/or inquiry bid files or items within this threshold will include a notation indicating the names of at least three vendors who were contacted, the name of the individuals quoting for the firm, the date contacted, and the prices quoted by the vendors. A contract award will be to the lowest responsible bidder. Informal bids may be sealed (written), facsimile (fax), or telephone quotes at the Director's discretion. Any exceptions to this process must be documented pursuant to the *Responsibilities/Exceptions* section of this policy.

Special Purchase Situations

In other instances where it is determined competitive bidding is not required, such as emergencies, sole source procurements, or professional services, written justification must be attached to the file. The following is a description of procedures for making these types of procurements.

Sole Source (No-Bid) Contracts: When circumstances are presented to the Director, which serves the public interest indicating valid reasons that a request can be met by only one qualified vendor, the Director may waive the bidding requirement. Goods and services, which may be procured from only one source, are defined as "sole source" items. It is important to

note that there must be a single supplier of the item or service and there are no substantial equivalents. Sole source situations generally exist when an item is manufactured by only one firm, and a vendor has the exclusive franchise or distributorship for an item.

To initiate a sole source purchase, Director's staff must be confident that conditions exist in the marketplace such that the requested goods or services are available from only one supplier and no substantial equivalents exist. In making these determinations, the Director will document the unique benefits to the LPL of the item or service as compared to other products available in the marketplace. (See, gen.,1988 Opns St Camp No. 88-35, p 65)

Even though there is only one source of supply, the Director's staff must still obtain a quotation for the vendor. Upon receipt of the properly executed quotation (written, fax, e-mail), the staff will then proceed to write the purchase order.

Since market conditions change over the years, a previously substantiated sole source may find new entrants to a formerly monopolized market. All sole sources should be verified. It can be a situation where the staff knows the marketplace has changed or it simply may be the need to verify the marketplace has not changed. It is understood that the mere likelihood that only one firm will bid is insufficient to justify sole source procurement. {1983 Opns St. Comp. No 83-124, p156)

Emergencies: GML 103(4), provides that purchases may be made without competitive bidding in the event that a public emergency arises due to an accident or other unforeseen occurrence. Emergencies do not include situations caused by a lack of planning on the part of the LPL unit. While it will be the LPL unit that requests an emergency purchase, the LPL Director with approval of the LPL's legal counsel will determine if it qualifies as an actual emergency. LPL legal counsel will determine if the statutory criteria are met on a case-by-case basis. If approved, the LPL Director may issue an emergency declaration.

When circumstances support an emergency procurement, the requesting unit must submit the required written emergency declaration for the LPL Director or his/her designee. The requesting unit and/or Director's staff must then locate a source for the required goods or service. The goal must always be to obtain the lowest price from the vendor who can best meet the delivery requirements. If the item is included in a LPL and/or Buffalo & Erie County Public Library or Erie County contract listing, the contract vendor should be contacted first. Once the sources and price have been established, an emergency purchase order will be processed. It should be noted that in the event of a contract for services, the emergency contract will not exist for a term beyond the reasonable limits of the existence of the emergency situation. Similarly, in the case of an emergency involving the acquisition of commodities, the quantity acquired will be no more than needed to address the emergency situation at the time.

The procurement procedure will be the same as a routine informal or formal bid except that advertising and bidding is not required. The purchase order must state "Emergency purchase approved by LPL Director." A copy of the LPL Director's written emergency declaration must be attached to the purchase order.

Professional Services: Professional, technical or consulting services are not the type of services which may properly be the subject of competition based solely on the compliance with the

objective, uniform standards of the bid specification, pursuant to a bid being awarded to the lowest responsible bidder. The determination of whether the professional service exemption is applicable must be made on a case-by-case basis, examining the particular services needed. Generally professional services include, but are not limited to, the specialized expertise of interpreters, consultants, attorneys, engineers or architects.

Contracts for professional, technical or other consultant services having a value of \$20,000 or more are procured by the use of Requests for Proposals (RFP). The LPL Director's staff, subject to the review and approval of the Director, shall advertise the Request for Proposals (RFP), and designate a committee of three to review the proposals and choose a vendor. RFPs are distributed to interested parties and are advertised on the Internet and can be downloaded by interested parties and prospective proposers accordingly. Though not required, the LPL may also advertise in trade publications. The review committee or staff designee will select a vendor from the responses received and create a proposal to submit to the LPL Director for review and recommendation to the LPL Board of Trustees, which upon review and by Resolution may provide approval to contract.

Contracts for legal counsel and professional, technical or other consultant services related to the LPL legal issues having a value of \$20,000 or more shall be subject to review by the LPL Director/Manager, who may utilize an RFP process or submit written justification for the contract which shall be reviewed by the LPL Board of Trustees, which upon review and by Resolution may provide approval to contract.

Contracts for professional, technical or other consultant services having a value of less than \$20,000 shall be subject to review and approval by the LPL Director, who may, within the limits of the appropriations provided therefore, contract for said services.

True Lease: Leases for real property shall not be considered a purchase or contract. True lease agreements are neither purchases nor contracts for public works and, thus, are not subject to competitive bidding under GML 103 (Exley v Village of Endicott, 21NY2d 426, 434 NYS2d992). Lease agreements require the LPL Director's authorization before any procurement activity can begin. Documentation for the leasing versus purchasing decision should be made and should include a cost benefit analysis. Final approval to authorize entering into a lease with an annual value of under \$20,000 shall be by the LPL Director. Final approval to authorize entering into a lease with an annual value of \$20,000 or more shall be by Resolution adopted by the LPL Board of Trustees. The competitive bidding statutes cannot be circumvented by casting an agreement which is truly a purchase or a contract for public work in terms of a lease.

Insurance: Insurance requirements for vendors are to be reviewed and approved by the LPL legal counsel on a periodic basis. The purchase of insurance is to be conducted through the LPL Director or her/his designee in consultation with the LPL's legal counsel.

Second Hand Equipment acquired from other government agencies: The requesting LPL unit must have approval from the appropriate outside government official as well as budgetary approval from the Director before the purchase of surplus and second hand supplies, material or equipment is initiated. The LPL Director will verify that the purchase price is fair through market price comparisons via industry publications and other procurement sources. Competitive bidding is not required according to GML §103 (6) (21 Opns St comp, 1965, p 615).

Single Source Purchases (\$1000 to \$5000)

For purchases between \$1000 and \$5000, the LPL Director has the option to award a purchase order to a single source vendor, usually recommended by the requesting unit. It is the Director's responsibility to ensure that the purchase price is fair through price comparisons from available sources. If there is reason to believe that the price quote is not within an acceptable range for the product or products in question, the Director may request an informal quote or bid using the Informal Bidding Process.

Exempted from GML 103, 104-b

Procurements from Industries for the Blind or Industries for the Disabled (NYSID – See also State Finance Law, §162), New York State Correctional Industries (CORCRAFT – See also Correction Law, §§ 184,186), and Federal, State, or Local contracts are exempted from GML 103 competitive bidding and GML 104-b purchasing policies. Although General Municipal Law exempts these types of purchases from the requirements of written or verbal quotations, use of the exemption must be documented with relevant information and/or copies of Federal, State or Local contracts.

Further, procurements utilizing cooperative purchasing agreements created by the National Cooperative Purchasing Alliance, US Communities, The Cooperative Purchasing Network, Connecticut Consortium Cooperative Purchasing, National Association of State Procurement Officials (NASPO), National Joint Powers Alliance, National Inter-Government Purchasing Alliance, PEPPM Technology Bidding and Purchasing Program, and the National Purchasing Partners (NPP) to provide materials, equipment, supplies or services may substitute for the GML 103 competitive bidding and GML 104-b purchasing policies described herein. Requirements of section II.e.3, professional services, may also be waived by use of such cooperative agreements.

Responsibilities/Exceptions

The Director is the responsible Purchasing Agent for the LPL. The Director and LPL staff are responsible for following the policies and procedures described herein and all relevant laws as they pertain to competitive bidding. (GML §104-b (2)(f)). If an award is made to a vendor other than the lowest price offered, written documentation stating the basis for such award and a justification that the award is in the best interest of the LPL, must be provided to and retained by the LPL Director.

Updating Policies and Procedures

The LPL Board of Trustees shall review this policy and procedures at least annually and shall solicit comments from the LPL Director (GML §104-b (3),(4)).

Unintentional Failure to Comply

The unintentional failure to comply with the provisions of GML 104-b shall not be grounds to void action taken or give rise to a cause of action against the LPL or any officer or employee thereof. (GML §104-b (5))

SUSTAINABLE PURCHASING

The Lancaster Public Library strives to be a responsible steward of its resources, including decreasing its impact on the environment. Toward that end, the LPL shall, wherever practicable and efficient, endeavor to use sustainable and environmentally sound procurement practices in purchasing supplies and equipment for the library. LPL purchasing agents shall take factors such as the following into consideration when making purchases for the library, although this is not an exhaustive list:

- Recyclability of the items
- Amount of post-consumer recycled content in the items and packaging
- Disposal of items such as batteries and hardware
- Transportation distances and impacts for delivery of the items
- Ability for an item to be repaired or repurposed rather than re-purchasing
- The environmentally friendly practices of the vendors under consideration

Nothing in this policy shall prohibit the LPL from considering a product or vendor that is more suitable for the intended use and/or available at a more competitive price that does not meet these aspirational standards.

DOCUMENTATION PROCEDURES

QUOTES - MINIMUM INFORMATION REQUIREMENTS - At a minimum, all quotations should include the date, item description, name of the vendor and vendor's representative, vendor contact information.

VERBAL/TELEPHONE QUOTES - The information is recorded on the purchase order and becomes part of the purchasing document.

SINGLE SOURCE QUOTES - The Director, or his/her designee, will solicit one written, faxed, or verbal quotation. Written or faxed quotations are attached to the file copy of the purchase order. All verbal quotations will be documented on the purchase order in accordance with the above verbal/telephone quotes procedure.

WRITTEN QUOTES - When utilizing written quotes, where practicable a minimum of three quotations should be solicited and documented. "Request For Quotation" or "Informal Bid Request" forms will be used and attached to the file.

FAX QUOTES - Fax quotes may be accepted for any quotation under \$20,000 for commodities/services and under \$35,000 for contracts for public work.

PRICE VERIFICATION - Director's staff is required to verify New York State contract pricing when applicable and practical. If price lists are not available through NYS OGS, Director/Manager staff must receive pricing from the vendors and shall include some written affidavit of price validity.

BID LANGUAGE (Extensions/ Alternate submissions) - When bids are to be used in multiple time periods and/or for multiple orders requiring the vendor to hold pricing, it is mandatory that language in the bid document states the intention to do the same. The language must be

clear and concise and should leave no doubt with respect to its intended use. The same holds true for the alternative bid submissions. The language must be clear and if the alternates are to be accepted, the Director should make every effort to notify all potential vendors of our acceptance of the same.

POST BID NEGOTIATIONS - Post bid negotiations are the responsibility of the Director or his/her designee. LPL units are not permitted to assume this responsibility.

REQUEST FOR PROPOSALS - RFPs are used for obtaining professional, technical and consulting services (which may or may not include legal services). The requesting LPL unit is responsible for submitting specifications to the LPL Director for review. If it is determined that the service is not biddable, the LPL Director may proceed in accordance with State and local laws. Evaluations are conducted in accordance with process described in the *Professional Services* section of this policy.

Approved August 20, 2015. Reaffirmed May 16, 2019, June 11, 2020, June 10, 2021, and June 9, 2022. This policy supersedes the procurement related stipulations of all previously adopted Board resolutions.

Association of the Boards of Trustees of the Contract Libraries of the Buffalo and Erie County Public Library

~ c/o Robert Adler ~ Treasurer ~ 13951 Groth Road, Springville, NY 14141 ~
~ 716-867-2771 ~ badler22@icloud.com ~

INVOICE

2023 Member Library Dues ~ \$ 20.00

Member dues pay for continuing education meeting costs for the Boards and trustees of member libraries. See mission statement below.
Please send check payable to Robert Adler at address above.

ACT Mission Statement

- To promote cooperation among its members to the ultimate welfare of the public library system in Erie County
- To provide a forum for the interchange of information and ideas of benefit to both the contracting libraries and the Buffalo and Erie County Public Library
- To assist in the education of its members to the end that they might serve more effectively as library board trustees
- To provide a mechanism for liaison between the contracting libraries and their trustees and staff and the Buffalo and Erie County Public Library and its trustees and staff
- To make it possible for the trustees of the various contracting library to socialize and become better acquainted, all in the interest of perfecting a better library system.

Thank you and have a great year.

**Inv # 22077**

Date: December 31, 2022

ITEM	UNIT COST	EXTENSION
PVT Library Materials Per attached list		1,322.43
BALANCE DUE:		\$ 1,322.43
Make check payable to: "BUFFALO & ERIE COUNTY PUBLIC LIBRARY" and mail to the attention of Tracy Palicki, Business Office		

18-70314.

Order ID	Line #	Invoice	Amount Paid	Library	
PO-54265	16	60113218	\$14.49	LNC	
PO-54987	3	60140651	\$15.59	LNC	
PO-54989	2	60140652	\$16.49	LNC	
PO-54989	5	60140652	\$16.50	LNC	
PO-54989	6	60140652	\$11.97	LNC	
PO-54990	1	60140653	\$10.79	LNC	
PO-54990	3	60140653	\$15.39	LNC	
PO-54990	5	60140653	\$10.20	LNC	
PO-54990	6	60140653	\$9.60	LNC	
PO-54990	14	60140653	\$10.19	LNC	
PO-54990	16	60140653	\$9.57	LNC	
PO-54990	19	60140653	\$9.57	LNC	
PO-54990	22	60140653	\$10.20	LNC	
PO-54990	23	60140653	\$9.57	LNC	
PO-54990	24	60140653	\$14.30	LNC	
PO-54990	25	60140653	\$10.20	LNC	
PO-54990	26	60143414	\$14.85	LNC	
PO-54989	1	60151647	\$10.99	LNC	
PO-54990	11	60151648	\$9.60	LNC	
PO-54990	13	60151648	\$10.20	LNC	
PO-54990	15	60151648	\$10.20	LNC	
PO-54990	21	60151648	\$10.20	LNC	
PO-54990	8	60153209	\$10.20	LNC	
PO-55280	3	60156727	\$8.39	LNC	
PO-55280	6	60156727	\$10.19	LNC	
PO-55280	8	60156727	\$10.20	LNC	
PO-55280	9	60156727	\$9.59	LNC	
PO-55360	3	60164371	\$6.04	LNC	
PO-55360	4	60164371	\$9.59	LNC	
PO-55360	5	60164371	\$5.99	LNC	
PO-55360	6	60164371	\$10.20	LNC	
PO-55361	3	60168848	\$11.97	LNC	
PO-55361	5	60168848	\$10.19	LNC	
PO-55361	7	60168848	\$15.40	LNC	
PO-55361	9	60168848	\$11.99	LNC	
PO-55361	10	60168848	\$15.39	LNC	
PO-55361	11	60168848	\$14.99	LNC	
PO-55361	13	60168848	\$22.00	LNC	
PO-55361	14	60168848	\$16.49	LNC	
PO-55361	15	60168848	\$19.25	LNC	
PO-55361	16	60168848	\$19.25	LNC	
PO-55361	17	60168848	\$14.99	LNC	
PO-55361	18	60168848	\$19.25	LNC	
PO-55361	19	60168848	\$14.99	LNC	
PO-54987	1	60172082	\$12.62	LNC	
PO-54987	2	67527856	\$29.69	LNC	
PO-54990	4	67527857	\$14.84	LNC	
PO-54990	7	67527857	\$27.90	LNC	
PO-54990	17	67527857	\$10.19	LNC	
PO-54990	20	67527857	\$10.19	LNC	
PO-54989	3	67533284	\$14.39	LNC	

Order ID	Line #	Invoice	Amount Paid	Library	
PO-54990	18	67536346	\$9.60	LNC	
PO-54990	10	67538934	\$9.60	LNC	
PO-55280	1	67538935	\$10.79	LNC	
PO-55280	2	67538935	\$11.99	LNC	
PO-55280	4	67538935	\$14.85	LNC	
PO-55280	5	67538935	\$26.09	LNC	
PO-55280	7	67538935	\$10.19	LNC	
PO-55360	7	67543821	\$10.20	LNC	
PO-55360	8	67543821	\$7.77	LNC	
PO-55361	6	67545396	\$17.06	LNC	
PO-55361	12	67545396	\$17.88	LNC	
PO-55360	1	67551125	\$22.50	LNC	
PO-55464	1	11HXX-JNR1-CH42	\$17.99	LNC	
PO-54986	1	H62653790	\$10.18	LNC	
PO-54986	5	H62653790	\$8.81	LNC	
PO-54986	6	H62653790	\$20.34	LNC	
PO-54986	3	H62758510	\$20.34	LNC	
PO-54986	9	H62758510	\$20.34	LNC	
PO-54986	11	H62758510	\$20.34	LNC	
PO-54986	12	H62758510	\$20.34	LNC	
PO-54986	13	H62816760	\$14.93	LNC	
PO-55281	1	H62945580	\$40.73	LNC	
PO-55281	4	H62945580	\$40.73	LNC	
PO-55281	5	H62945580	\$40.73	LNC	
PO-55282	1	H62945581	\$16.97	LNC	
PO-55282	2	H62945581	\$33.94	LNC	
PO-55282	3	H62945581	\$33.94	LNC	
PO-55281	2	H63039290	\$40.73	LNC	
PO-55281	3	H63039290	\$40.73	LNC	
PO-54986	4	H63039291	\$12.22	LNC	
PO-54986	7	H63039291	\$20.34	LNC	
PO-54986	8	H63039291	\$12.22	LNC	\$1,322.43



P.O. Box 7488
Madison, WI 53707-7488
PH 800-356-1200 FAX 800-245-1329

QUOTATION

Reference: W3032114
Contract/Bid ID: C20601
Today: 2/01/23
Quote Expiration Date: 3/03/23

NAME: Lancaster Public Library
CONTACT: KARA STOCK
PHONE: 716-686-0749
EMAIL: lnc@buffalolib.org

Line	Qty	Product	Product Description	Colors/Finished/Options	Unit Price	Discount	Ext Total
------	-----	---------	---------------------	-------------------------	------------	----------	-----------

1	1	W13807800	QLA-Plus Rolling A-Frame Sign 41"H x 32"W x 24"D PLEASE NOTE: This item may not be returned unless damaged or defective.		273.99	8%	252.08
---	---	-----------	---	--	--------	----	--------

Order Subtotal	252.08
Shipping/Processing	46.22
Sales Tax	Exempt
Grand Total	298.30

Additional Note: Pricing is based on the NCPA contract #07-85 using Demco contract code C20601.

Pricing is based on the NCPA contract #07-85 using Demco contract code C20601.

BILL TO:

Lancaster Public Library
5466 Broadway St
Lancaster NY 14086-2168

SHIP TO:

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

CONTACT:

KARA STOCK
BUFFALO AND ERIE CO PUBLIC LIB
1 LAFAYETTE SQ
BUFFALO NY 14203-1823

March Scavenger Hunt Prizes

QTY.	Description	Website	Price
1	Microscope	https://www.amazon.com/NATIONAL-GEOGRAPHIC-Micros	\$39.99
1	Magna-Tiles	https://www.amazon.com/Magna-Tiles-Original-Tiles-Open-f	\$49.99
1	Kinetic Sand	https://www.amazon.com/KNS-Ack-Folding-Sand-Amzx/dp/f	\$34.99
Total:			\$124.97


Summer Reading Program Requests

QTY.	Description	Website	Price per each	Total price:
1	Pigeon costume rental for 6/29 party	https://costumespecialists.com/portfolio-items	\$165.00	\$165.00
50	"All Together Now" Stickers	https://shop.csllpreads.org/product/all-togethe	\$2.99	\$149.50
2	Bulletin board décor	https://shop.csllpreads.org/product/all-togethe	\$4.19	\$8.38
2	Window clings	https://shop.csllpreads.org/product/all-togethe	\$3.09	\$6.18
10	Tabletop coloring sheet	https://shop.csllpreads.org/product/all-togethe	\$7.99	\$79.90
10	Library card holders	https://shop.csllpreads.org/product/all-togethe	\$6.59	\$65.90
10	Paper bags	https://shop.csllpreads.org/product/all-togethe	\$2.49	\$24.90
			CSLP Shipping:	\$50.00
			Total:	\$549.76

SHOPPING CART

[VEGETABLES](#)[FLOWERS](#)[HERBS](#)[COVER CROPS](#)[SUPPLIES](#)[COLLECTIONS](#)[GIFTS](#)[QUICK ORDER](#)

(8)

Item	Price	Qty	Subtotal
 <div>Donation Seed SKU: DONATION25 8 bundles of 25 packets</div>	\$3.00	<input type="text" value="8"/>	\$24.00
<div><div></div><div></div><div>update cart</div></div>			

Gift options

Apply Discount Code

Gift Cards

Summary

Estimate Shipping and Tax

Country

State/Province

Zip/Postal Code

Shipping Rate

Ⓢ Shipping Rate \$7.95

Subtotal \$24.00

Shipping (Shipping Rate -
Shipping Rate) \$7.95

Order Total \$31.95

[CHECKOUT NOW](#)

Check out with

[ORDER INFO](#)[RESOURCES](#)[FAQ](#)[FIND A STORE](#)[FUNDRAISERS](#)[AFFILIATES](#)[PRIVACY](#)[ACCESSIBILITY](#)[CONTACT US](#)[submit](#)