

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

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

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

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

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

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

Respectfully submitted by,
Barbara Tamol
Secretary

Director's Report December 2021

Highlights

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



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

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

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

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

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

Programming

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

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

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



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

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

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

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

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

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

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

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

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

Meetings

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

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

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

Lancaster Public Library 2021 Highlights

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

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

Celebrating 200 Years of the Lancaster Public Library

December 09, 2021

Ron Ruffino
TOWN OF LANCASTER SUPERVISOR



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

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

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

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

Library Celebrates 200th Anniversary

December 16, 2021



Contributed photo.

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



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



Lancaster's library looks forward to future

December 23, 2021

by JAMES SINNER Editor

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

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

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

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

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

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

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

LANCASTER PUBLIC LIBRARY

2021 STATISTICS

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

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

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

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

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

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

DAYS OPEN AND CLOSED

Days Open: 27

Days Closed: 4

**Lancaster Public Library
2021 Statistics and Proceeds**

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

Total Proceeds \$25,640.98

2021 Sunday Circulation

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

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

Program Statistics
12/2021

In Library Group Programs:

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

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

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

In Library One-on-One Programs:

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

Adult Technology Programs:

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

Live Virtual Programs:

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

Virtual Recordings of program content:

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

Outreach (out of library programs):

	Number of Programs	Number of Attendees	
	MTH	YTD	MTH YTD

Children (age 5 and under)

0	0	0	0
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Children (age 6-12)

0	0	0	0
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Teens

0	0	0	0
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Intergenerational

0	2	0	623
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Adults (excludes Technology)

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

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☒ Yes ☐ No

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

Did you have any Adult Tutoring or Adult Literacy Collaborators?


☐ Yes ☒ No

Were any of the above programs ESOL?

☐ Yes ☒ No

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

5 YTD: 28

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

All 2021 Footnotes in Chronological Order

January:

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

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

Boston - Closed 1/19/2021 - Weather.

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

Currently closed Sundays due to COVID-19.

Correctional Facility and Holding Center - Numbers not received.

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

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

February:

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

Boston - Closed 2/20/2021 - Weather

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

Currently closed Sundays due to COVID-19.

Correctional Facility and Holding Center - Numbers not received.

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

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

March:

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

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

Currently closed Sundays due to COVID-19.

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

Correctional Facility and Holding Center - Numbers not received.

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

North Collins - Closed 3/22/2021.

April:

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

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

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

Currently closed Sundays due to COVID-19.

Correctional Facility and Holding Center - Numbers not received.

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

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

May:

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

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

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

Currently closed Sundays due to COVID-19.

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

Correctional Facility and Holding Center - Numbers not received.

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

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

June:

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

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

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

Currently closed Sundays due to COVID-19.

Correctional Facility and Holding Center - Numbers not received.

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

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

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

July:

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

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

Correctional Facility and Holding Center - Numbers not received.

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

August:

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

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

Correctional Facility and Holding Center - Numbers not received.

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

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

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

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

September:

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

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

Correctional Facility and Holding Center - Numbers not received.

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

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

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

October:

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

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

Correctional Facility and Holding Center - Numbers not received.

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

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

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

November:

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

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

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

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

Correctional Facility and Holding Center - Numbers not received.

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

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

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

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

December:

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

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

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

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

Correctional Facility and Holding Center - Numbers not received.


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

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

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

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

Library Visits

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

All 2021 Footnotes in Chronological Order

January:

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

Boston - Closed 1/19/2021 - Weather.

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

Currently closed Sundays due to COVID-19.

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

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

February:

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

Currently closed Sundays due to COVID-19.

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

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

March:

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Currently closed Sundays due to COVID-19.

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

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

North Collins - Closed 3/22/2021.

April:

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

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

Currently closed Sundays due to COVID-19.

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

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

May:

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

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

Currently closed Sundays due to COVID-19.

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

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

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June:

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

Currently closed Sundays due to COVID-19.

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

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

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

July:

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

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

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

August:

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

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

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

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

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

September:

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

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

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

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

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

October:

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

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

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

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

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

November:

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

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

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

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

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

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

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

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

December:

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

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

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

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

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

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

Registered Public Access Computer Sessions

Session Counts Per Outlet

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

All 2021 Footnotes in Chronological Order

January:

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

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

Boston - Closed 1/19/2021 - Weather.

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

Currently closed Sundays due to COVID-19.

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

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

February:

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

Boston - Closed 2/20/2021 - Weather

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

Currently closed Sundays due to COVID-19.

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

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

March:

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

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

Currently closed Sundays due to COVID-19.

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

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

North Collins - Closed 3/22/2021.

April:

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

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

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

Currently closed Sundays due to COVID-19.

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

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

May:

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

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

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

Currently closed Sundays due to COVID-19.

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

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

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

June:

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

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

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

Currently closed Sundays due to COVID-19.

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

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

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

July:

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

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

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

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

August:

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

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

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

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

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

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

September:

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

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

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

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

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

October:

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

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

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

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

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

November:

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

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

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

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

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

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

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

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

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

December:

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

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

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

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

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


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

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

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

WiFi

Total Logins

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

All 2021 Footnotes in Chronological Order

January:

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

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

Boston - Closed 1/19/2021 - Weather.

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

Currently closed Sundays due to COVID-19.

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

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

February:

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

Boston - Closed 2/20/2021 - Weather

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

Currently closed Sundays due to COVID-19.

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

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

Williamsville - Increase due to network repair 12/2020.

March:

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

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

Currently closed Sundays due to COVID-19.

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

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

North Collins - Closed 3/22/2021.

April:

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

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

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

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

Currently closed Sundays due to COVID-19.

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

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

May:

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

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

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

Currently closed Sundays due to COVID-19.

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

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

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

June:

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

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

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

Currently closed Sundays due to COVID-19.

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

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

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

July:

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

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

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

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

August:

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

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

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

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

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

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

September:

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

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

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

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

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

October:

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

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

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

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

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

November:

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

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

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

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

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

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

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

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

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

December:

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

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

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

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

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

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

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

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

Lancaster Financial Monthly Report 2021
December

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

**Petty Cash
December 2021**

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

200TH ANNIVERSARY BUDGET EXPENSES

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

200TH ANNIVERSARY BUDGET REVENUE

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

LANCASTER PUBLIC LIBRARY
LOCAL FUNDS BUDGET 2022

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

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

Condition: New

Price

\$14.00

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

Standard Shipping

Payment information**Payment Method:**

Debit Card | Last digits: 2268

Item(s) Subtotal: \$84.00

Shipping & Handling: \$0.00

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

Total before tax: \$84.00

Estimated tax to be collected: \$0.00

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

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

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



MEMORANDUM

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

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

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

Items to note:

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

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

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

/ma; Enclosures;
cc: K. Stone

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

AGENDA ITEM NUMBER: E.2.c.

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

BACKGROUND:

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

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

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

ACTION REQUIRED:

Motion to approve Resolution 2021-42.

RESOLUTION 2021-42

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

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

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

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

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

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

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

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

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

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

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

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: LANCASTER PUBLIC LIBRARY

DESCRIPTION	As per Res 2021-14			As per Res 2021-42		
	2021	2021	2021	2022	2022	2022
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
PERSONAL SERVICES						
SALARIES & WAGES, FULL TIME		202,720	202,720		212,078	212,078
WAGES, REGULAR PART-TIME			-			-
WAGES, PART TIME		104,211	104,211		110,858	110,858
OVERTIME (Sunday)			-			-
OTHER (Vacation Buyout)		2,376	2,376		3,892	3,892
TOTAL SALARIES & WAGES	-	309,307	309,307	-	326,824	326,824
REDUCTION FRM PERS. SVCS ACCT			-		(5,243)	(5,243)
CONTRACTUAL SALARY RESERVES		3,785	3,785			-
FRINGE BENEFITS						
EMPLOYER FICA		23,662	23,662		24,984	24,984
EMPLOYEE HEALTH INSURANCE		19,788	19,788		18,720	18,720
DENTAL PLAN		636	636		636	636
WORKERS COMPENSATION		1,443	1,443		1,517	1,517
UNEMPLOYMENT INSURANCE		727	727		768	766
HOSPITAL & MEDICAL - RETIREES		26,354	26,354		26,446	26,446
HEALTH INSURANCE WAIVER		804	804		804	804
RETIREMENT		32,130	32,130		28,613	28,613
TOTAL FRINGE BENEFITS	-	105,544	105,544	-	102,486	102,486
OFFICE SUPPLIES	-	3,943	3,943	-	3,222	3,222
REPAIRS & MAINTENANCE CHARGES						
OTHER SUPPLIES & MATERIALS	500	-	500	500	-	500
EQUIPMENT MAINTENANCE	50		50	50		50
REPAIRS & MAINT - MISC SYS	-	1,901	1,901	-	2,038	2,038
TOTAL REPAIRS & MAINTENANCE CHARGES	550	1,901	2,451	550	2,038	2,558
TRAVEL & MILEAGE EXPENSES	250		250	250		250
DUES & FEES						
MEMBERSHIP & DUES	20	-	20	20	-	20
TRAINING & EDUCATION (NYSALB, etc.)		935	935		704	704
TOTAL DUES & FEES	20	935	955	20	704	724
UTILITY CHARGES						
WATER	300		300	300		300
SEWER			-			-
TELECOMMUNICATIONS			-			-
- DATA LINES	-	336	336	-	336	336
- INTERNET - Internet access	-	37	37	-	41	41
- EQUIPMENT MAINT	-		-	-		-
- LOCAL AND LO PHONE SERVICE	-	915	915	-	934	934
TELEPHONE SUB-TOTAL	-	1,288	1,288	-	1,311	1,311
TOTAL UTILITY CHARGES	300	1,288	1,588	300	1,311	1,611
PROFESSIONAL SERVICE CONTRACT & FEES						
ADVERTISING & PROMOTION		1,932	1,932		2,415	2,415
MOVIE LICENSING AGREEMENT		232	232		235	235
OVERDRIVE DOWNLOADABLE LICENSE	-	324	324	-	324	324
SIRSI SOFTWARE MAINTENANCE	-	4,151	4,151	-	4,266	4,266
RFID EQUIPMENT MAINTENANCE		1,680	1,680		1,739	1,739
COLLECTIONS AGENCY FEES	-	888	888	-	777	777
EAP SERVICES	-	141	141	-	154	154
ONLINE CATALOG (OCLC)	-	2,834	2,834	-	2,898	2,898
VITEC SOLUTIONS/COMPUTER SUPPORT	-	2,703	2,703	-	2,578	2,578
LEGAL FEES	-	1,513	1,513	-	1,583	1,583
RFID/OCR LABELS		1,449	1,449		1,288	1,288
OTHER PRINTED SUPPLIES	-	35	35	-	38	38
CONTRACT PROFESSIONAL SERVICES (DIRECT)		-	-			-
TOTAL PROFESSIONAL SERVICE CONTRACTS	-	17,882	17,882	-	18,293	18,293

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: LANCASTER PUBLIC LIBRARY

DESCRIPTION	As per Res 2021-14			As per Res 2021-42		
	2021	2021	2021	2022	2022	2022
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
MAINTENANCE CONTRACTS						
OTHER SUP & MTLs - CONTRACT	500	-	500	500	-	500
EQUIPMENT CONTRACTS	-	-	-	-	-	-
MAINT CONTRACTS - SYS	-	235	235	-	224	224
TOTAL MAINTENANCE CONTRACTS	500	235	735	500	224	724
OTHER EXPENSES & CHARGES						
LIBRARY MATERIALS PROCESSING SUPPLIES	-	747	747	-	199	199
RESALE ITEMS (BAGS, DISK, HEADPHONES)	-	96	96	-	115	115
LIBRARY CARDS	-	39	39	-	39	39
DVD REPAIR	-	58	58	-	58	58
MISC PROGRAM EXPENSES	500	-	500	500	-	500
NYS DISABILITY	-	-	-	-	-	-
POSTAGE	100	-	100	100	-	100
PRINTING	-	-	-	-	-	-
ADVERTISING	-	-	-	-	-	-
TRAINING	-	-	-	-	-	-
REFUSE PICKUP	-	-	-	-	-	-
BANK CHARGES	-	-	-	-	-	-
JANITORIAL SERVICES	-	-	-	-	-	-
OTHER EXPENSES	-	-	-	-	-	-
TOTAL OTHER EXPENSES & CHARGES	600	940	1,540	600	411	1,011
MISCELLANEOUS-State/Member Aid						
	-	-	-	-	-	-
RENTAL CHARGES						
EQUIPMENT	-	-	-	-	-	-
OTHER	-	-	-	-	-	-
TOTAL RENTAL CHARGES	-	-	-	-	-	-
INSURANCE CHARGES						
INSURANCE	-	-	-	-	-	-
GENERAL LIABILITY INSURANCE - SYS	-	3,172	3,172	-	3,352	3,352
TOTAL INSURANCE CHARGES	-	3,172	3,172	-	3,352	3,352
LAB & TECHNICAL EQUIP.						
	-	1,644	1,644	-	8,193	8,193
LIBRARY BOOKS & MEDIA						
Serials (Magazines, Newspapers, Journals, Etc.)	-	3,404	3,404	-	2,766	2,766
On-line Databases (News, Health, Literary, Homework, Business, Etc.)	-	8,561	8,561	-	5,920	5,920
E-Content	-	33,081	33,081	-	53,264	53,264
Centrally Ordered Materials	-	41,570	41,570	-	36,649	36,649
Specialized Titles / Individual Orders	-	6,384	6,384	-	8,152	8,152
TOTAL LIBRARY BOOKS & MEDIA	-	93,000	93,000	-	104,771	104,771
INTERFUND UTILITY EXPENDITURES						
NATURAL GAS	-	3,578	3,578	-	5,661	5,661
ELECTRICITY	-	20,562	20,562	-	21,283	21,283
TOTAL INTERFUND UTILITY EXPENDITURES	-	24,140	24,140	-	26,944	26,944
TOTAL INTERFUND EXP - COUNTY						
	-	1,047	1,047	-	2,004	2,004

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: LANCASTER PUBLIC LIBRARY

DESCRIPTION	As per Res 2021-14			As per Res 2021-42		
	2021	2021	2021	2022	2022	2022
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
TOTAL OPERATING EXPENSES	2,220	685,733	670,953	2,220	685,334	697,554
REVENUE SOURCES						
COUNTY SHARE	-	553,748	553,748	-	579,420	579,420
STATE AID (Member Aid)	-	-	-	-	-	-
STATE AID (Pass through System)	-	11,885	11,885	-	11,884	11,884
SUB-TOTAL: SYSTEM APPROPRIATION	-	565,633	565,631	-	591,304	591,304
DIRECT LOCAL INCOME						
	Contract Library Direct	Return to System (CHR Share)	TOTAL	Contract Library Direct	Return to System (CHR Share)	TOTAL
FINES, LOST BOOKS, ETC	1,040	1,454	2,494	1,243	2,257	3,500
COPY MACHINES	-	-	-	-	-	-
PRINT COST RECOVERY	1,155	1,513	2,768	959	1,741	2,700
OTHER REVENUES	25	35	60	18	32	50
MUNICIPAL SUPPORT	-	-	-	-	-	-
DONATIONS	-	-	-	-	-	-
FUNDRAISING	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-
USE OF FUND BALANCE	-	-	-	-	-	-
OTHER INCOME	-	-	-	-	-	-
TOTAL DIRECT INCOME	2,220	3,102	5,322	2,220	4,030	6,250
TOTAL REVENUE SOURCES	2,220	588,733	570,953	2,220	695,334	697,554

COUNTY SHARE vs OTHER REVENUE						
COUNTY SHARE	-	553,748	553,748	-	579,420	579,420
STATE AID	-	11,885	11,885	-	11,884	11,884
DIRECT INCOME	2,220	3,102	5,322	2,220	4,030	6,250
SUBTOTAL OTHER REVENUE	2,220	14,987	17,207	2,220	16,914	19,134
TOTAL REVENUE	2,220	588,733	570,953	2,220	695,334	697,554

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

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
Lancaster Public Library

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

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

AGENDA ITEM NUMBER: J.1.

RESOLUTION: 2021-34
Librarians' Association
Contract

BACKGROUND:

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

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

ACTION REQUIRED:

Motion to adopt Resolution 2021-34.

RESOLUTION 2021-34

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

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

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

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

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

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

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

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

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

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

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

Librarians Association Pay Scale
Effective 1/1/2022

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

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

AGENDA ITEM NUMBER: E.2.a.

RESOLUTION: 2021-40
Minimum Wage Increase Impact
Adjustments

BACKGROUND:

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

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

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

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

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

ACTION REQUIRED:

Motion to adopt Resolution 2021-40.

RESOLUTION 2021-40

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

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

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

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

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

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

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

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

TECHNICAL SPECIALIST COMPUTER - LIBRARY PT:

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

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

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

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

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

EFFECTIVE DATE: DECEMBER 31, 2021

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

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

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

NOTES:

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

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

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

AGENDA ITEM NUMBER: E.3.a.

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

BACKGROUND:

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

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

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

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

ACTION REQUIRED:

Motion to adopt Resolution 2021-24.

RESOLUTION 2021-24

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

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

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

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

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

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

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

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



Internet Safety and Acceptable Use Policy

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

I. GENERAL STATEMENT OF POLICY

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

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

II. CHILDREN, PARENTS AND THE INTERNET

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

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

III. USER RESPONSIBILITIES

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

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

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

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

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

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

AGENDA ITEM NUMBER: E.3.a.

RESOLUTION: 2021-44
Amend Sexual Harassment
Prevention Policy

BACKGROUND:

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

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

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

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

ACTION REQUIRED:
Motion to adopt Resolution 2021-44.

RESOLUTION 2021-44

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

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

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

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

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

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

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

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

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



Sexual Harassment Prevention Policy

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

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

I. Statement of Policy

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

A. Applicability

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

B. What Is "Sexual Harassment"?

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

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

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

C. Examples of Sexual Harassment

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

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

D. Who can be a target of sexual harassment?

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

E. Where can sexual harassment occur?

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

II. **Prohibition Against Retaliation**

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

A. What is retaliation?

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

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

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

B. Good faith claims

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

III. Reporting Sexual Harassment

A. Who Should Report

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

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

B. Supervisory Responsibilities

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

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

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

IV. Complaint and Investigation of Sexual Harassment

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

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

A. Complaint

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

B. Witnesses

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

C. Investigation Process

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

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

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

V. Legal Protections and External Remedies

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

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

A. State Human Rights Law (HRL)

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

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

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

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

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

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

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

B. Civil Rights Act of 1964

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

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

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

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

C. Local Protections

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

D. Contact the Local Police Department

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

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



Buffalo & Erie County Public
LIBRARY

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

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

General Information:

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

Specific Information about Your Complaint:

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

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

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

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

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

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

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

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



Equal Employment Opportunity and Anti-Harassment Policy

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

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

I. Statement of Policy

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

A. Equal Employment Opportunity

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

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

B. Unlawful Harassment

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

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

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

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

C. Examples of Harassment

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

D. Sexual Harassment – See Sexual Harassment Prevention Policy.

E. Applicability of Policy

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

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

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

II. Procedure

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

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

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

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

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

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

2. Promptly Report Complaint

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

3. Prepare Written Report of Misconduct

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

B. Investigating the Complaint

1. Confidentiality

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

2. Investigation Process

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

C. Corrective Action

1. Employees

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

2. Non-employees

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

III. Protection Against Retaliation

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

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

A. Examples of Retaliation:

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

IV. Legal Remedies

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

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

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

Amended December 20, 2018 per Resolution 2018-40.

Amended November 21, 2019 per Resolution 2019-43.

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

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



Buffalo & Erie County Public

LIBRARY

COMPLAINT OF HARASSMENT, DISCRIMINATION, OR RETALIATION

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

General Information:

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

Specific Information about Your Complaint:

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

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

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

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

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

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

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

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

LANCASTER PUBLIC LIBRARY

Review Schedule for Board Adopted Policies 2022

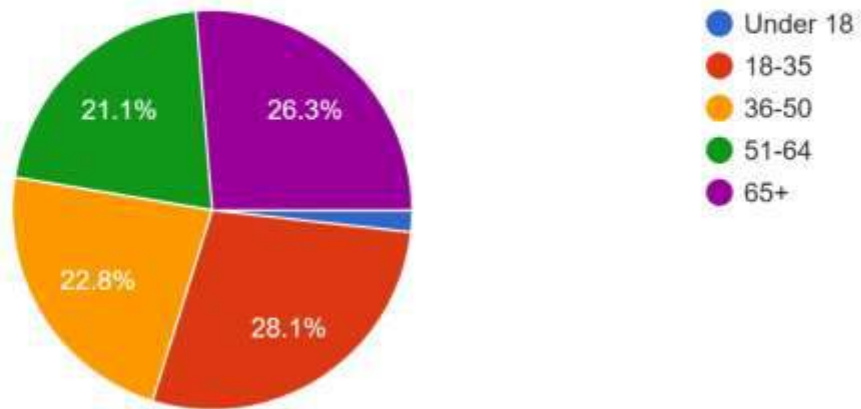
POLICY	AUTHOR	LAST REVIEWED	TARGET REVIEW
Accessibility of Library Services Policy	B&ECPL	September-19	April-23
Free Direct Access Plan	B&ECPL	December-19	April-24
Volunteer Program Policy	B&ECPL	November-19	July-23
Collection Development Policy	B&ECPL	September-19	April-23
Confidentiality of Library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

Lancaster Public Library Survey 2021

57 responses

What is your age range?

57 responses



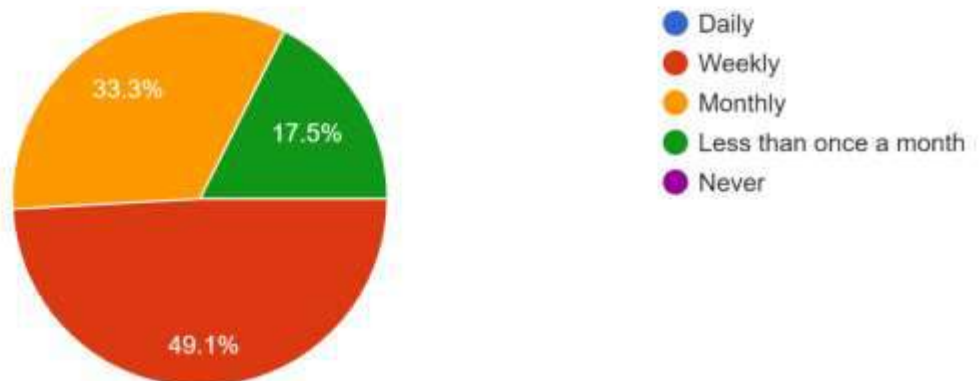
Do you have a Buffalo & Erie County Public Library card?

57 responses



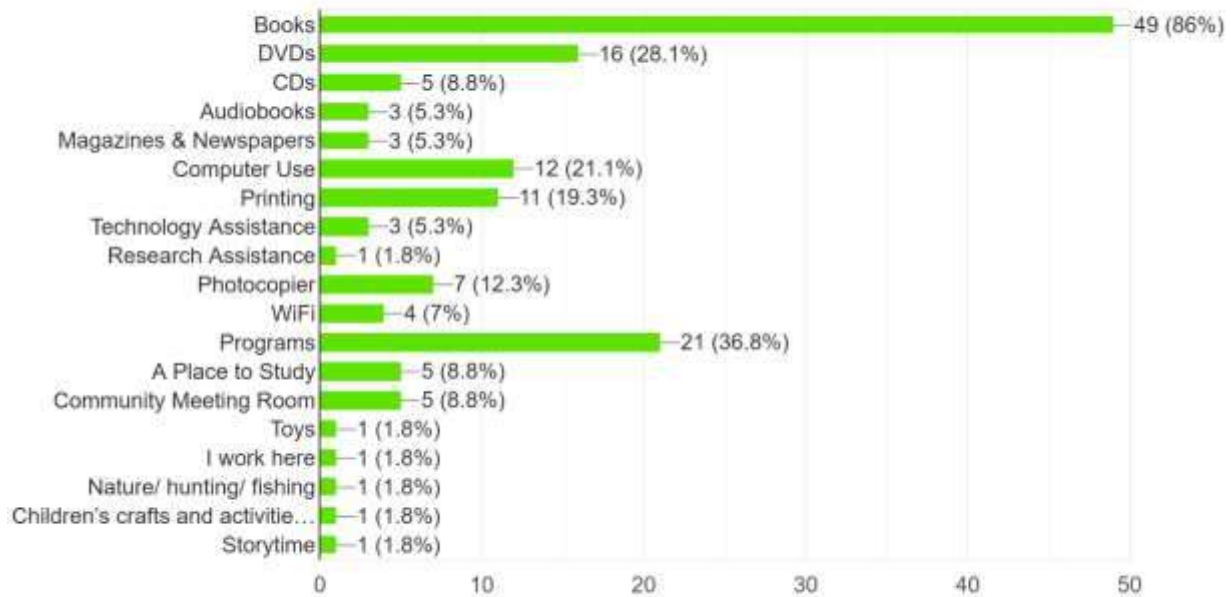
On average, how often do you visit our library?

57 responses



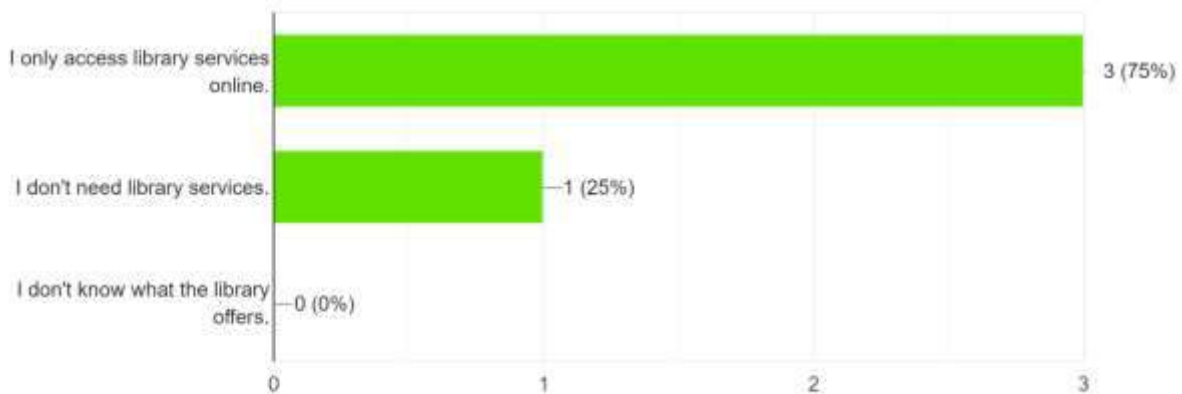
What are the most important reasons you visit the library? Choose all that apply.

57 responses



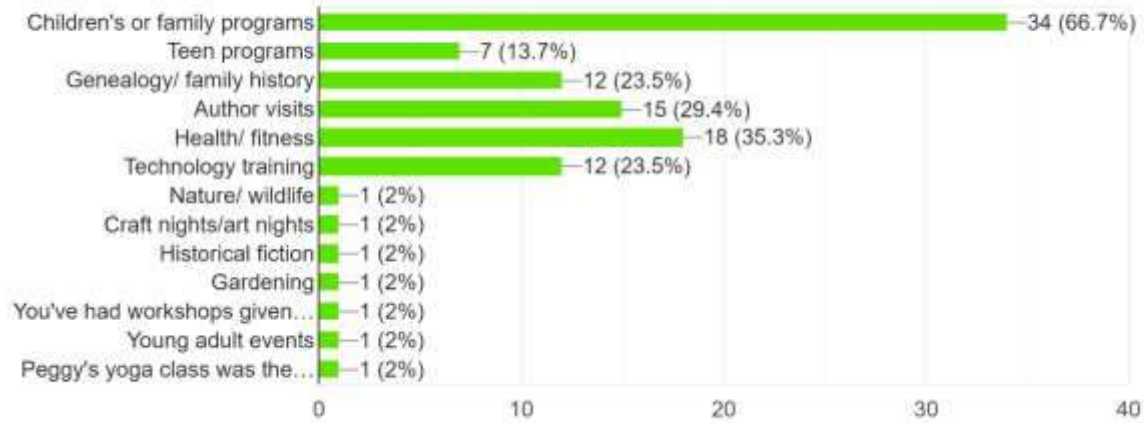
If you do not visit our library, please select why.

4 responses



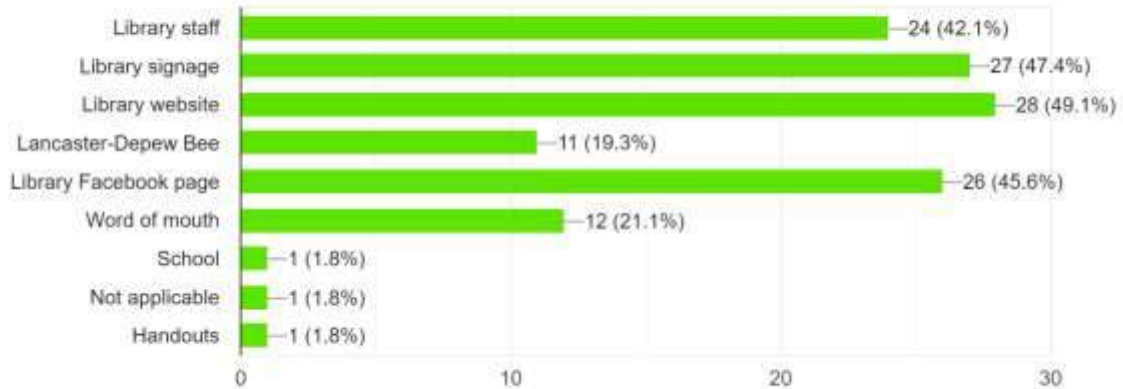
When you consider future program offerings, please select which topics are important to you
(choose all that apply):

51 responses



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

57 responses



What do you value most about the library? 46 responses

Children's programs

The it's a community resource

I love all the kids programs.

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

Well stocked. Very orderly. Staff is helpful.

Books, DVD, computer

Books and educational institutional for community- invaluable!

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

Kid friendly

Child programs and toys

The employees

Friendly and knowledgeable staff. Children's programs

The location and services

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

Children's programs and play area

Quietness, which is lacking too much

All the free reading

Storytime- we love it

Reading materials, community programs

Computer- facebook

Books

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

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

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

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

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

Variety of resources

Childrens programs and the amazing staff

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

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

Friendly staff, clean quiet, very helpful.

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

Love the atmosphere for kids

Availability

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

Friendly helpful staff

How helpful everyone is!

its accessibility, staff, large collection of books

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

books

Everything

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

The ability to get all of my desired books!

Convenient hours

Children's programs, new books

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

So far so good.

Send monthly newsletter with events.

Weekend programs for toddlers/young kids.

More events

Offer more financial help/ budget programs to teach

Limit playtime and supervise it better

Offer the movin' with Miss Meg session more often.

I think they are excellent as is.

Get rid of masks

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

Maybe outreach to local schools to advertise services/programs.

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

More fiction variety, more hours

The ability to provide access to everyone in our community

Keep doing what you are doing

More spaces

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

Being able to register for events directly on Facebook

better parking area

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

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

Fantastic staff!

Thank you!

Merry Christmas

No

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

We love our library!!

This is a wonderful asset to our community

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

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

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

To me the library means community Somewhere everyone is equal

The staff at the Lancaster Library are absolutely amazing!

Nope.

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

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

Love the new additions to the children's area

Story time is amazing!

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

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

We just love the Lancaster library so much!

Thank you for all that you provide.

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

PERSONNEL POLICIES AND PROCEDURES

LANCASTER PUBLIC LIBRARY MEETING DATE: JANUARY 13, 2022

AGENDA ITEM: IX. C.

RESOLUTION: 2022-1

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

BACKGROUND:

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

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

ACTION REQUIRED: Motion to approve Resolution 2022-1.

PROPOSED RESOLUTION 2022-1

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

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

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

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

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

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

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

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

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

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

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




Shopping Cart

Products in Cart

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

Shipping Address


Kara Stock  EDIT

Buffalo and Erie Co Public Lib

5466 Broadway

Lancaster NY 14086

Billing Address

Lancaster Public Library  EDIT

5466 Broadway St

Lancaster NY 14086-2168



Proceed to Checkout

Create Quote

Recommended for you

Cart Summary

Cart ID: 2165154

 PRINT  SHARE

Contract Used: [View Terms](#)

NCPA - Catalog 

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

Cart Total **\$360.64**

 Need Help?

Children's Literacy/Play Area Request

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



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

Inv # 21070

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

Date: January 4, 2022

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

Invoice



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

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

Federal Employer ID Number: 61-1648780

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

Inc@buffalolib.org

Purchase Order Number:

Tax Exempt Certificate ID:

[Zoom W-9](#)

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

Inc@buffalolib.org

Charge Details

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

Taxes, Fees & Other Charge Details

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

Transactions

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

Need help understanding your invoice?

[CLICK HERE](#)

This plan includes products with monthly and/or yearly subscription periods. The subscription period for each plan, and the total charge, \$14.99 (plus applicable taxes and regulatory fees), per subscription period for that product are set out above in the Charge Details section. Unless you cancel, your subscription(s) will auto-renew each subscription period and each subscription period thereafter, at the price(s) listed above (plus any taxes and regulatory fees applicable at the time of renewal) and your payment method on file at zoom.us/billing will be charged. You can cancel auto-renewal anytime, but you must cancel by the last day of your current subscription period to avoid being charged for the next subscription period. You will not be able to cancel your "base plan" (Zoom Meetings, Zoom Phone, or Zoom Rooms) without first canceling all other subscriptions in your plan. If you cancel, you will not receive a refund for the remainder of your then-current subscription period. You can cancel by navigating to zoom.us/billing and clicking "Cancel Subscription," clicking through the prompts, and then clicking to confirm cancellation. Should Zoom change its pricing, it will provide you with notice, and you may be charged the new price for subsequent subscription.

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**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



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

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- *HEPA filtration captures fine dust particles*
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- *The 18 watt, UV germicidal lamp sterilizes bacteria, viruses and mold spores*
- *18 lbs. of activated carbon, absorbs airborne chemicals and odors*
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- *Price - \$960.00, Delivered*



George Roehling
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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).

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1 Count (Pack of 1)

\$39.99

✓ **prime**

2 Count (Pack of 1)

\$73.99
(\$37.00 / Count)

✓ **prime**

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



Buffalo & Erie County Public
LIBRARY

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

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

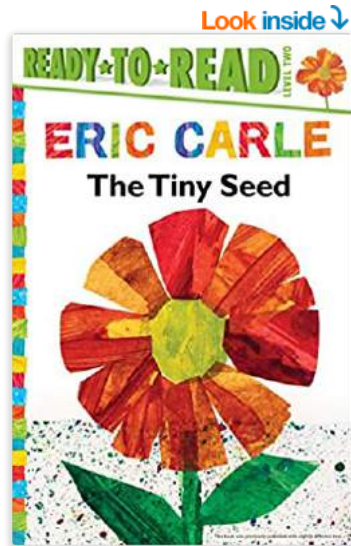
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by Eric Carle (Author, Illustrator)

★★★★★ 268 ratings

Part of: The World of Eric Carle (16 books)

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2 New from \$14.29

Paperback

\$4.99 

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Print length



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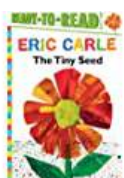
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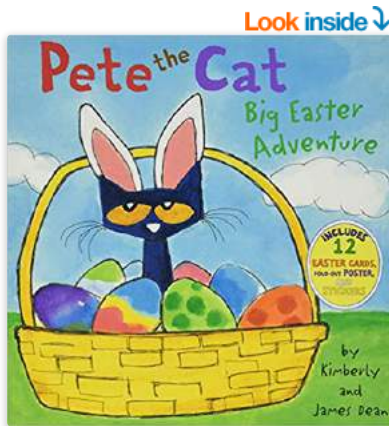
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James Dean

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Pete the Cat: Big Easter Adventure Hardcover – Sticker Book, January 28, 2014

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

★★★★★ 4,220 ratings

Part of: Pete the Cat (59 books)

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#1 New York Times bestseller! Pete jumps in to help the Easter Bunny in *Pete the Cat: Big Easter Adventure*—which comes complete with 12 Easter cards, a fold-out poster, and stickers.

Author and artist James Dean brings us along for a hinky-hinky Easter adventure with the coolest cat in town.

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Reading age

Print length



4 - 8 years



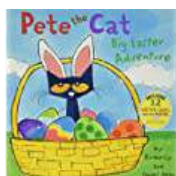
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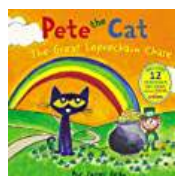
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Item #28804-RC



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1 color(s) to choose from!

This item has one color option: White

Minimum Quantity	500	1000	2500	5000	10000	25000	50000
Your Price	\$0.19	\$0.18	\$0.15	\$0.13	\$0.12	\$0.11	\$0.10



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What imprint color(s) would you like?



Full Color



- This unique item is a business card and magnet in one.
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- Complete with round corners.
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Magnet design

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Quantity		Price	Action
500	500 x \$0.66	\$330.00	(../detail/index.jsp?serviceItemId=sig12161193787)
1	Setup Charge	\$16.95	
Total:		\$346.95	

CHECK OUT

or



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Lancaster 14086

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your small parts or seed from being damp or losing

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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.



**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, March 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 February 10, 2022
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
 - A. February Report
 - B. CDs: #2404-matures 3/22/22; #042 matures 4/6/22
(Consider cashing in one or both for remodel.)
 - C. Return-to-System - VOTE
 - D. Town Budget
 - E. Monica Wallace Grant received - VOTE
 - F. Annual Sales Tax Payment – VOTE
- VIII. Old Business
 - A. Building Maintenance Update – Staff Room Renovations
 - B. Little Libraries Project
 - C. Time Capsule Project
 - D. Gallivan/Wallace Meetings
 - E. Mask Update – Optional for staff, patrons, including children
- IX. New Business
 - A. Annual Report 2021
 - B. Volunteer Gifts - \$50.39
 - C. Tote Bags - \$37.15
 - D. Stampers - \$97.35
 - E. Yard Games - \$167.05
- X. Adjournment

Next Meeting: THURSDAY, APRIL 14, 2022 – 4:00PM

Lancaster Public Library
Board of Trustees
Meeting Minutes
February 10, 2022

Meeting via Zoom

Meeting ID # 613 774 4639

- I. Roll Call - B. Tamol, S. Jacobs, J. Yarborough, K. Wind, K. Graber, K. Stock(Library Director), D. Stempniak (Friends liaison), B. Leary (Town liaison)
- II. The meeting was called to order at 4:04 p.m.
- III. The agenda was approved as amended. MSP - K. Graber, J. Yarborough. Vote - unanimous.
- IV. The January 13,2022 meeting minutes were approved. MSP - S. Jacobs, J. Yarborough. Vote - unanimous
- V. Kara informed the Board that a number of programs will be returning, i.e. The Family Literacy Program, Music with Mar and Yoga with Donna. Kara, Meghan and John are holding monthly meetings to brainstorm and address any issues.
- VI. Donna informed the Board that the Friends Group is continuing with plans for several fundraisers, including a mini book sale on April 2nd and 3rd, and Chicken BBQs on May 22nd and July 17th. Membership renewal letters will be going out at the March meeting.
- VII. Financial Reports
 - A. The January Financial Report was approved. MSP K. Graber, S. Jacobs. Vote - unanimous.
 - B. CDs #041 and #045 were combined for a total of \$28,152.07 at maturity and reinvested in a new CD. CD#2404 matures on March 22,2022 and CD #042 matures on April 6,2022.
 - C. The Board was given a copy of the Payroll Report.
 - D. Return to System invoice had not yet been received. Will be addressed at the March meeting.
 - E. The Board received a copy of the projected Programming Budget for 2022.
 - F. Approval to pay the ACT dues in the amount of \$20.00. MSP - S. Jacobs, B. Tamol. Vote - unanimous
- VIII. Old Business -
 - A. Building Maintenance Update - Michelle and Carmen from the Town will contact MGR Construction about the Staff Room Renovation.
 - B. Little Libraries Project - The Rotary Club is hoping to install 2 (two) kiosks in the Spring, the Lancaster Library would supply the books.
 - C. The Time Capsule Project has shown a great deal of interest and feedback. Will discuss more when the list of items has been decided.
 - D. The Director's Evaluation was corrected and approved. MSP - B. Tamol, J. Yarborough. Vote - unanimous. THANK YOU KARA!
 - E. The cost increase of \$21.90 for the LEGO frame was approved. MSP -

K. Graber, J. Yarborough. Vote - unanimous

IX. New Business -

- A. Assemblyman Monica Wallace met with representatives from Libraries.
- B. Telecommuting Policy (Personnel) was adopted. MSP - K. Graber B. Tamol. Vote - unanimous
- C. Promotional Brochures to be supplied to schools.
- D. Mayor Ruda and Kara met to talk about a collaboration between the Village and the Library. Ideas included a "Meet the Mayor" program, An area in the library for local construction projects and the Lancaster Library scavenger hunt.
- E. Approval to spend up to \$1000 for the purchase of 3 (three) air purifiers. MSP - J.Yarborough, K. Graber. Vote - unanimous
- F. Approval to pay the PVT invoice in the amount of \$2,594.41. MSP - S. Jacobs, J.Yarborough. Vote - unanimous
- G. Approval to expend \$154.63 for Numbers Literacy Kits. MSP - K. Graber, S. Jacobs. Vote - unanimous
- H. Approval of \$17.44 for the purchase of Storywalk Books. MSP - B. Tamol, S. Jacobs. Vote - unanimous
- I. Approval for the expenditure of \$5000 for Collection Development. MSP - J. Yarborough, K. Graber. Vote - unanimous
- J. Approval of purchase in the amount of \$201.70 for promotional magnets. MSP - B. Tamol, J. Yarborough. Vote - unanimous
- K. Approval of purchase in the amount of \$387.90 for promotional pens. MSP - K. Graber, J. Yarborough. Vote - unanimous
- L. Approval to fund the Seed Library at a cost of \$47.98. MSP - S. Jacobs, J. Yarborough. Vote - unanimous
- M. Approval of the purchase of 4 (four) \$10 gift cards to Early Bird Bakery For the Leprechaun Scavenger Hunt prizes. MSP - K.Graber, S. Jacobs. Vote - unanimous
- N. Mask mandate has been lifted in Erie County. Schools are still requiring Masks. Staff, volunteers and children attending programming will continue To wear masks.

X. Meeting adjourned at 5:02 p.m. MSP - B. Tamol, K. Graber. Vote - unanimous

Respectfully submitted by,
Barbara Tamol
Trustee Board Secretary

Director's Report February 2022

Highlights

Local History Cabinet - Part-time Librarian Michael Green updated and organized our local history cabinet. He clearly labeled and documented all items. A full list of contents is available in print and on our website.

Mid-Winter Recess - The library was very busy during this school break with many families returning to the library for the first time in two years. We also welcomed new families. Programs were well attended and children enjoyed using the literacy-themed interactive items in our children's area.

Programming

Art-y Time - Local art teacher, Kimberly Strell, taught **12** adults how to create a Love-themed painting on February 2nd.

Book Clubs - Our two adult book clubs continued to meet on the first and second Tuesday each month.

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

- **Craft & Carry** - **95** children picked up a Valentine's Day-themed craft kit.
- **STEM Kits: Candy Hearts Challenge** - **45** children picked up this kit and performed their experiment at home.
- **Take & Make** - These weekly kits had winter themes and **169** were picked up.
- **Take Your Child to the Library Craft** - **250** children made a Valentine's Day card in the children's area of the library throughout the month.

Family Literacy - Certified Literacy Specialist and Lancaster Educator Beth Farrar taught two back to back Family Literacy Workshops for **10 & 9** attendees respectively on February 22nd. This program will continue to be offered on a monthly basis for the duration of the school year.

Kidding Around Yoga with Donna Baia - **5** preschool age children, each accompanied by an adult, enjoyed yoga poses, fun music, storytelling, yoga games, and a special guided relaxation time on Monday, February 28th.

LEGO® Club - Youth Services Librarian Meagan Carr held **2** LEGO® Clubs for a total of **12** children on Saturday, February 12th. They spelled their name with LEGO® bricks.

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

Ms. Melissa's Sprouts – Melissa Sacco helped 5 preschool age children learn and grow through music on February 14th.

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, February 26th. 4 children practiced reading out loud to the dog.



Storytime – Meagan conducted 9 sessions for a total of 60 children.

Tech Training: Libby App – On February 17th, 7 adults learned how to use the Libby app to download and enjoy eBooks and eAudiobooks from the library.

Teen Painting – Meagan held a scrape painting program for 5 teenagers on February 23rd.

Winter Crafternoon – Meagan held a craft program for 8 children on February 24th. They made winter themed window decals and “winter” slime.

Young Adult Book Club – Michael held his monthly book club for young adults. 3 attendees discussed the *Phantom Tollbooth* by Norton Juster.

Youth Bureau Craft Program – Volunteers from the Lancaster Youth Bureau returned to the library on February 23rd to conduct a winter craft program for 5 children.

Meetings

February 3 – Library Director Kara Stock attended the System Director interviews via Zoom.

February 8 – Trustee Gary Howell, Trustee Ken Graber, Kara, and Meagan attended an advocacy meeting with Assemblymember Monica Wallace via Zoom. The meeting was coordinated by the Western New York Library Resources Council.

February 9 – Kara attended the Manager-Director Meeting via Zoom.

February 17 – Kara, Meagan, and Library Assistant John Benzee met to continue planning our 2022 goals. We are developing a seed library to debut in April and working out the details for a summer scavenger hunt in the village.

LANCASTER PUBLIC LIBRARY

2022 STATISTICS

CIRCULATION			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	8,583	3,832	124.0%
FEB	9,681	8,640	12.0%
MAR			"
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	18,264	12,472	46.4%

LIBRARY VISITS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	4,512	1,129	299.6%
FEB	5,318	3,544	50.1%
MAR			"
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	9,830	4,673	110.4%

PUBLIC ACCESS COMPUTER SESSIONS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	584	78	648.7%
FEB	574	510	12.5%
MAR			"
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	1,158	588	96.9%

WIFI			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	1,189	736	61.5%
FEB	1,356	1,079	25.7%
MAR			"
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	2,545	1,815	40.2%

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: 1

**Lancaster Public Library
2022 Statistics and Proceeds**

	Tours		New Library Cards		Ref Q	Headphone	Copier	Vending	Book Sale	Donations
	No.	ATT	Child	Adult	No.	Proceeds	Proceeds	Proceeds	Proceeds	to Library
JAN	0	0	17	30	579	\$0.00	\$69.00	\$12.00	\$155.00	\$0.00
FEB	0	0	18	18	561	\$6.00	\$104.00	\$0.00	\$165.00	\$976.80
MAR										
APR										
MAY										
JUN										
JUL										
AUG										
SEP										
OCT										
NOV										
DEC										
TOTAL	0	0	35	48	1,140	\$6.00	\$173.00	\$12.00	\$320.00	\$976.80

Total Proceeds \$1,487.80

	Facebook	Instagram
	Followers	Followers
JAN	2,281	134
FEB	2,286	181
MAR		
APR		
MAY		
JUN		
JUL		
AUG		
SEP		
OCT		
NOV		
DEC		


Program Date	Title	Number of programs	Total Attendance
2/1/2022	Book Club	1	8
2/2/2022	Mahjong Club	1	5
2/2/2022	Art-y Time	1	12
2/8/2022	Storytime	1	14
2/8/2022	Storytime	1	14
2/8/2022	Book Club	1	8
2/9/2022	Mahjong Club	1	5
2/10/2022	YA Bookclub	1	3
2/11/2022	Storytime	1	8
2/12/2022	Lego Club	1	13
2/12/2022	Lego Club	1	8
2/14/2022	Ms. Melissa's Sprouts	1	10
2/15/2022	Storytime	1	14
2/15/2022	Storytime	1	14
2/16/2022	Mahjong Club	1	4
2/17/2022	Tech Training: Libby App	1	7
2/18/2022	Storytime	1	10
2/22/2022	Storytime	1	10
2/22/2022	Storytime	1	7
2/22/2022	Family Literacy	1	10
2/22/2022	Family Literacy	1	9
2/23/2022	Mahjong Club	1	6
2/23/2022	YA Painting with Friends	1	5
2/24/2022	Winter Craft	1	8
2/25/2022	Storytime	1	16
2/26/2022	PAWS for Love	1	8
2/28/2022	Kidding Around Yoga	1	10
2/28/2022	Take & Make Craft	169	169
2/28/2022	STEM Kits	45	45
2/28/2022	Craft & Carry	95	95
2/28/2022	Take Your Child to the Library Craft	250	250
2/28/2022	Tutoring	10	10
2/28/2022	Tutoring	20	20
2/28/2022	Read Down Your Fines	1	2
2/28/2022	Read Down Your Fines	1	5
2/28/2022	Read Down Your Fines	1	2
2/28/2022	Book a Tech Trainer	3	3

2022 Sunday Circulation


Date		Visits	Circulation
1/9		79	230
1/16		105	164
1/23		71	157
1/30		106	241
2/6		88	270
2/13		77	159
2/20		145	320
2/27		87	173
3/6			
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	BBQ		
		758	1,714

Circulation

Total Circulations


 Library	February			Year to Date Totals			Footnotes
	2022 Total	2021 Total	% of	2022 Total	2021 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	985	1,359	-27.5%	2,112	2,352	-10.2%	<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>Audubon - Closed 2/7/2022-2/13/2022 - Main entrance/foyer construction.</p> <p>Boston - 2/7/2022 - Internet down approximately 5 hours.</p> <p>City of Tonawanda - Closed 2/7/2022-2/11/2022 - Carpet installation.</p> <p>Clearfield - Closed 11am 2/10/2022 and closed 2/11/2022 - National Fuel Issue.</p> <p>Correctional Facility and Holding Center - Numbers not received.</p> <p>Elma and Orchard Park - 2/12/2022 - Internet down approximately 4 hours.</p> <p>Julia Boyer Reinstein - Closed 2/9/2022 - Power work.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Music/Music Videos Downloaded - The Library is in the process of evaluating a new service provider.</p> <p>Orchard Park - Closed Sunday 2/27/2022.</p> <p>Panty - Closed starting 2/14/2022 - Floor replacement.</p>
<i>Amherst</i>							
Audubon	14,022	17,107	-18.0%	31,719	28,517	11.2%	
Clearfield	15,393	14,829	3.8%	29,051	24,842	16.9%	
Eggertsville-Snyder	6,855	7,189	-4.6%	13,715	13,578	1.0%	
Williamsville	1,970	2,102	-6.3%	3,653	3,475	5.1%	
Angola	1,448	1,790	-19.1%	2,906	2,860	1.6%	
Aurora	6,895	6,481	6.4%	13,533	11,169	21.2%	
Boston	1,739	1,860	-6.5%	3,281	3,342	-1.8%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	12,827	12,368	3.7%	25,081	20,449	22.7%	
Reinstein Memorial	3,763	3,101	21.3%	7,552	5,319	42.0%	
Clarence	11,086	11,813	-6.2%	21,292	19,965	6.6%	
Collins	2,264	2,360	-4.1%	4,489	4,337	3.5%	
Concord	2,443	2,844	-14.1%	5,037	5,419	-7.0%	
Eden	2,255	2,918	-22.7%	4,442	5,102	-12.9%	
Elma	4,372	4,761	-8.2%	8,855	7,558	17.2%	
Grand Island Memorial	5,739	6,290	-8.8%	10,899	9,487	14.9%	
<i>Hamburg</i>							
Hamburg	9,900	9,102	8.8%	19,480	15,991	21.8%	
Lake Shore	3,325	2,765	20.3%	6,491	4,860	33.6%	
Lackawanna	1,867	1,753	6.5%	3,649	2,409	51.5%	
Lancaster	9,681	8,640	12.0%	18,264	12,472	46.4%	
Marilla	1,961	2,373	-17.4%	3,526	4,275	-17.5%	
Newstead	2,533	2,794	-9.3%	5,250	5,896	-11.0%	
North Collins	852	985	-13.5%	1,557	1,860	-16.3%	
Orchard Park	11,959	11,399	4.9%	24,031	19,037	26.2%	
City of Tonawanda	4,180	5,144	-18.7%	8,749	7,473	17.1%	
<i>Town of Tonawanda</i>							
Kenilworth	2,983	3,166	-5.8%	5,711	5,543	3.0%	
Kenmore	13,685	12,689	7.8%	26,633	20,908	27.4%	
West Seneca	10,145	10,571	-4.0%	18,846	18,662	1.0%	
<i>Buffalo</i>							
Coles	976	1,078	-9.5%	2,003	1,778	12.7%	
Crane	3,735	4,175	-10.5%	7,347	7,586	-3.2%	
Dudley	1,999	1,952	2.4%	4,010	3,105	29.1%	
East Clinton	1,137	1,057	7.6%	2,370	1,690	40.2%	
González-Soto	1,805	1,594	13.2%	3,488	2,666	30.8%	
Merriweather	1,912	2,237	-14.5%	3,664	3,757	-2.5%	
North Park	4,104	3,788	8.3%	7,989	6,509	22.7%	
Panty	571	1,237	-53.8%	1,804	2,065	-12.6%	
<i>Central</i>	13,257	13,994	-5.3%	26,095	24,882	4.9%	
<i>BookmobileServices</i>							
Library on Wheels	1,134	644	76.1%	2,268	912	148.7%	
Library2Go	165	See note.	See note.	165	See note.	See note.	
<i>Institutions</i>							
Correctional Facility	0	0	#DIV/0!	0	0	#DIV/0!	
Holding Center	0	0	#DIV/0!	0	0	#DIV/0!	
<i>System</i>							
Online Renewals	68,954	88,781	-22.3%	142,499	117,795	21.0%	
Interlibrary Loans	1,057	951	11.1%	2,113	1,877	12.6%	
Audio Books Downloaded	40,358	34,393	17.3%	84,380	71,898	17.4%	
Videos Downloaded/Streamed	89	110	-19.1%	165	286	-42.3%	
eBook Checkouts/Downloads	72,300	74,780	-3.3%	154,335	158,005	-2.3%	
Music/Music Videos Downloaded	0	27,621	-100.0%	0	55,709	-100.0%	
B&ECPL Totals	380,680	428,945	-11.3%	774,499	747,677	3.6%	
Member Libraries	167,127	170,553	-2.0%	329,804	287,157	14.9%	
Buffalo Branches	16,239	17,118	-5.1%	32,675	29,156	12.1%	
Central Library	13,257	13,994	-5.3%	26,095	24,882	4.9%	
Bookmobile Services	1,299	644	101.7%	2,433	912	166.8%	
Institutions	0	0	#DIV/0!	0	0	#DIV/0!	
System	182,758	226,636	-19.4%	383,492	405,570	-5.4%	

Library Visits

	February			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)	722	696	3.7%	1,438	1,285	11.9%	<p>Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff through strategies including masking.</p> <p>Audubon - Closed 2/7/2022-2/13/2022 - Main entrance/foyer construction.</p> <p>Boston - 2/7/2022 - Internet down approximately 5 hours.</p> <p>City of Tonawanda - Closed 2/7/2022-2/11/2022 - Carpet installation.</p> <p>Clearfield - Closed 11am 2/10/2022 and closed 2/11/2022 - National Fuel Issue.</p> <p>Elma and Orchard Park - 2/12/2022 - Internet down approximately 4 hours.</p> <p>Julia Boyer Reinstein - Closed 2/9/2022 - Power work.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Orchard Park - Closed Sunday 2/27/2022.</p> <p>Panty - Closed starting 2/14/2022 - Floor replacement.</p>
<i>Amherst</i>							
Audubon	6,022	6,229	-3.3%	14,143	9,961	42.0%	
Clearfield	7,695	6,064	26.9%	14,806	10,199	45.2%	
Eggertsville-Snyder	3,780	3,191	18.5%	7,219	5,687	26.9%	
Williamsville	1,361	1,091	24.7%	2,563	1,873	36.8%	
Angola	3,549	2,835	25.2%	6,885	4,844	42.1%	
Aurora	4,018	2,670	50.5%	8,307	4,679	77.5%	
Boston	976	866	12.7%	1,827	1,676	9.0%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	6,949	5,500	26.3%	13,494	9,359	44.2%	
Reinstein Memorial	2,460	1,632	50.7%	4,716	3,133	50.5%	
Clarence	5,220	4,541	15.0%	9,890	6,883	43.7%	
Collins	998	875	14.1%	2,087	1,649	26.6%	
Concord	2,283	1,850	23.4%	4,168	3,552	17.3%	
Eden	1,166	1,085	7.5%	2,360	2,040	15.7%	
Elma	2,611	2,151	21.4%	5,196	3,516	47.8%	
Grand Island Memorial	3,148	2,501	25.9%	5,718	3,394	68.5%	
<i>Hamburg</i>							
Hamburg	5,429	3,886	39.7%	10,670	7,106	50.2%	
Lake Shore	2,696	1,872	44.0%	5,165	3,364	53.5%	
Lackawanna	2,199	1,364	61.2%	3,959	1,984	99.5%	
Lancaster	5,318	3,544	50.1%	9,830	4,673	110.4%	
Marilla	935	697	34.1%	1,666	1,289	29.2%	
Newstead	1,913	1,875	2.0%	3,765	3,734	0.8%	
North Collins	821	765	7.3%	1,524	1,484	2.7%	
Orchard Park	8,324	5,647	47.4%	16,379	9,861	66.1%	
City of Tonawanda	2,413	2,568	-6.0%	5,501	3,957	39.0%	
<i>Town of Tonawanda</i>							
Kenilworth	2,297	2,515	-8.7%	4,659	4,314	8.0%	
Kenmore	7,448	5,005	48.8%	13,568	8,661	56.7%	
West Seneca	7,027	6,627	6.0%	13,353	12,500	6.8%	
<i>Buffalo</i>							
Coles	2,138	1,907	12.1%	4,192	3,712	12.9%	
Crane	2,932	3,039	-3.5%	5,284	5,473	-3.5%	
Dudley	2,397	1,887	27.0%	4,530	3,254	39.2%	
East Clinton	924	654	41.3%	1,989	1,109	79.4%	
González-Soto	2,253	1,579	42.7%	4,274	2,702	58.2%	
Merriweather	4,351	2,790	55.9%	8,022	5,142	56.0%	
North Park	3,691	2,965	24.5%	7,209	5,550	29.9%	
Panty	812	1,499	-45.8%	2,525	2,528	-0.1%	
<i>Central</i>	13,158	8,758	50.2%	25,504	15,922	60.2%	
<i>Bookmobile Services</i>							
Library on Wheels	856	72	1088.9%	1,517	101	1402.0%	
Library2Go	0	See note.	See note.	0	See note.	See note.	
<i>Institutions</i>							
Correctional Facility	550	542	1.5%	1,085	1,252	-13.3%	
Holding Center	262	271	-3.3%	553	539	2.6%	
System	134,102	106,105	26.4%	261,540	183,941	42.2%	
Member Libraries	99,778	80,142	24.5%	194,856	136,657	42.6%	
Buffalo Branches	19,498	16,320	19.5%	38,025	29,470	29.0%	
Central Library	13,158	8,758	50.2%	25,504	15,922	60.2%	
Bookmobile	856	72	1088.9%	1,517	101	1402.0%	
Institutions	812	813	-0.1%	1,638	1,791	-8.5%	


Registered Public Access Computer Sessions

Session Counts Per Outlet

	February			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)	56	48	16.7%	123	114	7.9%	<p>Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff through strategies including masking.</p> <p>Audubon - Closed 2/7/2022-2/13/2022 - Main entrance/foyer construction.</p> <p>Boston - 2/7/2022 - Internet down approximately 5 hours.</p> <p>City of Tonawanda - Closed 2/7/2022-2/11/2022 - Carpet installation.</p> <p>Clearfield - Closed 11am 2/10/2022 and closed 2/11/2022 - National Fuel Issue.</p> <p>Elma and Orchard Park - 2/12/2022 - Internet down approximately 4 hours.</p> <p>Julia Boyer Reinstein - Closed 2/9/2022 - Power work.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Orchard Park - Closed Sunday 2/27/2022.</p> <p>Panty - Closed starting 2/14/2022 - Floor replacement.</p>
<i>Amherst</i>							
Audubon	658	730	-9.9%	1,561	1,069	46.0%	
Clearfield	607	452	34.3%	1,135	692	64.0%	
Eggertsville-Snyder	375	336	11.6%	683	618	10.5%	
Williamsville	99	104	-4.8%	185	170	8.8%	
Angola	194	117	65.8%	334	182	83.5%	
Aurora	268	184	45.7%	548	304	80.3%	
Boston	57	61	-6.6%	120	130	-7.7%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,157	883	31.0%	2,270	1,415	60.4%	
Reinstein Memorial	522	372	40.3%	982	629	56.1%	
Clarence	417	364	14.6%	800	525	52.4%	
Collins	80	108	-25.9%	166	232	-28.4%	
Concord	218	165	32.1%	390	334	16.8%	
Eden	93	102	-8.8%	185	208	-11.1%	
Elma	165	135	22.2%	354	184	92.4%	
Grand Island Memorial	233	140	66.4%	421	161	161.5%	
<i>Hamburg</i>							
Hamburg	756	642	17.8%	1,444	1,128	28.0%	
Lake Shore	165	156	5.8%	336	277	21.3%	
Lackawanna	372	287	29.6%	657	338	94.4%	
Lancaster	574	510	12.5%	1,158	588	96.9%	
Marilla	30	41	-26.8%	59	108	-45.4%	
Newstead	137	157	-12.7%	262	344	-23.8%	
North Collins	96	146	-34.2%	156	298	-47.7%	
Orchard Park	496	338	46.7%	988	480	105.8%	
City of Tonawanda	335	349	-4.0%	754	402	87.6%	
<i>Town of Tonawanda</i>							
Kenilworth	356	246	44.7%	675	413	63.4%	
Kenmore	1,298	745	74.2%	2,517	1,165	116.1%	
West Seneca	835	814	2.6%	1,603	1,409	13.8%	
<i>Buffalo</i>							
Coles	726	741	-2.0%	1,396	1,361	2.6%	
Crane	391	374	4.5%	752	729	3.2%	
Dudley	509	399	27.6%	955	638	49.7%	
East Clinton	222	172	29.1%	459	313	46.6%	
González-Soto	470	527	-10.8%	1,002	841	19.1%	
Merriweather	1,238	790	56.7%	2,396	1,604	49.4%	
North Park	715	610	17.2%	1,388	1,222	13.6%	
Panty	185	297	-37.7%	539	478	12.8%	
Central	4,162	3,377	23.2%	8,164	6,392	27.7%	
<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	19,267	16,019	20.3%	37,917	27,495	37.9%	
Member Libraries	10,649	8,732	22.0%	20,866	13,917	49.9%	
Buffalo Branches	4,456	3,910	14.0%	8,887	7,186	23.7%	
Central Library	4,162	3,377	23.2%	8,164	6,392	27.7%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

WiFi

Total Logins

	February			Year to Date Totals			Footnotes
	2022	2021	% of	2022	2021	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	347	239	45.2%	709	487	45.6%	<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>Audubon - Closed 2/7/2022-2/13/2022 - Main entrance/foyer construction.</p> <p>Boston - 2/7/2022 - Internet down approximately 5 hours.</p> <p>City of Tonawanda - Closed 2/7/2022-2/11/2022 - Carpet installation.</p> <p>Clearfield - Closed 11am 2/10/2022 and closed 2/11/2022 - National Fuel Issue.</p> <p>Elma and Orchard Park - 2/12/2022 - Internet down approximately 4 hours.</p> <p>Julia Boyer Reinstein - Closed 2/9/2022 - Power work.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Orchard Park - Closed Sunday 2/27/2022.</p> <p>Panty - Closed starting 2/14/2022 - Floor replacement.</p>
<i>Amherst</i>							
Audubon	1,523	1,500	1.5%	3,695	2,325	58.9%	
Clearfield	1,579	1,238	27.5%	3,272	2,201	48.7%	
Eggertsville-Snyder	873	733	19.1%	1,731	1,380	25.4%	
Williamsville	1,018	1,045	-2.6%	1,862	1,559	19.4%	
Angola	172	133	29.3%	319	207	54.1%	
Aurora	1,571	1,231	27.6%	3,274	2,418	35.4%	
Boston	128	84	52.4%	267	181	47.5%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,027	599	71.5%	1,943	1,078	80.2%	
Reinstein Memorial	612	278	120.1%	1,164	530	119.6%	
Clarence	955	851	12.2%	2,013	1,382	45.7%	
Collins	156	206	-24.3%	368	404	-8.9%	
Concord	394	348	13.2%	780	740	5.4%	
Eden	205	176	16.5%	390	282	38.3%	
Elma	266	217	22.6%	498	435	14.5%	
Grand Island Memorial	534	427	25.1%	1,045	705	48.2%	
<i>Hamburg</i>							
Hamburg	1,486	1,263	17.7%	2,920	2,312	26.3%	
Lake Shore	341	303	12.5%	729	568	28.3%	
Lackawanna	409	180	127.2%	692	360	92.2%	
Lancaster	1,356	1,079	25.7%	2,545	1,815	40.2%	
Marilla	77	89	-13.5%	152	185	-17.8%	
Newstead	417	540	-22.8%	820	1,074	-23.6%	
North Collins	280	195	43.6%	578	422	37.0%	
Orchard Park	1,281	770	66.4%	2,481	1,387	78.9%	
City of Tonawanda	362	359	0.8%	985	604	63.1%	
<i>Town of Tonawanda</i>							
Kenilworth	319	256	24.6%	638	492	29.7%	
Kenmore	1,675	1,071	56.4%	3,232	2,029	59.3%	
West Seneca	1,493	1,264	18.1%	2,837	2,299	23.4%	
<i>Buffalo</i>							
Coles	703	471	49.3%	1,349	883	52.8%	
Crane	375	643	-41.7%	779	1,226	-36.5%	
Dudley	1,534	852	80.0%	3,102	1,597	94.2%	
East Clinton	496	338	46.7%	1,022	683	49.6%	
González-Soto	1,664	1,275	30.5%	3,140	2,300	36.5%	
Merriweather	837	566	47.9%	1,605	983	63.3%	
North Park	742	731	1.5%	1,448	1,427	1.5%	
Panty	837	729	14.8%	1,689	1,429	18.2%	
Central	11,071	7,165	54.5%	21,594	14,146	52.7%	
<i>Bookmobile Services</i>							
Library on Wheels	39	11	254.5%	71	23	208.7%	
Library2Go	0	See note.	See note.	0	See note.	See note.	
System	39,154	29,455	32.9%	77,738	54,558	42.5%	
Member Libraries	20,856	16,674	25.1%	41,939	29,861	40.4%	
Buffalo Branches	7,188	5,605	28.2%	14,134	10,528	34.3%	
Central Library	11,071	7,165	54.5%	21,594	14,146	52.7%	
Bookmobile Services	39	11	254.5%	71	23	208.7%	

Lancaster Financial Monthly Report 2022

February

Account	Deposits	Disbursements	Interest	Sub-Total	Balance	
M & T Checking						
Beginning Balance					\$11,125.36	
Fine/ print revenue	\$902.55					
A.C.T. Dues (#24978)		-\$20.00				
Ending Balance	\$902.55	-\$20.00		\$882.55	\$12,007.91	
Bank on Buffalo						
Beginning Balance					\$49,674.16	
Elks donation	\$500.00					
Monica Wallace state aid (for elevator)	\$20,000.00					
Blancett Estate donation	\$476.80					
Book sale	\$165.00					
Copier	\$104.00					
Headphones 2 @ \$3	\$6.00					
Amazon Web Services: Transcription service (Debit)		-\$0.21				
Kimberly Strell: Art-y Time program (#443)		-\$165.00				
Chicago Distribution Center (ALA): READ posters and bookmarks (#444)		-\$194.40				
Zoom: Monthly subscription (Debit)		-\$14.99				
Michaels: Vinyl stickers (Debit)		-\$51.80				
National Pen: Library promotional pens (Debit)		-\$318.51				
Amazon: Air purifiers and filters (Debit)		-\$337.97				
Amazon: Storywalk® books and seed envelopes (Debit)		-\$47.42				
High Mowing Organic Seeds: Seed donation for seed library (Debit)		-\$16.95				
Sprouts NY: Ms. Melissa's Sprouts 2/14 program (#445)		-\$75.00				
BECPL: PVT library materials (#446)		-\$2,594.41				
4imprint: Library promotional magnets (Debit)		-\$201.39				
Early Bird Bakery: 4 @ \$10 gift certificates for scavenger hunt (Debit)		-\$40.00				
Clark Air Systems: Austin air cleaner (#448)		-\$650.00				
Donna Baia: Kidding Around Yoga 2/28 program (#447)		-\$50.00				
Ending Balance	\$21,251.80	-\$4,758.05		\$16,493.75	\$66,167.91	
Bank on Buffalo CDs	Amount	Maturity	Interest Rate	Interest	Total	
Bank on Buffalo CD 040	\$21,505.32	12M 6/28/22	0.28%	\$0.00	\$21,505.32	
Bank on Buffalo CD 042	\$11,333.14	12M 4/6/22	0.28%	\$0.00	\$11,333.14	
Bank on Buffalo CD 043	\$11,984.21	36M 7/27/23	0.61%	\$0.00	\$11,984.21	
Bank on Buffalo CD 045	\$28,152.07	12M 1/24/23	0.11%	\$0.00	\$28,152.07	
Bank on Buffalo CD 046	\$24,599.57	12M 5/24/22	0.28%	\$17.36	\$24,616.93	
Bank on Buffalo CD 028	\$11,710.83	36M 10/27/24	0.19%	\$0.00	\$11,710.83	
Bank on Buffalo CD 178	\$20,586.99	12M 8/03/22	0.28%	\$14.53	\$20,601.52	
Bank on Buffalo CD 1283	\$10,568.16	12M 9/30/22	0.11%	\$0.00	\$10,568.16	
Bank on Buffalo CD 2355	\$13,092.61	36M 5/29/22	3.20%	\$0.00	\$13,092.61	
Bank on Buffalo CD 2404	\$21,403.31	12M 3/22/22	0.28%	\$0.00	\$21,403.31	
Bank on Buffalo CD 7632	\$20,061.68	12M 10/9/22	0.11%	\$0.00	\$20,061.68	
CD Balance				\$31.89	\$195,029.78	
Total Balance					\$273,205.60	

**Petty Cash
February 2022**

Date	Item	Deposit	Withdrawl	Total
				\$113.31
15-Feb	John - Rite Aid- Binder tab dividers		-\$3.49	\$109.82
16-Feb	Josh- Dollar General- Cleaning supplies		-\$9.00	\$100.82
22-Feb	John- Home Depot- Seeds for pizza kit		-\$12.05	\$88.77
23-Feb	Meagan- Dollar General- Painting paper		-\$6.00	\$82.77
		\$0.00	-\$30.54	\$82.77



**BUFFALO & ERIE COUNTY PUBLIC LIBRARY
BUSINESS OFFICE**

1 LAFAYETTE SQUARE

BUFFALO, NEW YORK 14203

716-858-7163

Invoice # 21102

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

Date: December 31, 2021

ITEM	UNIT COST	EXTENSION
2021 Return to System		\$8,451.13
BALANCE DUE:		\$ 8,451.13
Make check payable to: "BUFFALO & ERIE COUNTY PUBLIC LIBRARY" and mail to the attention of Tracy Palicki, Business Office		

LANCASTER PUBLIC LIBRARY
2021 RETURN TO SYSTEM CALCULATION

2021 INCOMING REVENUES	
2021 SYSTEM APPROPRIATION	\$0.00
ACTUAL DIRECT LOCAL INCOME (Fines, Copy & Interest)*	\$8,690.05
TOTAL INCOMING REVENUE	\$8,690.05
2021 DIRECT EXPENDITURES/PAYMENTS MADE	
ACTUAL DIRECT EXPENSES (Maintenance, Insurance, Utilities, etc. paid directly by library)*	\$238.92
TOTAL DIRECT EXPENDITURES/PAYMENTS	\$238.92
NET REVENUE/(EXPENSE) - Revenues less Expenditures	\$8,451.13
TOTAL RETURN TO SYSTEM	\$8,451.13

NOTES:

**LANCASTER PUBLIC LIBRARY
2021 ANNUAL FINANCIAL STATEMENT**

SAP ACCT	DESCRIPTION	BUDGET	TRANSFER	ADJUSTED BUDGET	DISBURSEMENTS 1/1-12/31	BALANCE
<u>12.1-12.3</u>						
500000	SALARIES	0.00	0.00	0.00	0.00	0.00
<u>12.4</u>						
502000	FRINGE BENEFITS	0.00	0.00	0.00	0.00	0.00
<u>12.16</u>						
515000	WATER	300.00	0.00	300.00	218.92	81.08
515000	SEWER	0.00	0.00	0.00	0.00	0.00
<u>12.19</u>						
515000	TELEPHONE EQUIP MAINT	0.00	0.00	0.00	0.00	0.00
<u>12.22</u>						
510200	DUES	20.00	0.00	20.00	20.00	0.00
516020	CONTRACTED PROFESSIONAL SV	0.00	0.00	0.00	0.00	0.00
545000	EQUIP RENTAL	0.00	0.00	0.00	0.00	0.00
545000	OTHER RENTAL	0.00	0.00	0.00	0.00	0.00
<u>12.13</u>						
506200	BLDG MAINT	500.00	0.00	500.00	0.00	500.00
516030	BLDG CONTRACTS	500.00	0.00	500.00	0.00	500.00
<u>12.22</u>						
506200	EQUIP MAINT	50.00	0.00	50.00	0.00	50.00
516030	EQUIP CONTRACTS	0.00	0.00	0.00	0.00	0.00
<u>12.16</u>						
555050	INSURANCE	0.00	0.00	0.00	0.00	0.00
<u>12.22</u>						
510000	TRAVEL	250.00	0.00	250.00	0.00	250.00
<u>12.21</u>						
530000	POSTAGE	100.00	0.00	100.00	0.00	100.00
<u>12.22</u>						
516020	PRINTING	0.00	0.00	0.00	0.00	0.00
530000	ADVERTISING	0.00	0.00	0.00	0.00	0.00
530000	TRAINING	0.00	0.00	0.00	0.00	0.00

<u>12.16</u>						
516030	REFUSE PICKUP	0.00	0.00	0.00	0.00	0.00
516030	JANITORIAL SERVICES	0.00	0.00	0.00	0.00	0.00
<u>12.22</u>						
530000	GENERAL PROGRAM EXPENSE	500.00	0.00	500.00	0.00	500.00
530000	BANK CHARGES	0.00	0.00	0.00	0.00	0.00
530000	OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00
530000	CONTINGENCY (BULLET AID)	0.00	0.00	0.00	0.00	0.00
TOTAL		2,220.00	0.00	2,220.00	238.92	1,981.08

11.17	FINES/LOST BOOKS	5,508.75
11.17	COPIER/FAX	0.00
11.17	PRINT	3,181.30
	OTHER	0.00
	STATE FUNDING	0.00
11.3b-f	MUNICIPAL SUPPORT	0.00
11.14	DONATIONS/LOCAL	0.00
11.15	FUNDRAISING	0.00
11.16	INTEREST	0.00
11.18	MISC INCOME	0.00
	USE OF FUND BALANCE	0.00
TOTAL		<u>8,690.05</u>

TOTAL SYSTEM APPROPRIATION	0.00
ACTUAL DIRECT INCOME	8,690.05
TOTAL INCOME	8,690.05
TOTAL DISBURSEMENTS	238.92
TOTAL AVAILABLE FOR RETURN	8,451.13

SYSTEM RETURN BUDGET	3,102.00
ADDITIONAL RETURN	5,349.13
LESS: AUTHORIZED TO RETAIN	<u>8,451.13</u>

CHECK NO(S). _____

AMOUNT RETAINED*:

DOUBLE CHECK:	
COUNTY SHARE RECEIVED:	0
(APPROP & STATE AID)	
DIRECT LOCAL INCOME RECEIVED:	8,690
USE OF FUND BALANCE	0
TOTAL REVENUES/USE OF FD BALANCE:	8,690
LESS ACTUAL DISBURSEMENTS:	239
TOTAL RETURN**:	8,451

*Must match reconciled checkbook balance

**Must match figure in cell G82



MEMORANDUM

TO: Kara Stock, Library Director
Lancaster Public Library

FROM: Kenneth H. Stone, Deputy Director - CFO

SUBJECT: Resolution 2022-1

DATE: February 23, 2022

Enclosed is a copy of Resolution #2022-1 approving a total increase in your 2022 budget of \$20,000 in the Miscellaneous Contingency Account - State/Member Aid. This reflects funding awarded to the Lancaster Public Library by Assemblyperson Monica P. Wallace. You may transfer the money from Contingency to the account where you plan to use the funds subject to standard fund transfer procedures. Please note that the resolution contains a provision that allows your library the option to retain these funds until such time as they can be used for purposes consistent with the sponsor designation.

Using the simplified method to add funds to your budget that is contained in the 2021 contract, a revised Exhibit A is hereby transmitted to you. Please attach it to your 2021 extended contract along with the resolution.

Please update the Monthly Financial Report form to reflect the revised budget figures.

/ma

Enclosures

cc: 2022 Contract File

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: January 20, 2022

AGENDA ITEM NUMBER: G.2.a.

RESOLUTION: 2022-1
Amend 2021 and 2022 Budgets:
New York State Assembly Grants-
in-Aid

BACKGROUND:

In mid-December, the Library received \$245,000 in member aid funding sponsored by New York State Assemblymembers for the benefit of the following libraries:

Amount	Library	Sponsoring Member
\$20,000	City of Tonawanda Library	William Conrad III, Dist. 140
\$30,000	Town of Tonawanda Public Library	William Conrad III, Dist. 140
\$15,000	B&ECPL System	Patrick Burke, District 142
\$20,000	Dudley Branch	Patrick Burke, District 142
\$25,000	East Clinton Branch	Patrick Burke, District 142
\$20,000	Lackawanna Library	Patrick Burke, District 142
\$20,000	Orchard Park Library	Patrick Burke, District 142
\$25,000	West Seneca Library	Patrick Burke, District 142
\$20,000	Lancaster Public Library	Monica P. Wallace, District 143
\$25,000	Amherst Public Library	Karen McMahon, District 146
\$25,000	Town of Collins Library	David DiPietro, District 147

The funding had been approved by the New York State Legislature earlier in 2021, however, the anticipated receipt date (2021 or 2022) was not known at that time. Given the mid-December date of receipt, there was not enough time to budget and expend these amounts in 2021.

This Resolution would:

- 1) In the 2021 operating budget, recognize the allocation of the \$245,000 of special New York State Aid revenue, offset by contribution to fund balance of \$245,000; and
- 2) In the 2022 operating budget, authorize use of fund balance of \$245,000 and the distribution of these \$245,000 in funds for use by the designated libraries, as well as authorize contracting libraries to retain these funds until they are expended for the benefit of those libraries.

ACTION REQUIRED:

Motion to approve Resolution 2022-1.

RESOLUTION 2022-1

WHEREAS, in mid-December the Buffalo & Erie County Public Library received \$245,000 in special aid funds approved by the New York State Legislature for designated libraries, and

WHEREAS, this special aid was sponsored by New York State Assemblymembers William Conrad III (District 140), Patrick Burke (District 142), Monica P. Wallace (District 143), Karen McMahon (District 146), and David DiPietro (District 147), and

WHEREAS, private and public grants are regularly sought to augment library equipment, materials, programs, and other needs, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL gratefully accepts the award of \$245,000 in State Aid, and be it further

RESOLVED, that the B&ECPL will encourage the receiving libraries to promptly utilize these funds for purposes consistent with the sponsor's designation, and be it further

RESOLVED, that the Board of Trustees of the B&ECPL approves the following amendments to the 2021 and 2022 Operating Budgets, increasing revenues and expenses as follows:

2021 Operating Budget

Revenue Increase (Decrease)

		SAP Commitment Item #	
		Revenue #408160	Revenue #402190
		State Aid Special	App. Fund Balance
Assembly District/Library	Cost Center	Amount	Amount
Dist. 140, City of Tonawanda Library	4204080	\$ 20,000	\$ (20,000)
Dist. 140, Town of Tonawanda Library	4205540	\$ 30,000	\$ (30,000)
Dist. 142, B&ECPL System	4202110	\$ 15,000	\$ (15,000)
Dist. 142, Dudley Branch	4203320	\$ 20,000	\$ (20,000)
Dist. 142, East Clinton Branch	4203325	\$ 25,000	\$ (25,000)
Dist. 142, Lackawanna Library	4204055	\$ 20,000	\$ (20,000)
Dist. 142, Orchard Park Library	4204075	\$ 20,000	\$ (20,000)
Dist. 142, West Seneca Library	4204085	\$ 25,000	\$ (25,000)
Dist. 143, Lancaster Public Library	4205420	\$ 20,000	\$ (20,000)
Dist. 146, Amherst Public Library	4205010	\$ 25,000	\$ (25,000)
Dist. 147, Town of Collins Library	4204030	\$ 25,000	\$ (25,000)
Total:		\$ 245,000	\$ (245,000)

**2022 Operating Budget
Revenue and Expense Increase**

		SAP Commitment Item #	
		Revenue #402190	Expense # 516010
		App. Fund Balance	Contractual Payments
Assembly District/Library	Cost Center	Amount	Amount
Dist. 140, City of Tonawanda Library	4204080	\$ 20,000	\$ 20,000
Dist. 140, Town of Tonawanda Library	4205540	\$ 30,000	\$ 30,000
Dist. 142, Lackawanna Library	4204055	\$ 20,000	\$ 20,000
Dist. 142, Orchard Park Library	4204075	\$ 20,000	\$ 20,000
Dist. 142, West Seneca Library	4204085	\$ 25,000	\$ 25,000
Dist. 143, Lancaster Public Library	4205420	\$ 20,000	\$ 20,000
Dist. 146, Amherst Public Library	4205010	\$ 25,000	\$ 25,000
Dist. 147, Town of Collins Library	4204030	\$ 25,000	\$ 25,000
Total Contract Libraries:		\$ 185,000	\$ 185,000

		Revenue #402190	Expense # 530000
		App. Fund Balance	Other Expense
Assembly District/Library	Cost Center	Amount	Amount
Dist. 142, B&ECPL System	4202110	\$ 15,000	\$ 15,000
Dist. 142, Dudley Branch	4203320	\$ 20,000	\$ 20,000
Dist. 142, East Clinton Branch	4203325	\$ 25,000	\$ 25,000
Total Buffalo/Central:		\$ 60,000	\$ 60,000

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the B&ECPL and the above contracting libraries to retain these funds until such time as they can be used for purposes consistent with any sponsor designation, and be it further

RESOLVED, that the above libraries are authorized to transfer these funds to other expense accounts within their budget based upon the final determined use, and be it finally

RESOLVED, that a copy of this Resolution and a revised Exhibit A be transmitted to the above cited contract libraries.

Approved unanimously as amended at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on January 20, 2022.

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: LANCASTER PUBLIC LIBRARY

DESCRIPTION	As per Res 2021-14			As per Res 2021-42		
	2021	2021	2021	2022	2022	2022
	BUDGET			BUDGET		
	Contract Direct	Library System Paid	Total	Contract Direct	Library System Paid	Total
PERSONAL SERVICES						
SALARIES & WAGES, FULL TIME		202,720	202,720		212,076	212,076
WAGES, REGULAR PART-TIME		-	-		-	-
WAGES, PART TIME		104,211	104,211		110,656	110,656
OVERTIME (Sunday)		-	-		-	-
OTHER (Vacation Buyout)		2,376	2,376		3,892	3,892
TOTAL SALARIES & WAGES	-	309,307	309,307	-	326,624	326,624
REDUCTION FRM PERS. SVCS ACCT			-		(5,243)	(5,243)
CONTRACTUAL SALARY RESERVES		3,755	3,755			-
FRINGE BENEFITS						
EMPLOYER FICA		23,662	23,662		24,984	24,984
EMPLOYEE HEALTH INSURANCE		19,788	19,788		18,720	18,720
DENTAL PLAN		636	636		636	636
WORKERS COMPENSATION		1,443	1,443		1,517	1,517
UNEMPLOYMENT INSURANCE		727	727		766	766
HOSPITAL & MEDICAL - RETIREES		26,354	26,354		26,446	26,446
HEALTH INSURANCE WAIVER		804	804		804	804
RETIREMENT		32,130	32,130		28,613	28,613
TOTAL FRINGE BENEFITS	-	105,544	105,544	-	102,486	102,486
OFFICE SUPPLIES	-	3,943	3,943	-	3,222	3,222
REPAIRS & MAINTENANCE CHARGES						
OTHER SUPPLIES & MATERIALS	500	-	500	500	-	500
EQUIPMENT MAINTENANCE	50	-	50	50	-	50
REPAIRS & MAINT - MISC SYS	-	1,901	1,901	-	2,038	2,038
TOTAL REPAIRS & MAINTENANCE CHARGES	550	1,901	2,451	550	2,038	2,588
TRAVEL & MILEAGE EXPENSES	250	-	250	250	-	250
DUES & FEES						
MEMBERSHIP & DUES	20	-	20	20	-	20
TRAINING & EDUCATION (NYSALB, etc.)	-	935	935	-	704	704
TOTAL DUES & FEES	20	935	955	20	704	724
UTILITY CHARGES						
WATER	300	-	300	300	-	300
SEWER	-	-	-	-	-	-
TELECOMMUNICATIONS	-	-	-	-	-	-
- DATA LINES	-	336	336	-	336	336
- INTERNET - Internet access	-	37	37	-	41	41
- EQUIPMENT MAINT	-	-	-	-	-	-
- LOCAL AND LD PHONE SERVICE	-	915	915	-	934	934
TELEPHONE SUB-TOTAL	-	1,288	1,288	-	1,311	1,311
TOTAL UTILITY CHARGES	300	1,288	1,588	300	1,311	1,611
PROFESSIONAL SERVICE CONTRACT & FEES						
ADVERTISING & PROMOTION	-	1,932	1,932	-	2,415	2,415
MOVIE LICENSING AGREEMENT	-	232	232	-	235	235
OVERDRIVE DOWNLOADABLE LICENSE	-	324	324	-	324	324
SIRSI SOFTWARE MAINTENANCE	-	4,151	4,151	-	4,266	4,266
RFID EQUIPMENT MAINTENANCE	-	1,680	1,680	-	1,739	1,739
COLLECTIONS AGENCY FEES	-	888	888	-	777	777
EAP SERVICES	-	141	141	-	154	154
ONLINE CATALOG (OCLC)	-	2,834	2,834	-	2,898	2,898
VITEC SOLUTIONS/COMPUTER SUPPORT	-	2,703	2,703	-	2,578	2,578
LEGAL FEES	-	1,513	1,513	-	1,593	1,593
RFID/OCR LABELS	-	1,449	1,449	-	1,288	1,288
OTHER PRINTED SUPPLIES	-	35	35	-	36	36
CONTRACT PROFESSIONAL SERVICES (DIRECT)	-	-	-	-	-	-
TOTAL PROFESSIONAL SERVICE CONTRACTS	-	17,882	17,882	-	18,293	18,293

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: LANCASTER PUBLIC LIBRARY

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

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: LANCASTER PUBLIC LIBRARY

DESCRIPTION	As per Res 2021-14			As per Res 2021-42		
	2021	2021	2021	2022	2022	2022
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
TOTAL OPERATING EXPENSES	2,220	568,733	570,953	22,220	595,334	617,554
REVENUE SOURCES						
COUNTY SHARE	-	553,746	553,746	-	579,420	579,420
STATE AID (Member Aid)	-	-	-	20,000	-	20,000
STATE AID (Pass through System)	-	11,885	11,885	-	11,884	11,884
SUB-TOTAL: SYSTEM APPROPRIATION	-	565,631	565,631	20,000	591,304	611,304
DIRECT LOCAL INCOME						
FINES, LOST BOOKS, ETC	1,040	1,454	2,494	1,243	2,257	3,500
COPY MACHINES	-	-	-	-	-	-
PRINT COST RECOVERY	1,155	1,613	2,768	959	1,741	2,700
OTHER REVENUES	25	35	60	18	32	50
MUNICIPAL SUPPORT	-	-	-	-	-	-
DONATIONS	-	-	-	-	-	-
FUNDRAISING	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-
USE OF FUND BALANCE	-	-	-	-	-	-
OTHER INCOME	-	-	-	-	-	-
TOTAL DIRECT INCOME	2,220	3,102	5,322	2,220	4,030	6,250
TOTAL REVENUE SOURCES	2,220	568,733	570,953	22,220	595,334	617,554

COUNTY SHARE vs OTHER REVENUE						
COUNTY SHARE	-	553,746	553,746	-	579,420	579,420
STATE AID	-	11,885	11,885	20,000	11,884	31,884
DIRECT INCOME	2,220	3,102	5,322	2,220	4,030	6,250
SUBTOTAL OTHER REVENUE	2,220	14,987	17,207	22,220	15,914	38,134
TOTAL REVENUE	2,220	568,733	570,953	22,220	595,334	617,554

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

Lancaster Library Sales Tax Collected

3/2021- 2/2022

Month	Headphones QTY	Headphones Income	Copier	Book Sale		
Mar	1	\$3.00	\$75.00	\$108.00		
April	2	\$6.00	\$75.00	\$105.00		
May	0	\$0.00	\$55.00	\$86.00		
June	1	\$3.00	\$55.50	\$105.00		
July	1	\$3.00	\$58.00	\$146.00		
Aug	5	\$15.00	\$73.00	\$105.00		
Sept	0	\$0.00	\$57.00	\$71.00		
Oct	2	\$6.00	\$89.00	\$72.00	Ornaments	
Nov	1	\$3.00	\$30.00	\$55.50	\$30.00	Gala Drinks
Dec	1	\$3.00	\$90.00	\$250.00	\$240.00	\$305.00
Jan	0	\$0.00	\$69.00	\$155.00	\$40.00	\$49.00
Feb	2	\$6.00	\$104.00	\$165.00	\$0.00	\$0.00
Total	16	\$48.00	\$830.50	\$1,423.50	\$310.00	\$354.00

Total taxable income:	\$2,966.00
Approx. tax due:	\$259.53
Due with discount:	\$246.55

February 15, 2022

Town of Lancaster - Library
5466 Broadway
Lancaster, NY 14086
Attn: Kara Stock

Re: Tw. Lancaster Library – Hall
Via: Fax/Mail



To whom it may concern,

We are pleased to submit a price proposal to provide labor, materials, equipment and supervision for the Town of Lancaster Library Hall area work as directed by owner. Please see the following:

Div. 2 – Demolition:

- Remove and dispose existing ceiling grid and tile, and 4" base.

Div. 9 – Finishes:

1. Drywall:

- Patch all walls

2. Paint:

- Provide 2- coats paint to all walls.
- Provide paint to door frame.

3. Acoustic Ceiling System:

- Provide new 2x2 acoustical ceiling grid with lay-in ceiling tiles.

4. Flooring:

- Provide floor patch.
- Provide new LVT flooring (as per Lobby area).
- Provide 4" rubber base.

Div. 16 – Electric:

- 1. Provide (2) 2x2 LED light fixtures.

Total: \$6,800.00

Notes:

- Estimated Manufacturer Material Deliveries at this time: Flooring Material 4-6 weeks from approval.
- MGR will work and coordinate with owner's schedule and approval.
- Cost proposal is valid for 30 days from the date of the proposal, due to unprecedented times (covid) and with escalating material costs consistently changing.
- Cost includes NYS Prevailing Wage rates.
- Tax Exempt project. *If owner is tax exempt an original signed tax exempt certificate must be received by our office prior to starting project.



PO BOX 61,
Bowmansville, NY 14026

P:716-681-9383
F:716-681-3427
Email: atmgr@roadrunner.com




***Exclusions:**

- NYS Sales Tax. (*NYS Sales Tax is applicable on non-capital improvement work).
- Data, TV, cable and cat-5 systems.
- Hidden Obstructions.
- Premium overtime
- Bonds.
- Minority Participation, WBE/MBE
- Structural, and or supports.
- Interior and exterior finishes.
- Electric, Plumbing, HVAC, Fire Protection/Alarm.
- Architectural and Engineer stamped drawings.
- Final cleanup. (*MGR will only provide a rough cleanup of construction).
- Utilities and or tap fees: Water, gas, electric, cable, computer, telephone and wiring.
- Additional insurances (builders risk, and or owner protective policies).
- Asbestos, mold and or lead removal, disposal, testing, and or inspection of any hazardous materials.

Please review and advise our office on your approval. Please contact us with any questions or concerns.

Sincerely,


Gregory J. Topol
President



PO BOX 61,
Bowmansville, NY 14026

P:716-681-9383
F:716-681-3427
Email: atmgr@roadrunner.com

February 15, 2022

Town of Lancaster - Library
5466 Broadway
Lancaster, NY 14086
Attn: Kara Stock

Re: Tw. Lancaster Library - Restroom
Via: Fax/Mail

To whom it may concern,

We are pleased to submit a price proposal to provide labor, materials, equipment and supervision for the Town of Lancaster Library work as directed by owner. Please see the following:

Div. 2 - Demolition:

1. Remove and dispose of existing drywall, wall tile, floor tile, metal partitions, wall hung sink, water closet, accessories and ceiling grid and tile.

Div. 9 - Finishes:

1. Drywall: Provide on new drywall walls.
2. Acoustic Ceiling System: Provide new 2x2 acoustical ceiling grid with lay-in ceiling tiles.
3. Tile: Provide new wall tile, floor tile and patch floor (same tile as Lobby restroom).

Div. 10 - Specialties:

1. Provide new metal toilet partitions.
2. Provide toilet accessories: 1- 18x36 standard stainless steel edge mirror.

Div. 15 - Plumbing:

1. Provide American Standard wall hung sink with faucet.
2. Provide new wall hung toilet and Sloan toilet flush handle (manual).

Div. 16 - Electric:

1. Provide (2) LED light fixtures.

Total: \$21,800.00

Notes:


- Estimated Manufacturer Material Deliveries at this time: Tile Material 3-6 weeks from approval, Flooring Material 4-6 weeks from approval, Cabinet materials 3-4 weeks, Partition material 4-6 weeks.
- MGR will work and coordinate with owner's schedule and approval.
- Cost proposal is valid for 30 days from the date of the proposal, due to unprecedented times (covid) and with escalating material costs consistently changing.
- Cost includes NYS Prevailing Wage rates.
- Tax Exempt project. *If owner is tax exempt an original signed tax exempt certificate must be received by our office prior to starting project.

***Exclusions:**

- NYS Sales Tax. (*NYS Sales Tax is applicable on non-capital improvement work).
- Data, TV, cable and cat-5 systems.
- Hidden Obstructions.
- Premium overtime
- Bonds.
- Minority Participation, WBE/MBE
- Structural, and or supports.
- Interior and exterior finishes.
- Electric, Plumbing, HVAC, Fire Protection/Alarm.
- Architectural and Engineer stamped drawings.
- Final cleanup. (*MGR will only provide a rough cleanup of construction).
- Utilities and or tap fees: Water, gas, electric, cable, computer, telephone and wiring.
- Additional insurances (builders risk, and or owner protective policies).
- Asbestos, mold and or lead removal, disposal, testing, and or inspection of any hazardous materials.

Please review and advise our office on your approval. Please contact us with any questions or concerns.

Sincerely,


Gregory J. Topol
President



PO BOX 61,
Bowmansville, NY 14026

P:716-681-9383
F:716-681-3427
Email: atmgr@roadrunner.com

February 15, 2022

Town of Lancaster - Library
5466 Broadway
Lancaster, NY 14086
Attn: Kara Stock

Re: Tw. Lancaster Library – Kitchen
Via: Fax/Mail



To whom it may concern,

We are pleased to submit a price proposal to provide labor, materials, equipment and supervision for the Town of Lancaster Library Kitchen area work as directed by owner. Please see the following:

Div. 2 – Demolition:

- Remove and dispose existing carpet, metal cabinets, shelving unit, base, ceiling grid and tile.

Div. 6 – Millwork:

- Provide millwork (1- 36" sink base cabinet, 1- 36" standard base cabinet and 2- 36" upper cabinets).
- Provide new plastic laminated countertop in restroom with 3" backsplash.

Div. 9 – Finishes:

1. Drywall:

- Extend drywall wall for new refrigerator area.
- Patch all walls

2. Paint:

- Provide 2- coats paint to all walls.
- Provide paint to door and frame.

3. Acoustic Ceiling System:

- Provide new 2x2 acoustical ceiling grid with lay-in ceiling tiles.

4. Flooring:

- Provide floor patch.
- Provide new LVT flooring (as per Lobby area).
- Provide 4" rubber base.

Div. 15 – Plumbing:

1. Provide 22x25 stainless steel sink with faucet and new plumbing supplies and drain.

Div. 16 – Electric:

1. Provide (2) 2x4 LED light fixtures.

Total: \$13,600.00



Notes:

- Estimated Manufacturer Material Deliveries at this time: Flooring Material 4-6 weeks from approval, Cabinet materials 3-4 weeks.
- MGR will work and coordinate with owner's schedule and approval.
- Cost proposal is valid for 30 days from the date of the proposal, due to unprecedented times (covid) and with escalating material costs consistently changing.
- Cost includes NYS Prevailing Wage rates.
- Tax Exempt project. *If owner is tax exempt an original signed tax exempt certificate must be received by our office prior to starting project.

PO BOX 61,
Bowmansville, NY 14026

P:716-681-9383

F:716-681-3427

Email: atmgr@roadrunner.com




***Exclusions:**

- NYS Sales Tax. (*NYS Sales Tax is applicable on non-capital improvement work).
- Data, TV, cable and cat-5 systems.
- Hidden Obstructions.
- Premium overtime
- Bonds.
- Minority Participation, WBE/MBE
- Structural, and or supports.
- Interior and exterior finishes.
- Electric, Plumbing, HVAC, Fire Protection/Alarm.
- Architectural and Engineer stamped drawings.
- Final cleanup. (*MGR will only provide a rough cleanup of construction).
- Utilities and or tap fees: Water, gas, electric, cable, computer, telephone and wiring.
- Additional insurances (builders risk, and or owner protective policies).
- Asbestos, mold and or lead removal, disposal, testing, and or inspection of any hazardous materials.

Please review and advise our office on your approval. Please contact us with any questions or concerns.

Sincerely,


Gregory J. Topol
President



PO BOX 61,
Bowmansville, NY 14026

P:716-681-9383
F:716-681-3427
Email: atmgr@roadrunner.com

LANCASTER PUBLIC LIBRARY



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Lancaster, NY 14086
716-683-1120
www.BuffaloLib.org



Books • Movies • Music • Programs • WiFi • Crafts • All free

**Lancaster Public Library
200th Anniversary
Time Capsule Items
Open on December 11, 2071**

- History of the Lancaster Library 1821-2021
- 200th Anniversary Gala invitation
- 200th Anniversary ornament
- 200th Anniversary book recommendations
- 2021 Highlights
- 2021 Annual Report
- List of most popular items borrowed in 2021
- Library card
- Lancaster Bee – 5/27/21 - Children's Garden
- Lancaster Bee - 6/24/21 – Celebrating 200 Years Banner
- Lancaster Bee – 6/24/21 – Learning Kits
- Lancaster Bee – 8/19/21 – Battle the Books
- Lancaster Bee – 12/16/21 – Library Celebrates 200th Anniversary
- Lancaster Bee – 12/23/21 – Library looks forward to future
- Open hours bookmark
- Bookmark - list of the libraries in the system
- Program Flyer
- Sample weekly craft packet
- Pete the Cat book
- Checkout receipt
- Printed screengrab of the library webpage
- Mask

amazonprime

Deliver to Kara
Lancaster 14086

Tools & Home Improvement

🔍

🇺🇸

Hello, Kara
Account & Lists

Returns
& Orders

🛒

AllAmazon BasicsPharmacyBuy AgainPrimeOutdoor RecreationAmazon BusinessCelebrate Women's History Month

Tools & Home ImprovementBest SellersDeals & SavingsGift IdeasPower & Hand ToolsLighting & Ceiling FansKitchen & Bath FixturesSmart Home

Tools & Home Improvement › Hardware › Padlocks & Hasps › Combination Padlocks

Sponsored ⓘ

Fire Retardant Strong Box, Dual Combination and Key Lock Security Chest, Fire Resistant Steel Lock Box to Safeguard Vital Documents, Medicine, Money, .25 Cubic Feet, 12.2" x 10.2" x 3.5" Interior, Black

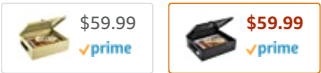
Brand: Suber
★★★★☆ 20 ratings

\$59⁹⁹

prime & FREE Returns

Get \$100 off instantly: Pay \$0.00 upon approval for the Amazon Prime Rewards Visa Card.

Color: Black



Color Black
Brand Suber
Lock Type Combination, Key
Size 12.2" x 10.2" x 3.5" Interior

\$59⁹⁹

prime & FREE Returns

FREE delivery **Monday, March 7.**
Order within **9 hrs 57 mins**

📍 Deliver to Kara - Lancaster 14086

In Stock.

Qty: 1

Add to Cart

Buy Now

Secure transaction

Ships from Amazon
Sold by American Vista
Packaging Shows what's inside. T...

Details

Return policy: Eligible for Return, Refund or Replacement

Add a Protection Plan:

- ☐ 4-Year Protection for \$9.99
- ☐ 3-Year Protection for \$6.99
- ☐ Add a gift receipt for easy returns

Add to List

Share

435

Sponsored ⓘ





Roll over image to zoom in



Insert the key, and
Turn the default
code and turn it
using a standard key
included along
with the combination lock,
or turn on of locking it

by key or combination, or both. The
combination lock is defaulted to
000 and can be set to the three
digits of your choice.

- Durable, Powder Coated Stainless Steel Security Chest Strong Box for Storage of Documents, Cash and Valuables. Featuring two handles - one on each side to allow sturdy carrying with the box full of contents.
- Double walls insulated with fire retardant. Lab tested with documents inside at 1550 degrees fahrenheit for 15 minutes.
- Exterior Dimensions are 13.25" length (14.375" with the handles) x 10.75" width x 4"height. Interior dimensions are 12.185" x 10.1875" x 3.5". 0.25 CBF of internal space.
- Safeguard important documents such as passports, cash, vital records, jewelry, medicine and any other valuables. Easily transportable and perfect for use in an office or home.

› [See more product details](#)

Customer ratings by feature

Durability	★★★★☆	4.0
Sturdiness	★★★★☆	3.7

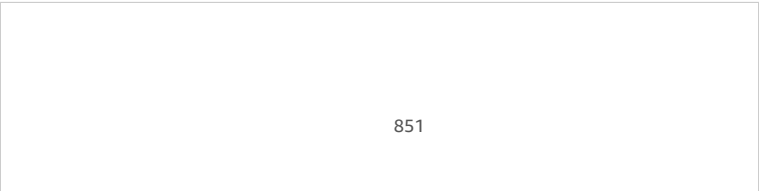
[See all reviews](#)

[Compare with similar items](#)

Similar item to consider



[Amazon Basics Portable Security Case Lock Box](#)
[Safe, Combination Lock, XL](#)
\$23.39 ✓prime
★★★★☆ (5236)



851

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716-683-1120
www.BuffaloLib.org



Open Hours

Monday 10-6
Tuesday 10-9
Wednesday 10-9
Thursday 10-9
Friday 10-5
Saturday 10-5
Sunday 12-5 (Sept. - May)



Staff

Kara Stock
Director

Meagan Carr
Youth Services Librarian

John Benzee
Library Assistant

Joshua Strell
Caretaker

Board of Trustees

Suzanne M. Jacobs
President

Kenneth Graber
Vice President

Barbara Tamol, Secretary

Jan Yarborough, Treasurer

Gary Howell, Trustee

Kristyn Wind, Trustee

Robert Leary, Town Liaison

LANCASTER PUBLIC LIBRARY

2021 ANNUAL REPORT

Our mission is to provide an opportunity to access information for learning, recreation, personal growth, and more to the residents of the Town of Lancaster and Erie County via the resources and personnel of the public library.



Buffalo & Erie County Public
LIBRARY



2021 Statistics

109,472 items loaned
52,465 individual visits
7,196 computer sessions
15,756 free Wi-Fi logins
17,995 registered borrowers
61,129 items available to borrow
8,869 people attended programs in-person
5,930 people attended programs virtually
6,627 reference questions answered

Lancaster Public Library
 Service Population: 41,604

Special Thanks To:

Town of Lancaster
 Friends of the Lancaster Library
 Senator Patrick Gallivan
 Assemblymember Monica Wallace
 Legislator Frank Todaro
 Lancaster Women's Civic Club
 Lancaster Youth Bureau
 Elks National Foundation



The Lancaster Public Library is your source for:

Books, Music CDs, DVDs & Blu-Rays, eBooks, eAudiobooks, Magazines, Newspapers, Audiobooks, Large Print Collection, Graphic Novels, Local History, Online Databases, Downloadable Music, 23 Public Computers, 6 Laptops, 2 Scanners, Photocopier, Color Printer, WiFi, Storytimes, Family Activities, Maker Space Technology, STEM Programs, Book Clubs, Computer Classes, Mahjong Club & much more.

All Free!

Quote Request #QN10504839

Billing Address

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

Shipping Address

Kara Stock
5466 BROADWAY ST
LANCASTER, NY
14086


Delivery Info

Standard (5 - 8 Business Days)
Orders ship after production
time noted below

Payment


P.O. Number: 2231173EIN3C
Amount: \$54.55

Quote Summary

ITEM	PERSONALIZATION	PRODUCTION TIME	UNIT PRICE	QTY	LINE TOTAL
 Volunteers: Dedicated, Celebrated, Appreciated Wellness Water Bottle 32-Oz. ITEM WB1492B	No Personalization	Ready to ship in 4 business days	\$5.99	6	\$35.94

MERCHANDISE: \$35.94
FEES TOTAL: \$0.00
SHIPPING TOTAL: \$14.45
TAX: \$0.00
QUOTE TOTAL: \$50.39

Oriental Trading
(4) Green bags for Literacy Kits
 $4 \times 6.79 = 27.16$
9.99 S&H
\$37.15 TOTAL



Large Clear Team Spirit Stadium Tote Bag

1 Piece(s) #13902379
★★★★★ 12 Reviews | 6 Questions

\$6.79

Ship to Lancaster, NY 14086
Order by Noon (CST) today and get it by:
Thu, Mar 10 with Standard Shipping
Need it sooner? [View Shipping Options.](#)

COLOR
● Green

— 4 +

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Product Details



301 E. South Street, P.O. Box 0964
Tremont, IL 61568-0964
www.thelibrarystore.com

TEL [800] 548-7204
[309] 925-3923
FAX [309] 925-3580

Quote ID: 6029904

Shipping Information

Recipient 1

Kara Stock

Comments:

Lancaster Public Library
5466 Broadway St
Lancaster, NY 14086
United States
716-683-1120

Qty	Item #	Description	Price
8	51-0200	Custom Rubber Stamps 1 Line	\$81.60

Totals:

Product: \$81.60
Shipping: \$15.75
Tax: \$.00
Total: \$97.35

- Pricing valid for listed items and quantities only
- Shipping charges are subject to change after 30 days
- To ensure you receive your quoted prices, your quote ID must be referenced at the time of purchase
- We reserve the right to correct errors whether in pricing or shipping charges
- Tax will be removed when tax exempt form is submitted when order is placed

Stamps needed:

EXAM
CHRISTIAN
SERIES
LOCAL HISTORY
READ-ALONG
CONCEPTS
READING LIST
MANGA

Yard Games				
Qty.	Item	Website	Price	Total
2	Lawn Darts	https://www.amazon.com/Lawn-Darts-Game-Bag	\$29.99	\$59.98
2	Bocce	https://www.amazon.com/dp/B07H8Z2CNN/ref=	\$26.67	\$53.34
1	Kan Jam Carry Bag	https://www.amazon.com/Kan-Jam-Carry-Bag-Ar	\$19.12	\$19.12
3	Jenga Carry Bag	https://www.amazon.com/Storage-Tumble-Game	\$39.99	\$119.97
1	Croquet Set	https://www.amazon.com/ApudArmis-Croquet-P	\$45.99	\$45.99
			Total	\$298.40

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, April 14, 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 March 10, 2022

V. Report of the Director

VI. Public Comment

VII. Monthly Financial Report

- A. February Report
- B. CDs: #042 matured 4/6/22
- C. Replenish Petty Cash
- D. Craft Budget Update

VIII. Old Business

- A. Building Maintenance Update – Staff Room Renovations
- B. Little Free Libraries Project
- C. Time Capsule Project Update
- D. Book Sale Report

IX. New Business

- A. ACT Meeting Presentation – May 7, 2022
- B. Fine Elimination Policy
- C. Staffing Updates: PT Page – Lisa Friol; Sr. Page – Paula Nelson
- D. 2021 State Report: Resolution 2022-1 – VOTE
- E. New System Liaison – Michael Amodeo
- F. Summer Reading Program, “Oceans of Possibilities” - \$650
Summer Kick-Off Party – Thursday, June 30 at 11AM
- G. Photo Printer and Paper - \$172.94
- H. Battle of the Books – Buzzers \$128.85
- I. Phone Battery Replacement - \$7.90
- J. Contact Paper for Seed Library - \$16.99

X. Adjournment

Next Meeting: THURSDAY, MAY 12, 2022 – 4:00PM

Lancaster Public Library
Board of Trustees
Meeting Minutes
March 10,2022

- I. Roll Call - B.Tamol, S. Jacobs, J. Yarborough, K. Wind, K. Graber, G. Howell, K. Stock(Library Director), D. Stempniak (Friends liaison), B. Leary (Town liaison)
- II. The meeting was called to order at 4:04 p.m.
- III. The meeting agenda was approved.MSP - G. Howell, K. Graber. Vote - unanimous
- IV. The February meeting minutes were reviewed and approved, MSP- K. Graber, J. Yarborough. Vote - unanimous
- V. Director's Report - Kara reported that the Library was very busy during the recent Winter Break. The new LEGO wall and READ posters have been put up. PT librarian, Michael Green, organized the Local History section and Beth Farrar has started the Family Literacy Program up again. As of April, John Benzee will become the new computer coach. Kara, Meghan and John have been working on the seed library which will debut in April and on the Village wide Scavenger Hunt.
- VI. Public Comment - D. Stempniak informed the Board that the Friends mini book sale will be April 2nd and 3rd with the Civic Club Bake Sale on April 2nd. Children's garden kits will start to be distributed on March 14th and need to be returned by May 21st for planting in the Children's Garden.
- VII. Financial -
 - A. The February financial report was reviewed and approved. MSP - G. Howell, K. Graber. Vote - unanimous
 - B. CD#2404 and CD #042 in the total amount of \$32,736 will be cashed in and deposited in the checking account. MSP- K. Graber, J. Yarborough. Vote - unanimous. The Board will retain Ed Schiller to monitor the bidding process. MSP - J. Yarborough, B. Tamol. Vote - unanimous
 - C. Approval of payment in the amount of \$8451.13, Return to System, MSP - B. Tamol, G. Howell. Vote - unanimous
 - D. The full 2021 Town Budget Report was provided to the Board.
 - E. \$20,000 from the Monica Wallace Grant was received.
 - F. Annual Sales Tax Payment of \$246.55 was approved. MSP - B. Tamol, K. Graber. Vote - unanimous
- VIII. Old Business
 - A. Staff Room renovation will be done all at one time. Reducing inconvenience for staff and patrons.
 - B. The Lancaster Rotary Club will purchase two Little Library Stands.
 - C. The Time capsule will be placed in a metal container inside of a wooden box. Purchase of a metal container for \$59.99 approved. MSP - B. Tamol, J. Yarborough. Vote - unanimous
 - D. Both Sen Gallivan and Assemblywoman Wallace participated in Library Advocacy Day, March 2,2022.
 - E. As COVID - 19 numbers continue to decline, masks are now optional

for staff and patrons.

IX. New Business

- A. The Annual Report was provided to the board for approval. MSP - S. Jacobs, G.Howell. Vote - unanimous
- B. Approval to spend \$50.39 for Volunteer Gifts. MSP - J. Yarborough, K. Wind. Vote - unanimous
- C. Approval to spend \$37.15 for tote bags to be used for Literacy Kits. MSP- K. Graber, K. Wind. Vote - unanimous
- D. Approval to spend \$97.35 for Stampers. MSP - S, Jacobs, B. Tamol. Vote - unanimous
- E. Approval to purchase Yard Games in the amount of \$298.40. MSP - J. Yarborough, K. Wind. Vote - unanimous

- X. Meeting was adjourned at 5:25 p.m. MSP - K. Graber, G. Howell.
Vote - unanimous

Respectfully submitted by,
Barbara Tamol
Secretary

Director's Report March 2022

Highlights

March Madness - Children's book characters competed against one another in daily brackets with voting taking place on Instagram and in the library. *The Very Hungry Caterpillar* edged out *Biscuit* to win!

Letter Stomp - Children visited our children's area to stomp on letters to spell out words such as mitten, penguin, bear, and truck.

Staffing - Janice Jaskowiak's last day of work was March 30th.



Winter Reading Log - 130 children participated in this challenge. For every 10 books read, they colored a mitten on their reading log and handed it in for a small prize.

Programming

Author Visits - Isaiah Rashad gave a talk about his book *Homicide of Rat* for 6 adults on Tuesday, March 22nd and Lissa Marie Redmond gave a talk about her book *The Parting Glass* for 24 adults on Wednesday, March 23rd.

Book Clubs - Our two adult book clubs continue to meet on the first and second Tuesday each month.

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

- **Craft & Carry** - 147 children picked up a St. Patrick's Day-themed craft kit.
- **STEM Kits: Oobleck** - 40 children picked up this kit and performed their experiment at home.
- **Take & Make** - These weekly kits had spring themes and 225 were picked up.
- **Garden Kits** - 80 kits were picked up. Kits were generously created by the Friends of the Lancaster Library and children will return their seedlings on May 21st for our children's garden in front of the library.



Family Literacy – Certified Literacy Specialist and Lancaster Educator Beth Farrar taught two back to back Family Literacy Workshops for **10 & 14** attendees respectively on Thursday, March 24th. This program will continue to be offered on a monthly basis for the duration of the school year.

Kidding Around Yoga with Donna Baia – 6 preschool age children, each accompanied by an adult, enjoyed yoga poses, fun music, storytelling, yoga games, and a special guided relaxation time on Monday, March 21st.

LEGO® Club – Youth Services Librarian Meagan Carr held **2** LEGO® Clubs for a total of **10** children on Saturday, March 12th. They made Leprechaun traps.

Leprechaun Scavenger Hunt – **126** children searched for a picture of a Leprechaun in the children's area of the library. If located, they were entered to win a \$10 gift card to The Early Bird Bakery and a winner was drawn each Friday in March.

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

Ms. Melissa's Sprouts – Melissa Sacco helped **10** preschool age children learn and grow through music on Monday, March 14th.

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, March 26th. **3** children practiced reading out loud to the dog.

Storytime – Meagan conducted **9** sessions for a total of **56** children.

STEM Storytime - Meagan conducted **3** sessions of this new program: part storytime & part preschool STEM lab. **15** children learned about colors, sounds, and growing seeds.

StoryWalk® – Children were encouraged to take a walk and read the book *The Tiny Seed* by Eric Carle in the children's area of our library.

Young Adult Book Club – Part-time Librarian Michael Green held a book club for **5** attendees. They discussed *Gilda Joyce*, *Psychic Investigator* by Jennifer Allison.



Youth Bureau Craft Program – Volunteers from the Lancaster Youth Bureau held a St. Patrick's Day craft program on Wednesday, March 16th for **9** children.

Meetings

March 1 – Trustees Suzanne Jacobs, Gary Howell, and Ken Graber along with Library Director Kara Stock met with Greg from MGR to receive an overview of the possibilities for the staff break room renovations.

March 2 – Trustee Jan Yarborough, Kara, and Meagan attended Zoom meetings with Senator Patrick Gallivan and staff from Assemblymember Monica Wallace’s office for the New York Library Association’s Library Advocacy Day.

March 9 – Kara attended the Manager-Director Meeting via Zoom.

March 17 – Kara, Meagan, and Library Assistant John Benzee met to continue planning our 2022 goals. We are developing a seed library to debut in April while also planning summer activities.

March 28, 29 & 30 – Meagan and Kara conducted interviews for our Part-Time Clerk Typist position.

LANCASTER PUBLIC LIBRARY

2022 STATISTICS

CIRCULATION			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	8,583	3,832	124.0%
FEB	9,681	8,640	12.0%
MAR	11,175	9,752	14.6%
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	29,439	22,224	32.5%

LIBRARY VISITS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	4,512	1,129	299.6%
FEB	5,318	3,544	50.1%
MAR	6,449	4,433	45.5%
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	16,279	9,106	78.8%

PUBLIC ACCESS COMPUTER SESSIONS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	584	78	648.7%
FEB	574	510	12.5%
MAR	753	862	-12.6%
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	1,911	1,450	31.8%

WIFI			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	1,189	736	61.5%
FEB	1,356	1,079	25.7%
MAR	1,680	1,418	18.5%
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	4,225	3,233	30.7%

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
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: 31

Days Closed: 0

**Lancaster Public Library
2022 Statistics and Proceeds**

	Tours		New Library Cards		Ref Q	Headphone	Copier	Vending	Book Sale	Donations
	No.	ATT	Child	Adult	No.	Proceeds	Proceeds	Proceeds	Proceeds	to Library
JAN	0	0	17	30	579	\$0.00	\$69.00	\$12.00	\$155.00	\$0.00
FEB	0	0	18	18	561	\$6.00	\$104.00	\$0.00	\$165.00	\$976.80
MAR	0	0	23	41	552	\$6.00	\$130.00	\$12.00	\$188.00	\$332.80
APR										
MAY										
JUN										
JUL										
AUG										
SEP										
OCT										
NOV										
DEC										
TOTAL	0	0	58	89	1,692	\$12.00	\$303.00	\$24.00	\$508.00	\$1,309.60

Total Proceeds \$2,156.60

	Facebook	Instagram
	Followers	Followers
JAN	2,281	134
FEB	2,286	181
MAR	2,304	226
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		88	270
2/13		77	159
2/20		145	320
2/27		87	173
3/6		96	214
3/13		99	202
3/20		105	191
3/27		105	226
4/3	Book Sale		
4/10			
4/17	Easter		
4/24			
5/1			
5/8			
5/15			
5/22	BBQ		
		1,163	2,547


Program Date	Title	Number of programs	Total Attendance
3/1/2022	Book Club	1	4
3/2/2022	Mahjong Club	1	7
3/8/2022	Storytime	1	12
3/8/2022	Storytime	1	18
3/8/2022	Book Club	1	8
3/9/2022	Mahjong Club	1	4
3/10/2022	YA Book Club	1	5
3/11/2022	Storytime	1	10
3/11/2022	STEM Storytime	1	10
3/12/2022	Lego Club	1	11
3/12/2022	Lego Club	1	5
3/14/2022	Sprouts	1	20
3/15/2022	Storytime	1	8
3/15/2022	Storytime	1	10
3/16/2022	Mahjong Club	1	6
3/16/2022	Crafts with the Youth Bureau	1	18
3/18/2022	Storytime	1	14
3/18/2022	STEM Storytime	1	12
3/21/2022	Kids Yoga	1	13
3/22/2022	Storytime	1	14
3/22/2022	Storytime	1	10
3/22/2022	Author Talk: Isaiah Rashad	1	6
3/23/2022	Author Talk: Lissa Marie Redmond	1	24
3/23/2022	Mahjong Club	1	7
3/24/2022	Family Literacy	1	10
3/24/2022	Family Literacy	1	14
3/25/2022	Storytime	1	8
3/25/2022	STEM Storytime	1	8
3/26/2022	PAWS for Love	1	6
3/30/2022	Mahjong Club	1	4
3/31/2022	Leprechaun Scavenger Hunt	126	126
3/31/2022	Take & Make Craft	225	225
3/31/2022	Craft & Carry	147	147
3/31/2022	STEM Kits	40	40
3/31/2022	Garden Kits	80	80
3/31/2022	Winter Reading Log	1	130
3/31/2022	Read Down Your Fines	1	2
3/31/2022	Read Down Your Fines	1	2
3/31/2022	Tutoring	15	15
3/31/2022	Read Down Your Fines	1	1
3/31/2022	Book a Tech Trainer	5	5
3/31/2022	Tutoring	25	25

Circulation

Total Circulations


 Library	March			Year to Date Totals			Footnotes
	2022 Total	2021 Total	% of	2022 Total	2021 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	1,447	1,523	-5.0%	3,559	3,875	-8.2%	<p>Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Aurora - Closed 3/7/2022-3/9/2022 - LED conversion project.</p> <p>Correctional Facility and Holding Center - Numbers not received.</p> <p>Crane - Closed 3/7/2022-3/18/2022 - Complete construction Phase I.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Music/Music Videos Downloaded - The Library is in the process of implementing a new service provider.</p> <p>Panty - Closed starting 2/14/2022 - Floor replacement.</p>
<i>Amherst</i>							
Audubon	19,386	19,738	-1.8%	51,105	48,255	5.9%	
Clearfield	17,077	17,330	-1.5%	46,128	42,172	9.4%	
Eggertsville-Snyder	8,013	8,176	-2.0%	21,728	21,754	-0.1%	
Williamsville	2,577	2,683	-4.0%	6,230	6,158	1.2%	
Angola	1,909	1,957	-2.5%	4,815	4,817	0.0%	
Aurora	7,435	7,364	1.0%	20,968	18,533	13.1%	
Boston	2,010	2,441	-17.7%	5,291	5,783	-8.5%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	14,252	13,876	2.7%	39,333	34,325	14.6%	
Reinstein Memorial	4,808	4,574	5.1%	12,360	9,893	24.9%	
Clarence	12,222	13,101	-6.7%	33,514	33,066	1.4%	
Collins	2,357	2,393	-1.5%	6,846	6,730	1.7%	
Concord	3,342	3,244	3.0%	8,379	8,663	-3.3%	
Eden	2,351	3,007	-21.8%	6,793	8,109	-16.2%	
Elma	5,127	5,214	-1.7%	13,982	12,772	9.5%	
Grand Island Memorial	6,319	6,747	-6.3%	17,218	16,234	6.1%	
<i>Hamburg</i>							
Hamburg	10,852	10,352	4.8%	30,332	26,343	15.1%	
Lake Shore	3,794	3,707	2.3%	10,285	8,567	20.1%	
Lackawanna	2,424	2,328	4.1%	6,073	4,737	28.2%	
Lancaster	11,175	9,752	14.6%	29,439	22,224	32.5%	
Marilla	2,282	2,587	-11.8%	5,808	6,862	-15.4%	
Newstead	2,996	2,993	0.1%	8,246	8,889	-7.2%	
North Collins	1,186	1,179	0.6%	2,743	3,039	-9.7%	
Orchard Park	14,764	13,049	13.1%	38,795	32,086	20.9%	
City of Tonawanda	5,887	5,626	4.6%	14,636	13,099	11.7%	
<i>Town of Tonawanda</i>							
Kenilworth	3,307	3,222	2.6%	9,018	8,765	2.9%	
Kenmore	14,995	15,377	-2.5%	41,628	36,285	14.7%	
West Seneca	11,823	12,245	-3.4%	30,669	30,907	-0.8%	
<i>Buffalo</i>							
Coles	1,309	1,090	20.1%	3,312	2,868	15.5%	
Crane	3,296	2,843	15.9%	10,643	10,429	2.1%	
Dudley	2,804	2,405	16.6%	6,814	5,510	23.7%	
East Clinton	1,425	1,097	29.9%	3,795	2,787	36.2%	
González-Soto	2,360	2,199	7.3%	5,848	4,865	20.2%	
Merriweather	1,923	2,565	-25.0%	5,587	6,322	-11.6%	
North Park	5,114	5,038	1.5%	13,103	11,547	13.5%	
Panty	6	1,510	-99.6%	1,810	3,575	-49.4%	
<i>Central</i>	15,416	15,531	-0.7%	41,511	40,413	2.7%	
<i>Bookmobile Services</i>							
Library on Wheels	1,265	834	51.7%	3,533	1,746	102.3%	
Library2Go	158	See note.	See note.	323	See note.	See note.	
<i>Institutions</i>							
Correctional Facility	0	0	#DIV/0!	0	0	#DIV/0!	
Holding Center	0	0	#DIV/0!	0	0	#DIV/0!	
<i>System</i>							
Online Renewals	84,310	94,135	-10.4%	226,809	211,930	7.0%	
Interlibrary Loans	1,294	1,174	10.2%	3,407	3,051	11.7%	
Audio Books Downloaded	44,972	39,168	14.8%	129,352	111,066	16.5%	
Videos Downloaded/Streamed	79	106	-25.5%	244	392	-37.8%	
eBook Checkouts/Downloads	76,628	80,417	-4.7%	230,963	238,422	-3.1%	
Music/Music Videos Downloaded	0	26,879	-100.0%	0	82,588	-100.0%	
B&ECPL Totals	438,476	472,776	-7.3%	1,212,975	1,220,453	-0.6%	
Member Libraries	196,117	195,785	0.2%	525,921	482,942	8.9%	
Buffalo Branches	18,237	18,747	-2.7%	50,912	47,903	6.3%	
Central Library	15,416	15,531	-0.7%	41,511	40,413	2.7%	
Bookmobile Services	1,423	834	70.6%	3,856	1,746	120.8%	
Institutions	0	0	#DIV/0!	0	0	#DIV/0!	
System	207,283	241,879	-14.3%	590,775	647,449	-8.8%	

Library Visits

 Library	March			Year to Date Totals			Footnotes
	2022	2021	% of	2022	2021	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	917	845	8.5%	2,355	2,130	10.6%	<p>Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Aurora - Closed 3/7/2022-3/9/2022 - LED conversion project.</p> <p>Crane - Closed 3/7/2022-3/18/2022 - Complete construction Phase I.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Panty - Closed starting 2/14/2022 - Floor replacement.</p>
<i>Amherst</i>							
Audubon	9,297	8,602	8.1%	23,440	18,563	26.3%	
Clearfield	9,098	7,686	18.4%	23,904	17,885	33.7%	
Eggertsville-Snyder	4,767	4,043	17.9%	11,986	9,730	23.2%	
Williamsville	1,653	1,330	24.3%	4,216	3,203	31.6%	
Angola	4,432	3,757	18.0%	11,317	8,601	31.6%	
Aurora	4,539	3,540	28.2%	12,846	8,219	56.3%	
Boston	1,028	1,096	-6.2%	2,855	2,772	3.0%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	8,071	6,550	23.2%	21,565	15,909	35.6%	
Reinstein Memorial	3,134	2,460	27.4%	7,850	5,593	40.4%	
Clarence	5,902	5,681	3.9%	15,792	12,564	25.7%	
Collins	1,172	1,022	14.7%	3,259	2,671	22.0%	
Concord	2,599	2,043	27.2%	6,767	5,595	20.9%	
Eden	1,296	1,248	3.8%	3,656	3,288	11.2%	
Elma	3,045	2,586	17.7%	8,241	6,102	35.1%	
Grand Island Memorial	3,588	3,101	15.7%	9,306	6,495	43.3%	
<i>Hamburg</i>							
Hamburg	6,815	4,937	38.0%	17,485	12,043	45.2%	
Lake Shore	3,103	2,348	32.2%	8,268	5,712	44.7%	
Lackawanna	5,698	1,950	192.2%	9,657	3,934	145.5%	
Lancaster	6,449	4,433	45.5%	16,279	9,106	78.8%	
Marilla	894	1,066	-16.1%	2,560	2,355	8.7%	
Newstead	2,395	2,458	-2.6%	6,160	6,192	-0.5%	
North Collins	1,022	894	14.3%	2,546	2,378	7.1%	
Orchard Park	10,848	7,232	50.0%	27,227	17,093	59.3%	
City of Tonawanda	3,691	3,226	14.4%	9,192	7,183	28.0%	
<i>Town of Tonawanda</i>							
Kenilworth	2,878	3,582	-19.7%	7,537	7,896	-4.5%	
Kenmore	8,451	6,996	20.8%	22,019	15,657	40.6%	
West Seneca	8,522	6,920	23.2%	21,875	19,420	12.6%	
<i>Buffalo</i>							
Coles	2,768	2,433	13.8%	6,960	6,145	13.3%	
Crane	2,028	1,865	8.7%	7,312	7,338	-0.4%	
Dudley	3,124	2,396	30.4%	7,654	5,650	35.5%	
East Clinton	1,154	864	33.6%	3,143	1,973	59.3%	
González-Soto	3,158	2,394	31.9%	7,432	5,096	45.8%	
Merriweather	5,371	4,271	25.8%	13,393	9,413	42.3%	
North Park	4,715	4,037	16.8%	11,924	9,587	24.4%	
Panty	0	2,171	-100.0%	2,525	4,699	-46.3%	
<i>Central</i>	17,633	11,164	57.9%	43,137	27,086	59.3%	
<i>Bookmobile Services</i>							
Library on Wheels	740	115	543.5%	2,257	216	944.9%	
Library2Go	144	See note.	See note.	144	See note.	See note.	
<i>Institutions</i>							
Correctional Facility	683	1,399	-51.2%	1,768	2,651	-33.3%	
Holding Center	346	336	3.0%	899	875	2.7%	
System	167,168	135,077	23.8%	428,708	319,018	34.4%	
Member Libraries	125,304	101,632	23.3%	320,160	238,289	34.4%	
Buffalo Branches	22,318	20,431	9.2%	60,343	49,901	20.9%	
Central Library	17,633	11,164	57.9%	43,137	27,086	59.3%	
Bookmobile	884	115	668.7%	2,401	216	1011.6%	
Institutions	1,029	1,735	-40.7%	2,667	3,526	-24.4%	


Registered Public Access Computer Sessions

Session Counts Per Outlet

	March			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)	68	70	-2.9%	191	184	3.8%	<p>Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Aurora - Closed 3/7/2022-3/9/2022 - LED conversion project.</p> <p>Crane - Closed 3/7/2022-3/18/2022 - Complete construction Phase I.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Panty - Closed starting 2/14/2022 - Floor replacement.</p>
<i>Amherst</i>							
Audubon	1,093	1,186	-7.8%	2,654	2,255	17.7%	
Clearfield	787	625	25.9%	1,922	1,317	45.9%	
Eggertsville-Snyder	484	469	3.2%	1,167	1,087	7.4%	
Williamsville	148	135	9.6%	333	305	9.2%	
Angola	237	119	99.2%	571	301	89.7%	
Aurora	330	250	32.0%	878	554	58.5%	
Boston	83	87	-4.6%	203	217	-6.5%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,443	1,107	30.4%	3,713	2,522	47.2%	
Reinstein Memorial	695	539	28.9%	1,677	1,168	43.6%	
Clarence	523	501	4.4%	1,323	1,026	28.9%	
Collins	98	109	-10.1%	264	341	-22.6%	
Concord	193	188	2.7%	583	522	11.7%	
Eden	98	124	-21.0%	283	332	-14.8%	
Elma	186	178	4.5%	540	362	49.2%	
Grand Island Memorial	271	209	29.7%	692	370	87.0%	
<i>Hamburg</i>							
Hamburg	1,015	812	25.0%	2,459	1,940	26.8%	
Lake Shore	256	163	57.1%	592	440	34.5%	
Lackawanna	476	419	13.6%	1,133	757	49.7%	
Lancaster	753	862	-12.6%	1,911	1,450	31.8%	
Marilla	34	40	-15.0%	93	148	-37.2%	
Newstead	147	149	-1.3%	409	493	-17.0%	
North Collins	104	154	-32.5%	260	452	-42.5%	
Orchard Park	638	427	49.4%	1,626	907	79.3%	
City of Tonawanda	614	524	17.2%	1,368	926	47.7%	
<i>Town of Tonawanda</i>							
Kenilworth	429	377	13.8%	1,104	790	39.7%	
Kenmore	1,543	1,054	46.4%	4,060	2,219	83.0%	
West Seneca	1,139	1,094	4.1%	2,742	2,503	9.5%	
<i>Buffalo</i>							
Coles	892	910	-2.0%	2,288	2,271	0.7%	
Crane	291	231	26.0%	1,043	960	8.6%	
Dudley	671	458	46.5%	1,626	1,096	48.4%	
East Clinton	266	212	25.5%	725	525	38.1%	
González-Soto	650	728	-10.7%	1,652	1,569	5.3%	
Merriweather	1,419	1,232	15.2%	3,815	2,836	34.5%	
North Park	941	913	3.1%	2,329	2,135	9.1%	
Panty	0	420	-100.0%	539	898	-40.0%	
Central	6,025	4,265	41.3%	14,189	10,657	33.1%	
<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	25,040	21,340	17.3%	62,957	48,835	28.9%	
Member Libraries	13,885	11,971	16.0%	34,751	25,888	34.2%	
Buffalo Branches	5,130	5,104	0.5%	14,017	12,290	14.1%	
Central Library	6,025	4,265	41.3%	14,189	10,657	33.1%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

WiFi

Total Logins

	March			Year to Date Totals			Footnotes
	2022	2021	% of	2022	2021	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	451	355	27.0%	1,160	842	37.8%	<p>Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Aurora - Closed 3/7/2022-3/9/2022 - LED conversion project.</p> <p>Crane - Closed 3/7/2022-3/18/2022 - Complete construction Phase I.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Panty - Closed starting 2/14/2022 - Floor replacement.</p>
<i>Amherst</i>							
Audubon	2,161	2,154	0.3%	5,856	4,479	30.7%	
Clearfield	1,894	1,746	8.5%	5,166	3,947	30.9%	
Eggertsville-Snyder	1,065	956	11.4%	2,796	2,336	19.7%	
Williamsville	1,320	1,629	-19.0%	3,182	3,188	-0.2%	
Angola	222	169	31.4%	541	376	43.9%	
Aurora	2,028	1,492	35.9%	5,302	3,910	35.6%	
Boston	149	138	8.0%	416	319	30.4%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,362	737	84.8%	3,305	1,815	82.1%	
Reinstein Memorial	670	596	12.4%	1,834	1,126	62.9%	
Clarence	1,259	1,184	6.3%	3,272	2,566	27.5%	
Collins	248	237	4.6%	616	641	-3.9%	
Concord	538	457	17.7%	1,318	1,197	10.1%	
Eden	249	229	8.7%	639	511	25.0%	
Elma	348	283	23.0%	846	718	17.8%	
Grand Island Memorial	634	645	-1.7%	1,679	1,350	24.4%	
<i>Hamburg</i>							
Hamburg	1,898	1,591	19.3%	4,818	3,903	23.4%	
Lake Shore	431	398	8.3%	1,160	966	20.1%	
Lackawanna	488	276	76.8%	1,180	636	85.5%	
Lancaster	1,680	1,418	18.5%	4,225	3,233	30.7%	
Marilla	105	109	-3.7%	257	294	-12.6%	
Newstead	334	701	-52.4%	1,154	1,775	-35.0%	
North Collins	368	333	10.5%	946	755	25.3%	
Orchard Park	1,769	958	84.7%	4,250	2,345	81.2%	
City of Tonawanda	564	746	-24.4%	1,549	1,350	14.7%	
<i>Town of Tonawanda</i>							
Kenilworth	448	329	36.2%	1,086	821	32.3%	
Kenmore	2,216	1,543	43.6%	5,448	3,572	52.5%	
West Seneca	1,937	1,668	16.1%	4,774	3,967	20.3%	
<i>Buffalo</i>							
Coles	936	551	69.9%	2,285	1,434	59.3%	
Crane	371	406	-8.6%	1,150	1,632	-29.5%	
Dudley	1,297	1,781	-27.2%	4,399	3,378	30.2%	
East Clinton	645	449	43.7%	1,667	1,132	47.3%	
González-Soto	2,401	1,702	41.1%	5,541	4,002	38.5%	
Merriweather	985	755	30.5%	2,590	1,738	49.0%	
North Park	1,044	847	23.3%	2,492	2,274	9.6%	
Panty	970	1,025	-5.4%	2,659	2,454	8.4%	
Central	14,618	8,808	66.0%	36,212	22,954	57.8%	
<i>Bookmobile Services</i>							
Library on Wheels	35	48	-27.1%	106	71	49.3%	
Library2Go	0	See note.	See note.	0	See note.	See note.	
System	50,138	39,449	27.1%	127,876	94,007	36.0%	
Member Libraries	26,836	23,077	16.3%	68,775	52,938	29.9%	
Buffalo Branches	8,649	7,516	15.1%	22,783	18,044	26.3%	
Central Library	14,618	8,808	66.0%	36,212	22,954	57.8%	
Bookmobile Services	35	48	-27.1%	106	71	49.3%	

Lancaster Financial Monthly Report 2022
March

Account	Deposits	Disbursements	Interest	Sub-Total	Balance
M & T Checking					
Beginning Balance					\$12,007.91
Receipts	\$815.85				
BECPL- 2021 return to system (#24979)		-\$8,506.39			
Ending Balance	\$815.85	-\$8,506.39		-\$7,690.54	\$4,317.37
Bank on Buffalo					
Beginning Balance					\$66,167.91
AmazonSmile donation	\$32.80				
NYSUT retirees Bruce Smith memorial donation (Sunday hours)	\$300.00				
Cashed in CD 2404	\$12,771.49				
Copier	\$130.00				
Vending	\$12.00				
Headphones (2 @ \$3)	\$6.00				
Book sale	\$188.00				
Lakeshore Learning: STEM items (449)		-\$304.27			
Amazon Web Services: Transcription service (Debit)		-\$0.17			
Sprouts, NY LLC: 3/14 program (#450)		-\$75.00			
Donna Baia- Kidding Around Yoga 3/21 program (#541)		-\$50.00			
Lakeshore Learning: Numbers kit items (#452)		-\$124.38			
Positive Promotions: Volunteer gifts (Debit)		-\$50.39			
New York State: Sales tax return (Debit)		-\$246.55			
Amazon: Strong box (time capsule) (Debit)		-\$59.99			
Amazon: Yard games (Debit)		-\$171.79			
Amazon: Jenga carrying cases (Debit)		-\$119.97			
The Library Store: 8 stamps (#454)		-\$97.35			
Michales: Construction paper (Debit)		-\$64.45			
Amazon: Craft supplies (Debit)		-\$117.40			
Oriental Trading: STEM kit bags (Debit)		-\$27.16			
Green Lawn Landscapes: Firewood (453)		-\$150.00			
Ending Balance	\$13,440.29	-\$1,658.87		\$11,781.42	\$77,949.33
Bank on Buffalo CDs	Amount	Maturity	Interest Rate	Interest	Total
Bank on Buffalo CD 040	\$21,505.32	12M 6/28/22	0.28%	\$14.85	\$21,520.17
Bank on Buffalo CD 042	\$11,333.14	12M 4/6/22	0.28%	\$0.00	\$11,333.14
Bank on Buffalo CD 043	\$11,984.21	36M 7/27/23	0.61%	\$0.00	\$11,984.21
Bank on Buffalo CD 045	\$28,152.07	12M 1/24/23	0.11%	\$0.00	\$28,152.07
Bank on Buffalo CD 046	\$24,616.93	12M 5/24/22	0.28%	\$0.00	\$24,616.93
Bank on Buffalo CD 028	\$11,710.83	36M 10/27/24	0.19%	\$0.00	\$11,710.83
Bank on Buffalo CD 178	\$20,601.52	12M 8/03/22	0.28%	\$0.00	\$20,601.52
Bank on Buffalo CD 1283	\$10,568.16	12M 9/30/22	0.11%	\$2.87	\$10,571.03
Bank on Buffalo CD 2355	\$21,733.18	36M 5/29/22	3.20%	\$172.15	\$21,905.33
Bank on Buffalo CD 2404	\$12,762.74	CLOSED*	0.28%	\$8.75	\$0.00
Bank on Buffalo CD 7632	\$20,061.68	12M 10/9/22	0.11%	\$0.00	\$20,061.68
CD Balance				\$198.62	\$182,456.91
Total Balance					\$264,723.61

*CD 2404 closed on 3/23/2022. \$12771.49 transferred to checking acct.

**Petty Cash
March 2022**

Date	Item	Deposit	Withdrawl	Total
				\$82.77
3-Mar	Meagan- Dollar General- disinfectant wipes		-\$6.85	\$75.92
22-Mar	Kara- Dollar General- tablecloths for book sale		-\$8.00	\$67.92
24-Mar	Josh- Valu- handles for seed library		-\$6.00	\$61.92
31-Mar	Meagan- Dollar General- trash can and Peeps		-\$20.00	\$41.92
		\$0.00	-\$40.85	\$41.92

Craft Budget 2022				
DATE	VENDOR	PURPOSE	CHECK #	AMOUNT
1/4/2022	Fun Express	Winter crafts	437	\$352.86
1/19/2022	Oriental Trading	Spring - summer crafts	Debit	\$523.44
1/27/2022	Michaels	Construction paper	Debit	\$71.70
1/27/2022	Amazon	Paper bags and googly eyes	Debit	\$42.96
2/9/2022	Michaels	Vinyl sticker sheets	Debit	\$51.80
3/16/2022	Michaels	Construction paper	Debit	\$64.45
3/16/2022	Amazon	Paper bags, cups, and googly eyes	Debit	\$117.40
Total:				\$1,224.61
Balance:				<u>\$ 2,167.68</u>

Income	
DATE	ISSUED AMOUNT
2021 Elks left over	\$892.29
2022 Board budget	2,000.00
2022 Elks donation	\$500.00
Total Budget:	\$3,392.29

amazonprime

Deliver to Kara
Lancaster 14086

Home & Kitchen

acid free paper

Q

US

Hello, Kara
Account & Lists

Returns
& Orders

0

AllBuy AgainAmazon BasicsPharmacyCouponsAmazon OutletHealth & HouseholdSupport small, shop women-owned

Amazon HomeShop by RoomDiscoverShop by StyleHome DécorFurnitureKitchen & DiningBed & BathGarden & OutdoorHome Improvement



Back to resultsSponsored



Roll over image to zoom in

White - 96 Sheets, 15 Inch x 20 Inch - Acid-free Tissue Paper for Long-term storage | Colors of Rainbow

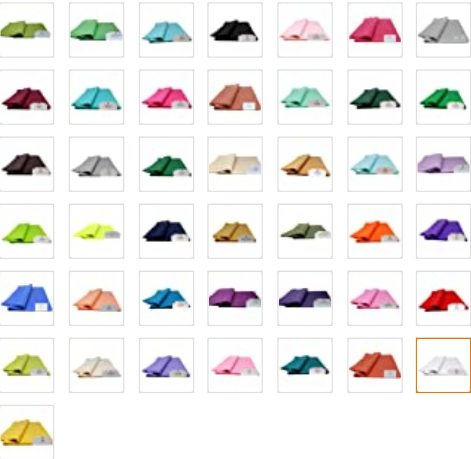
Visit the Colors of Rainbow Store
★★★★★ 1,440 ratings
21 answered questions

-45% \$9⁸⁶

List Price: \$17.99

prime One-Day
& FREE Returns

Color: White acid-free



Size 1 pack (96 sheets)
Material Paper
Color White acid-free
Brand Colors of Rainbow
Occasion All Occasions

About this item

- Premium quality tissue paper, acid-free and eco-friendly. Aging-resistant tissue paper can be used to wrap sensitive objects, or used as fillings or interleaving materials for photos and storage boxes. Tissue paper can be used in place of gift wrapping paper, for various craft projects or handmade items, and has many possible applications for party decoration.

\$9⁸⁶

prime One-Day
& FREE Returns

FREE delivery Tomorrow, March 29. Order within 7 hrs 30 mins

Deliver to Kara - Lancaster 14086

In Stock.

Qty: 1

Add to Cart

Buy Now

Secure transaction

Ships from Amazon
Sold by Colors of Rainbow LLC

Return policy: Eligible for Return, Refund or Replacement

☐ Add a gift receipt for easy returns

Add to List

Share

Sponsored

Lancaster Public Library

Annual Report For Public And Association Libraries - 2021

1. GENERAL LIBRARY INFORMATION

Library/Director Information

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2021, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	0800143520
1.2	Library Name	LANCASTER PUBLIC LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Lancaster
1.6	Beginning Fiscal Reporting Year	01/01/2021
1.7	Ending Fiscal Reporting Year	12/31/2021
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to	N/A

Question 1.8.

- | | | |
|------|--|---|
| 1.10 | Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8. | N/A |
| 1.11 | Beginning <u>Local</u> Fiscal Year | 01/01/2021 |
| 1.12 | Ending <u>Local</u> Fiscal Year | 12/31/2021 |
| 1.13 | Address Status | 00 (for no change from previous year) |
| 1.14 | Street Address | 5466 BROADWAY |
| 1.15 | City | LANCASTER |
| 1.16 | Zip Code | 14086 |
| 1.17 | Mailing Address | 5466 BROADWAY |
| 1.18 | City | LANCASTER |
| 1.19 | Zip Code | 14086 |
| 1.20 | Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number) | (716) 683-1120 |
| 1.21 | Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number) | (716) 686-0749 |
| 1.22 | E-Mail Address to Contact the Library (Enter N/A if no e-mail address) | lnc@buffalolib.org |
| 1.23 | Library Home Page URL (Enter N/A if no home page URL) | https://www.buffalolib.org/locations-hours/lancaster-public-library |
| 1.24 | Population Chartered to Serve (per 2010 Census) | 41,604 |
| 1.25 | Indicate the type of library as stated in the library's charter (select one): | PUBLIC |

- | | | |
|------|---|--------------------------------------|
| 1.26 | Indicate the area chartered to serve as stated in the library's charter (select one): | Town |
| 1.27 | During the reporting year, has there been any change to the library's legal service area boundaries?
Changes must be the result of a Regents charter action. Answer Y for Yes, N for No. | N |
| 1.28 | Indicate the type of charter the library currently holds (select one): | Absolute |
| 1.29 | Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter | 09/16/1915 |
| 1.30 | Date the library was last registered | 12/30/1947 |
| 1.31 | Federal Employer Identification Number | 166002581 |
| 1.32 | County | ERIE |
| 1.33 | School District | Lancaster Central School District |
| 1.34 | Town/City | Lancaster |
| 1.35 | Library System | Buffalo & Erie County Public Library |

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

- | | | |
|-------|----------------------------|-----|
| 1.36a | President/CEO Name | N/A |
| 1.36b | President/CEO Phone Number | N/A |
| 1.36c | President/CEO Email | N/A |

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

- | | | |
|------|---|-------|
| 1.37 | First Name of Library Director/Manager | Kara |
| 1.38 | Last Name of Library Director/Manager | Stock |
| 1.39 | NYS Public Librarian Certification Number | 19485 |

- 1.40 What is the highest education level of the library manager/director? Master's Degree
- 1.41 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science? Y
- 1.42 Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.
- 1.43 E-mail Address of the Director/Manager stockk@buffalolib.org
- 1.44 Fax Number of the Director/Manager (716) 686-0749
- 1.45 Does the library charge fees for library cards to people residing outside the system's service area? Y

Public Votes/Contracts

- 1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2021? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47. N
1. Name of municipality or district holding the public vote N/A
2. Indicate the type of municipality or district holding the public vote N/A
3. Date the vote was held (mm/dd/2021) N/A
4. Was the vote successful? Y/N N/A
5. What type of public vote was it? N/A
- 6a. Most recent prior year approved appropriation from a public vote: N/A

- 6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: N/A
- 6c. Total proposed appropriation (sum of 6a and 6b): N/A

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

- 1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2021) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48. N
1. Name of municipality or district holding the public vote N/A
2. Indicate the type of municipality or district holding the public vote
3. Date the last successful vote was held (mm/dd/yyyy) N/A
4. What type of public vote was it?
5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? N/A

Unusual Circumstances

- 1.48 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49. N
1. Name of contracting municipality or district N/A
2. Is this a written contractual agreement? N/A

- | | | |
|----|---|-----|
| 3. | Population of the geographic area served by this contract | N/A |
| 4. | Dollar amount of contract | N/A |
| 5. | Enter the appropriate code for range of services provided (select one): | N/A |

- 1.49 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? **Y**
 If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.

Note: As a result of the COVID-19 pandemic and due to the fact that the library was located in an NYS Micro-Cluster Orange Zone, the library building was closed to the public from 1/1/2021 - 1/25/2021, but offered curbside and walk-up services. In addition, Lancaster was open 46 hours per week in January, 55 February-August, and 60 September through December with the addition of Sunday hours. Lancaster was closed Sundays January-June.

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please [read](#) general information instructions below before completing this section.

NOTE: This section of the survey (2.1-2.25) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

- | | | |
|-----|-------------------------|--------|
| 2.1 | Adult Fiction Books | 13,292 |
| 2.2 | Adult Non-fiction Books | 7,976 |

2.3	Total Adult Books (Total questions 2.1 & 2.2)	21,268
2.4	Children's Fiction Books	13,544
2.5	Children's Non-fiction Books	3,498
2.6	Total Children's Books (Total questions 2.4 & 2.5)	17,042
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	38,310

Other Print Materials

2.8	Total Uncataloged Books	2,489
2.9	Total Print Serials	1,419
2.10	All Other Print Materials	12
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	3,920
2.12	Total Print Materials (Total questions 2.7 and 2.11)	42,230

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	0
2.14	Local Electronic Collections	24
2.15	NOVEL _{NY} Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	39
2.17	Audio - Downloadable Units	0
2.18	Video - Downloadable Units	0
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs;	1

and electronic government documents, reference tools, scores and maps.)

2.20 **Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)** 40

Non-Electronic Materials

2.21 Audio - Physical Units 4,360

2.22 Video - Physical Units 14,487

2.23 Other Circulating Physical Items 51

2.24 **Total Physical Items in Collection (Total questions 2.21 through 2.23)** 18,898

Grand Total/Additions to Holdings

2.25 **GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)** 61,168

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26 Cataloged Books 2,769

2.27 All Other Print Materials 1,234

2.28 Electronic Materials 0

2.29 All Other Materials 1,491

2.30 **Total Additions (Total questions 2.26 through 2.29)** 5,494

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits/Borrowers/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.30 through 3.82 for the 2021 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	52,465
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
3.2	Registered resident borrowers	17,989
3.3	Registered non-resident borrowers	6

Please report information on WRITTEN POLICIES as of 12/31/21.

WRITTEN POLICIES (Answer Y for Yes, N for No)

3.4	Does the library have an open meeting policy?	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y
3.6	Does the library have an Internet use policy?	Y
3.7	Does the library have a disaster plan?	Y
3.8	Does the library have a board-approved conflict of interest policy?	Y
3.9	Does the library have a board-approved whistle blower policy?	Y
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y

Please report information on ACCESSIBILITY as of 12/31/21.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
------	--	---

Note: Library by Mail offered at the System level.

3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N
------	--	---

3.13 Does the library have large print books? Y

3.14 Does the library have assistive technology for people who are visually impaired or blind? Y

3.15 - If so, what do you have?

screen reader, such as JAWS, Windoweyes or NVDA Yes

refreshable Braille commonly referred to as a refreshable Braille display No

screen magnification software, such as Zoomtext Yes

electronic scanning and reading software, such as OpenBook No

3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)? Y

Library Sponsored Programs/Summer Reading Program

SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

For Questions 3.19, 3.19a, 3.19b,

- If you have broken out Synchronous Program Sessions for Children by age group, 0–5 and 6–11, please complete Q3.19a and Q3.19b. Enter the total in Q3.19.
- If you have not broken out Synchronous Program Sessions by age group, enter the Number of Children's Programs in Q3.19, and enter N/A in Q3.19a and Q3.19b.

For Questions 3.26, 3.26a, 3.26b,

- If you have broken out Synchronous Children's Program Attendance by age group, 0–5 and 6–11, please complete Q3.26a and Q3.26b. Enter that total in Q3.26.
- If you have not broken out Synchronous Children's Program Attendance by age group, enter the Children's Program Attendance in Q3.26, and enter N/A in Q3.26a and Q3.26b.

3.17 Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older 49

3.18 Number of Synchronous Program Sessions Targeted 22

at Young Adults Ages 12-18

3.19	Number of Children's Programs	115
3.19a	Number of Synchronous Program Sessions Targeted at Children Ages 0-5	76
3.19b	Number of Synchronous Program Sessions Targeted at Children Ages 6-11	39
3.20	Number of Synchronous General Interest Program Sessions	24

Note: In 2020, programming numbers also included take and makes and other self-directed passive programs, which we broke out separately for this year and are now added to the one-on-ones, causing a decrease in group numbers and an increase in one-on-ones.

3.20a	Total Number of Synchronous Program Sessions for those libraries who are not reporting the number of Children's Programs in Q3.19a and Q3.19b (Total questions 3.17, 3.18, 3.19, 3.20)	210
3.21	Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20). This is the Total Number for those libraries who are breaking out Children's Programming questions by age.	210
3.21a	Number of Synchronous In-Person Onsite Program Sessions	202
3.21b	Number of Synchronous In-Person Offsite Program Sessions	2
3.21c	Number of Synchronous Virtual Program Sessions	6
3.22	One-on-One Program Sessions	3,871

Note: Increase due to take and makes being counted as one-on-ones this year.

3.23	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.24	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older	428

3.25 Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 158

3.26 Children's Program Attendance 3,686

Note: In 2020, programming numbers also included take and makes and other self-directed passive programs, which we broke out separately for this year and are now added to the one-on-ones, causing a decrease in group numbers and an increase in one-on-ones.

3.26a Attendance at Synchronous Programs Targeted at Children Ages 0-5 1,125

3.26b Attendance at Synchronous Programs Targeted at Children Ages 6-11 2,561

3.27 Attendance at Synchronous General Interest Programs 1,575

Note: In 2020, programming numbers also included take and makes and other self-directed passive programs, which we broke out separately for this year and are now added to the one-on-ones, causing a decrease in group numbers and an increase in one-on-ones.

3.27a Total Attendance at Synchronous Programs for those libraries who are not reporting the Children's Program Attendance in Q3.26a and Q3.26b (Total questions 3.24, 3.25, 3.26, 3.27) 5,847

3.28 Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27). This is the Total Number for those libraries who are breaking out Children's Programming questions by age. 5,847

Note: In 2020, programming numbers also included take and makes and other self-directed passive programs, which we broke out separately for this year and are now added to the one-on-ones, causing a decrease in group numbers and an increase in one-on-ones.

3.28a Synchronous In-Person Onsite Program Attendance 4,375

3.28b Synchronous In-Person Offsite Program Attendance 623

3.28c Synchronous Virtual Program Attendance 849

3.29 One-on-One Program Attendance 3,871

Note: Increase due to take and makes being counted as one-on-ones this year.

3.29a Total Number of Asynchronous Program Presentations 44

3.29b Total Views of Asynchronous Program Presentations within 7 Days 5,801

Please report information on SUMMER READING PROGRAMS for the 2021 calendar year.

SUMMER READING PROGRAM

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2021 (check all that apply):

- | | | |
|----|---|-----|
| a. | Program(s) for children | Yes |
| b. | Program(s) for young adults | Yes |
| c. | Program(s) for Adults | Yes |
| d. | Summer Reading at New York Libraries name and/or logo used | Yes |
| e. | Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used) | Yes |
| f. | N/A | No |

- | | | |
|------|---|-----|
| 3.31 | Library outlets offering the summer reading program | 1 |
| 3.32 | Children registered for the library's summer reading program | 70 |
| 3.33 | Young adults registered for the library's summer reading program | 15 |
| 3.34 | Adults registered for the library's summer reading program | 26 |
| 3.35 | Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34) | 111 |
| 3.36 | Children's program sessions - Summer 2021 | 56 |
| 3.37 | Young adult program sessions - Summer 2021 | 13 |
| 3.38 | Adult program sessions - Summer 2021 | 15 |

3.39	Total program sessions - Summer 2021 (total 3.36 + 3.37 + 3.38)	84
3.40	Children's program attendance - Summer 2021	400
3.41	Young adult program attendance - Summer 2021	125
3.42	Adult program attendance - Summer 2021	124
3.43	Total program attendance - Summer 2021 (total 3.40 + 3.41 + 3.42)	649

COLLABORATORS

3.44	Public school district(s) and/or BOCES	0
3.45	Non-public school(s)	0
3.46	Childcare center(s)	0
3.47	Summer camp(s)	0
3.48	Municipality/Municipalities	0
3.49	Literacy provider(s)	0
3.50	Other (describe using the State note)	2

Note: SPCA Paws for Love (Debbie Braun, pawsforlove@yoursPCA.org) and Therapy Dogs International (Lauren Kotrys, kotrys.lauren.e@gmail.com)

3.51	Total Collaborators (total 3.44 through 3.50)	2
------	---	---

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2021 calendar year.

EARLY LITERACY PROGRAMS

3.52	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	N
------	--	---

3.53 - Indicate types of programs offered (check all that apply)

a.	Focus on birth - school entry (kindergarten)	Yes
b.	Focus on parents & caregivers	No
c.	Combined audience	No
d.	N/A	No

3.54 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	76
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0

3.55 **Total Sessions** 76

3.56 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	1,125
----	--	-------

Note: In 2020, programming numbers also included take and makes and other self-directed passive programs, which we broke out separately for this year and are now added to the one-on-ones, causing a decrease in group numbers and an increase in one-on-ones.

b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0

3.57 **Total Attendance** 1,125

Note: In 2020, programming numbers also included take and makes and other self-directed passive programs, which we broke out separately for this year and are now added to the one-on-ones, causing a decrease in group numbers and an increase in one-on-ones.

3.58 - Collaborators (check all that apply):

a.	Childcare center(s)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No

- d. Health care providers/agencies No
- e. Other (describe using the State note) Yes
- Note:** SPCA Paws for Love (Debbie Braun, pawsforlove@yoursPCA.org)

Please report information on ADULT LITERACY for the 2021 calendar year.

ADULT LITERACY

- 3.59 Did the library offer adult literacy programs? No
- 3.60 Total group program sessions 0
- 3.61 Total one-on-one program sessions 59
- 3.62 Total group program attendance 0
- 3.63 Total one-on-one program attendance 59
- 3.64 - Collaborators (check all that apply)
- a. Literacy NY (Literacy Volunteers of America) Yes
- b. Public School District(s) and/or BOCES No
- c. Non-Public Schools No
- d. Other (see instructions and describe using Note) No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2021 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

- 3.65 Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No) N
- 3.66 Children's program sessions 0
- 3.67 Young adult program sessions 0
- 3.68 Adult program sessions 0

3.69	Total program sessions (total 3.66 + 3.67 + 3.68)	0
3.70	One-on-one program sessions	0
3.71	Children's program attendance	0
3.72	Young adult program attendance	0
3.73	Adult program attendance	0
3.74	Total program attendance (total 3.71 + 3.72 + 3.73)	0
3.75	One-on-one program attendance	0
3.76	- Collaborators (check all that apply):	
a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Other (describe using the Note)	No

Please report information on DIGITAL LITERACY for the 2021 calendar year.

DIGITAL LITERACY

3.77	Did the library offer digital literacy programs?	Y
3.78	Total group program sessions	0
3.79	Total one-on-one program sessions	77
3.80	Total group program attendance	0
3.81	Total one-on-one program attendance	77
3.82	Did your library offer teen-led activities during the 2021 calendar year?	N

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference Transactions

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	24,501
4.2	Adult Non-fiction Books	8,052
4.3	Total Adult Books (Total questions 4.1 & 4.2)	32,553
4.4	Children's Fiction Books	34,991
4.5	Children's Non-fiction Books	5,286
4.6	Total Children's Books (Total questions 4.4 & 4.5)	40,277
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	72,830

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	32,549
4.9	Circulation of Children's Other Materials	4,093
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	36,642
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	109,472

ELECTRONIC USE

4.12	Use of Electronic Material	0
------	----------------------------	---

Note: This is being reported at the System level.

4.13	Successful Retrieval of Electronic Information	0
------	--	---

Note: This is being reported at the System level.

4.14	Electronic Content Use (Total questions 4.12 & 4.13)	0
------	--	---

4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	109,472
------	--	---------

4.16 **Total Collection Use (Total questions 4.13 & 4.15)** 109,472

4.17 **Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)** 44,370

REFERENCE TRANSACTIONS

4.18 Total Reference Transactions 6,627

4.18a Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks? CT - Annual Count

4.19 Does the library offer virtual reference? Y

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20 TOTAL MATERIALS RECEIVED 0

Note: This is being reported at the System level.

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21 TOTAL MATERIALS PROVIDED 0

Note: This is being reported at the System level.

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2021.

SYSTEMS AND SERVICES

5.1 Automated circulation system? Y

5.2 Online public access catalog (OPAC)? Y

5.3 Electronic access to the OPAC from outside the library? Y

5.4 Annual number of visits to the library's web site 19,873

5.5 Does the library use Internet filtering software on any computer? Y

5.6 Does your library use social media? Y

5.7 Does the library file for E-rate benefits? Y

Note: Included as a component unit of B&ECPL.

5.8 Is the library part of a consortium for E-rate benefits? N

5.9 If yes, in which consortium are you participating? N/A

5.10 Name of the person responsible for the library's Information Technology (IT) services Steven Hovey IT Administrator

5.11 IT contact's telephone number (enter 10 digits only and hit the Tab key) (716) 858-6004

5.12 IT contact's email address hoveys@buffalolib.org

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section. 35

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	1.29
6.5	Vacant Librarian (certified)	0
6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	0

6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	5.49
6.11	Vacant Other Staff	.4
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	7.78
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.40

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1
6.15	Salary - Entry Level Librarian (certified)	\$45,698
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	\$74,969
6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	\$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2021 all public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2021**. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website. Questions about the new standards should be directed to your library system.

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. Y
2. Has a community-based, board-approved, written long-range plan of service developed by the library Y

board of trustees and staff.

3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. Y
4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. Y
5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. Y
6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. Y
7. Is open the minimum standard number of public service hours for population served. (see instructions) Y
8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:
 - 8a. space Y
 - 8b. lighting Y
 - 8c. shelving Y
 - 8d. seating Y
 - 8e. power infrastructure Y
 - 8f. data infrastructure Y
 - 8g. public restroom Y
9. Provides programming to address community needs, as outlined in the library's long-range plan of service. Y

10. Provides

- 10a. a circulation system that facilitates access to the local library collection and other library catalogs Y
- 10b. equipment, technology, and internet connectivity to address community needs and facilitate access to information. Y
11. Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above. Y
12. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. Y
13. Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service. Y
14. Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service. Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

- 8.1 Main Library 1
- 8.2 Branches 0
- 8.3 Bookmobiles 0
- 8.4 Other Outlets 0
- 8.5 **TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)** 1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6 Minimum Weekly Total Hours - Main Library 46.00

Note: The library was located in an NYS Micro-Cluster Orange Zone from 1/1/2021 - 1/25/2021, therefore the library building was closed to the public, but offered curbside and walk-up services 46 hours per week. The library resumed its minimum weekly hours of 55 hours per week on Saturday, February 6, 2021 and maintained the minimum requirement for the duration of 2021. Furthermore, Lancaster was open 60 hours per week from September through December with the addition of Sunday hours.

8.7 Minimum Weekly Total Hours - Branch Libraries 0.00

8.8 Minimum Weekly Total Hours - Bookmobiles 0.00

8.9 Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8) 46.00

Note: The library was located in an NYS Micro-Cluster Orange Zone from 1/1/2021 - 1/25/2021, therefore the library building was closed to the public, but offered curbside and walk-up services 46 hours per week. The library resumed its minimum weekly hours of 55 hours per week on Saturday, February 6, 2021 and maintained the minimum requirement for the duration of 2021. Furthermore, Lancaster was open 60 hours per week from September through December with the addition of Sunday hours.

8.10 Annual Total Hours - Main Library 2,800.00

8.11 Annual Total Hours - Branch Libraries 0.00

8.12 Annual Total Hours - Bookmobiles 0.00

8.13 Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12) 2,800.00

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID-19 pandemic. Report all information in Part 8A from January 1, 2021 to December 31, 2021.

CV1 Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic? No

Note: As a result of the COVID-19 pandemic and due to the fact that the library was located in an NYS Micro-Cluster Orange Zone, the library building was closed to the public from 1/1/2021 - 1/25/2021, but offered curbside and walk-up services.

CV2 Did library staff continue to provide services to the public during any portion of the period when the

building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?

CV3 Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic? Yes

CV4 Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic? Yes

CV5 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic? Yes

CV6 Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic? Yes

Note: External WiFi was in place prior to pandemic.

CV7 Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic? No

CV8 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic? No

CV9 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19 19

Note: January 26, 2021 - June 7, 2021, the library building was open, but our meeting room was closed due to using it as a quarantine space for returned materials. The meeting room reopened on June 8, 2021.

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible. br>

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main

libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to collectconnect@baker-taylor.com

- | | | |
|-----|---|---|
| 1. | Outlet Name | Lancaster Public Library |
| 2. | Outlet Name Status | 00 (for no change) |
| 3. | Street Address | 5466 Broadway |
| 4. | Outlet Street Address Status | 00 (for no change) |
| 5. | City | Lancaster |
| 6. | Zip Code | 14086 |
| 7. | Phone (enter 10 digits only) | (716) 683-1120 |
| 8. | Fax Number (enter 10 digits only) | (716) 686-0749 |
| 9. | E-mail Address | lnc@buffalolib.org |
| 10. | Outlet URL | https://www.buffalolib.org/locations-hours/lancaster-public-library |
| 11. | County | Erie |
| 12. | School District | Lancaster |
| 13. | Library System | Buffalo & Erie County Public Library |
| 14. | Outlet Type Code (select one): | CE |
| 15. | Public Service Hours Per Year for This Outlet | 2,800 |
| 16. | Number of Weeks This Outlet is Open | 49 |

16a Number of weeks an outlet closed due to COVID-19 3

Note: As a result of the COVID-19 pandemic and due to the fact that the library was located in an NYS Micro-Cluster Orange Zone, the library building was closed to the public from 1/1/2021 - 1/25/2021, but offered curbside and walk-up services.

16b Number of weeks an outlet had limited occupancy due to COVID-19 19

Note: January 26, 2021 - June 7, 2021, the library building was open, but our meeting room was closed due to using it as a quarantine space for returned materials. The meeting room reopened on June 8, 2021.

17. Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)? Y

18. Is the meeting space available for public use even when the outlet is closed? N

19. Total number of non-library sponsored programs, meetings and/or events at this outlet 28

20. Enter the appropriate outlet code (select one): LRF

21. Who owns this outlet building? Town

22. Who owns the land on which this outlet is built? Town

23. Indicate the year this outlet was initially constructed 1975

24. Indicate the year this outlet underwent a major renovation costing \$25,000 or more 2020

25. Square footage of the outlet 15,609

26. Number of Internet Computers Used by General Public 31

27. Number of uses (sessions) of public Internet computers per year 7,196

27a Reporting Method for Number of Uses of Public Internet Computers Per Year CT - Annual Count

28. Type of connection on the outlet's public Internet computers Other (specify using the State note)

Note: Ethernet connections to central.

29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps
31.	Internet Provider Note: Crown Castle	Other (specify using the State note)
32.	WiFi Access	Password required
33.	Wireless Sessions	15,756
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	N
37.	<i>LIBID</i>	0800143520
38.	<i>FSCSID</i>	NY0021
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2021. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1 Total number of board meetings held during calendar year (January 1, 2021 to December 31, 2021) 12

NUMBER OF TRUSTEES AND TERMS

10.2 Does your library have a range of trustees stated in the library's charter documents (incorporation)? No

10.5 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? 6

10.6 Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note. Yes

10.7 If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)? 6 years

BOARD MEMBER SELECTION

10.8 Enter Board Member Selection Code (select one): EP - board members are elected in a public election

List Officers and Board Members as of February 1, 2022. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

10.9 First Name Suzanne

10.10 Last Name Jacobs

10.11 Mailing Address 6008 Genesee St.

10.12 City Lancaster

10.13 Zip Code (5 digits only) 14086

10.14 Phone (enter 10 digits only) (716) 681-5494

10.15 E-mail Address smjacobs2001@yahoo.com

10.16	Term Begins - Month	January
10.17	Term Begins - Year (yyyy)	2022
10.18	Term Expires - Month	December
10.19	Term Expires - Year (yyyy)	2027
10.20	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
10.21	The date the Oath of Office was taken (mm/dd/yyyy)	01/21/2022
10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/21/2022
10.23	Is this a brand new trustee?	N

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect (**but do not include the Board President—this information should still be entered directly into the survey**). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](https://collectconnect.baker-taylor.com/SurveyReport.aspx?IncludeAnno=Y&Impersonate=&ResponseTypes=CY&SelectSection=ALL&SectionId=&...). Complete this form and email it to collectconnect@baker-taylor.com.

1.	Status	Filled
2.	First Name of Board Member	Kenneth
3.	Last Name of Board Member	Graber
4.	Mailing Address	4 Foxhunt Rd.
5.	City	Lancaster
6.	Zip Code (5 digits only)	14086
7.	E-mail address	kamas5@aol.com
8.	Office Held or Trustee	Vice President

- | | | |
|-----|--|------------|
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2020 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2025 |
| 13. | Is the trustee serving a full term? If No, add a Note.
The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 01/09/2020 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/09/2020 |
| 16. | Is this a brand new trustee? | N |
-
- | | | |
|----|----------------------------|--------------------|
| 1. | Status | Filled |
| 2. | First Name of Board Member | Barbara |
| 3. | Last Name of Board Member | Tamol |
| 4. | Mailing Address | 487 Central Ave. |
| 5. | City | Lancaster |
| 6. | Zip Code (5 digits only) | 14086 |
| 7. | E-mail address | lomat328@gmail.com |
| 8. | Office Held or Trustee | Secretary |
| 9. | Term Begins - Month | January |

- | | | |
|-----|--|------------|
| 10. | Term Begins - Year (year) | 2022 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2027 |
| 13. | Is the trustee serving a full term? If No, add a Note.
The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 01/27/2022 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/27/2022 |
| 16. | Is this a brand new trustee? | N |
-
- | | | |
|-----|----------------------------|------------------------|
| 1. | Status | Filled |
| 2. | First Name of Board Member | Jan |
| 3. | Last Name of Board Member | Yarborough |
| 4. | Mailing Address | 329 Olmstead Ave. |
| 5. | City | Depew |
| 6. | Zip Code (5 digits only) | 14043 |
| 7. | E-mail address | jpyarborough@gmail.com |
| 8. | Office Held or Trustee | Financial Officer |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2018 |

- | | | |
|-----|--|------------|
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2023 |
| 13. | Is the trustee serving a full term? If No, add a Note.
The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 01/11/2018 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/11/2018 |
| 16. | Is this a brand new trustee? | N |
-
- | | | |
|-----|----------------------------|------------------------|
| 1. | Status | Filled |
| 2. | First Name of Board Member | Gary |
| 3. | Last Name of Board Member | Howell |
| 4. | Mailing Address | 633 Terrace Blvd. |
| 5. | City | Depew |
| 6. | Zip Code (5 digits only) | 14043 |
| 7. | E-mail address | ghowl53@protonmail.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2018 |
| 11. | Term Expires | December |

- | | | |
|-----|--|------------|
| 12. | Term Expires - Year (yyyy) | 2023 |
| 13. | Is the trustee serving a full term? If No, add a Note.
The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 01/02/2018 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/02/2018 |
| 16. | Is this a brand new trustee? | N |
-
- | | | |
|-----|----------------------------|------------------|
| 1. | Status | Filled |
| 2. | First Name of Board Member | Kristyn |
| 3. | Last Name of Board Member | Wind |
| 4. | Mailing Address | 26 Schlemmer Rd. |
| 5. | City | Lancaster |
| 6. | Zip Code (5 digits only) | 14086 |
| 7. | E-mail address | kwind6@gmail.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2020 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2025 |

13. Is the trustee serving a full term? If No, add a Note.
The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 01/31/2020
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/31/2020
16. Is this a brand new trustee? N

Trustee Education

Complete one record for each person serving as a trustee as of December 31, 2021. These trustees will not be exactly the same as the trustees listed in the section above.

1. Trustee Name Suzanne Jacobs

2. Has the trustee participated in trustee education in the last calendar year (2021)? Y

1. Trustee Name Kenneth Graber

2. Has the trustee participated in trustee education in the last calendar year (2021)? Y

1. Trustee Name Jan Yarborough

2. Has the trustee participated in trustee education in the last calendar year (2021)? Y

1. Trustee Name Barbara Tamol

2. Has the trustee participated in trustee education in the last calendar year (2021)? N

- | | | |
|----|---|-------------|
| 1. | Trustee Name | Gary Howell |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | N |

- | | | |
|----|---|--------------|
| 1. | Trustee Name | Kristyn Wind |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | N |

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

- 11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3. Y

- | | | |
|----|---|-----------|
| 1. | Source of Funds | County |
| 2. | Name of funding County, Municipality or School District | Erie |
| 3. | Amount | \$513,641 |
| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | N |
| 5. | Written Contractual Agreement | Y |

- | | | |
|----|--|-----------|
| 1. | Source of Funds | Town |
| 2. | Name of funding County, Municipality or School | Lancaster |

District

- | | | |
|----|---|----------|
| 3. | Amount | \$24,062 |
| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | N |
| 5. | Written Contractual Agreement | N |

11.2	TOTAL LOCAL PUBLIC FUNDS	\$537,703
------	---------------------------------	-----------

SYSTEM CASH GRANTS TO MEMBER LIBRARY

- | | | |
|------|---|----------|
| 11.3 | Local Library Services Aid (LLSA) | \$11,884 |
| 11.4 | Record all Central Library Services Aid monies received from system headquarters | \$0 |
| 11.5 | Additional State Aid received from the System
Note: Special Legislative Aid | \$20,000 |
| 11.6 | Federal Aid received from the System | \$0 |
| 11.7 | Other Cash Grants | \$0 |
| 11.8 | TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7) | \$31,884 |

OTHER STATE AID

- | | | |
|------|---|---------|
| 11.9 | State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants | \$3,558 |
|------|---|---------|
- Note:** Balance of Construction grant funding

Federal Aid/Other Receipts**FEDERAL AID FOR LIBRARY OPERATION**

- | | | |
|-------|---|-----|
| 11.10 | LSTA | \$0 |
| 11.11 | Other Federal Aid | \$0 |
| 11.12 | TOTAL FEDERAL AID (Add Questions 11.10 and | \$0 |

11.11)

11.13 **CONTRACTS WITH PUBLIC LIBRARIES
AND/OR PUBLIC LIBRARY SYSTEMS IN
NEW YORK STATE** \$0

OTHER RECEIPTS

11.14 Gifts and Endowments \$25,795

11.15 Fund Raising \$2,684

11.16 Income from Investments \$1,970

11.17 Library Charges \$8,690

11.18 Other \$3,241

11.19 **TOTAL OTHER RECEIPTS** (Add Questions
11.14, 11.15, 11.16, 11.17 and 11.18) \$42,380

11.20 **TOTAL OPERATING FUND RECEIPTS** (Add
Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19) \$615,525

11.21 **BUDGET LOANS** \$0

Transfers/Grant Total**TRANSFERS**

11.22 From Capital Fund (Same as Question 14.8) \$0

11.23 From Other Funds \$0

11.24 **TOTAL TRANSFERS** (Add Questions 11.22 and
11.23) \$0

11.25 **BALANCE IN OPERATING FUND - Beginning**
Balance for Fiscal Year Ending 2021 (Same as
Question 12.40 of previous year if fiscal year has not
changed) \$238,988

11.26 **GRAND TOTAL RECEIPTS, BUDGET LOANS,
TRANSFERS AND BALANCE** (Add Questions \$854,513

11.20, 11.21, 11.24 and 11.25; Same as Question
12.40)

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$147,777
12.2	Other Staff	\$127,396
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$275,173
12.4	Employee Benefits Expenditures	\$103,137
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$378,310

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$38,580
12.7	Electronic Materials Expenditures	\$50,171
12.8	Other Materials Expenditures	\$19,016
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$107,767

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$0
12.11	From Other Funds (71OF)	\$0
12.12	Total Capital Expenditures (Add Questions 12.10	\$0

and 12.11)

OPERATION AND MAINTENANCE OF BUILDINGS**Repairs to Building & Building Equipment**

12.13 From Local Public Funds (72PF) \$27,620

12.14 From Other Funds (72OF) \$9,542

12.15 **Total Repairs** (Add Questions 12.13 and 12.14) \$37,162

12.16 Other Disbursements for Operation & Maintenance of Buildings \$20,817

12.17 **Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16) \$57,979**MISCELLANEOUS EXPENSES**

12.18 Office and Library Supplies \$5,925

12.19 Telecommunications \$1,325

12.20 Postage and Freight \$139

12.21 Professional & Consultant Fees \$265

12.22 Equipment \$338

12.23 Other Miscellaneous \$25,686

12.24 **Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23) \$33,678**Contracts/Debt Service/Transfers/Grand Total**12.25 **CONTRACTS WITH PUBLIC LIBRARIES
AND/OR PUBLIC LIBRARY SYSTEMS IN
NEW YORK STATE** \$0**DEBT SERVICE****Capital Purposes Loans (Principal and Interest)**

12.26	From Local Public Funds (73PF)	\$0
12.27	From Other Funds (73OF)	\$0
12.28	Total (Add Questions 12.26 and 12.27)	\$0
Other Loans		
12.29	Budget Loans (Principal and Interest)	\$0
12.30	Short-Term Loans	\$0
12.31	Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$0
12.32	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$577,734
TRANSFERS		
Transfers to Capital Fund		
12.33	From Local Public Funds (76PF)	\$0
12.34	From Other Funds (76OF)	\$0
12.35	Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0
12.36	Transfer to Other Funds	\$8,451
12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$8,451
12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$586,185
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2021	\$268,328
12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$854,513

ASSURANCE

12.41 The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy). 04/14/2022

Note: Approval pending for the Lancaster Public Library's Board of Trustees meeting on April 14, 2022.

FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy) 05/19/2011

12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 1/1/2010-12/31/2010

12.44 Indicate type of audit (select one): Private Accounting Firm

CAPITAL FUND

12.45 Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report. N

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1 Revenues from Local Government Sources \$0

13.2 All Other Revenues from Local Sources \$0

13.3 **Total Revenues from Local Sources (Add Questions 13.1 and 13.2)** \$0

STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction \$0

13.5 Other State Aid \$0

13.6 **Total State Aid (Add Questions 13.4 and 13.5)** \$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7 **TOTAL FEDERAL AID** \$0

INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	\$0
13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$0
13.10	NON-REVENUE RECEIPTS	\$0
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$0
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2021 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$0
13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$0

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1	Construction	\$0
14.2	Incidental Construction	\$0
Other Disbursements		
14.3	Purchase of Buildings	\$0
14.4	Interest	\$0
14.5	Collection Expenditures	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0

14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$0
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
14.9	NON-PROJECT EXPENDITURES	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2021	\$0
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$0

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	2.00
16.2	Total Librarians	2.00
16.3	All Other Paid Staff	5.15
16.4	Total Paid Employees	7.15
16.5	State Government Revenue	\$35,442
Note: Includes \$20,000 in special legislative aid awarded in 2021. Also includes balance of construction aid funding of \$3,558.		
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$42,380

16.8	Total Operating Revenue	\$615,525
16.9	Other Operating Expenditures	\$91,657
16.10	Total Operating Expenditures	\$577,734
16.11	Total Capital Expenditures	\$0
16.12	Print Materials	42,218
16.13	Total Registered Borrowers	17,995
16.14	Other Capital Revenue and Receipts	\$0
16.15	Number of Internet Computers Used by General Public	31
16.16	Total Uses (sessions) of Public Internet Computers Per Year	7,196
16.17	Wireless Sessions	15,756
16.18	Total Capital Revenue	\$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	LIB ID	0800143520
17.2	Interlibrary Relationship Code	ME
17.3	Legal Basis Code	CI
17.4	Administrative Structure Code	SO
17.5	FSCS Public Library Definition	Y
17.6	Geographic Code	OTH
17.7	FSCS ID	NY0021
17.8	SED CODE	141901700040

17.9 *INSTITUTION ID*

800000052078

SUGGESTED IMPROVEMENTS

Library Name: LANCASTER PUBLIC LIBRARY

Library System: Buffalo & Erie County Public Library

Name of Person Completing Form: Kara Stock

Phone Number: (716) 683-1120

I am satisfied that this resource (Collect) is meeting library needs: Agree

Applying this resource (Collect) will help improve library services to the public: Agree

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you! No suggestions.

Resolution 2022-1

RESOLUTION adopted by the Board of Trustees of the Lancaster Public Library at a regular meeting of said Board of Trustees held at the Lancaster Public Library on the fourteenth day of April 2022 at four o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the Lancaster Public Library, held at Lancaster Public Library on the fourteenth day of April 2022, a resolution was adopted of which the following is a true copy:

RESOLVED, that the Library operated under its plan of service in accordance with the provisions of Education law and the Regulations of the Commissioner, and be it further

RESOLVED, that the Library attests that the financial information provided to the Buffalo & Erie County Public Library and New York State as part of any and all reporting is true and complete, and be it further

RESOLVED, that the "Annual Report" was reviewed and accepted by the Board of Trustees.

Clerk _____

Ayes _____

Noes _____

SUMMER READING PROGRAM REQUESTS

RAFFLE ITEMS

Title	Cost	Website
Giant Splash Pad with Sprinkler	\$99.99	https://amzn.to/372yoqN
LEGO Ocean Explorer	\$99.99	https://amzn.to/3JwEmxd
Telescope for Beginners	\$99.99	https://amzn.to/38wNJju
Camping Tent - 4 person	\$99.99	https://amzn.to/3NVqK1M
\$399.96		

MISCELLANEOUS

Title	Cost	Website
Lakeshore Magnetic Fishing Set (Summer Kickoff)	\$32.99	https://bit.ly/364AxBG
Shipping	\$5.00	
Rainbow Fish Costume (Summer Kickoff)	\$175.00	https://bit.ly/38J7BQD
Flouresccent Light Covers - Seascape	\$35.99	https://amzn.to/3KyIw8W
\$248.98		

TOTAL \$648.94

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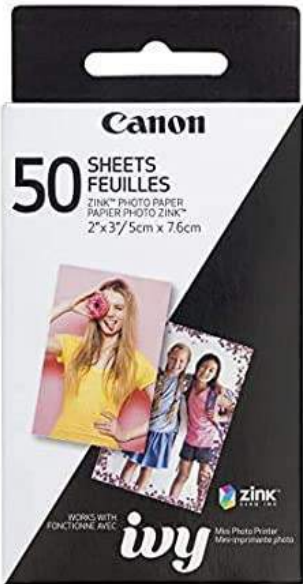
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Item Weight 0.1 Pounds
Paper Finish Glossy
Sheet Size 2 x 3

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- For Canon Ivy mini photo printers

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Battery Cell Composition	NiMH
Unit Count	1 Count
Voltage	2.4 Volts

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**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, May 12, 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 April 14, 2022
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
 - A. April Report
 - B. CDs: #046 matures 5/24/22; #2355 matures 5/29/22
 - C. Quarterly Program Projection
- VIII. Old Business
 - A. Building Maintenance Update – Staff Room Renovations
 - B. Little Free Libraries Project
 - C. ACT Meeting Report
 - D. Elevator - Change Orders
- IX. New Business
 - A. Purchase of water container, storage cubicles - \$356
 - B. Demco: book repair, spine label, book jacket covers, name badges - \$174.97
 - C. Summer Reading Program prizes - \$493.76
 - D. Two croquet sets - \$99.98
- X. Adjournment

Next Meeting: THURSDAY, JUNE 9, 2022 – 4:00PM

Lancaster Public Library

Board of Trustees

Meeting Minutes

April 14, 2022

- I.** Roll Call: S. Jacobs, J. Yarborough, G. Howell, K. Graber, K. Stock, D. Stempniak, R. Leary
- II.** The meeting was called to order at 4:00 PM
- III.** Agenda: A new item was added – New business, item K, Replenish Seeds. Moved by J. Yarborough, 2nd: Ken Graber, Vote: Unanimous
- IV.** The March 10 meeting minutes were approved as presented. Moved by K. Graber, 2nd: Jan Yarborough, vote: unanimous
- V.** Director's Report: K. Stock reported – new system director, John Spears – The Very Hungry Caterpillar won March Madness Children's book - – Janice Jaskowiak's last day of work was March 30 – There were two author visits – a variety of craft kits were handed out – activities included Lego club, making Leprechaun traps, conducting Leprechaun search, and the young adult book club.
- VI.** Friends of the Library Meeting: D. Stempniak report on the Friends meeting. The first mini Book Sale earned \$4,533.00. The first Chicken Barbecue will be held on Saturday, May 22nd.
- VII.** Financial Reports:
 - a.** The March Financial report was approved as presented. Motion G. Howell, 2nd: Ken Graber, Vote: unanimous
 - b.** Cd 042 was cashed in, the money put in the checking account.
 - c.** Replenish Petty Cash - \$150.00 Motion: J. Yarborough, 2nd: S. Jacobs, Vote: unanimous.
 - d.** Craft Budget Update – A report on the craft budget update was presented
- VIII.** Old Business
 - a.** Staff Room Renovations – Carmen Ciccarelli presented an estimate based on the town doing the work.
 - b.** Little Free Library – The price per stand is \$300.00. One stand has arrived.
 - c.** Time capsule Project – A motion was made to purchase acid free paper for \$20.00. Motion: G. Howell, 2nd: J. Yarborough, Vote: unanimous
- IX.** New Business
 - a.** ACT Meeting presentation – K. Stock prepared the presentation.
 - b.** Fine Elimination Policy – The library is eliminating fines for overdue books. Patrons will still have to pay for lost or damaged materials
 - c.** Staffing Updates – PT Page – Lisa Friol; Sr. Page – Paula Nelson, were hired.
 - d.** 2021 State Report – A motion was made to approve the state report. Motion: K. Graber, 2nd: Jan Yarborough, Vote: unanimous.
 - e.** New System Liaison – Michael Amodeo is the Central Library Board Liaison to the Lancaster Library Board.
 - f.** Summer Reading Program – The theme is Oceans of Possibilities. The kick-off party is Thursday, June 30th.
 - g.** Photo Printer and Paper – A motion was made to spend \$175.00 . Motion J. Yarborough, 2nd: G. Howell, Vote: Unanimous.

Gary Howell

Director's Report April 2022

Highlights

Book Sale – The Friends of the Lancaster Public Library sponsored a well-attended donated book sale on Saturday, April 2nd and Sunday, April 3rd.

Lancaster Women's Civic Club - Library Director Kara Stock was the featured speaker at the Civic Club's monthly meeting on Thursday, April 14th. **12** club members learned about library services and participated in a round of library trivia for a chance to win prizes.

Seed Library – Library Assistant John Benzee debuted our new seed library on Thursday, April 7th. This library includes seed packets for a variety of vegetables, flowers, and herbs. A Facebook post about this new service went viral and **323** packets were picked up in April!



Programming

Author Visit - Isaiah Rashad gave a talk about his book *Homicide of a Rat* for **6** adults on Wednesday, April 20th.

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

Computer Coach – John held **4** one-on-one technology appointments, assisting patrons with learning how to navigate their smartphones, using email and Microsoft Word.

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

- **Craft & Carry** - 87 children picked up an Earth Day craft kit.
- **Pizza Garden Kits** - These new kits, created by John, contain tomato seeds, basil seeds, oregano seeds, soil, labels, instructions and recipes. The kit comes in a convenient egg carton for easy seed starting. **18** were picked up.
- **Rock Painting Kits** – **12** members of a local Girl Scout Troop picked up these kits and will return the completed products for our children's garden.



- **STEM Kits: Peep Boats** - 28 children picked up this kit and performed their experiment at home.
- **Take & Make** - These weekly kits had children's book themes such as *Creepy Carrots* by Aaron Reynolds and 175 were picked up.



Easter Egg Craft - Youth Services Librarian Meagan Carr held this program on Wednesday, April 13th for 9 children. They made three different crafts out of plastic eggs: a lightning bug, a wacky monster, and a painted egg.

Escape Room - Meagan held this program on Saturday, April 23rd for 3 teenagers. They figured out how to escape from the library by using clues to solve puzzles. The teens worked together and escaped in 45 minutes.

Family Literacy - Certified Literacy Specialist and Lancaster Educator Beth Farrar taught two back to back Family Literacy Workshops for 14 & 13 attendees respectively on Thursday, April 28th.

Kidding Around Yoga with Donna Baia - 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, April 25th.

LEGO® Club - Youth Services Librarian Meagan Carr held 2 LEGO® Clubs for a total of 15 children on Saturday, April 9th. They built their own adventure.

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

Ms. Melissa's Sprouts - Melissa Sacco helped 11 preschool age children learn and grow through music on Monday, April 11th.

Native Plants - Master Gardener Lyn Chimera gave a detailed overview of native plant gardening for 25 adults on Tuesday, April 19th.

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, April 30th. 4 children practiced reading out loud to the dog.

Rock Painting - Meagan helped 9 children paint rocks for our children's garden on Thursday, April 14th.

Storytime - Meagan conducted 11 sessions for a total of 65 children.

STEM Storytime - Meagan conducted **3** sessions of this new program: part storytime & part preschool STEM lab. **20** children learned about dinosaurs, bugs, and construction.

STEM Workshop: Coding & Carrousel Animals - The Herschell Carrousel Factory Museum held a STEM workshop for **5** children on Saturday, April 23rd. The students used squishy circuits to learn about electricity and how it relates to the carrousel. This program was made possible with support from Fund for the Arts & New York State Council on the Arts via Young Audiences of Western New York.

StoryWalk® - Children were encouraged to take a walk and read the book *Pete the Cat: Big Easter Adventure* by Kimberly and James Dean in the children's area of our library.

Young Adult Book Club - Part-time Librarian Michael Green held a book club for **4** attendees on Thursday, April 14th. They discussed *The Thief Lord* by Cornelia Funke.



Youth Bureau Craft Program - Volunteers from the Lancaster Youth Bureau held a hands-on Easter craft program on Wednesday, April 13th for **9** children.

Meetings

April 5, 6 & 6 - Kara and John conducted interviews for our Part-Time Page position.

April 13 - Kara attended the Manager-Director Meeting at the Central Library.

April 28 - Kara, Meagan, and John met to continue planning our 2022 goals. We are finalizing summer activities.

LANCASTER PUBLIC LIBRARY

2022 STATISTICS

CIRCULATION			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	8,583	3,832	124.0%
FEB	9,681	8,640	12.0%
MAR	11,175	9,752	14.6%
APR	15,609	8,582	81.9%
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	45,048	30,806	46.2%

LIBRARY VISITS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	4,512	1,129	299.6%
FEB	5,318	3,544	50.1%
MAR	6,449	4,433	45.5%
APR	6,472	4,322	49.7%
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	22,751	13,428	69.4%

PUBLIC ACCESS COMPUTER SESSIONS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	584	78	648.7%
FEB	574	510	12.5%
MAR	753	862	-12.6%
APR	613	673	-8.9%
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	2,524	2,123	18.9%

WIFI			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	1,189	736	61.5%
FEB	1,356	1,079	25.7%
MAR	1,680	1,418	18.5%
APR	1,469	1,299	13.1%
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	5,694	4,532	25.6%

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
	Yurie Calo
Caretaker	Joshua Strell

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

DAYS OPEN AND CLOSED

Days Open: 28

Days Closed: 2

**Lancaster Public Library
2022 Statistics and Proceeds**

	Tours		New Library Cards		Ref Q	Headphone	Copier	Vending	Book Sale	Donations
	No.	ATT	Child	Adult	No.	Proceeds	Proceeds	Proceeds	Proceeds	to Library
JAN	0	0	17	30	579	\$0.00	\$69.00	\$12.00	\$155.00	\$0.00
FEB	0	0	18	18	561	\$6.00	\$104.00	\$0.00	\$165.00	\$976.80
MAR	0	0	23	41	552	\$6.00	\$130.00	\$12.00	\$188.00	\$332.80
APR	0	0	19	36	514	\$9.00	\$56.00	\$0.00	\$151.00	\$0.00
MAY										
JUN										
JUL										
AUG										
SEP										
OCT										
NOV										
DEC										
TOTAL	0	0	77	125	2,206	\$21.00	\$359.00	\$24.00	\$659.00	\$1,309.60

Total Proceeds \$2,372.60

	Facebook	Instagram
	Followers	Followers
JAN	2,281	134
FEB	2,286	181
MAR	2,304	226
APR	2,412	249
MAY		
JUN		
JUL		
AUG		
SEP		
OCT		
NOV		
DEC		

Program Date	Title	Number of programs	Total Attendance
4/5/2022	Storytime	1	10
4/5/2022	Storytime	1	12
4/5/2022	Book Club	1	9
4/6/2022	Mahjong Club	1	6
4/8/2022	Storytime	1	11
4/8/2022	STEM Storytime	1	11
4/9/2022	Lego Club	1	14
4/9/2022	Lego Club	1	10
4/11/2022	Sprouts	1	21
4/12/2022	Storytime	1	6
4/12/2022	Storytime	1	18
4/12/2022	Book Club	1	9
4/13/2022	Egg Craft	1	14
4/13/2022	Mahjong Club	1	4
4/13/2022	Crafts with the Youth Bureau	1	13
4/14/2022	Rock Painting	1	13
4/14/2022	Outreach - Lancaster Women's Civic Club Meeting Presentation	1	12
4/14/2022	YA Book Club	1	4
4/19/2022	Storytime	1	13
4/19/2022	Storytime	1	14
4/19/2022	Native Plants	1	25
4/20/2022	Mahjong Club	1	5
4/20/2022	Author Talk	1	6
4/22/2022	Storytime	1	9
4/22/2022	STEM Storytime	1	11
4/23/2022	Escape Room	1	3
4/23/2022	Conductive Construction (Herschell Museum)	1	8
4/25/2022	Kidding Around Yoga	1	16
4/26/2022	Storytime	1	8
4/26/2022	Storytime	1	9
4/27/2022	Mahjong Club	1	6
4/28/2022	Family Literacy	1	14
4/28/2022	Family Literacy	1	13

4/29/2022 Storytime	1	13
4/29/2022 STEM Storytime	1	14
4/30/2022 PAWS for Love	1	8
4/30/2022 Craft & Carry	87	87
4/30/2022 Take & Make Craft	175	175
4/30/2022 STEM Kits	28	28
4/30/2022 Pizza Seed Kits	18	18
4/30/2022 Rock Painting Kits	12	12
4/30/2022 Seed Library	323	323
4/30/2022 Tutoring	10	10
4/30/2022 Tutoring	10	10
4/30/2022 Book a Tech Trainer	4	4


2022 Sunday Circulation

Date		Visits	Circulation
1/9		79	230
1/16		105	164
1/23		71	157
1/30		106	241
2/6		88	270
2/13		77	159
2/20		145	320
2/27		87	173
3/6		96	214
3/13		99	202
3/20		105	191
3/27		105	226
4/3	Book Sale	372	227
4/10		91	342
4/17	Easter		
4/24		72	126
5/1			
5/8			
5/15			
5/22	BBQ		
		1,698	3,242


includes autorenewals

Circulation

Total Circulations


 Library	April			Year to Date Totals			Footnotes
	2022 Total	2021 Total	% of	2022 Total	2021 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	1,725	1,416	21.8%	5,284	5,291	-0.1%	<p>Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>System-wide - Fine free with autorenewals implemented 4/2022.</p> <p>Clarence - Closed starting 4/23/2022 - Renovations and carpet installation.</p> <p>Correctional Facility and Holding Center - Numbers not received.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Music/Music Videos Downloaded - The Library is in the process of implementing a new service provider.</p> <p>Panty - Closed 2/14/2022-4/2/2022 - Floor replacement.</p>
<i>Amherst</i>							
Audubon	29,748	19,344	53.8%	80,853	67,599	19.6%	
Clearfield	24,946	15,385	62.1%	71,074	57,557	23.5%	
Eggertsville-Snyder	11,800	8,079	46.1%	33,528	29,833	12.4%	
Williamsville	3,737	2,258	65.5%	9,967	8,416	18.4%	
Angola	2,573	1,892	36.0%	7,388	6,709	10.1%	
Aurora	11,004	7,031	56.5%	31,972	25,564	25.1%	
Boston	2,545	2,015	26.3%	7,836	7,798	0.5%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	21,322	12,537	70.1%	60,655	46,862	29.4%	
Reinstein Memorial	7,507	4,295	74.8%	19,867	14,188	40.0%	
Clarence	13,136	12,292	6.9%	46,650	45,358	2.8%	
Collins	3,684	2,278	61.7%	10,530	9,008	16.9%	
Concord	4,175	2,941	42.0%	12,554	11,604	8.2%	
Eden	3,599	2,659	35.4%	10,392	10,768	-3.5%	
Elma	7,272	5,175	40.5%	21,254	17,947	18.4%	
Grand Island Memorial	8,994	6,929	29.8%	26,212	23,163	13.2%	
<i>Hamburg</i>							
Hamburg	15,492	9,324	66.2%	45,824	35,667	28.5%	
Lake Shore	5,521	2,749	100.8%	15,806	11,316	39.7%	
Lackawanna	3,154	1,924	63.9%	9,227	6,661	38.5%	
Lancaster	15,609	8,582	81.9%	45,048	30,806	46.2%	
Marilla	2,805	2,309	21.5%	8,613	9,171	-6.1%	
Newstead	4,499	2,498	80.1%	12,745	11,387	11.9%	
North Collins	1,588	913	73.9%	4,331	3,952	9.6%	
Orchard Park	20,108	12,786	57.3%	58,903	44,872	31.3%	
City of Tonawanda	8,556	5,274	62.2%	23,192	18,373	26.2%	
<i>Town of Tonawanda</i>							
Kenilworth	4,759	3,533	34.7%	13,777	12,298	12.0%	
Kenmore	21,936	14,502	51.3%	63,564	50,787	25.2%	
West Seneca	17,104	11,329	51.0%	47,773	42,236	13.1%	
<i>Buffalo</i>							
Coles	1,777	926	91.9%	5,089	3,794	34.1%	
Crane	7,783	3,648	113.3%	18,426	14,077	30.9%	
Dudley	4,161	2,229	86.7%	10,975	7,739	41.8%	
East Clinton	2,170	1,200	80.8%	5,965	3,987	49.6%	
González-Soto	3,343	2,215	50.9%	9,191	7,080	29.8%	
Merriweather	2,922	2,599	12.4%	8,509	8,921	-4.6%	
North Park	7,168	4,646	54.3%	20,271	16,193	25.2%	
Panty	1,663	1,491	11.5%	3,473	5,066	-31.4%	
<i>Central</i>	25,385	14,061	80.5%	66,896	54,474	22.8%	
<i>Bookmobile Services</i>							
Library on Wheels	2,177	880	147.4%	5,710	2,626	117.4%	
Library2Go	311	See note.	See note.	634	See note.	See note.	
<i>Institutions</i>							
Correctional Facility	0	0	#DIV/0!	0	0	#DIV/0!	
Holding Center	0	0	#DIV/0!	0	0	#DIV/0!	
<i>System</i>							
Online Renewals	20,453	82,751	-75.3%	247,262	294,681	-16.1%	
Interlibrary Loans	1,214	1,021	18.9%	4,621	4,072	13.5%	
Audio Books Downloaded	43,135	37,873	13.9%	172,487	148,939	15.8%	
Videos Downloaded/Streamed	43	72	-40.3%	287	464	-38.1%	
eBook Checkouts/Downloads	72,286	76,983	-6.1%	303,249	315,405	-3.9%	
Music/Music Videos Downloaded	0	22,601	-100.0%	0	105,189	-100.0%	
B&ECPL Totals	474,889	437,445	8.6%	1,687,864	1,657,898	1.8%	
Member Libraries	278,898	182,249	53.0%	804,819	665,191	21.0%	
Buffalo Branches	30,987	18,954	63.5%	81,899	66,857	22.5%	
Central Library	25,385	14,061	80.5%	66,896	54,474	22.8%	
Bookmobile Services	2,488	880	182.7%	6,344	2,626	141.6%	
Institutions	0	0	#DIV/0!	0	0	#DIV/0!	
System	137,131	221,301	-38.0%	727,906	868,750	-16.2%	

Library Visits

	April			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)	779	771	1.0%	3,134	2,901	8.0%	<p>Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Clarence - Closed starting 4/23/2022 - Renovations and carpet installation.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Panty - Closed 2/14/2022-4/2/2022 - Floor replacement.</p>
<i>Amherst</i>							
Audubon	8,920	7,870	13.3%	32,360	26,433	22.4%	
Clearfield	8,869	7,124	24.5%	32,773	25,009	31.0%	
Eggertsville-Snyder	4,005	3,951	1.4%	15,991	13,681	16.9%	
Williamsville	1,514	1,271	19.1%	5,730	4,474	28.1%	
Angola	2,756	3,326	-17.1%	14,073	11,927	18.0%	
Aurora	5,110	3,512	45.5%	17,956	11,731	53.1%	
Boston	1,057	991	6.7%	3,912	3,763	4.0%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	7,796	6,064	28.6%	29,361	21,973	33.6%	
Reinstein Memorial	2,968	2,288	29.7%	10,818	7,881	37.3%	
Clarence	4,010	5,090	-21.2%	19,802	17,654	12.2%	
Collins	1,104	899	22.8%	4,363	3,570	22.2%	
Concord	2,538	1,824	39.1%	9,305	7,419	25.4%	
Eden	1,402	1,085	29.2%	5,058	4,373	15.7%	
Elma	2,944	2,643	11.4%	11,185	8,745	27.9%	
Grand Island Memorial	4,465	2,918	53.0%	13,771	9,413	46.3%	
<i>Hamburg</i>							
Hamburg	6,175	4,408	40.1%	23,660	16,451	43.8%	
Lake Shore	2,867	2,038	40.7%	11,136	7,750	43.7%	
Lackawanna	2,252	1,929	16.7%	11,909	5,863	103.1%	
Lancaster	6,472	4,322	49.7%	22,751	13,428	69.4%	
Marilla	786	953	-17.5%	3,346	3,308	1.1%	
Newstead	2,379	1,879	26.6%	8,539	8,071	5.8%	
North Collins	1,008	789	27.8%	3,554	3,167	12.2%	
Orchard Park	9,197	6,897	33.3%	36,424	23,990	51.8%	
City of Tonawanda	3,674	3,105	18.3%	12,866	10,288	25.1%	
<i>Town of Tonawanda</i>							
Kenilworth	2,419	3,405	-29.0%	9,956	11,301	-11.9%	
Kenmore	7,901	6,278	25.9%	29,920	21,935	36.4%	
West Seneca	7,644	6,273	21.9%	29,519	25,693	14.9%	
<i>Buffalo</i>							
Coles	2,767	2,253	22.8%	9,727	8,398	15.8%	
Crane	3,020	2,771	9.0%	10,332	10,109	2.2%	
Dudley	2,512	2,088	20.3%	10,166	7,738	31.4%	
East Clinton	1,247	749	66.5%	4,390	2,722	61.3%	
González-Soto	3,139	2,460	27.6%	10,571	7,556	39.9%	
Merriweather	4,729	3,641	29.9%	18,122	13,054	38.8%	
North Park	4,144	3,415	21.3%	16,068	13,002	23.6%	
Panty	1,817	1,944	-6.5%	4,342	6,643	-34.6%	
<i>Central</i>	15,119	9,402	60.8%	58,256	36,488	59.7%	
<i>Bookmobile Services</i>							
Library on Wheels	1,716	72	2283.3%	3,973	288	1279.5%	
Library2Go	151	See note.	See note.	295	See note.	See note.	
<i>Institutions</i>							
Correctional Facility	669	957	-30.1%	2,437	3,608	-32.5%	
Holding Center	304	293	3.8%	1,203	1,168	3.0%	
System	154,345	123,948	24.5%	583,054	442,966	31.6%	
Member Libraries	113,011	93,903	20.3%	433,172	332,192	30.4%	
Buffalo Branches	23,375	19,321	21.0%	83,718	69,222	20.9%	
Central Library	15,119	9,402	60.8%	58,256	36,488	59.7%	
Bookmobile	1,867	72	2493.1%	4,268	288	1381.9%	
Institutions	973	1,250	-22.2%	3,640	4,776	-23.8%	


Registered Public Access Computer Sessions

Session Counts Per Outlet

	April			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)	55	42	31.0%	246	226	8.8%	<p>Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Clarence - Closed starting 4/23/2022 - Renovations and carpet installation.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Panty - Closed 2/14/2022-4/2/2022 - Floor replacement.</p>
<i>Amherst</i>							
Audubon	1,060	1,025	3.4%	3,714	3,280	13.2%	
Clearfield	712	590	20.7%	2,634	1,907	38.1%	
Egbertsville-Snyder	431	469	-8.1%	1,598	1,556	2.7%	
Williamsville	142	118	20.3%	475	423	12.3%	
Angola	172	130	32.3%	743	431	72.4%	
Aurora	296	232	27.6%	1,174	786	49.4%	
Boston	71	61	16.4%	274	278	-1.4%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,384	921	50.3%	5,097	3,443	48.0%	
Reinstein Memorial	663	537	23.5%	2,340	1,705	37.2%	
Clarence	298	477	-37.5%	1,621	1,503	7.9%	
Collins	91	96	-5.2%	355	437	-18.8%	
Concord	172	172	0.0%	755	694	8.8%	
Eden	106	93	14.0%	389	425	-8.5%	
Elma	191	157	21.7%	731	519	40.8%	
Grand Island Memorial	278	236	17.8%	970	606	60.1%	
<i>Hamburg</i>							
Hamburg	883	672	31.4%	3,342	2,612	27.9%	
Lake Shore	238	151	57.6%	830	591	40.4%	
Lackawanna	396	337	17.5%	1,529	1,094	39.8%	
Lancaster	613	673	-8.9%	2,524	2,123	18.9%	
Marilla	41	42	-2.4%	134	190	-29.5%	
Newstead	147	142	3.5%	556	635	-12.4%	
North Collins	111	121	-8.3%	371	573	-35.3%	
Orchard Park	591	468	26.3%	2,217	1,375	61.2%	
City of Tonawanda	604	447	35.1%	1,972	1,373	43.6%	
<i>Town of Tonawanda</i>							
Kenilworth	364	339	7.4%	1,468	1,129	30.0%	
Kenmore	1,337	963	38.8%	5,397	3,182	69.6%	
West Seneca	1,041	990	5.2%	3,783	3,493	8.3%	
<i>Buffalo</i>							
Coles	888	765	16.1%	3,176	3,036	4.6%	
Crane	489	356	37.4%	1,532	1,316	16.4%	
Dudley	593	457	29.8%	2,219	1,553	42.9%	
East Clinton	335	164	104.3%	1,060	689	53.8%	
González-Soto	598	696	-14.1%	2,250	2,265	-0.7%	
Merriweather	1,408	1,053	33.7%	5,223	3,889	34.3%	
North Park	919	831	10.6%	3,248	2,966	9.5%	
Panty	334	332	0.6%	873	1,230	-29.0%	
Central	5,764	3,627	58.9%	19,953	14,284	39.7%	
<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	23,816	18,982	25.5%	86,773	67,817	28.0%	
Member Libraries	12,488	10,701	16.7%	47,239	36,589	29.1%	
Buffalo Branches	5,564	4,654	19.6%	19,581	16,944	15.6%	
Central Library	5,764	3,627	58.9%	19,953	14,284	39.7%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

WiFi

Total Logins

	April			Year to Date Totals			Footnotes
	2022	2021	% of	2022	2021	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	432	395	9.4%	1,592	1,237	28.7%	<p>Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Clarence - Closed starting 4/23/2022 - Renovations and carpet installation.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Panty - Closed 2/14/2022-4/2/2022 - Floor replacement.</p>
<i>Amherst</i>							
Audubon	1,949	2,059	-5.3%	7,805	6,538	19.4%	
Clearfield	1,876	1,616	16.1%	7,042	5,563	26.6%	
Eggertsville-Snyder	928	938	-1.1%	3,724	3,274	13.7%	
Williamsville	1,232	1,694	-27.3%	4,414	4,882	-9.6%	
Angola	208	151	37.7%	749	527	42.1%	
Aurora	2,010	1,486	35.3%	7,312	5,396	35.5%	
Boston	159	123	29.3%	575	442	30.1%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,376	704	95.5%	4,681	2,519	85.8%	
Reinstein Memorial	577	576	0.2%	2,411	1,702	41.7%	
Clarence	928	1,020	-9.0%	4,200	3,586	17.1%	
Collins	245	205	19.5%	861	846	1.8%	
Concord	502	489	2.7%	1,820	1,686	7.9%	
Eden	240	205	17.1%	879	716	22.8%	
Elma	305	288	5.9%	1,151	1,006	14.4%	
Grand Island Memorial	579	681	-15.0%	2,258	2,031	11.2%	
<i>Hamburg</i>							
Hamburg	1,637	1,539	6.4%	6,455	5,442	18.6%	
Lake Shore	404	386	4.7%	1,564	1,352	15.7%	
Lackawanna	355	291	22.0%	1,535	927	65.6%	
Lancaster	1,469	1,299	13.1%	5,694	4,532	25.6%	
Marilla	91	94	-3.2%	348	388	-10.3%	
Newstead	326	528	-38.3%	1,480	2,303	-35.7%	
North Collins	402	286	40.6%	1,348	1,041	29.5%	
Orchard Park	1,509	1,004	50.3%	5,759	3,349	72.0%	
City of Tonawanda	572	758	-24.5%	2,121	2,108	0.6%	
<i>Town of Tonawanda</i>							
Kenilworth	417	317	31.5%	1,503	1,138	32.1%	
Kenmore	1,988	1,487	33.7%	7,436	5,059	47.0%	
West Seneca	1,743	1,638	6.4%	6,517	5,605	16.3%	
<i>Buffalo</i>							
Coles	928	565	64.2%	3,213	1,999	60.7%	
Crane	390	411	-5.1%	1,540	2,043	-24.6%	
Dudley	1,088	1,757	-38.1%	5,487	5,135	6.9%	
East Clinton	655	377	73.7%	2,322	1,509	53.9%	
González-Soto	2,111	1,517	39.2%	7,652	5,519	38.6%	
Merriweather	978	700	39.7%	3,568	2,438	46.3%	
North Park	1,049	703	49.2%	3,541	2,977	18.9%	
Panty	1,164	871	33.6%	3,823	3,325	15.0%	
<i>Central</i>	13,181	8,049	63.8%	49,393	31,003	59.3%	
<i>Bookmobile Services</i>							
Library on Wheels	84	5	1580.0%	190	76	150.0%	
Library2Go	0	See note.	See note.	0	See note.	See note.	
System	46,087	37,212	23.8%	173,963	131,219	32.6%	
Member Libraries	24,459	22,257	9.9%	93,234	75,195	24.0%	
Buffalo Branches	8,363	6,901	21.2%	31,146	24,945	24.9%	
Central Library	13,181	8,049	63.8%	49,393	31,003	59.3%	
Bookmobile Services	84	5	1580.0%	190	76	150.0%	

Lancaster Financial Monthly Report 2022

April

Account	Deposits	Disbursements	Interest	Sub-Total	Balance
M & T Checking					
Beginning Balance					\$4,317.37
Fine/ print revenue	\$421.19				
Ending Balance	\$421.19	\$0.00		\$421.19	\$4,738.56
Bank on Buffalo					
Beginning Balance					\$77,949.33
Cashed in CD 042	\$11,340.91				
Copier	\$56.00				
Headphones (3 @ \$3)	\$9.00				
Book sale	\$151.00				
Sprouts, NY LLC: 4/11 program (#455)		-\$75.00			
Oriental Trading: Craft supplies (Debit)		-\$314.35			
Amazon: Craft supplies (Debit)		-\$100.44			
Replenish petty cash (#456)		-\$150.00			
Lyn Chimera: Native plants program (#457)		-\$100.00			
Donna Baia: Kidding Around Yoga 4/25 program (#458)		-\$50.00			
Amaon: Summer prizes, seeds, contact paper, and battery (Debit)		-\$653.86			
Amazon: Photo printer and paper (Debit)		-\$166.50			
Ending Balance	\$11,556.91	-\$1,610.15		\$9,946.76	\$87,896.09
Bank on Buffalo CDs	Amount	Maturity	Interest Rate	Interest	Total
Bank on Buffalo CD 040	\$21,520.17	12M 6/28/22	0.28%	\$0.00	\$21,520.17
Bank on Buffalo CD 042	\$11,333.14	CLOSED*	N/A	\$7.77	\$0.00
Bank on Buffalo CD 043	\$11,984.21	36M 7/27/23	0.61%	\$18.03	\$12,002.24
Bank on Buffalo CD 045	\$28,152.07	12M 1/24/23	0.11%	\$7.55	\$28,159.62
Bank on Buffalo CD 046	\$24,616.93	12M 5/24/22	0.28%	\$0.00	\$24,616.93
Bank on Buffalo CD 028	\$11,710.83	36M 10/27/24	0.19%	\$5.49	\$11,716.32
Bank on Buffalo CD 178	\$20,601.52	12M 8/03/22	0.28%	\$0.00	\$20,601.52
Bank on Buffalo CD 1283	\$10,571.03	12M 9/30/22	0.11%	\$0.00	\$10,571.03
Bank on Buffalo CD 2355	\$21,905.33	36M 5/29/22	3.20%	\$0.00	\$21,905.33
Bank on Buffalo CD 7632	\$20,061.68	12M 10/9/22	0.11%	\$5.44	\$20,067.12
CD Balance				\$44.28	\$171,160.28
Total Balance					\$263,794.93

*CD 042 closed on 4/7/2022. \$11340.91 transferred to checking acct.

**Petty Cash
April 2022**

Date	Item	Deposit	Withdrawl	Total
				\$41.92
4/11/2022	Kara- Amazon- luggage tags for yard games		-\$12.99	\$28.93
4/21/2022	Replenish petty cash	\$150.00		\$178.93
4/22/2022	John - Home Depot- Seeds for seed library		-\$41.84	\$137.09
		\$150.00	-\$54.83	\$137.09

Program Projections - 2022

Date(s)	Program Title	Cost
1/24/2022	Kidding Around Yoga (Donna Baia)	\$50.00
2/2/2022	Art-y Time (Kimberly Strell)	\$165.00
2/14/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
2/28/2022	Kidding Around Yoga (Donna Baia)	\$50.00
3/14/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
3/21/2022	Kidding Around Yoga (Donna Baia)	\$50.00
4/11/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
4/19/2022	Native Plants (Lyn Chimera)	\$100.00
4/25/2022	Kidding Around Yoga (Donna Baia)	\$50.00
5/9/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
5/11/2022	Art-y Time (Kimberly Strell)	\$205.00
5/23/2022	Kidding Around Yoga (Donna Baia)	\$50.00
6/6/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
6/27/2022	Kidding Around Yoga (Donna Baia)	\$50.00
6/30/2022	Glenn Colton - summer kick-off	\$449.00
7/7/2022	Benjamin Berry - Circus for all	\$350.00
7/14/2022	Cris Johnson	\$350.00
7/21/2022	Wondermakers	\$150.00
7/25/2022	Kidding Around Yoga (Donna Baia)	\$50.00
7/28/2022	Doug Rougeaux - BubbleMan	\$475.00
8/4/2022	Nels Ross - In Jest	\$500.00
8/11/2022	Hawk Creek	\$475.00
8/18/2022	Nan Hoffman	\$300.00
8/22/2022	Kidding Around Yoga (Donna Baia)	\$50.00

TOTAL SPENT **\$4,294.00**

Total Spent - Elks **\$3,399.00**

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 **\$4,606.00**

Change Order



Change Order Number: P5033-004

Job Information

Job Name: LANCASTER PUBLIC LIBRARY

Job No: P5033

To: LANCASTER PUBLIC LIBRARY

From: MICHAEL GEORGER
Schindler Elevator Corporation

Address: 5466 BROADWAY
LANCASTER, NY 14086

Address: 80 CURTWRIGHT DR STE 3
WILLIAMSVILLE NY 14221-7055

Attn: KARA STOCK

Phone:

Fax: 0000000000

Fax: 716-632-1466

Email:

Email: michael.georger@schindler.com

Date: May 5, 2022

Change Order Description

Summary: 2022 Material Inflation

Scope: - price increase due to inflation

Total Cost: \$1,820.00

This Change Order amends the terms, conditions and scope of the Agreement for the referenced Job. By execution of this Change Order, the Contractor / Purchaser accepts the contract price change / scope change / schedule change described herein. Except as expressly modified, all terms of the original trade contract / subcontract shall remain in full force and effect.

Authorization

Please sign and return a copy to our office as approval and authorization by Subcontractor to make the change(s) in its Scope of Work.

Contractor

Subcontractor

Schindler Elevator Corporation

Signature of

Signature of

Authorized Person

Authorized Person

Date:

Date:

By: (Type Name) Title

By: (Type Name)

Change Order



Change Order Number: P5033-005

Job Information

Job Name: LANCASTER PUBLIC LIBRARY

Job No: P5033

To: Lancaster Public Library

From: MICHAEL GEORGER
Schindler Elevator Corporation

Address: 5466 Broadway
Lancaster, NY 14086

Address: 80 CURTWRIGHT DR STE 3
WILLIAMSVILLE NY 14221-7055

Attn: KARA STOCK

Phone:

Fax: 0000000000

Fax: 716-632-1466

Email:

Email: michael.georger@schindler.com

Date: May 2, 2022

Change Order Description

Summary: Add Door Operator

Scope: - Add a GAL MOVFR II Door Operator

Total Cost: \$4,077.00

This Change Order amends the terms, conditions and scope of the Agreement for the referenced Job. By execution of this Change Order, the Contractor / Purchaser accepts the contract price change / scope change / schedule change described herein. Except as expressly modified, all terms of the original trade contract / subcontract shall remain in full force and effect.

Authorization

Please sign and return a copy to our office as approval and authorization by Subcontractor to make the change(s) in its Scope of Work.

Contractor

Signature of

Authorized Person

Date:

By: (Type Name) Title

Subcontractor

Schindler Elevator Corporation

Signature of

Authorized Person

Date:

By: (Type Name)

amazonprime

Deliver to Kara Lancaster 14086

All

water cooler hot cold

🔍

🇺🇸

Hello, Kara Account & Lists

Returns & Orders

🛒

☰ All

Amazon Basics

Buy Again

Pharmacy

Pet Supplies

Coupons

Beauty & Personal Care

Shopper Toolkit

Shop Mother's Day musts

Appliances

Best Sellers

Refrigeration

Cooking

Washers & Dryers

Dishwashers

Parts & Accessories



Avalon A7BOTTLELESSBLK Self Cleaning Touchless Bottleless Cooler Dispenser-Hot & Cold Water Child Safety Lock,...

64

\$248.31 ✓prime

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📺 5 VIDEOS

360°

📶

Avalon Bottom Loading Water Cooler Water Dispenser with BioGuard- 3 Temperature Settings - Hot, Cold & Room Water, Durable Stainless Steel Construction, Anti-Microbial Coating-UL/Energy Star Approved

Visit the Avalon Store

★★★★★ 11,030 ratings

| 486 answered questions

#1 Best Seller in Water Coolers

\$199⁹⁹

✓prime & FREE Returns

Get a \$100 Amazon Gift Card instantly upon approval for the Amazon Prime Rewards Visa Card. No annual fee.

May be available at a lower price from other sellers, potentially without free Prime shipping.

Color

Stainless Steel & Black

Material

High-Grade 304 Stainless Steel

Capacity

5 Gallons

Brand

Avalon

Style

Bottled

About this item

- THREE TEMPERATURES: Three temperature settings allow you to customize your drinking experience This dispenser features a crisp cold cool or piping hot output

\$199⁹⁹

✓prime & FREE Returns

FREE delivery Friday, May 6. Order within 9 hrs 36 mins

📍 Deliver to Kara - Lancaster 14086

In Stock.

Qty: 1

Add to Cart

Buy Now

🔒 Secure transaction

Ships from

Amazon.com

Sold by

Amazon.com

Packaging

Shows what's inside a...

Details

Return policy: Eligible for Return, Refund or Replacement within 30 days of receipt

Support: Free Amazon product support included

☐ Add a gift receipt for easy returns

Add to List

New & Used (6) from \$183.08 Prime FREE Delivery

➔

Have one to sell?

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Deliver to Kara
Lancaster 14086

Sports & Outdoors

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All

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Exercise & Fitness

Outdoor Recreation

Sports Fan Shop

Team Sports

Hunting

Fishing

The Ride Shop

Sports & Outdoors > Sports & Outdoor Recreation Accessories > Sports Water Bottles

















Wave Enviro Products BPA Tritan™ Bottle, 5-Gallon

New Wave Enviro Products Store

★★★★★

1,485 ratings | 62 answered questions

Choice

in Water Bottles by New Wave Enviro...

\$31.99

returns

Get a \$100 Amazon Gift Card instantly upon approval for the Amazon Prime Rewards Visa Card. No annual fee.

available at a lower price from other sellers, lly without free Prime shipping.

Size: 5 Gallon Round

5 Gallon Round

\$31.99

2 Gallon Round

\$23.99

3 Gallon Round

\$25.99

Roll over image to zoom in

Material	Plastic
Brand	New Wave Enviro Products
Capacity	5 Gallons
Special Feature	Narrow Mouth
Color	5-Gallon

About this item

- Confidence: Our redesigned structure is significantly stronger, and proudly made in the USA. New Wave Enviro is the most trusted name in BPA Free Bottles. Be confident your water is stored in a bottle made of safe material
- Feel Prepared: Our BPA Free Tritan bottles are the perfect solution for long term water storage, without the worries of leaching. Feel confident that your whole family will stay safely hydrated through any emergency
- Sustainable: Can be used with New Wave Enviro porcelain or stainless steel water dispensers (or other brands) and office/home water coolers to help eliminate the need for single-use plastic bottles in your home or office. Reusable and BPA Free
- CARE: Clean bottles with warm water and baking soda, white vinegar, or mild dish soap. Circumference: 32.8 inches

\$31.99

prime & FREE Returns

FREE delivery **Monday, May 9.**
Order within **9 hrs 34 mins**

📍

Deliver to Kara - Lancaster 14086

In Stock.

Qty: 1

Add to Cart

Buy Now

🔒

Secure transaction

Ships from

Amazon.com

Sold by

Amazon.com

Packaging

Shows what's inside. T...

Details

Return policy: [Eligible for Return, Refund or Replacement within 30 days of receipt](#)

☐ Add a gift receipt for easy returns

Add to List

▼

New & Used (4) from

\$23.55

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>

Other Sellers on Amazon

\$33.45

Add to Cart

& FREE Shipping

Sold by: HealthyTrader


Have one to sell?

Sell on Amazon

https://www.amazon.com/New-Wave-Enviro-Products-5-Gallon/dp/B08BTY22XC/ref=pd_bxgy_sccl_2/144-6342607-9995866?pd_rd_w=x8a0y&pf_rd_... 1/9

Cart


\$124.00 subtotal • 4 items




Shipping

4 items

[Edit](#)






\$54.00
each \$18.00
11" Fabric Bin Bundle 4pk Gray - Room Essentials™


Qty 3 ▾

Save for later

☒ Standard shipping
Get it by Sat, May 7

☐ Order Pickup
Ready within 2 hours at North Buffalo [Change](#)






\$70.00
11" 12 Cube Organizer Shelf Espresso Brown - Room Essentials™

Qty 1 ▾

Save for later

 Assembly starting at \$39 at [Target.com/Assembly](#)

☐ Allstate 2 Year Furniture Protection Plan
Plan **\$13.00** [See plan details](#)


☒ Standard shipping
Get it by Sat, May 7

Sign in to check out

https://www.target.com/cart

1/4

Order summary

 Order includes a gift

☐

promo code

Promo code

Add

Subtotal (4 items)\$124.00

DeliveryFree

Estimated tax\$10.85


Delivery & tax for 14202

Total\$134.85

 Pay as low as \$13/mo.
Select Affirm as payment method

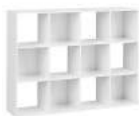


Your views




11" Fabric Bin
Bundle 4pk Gray -...
\$18.00

Add to cart



11" 12 Cube
Organizer Shelf -...
\$70.00

Add to cart



11" 9 Cube
Organizer S
\$45.00

Add to cart

Get **\$40**^{off**}

a future qualifying purchase
\$40 or more when approved
for a RedCard

Apply now

for a credit or debit RedCard

Offer valid 5/1-5/28. **Some restrictions apply.

Shop safely at Target Cart # 1077046372693

Sign in to check out



Shopping Cart

Products in Cart



Item Price Quantity

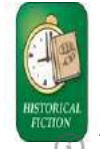


Basic Book Tool Kit

Item # W16202080

\$65.54 1

This product is in stock. 2 unit(s) are on hand.



Subject Classification Labels

Historical Fiction 500/Roll

Item # W12802880

\$8.79 2

~~\$10.99~~

This product is in stock. 946 unit(s) are on hand.



Superfold Assortment Pack 25-9",
50-10", 25-12" 100/Pkg

Item # W12224560

\$53.59 1

This product is in stock. 17 unit(s) are on hand.



1-line Cust Engvded Magntc Name
Badge 1"H x 3-1/2"W White

Hard copy sample being sent (email to
customimprint@demco.com)

Yes

Engraved text for name badge (Enter all
capital letters or upper/lower case as
desired.)

Lisa

[Show More](#)

Item # W12741040

\$9.89 2

Cart Summary

Cart ID: 2620044



PRINT



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Contract Used:

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New York State Contract



Merchandise Total	\$160.89
Sale Discount	-\$4.40
Shipping	\$18.48
Tax	\$0.00

Cart Total \$174.97

Need Help?

SUMMER READING PROGRAM REQUESTS

Title	Cost	Website
Fitbits (2)	\$299.90	https://amzn.to/3FnDLqU
LEGO Kit	\$79.99	https://amzn.to/3LINXmk
Binoculars	\$45.89	https://amzn.to/38WdXwg
Picnic Blanket	\$31.99	https://amzn.to/38NegJA
Walkie Talkies	\$35.99	https://amzn.to/3OWTqIj
\$493.76		

amazonprime

Deliver to KaraLancaster 14086

Allcroquet

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AllAmazon BasicsBuy AgainPharmacyPet SuppliesCouponsBeauty & Personal CareShopper ToolkitHealth & HouseholdFind a GiftHome ImprovementShop Mother's Day musts

Toys & GamesHoliday Toy ListShop Toys by AgeShop Toys by CharacterShop Best Selling ToysShop Newly Released ToysShop Amazon Exclusive ToysShop Toys DealsCreate a Birthday Gift ListCreate a Holiday Gift List



Triumph Premium Wooden Quoit Set - Includes 2...
\$23.88 prime

247

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ApudArmis Six Player Croquet Set with Premium Rubber Wooden Mallets 28In,Colored Ball,Wickets,Stakes - Lawn Backyard Game Set for Adults/Teenagers/Family (Large Carry Bag Including)

Visit the ApudArmis Store
★★★★★ 1,191 ratings | 19 answered questions

\$49⁹⁹

prime

& FREE Returns

Coupon: Save an extra 5% when you apply this coupon. Terms

Thank you for being a Prime member. Get a \$100 Gift Card: Pay \$0.00 upon approval for the Amazon Prime Rewards Visa Card. No annual fee.

Color	Ybrpgo
Size	28" Standard
Material	Wood,Rubber,Steel
Brand	ApudArmis

About this item

- COMPLETE CROQUET SET - The Sports Outdoor Croquet set comes with everything you need, like 6x 28" Colourful Mallets, 6 Colored Croquet Balls, 2x 18" Ending stakes, 9 Steel Wickets, a Manual and a extra Large Portable Carry Bag. Providing your family a healthy and enjoyable leisure time.
- PREMIUM WOOD MATERIAL & PRACTICAL STRUCTURE: The Mallet head is crafted from premium rubber wood, which is durable for long-term use, sweat-proof. The mallet handle is made of quality poplar wood, which has clear texture, smooth planed surface, tough and strong corrosion resistance. With beautiful string surface pattern, it is comfortable to grip. The brightly-colored balls are made of Elastic Polymer. The professional six player croquet set meets for any lawn or backyard.
- EASY TO USE & FUNNY FOR FAMILY - With meticulously design, the croquet set with wooden mallets are very easy to install and learn, just set up it in minutes to play. Perfect croquet outdoor game sets for families outdoor entertainment, teens or adults sports, friends gathering games, competition and challenge. Enjoyed by all ages people and 2-6 players.

\$49⁹⁹

prime & FREE Returns

FREE delivery Monday, May 2.
Order within 11 hrs 32 mins

Deliver to Kara - Lancaster 14086

In Stock.

Qty: 1

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Secure transaction

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Details

Return policy: Eligible for Return, Refund or Replacement within 30 days of receipt

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Have one to sell?

Sell on Amazon

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, June 9, 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 May 12, 2022
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
 - A. May Report
 - B. CDs: #046, #2355; #040 matures 6/28/22
 - C. System Paid Analysis
 - D. Amended System Budget
 - E. Replenish Petty Cash
 - F. Town Budget
- VIII. Old Business
 - Building Maintenance Update – Staff Room Renovations
- IX. New Business
 - A. Procurement Policy Review
 - B. Juneteenth Holiday – June 20
 - C. Mileage Reimbursement
 - D. Event Tablecloth - \$178.19
 - E. American Flag - \$20.58
 - F. 2 Laptop Stands - \$37.98
 - G. 5 Fishing Pole Bags- \$109.95
- X. Adjournment

Next Meeting: THURSDAY, JULY 14, 2022 – 4:00PM

Lancaster Public Library
Board of directors
Meeting Minutes
May 12, 2022

I. Roll Call: Sue Jacobs, Ken Graber, Jan Yarborough, Kristen Wind, Kara Stock (Library Director), Donna Stempniak (Friends Liaison), Robert Leary (Town Board Liaison)

II. The meeting was called to order at 4:02 PM

III. Agenda. The agenda was accepted as presented. Yarborough Moved, Howell seconded, Vote Unanimous.

IV. Minutes of the April 14th Meeting. Correction to New Business item H. the board approved \$130, item F, the board approved \$650. Approved; Graber moved, Yarborough seconded, vote Unanimous

V. Director's Report. A painting by Theresa Hinchy Grau is on display in the library. The Alden Lancaster Art Club has a display at the library. Meagan Carr and Kara Stock will do outreach at the Lancaster Spring Fest. Kara Stock spoke at the April 14 meeting of the Lancaster Women's Civics Club. In April 323 seed packets were picked up from the seed library. 18 pizza garden kits were distributed. The Girl Scouts picked up 12 Rock Garden painting kits. Circulation is higher because the Lancaster Library gets credit for auto renewal numbers.

VI. Public Comment. Donna Stempniak told the board the Children's Garden will be planted on Saturday, May 21. The 1st Friend's Chicken BBQ will be held May 22nd.

VII. Financial Report.

- A. The monthly financial report was accepted as presented.
- B. CD 046 and CD 2355 will be renewed at Bank on Buffalo. Moved Jacobs, Second Graber, vote Unanimous.
- C. Summer Programs. A list of program projection was presented to the board.

VII. Old Business

- A. Robert Leary will ask the Town Board to send out bids for the project.
- B. Little Free Libraries – The first library will be placed in Rotary Park on May 21st.
- C. Act Meeting – The new Library Director was introduced. Yarborough, Jacobs, and Graber attended.
- D. Elevator Change Order – There was an increase in the cost of elevator repairs. The town will cover the costs.

IX. New Business

- A. A Water Cooler and a 5 gallon Jug were ordered at a cost of \$356.00. Moved Graber, seconded by Jacobs, Vote Unanimous
- B. Book repair material was ordered from Demco at a cost of \$174.97. Moved Graber, seconded by Jacobs, Vote Unanimous
- C. \$493.76 was approved for the Summer Reading Program. Moved Yarborough, seconded by Howell, vote Unanimous

D. Purchase of Croquet Kits was approved at a cost of \$99.93. Moved Jacobs, seconded by Howell, vote unanimous

X. The meeting was adjourned at 4:38 PM. Moved Graber, seconded Howell, vote unanimous

Respectfully Submitted
Gary S. Howell

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

Supporting the Buffalo Community

The library collected reusable bags for food banks and worked with a local homeschool group to collect personal care items to be dropped off to FeedMore WNY. These items will be distributed to the community impacted by the mass shooting on May 14.

Outreach

Village Spring Fest – Library Director Kara Stock and Youth Services Librarian Meagan Carr staffed a table at this event on May 21st. **100** people learned about our free resources and programs, made a button and a butterfly craft.

Partnerships



Art Show – The Alden Lancaster Art Club held a month long art show in our library for the first time since the pandemic.

The Book as a Work of Art – A representative from the Roycroft Campus held a program for **9** children on Saturday, May 7th. They followed in the footsteps of Roycroft founder Elbert Hubbard and created a sculptural book. This program was made possible by the generous support of Young Audiences of Western New York.



Family Literacy – Certified Literacy Specialist and Lancaster Educator Beth Farrar taught two back to back Family Literacy Workshops for **18 & 10** attendees respectively on Tuesday, May 17th.

Fishing Rods – Our library is now part of the New York State Department of Environmental Conservation Fishing Rod Loaner Program. They sent us 5 spin casting rods, extra hooks and bobbers for free! Our responsibilities are to loan out fishing rods to eligible patrons (children under 16 years old or people holding a valid New York fishing license) and to maintain a log on how many fishing rods were loaned out.

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, May 28th. 4 children practiced reading out loud to the dog.

Youth Bureau Craft Program – Volunteers from the Lancaster Youth Bureau held a hands-on Mother's Day craft program on Wednesday, May 18th for 6 children.

Programming

Art-y Time – Local art teacher, Kimberly Strell, taught 10 adults how to create a spring flower-themed painting on May 11th.

Battle of the Books – Part-time Librarian Michael Green held the first meeting for our two teams on Thursday, May 26th. 12 young adults will read the following books this summer: *Small Spaces* by Katherine Arden, *A Face Like Glass* by Frances Hardinge, *Front Desk* by Kelly Yang, and *Miss Peregrine's Home for Peculiar Children* by Ransom Riggs.



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

Children's Garden Planting - 11 children planted their seedlings from the garden kits for our children's garden in front of the library on Saturday, May 21st. This event was sponsored by the Friends of the Lancaster Library.

Computer Coach – John held 3 one-on-one technology appointments, assisting patrons with Microsoft Word, computer basics, and internet searching.

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

- **Craft & Carry** - 80 children picked up a spring themed craft kit.
- **STEM Kits: Paper Kites** - 25 children picked up this kit and performed their experiment at home.
- **Take & Make** – These weekly kits had children's book themes and 136 were picked up. Pictured here is a craft based on the book *The Color Monster: a story about emotions* by Anna Llenas.





Kidding Around Yoga with Donna Baia – 6 preschool age children, each accompanied by an adult, enjoyed yoga poses, fun music, storytelling, yoga games, and a special guided relaxation time on Monday, May 23rd.

LEGO® Club – Youth Services Librarian Meagan Carr held 2 LEGO® Clubs for a total of 14 children on Saturday, May 7th. They made outer space creations to display in the library.

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

Ms. Melissa's Sprouts – Melissa Sacco helped 11 preschool age children learn and grow through music on Monday, May 9th.

Plant Swap - Kara held this program on Tuesday, May 31st. 17 adult brought seeds or plant cuttings to exchange for free with other gardening enthusiasts.

Storytimes - Meagan conducted 3 sessions for each age group for a total of 12 sessions: 21 children attended Lapsit, 28 children attended Toddler Time, 25 children attended Preschool Time and 26 children attended Family Storytime.

Young Adult Book Club – Part-time Librarian Michael Green held a book club for 5 attendees on Thursday, May 12th. They discussed Daughter of the Deep by Rick Riordan. This book will be on hiatus during Battle of the Books and return in the fall.

Meetings

May 18 – Kara attended the Director Meeting via Zoom. We discussed staffing shortages, the fine free initiative, and staff safety.

May 26 – Kara, Meagan, and John met to continue planning our 2022 goals. We are finalizing summer events and planning the details for our summer kick-off party.



SPRING CLEANUP & Village wide garage sale

May 21st

May 26, 2022

Photos by: James Sinner



ABOVE: Victoria Parrimello (left), who heads the Lancaster Public Library Children's Garden, stands next to Library Director Kara Stock. During Saturday's Spring Cleanup and the weekend's Village Wide Garage Sale, the library took back plants they had sent home to be nurtured by children within the community.



ABOVE: Lancaster Mayor Lynne Ruda and area resident Peg Riexinger participate in the May 21, 2022, Spring Cleanup, where the pair work on Girl Scout Garden at the corner of Central Avenue and Broadway.



ABOVE: Lancaster Public Library Director Kara Stock entertains a young village resident at her event tent outside town hall on Saturday.



ABOVE: The Lancaster-Depew Rotary Club stayed busy during Saturday's Spring Cleanup, with members beautifying and landscaping at the Rotary Club Park on Central Avenue in the village. In this photo, from left, members Karen Loecher, Irene Leary and Robert Benzel stand next to Rotary Club president Diane Terranova. On her right, from left, members Tyler Sojka and Robert Leary.



ABOVE: A mother holds her son while he plays a game of Plinko for a prize during the Lancaster Spring Cleanup and Village Wide Garage Sale.

LANCASTER PUBLIC LIBRARY

2022 STATISTICS

CIRCULATION			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	8,583	3,832	124.0%
FEB	9,681	8,640	12.0%
MAR	11,175	9,752	14.6%
APR	15,609	8,582	81.9%
MAY	17,971	7,941	126%
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	63,019	38,747	62.6%

LIBRARY VISITS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	4,512	1,129	299.6%
FEB	5,318	3,544	50.1%
MAR	6,449	4,433	45.5%
APR	6,472	4,322	49.7%
MAY	5,648	3,824	47.7%
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	28,399	17,252	64.6%

PUBLIC ACCESS COMPUTER SESSIONS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	584	78	648.7%
FEB	574	510	12.5%
MAR	753	862	-12.6%
APR	613	673	-8.9%
MAY	693	661	4.8%
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	3,217	2,784	15.6%

WIFI			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	1,189	736	61.5%
FEB	1,356	1,079	25.7%
MAR	1,680	1,418	18.5%
APR	1,469	1,299	13.1%
MAY	1,704	1,403	21.5%
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	7,398	5,935	24.7%

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: 29

Days Closed: 2

**Lancaster Public Library
2022 Statistics and Proceeds**

	Tours		New Library Cards		Ref Q	Headphone	Copier	Vending	Book Sale	Donations
	No.	ATT	Child	Adult	No.	Proceeds	Proceeds	Proceeds	Proceeds	to Library
JAN	0	0	17	30	579	\$0.00	\$69.00	\$12.00	\$155.00	\$0.00
FEB	0	0	18	18	561	\$6.00	\$104.00	\$0.00	\$165.00	\$976.80
MAR	0	0	23	41	552	\$6.00	\$130.00	\$12.00	\$188.00	\$332.80
APR	0	0	19	36	514	\$9.00	\$56.00	\$0.00	\$151.00	\$0.00
MAY	0	0	20	31	507	\$9.00	\$61.00	\$20.00	\$187.00	\$201.00
JUN										
JUL										
AUG										
SEP										
OCT										
NOV										
DEC										
TOTAL	0	0	97	156	2,713	\$30.00	\$420.00	\$44.00	\$846.00	\$1,510.60

Total Proceeds \$2,850.60

	Facebook	Instagram
	Followers	Followers
JAN	2,281	134
FEB	2,286	181
MAR	2,304	226
APR	2,412	249
MAY	2,418	261
JUN		
JUL		
AUG		
SEP		
OCT		
NOV		
DEC		

Program Date	Title	Number of programs	Total Attendance
5/3/2022	Book Club	1	7
5/4/2022	Mahjong Club	1	5
5/5/2022	Drop-In Lego	1	1
5/7/2022	Lego	1	13
5/7/2022	Lego	1	10
5/7/2022	Roycroft Campus: A Book is a Work of Art	1	12
5/9/2022	Ms. Melissa's Sprouts	1	22
5/10/2022	Storytime	1	20
5/10/2022	Storytime	1	16
5/10/2022	Book Club	1	6
5/11/2022	Mahjong Club	1	4
5/11/2022	Art-y Time	1	10
5/12/2022	YA Bookclub	1	5
5/13/2022	Storytime	1	14
5/13/2022	Storytime	1	18
5/17/2022	Storytime	1	13
5/17/2022	Storytime	1	20
5/17/2022	Family Literacy	1	18
5/17/2022	Family Literacy	1	10
5/18/2022	Mahjong Club	1	6
5/18/2022	Youth Bureau Craft	1	10
5/19/2022	Tech Training: Libby App	1	1
5/20/2022	Storytime	1	12
5/20/2022	Storytime	1	13
5/21/2022	Children's Garden Planting	1	11
5/21/2022	Village Spring Fest	1	100
5/23/2022	Kidding Around Yoga	1	13
5/24/2022	Storytime	1	19
5/24/2022	Storytime	1	16
5/25/2022	Mahjong Club	1	3
5/26/2022	BOTB (Info Meeting)	1	13
5/27/2022	Storytime	1	15
5/27/2022	Storytime	1	20
5/28/2022	PAWS for Love	1	4
5/31/2022	Plant Swap	1	17
5/31/2022	Craft & Carry	80	80
5/31/2022	Take & Make Craft	136	136
5/31/2022	STEM Kits	25	25
5/31/2022	Tutoring	5	5
5/31/2022	Tutoring	24	24
5/31/2022	Seed Library	73	73
5/31/2022	Book a Tech Trainer	5	5


2022 Sunday Circulation

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

includes autorenewals

Circulation

Total Circulations

 Library	May			Year to Date Totals			Footnotes
	2022 Total	2021 Total	% of	2022 Total	2021 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	1,963	1,331	47.5%	7,247	6,622	9.4%	Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff.
<i>Amherst</i>							
Audubon	31,565	18,738	68.5%	112,418	86,337	30.2%	
Clearfield	28,510	14,732	93.5%	99,584	72,289	37.8%	
Eggertsville-Snyder	13,212	7,487	76.5%	46,740	37,320	25.2%	
Williamsville	4,197	1,898	121.1%	14,164	10,314	37.3%	
Angola	2,629	1,727	52.2%	10,017	8,436	18.7%	
Aurora	11,895	7,046	68.8%	43,867	32,610	34.5%	
Boston	2,798	1,958	42.9%	10,634	9,756	9.0%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	21,803	11,995	81.8%	82,458	58,857	40.1%	
Reinstein Memorial	7,620	4,068	87.3%	27,487	18,256	50.6%	
Clarence	8,143	10,528	-22.7%	54,793	55,886	-2.0%	
Collins	3,567	2,058	73.3%	14,097	11,066	27.4%	
Concord	4,639	2,826	64.2%	17,193	14,430	19.1%	
Eden	3,591	2,436	47.4%	13,983	13,204	5.9%	
Elma	7,973	4,224	88.8%	29,227	22,171	31.8%	
Grand Island Memorial	9,732	5,859	66.1%	35,944	29,022	23.9%	
<i>Hamburg</i>							
Hamburg	16,316	8,401	94.2%	62,140	44,068	41.0%	
Lake Shore	5,778	2,918	98.0%	21,584	14,234	51.6%	
Lackawanna	4,063	1,803	125.3%	13,290	8,464	57.0%	System-wide - Fine free with autorenewals implemented 4/2022.
Lancaster	17,971	7,941	126.3%	63,019	38,747	62.6%	
Marilla	3,106	2,157	44.0%	11,719	11,328	3.5%	
Newstead	4,657	2,469	88.6%	17,402	13,856	25.6%	
North Collins	1,384	984	40.7%	5,715	4,936	15.8%	
Orchard Park	22,260	12,467	78.6%	81,163	57,339	41.5%	
City of Tonawanda	8,998	4,941	82.1%	32,190	23,314	38.1%	
<i>Town of Tonawanda</i>							
Kenilworth	5,477	2,829	93.6%	19,254	15,127	27.3%	
Kenmore	23,717	13,889	70.8%	87,281	64,676	35.0%	
West Seneca	18,676	10,532	77.3%	66,449	52,768	25.9%	
<i>Buffalo</i>							
Coles	543	968	-43.9%	5,632	4,762	18.3%	
Crane	7,928	3,540	124.0%	26,354	17,617	49.6%	
Dudley	3,988	2,469	61.5%	14,963	10,208	46.6%	
East Clinton	2,153	930	131.5%	8,118	4,917	65.1%	
González-Soto	3,441	1,793	91.9%	12,632	8,873	42.4%	
Merriweather	3,316	2,071	60.1%	11,825	10,992	7.6%	
North Park	7,500	4,526	65.7%	27,771	20,719	34.0%	
Panty	2,425	1,095	121.5%	5,898	6,161	-4.3%	
<i>Central</i>	27,450	13,635	101.3%	94,346	68,109	38.5%	Clarence - Closed 4/23/2022-5/14/2022 - Renovations and carpet installation.
<i>Bookmobile Services</i>							
Library on Wheels	2,359	844	179.5%	8,069	3,470	132.5%	
Library2Go	505	See note.	See note.	1,139	See note.	See note.	
<i>Institutions</i>							
Correctional Facility	0	0	#DIV/0!	0	0	#DIV/0!	
Holding Center	0	0	#DIV/0!	0	0	#DIV/0!	
<i>System</i>							
Online Renewals	830	80,018	-99.0%	248,092	374,699	-33.8%	
Interlibrary Loans	1,117	1,050	6.4%	5,738	5,122	12.0%	
Audio Books Downloaded	45,628	39,162	16.5%	218,115	188,101	16.0%	
Videos Downloaded/Streamed	70	74	-5.4%	357	538	-33.6%	
eBook Checkouts/Downloads	73,783	77,739	-5.1%	377,032	393,144	-4.1%	
Music/Music Videos Downloaded	0	21,464	-100.0%	0	126,653	-100.0%	
B&ECPL Totals	479,276	421,620	13.7%	2,167,140	2,079,518	4.2%	
Member Libraries	296,240	170,242	74.0%	1,101,059	835,433	31.8%	
Buffalo Branches	31,294	17,392	79.9%	113,193	84,249	34.4%	
Central Library	27,450	13,635	101.3%	94,346	68,109	38.5%	
Bookmobile Services	2,864	844	239.3%	9,208	3,470	165.4%	
Institutions	0	0	#DIV/0!	0	0	#DIV/0!	
System	121,428	219,507	-44.7%	849,334	1,088,257	-22.0%	

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

System-wide - Fine free with autorenewals implemented 4/2022.

Clarence - Closed 4/23/2022-5/14/2022 - Renovations and carpet installation.

Coles - Closed starting 5/9/2022 - Renovations and flooring project.

Correctional Facility and Holding Center - Numbers not received.


Library2Go - Added to statistical reports 2/2022.

Merriweather - Community assistance and support in the wake of 5/14/2022.

Music/Music Videos Downloaded - The Library is in the process of implementing a new service provider.


Orchard Park - Closed Sunday, 5/8/2022 - Staffing.

Library Visits

	May			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)	862	846	1.9%	3,996	3,747	6.6%	<p>Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Clarence - Closed 4/23/2022-5/14/2022 - Renovations and carpet installation.</p> <p>Coles - Closed starting 5/9/2022 - Renovations and flooring project.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Merriweather - Community assistance and support in the wake of 5/14/2022.</p> <p>Orchard Park - Closed Sunday, 5/8/2022 - Staffing.</p>
<i>Amherst</i>							
Audubon	8,387	7,672	9.3%	40,747	34,105	19.5%	
Clearfield	9,526	7,829	21.7%	42,299	32,838	28.8%	
Eggertsville-Snyder	4,035	3,780	6.7%	20,026	17,461	14.7%	
Williamsville	1,494	1,136	31.5%	7,224	5,610	28.8%	
Angola	2,638	3,394	-22.3%	16,711	15,321	9.1%	
Aurora	4,532	3,158	43.5%	22,488	14,889	51.0%	
Boston	1,054	930	13.3%	4,966	4,693	5.8%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	7,246	5,790	25.1%	36,607	27,763	31.9%	
Reinstein Memorial	3,049	2,111	44.4%	13,867	9,992	38.8%	
Clarence	2,010	4,903	-59.0%	21,812	22,557	-3.3%	
Collins	1,004	912	10.1%	5,367	4,482	19.7%	
Concord	2,363	1,823	29.6%	11,668	9,242	26.2%	
Eden	1,124	1,054	6.6%	6,182	5,427	13.9%	
Elma	2,971	2,316	28.3%	14,156	11,061	28.0%	
Grand Island Memorial	3,274	2,786	17.5%	17,045	12,199	39.7%	
<i>Hamburg</i>							
Hamburg	6,393	4,355	46.8%	30,053	20,806	44.4%	
Lake Shore	2,632	1,942	35.5%	13,768	9,692	42.1%	
Lackawanna	2,472	1,972	25.4%	14,381	7,835	83.5%	
Lancaster	5,648	3,824	47.7%	28,399	17,252	64.6%	
Marilla	790	946	-16.5%	4,136	4,254	-2.8%	
Newstead	2,222	2,025	9.7%	10,761	10,096	6.6%	
North Collins	938	788	19.0%	4,492	3,955	13.6%	
Orchard Park	9,642	6,856	40.6%	46,066	30,846	49.3%	
City of Tonawanda	3,458	3,192	8.3%	16,324	13,480	21.1%	
<i>Town of Tonawanda</i>							
Kenilworth	2,859	2,664	7.3%	12,815	13,965	-8.2%	
Kenmore	6,920	5,896	17.4%	36,840	27,831	32.4%	
West Seneca	7,366	5,807	26.8%	36,885	31,500	17.1%	
<i>Buffalo</i>							
Coles	722	2,184	-66.9%	10,449	10,582	-1.3%	
Crane	2,912	2,446	19.1%	13,244	12,555	5.5%	
Dudley	2,480	2,164	14.6%	12,646	9,902	27.7%	
East Clinton	1,005	705	42.6%	5,395	3,427	57.4%	
González-Soto	2,609	2,409	8.3%	13,180	9,965	32.3%	
Merriweather	11,104	3,612	207.4%	29,226	16,666	75.4%	
North Park	4,324	3,528	22.6%	20,392	16,530	23.4%	
Panty	2,018	1,796	12.4%	6,360	8,439	-24.6%	
<i>Central</i>	16,390	8,603	90.5%	74,646	45,091	65.5%	
<i>Bookmobile Services</i>							
Library on Wheels	990	280	253.6%	4,963	568	773.8%	
Library2Go	150	See note.	See note.	445	See note.	See note.	
<i>Institutions</i>							
Correctional Facility	524	834	-37.2%	2,961	4,442	-33.3%	
Holding Center	304	255	19.2%	1,507	1,423	5.9%	
System	152,441	119,523	27.5%	735,495	562,489	30.8%	
Member Libraries	106,909	90,707	17.9%	540,081	422,899	27.7%	
Buffalo Branches	27,174	18,844	44.2%	110,892	88,066	25.9%	
Central Library	16,390	8,603	90.5%	74,646	45,091	65.5%	
Bookmobile	1,140	280	307.1%	5,408	568	852.1%	
Institutions	828	1,089	-24.0%	4,468	5,865	-23.8%	


Registered Public Access Computer Sessions

Session Counts Per Outlet

	May			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)	55	45	22.2%	301	271	11.1%	<p>Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Clarence - Closed 4/23/2022-5/14/2022 - Renovations and carpet installation.</p> <p>Coles - Closed starting 5/9/2022 - Renovations and flooring project.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Merriweather - Community assistance and support in the wake of 5/14/2022.</p> <p>Orchard Park - Closed Sunday, 5/8/2022 - Staffing.</p>
<i>Amherst</i>							
Audubon	893	1,003	-11.0%	4,607	4,283	7.6%	
Clearfield	731	531	37.7%	3,365	2,438	38.0%	
Eggertsville-Snyder	424	418	1.4%	2,022	1,974	2.4%	
Williamsville	122	108	13.0%	597	531	12.4%	
Angola	124	136	-8.8%	867	567	52.9%	
Aurora	351	249	41.0%	1,525	1,035	47.3%	
Boston	51	54	-5.6%	325	332	-2.1%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,223	925	32.2%	6,320	4,368	44.7%	
Reinstein Memorial	772	468	65.0%	3,112	2,173	43.2%	
Clarence	144	440	-67.3%	1,765	1,943	-9.2%	
Collins	88	109	-19.3%	443	546	-18.9%	
Concord	157	203	-22.7%	912	897	1.7%	
Eden	98	79	24.1%	487	504	-3.4%	
Elma	181	175	3.4%	912	694	31.4%	
Grand Island Memorial	251	198	26.8%	1,221	804	51.9%	
<i>Hamburg</i>							
Hamburg	899	659	36.4%	4,241	3,271	29.7%	
Lake Shore	246	143	72.0%	1,076	734	46.6%	
Lackawanna	377	337	11.9%	1,906	1,431	33.2%	
Lancaster	693	661	4.8%	3,217	2,784	15.6%	
Marilla	24	33	-27.3%	158	223	-29.1%	
Newstead	168	144	16.7%	724	779	-7.1%	
North Collins	87	120	-27.5%	458	693	-33.9%	
Orchard Park	564	455	24.0%	2,781	1,830	52.0%	
City of Tonawanda	623	434	43.5%	2,595	1,807	43.6%	
<i>Town of Tonawanda</i>							
Kenilworth	419	345	21.4%	1,887	1,474	28.0%	
Kenmore	1,146	986	16.2%	6,543	4,168	57.0%	
West Seneca	1,031	934	10.4%	4,814	4,427	8.7%	
<i>Buffalo</i>							
Coles	190	701	-72.9%	3,366	3,737	-9.9%	
Crane	409	310	31.9%	1,941	1,626	19.4%	
Dudley	560	479	16.9%	2,779	2,032	36.8%	
East Clinton	198	183	8.2%	1,258	872	44.3%	
González-Soto	485	695	-30.2%	2,735	2,960	-7.6%	
Merriweather	1,289	1,064	21.1%	6,512	4,953	31.5%	
North Park	894	824	8.5%	4,142	3,790	9.3%	
Panty	436	329	32.5%	1,309	1,559	-16.0%	
Central	6,248	3,384	84.6%	26,201	17,668	48.3%	
<i>Bookmobile Services</i>							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library2Go	0	See note.	See note.	0	See note.	See note.	
System	22,651	18,361	23.4%	109,424	86,178	27.0%	
Member Libraries	11,942	10,392	14.9%	59,181	46,981	26.0%	
Buffalo Branches	4,461	4,585	-2.7%	24,042	21,529	11.7%	
Central Library	6,248	3,384	84.6%	26,201	17,668	48.3%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

WiFi

Total Logins

	May			Year to Date Totals			Footnotes
	2022	2021	% of	2022	2021	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	481	427	12.6%	2,073	1,664	24.6%	<p>Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Clarence - Closed 4/23/2022-5/14/2022 - Renovations and carpet installation.</p> <p>Coles - Closed starting 5/9/2022 - Renovations and flooring project.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Merriweather - Community assistance and support in the wake of 5/14/2022.</p> <p>Orchard Park - Closed Sunday, 5/8/2022 - Staffing.</p>
<i>Amherst</i>							
Audubon	1,828	2,224	-17.8%	9,633	8,762	9.9%	
Clearfield	2,125	1,892	12.3%	9,167	7,455	23.0%	
Eggertsville-Snyder	1,114	975	14.3%	4,838	4,249	13.9%	
Williamsville	1,336	1,695	-21.2%	5,750	6,577	-12.6%	
Angola	239	155	54.2%	988	682	44.9%	
Aurora	2,185	1,655	32.0%	9,497	7,051	34.7%	
Boston	145	160	-9.4%	720	602	19.6%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,154	724	59.4%	5,835	3,243	79.9%	
Reinstein Memorial	607	644	-5.7%	3,018	2,346	28.6%	
Clarence	639	1,124	-43.1%	4,839	4,710	2.7%	
Collins	215	190	13.2%	1,076	1,036	3.9%	
Concord	562	451	24.6%	2,382	2,137	11.5%	
Eden	208	189	10.1%	1,087	905	20.1%	
Elma	346	256	35.2%	1,497	1,262	18.6%	
Grand Island Memorial	712	964	-26.1%	2,970	2,995	-0.8%	
<i>Hamburg</i>							
Hamburg	1,880	1,641	14.6%	8,335	7,083	17.7%	
Lake Shore	422	424	-0.5%	1,986	1,776	11.8%	
Lackawanna	412	277	48.7%	1,947	1,204	61.7%	
Lancaster	1,704	1,403	21.5%	7,398	5,935	24.7%	
Marilla	97	95	2.1%	445	483	-7.9%	
Newstead	376	481	-21.8%	1,856	2,784	-33.3%	
North Collins	463	346	33.8%	1,811	1,387	30.6%	
Orchard Park	1,646	1,054	56.2%	7,405	4,403	68.2%	
City of Tonawanda	586	714	-17.9%	2,707	2,822	-4.1%	
<i>Town of Tonawanda</i>							
Kenilworth	456	349	30.7%	1,959	1,487	31.7%	
Kenmore	1,906	1,586	20.2%	9,342	6,645	40.6%	
West Seneca	1,837	1,691	8.6%	8,354	7,296	14.5%	
<i>Buffalo</i>							
Coles	585	559	4.7%	3,798	2,558	48.5%	
Crane	437	397	10.1%	1,977	2,440	-19.0%	
Dudley	1,261	1,831	-31.1%	6,748	6,966	-3.1%	
East Clinton	708	423	67.4%	3,030	1,932	56.8%	
González-Soto	2,193	1,593	37.7%	9,845	7,112	38.4%	
Merriweather	1,467	707	107.5%	5,035	3,145	60.1%	
North Park	1,081	765	41.3%	4,622	3,742	23.5%	
Panty	1,280	962	33.1%	5,103	4,287	19.0%	
Central	14,683	8,697	68.8%	64,076	39,700	61.4%	
<i>Bookmobile Services</i>							
Library on Wheels	59	32	84.4%	249	108	130.6%	
Library2Go	0	See note.	See note.	0	See note.	See note.	
System	49,435	39,752	24.4%	223,398	170,971	30.7%	
Member Libraries	25,681	23,786	8.0%	118,915	98,981	20.1%	
Buffalo Branches	9,012	7,237	24.5%	40,158	32,182	24.8%	
Central Library	14,683	8,697	68.8%	64,076	39,700	61.4%	
Bookmobile Services	59	32	84.4%	249	108	130.6%	

Lancaster Financial Monthly Report 2022

May

Account	Deposits	Disbursements	Interest	Sub-Total	Balance
M & T Checking					
Beginning Balance					\$4,738.56
Fine/ print revenue	\$318.05				
ECWA: Water bill (#24981)		-\$56.91			
Ending Balance	\$318.05	-\$56.91		\$261.14	\$4,999.70
Bank on Buffalo					
Beginning Balance					\$87,896.09
Leary family donation (for Frosty's coupons)	\$201.00				
Copier	\$61.00				
Vending	\$20.00				
Book sale	\$187.00				
Headphones (3 @ \$3)	\$9.00				
AmazonSmile donation	\$36.57				
Sprouts, NY LLC: 5/9 program (#459)		-\$75.00			
Kimberly Strell: Art-Y Time 5/11 program (#460)		-\$205.00			
Lakeshore Learning: Kids toy fishing set (#461)		-\$39.98			
Town of Lancaster: Elevator funds from Monica Wallace (#462)		-\$20,000.00			
Donna Baia: Kiddling Around Yoga 5/23 program (#463)		-\$50.00			
Amazon: Summer prizes (Debit)		-\$412.84			
Amazon: Water cooler and yard games (Debit)		-\$323.96			
Demco: Library supplies (Debit)		-\$123.44			
Target: Cube shelving for breakroom (Debit)		-\$124.00			
Sprouts, NY LLC: 6/6 program (#464)		-\$75.00			
Frosty's Ice Cream: Scavenger hunt coupons (#465)		-\$201.00			
Amazon: Ellison die cut (Debit)		-\$15.71			
Ending Balance	\$514.57	-\$21,645.93		-\$21,131.36	\$66,764.73
Bank on Buffalo CDs	Amount	Maturity	Interest Rate	Interest	Total
Bank on Buffalo CD 040	\$21,520.17	12M 6/28/22	0.28%	\$0.00	\$21,520.17
Bank on Buffalo CD 043	\$12,002.24	36M 7/27/23	0.61%	\$0.00	\$12,002.24
Bank on Buffalo CD 045	\$28,159.62	12M 1/24/23	0.11%	\$0.00	\$28,159.62
Bank on Buffalo CD 046	\$24,616.93	12M 5/24/23	0.11%	\$16.62	\$24,633.55
Bank on Buffalo CD 028	\$11,716.32	36M 10/27/24	0.19%	\$0.00	\$11,716.32
Bank on Buffalo CD 178	\$20,601.52	12M 8/03/22	0.28%	\$14.07	\$20,615.59
Bank on Buffalo CD 1283	\$10,571.03	12M 9/30/22	0.11%	\$0.00	\$10,571.03
Bank on Buffalo CD 2355	\$21,905.33	12M 5/29/23	0.11%	111.67	\$22,017.00
Bank on Buffalo CD 7632	\$20,067.12	12M 10/9/22	0.11%	\$0.00	\$20,067.12
CD Balance				\$142.36	\$171,302.64
Total Balance					\$243,067.07

**Petty Cash
May 2022**

Date	Item	Deposit	Withdrawl	Total
				\$137.09
13-May	Meagan- Dollar General- summer activities supplies		-\$17.60	\$119.49
17-May	Meagan- Party City- raffle tickets		-\$24.00	\$95.49
27-May	Josh- Kwik Fill- gas for lawn mower		-\$10.01	\$85.48
31-May	Kara- Amazon- popcorn bags for 6/30 party		-\$31.99	\$53.49
		\$0.00	-\$83.60	\$53.49

Contract Library "System Paid" Budget Analysis

Lancaster Public Library

As of 3/13/2022

	"System Paid" Budget*	January	February	March	Actual 2022 Expenses	2022 Year End Projection	Projected Year End Surplus/(Shortfall)
Salaries & Wages, Full Time							
Salaries & Wages, Full Time	212,076.00	17,129.15	16,313.44	18,760.43	52,203.02	213,216.66	(1,140.66)
Other Payments	3,892.00		300.00		300.00	300.00	3,592.00
Overtime		403.49	979.89	883.82	2,267.20	6,831.40	(6,831.40)
Total Salaries & Wages, Full Time	215,968.00	17,532.64	17,593.33	19,644.25	54,770.22	220,348.06	(4,380.06)
Wages, Regular Part-Time					0.00		0.00
Wages, Part Time	110,656.00	6,962.47	7,572.71	8,026.04	22,561.22	90,731.94	19,924.06
Savings Goal	(5,243.00)						(5,243.00)
Employer FICA Total	24,984.00	1,855.72	1,907.98	2,096.98	5,860.68	24,016.40	967.60
Employee Health Insurance	18,720.00	878.59	1,728.17	2,458.04	5,064.80	19,948.73	(1,228.73)
Dental Plan	636.00	39.01	46.04	61.73	146.78	595.16	40.84
Health Insurance Waiver	804.00	67.00	67.00	67.00	201.00	804.00	0.00
NYS Retirement	28,613.00	2,648.44	2,795.98	2,687.51	8,131.93	29,982.62	(1,369.62)
Disability	0.00				0.00		0.00
Natural Gas (NFG)	5,661.00	868.35	1,152.76	973.88	2,994.99	5,520.81	140.19
Electricity	21,283.00	1,586.02	3,939.66	2,471.30	7,996.98	20,530.03	752.97
Bottom Line Total	422,082.00	32,438.24	36,803.63	38,486.73	107,728.60	412,477.75	9,604.25

Notes:

System Paid Budget per Res. 2022-12



MEMORANDUM

TO: Kara Stock, Library Director
Lancaster Public Library

FROM: Kenneth H. Stone, Deputy Director - CFO

SUBJECT: Resolution 2022-12

DATE: May 16, 2022

On April 8, the New York State Legislature passed the State's 2022-23 Budget. The State Budget includes recurring aid that supports library operations. Compared to the Library's 2022 Budget, state aid to the Library's operating budget will increase \$127,644 (5.8%).

Meanwhile, library fine revenue has continued a multi-year diminishing trend. The gradual return of patron physical visits to the Library, as the COVID-19 pandemic wanes, contributes to this trend. Additionally, strong use of downloadable eBooks and eAudiobooks, which expire automatically on their due date and hence are never late, grew quickly during the pandemic, accelerating this trend. These factors also impact the "Refunds - Contracting Library" line, as that revenue represents a return of fine revenue collected by contracting libraries in excess of local expenses of those libraries. Overall, revenue from late fine-related charges constitute less than 1 percent of 2022 budgeted operating revenue.

Given this context, now is the time to implement a fine free initiative to provide better and more equitable service to our patrons.

This resolution contains the operating budget line item adjustments to both budget increased state aid and address the revenue and expense impacts of the fine free initiative

Please update the Monthly Financial Report form to reflect the revised budget figures.

/ma

Enclosures

cc: 2022 Contract File

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: April 21, 2022

AGENDA ITEM NUMBER: E.2.c.

RESOLUTION: 2022-12
Amend 2022 Budget – Increased State
Aid and Implementing Fine Free
Initiative

BACKGROUND:

On April 8, the New York State Legislature passed the State's 2022-23 Budget. The State Budget includes recurring aid that supports library operations. Compared to the Library's 2022 Budget, state aid to the Library's operating budget will increase \$127,644 (5.8%).

Meanwhile, library fine revenue has continued a multi-year diminishing trend. The gradual return of patron physical visits to the Library, as the COVID-19 pandemic wanes, contributes to this trend. Additionally strong use of downloadable eBooks and eAudiobooks, which expire automatically on their due date and hence are never late, grew quickly during the pandemic, accelerating this trend. These factors also impact the "Refunds – Contracting Library" line, as that revenue represents a return of fine revenue collected by contracting libraries in excess of local expenses of those libraries. Overall, revenue from late fine-related charges constitute less than 1 percent of 2022 budgeted operating revenue.

The October 21, 2021 Memorandum *Eliminating Overdue Fines* is also attached for your reference.

Given this context, now is the time to implement a fine free initiative to provide better and more equitable service to our patrons.

This resolution contains the operating budget line item adjustments to both budget increased state aid and address the revenue and expense impacts of the fine free initiative.

ACTION REQUIRED:
Motion to approve Resolution 2022-12.

RESOLUTION 2022-12

WHEREAS, budgetary allocations from Erie County and New York State to the Buffalo & Erie County Public Library constitute well over 90% of the financial resources supporting library operations, and

WHEREAS, revenue from late fine-related charges constitute less than 1 percent of 2022 budgeted operating revenue and in recent years has diminished with the shift to electronic materials compounded by the COVID-19 pandemic, and

WHEREAS, the recently adopted NY State 2022-23 budget includes increased operating aid for public libraries that will yield \$127,644 above the Library's 2022 Adopted Budget, and

WHEREAS, the Library desires to implement a fine free initiative to provide better and more equitable service to our patrons, and

WHEREAS, implementing this initiative requires adjustments to the system operating budget revenues and contractual payments to the contracting libraries, now, therefore be it

RESOLVED that the Board of Trustees of the B&ECPL approves adjusting the 2022 Operating Budget, including revenue from and allocations to contracting libraries, as shown below:

2022 OPERATING BUDGET CHANGES

	SAP Account Number	2022 Current Budget	Increase/ (Decrease)	2022 Revised
Revenue:				
NYS Aid for Library Systems	#408140	\$1,911,437	\$111,117	\$2,022,554
NYS Aid to Member Libraries	#408150	\$282,849	\$16,527	\$299,376
Library Charges - Fines	#419000	\$130,202	(\$86,475)	\$43,727
Refunds - Contract Library	#419010	\$35,967	(\$28,249)	\$7,718
Use of Fund Balance	#402190	\$1,948,642	\$5,460	\$1,954,102
Net Change in Revenue			<u>\$18,380</u>	
Expense				
Contractual Payments	#516010			
EWELL (ALDEN) FREE LIB.		\$7,530	\$387	\$7,917
ANGOLA PUBLIC LIBRARY		\$0	\$250	\$250
AURORA TOWN PUBLIC LIB.		\$0	\$1,038	\$1,038
BOSTON FREE LIBRARY		\$7,045	\$338	\$7,383
CHEEKTOWAGA PUBLIC LIB.		\$10,350	\$3,592	\$13,942
CLARENCE PUBLIC LIBRARY		\$950	\$2,675	\$3,625

TOWN OF COLLINS PUBLIC LIB.	\$3,515	\$826	\$4,341
CONCORD PUBLIC LIBRARY	\$3,070	\$488	\$3,558
EDEN LIBRARY	\$5,195	\$723	\$5,918
ELMA PUBLIC LIBRARY	\$2,085	\$917	\$3,002
GRAND ISLAND MEMORIAL LIB.	\$770	\$1,017	\$1,787
LACKAWANNA PUBLIC LIB.	\$18,370	\$552	\$18,922
MARILLA FREE LIBRARY	\$4,655	\$416	\$5,071
NEWSTEAD PUBLIC LIBRARY	\$7,180	\$754	\$7,934
NORTH COLLINS PUBLIC LIB.	\$5,770	\$89	\$5,859
ORCHARD PARK PUBLIC LIB.	\$5,425	\$3,480	\$8,905
WEST SENECA PUBLIC LIBRARY	\$0	\$838	\$838
Net Change in Expense		<u>\$18,380</u>	

Approved unanimously at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on April 21, 2022.

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: LANCASTER PUBLIC LIBRARY

DESCRIPTION	As per Res 2021-14			As per Res 2022-12		
	2021	2021	2021	2022	2022	2022
	Contract Library Direct	BUDGET	Total	Contract Library Direct	BUDGET	Total
PERSONAL SERVICES						
SALARIES & WAGES, FULL TIME		202,720	202,720		212,076	212,076
WAGES, REGULAR PART-TIME		-	-		-	-
WAGES, PART TIME		104,211	104,211		110,658	110,658
OVERTIME (Sunday)		-	-		-	-
OTHER (Vacation Buyout)		2,376	2,376		3,892	3,892
TOTAL SALARIES & WAGES	-	309,307	309,307	-	326,624	326,624
REDUCTION FRM PERS. SVCS ACCT			-		(5,243)	(5,243)
CONTRACTUAL SALARY RESERVES		3,755	3,755			-
FRINGE BENEFITS						
EMPLOYER FICA		23,662	23,662		24,984	24,984
EMPLOYEE HEALTH INSURANCE		19,788	19,788		18,720	18,720
DENTAL PLAN		636	636		636	636
WORKERS COMPENSATION		1,443	1,443		1,517	1,517
UNEMPLOYMENT INSURANCE		727	727		786	786
HOSPITAL & MEDICAL - RETIREES		26,354	26,354		26,446	26,446
HEALTH INSURANCE WAIVER		804	804		804	804
RETIREMENT		32,130	32,130		28,613	28,613
TOTAL FRINGE BENEFITS	-	105,544	105,544	-	102,466	102,466
OFFICE SUPPLIES	-	3,943	3,943	-	3,222	3,222
REPAIRS & MAINTENANCE CHARGES						
OTHER SUPPLIES & MATERIALS	500	-	500	500	-	500
EQUIPMENT MAINTENANCE	50		50	50		50
REPAIRS & MAINT - MISC SYS	-	1,901	1,901	-	2,038	2,038
TOTAL REPAIRS & MAINTENANCE CHARGES	550	1,901	2,451	550	2,038	2,588
TRAVEL & MILEAGE EXPENSES	250		250	250		250
DUES & FEES						
MEMBERSHIP & DUES	20	-	20	20	-	20
TRAINING & EDUCATION (NYSALB, etc.)		935	935		704	704
TOTAL DUES & FEES	20	935	955	20	704	724
UTILITY CHARGES						
WATER	300		300	300		300
SEWER			-			-
TELECOMMUNICATIONS			-			-
- DATA LINES	-	336	336	-	336	336
- INTERNET - Internet access	-	37	37	-	41	41
- EQUIPMENT MAINT	-		-	-		-
- LOCAL AND LD PHONE SERVICE	-	915	915	-	934	934
TELEPHONE SUB-TOTAL	-	1,288	1,288	-	1,311	1,311
TOTAL UTILITY CHARGES	300	1,288	1,588	300	1,311	1,611
PROFESSIONAL SERVICE CONTRACT & FEES						
ADVERTISING & PROMOTION		1,932	1,932		2,415	2,415
MOVIE LICENSING AGREEMENT		232	232		235	235
OVERDRIVE DOWNLOADABLE LICENSE	-	324	324	-	324	324
SIRSI SOFTWARE MAINTENANCE	-	4,151	4,151	-	4,256	4,256
RFID EQUIPMENT MAINTENANCE		1,680	1,680		1,739	1,739
COLLECTIONS AGENCY FEES	-	888	888	-	777	777
EAP SERVICES	-	141	141	-	154	154
ONLINE CATALOG (OCLC)	-	2,834	2,834	-	2,888	2,888
VITEC SOLUTIONS/COMPUTER SUPPORT	-	2,703	2,703	-	2,578	2,578
LEGAL FEES	-	1,513	1,513	-	1,583	1,583
RFID/OCR LABELS		1,449	1,449		1,286	1,286
OTHER PRINTED SUPPLIES	-	35	35	-	36	36
CONTRACT PROFESSIONAL SERVICES (DIRECT)		-	-		-	-
TOTAL PROFESSIONAL SERVICE CONTRACTS	-	17,882	17,882	-	18,283	18,283

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: LANCASTER PUBLIC LIBRARY

DESCRIPTION	As per Res 2021-14			As per Res 2022-12		
	2021	2021	2021	2022	2022	2022
	BUDGET			BUDGET		
	Contract Direct	Library System Paid	Total	Contract Direct	Library System Paid	Total
MAINTENANCE CONTRACTS						
OTHER SUP & MTL - CONTRACT	500	-	500	500	-	500
EQUIPMENT CONTRACTS			-			-
MAINT CONTRACTS - SYS		235	235		224	224
TOTAL MAINTENANCE CONTRACTS	500	235	735	500	224	724
OTHER EXPENSES & CHARGES						
LIBRARY MATERIALS PROCESSING SUPPLIES	-	747	747	-	199	199
RESALE ITEMS (BAGS, DISK, HEADPHONES)	-	96	96	-	115	115
LIBRARY CARDS	-	39	39	-	39	39
DVD REPAIR		58	58		68	58
MISC PROGRAM EXPENSES	500		500	500		500
NYS DISABILITY	-		-	-		-
POSTAGE	100		100	100		100
PRINTING			-			-
ADVERTISING			-			-
TRAINING			-			-
REFUSE PICKUP			-			-
BANK CHARGES			-			-
JANITORIAL SERVICES			-			-
OTHER EXPENSES			-			-
TOTAL OTHER EXPENSES & CHARGES	600	940	1,540	600	411	1,011
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		3,172	3,172		3,352	3,352
TOTAL INSURANCE CHARGES	-	3,172	3,172	-	3,352	3,352
LAB & TECHNICAL EQUIP.		1,644	1,644		8,193	8,193
LIBRARY BOOKS & MEDIA						
Serials (Magazines, Newspapers, Journals, Etc.)	-	3,404	3,404	-	2,766	2,766
On-line Databases (News, Health, Literary, Homework, Business, Etc.)	-	8,681	8,681	-	5,920	5,920
E-Content		33,081	33,081		53,284	53,284
Centrally Ordered Materials	-	41,570	41,570	-	36,649	36,649
Specialized Titles / Individual Orders	-	6,384	6,384	-	6,152	6,152
TOTAL LIBRARY BOOKS & MEDIA	-	93,000	93,000	-	104,771	104,771
INTERFUND UTILITY EXPENDITURES						
NATURAL GAS	-	3,578	3,578	-	5,661	5,661
ELECTRICITY	-	20,562	20,562	-	21,283	21,283
TOTAL INTERFUND UTILITY EXPENDITURES	-	24,140	24,140	-	26,944	26,944
TOTAL INTERFUND EXP - COUNTY		1,047	1,047		2,004	2,004

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: LANCASTER PUBLIC LIBRARY

DESCRIPTION	As per Res 2021-14			As per Res 2022-12		
	2021	2021	2021	2022	2022	2022
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
TOTAL OPERATING EXPENSES	2,220	568,733	570,953	22,220	595,334	617,554
REVENUE SOURCES						
COUNTY SHARE	-	553,746	553,746	-	581,315	581,315
STATE AID (Member Aid)		-	-	20,000	-	20,000
STATE AID (Pass through System)		11,885	11,885		11,884	11,884
SUB-TOTAL: SYSTEM APPROPRIATION	-	565,631	565,631	20,000	593,199	613,199
DIRECT LOCAL INCOME						
	Contract Library Direct	Return to System (CHR Share)	TOTAL	Contract Library Direct	Return to System (CHR Share)	TOTAL
FINES, LOST BOOKS, ETC	1,040	1,454	2,494	819	786	1,605
COPY MACHINES	-	-	-	-	-	-
PRINT COST RECOVERY	1,155	1,613	2,768	1,376	1,324	2,700
OTHER REVENUES	25	35	60	25	25	50
MUNICIPAL SUPPORT	-	-	-	-	-	-
DONATIONS	-	-	-	-	-	-
FUNDRAISING	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-
USE OF FUND BALANCE	-	-	-	-	-	-
OTHER INCOME	-	-	-	-	-	-
TOTAL DIRECT INCOME	2,220	3,102	5,322	2,220	2,135	4,355
TOTAL REVENUE SOURCES	2,220	568,733	570,953	22,220	595,334	617,554

COUNTY SHARE vs OTHER REVENUE

COUNTY SHARE	-	553,746	553,746	-	581,315	581,315
STATE AID	-	11,885	11,885	20,000	11,884	31,884
DIRECT INCOME	2,220	3,102	5,322	2,220	2,135	4,355
SUBTOTAL OTHER REVENUE	2,220	14,987	17,207	22,220	14,019	36,239
TOTAL REVENUE	2,220	568,733	570,953	22,220	595,334	617,554

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

ACCOUNT TRIAL BALANCE FOR FY22/JAN TO APR

FUND 001

ACCOUNT	ACCOUNT NAME	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PER JNL SRC EFF DATE REFERENCE							
001-70-7410-000-411							
CONTRACTUAL SERVICES	17410		.00				
4 319 API 04/18/22 001473 3875			HAWKINS FIRE EX	48.50	.00	48.50	
4 538 API 04/29/22 001041 4369			ALPS ELEVATOR I	65.00	.00	113.50	
17410-411			.00	113.50	.00	113.50	113.50
001-70-7410-000-422							
BUILDINGS	17410		.00				
2 252 API 02/09/22 002083 2959			SITEONE LANDSCA	428.75	.00	428.75	
4 150 API 04/01/22 001477 3701			HECTOR'S HARDWA	20.83	.00	449.58	
4 267 API 04/18/22 001487 3868			HOME DEPOT	19.87	.00	469.45	
17410-422			.00	469.45	.00	469.45	469.45
001-70-7410-000-426							
REPAIRS & MAINTENANCE	17410		.00				
2 233 API 02/09/22 001477 2834			HECTOR'S HARDWA	152.95	.00	152.95	
4 541 API 04/29/22 002054 4390			SCHINDLER ELEVA	21,904.50	.00	22,057.45	
17410-426			.00	22,057.45	.00	22,057.45	22,057.45
001-70-7410-000-460							
INTERNET ACCESS	17410		.00				
1 343 API 01/20/22 002096 2508			SPECTRUM	79.98	.00	79.98	
2 366 API 02/27/22 002096 2987			SPECTRUM	109.98	.00	189.96	
3 457 API 03/25/22 002096 3474			SPECTRUM	109.98	.00	299.94	
4 476 API 04/27/22 002096 4133			SPECTRUM	111.63	.00	411.57	
17410-460			.00	411.57	.00	411.57	411.57
TOTALS FOR FUND 001							
General Fund			.00	23,051.97	.00	23,051.97	23,051.97
REPORT TOTALS			.00	23,051.97	.00	23,051.97	23,051.97

** END OF REPORT - Generated by Annette Wojtowicz **

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))

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 June 10, 2021. This policy supersedes the procurement related stipulations of all previously adopted Board resolutions.



Buffalo & Erie County Public Library to Lancaster Public Library

Drive 12.5 miles, 22 min

Buffalo & Erie County Public Library

1 Lafayette Square, Buffalo, NY 14203

Wednesday, April 13

9 - 11:30

Manager Meeting
at Central Library.

Take I-190 S and Como Park Blvd to School St in Lancaster

↑ 1. Head south on Ellicott St toward Clinton St 22 min (12.4 mi)

↩ 2. Turn left at the 1st cross street onto Clinton St 138 ft

↪ 3. Turn right at the 1st cross street onto Oak St 374 ft

↗ 4. Use any lane to merge onto I-190 S via the ramp to I-90/Albany/Erie 0.3 mi

↩ 5. Keep left to stay on I-190 S 2.5 mi

↩ 6. Use the left 2 lanes to take exit 1-52 to merge onto I-90 E toward Buffalo Arpt/Albany 2.0 mi

↪ 7. Take exit 52A for William St toward Buffalo/Cheektowaga 1.2 mi

↪ 8. Turn right onto William St 0.3 mi

↩ 9. Use any lane to turn left onto Union Rd 0.7 mi

● Pass by Subway (on the right in 0.2 mi)

↪ 10. Turn right onto Bennett Rd 0.2 mi

↪ 11. Turn right onto Como Park Blvd 0.7 mi

↩ 12. Turn left onto Lake Ave 3.7 mi

0.5 mi

Continue on School St to your destination

↑ 13. Continue onto School St 31 s (364 ft)

↩ 14. Turn left 240 ft

● Destination will be on the left 125 ft

Google Maps

Lancaster Public Library to Ripa's Italian Restaurant

Drive 3.9 miles, 8 min

Lancaster Public Library

5466 Broadway, Lancaster, NY 14086

Thursday, April 14th
12:45 - 1:30 pm

Speaker at
Lancaster Women's
Civic Club
Meeting at 12:45.
KS

- ↑ 1. Head east toward School St
125 ft
- ↩ 2. Turn left onto School St
0.2 mi
- ↩ 3. Turn left onto Pleasant Ave
0.2 mi
- ↷ 4. Turn right onto Central Ave
0.9 mi
- ↷ 5. Turn right onto Walden Ave
2.6 mi
- ↩ 6. Turn left
Destination will be on the left
174 ft

Ripa's Italian Restaurant

4218 Walden Ave, Lancaster, NY 14086

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

☰

24 Hour

Hot

New

Sale

Outlet

Checkout

✓ Shipping Address

[Edit](#)

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

✓ Shipping Method



Ground	\$9.19
3 Day Select	\$16.46
2nd Day Air	\$20.50
Next Day Air	\$51.54

3 Payment Method

Pay with Credit Card

Pay with Other Method



Your card will not be charged until your order has shipped.

Enter a Card

Starred(*) fields are required.

Name on Card*

Card Number*

Security Code*



Expiration month*

Expiration Year*

Save card for future orders

Name this Card*

Make this my preferred payment method

Enter a Billing Address

Same as Shipping Address

Select Billing Address

Add Billing Address

Order Summary



Serged Closed-Back Table Throw - 6'
Lime Green
Qty: 1

\$169.00

Subtotal (1 products)

\$169.00

Shipping

\$9.19

Tax

\$0.00

[Tax Exempt?](#)

[Enter Coupon Code](#)

Total

\$178.19

Let's Be Certain

Should we make it a date?

We're ready to produce your order based on the production times noted for each item. If you need your order no later than a specific date, please let us know.

Date Order Needed By

mm/dd/yyyy

If there are any concerns about that date, your Customer Service Representative will be in touch right away.

It's OK, you can tell us!

amazonprime

Deliver to Kara Lancaster 14086

Allamerican flag outside

Q

US

Hello, KaraAccount & Lists

Returns & Orders

0

AllAmazon BasicsBuy AgainPharmacyAmazon BusinessShopper ToolkitWhole FoodsHealth & HouseholdCoupons

Amazon HomeShop by RoomDiscoverShop by StyleHome DécorFurnitureKitchen & DiningBed & BathGarden & OutdoorHome Improvement



American Flag 100% Made in USA, Heavyweight Nylon American Flag 3x5 Outdoor, UV Protected/Sewn...2,767
~~\$19.69~~

Back to results

Sponsored



VIDEO

American Flag 3x5 Outdoor Heavy Duty - American Flag Nylon US Flags 3x5 Outdoor,Embroidered Stars and Sewn Stripes American Flags Outside Hanging Weatherproof Standard American Flag

Brand: Kerothen
4,848 ratings
Amazon's Choice for "american flag outside"

\$20⁵⁸

prime One-Day & FREE Returns
Coupon: Save an extra 5% when you apply this coupon. Terms

Thank you for being a Prime member. Get a \$100 Gift Card: Pay \$0.00 upon approval for the Amazon Prime Rewards Visa Card. No annual fee.

Color: 3 x 5



\$20.58



\$17.99



\$11.89



\$35.99



\$37.99

Color 3 x 5
Brand Kerothen
Occasion Patriotic
Material Nylon
Item 5 x 3 x 0.6 inches
Dimensions LxWxH
Fabric Type 100,Nylon

About this item

\$20⁵⁸

prime One-Day & FREE Returns

FREE delivery Tomorrow, June 2. Order within 5 hrs 18 mins

Deliver to Kara - Lancaster 14086
In Stock.

Qty: 1

Add to Cart

Buy Now

Secure transaction

Ships from Amazon
Sold by iKoba

Return policy: Eligible for Return, Refund or Replacement within 30 days of receipt

Add other items:

Ambesonne American Flag Tablecloth, Roya... \$27.94

Ambesonne United States Shower Curtain,... \$22.90

Add a gift receipt for easy returns

Add to List

Have one to sell?

Sell on Amazon



Jetlifee American Flag, American...
6,933

\$12.99

amazonprime

Deliver to Kara Lancaster 14086

Electronics

Hello, Kara Account & Lists

Returns & Orders

All

Amazon Basics

Buy Again

Pharmacy

Amazon Business

Shopper Toolkit

Whole Foods

All-new Fire 7 Kids tablet

Computers

Laptops

Desktops

Monitors

Tablets

Computer Accessories

PC Components

PC Gaming

Deals



Electronics > Computers & Accessories > Laptop Accessories > Stands



Foldable Laptop Stand for Desk, CTIREL Portable Computer Stand, Ergonomic Aluminum MacBook Stand, Laptop Riser Holder Compatible with MacBook Air Pro, Dell XPS, Lenovo More 10-16.2" Laptops-Silver

Visit the CTIREL Store
★★★★★ 347 ratings
24 answered questions

\$18⁹⁹

prime & FREE Returns

Coupon: ☐ Save an extra 10% when you apply this coupon. Terms
Get \$60 off instantly: Pay \$0.00 ~~\$18.99~~ upon approval for the Prime Store Card. No annual fee.

Color:
AA-Silver

Brand	CTIREL
Compatible Devices	Laptops
Recommended Uses For Product	Laptop
Form Factor	Notebook
Special Feature	Portable,Travel,Foldable

About this item

\$18⁹⁹

prime & FREE Returns

FREE delivery **Saturday, May 28.**
Order within 11 hrs 26 mins

Deliver to Kara - Lancaster 14086
In Stock.

Qty: 2

Add to Cart
Buy Now

Secure transaction

Ships from Amazon
Sold by Winroad NICE

Return policy: Eligible for Return, Refund or Replacement within 30 days of receipt

Support: Free Amazon tech support included

☐ Add a gift receipt for easy returns

Add to List

New (2) from \$18.99 prime

Have one to sell?
Sell on Amazon

5% off coupon



Gshine Laptop Stand, Ergonomic...
771
\$15.99

Sponsored



YVLEEN Sling Fishing Tackle Bag - Outdoor Fishing Tackle Storage Pack - 2022 Newest Design...

15% off coupon

\$45.90

337

◀ Back to results

Sponsored



Roll over image to zoom in



Lixada Fishing Rod Case, Portable Folding Fishing Rod Case Fishing Pole Reel Storage Bag Fishing Gears Organizer

Brand: Lixada

715 ratings

| 38 answered questions

\$21⁹⁹

& **FREE Returns**

Thank you for being a Prime member. Get a \$100 Gift Card: Pay \$0.00 upon approval for the Amazon Prime Rewards Visa Card. No annual fee.

Color: **Black**



Size: **100cm**

100cm

130cm

150cm

190cm

210cm

Brand	Lixada
Material	Oxford cloth
Color	Black

About this item

- **SPACIOUS CAPACITY:** This fishing bag includes 2 main compartment, exterior pockets and 1 mesh pocket, offers large capacity for your fishing tackle and keep it neat and organized.
- **EASY ACCESS & ORGANIZATION:** 2 spacious main compartment with wide opening and dual zippers for easy access to your essential fishing gear, such as fishing rod, fishing reel, line, tackle box, etc.
- **ADDITIONAL STORAGE:** Front zipper pocket for additional storage for your fishing tackles like lures, tackle, bait and more. Breathable mesh pocket to hold your fishing gloves.

\$21⁹⁹

& **FREE Returns**

FREE delivery **Monday, June 6.**
Order within **11 hrs 37 mins**

Deliver to Kara - Lancaster 14086

In Stock.

Qty: 1

Add to Cart

Buy Now

Secure transaction

Ships from **Amazon**

Sold by **TOPNETU**

Return policy: **Eligible for Return, Refund or Replacement within 30 days of receipt**

☐ Add a gift receipt for easy returns

Add to List

New (3) from
\$21.99

Other Sellers on Amazon

\$27.99

& **FREE Shipping**

Sold by: fannzone

Add to Cart

\$29.99

Sold by: Yigoo

Add to Cart

Have one to sell?

Sell on Amazon

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, July 14, 2022
4:00PM**

- I. Roll Call – Guest: Michael Amodeo, Esq., System Liaison to LPL
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the meeting minutes of June 9, 2022
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
 - A. June Report
 - B. CDs: #178 Matures August 3, 2022
 - C. Craft Budget Update
- VIII. Old Business
 - A. Building Maintenance Update
 - 1. Staff Room Renovation
 - 2. Elevator
 - B. Little Free Libraries
- IX. New Business
 - A. Scheduling Director John Spears' Visit
 - B. 2022 Contract Approval – VOTE
 - C. Budget for Battle of the Books Party - \$150
 - D. Literacy Kits (Handwriting, Phonics) - \$422.80
 - E. USPS Stamps - \$58.00
 - F. Bicycle Pump - \$658.99
 - G. DVD Repair Kit - \$49.99
 - H. Seed Envelopes - \$41.97
 - I. Private Materials Invoice - \$879.15
 - J. Facilities Improvement Initiative - \$2,385.54 (25% of total expenditure)
- X. Adjournment

Next Meeting: THURSDAY, AUGUST 11, 2022 – 4:00PM

Lancaster Public Library
Board of Trustees
Meeting Minutes
June 9, 2022

- I. Roll Call - S. Jacobs, J. Yarborough, K. Wind, B. Tamol, K. Graber, K. Stock (Library Director), B. Leary (Town liaison) and A. Martin (trustee emeritus)
- II. The meeting was called to order at 4:01 p.m.
- III. The agenda was reviewed and approved. MSP - J. Yarborough, K. Graber. Vote - unanimous
- IV. The meeting minutes of May 12, 2022 were reviewed and approved. MSP - K. Graber, K. Wind. Vote - unanimous
- V. Kara informed the board that the Summer flyers are out and programming is filling up fast. She will be attending the Village Businesses Meeting about Library participation in the village scavenger hunt. Following the mass shooting in Buffalo, safety procedures were reviewed and a collection was taken in support of the victims. The library has a new partnership with NYSDEC, which provided fishing gear to be lent out. Battle of the Books has 12 students participating which allows for 2 teams.
- VI. No Public Comment
- VII. Monthly Financials
 - A. The May Report was reviewed and approved. MSP - J. Yarborough, S. Jacobs. Vote - unanimous
 - B. CD's #046 and #2355 will be combined and invested for 12 months. CD #40 which matures on June 28th will be rolled over for an additional 12 months. MSP - K. Wind, K. Graber. Vote - unanimous
 - C. System Paid Analysis quarterly report was reviewed.
 - D. Amended System Budget - Fine free means less pt hours.
 - E. Petty cash was replenished with \$150. MSP S. Jacobs, J. Yarborough. Vote - unanimous
 - F. The Town Budget quarterly report was received.
- VIII. Old Business
 - A. Update on Staff Room Reno - The bids have gone out and B. Leary will keep the board updated.
- IX. New Business
 - A. The Procurement Policy was reviewed and reaffirmed. MSP - J. Yarborough, K. Graber. Vote - unanimous
 - B. Juneteenth Holiday 6/20/2022, as programming was already scheduled The Library will remain open this year. MSP - S. Jacobs, B. Tamol. Vote - unanimous
 - C. Mileage reimbursement of \$11.88 to K. Stock. MSP - B. Tamol, K. Wind.

Vote - unanimous

D. Approval to spend \$178.19 for an event tablecloth. MSP- K. Graber
J. Yarborough. Vote - unanimous

E. Approval of \$20.58 expenditure for a new American flag.
MSP - J. Yarborough, K. Graber. Vote - unanimous

F. Approval of the purchase of 2 laptop stands for the amount of \$37.98.
MSP - B. Tamol, K. Graber. Vote - unanimous

G. Approval to purchase five (5) fishing pole bags in the amount of \$109.95
MSP - s. Jacobs, J. Yarborough. Vote - unanimous

X. The meeting was adjourned at 4:35 p.m. MSP - J. Yarborough, K. Wind.
Vote - unanimous

Respectfully submitted by,
Barbara Tamol
Board Secretary

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

Outreach

Village VOICE Meeting – Library Director Kara Stock promoted our Village Scavenger Hunt to **14** members of this non-profit organization run by merchants in the Village of Lancaster. The VOICE (Village Organization Informing on Community Events) members were very enthusiastic about participating and several donated gift certificates and items for the grand prize.

Tours

Youth Services Librarian Meagan Carr gave a tour of the library to **23** second grade students and chaperones from **Como Park Elementary** on Thursday, June 9th. Meagan read *Hey, Wall: A Story of Art and Community* by Susan Verde and discussed what kind of things they can find at the library. Everyone was given a fish pattern to decorate and the completed creations are on display in the front library window for summer.



Partnerships

Family Literacy – Certified Literacy Specialist and Lancaster Educator Beth Farrar taught two back to back Family Literacy Workshops for **12 & 10** attendees respectively on Thursday, June 16th.



Little Free Library – The first of the two Little Free Libraries has been installed on 321 Columbia Avenue in Depew, the location of the former Depew Branch. The Lancaster-Depew Rotary Club purchased the library and our staff is responsible for keeping it filled with books.

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, June 25th. **3** children practiced reading out loud to the dog.

Youth Bureau Craft Program – Volunteers from the Lancaster Youth Bureau held a hands-on Father's Day craft program on Wednesday, June 15th for **7** children.

Programming

Author Visit - Depew author Iryna Colvin-Spencer gave a talk about her book *Hannia: Forgotten Holocaust Survivor* for 7 adults on June 28th.

Author Visit - Local children's book author, Aaron Measer, read his book *My Day with Grandma* at two special storytimes on Friday, June 3rd with a total attendance of 35.



Battle of the Books – Part-time Librarian Michael Green held 5 meetings for our team on Thursdays nights. 11 young adults are participating this year.

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

Button Making – Kara held a button making program on Monday, June 20th. 11 individuals of all ages stopped by to make their own button.

Computer Coach – John held 3 one-on-one technology appointments, assisting patrons with Microsoft Word, internet searching, and how to use a tablet.

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

- **Craft & Carry** - 140 children picked up a summer-themed craft kit.
- **STEM Kits: Pan Flutes** - 39 children picked up this kit and performed their experiment at home.
- **Take & Make** – These weekly kits had children's book themes and 175 were picked up.



Dare to Repair Café – Volunteers from the *The Tool Library* held this repair café at our library on Saturday, June 4th. 20 people brought items in need of repair such as a fan, a microwave, a toaster, and a lamp.



LEGO® Club – Youth Services Librarian Meagan Carr held 2 LEGO® Clubs for a total of 13 children on Saturday, June 18th. They made sea creations to display in the library.

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

Ms. Melissa's Sprouts – Melissa Sacco helped 10 preschool age children learn and grow through music on Monday, June 6.

Seed Library – 65 vegetable, flower, and herb packets were picked up in June.

Storytimes - Meagan conducted multiple sessions for each age group for a total of 14 sessions: 26 children attended Lapsit, 38 children attended Toddler Time, 30 children attended Preschool Time and 31 children attended Family Storytime.

Summer Kick-off Party – 200 people attended this party on Thursday, June 30th. Glenn Colton provided a lively concert and Taco Dragon from *Dragons Love Tacos* made an appearance. Kids made a variety of crafts, went magnet fishing, and enjoyed a sensory table. In addition, the League of Women Voters handed out voter registration forms.



Meetings

June 8 – Kara attended the Manager Meeting via Zoom.

June 16 – Kara, Meagan, and John met to continue planning our 2022 goals. We finalized the plans for our summer kick-off party and began to discuss ideas for fall.

Social Media

The Mayor of the Village of Lancaster, Lynne Ruda, visited our library and posted about it on Facebook and Instagram.



LANCASTER PUBLIC LIBRARY 2022 STATISTICS

CIRCULATION			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	8,583	3,832	124.0%
FEB	9,681	8,640	12.0%
MAR	11,175	9,752	14.6%
APR	15,609	8,582	81.9%
MAY	17,971	7,941	126%
JUN	18,973	9,924	91.2%
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	81,992	48,671	68.5%

LIBRARY VISITS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	4,512	1,129	299.6%
FEB	5,318	3,544	50.1%
MAR	6,449	4,433	45.5%
APR	6,472	4,322	49.7%
MAY	5,648	3,824	47.7%
JUN	6,502	5,648	15.1%
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	34,901	22,900	52.4%

PUBLIC ACCESS COMPUTER SESSIONS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	584	78	648.7%
FEB	574	510	12.5%
MAR	753	862	-12.6%
APR	613	673	-8.9%
MAY	693	661	4.8%
JUN	644	594	8.4%
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	3,861	3,378	14.3%

WIFI			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	1,189	736	61.5%
FEB	1,356	1,079	25.7%
MAR	1,680	1,418	18.5%
APR	1,469	1,299	13.1%
MAY	1,704	1,403	21.5%
JUN	1,710	1,559	9.7%
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	9,108	7,494	21.5%

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

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

DAYS OPEN AND CLOSED

Days Open: 26

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	0	0	18	18	561	\$6.00	\$104.00	\$0.00	\$165.00	\$976.80
MAR	0	0	23	41	552	\$6.00	\$130.00	\$12.00	\$188.00	\$332.80
APR	0	0	19	36	514	\$9.00	\$56.00	\$0.00	\$151.00	\$0.00
MAY	0	0	20	31	507	\$9.00	\$61.00	\$20.00	\$187.00	\$201.00
JUN	1	23	37	35	654	\$12.00	\$72.00	\$0.00	\$183.00	\$320.00
JUL										
AUG										
SEP										
OCT										
NOV										
DEC										
TOTAL	1	23	134	191	3,367	\$42.00	\$492.00	\$44.00	\$1,029.00	\$1,830.60

Total Proceeds \$3,437.60

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


June 2022 Program Statistics

Program Date	Title	Number of programs	Total Attendance
6/1/2022	Mahjong Club	1	2
6/2/2022	Drop-In Lego	1	11
6/2/2022	Battle of the Books	1	10
6/3/2022	Storytime	1	22
6/3/2022	Storytime	1	13
6/4/2022	Dare to Repair Cafe	1	20
6/6/2022	Sprouts	1	21
6/7/2022	Storytime	1	14
6/7/2022	Storytime	1	20
6/7/2022	Book Club	1	9
6/8/2022	Mahjong Club	1	4
6/9/2022	Tour	1	23
6/9/2022	Battle of the Books	1	8
6/10/2022	Storytime	1	12
6/10/2022	Storytime	1	19
6/13/2022	Village Business Meeting	1	14
6/14/2022	Storytime	1	9
6/14/2022	Storytime	1	20
6/14/2022	Book Club	1	7
6/15/2022	Mahjong Club	1	4
6/15/2022	Youth Bureau Crafts	1	10
6/16/2022	Family Literacy	1	12
6/16/2022	Family Literacy	1	10
6/16/2022	Battle of the Books	1	11
6/17/2022	Storytime	1	20
6/17/2022	Storytime	1	19
6/18/2022	Lego Club	1	13
6/18/2022	Lego Club	1	7
6/20/2022	Button Making	1	11
6/21/2022	Storytime	1	16
6/21/2022	Storytime	1	20
6/22/2022	Mahjong Club	1	6
6/23/2022	Battle of the Books	1	11
6/24/2022	Storytime	1	20
6/24/2022	Storytime	1	21
6/25/2022	Paws for Love: Read to a Dog	1	3
6/28/2022	Storytime	1	19
6/28/2022	Storytime	1	16
6/28/2022	Author Talk: Irene Colvin-Spencer	1	7
6/29/2022	Mahjong Club	1	5
6/30/2022	Summer Kickoff Party	1	200
6/30/2022	Battle of the Books	1	9
6/30/2022	Take & Make Craft	175	175
6/30/2022	Craft & Carry	140	140
6/30/2022	STEM Kits	39	39


6/30/2022 Library Card Bags	8	8
6/30/2022 Seed Library	65	65
6/30/2022 Tutoring	10	10
6/30/2022 Tutoring	10	10
6/30/2022 Book a Tech Trainer	3	3
6/30/2022 Tutoring	6	6

Circulation

Total Circulations


 Library	June			Year to Date Totals			Footnotes
	2022 Total	2021 Total	% of	2022 Total	2021 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	1,982	1,468	35.0%	9,229	8,090	14.1%	Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff. System-wide - Most libraries closed for Juneteenth federal holiday 6/20/2022. System-wide - Fine free with autorenewals implemented 4/2022. Aurora - Parking lot construction 6/13/2022-6/30/2022. Coles - Closed starting 5/9/2022 - Renovations and flooring project. Correctional Facility and Holding Center - Numbers not received. Dudley - Closed 6/21/2022 - Water main break. Library2Go - Added to statistical reports 2/2022. Merriweather - Community assistance and support in the wake of 5/14/2022. System - Hoopla streaming services and Overdrive Magazines implemented 6/1/2022.
Amherst							
Audubon	33,335	22,150	50.5%	145,753	108,487	34.4%	
Clearfield	30,168	19,607	53.9%	129,752	91,896	41.2%	
Eggertsville-Snyder	14,411	9,156	57.4%	61,151	46,476	31.6%	
Williamsville	4,059	2,498	62.5%	18,223	12,812	42.2%	
Angola	2,936	1,916	53.2%	12,953	10,352	25.1%	
Aurora	12,533	6,803	84.2%	56,400	39,413	43.1%	
Boston	3,021	2,427	24.5%	13,655	12,183	12.1%	
Cheektowaga							
Julia Boyer Reinstein	22,426	13,747	63.1%	104,884	72,604	44.5%	
Reinstein Memorial	8,272	4,327	91.2%	35,759	22,583	58.3%	
Clarence	19,918	14,182	40.4%	74,711	70,068	6.6%	
Collins	3,956	1,947	103.2%	18,053	13,013	38.7%	
Concord	5,112	3,013	69.7%	22,305	17,443	27.9%	
Eden	3,900	2,726	43.1%	17,883	15,930	12.3%	
Elma	9,264	4,909	88.7%	38,491	27,080	42.1%	
Grand Island Memorial	10,299	7,310	40.9%	46,243	36,332	27.3%	
Hamburg							
Hamburg	18,287	9,849	85.7%	80,427	53,917	49.2%	
Lake Shore	5,411	3,381	60.0%	26,995	17,615	53.3%	
Lackawanna	4,164	1,962	112.2%	17,454	10,426	67.4%	Correctional Facility and Holding Center - Numbers not received. Dudley - Closed 6/21/2022 - Water main break. Library2Go - Added to statistical reports 2/2022. Merriweather - Community assistance and support in the wake of 5/14/2022. System - Hoopla streaming services and Overdrive Magazines implemented 6/1/2022.
Lancaster	18,973	9,924	91.2%	81,992	48,671	68.5%	
Marilla	3,715	2,288	62.4%	15,434	13,616	13.4%	
Newstead	4,875	2,763	76.4%	22,277	16,619	34.0%	
North Collins	1,611	1,113	44.7%	7,326	6,049	21.1%	
Orchard Park	23,467	14,495	61.9%	104,630	71,834	45.7%	
City of Tonawanda	9,147	5,095	79.5%	41,337	28,409	45.5%	
Town of Tonawanda							
Kenilworth	5,779	3,541	63.2%	25,033	18,668	34.1%	
Kenmore	24,720	15,225	62.4%	112,001	79,901	40.2%	
West Seneca	19,705	11,289	74.6%	86,154	64,057	34.5%	
Buffalo							
Coles	0	1,294	-100.0%	5,632	6,056	-7.0%	
Crane	8,365	3,784	121.1%	34,719	21,401	62.2%	
Dudley	4,078	2,464	65.5%	19,041	12,672	50.3%	
East Clinton	2,472	1,174	110.6%	10,590	6,091	73.9%	
González-Soto	3,634	2,232	62.8%	16,266	11,105	46.5%	
Merriweather	3,806	2,151	76.9%	15,631	13,143	18.9%	
North Park	8,186	4,530	80.7%	35,957	25,249	42.4%	
Panty	1,826	1,395	30.9%	7,724	7,556	2.2%	
Central	28,002	14,101	98.6%	122,348	82,210	48.8%	Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff. System-wide - Most libraries closed for Juneteenth federal holiday 6/20/2022. System-wide - Fine free with autorenewals implemented 4/2022. Aurora - Parking lot construction 6/13/2022-6/30/2022. Coles - Closed starting 5/9/2022 - Renovations and flooring project. Correctional Facility and Holding Center - Numbers not received. Dudley - Closed 6/21/2022 - Water main break. Library2Go - Added to statistical reports 2/2022. Merriweather - Community assistance and support in the wake of 5/14/2022. System - Hoopla streaming services and Overdrive Magazines implemented 6/1/2022.
BookmobileServices							
Library on Wheels	1,878	1,146	63.9%	9,947	4,616	115.5%	
Library2Go	685	See note.	See note.	1,824	See note.	See note.	
Institutions							
Correctional Facility	0	0	#DIV/0!	0	0	#DIV/0!	
Holding Center	0	0	#DIV/0!	0	0	#DIV/0!	
System							
Online Renewals	799	74,057	-98.9%	248,891	448,756	-44.5%	
Interlibrary Loans	1,128	1,026	9.9%	6,866	6,148	11.7%	
eAudiobooks	45,934	38,751	18.5%	264,049	226,852	16.4%	
eVideos	983	63	1460.3%	1,340	601	123.0%	
eBooks	73,419	75,529	-2.8%	450,451	468,673	-3.9%	
eMusic	425	23,747	-98.2%	425	150,400	-99.7%	
eMagazines	7,384	See note.	See note.	7,384	See note.	See note.	
B&ECPL Totals	518,450	446,555	16.1%	2,685,590	2,526,073	6.3%	
Member Libraries	325,446	199,111	63.4%	1,426,505	1,034,544	37.9%	
Buffalo Branches	32,367	19,024	70.1%	145,560	103,273	40.9%	
Central Library	28,002	14,101	98.6%	122,348	82,210	48.8%	
Bookmobile Services	2,563	1,146	123.6%	11,771	4,616	155.0%	
Institutions	0	0	#DIV/0!	0	0	#DIV/0!	
System	130,072	213,173	-39.0%	979,406	1,301,430	-24.7%	

Library Visits

	June			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)	1,016	1,146	-11.3%	5,012	4,893	2.4%	<p>Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>System-wide - Most libraries closed for Juneteenth federal holiday 6/20/2022.</p> <p>Aurora - Parking lot construction 6/13/2022-6/30/2022.</p> <p>Coles - Closed starting 5/9/2022 - Renovations and flooring project.</p> <p>Dudley - Closed 6/21/2022 - Water main break.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Merriweather - Community assistance and support in the wake of 5/14/2022.</p>
Amherst							
Audubon	9,117	9,267	-1.6%	49,864	43,372	15.0%	
Clearfield	10,669	10,077	5.9%	52,968	42,915	23.4%	
Eggertsville-Snyder	4,402	4,049	8.7%	24,428	21,510	13.6%	
Williamsville	1,927	1,398	37.8%	9,151	7,008	30.6%	
Angola	2,905	3,915	-25.8%	19,616	19,236	2.0%	
Aurora	4,702	4,220	11.4%	27,190	19,109	42.3%	
Boston	1,218	1,252	-2.7%	6,184	5,945	4.0%	
Cheektowaga							
Julia Boyer Reinstein	7,824	6,720	16.4%	44,431	34,483	28.8%	
Reinstein Memorial	3,315	2,332	42.2%	17,182	12,324	39.4%	
Clarence	6,023	5,952	1.2%	27,835	28,509	-2.4%	
Collins	1,064	1,027	3.6%	6,431	5,509	16.7%	
Concord	2,838	2,109	34.6%	14,506	11,351	27.8%	
Eden	1,284	1,298	-1.1%	7,466	6,725	11.0%	
Elma	3,207	2,594	23.6%	17,363	13,655	27.2%	
Grand Island Memorial	3,679	3,551	3.6%	20,724	15,750	31.6%	
Hamburg							
Hamburg	5,990	4,751	26.1%	36,043	25,557	41.0%	
Lake Shore	2,692	2,308	16.6%	16,460	12,000	37.2%	
Lackawanna	2,827	2,168	30.4%	17,208	10,003	72.0%	
Lancaster	6,502	4,500	44.5%	34,901	21,752	60.4%	
Marilla	878	1,113	-21.1%	5,014	5,367	-6.6%	
Newstead	3,224	2,453	31.4%	13,985	12,549	11.4%	
North Collins	1,002	1,155	-13.2%	5,494	5,110	7.5%	
Orchard Park	9,479	8,070	17.5%	55,545	38,916	42.7%	
City of Tonawanda	4,315	3,586	20.3%	20,639	17,066	20.9%	
Town of Tonawanda							
Kenilworth	2,845	2,528	12.5%	15,660	16,493	-5.1%	
Kenmore	8,185	6,690	22.3%	45,025	34,521	30.4%	
West Seneca	7,068	6,196	14.1%	43,953	37,696	16.6%	
Buffalo							
Coles	0	2,816	-100.0%	10,449	13,398	-22.0%	
Crane	3,023	3,812	-20.7%	16,267	16,367	-0.6%	
Dudley	2,644	2,587	2.2%	15,290	12,489	22.4%	
East Clinton	1,443	945	52.7%	6,838	4,372	56.4%	
González-Soto	2,635	2,304	14.4%	15,815	12,269	28.9%	
Merriweather	9,728	4,132	135.4%	38,954	20,798	87.3%	
North Park	4,820	3,869	24.6%	25,212	20,399	23.6%	
Panty	2,481	1,916	29.5%	8,841	10,355	-14.6%	
Central	14,478	8,625	67.9%	89,124	53,716	65.9%	
Bookmobile Services							
Library on Wheels	877	279	214.3%	5,840	847	589.5%	
Library2Go	1,096	See note.	See note.	1,541	See note.	See note.	
Institutions							
Correctional Facility	605	952	-36.4%	3,566	5,394	-33.9%	
Holding Center	343	319	7.5%	1,850	1,742	6.2%	
System	164,370	138,981	18.3%	899,865	701,470	28.3%	
Member Libraries	120,197	106,425	12.9%	660,278	529,324	24.7%	
Buffalo Branches	26,774	22,381	19.6%	137,666	110,447	24.6%	
Central Library	14,478	8,625	67.9%	89,124	53,716	65.9%	
Bookmobile	1,973	279	607.2%	7,381	847	771.4%	
Institutions	948	1,271	-25.4%	5,416	7,136	-24.1%	


Registered Public Access Computer Sessions

Session Counts Per Outlet

	June			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)	47	72	-34.7%	348	343	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.</p> <p>System-wide - Most libraries closed for Juneteenth federal holiday 6/20/2022.</p> <p>Aurora - Parking lot construction 6/13/2022-6/30/2022.</p> <p>Coles - Closed starting 5/9/2022 - Renovations and flooring project.</p> <p>Dudley - Closed 6/21/2022 - Water main break.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Merriweather - Community assistance and support in the wake of 5/14/2022.</p>
<i>Amherst</i>							
Audubon	903	1,069	-15.5%	5,510	5,352	3.0%	
Clearfield	719	670	7.3%	4,084	3,108	31.4%	
Eggertsville-Snyder	486	448	8.5%	2,508	2,422	3.6%	
Williamsville	146	128	14.1%	743	659	12.7%	
Angola	138	146	-5.5%	1,005	713	41.0%	
Aurora	338	260	30.0%	1,863	1,295	43.9%	
Boston	75	67	11.9%	400	399	0.3%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,355	1,061	27.7%	7,675	5,429	41.4%	
Reinstein Memorial	890	517	72.1%	4,002	2,690	48.8%	
Clarence	406	498	-18.5%	2,171	2,441	-11.1%	
Collins	85	103	-17.5%	528	649	-18.6%	
Concord	183	174	5.2%	1,095	1,071	2.2%	
Eden	96	87	10.3%	583	591	-1.4%	
Elma	178	187	-4.8%	1,090	881	23.7%	
Grand Island Memorial	238	253	-5.9%	1,459	1,057	38.0%	
<i>Hamburg</i>							
Hamburg	810	601	34.8%	5,051	3,872	30.4%	
Lake Shore	225	175	28.6%	1,301	909	43.1%	
Lackawanna	470	408	15.2%	2,376	1,839	29.2%	
Lancaster	644	594	8.4%	3,861	3,378	14.3%	
Marilla	22	43	-48.8%	180	266	-32.3%	
Newstead	157	142	10.6%	881	921	-4.3%	
North Collins	93	92	1.1%	551	785	-29.8%	
Orchard Park	537	499	7.6%	3,318	2,329	42.5%	
City of Tonawanda	637	435	46.4%	3,232	2,242	44.2%	
<i>Town of Tonawanda</i>							
Kenilworth	422	400	5.5%	2,309	1,874	23.2%	
Kenmore	1,233	1,047	17.8%	7,776	5,215	49.1%	
West Seneca	941	990	-4.9%	5,755	5,417	6.2%	
<i>Buffalo</i>							
Coles	0	780	-100.0%	3,366	4,517	-25.5%	
Crane	503	366	37.4%	2,444	1,992	22.7%	
Dudley	519	510	1.8%	3,298	2,542	29.7%	
East Clinton	307	204	50.5%	1,565	1,076	45.4%	
González-Soto	608	590	3.1%	3,343	3,550	-5.8%	
Merriweather	1,331	1,137	17.1%	7,843	6,090	28.8%	
North Park	945	817	15.7%	5,087	4,607	10.4%	
Panty	471	353	33.4%	1,780	1,912	-6.9%	
Central	5,933	3,851	54.1%	32,134	21,519	49.3%	
<i>Bookmobile Services</i>							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library2Go	0	See note.	See note.	0	See note.	See note.	
System	23,091	19,774	16.8%	132,515	105,952	25.1%	
Member Libraries	12,474	11,166	11.7%	71,655	58,147	23.2%	
Buffalo Branches	4,684	4,757	-1.5%	28,726	26,286	9.3%	
Central Library	5,933	3,851	54.1%	32,134	21,519	49.3%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

WiFi

Total Logins

	June			Year to Date Totals			Footnotes
	2022	2021	% of	2022	2021	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	440	431	2.1%	2,513	2,095	20.0%	<p>Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>System-wide - Most libraries closed for Juneteenth federal holiday 6/20/2022.</p> <p>Aurora - Parking lot construction 6/13/2022-6/30/2022.</p> <p>Coles - Closed starting 5/9/2022 - Renovations and flooring project.</p> <p>Dudley - Closed 6/21/2022 - Water main break.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Merriweather - Community assistance and support in the wake of 5/14/2022.</p>
<i>Amherst</i>							
Audubon	2,022	2,289	-11.7%	11,655	11,051	5.5%	
Clearfield	2,372	2,173	9.2%	11,539	9,628	19.8%	
Eggertsville-Snyder	1,070	867	23.4%	5,908	5,116	15.5%	
Williamsville	1,573	1,503	4.7%	7,323	8,080	-9.4%	
Angola	243	175	38.9%	1,231	857	43.6%	
Aurora	2,508	1,678	49.5%	12,005	8,729	37.5%	
Boston	216	175	23.4%	936	777	20.5%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,036	833	24.4%	6,871	4,076	68.6%	
Reinstein Memorial	667	860	-22.4%	3,685	3,206	14.9%	
Clarence	1,210	1,156	4.7%	6,049	5,866	3.1%	
Collins	234	206	13.6%	1,310	1,242	5.5%	
Concord	617	501	23.2%	2,999	2,638	13.7%	
Eden	202	162	24.7%	1,289	1,067	20.8%	
Elma	320	265	20.8%	1,817	1,527	19.0%	
Grand Island Memorial	718	1,127	-36.3%	3,688	4,122	-10.5%	
<i>Hamburg</i>							
Hamburg	1,699	1,741	-2.4%	10,034	8,824	13.7%	
Lake Shore	384	449	-14.5%	2,370	2,225	6.5%	
Lackawanna	403	266	51.5%	2,350	1,470	59.9%	
Lancaster	1,710	1,559	9.7%	9,108	7,494	21.5%	
Marilla	86	113	-23.9%	531	596	-10.9%	
Newstead	404	612	-34.0%	2,260	3,396	-33.5%	
North Collins	341	319	6.9%	2,152	1,706	26.1%	
Orchard Park	1,620	1,128	43.6%	9,025	5,531	63.2%	
City of Tonawanda	657	809	-18.8%	3,364	3,631	-7.4%	
<i>Town of Tonawanda</i>							
Kenilworth	493	351	40.5%	2,452	1,838	33.4%	
Kenmore	2,003	1,557	28.6%	11,345	8,202	38.3%	
West Seneca	1,964	1,584	24.0%	10,318	8,880	16.2%	
<i>Buffalo</i>							
Coles	369	654	-43.6%	4,167	3,212	29.7%	
Crane	501	424	18.2%	2,478	2,864	-13.5%	
Dudley	1,259	1,828	-31.1%	8,007	8,794	-8.9%	
East Clinton	712	452	57.5%	3,742	2,384	57.0%	
González-Soto	2,133	1,467	45.4%	11,978	8,579	39.6%	
Merriweather	1,496	703	112.8%	6,531	3,848	69.7%	
North Park	1,120	759	47.6%	5,742	4,501	27.6%	
Panty	1,312	990	32.5%	6,415	5,277	21.6%	
Central	14,752	9,999	47.5%	78,828	49,699	58.6%	
<i>Bookmobile Services</i>							
Library on Wheels	72	51	41.2%	321	159	101.9%	
Library2Go	0	See note.	See note.	0	See note.	See note.	
System	50,938	42,216	20.7%	274,336	213,187	28.7%	
Member Libraries	27,212	24,889	9.3%	146,127	123,870	18.0%	
Buffalo Branches	8,902	7,277	22.3%	49,060	39,459	24.3%	
Central Library	14,752	9,999	47.5%	78,828	49,699	58.6%	
Bookmobile Services	72	51	41.2%	321	159	101.9%	

Lancaster Financial Monthly Report 2022

June

Account	Deposits	Disbursements	Interest	Sub-Total	Balance
M & T Checking					
Beginning Balance					\$4,999.70
Fines/ print revenue	\$251.89				
Kara Stock: Mileage (#24982)		-\$11.88			
Ending Balance	\$251.89	-\$11.88		\$240.01	\$5,239.71
Bank on Buffalo					
Beginning Balance					\$66,764.73
Cynde Routé memorial book donation	\$20.00				
MacDavid Fund donation	\$300.00				
Headphones (4 @ \$3)	\$12.00				
Book sale	\$183.00				
Copier	\$72.00				
Replenish petty cash (#466)		-\$150.00			
Glenn Colton: 6/30 performance (#467)		-\$449.00			
Amazon: Laptop stands, flag, fishing pole bags (Debit)		-\$168.07			
4imprint: Table throw for outreach (Debit)		-\$166.69			
Amazon: Craft supplies (Debit)		-\$99.92			
Benjamin Berry: 7/7 performance (#468)		-\$350.00			
Cris Johnson: 7/14 performance (#469)		-\$350.00			
Ending Balance	\$587.00	-\$1,733.68		-\$1,146.68	\$65,618.05
Bank on Buffalo CDs	Amount	Maturity	Interest Rate	Interest	Total
Bank on Buffalo CD 040	\$21,520.17	12M 6/28/23	0.11%	\$15.02	\$21,535.19
Bank on Buffalo CD 043	\$12,002.24	36M 7/27/23	0.61%	\$0.00	\$12,002.24
Bank on Buffalo CD 045	\$28,159.62	12M 1/24/23	0.11%	\$0.00	\$28,159.62
Bank on Buffalo CD 046	\$24,633.55	12M 5/24/23	0.11%	\$0.00	\$24,633.55
Bank on Buffalo CD 028	\$11,716.32	36M 10/27/24	0.19%	\$0.00	\$11,716.32
Bank on Buffalo CD 178	\$20,615.59	12M 8/03/22	0.28%	\$0.00	\$20,615.59
Bank on Buffalo CD 1283	\$10,571.03	12M 9/30/22	0.11%	\$2.90	\$10,573.93
Bank on Buffalo CD 2355	\$22,017.00	36M 5/29/23	0.11%	\$0.00	\$22,017.00
Bank on Buffalo CD 7632	\$20,067.12	12M 10/9/22	0.11%	\$0.00	\$20,067.12
CD Balance				\$17.92	\$171,320.56
Total Balance					\$242,178.32

**Petty Cash
June 2022**

Date	Item	Deposit	Withdrawl	Total
				\$53.49
8-Jun	Kara- Amazon- tags for fishing pole kits		-\$13.99	\$39.50
8-Jun	Josh- Tops- 5 gal bottle for water cooler		-\$6.99	\$32.51
15-Jun	Replenish petty cash	\$150.00		\$182.51
		\$150.00	-\$20.98	\$182.51

Craft Budget 2022				
DATE	VENDOR	PURPOSE	CHECK #	AMOUNT
1/4/2022	Fun Express	Winter crafts	437	\$352.86
1/19/2022	Oriental Trading	Spring- summer crafts	Debit	\$523.44
1/27/2022	Michaels	Construction paper	Debit	\$71.70
1/27/2022	Amazon	Paper bags and googly eyes	Debit	\$42.96
2/9/2022	Michaels	Vinyl sticker sheets	Debit	\$51.80
3/16/2022	Michaels	Construction paper	Debit	\$64.45
3/16/2022	Amazon	Paper bags, cups, and googly eyes	Debit	\$117.40
4/6/2022	Oriental Trading	Summer crafts	Debit	\$314.35
4/6/2022	Amazon	Paper bags and paper plates	Debit	\$100.44
5/25/2022	Amazon	Ellison die cut- fish	Debit	\$15.71
6/16/2022	Amazon	Paper bags and googly eyes	Debit	\$99.92
			Total:	\$1,755.03
			Balance:	<u>\$1,637.26</u>

Income	
DATE	ISSUED AMOUNT
2021 Elks left over	\$892.29
2022 Board Budget	2,000.00
2022 Elks donation	\$500.00
Total Budget:	\$3,392.29

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

WHEREAS, Edward Schiller of Wm. Schutt Associates, P.C., the Town of Lancaster's consulting engineer, has requested that the Town Board authorize an invitation to bid for the Lancaster Public Library employees' restroom, kitchen and hallway renovations, within the Town of Lancaster, and

WHEREAS, the Town Board has given due review and consideration to the request and deems it in the public interest to invite public bids in conformance with General Municipal Law Section 103 of the State of New York.

NOW, THEREFORE,

BE IT RESOLVED, that the Town Board of the Town of Lancaster hereby invites public bids for the Lancaster Public Library employees' restroom, kitchen and hallway renovations project; said bids are to be in conformance with the plans and specifications which are available at the office of Wm. Schutt & Associates, P.C., 37 Central Avenue, Lancaster, New York 14086 and to be received in the Office of the Town Clerk, 21 Central Avenue, Lancaster, New York, no later than 10:00 A.M. Local Time on July 14, 2022 and opened thereafter.

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

June 20, 2022

NOTICE TO BIDDERS

FOR THE

TOWN OF LANCASTER

LANCASTER PUBLIC LIBRARY VARIOUS RENOVATIONS 5466 BROADWAY

Sealed bids for the renovation of various areas at the Lancaster Public Library will be received by the Town Clerk at her office in the Town Hall, 21 Central Avenue, Lancaster, New York on or before 10:00 A.M. local time on July 14, 2022 at which time they will be publicly opened and read aloud.

Contract Documents will be available on June 24, 2022 and may be examined at the office of the Town Clerk and at the office of the ENGINEER, Wm. Schutt & Associates, P.C., 37 Central Avenue, Lancaster, New York 14086 between the hours of 9:00 A.M. and 4:00 P.M., except Saturdays, Sundays and Holidays.

Contract Documents may be obtained at the office of the ENGINEER.

Proposals shall be made and received upon the following conditions:

Each proposal must be accompanied by the deposit of a certified check, payable to the Town of Lancaster, for a sum equal to five percent (5%) of the total amount of the Bid, or a bond with sufficient sureties in a penal sum equal to five percent (5%) of such total bid amount, conditioned that if the proposal is accepted, that he will execute within fifteen (15) days from the date of the acceptance of the proposal, a suitable security bond in the amount of the Contract, conditioned for the faithful and prompt performance and completion of the Work specified in the Contract.

All bid deposits except that of the successful bidder will be returned.

Upon acceptance of his Bid, if the successful bidder fails to enter into a Contract pursuant to the requirements of the Contract Documents, or fails to give the further security prescribed in this Notice, with the same time limited therein, then the check deposited as aforesaid and the monies standing to the credit of the same, shall be forfeited to the Town as liquidated damages, or the payment of the bond enforced for the benefit of the Town. The Town of Lancaster reserves the right to waive informalities in or to reject any and all bids.

Consulting Engineers:

William Schutt & Associates, P.C.

37 Central Avenue

Lancaster, NY 14086-2143

(716) 683-5961

Date: June 23, 2022

By the Order of the Town Board of
Lancaster, Erie County, New York

Diane Terranova
Town Clerk

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

June 10, 2022

Schindler Elevator Corporation
20 Whippany Road
P.O. Box 1935
Morristown, New Jersey 07960

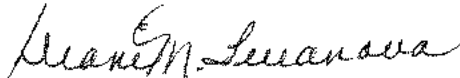
Gentlemen:

Enclosed is a copy of a resolution adopted by the Town Board of the Town of Lancaster on June 6, 2022.

This resolution authorizes Change Order No. 1 and 2, for the economic material inflation related to supply chain issues and the purchase of a new door operator as the current door will not function with new controller for the Town's Library located at 5466 Broadway, Lancaster, New York 14086 for an additional sum of \$5,897.00.

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
Lancaster Library ✓

File: Letters/Change Order.doc

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

WHEREAS, Schindler Elevator Corporation, 20 Whippany Rd,
P.O. Box 1935, Morristown, NJ, the company awarded the contract for the Town's Library
Elevator System Modernization project, has submitted Change Order Numbers 1 and 2 to
the Town Board for their consideration and approval.

NOW, THEREFORE,

BE IT RESOLVED, that the Town Board of the Town of Lancaster
hereby approves Change Order Numbers 1 and 2 from Schindler Elevator Corporation, to
increase the amount by \$5,897.00 with respect to the outlined description previously
provided to the Town Board:

DESCRIPTION OF CHANGE ORDER NO. 1:

The price increase represents the 2022 economic material inflation related to supply chain
issues.

DESCRIPTION OF CHANGE ORDER NO. 2:

The price increase represents purchase of a new door operator as the current door will not
function with the new controller.

CHANGE ORDER NO. 1:

The original Contract Sum was	\$	43,809.00
The Contract Sum increased by Change Order #1 in the amount of....	\$	1,820.00
The NEW Contract Sum including this Change Order will be.....	\$	45,629.00, and

CHANGE ORDER NO. 2:

The original Contract Sum was	\$	43,809.00
The Contract Sum increased by Change Order #1 in the amount of....	\$	1,820.00
The Contract Sum increased by Change Order #2 in the amount of....	\$	4,077.00
The NEW Contract Sum including this Change Order will be.....	\$	49,706.00

BE IT FURTHER,

RESOLVED, that the Supervisor be and is hereby authorized to
execute these Change Orders on behalf of the Town of Lancaster pending receipt and
approval of required insurance certificates by the Town Attorney's Office.

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

June 6, 2022



MEMORANDUM

TO: Contracting Library Directors and Managers
FROM: Kenneth H. Stone, Deputy Director - CFO
SUBJECT: 2022 Contracts
DATE: June 17, 2022

Please find attached two sets of your 2022 contracts which have been signed by the B&ECPL Board Chair along with one full set of the exhibits. Also find attached a copy of Resolution 2022-21 in which the Board of Trustees of the B&ECPL authorizes the Board Chair to execute 2022 contracts. An electronic version of this packet in PDF has been emailed to you so you can distribute to your board electronically for review.

Other than updating dates, updating budget figures for 2022, and updating policy based exhibits to their current adopted versions, there are no material changes in the contract documents vs. the 2021 contract. Budget figures reflect the 2022 Board-adopted budget adjusted for the impacts of increased NY State Aid and converting to fine free per Resolution 2022-12 transmitted to you in May as well as previously transmitted member aid item resolutions.

After your board acts upon the contract, please have both sets of the contract signed, retain one contract set and the full exhibit set for your records. Please return the other signed contract, along with the signed certification page (showing date and vote of your board's action) to my office. They will be effective upon your returning the signed contract.

/ma; Attachments

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: June 16, 2022

AGENDA ITEM NUMBER: E.2.b.

RESOLUTION: 2022-21
Authorize Chair to Execute 2022
Contracts with Contracting Libraries

BACKGROUND:

During Erie County's 2022 budget process, there was limited time to adopt annual contracts. Additionally, the timing and extent of the New York State budget process was not known at budget adoption time. As this situation is an all too frequent occurrence, the annual contracts with the contracting libraries contain an automatic extension provision. This provision was implemented when the Buffalo & Erie County Public Library Board of Trustees on December 16, 2021 adopted Resolution 2021-42, implementing the extension provision until such time as a final 2022 contract is adopted, not to exceed July 31, 2022. Funding was based upon the allocation contained in the 2022 B&ECPL Board-adopted budget.

The County and New York State budgets are now in place. As has been the case for many years, the contract includes a provision to adjust the budget once the final state aid distribution schedules are finalized. Budget figures reflect the 2022 Board-adopted budget including adjustments subsequently approved by board resolution.

Other than updating dates, updating budget figures for 2022 as noted above, and updating policy based exhibits to their current adopted versions, there are no material changes in the contract documents vs. the 2021 contract. This resolution authorizes the Library Board Chair to execute 2022 contracts incorporating these items.

ACTION REQUIRED:

Motion to approve Resolution 2022-21.

RESOLUTION 2022-21

WHEREAS, budgetary allocations from Erie County and New York State to the Buffalo & Erie County Public Library constitute the vast majority of the financial resources supporting the contract with the “Public Library,” and

WHEREAS, Erie County’s 2022 allocation was not known until early December, and New York State’s overall allocation was adopted in early April, and

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

WHEREAS, to meet 2022 operating expenditure needs of the contracting libraries, the B&ECPL Board of Trustees on December 16, 2021 adopted Resolution 2021-42, implementing the extension provision contained in the 2021 contract until such time as a final 2022 contract is adopted, not to exceed July 31, 2022, with budgetary amounts based upon the 2022 Board-adopted budget and any subsequent modifications thereof, and

WHEREAS, Erie County’s 2022 budget is now in place and the New York State budget has been adopted, and

WHEREAS, the impact of these changes is now known, allowing necessary budget adjustments to be made, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the Chair of the Board of Trustees to execute 2022 contracts subject to the terms and conditions noted above and with budget figures reflecting the 2022 Board-adopted budget as amended.

Approved unanimously at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on June 16, 2022.

RESOLUTION adopted by the Board of Trustees of the
_____ Library at a regular (or special) meeting of
said Board of Trustees held at _____ on the _____ day of
_____, 2022 at ____ o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the
_____ Library, held at _____ on
the _____ day of _____, 2022, a resolution was adopted of which
the following is a true copy:

RESOLVED, that pursuant to Chapter 768 of the
Laws of 1953 of the State of New York, this Board of
Trustees does hereby approve the agreement submitted
by the Buffalo and Erie County Public Library for the
furnishing of free library privileges to the people of the
County of Erie, by this Library for the year 2022, and

BE IT FURTHER RESOLVED, that the
President of this Board be, and he/she is, hereby
authorized and directed to execute the same on behalf of
this Board.

Board Secretary

_____ Ayes

_____ Noes

Signature

Print Name

THIS AGREEMENT

Made and entered into this _____ day of _____
2022 by and between BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
("B&ECPL"), a domestic corporation, with head office in the City of Buffalo, County
of Erie, State of New York, party of the first part and

LANCASTER PUBLIC LIBRARY, a public library
of the Town of Lancaster, County of Erie and
State of New York

hereinafter known as the "Public Library," party of the second part.

WITNESSETH

WHEREAS, the Public Library, also known as "contract library," was
granted a charter by the Board of Regents of the State of New York on the 16th day of
September 1915 and said Public Library was duly registered with the Board of
Regents of the State of New York on the 29th day of November 1916; and

WHEREAS, the Public Library is now furnishing library privileges to
the people of the County of Erie, New York in calendar year 2022 (hereafter referred
to as the "current year"), pursuant to the contract extension provision contained in
section TWENTY-SIXTH of the calendar year 2021 (hereafter referred to as the "prior
year") contract with the B&ECPL which was implemented via Resolution 2021-42
dated the 16th day of December 2021; and

WHEREAS, the B&ECPL was organized pursuant to the provisions of
Chapter 768 of the Laws of 1953 of the State of New York and has received its charter

from the Board of Regents of the State of New York and is authorized by the provisions of said Chapter 768 of the Laws of 1953 of the State of New York to enter into this contract with the Public Library.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, the parties hereto agree as follows:

FIRST: The Public Library will furnish free library privileges to the people of the County of Erie during the term of this agreement.

SECOND: The books, pamphlets, periodicals, audio/video items and other library materials constituting the circulating and reference library of the Public Library shall be loaned in accordance with the rules and regulations of the B&ECPL, presently in force or as amended, to any person holding a library card duly issued by the B&ECPL or any other library within the County of Erie which, by contract with the B&ECPL, has agreed to furnish library privileges to the people of the County of Erie. A copy of the existing B&ECPL Circulation Policy is attached as Exhibit F. Rules and regulations implementing the Circulation Policy have been made available via the B&ECPL's website and/or Staff Intranet to the Public Library and Public Library acknowledges it has reviewed the same. Whenever a change in said rules and regulations is made, it will be done in consultation with the Public Library and a copy of such changes will made available to the Public Library via the B&ECPL's website and/or Staff Intranet.

THIRD: The Public Library will cooperate with the B&ECPL by accepting for return, under such rules and regulations as may be

promulgated by the B&ECPL, books and other library materials issued by the B&ECPL or any library within the County of Erie which has, by agreement, contracted with said B&ECPL to furnish library privileges to the people of the County of Erie.

FOURTH: The Public Library will cooperate with the B&ECPL by accepting for return, under such rules and regulations as may be promulgated by the B&ECPL, books and other library materials of said Public Library returned to the B&ECPL or any library within the County of Erie which has, by agreement, contracted with said B&ECPL to furnish library privileges to the people of the County of Erie.

FIFTH: The B&ECPL shall furnish to the Public Library all books, pamphlets, periodicals, audio/video and other library material as may be requisitioned from time to time during the period of this agreement to the extent of that portion of the funds set forth in SAP Account Code #561450, Library Books and Media, as included in the budget of the B&ECPL for such purpose and as approved by the B&ECPL Director. The B&ECPL shall furnish to Public Library equipment requisitioned from time to time during the term of this agreement to the extent of that portion of the funds set forth in SAP Account Code #561430 (Building & Grounds Equipment), #561420 (Furniture, Fixtures and Office Equipment), and #561410 (Lab and Technical Equipment) as included in the budget of the B&ECPL and as approved by the B&ECPL Director. The B&ECPL also shall furnish to the Public Library necessary supplies (such as office, janitorial and electrical supplies)

requisitioned from time to time during the term of this agreement and as permitted by the budget of the B&ECPL and as approved by the B&ECPL Director. All such purchases of books, pamphlets, periodicals, library materials and equipment of every nature and description whatsoever shall become the property of the County of Erie or the B&ECPL provided, however, that the Public Library shall have the custody and use thereof so long as it shall continue to render public library service to the people of the County of Erie. The acquisition of goods and services authorized by the B&ECPL to the Public Library shall conform to the requirements set forth by New York State Law governing use of public funds.

SIXTH: The printed books, pamphlets and other documents constituting the circulating and reference library of the Public Library shall be made available for use and distribution by the B&ECPL and other libraries within the County of Erie which, by agreement with the B&ECPL, have contracted to furnish library privileges to the people of the County of Erie. The loan and use of the aforesaid books, pamphlets and other documents of the Public Library shall at all times be subject to the decisions, rules and regulations of the B&ECPL. The Public Library may accept books from the aforesaid libraries on loan or otherwise to augment the various services it now renders to the public.

SEVENTH: The Public Library submitted budget requests and answered questions as needed by B&ECPL in developing, in an extremely compressed timeframe, a current year itemized budget request in the form required by the B&ECPL and the Erie County Budget Director of the sum of money deemed

necessary to meet the expenditures of the Public Library for the current year. Such request submitted by the Public Library sets forth in detail all estimated public income of said Public Library.

EIGHTH: The B&ECPL has examined the itemized budget request as recited in Paragraph Seventh of this agreement, and has approved the same with modifications and the B&ECPL has included said Public Library's budget request in the B&ECPL's operating budget request for the current year in the sum of \$29,641,713.

After review by the County Executive and Erie County Legislature, Erie County adopted a current year budget that provides the B&ECPL be allocated an annual operating County share budget consisting of \$26,435,688 from the Library Property Tax. On December 16, 2021, the B&ECPL adopted its current year operating budget of \$30,291,713, which includes the above noted Library Property Tax allocation, anticipated New York State aid and other library revenue.

Due to Erie County's current year allocation not being finalized until the preceding December and delays in determining New York State's aid allocation, to meet the current year payroll and other operating expenditure needs of each contracting library the Board of Trustees of the B&ECPL, on December 16, 2021, approved Resolution 2021-42, implementing the contract extension provision contained in section TWENTY-SIXTH of the 2021 contract into the current year until replaced by this agreement, said replacement to be no later than July 31, 2022. This

agreement, including the sums for the Public Library as shown in Exhibit A, which is affixed to this agreement, replaces the 2021 contract as extended.

Situations may occasionally arise where the B&ECPL desires to provide additional funds to the Public Library, such as to address unforeseeable circumstances or emergencies or to implement a grant of funds awarded subsequent to execution of this contract. This may be accomplished by transmitting to the Public Library a copy of the B&ECPL Board of Trustees resolution specifying the amount of funds and their purpose, together with a revised Exhibit A showing the accounts affected. The resolution and revised Exhibit A shall be affixed to this agreement. By endorsing and depositing the check containing the additional funds, the Public Library agrees to use the funds for the purpose identified in the resolution, which are subject to the provisions of this agreement. Because the uncertainty of the budget process, as described above, resulted in extending the 2021 contract with Public Library into the current year, and because during said extension state, county or other additional aid may have been approved for the Public Library, the amount of change in funding (if any) as of the meeting of the B&ECPL Board of Trustees in which this agreement is approved is included in Exhibit A. All other provisions of this agreement shall remain in full force and effect.

Distributions under the Local Library Services Aid ("LLSA") provisions of section 273 of the Education Law have been provided for in this budget. State aid paid directly to the Public Library shall be reported to the B&ECPL and shall be expended by the Public Library in accordance with the uniform financial reporting

procedures of the B&ECPL. Should receipts under the LLSA provisions exceed the amount estimated in the Erie County budget, the unanticipated aid will be distributed under a plan subject to the provisions of the Education Law and the relevant regulations of the Commissioner of Education. Should said receipts under the LLSA provisions fall short of said estimated amount, a reduction in the LLSA funds provided for by this agreement shall be made subject to the provisions of the Education Law and the relevant regulations of the Commissioner of Education. Any reduction amount per this paragraph is included in, not in addition to, any reduction amount determined in the calculation in the third paragraph of this section.

NINTH: The Director of the B&ECPL shall cause to be affixed to this agreement as Exhibit A addenda setting forth the approved sums to be allocated on behalf of the Public Library in the current year, which is that portion of the overall B&ECPL current year operating budget to be allocated to the Public Library in line item format for the purposes of funding library services.

As the Public Library participates in the Centralized Human Resources ("CHR") program, the personnel expense budget that will be paid directly by the B&ECPL on behalf of the Public Library as long as the Public Library continues to participate in the CHR program is shown in the "System Paid" column of Exhibit A. For said Public Library, the "Contract Library Direct" column of Exhibit A details the remaining revenues and expenditures to be collected and expended directly by the Public Library.

Regardless of whether the Public Library does or does not participate in

the CHR Program, the “System Paid” column of Exhibit A details sums allocated within B&ECPL budget accounts to support costs associated with the operations of the Public Library but incurred and paid by the B&ECPL.

Demand on several of these accounts can be impacted by services supported by fundraising, donations, and/or municipal support received directly by the Public Library. The current year budget amounts for these accounts are:

Account Title	Current Year “System Paid” Budget Column
SALARIES & WAGES, FULL TIME	215,968
WAGES, REGULAR PART-TIME	0
WAGES, PART TIME	110,656
REDUCTION FROM PERS SERV	(5,243)
EMPLOYER FICA TOTAL	24,984
EMPLOYEE HEALTH INSURANCE	18,720
DENTAL PLAN	636
HEALTH INSURANCE WAIVER	804
NYS RETIREMENT	28,613
DISABILITY	0
NATIONAL GAS	5,661
ELECTRICITY	21,283
TOTAL OF THE ABOVE ACCOUNTS	\$422,082

Where the Public Library has directly received or reasonably expects to directly receive proceeds from fundraising, donations, and/or municipal support, the Public Library should provide an estimate of said proceeds and the expenditures they would support to be included in the “Contract Library Direct” column of Exhibit A. Supported expenditures so listed would include the accounts that can be impacted by services supported by fundraising, donations, and/or municipal support received directly by the Public Library as listed in this section, showing that estimated

funding is available to reimburse the B&ECPL for the associated additional expense.

Expenditures from these accounts will be monitored by the B&ECPL during the year and periodically reported to the Public Library. These reports will include a projection of annual current year expenditures for each individual account and a projected total for these accounts.

Should the projected total for these accounts exceed the current year "System Paid" Budget Total for these accounts, the B&ECPL shall invoice the Public Library for the pro-rated share (as of the date of the projection) of the amount estimated to exceed the "System Paid" Budget. Should the projected excess continue in subsequent periods, additional pro-rated invoices shall be sent to the Public Library. Each such report and invoice shall be transmitted to the Public Library in person, via email or via U.S. Mail.

Should the Public Library fail to pay the invoice, or demonstrate to the satisfaction of the B&ECPL Director that sufficient corrective action has been implemented to eliminate the projected excess expense, within 30 days of receipt of said invoice, the Public Library accepts that the B&ECPL may suspend providing a sufficient number of the services supported by these accounts to offset the projected excess expense, returning the obligation to pay for said services to the Public Library. If the Public Library believes there is an error in calculation or exceptional circumstances to be considered said Public Library may, within 30 days of receipt of said invoice, appeal in writing to the Board of Trustees of the B&ECPL which may, after a hearing, waive, modify or reaffirm the invoiced amount and subsequent

service suspension.

The sums shown in Exhibit A are based upon the Public Library's budget request and have been the basis for determination of current year service levels to be funded by the B&ECPL during the contract period.

As the Public Library is participating in the CHR program, the B&ECPL will be directly paying the personnel expenses shown in the "System Paid" column of Exhibit A and the revenues directly collected by the Public Library may be expected to exceed the expenditures directly paid by the Public Library. This difference, if any, shall be referred to as the balance owed the B&ECPL. The balance owed will be adjusted to reflect the net of actual revenues directly collected and actual expenditures directly made by the Public Library pursuant to the provisions of paragraph TWELFTH of this agreement.

The B&ECPL has or shall pay or cause to be paid to the Public Library the contract sum as shown in SAP Account Code #516010, Contractual Payments, as adjusted if necessary pursuant to this Agreement, in advance in equal quarterly installments on or about January 1st, April 1st, July 1st and October 1st of the current year, unless the current year contract payment allocation to the Public Library is less than \$10,000, in which case said allocation may be distributed in one installment coincident with what would have been the first quarterly payment. The Public Library shall use funds paid under this paragraph for the express requisite purposes set forth in the annexed current year budget summary, Exhibit A, for the current year commencing January 1st and ending December 31st as specified in the accounts as

detailed in Exhibit A. The Public Library shall adhere at all times to the year-to-date and annual uniform financial reporting procedures established by the B&ECPL and the County of Erie. This shall include but not be limited to attesting that the financial information provided to the B&ECPL and New York State as part of any and all reporting is true and complete.

It is mutually agreed by the parties hereto that payment of the appropriate and County-employer approved percentage of the employees' gross salaries shall be made by the County of Erie to the New York State and Local Employees' Retirement System for all employees of the Public Library who have elected to participate in said System to the New York State and Local Employees' Retirement System. Appropriate and County-employee approved percentage deductions of the gross salary shall be taken from the salary of those employees required to contribute said percentage under New York State and Local Employees' Retirement System rules by the B&ECPL if the Public Library is participating in the CHR program, otherwise such deduction of appropriate and County-employer approved percentage of the employees' gross salaries shall be made by the Public Library at which he/she is employed and a single check therefore shall be mailed by said Public Library directly to the New York State and Local Employees' Retirement System. Former employees of the Public Library who have retired shall have the same benefits as those retired employees of the B&ECPL.

As the Public Library is participating in the CHR program, either party may opt out of the CHR program by providing written notice via certified

mail/return receipt, no later than 180 days prior to the date desired to opt out, to the other party. Such written notice shall state the reasons for opting out and shall further show how existing service levels can be maintained during and after the transition from CHR and any cost differential associated therewith. Such notice and service level plan shall also be transmitted to the Erie County Fiscal Stability Authority ("ECFSA") for review if required as a result of Erie County and the B&ECPL as a "covered organization" being in a "control period" subject to NYS Law governing the ECFSA and action pursuant to the provisions of section TWENTY-FIFTH of this agreement. Upon receipt of confirmed delivery of said notice, the B&ECPL will calculate remaining unexpended balances at the date of transition shown for personnel expenses in the System Paid column of Exhibit A and, subsequent to ECFSA approval if applicable, transfer those balances that would from that point forward be paid by the Public Library to the "Contract Library Direct" column of Exhibit A for use by the Public Library subsequent to the transition. A contract amendment will be processed and executed by both parties to complete the transition.

TENTH: Income from endowment funds, principal and interest from donations, fundraising, and municipal support provided directly to the Public Library for the current year may be expended by the Public Library for any library purpose, and if not so expended may be retained by the Public Library.

ELEVENTH: The Public Library shall inform the B&ECPL of all transfers made within its budget lines on a monthly basis, except that written

approval of the B&ECPL is required in advance of any transfer after said transfers cumulatively exceed \$5,000 for the current year.

TWELFTH: Except as provided in section TENTH, all unencumbered funds, in the custody of the Public Library, and/or including interest generated from the deposit or investment of funds provided by this contract, revenue generated by late charges and other fines, and photocopy machine revenues, shall be returned to the B&ECPL before January 31st of the year following the current year.

THIRTEENTH: The Comptroller of the County of Erie and his/her deputies and the Director of the B&ECPL and his/her deputies shall at all times have access to the books, records and accounts of the Public Library for the purpose of examinations and audit.

FOURTEENTH: The B&ECPL may survey the work of the Public Library and may make recommendations with respect to personnel, book collections, space and scope and character of its service to the public so that all libraries in the County of Erie will be coordinated, and duplication of services eliminated. The Public Library shall assist in making any such survey by furnishing necessary personnel and making available its records. No such recommendations, however, shall be enforceable unless accepted and acted upon by the Board of Trustees of the Public Library.

FIFTEENTH: Before any Full-time or Regular Part-time (RPT) position listed in the Public Library's budget under Full-time Salaries or Regular Part-time Wages shall be filled, said Public Library shall apply to the Director of the

B&ECPL for authorization. The Director of the B&ECPL shall, if he/she deems it necessary, because the nature of the position to be investigated and the Public Library, if requested provide a list of the duties of the position. The Director of the B&ECPL shall either grant or deny the request by certificate in writing within ten days, provided, however, that in the event he/she denied the request, the Public Library may appeal to the Board of Trustees of the B&ECPL which may, after a hearing, either grant or deny such request. All persons hereafter appointed to the staff of the Public Library, or promoted to a higher grade, shall receive for the year covered by this contract the minimum salary of the grade to which appointment or promotion is made except as otherwise provided by the B&ECPL. However, to the extent permitted by law and Civil Service Regulations, any employee of the B&ECPL, or any library contracting with the B&ECPL, may transfer from one library to another in the same grade of position and shall receive the same salary paid by the former library, including any earned increments. Prior approval to such transfer shall be given in writing by both libraries concerned and notice thereof given to the Director of the B&ECPL. The salary range for all grades are attached to and made a part of this contract and marked Exhibit B. The Public Library shall adhere to the salary scale contained in said Exhibit B unless permitted to depart therefrom by the B&ECPL. The Public Library shall establish its pay periods on a semi-monthly schedule. In a year when an additional day(s) of compensation is required to maintain salary equity with B&ECPL employees, funds for such additional day(s) shall be made a part of the Public Library budget. However, if the Public Library is

participating in the CHR program, said Public Library employees shall be paid pursuant to the salary scale contained in Exhibit B on the identical biweekly schedule as B&ECPL employees, thereby maintaining salary equity.

SIXTEENTH: During the performance of this contract the Public Library agrees to provide and ensure that equal opportunity is extended to all persons in employment, service and contracting matters without regard to gender, race, color, national origin, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, known relationship or association with member of a protected class, or any other basis protected by federal, state or local law. The Public Library acknowledges its legal and ethical obligation to protect the right of all persons to work in an environment free from discrimination, harassment, and retaliation. The Public Library will promote the realization of equal employment opportunity through the adoption of specific practices designed to ensure that all employment decisions shall be nondiscriminatory, including decisions regarding recruiting, hiring, promotions, terminations, and other terms and conditions of employment. Further, the Public Library acknowledges its obligation to adhere to the B&ECPL Equal Employment Opportunity and Anti-Harassment Policy, attached as Exhibit G. Should the policy be updated during the course of this agreement said updates will be made available via the B&ECPL's website and/or Intranet.

SEVENTEENTH: The Public Library agrees that it is bound by all

the terms and conditions of the current collective bargaining negotiations agreement covering those employees represented by the Librarians Association and the Clerical and Maintenance Union of the Buffalo and Erie County Public Library - Contracting Libraries, NYSUT/ AFT (hereinafter the "CMU"). The Public Library further agrees that it is bound by all the terms and conditions stated in Exhibit D for those employees not represented by the Librarians Association or CMU. The Public Library further agrees that it is bound by all the terms and conditions of the Volunteer Policy as stated in Exhibit E.

EIGHTEENTH: It is mutually agreed by the parties hereto that the B&ECPL shall order, catalogue, classify, finish and, as funds permit, restore, bind and repair the books and periodicals for use by the Public Library.

NINETEENTH: If the Public Library intends to request the B&ECPL to provide funds for equipment, book collections, and increased operating expenses for a new or expanded building, the Public Library shall consult with the B&ECPL concerning site, size, floor plans, design and equipment. Failure to receive prior approval in such matters shall relieve the B&ECPL from any financial obligations in the provision of equipment, library materials and operational costs for said new or expanded Public Library's building.

TWENTIETH: The Public Library will provide to the B&ECPL an annual inventory account of fixed assets owned by the County of Erie or the B&ECPL and in possession of the Public Library, with the exception of library materials (i.e., books, media, etc.).

TWENTY-FIRST: The Public Library accepts the principle of transferability of librarians throughout the B&ECPL System for promotional purposes (it being understood that appointments to librarian positions for service in the Public Library are to be made by the Public Library) and accordingly authorizes the B&ECPL to ask the County Personnel Commissioner to place all professional librarians in the B&ECPL system (whether now or hereafter employed by the B&ECPL, the Public Library, or any other library within the County of Erie which has, by agreement, contracted with said B&ECPL to furnish library privileges to the people of the County of Erie) in a common promotion pool.

TWENTY-SECOND: The Public Library will submit to be affixed to this agreement as Exhibit C an addendum setting forth the scheduled weekly open hours, excluding holidays, that all branches of the Public Library will be open to the public, including summer months, if different, as funded by the budget set forth in Exhibit A provided that the Public Library shall have the authority to adjust weekly open hours for each branch during the year, if necessary to better serve Erie County residents, as long as the total weekly hours for each branch are not reduced from the totals as set forth in Exhibit C. The Public Library shall have the authority to make temporary adjustments in weekly open hours in the event closure is necessary due to weather or to allow for minor construction, painting, carpeting or other similar projects. The Public Library will not otherwise reduce the total of weekly open hours for each branch as set forth in Exhibit C without the written consent of the B&ECPL.

The Public Library agrees to monitor and manage its budget in such a

manner as to provide the open hours as stated in Exhibit C and not request additional appropriations from the Erie County Legislature or the B&ECPL during the contract period, or cause the B&ECPL to request additional funds from the Erie County Legislature for operating purposes unless unforeseeable circumstances or emergencies occur which would otherwise require that the Public Library allocate those funds as set forth in Exhibit A for weekly open hours for said emergencies. Unforeseeable circumstances or emergencies are those circumstances whose materiality and unanticipated nature could not reasonably be expected to be accommodated by internal transfers within the approved Public Library's operating budget without affecting open hours, including but not limited to flood/fire damage and major failure of building equipment such as heating and ventilation, changes in labor pay grades or civil service adjustments mandated by labor agreement or civil service rules but not anticipated at the time the current year budget was adopted.

In the event unforeseeable circumstances require the Public Library to authorize expenditures that result in a material impact on the Public Library's operating budget and the Public Library anticipates it will be unable to sustain the weekly open hours as set forth in Exhibit C because of lack of sufficient funds, the Public Library agrees to immediately notify the B&ECPL in order to seek assistance or to seek approval of the B&ECPL to a change in weekly open hours as set forth in Exhibit C. The Public Library agrees to only request additional operating funds in the event of said emergencies and will not request additional funds from the Erie County Legislature without prior written notification of said emergency and request

for assistance to the B&ECPL. The Public Library agrees that such notification is to occur not less than fifteen days preceding a regularly scheduled meeting of the B&ECPL Board of Trustees. The B&ECPL Board of Trustees agrees to consider such notification and request for assistance at said regularly scheduled meeting and respond to the Public Library no later than fifteen days following said meeting.

TWENTY-THIRD: The Public Library agrees that access to and use of the B&ECPL's network and automated systems, including but not limited to the Online Public Access Catalog (OPAC), circulation system, networked databases, and the Internet are contingent upon the Public Library complying with the rules and regulations pertaining to network and automated system use as promulgated by the B&ECPL and made available via the B&ECPL's website and/or Staff Intranet. Said rules and regulations include the B&ECPL's Internet Safety and Acceptable Use Policy, the current version as of the date this contract is executed is attached as Exhibit H. Should the policy, rules or regulations be updated during the course of this agreement said updates will be made available via the B&ECPL's website and/or Intranet. Failure to comply with said rules and regulations, particularly those concerning system security and unauthorized modification to any networked computer system operating and application files and other software may result, upon notification by the Director of the B&ECPL, in the B&ECPL revoking connection to networked automated services. In the event the B&ECPL has revoked connection to its networked automated services for failure of the Public Library to comply with said rules and regulations, networked automated services will be restored when the

Director of the B&ECPL has determined that the Public Library is in full compliance with the B&ECPL's said rules and regulations.

TWENTY-FOURTH: Notwithstanding any contrary provision of this agreement or any provision of the current year budget adopted by the Erie County Legislature, the B&ECPL may, if required by a shortfall in its anticipated appropriations or revenues or an excess in its anticipated expenses, and after pursuing supplemental appropriations and/or other remedies, reduce the total amount of funds provided for in this agreement. Such a reduction shall be made in consultation with the Public Library after giving to the Public Library at least twenty (20) days' written notice of such reduction either personally or by email or registered or certified mail. No such reduction shall be made for the purpose of increasing the budget service level of another library.

TWENTY-FIFTH: THIS AGREEMENT may be subject to review by the ECFSA pursuant to Chapter 182 of the New York Laws of 2005 and Public Authorities Law Section 3959(1)(e). The ECFSA may impose a control period over the County of Erie and covered organizations, which it has determined includes the B&ECPL and the Public Library. During such a control period and any subsequent control period ordered by the ECFSA under said sections of law, the ECFSA may review and approve or disapprove contracts or other obligations binding or purporting to bind Erie County or any covered organization, pursuant to Public Authorities Law section 3959(2)(h). Should ECFSA enter a control period, ECFSA will determine the extent and value that any contract, settlement, or other obligation,

binds or purports to bind the County of Erie or a covered organization shall be reviewed and approved by the ECFSA before it takes effect.

Further, should the ECFSA impose a hiring freeze during a control period pursuant to New York Public Authorities Law section 3959(2)(c) and determines that the Public Library is subject and must adhere to the rules and procedures pursuant to this and any extension, modification or re-imposition of a hiring freeze by the ECFSA, the Public Library shall comply and adhere to said rules and procedures.

TWENTY-SIXTH: THIS AGREEMENT shall continue in force for the remainder of the current year. Additionally, for the next fiscal year beginning January 1, 2023 (hereafter next year), it is likely that Erie County's next year budget allocation may not be finalized until December of the current year and New York State's aid allocation is unlikely to be known until well into next year. Both circumstances would make it very difficult for the B&ECPL and the Public Library to develop, consider and approve a complete annual contract prior to the beginning of the start of the next fiscal year.

Should such circumstances occur, the parties hereto agree to extend all terms and conditions of this contract, unless modified herein, until replaced by the successor to this agreement. Said replacement shall be no later than July 31, 2022.

Quarterly contract payments shall be distributed in the same manner as described in paragraph NINTH of this contract and the quarterly amount shall be based upon one fourth of the current year B&ECPL estimated base budget contract

payment allocation shown in SAP Account 516010, Contractual Payments, to the Public Library as requested by the Board of Trustees of the B&ECPL pursuant to Erie County's budget process, except that, should local funds for library services be modified from those projected in the above request, then the quarterly amount shall be based upon the modified estimate. The Public Library shall adhere to the salary scale contained in said Exhibit B for the current year, unless permitted to depart therefrom by the B&ECPL.

Notwithstanding any other provision of this agreement, the Public Library and the B&ECPL may amend Exhibit C of the this agreement to reflect any hourly change required to adjust to a change from the requested allocation through the B&ECPL that may occur as a result of a change in local funds for library services and library materials allocated in Erie County's current year budget upon adoption, and subsequently through B&ECPL's current year budget or state library aid allocated in New York State's budget for aid to be provided to the B&ECPL in the current year.

Notification implementing this provision will be by resolution adopted by the Board of Trustees of the B&ECPL and transmitted to the Public Library. The Public Library will have been deemed to accept this extension unless said Public Library notifies the B&ECPL in writing within 30 days of the date said Resolution is transmitted to the Public Library.

THIS AGREEMENT is made and executed pursuant to a resolution of the Board of Trustees of the B&ECPL duly adopted on the 16th day of June 2022 and

pursuant to a resolution of the Board of Trustees of the Public Library duly adopted
on the _____ day of _____ 2022.

IN WITNESS WHEREOF the parties hereto have caused this agreement
to be executed by their duly authorized officers the day and year first above written.

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

By _____
Chair, Board of Trustees

LANCASTER PUBLIC LIBRARY

By _____
President, Board of Trustees

Approved as to Form:

Counsel for the Buffalo and Erie County
Public Library Board of Trustees

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

EXHIBIT A

BUDGET: LANCASTER PUBLIC LIBRARY

DESCRIPTION	As per Res 2021-14			As per Res 2022-12		
	2021	2021	2021	2022	2022	2022
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
PERSONAL SERVICES						
SALARIES & WAGES, FULL TIME		202,720	202,720		212,076	212,076
WAGES, REGULAR PART-TIME			-			-
WAGES, PART TIME		104,211	104,211		110,656	110,656
OVERTIME (Sunday)			-			-
OTHER (Vacation Buyout)		2,376	2,376		3,892	3,892
TOTAL SALARIES & WAGES	-	309,307	309,307	-	326,624	326,624
REDUCTION FRM PERS. SVCS ACCT			-		(5,243)	(5,243)
CONTRACTUAL SALARY RESERVES		3,755	3,755			-
FRINGE BENEFITS						
EMPLOYER FICA		23,662	23,662		24,984	24,984
EMPLOYEE HEALTH INSURANCE		19,788	19,788		18,720	18,720
DENTAL PLAN		636	636		636	636
WORKERS COMPENSATION		1,443	1,443		1,517	1,517
UNEMPLOYMENT INSURANCE		727	727		766	766
HOSPITAL & MEDICAL - RETIREES		26,354	26,354		26,446	26,446
HEALTH INSURANCE WAIVER		804	804		804	804
RETIREMENT		32,130	32,130		28,613	28,613
TOTAL FRINGE BENEFITS	-	105,544	105,544	-	102,486	102,486
OFFICE SUPPLIES	-	3,943	3,943	-	3,222	3,222
REPAIRS & MAINTENANCE CHARGES						
OTHER SUPPLIES & MATERIALS	500	-	500	500	-	500
EQUIPMENT MAINTENANCE	50		50	50		50
REPAIRS & MAINT - MISC SYS	-	1,901	1,901	-	2,038	2,038
TOTAL REPAIRS & MAINTENANCE CHARGES	550	1,901	2,451	550	2,038	2,588
TRAVEL & MILEAGE EXPENSES	250		250	250		250
DUES & FEES						
MEMBERSHIP & DUES	20	-	20	20	-	20
TRAINING & EDUCATION (NYSALB, etc.)		935	935		704	704
TOTAL DUES & FEES	20	935	955	20	704	724
UTILITY CHARGES						
WATER	300		300	300		300
SEWER			-			-
TELECOMMUNICATIONS			-			-
- DATA LINES	-	336	336	-	336	336
- INTERNET - Internet access	-	37	37	-	41	41
- EQUIPMENT MAINT			-			-
- LOCAL AND LD PHONE SERVICE	-	915	915	-	934	934
TELEPHONE SUB-TOTAL	-	1,288	1,288	-	1,311	1,311
TOTAL UTILITY CHARGES	300	1,288	1,588	300	1,311	1,611
PROFESSIONAL SERVICE CONTRACT & FEES						
ADVERTISING & PROMOTION		1,932	1,932		2,415	2,415
MOVIE LICENSING AGREEMENT		232	232		235	235
OVERDRIVE DOWNLOADABLE LICENSE	-	324	324	-	324	324
SIRSI SOFTWARE MAINTENANCE	-	4,151	4,151	-	4,266	4,266
RFID EQUIPMENT MAINTENANCE		1,680	1,680		1,739	1,739
COLLECTIONS AGENCY FEES	-	888	888	-	777	777
EAP SERVICES	-	141	141	-	154	154
ONLINE CATALOG (OCLC)	-	2,834	2,834	-	2,898	2,898
VITEC SOLUTIONS/COMPUTER SUPPORT	-	2,703	2,703	-	2,578	2,578
LEGAL FEES	-	1,513	1,513	-	1,583	1,583
RFID/OCR LABELS		1,449	1,449		1,288	1,288
OTHER PRINTED SUPPLIES	-	35	35	-	36	36
CONTRACT PROFESSIONAL SERVICES (DIRECT)		-	-			-
TOTAL PROFESSIONAL SERVICE CONTRACTS	-	17,882	17,882	-	18,293	18,293

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

EXHIBIT A

BUDGET: LANCASTER PUBLIC LIBRARY

DESCRIPTION	As per Res 2021-14			As per Res 2022-12		
	2021	2021	2021	2022	2022	2022
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
MAINTENANCE CONTRACTS						
OTHER SUP & MTLs - CONTRACT	500	-	500	500	-	500
EQUIPMENT CONTRACTS			-			-
MAINT CONTRACTS - SYS		235	235		224	224
TOTAL MAINTENANCE CONTRACTS	500	235	735	500	224	724
OTHER EXPENSES & CHARGES						
LIBRARY MATERIALS PROCESSING SUPPLIES	-	747	747	-	199	199
RESALE ITEMS (BAGS, DISK, HEADPHONES)	-	96	96	-	115	115
LIBRARY CARDS	-	39	39	-	39	39
DVD REPAIR		58	58		58	58
MISC PROGRAM EXPENSES	500		500	500		500
NYS DISABILITY	-		-	-		-
POSTAGE	100		100	100		100
PRINTING			-			-
ADVERTISING			-			-
TRAINING			-			-
REFUSE PICKUP			-			-
BANK CHARGES			-			-
JANITORIAL SERVICES			-			-
OTHER EXPENSES			-			-
TOTAL OTHER EXPENSES & CHARGES	600	940	1,540	600	411	1,011
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		3,172	3,172		3,352	3,352
TOTAL INSURANCE CHARGES	-	3,172	3,172	-	3,352	3,352
LAB & TECHNICAL EQUIP.		1,644	1,644		8,193	8,193
LIBRARY BOOKS & MEDIA						
Serials (Magazines, Newspapers, Journals, Etc.)	-	3,404	3,404	-	2,766	2,766
On-line Databases (News, Health, Literary, Homework, Business, Etc.)	-	8,561	8,561	-	5,920	5,920
E-Content		33,081	33,081		53,284	53,284
Centrally Ordered Materials	-	41,570	41,570	-	36,649	36,649
Specialized Titles / Individual Orders	-	6,384	6,384	-	6,152	6,152
TOTAL LIBRARY BOOKS & MEDIA	-	93,000	93,000	-	104,771	104,771
INTERFUND UTILITY EXPENDITURES						
NATURAL GAS	-	3,578	3,578	-	5,661	5,661
ELECTRICITY	-	20,562	20,562	-	21,283	21,283
TOTAL INTERFUND UTILITY EXPENDITURES	-	24,140	24,140	-	26,944	26,944
TOTAL INTERFUND EXP - COUNTY		1,047	1,047		2,004	2,004

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

EXHIBIT A

BUDGET: LANCASTER PUBLIC LIBRARY

DESCRIPTION	As per Res 2021-14			As per Res 2022-12		
	2021	2021 BUDGET	2021	2022	2022 BUDGET	2022
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
TOTAL OPERATING EXPENSES	2,220	568,733	570,953	22,220	595,334	617,554
REVENUE SOURCES						
COUNTY SHARE	-	553,746	553,746	-	581,315	581,315
STATE AID (Member Aid)		-	-	20,000	-	20,000
STATE AID (Pass through System)		11,885	11,885		11,884	11,884
SUB-TOTAL: SYSTEM APPROPRIATION	-	565,631	565,631	20,000	593,199	613,199
DIRECT LOCAL INCOME						
	Contract Library Direct	Return to System (CHR Share)	TOTAL	Contract Library Direct	Return to System (CHR Share)	TOTAL
FINES, LOST BOOKS, ETC	1,040	1,454	2,494	819	786	1,605
COPY MACHINES	-	-	-	-	-	-
PRINT COST RECOVERY	1,155	1,613	2,768	1,376	1,324	2,700
OTHER REVENUES	25	35	60	25	25	50
MUNICIPAL SUPPORT	-	-	-	-	-	-
DONATIONS	-	-	-	-	-	-
FUNDRAISING	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-
USE OF FUND BALANCE	-	-	-	-	-	-
OTHER INCOME	-	-	-	-	-	-
TOTAL DIRECT INCOME	2,220	3,102	5,322	2,220	2,135	4,355
TOTAL REVENUE SOURCES	2,220	568,733	570,953	22,220	595,334	617,554

COUNTY SHARE vs OTHER REVENUE						
COUNTY SHARE	-	553,746	553,746	-	581,315	581,315
STATE AID	-	11,885	11,885	20,000	11,884	31,884
DIRECT INCOME	2,220	3,102	5,322	2,220	2,135	4,355
SUBTOTAL OTHER REVENUE	2,220	14,987	17,207	22,220	14,019	36,239
TOTAL REVENUE	2,220	568,733	570,953	22,220	595,334	617,554

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

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

EXHIBIT A

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

FTE and Average Cost per FTE	7.65	55,545
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Full Time Salaries	212,076
RPT Wages	\$0
Part Time Wages	110,656
Total Salaries & Wages	\$322,732

Lancaster - Other Payments	\$3,892	\$297	\$4,189
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Grand Total	\$326,624	\$102,486	\$429,110
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Librarians Association Pay Scale
Effective 1/1/2022

	1	2	3	4	5	A	B	C	D	E	F
Grp 7	40,591	42,709	44,812	46,914	49,021	50,165	51,320	52,453	53,608	54,750	55,902
	1,561.20	1,642.64	1,723.52	1,804.40	1,885.44	1,929.44	1,973.84	2,017.44	2,061.84	2,105.76	2,150.08
	19.515	20.533	21.544	22.555	23.568	24.118	24.673	25.218	25.773	26.322	26.876
Grp 9	46,840	49,602	52,356	55,105	57,864	59,232	60,624	61,984	63,361	64,734	66,109
	1,801.52	1,907.76	2,013.68	2,119.44	2,225.52	2,278.16	2,331.68	2,384.00	2,436.96	2,489.76	2,542.64
	22.519	23.847	25.171	26.493	27.819	28.477	29.146	29.800	30.462	31.122	31.783
Grp 10	50,282	53,285	56,285	59,280	62,294	63,800	65,287	66,791	68,295	69,790	71,290
	1,933.92	2,049.44	2,164.80	2,280.00	2,395.92	2,453.84	2,511.04	2,568.88	2,626.72	2,684.24	2,741.92
	24.174	25.618	27.060	28.500	29.949	30.673	31.388	32.111	32.834	33.553	34.274
Grp 11	57,379	60,476	63,868	67,107	70,358	71,983	73,607	75,221	76,844	78,464	80,088
	2,206.88	2,326.00	2,456.48	2,581.04	2,706.08	2,768.56	2,831.04	2,893.12	2,955.52	3,017.84	3,080.32
	27.586	29.075	30.706	32.263	33.826	34.607	35.388	36.164	36.944	37.723	38.504
Grp 12	61,364	64,958	68,569	72,147	75,747	77,551	79,333	81,147	82,952	84,750	86,551
	2,360.16	2,498.40	2,637.28	2,774.88	2,913.36	2,982.72	3,051.28	3,121.04	3,190.48	3,259.60	3,328.88
	29.502	31.230	32.966	34.686	36.417	37.284	38.141	39.013	39.881	40.745	41.611
Grp 13	66,991	70,916	74,876	78,824	82,742	84,731	86,699	88,689	90,673	92,662	94,644
	2,576.56	2,727.52	2,879.84	3,031.68	3,182.40	3,258.88	3,334.56	3,411.12	3,487.44	3,563.92	3,640.16
	32.207	34.094	35.998	37.896	39.780	40.736	41.682	42.639	43.593	44.549	45.502
Grp 14	74,668	79,121	83,524	87,953	92,383	94,598	96,830	99,064	101,286	103,507	105,728
	2,871.84	3,043.12	3,212.48	3,382.80	3,553.20	3,638.40	3,724.24	3,810.16	3,895.60	3,981.04	4,066.48
	35.898	38.039	40.156	42.285	44.415	45.480	46.553	47.627	48.695	49.763	50.831
Sunday in Charge	38.427		Sunday Reference	33.779		PT in Charge	25.618				

Report: ZTMR_PAYSCALE_REPORT
 System: PRD/100/ZHR_PAYSCALES
 User: SCHLOSSK

Payscale Type: CMU

Erie County
 Pay Scale Report
 Pay Area: 33: AFSCME CMU

For: 01/01/2022

Page: 1
 Date: 06/20/2021
 Time: 11:38:37

	0	1	2	3	4	5	A	B	C	D	E
GRP 01	29216 1123.68 14.046	31059 1194.56 14.932	32442 1247.76 15.597	33823 1300.88 16.261	34748 1336.48 16.706	35668 1371.84 17.148	36244 1394.00 17.425	36814 1415.92 17.699	37386 1437.92 17.974	37960 1460.00 18.250	38532 1482.00 18.525
GRP 02	29779 1145.36 14.317	31678 1218.40 15.230	33103 1273.20 15.915	34530 1328.08 16.601	35479 1364.56 17.057	36431 1401.20 17.515	37032 1424.32 17.804	37644 1447.84 18.098	38232 1470.48 18.381	38836 1493.68 18.671	39437 1516.80 18.960
GRP 03	30863 1187.04 14.838	32864 1264.00 15.800	34364 1321.68 16.521	35861 1379.28 17.241	36860 1417.68 17.721	37860 1456.16 18.202	38490 1480.40 18.505	39144 1505.52 18.819	39765 1529.44 19.118	40398 1553.76 19.422	41030 1578.08 19.726
GRP 04	31784 1222.48 15.281	33900 1303.84 16.298	35491 1365.04 17.063	37080 1426.16 17.827	38139 1466.88 18.336	39193 1507.44 18.843	39863 1533.20 19.165	40523 1558.56 19.482	41203 1584.72 19.809	41872 1610.48 20.131	42538 1636.08 20.451
GRP 05	33623 1293.20 16.165	35922 1381.60 17.270	37648 1448.00 18.100	39372 1514.32 18.929	40523 1558.56 19.482	41673 1602.80 20.035	42476 1633.68 20.421	43281 1664.64 20.808	44088 1695.68 21.196	44891 1726.56 21.582	45689 1757.28 21.966
GRP 06	36117 1389.12 17.364	38773 1491.28 18.641	40766 1567.92 19.599	42756 1644.48 20.556	44088 1695.68 21.196	45417 1746.80 21.835	46444 1786.32 22.329	47466 1825.60 22.820	48470 1864.24 23.303	49481 1903.12 23.789	50498 1942.24 24.278
GRP 07	38759 1490.72 18.634	41912 1612.00 20.150	44277 1702.96 21.287	46646 1794.08 22.426	48223 1854.72 23.184	49797 1915.28 23.941	50964 1960.16 24.502	52123 2004.72 25.059	53279 2049.20 25.615	54446 2094.08 26.176	55615 2139.04 26.738
GRP 08	41625 1600.96 20.012	45234 1739.76 21.747	47940 1843.84 23.048	50648 1948.00 24.350	52453 2017.44 25.218	54261 2086.96 26.087	55551 2136.56 26.707	56832 2185.84 27.323	58117 2235.28 27.941	59396 2284.48 28.556	60692 2334.32 29.179

Report: ZTMR_PAYSCALE_REPORT
 System: PRD/100/ZHR_PAYSCALES
 User: SCHLOSSK

Payscale Type: CMU

Erie County
 Pay Scale Report
 Pay Area: 30: CMU

For: 01/01/2022

Page: 1
 Date: 06/20/2021
 Time: 11:39:02

	0	1	2	3	4	5	A	B	C	D	E
GRP 01	30164 1160.16 14.502	31905 1227.12 15.339	32985 1268.64 15.858	34087 1311.04 16.388	35179 1353.04 16.913	36263 1394.72 17.434	36806 1415.60 17.695	37355 1436.72 17.959	37889 1457.28 18.216	38443 1478.56 18.482	38977 1499.12 18.739
GRP 02	30697 1180.64 14.758	32465 1248.64 15.608	33611 1292.72 16.159	34734 1335.92 16.699	35872 1379.68 17.246	36997 1422.96 17.787	37561 1444.64 18.058	38143 1467.04 18.338	38696 1488.32 18.604	39258 1509.92 18.874	39824 1531.68 19.146
GRP 03	31728 1220.32 15.254	33563 1290.88 16.136	34755 1336.72 16.709	35947 1382.56 17.282	37128 1428.00 17.850	38345 1474.80 18.435	38938 1497.60 18.720	39551 1521.20 19.015	40140 1543.84 19.298	40741 1566.96 19.587	41334 1589.76 19.872
GRP 04	32964 1267.84 15.848	34886 1341.76 16.772	36140 1390.00 17.375	37405 1438.64 17.983	38688 1488.00 18.600	39965 1537.12 19.214	40606 1561.76 19.522	41221 1585.44 19.818	41866 1610.24 20.128	42499 1634.56 20.432	43129 1658.80 20.735
GRP 05	34701 1334.64 16.683	36729 1412.64 17.658	38135 1466.72 18.334	39508 1519.52 18.994	40916 1573.68 19.671	42309 1627.28 20.341	43066 1656.40 20.705	43826 1685.60 21.070	44591 1715.04 21.438	45350 1744.24 21.803	46112 1773.52 22.169
GRP 06	37059 1425.36 17.817	39233 1508.96 18.862	40895 1572.88 19.661	42540 1636.16 20.452	44181 1699.28 21.241	45852 1763.52 22.044	46821 1800.80 22.510	47784 1837.84 22.973	48728 1874.16 23.427	49695 1911.36 23.892	50656 1948.32 24.354
GRP 07	39555 1521.36 19.017	41893 1611.28 20.141	43915 1689.04 21.113	45943 1767.04 22.088	47967 1844.88 23.061	49980 1922.32 24.029	51081 1964.64 24.558	52177 2006.80 25.085	53279 2049.20 25.615	54371 2091.20 26.140	55478 2133.76 26.672
GRP 08	42259 1625.36 20.317	44768 1721.84 21.523	47137 1812.96 22.662	49506 1904.08 23.801	51859 1994.56 24.932	54209 2084.96 26.062	55428 2131.84 26.648	56632 2178.16 27.227	57843 2224.72 27.809	59062 2271.60 28.395	60278 2318.40 28.980

BUFFALO & ERIE COUNTY PUBLIC LIBRARY**PAGE & SR. PAGE HOURLY WAGE RATES****EFFECTIVE DATE: DECEMBER 31, 2021****PAGE and SENIOR PAGE WAGE SCALES****December 31, 2021 - December 30, 2022****PAGE****Step 1**

\$13.20

SENIOR PAGE**Step 1**

\$14.20

NOTES:

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

Page rates are consistent with mandated increases in the New York State Minimum Wage Law and Sr.

Page rates are budgeted at \$0.50 above the minimum wage.

Contract Library Lancaster		Branch Lancaster		
2022 Schedule of Public Service Hours				
Winter Hours				
Total hours		60		
Sunday Hours start on:		1/9/2022		
Sunday Hours end on:		5/22/22		
	Open	Close	Re-Open	Close
Sunday	12	5		
Monday	10	6		
Tuesday	10	9		
Wednesday	10	9		
Thursday	10	9		
Friday	10	5		
Saturday	10	5		
Summer Hours				
Total hours		55		
Summer Hours start on:		5/23/22		
Summer Hours end on:		9/5/22		
	Open	Close	Re-Open	Close
Sunday				
Monday	10	6		
Tuesday	10	9		
Wednesday	10	9		
Thursday	10	9		
Friday	10	5		
Saturday	10	5		



Benefits Package – Library Managers

Benefits	
Holidays	10 paid holidays per year: New Year's Day, Martin Luther King, Jr. Day, Patriot's (President's) Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving, and Christmas Day.
Working on Holidays	Employees required to work on a holiday will be paid 8 hours of straight time for the holiday, plus receive 1.5 times the number of hours actually worked in compensatory time.
Vacation	<p>Employees will be eligible for vacation accruals based on years of service:</p> <ul style="list-style-type: none"> • 0-2 years: 3.08 hours/pay period (10 days/year); max bank at anniversary date of 160 hours (20 days) • 3-9 years: 4.62 hours/pay period (15 days/year); max bank at anniversary date of 240 hours (30 days) • 10-15 years: 6.16 hours/pay period (20 days/year); max bank at anniversary date of 320 hours (40 days) • 16-24 years: 7.70 hours/pay period (25 days/year); max bank at anniversary date of 400 hours (50 days) • 25 or more years: 9.24 hours/pay period (30 days/year); max bank at anniversary date of 480 hours (60 days) <p>Vacation is granted in 1 hour increments.</p> <p>Upon termination of employment, employees will be entitled to receive a cash payment equal to accrued vacation time. In no event will such payout exceed the maximum bank days.</p>
Vacation Sell-Back	Employees with 80 hours of vacation in their bank in the first week of November may sell back up to 40 hours of vacation time (in 1 hour increments) each year. Payment for such sell-back shall be made in payroll period 24.
Sick Leave Accrual	<p>Sick leave credit shall be earned at the rate of 4.62 hours/pay period. Such leave accumulation shall not exceed 1,800 hours.</p> <p>No credit for sick leave shall be granted for a pay period unless the employee has been on full pay status at least 50% of the working days of said pay period.</p>
Sick Leave Usage	<p>Sick leave with pay will be granted to an employee who is incapacitated or unable to perform the duties of their position by reasons of:</p> <ul style="list-style-type: none"> • Sickness or injury of the employee; • Pregnancy of the employee; • Sickness, injury or pregnancy in the employee's immediate family requiring care and attendance of the employee. Immediate family

	<p>shall include parent, spouse, sibling, child, or grandparent, or an actual member of the employee's household upon submission of sufficient proof to the employer;</p> <ul style="list-style-type: none"> • Circumstances which require that medical or dental visits of the employee be made during working hours; • Medical or dental visits for members of the employees' immediate family who cannot provide their own transportation and which cannot be scheduled outside of the employees working hours. <p>Sick leave is granted in 1 hour increments.</p> <p>Sick leave in excess of 5 consecutive workdays requires a physician's note showing incapacity/inability of the employee to perform their work, including the nature of and dates of the illness. Also, at the discretion of the Contracting Library Board of Trustees, an employee may be notified that a physician's note is required for absence of any duration.</p> <p>Once notice of resignation/retirement has been given, a physician's note is required to substantiate sick leave or vacation time will be charged.</p>
Sick Leave Incentive	Employees who use 1 day or less of sick leave in an anniversary year shall receive an extra sick day on their anniversary date.
Sick Leave Bonuses	<p>There will be a \$300 bonus for any employee who reaches a maximum of 1,800 hours of accumulated sick leave. Thereafter, an additional bonus of \$200 will be paid in any year in which the maximum amount of sick leave is maintained AND 5 or fewer sick days are utilized.</p> <p>Payment of the initial bonus will be in the first pay check after the 1,800 hours are reached. Payment of the yearly bonus will be in the first pay period of February in subsequent years.</p>
Personal Leave	<p>After 1 year of continuous service, employees shall be eligible for the following personal leave allowance on their anniversary date:</p> <ul style="list-style-type: none"> • Hired before 10/1/2014: 6 days (48 hours) • Hired on/after 10/1/2014: 4 days (32 hours) <p>Personal leave is granted in 1 hour increments. Application for personal leave must be filed at least 5 working days in advance when the request is for 4 days or more, or 3 working days in advance when the request is for 3 days or less. Advance notice requirements may be waived at the discretion of the Contracting Library Board of Trustees.</p> <p>Unused personal leave days shall be added to the employee's sick leave bank on the anniversary date of employment.</p>
Comp Time	<p>Compensatory time may be used in 15 minute increments.</p> <p>Employees may accumulate compensatory time up to 80 hours.</p> <p>Upon retirement, employees will be entitled to receive a cash payment equal to unused accrued compensatory time.</p>
Other Paid Leave	Bereavement Leave – an employee who has a death in the immediate family (parent, spouse, brother, sister, child, grandparent, grandchild, son-in-law, daughter-in-law, parent-in-law, brother-in-law, sister-in-

	<p>law, stepparent, stepchild, great-grandparent, or any other individual who is an actual member of the immediate household), upon submission of sufficient proof to the employer, shall be given time off without loss of pay to a maximum of 5 consecutive calendar days commencing with the date of death. However, if the death occurs after the employee reports to work, that day will not be counted as one of the 5 consecutive calendar days and upon giving appropriate notice, such employee will be allowed to leave for the remainder of the shift without loss of pay.</p> <p>Extended Sick Leave – At the discretion of the Contracting Library Board of Trustees, additional sick leave, with pay, for a serious illness may be granted to an employee with at least 10 years continuous service. Prior to the granting of such leave, there must be a reasonable expectation that the employee will return to work. No extended sick leave with pay will be granted until all other accumulated leave time has been used, and no leave credits will be earned during the extended sick leave period. Maximum leave amounts are based on continuous service:</p> <ul style="list-style-type: none"> • 10 years: Up to 3 months extended sick leave • 15 years: Up to 5 months extended sick leave <p>Emergency Closing – In the event the Contracting Library Manager or Board of Trustees declares the closing of a certain library or libraries and/or operations and/or services due to any flood, fire, uncontrolled weather conditions or other cause beyond the Library's control, affected employees will not be charged any accruals or lose any pay for the time closed.</p> <p>Jury Duty – Upon presenting proof of the necessity of jury service or attending court for non-personal matters, employees shall receive a paid leave of absence. Employees must indicate on the court's questionnaire that they are placed on paid leave of absence during the jury service period. Employee will not be required to report to work prior to or subsequent to their court attendance/jury duty. Regular-part-time employees shall be paid on a pro-rated basis.</p> <p>Military Leave – Leaves of absence occasioned by service in the military shall be governed by the requirements of current Federal and New York State laws.</p>
<p>Unpaid Leave</p>	<p>Extended Illness – Contracting libraries shall follow the requirements of the Family and Medical Leave Act (FMLA).</p> <p>Maternity – An employee who is pregnant shall be granted a leave of absence without pay for the duration of their anticipated disability, as substantiated by their physician. After delivery, the employee may return on the date recommended by their physician, provided a written statement is submitted certifying they are capable of resuming full duties.</p> <p>Child Care – A leave of absence without pay to care for an child will be granted to:</p> <ul style="list-style-type: none"> • An employee who has given birth or whose spouse has given birth to a child, within the first year of said child's birth for a period of up to 6 months; or

	<ul style="list-style-type: none"> An employee who has adopted a child of less than 5 years of age or a hard-to-place or handicapped child as defined in Section 451 of the N.Y. Social Services Law who is under the age of 18, and who is principally responsible for the care of the child, for a period of 6 months after custody of the child is received. <p>In the event both parents are employed by the Library, the Library is not compelled to grant a 6 month leave to both parents.</p> <p>Family Care – An employee may be granted a leave of absence without pay for up to 6 months to care for a parent, parent-in-law, child or spouse who is suffering from a serious health condition, illness or injury. It is understood that the employee shall be required to provide medical information supporting the need for their presence as a caregiver during normal hours of work and fully explaining the seriousness of the illness or injury, and any decision shall be at the discretion of the Contracting Library Board of Trustees. In addition, at the discretion of the Contracting Library Board of Trustees, leave may be granted for another individual who is an actual member of the employee's household, upon sufficient proof to the employer.</p>
Health & Dental Insurance	<p>Health and dental insurance coverage is offered after one full calendar month of employment. Costs are deducted twice per month (24 of the 26 pay periods).</p> <p>Health Insurance – There are 4 plan levels to choose from (Bronze, Core, Value and Enhanced):</p> <ul style="list-style-type: none"> Bronze Plan – High deductible plan; no employee contribution. Value Plan - 85% employer contribution to monthly Value Plan premium; employee pays 15% of premium. Core or Enhance Plan – Employer contribution equal to 85% of the monthly cost of the <u>Value</u> Plan premium. Employee pays 15% of Value Plan premium, plus additional cost associated with Core or Enhanced Plan. <p>Dental Insurance – There are 2 plan levels to choose from:</p> <ul style="list-style-type: none"> Base Plan - Single coverage at no cost; family coverage employee pays 10% of premium. Buy-Up Plan - If selected, employee pays the cost of the Base Plan plus the additional costs associated with the Buy-Up Plan.
Health Insurance Waiver	<p>Employees waiving single coverage will receive \$67 per month. Employees waiving family coverage will receive \$100 per month. Payment will be made twice per month (24 of the 26 pay periods).</p>
Retiree Health Insurance Pre-Age 65	<p>Retirees and eligible spouses are entitled to health insurance coverage under the following terms:</p> <ul style="list-style-type: none"> Hired before 10/1/2014 with 15 or more years of continuous service at the time of retirement – 100% employer contribution of Value premium; Hired before 10/1/2014 with 5-14 years of continuous service at the time of retirement – 75% employer contribution of Value premium; Hired on or after 10/1/2014 - 0% employer contribution to health insurance.

Retiree Health Insurance Post-Age 65	<p>Retirees and eligible spouses are entitled to a designated Medicare Wraparound product under the following terms:</p> <ul style="list-style-type: none"> • Hired before 10/1/2014 with 15 or more years of continuous service at the time of retirement – 100% employer contribution of Value premium; • Hired before 10/1/2014 with 5-14 years of continuous service at the time of retirement – 75% employer contribution of Value premium; • Hired on or after 10/1/2014 - 0% employer contribution to health insurance.
Retiree Sick Leave Accrual Benefit	<p>Employees who retire with 10 years of service shall be eligible for the following:</p> <ul style="list-style-type: none"> • Employees who have a minimum of 800 hours of accumulated sick leave as of the date of retirement shall receive \$2,000 cash; • Employees who have a minimum of 1,200 hours of accumulated sick leave as of the date of retirement shall receive \$3,000 cash; • Employees who have a minimum of 1,800 hours of accumulated sick leave shall receive \$5,000 cash.
Retirement	Full-time and RPT employees are required to join the New York State & Local Retirement System (NYSLRS), the statewide pension plan for public employees in NYS.
Work Week	The work week shall be Saturday through Friday.
Pay Period	Employees shall be paid every 2 weeks. All full-time employees shall work a minimum of 80 hours per pay period. All regular part-time employees shall work between 20 and 39 hours per week, constituting 40-78 hours per pay period.
Lunch	At least 1/2 hour lunch, unpaid
Breaks	Employees are eligible to receive a 15 minute paid break per 4 hours worked.
Emergency Call-In Pay	<p>Should an employee be called into work when they are not scheduled, they shall be paid for a minimum of 3 hours.</p> <p>Call-in pay is not incorporated into the scheduled workweek.</p>
Overtime	<p>If an employee works over 40 hours in a predetermined workweek, excluding sick leave and personal leave, they shall receive time and one-half (1.5x) compensatory time for all overtime hours worked.</p> <p>Employees may request in writing monetary payment in lieu of compensatory time off. Written requests must be submitted to Human Resources by the third Monday in January. The election of cash payment shall remain in effect until the employee revokes it. Revocation may only occur during the month of December in each year.</p>

Library Account Grace Period	After 6 months of service, employees are eligible for a 7 day grace period on their library account. Items returned within a week of their due day will not be assessed late charges.
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Optional Benefits	
Supplemental Retirement	Employees may opt to participate in the Erie County Deferred Compensation Plan (457(b)). This is a tax-deferred retirement account administered by VALIC (member company of AIG). Representatives from VALIC are made available to staff throughout the year or can be contacted directly; contact information is on the intranet.
Flexible Spending Accounts (FSAs)	Employees are able to enroll in pre-tax deduction FSAs for medical, dependent care, adoption, and parking expenses through P&A Group. Forms for such accounts must be submitted for each calendar year. More information can be found on the intranet.

Regular Part-Time Employees	
RPT employees shall be entitled to receive all benefits provided to full-time employees, subject to the following modifications.	
Leave Accruals	Accruals for vacation, sick and personal leave shall be pro-rated for RPT employees.
Holiday Pay	RPT employees shall receive 4 hours pay on designated holidays. At the discretion of the Contracting Library Board of Trustees, an RPT employee's work schedule may be adjusted up to 4 hours at another time during the week in which the holiday falls so that the employee will actually receive pay for the number of hours for which they are normally scheduled.
Working on Holidays	RPT employees required to work on a holiday will be paid straight time for every hours actually worked on such a holiday, plus receive 4 hours of compensatory time.

Library Manager benefits are at the discretion of the B&ECPL Board of Trustees. Content is subject to change. Please direct any specific questions about wages and benefits to Human Resources.



Benefits Package – Unrepresented Part-Time Staff

Part-time employees not covered by a collective bargaining agreement are not eligible for most benefits. The B&ECPL will follow all applicable federal, state and local laws and statutes as they apply to employment.

Benefits	
Work Week	Part-time employees will be scheduled for not more than 19 hours per week.
Pay Period	Employees shall be paid every 2 weeks.
Lunch	Employees scheduled to work more than 6 hours in a single shift will be provided with a 1/2 hour unpaid lunch.
Breaks	Employees are eligible to receive a 15 minute paid break per 4 hours worked.
Library Account Grace Period	After 6 months of service, employees are eligible for a 7 day grace period on their library account. Items returned within a week of their due day will not be assessed late charges.
Retirement	Part-time employees are eligible to join the New York State & Local Retirement System (NYSLRS), the statewide pension plan for public employees in NYS.

Optional Benefits	
Supplemental Retirement	<p>Employees may opt to participate in the Erie County Deferred Compensation Plan (457(b)). This is a tax-deferred retirement account administered by VALIC (member company of AIG).</p> <p>Representatives from VALIC are made available to staff throughout the year or can be contacted directly; contact information is on the intranet.</p>
Flexible Spending Accounts (FSAs)	<p>Employees are able to enroll in pre-tax deduction FSAs for medical, dependent care, adoption, and parking expenses through P&A Group. Forms for such accounts must be submitted for each calendar year. More information can be found on the intranet.</p>

Benefits are at the discretion of the B&ECPL Board of Trustees. Content is subject to change. Please direct any specific questions about wages and benefits to Human Resources.



VOLUNTEER PROGRAM POLICY

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

I. STATEMENT OF POLICY

The Buffalo & Erie County Public Library System (B&ECPL) is committed to fulfilling its mission through building and strengthening relationships throughout the community, including providing opportunities for direct community participation in library services. Volunteer time, energy and goodwill are invaluable assets to the B&ECPL. Volunteering at a library also offers individuals and groups a way to contribute to their community, fulfill personal goals and achieve a sense of satisfaction. Volunteering for a library in the B&ECPL can be a rewarding and exciting experience for all involved.

The B&ECPL shall accept volunteers without regard to any individual's gender, race, color, national origin, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity or expression, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, known relationship or association with member of a protected class, or any other basis protected by federal, state or local law.

II. USE OF VOLUNTEERS

- A. The B&ECPL will support the effective utilization of volunteers to:
 - 1. Welcome talented and dedicated community members who wish to serve the B&ECPL;
 - 2. Add value to new and existing programs;
 - 3. Promote public awareness of library services;
 - 4. Increase involvement in and support of the B&ECPL by the public; and
 - 5. Connect with the community.
- B. The B&ECPL will not use volunteers to replace or augment its paid staff.
- C. Volunteers shall not be permitted to perform activities that could reveal confidential patron information; including but not limited to use of the B&ECPL circulation/borrower services database (Integrated Library System).

- D. The B&ECPL does not provide volunteers with compensation, medical or health benefits, accident or worker's compensation.

III. VOLUNTEER PROGRAM

A. Becoming a Volunteer

1. Individuals interested in volunteering at the B&ECPL must fill out a *Volunteer Application* and a *Volunteer Liability Waiver and Release* form.
2. Volunteers under the age of 17 must have guardian approval to volunteer. Volunteers under the age of 17 must be overseen by a staff member or an adult volunteer who has successfully completed the volunteer application process.
3. Volunteers will be accepted based on the library's needs. A library may not accept every volunteer application.

B. Volunteer Expectations

1. Volunteers are expected to adhere to any applicable policies and practices regarding schedules, attendance, conduct, performance, safety procedures, proper attire, etc.
 - a. Each volunteer will have a staff member assigned as an on-site supervisor and is required to follow the procedures established by the library where they volunteer.
 - b. The supervisor and/or supervisor's designee is available for guidance and assistance of volunteer activities and is responsible for establishing the volunteer's schedule and tracking volunteer hours.
 - c. Volunteers are expected to keep their supervisor and/or supervisor's designee informed of their projects and service status, and of any schedule changes.
2. Volunteers can be released from volunteer duties at any time at the discretion of the B&ECPL.
3. Volunteers are expected to maintain the confidentiality of all patrons' use and records.

Adopted October 20, 2005.

Amended May 18, 2006.

Reviewed by Policy Committee April 23, 2009 – no changes.

Amended September 17, 2015 per Resolution 2015-27.

Amended March 17, 2016 per Resolution 2016-8.

Amended November 21, 2019 per Resolution 2019-45.

Circulation Policy

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

I. INTRODUCTION

This is the Circulation Policy of the Buffalo & Erie County Public Library System (B&ECPL). All B&ECPL Libraries, including any Contract Member, Buffalo Branch, Library Outlet and the Central Library, are required to follow the policies delineated herein.

A. Definitions

Terms that are used in the document are defined below:

1. **Circulation** - Checking out material on a borrower's card for a prescribed loan period or downloading electronic content. Any item listed in the B&ECPL Catalog is subject to all terms of B&ECPL Circulation Policy.
2. **Traditional Library Card** - Cardholder can check out books, music, videos and use a library computer to access the internet. Cardholder can also borrow digital content.
3. **Digital content** - Services available online in a variety of formats, including, but not limited to: downloadable and streaming eBooks, eAudiobooks, eVideos, music, digital magazines, etc.
4. **Blocked** - Library card cannot be used to borrow physical materials.
5. **Barred** - Library cardholder is unable to visit library. All in-library services suspended and cannot borrow physical materials.
6. **Good Standing** - Account of library cardholder is not blocked and cardholder is not barred from visiting library.
7. **Board of Trustees** - The Board of Trustees of the Buffalo & Erie County Public Library.
8. **Administration** - The Director, Deputy Directors, Assistant Deputy Directors and other members of the Administrative Team of the Buffalo & Erie County Public Library.

II. REGISTRATION

A. Eligible Borrowers

Erie County residents and specified non-residents are eligible for borrowing privileges, provided they meet identification requirements as established by the Administration. Some restrictions may apply.

1. All persons who live, work, own property or attend school in Erie County are eligible for borrowing privileges at no charge, except as noted herein.
2. Other residents of New York State are eligible for borrowing privileges at a charge (effective April 18, 2005). "Other" New York State borrower privileges will expire every 12 months.

B. Types of Library Cards

1. **Traditional** – Both in-library and digital content
 - a. **Youth** – 16 and under; parent/guardian permission required
 - b. **Adult** – persons age 17 and older
2. **Student Digital Card** – Limited to digital content; available to children through grade 12 enrolled in Erie County schools

Library cards are further defined by borrower profiles, which identify the quantities and types of material that a borrower may check out or other privileges a library patron may enjoy.

C. Application

Eligible borrowers must complete the appropriate application.

1. Erie County Residents:
 - a. To obtain a traditional library card, the applicant may apply online or appear in person or qualify for a Proxy Application.
 - b. A valid Erie County address and an email address are required to complete the online application.
 - c. Youth must have the consent of parent/legal guardian to obtain a traditional card. Absent consent, a Student Digital Card may be issued.
2. Non-Residents:
 - a. To obtain a traditional library card, the applicant must appear in person or qualify for a Proxy Application and provide required identification and documentation.

- b. To obtain a Student Digital Card, the applicant may apply online and provide a valid address and email address. Proof of enrollment in Erie County school may be requested.

D. Registration Term

Unless otherwise specified, B&ECPL library cards do not expire. Library cardholders are subject to periodic verification of their contact information.

III. BORROWER PRIVILEGES AND RESPONSIBILITIES

A. General

1. A valid B&ECPL library card will be honored at all B&ECPL locations. A valid library card includes photocopies of the card as well as barcodes on smart devices and mobile apps. Possession of a valid card implies authorized use.
2. The borrower is responsible for all use of the library card and assumes liability for charges incurred for lost, stolen, or damaged items. The borrower is responsible for returning all borrowed items in clean condition, free from insects, pests or other contaminants.
3. Borrowers must immediately report lost or stolen cards to any B&ECPL location. Failure to do so will result in the borrower being held financially responsible for any charges incurred due to lost, stolen, or damaged items.
4. Borrowers are responsible for notifying the B&ECPL of any change of contact information including mailing address, email address or telephone number.

B. Circulation

1. Borrowers may check out material from any B&ECPL location. Unless otherwise specified, the material may be returned to any B&ECPL location.
2. Items may be renewed in accordance with B&ECPL policy provided the borrower's account is in good standing, the items are not overdue and/or are not on a request list.
3. Circulating material is shared on a system-wide basis. The B&ECPL will provide access to any circulating item listed in the B&ECPL Catalog.
4. Most circulating material may be requested from and delivered to the borrower's preferred B&ECPL location.
5. The length of the loan period, number of renewals, special regulations on returns and types and quantities of materials that can be checked out will be determined by B&ECPL System Administration.

C. Youth Accounts

1. The borrower or the parent/legal guardian who has authorized the issuance of a library card by co-signing or consenting online to an application for a youth (16 and under) is responsible for compliance with all B&ECPL rules, all use made of the card and all charges incurred on it.
2. As with all library materials, programs and services, parents/legal guardians have the sole right and responsibility to decide what is appropriate for their child, except as otherwise prohibited by law.

D. Charges

1. The borrower is responsible for all library material checked out on their library card. Pursuant to New York State Education Law Section 265, willful failure to return material may result in civil and criminal penalties.
2. Charges will be assessed for:
 - a. Lost or stolen materials; and
 - b. Any material damaged beyond normal wear and tear.
3. Other charges may include, but are not limited to, charges for missing media cases and returned checks.
4. Charges are also assessed for specified library services or items, including but not limited to, printing, making copies, flash drives, headphones and applicable maker space materials.
5. The B&ECPL will take appropriate action to collect charges, including possible referral to a third party debt recovery service, which will result in the assessment of an additional charge.
6. The B&ECPL partners with a third party debt recovery service to assist with the recovery of outstanding materials and charges. After a prescribed time period with excessive outstanding balances, borrower account information will be transmitted to a third party debt recovery service.
7. Account notifications are available but not a legal requirement. Non-receipt of a notice does not eliminate borrower liability for outstanding materials or charges.

E. Borrower Account Status

It is the borrower's responsibility to ensure their account remains in good standing. Reasons a borrower's account and/or other library privileges may be blocked or barred include, but are not limited to:

1. Failure to return library materials;
2. Accumulating charges on borrower's account that exceed prescribed limits in accordance with B&ECPL procedure;

3. Other abuses of library privileges, including but not limited to inappropriate conduct on library premises or infractions against or attempts to circumvent any B&ECPL policy; or
4. Returning items in damaged or unclean condition, including but not limited to infestation or contamination.

IV. CONFIDENTIALITY

Pursuant to applicable New York State laws, library records that contain names or other personally identifying details of users, including but not limited to the circulation of library materials, computer use, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the in-house use of library materials, shall be confidential and shall not be disclosed except that such records may be disclosed for the proper operation of the library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

Access to borrower information is restricted to authorized staff, and, with appropriate identification, to the borrower, custodial parent or legal guardian.

V. AUTHORIZATION

By adopting this policy, the Board of Trustees authorizes the Administration to develop rules and regulations to implement and enforce it.

Adopted January 18, 2001.

Amended March 17, 2005.

Amended July 21, 2005.

Amended September 16, 2010 per Resolution 2010-33.

Amended December 20, 2012 per Resolution 2012-46. (Administration Revised January 2, 2014:
Registration Term – Library cards valid 3 years.)

Amended March 17, 2016 per Resolution 2016-7. (Administration Revised June 2018:
Registration Term – Library cards do not expire. Library card
holders are subject to periodic verification of the borrower
record.)

Amended October 18, 2018 per Resolution 2018-28.

Amended December 17, 2020 per Resolution 2020-43.

Amended April 21, 2022 per Resolution 2022-16.



Equal Employment Opportunity and Anti-Harassment Policy

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

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

I. Statement of Policy

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

A. Equal Employment Opportunity

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

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

B. Unlawful Harassment

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

The B&ECPL prohibits all forms of unlawful harassment. Generally, unlawful harassment includes any unwelcome conduct, whether verbal, written, physical or visual, that is based upon a person's gender, race, color, national origin, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity or expression, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, or any other basis protected by federal, state or local law. Such conduct is unlawful and prohibited whenever it:

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

C. Examples of Harassment

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

D. Sexual Harassment – See Sexual Harassment Prevention Policy.

E. Applicability of Policy

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

II. Procedure

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

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

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

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

1. Notify Appropriate Staff

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

2. Promptly Report Complaint

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

3. Prepare Written Report of Misconduct

- a. An accurate record of objectionable behavior or misconduct is needed to resolve a formal complaint of discrimination, retaliation and/or harassment.
- b. Any and all verbal and written reports must be submitted to the Human Resources Officer for investigation.

- c. Upon receipt of a complaint under this policy, Human Resources will complete a formal written report of the complaint, if not already done by the complainant or their supervisor.
- d. Individuals who believe they have been or are currently being subjected to discrimination, retaliation or harassment should maintain a record of objectionable conduct in order to prepare effectively for the investigation.

B. Investigating the Complaint

1. Confidentiality

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

2. Investigation Process

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

C. Corrective Action

1. Employees

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

2. Non-employees

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

III. Protection Against Retaliation

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

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

A. Examples of Retaliation:

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

5. Engaging in other behavior that can reasonably be construed to be retaliatory.

IV. Legal Remedies

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

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

Amended December 20, 2018 per Resolution 2018-40.

Amended November 21, 2019 per Resolution 2019-43.

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



COMPLAINT OF HARASSMENT, DISCRIMINATION, OR RETALIATION

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

General Information:

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

Specific Information about Your Complaint:

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

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

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

4. WITH WHOM (if anyone) HAVE YOU DISCUSSED THE INCIDENT(S)?
5. HAVE YOU PREVIOUSLY BEEN SUBJECTED TO HARASSMENT, DISCRIMINATION, OR RETALIATION BY THE INDIVIDUALS IDENTIFIED IN YOUR RESPONSE TO QUESTION 1? IF SO, PLEASE DESCRIBE EACH PRIOR INCIDENT IN DETAIL. (Include names, dates, and locations. Try to describe the “who, what, where, when, why, and how” of the incident(s).)
6. DO YOU HAVE WRITTEN DOCUMENTATION (e.g. cards, letters, text messages, or journals) RELEVANT TO YOUR COMPLAINT? IF SO, DESCRIBE THE DOCUMENT(S).

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

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





Internet Safety and Acceptable Use Policy

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

I. GENERAL STATEMENT OF POLICY

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

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

II. CHILDREN, PARENTS AND THE INTERNET

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

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

III. USER RESPONSIBILITIES

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

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

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

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

Reviewed by Policy Committee September 22, 2016 – no changes.

Amended September 21, 2017.

Amended October 18, 2018.

Amended November 21, 2019.

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



Sexual Harassment Prevention Policy

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

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

I. Statement of Policy

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

A. Applicability

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

B. What Is “Sexual Harassment”?

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

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

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

C. Examples of Sexual Harassment

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

1. Physical acts of a sexual nature, such as:

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

D. Who can be a target of sexual harassment?

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

E. Where can sexual harassment occur?

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

II. Prohibition Against Retaliation

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

A. What is retaliation?

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

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

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

B. Good faith claims

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith

belief that the practices were unlawful; however, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

III. Reporting Sexual Harassment

A. Who Should Report

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

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

B. Supervisory Responsibilities

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

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

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

IV. Complaint and Investigation of Sexual Harassment

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

A. Complaint

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

B. Witnesses

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

C. Investigation Process

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

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

9. Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

V. Legal Protections and External Remedies

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

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

A. State Human Rights Law (HRL)

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

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

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

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

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

DHR's main office contact information is: NYS Division of Human Rights, 65 Court Street #506, Buffalo, New York 14202. You may call (716) 847-7632 or visit: www.dhr.ny.gov.

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

B. Civil Rights Act of 1964

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

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

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

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

C. Local Protections

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

D. Contact the Local Police Department

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

Adopted December 20, 2018 per Resolution 2018-41.

Amended November 21, 2019 per Resolution 2019-44.

Amended August 12, 2020 per Resolution 2019-44.



COMPLAINT OF HARASSMENT, DISCRIMINATION, OR RETALIATION

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

General Information:

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

Specific Information about Your Complaint:

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

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

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

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

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

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

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

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

binds or purports to bind the County of Erie or a covered organization shall be reviewed and approved by the ECFSA before it takes effect.

Further, should the ECFSA impose a hiring freeze during a control period pursuant to New York Public Authorities Law section 3959(2)(c) and determines that the Public Library is subject and must adhere to the rules and procedures pursuant to this and any extension, modification or re-imposition of a hiring freeze by the ECFSA, the Public Library shall comply and adhere to said rules and procedures.

TWENTY-SIXTH: THIS AGREEMENT shall continue in force for the remainder of the current year. Additionally, for the next fiscal year beginning January 1, 2023 (hereafter next year), it is likely that Erie County's next year budget allocation may not be finalized until December of the current year and New York State's aid allocation is unlikely to be known until well into next year. Both circumstances would make it very difficult for the B&ECPL and the Public Library to develop, consider and approve a complete annual contract prior to the beginning of the start of the next fiscal year.

Should such circumstances occur, the parties hereto agree to extend all terms and conditions of this contract, unless modified herein, until replaced by the successor to this agreement. Said replacement shall be no later than July 31, 2023.

Quarterly contract payments shall be distributed in the same manner as described in paragraph NINTH of this contract and the quarterly amount shall be based upon one fourth of the current year B&ECPL estimated base budget contract

payment allocation shown in SAP Account 516010, Contractual Payments, to the Public Library as requested by the Board of Trustees of the B&ECPL pursuant to Erie County's budget process, except that, should local funds for library services be modified from those projected in the above request, then the quarterly amount shall be based upon the modified estimate. The Public Library shall adhere to the salary scale contained in said Exhibit B for the current year, unless permitted to depart therefrom by the B&ECPL.

Notwithstanding any other provision of this agreement, the Public Library and the B&ECPL may amend Exhibit C of the this agreement to reflect any hourly change required to adjust to a change from the requested allocation through the B&ECPL that may occur as a result of a change in local funds for library services and library materials allocated in Erie County's current year budget upon adoption, and subsequently through B&ECPL's current year budget or state library aid allocated in New York State's budget for aid to be provided to the B&ECPL in the current year.

Notification implementing this provision will be by resolution adopted by the Board of Trustees of the B&ECPL and transmitted to the Public Library. The Public Library will have been deemed to accept this extension unless said Public Library notifies the B&ECPL in writing within 30 days of the date said Resolution is transmitted to the Public Library.

THIS AGREEMENT is made and executed pursuant to a resolution of the Board of Trustees of the B&ECPL duly adopted on the 16th day of June 2022 and

Literacy Kits

Handwriting				
QTY.	Website	Description	Price	total
2	https://www.lakeshorelearning.com/products/writing-claws	Writing Claws - set of 12	\$19.99	\$39.98
2	https://www.lakeshorelearning.com/products/jumbo-pencils	Jumbo Pencils - set of 36	\$19.99	\$39.98
2	https://www.lakeshorelearning.com/products/red-baseline-ruled-newsprint-paper	Red Baseline Ruled Newsprint paper	\$10.99	\$21.98
2	https://www.lakeshorelearning.com/products/follow-the-dots-stamps-uppercase	Follow-the-dots stamps Uppercase	\$24.99	\$49.98
2	https://www.lakeshorelearning.com/products/follow-the-dots-stamps-lowercase	Follow-the-dots stamps Lowercase	\$24.99	\$49.98
1	https://www.orientaltrading.com/cool-classic-giant-color-stamp-pad-set	Cool Classic Giant Color Stamp Pad set	\$24.99	\$24.99
1	https://www.lakeshorelearning.com/products/gumball-grab-pre-writing-game	Gumball Grab Pre-Writing Game	\$29.99	\$29.99
1	https://www.orientaltrading.com/large-clear-tote	Clear tote	\$6.99	\$6.99
				\$263.87

Phonics				
Qty.	Website	Description	Price	Total
1	https://www.lakeshorelearning.com/products/fill-in-the-blank-phonics-stamps	Fill-in-the-blank phonics stamps	\$49.99	\$49.99
1	https://www.lakeshorelearning.com/products/roller-coaster-craze-word-blending-game	Roller Coaster Craze: Word Blending Game	\$29.99	\$29.99
1	https://www.lakeshorelearning.com/products/word-family-practice-cards	Word Family Practice Cards	\$24.99	\$24.99
2	https://www.lakeshorelearning.com/products/red-baseline-ruled-newsprint-paper	Red Baseline Rules Newsprint Paper	\$10.99	\$21.98
1	https://www.orientaltrading.com/cool-classic-giant-color-stamp-pad-set	Cool Classic Giant Color Stamp Pad set	\$24.99	\$24.99
1	https://www.orientaltrading.com/large-clear-tote	Clear tote	\$6.99	\$6.99
				\$158.93

TOTAL \$422.80

- Stamps
- Supplies
- Cards & Envelopes
- Collectors
- Gifts
- Business Supplies
- Saved



U.S. Flags 2022 Stamps

Forever 60¢

In Stock

SKU: 740404
Issue Date: 1/9/2022

The U.S. Postal Service continues its tradition of celebrating the U.S. flag with this new stamp in panes of 20, booklets of 20, and coils of 100, 3,000, and 10,000.

1. Choose a Format

- Sheet of 20
\$12.00
- Book of 20
\$12.00
- Coil of 100
\$60.00
- Coil of 3,000
\$1,800.00
- Coil of 10,000
\$6,000.00

2. Choose a Quantity:

1

Total Price: \$60.00

Save for Later

Add to Cart

Feedback

More Information

Description

Shipping Info



SALES QUOTE

Sales Quote 32188

Sales Quote Date: 7/6/2022

Page: 1

Sold

To: Lancaster Public Library
5466 Broadway
Lancaster, NY 14086
United States

Ship

To: Lancaster Public Library
5466 Broadway
Lancaster, NY 14086
United States

CSR PLEWIS
Ship Via FEDEX - GROUND SERVICE
P.O. Number PUBLIC OUTDOOR AIR PUMP
P.O. Date 7/6/2022

Customer ID C353888
Cust Phone 716-683-1120
Cust Fax
Cust Email carrm@buffalolib.org

Item No.	Description	Shipment Date	Quantity	Unit Price	Total Price
26246	PUMP,HS OUTDR W/GAUGE, LONG HOSE, FLR MNT	8/31/2022	1	\$638.990	\$638.99
26268	KIT,BFI INSTALL TOOLS	8/31/2022	1		
QUOTED FREIGHT	QUOTED FREIGHT 07/06/22	8/31/2022	1	\$20.000	\$20.00

Quote valid for 30 days from date issued.

Visit us on-line at: www.saris.com

Amount Subject to Sales Tax	Amount Exempt from Sales Tax	Subtotal:	\$658.99
0	\$658.99	Invoice Discount:	0.00
		Tax:	0.00
		Total (USD):	\$658.99

Unless otherwise noted, quote does not include additional charges such as lift-gate, construction site, residential, inside delivery, or delivery appointment, etc.



Screen Mom Screen Cleaner Kit for Laptop, Phone Cleaner, iPad, Eyeglass, LED, LCD, TV - Includes 2oz Spray and 2...

\$9.99 ✓prime

5,783

Customers who viewed this item also viewed

Sponsored



Digital Innovations
SkipDr DVD and CD
Motorized Disc Repair
System

\$26⁸⁰

2,394



DVD CD Repair Kit with
Cleaning Solution
Included - Hand Powered
CD DVD Cleaner and

\$16⁷⁷

319



SkipDr DVD and CD
Manual Disc Repair
System, Single

\$21⁶⁸

4,386

Electronics > Accessories & Supplies > Audio & Video Accessories > Cleaning & Repair > Disc Repair Kits



VIDEO



Click image to open expanded view

Aleratec DVD CD
Motorized Disc
Repair Plus
System | Repairs
and Cleans Up to
99% Scratched
Discs | Cleaning
Solution Included

Visit the Aleratec Store
1,588

ratings
| 42 answered questions

\$49⁹⁹

& **FREE Returns**

Thank you for being a Prime member. Get a \$100 Gift Card: Pay \$0.00 upon approval for the Amazon Prime Rewards Visa Card. No annual fee.

- Motorized Disc Repair Kit that Repairs all CDs and DVDs
- Easy as 1-2-3 Insert damaged disc put 3 drops of repair solution on the repair wheel press "Repair"
- Restores your damaged discs and protects your favorite rare or hard-to-find CD or DVD collections
- Can repair and clean up to 99% of all scratched discs
- 1 Year limited warranty

[Compare with similar items](#)

\$49⁹⁹

& **FREE Returns**

FREE delivery **Friday, June 24.**
Order within **13 hrs 4 mins**

Deliver to Kara - Lancaster 14086

In Stock.

Qty: 1

Add to Cart

Buy Now

Secure transaction

Ships from **Amazon**
Sold by **RGA Prosumer's Choice...**

[Details](#)

Return policy: **Eligible for Return, Refund or Replacement within 30 days of receipt**

Add a Protection Plan:

- ☐ **3-Year Protection** for **\$5.99**
- ☐ **2-Year Protection** for **\$3.99**
- ☐ Add a gift receipt for easy returns

Add to List

New (2) from
\$49.99

Other Sellers on Amazon

\$51.99

& **FREE Shipping**

Sold by: RGA Prosumer's Choice LLC

Add to Cart

Deliver to Kara
Lancaster 14086

All ▾

self-adhesive coin packets

Hello, Kara
Account & Lists ▾

Returns
& Orders

0

All Buy Again Amazon Basics Coupons Health & Household Shopper Toolkit Pharmacy Pet Supplies Find a Gift Shop Same-Day

Office Products Office Deals School Supplies ▾ Printers, Ink & Toner Projectors



Get \$10 off your first pickup order

View details ▸

◀ Back to results

Last purchased Feb 11, 2022.

Size: 3.23"×4.53" | [View order](#)

[Set reminder](#)

200 Packs Self-Adhesive Small Parts Envelopes Kraft Self Sealing Seed Coin Packets Envelope Stamps Storage for Home Garden Wedding Office (3.23"×4.53")

[Visit the peony man Store](#)

938 ratings | [6 answered questions](#)

Price: **\$13.99** (\$0.07 / Count)
& **FREE Returns**

Thank you for being a Prime member. Get a \$100 Gift Card: Pay \$0.00 upon approval for the Amazon Prime Rewards Visa Card. No annual fee.

Size: **3.23"×4.53"**

2.25"×3.5"
\$11.99
(\$0.06 / Count)

2.25"×3.5" & 3.23"×4.53"
\$12.99
(\$0.06 / Count)

3.23"×4.53"
\$13.99
(\$0.07 / Count)



3.23"×4.53"

Material Cardboard
Brand Peony man
Seal Type Self-Seal
Application Wedding

How to use this item

How to use: wipe just a little water to wet the glue on the envelope, then fold the sealant and hold it for a minute, it can be adhered. Water glue design can effectively secure your small parts or seed from being damp or losing

One-time purchase:

\$13.99 (\$0.07 / Count)
& **FREE Returns**

FREE delivery **Friday, July 1.**
Order within **12 hrs 33 mins**

Deliver to Kara - Lancaster
14086

In Stock.

Qty: 1

Add to Cart

Buy Now

Secure transaction

Ships from Amazon
Sold by Suptee

Return policy: [Eligible for Return, Refund or Replacement within 30 days of receipt](#)

☐ Add a gift receipt for easy returns

Subscribe & Save:

\$13.99 (\$0.07 / Count)

First delivery on Jul 1

Ships from: Amazon
Sold by: Suptee

Add to List

Have one to sell?

Sell on Amazon

Roll over image to zoom in





Buffalo & Erie County Public
LIBRARY

BUFFALO & ERIE COUNTY PUBLIC LIBRARY

BUSINESS OFFICE

1 LAFAYETTE SQUARE

BUFFALO, NEW YORK 14203

716-858-7163

Inv # 22022

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

Date: June 9, 2022

ITEM	UNIT COST	EXTENSION
PVT Library Materials Per attached list		879.15
BALANCE DUE:		\$ 879.15
Make check payable to: "BUFFALO & ERIE COUNTY PUBLIC LIBRARY" and mail to the attention of Tracy Palicki, Business Office		

Order ID	Line #	Invoice	Amount Paid	Library	Total
PO-52475	11	60017733	\$11.59	LNC	
PO-52475	32	60017733	\$11.59	LNC	
PO-52475	14	60018659	\$12.75	LNC	
PO-52475	16	60021554	\$14.49	LNC	
PO-52475	4	60028831	\$13.33	LNC	
PO-52475	27	60028831	\$11.59	LNC	
PO-52884	11	60036469	\$12.76	LNC	
PO-53342	1	60041648	\$8.90	LNC	
PO-53342	2	60041648	\$9.44	LNC	
PO-53342	4	60041648	\$9.44	LNC	
PO-53342	5	60041648	\$8.92	LNC	
PO-53342	6	60041648	\$9.44	LNC	
PO-53342	7	60041648	\$9.97	LNC	
PO-53342	8	60041648	\$8.92	LNC	
PO-53342	9	60041648	\$8.92	LNC	
PO-53342	10	60041648	\$7.87	LNC	
PO-53342	12	60041648	\$9.42	LNC	
PO-53031	13	60073295	\$14.69	LNC	
PO-53772	2	60074643	\$9.86	LNC	
PO-53772	3	60074643	\$9.25	LNC	
PO-53772	9	60074643	\$10.44	LNC	
PO-53772	10	60074643	\$10.44	LNC	
PO-53772	12	60074643	\$9.28	LNC	
PO-53772	13	60074643	\$14.18	LNC	
PO-53772	14	60074643	\$9.28	LNC	
PO-53772	15	60074643	\$13.65	LNC	
PO-53772	16	60074643	\$9.27	LNC	
PO-53772	19	60074643	\$14.17	LNC	
PO-53772	20	60074643	\$9.28	LNC	
PO-53772	18	60076052	\$14.69	LNC	
PO-53772	6	60078578	\$14.69	LNC	
PO-53772	17	60078578	\$14.17	LNC	
PO-53031	27	67405914	\$26.40	LNC	
PO-53031	20	67406876	\$12.31	LNC	
PO-52969	8	67410446	\$20.24	LNC	
PO-53342	11	67425250	\$10.49	LNC	
PO-53342	3	67441425	\$8.79	LNC	
PO-53772	1	67460207	\$14.08	LNC	
PO-53772	4	67460207	\$5.21	LNC	
PO-53772	5	67460207	\$9.97	LNC	
PO-53772	7	67460207	\$15.20	LNC	
PO-53772	8	67460207	\$15.20	LNC	
PO-53772	11	67465751	\$23.75	LNC	
PO-53778	13	H61005710	\$20.34	LNC	
PO-53778	15	H61005710	\$10.15	LNC	
PO-53778	17	H61005710	\$13.56	LNC	
PO-53778	18	H61005710	\$10.18	LNC	
PO-53778	19	H61005710	\$13.56	LNC	
PO-53778	20	H61005710	\$13.57	LNC	
PO-53778	22	H61005710	\$13.57	LNC	
PO-53778	23	H61005710	\$7.46	LNC	

Order ID	Line #	Invoice	Amount Paid	Library	Total
PO-53778	24	H61005710	\$4.05	LNC	
PO-53778	25	H61005710	\$10.16	LNC	
PO-53778	32	H61005710	\$13.55	LNC	
PO-53778	28	H61104510	\$20.34	LNC	
PO-53778	4	H61141540	\$10.18	LNC	
PO-53778	12	H61141540	\$10.18	LNC	
PO-53778	26	H61141540	\$12.22	LNC	
PO-53778	29	H61141540	\$14.92	LNC	
PO-53778	30	H61141540	\$15.60	LNC	
PO-53778	21	H61191150	\$10.18	LNC	
PO-53778	6	H61258400	\$10.16	LNC	
PO-53778	8	H61362590	\$20.34	LNC	
PO-53778	3	H61402200	\$12.22	LNC	
PO-53778	1	H61438610	\$10.18	LNC	
PO-53778	2	H61438610	\$12.22	LNC	
PO-53778	5	H61438610	\$10.18	LNC	
PO-53778	9	H61438610	\$14.92	LNC	
PO-53778	11	H61438610	\$12.22	LNC	
PO-53778	14	H61438610	\$10.18	LNC	
PO-53778	31	H61438610	\$12.22	LNC	
PO-53778	33	H61438610	\$12.22	LNC	\$879.15

**BUSINESS OFFICE**

716-858-7163

Inv # 21089

Date: July 1, 2022

ITEM	UNIT COST	EXTENSION
EFII Match per attached		2,385.54
BALANCE DUE:		\$ 2,385.54
Make check payable to: "BUFFALO & ERIE COUNTY PUBLIC LIBRARY" and mail to the attention of Tracy Palicki, Business Office		

Library	Decription	Amount
Lancaster	Replace 6 folding tables & 6 book trucks	3,972.88
Lancaster	Replace 24 task chairs & 3 stool chairs	4,892.16
Lancaster	Replace 3 stool chairs	677.13
	Total	9,542.17
	25% Match	2,385.54

Invoice

Invoice Number: 6997933
 Invoice Date: 8/31/21
 Reference Number: 12080679
 Bid/Contract: F04916

Demco®

P.O. Box 8048 | Madison, WI 53708-8048

V# 111644

Page 1 MXR

Billing Customer: 310065260

Shipping Customer: 811704319

Import
 BUFFALO AND ERIE CO PUBLIC LIB
 BUSINESS OFFICE
 1 LAFAYETTE SQ
 BUFFALO NY 14203-1887
 GL: 561420 KARA STOCK
 CC: 4205420 LANCASTER PUBLIC LIBRARY
 Dpc: 5466 BROADWAY
 Appr: LANCASTER NY 14086

Ordered By: Kara Stock
 Purchase Order: B0-21494

Product	Qty	UOM	Description	Unit Price	Extended
---------	-----	-----	-------------	------------	----------

Pricing is based on the NCPA
 contract #07-24 using Demco
 contract code C20601.

The following products are shipped:

13909470	6	EA	Non-adjustable Folding Table 29" x 72" x 36"	296.99	1,781.94
12187190	3	EA	LibraryQuiet 4 Sloping Shelf Bktrk 41-1/2"Hx31"Wx17"D Beige	323.99	971.97
12187110	3	EA	LibraryQuiet Bktrk 2 Flat 41-1/2"x31"x17" Light Beige	332.99	998.97

Subtotal	3,752.88
Shipping and Handling	220.00
Total	3,972.88

Terms: Net 30 days, Freight Prepaid and Added

Federal I.D. number: 39-1311089

Invoice Number: 6997933
 Invoice Date: 8/31/21
 Reference Number: 12080679
 Purchase Order: B0-21494
 Billing Customer: 310065260

Payment due on or before 09/30/21
 Total 3,972.88
 Customer Service Phone: 1-800-962-4463
 Questions on Billing: 1-800-752-7614
 email: billing@demco.com

Remit payment to: PO Box 8048, Madison, WI 53708-8048
 For additional questions go to www.demco.com

Demco®
 imagine what's possible

BUS OFC SEP 13 2021

INVOICE



The HON Company LLC
200 OAK ST
MUSCATINE IA 52761
TELEPHONE 800-833-3964

V# 115439

FEDERAL TAX NO. 42-1491474
DUNS 147814735

NYS
Contract # PC68432

INVOICE DATE	INVOICE NUMBER	TOTAL AMOUNT DUE	DUE DATE
09/03/2021	1479662	\$ 4,892.16	10/03/2021

Import _____
GL: 561420
CC: 4205420
Doc: _____
Appr: _____

PLEASE REMIT TO:

The HON Company LLC
P.O. Box 404422
Atlanta GA 30384-4422

E.F.T TO ACCT 37562-76567
ABA# 111000012

Bill To:

Sold To:

Ship To:

BUFFALO & ERIE COUNTY PUBLIC
LIBRARY
1 LAFAYETTE SQ
BUFFALO NY 14203-1823

BUFFALO & ERIE COUNTY PUBLIC
LIBRARY
1 LAFAYETTE SQ
BUFFALO NY 14203-1823

EATON OFFICE SUPPLY CO INC
730 YOUNG ST
TONAWANDA NY 14150-4101

CUSTOMER PURCHASE ORDER		SALES ORDER NUMBER		PRICING CODE		CUSTOMER ACCOUNT NUMBER		SHIPPED VIA		FOB		PAYMENT TERMS		CURRENCY	
BO-21294		13438265		A801		17569		RUAN		FOB DESTINATION		NET 30 DAYS		USD	
MANUF #	CUST LINE #	RECEIVER PO	QUANTITY SHIPPED	MODEL NUMBER AND COLOR DESCRIPTION					UNIT LIST PRICE	Discount %	UNIT NET PRICE	LINE TOTAL			
				Name - Gigi Simmons Contact - 716-691-6100 Ext - Email -											
				TSCA Title VI Compliant											
				Gigi Simmons 716-691-6100											
				CARB 93120.2 Phase 2 Compliant											
				CASE# 02662268 AGENCY POC: BUSINESS OFFICE 716.858.7164 DEALER: EATON OFFICE DLR POC: Gigi Simmons 716-691-6100											
1	000 1		24	HSLVTMM.Y1.N.H.IC.UR92.BL.SB.T					522.00	60.95	203.84	4,892.16			
				SOLVE TASK MID BACK MESH BACK BO-21294											

Rec'd 9/16

PRODUCT CHARGES	4,892.16
MISC CHARGES	
TAX	
PREPAYMENT	
REMIT THIS AMOUNT	\$ 4,892.16

INVOICE

FEDERAL TAX NO. 42-1491474
DUNS 147814735



The HON Company LLC
200 OAK ST
MUSCATINE IA 52761
TELEPHONE 800-833-3964

Contract # PC88432

INVOICE DATE	INVOICE NUMBER	TOTAL AMOUNT DUE	DUE DATE
09/03/2021	1479662	\$ 4,892.16	10/03/2021

PLEASE REMIT TO:

The HON Company LLC
P.O. Box 404422
Atlanta GA 30384-4422

E.F.T TO ACCT 37562-76567
ABA# 111000012

MANUF #	CUST LINE #	RECEIVER PO	QUANTITY SHIPPED	MODEL NUMBER AND COLOR DESCRIPTION	UNIT LIST PRICE	DISCOUNT %	UNIT NET PRICE	LINE TOTAL
DUE DATE								10/03/2021

* PLEASE REFER TO INVOICE NUMBER ON ALL CORRESPONDENCE AND PAYMENTS.

* CUSTOMER ORDERS ARE ACCEPTED BY THE HON COMPANY LLC ONLY UNDER ITS TERMS AND CONDITIONS AS PUBLISHED, FROM TIME TO TIME. IF THESE TERMS DIFFER IN ANY WAY FROM TERMS AND CONDITIONS OF BUYERS' ORDER, BUYER IS ASSUMED TO HAVE CONSENTED TO HON TERMS AND CONDITIONS UNLESS IT HAS PROVIDED WRITTEN NOTICE OF ITS OBJECTIONS TO HON PROMPTLY ON RECEIPT OF THIS INVOICE.

* MERCHANDISE SHIPPED PER THIS INVOICE HAS BEEN ACCEPTED BY FREIGHT CARRIER AS BEING IN UNDAMAGED CONDITION WHEN TRANSFERRED TO THEM. ANY FREIGHT DAMAGE APPARENT OR HIDDEN IS RESPONSIBILITY OF DELIVERING CARRIER. THE HON COMPANY LLC WILL NOT ADJUST CLAIMS FOR DAMAGE WITHOUT PURCHASE ORDER FROM CARRIER FOR THE FULL AMOUNT OF CLAIM. THE MERCHANDISE LISTED PER THIS INVOICE HAS BEEN PRODUCED IN ACCORDANCE WITH THE FAIR LABOR STANDARDS ACT OF 1938, AS AMENDED.

WE HEREBY CERTIFY THAT WE ARE COMPLYING WITH THE REQUIREMENTS OF THE FEDERAL WAGE AND HOUR LAW.

V 115431

DEC 20 2021

INVOICE

FEDERAL TAX NO. 42-1491474
DUNS 147814735

Contract # PC68432



The HON Company LLC
200 OAK ST
MUSCATINE IA 52761
TELEPHONE 800-833-3964

INVOICE DATE	INVOICE NUMBER	TOTAL AMOUNT DUE	DUE DATE
12/10/2021	1591812	\$ 677.13	01/09/2022

Import
GL: 561420
CC: 4205420
Doc:
Appr:

PLEASE REMIT TO:

The HON Company LLC
P.O. Box 404422
Atlanta GA 30384-4422
E.F.T TO ACCT 37562-76567
ABA# 111000012

Bill To:

BUFFALO & ERIE COUNTY PUBLIC
LIBRARY
1 LAFAYETTE SQ
BUFFALO NY 14203-1823

Sold To:

BUFFALO & ERIE COUNTY PUBLIC
LIBRARY
1 LAFAYETTE SQ
BUFFALO NY 14203-1823

Ship To:

EATON OFFICE SUPPLY CO INC
730 YOUNG ST
TONAWANDA NY 14150-4101

CUSTOMER PURCHASE ORDER	SALES ORDER NUMBER	PRICING CODE	CUSTOMER ACCOUNT NUMBER	SHIPPED VIA	FOB	PAYMENT TERMS	CURRENCY
BO-21294	13438265	A601	17669	RUAN	FOB DESTINATION	NET 30 DAYS	USD

MANUF #	CUST LINE #	RECEIVER PO	QUANTITY SHIPPED	MODEL NUMBER AND COLOR DESCRIPTION	UNIT LIST PRICE	Discount %	UNIT NET PRICE	LINE TOTAL
				Name - Gigi Simmons Contact - 716-691-6100 Ext - Email -				
				TSCA Title VI Compliant				
				Gigi Simmons 716-691-6100				
				CARB 83120.2 Phase 2 Compliant				
				CASE# 02862269 AGENCY POC: BUSINESS OFFICE 716.858.7164 DEALER: EATON OFFICE DLR POC: Gigi Simmons 716-691-6100				
2	000 2		3	HSLVSMY1.N.H.IC.UR92.BL.SB.T	678.00	60.95	225.71	677.13
				SOLVE STOOL MID BACK MESH BACK BO-21294				

PRODUCT CHARGES	677.13
MISC CHARGES	
TAX	
PREPAYMENT	
REMIT THIS AMOUNT	\$ 677.13

INVOICE

FEDERAL TAX NO. 42-1491474
DUNS 147814735



The HON Company LLC
200 OAK ST
MUSCATINE IA 52781
TELEPHONE 800-833-3964

Contract # PC68432

INVOICE DATE	INVOICE NUMBER	TOTAL AMOUNT DUE	DUE DATE
12/10/2021	1591812	\$ 677.13	01/09/2022

PLEASE REMIT TO:

The HON Company LLC
P.O. Box 404422
Atlanta GA 30384-4422

E.F.T TO ACCT 37562-76567
ABA# 111000012

MANUF #	CUST LINE #	RECEIVER PO	QUANTITY SHIPPED	MODEL NUMBER AND COLOR DESCRIPTION	UNIT LIST PRICE	Discount %	UNIT NET PRICE	LINE TOTAL
DUE DATE								01/09/2022

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WE HEREBY CERTIFY THAT WE ARE COMPLYING WITH THE REQUIREMENTS OF THE FEDERAL WAGE AND HOUR LAW.

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, August 11, 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 July 14, 2022
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
 - A. July Report
 - B. CDs: #178 Update
 - C. Program Projections
- VIII. Old Business
 - A. Building Maintenance Update
 - 1. Staff Room Renovation
 - 2. Elevator
 - B. Little Free Libraries
- IX. New Business
 - A. Policy Review: Petty Cash
 - B. Purchase Headphones - \$120.00
 - C. Purchase materials for Butterfly and Gardening Kits - \$116.84
 - D. Purchase Door Counter
- X. Adjournment

Next Meeting: THURSDAY, SEPTEMBER 8, 2022 – 4:00PM

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, July 14, 2022
4:00PM**

I. Roll Call – Guest: Michael Amodeo, Esq., System Liaison to LPL, K. Stock, J. Yarborough, G. Howell, K. Wind, S. Jacobs, K. Graber, R. Leary, D. Stempniak

II. Call to Order- The meeting was called to order at 4:02pm.

III. Approval of and/or changes to the agenda- Approved MSP G. Howell and K. Graber, unanimous.

IV. Review and approval of the meeting minutes of June 9, 2022- Minutes approved with changes (CD's were rolled over, not combined) MSP J. Yarborough and G Howell, unanimous.

V. Report of the Director

- The library will be hosting a blood drive at the end of the month
- July 2nd is library night at the Bison's game
- Many request have been received for help through the Arrive Can App
- 140 craft kits, 39 STEM kits, and 175 story time kits were distributed last month
- June 30th was the summer kickoff party with a turnout of approximately 200 people
- A group visit request form has been created and is available to groups online

VI. Public Comment- D. Stempniak of Friends of the library reported that the chicken barbecue would take place this coming weekend, the children's garden is prepared for the garden walk, and they have received a \$4,000 grant from the Elks for programming.

VII. Monthly Financial Report

- A. June Report – approved MSP J. Yarborough, G. Howell, unanimous.
- B. CDs: #178 will be reinvested for 1 year. Approved, MSP K. Graber and G. Howell, unanimous.

VIII. Old Business

- A. Building Maintenance Update
 - 1. Staff Room Renovation- bids opened today, 1 bid was submitted by MGR
 - 2. Elevator- we are waiting on parts, they are estimated to begin in 4-5 weeks
- B. Little Free Libraries- the first library is up and running!

IX. New Business

- A. Scheduling Director John Spears' Visit- there is no date set at this time
- B. 2022 Contract Approval – approved, MSP K.Graber and J. Yarborough, unanimous
- C. Budget for Battle of the Books Party – approved for \$150, MSP S. Jacobs and K. Wind, unanimous
- D. Literacy Kits (Handwriting, Phonics) – approved for \$446.64, MSP J. Yarborough and G. Howell, unanimou
- E. USPS Stamps – approved for \$60, MSP G. Howell and K. Graber, unanimous

- F. Bicycle Pump – Approved for \$658.99, MSP J. Yarborough and S. Jacobs, unanimous
- G. DVD Repair Kit – Approved for \$49.99, MSP G. Howell and K. Graber, unanimous
- H. Seed Envelopes – Approved for \$41.97, MSP K. Wind and J. Yarborough, unanimous
- I. Private Materials Invoice – Approved for \$879.15, MSP S. Jacobs and G. Howell, unanimous
- J. Facilities Improvement Initiative – Approved for \$2,385.54, MSP S. Jacobs and G.

Howell

- X. Adjournment- Meeting adjourned at 4:57pm, MSP K. Graber and S. Jacobs, unanimous

Next Meeting: THURSDAY, AUGUST 11, 2022 – 4:00PM

**Lancaster Public Library
Director's Report - July 2022**

OUTREACH

Independence Day – Part-time Librarian Genevieve Maynard handed out free books to 70 people walking by the library after the Village of Lancaster parade.

PARTNERSHIPS

Albright Knox Art Truck – This mobile center visited the library on Thursday, July 28th to help 80 people of all ages make a bookmark.



Alzheimer's Association – 4 adults attended a presentation titled: *Healthy Living for your Brain and Body* on Monday, July 11th.

Family Literacy – Certified Literacy Specialist and Lancaster Educator Beth Farrar taught two back to back Family Literacy workshops for 7 & 5 attendees respectively on Tuesday, July 19th.

Garden Walk – Our children's garden was featured in the Lancaster Garden Walk on Saturday, July 16th and Sunday, July 17th. The Friends of the Lancaster Library provided the seeds, soil, and pots for the children to start their plants at home before planting them in our garden this past May.



Paws for Love: Read to a Dog – A volunteer from the SPCA Paws for Love organization brought a therapy dog to the library on Monday, July 18th. 4 children practiced reading out loud to the dog.

Red Cross Blood Drive – 14 adults donated blood on Thursday, July 28th.

Youth Bureau Craft Program – Volunteers from the Lancaster Youth Bureau held a hands-on summer-themed craft program on Wednesday, July 13th for 11 children.

PROGRAMMING

Battle of the Books – Part-time Librarian Michael Green held 5 meetings for our team on Thursdays nights. 11 young adults are participating this year. The virtual battle was held on Saturday, July 30th and the winners will be announced Saturday, August 6th.

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

Computer Coach – Library Assistant John Benzee held **3** one-on-one technology appointments, assisting patrons with email, internet searching, and the Libby app.

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

- **Craft & Carry** - **138** children picked up a summer-themed craft kit.
- **STEM Kits: Chalk** - **65** children picked up this kit and performed their experiment at home.
- **Take & Make** – These weekly kits had children's book themes and **246** were picked up.

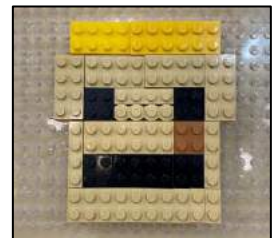
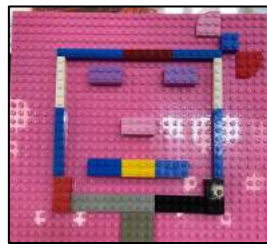
Crafternoons – Each Wednesday in July, Youth Services Librarian Meagan Carr held a craft program for school-age children with a total attendance of **44**. Craft themes were: terrariums, bubbles, sharks, and the ocean.

Drop-in LEGO – Meagan held this program each Friday afternoon in July with a total attendance of **52**.

Escape Room – Meagan held this program on Tuesday, July 26th for **12** teenagers. They figured out how to escape from the library by using clues to solve puzzles. The teens worked together and escaped in 35 minutes!

Kidding Around Yoga – **8** preschool age children, each accompanied by an adult, enjoyed yoga poses, fun music, storytelling, yoga games, and a special guided relaxation time on Monday, July 25th.

LEGO® Club – Meagan held **2** LEGO® Clubs for a total of **19** children on Saturday, July 16th. They made self-portraits to display in the library.



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

Maker Space – Kara, John, and Senior Page Paige Ciezki held 2 hands-on STEM programs on Thursday, July 7th & Thursday, July 21st with a total attendance of **26**. Participants played coding games, engineered a marble maze, programmed robots, and viewed microscope slides.

Seed Library – **32** vegetable, flower, and herb packets were picked up in June.

Storytimes - Meagan conducted multiple sessions for each age group for a total of **14** sessions: **13** children attended Lapsit, **30** children attended Toddler Time, **39** children attended Preschool Time and **49** children attended Family Storytime.

Teen Painting – Meagan taught **4** teens how to create their own shark-themed painting on Tuesday, July 12th.

Thursday Performers – We hosted a different performer each Thursday in July with a total attendance of **460**: Circus Artist Benjamin Berry, Magician Cris Johnson, The Wondermakers, and Doug Rougeux's Bubble Mania.

Village Construction Updates – Mayor Lynne Ruda gave a presentation to **11** adults on Wednesday, July 13th.

MEETINGS

July 13 – Kara attended the Manager Meeting at the Central Library.

July 26 – Kara attended a meeting with the contract directors via Zoom.



LANCASTER PUBLIC LIBRARY

2022 STATISTICS

CIRCULATION			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	8,583	3,832	124.0%
FEB	9,681	8,640	12.0%
MAR	11,175	9,752	14.6%
APR	15,609	8,582	81.9%
MAY	17,971	7,941	126%
JUN	18,973	9,924	91.2%
JUL	22,830	13,422	70.1%
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	104,822	62,093	68.8%

LIBRARY VISITS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	4,512	1,129	299.6%
FEB	5,318	3,544	50.1%
MAR	6,449	4,433	45.5%
APR	6,472	4,322	49.7%
MAY	5,648	3,824	47.7%
JUN	6,502	5,648	15.1%
JUL	7,816	6,169	26.7%
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	42,717	29,069	47.0%

PUBLIC ACCESS COMPUTER SESSIONS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	584	78	648.7%
FEB	574	510	12.5%
MAR	753	862	-12.6%
APR	613	673	-8.9%
MAY	693	661	4.8%
JUN	644	594	8.4%
JUL	631	738	-14.5%
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	4,492	4,116	9.1%

WIFI			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	1,189	736	61.5%
FEB	1,356	1,079	25.7%
MAR	1,680	1,418	18.5%
APR	1,469	1,299	13.1%
MAY	1,704	1,403	21.5%
JUN	1,710	1,559	9.7%
JUL	1,736	1,714	1.3%
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	10,844	9,208	17.8%

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.	CLOSED

DAYS OPEN AND CLOSED

Days Open: 25

Days Closed: 6

Lancaster Public Library

2022 Statistics and Proceeds

canva

	Tours		New Library Cards		Ref Q	Headphone	Copier	Vending	Book Sale	Donations
	No.	ATT	Child	Adult	No.	Proceeds	Proceeds	Proceeds	Proceeds	to Library
JAN	0	0	17	30	579	\$0.00	\$69.00	\$12.00	\$155.00	\$0.00
FEB	0	0	18	18	561	\$6.00	\$104.00	\$0.00	\$165.00	\$976.80
MAR	0	0	23	41	552	\$6.00	\$130.00	\$12.00	\$188.00	\$332.80
APR	0	0	19	36	514	\$9.00	\$56.00	\$0.00	\$151.00	\$0.00
MAY	0	0	20	31	507	\$9.00	\$61.00	\$20.00	\$187.00	\$201.00
JUN	1	23	37	35	654	\$12.00	\$72.00	\$0.00	\$183.00	\$320.00
JUL	0	0	61	46	745	\$18.00	\$92.00	\$12.00	\$200.00	\$0.00
AUG										
SEP										
OCT										
NOV										
DEC										
TOTAL	1	23	195	237	4,112	\$60.00	\$584.00	\$56.00	\$1,229.00	\$1,830.60

Total Proceeds \$3,759.60

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


July Program Statistics

Program Date	Title	Number of programs	Total Attendance
7/1/2022	Storytime	1	18
7/1/2022	Storytime	1	23
7/4/2022	July 4th Parade	1	70
7/5/2022	Book Club	1	8
7/6/2022	Mahjong Club	1	5
7/6/2022	Terrarium Crafts	1	14
7/7/2022	MakerSpace	1	23
7/7/2022	Circus Arts	1	125
7/7/2022	Battle of the Books	1	9
7/8/2022	Drop-In Lego	1	17
7/11/2022	Healthy Living for Brain & Body	1	4
7/12/2022	Storytime	1	20
7/12/2022	Storytime	1	20
7/12/2022	Painting with Friends	1	4
7/12/2022	Book Club	1	9
7/13/2022	Mahjong Club	1	4
7/13/2022	Bubble Craft	1	13
7/13/2022	Lancaster Youth Bureau Summer Craft	1	11
7/13/2022	Village Construction Updates	1	11
7/14/2022	Magic Show	1	150
7/14/2022	Battle of the Books	1	11
7/15/2022	Storytime	1	18
7/15/2022	Storytime	1	22
7/15/2022	Drop-In Lego	1	7
7/16/2022	LEGO Club	1	7
7/16/2022	LEGO Club	1	21
7/18/2022	Paws for Love: Read to a Dog	1	7
7/19/2022	Storytime	1	21
7/19/2022	Storytime	1	22
7/19/2022	Family Literacy	1	7
7/19/2022	Family Literacy	1	5
7/20/2022	Shark Craft	1	14
7/21/2022	MakerSpace	1	14
7/21/2022	Wondermakers	1	60
7/21/2022	Battle of the Books	1	11
7/22/2022	Storytime	1	5
7/22/2022	Storytime	1	26
7/22/2022	Drop-In Lego	1	33
7/25/2022	Kidding Around Yoga	1	14
7/26/2022	Storytime	1	20
7/26/2022	Storytime	1	19
7/26/2022	Escape Room	1	12
7/27/2022	Mahjong Club	1	6
7/27/2022	Ocean Craft	1	16
7/28/2022	Battle of the Books	1	5


7/28/2022	Bubble Mania	1	125
7/28/2022	Albright Knox Art Truck	1	80
7/29/2022	Storytime	1	5
7/29/2022	Storytime	1	22
7/29/2022	Drop-In Lego	1	15
7/30/2022	Battle of the Books	1	11
7/31/2022	Take & Make Craft	246	246
7/31/2022	Craft & Carry	138	138
7/31/2022	STEM Kits	65	65
7/31/2022	New Library Card Bags	20	20
7/31/2022	Seed Library	32	32
7/31/2022	Book a Technology Trainer	4	4
7/31/2022	Tutoring	12	12
7/31/2022	Tutoring	10	10
7/31/2022	Tutoring	5	5

Circulation

Total Circulations


 Library	July			Year to Date Totals			Footnotes
	2022 Total	2021 Total	% of	2022 Total	2021 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	2,127	1,753	21.3%	11,356	9,843	15.4%	<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>System-wide - Fine free with autorenewals implemented 4/2022.</p> <p>Coles - Closed 5/9/2022-7/9/2022 - Renovations and flooring project. Re-opened 7/11/2022.</p> <p>Correctional Facility and Holding Center - Numbers not received.</p> <p>Eggertsville - Closed 7/21/2022 - Building maintenance.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Merriweather - Open during 7-week renovation project starting 7/25/2022.</p> <p>System - Hoopla streaming services and Overdrive Magazines implemented 6/1/2022.</p>
Amherst							
Audubon	38,852	24,736	57.1%	184,605	133,223	38.6%	
Clearfield	36,646	24,429	50.0%	166,398	116,325	43.0%	
Eggertsville-Snyder	16,877	10,912	54.7%	78,028	57,388	36.0%	
Williamsville	6,200	2,773	123.6%	24,423	15,585	56.7%	
Angola	3,442	2,147	60.3%	16,395	12,499	31.2%	
Aurora	15,093	8,091	86.5%	71,493	47,504	50.5%	
Boston	3,291	2,532	30.0%	16,946	14,715	15.2%	
Cheektowaga							
Julia Boyer Reinstein	25,376	16,428	54.5%	130,260	89,032	46.3%	
Reinstein Memorial	9,318	4,918	89.5%	45,077	27,501	63.9%	
Clarence	26,162	17,132	52.7%	100,873	87,200	15.7%	
Collins	4,822	2,169	122.3%	22,875	15,182	50.7%	
Concord	5,911	3,327	77.7%	28,216	20,770	35.8%	
Eden	4,627	2,830	63.5%	22,510	18,760	20.0%	
Elma	10,724	6,062	76.9%	49,215	33,142	48.5%	
Grand Island Memorial	12,760	7,613	67.6%	59,003	43,945	34.3%	
Hamburg							
Hamburg	21,239	12,716	67.0%	101,666	66,633	52.6%	
Lake Shore	6,936	4,631	49.8%	33,931	22,246	52.5%	
Lackawanna	4,625	2,353	96.6%	22,079	12,779	72.8%	
Lancaster	22,830	13,422	70.1%	104,822	62,093	68.8%	
Marilla	3,819	2,606	46.5%	19,253	16,222	18.7%	
Newstead	6,228	3,128	99.1%	28,505	19,747	44.4%	
North Collins	1,736	863	101.2%	9,062	6,912	31.1%	
Orchard Park	27,079	17,283	56.7%	131,709	89,117	47.8%	
City of Tonawanda	9,857	5,978	64.9%	51,194	34,387	48.9%	
Town of Tonawanda							
Kenilworth	6,244	4,116	51.7%	31,277	22,784	37.3%	
Kenmore	27,103	16,667	62.6%	139,104	96,568	44.0%	
West Seneca	23,116	14,811	56.1%	109,270	78,868	38.5%	
Buffalo							
Coles	1,765	1,120	57.6%	7,397	7,176	3.1%	
Crane	9,269	4,158	122.9%	43,988	25,559	72.1%	
Dudley	4,453	2,416	84.3%	23,494	15,088	55.7%	
East Clinton	2,533	1,210	109.3%	13,123	7,301	79.7%	
González-Soto	3,951	2,069	91.0%	20,217	13,174	53.5%	
Merriweather	3,855	2,191	75.9%	19,486	15,334	27.1%	
North Park	8,079	4,948	63.3%	44,036	30,197	45.8%	
Panty	1,940	1,199	61.8%	9,664	8,755	10.4%	
Central	30,043	16,297	84.3%	152,391	98,507	54.7%	
BookmobileServices					0		
Library on Wheels	2,697	1,783	51.3%	12,644	6,399	97.6%	
Library2Go	784	See note.	See note.	2,608	See note.	See note.	
Institutions							
Correctional Facility	0	0	#DIV/0!	0	0	#DIV/0!	
Holding Center	0	0	#DIV/0!	0	0	#DIV/0!	
System							
Online Renewals	799	84,397	-99.1%	249,690	533,153	-53.2%	
Interlibrary Loans	948	994	-4.6%	7,814	7,142	9.4%	
eAudiobooks	47,786	40,515	17.9%	311,835	267,367	16.6%	
eVideos	741	103	619.4%	2,081	704	195.6%	
eBooks	77,752	77,748	0.0%	528,203	546,421	-3.3%	
eMusic	313	22,525	-98.6%	738	172,925	-99.6%	
eMagazines	5,938	See note.	See note.	13,322	See note.	See note.	
B&ECPL Totals	586,686	500,099	17.3%	3,272,276	3,026,172	8.1%	
Member Libraries	383,040	236,426	62.0%	1,809,545	1,270,970	42.4%	
Buffalo Branches	35,845	19,311	85.6%	181,405	122,584	48.0%	
Central Library	30,043	16,297	84.3%	152,391	98,507	54.7%	
Bookmobile Services	3,481	1,783	95.2%	15,252	6,399	138.3%	
Institutions	0	0	#DIV/0!	0	0	#DIV/0!	
System	134,277	226,282	-40.7%	1,113,683	1,527,712	-27.1%	

Library Visits

	July			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)	944	915	3.2%	5,956	5,808	2.5%	<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>Coles - Closed 5/9/2022-7/9/2022 - Renovations and flooring project. Re-opened 7/11/2022.</p> <p>Eggertsville - Closed 7/21/2022 - Building maintenance.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Merriweather - Open during 7-week renovation project starting 7/25/2022.</p>
<i>Amherst</i>							
Audubon	9,803	10,385	-5.6%	59,667	53,757	11.0%	
Clearfield	12,421	12,598	-1.4%	65,389	55,513	17.8%	
Eggertsville-Snyder	4,932	5,066	-2.6%	29,360	26,576	10.5%	
Williamsville	2,681	1,815	47.7%	11,832	8,823	34.1%	
Angola	3,520	4,486	-21.5%	23,136	23,722	-2.5%	
Aurora	5,402	4,512	19.7%	32,592	23,621	38.0%	
Boston	1,625	1,493	8.8%	7,809	7,438	5.0%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	8,174	8,024	1.9%	52,605	42,507	23.8%	
Reinstein Memorial	3,566	2,421	47.3%	20,748	14,745	40.7%	
Clarence	6,999	7,392	-5.3%	34,834	35,901	-3.0%	
Collins	1,437	1,073	33.9%	7,868	6,582	19.5%	
Concord	3,126	2,590	20.7%	17,632	13,941	26.5%	
Eden	1,647	1,519	8.4%	9,113	8,244	10.5%	
Elma	4,108	3,476	18.2%	21,471	17,131	25.3%	
Grand Island Memorial	4,768	4,333	10.0%	25,492	20,083	26.9%	
<i>Hamburg</i>							
Hamburg	7,230	7,004	3.2%	43,273	32,561	32.9%	
Lake Shore	2,906	2,756	5.4%	19,366	14,756	31.2%	
Lackawanna	3,097	2,455	26.2%	20,305	12,458	63.0%	
Lancaster	7,816	6,169	26.7%	42,717	27,921	53.0%	
Marilla	1,010	1,118	-9.7%	6,024	6,485	-7.1%	
Newstead	2,649	2,219	19.4%	16,634	14,768	12.6%	
North Collins	1,062	817	30.0%	6,556	5,927	10.6%	
Orchard Park	12,164	9,974	22.0%	67,709	48,890	38.5%	
City of Tonawanda	4,172	4,023	3.7%	24,811	21,089	17.6%	
<i>Town of Tonawanda</i>							
Kenilworth	3,245	3,066	5.8%	18,905	19,559	-3.3%	
Kenmore	8,516	7,336	16.1%	53,541	41,857	27.9%	
West Seneca	8,702	8,602	1.2%	52,655	46,298	13.7%	
<i>Buffalo</i>							
Coles	2,057	2,921	-29.6%	12,506	16,319	-23.4%	
Crane	3,377	3,475	-2.8%	19,644	19,842	-1.0%	
Dudley	2,334	2,635	-11.4%	17,624	15,124	16.5%	
East Clinton	1,306	1,067	22.4%	8,144	5,439	49.7%	
González-Soto	2,867	2,557	12.1%	18,682	14,826	26.0%	
Merriweather	6,375	4,371	45.8%	45,329	25,169	80.1%	
North Park	4,566	4,526	0.9%	29,778	24,925	19.5%	
Panty	2,653	2,233	18.8%	11,494	12,588	-8.7%	
<i>Central</i>	17,691	9,616	84.0%	106,815	63,332	68.7%	
<i>Bookmobile Services</i>							
Library on Wheels	2,287	1,897	20.6%	8,127	2,744	196.2%	
Library2Go	239	See note.	See note.	1,780	See note.	See note.	
<i>Institutions</i>							
Correctional Facility	499	666	-25.1%	4,065	6,060	-32.9%	
Holding Center	251	300	-16.3%	2,101	2,042	2.9%	
System	184,224	163,901	12.4%	1,084,089	865,371	25.3%	
Member Libraries	137,722	127,637	7.9%	798,000	656,961	21.5%	
Buffalo Branches	25,535	23,785	7.4%	163,201	134,232	21.6%	
Central Library	17,691	9,616	84.0%	106,815	63,332	68.7%	
Bookmobile	2,526	1,897	33.2%	9,907	2,744	261.0%	
Institutions	750	966	-22.4%	6,166	8,102	-23.9%	


Registered Public Access Computer Sessions

Session Counts Per Outlet

	July			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)	63	79	-20.3%	411	422	-2.6%	<p>Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Coles - Closed 5/9/2022-7/9/2022 - Renovations and flooring project. Re-opened 7/11/2022.</p> <p>Eggertsville - Closed 7/21/2022 - Building maintenance.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Merriweather - Open during 7-week renovation project starting 7/25/2022.</p>
<i>Amherst</i>							
Audubon	898	1,114	-19.4%	6,408	6,466	-0.9%	
Clearfield	729	749	-2.7%	4,813	3,857	24.8%	
Eggertsville-Snyder	477	453	5.3%	2,985	2,875	3.8%	
Williamsville	192	95	102.1%	935	754	24.0%	
Angola	172	190	-9.5%	1,177	903	30.3%	
Aurora	336	308	9.1%	2,199	1,603	37.2%	
Boston	82	85	-3.5%	482	484	-0.4%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,273	1,279	-0.5%	8,948	6,708	33.4%	
Reinstein Memorial	802	496	61.7%	4,804	3,186	50.8%	
Clarence	465	479	-2.9%	2,636	2,920	-9.7%	
Collins	99	114	-13.2%	627	763	-17.8%	
Concord	217	234	-7.3%	1,312	1,305	0.5%	
Eden	99	124	-20.2%	682	715	-4.6%	
Elma	196	232	-15.5%	1,286	1,113	15.5%	
Grand Island Memorial	246	216	13.9%	1,705	1,273	33.9%	
<i>Hamburg</i>							
Hamburg	816	808	1.0%	5,867	4,680	25.4%	
Lake Shore	237	204	16.2%	1,538	1,113	38.2%	
Lackawanna	450	463	-2.8%	2,826	2,302	22.8%	
Lancaster	631	738	-14.5%	4,492	4,116	9.1%	
Marilla	28	40	-30.0%	208	306	-32.0%	
Newstead	109	163	-33.1%	990	1,084	-8.7%	
North Collins	125	90	38.9%	676	875	-22.7%	
Orchard Park	546	597	-8.5%	3,864	2,926	32.1%	
City of Tonawanda	649	495	31.1%	3,881	2,737	41.8%	
<i>Town of Tonawanda</i>							
Kenilworth	372	356	4.5%	2,681	2,230	20.2%	
Kenmore	1,271	1,031	23.3%	9,047	6,246	44.8%	
West Seneca	1,195	1,037	15.2%	6,950	6,454	7.7%	
<i>Buffalo</i>							
Coles	657	830	-20.8%	4,023	5,347	-24.8%	
Crane	562	529	6.2%	3,006	2,521	19.2%	
Dudley	528	474	11.4%	3,826	3,016	26.9%	
East Clinton	321	214	50.0%	1,886	1,290	46.2%	
González-Soto	599	581	3.1%	3,942	4,131	-4.6%	
Merriweather	1,389	1,343	3.4%	9,232	7,433	24.2%	
North Park	1,019	944	7.9%	6,106	5,551	10.0%	
Panty	525	423	24.1%	2,305	2,335	-1.3%	
Central	5,897	3,973	48.4%	38,031	25,492	49.2%	
<i>Bookmobile Services</i>							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library2Go	0	See note.	See note.	0	See note.	See note.	
System	24,272	21,580	12.5%	156,787	127,532	22.9%	
Member Libraries	12,775	12,269	4.1%	84,430	70,416	19.9%	
Buffalo Branches	5,600	5,338	4.9%	34,326	31,624	8.5%	
Central Library	5,897	3,973	48.4%	38,031	25,492	49.2%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

WiFi

Total Logins

	July			Year to Date Totals			Footnotes
	2022	2021	% of	2022	2021	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	472	351	34.5%	2,985	2,446	22.0%	<p>Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>System-wide - Estimates 8/16/2022-8/17/2022 - Server outage.</p> <p>Bookmobile - Estimate - Server outage data transfer issues.</p> <p>Coles - Closed 5/9/2022-7/9/2022 - Renovations and flooring project. Re-opened 7/11/2022.</p> <p>Eggertsville - Closed 7/21/2022 - Building maintenance.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Merriweather - Open during 7-week renovation project starting 7/25/2022.</p>
<i>Amherst</i>							
Audubon	2,193	2,687	-18.4%	13,848	13,738	0.8%	
Clearfield	2,970	2,567	15.7%	14,509	12,195	19.0%	
Eggertsville-Snyder	1,147	932	23.1%	7,055	6,048	16.7%	
Williamsville	1,924	1,525	26.2%	9,247	9,605	-3.7%	
Angola	221	233	-5.2%	1,452	1,090	33.2%	
Aurora	2,312	1,785	29.5%	14,317	10,514	36.2%	
Boston	207	181	14.4%	1,143	958	19.3%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,031	976	5.6%	7,902	5,052	56.4%	
Reinstein Memorial	801	929	-13.8%	4,486	4,135	8.5%	
Clarence	1,203	1,331	-9.6%	7,252	7,197	0.8%	
Collins	258	207	24.6%	1,568	1,449	8.2%	
Concord	679	485	40.0%	3,678	3,123	17.8%	
Eden	214	177	20.9%	1,503	1,244	20.8%	
Elma	354	292	21.2%	2,171	1,819	19.4%	
Grand Island Memorial	894	1,120	-20.2%	4,582	5,242	-12.6%	
<i>Hamburg</i>							
Hamburg	1,777	1,707	4.1%	11,811	10,531	12.2%	
Lake Shore	420	409	2.7%	2,790	2,634	5.9%	
Lackawanna	442	360	22.8%	2,792	1,830	52.6%	
Lancaster	1,736	1,714	1.3%	10,844	9,208	17.8%	
Marilla	97	92	5.4%	628	688	-8.7%	
Newstead	396	481	-17.7%	2,656	3,877	-31.5%	
North Collins	319	210	51.9%	2,471	1,916	29.0%	
Orchard Park	1,763	1,329	32.7%	10,788	6,860	57.3%	
City of Tonawanda	626	722	-13.3%	3,990	4,353	-8.3%	
<i>Town of Tonawanda</i>							
Kenilworth	506	387	30.7%	2,958	2,225	32.9%	
Kenmore	2,025	1,593	27.1%	13,370	9,795	36.5%	
West Seneca	1,989	1,798	10.6%	12,307	10,678	15.3%	
<i>Buffalo</i>							
Coles	788	650	21.2%	4,955	3,862	28.3%	
Crane	520	409	27.1%	2,998	3,273	-8.4%	
Dudley	1,186	1,974	-39.9%	9,193	10,768	-14.6%	
East Clinton	787	393	100.3%	4,529	2,777	63.1%	
González-Soto	2,001	1,509	32.6%	13,979	10,088	38.6%	
Merriweather	1,047	778	34.6%	7,578	4,626	63.8%	
North Park	1,108	799	38.7%	6,850	5,300	29.2%	
Panty	1,192	1,009	18.1%	7,607	6,286	21.0%	
<i>Central</i>	14,365	10,604	35.5%	93,193	60,303	54.5%	
<i>Bookmobile Services</i>							
Library on Wheels	72	99	-27.3%	393	258	52.3%	
Library2Go	0	See note.	See note.	0	See note.	See note.	
System	52,042	44,804	16.2%	326,378	257,991	26.5%	
Member Libraries	28,976	26,580	9.0%	175,103	150,450	16.4%	
Buffalo Branches	8,629	7,521	14.7%	57,689	46,980	22.8%	
Central Library	14,365	10,604	35.5%	93,193	60,303	54.5%	
Bookmobile Services	72	99	-27.3%	393	258	52.3%	

Lancaster Financial Monthly Report 2022

July

Account	Deposits	Disbursements	Interest	Sub-Total	Balance
M & T Checking					
Beginning Balance					\$5,239.71
Fine/ print revenue	\$333.19				
Lancaster Postmaster: 100 stamps (#24983)		-\$60.00			
In Jest: 8/4 program (#24984)		-\$500.00			
Ending Balance	\$333.19	-\$560.00		-\$226.81	\$5,012.90
Bank on Buffalo					
Beginning Balance					\$65,618.05
Copier	\$92.00				
Vending	\$12.00				
Headphones (6 @ \$3)	\$18.00				
Book sale	\$200.00				
Oriental Trading: Fall crafts (Debit)		-\$638.80			
Amazon: Craft supplies (Debit)		-\$74.97			
The Wondermakers: 7/21 program (#470)		-\$150.00			
Hawk Creek: Deposit for 8/11 program (#471)		-\$50.00			
Doug Rougeux: 7/28 program (#472)		-\$475.00			
BECPL: PVT library materials (#474)		-\$879.15			
BECPL: EFII match invoice (2021 chairs) (#475)		-\$2,385.54			
Buffalo & Erie County Botanical Gardens: 8/1 program (#476)		-\$250.00			
Donna Baia: 7/25 Kidding Around Yoga (#477)		-\$50.00			
Demco: Name badges (#478)		-\$30.73			
Amazon: Seed packets, alphabet stamps, and disc cleaner (Debit)		-\$107.95			
Lakeshore Learning: Literacy kits' items (Debit)		-\$295.85			
Oriental Trading: Literacy kits' items (Debit)		-\$63.96			
Hawk Creek: 8/11 program (#479)		-\$400.00			
Saris: Outdoor bike pump (Debit)		-\$658.99			
Amazon: Paper craft bags (Debit)		-\$73.98			
Ending Balance	\$322.00	-\$6,584.92		-\$6,262.92	\$59,355.13
Bank on Buffalo CDs	Amount	Maturity	Interest Rate	Interest	Total
Bank on Buffalo CD 040	\$21,535.19	12M 6/28/23	0.11%	\$0.00	\$21,535.19
Bank on Buffalo CD 043	\$12,002.24	36M 7/27/23	0.61%	\$18.25	\$12,020.49
Bank on Buffalo CD 045	\$28,159.62	12M 1/24/23	0.11%	\$7.72	\$28,167.34
Bank on Buffalo CD 046	\$24,633.55	12M 5/24/23	0.11%	\$0.00	\$24,633.55
Bank on Buffalo CD 028	\$11,716.32	36M 10/27/24	0.19%	\$5.55	\$11,721.87
Bank on Buffalo CD 178	\$20,615.59	12M 8/03/22	0.28%	\$0.00	\$20,615.59
Bank on Buffalo CD 1283	\$10,573.93	12M 9/30/22	0.11%	\$0.00	\$10,573.93
Bank on Buffalo CD 2355	\$22,017.00	36M 5/29/23	0.11%	\$0.00	\$22,017.00
Bank on Buffalo CD 7632	\$20,067.12	12M 10/9/22	0.11%	\$5.50	\$20,072.62
CD Balance				\$37.02	\$171,357.58
Total Balance					\$235,725.61

**Petty Cash
July 2022**

Date	Item	Deposit	Withdrawl	Total
				\$182.51
7-Jul	Meagan- Target- Corn starch & cups for STEM kits		-\$12.74	\$169.77
13-Jul	Meagan- Dollar General- STEM kits supplies		-\$10.25	\$159.52
18-Jul	Josh- Tops- 5 gal bottle water exchange		-\$6.99	\$152.53
		\$0.00	-\$29.98	\$152.53

Program Projections - 2022

Date(s)	Program Title	Cost
1/24/2022	Kidding Around Yoga (Donna Baia)	\$50.00
2/2/2022	Art-y Time (Kimberly Strell)	\$165.00
2/14/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
2/28/2022	Kidding Around Yoga (Donna Baia)	\$50.00
3/14/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
3/21/2022	Kidding Around Yoga (Donna Baia)	\$50.00
4/11/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
4/19/2022	Native Plants (Lyn Chimera)	\$100.00
4/25/2022	Kidding Around Yoga (Donna Baia)	\$50.00
5/9/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
5/11/2022	Art-y Time (Kimberly Strell)	\$205.00
5/23/2022	Kidding Around Yoga (Donna Baia)	\$50.00
6/6/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
6/27/2022	Kidding Around Yoga (Donna Baia)	\$50.00
6/30/2022	Glenn Colton - summer kick-off	\$449.00
7/7/2022	Benjamin Berry - Circus for all	\$350.00
7/14/2022	Cris Johnson	\$350.00
7/21/2022	Wondermakers	\$150.00
7/25/2022	Kidding Around Yoga (Donna Baia)	\$50.00
7/28/2022	Doug Rougeaux - BubbleMan	\$475.00
8/1/2022	Botanical Gardens - Terrariums	\$250.00
8/4/2022	Nels Ross - In Jest	\$500.00
8/11/2022	Hawk Creek	\$450.00
8/18/2022	Nan Hoffman	\$300.00
8/22/2022	Kidding Around Yoga (Donna Baia)	\$50.00
9/19/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
9/26/2022	Kidding Around Yoga (Donna Baia)	\$50.00
9/28/2022	Mason Winfield - Haunted WNY	\$200.00
10/3/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
10/5/2022	Judy Hartke - Mediumship	\$100.00
10/10/2022	Museum of Science	\$411.20
10/22/2022	Cris Johnson - Spooky Magic	\$325.00
10/31/2022	Kidding Around Yoga (Donna Baia)	\$50.00
11/14/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
11/21/2022	Kidding Around Yoga (Donna Baia)	\$50.00
12/19/2022	Kidding Around Yoga (Donna Baia)	\$50.00
TOTAL SPENT		\$5,980.20
Total Spent - Elks		\$3,374.00

Funding Source	Notes	Funds Given
Library Board Funds for 2022		\$5,000.00
Elks 2020 grant (Sept 2020)	did not spend due to pandemic	\$3,400.00
2022 Program Budget (CEN)	must spend in 2022	\$500.00
TOTAL BUDGET for 2021		\$8,900.00
CURRENT BALANCE		\$2,919.80

Civil Engineering
Environmental Engineering
Municipal Engineering
Land Surveying



Project Management
Construction Support Services
Landscape Architecture
SWPPP Services

July 29, 2022

Honorable Town Board
Town of Lancaster
Lancaster, NY 14086

Re: Award of Contract
Town of Lancaster
Lancaster Library Various Renovations

Dear Board Members:

Bids for the Town of Lancaster Library Various Renovations Project were opened and read aloud at 10:00 AM on July 14, 2022. One (1) bid was received for the project.

Wm. Schutt & Associates has reviewed the bid proposals and determined that the lowest responsible bid was submitted by MGR Constructors Inc., in the amount of \$56,000.00.

Wm. Schutt has reviewed the qualifications of MGR Constructors Inc. and have determined that the company has been a reputable contractor doing this type of work in Western New York. Therefore Wm. Schutt recommends, pending concurrence from the Town Attorney and the availability of funds that the construction contract for the Town of Lancaster Library Various Renovations Project be awarded to the lowest responsible bidder MGR Constructors Inc., PO Box 61, Bowmansville, NY 14026 in the amount of \$56,000.00. Upon Award, Insurance and Bonds will be obtained and a contract will be prepared for signature.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "E. Schiller", is written over the typed name and title.

Edward Schiller, P.E.
Town Engineer

Cc Town Clerk
Town Attorney
Lancaster Library

22-07-29-06168G-F7-Rec of Award-TB-l-es

TOWN OF LANCASTER
Lancaster Public Library Various Renovations

BID FORM

(This Bid Form shall not be detached from the Project Manual and the entire booklet, including any addenda, shall be included with each signed proposal).

BID FOR: TOWN OF LANCASTER – Lancaster Public Library Various Renovations
BID TO: TOWN OF LANCASTER
21 CENTRAL AVENUE
LANCASTER, NEW YORK 14086

BID FROM:

MGR Constructors Inc.; P.O. Box 64, Bownessville NY 14026
(Print Name and Address of Bidder)
(/A Corporation/A-Partnership/An-Individual/A Joint Venture/
[Bidder to strike out inapplicable terms.]

Gentlemen:

The undersigned Bidder offers and agrees, if this Bid is accepted, to enter into an Agreement with OWNER in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the contract Price and within the Contract Time indicated in this Bid and in accordance with the Contract Documents.

Bidder declares that no person or persons other than those named herein are interested in this Bid; that this Bid is made without collusion with any other person, firm or corporation; and that no person or persons acting in any official capacity for the OWNER are directly or indirectly interest in this Bid, or in any portion of the profit thereof.

In submitting this Bid, Bidder represents, as more fully set forth in the Agreement, that he has examined the Instructions to Bidders, all of the other Bidding Documents and all of the Contract Documents; that he has examined the actual site and locality where the Work is to be performed; that he has familiarized himself with the legal requirements (federal, state and local laws, ordinances, rules and regulations); that he has made such independent investigations as he deems necessary; and that he has satisfied himself as to all conditions affecting cost, progress, or performance of the work; and that by signing this bid waives all rights to plead any misunderstanding regarding the same.

The undersigned further understands and agrees that the estimated quantities for unit bid prices, if any, are to be considered as approximate only. The OWNER does not expressly or by implication agree that the actual quantities will correspond therewith and reserves the right to increase or decrease any quantity or to eliminate any quantity as he may deem necessary. Neither the OWNER nor the CONTRACTOR will be entitled to any adjustments in a unit bid price as a result of any change in quantity unless that change exceeds 15% of the estimated quantity and he agrees to accept the aforesaid unit bid prices as complete and total compensation for any additions or deductions caused by a variation in quantities as a result of more accurate measurements, or by any changes or alterations in the Work ordered by the OWNER, and for use in the computation of the value of the Work performed for progress payments for changes that vary less than 15% from the estimate quantity.

Bidder further agrees as follows:

- 1) That this Bid shall remain open and may not be withdrawn for the time period set forth in the Instructions to Bidders;

- 2) That he accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of his bid security;
- 3) That OWNER has the right to delete bid items and/or bid sections prior to or after award if OWNER deems this to be in OWNER'S best interest;
- 4) That upon acceptance of this Bid, he will execute the Agreement and will furnish the required contract security and insurance certificates within the time period(s) set forth in the Instructions to Bidders.

The undersigned further understands that there will be a review and negotiation of the unit price bid whenever the actual quantity for that particular unit price item varies more than 15% from the bid quantity.

In accordance with the above understandings and agreements, Bidder will complete the Work for the following lump sum and unit prices:

(this area intentionally left blank)

BID ITEMS:

<u>Description</u>	<u>Estimated Quantities</u>	<u>Computed Totals</u>
ITEM 1 Restroom Renovation		
<u>Twenty-Four Thousand</u> Dollars		
and <u>00</u> / <u>100</u> Cents	1 LS	\$ <u>24,000.⁰⁰</u>
ITEM 2 Kitchen Renovation		
<u>Fifteen Thousand Eight Hundred</u> Dollars		
and <u>No</u> <u>00</u> / <u>100</u> Cents	1 LS	\$ <u>15,800.⁰⁰</u>
(\$) Lump Sum		
ITEM 3 Hall Renovation		
<u>Eight Thousand Seven Hundred</u> Dollars		
and <u>No</u> <u>00</u> / <u>100</u> Cents	1 LS	\$ <u>8,700.⁰⁰</u>
(\$) Lump Sum		
ITEM 4 Contingency Allowance		
<u>Seven Thousand Five Hundred</u> Dollars		
and <u>No</u> Cents	1 LS	\$ <u>7,500.00</u>
(\$) Lump Sum		
<hr/>		
<u>TOTAL BID AMOUNT</u>		
<u>Fifty-Six Thousand</u> Dollars		
and <u>00</u> / <u>100</u> Cents		\$ <u>56,000.⁰⁰</u>

(Amounts to be shown in both words and numerals. In case of discrepancy, amounts shown in words will govern.)
Bidder must bid all bid items under all Sections. However, Bidder agrees that OWNER may delete Bid Items and/or
Bid Sections prior to or after award if the OWNER deems this to be in the OWNER'S best interest.

This space left blank intentionally.

Bidder agrees that the Work will be substantially completed on or before the dates or within the number of days indicated in the Agreement.

Bidder accepts the provisions of the Agreement as to liquidated and special damages in the event of failure to substantially complete the Work on time.

Bidder acknowledges receipt of the Addenda listed below and further acknowledges that provisions of each Addendum have been included in the preparation of his bid.

Addendum No.

Date Received

_____	_____
_____	_____
_____	_____

The following documents are attached to and made a condition of this Bid:

1. Bid Security in the Amount of: 5% of Bid Contract Amount
\$ 5% of Bid Contract Amount
2. Non-Collusive Bidding Certificate.
4. Certified copy of Board of Directors' Resolution Authorizing Bid (if Bidder is a corporation).

Respectfully submitted on July 14, 20 22

A CORPORATION

By MAR (Constructors Inc.)
(Corporation Name)

New York
(State of Incorporation)

By Don Dilemuth
(Name of Officer Authorized to Sign)

Vice President
(Title)

[Signature]
(Signature)

(CORPORATE SEAL)

Attest [Signature]
Gregory J. Topol (Secretary) / President

License or Registration Number 16-1435681

Business Address Po Box 61
Bowmansville NY 14026

Telephone 716-681-9383

A JOINT VENTURE

By _____
(Name)

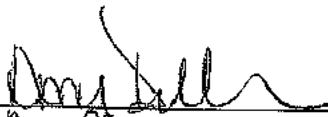
(Address)

By _____
(Name)

(Address)

(Each joint venture must sign. The manner of signing for each individual, partnership and corporation that is a party to the joint venture should be in the manner indicated above).

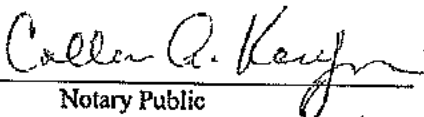
Acknowledgment if
Contractor is an Individual, Partnership or Corporation

By: 
Name: Amy Dilleman
Title: Vice President
Company: MR. INSULATORS INC.

STATE OF NEW YORK)
) ss:
COUNTY OF ERIE)

On 7/14/22, before me, the undersigned, personally appeared Amy Dilleman, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity (ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person(s) upon behalf of which the individual(s) acted, executed the instrument.

COLLEEN A KENDZIORA
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 01KE4993847
Qualified in Erie County
Commission Expires March 23, 2026


Notary Public

NONCOLLUSIVE BIDDING CERTIFICATE

By submission of this Bid the undersigned, Bidder or person signing on behalf of the Bidder, certifies under the penalty of perjury that to the best of knowledge and belief:

- (1) The prices in this Bid have been arrived at independently without collusion, consultations, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this Bid have not knowingly disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and
- (3) No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a Bid for the purpose of restricting competition.

Attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signator of this Bid in behalf of the corporate Bidder.

Dated: July 14, 2022

Bidder: MGR Contractors Inc.

By: Dan Dilleuth

Title: Vice President

Signature: 

WAIVER OF IMMUNITY CERTIFICATION

This is to certify that neither the undersigned nor any member, partner, director, or officer of the firm has refused to sign a waiver of immunity against subsequent criminal prosecution or to answer any relevant question concerning a transaction or contract with the state, any political division thereof, a public authority or with a public department, agency or official of the state or of any political subdivision thereof or of a public authority, when called before a grand jury, head of a state department, temporary state commission, or other state agency, the organized crime task force in the department of law, head of a city department, or other city agency, which is empowered to compel the attendance of witnesses and examine them under oath.

By: Amy Nilleman
Signature: Amy Nilleman
Title: Vice President
Business Name: MGR Constructors Inc.
Business Address: Po Box 61, BOWMANVILLE NY 14028

(SEAL - if Bid is by a corporation)

**CERTIFIED COPY OF RESOLUTION OF
BOARD OF DIRECTORS OF**

MGR Constructors Inc
(Name of Corporation)

RESOLVED that And Dillema Vice President
(Person Authorized to sign) (Title)

to MGR Constructors Inc
(Name of Corporation)

be authorized to sign and submit the bid or proposal for the following:

TOWN OF LANCASTER, ERIE COUNTY, NEW YORK
Lancaster Public Library Various Renovations

The foregoing is a true and correct copy of the resolution adopted by

MGR Constructors Inc
(Name of Corporation)

at a meeting of its Board of Directors held on the day of

July 14

, 20 22

By: And Dillema

Title: Vice President

(SEAL - if Bid is by a corporation)

The above form must be completed if Bidder is a Corporation.

IMPORTANT : THIS FORM MUST BE FILLED IN BY BIDDER

PERFORMANCE BOND INFORMATION FORM
(TO BE COMPLETED BY BIDDER)

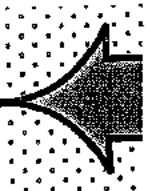
PROJECT NAME: **Lancaster Public Library Various Renovations**

Bidder's Name: MERL Constructors Inc.
Street/P.O. Box: Po Box 61
City: Bowmontville NJ State: NJ Zip: 14026
Phone: (716) 681 - 0383 Fax: (716) 681 - 3427

Bonding Company or Person Issuing Performance Bond: United States Fire Insurance Company
Street/P.O. Box: 1209 Orange St.
City: Wilmington State: Delaware Zip: 19801
Phone: (315) 418 - 1015 Fax: (973) 320 - 7152

Bonding Company Agent: World Wide Bonding Agency
Street/P.O. Box: 2846 William St.
City: Buffalo State: NY Zip: 14227
Phone: (716) 681 - 7685 Fax: (716) 681 - 7683

AMOUNT OF BID: \$ 56,000.⁰⁰



BID BOND

KNOWN ALL MEN BY THESE PRESENTS, that we, the undersigned,

MGR Constructors Inc.

P.O. Box 61

Bowmansville, NY 14026

as Principal, and

United States Fire Insurance Company

305 Madison Ave, Morristown, NJ 07962

as Surety, are hereby held and firmly bound into
Town of Lancaster 21 Central Ave., Lancaster, NY 14086

in the penal sum of
Five Percent of Contract Amount 5%

for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successor and assigns.

Signed, this 14th day of July, 2022

The condition of the above obligation is such that whereas the Principal has submitted to

Town of Lancaster a certain Bid, attached hereto and hereby made a part hereof to enter into a contract in writing, for the
Town Lancaster Public Library, 5466 Broadway, Lancaster, NY 14086 Various Renovations General Construction Contract, Project #06168G-F7

NOW THEREFORE,

(a) If said Bid shall be rejected, or in the alternate


(b) If said Bid shall be accepted and the Principal shall execute and deliver a contract and performance and maintenance bond, in the form required by the **TOWN OF LANCASTER** specifications and shall in all other respects perform the agreement created by the acceptance of said Bid.

Then this obligation shall be void, otherwise the same shall remain in force and effect, it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated. The Surety, for value received, hereby stipulates and agrees that the obligation of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Principal may accept such bids, and said Surety does hereby waive notice of any such extension.

Lancaster Public Library Various Renovations
Town of Lancaster
06168G-F7

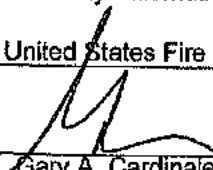
IN WITNESS WHEREOF, the Principal and Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

MGR Constructors Inc.



Amy Dilleuth - Vice President

L.S.



United States Fire Insurance Company

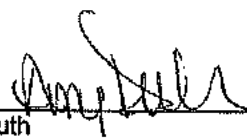
Surety

Gary A. Cardinale - Attorney In Fact

By

(SEAL)

Acknowledgment if
Contractor is an Individual, Partnership or Corporation

By: 
Name: Amy Dillemath
Title: Vice President
Company: MGR Constructors Inc.

STATE OF NEW YORK)
) ss:
COUNTY OF ERIE)

On July 14, 2022, before me, the undersigned, personally appeared Amy Dillemath, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity (ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person(s) upon behalf of which the individual(s) acted, executed the instrument.


Notary Public

WENDY MARIE MONTANTE
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 01MO6411197
Qualified in Erie County
Commission Expires November 09, 2024

Lancaster Public Library Various Renovations
Town of Lancaster
06168G-F7

ACKNOWLEDGMENT OF PRINCIPAL

STATE OF _____)
COUNTY OF _____) SS.:

On the _____ day of _____ in the year _____, before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

ACKNOWLEDGMENT OF SURETY

STATE OF New York)
COUNTY OF Erie) SS.:

On the 14th day of July in the year 2022, before me, the undersigned, personally appeared Gary A Cardinale, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.



Notary Public

WENDY MARIE MONTANTE
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 01MO6411197
Qualified in Erie County
Commission Expires November 09, 2024

UNITED STATES FIRE INSURANCE COMPANY
1209 ORANGE STREET, WILMINGTON, DELAWARE 19801

STATEMENT OF ASSETS, LIABILITIES, SURPLUS AND OTHER FUNDS

AT DECEMBER 31, 2021

ASSETS	
Bonds (Amortized Value).....	903,307,173
Preferred Stocks (Market Value).....	105,571,429
Common Stocks (Market Value).....	1,504,759,231
Mortgage Loans (Market Value).....	446,047,113
Cash, Cash Equivalents, and Short Term Investments.....	1,184,428,501
Derivatives.....	8,536,548
Other Invested Assets.....	336,487,236
Investment Income Due and Accrued.....	10,016,168
Premiums and Considerations.....	431,207,743
Amounts Recoverable from Reinsurers.....	68,151,803
Funds Held by or Deposited with Reinsured Companies.....	29,595,868
Net Deferred Tax Asset.....	160,701,318
Electronic Data Processing Equipment.....	2,011,585
Receivables from Parent, Subsidiaries and Affiliates.....	114,953,836
Other Assets.....	97,519,676
TOTAL ASSETS.....	\$ 5,403,295,228

LIABILITIES, SURPLUS & OTHER FUNDS	
Losses (Reported Losses Not of Reinsurance Ceded and Incurred But Not Reported Losses).....	1,866,433,397
Reinsurance Payable on Paid Losses and Loss Adjustment Expenses.....	88,108,310
Loss Adjustment Expenses.....	322,459,750
Commissions Payable, Contingent Commissions and Other Similar Charges.....	8,674,938
Other Expenses (Excluding Taxes, Licenses and Fees).....	75,718,231
Taxes, Licenses and Fees (Excluding Federal Income Taxes).....	32,725,021
Current Federal and Foreign Income Taxes.....	62,383
Unearned Premiums.....	845,288,567
Advance Premium.....	7,921,829
Ceded Reinsurance Premiums Payable.....	72,110,703
Funds Held by Company under Reinsurance Treaties.....	24,081,128
Amounts Withheld by Company for Account of Others.....	147,974,892
Provision for Reinsurance.....	3,350,178
Payable to Parent, Subsidiaries and Affiliates.....	13,084,638
Other Liabilities.....	41,952,278
TOTAL LIABILITIES.....	\$ 3,549,946,293

Common Capital Stock.....	18,780,000
Gross Paid In and Contributed Surplus.....	1,577,074,940
Unassigned Funds (Surplus).....	257,493,995
Surplus as Regards Policyholders.....	1,853,348,935
TOTAL LIABILITIES, SURPLUS & OTHER FUNDS.....	\$ 5,403,295,228

I, Carmine Scaglione, Senior Vice President and Controller of UNITED STATES FIRE INSURANCE COMPANY, certify that the foregoing is a fair statement of Assets, Liabilities, Surplus and Other Funds of this Company, at the close of business, December 31, 2021, as reflected by its books and records and as reported in its statement on file with the Insurance Department of the State of Delaware.



IN TESTIMONY WHEREOF, I have set my hand and affixed the seal of the Company, this 1st day of March, 2021.
UNITED STATES FIRE INSURANCE COMPANY

POWER OF ATTORNEY
UNITED STATES FIRE INSURANCE COMPANY
PRINCIPAL OFFICE - MORRISTOWN, NEW JERSEY

0110222

KNOW ALL MEN BY THESE PRESENTS: That United States Fire Insurance Company, a corporation duly organized and existing under the laws of the state of Delaware, has made, constituted and appointed, and does hereby make, constitute and appoint:

Gary A. Cardinale

each, its true and lawful Attorney(s)-In-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver: Any and all bonds and undertakings of surety and other documents that the ordinary course of surety business may require, and to bind United States Fire Insurance Company thereby as fully and to the same extent as if such bonds or undertakings had been duly executed and acknowledged by the regularly elected officers of United States Fire Insurance Company at its principal office, in amounts or penalties not exceeding: Seven Million, Five Hundred Thousand Dollars (\$7,500,000).

This Power of Attorney limits the act of those named therein to the bonds and undertakings specifically named therein, and they have no authority to bind United States Fire Insurance Company except in the manner and to the extent therein stated.

This Power of Attorney revokes all previous Powers of Attorney issued on behalf of the Attorneys-In-Fact named above and expires on January 31, 2023.

This Power of Attorney is granted pursuant to Article IV of the By-Laws of United States Fire Insurance Company as now in full force and effect, and consistent with Article III thereof, which Articles provide, in pertinent part:

Article IV, Execution of Instruments - Except as the Board of Directors may authorize by resolution, the Chairman of the Board, President, any Vice-President, any Assistant Vice President, the Secretary, or any Assistant Secretary shall have power on behalf of the Corporation:

(a) to execute, affix the corporate seal manually or by facsimile to, acknowledge, verify and deliver any contracts, obligations, instruments and documents whatsoever in connection with its business including, without limiting the foregoing, any bonds, guarantees, undertakings, recognizances, powers of attorney or revocations of any powers of attorney, stipulations, policies of insurance, deeds, leases, mortgages, releases, satisfactions and agency agreements;

(b) to appoint, in writing, one or more persons for any or all of the purposes mentioned in the preceding paragraph (a), including affixing the seal of the Corporation.

Article III, Officers, Section 3.11, Facsimile Signatures. The signature of any officer authorized by the Corporation to sign any bonds, guarantees, undertakings, recognizances, stipulations, powers of attorney or revocations of any powers of attorney and policies of insurance issued by the Corporation may be printed, facsimile, lithographed or otherwise produced. In addition, if and as authorized by the Board of Directors, dividend warrants or checks, or other numerous instruments similar to one another in form, may be signed by the facsimile signature or signatures, lithographed or otherwise produced, of such officer or officers of the Corporation as from time to time may be authorized to sign such instruments on behalf of the Corporation. The Corporation may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Corporation, notwithstanding the fact that he may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, United States Fire Insurance Company has caused these presents to be signed and attested by its appropriate officer and its corporate seal hereunto affixed this 28th day of September, 2021.

UNITED STATES FIRE INSURANCE COMPANY



Matthew E. Lubin

Matthew E. Lubin, President

State of New Jersey }
County of Morris }

On this 28th day of September, 2021, before me, a Notary public of the State of New Jersey, came the above named officer of United States Fire Insurance Company, to me personally known to be the individual and officer described herein, and acknowledged that he executed the foregoing instrument and affixed the seal of United States Fire Insurance Company thereto by the authority of his office.

MELISSA H. D'ALESSIO
NOTARY PUBLIC OF NEW JERSEY
Commission # 60125833
My Commission Expires 4/7/2025

Melissa H. D'Alessio

Melissa H. D'Alessio

(Notary Public)

I, the undersigned officer of United States Fire Insurance Company, a Delaware corporation, do hereby certify that the original Power of Attorney of which the foregoing is a full, true and correct copy is still in force and effect and has not been revoked.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of United States Fire Insurance Company on the 14th day of July 2022

UNITED STATES FIRE INSURANCE COMPANY



Alfred N. Wright

Alfred N. Wright, Senior Vice President

July 14, 2022

Town of Lancaster
21 Central Ave.
Lancaster, NY 14086
Attn: Town Hall, Clerk Office



Re: General Work Contract #06168G-F7 Town of Lancaster Public Library
Various Renovations Project Bid

To whom it may concern,

It is our pleasure to introduce MGR Constructors Inc., a general contractor in the Western New York area.

MGR Constructors Inc. has been created to provide construction services to a wide variety of clients in the local area. Due to the high market selectiveness, customer knowledge and future expansion in the commercial business, MGR Constructors Inc. has focused its efforts on the best possible combination of price, quality, and commitment to our clients, ourselves and the construction industry. The owners of the company, Ronald J. Topol, owner, has (56) fifty-six years experience in general construction and management, administrative of contracts of multi-million dollar projects, and Gregory J. Topol, owner and president, has (33) thirty-three years experience in general construction and management, and Amy Dillemath, vice president, has (27) twenty-seven years experience in construction management and administrative.

We are writing to you to make you aware of the construction service that MGR Constructors Inc. is now providing to local businesses. This service consists of a fast and efficient response and completion to all projects that you may incur.

Visualizing the needs of the future our technical staff has developed specific longterm goals, objectives and standards. We feel at MGR Constructors Inc. that it is essential to focus on the client, to produce a quality service and product.

We would be pleased to review and or discuss this project and any other projects you may incur. Enclosed you will find information on the company's history and a list of references. If you have any questions, please contact us at (716) 681-9383. Thank you for your time and consideration.

Sincerely,

Amy Dillemath
Vice President

Cc: File



PO BOX 61,
Bowmansville, NY 14026

716-681-9383 o
716-681-3427 f
atmgr@roadrunner.com

July 14, 2022

Town of Lancaster
21 Central Ave.
Lancaster, NY 14086
Attn: Town Hall, Clerk Office



Re: General Work Contract #06168G-F7 Town of Lancaster Public Library
Various Renovations Project Bid

NYS Office of General Services – Dist.9
Division of Construction
Andrew Yambor, PE 716-585-591-0356
Bryan Bernard, EIC 716-937-4200
Jake Samolski, PE
Andrew Hvidsak, PE
Ray Kamsyz, PE
Jeffrey Westerman, PE 716-937-4200
Projects: OGS: Attica Cor. Fac. Renovation &
Load Dock, and Visitor Center, Bldg. 14 Stairs,
Wyoming Cor. Fac. Milk Packing System & Roof,
Wende Cor. Fac. Stainless Steel Tables, Provide
Security Windows Bldg 1 & 1A,
Wyoming Cor. Fac. Provide new cow barn
Tonawanda Indian Community House Provide
Gym floor and Site Improvement and Replace
Exterior Sign Projects, Entrance & Basement
Renovation.

Gordon W. Jones & Associates
Scott Jones, PE
5757 Main Street
Williamsville, NY 14221
716-633-9000
Projects: Akron School District, Hamburg School,
Iroquois School District,
Sweet Home School District,
Southwestern School District,
Yorkshire Central School District.

Rand & Jones Enterprises
Joan Yang
18 Tracy St.
Buffalo, NY 14201
716-626-1080
Projects: GSA Keating Federal Building 5th Floor
and 6th Floor, and Basement Renovations,
Niagara Falls Air Force- Various Projects, DASNY
Restroom Renovations.

Trautman Associates Architects Engineers
Robert Stelianou, PE
Timothy Rider, RA
470 Franklin St.
Buffalo, NY 14202
716-883-4400
Project: Williamsville School District Capital
Repairs 2006/2008,
Keating Federal Bldg US Attorneys Office
3rd Floor Renovation 2010/2011.

Sweet Home Central School District
Supervisor Bldg & Grnds.
1741 Sweet Home Road
Amherst, NY 14228
716-250-1443
Projects: Sweet Home School District – School
Building Renovations

Quest Diagnostics
Karla Caramella, Operations Manager &
Jessica Kron, Supervisor PR
1 Sylvan Pkwy
Amherst, NY 14228
716-568-5214
Projects: Interior/Exterior Building Renovations

CPL Architecture Engineering
26 Mississippi St
Buffalo, NY, 14203
Steven Tanner, PE
716-218-4741
Project: Town of West Seneca Animal Shelter Reno.



PO BOX 61,
Bowmansville, NY 14026

716-681-9383 o
716-681-3427 f
atmgr@roadrunner.com

Please contact our office with any questions or concerns or if further information is required.
Thank you.

Sincerely,

Amy Dilleuth
Vice President

July 14, 2022

Town of Lancaster
21 Central Ave.
Lancaster, NY 14086
Attn: Town Hall, Clerk Office



Re: General Work Contract #06168G-F7 Town of Lancaster Public Library
Various Renovations Project Bid

Our corporation has twenty-nine (29) years of extensive construction administration, supervising and field experience on multi-million dollar projects. The following is a list of jobs completed by MGR Constructors Inc.

Highgate Medical Group - 1150 Youngs Rd. (Interior/ Exterior renovations) -	Owner & MGR Constructors Inc.	\$980,000.00 (on going)
- Iroquois Central School District - Various Schools - (Interior/ Exterior renovations & Construct Storage Building & Iroquois School Dist. & High School Renovations)	Gordon W. Jones Associates	\$608,022.00 (9/04)
- Williamsville Central School District - Various Schools (Interior/Exterior renovations, Capital Repairs 2006) Interior/Exterior renovation Capital Repairs 2008	Trautman & Williamsville School Dist. Williamsville School Dist.	\$925,151.00 (8/06) (on going) \$103,400.00(on going)
- Akron Central School District - Various Schools (New construction of H.S. Press Box and New Concession Bldg. Elementary Dish Room)	Gordon W. Jones Associates	\$265,558.00 (9/02) \$336,113.00 (9/04) \$ 18,100.00 (2/06)
- Kenmore Town of Tonawanda - Various Schools	Duchscherer-Oberst Design	\$150,000.00 (10/00)
- County of Erie: Erie County (Rich Stadium) Lancaster, East Concord, Harlem, Protection Highway Garages - Lift Reno. Cheektowaga Fire Training Academy Erie County Storage Facility Elma Meadows Clubhouse and Administration Building Como Lake Park BCC North Campus, Cafeteria Renovations BCC South Campus, Athletic Field Bleachers Erie County Home, Alden NY Erie County Youth Detention Center, Alden, NY Erie County Clarence Maintenance Facility, Reno. Erie County E.Concord, E. Aurora Maintenance Facility Reno. Erie County Ellicott Creek Shelter Reno. (8/06) Erie County Isle View Park New Gazebo. (8/06) Erie County Maintenance Garage Door Replacement (1/08)	Dept. of Public Works	\$1,945,840.00 (1/08)
- City of Tonawanda Youth Center, (Masonry Block, Steel joist - 12,000 sqft)	The Sear-Brown Group	\$336,777.00 (4/97)
- Town of Clarence Municipal Highway Garage & ADA Compliance Building and Engineering Dept. Building Town Hall (interior renovations)	Clarence Engineering	\$155,000.00 (4/99)
- Town of Lancaster Westwood Park, Pavilion (Masonry Block & Wood Truss - 10,000 sqft) Tax Receiver's, (Interior renovations) Town Hall/Opera House(Interior renovations) Town Senior Citizen Center-Shelter Keysa Park Pool House Reno. Town Hall Restrooms	Donald Gallo Engineers Donald Gallo Engineers Abate Engineering Tw. Lancaster Tw. Lancaster Tw. Lancaster/Erdman Anthony Assoc.	\$671,750.00 (11/05)
- Town of Tonawanda Municipal (Interior/ Exterior renovations)	Stearns & Wheeler	\$125,000.00 (5/98)
- Eden Municipal (Interior/ Exterior renovations)	Wendel	2 \$145,000.00 (9/01)

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atmgr@roadrunner.com

Cont.



Sweet Home Central School District (Reconstruction)	Gordon W. Jones Associates	\$282,148.00 (1/98)
Sweet Home Central School District Reconstruction Work	Gordon W. Jones Associates	\$248,800.00 (on going)
Clarence Schools - Harris Hill Elementary (Acoustical installation)	Gordon W. Jones Associates	\$ 60,000.00 (5/96)
Peter J. Holdaway, DPM (Construct 4100 sqft. New medical building, PA) Owner & MGR Constructors Inc.		\$277,451.00 (9/00)
- Lancaster School District - High School (Athletic Field Exterior Bleachers)	The Sear-Brown Group	\$360,000.00 (2/01)
- Town of Hamburg- Police Garage(New addition)	Donald Gallo Engineers	\$223,900.00 (1/03)
- Town of Orchard Park-New Yard Waste Equipment Bldg. Town of Orchard Park		\$ 58,540.00 (9/02)
- Attica Correctional Facility (ADA Toilet Rooms,Load Dock)	NYS OGS	\$298,600.00 (10/03,8/05)
- Wyoming Correctional Facility (Dairy Barn)	NYS OGS	\$215,400.00 (7/04)
- Quest Diagnostica Various location (Interior renovations)	Quest/ Stievater Assoc.	\$350,000.00 (on going)
- OB/GYN Associates of Western New York Transit Rd. (Interior/Exterior Building Renovation.)	OG/GYN Assoc.	\$38,000.00 (8/05)
- AAA Travel Agency Various locations (Interior & Exterior renovations).	AAA Travel	\$970,000.00 (on going)
- AAA Travel Car Care Center, Eggert Rd., Amherst, NY Building Build - out	AAA Travel	\$269,730.00 (1/08)
- NYS OGS Wyoming Correctional Facility, Provide New Cow Barn, NYS OGS Provide new cow barn and existing milk barn renovation (40,000 sf)	NYS OGS	\$888,322.00 (8/08)

Please contact our office with any questions or concerns on any of the above projects, (716) 681-9383.

Sincerely,

Amy Dillenuth
Vice President

PO BOX 61,
Bowmansville, NY 14026

716-681-9383 o
716-681-3427 f
atmgr@roadrunner.com

NEW YORK STATE
VENDOR RESPONSIBILITY QUESTIONNAIRE
ATTACHMENT A - COMPLETED CONSTRUCTION CONTRACTS

Vendor Name: MGR Constructors Inc

NYS Vendor ID: 161435681

Question 3.0: List the ten most recent construction contracts the Business Entity has completed. If less than ten, include most recent subcontracts on projects up to that number:						
1.	Agency/Owner	Telephone No.	Design Architect and /or Design Engineer	Award Date	Amount	Date Completed
	Niagara Falls Air Base-Reno Bldg. 936, Allied Sup.GC Repair Stor.Bldg 830& 912 B	716-626-1080	NFAB	7/10/2014	\$785,873.00	6/1/2015
	Contact Person Joan Yang					
	Contract No. RVKQ082002	Prime or Sub Sub	Joint Venture (JV) Name, if applicable			EIN of JV, if applicable
2.	Agency/Owner Iroquois Central School District	Telephone No. (716) 633-9000	Design Architect and /or Design Engineer Gordon W. Jones Assoc.	Award Date 3/1/2021	Amount \$70,000.00	Date Completed 11/1/2021
	Contact Person Tim Mertzluff					
	Contract No. 198	Prime or Sub Sub	Joint Venture (JV) Name, if applicable			EIN of JV, if applicable
3.	Agency/Owner Town of Lancaster Highway Department - Construct Storage Building,	Telephone No. 716-683-5961	Design Architect and /or Design Engineer Wm. Schutt & Associates, 37 Central Ave., Lancaster, NY 14086	Award Date 6/22/2015	Amount \$649,118.00	Date Completed 3/1/2016
	Contact Person Bob Harris					
	Contract No. G	Prime or Sub Prime	Joint Venture (JV) Name, if applicable			EIN of JV, if applicable
4.	Agency/Owner Town of Lancaster Westwood Park & Walden Ponds Park Shelter Roof Rehab	Telephone No. (716) 683-5961	Design Architect and /or Design Engineer Wm. Schutt & Associates, 37 Central Ave., Lancaster, NY 14086	Award Date 5/23/2018	Amount \$78,000.00	Date Completed 11/16/2018
	Contact Person Ed Shilling					
	Contract No. 06168D-D18	Prime or Sub Prime	Joint Venture (JV) Name, if applicable			EIN of JV, if applicable
5.	Agency/Owner Maryvale UFSD Maryvale Middle-Intermediate School Phase 1 Toilet Room	Telephone No. (716) 774-3339	Design Architect and /or Design Engineer Cannon Design	Award Date 7/16/2018	Amount \$85,400.00	Date Completed 10/31/2017
	Contact Person Jeremy Dwyer					
	Contract No. ***	Prime or Sub Prime	Joint Venture (JV) Name, if applicable			EIN of JV, if applicable

NEW YORK STATE
VENDOR RESPONSIBILITY QUESTIONNAIRE
ATTACHMENT A – COMPLETED CONSTRUCTION CONTRACTS

Vendor Name: MGR Constructors Inc

NYS Vendor ID: 161435681

Question 3.0: List the ten most recent construction contracts the Business Entity has completed. If less than ten, include most recent subcontracts on projects up to that number:						
6.	Agency/Owner Yorkshire-Pioneer Central School District	Telephone No. 716-633-9000	Design Architect and /or Design Engineer Gordon W. Jones, Associates	Award Date 6/23/2017	Amount \$1,235,749.00	Date Completed 2/1/2019
	Contact Person Scott Jones					
	Contract No. GC100	Prime or Sub Prime	Joint Venture (JV) Name, if applicable			EIN of JV, if applicable
7.	Agency/Owner Town of West Seneca Animal Shelter	Telephone No. (716) 852-2100	Design Architect and /or Design Engineer CPL Associates	Award Date 7/9/2019	Amount \$156,876.00	Date Completed 3/24/2020
	Contact Person Steve Tanner					
	Contract No. 14963.00	Prime or Sub Prime	Joint Venture (JV) Name, if applicable			EIN of JV, if applicable
8.	Agency/Owner Holland School District - 2007 Capital /Phase 2 Bus Garage 2008/2009 GC Project	Telephone No. 7167743493.00	Design Architect and /or Design Engineer Cannon Design	Award Date 4/27/2009	Amount \$1,772,902.00	Date Completed 11/7/2010
	Contact Person Rich Little					
	Contract No. 002601.04	Prime or Sub Prime	Joint Venture (JV) Name, if applicable			EIN of JV, if applicable
9.	Agency/Owner Town of Lancaster Senior Center Restrooms	Telephone No. (716) 683-5961	Design Architect and /or Design Engineer Wm. Schutt & Associates	Award Date 9/1/2019	Amount \$33,802.00	Date Completed 11/30/2019
	Contact Person Ed Schiller					
	Contract No. 016168	Prime or Sub Prime	Joint Venture (JV) Name, if applicable			EIN of JV, if applicable
10.	Agency/Owner Newfane School District- Cafeteria & HS /Middle Schools Cap.Improvement GC Reno	Telephone No. (716) 7743339.00	Design Architect and /or Design Engineer Cannon Design	Award Date 8/26/2016	Amount \$372,840.00	Date Completed 9/1/2017
	Contact Person Jeremy Dwyer					
	Contract No. 04429.00,	Prime or Sub Prime	Joint Venture (JV) Name, if applicable			EIN of JV, if applicable 0



Lancaster Public Library Petty Cash Policy

The purpose of this policy is to set up a fund for the library staff that allows the staff to purchase necessary items, which are not covered by our contract with B&ECPL, costing \$100.00 or less without prior board approval.

1. A petty cash fund of \$150.00 shall be set up by the Library Director, after a majority vote of the board.
2. The Library Director shall be responsible for the management of the petty cash account. The Library Director must give approval before money will be disbursed. The Library Director may appoint an employee to keep receipts and bookkeeping records for the petty cash account.
3. Money to fund the petty cash account will come from Library Board's current private funds checking account.
4. The account shall be replenished with Board approval from the Library Board's private funds checking account.
5. Items necessary for library purposes only, ranging from \$0.1 to \$100.00 may be made out of the account. The libraries tax-exempt form must be used when purchasing taxable items. The purchase of items supplied under the Lancaster Library Board's contract with the B&ECPL can only be made after the B&ECPL gives plausible explanation as to why they cannot purchase the item(s). (Example: B&ECPL funds are not available.)
6. A receipt must be procured when all the items are purchased. The receipt must be included and stored with the bookkeeping records.
7. The Director, or appointed staff member shall prepare a monthly report to be presented to the board on the day of their regular monthly meeting. The period covered by the report shall include records of purchases made in the calendar month prior to the meeting. (Example, The report presented to the board in the month of June, will include expenditures made from May 1st to May 31st). The report does not need to include photocopies of receipts.
8. Any member of the Lancaster Library Board may audit the petty cash account at any time if they so choose. The Treasurer or Claims Auditor must audit the petty cash amount at least once (1) every six (6) months.
9. This policy shall go into effect on January 1, 2019.

Adopted: February 21, 2013

Amended and Approved: January 17, 2019



1 Pickup Address

[Hide Details](#)

D & L Plaza
5165 Broadway Suite 6
Depew, New York, 14043-4012

[Change Store](#)

2 Billing Address

[Hide Details](#)

Default Address
Kara Stock
5486 Broadway
Lancaster, New York, 14086
US
7166831120

[Change Address](#)

3 Payment

[Hide Details](#)

☒ This order is for an organization with tax-exempt status. [?](#)

Important - In order to qualify: [Print Cover Sheet](#)

Enter your tax-exempt information below. Your entries must match the information on your tax-exempt form.

D & L Plaza

5165 Broadway Suite 6
Depew, New York, 14043-4012

[Change Store](#)

**E-Circuit Over-the-Ear Sport
Earphones** \$120.00

SKU #: 259602

Qty: 4 Case (24 units per case)
Estimated Pickup 08/10/22

[Add Promo Code](#)

Order Summary

Items In Your Cart: \$120.00

Shipping: -

Tax: -

ORDER TOTAL: \$120.00

By clicking "Place Order" you are agreeing to our [Terms & Conditions](#).



Additions to advanced gardener kit: Total cost \$40.93

- Composting thermometer <https://www.amazon.com/REOTEMP-Compost-Thermometer-Composting-Fahrenheit/dp/B0883HLYPY> \$13.99
- Newspaper pot maker <https://www.amazon.com/Carrot-Design-Newspaper-Biodegradable-Seedling/dp/B01DE38236/> \$22.99
- Composting pamphlet <https://www.amazon.com/Easy-Composters-You-Can-Build/dp/088266350X/> \$3.95



Butterfly watching kit: Total cost \$75.91

- Pocket guide <https://www.amazon.com/New-York-State-Butterflies-Pollinators/dp/1620054566/> \$7.95
- Butterfly ID book: <https://www.amazon.com/Swift-Guide-Butterflies-North-America/dp/0691176507/> \$24.00
- *From Caterpillar to Butterfly* book <https://www.amazon.com/Caterpillar-Butterfly-Lets-Read-Find-Out-Science/dp/0062381830> \$6.99
- Nets <https://www.amazon.com/DEWEL-Telescopic-Butterfly-Catching-Extendable/dp/B07FGDT6LW/> \$16.99
- Magnifying glass <https://www.amazon.com/Wapodeai-Shatterproof-Magnifying-Handheld-Magnifier/dp/B07W5QDYFK> \$9.99
- Butterfly life cycle set <https://www.amazon.com/dp/B08XJWZ1QT/> \$9.99



amazon

Hello
Select your address

All

twidec/ 6 digits 0-999999 customer traf

Q

US

Hello, Sign in
Account & Lists

Returns
& Orders

0

AllBack to SchoolOff to CollegeBest SellersAmazon BasicsToday's DealsNew ReleasesCustomer ServicePrimeMusic

Industrial & ScientificJanitorial & FacilitiesSafety SuppliesMedical SuppliesFood ServiceDiagnostic EquipmentMaterial Handling

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Twidec/6 Digits 0-999999 Customer Traffic Counter 100V-240VAC LED Auto Display Digital People Counter + 0-2M NPN Photoelectric Switch Sensor R61+ Holder + Reflector Panel

Visit the Twidec Store
★★★★★ 23 ratings

Save 8% Lowest price in 30 days
List Price: \$39.99 Details
Price: \$36.99 & FREE Returns
You Save: \$3.00 (8%)

Brand Twidec
Switch Type Flow Switch
Mounting Type Panel Mount
International Protection Rating IP66
Unit Count 1 Count
Number of Items 1

- About this item
- Digital counter is widely used in counting of output, the flow, the times, the speed and other occasion which need counting
 - Power supply: AC100V-240V ;Display range:0-999999(The meter retain the number automatically when power cut off); Overall dimension: 57mm X 40mm X 85mm
 - Photoelectric switch sensor is widely used in outdoors gates, garage doors for indoor/outdoor usage etc.
 - Supply Voltage:10-30V DC;Type : NPN (Switchable normally open or normally closed) ;Wire Type : DC 3 Wire;Sensory Distance : 0-2m (Adjustable distance); Body Size: 34mm x11mm x 21mm
 - Package Content: 1Pcs Counter + 1Pcs Photoelectric sensor + 1Pcs Power plug wire + 1Pcs Sensor mounting holder + 1Pcs x Reflector Panel

Specifications for this item

Brand Name	Twidec
Ean	0704768699642
Mounting Type	Panel Mount

\$36.99
& FREE Returns

FREE delivery Monday, August 8

Or fastest delivery Thursday, August 4. Order within 4 hrs 18 mins

Select delivery location

In Stock.

Qty: 1

Add to Cart
Buy Now

Secure transaction

Ships from Amazon
Sold by TWIDEC
Packaging Shows what's inside. It...

Details

Return policy: Eligible for Return, Refund or Replacement within 30 days of receipt



Enjoy fast, FREE delivery, exclusive deals and award-winning movies & TV shows with Prime
Try Prime and start saving today with Fast, FREE Delivery

Add a Protection Plan:

- ☐ 3-Year Protection for \$4.99
☐ 4-Year Protection for \$6.99
☐ Add a gift receipt for easy returns

Add to List

Have one to sell?
Sell on Amazon

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, September 8, 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 August 11, 2022
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
 - A. August Report
 - B. CD #1283 matures 9/30/22; #7632 matures 10/9/22
 - C. Town Quarterly Budget
 - D. Mileage Reimbursements
 - E. Bequest from estate of Beverly Panten
- VIII. Old Business
 - Building Maintenance Update
 - 1. Staff Room Renovation; report from Ed Schiller
 - 2. Elevator
 - 3. Air conditioning/furnace – Community Room
- IX. New Business
 - A. Display Case - \$127.85
 - B. Pumpkin Decorating Prizes – \$132.25
 - C. Halloween Party Materials - \$301.32
 - D. Door Counter - \$167.94
- X. Adjournment

Next Meeting: THURSDAY, OCTOBER 13, 2022 – 4:00PM

Lancaster Public Library
Board of Trustees
Meeting Minutes
August 11, 2022

- I. Roll Call - S. Jacobs, J. Yarborough, K. Wind, K. Graber, B. Tamol, K. Stock(Library Director)
- II. The meeting was called to order at 4:04 p.m.
- III. The agenda was amended and approved. MSP - J. Yarborough, K. Graber. Vote - unanimous
- IV. The minutes from July 14,2022 were reviewed and approved. MSP - B. Tamol, K. Graber. Vote - unanimous.
- V. K. Stock reported that The Lancaster Teams for Battle of the Books placed 1st and 4th.Lancaster Library is still offering curbside pickup and computer services continue to be brisk. As of today there are 59 entrants for the scavenger hunt, 107 new library cards were given out in July and craft kits are still extremely popular.
- VI. There were no public comments.
- VII. Financial Reports -
 - A. July Report was reviewed and approved. MSP- J. Yarborough, K. Wind. Vote - unanimous.
 - B. CD#178 was rolled over.
 - C. K. Stock provided the board with the Program projections quarterly update.
- VIII. Old Business -
 - A. Building Maintenance -
 1. A motion to spend up to \$56,000 towards the staff room renovation was made.MSP -J. Yarborough, S. Jacobs. Vote - unanimous
 2. A motion to recommend that the Lancaster Town Board accept the bid from MGR for the renovations was made. MSP - S.Jacobs, J. Yarborough. Vote - unanimous.
 3. Work on the elevator will be starting around Labor Day.
 4. Issues with the air conditioning are being looked at.
 - B. Little Free Libraries seem to be doing fine.
- IX. New Business -
 - A. The petty cash policy was amended to read local funds instead of private funds and #9 was eliminated. Approved as amended, MSP - K. Graber, B. Tamol. Vote - unanimous.
 - B. \$120.00 for the purchase of headphones was approved. MSP - J. Yarborough, K. Wind. Vote - unanimous
 - C. Approval to spend \$116.84 for butterfly and gardening kits. MSP - K. Wind, S. Jacobs. Vote - unanimous
 - D. Approval of spending \$36.99 for purchase of a door counter. MSP - J. Yarborough, K. Graber. Vote - unanimous.

- E. The library received the donation of a relic from Dr. Norbert Myslinski, pertaining to the history of the St. Augustine Church grotto.
- X. The meeting was adjourned at 4:52 p.m. MSP- K. Graber, J. Yarborough. Vote - Unanimous.

Respectfully submitted by,
Barbara Tamol
Secretary

**Lancaster Public Library
Director's Report - August 2022**

SUMMER HIGHLIGHTS



Battle of the Books – Our teams came in first and fourth place. Led by part-time Librarian Michael Green, this was the third time in a row our library won the trophy!

Summer Reading Bingo – This program for teens and adults ran until August 31st with **31** entries received. The two winners were: Heidi S. (teen) and Patricia S. (adult) and they each won a fitbit.

Summer Reading Logs - Our color by number reading log ran through August 31st. **180** children handed in a log for each ten books read and received a small prize.

Summer Reading Raffle - Our summer reading raffle for children ended on August 13th with **1,484** entries received. Dominic, Gianna, Arianna, and Andrea were the lucky winners.



Village Scavenger Hunt – We partnered with 18 village locations to offer our first ever scavenger hunt for all ages. Participants looked for sea creatures in their windows and stopped in to get a sticker. **84** completed entries were returned to the library. Clara F. won an outdoor-themed prize package. The prize package included several donated items from local businesses.



OUTREACH

St. Mary's Elementary Summer Program - Youth Services Librarian Meagan Carr visited this school on Tuesday, August 2nd. She read *Pete the Cat: I Love My White Shoes* by James Dean to the **39** students and then they decorated their own bookmark.

PARTNERSHIPS

Erie County Botanical Gardens - **27** children made their own terrarium and learned how to care for it on Monday, August 1st.

Village of Lancaster Mayor - Mayor Lynne Ruda discussed what a mayor does for **12** children and **6** adults on Monday, August 8th.

PROGRAMMING

Comic Book Club - Meagan held this program for **10** children on Tuesday, August 9th. They discussed their favorite comics, made origami bookmarks and super hero masks, and created their own comic strips.

Computer Coach - Library Assistant John Benzee held **3** one-on-one technology appointments, assisting patrons with Kindle Fires, Microsoft Word and Excel, and Google Drive.

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

- **Craft & Carry** - **97** children picked up a summer-themed craft kit.
- **STEM Kits: Straw Rockets** - **27** children picked up this kit and performed their experiment at home.
- **Take & Make** - These weekly kits had children's book themes and **168** were picked up.

Crafternoons - Each Wednesday in August, Meagan held a craft program for school-age children with a total attendance of **50**. Craft themes were: mermaids, boats, pirates, and dolphins.



Drop-in LEGO – Meagan held this program twice in August with a total attendance of **13**.

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, August 22nd.

LEGO® Club – Meagan held 2 LEGO® Clubs for a total of **13** children on Saturday, August 13th. They made fairy tales to display in the library.

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

Maker Space – John and Senior Page Paige Ciezki held 2 hands-on STEM programs on Thursday, August 4th & Thursday, August 18th with a total attendance of **31**. Participants played coding games, engineered a marble maze, programmed robots, and viewed microscope slides.

Storytimes - Meagan conducted multiple sessions for each age group for a total of **10** sessions: **6** children attended Lapsit, **26** children attended Toddler Time, **28** children attended Preschool Time and **22** children attended Family Storytime.

Thursday Performers – We hosted three different performers in August with a total attendance of **283**: In Jest, Hawk Creek Wildlife Center, and Nan Hoffman.

MEETINGS

August 18 – Kara, Meagan, and John met to finalize fall programming.

SOCIAL MEDIA



Lancaster Public Library wins teen reading competition

August 11, 2022

Youth readers from the Lancaster Public Library won the 2022 Battle of the Books, the Buffalo & Erie County Public Library System's exciting annual summer reading trivia competition. For the second year, the final battle rounds were held virtually.

The winning team from Lancaster included students ages 11 to 14: Stephanie C., Emma D., Lily D., Carrie K. and Carson S. They were coached by Michael Green.

The runner-up team from the Town of Tonawanda's Kenmore Branch Library were Jade M., Evey S., Josie C., Simon R. and Joe R. Coached by Jill Jablonski, team members were ages 11 to 13. Participating library teams were from:

Boston Free Library

Downtown Central Library

Elma Public Library

Grand Island Memorial Library

Lancaster Public Library

Newstead Public Library

Orchard Park Public Library

Town of Tonawanda Public Library – Kenmore Branch

Battle of the Books features dedicated teams students entering the sixth through ninth grades. They all read the same pre-selected books and spend many weeks practicing challenging trivia questions pertaining to each book

before the big battle begins. This year's selected titles were "Small Spaces," by Katherine Arden; "A Face Like Glass," by Frances Hardinge, and "Front Desk," by Kelly Yang.

This year's competition also featured an art contest based on the book Miss Peregrine's Home for Peculiar Children by Ransom Riggs. Isis (Cat) W. from Newstead was the Drawing winner, while Elizabeth W. from the Central Library was runner-up. Joe R. from Kenmore won the Photography category. Kenmore's Marcus M. was runner-up. Final scores can be found on the Central Library Facebook page here: fb.watch/eMLbgSrQVQ/

Battle of the Books is part of the New York State Summer Reading initiative Oceans of Possibilities. For more information on children's and teen programs, call 716-858-8900, or visit the library website, here: www.BuffaloLib.org

Related Stories by Lancaster Depew Bee

[Go To The Local Section](#)



WNY Softball Hall to induct 44th class

The Western New York Softball Hall of Fame has plans for its 44th class induction ceremony in the works. The...



What does a mayor do?



Library News

The Lancaster Public Library is open from 10 a.m. to 6 p.m. Monday; 10 a.m. to 9 p.m. Tuesday through...

[Load More](#)

What does a mayor do?

August 11, 2022



Lancaster Village Mayor Lynne Ruda stands with local youth for a photo during a visit to the library. Ruda met with the group on Aug. 8, aiming to educate on what it is a mayor does.



Mayor Lynne Ruda discusses the role of a mayor in local politics during an educational event at the Lancaster Public Library on Monday.

August Program Statistics

Program Date	Title	Number of programs	Total Attendance
8/1/2022	Terrariums	1	38
8/2/2022	Storytime	1	21
8/2/2022	Storytime	1	16
8/3/2022	Mahjong Club	1	5
8/3/2022	Mermaid Craft	1	16
8/4/2022	MakerSpace	1	18
8/4/2022	In Jest	1	110
8/5/2022	Storytime	1	7
8/5/2022	Storytime	1	23
8/5/2022	Drop-In Lego	1	20
8/8/2022	What Does a Mayor Do?	1	18
8/9/2022	Storytime	1	18
8/9/2022	Storytime	1	20
8/9/2022	Read to Lucy the Dog	1	8
8/9/2022	Comic Book Club	1	10
8/9/2022	Book Club	1	8
8/10/2022	Mahjong Club	1	5
8/10/2022	Boat Craft	1	22
8/11/2022	Hawk Creek	1	130
8/11/2022	Battle of the Books	1	8
8/12/2022	Storytime	1	4
8/12/2022	Storytime	1	18
8/12/2022	Drop-In Lego	1	7
8/13/2022	LEGO Club	1	11
8/13/2022	LEGO Club	1	8
8/16/2022	Storytime	1	20
8/16/2022	Storytime	1	16
8/17/2022	Pirate Craft	1	15
8/17/2022	Mahjong Club	1	5
8/17/2022	Youth Bureau Craft	1	2
8/18/2022	MakerSpace	1	15
8/18/2022	Nan Hoffman	1	43
8/18/2022	YA Book Club	1	2
8/18/2022	Summer Reading Raffle	1	1484
8/22/2022	Kidding Around Yoga	1	14
8/24/2022	Mahjong Club	1	5
8/24/2022	Dolphin Craft	1	17
8/31/2022	Mahjong Club	1	7
8/31/2022	Book a Tech Trainer	9	9
8/31/2022	Ticket to Read	1	9
8/31/2022	Take & Make Craft	168	168
8/31/2022	Craft & Carry	97	97
8/31/2022	STEM Kits	27	27
8/31/2022	Library Card Kits	3	3

8/31/2022	Summer Reading Log	1	180
8/31/2022	Seed Library	57	57
8/31/2022	Summer BINGO	1	31
8/31/2022	Scavenger Hunt	1	84
8/31/2022	Tutoring	10	10
8/31/2022	Tutoring	12	12
8/31/2022	Tutoring	5	5

LANCASTER PUBLIC LIBRARY 2022 STATISTICS

CIRCULATION			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	8,583	3,832	124.0%
FEB	9,681	8,640	12.0%
MAR	11,175	9,752	14.6%
APR	15,609	8,582	81.9%
MAY	17,971	7,941	126%
JUN	18,973	9,924	91.2%
JUL	22,830	13,422	70.1%
AUG	24,206	11,479	110.9%
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	129,028	73,572	75.4%

LIBRARY VISITS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	4,512	1,129	299.6%
FEB	5,318	3,544	50.1%
MAR	6,449	4,433	45.5%
APR	6,472	4,322	49.7%
MAY	5,648	3,824	47.7%
JUN	6,502	5,648	15.1%
JUL	7,816	6,169	26.7%
AUG	7,744	5,509	40.6%
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	50,461	34,578	45.9%

PUBLIC ACCESS COMPUTER SESSIONS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	584	78	648.7%
FEB	574	510	12.5%
MAR	753	862	-12.6%
APR	613	673	-8.9%
MAY	693	661	4.8%
JUN	644	594	8.4%
JUL	631	738	-14.5%
AUG	717	698	2.7%
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	5,209	4,814	8.2%

WIFI			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	1,189	736	61.5%
FEB	1,356	1,079	25.7%
MAR	1,680	1,418	18.5%
APR	1,469	1,299	13.1%
MAY	1,704	1,403	21.5%
JUN	1,710	1,559	9.7%
JUL	1,736	1,714	1.3%
AUG	1,659	1,221	35.9%
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	12,503	10,429	19.9%

STAFF	
Librarian	Kara Stock
	Meagan Carr
	Genevieve Maynard, Michael Green
Lib. Asst.	John Benzee
Clerical	Lisa Watt
	Mary Pryzbyla
Sr. Page	Paige Ciezki, Eric Stiller
	Alexis Bartkowiak, 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.	CLOSED

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	0	0	18	18	561	\$6.00	\$104.00	\$0.00	\$165.00	\$976.80
MAR	0	0	23	41	552	\$6.00	\$130.00	\$12.00	\$188.00	\$332.80
APR	0	0	19	36	514	\$9.00	\$56.00	\$0.00	\$151.00	\$0.00
MAY	0	0	20	31	507	\$9.00	\$61.00	\$20.00	\$187.00	\$201.00
JUN	1	23	37	35	654	\$12.00	\$72.00	\$0.00	\$183.00	\$320.00
JUL	0	0	61	46	745	\$18.00	\$92.00	\$12.00	\$200.00	\$0.00
AUG	0	0	24	33	709	\$3.00	\$62.00	\$20.00	\$215.50	\$100.00
SEP										
OCT										
NOV										
DEC										
TOTAL	1	23	219	270	4,821	\$63.00	\$646.00	\$76.00	\$1,444.50	\$1,930.60

Total Proceeds \$4,160.10


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

Circulation

Total Circulations


 Library	August			Year to Date Totals			Footnotes
	2022 Total	2021 Total	% of	2022 Total	2021 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	2,379	1,639	45.1%	13,735	11,482	19.6%	<p>Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>System-wide - Fine free with autorenewals implemented 4/2022.</p> <p>System-wide - Hoopla streaming services and Overdrive Magazines implemented 6/1/2022.</p> <p>Alden - 8/6/2022 - Closed 4 1/4 hours early (open 9-9:45am) due to power outage.</p> <p>City of Tonawanda - Closed 8/24/2022 - sewer line repair.</p> <p>Correctional Facility - Numbers not received. Staff returned to Holding Center 8/2022.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Merriweather - Open during 7-week renovation project starting 7/25/2022.</p> <p>Merriweather - Community assistance with NYS East Side Assistance grant applications.</p>
Amherst							
Audubon	41,213	22,493	83.2%	225,818	155,716	45.0%	
Clearfield	38,158	19,309	97.6%	204,556	135,634	50.8%	
Eggertsville-Snyder	17,588	9,440	86.3%	95,616	66,828	43.1%	
Williamsville	7,567	2,673	183.1%	31,990	18,258	75.2%	
Angola	4,001	1,997	100.4%	20,396	14,496	40.7%	
Aurora	16,608	7,709	115.4%	88,101	55,213	59.6%	
Boston	3,624	2,101	72.5%	20,570	16,816	22.3%	
Cheektowaga							
Julia Boyer Reinstein	26,310	14,724	78.7%	156,570	103,756	50.9%	
Reinstein Memorial	9,819	4,734	107.4%	54,896	32,235	70.3%	
Clarence	27,494	15,140	81.6%	128,367	102,340	25.4%	
Collins	4,907	2,368	107.2%	27,782	17,550	58.3%	
Concord	6,434	2,563	151.0%	34,650	23,333	48.5%	
Eden	4,996	2,754	81.4%	27,506	21,514	27.9%	
Elma	11,113	5,585	99.0%	60,328	38,727	55.8%	
Grand Island Memorial	13,396	6,825	96.3%	72,399	50,770	42.6%	
Hamburg							
Hamburg	23,460	11,627	101.8%	125,126	78,260	59.9%	
Lake Shore	7,513	3,726	101.6%	41,444	25,972	59.6%	
Lackawanna	5,007	2,005	149.7%	27,086	14,784	83.2%	
Lancaster	24,206	11,479	110.9%	129,028	73,572	75.4%	
Marilla	4,017	2,483	61.8%	23,270	18,705	24.4%	
Newstead	6,472	2,915	122.0%	34,977	22,662	54.3%	
North Collins	1,896	994	90.7%	10,958	7,906	38.6%	
Orchard Park	28,884	14,622	97.5%	160,593	103,739	54.8%	
City of Tonawanda	10,385	5,311	95.5%	61,579	39,698	55.1%	
Town of Tonawanda							
Kenilworth	6,796	3,578	89.9%	38,073	26,362	44.4%	
Kenmore	30,574	15,609	95.9%	169,678	112,177	51.3%	
West Seneca	24,940	12,432	100.6%	134,210	91,300	47.0%	
Buffalo							
Coles	2,393	1,521	57.3%	9,790	8,697	12.6%	
Crane	6,742	1,853	263.8%	50,730	27,412	85.1%	
Dudley	5,142	2,378	116.2%	28,636	17,466	64.0%	
East Clinton	2,992	1,070	179.6%	16,115	8,371	92.5%	
González-Soto	4,559	2,830	61.1%	24,776	16,004	54.8%	
Merriweather	4,277	2,359	81.3%	23,763	17,693	34.3%	
North Park	9,830	4,991	97.0%	53,866	35,188	53.1%	
Panty	2,459	1,279	92.3%	12,123	10,034	20.8%	
Central	32,709	15,119	116.3%	185,100	113,626	62.9%	
BookmobileServices					0		
Library on Wheels	2,766	1,621	70.6%	15,410	8,020	92.1%	
Library2Go	889	See note.	See note.	3,497	See note.	See note.	
Institutions							
Correctional Facility	0	0	#DIV/0!	0	0	#DIV/0!	
Holding Center	3,587	0	#DIV/0!	3,587	0	#DIV/0!	
System							
Online Renewals	719	86,096	-99.2%	250,409	619,249	-59.6%	
Interlibrary Loans	1,113	1,139	-2.3%	8,927	8,281	7.8%	
eAudiobooks	50,723	41,545	22.1%	363,365	308,912	17.6%	
eVideos	878	133	560.2%	2,957	837	253.3%	
eBooks	80,373	78,308	2.6%	610,445	624,729	-2.3%	
eMusic	305	24,553	-98.8%	1,043	197,478	-99.5%	
eMagazines	7,371	See note.	See note.	20,925	See note.	See note.	
B&ECPL Totals	629,584	475,630	32.4%	3,904,766	3,501,802	11.5%	
Member Libraries	409,757	208,835	96.2%	2,219,302	1,479,805	50.0%	
Buffalo Branches	38,394	18,281	110.0%	219,799	140,865	56.0%	
Central Library	32,709	15,119	116.3%	185,100	113,626	62.9%	
Bookmobile Services	3,655	1,621	125.5%	18,907	8,020	135.7%	
Institutions	3,587	0	#DIV/0!	3,587	0	#DIV/0!	
System	141,482	231,774	-39.0%	1,258,071	1,759,486	-28.5%	


Library Visits

	August			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)	962	833	15.5%	6,918	6,641	4.2%	<p>Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Alden - 8/6/2022 - Closed 4 1/4 hours early (open 9-9:45am) due to power outage.</p> <p>City of Tonawanda - Closed 8/24/2022 - sewer line repair.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Merriweather - Open during 7-week renovation project starting 7/25/2022.</p> <p>Merriweather - Community assistance with NYS East Side Assistance grant applications.</p>
<i>Amherst</i>							
Audubon	11,414	11,120	2.6%	71,081	64,877	9.6%	
Clearfield	13,021	10,332	26.0%	78,410	65,845	19.1%	
Eggertsville-Snyder	5,685	5,098	11.5%	35,045	31,674	10.6%	
Williamsville	3,091	2,070	49.3%	14,923	10,893	37.0%	
Angola	2,997	2,553	17.4%	26,133	26,275	-0.5%	
Aurora	5,182	4,273	21.3%	37,774	27,894	35.4%	
Boston	1,428	1,505	-5.1%	9,237	8,943	3.3%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	8,557	7,560	13.2%	61,162	50,067	22.2%	
Reinstein Memorial	4,019	2,537	58.4%	24,767	17,282	43.3%	
Clarence	7,279	6,729	8.2%	42,113	42,630	-1.2%	
Collins	1,483	1,201	23.5%	9,351	7,783	20.1%	
Concord	2,638	2,159	22.2%	20,270	16,100	25.9%	
Eden	1,569	1,268	23.7%	10,682	9,512	12.3%	
Elma	3,959	3,136	26.2%	25,430	20,267	25.5%	
Grand Island Memorial	4,840	4,004	20.9%	30,332	24,087	25.9%	
<i>Hamburg</i>							
Hamburg	7,830	6,733	16.3%	51,103	39,294	30.1%	
Lake Shore	3,274	2,439	34.2%	22,640	17,195	31.7%	
Lackawanna	3,080	2,644	16.5%	23,385	15,102	54.8%	
Lancaster	7,744	5,509	40.6%	50,461	33,430	50.9%	
Marilla	1,171	1,217	-3.8%	7,195	7,702	-6.6%	
Newstead	2,704	2,084	29.8%	19,338	16,852	14.8%	
North Collins	1,312	963	36.2%	7,868	6,890	14.2%	
Orchard Park	11,827	9,512	24.3%	79,536	58,402	36.2%	
City of Tonawanda	4,321	4,193	3.1%	29,132	25,282	15.2%	
<i>Town of Tonawanda</i>							
Kenilworth	3,068	2,872	6.8%	21,973	22,431	-2.0%	
Kenmore	9,145	7,590	20.5%	62,686	49,447	26.8%	
West Seneca	9,650	6,146	57.0%	62,305	52,444	18.8%	
<i>Buffalo</i>							
Coles	3,357	3,304	1.6%	15,863	19,623	-19.2%	
Crane	1,606	1,215	32.2%	21,250	21,057	0.9%	
Dudley	2,857	3,102	-7.9%	20,481	18,226	12.4%	
East Clinton	1,639	1,047	56.5%	9,783	6,486	50.8%	
González-Soto	3,205	3,091	3.7%	21,887	17,917	22.2%	
Merriweather	8,429	4,829	74.5%	53,758	29,998	79.2%	
North Park	5,361	5,061	5.9%	35,139	29,986	17.2%	
Panty	3,603	2,243	60.6%	15,097	14,831	1.8%	
<i>Central</i>	16,354	10,372	57.7%	123,169	73,704	67.1%	
<i>Bookmobile Services</i>							
Library on Wheels	1,375	1,442	-4.6%	9,502	4,186	127.0%	
Library2Go	194	See note.	See note.	1,974	See note.	See note.	
<i>Institutions</i>							
Correctional Facility	695	665	4.5%	4,760	6,725	-29.2%	
Holding Center	594	291	104.1%	2,695	2,333	15.5%	
System	192,519	154,942	24.3%	1,276,608	1,020,313	25.1%	
Member Libraries	143,250	118,280	21.1%	941,250	775,241	21.4%	
Buffalo Branches	30,057	23,892	25.8%	193,258	158,124	22.2%	
Central Library	16,354	10,372	57.7%	123,169	73,704	67.1%	
Bookmobile	1,569	1,442	8.8%	11,476	4,186	174.2%	
Institutions	1,289	956	34.8%	7,455	9,058	-17.7%	

Registered Public Access Computer Sessions

Session Counts Per Outlet

	August			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)	74	73	1.4%	485	495	-2.0%	<p>Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Alden - 8/6/2022 - Closed 4 1/4 hours early (open 9-9:45am) due to power outage.</p> <p>City of Tonawanda - Closed 8/24/2022 - sewer line repair.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Merriweather - Open during 7-week renovation project starting 7/25/2022.</p> <p>Merriweather - Community assistance with NYS East Side Assistance grant applications.</p>
<i>Amherst</i>							
Audubon	1,084	1,231	-11.9%	7,492	7,697	-2.7%	
Clearfield	876	654	33.9%	5,689	4,511	26.1%	
Egbertsville-Snyder	577	526	9.7%	3,562	3,401	4.7%	
Williamsville	260	109	138.5%	1,195	863	38.5%	
Angola	210	151	39.1%	1,387	1,054	31.6%	
Aurora	428	320	33.8%	2,627	1,923	36.6%	
Boston	68	75	-9.3%	550	559	-1.6%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,464	1,240	18.1%	10,412	7,948	31.0%	
Reinstein Memorial	885	507	74.6%	5,689	3,693	54.0%	
Clarence	553	505	9.5%	3,189	3,425	-6.9%	
Collins	114	124	-8.1%	741	887	-16.5%	
Concord	222	232	-4.3%	1,534	1,537	-0.2%	
Eden	137	80	71.3%	819	795	3.0%	
Elma	191	172	11.0%	1,477	1,285	14.9%	
Grand Island Memorial	305	241	26.6%	2,010	1,514	32.8%	
<i>Hamburg</i>							
Hamburg	1,004	868	15.7%	6,871	5,548	23.8%	
Lake Shore	273	195	40.0%	1,811	1,308	38.5%	
Lackawanna	620	421	47.3%	3,446	2,723	26.6%	
Lancaster	717	698	2.7%	5,209	4,814	8.2%	
Marilla	48	51	-5.9%	256	357	-28.3%	
Newstead	258	189	36.5%	1,248	1,273	-2.0%	
North Collins	162	107	51.4%	838	982	-14.7%	
Orchard Park	630	605	4.1%	4,494	3,531	27.3%	
City of Tonawanda	703	607	15.8%	4,584	3,344	37.1%	
<i>Town of Tonawanda</i>							
Kenilworth	468	404	15.8%	3,149	2,634	19.6%	
Kenmore	1,494	1,098	36.1%	10,541	7,344	43.5%	
West Seneca	1,268	1,060	19.6%	8,218	7,514	9.4%	
<i>Buffalo</i>							
Coles	1,036	931	11.3%	5,059	6,278	-19.4%	
Crane	267	179	49.2%	3,273	2,700	21.2%	
Dudley	554	604	-8.3%	4,380	3,620	21.0%	
East Clinton	391	253	54.5%	2,277	1,543	47.6%	
González-Soto	729	805	-9.4%	4,671	4,936	-5.4%	
Merriweather	1,351	1,316	2.7%	10,583	8,749	21.0%	
North Park	1,218	1,027	18.6%	7,324	6,578	11.3%	
Panty	639	453	41.1%	2,944	2,788	5.6%	
Central	6,511	4,205	54.8%	44,542	29,697	50.0%	
<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	27,789	22,316	24.5%	184,576	149,848	23.2%	
Member Libraries	15,093	12,543	20.3%	99,523	82,959	20.0%	
Buffalo Branches	6,185	5,568	11.1%	40,511	37,192	8.9%	
Central Library	6,511	4,205	54.8%	44,542	29,697	50.0%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

WiFi							
Total Logins							
	August			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)	431	340	26.8%	3,416	2,786	22.6%	
Amherst							
Audubon	2,411	2,683	-10.1%	16,259	16,421	-1.0%	
Clearfield	2,795	2,182	28.1%	17,304	14,377	20.4%	
Eggertsville-Snyder	1,032	1,082	-4.6%	8,087	7,130	13.4%	
Williamsville	1,457	1,341	8.7%	10,704	10,946	-2.2%	
Angola	205	200	2.5%	1,657	1,290	28.4%	
Aurora	2,178	1,711	27.3%	16,495	12,225	34.9%	
Boston	228	196	16.3%	1,371	1,154	18.8%	
Cheektowaga							
Julia Boyer Reinstein	1,089	922	18.1%	8,991	5,974	50.5%	
Reinstein Memorial	754	816	-7.6%	5,240	4,951	5.8%	
Clarence	1,229	1,150	6.9%	8,481	8,347	1.6%	
Collins	238	195	22.1%	1,806	1,644	9.9%	
Concord	570	477	19.5%	4,248	3,600	18.0%	
Eden	233	170	37.1%	1,736	1,414	22.8%	
Elma	369	264	39.8%	2,540	2,083	21.9%	
Grand Island Memorial	804	877	-8.3%	5,386	6,119	-12.0%	
Hamburg							
Hamburg	1,793	1,675	7.0%	13,604	12,206	11.5%	
Lake Shore	428	434	-1.4%	3,218	3,068	4.9%	
Lackawanna	486	393	23.7%	3,278	2,223	47.5%	
Lancaster	1,659	1,221	35.9%	12,503	10,429	19.9%	
Marilla	86	89	-3.4%	714	777	-8.1%	
Newstead	432	424	1.9%	3,088	4,301	-28.2%	
North Collins	331	235	40.9%	2,802	2,151	30.3%	
Orchard Park	1,753	1,349	29.9%	12,541	8,209	52.8%	
City of Tonawanda	646	812	-20.4%	4,636	5,165	-10.2%	
Town of Tonawanda							
Kenilworth	535	374	43.0%	3,493	2,599	34.4%	
Kenmore	2,092	1,535	36.3%	15,462	11,330	36.5%	
West Seneca	2,034	1,669	21.9%	14,341	12,347	16.1%	
Buffalo							
Coles	970	773	25.5%	5,925	4,635	27.8%	
Crane	334	212	57.5%	3,332	3,485	-4.4%	
Dudley	1,380	1,982	-30.4%	10,573	12,750	-17.1%	
East Clinton	858	399	115.0%	5,387	3,176	69.6%	
González-Soto	2,266	1,850	22.5%	16,245	11,938	36.1%	
Merriweather	1,103	811	36.0%	8,681	5,437	59.7%	
North Park	1,126	855	31.7%	7,976	6,155	29.6%	
Panty	1,319	1,123	17.5%	8,926	7,409	20.5%	
Central	15,021	11,027	36.2%	108,214	71,330	51.7%	
Bookmobile Services							
Library on Wheels	92	128	-28.1%	485	386	25.6%	
Library2Go	0	See note.	See note.	0	See note.	See note.	
System	52,767	43,976	20.0%	379,145	301,967	25.6%	
Member Libraries	28,298	24,816	14.0%	203,401	175,266	16.1%	
Buffalo Branches	9,356	8,005	16.9%	67,045	54,985	21.9%	
Central Library	15,021	11,027	36.2%	108,214	71,330	51.7%	
Bookmobile Services	92	128	-28.1%	485	386	25.6%	

Lancaster Financial Monthly Report 2022

August

Account	Deposits	Disbursements	Interest	Sub-Total	Balance
M & T Checking					
Beginning Balance					\$5,012.90
Fine/ print revenue	\$361.74				
ECWA: Water bill (#24985)		-\$79.71			
Ending Balance	\$361.74	-\$79.71		\$282.03	\$5,294.93
Bank on Buffalo					
Beginning Balance					\$59,355.13
Battle of the Books party donation	\$100.00				
Amazon return for door counter	\$39.99				
Copier	\$62.00				
Headphones (1 @ \$3)	\$3.00				
Vending	\$20.00				
Book sale	\$215.50				
Wegmans: Cake for BOTB party (Debit)		-\$35.00			
Dollar General: BOTB party supplies (Debit)		-\$23.05			
Picasso's Pizza: Pizza for BOTB party (Debit)		-\$39.57			
Amazon: Gift card for BOTB coach (Debit)		-\$50.00			
Nan Hoffman: 8/11 program (#480)		-\$300.00			
Donna Baia: 8/22 Kidding Around Yoga (#481)		-\$50.00			
Dollar Tree: Headphones for resale (Debit)		-\$120.00			
Amazon: Learning kits' items (Debit)		-\$104.73			
Amazon: Door counter (Debit)		-\$39.99			
Fun Express: Halloween crafts (Debit)		-\$460.46			
Ending Balance	\$440.49	-\$1,222.80		-\$782.31	\$58,572.82
Bank on Buffalo CDs	Amount	Maturity	Interest Rate	Interest	Total
Bank on Buffalo CD 040	\$21,535.19	12M 6/28/23	0.11%	\$0.00	\$21,535.19
Bank on Buffalo CD 043	\$12,020.49	36M 7/27/23	0.61%	\$0.00	\$12,020.49
Bank on Buffalo CD 045	\$28,167.34	12M 1/24/23	0.11%	\$0.00	\$28,167.34
Bank on Buffalo CD 046	\$24,633.55	12M 5/24/23	0.11%	\$6.90	\$24,640.45
Bank on Buffalo CD 028	\$11,721.87	36M 10/27/24	0.19%	\$0.00	\$11,721.87
Bank on Buffalo CD 178	\$20,615.59	12M 8/03/23	0.11%	\$14.39	\$20,629.98
Bank on Buffalo CD 1283	\$10,573.93	12M 9/30/22	0.11%	\$0.00	\$10,573.93
Bank on Buffalo CD 2355	\$22,017.00	36M 5/29/23	0.11%	\$6.17	\$22,023.17
Bank on Buffalo CD 7632	\$20,072.62	12M 10/9/22	0.11%	\$0.00	\$20,072.62
CD Balance				\$27.46	\$171,385.04
Total Balance					\$235,252.79

August 2022

Date	Item	Deposit	Withdrawl	Total
				\$152.53
29-Aug	John- Barnes & Noble- magazine for seed library resources		-\$15.99	\$136.54
31-Aug	Josh- Tops- 5 gal bottle water exchange		-\$6.99	\$129.55
		\$0.00	-\$22.98	\$129.55

ACCOUNT TRIAL BALANCE FOR FY22/MAY TO JUL

FUND 001

ACCOUNT	ACCOUNT NAME	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PER JNL SRC EFF DATE REFERENCE							
001-70-7410-000-260							
OTHER CAPITAL OUTLAY	17410		.00				
5 241 API 05/14/22 002126 4453		SYNCB/AMAZON		429.98	.00	429.98	
5 242 API 05/14/22 002126 4454		SYNCB/AMAZON		299.99	.00	729.97	
5 243 API 05/14/22 002126 4455		SYNCB/AMAZON		458.98	.00	1,188.95	
17410-260			.00	1,188.95	.00	1,188.95	1,188.95
001-70-7410-000-411							
CONTRACTUAL SERVICES	17410		113.50				
17410-411			113.50	.00	.00	.00	113.50
001-70-7410-000-422							
BUILDINGS	17410		469.45				
5 282 API 05/14/22 001487 4451		HOME DEPOT		24.97	.00	24.97	
7 223 API 07/06/22 001487 5422		HOME DEPOT		25.68	.00	50.65	
7 229 API 07/06/22 001202 5437		CLARK AIR SYSTE		281.62	.00	332.27	
7 431 API 07/15/22 001371 5539		ERIE CO. COMPTR		8.15	.00	340.42	
17410-422			469.45	340.42	.00	340.42	809.87
001-70-7410-000-426							
REPAIRS & MAINTENANCE	17410		22,057.45				
5 583 GCR 05/10/22	Lanc Library M	wallace grant		.00	20,000.00	-20,000.00	
17410-426			22,057.45	.00	20,000.00	-20,000.00	2,057.45
001-70-7410-000-434							
LANDSCAPING MATERIALS	17410		.00				
5 300 API 05/14/22 001019 4465		ADAMS NURSERY &		64.92	.00	64.92	
17410-434			.00	64.92	.00	64.92	64.92
001-70-7410-000-460							
INTERNET ACCESS	17410		411.57				
5 446 API 05/31/22 002096 4640		SPECTRUM		109.98	.00	109.98	
6 542 API 06/28/22 002096 5215		SPECTRUM		109.98	.00	219.96	
7 530 API 07/29/22 002096 5662		SPECTRUM		109.98	.00	329.94	
17410-460			411.57	329.94	.00	329.94	741.51
TOTALS FOR FUND 001							
General Fund			23,051.97	1,924.23	20,000.00	-18,075.77	4,976.20
REPORT TOTALS			23,051.97	1,924.23	20,000.00	-18,075.77	4,976.20

** END OF REPORT - Generated by Annette Wojtowicz **

2022 CLAIM FOR MILEAGE FORM

*For use of privately owned vehicle. To be used for travel within Erie County.**Employee must complete and submit to the CFO's Office with supporting documentation on or before the 10th of the month following date(s) of travel*

Name Kara Stock			Department Lancaster Library					
Address			Employee ID					
Date	From	To	Miles Driven	Mileage Total	Day	Daily Total	Tolls	Parking
6/21/22	Lancaster Library	321 Columbia Ave, Depew		\$ 0.00	1	\$ 4.00		
7/13/22	Central Library	Lancaster Library	12.5	\$ 7.81		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
TOTAL			12.5	\$ 7.81	1.0	\$ 4.00	\$ 0.00	\$ 0.00
Reimbursement rate is dependent upon the current rate negotiated in the Collective Bargaining Agreement. Minimum reimbursement for mileage per day is actual miles times rate or \$____, whichever is greater.			Amount in Miles		\$ 7.81			
			Amount for days @ \$__		\$ 4.00			
			Amount for tolls		\$ 0.00			
			Amount for parking		\$ 0.00			
			Total to be paid		\$ 11.81			
<p align="center">79FH =75HCB 6M7@5-A 5BH9A D@CM9</p> <p>I, the undersigned, hereby certify that the mileage indicated with this claim has actually been traveled by me on behalf of the B&ECPL. Further, that the amount indicated is accurate and that payment of this claim has not been previously received.</p> <p>Employee Signature: _____ Date: _____</p>								
<p align="center">79FH =75HCB C: G D9FJ =GCF CF 89D5FHA 9BH< 958</p> <p>I, the undersigned, hereby certify that the mileage claimed in the above account was actually and necessarily traveled by the claimant in the performance of his/her duties and that the best interests of the B&ECPL were serviced by using an automobile in lieu of other means of transportation.</p> <p>Signature: _____ Date: _____</p> <p>Supervisor or Department Head</p>								
<p align="center">: B5B79C: : =79I G9'CB@M</p> <p>Signature: _____ Date: _____</p> <p>Deputy Director, CFO</p>								

2022 CLAIM FOR MILEAGE FORM

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

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

Name			Department					
Address			Employee ID					
Date	From	To	Miles Driven	Mileage Total	Day	Daily Total	Tolls	Parking
TOTAL								
Reimbursement rate is dependent upon the current rate negotiated in the Collective Bargaining Agreement. Minimum reimbursement for mileage per day is actual miles times rate or \$ <u>4</u> , whichever is greater.			Amount in Miles					
			Amount for days @ \$ <u>4</u>					
			Amount for tolls					
			Amount for parking					
			Total to be paid					
<p align="center">79FH =75HCB 6M7@5-A 5BH9A D@CM9</p> <p>I, the undersigned, hereby certify that the mileage indicated with this claim has actually been traveled by me on behalf of the B&ECPL. Further, that the amount indicated is accurate and that payment of this claim has not been previously received.</p> <p>Employee Signature: _____ Date: _____</p>								
<p align="center">79FH =75HCB C: G D9FJ =GCF CF 89D5FHA 9BH< 958</p> <p>I, the undersigned, hereby certify that the mileage claimed in the above account was actually and necessarily traveled by the claimant in the performance of his/her duties and that the best interests of the B&ECPL were serviced by using an automobile in lieu of other means of transportation.</p> <p>Signature: _____ Date: _____</p> <p>Supervisor or Department Head</p>								
<p align="center">: =B5B79C: : =79I G9'CB@M</p> <p>Signature: _____ Date: _____</p> <p>Deputy Director, CFO</p>								

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

COPY

August 12, 2022

Mollenberg-Betz
300 Scott Street
Buffalo, New York 14204

Gentleman:

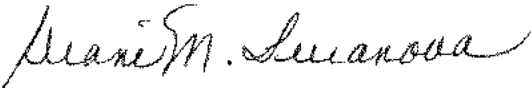
Enclosed is a copy of a resolution adopted by the Town Board of the Town of Lancaster on August 8, 2022.

This resolution accepts and authorizes the Supervisor to execute the proposal to supply and install 3.5 ton (42,000 btu/hr) Air Conditioning System within the Town of Lancaster's Library, located at 5466 Broadway in accordance with the quote for an amount not to exceed \$11,035.00.

COPY

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

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

26

WHEREAS, Michelle Barbaro, Deputy Highway Superintendent has requested to install a 3.5-ton (42,000 btu/hr) Air Conditioning System to be located within the Town of Lancaster Library located at 5466 Broadway in the Town of Lancaster, and

WHEREAS, the Deputy Highway Superintendent, solicited written requests for proposals from three (3) vendors to provide and install the 3.5-ton Air Conditioning System in accordance with the Town of Lancaster's Procurement Policy, and

WHEREAS, by letter dated August 2, 2022, Michelle Barbaro, has recommended that the Town of Lancaster award the project to Mollenberg-Betz, Inc., to provide and install a 3.5-ton (42,000 btu/hr) Air Conditioning System within the Town of Lancaster Library at a cost of \$11,035.00 per their quote included with her request, and

WHEREAS, funding for the project is available from the Town's 2022 Library Equipment and Buildings' Equipment, Other Capital Outlay Budgets.

NOW, THEREFORE,

BE IT RESOLVED, that the Town Board of the Town of Lancaster hereby accepts and authorizes the Supervisor to execute the proposal to supply and install 3.5-ton (42,000 btu/hr) Air Conditioning System within the Town of Lancaster's Library, located at 5466 Broadway, from Mollenberg-Betz, 300 Scott Street, Buffalo, New York 14204, as proposed by Deputy Highway Superintendent, Michelle Barbaro, in accordance with the quote included with her request, for an amount not to exceed \$11,035.00 and which will be paid for with funds available in the Town's 2022 Library Equipment and Buildings' Equipment, Other Capital Outlay Budgets.

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

August 8, 2022

CUSTOMER INFO

SHIPPING

PAYMENT

Payment

First Name:

Last Name:

Card Number:

Expiration Date:

<Select One>

/

<Select One>

CVV:

☐ Store This Card For Future Use

Complete Order

ORDER SUMMARY

Shipping: Ground	\$11.39
Sales Tax	\$0.00
TOTAL	\$127.85



Acrylic 5-Sided Box w/ Cam
Lock Lid

\$116.46

Code: 10852

Quantity: 1

Select Size: 12x12x12

Item ships in 5-7 business days.

SHIP TO

Kara Stock
Lancaster Public Library
5466 BROADWAY ST
LANCASTER, NY 14086-2133
[\(Edit\)](#)

BILL TO

Kara Stock
Lancaster Public Library
5466 BROADWAY ST
LANCASTER, NY 14086-2133
[\(Edit\)](#)



P_10844

★★★★★ [Read](#) ▾

Acrylic 5-Sided Box w/ Hasp Lock Lid

Item ships in 3-5 business days.

[Additional Product Options](#) ▾

Featured Reviews

[View All](#) ▾

Alexis L

Pumpkin Contest Prizes

QTY.	Description	Website	Price
1	Mini Popcorn Maker	https://amzn.to/3A9SpGe	\$49.99
1	Popcorn, 8 lb.	https://amzn.to/3e6cbev	\$13.28
1	Electric Ice Cream Maker	https://amzn.to/3cafEYX	\$44.99
1	Ice Cream Mix	https://amzn.to/3dYzczL	\$23.99
			\$132.25

Halloween Party Request

QTY.	Description	Website	Price per each	Total Price
4	Mini Pumpkin Stress Toys - 24 pc	https://bit.ly/3AYoxhz	\$19.99	\$79.96
5	Trick-or-Treating Rubbers Duckies - 12 pc	https://bit.ly/3CMfmCe	\$8.29	\$41.45
5	Halloween Kawaii Plush Characters - 12 pc	https://bit.ly/3ArJvUw	\$19.99	\$99.95
4	Spider Bendables - 24 pc	https://bit.ly/3Q11yGY	\$19.99	\$79.96
				\$301.32

amazon

Hello
Select your address

Industrial & Scientific

Q

English

Hello, Sign in
Account & Lists




Returns & Orders


0


AllBack to SchoolOff to CollegeBest SellersAmazon BasicsToday's DealsNew ReleasesONE on Prime Video: Tune in Aug 26

Industrial & ScientificJanitorial & FacilitiesSafety SuppliesMedical SuppliesFood ServiceDiagnostic EquipmentMaterial Handling

Office Products › Office & School Supplies › Binders & Binding Systems › Binding Machines







All-Tag Micro Display People Counter, Wireless Battery Operated,Black

Visit the [ALL-TAG Store](#)


★★★★★ 1 rating

Price: **\$169.94**

[FREE Returns](#)

- Infrared Beam Technology
- Side Firing Counter for Small Spaces
- Easy to install
- Maintenance Free
- Long lasting battery included
- Count displayed on LED Screen
- 2 year by ALL-TAG

Additional Details

 **Small Business**
This product is from a small business brand. Support small. [Learn more](#)

Specifications for this item

Brand Name	ALL-TAG
Color	Black
Ean	0743724179804
Included Components	Magnet, Screwdriver, Quick Installation Guide
Manufacturer Series Number	T-PC-SA100MICRO
Material	Plastic

[See more](#)


One-time purchase:

\$169.94

[FREE Returns](#)

FREE delivery **Monday, August 29**

Or fastest delivery **Friday, August 26**. Order within **4 hrs 52 mins**


 [Select delivery location](#)

Only 12 left in stock (more on the way).

Qty: 1

Add to Cart

Buy Now

 [Secure transaction](#)

Ships from

Amazon.com

Sold by


Amazon.com

Return policy:

[Eligible for Return, Refund or Replacement within 30 days of receipt](#)


Support:

[Free Amazon product support included](#)




Enjoy fast, FREE delivery, exclusive deals and award-winning movies & TV shows with Prime
[Try Prime](#) and start saving today with **Fast, FREE Delivery**

☐ Add a gift receipt for easy returns



SVANTTO

Biometric Attendance Machine



Sponsored

Subscribe & Save:

\$169.94

First delivery on Aug 29

Ships from: Amazon.com

Sold by: Amazon.com

Buy it with

Add to List

Have one to sell?

https://www.amazon.com/All-Tag-Display-Counter-Wireless-Operated/dp/B00WZXH724/

1/6

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

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

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

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

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

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

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

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

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

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

VII. Monthly Financial Report:

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

VIII. Old Business:

Building Maintenance Update

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

New Business

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

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

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

**Lancaster Public Library
Director's Report - September 2022**

OUTREACH

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

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

PARTNERSHIPS

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

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

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

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

PROGRAMMING



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

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

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

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

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

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

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

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

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

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

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



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

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

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

WEBSITE/ SOCIAL MEDIA

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

Instagram - Lancaster Public Library tagged by library users.



MEETINGS

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

Dr. Samuel Potter exhibit on display at Lancaster Public Library

September 08, 2022



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

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

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

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

Banned Books Week needed now more than ever

September 15, 2022

by ERIC KEPPELER West Seneca Editor

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

September 15, 2022

by JAMES SINNER Editor



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

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

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

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



Assemblymember Monica Wallace gives Lancaster Public Library 2022 Battle of the Books participant Lillian Demarzio a certificate of recognition in honor of her team's victory. In total, 14 teams from Erie County libraries participated in the contest.

"The library has been absolutely essential, always, but particularly in the post-COVID era, where we've had people come in all of the time and asking questions about filling out forms, downloading information, and sometimes even court appearances we've talked about. So, it has really become a hub – more than it was even before – for community activity. It is an incredible community resource."

Wallace said she believes the extra library hours may also help with the recent uptick in learning loss among youth following the pandemic. "We've all read the articles about the learning loss that the kids have experienced. So, hopefully, this will give the parents an opportunity to kind of encourage them to go back to the library."

She added, "Sometimes this is the only place people go that they have internet access. So, this is an incredibly important resource."



Lancaster Public Library employee Michael Green, Carson Sicurella, Assemblymember Monica Wallace, Emma Demarzio, Lillian Demarzio and Library Director Kara Stock stand for a photo during a recognition of the Lancaster Public Library's third year of winning the "Battle of the Books." Photos by James Sinner

The assemblymember also recognized the achievements of fifth through eighth graders who participated in the Buffalo & Erie County Public Library 2022 Battle of the Books Competition. The Lancaster team took first place.

Kara Stock, director of the Lancaster Public Library, explained how it works. “They have to read four different books, all within the young adult age range, and they have to then answer trivia questions about them – 150 trivia questions,” said Stock. “It’s almost like you have to memorize the books because the question can be like: ‘What color sweater was this character wearing when she went to the store?’ So, you really have to read very closely and memorize.”

Lancaster Mayor Lynne Ruda, while not in attendance at the check’s unveiling, reached out to convey her excitement over the funding. “Libraries provide incredible services for people of all ages and different types of interests. I am so proud of what our Lancaster Public Library has to offer this community and have been amazed by the creative programming, and how they have expanded the types of services provided,” she said. “Libraries should absolutely be open on Sundays, and I am grateful that funding was secured to ensure this happens in our community.”

Related Stories by Lancaster Depew Bee

[Go To The Front Section](#)



Feasibility study approved on connecting Lancaster, Cheektowaga bike trails

Assemblymember Monica Wallace joined Assembly Speaker Carl Heastie on Tuesday at Lancaster Heritage Trail, announcing \$50,000 to be earmarked for...



LPD receives reaccreditation from New York state

The Lancaster Police Department has received its reaccreditation from the state. According to the New York state website: “The New...



Wallace hosting consumer protection event Saturday

Assemblymember Monica Wallace is hosting a free consumer protection event from 10 a.m. to 1 p.m. Saturday, Aug. 6, to...

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Depew's lost grotto lives on through doctor's work

September 22, 2022

by JAMES SINNER Editor



Dr. Norbert Myslinski, Depew Historian Theresa Wolfe and Lancaster Library Trustee Jan Yarborough accept a snow globe made with a piece of Depew's now removed grotto. The grotto was constructed in 1937 outside of what used to be St. Augustine's Church on Penora Street. Contributed photo

Dr. Norbert Myslinski, a Depew native now living in Maryland, loves his hometown history, and was distraught over the removal of the village's beloved grotto outside of The Vine Wesleyan Church. This location, once St. Augustine Church before a merger with St. James Parish in 2009, saw its sale finalized and the new church take occupancy in 2011. A grotto is a natural or artificial cave-like structure, that when developed, is often done in the pursuit of creating a monument.

Before the grotto was removed in the spring of this year, Myslinski, a Vietnam veteran and professor of neuroscience at the University of Maryland, was able to secure some of the stones used to make the monument.

The grotto was constructed in 1937 by family members John, Peter, Joe, Stanley and Tony Stepien using stones pulled out of Cayuga Creek. It stood for 85 years, before structural deficiencies required its removal earlier this year.

"I went to school there at the St. Augustine's Elementary School and their parish, and the church. I graduated in '61," said Myslinski. "A lot of people didn't know it was going down, and they were very distraught, especially those older people that went to school there, and had all of their first Holy Communion pictures there, and so forth."

Getting clued in early on the grotto's impending removal earlier this year led Myslinski on a mission to collect some of the rocks used in its construction. His overall goal, to preserve a piece of local history that, until recently, most Depew residents have never lived without.

"They were hand-carried by the Polish people to that location, and the grotto was made out of those rocks," Myslinski said. "I made them into sizes, maybe about the size of a golf ball." He then filled the snow globes with alkaline water, glued the golf-ball-sized grotto stones to the bottom, and put information relating to the grotto on the sides and bottoms of the snow globes.

So far, Myslinski has made about 20 of these snow globes, distributing them to places such as the Lancaster Public Library, Julia Boyer Reinstein Library, Town of Lancaster Senior Center, and Depew Historian's Office.

Myslinski says he has more plans to help remember St. Augustine's Church. For starters, a historical marker. "I was standing in front of just the whole block, and I said, there's nothing here to indicate that St. Augustine's parish was here, ever," he said. Myslinski added that he has gained permission from The Vine Wesleyan Church to place a marker, now waiting on a new garden area's preparation outside of the church where the item will be placed.

FALL FEST

Photos by James Sinner



LFD Chief Eric Feldman wears a firehouse dog costume during the Village of Lancaster Fall Fest. Sarah Feldman stands on his left, while Hannah Hake is all smiles for her photo on Feldman's right.



Lancaster-based band Prairie Pavement played at Fall Fest. Here, LHJ students and band members, Al Constantin, Dylan Lumb, Adam Heiler and Jack Chadwick play their set on Saturday afternoon.



Brooklyn and Piper Egan, on the left and right of an LFD firefighter, wait for their turn to go down the ladder during a fire safety demo at the Lancaster Fall Fest. Lucas Miller gets help on his descent.



Jacob Pierce checks out a firetruck at the Village of Lancaster Fall Fest on Saturday afternoon.



Firefighters demonstrate an accident victim extradiation process, using the jaws of life to tear the car open.



Fredonia student Jayden Zajac and Lancaster Village Trustee Cyndi Maciejewski stand for a photo near Central Avenue, showcasing Maciejewski's self-crafted, locally themed goods stand.



The Feitz brothers make their own buttons with Lancaster Public Library Director Kara Stock near Central Avenue during fall fest. In the background, kids play in a bounce house as parents interact.



Lancaster Middle School students sell treats to fall fest visitors on Saturday.

Program Statistics September 2022

Date	Title	# of programs	Attendance	Target Audience
9/1/2022	Lancaster Schools Staff Day	1	18	Adults
9/6/2022	Book Club	1	9	Adults
9/7/2022	Mahjong Club	1	6	Adults
9/8/2022	YA Book Club	1	4	Teens
9/10/2022	LEGO Club	1	15	Children 6-11
9/10/2022	LEGO Club	1	14	Children 6-11
9/13/2022	Storytime	1	18	Children 5 and under
9/13/2022	Storytime	1	20	Children 5 and under
9/13/2022	Book Club	1	4	Adults
9/14/2022	Mahjong Club	1	8	Adults
9/14/2022	Youth Bureau	1	10	Children 6-11
9/16/2022	Storytime	1	15	Children 5 and under
9/16/2022	Storytime	1	18	Children 5 and under
9/17/2022	Paws for Love	1	4	Children 6-11
9/19/2022	Ms. Melissa's Sprouts	1	16	Children 5 and under
9/20/2022	Storytime	1	16	Children 5 and under
9/20/2022	Storytime	1	20	Children 5 and under
9/20/2022	Fall Gardening	1	39	Adults
9/21/2022	Mahjong Club	1	8	Adults
9/23/2022	Storytime	1	6	Children 5 and under
9/23/2022	Storytime	1	16	Children 5 and under
9/24/2022	Family Storytime	1	6	Intergenerational/Combined
9/24/2022	Family Storytime	1	6	Intergenerational/Combined
9/24/2022	Village of Lancaster Fall Fest	1	216	Intergenerational/Combined
9/26/2022	Kidding Around Yoga	1	10	Children 5 and under
9/27/2022	Storytime	1	20	Children 5 and under
9/27/2022	Storytime	1	20	Children 5 and under
9/28/2022	Mahjong Club	1	6	Adults
9/28/2022	Mason Winfield	1	49	Adults
9/29/2022	hoopla	1	8	Adults
9/30/2022	Storytime	1	8	Children 5 and under
9/30/2022	Storytime	1	21	Children 5 and under
9/30/2022	Take & Make Craft	161	161	Intergenerational/Combined
9/30/2022	Craft & Carry	75	75	Intergenerational/Combined
9/30/2022	STEM Kits	20	20	Intergenerational/Combined
9/30/2022	Library Card Kits	5	5	Intergenerational/Combined
9/30/2022	Seed Library	40	40	Intergenerational/Combined
9/30/2022	Tutoring	5	5	Children 6-11
9/30/2022	Tutoring	15	15	Teens
9/30/2022	Tutoring	10	10	Adults
9/30/2022	Book a Tech Trainer	7	7	Adults

LANCASTER PUBLIC LIBRARY

2022 STATISTICS

CIRCULATION			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	8,583	3,832	124.0%
FEB	9,681	8,640	12.0%
MAR	11,175	9,752	14.6%
APR	15,609	8,582	81.9%
MAY	17,971	7,941	126%
JUN	18,973	9,924	91.2%
JUL	22,830	13,422	70.1%
AUG	24,206	11,479	110.9%
SEP	18,392	9,135	101.3%
OCT			"
NOV			"
DEC			"
YR/DATE	147,420	82,707	78.2%

LIBRARY VISITS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	4,512	1,129	299.6%
FEB	5,318	3,544	50.1%
MAR	6,449	4,433	45.5%
APR	6,472	4,322	49.7%
MAY	5,648	3,824	47.7%
JUN	6,502	5,648	15.1%
JUL	7,816	6,169	26.7%
AUG	7,744	5,509	40.6%
SEP	5,823	4,423	31.7%
OCT			"
NOV			"
DEC			"
YR/DATE	56,284	39,001	44.3%

PUBLIC ACCESS COMPUTER SESSIONS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	584	78	648.7%
FEB	574	510	12.5%
MAR	753	862	-12.6%
APR	613	673	-8.9%
MAY	693	661	4.8%
JUN	644	594	8.4%
JUL	631	738	-14.5%
AUG	717	698	2.7%
SEP	626	573	9.2%
OCT			"
NOV			"
DEC			"
YR/DATE	5,835	5,387	8.3%

WIFI			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	1,189	736	61.5%
FEB	1,356	1,079	25.7%
MAR	1,680	1,418	18.5%
APR	1,469	1,299	13.1%
MAY	1,704	1,403	21.5%
JUN	1,710	1,559	9.7%
JUL	1,736	1,714	1.3%
AUG	1,659	1,221	35.9%
SEP	1,568	1,149	36.5%
OCT			"
NOV			"
DEC			"
YR/DATE	14,071	11,578	21.5%

STAFF	
Librarian	Kara Stock
	Meagan Carr
	Genevieve Maynard, Michael Green
Lib. Asst.	John Benzee
Clerical	Lisa Watt
	Mary Pryzbyla
Sr. Page	Paige Ciezki, Eric Stiller
	Alexis Bartkowiak, Paula Nelson
Page	Lynn Hoy, Lisa Friol
	Yurie Calo
Caretaker	Joshua Strell

BRANCH HOURS	
Mon.	10:00 a.m. - 6:00 p.m.
Tues.	10:00 a.m. - 9:00 p.m.
Wed.	10:00 a.m. - 9:00 p.m.
Thurs.	10:00 a.m. - 9:00 p.m.
Fri.	10:00 a.m. - 5:00 p.m.
Sat.	10:00 a.m. - 5:00 p.m.
Sun.	12:00 p.m. - 5:00 p.m.

DAYS OPEN AND CLOSED

Days Open: 28

Days Closed: 2

**Lancaster Public Library
2022 Statistics and Proceeds**

	Tours		New Library Cards		Ref Q	Headphone	Copier	Vending	Book Sale	Donations
	No.	ATT	Child	Adult	No.	Proceeds	Proceeds	Proceeds	Proceeds	to Library
JAN	0	0	17	30	579	\$0.00	\$69.00	\$12.00	\$155.00	\$0.00
FEB	0	0	18	18	561	\$6.00	\$104.00	\$0.00	\$165.00	\$976.80
MAR	0	0	23	41	552	\$6.00	\$130.00	\$12.00	\$188.00	\$332.80
APR	0	0	19	36	514	\$9.00	\$56.00	\$0.00	\$151.00	\$0.00
MAY	0	0	20	31	507	\$9.00	\$61.00	\$20.00	\$187.00	\$201.00
JUN	1	23	37	35	654	\$12.00	\$72.00	\$0.00	\$183.00	\$320.00
JUL	0	0	61	46	745	\$18.00	\$92.00	\$12.00	\$200.00	\$0.00
AUG	0	0	24	33	709	\$3.00	\$62.00	\$20.00	\$215.50	\$100.00
SEP	0	0	53	32	717	\$15.00	\$83.00	\$0.00	\$181.00	\$36.00
OCT										
NOV										
DEC										
TOTAL	1	23	272	302	5,538	\$78.00	\$729.00	\$76.00	\$1,625.50	\$1,966.60

Total Proceeds \$4,475.10

	Facebook	Instagram
	Followers	Followers
JAN	2,281	134
FEB	2,286	181
MAR	2,304	226
APR	2,412	249
MAY	2,418	261
JUN	2,438	282
JUL	2,490	311
AUG	2,523	326
SEP	2,670	357
OCT		
NOV		
DEC		

2022 Sunday Circulation


Date		Visits	Circulation
1/9		79	230
1/16		105	164
1/23		71	157
1/30		106	241
2/6		88	270
2/13		77	159
2/20		145	320
2/27		87	173
3/6		96	214
3/13		99	202
3/20		105	191
3/27		105	226
4/3	Book Sale	372	227
4/10		91	342
4/17	Easter		
4/24		72	126
5/1		99	315
5/8		55	92
5/15		105	253
5/22	BBQ	82	206
		2,039	4,108

9/11		73	106
9/18		104	253
9/25		69	265
10/2			
10/9			
10/16	Book Sale		
10/23			
10/30			
11/6			
11/13			
11/20			
11/27			
12/4			
12/11			
12/18			
		246	624


	Patron Count	Circ
2019 Yearly Total Open 37 Sundays	5,746	9,627
2018 Yearly Total Open 35 Sundays	5,437	9,539
2017 Yearly Total Open 35 Sundays	6,141	10,208
2016 Yearly total Open 36 Sundays	5,880	9,567
2015 Yearly Total Open 35 Sundays	5,992	9,779

Circulation

Total Circulations


 Library	September			Year to Date Totals			Footnotes
	2022 Total	2021 Total	% of	2022 Total	2021 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	1,854	1,442	28.6%	15,589	12,924	20.6%	<p>Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>System-wide - Fine free with autorenewals implemented 4/2022.</p> <p>System-wide - Hoopla streaming services and Overdrive Magazines implemented 6/1/2022.</p> <p>Audubon - Closed 9/14/2022 and a partial day 9/15/2022 - Plumbing issues.</p> <p>Correctional Facility - Numbers not received. Staff returned to Holding Center 8/2022.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction. Crane also closed September 2021 due to construction.</p> <p>González-Soto - Closed starting 9/12/2022 - Phase 1 construction.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Merriweather - Open during 7-week renovation project starting 7/25/2022.</p>
Amherst							
Audubon	31,833	18,709	70.1%	257,651	174,425	47.7%	
Clearfield	28,671	16,429	74.5%	233,227	152,063	53.4%	
Eggertsville-Snyder	14,204	7,461	90.4%	109,820	74,289	47.8%	
Williamsville	5,642	2,001	182.0%	37,632	20,259	85.8%	
Angola	3,233	1,646	96.4%	23,629	16,142	46.4%	
Aurora	13,379	7,407	80.6%	101,480	62,620	62.1%	
Boston	3,031	1,931	57.0%	23,601	18,747	25.9%	
Cheektowaga							
Julia Boyer Reinstein	22,423	12,903	73.8%	178,993	116,659	53.4%	
Reinstein Memorial	8,306	4,220	96.8%	63,202	36,455	73.4%	
Clarence	20,989	11,793	78.0%	149,356	114,133	30.9%	
Collins	4,588	1,872	145.1%	32,370	19,422	66.7%	
Concord	4,616	2,699	71.0%	39,266	26,032	50.8%	
Eden	4,126	2,568	60.7%	31,632	24,082	31.4%	
Elma	8,796	4,790	83.6%	69,124	43,517	58.8%	
Grand Island Memorial	10,071	6,124	64.5%	82,470	56,894	45.0%	
Hamburg							
Hamburg	18,697	10,180	83.7%	143,823	88,440	62.6%	
Lake Shore	6,081	3,213	89.3%	47,525	29,185	62.8%	
Lackawanna	4,104	1,965	108.9%	31,190	16,749	86.2%	
Lancaster	18,392	9,135	101.3%	147,420	82,707	78.2%	
Marilla	2,941	2,259	30.2%	26,211	20,964	25.0%	
Newstead	4,739	2,316	104.6%	39,716	24,978	59.0%	
North Collins	1,551	813	90.8%	12,509	8,719	43.5%	
Orchard Park	23,697	12,614	87.9%	184,290	116,353	58.4%	
City of Tonawanda	8,926	5,386	65.7%	70,505	45,084	56.4%	
Town of Tonawanda							
Kenilworth	6,045	3,186	89.7%	44,118	29,548	49.3%	<p>González-Soto - Closed starting 9/12/2022 - Phase 1 construction.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Merriweather - Open during 7-week renovation project starting 7/25/2022.</p>
Kenmore	25,273	13,935	81.4%	194,951	126,112	54.6%	
West Seneca	20,180	10,261	96.7%	154,390	101,561	52.0%	
Buffalo							
Coles	2,029	1,164	74.3%	11,819	9,861	19.9%	
Crane	1,209	0	#DIV/0!	51,939	27,412	89.5%	
Dudley	4,478	2,229	100.9%	33,114	19,695	68.1%	
East Clinton	2,741	1,291	112.3%	18,856	9,662	95.2%	
González-Soto	1,618	3,364	-51.9%	26,394	19,368	36.3%	
Merriweather	4,090	2,028	101.7%	27,853	19,721	41.2%	
North Park	11,398	4,243	168.6%	65,264	39,431	65.5%	
Panty	2,834	1,184	139.4%	14,957	11,218	33.3%	
Central	30,829	13,685	125.3%	215,929	127,311	69.6%	
BookmobileServices							
Library on Wheels	1,810	1,461	23.9%	17,220	9,481	81.6%	
Library2Go	951	See note.	See note.	4,448	See note.	See note.	
Institutions							
Correctional Facility	3,151	0	#DIV/0!	3,151	0	#DIV/0!	
Holding Center	9,917	0	#DIV/0!	13,504	0	#DIV/0!	
System							
Online Renewals	607	77,479	-99.2%	251,016	696,728	-64.0%	
Interlibrary Loans	1,026	1,148	-10.6%	9,953	9,429	5.6%	
eAudiobooks	47,586	39,328	21.0%	410,951	348,240	18.0%	
eVideos	655	104	529.8%	3,612	941	283.8%	
eBooks	75,182	71,647	4.9%	685,627	696,376	-1.5%	
eMusic	213	21,396	-99.0%	1,256	218,874	-99.4%	
eMagazines	6,350	See note.	See note.	27,275	See note.	See note.	
B&ECPL Totals	535,062	421,009	27.1%	4,439,828	3,922,811	13.2%	
Member Libraries	326,388	179,258	82.1%	2,545,690	1,659,063	53.4%	
Buffalo Branches	30,397	15,503	96.1%	250,196	156,368	60.0%	
Central Library	30,829	13,685	125.3%	215,929	127,311	69.6%	
Bookmobile Services	2,761	1,461	89.0%	21,668	9,481	128.5%	
Institutions	13,068	0	#DIV/0!	16,655	0	#DIV/0!	
System	131,619	211,102	-37.7%	1,389,690	1,970,588	-29.5%	


Library Visits

	September			Year to Date Totals			Footnotes
	2022	2021	% of	2022	2021	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	823	748	10.0%	7,741	7,389	4.8%	<p>Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Audubon - Closed 9/14/2022 and a partial day 9/15/2022 - Plumbing issues.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction. Crane also closed September 2021 due to construction.</p> <p>González-Soto - Closed starting 9/12/2022 - Phase 1 construction.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Merriweather - Open during 7-week renovation project starting 7/25/2022.</p>
<i>Amherst</i>							
Audubon	8,427	9,434	-10.7%	79,508	74,311	7.0%	
Clearfield	9,153	8,899	2.9%	87,563	74,744	17.2%	
Eggertsville-Snyder	4,429	4,331	2.3%	39,474	36,005	9.6%	
Williamsville	2,259	1,461	54.6%	17,182	12,354	39.1%	
Angola	2,456	2,099	17.0%	28,589	28,374	0.8%	
Aurora	4,678	4,113	13.7%	42,452	32,007	32.6%	
Boston	1,197	1,186	0.9%	10,434	10,129	3.0%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	7,575	7,111	6.5%	68,737	57,178	20.2%	
Reinstein Memorial	3,113	2,390	30.3%	27,880	19,672	41.7%	
Clarence	5,190	5,590	-7.2%	47,303	48,220	-1.9%	
Collins	1,919	1,228	56.3%	11,270	9,011	25.1%	
Concord	2,317	2,277	1.8%	22,587	18,377	22.9%	
Eden	1,182	1,653	-28.5%	11,864	11,165	6.3%	
Elma	3,020	2,581	17.0%	28,450	22,848	24.5%	
Grand Island Memorial	3,685	3,175	16.1%	34,017	27,262	24.8%	
<i>Hamburg</i>							
Hamburg	6,183	5,339	15.8%	57,286	44,633	28.3%	
Lake Shore	2,544	2,488	2.3%	25,184	19,683	27.9%	
Lackawanna	2,715	2,765	-1.8%	26,100	17,867	46.1%	
Lancaster	5,823	4,423	31.7%	56,284	37,853	48.7%	
Marilla	892	1,091	-18.2%	8,087	8,793	-8.0%	
Newstead	2,093	1,934	8.2%	21,431	18,786	14.1%	
North Collins	894	861	3.8%	8,762	7,751	13.0%	
Orchard Park	10,332	8,481	21.8%	89,868	66,883	34.4%	
City of Tonawanda	3,659	3,787	-3.4%	32,791	29,069	12.8%	
<i>Town of Tonawanda</i>							
Kenilworth	3,204	2,518	27.2%	25,177	24,949	0.9%	
Kenmore	7,489	6,959	7.6%	70,175	56,406	24.4%	
West Seneca	6,603	5,728	15.3%	68,908	58,172	18.5%	
<i>Buffalo</i>							
Coles	3,033	2,951	2.8%	18,896	22,574	-16.3%	
Crane	0	0	#DIV/0!	21,250	21,057	0.9%	
Dudley	2,232	2,402	-7.1%	22,713	20,628	10.1%	
East Clinton	1,320	976	35.2%	11,103	7,462	48.8%	
González-Soto	1,082	3,555	-69.6%	22,969	21,472	7.0%	
Merriweather	6,498	4,797	35.5%	60,256	34,795	73.2%	
North Park	5,318	4,388	21.2%	40,457	34,374	17.7%	
Panty	2,774	2,131	30.2%	17,871	16,962	5.4%	
<i>Central</i>	16,929	11,687	44.9%	140,098	85,391	64.1%	
<i>Bookmobile Services</i>							
Library on Wheels	585	719	-18.6%	10,087	4,905	105.6%	
Library2Go	227	See note.	See note.	2,201	See note.	See note.	
<i>Institutions</i>							
Correctional Facility	635	698	-9.0%	5,395	7,423	-27.3%	
Holding Center	647	272	137.9%	3,342	2,605	28.3%	
System	155,134	139,226	11.4%	1,431,742	1,159,539	23.5%	
Member Libraries	113,854	104,650	8.8%	1,055,104	879,891	19.9%	
Buffalo Branches	22,257	21,200	5.0%	215,515	179,324	20.2%	
Central Library	16,929	11,687	44.9%	140,098	85,391	64.1%	
Bookmobile	812	719	12.9%	12,288	4,905	150.5%	
Institutions	1,282	970	32.2%	8,737	10,028	-12.9%	

Registered Public Access Computer Sessions

Session Counts Per Outlet

	September			Year to Date Totals			Footnotes
	2022	2021	% of	2022	2021	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	57	66	-13.6%	542	561	-3.4%	<p>Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Audubon - Closed 9/14/2022 and a partial day 9/15/2022 - Plumbing issues.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction. Crane also closed September 2021 due to construction.</p> <p>González-Soto - Closed starting 9/12/2022 - Phase 1 construction.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Merriweather - Open during 7-week renovation project starting 7/25/2022.</p>
<i>Amherst</i>							
Audubon	917	1,057	-13.2%	8,409	8,754	-3.9%	
Clearfield	813	646	25.9%	6,502	5,157	26.1%	
Eggertsville-Snyder	494	462	6.9%	4,056	3,863	5.0%	
Williamsville	205	119	72.3%	1,400	982	42.6%	
Angola	182	133	36.8%	1,569	1,187	32.2%	
Aurora	412	297	38.7%	3,039	2,220	36.9%	
Boston	65	77	-15.6%	615	636	-3.3%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,286	1,211	6.2%	11,698	9,159	27.7%	
Reinstein Memorial	769	539	42.7%	6,458	4,232	52.6%	
Clarence	466	397	17.4%	3,655	3,822	-4.4%	
Collins	138	92	50.0%	879	979	-10.2%	
Concord	183	239	-23.4%	1,717	1,776	-3.3%	
Eden	98	96	2.1%	917	891	2.9%	
Elma	123	159	-22.6%	1,600	1,444	10.8%	
Grand Island Memorial	256	244	4.9%	2,266	1,758	28.9%	
<i>Hamburg</i>							
Hamburg	786	761	3.3%	7,657	6,309	21.4%	
Lake Shore	229	197	16.2%	2,040	1,505	35.5%	
Lackawanna	453	382	18.6%	3,899	3,105	25.6%	
Lancaster	626	573	9.2%	5,835	5,387	8.3%	
Marilla	34	43	-20.9%	290	400	-27.5%	
Newstead	183	143	28.0%	1,431	1,416	1.1%	
North Collins	105	87	20.7%	943	1,069	-11.8%	
Orchard Park	622	541	15.0%	5,116	4,072	25.6%	
City of Tonawanda	647	554	16.8%	5,231	3,898	34.2%	
<i>Town of Tonawanda</i>							
Kenilworth	391	397	-1.5%	3,540	3,031	16.8%	
Kenmore	1,346	1,192	12.9%	11,887	8,536	39.3%	
West Seneca	1,013	997	1.6%	9,231	8,511	8.5%	
<i>Buffalo</i>							
Coles	902	881	2.4%	5,961	7,159	-16.7%	
Crane	0	0	#DIV/0!	3,273	2,700	21.2%	
Dudley	429	561	-23.5%	4,809	4,181	15.0%	
East Clinton	266	231	15.2%	2,543	1,774	43.3%	
González-Soto	219	923	-76.3%	4,890	5,859	-16.5%	
Merriweather	1,316	1,317	-0.1%	11,899	10,066	18.2%	
North Park	1,165	970	20.1%	8,489	7,548	12.5%	
Panty	477	407	17.2%	3,421	3,195	7.1%	
<i>Central</i>	6,634	4,353	52.4%	51,176	34,050	50.3%	
<i>Bookmobile Services</i>							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library2Go	0	See note.	See note.	0	See note.	See note.	
System	24,307	21,344	13.9%	208,883	171,192	22.0%	
Member Libraries	12,899	11,701	10.2%	112,422	94,660	18.8%	
Buffalo Branches	4,774	5,290	-9.8%	45,285	42,482	6.6%	
Central Library	6,634	4,353	52.4%	51,176	34,050	50.3%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

WiFi							
Total Logins							
	September			Year to Date Totals			
	2022	2021	% of	2022	2021	% of	
Library	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	Footnotes
Alden (Ewell Free)	508	432	17.6%	3,924	3,218	21.9%	
Amherst							
Audubon	2,096	2,688	-22.0%	18,355	19,109	-3.9%	
Clearfield	2,038	1,705	19.5%	19,342	16,082	20.3%	
Eggertsville-Snyder	978	999	-2.1%	9,065	8,129	11.5%	
Williamsville	371	1,213	-69.4%	11,075	12,159	-8.9%	
Angola	205	197	4.1%	1,862	1,487	25.2%	
Aurora	2,175	1,777	22.4%	18,670	14,002	33.3%	
Boston	167	143	16.8%	1,538	1,297	18.6%	
Cheektowaga							
Julia Boyer Reinstein	1,079	926	16.5%	10,070	6,900	45.9%	
Reinstein Memorial	631	623	1.3%	5,871	5,574	5.3%	
Clarence	982	1,112	-11.7%	9,463	9,459	0.0%	
Collins	272	193	40.9%	2,078	1,837	13.1%	
Concord	509	597	-14.7%	4,757	4,197	13.3%	
Eden	171	175	-2.3%	1,907	1,589	20.0%	
Elma	319	209	52.6%	2,859	2,292	24.7%	
Grand Island Memorial	681	771	-11.7%	6,067	6,890	-11.9%	
Hamburg							
Hamburg	1,678	1,737	-3.4%	15,282	13,943	9.6%	
Lake Shore	365	374	-2.4%	3,583	3,442	4.1%	
Lackawanna	450	395	13.9%	3,728	2,618	42.4%	
Lancaster	1,568	1,149	36.5%	14,071	11,578	21.5%	
Marilla	82	83	-1.2%	796	860	-7.4%	
Newstead	308	491	-37.3%	3,396	4,792	-29.1%	
North Collins	374	313	19.5%	3,176	2,464	28.9%	
Orchard Park	1,614	1,361	18.6%	14,155	9,570	47.9%	
City of Tonawanda	925	767	20.6%	5,561	5,932	-6.3%	
Town of Tonawanda							
Kenilworth	547	390	40.3%	4,040	2,989	35.2%	
Kenmore	1,952	1,666	17.2%	17,414	12,996	34.0%	
West Seneca	1,826	1,599	14.2%	16,167	13,946	15.9%	
Buffalo							
Coles	983	726	35.4%	6,908	5,361	28.9%	
Crane	19	78	-75.6%	3,351	3,563	-6.0%	
Dudley	1,985	1,927	3.0%	12,558	14,677	-14.4%	
East Clinton	745	443	68.2%	6,132	3,619	69.4%	
González-Soto	2,373	2,204	7.7%	18,618	14,142	31.7%	
Merriweather	1,097	786	39.6%	9,778	6,223	57.1%	
North Park	1,226	827	48.2%	9,202	6,982	31.8%	
Panty	1,320	1,113	18.6%	10,246	8,522	20.2%	
Central	15,543	11,177	39.1%	123,757	82,507	50.0%	
BookmobileServices							
Library on Wheels	80	93	-14.0%	493	479	2.9%	
Library2Go	0	See note.	See note.	0	See note.	See note.	
System	50,242	43,459	15.6%	429,315	345,426	24.3%	
Member Libraries	24,871	24,085	3.3%	228,272	199,351	14.5%	
Buffalo Branches	9,748	8,104	20.3%	76,793	63,089	21.7%	
Central Library	15,543	11,177	39.1%	123,757	82,507	50.0%	
Bookmobile Services	80	93	-14.0%	493	479	2.9%	

Lancaster Financial Montly Report 2022
September

Account	Deposits	Disbursements	Interest	Sub-Total	Balance
M & T Checking					
Beginning Balance					\$5,294.93
Fines/ print revenue	\$448.93				
Kara Stock: Mileage (#24986)		-\$11.81			
John Benzee: Mileage (#24987)		-\$4.00			
Ending Balance	\$448.93	-\$15.81		\$433.12	\$5,728.05
Bank on Buffalo					
Beginning Balance					\$58,572.82
AmazonSmile donation	\$36.00				
Elks grant	\$4,000.00				
Donna: Purchase of leftover wine from gala	\$25.00				
Copier	\$83.00				
Headphones 5 @ \$3	\$15.00				
Book sale	\$181.00				
Amazon: Door counter (Debit)		-\$172.69			
Amazon: Pumpkin contest prizes (Debit)		-\$109.30			
PopShop Displays: Clear acrylic display box (Debit)		-\$116.25			
Fun Express: Halloween party supplies (Debit)		-\$285.77			
Donna Baia: 9/26 program (#483)		-\$50.00			
Mason Winfield: 9/28 program (#484)		-\$200.00			
Bank charge to cancel Sprouts, NY LLC lost check #482 (\$75)		-\$28.00			
Sprouts, NY LLC: Re-issue for 9/19 program (#485)		-\$75.00			
Sprouts, NY LLC: 10/3 program (#486)		-\$75.00			
Judy Hartke: 10/5 program (#487)		-\$150.00			
Buffalo Museum of Science: 10/10 program (#488)		-\$411.20			
Ending Balance	\$4,340.00	-\$1,673.21		\$2,666.79	\$61,239.61
Bank on Buffalo CDs	Amount	Maturity	Interest Rate	Interest	Total
Bank on Buffalo CD 040	\$21,535.19	12M 6/28/23	0.11%	\$6.04	\$21,541.23
Bank on Buffalo CD 043	\$12,020.49	36M 7/27/23	0.61%	\$0.00	\$12,020.49
Bank on Buffalo CD 045	\$28,167.34	12M 1/24/23	0.11%	\$0.00	\$28,167.34
Bank on Buffalo CD 046	\$24,640.45	12M 5/24/23	0.11%	\$0.00	\$24,640.45
Bank on Buffalo CD 028	\$11,721.87	36M 10/27/24	0.19%	\$0.00	\$11,721.87
Bank on Buffalo CD 178	\$20,629.98	12M 8/03/23	0.11%	\$0.00	\$20,629.98
Bank on Buffalo CD 1283	\$10,573.93	18M 4/01/24	2.05%	\$2.90	\$10,576.83
Bank on Buffalo CD 2355	\$22,023.17	36M 5/29/23	0.11%	\$0.00	\$22,023.17
Bank on Buffalo CD 7632	\$20,072.62	12M 10/9/22	0.11%	\$0.00	\$20,072.62
CD Balance				\$8.94	\$171,393.98
Total Balance					\$238,361.64

Petty Cash

September 2022

Date	Item	Deposit	Withdrawl	Balance
				\$129.55
13-Sep	John- Rite Aid- 2 batteries for door counter		-\$16.58	\$112.97
19-Sep	John- Live Monarch- milkweed seeds for seed library		-\$5.00	\$107.97
22-Sep	Josh- Hector's Hardware- drill bit		-\$14.95	\$93.02
26-Sep	Meagan- Joe's Farm Market- 50 pumpkins for decorating contest		-\$50.00	\$43.02
28-Sep	Josh- Tops- 5 gal water bottle exchange		-\$6.99	\$36.03
28-Sep	Kara- Dollar General- DIY cleaning program supplies		-\$23.70	\$12.33
	Balance	\$0.00	-\$117.22	\$12.33

Contract Library "System Paid" Budget Analysis

Lancaster Public Library

As of 7/31/2022

	"System Paid" Budget*	Jan - Mar 2022	April	May	June	July	Actual 2022 Expenses	2022 Year End Projection	Projected Year End Surplus/(Shortfall)
Salaries & Wages, Full Time									
Salaries & Wages, Full Time	212,076.00	52,203.02	17,129.11	17,944.75	17,944.74	17,129.10	122,350.72	213,216.40	(1,140.40)
Other Payments	3,892.00	300.00					300.00	300.00	3,592.00
Overtime		2,267.20	518.77	941.46	69.09	671.26	4,467.78	6,385.60	(6,385.60)
Total Salaries & Wages, Full Time	215,968.00	54,770.22	17,647.88	18,886.21	18,013.83	17,800.36	127,118.50	219,902.00	(3,934.00)
Wages, Regular Part-Time		0.00					0.00		0.00
Wages, Part Time	110,656.00	22,561.22	7,069.46	9,105.37	8,068.75	8,505.99	55,310.79	95,900.86	14,755.14
Savings Goal	(5,243.00)								(5,243.00)
Employer FICA Total	24,984.00	5,860.68	1,881.37	2,122.36	1,978.27	1,975.64	13,818.32	24,046.53	937.47
Employee Health Insurance	18,720.00	5,064.80	1,541.68	1,512.83	1,473.87	1,428.12	11,021.30	19,290.15	(570.15)
Dental Plan	636.00	146.78	46.30	44.42	57.44	41.24	336.18	585.28	50.72
Health Insurance Waiver	804.00	201.00	67.00	67.00	67.00	67.00	469.00	804.00	0.00
NYS Retirement	28,613.00	8,131.93	3,977.04	2,687.09	2,628.18	2,242.71	19,666.95	28,443.77	169.23
Disability	0.00	0.00					0.00		0.00
Natural Gas (NFG)	5,661.00	2,994.99	579.43	242.27	55.00	27.74	3,899.43	5,093.07	567.93
Electricity	21,283.00	7,996.98	1,585.32	1,332.05	1,148.73	1,782.25	13,845.33	19,792.19	1,490.81
Bottom Line Total	422,082.00	107,728.60	34,395.48	35,999.60	33,491.07	33,871.05	245,485.80	413,857.85	8,224.15

Notes:

System Paid Budget per Res. 2022-12

Important change to your Prime membership

Amazon.com <store-news@amazon.com>

Fri 2/18/2022 12:35 PM

To: LNC <Inc@buffalolib.org>;

CAUTION: This email originated from outside of the Library. Attachment and links **may not be safe!**

Amazon Prime



Dear Prime Member,

Thank you for being a valued member of Amazon Prime. We are writing to you about an upcoming change to your membership.

As of February 18, 2022, the price of the monthly Prime membership has increased from \$12.99 to \$14.99, and the price of the annual Prime membership has increased from \$119 to \$139. The new prices, plus applicable taxes, will apply after March 25, 2022, on the date of your next renewal.

We continue to invest in making Prime even more valuable for members. Since the last price change in 2018, we have added more product selection available with fast, free, unlimited Prime shipping, and we expanded Free Same-Day Delivery from 48 to more than 90 U.S. metropolitan areas. In addition, Prime Video has tripled the number of Amazon Original series and movies; and this September, Prime Video will release the highly anticipated *The Lord of the Rings: The Rings of Power* and become the exclusive home of NFL's *Thursday Night Football*. This is all on top of billions of dollars in Prime Day savings over the years; the addition of new program benefits like prescription savings and fast, free delivery from Amazon Pharmacy; and the continued expansion of Amazon Music for Prime members, Prime Reading, and Prime Gaming.

No further action is required. You may manage your Prime membership anytime by visiting Your Account.

Sincerely,
Your Amazon Prime Team



This email was sent from a notification-only email address that cannot accept incoming email. Please do not reply to this message.

© 2022 Amazon.com, Inc. or its affiliates. All rights reserved. Amazon, Amazon.com, Prime, 1-Click, the smile logo and all other related logos are trademarks of Amazon.com, Inc. or its affiliates. Reference: 624236090

Amazon.com, 410 Terry Avenue North, Seattle, WA 98109-5210.

Please note that this message was sent to the following e-mail address: Inc@buffalolib.org

Craft budget 2022				
DATE	VENDOR	PURPOSE	CHECK #	AMOUNT
1/4/2022	Fun Express	Winter crafts	437	\$352.86
1/19/2022	Oriental Trading	Spring- summer crafts	Debit	\$523.44
1/27/2022	Michaels	Construction paper	Debit	\$71.70
1/27/2022	Amazon	Paper bags and googly eyes	Debit	\$42.96
2/9/2022	Michaels	Vinyl sticker sheets	Debit	\$51.80
3/16/2022	Michaels	Construction paper	Debit	\$64.45
3/16/2022	Amazon	Paper bags, cups, and googly eyes	Debit	\$117.40
4/6/2022	Oriental Trading	Summer crafts	Debit	\$314.35
4/6/2022	Amazon	Paper bags and paper plates	Debit	\$100.44
5/25/2022	Amazon	Ellison die cut- fish	Debit	\$15.71
6/16/2022	Amazon	Paper bags and googly eyes	Debit	\$99.92
7/6/2022	Oriental Trading	Fall crafts	Debit	\$638.80
7/6/2022	Amazon	Craft supplies	Debit	\$74.97
7/21/2022	Amazon	Paper bags	Debit	\$73.98
8/26/2022	Oriental Trading	Halloween party crafts	Debit	\$460.46
Total				\$3,003.24
Left over:				<u>\$ 4,389.05</u>

Income	
DATE	ISSUED AMOUNT
2021 Elks left over	\$892.29
2022 Board Budget	\$2,000.00
Elks grant Feb. 2022	\$500.00
Elks grant Sept. 2022	\$4,000.00
Total Budget:	\$7,392.29

DIANE M. TERRANOVA, TOWN CLERK
TOWN OF LANCASTER
21 CENTRAL AVE.
LANCASTER, N.Y. 14086
AREA CODE 1-716 683-9028

September 23, 2022

Ace Sealing Company, Inc.
16 Birchwood Common
Lancaster, New York 14086

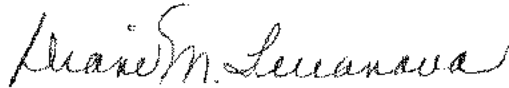
Gentleman:

Enclosed is a copy of a resolution adopted by the Town Board of the Town of Lancaster on September 20, 2022.

This resolution accepts and authorizes the Supervisor to execute the proposal for the sealing and re-stripping of the Lancaster Library's parking lot project, located at 5466 Broadway in accordance with the quote dated August 12, 2022 (Estimate # 272) for an amount not to exceed \$3,815.00.

Sincerely yours,

OFFICE OF THE TOWN CLERK



Diane M. Terranova,
Town Clerk

DMT/dm

Encl.

cc: T. Fowler, Town Attorney
M. Barbaro, Deputy Highway Superintendent
K. Stock, Lancaster Library ✓

COPY

COPY

THE FOLLOWING RESOLUTION WAS OFFERED
BY COUNCIL MEMBER LEARY, WHO
MOVED ITS ADOPTION, SECONDED BY
COUNCIL MEMBER BURKARD, TO WIT:

WHEREAS, Michelle Barbaro, Deputy Highway Superintendent for the Town of Lancaster, has notified the Town Board that the parking lot at the Lancaster Library, located at 5466 Broadway in the Town of Lancaster, is in need of being sealed and re-stripped, and

WHEREAS, the Deputy Highway Superintendent solicited proposals for this project in accordance with the Town's Procurement Policy and received two (2) responses back, and

WHEREAS, by letter dated September 13, 2022, the Deputy Highway Superintendent, has recommended that the Town of Lancaster award the project for sealing and re-stripping the Lancaster Library's parking lot to Ace Sealing Company, Inc., in the amount of \$3,815.00, per their quote dated August 12, 2022 (Estimate # 272), and

WHEREAS, funding for the parking lot improvement is available from the Library Resurfacing Materials Budget (Line Item 01-7410-0433) and the Buildings Resurfacing Materials Budget (Line Item 01.1620-0433).

NOW, THEREFORE,

BE IT RESOLVED, that the Town Board of the Town of Lancaster hereby accepts and authorizes the Supervisor to execute the proposal for the sealing and re-stripping of the Lancaster Library's parking lot project, located at 5466 Broadway from Ace Sealing Company, Inc., 16 Birchwood Common, Lancaster, New York in accordance with their quote dated August 12, 2022 (Estimate # 272) for an amount not to exceed \$3,815.00, to be paid for with funds available available from the Library Resurfacing Materials Budget (Line Item 01-7410-0433) and the Buildings Resurfacing Materials Budget (Line Item 01.1620-0433).

The question of the adoption of the foregoing resolution was duly put to a vote on roll call which resulted as follows:

COUNCIL MEMBER BURKARD	VOTED YES
COUNCIL MEMBER DICKMAN	VOTED YES
COUNCIL MEMBER LEARY	VOTED YES
COUNCIL MEMBER MAZUR	WAS ABSENT
SUPERVISOR RUFFINO	VOTED YES

September 20, 2022



LANCASTER PUBLIC LIBRARY

CLAIMS AUDIT POLICY ESTABLISHMENT AND FUNCTIONS OF CLAIMS AUDITOR

The Lancaster Public Library Board of Trustees is responsible for establishing an adequate system of internal controls over processing claims to ensure taxpayer moneys are safeguarded.

The Board of Trustees may, by resolution, establish the position of a Claims Auditor. The Board may appoint the Claims Auditor at its annual Organizational Meeting or whenever the appointment becomes necessary. The Claims Auditor shall hold the position subject to the pleasure of the Board and report directly to the Board on the results of audits of claims approved and released for payment. The Claims Auditor may be required to work with the Treasurer for administrative matters such as work time, attendance and the creation of reports for the Board. The Board of Trustees shall review this claims audit policy as necessary, and it shall have the power to amend this policy at any time.

Qualifications

The Claims Auditor must have the necessary knowledge and skills to effectively audit claims. The Claims Auditor is a voluntary appointment and will not receive compensation. The Claims Auditor is not required to be a resident of the Library's service area.

No person shall be eligible for appointment to the position of Claims Auditor who shall be:

- A member of the Board who has any involvement in the library's accounting, procurement and/or check signing.
- An employee or volunteer responsible for procurement or accounting.
- The individual or entity responsible for the internal audit function (the Internal Auditor).
- The External (Independent) Auditor responsible for the external audit of the financial statements.
- A close or immediate family member of an employee, officer, or contractor providing services to the library. A "close family member" is defined as a parent, sibling or nondependent child; an "immediate family member" is a spouse, spouse equivalent, or dependent (whether or not related).
- An individual with an interest in any other contracts of the library and/or who provides any goods or services to the library.

Duties

The Claims Auditor shall certify that claims against the Library listed on the warrant were audited and payment is authorized. The Claims auditor shall:

1. Examine all claims to determine they are valid claims against the library.
2. Inspect receipts/packing slips to ensure goods or services were received by the library and that an appropriate staff member has confirmed receipt of goods and services.
3. Meet such other requirements as may be established by the Regulations of the Commissioner of Education and/or the Comptroller of the State of New York.

Only claims certified by the Claims Auditor pursuant to this policy shall be paid unless exempt by NYS law.

Review of Claims

Claims for payment must be accompanied by the following:

- Purchase orders or order forms listing goods purchased.
- Receipts and/or packing slips verifying underlying goods or services have been received.
- A sequentially numbered claim form initialed by appropriate staff member verifying goods or services have been received.

All claims submitted for approval will be summarized on an abstract of claims presented with above documentation, to the Board, or its appointed claims auditor, for audit.

Payments Not Requiring Pre-Audit

- Fixed salaries of officers or employees regularly engaged at agreed- upon wages by the hour, day, week, month, year, or other authorized period, including any payroll withholdings.
- Principal or interest payments on debt.
- Payments made pursuant to a court order.
- Amounts due upon lawful contracts for periods exceeding one year.
- Retirement contributions by a participating employer in the New York State and Local Retirement System as billed by the State Comptroller.

These types of payments should not be included on the abstract of audited claims.

Payments Allowed in Advance of Audit

- The Board of Trustees may, by resolution, authorize payment in advance for public utility services, postage, freight, and express charges.
- Payments discharged from petty cash.

Approval of Claims

Upon completing the review of claims, the Claims Auditor may approve said claims for payment. At its regular monthly meeting or special meeting, the Board shall review the payment of claims approved and paid pursuant to the signed recommendation of its Claims Auditor. All claims, including supporting documentation and the abstract, approved by the Claims Auditor will be available for Board inspection at each meeting.

Absence of Claims Auditor

The Board of Trustees will audit all claims in the event that the Claims Auditor position is vacant or unavailable. Such audit by the Board will be completed at a regular bi-monthly meeting or special meeting.

Approved: February 21, 2019



Trustee Education Policy

This policy is for application to all libraries within the Buffalo & Erie County Public Library System.

I. STATEMENT OF POLICY

The Buffalo & Erie County Public Library System (B&ECPL System) recognizes the responsibility of its library trustees to participate in a minimum of two hours of trustee education annually. The B&ECPL shall abide by Title I, Article 5, Part 2, section 260-d of the New York State Education Law. This policy shall serve to establish a written policy and procedures related to trustee education and to demonstrate compliance with Section 260-d and applicable guidance of the New York State Education Department.

II. APPLICABILITY

This policy shall apply to all boards of trustees (library trustees), both public and association libraries, within the B&ECPL System.

III. REQUIREMENTS

A. Training

1. Beginning January 1, 2023, all library trustees shall be required to complete a minimum of two hours of trustee education annually on the financial oversight, accountability, fiduciary responsibilities or the general powers and duties of a library trustee.
2. Trustees may participate in trustee education online or in person.
3. Trustee education may include webinars, lectures, workshops, regional or national library association programs or any other format approved by the New York State Education Department, including those presented by the B&ECPL System.

B. Compliance

1. Each library trustee shall demonstrate compliance with the requirements of this section by filing with the president of their board of trustees evidence of completion of trustee education from an approved provider.

2. Such evidence shall include one of the following:
 - a. a certificate of completion issued by an approved provider; or
 - b. a signed self-assurance of completion form which shall be made available to library trustees from the B&ECPL System.
3. Each president of the board of trustees shall be responsible for ensuring compliance by all trustees on their board.
4. Failure to comply with the requirements of this section shall be deemed neglect of duty, and the noncompliant trustee may be subject to removal at the discretion of the board and in accordance with the library's bylaws.

Adopted September 15, 2022 per Res. 2022-37.



MEMORANDUM

TO: All Staff
FROM: Judy Fachko, Assistant Deputy Director - Human Resources
SUBJECT: 2023 Holidays
DATE: October 3, 2022

According to applicable collective bargaining agreements and benefit packages, the following is a list of the year 2023 holidays, including the date on which they fall or the date B&ECPL observes them.

HOLIDAY	DATE	DAY
New Year's Day (observed)*	January 2, 2023	Monday
Martin Luther King, Jr. Day	January 16, 2023	Monday
Presidents' Day	February 20, 2023	Monday
Good Friday	April 7, 2023	Friday
Memorial Day	May 29, 2023	Monday
Juneteenth Independence Day	June 19, 2023	Monday
Independence Day	July 4, 2023	Tuesday
Labor Day	September 4, 2023	Monday
Veterans Day (observed)**	November 10, 2023	Friday
Thanksgiving Day	November 23, 2023	Thursday
Christmas Day***	December 25, 2023	Monday

*The Central Library and Buffalo branch libraries will open at 8 a.m. and close at 4:00 p.m. on New Year's Eve, Saturday 12/31/2022 and will be closed on New Year's Day, Sunday 1/1/2023.

**The Central Library and Buffalo branch libraries will be open Saturday 11/11/2023.

***The Central Library and Buffalo branch libraries will be closed on Christmas Eve, Sunday, 12/24/2023 and will be closed on Christmas Day, Monday 12/25/2023.

****The Central Library and Buffalo branch libraries will be closed New Year's Eve, Sunday, 12/31/2023.

Contact Human Resources at 858-6103 should you have any questions or concerns.

Sustainable Libraries Initiative

<https://sustainablelibrariesinitiative.org/>

The Sustainable Libraries Initiative (SLI) provides library leaders with a proven path forward to co-create libraries and communities that will thrive in the coming years.

In 2014, the governing body of the New York Library Association (NYLA), Council, passed the Resolution on the Importance of Sustainable Libraries, acknowledging the critical role libraries can play in larger community conversations about resiliency, climate change, and forging a sustainable future. Through this resolution NYLA Council enthusiastically encourages activities by its membership to be proactive in their application of sustainable thinking in the areas of their facilities, operations, policy, technology, programming, and partnerships.

The ALA, NYLA and SLI have all adopted the Triple Bottom Line definition of sustainability. This consists of practices that are environmentally sound, economically feasible, and socially equitable.

The Sustainable Libraries Initiative's Sustainable Libraries Certification Program (SLCP) provides library leaders with a tested, structured path forward to increase your library's commitment to environmental stewardship, economic feasibility, and social equity. A typical time frame is 18-24 months to complete the certification. Once you have enrolled and paid for the certification program, there is no deadline. You have as long as is needed to get certified.

Throughout the process you will find links to resources, examples, and inspiration to help you decide how to proceed at your library. You will have a "mentor," someone who has gone through this program already or helped to design it, who can guide you along the way.

A final presentation is required to both help summarize the work you did for the evaluation team as well as to assist you in spreading the word locally about all you've accomplished through the program.

Membership in the Sustainable Library Initiative provides you or your library with access to our Member's Only Resources and free or reduced rates for our webinars. Membership is a great way to gain more knowledge about the roles libraries can play in providing leadership on sustainable practices in their communities.

Enrollment in the SLCP includes:

- One-on-one assistance from your mentor
- Monthly online support meetings to connect with your peers and the mentors
- Resources to expand your understanding of issues addressed through the program and enhance your ability to implement effective policies, procedures, and programs
- Exclusive access to sample policies, templates, and continuing education opportunities

Pricing for the Sustainable Libraries Initiative is based on a library's budget. Membership is paid annually for participation in the Sustainable Libraries Initiative. The Sustainable Libraries Certification Program is optional and requires a one-time fee at the time of enrollment.

Library by Budget 501K-749K = Annual Membership \$75

Certification = \$350

Your certification fee also pays for one year of membership. After that first year, we ask that you continue to pay the modest annual membership fee.

There are currently 52 member libraries in New York State, eleven are certified. Patterson Library in Westfield, NY is only library in WNY with a membership at this time.



112 E. South Street, PO Box 0964
Tremont, IL 61568-0964
TEL [800] 548-7204
FAX [800] 320-7706
www.thelibrarystore.com

QUOTE: 6040730

Customer Number: 44865
Issue Date: 9/21/2022
Expiration Date: 11/21/2022

Ship To:

Kara Stock
Lancaster Public Library
5466 Broadway St
Lancaster, NY 14086-2133
(716) 683-1120 x

Bill To:

Inc@buffalolib.org
(Thank you for helping us conserve paper!)

Qty	Item	Item Description	Retail Price	Your Price	Ext Price
7	66-06422-WHITE	One Piece Wire Easel - 6 in.H x 5-1/2 in.W, White, 12/Pkg	\$112.56	\$58.02	\$406.14
7	66-06421-WHITE	One Piece Wire Easel - 4 in.H x 3-1/2 in.W, White, 12/Pkg	\$74.09	\$38.19	\$267.33

**You Saved
\$633.08!**

Sub-Total: \$673.47
Tax: \$0.00
Shipping: \$30.60

Quote Total (USD): \$704.07

Comments:

- Pricing valid for listed items and quantities only
- Shipping charges are subject to change after 30 days
- To ensure you receive your quoted prices, quote number 6040730 must be referenced at the time of purchase
- *Please note: While we will strive to hold pricing where possible, due to current economic conditions, product and shipping costs are changing rapidly and we may be forced to revise your quote prior to expiration.**

Prepared By: Justin Riley

E-Mail: justinr@thelibrarystore.com

Phone: 800-548-7204 x7582

Quote Request #QN10506866

Billing Address

Kara Stock
Lancaster Public Library
5466 BROADWAY ST
LANCASTER, NY 14086
US
Phone: 7166831120
Email: Inc@buffalolib.org

Shipping Address

Kara Stock
5466 BROADWAY ST
LANCASTER, NY 14086

Delivery Info


Standard (5 - 8 Business Days)

Orders ship after production time noted below

Payment

P.O. Number: 2231173EIN3C
Amount: \$83.89

Quote Summary

ITEM	PERSONALIZATION	PRODUCTION TIME	UNIT PRICE	QTY	LINE TOTAL
	We Appreciate You! Snowflake Roll-Up Eco Blanket With Holiday Gift Card ITEM VP-9827	No Personalization	Ready to ship in 4 business days	\$10.99 6	\$65.94 (Saved \$7.20)

MERCHANDISE:	\$65.94
FEES TOTAL:	\$0.00
SHIPPING TOTAL:	\$17.95
TAX:	\$0.00
QUOTE TOTAL:	\$83.89

Amazon Requests

QTY.	Description	Website	Price
1	Dot Stickers - 2100 pack	https://amzn.to/3SaPjcK	\$14.99
1	20 Pcs Metallic Magnets	https://amzn.to/3LEw4Wv	\$8.99
1	2023 Calendar	https://amzn.to/3StgDml	\$11.99
1	Themed Light Filters, 3 pack	https://amzn.to/3BSUyH1	\$32.99
			\$68.96



BUFFALO & ERIE COUNTY PUBLIC LIBRARY
BUSINESS OFFICE
1 LAFAYETTE SQUARE BUFFALO, NEW YORK 14203 716-858-7163

Inv # 22050

Bill To: Lancaster Public Library
Customer # 300216
5466 Broadway
Lancaster, NY

Date: September 28, 2022

ITEM

UNIT COST

EXTENSION

PVT Library Material
per attached list

2,489.38

BALANCE DUE:

\$ 2,489.38

**Make check payable to: "BUFFALO & ERIE COUNTY PUBLIC LIBRARY" and
mail to the attention of Tracy Palicki, Business Office**

Order ID	Line #	Invoice	Amount Paid	Library	
389772		389772	2030.11	LNC	
396558		396558	49.49	LNC	
398270		398270	51.29	LNC	
PO-54265	2	60105954	\$14.49	LNC	
PO-54265	5	60105954	\$14.49	LNC	
PO-54265	6	60105954	\$12.75	LNC	
PO-54265	7	60105954	\$14.49	LNC	
PO-54265	19	60105954	\$14.49	LNC	
PO-54265	20	60105954	\$12.75	LNC	
PO-54265	21	60105954	\$14.49	LNC	
PO-54265	22	60105954	\$14.49	LNC	
PO-54265	23	60105954	\$14.49	LNC	
PO-54265	24	60105954	\$14.49	LNC	
PO-54265	25	60105954	\$16.23	LNC	
PO-54265	26	60105954	\$17.39	LNC	
PO-54265	27	60105954	\$12.75	LNC	
PO-54265	28	60105954	\$17.39	LNC	
PO-54265	29	60105954	\$14.49	LNC	
PO-54265	14	60107638	\$14.49	LNC	
PO-54269	1	60107639	\$15.63	LNC	
PO-54265	17	60108762	\$12.75	LNC	
PO-54265	8	60109508	\$14.49	LNC	
PO-54265	15	60113218	\$14.49	LNC	
PO-54265	12	60114588	\$14.49	LNC	
PO-54265	18	60119935	\$11.59	LNC	
PO-54265	3	67492178	\$15.65	LNC	
PO-54265	4	67492178	\$15.07	LNC	
PO-53778	10	H61511900	\$10.17	LNC	2489.38

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, November 10, 2022
4:15PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the meeting minutes of October 13, 2022
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
 - A. October Report
 - B. Audit Report
 - C. Program Projection Quarterly Report
 - D. Mileage Reimbursement
- VIII. Old Business
 - A. Building Maintenance Update
 - 1. Staff Room Renovation
 - 2. Elevator
 - 3. Air conditioning/furnace – Community Room
 - 4. Parking Lot Sealing
 - B. Webinar on Parliamentary Procedure
- IX. New Business
 - A. Holiday Party for staff, volunteers and Friends
 - B. Nomination of Officers for 2023
 - C. New Meeting Time – VOTE
 - D. Rules of Conduct Policy
 - E. Advocacy Meetings: Gallivan and Wallace
 - F. Winter Raffle Prizes - \$245.81
 - G. Winter Reading Log Prizes - \$451.80
 - H. 2023 Program Budget Request - \$8,000
- X. Adjournment

Next Meeting: THURSDAY, DECEMBER 8, 2022 – 4:15PM

Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, October 13, 2022

- I. Roll Call - S. Jacobs, J. Yarborough, K. Wind, K. Graber, G. Howell, B. Tamol, K. Stock (Library Director), D. Stempniak (Friends liaison).
- II. The meeting was called to order at 4:04 p.m.
- III. The agenda was approved as submitted. MSP - Howell, Yarborough. Vote - unanimous
- IV. The September meeting minutes were reviewed and approved. MSP - Tamol, Graber. Vote - unanimous
- V. Kara informed the board that outreach to the community involved a booth visited by 216 residents at the Como Park Fall Fest booth. A new bicycle pump has been installed in the parking lot. Eighty five (85) new library cards were distributed.
- VI. The Book Fair sponsored by the Ladies Civic Club is this upcoming weekend.
- VII. Monthly Financial Reports
 - A. The September report was reviewed and approved. MSP - Graber, Yarborough. Vote - unanimous.
 - B. CD's #1283 and #7632 have been renewed for 18 months @ 2.05%
 - C. Petty Cash was replenished in the amount of \$200. MSP - Graber, Yarborough. Vote - unanimous
 - D. The board was given a copy of the System Paid Analysis Quarterly Report.
 - E. The board approved the expenditure of \$139 for the renewal of Amazon Prime Membership. MSP - Yarborough, Howell. Vote - unanimous
 - F. The board was provided with a copy of the Quarterly Craft Budget.
- VIII. Old Business
 - A. The staff room renovation has gone out for bid.
 - B. Waiting for the elevator controller parts. Work to be completed upon receiving the Parts.
 - C. Waiting for parts for ac/furnace. Work to be completed upon receiving the parts.
 - D. The sidewalk is completed, parking lot to be completed upon receiving permit.
- IX. New Business
 - A. Motion to donate \$250 in memory of Richard Earne to the Grand Island Library. MSP - Jacobs, Graber
 - B. The Claim Audit Policy was amended and adopted. MSP - Yarborough, Wind. Vote - unanimous
 - C. Trustee Education Policy - Starting 01/01/2023 each trustee will be required to Have 2 hours of continued learning annually.
 - D. Webinar on Parliamentary Procedure is on 10/27/2022.
 - E. Motion to participate in the Erie County NARCAN program, parts 1 and 2. Part 1 is wall units containing free narcan (supplied by Erie County), Part 2 Is to train staff how to administer narcan. MSP - Graber, Yarborough. Vote - unanimous

- F. A copy of the 2023 Holiday schedule was submitted to the board for approval.
MSP - Howell, Yarborough. Vote - unanimous
- G. The board approved \$350 for certification by the Sustainable Libraries Initiative.
MSP - Yarborough, Jacobs. Vote - unanimous
- H. The board approved the expenditure of \$704.07 for 14 (12 packs) of wire easels.
MSP - Wind, Graber. Vote - unanimous
- I. Approval of \$83.89 for 6 Volunteer holiday gifts. MSP - Howell, Graber
Vote - unanimous.
- J. Approval of expenditure of \$68.96 for misc. Amazon order. MSP - Jacobs,
Tamol. Vote - unanimous
- K. Approval of the expenditure of \$2,489.38 to pay the Private Library Materials
Invoice. MSP - Howell, Graber. Vote - unanimous
- X. The meeting was adjourned at 5:02 p.m. MSP - Yarborough, Howell. Vote unanimous

Respectfully submitted by,
Barbara J. Tamol
Secretary

**Lancaster Public Library
Director's Report
October 2022**

OUTREACH

Fall Fest – Library Director Kara Stock attended the Erie County Fall Festival at Como Lake Park on October 15th. **184** people of all ages stopped by the library table to make their own bookmark and learn about our free resources and upcoming programs.

It's a Small World Daycare – Part-time Librarian Genevieve Maynard visited this daycare on Friday October 7th for Community Helpers Week. She read *My Many Colored Days* by Dr. Seuss to the **10** children and passed out apple and pumpkin shapes for them to color.

St. Mary's Elementary – Youth Services Librarian Meagan Carr visited this school on Wednesday, October 5th & Thursday, October 6th. **50** students received their first library card! Meagan read them *Froggy Goes to the Library* by Jonathan London and then they made library card holders for their new library cards.



PARTNERSHIPS

Family Literacy – Certified Literacy Specialist and Lancaster Educator Beth Farrar taught two back to back Family Literacy Workshops for **23 & 17** attendees respectively on Thursday, October 20th.

Lancaster Historical Society – This organization is using our front display case to highlight their collection. Their October display focuses on the Town Hall Clock Tower's 125th birthday.

Lancaster Women's Civic Club – This organization, with assistance from the Friends of the Lancaster Library, held a Donated Book and Baked Goods Sale on Saturday, October 15th and Sunday, October 16th.

Math Tutor – NYS certified math teacher Catherine Thielmann has returned to our library to offer tutoring for grades 3-9 each Tuesday from 6:00 – 8:00 p.m.

Paws for Love: Read to a Dog – A volunteer from the SPCA Paws for Love organization brought a therapy dog to the library on Saturday, October 1st. **5** children practiced reading out loud to the dog.



Science Below Zero - 96 attendees learned about liquid nitrogen from the Buffalo Museum of Science on Monday, October 10th.

Youth Bureau Craft Program - Volunteers from the Lancaster Youth Bureau held a hands-on Halloween craft program on Wednesday, October 19th for 8 children.

PROGRAMMING

Book Clubs - Our two adult book clubs met on the first and second Tuesday of the month.

Communicating with the Spirit World - Judy Hartke presented on what it is like to communicate with "the other side" for 37 adults on Wednesday, October 5th.

Computer Coach - Library Assistant John Benzee held 3 one-on-one technology appointments, assisting patrons with computer basics, the Libby app, and using a MacBook.

Craft Kits - We gave out a variety of free kits this month:

- **Craft & Carry** - 111 children picked up a Halloween-themed craft kit.
- **STEM Kits: Create Your Own Library Card Holder** - 30 children picked up this kit.
- **Take & Make** - These weekly kits had children's book themes and 206 were picked up.

DIY Cleaning - Kara taught 6 adults how to make eco-friendly cleaning products on Tuesday, October 25th. They made an all-purpose cleaner, a glass cleaner, and a tile scrub.

Halloween Spooktacular Party - 150 people joined us on Saturday, October 22nd for a frightfully good time with games, crafts, a spooky sensory table, and Cris Johnson's Spooky Magic Show. Thank you to our volunteer assistants!



Kidding Around Yoga – 6 preschool age children, each accompanied by an adult, enjoyed yoga poses, fun music, storytelling, yoga games, and a special guided relaxation time on Monday, October 31st.

LEGO® Club – Meagan held 2 LEGO® Clubs for a total of 15 children on Saturday, October 8th. They made haunted houses to display in the library.

Mahjong – Library Trustee Suzanne Jacobs taught 11 adults how to play the Chinese version of Mahjong on October 19th and October 26th.

Ms. Melissa's Sprouts – Melissa Sacco helped 9 preschool age children learn and grow through music on Monday, October 3rd.

No-Carve Pumpkin Decorating Contest - 42 patrons of all ages entered our second annual contest, submitting pumpkins with a library or book theme. Patrons were able to vote for their favorites and the winners were: McKenna and Kelly. Prizes were an electric ice cream maker and a mini popcorn maker.

Seed Library – 19 vegetable, flower, and herb packets were picked up in October.



Storytimes - Meagan conducted a total of 12 sessions: 16 children attended Lapsit, 58 children attended Toddler Time, 29 children attended Preschool Time.

StoryWalk® Inside the Library - Families were encouraged to take a walk and read the book *Tops and Bottoms* by Janet Stevens in the children's area of our library. An interactive guide, created by Meagan, accompanied the StoryWalk®.

Technology Training – On Thursday, October 27, 8 adults learned how to use the Libby app.

Young Adult Book Club – Part-time Librarian Michael Green held a book club for 5 attendees on Thursday, October 13th. They discussed *The House with a Clock in Its Walls* by John Bellairs.

CONTINUING EDUCATION

October 7 – Kara attended the Intersect Unconference sponsored by WNYLRC. The event was held at the Central Library.

October 12 – Kara attended the Manager-Director Meeting via Zoom and became certified to administer Narcan at that meeting.

October 26 & 27 - Genevieve and Meagan were certified to administer Narcan at the North Park and Elaine M. Panty branches respectively.

MEETINGS

October 26 – Kara met with Annemarie Gordon from the Sustainable Libraries Initiative for an orientation via Zoom.

October 27 – Kara met with our volunteers to review our book sorting guidelines.

October 27 – Kara and Meagan met to plan our January and February programs.

LANCASTER PUBLIC LIBRARY

2022 STATISTICS

CIRCULATION			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	8,583	3,832	124.0%
FEB	9,681	8,640	12.0%
MAR	11,175	9,752	14.6%
APR	15,609	8,582	81.9%
MAY	17,971	7,941	126%
JUN	18,973	9,924	91.2%
JUL	22,830	13,422	70.1%
AUG	24,206	11,479	110.9%
SEP	18,392	9,135	101.3%
OCT	18,462	9,748	89.4%
NOV			"
DEC			"
YR/DATE	165,882	92,455	79.4%

LIBRARY VISITS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	4,512	1,129	299.6%
FEB	5,318	3,544	50.1%
MAR	6,449	4,433	45.5%
APR	6,472	4,322	49.7%
MAY	5,648	3,824	47.7%
JUN	6,502	5,648	15.1%
JUL	7,816	6,169	26.7%
AUG	7,744	5,509	40.6%
SEP	5,823	4,423	31.7%
OCT	7,028	5,373	30.8%
NOV			"
DEC			"
YR/DATE	63,312	44,374	42.7%

PUBLIC ACCESS COMPUTER SESSIONS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	584	78	648.7%
FEB	574	510	12.5%
MAR	753	862	-12.6%
APR	613	673	-8.9%
MAY	693	661	4.8%
JUN	644	594	8.4%
JUL	631	738	-14.5%
AUG	717	698	2.7%
SEP	626	573	9.2%
OCT	662	644	2.8%
NOV			"
DEC			"
YR/DATE	6,497	6,031	7.7%

WIFI			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	1,189	736	61.5%
FEB	1,356	1,079	25.7%
MAR	1,680	1,418	18.5%
APR	1,469	1,299	13.1%
MAY	1,704	1,403	21.5%
JUN	1,710	1,559	9.7%
JUL	1,736	1,714	1.3%
AUG	1,659	1,221	35.9%
SEP	1,568	1,149	36.5%
OCT	1,543	1,454	6.1%
NOV			"
DEC			"
YR/DATE	15,614	13,032	19.8%

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: 31

Days Closed: 0

**Lancaster Public Library
2022 Statistics and Proceeds**

	Tours		New Library Cards		Ref Q	Headphone	Copier	Vending	Book Sale	Donations
	No.	ATT	Child	Adult	No.	Proceeds	Proceeds	Proceeds	Proceeds	to Library
JAN	0	0	17	30	579	\$0.00	\$69.00	\$12.00	\$155.00	\$0.00
FEB	0	0	18	18	561	\$6.00	\$104.00	\$0.00	\$165.00	\$976.80
MAR	0	0	23	41	552	\$6.00	\$130.00	\$12.00	\$188.00	\$332.80
APR	0	0	19	36	514	\$9.00	\$56.00	\$0.00	\$151.00	\$0.00
MAY	0	0	20	31	507	\$9.00	\$61.00	\$20.00	\$187.00	\$201.00
JUN	1	23	37	35	654	\$12.00	\$72.00	\$0.00	\$183.00	\$320.00
JUL	0	0	61	46	745	\$18.00	\$92.00	\$12.00	\$200.00	\$0.00
AUG	0	0	24	33	709	\$3.00	\$62.00	\$20.00	\$215.50	\$100.00
SEP	0	0	53	32	717	\$15.00	\$83.00	\$0.00	\$181.00	\$36.00
OCT	0	0	39	36	648	\$12.00	\$75.60	\$13.00	\$139.00	\$103,864.29
NOV										
DEC										
TOTAL	1	23	311	338	6,186	\$90.00	\$804.60	\$89.00	\$1,764.50	\$105,830.89

Total Proceeds \$108,578.99

	Facebook	Instagram
	Followers	Followers
JAN	2,281	134
FEB	2,286	181
MAR	2,304	226
APR	2,412	249
MAY	2,418	261
JUN	2,438	282
JUL	2,490	311
AUG	2,523	326
SEP	2,670	357
OCT	2,720	385
NOV		
DEC		

Pograms - October 2022

Program Date	Title	# of programs	Attendance
10/1/2022	Paws for Love	1	5
10/3/2022	Ms. Melissa's Sprouts	1	18
10/4/2022	Storytime	1	19
10/4/2022	Storytime	1	20
10/4/2022	Book Club	1	4
10/5/2022	Mahjong Club	1	4
10/5/2022	St. Mary's Outreach	1	30
10/5/2022	Communicating with the Spirit World	1	37
10/6/2022	St. Mary's Outreach	1	20
10/7/2022	Storytime	1	8
10/7/2022	Storytime	1	16
10/7/2022	It's a Small World Daycare Outreach	1	10
10/8/2022	LEGO Club	1	17
10/8/2022	LEGO Club	1	9
10/10/2022	Science Below Zero	1	96
10/11/2022	Book Club	1	9
10/12/2022	Mahjong Club	1	6
10/13/2022	YA Bookclub	1	5
10/15/2022	Erie County Fall Fest Outreach	1	184
10/18/2022	Storytime	1	20
10/18/2022	Storytime	1	20
10/19/2022	Mahjong Club	1	7
10/19/2022	Youth Bureau Craft	1	12
10/19/2022	Beginner Mahjong	1	11
10/20/2022	Family Literacy	1	23
10/20/2022	Family Literacy	1	17
10/21/2022	Storytime	1	12
10/21/2022	Storytime	1	20
10/22/2022	Halloween Party	1	150
10/25/2022	Storytime	1	20
10/25/2022	Storytime	1	20
10/25/2022	DIY Green Cleaning	1	6
10/26/2022	Mahjong Club	1	5
10/26/2022	Beginner Mahjong	1	11
10/27/2022	Libby App	1	9
10/28/2022	Storytime	1	13
10/28/2022	Storytime	1	20
10/31/2022	Kidding Around Yoga	1	12
10/31/2022	Tutoring	20	20
10/31/2022	Take and Make Craft	206	206
10/31/2022	Craft & Carry	111	111
10/31/2022	STEM Kits	30	30
10/31/2022	Library Card Kits	14	14


10/31/2022	Seed Library	19	19
10/31/2022	Pumpkin Contest	1	42
10/31/2022	Book a Tech Trainer	10	10
10/31/2022	Tutoring	15	15
10/31/2022	Tutoring	10	10

2022 Sunday Circulation


Date		Visits	Circulation
1/9		79	230
1/16		105	164
1/23		71	157
1/30		106	241
2/6		88	270
2/13		77	159
2/20		145	320
2/27		87	173
3/6		96	214
3/13		99	202
3/20		105	191
3/27		105	226
4/3	Book Sale	372	227
4/10		91	342
4/17	Easter		
4/24		72	126
5/1		99	315
5/8		55	92
5/15		105	253
5/22	BBQ	82	206
		2,039	4,108

9/11		73	106
9/18		104	253
9/25		69	265
10/2		68	148
10/9		85	196
10/16	Book Sale	255	151
10/23		72	85
10/30		82	122
11/6			
11/13			
11/20			
11/27			
12/4			
12/11			
12/18			
		808	1326

	Patron Count	Circ
2019 Yearly Total Open 37 Sundays	5,746	9,627
2018 Yearly Total Open 35 Sundays	5,437	9,539
2017 Yearly Total Open 35 Sundays	6,141	10,208
2016 Yearly total Open 36 Sundays	5,880	9,567
2015 Yearly Total Open 35 Sundays	5,992	9,779


Circulation							
Total Circulations							
 Library	October			Year to Date Totals			Footnotes
	2022 Total	2021 Total	% of	2022 Total	2021 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	948	1,460	-35.1%	16,537	14,384	15.0%	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. Alden - Closed 10/8/22-10/27/22 - Renovations. Angola - Closed 10/10/22 - Columbus Day. 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. Crane also closed October 2021 due to construction. González-Soto closed starting 9/12/2022 - Phase 1 Construction. Library2Go - Added to statistical reports 2/2022. Marilla - Closed 10/8/2022 - Staffing.
Amherst							
Audubon	19,102	19,616	-2.6%	276,753	194,041	42.6%	
Clearfield	33,837	16,123	109.9%	267,064	168,186	58.8%	
Eggertsville-Snyder	14,925	7,373	102.4%	124,745	81,662	52.8%	
Williamsville	5,902	1,977	198.5%	43,534	22,236	95.8%	
Angola	3,021	1,632	85.1%	26,650	17,774	49.9%	
Aurora	13,556	7,334	84.8%	115,036	69,954	64.4%	
Boston	2,876	1,820	58.0%	26,477	20,567	28.7%	
Cheektowaga							
Julia Boyer Reinstein	23,896	13,693	74.5%	202,889	130,352	55.6%	
Reinstein Memorial	8,647	4,181	106.8%	71,849	40,636	76.8%	
Clarence	20,414	11,906	71.5%	169,770	126,039	34.7%	
Collins	4,909	1,967	149.6%	37,279	21,389	74.3%	
Concord	4,915	2,781	76.7%	44,181	28,813	53.3%	
Eden	3,996	2,573	55.3%	35,628	26,655	33.7%	
Elma	9,386	4,643	102.2%	78,510	48,160	63.0%	
Grand Island Memorial	10,936	6,149	77.9%	93,406	63,043	48.2%	
Hamburg							
Hamburg	18,706	10,359	80.6%	162,529	98,799	64.5%	
Lake Shore	6,124	2,964	106.6%	53,649	32,149	66.9%	
Lackawanna	4,494	1,821	146.8%	35,684	18,570	92.2%	
Lancaster	18,462	9,748	89.4%	165,882	92,455	79.4%	
Marilla	3,089	1,996	54.8%	29,300	22,960	27.6%	
Newstead	4,894	2,468	98.3%	44,610	27,446	62.5%	
North Collins	1,814	1,192	52.2%	14,323	9,911	44.5%	
Orchard Park	23,950	12,846	86.4%	208,240	129,199	61.2%	
City of Tonawanda	9,410	5,011	87.8%	79,915	50,095	59.5%	
Town of Tonawanda							
Kenilworth	6,322	2,942	114.9%	50,440	32,490	55.2%	
Kenmore	27,169	13,891	95.6%	222,120	140,003	58.7%	
West Seneca	19,426	10,254	89.4%	173,816	111,815	55.4%	
Buffalo							
Coles	2,639	1,400	88.5%	14,458	11,261	28.4%	
Crane	336	0	#DIV/0!	52,275	27,412	90.7%	
Dudley	4,999	1,992	151.0%	38,113	21,687	75.7%	
East Clinton	2,785	1,541	80.7%	21,641	11,203	93.2%	
González-Soto	0	3,570	-100.0%	26,394	22,938	15.1%	
Merriweather	4,432	2,424	82.8%	32,285	22,145	45.8%	
North Park	12,259	4,824	154.1%	77,523	44,255	75.2%	
Panty	3,779	1,227	208.0%	18,736	12,445	50.6%	
Central	33,131	14,630	126.5%	249,060	141,941	75.5%	
BookmobileServices							
Library on Wheels	3,774	1,176	220.9%	20,994	10,657	97.0%	
Library2Go	1,226	See note.	See note.	5,674	See note.	See note.	
Institutions							
Correctional Facility	5,105	0	#DIV/0!	8,256	0	#DIV/0!	
Holding Center	3,625	0	#DIV/0!	17,129	0	#DIV/0!	
System							
Online Renewals	542	80,643	-99.3%	251,558	777,371	-67.6%	
Interlibrary Loans	945	1,294	-27.0%	10,898	10,723	1.6%	
eAudiobooks	49,908	40,489	23.3%	460,859	388,729	18.6%	
eVideos	647	75	762.7%	4,259	1,016	319.2%	
eBooks	77,147	73,072	5.6%	762,774	769,448	-0.9%	
eMusic	234	22,171	-98.9%	1,490	241,045	-99.4%	
eMagazines	6,033	See note.	See note.	33,308	See note.	See note.	
B&ECPL Totals	538,672	431,248	24.9%	4,978,500	4,354,059	14.3%	
Member Libraries	325,126	180,720	79.9%	2,870,816	1,839,783	56.0%	
Buffalo Branches	31,229	16,978	83.9%	281,425	173,346	62.3%	
Central Library	33,131	14,630	126.5%	249,060	141,941	75.5%	
Bookmobile Services	5,000	1,176	325.2%	26,668	10,657	150.2%	
Institutions	8,730	0	#DIV/0!	25,385	0	#DIV/0!	
System	135,456	217,744	-37.8%	1,525,146	2,188,332	-30.3%	


Library Visits

	October			Year to Date Totals			Footnotes
	2022	2021	% of	2022	2021	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	240	821	-70.8%	7,981	8,210	-2.8%	<p>Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Alden - Closed 10/8/22-10/27/22 - Renovations.</p> <p>Angola - Closed 10/10/22 - Columbus Day.</p> <p>Audubon - Closed starting 10/10/2022 - Construction.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction. Crane also closed October 2021 due to construction.</p> <p>González-Soto closed starting 9/12/2022 - Phase 1 Construction.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Marilla - Closed 10/8/2022 - Staffing.</p>
<i>Amherst</i>							
Audubon	2,887	9,670	-70.1%	82,395	83,981	-1.9%	
Clearfield	11,931	8,818	35.3%	99,494	83,562	19.1%	
Eggertsville-Snyder	4,329	4,213	2.8%	43,803	40,218	8.9%	
Williamsville	2,777	1,524	82.2%	19,959	13,878	43.8%	
Angola	2,178	2,411	-9.7%	30,767	30,785	-0.1%	
Aurora	4,945	4,570	8.2%	47,397	36,577	29.6%	
Boston	1,323	1,550	-14.6%	11,757	11,679	0.7%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	7,766	7,656	1.4%	76,503	64,834	18.0%	
Reinstein Memorial	3,704	2,778	33.3%	31,584	22,450	40.7%	
Clarence	5,923	5,739	3.2%	53,226	53,959	-1.4%	
Collins	1,315	974	35.0%	12,585	9,985	26.0%	
Concord	2,282	2,350	-2.9%	24,869	20,727	20.0%	
Eden	1,604	1,286	24.7%	13,468	12,451	8.2%	
Elma	3,102	2,719	14.1%	31,552	25,567	23.4%	
Grand Island Memorial	4,022	3,762	6.9%	38,039	31,024	22.6%	
<i>Hamburg</i>							
Hamburg	7,334	5,606	30.8%	64,620	50,239	28.6%	
Lake Shore	2,578	2,458	4.9%	27,762	22,141	25.4%	
Lackawanna	2,715	2,329	16.6%	28,815	20,196	42.7%	
Lancaster	7,028	5,373	30.8%	63,312	43,226	46.5%	
Marilla	893	1,023	-12.7%	8,980	9,816	-8.5%	
Newstead	2,692	2,528	6.5%	24,123	21,314	13.2%	
North Collins	1,297	1,061	22.2%	10,059	8,812	14.2%	
Orchard Park	9,620	9,351	2.9%	99,488	76,234	30.5%	
City of Tonawanda	3,973	3,897	2.0%	36,764	32,966	11.5%	
<i>Town of Tonawanda</i>							
Kenilworth	2,561	2,669	-4.0%	27,738	27,618	0.4%	
Kenmore	7,620	7,271	4.8%	77,795	63,677	22.2%	
West Seneca	7,503	5,755	30.4%	76,411	63,927	19.5%	
<i>Buffalo</i>							
Coles	2,933	3,095	-5.2%	21,829	25,669	-15.0%	
Crane	0	0	#DIV/0!	21,250	21,057	0.9%	
Dudley	2,470	2,085	18.5%	25,183	22,713	10.9%	
East Clinton	2,999	1,305	129.8%	14,102	8,767	60.9%	
González-Soto	0	3,971	-100.0%	22,969	25,443	-9.7%	
Merriweather	9,904	4,571	116.7%	70,160	39,366	78.2%	
North Park	5,608	4,633	21.0%	46,065	39,007	18.1%	
Panty	2,792	2,268	23.1%	20,663	19,230	7.5%	
<i>Central</i>	21,416	12,698	68.7%	161,514	98,089	64.7%	
<i>Bookmobile Services</i>							
Library on Wheels	3,709	1,923	92.9%	13,796	6,828	102.1%	
Library2Go	143	See note.	See note.	2,344	See note.	See note.	
<i>Institutions</i>							
Correctional Facility	655	631	3.8%	6,050	8,054	-24.9%	
Holding Center	622	266	133.8%	3,964	2,871	38.1%	
System	169,393	147,608	14.8%	1,601,135	1,307,147	22.5%	
Member Libraries	116,142	110,162	5.4%	1,171,246	990,053	18.3%	
Buffalo Branches	26,706	21,928	21.8%	242,221	201,252	20.4%	
Central Library	21,416	12,698	68.7%	161,514	98,089	64.7%	
Bookmobile	3,852	1,923	100.3%	16,140	6,828	136.4%	
Institutions	1,277	897	42.4%	10,014	10,925	-8.3%	

Registered Public Access Computer Sessions

Session Counts Per Outlet

	October			Year to Date Totals			Footnotes
	2022	2021	% of	2022	2021	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	22	66	-66.7%	564	627	-10.0%	<p>Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Alden - Closed 10/8/22-10/27/22 - Renovations.</p> <p>Angola - Closed 10/10/22 - Columbus Day.</p> <p>Audubon - Closed starting 10/10/2022 - Construction.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction. Crane also closed October 2021 due to construction.</p> <p>González-Soto closed starting 9/12/2022 - Phase 1 Construction.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Marilla - Closed 10/8/2022 - Staffing.</p>
<i>Amherst</i>							
Audubon	268	1,170	-77.1%	8,677	9,924	-12.6%	
Clearfield	1,160	612	89.5%	7,662	5,769	32.8%	
Eggertsville-Snyder	502	462	8.7%	4,558	4,325	5.4%	
Williamsville	238	97	145.4%	1,638	1,079	51.8%	
Angola	148	146	1.4%	1,717	1,333	28.8%	
Aurora	324	283	14.5%	3,363	2,503	34.4%	
Boston	60	59	1.7%	675	695	-2.9%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,402	1,302	7.7%	13,100	10,461	25.2%	
Reinstein Memorial	787	581	35.5%	7,245	4,813	50.5%	
Clarence	452	477	-5.2%	4,107	4,299	-4.5%	
Collins	122	100	22.0%	1,001	1,079	-7.2%	
Concord	160	210	-23.8%	1,877	1,986	-5.5%	
Eden	87	98	-11.2%	1,004	989	1.5%	
Elma	144	153	-5.9%	1,744	1,597	9.2%	
Grand Island Memorial	255	271	-5.9%	2,521	2,029	24.2%	
<i>Hamburg</i>							
Hamburg	790	765	3.3%	8,447	7,074	19.4%	
Lake Shore	186	231	-19.5%	2,226	1,736	28.2%	
Lackawanna	418	370	13.0%	4,317	3,475	24.2%	
Lancaster	662	644	2.8%	6,497	6,031	7.7%	
Marilla	39	31	25.8%	329	431	-23.7%	
Newstead	178	144	23.6%	1,609	1,560	3.1%	
North Collins	85	124	-31.5%	1,028	1,193	-13.8%	
Orchard Park	599	492	21.7%	5,715	4,564	25.2%	
City of Tonawanda	758	553	37.1%	5,989	4,451	34.6%	
<i>Town of Tonawanda</i>							
Kenilworth	393	333	18.0%	3,933	3,364	16.9%	
Kenmore	1,378	1,291	6.7%	13,265	9,827	35.0%	
West Seneca	959	970	-1.1%	10,190	9,481	7.5%	
<i>Buffalo</i>							
Coles	922	966	-4.6%	6,883	8,125	-15.3%	
Crane	0	0	#DIV/0!	3,273	2,700	21.2%	
Dudley	481	546	-11.9%	5,290	4,727	11.9%	
East Clinton	338	343	-1.5%	2,881	2,117	36.1%	
González-Soto	0	924	-100.0%	4,890	6,783	-27.9%	
Merriweather	1,316	1,380	-4.6%	13,215	11,446	15.5%	
North Park	1,272	976	30.3%	9,761	8,524	14.5%	
Panty	539	406	32.8%	3,960	3,601	10.0%	
<i>Central</i>	7,293	4,592	58.8%	58,469	38,642	51.3%	
<i>Bookmobile Services</i>							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library2Go	0	See note.	See note.	0	See note.	See note.	
System	24,737	22,168	11.6%	233,620	193,360	20.8%	
Member Libraries	12,576	12,035	4.5%	124,998	106,695	17.2%	
Buffalo Branches	4,868	5,541	-12.1%	50,153	48,023	4.4%	
Central Library	7,293	4,592	58.8%	58,469	38,642	51.3%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

WiFi							
Total Logins							
	October			Year to Date Totals			
	2022	2021	% of	2022	2021	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
						Footnotes	
Alden (Ewell Free)	376	428	-12.1%	4,300	3,646	17.9%	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. Alden - Closed 10/8/22-10/27/22 - Renovations. Angola - Closed 10/10/22 - Columbus Day. Audubon - Closed starting 10/10/2022 - Construction. Crane - Closed starting 8/15/2022 - Phase 2 construction. Crane also closed October 2021 due to construction. González-Soto closed starting 9/12/2022 - Phase 1 Construction. Library2Go - Added to statistical reports 2/2022. Marilla - Closed 10/8/2022 - Staffing.
Amherst							
Audubon	955	3,158	-69.8%	19,310	22,267	-13.3%	
Clearfield	2,816	1,821	54.6%	22,158	17,903	23.8%	
Eggertsville-Snyder	1,006	1,030	-2.3%	10,071	9,159	10.0%	
Williamsville	1,197	1,164	2.8%	12,272	13,323	-7.9%	
Angola	217	213	1.9%	2,079	1,700	22.3%	
Aurora	2,283	1,931	18.2%	20,953	15,933	31.5%	
Boston	169	130	30.0%	1,707	1,427	19.6%	
Cheektowaga							
Julia Boyer Reinstein	1,286	1,048	22.7%	11,356	7,948	42.9%	
Reinstein Memorial	707	690	2.5%	6,578	6,264	5.0%	
Clarence	1,185	1,100	7.7%	10,648	10,559	0.8%	
Collins	268	208	28.8%	2,346	2,045	14.7%	
Concord	526	538	-2.2%	5,283	4,735	11.6%	
Eden	216	166	30.1%	2,123	1,755	21.0%	
Elma	308	242	27.3%	3,167	2,534	25.0%	
Grand Island Memorial	706	720	-1.9%	6,773	7,610	-11.0%	
Hamburg							
Hamburg	1,610	1,829	-12.0%	16,892	15,772	7.1%	
Lake Shore	324	337	-3.9%	3,907	3,779	3.4%	
Lackawanna	461	368	25.3%	4,189	2,986	40.3%	
Lancaster	1,543	1,454	6.1%	15,614	13,032	19.8%	
Marilla	88	87	1.1%	884	947	-6.7%	
Newstead	400	498	-19.7%	3,796	5,290	-28.2%	
North Collins	417	372	12.1%	3,593	2,836	26.7%	
Orchard Park	1,722	1,355	27.1%	15,877	10,925	45.3%	
City of Tonawanda	959	831	15.4%	6,520	6,763	-3.6%	
Town of Tonawanda							
Kenilworth	455	399	14.0%	4,495	3,388	32.7%	
Kenmore	1,943	1,716	13.2%	19,357	14,712	31.6%	
West Seneca	1,867	1,665	12.1%	18,034	15,611	15.5%	
Buffalo							
Coles	972	730	33.2%	7,880	6,091	29.4%	
Crane	0	69	-100.0%	3,351	3,632	-7.7%	
Dudley	2,034	1,766	15.2%	14,592	16,443	-11.3%	
East Clinton	707	592	19.4%	6,839	4,211	62.4%	
González-Soto	1,985	2,407	-17.5%	20,603	16,549	24.5%	
Merriweather	1,198	983	21.9%	10,976	7,206	52.3%	
North Park	1,375	938	46.6%	10,577	7,920	33.5%	
Panty	1,411	1,141	23.7%	11,657	9,663	20.6%	
Central	15,675	12,205	28.4%	139,432	94,712	47.2%	
Bookmobile Services							
Library on Wheels	159	97	63.9%	724	576	25.7%	
Library2Go	0	See note.	See note.	0	See note.	See note.	
System	51,526	46,426	11.0%	480,913	391,852	22.7%	
Member Libraries	26,010	25,498	2.0%	254,282	224,849	13.1%	
Buffalo Branches	9,682	8,626	12.2%	86,475	71,715	20.6%	
Central Library	15,675	12,205	28.4%	139,432	94,712	47.2%	
Bookmobile Services	159	97	63.9%	724	576	25.7%	

Lancaster Financial Monthly Report 2022
October

Account	Deposits	Disbursements	Interest	Sub-Total	Balance
M & T Checking					
Beginning Balance					\$5,728.05
Fines/ print revenue	\$313.05				
Ending Balance	\$313.05	\$0.00		\$313.05	\$6,041.10
Bank on Buffalo					
Beginning Balance					\$61,239.61
Estate of Beverly Panten	\$103,864.29				
Vending	\$13.00				
Copier	\$75.60				
Headphones (4 @ \$3)	\$12.00				
Book sale	\$139.00				
Oriental Trading: Winter crafts (Elks grant) (Debit)		-\$572.60			
Amazon: Craft supplies (Debit)		-\$171.94			
Cris Johnson: Halloween party magic show (#489)		-\$325.00			
Donna Baia: 10/31 Kidding Around Yoga program (#490)		-\$50.00			
BECPL: PVT library materials (#491)		-\$2,489.38			
Replenish petty cash (#492)		-\$200.00			
Grand Island Memorial Library: Richard Earne memorial donation (#493)		-\$250.00			
Amazon: Calendar, magnetic pins, stickers, light filters (Debit)		-\$53.46			
Positive Promotions: Volunteer gifts (Debit)		-\$83.89			
Amazon: Prime membership renewal (Debit)		-\$139.00			
The Library Store: Wire easels (#494)		-\$704.07			
SCLS- Sustainable Libraries Initiative: Certification program/ membership (#495)		-\$350.00			
Amazon: Holiday card craft supplies (Debit)		-\$33.77			
Ending Balance	\$104,103.89	-\$5,423.11		\$98,680.78	\$159,920.39
Bank on Buffalo CDs	Amount	Maturity	Interest Rate	Interest	Total
Bank on Buffalo CD 040	\$21,541.23	12M 6/28/23	0.11%	\$0.00	\$21,541.23
Bank on Buffalo CD 043	\$12,020.49	36M 7/27/23	0.61%	\$18.48	\$12,038.97
Bank on Buffalo CD 045	\$28,167.34	12M 1/24/23	0.11%	\$7.81	\$28,175.15
Bank on Buffalo CD 046	\$24,640.45	12M 5/24/23	0.11%	\$0.00	\$24,640.45
Bank on Buffalo CD 028	\$11,721.87	36M 10/27/24	0.19%	\$5.61	\$11,727.48
Bank on Buffalo CD 178	\$20,629.98	12M 8/03/23	0.11%	\$0.00	\$20,629.98
Bank on Buffalo CD 1283	\$10,576.83	18M 4/01/24	2.05%	\$0.00	\$10,576.83
Bank on Buffalo CD 2355	\$22,023.17	36M 5/29/23	0.11%	\$0.00	\$22,023.17
Bank on Buffalo CD 7632	\$20,072.62	18M 4/10/24	2.05%	\$5.50	\$20,078.12
CD Balance				\$37.40	\$171,431.38
Total Balance					\$337,392.87

**Petty Cash
October 2022**

Date	Item	Deposit	Withdrawl	Total
				\$12.33
17-Oct	Replenish petty cash	\$200.00		\$212.33
17-Oct	Kara- Dollar Tree- Supplies for DIY cleaning program		-\$17.50	\$194.83
17-Oct	Kara- Amazon- Supplies for DIY cleaning program		-\$24.99	\$169.84
27-Oct	Josh- Dollar General- Cleaner		-\$9.75	\$160.09
		\$200.00	-\$52.24	\$160.09

Program Projections - 2022

Date(s)	Program Title	Cost
1/24/2022	Kidding Around Yoga (Donna Baia)	\$50.00
2/2/2022	Art-y Time (Kimberly Strell)	\$165.00
2/14/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
2/28/2022	Kidding Around Yoga (Donna Baia)	\$50.00
3/14/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
3/21/2022	Kidding Around Yoga (Donna Baia)	\$50.00
4/11/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
4/19/2022	Native Plants (Lyn Chimera)	\$100.00
4/25/2022	Kidding Around Yoga (Donna Baia)	\$50.00
5/9/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
5/11/2022	Art-y Time (Kimberly Strell)	\$205.00
5/23/2022	Kidding Around Yoga (Donna Baia)	\$50.00
6/6/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
6/27/2022	Kidding Around Yoga (Donna Baia)	\$50.00
6/30/2022	Glenn Colton - summer kick-off	\$449.00
7/7/2022	Benjamin Berry - Circus for all	\$350.00
7/14/2022	Cris Johnson	\$350.00
7/21/2022	Wondermakers	\$150.00
7/25/2022	Kidding Around Yoga (Donna Baia)	\$50.00
7/28/2022	Doug Rougeaux - BubbleMan	\$475.00
8/1/2022	Botanical Gardens - Terrariums	\$250.00
8/4/2022	Nels Ross - In Jest	\$500.00
8/11/2022	Hawk Creek	\$450.00
8/18/2022	Nan Hoffman	\$300.00
8/22/2022	Kidding Around Yoga (Donna Baia)	\$50.00
9/19/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
9/26/2022	Kidding Around Yoga (Donna Baia)	\$50.00
9/28/2022	Mason Winfield - Haunted WNY	\$200.00
10/3/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
10/5/2022	Judy Hartke - Mediumship	\$150.00
10/10/2022	Museum of Science	\$411.20
10/22/2022	Cris Johnson - Spooky Magic	\$325.00
10/31/2022	Kidding Around Yoga (Donna Baia)	\$50.00
11/14/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
11/15/2022	Art-y Time (Kimberly Strell)	\$205.00
11/19/2022	Manga Drawing (Tom Paul Fox)	\$125.00
11/21/2022	Kidding Around Yoga (Donna Baia)	\$50.00
12/19/2022	Kidding Around Yoga (Donna Baia)	\$50.00

TOTAL SPENT

\$6,360.20

Total Spent - Elks

\$3,374.00

Funding Source	Notes	Funds Given
Library Board Funds for 2022		\$5,000.00
Elks 2020 grant (Sept 2020)	did not spend due to pandemic	\$3,400.00
2022 Program Budget (CEN)	must spend in 2022	\$500.00
TOTAL BUDGET for 2021		\$8,900.00
CURRENT BALANCE		\$2,539.80

2022 CLAIM FOR MILEAGE FORM

For use of privately owned vehicle. To be used for travel within Erie County.

Employee must complete and submit to the CFO's Office with supporting documentation on or before the 10th of the month following date(s) of travel.

Name Meagan Carr			Department Lancaster Public Library					
Employee ID 18720								
Date	From		Miles Driven	Mileage Total	Day	Daily Total	Tolls	Parking
9/1/2022	Lancaster High School	Lancaster Library		\$ 0.00	1	\$ 4.00		
10/27/2022	Panty Library	Lancaster Library	17.8	\$ 11.13		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
TOTAL			17.8	\$ 11.13	1.0	\$ 4.00	\$ 0.00	\$ 0.00
Reimbursement rate is dependent upon the current rate negotiated in the Collective Bargaining Agreement. Minimum reimbursement for mileage per day is actual miles times rate or \$____, whichever is greater.			Amount in Miles		\$ 11.13			
			Amount for days @ \$____		\$ 4.00			
			Amount for tolls		\$ 0.00			
			Amount for parking		\$ 0.00			
			Total to be paid		\$ 15.13			
<p align="center">CERTIFICATION BY CLAIMANT EMPLOYEE</p> <p>I, the undersigned, hereby certify that the mileage indicated with this claim has actually been traveled by me on behalf of the B&ECPL. Further, that the amount indicated is accurate and that payment of this claim has not been previously received.</p> <p>Employee Signature: <u>Meagan Carr</u> Date: <u>10/27/22</u></p>								
<p align="center">CERTIFICATION OF SUPERVISOR OR DEPARTMENT HEAD</p> <p>I, the undersigned, hereby certify that the mileage claimed in the above account was actually and necessarily traveled by the claimant in the performance of his/her duties and that the best interests of the B&ECPL were serviced by using an automobile in lieu of other means of transportation.</p> <p>Signature: <u>Kara L. Stock</u> Date: <u>10/27/22</u></p> <p>Supervisor or Department Head</p>								
<p align="center">FINANCE OFFICE USE ONLY</p> <p>Signature: _____ Date: _____</p> <p>Deputy Director, CFO</p>								

Buffalo & Erie County Public Library

☐ A.F.S.C.M.E. ☐ C.S.E.A.
☒ Librarians Assn. ☐ Administrators
☐ Non-Bargaining ☐ CMU

2022 CLAIM FOR MILEAGE FORM

For use of privately owned vehicle. To be used for travel within Erie County.

Employee must complete and submit to the CFO's Office with supporting documentation on or before the 10th of the month following date(s) of travel

Name Genevieve Maynard			Department Lancaster Library					
			Employee ID 25816					
			Miles Driven	Mileage Total	Day	Daily Total	Tolls	Parking
10/26/22	Home	North Park Branch Library	25.4	\$ 15.88	0	\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
TOTAL			25.4	\$ 15.88	0.0	\$ 0.00	\$ 0.00	\$ 0.00
Reimbursement rate is dependent upon the current rate negotiated in the Collective Bargaining Agreement. Minimum reimbursement for mileage per day is actual miles times rate or \$____, whichever is greater.			Amount in Miles		\$ 15.88			
			Amount for days @ \$____		\$ 0.00			
			Amount for tolls		\$ 0.00			
			Amount for parking		\$ 0.00			
			Total to be paid		\$ 15.88			
CERTIFICATION BY CLAIMANT EMPLOYEE								
I, the undersigned, hereby certify that the mileage indicated with this claim has actually been traveled by me on behalf of the B&ECPL. Further, that the amount indicated is accurate and that payment of this claim has not been previously received.								
Employee Signature: <u>Genevieve Maynard</u> Date: <u>10/26/22</u>								
CERTIFICATION OF SUPERVISOR OR DEPARTMENT HEAD								
I, the undersigned, hereby certify that the mileage claimed in the above account was actually and necessarily traveled by the claimant in the performance of his/her duties and that the best interests of the B&ECPL were serviced by using an automobile in lieu of other means of transportation.								
Signature: <u>Kara L. Hoch</u> Date: <u>10/26/22</u> Supervisor or Department Head								
FINANCE OFFICE USE ONLY								
Signature: _____ Date: _____ Deputy Director, CFO								

Buffalo & Erie County Public Library

2022 CLAIM FOR MILEAGE FORM

☐ A.F.S.C.M.E. ☐ C.S.E.A.
☒ Librarians Assn. ☐ Administrators
☐ Non-Bargaining ☐ CMU

For use of privately owned vehicle. To be used for travel within Erie County.

Employee must complete and submit to the CFO's Office with supporting documentation on or before the 10th of the month following date(s) of travel

Name Kara Stock	Department Lancaster Library
<div style="background-color: #cccccc; width: 100px; height: 20px; display: inline-block;"></div> Y	Employee ID 5933

			Miles Driven	Mileage Total	Day	Daily Total	Tolls	Parking
9/1/22	Lancaster High School	Lancaster Library		\$ 0.00	1	\$ 4.00		
10/7/22	Central Library	Lancaster Library	12.5	\$ 7.81		\$ 0.00		\$ 9.00
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
TOTAL			12.5	\$ 7.81	1.0	\$ 4.00	\$ 0.00	\$ 9.00

Reimbursement rate is dependent upon the current rate negotiated in the Collective Bargaining Agreement. Minimum reimbursement for mileage per day is actual miles times rate or \$ ___, whichever is greater.	Amount in Miles	\$ 7.81
	Amount for days @ \$ __	\$ 4.00
	Amount for tolls	\$ 0.00
	Amount for parking	\$ 9.00
	Total to be paid	\$ 20.81

CERTIFICATION BY CLAIMANT EMPLOYEE

I, the undersigned, hereby certify that the mileage indicated with this claim has actually been traveled by me on behalf of the B&ECPL. Further, that the amount indicated is accurate and that payment of this claim has not been previously received.

Employee Signature: Kara Stock

Date: 10/26/22

CERTIFICATION OF SUPERVISOR OR DEPARTMENT HEAD

I, the undersigned, hereby certify that the mileage claimed in the above account was actually and necessarily traveled by the claimant in the performance of his/her duties and that the best interests of the B&ECPL were serviced by using an automobile in lieu of other means of transportation.

Signature:

Date:

Supervisor or Department Head

FINANCE OFFICE USE ONLY

Signature:

Date:

Deputy Director, CFO

Buffalo & Erie County Public Library

2022 CLAIM FOR MILEAGE FORM

☐ A.F.S.C.M.E. ☐ C.S.E.A.
☐ Librarians Assn. ☐ Administrators
☐ Non-Bargaining ☒ CMU

For use of privately owned vehicle. To be used for travel within Erie County.

Employee must complete and submit to the CFO's Office with supporting documentation on or before the 10th of the month following date(s) of travel


Name Joshua Strell	Department Lancaster Library
	Employee ID 25169

Date	From	To	Miles Driven	Mileage Total	Day	Daily Total	Tolls	Parking
10/18/22	Lancaster Library	80 Earhart	13.8	\$ 8.63	0	\$ 0.00		
10/26/22	Lancaster Library	80 Earhart	13.8	\$ 8.63		\$ 0.00		
10/27/22	Lancaster Library	5150 Broadway		\$ 0.00	1	\$ 4.00		
11/2/22	Lancaster Library	80 Earhart	13.8	\$ 8.63		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
TOTAL			41.4	\$ 25.88	1.0	\$ 4.00	\$ 0.00	\$ 0.00

Reimbursement rate is dependent upon the current rate negotiated in the Collective Bargaining Agreement. Minimum reimbursement for mileage per day is actual miles times rate or \$ 4, whichever is greater.	Amount in Miles	\$ 25.88
	Amount for days @ \$	\$ 4.00
	Amount for tolls	\$ 0.00
	Amount for parking	\$ 0.00
	Total to be paid	\$ 29.88

CERTIFICATION BY CLAIMANT EMPLOYEE

I, the undersigned, hereby certify that the mileage indicated with this claim has actually been traveled by me on behalf of the B&ECPL. Further, that the amount indicated is accurate and that payment of this claim has not been previously received.

Employee Signature: 

Date: 11-4-22

CERTIFICATION OF SUPERVISOR OR DEPARTMENT HEAD

I, the undersigned, hereby certify that the mileage claimed in the above account was actually and necessarily traveled by the claimant in the performance of his/her duties and that the best interests of the B&ECPL were serviced by using an automobile in lieu of other means of transportation.

Signature:

Date:

Supervisor or Department Head

FINANCE OFFICE USE ONLY

Signature:

Date:

Deputy Director, CFO



LANCASTER PUBLIC LIBRARY RULES OF CONDUCT

The Lancaster Public Library serves as a center for information, education and entertainment. Under Article 5, Section 262 of New York State Education Law, the Board of Trustees of the Lancaster Public Library has adopted the following rules to ensure a safe and welcoming environment for all patrons.

The following conduct is prohibited:

1. Engaging in disorderly conduct, fighting, challenging another person to fight or provoking others to violence;
2. Disturbing other patrons, staff or volunteers; interfering with staff or volunteers in the performance of their duties; blocking or impairing another's passage; persistent, unwelcome attention, such as staring at or following another person; or making any obscene or threatening gestures;
3. Carrying weapons of any kind;
4. Possessing, distributing or consuming alcohol or illegal drugs or being under the influence of alcohol or illegal drugs;
5. Engaging in sexual conduct, lewd behavior (e.g., exposure or inappropriate touching) or sexual harassment of another person, staff member or volunteer;
6. Engaging in conduct in violation of the *B&ECPL Equal Employment Opportunity and Anti-Harassment Policy*;
7. Damaging, destroying, or stealing any library property or the property of another patron, staff member or volunteer;
8. Bringing animals or pets into the library except those required to assist patrons with disabilities or those involved in library programs;
9. Selling, soliciting, canvassing or petitioning without approval by the library;
10. Distributing or posting materials or literature that have not been approved by the library;
11. Vaping, smoking or otherwise using tobacco or marijuana products inside the library or within 100 feet of any entrances, exits or outdoor areas of the library (in accordance with New York State Public Health Law Section 1399-O);
12. Food and/or beverages from outside the library brought in without prior approval. Leaving refuse in areas other than designated receptacles;
13. Making unreasonable use of the restrooms, including bathing and eating;
14. Sleeping or lying down in the library;
15. Photography or recording of library patrons with permission;
16. Entering and using the library without appropriate clothing, including shirt and shoes;

17. Rearranging or disarranging library materials and library furnishings;
18. Loitering;
19. Gambling;
20. Unauthorized requests for money, including but not limited to panhandling.

No children under eight years of age may be left unattended in the library at any time. Library staff will not be responsible for children who have been left without adult supervision. Adult patrons who are not engaged in library activities that require materials from the children's area shall be asked to relocate to other areas of the library. The staff reserves the right to seek the intervention of appropriate law enforcement or social service agencies, as required by individual circumstances. For the safety and protection of children, all children subject to the State Laws requiring school attendance are forbidden the use of the library during regular school hours without special permit or previous arrangement with school officials or the home-schooling parent.

People who violate these rules will be advised of their infraction(s). Failure to comply with the library's established policies, rules and regulations or violations of local, state or federal law may result in immediate suspension of library privileges, including removal of library property, and/or, where necessary, civil liability and/or criminal prosecution.

*Adopted by the Lancaster Public Library Board of Trustees at a public meeting on November 17, 1994.
Adopted as amended by the Lancaster Public Library Board of Trustees at a public meeting on June 13, 2019.*

Adopted as amended by the Lancaster Public Library Board of Trustees at a public meeting on __, 2022.

Winter Raffle Prizes

QTY.	Description	Website	Price
1	Snow Tube	https://amzn.to/3yXO88V	\$49.99
1	Arts & Crafts Kit	https://amzn.to/3eOUdxQ	\$39.95
1	Mega Science Lab	https://amzn.to/3TH2vg3	\$79.99
1	Youth Snowshoe	https://amzn.to/3EZIV4C	\$75.88
			\$245.81

Winter Reading Log Prizes

QTY.	Description	Website	Price per each	Total Price
4	Winter Wonderland Kaleidoscopes	https://bit.ly/3EXgzYw	\$14.99	\$59.96
4	Winter Glitter-Filled Bouncy Balls	https://bit.ly/3sbvbwJ	\$19.99	\$79.96
4	Flashing Winter Snowflake Necklaces	https://bit.ly/3DfUtiP	\$19.99	\$79.96
4	Polar Bear Stress Toys	https://bit.ly/3Sdo9kQ	\$19.99	\$79.96
4	Space Lotsa Pops Popping Toys	https://bit.ly/3qrfrC8	\$37.99	\$151.96
				\$451.80

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, December 8, 2022
4:15PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the meeting minutes of November 10, 2022
- V. Report of the Director

- VI. Public Comment

- VII. Monthly Financial Report
 - A. November Report
 - B. Audit Report
 - C. CD#045, matures 1/24/23
 - D. Town Budget – Quarterly Report
 - E. Holiday Party Budget

- VIII. Old Business
 - A. Building Maintenance Update
 - 1. Staff Room Renovation
 - 2. Elevator
 - 3. Community Room Furnace
 - 4. Staff Room Heater
 - 5. Roof Leaks
 - 6. Gutter Icers
 - B. Nominations for Officers -2023 – VOTE
 - C. Rules of Conduct Policy – VOTE
 - D. Advocacy Meetings
 - 1) Assemblywoman Wallace – Friday, Dec. 2
 - 2) Senator Gallivan – Friday, Dec. 9

- IX. New Business
 - A. Sustainable Libraries Initiative Policy Review
 - B. 2023 Craft Budget Request - \$2,500
 - C. 2023 Policy Review Schedule
 - D. Beverly Panton Bequest Suggestions – Music Purchases - \$3,000
 - E. Break Room Table and 4 Chairs - \$645.90
 - F. Book Labels - \$204.82
 - G. Taproot - \$60.00
 - H. Seed Library Hubs - \$29.98
 - I. CD Case - \$32.99

- X. Adjournment

Next Meeting: THURSDAY, JANUARY 12, 2023 – 4:15PM

Lancaster Public Library
Board of Trustees
Meeting Minutes
Thursday, November 10, 2022

I. Roll Call: President Susan Jacobs, Vice President Ken Graber, Treasurer Jan Yarborough, Trustees Gary Howell, Kristyn Wind, Library Director Kara Stock, Friends President Donna Stempniak, Trustee Emeritus Albert Martin, Central Library Director John Spears, Central Development and Communications Clerk Melissa Burgess

II. Call to Order: Susan Jacobs called the meeting to order at 4:11 PM.

III. Approval of and/or Changes to the Agenda: The agenda was accepted as presented. Motion: Graber, 2nd: Jan Yarborough, Vote: Unanimous

IV. Review and approval of the meeting minutes of October 13, 2022: Accepted as presented. Motion Howell, Wind

V, Report of the Director: The library is short-staffed due to illnesses. Community outreach included participation in the Erie County Fall Festival, Small World Daycare, St. Mary's Elementary School. Partnership activities included Family Literacy Program, Lancaster Historical Society, Lancaster Woman's Civic Club, Math Tutoring, Paws for Love, Science Below Zero, and a Youth Bureau Craft Program. Programming included various programs for youths and adults.

VI. Public Comment: Donna Stempniak, President of the Friends of the Lancaster Library informed the board that there will be only one book sale and one Chicken BBQ in 2023.

Al Martin, Trustee Emeritus discussed the increase in circulation per patron.

VII. Monthly Financial Report

- A. The October Report was accepted as presented. Motion Graber, 2nd Yarborough, Vote Unanimous
- B. Audit Report – Moved to December meeting
- C. Program Projection Quarterly Report was reviewed
- D. Mileage Reimbursement – The reimbursements were approved as one. Motion Graber, 2nd Howell, Vote: Unanimous

VIII. Old Business

- A. Building Maintenance Update
 - a. Staff Room Renovation: No action taken
 - b. Elevator: Repairs need a part to be completed
 - c. Air conditioning/furnace – Community Room: Both units were installed
 - d. Parking Lot Sealing- put off until spring
- B. Webinar on Parliamentary Procedure: Gary Howell and Jan Yarborough sat in on the webinar on Roberts Rules of Order.

IX. New Business.

- A. Holiday Party for staff, volunteers, and Friends: The holiday party will be held on December 8th, 2022 from 1:30 PM to 4:00 PM. A motion was made to spend \$350.00 by Graber, 2nd Howell. Vote: Unanimous

- B. Nomination of Officers for 2023: To be decided at the December Meeting
- C. New Meeting Time: A motion was made to start board meetings at 4:15. Motion: Howell, 2nd Wind. Vote unanimous
- D. Rules of Conduct Policy: The policy was studied and will be voted on in December
- E. Advocacy Meetings with Gallivan and Wallace: Trustees were asked to attend
- F. Winter Raffle Prizes: A motion was made to spend \$245.81 for winter raffle prizes
- G. Winter Reading Log Prizes: A motion was made to spend \$451.80 on reading log prizes. Motion Yarborough, 2nd Wind, Vote Unanimous
- H. 2023 Program Budget Request: A motion was made to approve \$8,000.00 on programming for 2023. Motion: Yarborough, 2nd Jacobs, Vote: Unanimous

X. Adjournment: A motion was made to adjourn the meeting at 5:10 PM. Motion: Howell, 2nd: Yarborough, Vote Unanimous

Respectfully submitted,
Gary S. Howell

**Lancaster Public Library
Director's Report
November 2022**

OUTREACH

St. Mary's Elementary Craft Show – Part-time Librarian Genevieve Maynard staffed a table at this event. 80 people made their own bookmark and learned about library resources.

PARTNERSHIPS

Math Tutor – NYS certified math teacher Catherine Thielmann offered free tutoring for grades 3-9 on Tuesday evenings.

Sleep in Heavenly Peace – The library collected bedding donations for this organization that helps children and families in need.

Toys for Tots – The library collected toys for this organization that distributes Christmas gifts to needy children in the community.

Youth Bureau Craft Program – Volunteers from the Lancaster Youth Bureau held a hands-on Thanksgiving craft program on Wednesday, November 16th for 9 children.

PROGRAMMING

Art-y Time – Local art teacher, Kimberly Strell, taught 9 adults how to create a hot cocoa themed painting on Tuesday, November 15th.

Book Clubs – Our two adult book clubs met on the first and second Tuesday of the month.



Computer Coach – Library Assistant John Benzee held 2 one-on-one technology appointments, assisting patrons with Gmail and Windows 10.

Craft Kits – We gave out a variety of free kits this month:

- **Craft & Carry** - 102 children picked up a Thanksgiving-themed craft kit.
- **STEM Kits: Flying Turkey Challenge** - 38 children picked up this kit.
- **Take & Make** – These weekly kits had book themes and 151 were picked up.

DIY Body Scrub & Bath Salts – Library Director Kara Stock taught **9** adults how to make these products on Tuesday, November 29th.

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, November 21st.

LEGO® Club – Youth Services Librarian Meagan Carr held **2** LEGO® Clubs for a total of **18** children on Saturday, November 5th. They made boats to display in the library.

Mahjong – Library Trustee Suzanne Jacobs taught **11** adults how to play the Chinese version of Mahjong on Wednesday, November 2nd.

MakerSpace – Kara and Senior Page Paige Ciezki held a hands-on STEM program on Friday, November 25th with an attendance of **14**. Participants played coding games, engineered a marble maze, programmed robots, and viewed microscope slides.

Ms. Melissa's Sprouts – Melissa Sacco helped **7** preschool age children learn and grow through music on Monday, November 14th.

Social Security – Paul Hutchings of Sgroi Financial presented on this topic for **5** adults on Wednesday, November 30th.

Storytimes - Meagan conducted a total of **11** sessions: **7** children attended Lapsit, **43** children attended Toddler Time, **38** children attended Preschool Time, **8** children attended Family Storytime.

Young Adult Book Club – Part-time Librarian Michael Green held a book club for **5** attendees on Thursday, November 10th. They discussed *The Scorpio Races* by Maggie Stiefvater.

MEETINGS

November 3 – Kara, Meagan, and John attended the Sustainable Libraries Initiative Monthly Meetup via Zoom.

November 17 – Kara, Meagan, and John met to begin work on “Section A: Getting Started” as part of the certification process for the Sustainable Libraries Initiative.



LANCASTER PUBLIC LIBRARY

2022 STATISTICS

CIRCULATION			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	8,583	3,832	124.0%
FEB	9,681	8,640	12.0%
MAR	11,175	9,752	14.6%
APR	15,609	8,582	81.9%
MAY	17,971	7,941	126%
JUN	18,973	9,924	91.2%
JUL	22,830	13,422	70.1%
AUG	24,206	11,479	110.9%
SEP	18,392	9,135	101.3%
OCT	18,462	9,748	89.4%
NOV	17,396	8,738	99.1%
DEC			"
YR/DATE	183,278	101,193	81.1%

LIBRARY VISITS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	4,512	1,129	299.6%
FEB	5,318	3,544	50.1%
MAR	6,449	4,433	45.5%
APR	6,472	4,322	49.7%
MAY	5,648	3,824	47.7%
JUN	6,502	5,648	15.1%
JUL	7,816	6,169	26.7%
AUG	7,744	5,509	40.6%
SEP	5,823	4,423	31.7%
OCT	7,028	5,373	30.8%
NOV	5,097	4,606	10.7%
DEC			"
YR/DATE	68,409	48,980	39.7%

PUBLIC ACCESS COMPUTER SESSIONS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	584	78	648.7%
FEB	574	510	12.5%
MAR	753	862	-12.6%
APR	613	673	-8.9%
MAY	693	661	4.8%
JUN	644	594	8.4%
JUL	631	738	-14.5%
AUG	717	698	2.7%
SEP	626	573	9.2%
OCT	662	644	2.8%
NOV	503	598	-15.9%
DEC			"
YR/DATE	7,000	6,629	5.6%

WIFI			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	1,189	736	61.5%
FEB	1,356	1,079	25.7%
MAR	1,680	1,418	18.5%
APR	1,469	1,299	13.1%
MAY	1,704	1,403	21.5%
JUN	1,710	1,559	9.7%
JUL	1,736	1,714	1.3%
AUG	1,659	1,221	35.9%
SEP	1,568	1,149	36.5%
OCT	1,543	1,454	6.1%
NOV	1,430	1,505	-5.0%
DEC			"
YR/DATE	17,044	14,537	17.2%

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: 25

Days Closed: 5

**Lancaster Public Library
2022 Statistics and Proceeds**

	Tours		New Library Cards		Ref Q	Headphone	Copier	Vending	Book Sale	Donations
	No.	ATT	Child	Adult	No.	Proceeds	Proceeds	Proceeds	Proceeds	to Library
JAN	0	0	17	30	579	\$0.00	\$69.00	\$12.00	\$155.00	\$0.00
FEB	0	0	18	18	561	\$6.00	\$104.00	\$0.00	\$165.00	\$976.80
MAR	0	0	23	41	552	\$6.00	\$130.00	\$12.00	\$188.00	\$332.80
APR	0	0	19	36	514	\$9.00	\$56.00	\$0.00	\$151.00	\$0.00
MAY	0	0	20	31	507	\$9.00	\$61.00	\$20.00	\$187.00	\$201.00
JUN	1	23	37	35	654	\$12.00	\$72.00	\$0.00	\$183.00	\$320.00
JUL	0	0	61	46	745	\$18.00	\$92.00	\$12.00	\$200.00	\$0.00
AUG	0	0	24	33	709	\$3.00	\$62.00	\$20.00	\$215.50	\$100.00
SEP	0	0	53	32	717	\$15.00	\$83.00	\$0.00	\$181.00	\$36.00
OCT	0	0	39	36	648	\$12.00	\$75.60	\$13.00	\$139.00	\$103,864.29
NOV	0	0	16	19	523	\$9.00	\$80.70	\$0.00	\$171.00	\$134.68
DEC										
TOTAL	1	23	327	357	6,709	\$99.00	\$885.30	\$89.00	\$1,935.50	\$105,965.57

Total Proceeds \$108,974.37

	Facebook	Instagram
	Followers	Followers
JAN	2,281	134
FEB	2,286	181
MAR	2,304	226
APR	2,412	249
MAY	2,418	261
JUN	2,438	282
JUL	2,490	311
AUG	2,523	326
SEP	2,670	357
OCT	2,720	385
NOV	2,753	407
DEC		

Program Statistics - November 2022


Program Date	Title	# of programs	Attendance	Target Audience
11/1/2022	Storytime	1	20	Children 5 and under
11/1/2022	Storytime	1	20	Children 5 and under
11/1/2022	Book Club	1	9	Adults
11/2/2022	Mahjong Club	1	7	Adults
11/2/2022	Beginner Mahjong	1	11	Adults
11/4/2022	Storytime	1	14	Children 5 and under
11/4/2022	Storytime	1	16	Children 5 and under
11/5/2022	LEGO Club	1	13	Children 6-11
11/5/2022	LEGO Club	1	11	Children 6-11
11/8/2022	Storytime	1	18	Children 5 and under
11/8/2022	Storytime	1	12	Children 5 and under
11/8/2022	Book Club	1	9	Adults
11/9/2022	Mahjong Club	1	5	Adults
11/10/2022	YA Book Club	1	5	Teens
11/12/2022	St. Mary's Craft Show	1	80	Intergenerational/Combined
11/14/2022	Ms. Melissa's Sprouts	1	15	Children 5 and under
11/15/2022	Art-y Time	1	9	Adults
11/15/2022	Storytime	1	20	Children 5 and under
11/15/2022	Storytime	1	18	Children 5 and under
11/16/2022	Mahjong Club	1	4	Adults
11/16/2022	Youth Bureau	1	9	Children 6-11
11/21/2022	Kids Yoga	1	14	Children 5 and under
11/25/2022	Family Storytime	1	16	Children 6-11
11/25/2022	MakerSpace	1	14	Intergenerational/Combined
11/29/2022	Storytime	1	19	Children 5 and under
11/29/2022	Storytime	1	20	Children 5 and under
11/29/2022	DIY Body Scrub & Bath Salts	1	9	Adults
11/30/2022	Mahjong Club	1	5	Adults
11/30/2022	Social Security 101	1	5	Adults
11/30/2022	Take and Make Craft	151	151	Intergenerational/Combined
11/30/2022	Craft & Carry	102	102	Intergenerational/Combined
11/30/2022	STEM Kits	38	38	Intergenerational/Combined
11/30/2022	Library Card Kits	11	11	Intergenerational/Combined
11/30/2022	Seed Library	7	7	Intergenerational/Combined
11/30/2022	Book a Tech Trainer	5	5	Adults
11/30/2022	Tutoring	10	10	Children 6-11
11/30/2022	Tutoring	5	5	Teens
11/30/2022	Tutoring	5	5	Adults

2022 Sunday Circulation


Date		Visits	Circulation
1/9		79	230
1/16		105	164
1/23		71	157
1/30		106	241
2/6		88	270
2/13		77	159
2/20		145	320
2/27		87	173
3/6		96	214
3/13		99	202
3/20		105	191
3/27		105	226
4/3	Book Sale	372	227
4/10		91	342
4/17	Easter		
4/24		72	126
5/1		99	315
5/8		55	92
5/15		105	253
5/22	BBQ	82	206
		2,039	4,108

9/11		73	106
9/18		104	253
9/25		69	265
10/2		68	148
10/9		85	196
10/16	Book Sale	255	151
10/23		72	85
10/30		82	122
11/6		101	186
11/13		94	184
11/20	Storm		
11/27		77	127
12/4			
12/11			
12/18			
		1,080	1,823

	Patron Count	Circ
2019 Yearly Total Open 37 Sundays	5,746	9,627
2018 Yearly Total Open 35 Sundays	5,437	9,539
2017 Yearly Total Open 35 Sundays	6,141	10,208
2016 Yearly total Open 36 Sundays	5,880	9,567
2015 Yearly Total Open 35 Sundays	5,992	9,779


Circulation							
Total Circulations							
 Library	November			Year to Date Totals			
	2022 Total	2021 Total	% of	2022 Total	2021 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Footnotes							
Alden (Ewell Free)	1,429	1,342	6.5%	17,966	15,726	14.2%	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 - All libraries impacted by winter storm 11/17/2022-11/22/2022, including partial and full day closings. 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	3,158	17,683	-82.1%	279,911	211,724	32.2%	
Clearfield	39,940	14,828	169.4%	307,004	183,014	67.7%	
Eggertsville-Snyder	15,030	7,184	109.2%	139,775	88,846	57.3%	
Williamsville	6,352	1,810	250.9%	49,886	24,046	107.5%	
Angola	2,769	1,481	87.0%	29,419	19,255	52.8%	
Aurora	12,970	7,534	72.2%	128,006	77,488	65.2%	
Boston	3,002	1,693	77.3%	29,479	22,260	32.4%	
Cheektowaga							
Julia Boyer Reinstein	21,802	12,715	71.5%	224,691	143,067	57.1%	
Reinstein Memorial	7,995	4,054	97.2%	79,844	44,690	78.7%	
Clarence	18,924	10,362	82.6%	188,694	136,401	38.3%	
Collins	5,058	1,983	155.1%	42,337	23,372	81.1%	
Concord	4,697	2,510	87.1%	48,878	31,323	56.0%	
Eden	3,543	2,664	33.0%	39,171	29,319	33.6%	
Elma	8,284	4,248	95.0%	86,794	52,408	65.6%	
Grand Island Memorial	10,104	5,752	75.7%	103,510	68,795	50.5%	
Hamburg							
Hamburg	16,022	9,637	66.3%	178,551	108,436	64.7%	
Lake Shore	6,036	3,061	97.2%	59,685	35,210	69.5%	
Lackawanna	4,151	1,779	133.3%	39,835	20,349	95.8%	
Lancaster	17,396	8,738	99.1%	183,278	101,193	81.1%	
Marilla	3,201	2,129	50.4%	32,501	25,089	29.5%	
Newstead	4,706	2,419	94.5%	49,316	29,865	65.1%	
North Collins	1,510	1,008	49.8%	15,833	10,919	45.0%	
Orchard Park	22,009	12,522	75.8%	230,249	141,721	62.5%	
City of Tonawanda	9,437	4,997	88.9%	89,352	55,092	62.2%	
Town of Tonawanda							
Kenilworth	5,763	2,966	94.3%	56,203	35,456	58.5%	
Kenmore	25,266	13,234	90.9%	247,386	153,237	61.4%	
West Seneca	17,798	9,897	79.8%	191,614	121,712	57.4%	
Buffalo							
Coles	2,337	1,403	66.6%	16,795	12,664	32.6%	
Crane		3,123	-100.0%	52,275	30,535	71.2%	
Dudley	3,891	2,407	61.7%	42,004	24,094	74.3%	
East Clinton	2,000	1,361	47.0%	23,641	12,564	88.2%	
González-Soto		2,649	-100.0%	26,394	25,587	3.2%	
Merriweather	4,141	1,910	116.8%	36,426	24,055	51.4%	
North Park	11,028	4,124	167.4%	88,551	48,379	83.0%	
Panty	2,675	1,334	100.5%	21,411	13,779	55.4%	
Central	28,522	14,393	98.2%	277,582	156,334	77.6%	
BookmobileServices							
Library on Wheels	3,691	1,397	164.2%	24,685	12,054	104.8%	
Library2Go	1,606	See note.	See note.	7,280	See note.	See note.	
Institutions							
Correctional Facility	5,599	0	#DIV/0!	13,855	0	#DIV/0!	
Holding Center	4,682	0	#DIV/0!	21,811	0	#DIV/0!	
System							
Online Renewals	643	77,228	-99.2%	252,201	854,599	-70.5%	
Interlibrary Loans	910	1,008	-9.7%	11,808	11,731	0.7%	
eAudiobooks	48,123	39,474	21.9%	508,982	428,203	18.9%	
eVideos	710	86	725.6%	4,969	1,102	350.9%	
eBooks	77,091	70,070	10.0%	839,865	839,518	0.0%	
eMusic	195	22,869	-99.1%	1,685	263,914	-99.4%	
eMagazines	5,779	See note.	See note.	39,087	See note.	See note.	
B&ECPL Totals	501,975	415,066	20.9%	5,480,475	4,769,125	14.9%	
Member Libraries	298,352	170,230	75.3%	3,169,168	2,010,013	57.7%	
Buffalo Branches	26,072	18,311	42.4%	307,497	191,657	60.4%	
Central Library	28,522	14,393	98.2%	277,582	156,334	77.6%	
Bookmobile Services	5,297	1,397	279.2%	31,965	12,054	165.2%	
Institutions	10,281	0	#DIV/0!	35,666	0	#DIV/0!	
System	133,451	210,735	-36.7%	1,658,597	2,399,067	-30.9%	

Library Visits

	November			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)	591	859	-31.2%	8,572	9,069	-5.5%	<p>Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>System-wide - All libraries impacted by winter storm 11/17/2022-11/22/2022, including partial and full day closings.</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>Lackawanna - Estimates 11/2022 - Counter malfunction.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Merriweather - Estimates 11/1/2022-11/14/2022 - Counter malfunction.</p>
Amherst							
Audubon	0	8,632	-100.0%	82,395	92,613	-11.0%	
Clearfield	11,640	7,599	53.2%	111,134	91,161	21.9%	
Eggertsville-Snyder	3,993	3,770	5.9%	47,796	43,988	8.7%	
Williamsville	2,422	1,306	85.5%	22,381	15,184	47.4%	
Angola	1,943	2,439	-20.3%	32,710	33,224	-1.5%	
Aurora	4,357	4,511	-3.4%	51,754	41,088	26.0%	
Boston	1,024	940	8.9%	12,781	12,619	1.3%	
Cheektowaga							
Julia Boyer Reinstein	6,672	6,954	-4.1%	83,175	71,788	15.9%	
Reinstein Memorial	3,103	2,477	25.3%	34,687	24,927	39.2%	
Clarence	4,860	5,194	-6.4%	58,086	59,153	-1.8%	
Collins	1,194	926	28.9%	13,779	10,911	26.3%	
Concord	2,460	2,006	22.6%	27,329	22,733	20.2%	
Eden	1,047	1,221	-14.3%	14,515	13,672	6.2%	
Elma	2,447	2,288	6.9%	33,999	27,855	22.1%	
Grand Island Memorial	4,504	3,749	20.1%	42,543	34,773	22.3%	
Hamburg							
Hamburg	5,242	5,344	-1.9%	69,862	55,583	25.7%	
Lake Shore	2,380	2,296	3.7%	30,142	24,437	23.3%	
Lackawanna	2,388	2,001	19.3%	31,203	22,197	40.6%	
Lancaster	5,097	4,606	10.7%	68,409	47,832	43.0%	
Marilla	828	973	-14.9%	9,808	10,789	-9.1%	
Newstead	2,297	1,990	15.4%	26,420	23,304	13.4%	
North Collins	939	922	1.8%	10,998	9,734	13.0%	
Orchard Park	8,111	8,398	-3.4%	107,599	84,632	27.1%	
City of Tonawanda	3,974	3,759	5.7%	40,738	36,725	10.9%	
Town of Tonawanda							
Kenilworth	2,178	2,137	1.9%	29,916	29,755	0.5%	
Kenmore	7,373	6,893	7.0%	85,168	70,570	20.7%	
West Seneca	7,030	5,795	21.3%	83,441	69,722	19.7%	
Buffalo							
Coles	2,610	2,947	-11.4%	24,439	28,616	-14.6%	
Crane	0	2,393	-100.0%	21,250	23,450	-9.4%	
Dudley	2,987	2,773	7.7%	28,170	25,486	10.5%	
East Clinton	1,211	1,245	-2.7%	15,313	10,012	52.9%	
González-Soto	0	2,274	-100.0%	22,969	27,717	-17.1%	
Merriweather	5,395	4,602	17.2%	72,459	43,968	64.8%	
North Park	4,191	3,668	14.3%	50,256	42,675	17.8%	
Panty	2,769	2,320	19.4%	23,432	21,550	8.7%	
Central	17,185	12,937	32.8%	178,699	111,026	61.0%	
Bookmobile Services							
Library on Wheels	899	960	-6.4%	14,695	7,788	88.7%	
Library2Go	203	See note.	See note.	2,547	See note.	See note.	
Institutions							
Correctional Facility	878	776	13.1%	6,928	8,830	-21.5%	
Holding Center	432	282	53.2%	4,396	3,153	39.4%	
System	138,854	137,162	1.2%	1,736,893	1,444,309	20.3%	
Member Libraries	100,094	99,985	0.1%	1,271,340	1,090,038	16.6%	
Buffalo Branches	19,163	22,222	-13.8%	258,288	223,474	15.6%	
Central Library	17,185	12,937	32.8%	178,699	111,026	61.0%	
Bookmobile	1,102	960	14.8%	17,242	7,788	121.4%	
Institutions	1,310	1,058	23.8%	11,324	11,983	-5.5%	


Registered Public Access Computer Sessions

Session Counts Per Outlet

	November			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)	48	67	-28.4%	612	694	-11.8%	<p>Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>System-wide - All libraries impacted by winter storm 11/17/2022-11/22/2022, including partial and full day closings.</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>
Amherst							
Audubon	2	1,086	-99.8%	8,679	11,010	-21.2%	
Clearfield	989	589	67.9%	8,651	6,358	36.1%	
Eggertsville-Snyder	422	359	17.5%	4,980	4,684	6.3%	
Williamsville	229	110	108.2%	1,867	1,189	57.0%	
Angola	129	111	16.2%	1,846	1,444	27.8%	
Aurora	313	328	-4.6%	3,676	2,831	29.8%	
Boston	57	57	0.0%	732	752	-2.7%	
Cheektowaga							
Julia Boyer Reinstein	1,182	1,122	5.3%	14,282	11,583	23.3%	
Reinstein Memorial	640	523	22.4%	7,885	5,336	47.8%	
Clarence	337	429	-21.4%	4,444	4,728	-6.0%	
Collins	108	86	25.6%	1,109	1,165	-4.8%	
Concord	166	156	6.4%	2,043	2,142	-4.6%	
Eden	80	78	2.6%	1,084	1,067	1.6%	
Elma	124	143	-13.3%	1,868	1,740	7.4%	
Grand Island Memorial	207	230	-10.0%	2,728	2,259	20.8%	
Hamburg							
Hamburg	598	727	-17.7%	9,045	7,801	15.9%	
Lake Shore	165	210	-21.4%	2,391	1,946	22.9%	
Lackawanna	377	303	24.4%	4,694	3,778	24.2%	
Lancaster	503	598	-15.9%	7,000	6,629	5.6%	
Marilla	28	31	-9.7%	357	462	-22.7%	
Newstead	134	122	9.8%	1,743	1,682	3.6%	
North Collins	78	116	-32.8%	1,106	1,309	-15.5%	
Orchard Park	499	500	-0.2%	6,214	5,064	22.7%	
City of Tonawanda	546	499	9.4%	6,535	4,950	32.0%	
Town of Tonawanda							
Kenilworth	303	336	-9.8%	4,236	3,700	14.5%	
Kenmore	1,129	1,232	-8.4%	14,394	11,059	30.2%	
West Seneca	840	906	-7.3%	11,030	10,387	6.2%	
Buffalo							
Coles	663	837	-20.8%	7,546	8,962	-15.8%	
Crane	0	352	-100.0%	3,273	3,052	7.2%	
Dudley	394	456	-13.6%	5,684	5,183	9.7%	
East Clinton	176	325	-45.8%	3,057	2,442	25.2%	
González-Soto	0	512	-100.0%	4,890	7,295	-33.0%	
Merriweather	1,051	1,359	-22.7%	14,266	12,805	11.4%	
North Park	910	869	4.7%	10,671	9,393	13.6%	
Panty	369	353	4.5%	4,329	3,954	9.5%	
Central	5,897	4,448	32.6%	64,366	43,090	49.4%	
BookmobileServices							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library2Go	0	See note.	See note.	0	See note.	See note.	
System	19,693	20,565	-4.2%	253,313	213,925	18.4%	
Member Libraries	10,233	11,054	-7.4%	135,231	117,749	14.8%	
Buffalo Branches	3,563	5,063	-29.6%	53,716	53,086	1.2%	
Central Library	5,897	4,448	32.6%	64,366	43,090	49.4%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

WiFi

Total Logins

 Library	November			Year to Date Totals			Footnotes
	2022	2021	% of	2022	2021	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	414	408	1.5%	4,714	4,054	16.3%	<p>Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>System-wide - All libraries impacted by winter storm 11/17/2022-11/22/2022, including partial and full day closings.</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	414	2,768	-85.0%	19,724	25,035	-21.2%	
Clearfield	2,605	1,689	54.2%	24,763	19,592	26.4%	
Eggertsville-Snyder	995	1,047	-5.0%	11,066	10,206	8.4%	
Williamsville	1,012	1,028	-1.6%	13,284	14,351	-7.4%	
Angola	113	194	-41.8%	2,192	1,894	15.7%	
Aurora	1,860	1,964	-5.3%	22,813	17,897	27.5%	
Boston	148	126	17.5%	1,855	1,553	19.4%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,103	996	10.7%	12,459	8,944	39.3%	
Reinstein Memorial	523	665	-21.4%	7,101	6,929	2.5%	
Clarence	1,133	940	20.5%	11,781	11,499	2.5%	
Collins	210	182	15.4%	2,556	2,227	14.8%	
Concord	426	477	-10.7%	5,709	5,212	9.5%	
Eden	151	171	-11.7%	2,274	1,926	18.1%	
Elma	247	249	-0.8%	3,414	2,783	22.7%	
Grand Island Memorial	624	507	23.1%	7,397	8,117	-8.9%	
<i>Hamburg</i>							
Hamburg	1,249	1,685	-25.9%	18,141	17,457	3.9%	
Lake Shore	251	366	-31.4%	4,158	4,145	0.3%	
Lackawanna	404	323	25.1%	4,593	3,309	38.8%	
Lancaster	1,430	1,505	-5.0%	17,044	14,537	17.2%	
Marilla	69	62	11.3%	953	1,009	-5.6%	
Newstead	382	467	-18.2%	4,178	5,757	-27.4%	
North Collins	333	297	12.1%	3,926	3,133	25.3%	
Orchard Park	1,338	1,266	5.7%	17,215	12,191	41.2%	
City of Tonawanda	754	718	5.0%	7,274	7,481	-2.8%	
<i>Town of Tonawanda</i>							
Kenilworth	427	366	16.7%	4,922	3,754	31.1%	
Kenmore	1,675	1,647	1.7%	21,032	16,359	28.6%	
West Seneca	1,609	1,591	1.1%	19,643	17,202	14.2%	
<i>Buffalo</i>							
Coles	744	752	-1.1%	8,624	6,843	26.0%	
Crane	0	299	-100.0%	3,351	3,931	-14.8%	
Dudley	1,593	1,584	0.6%	16,185	18,027	-10.2%	
East Clinton	472	523	-9.8%	7,311	4,734	54.4%	
González-Soto	1,454	1,970	-26.2%	22,057	18,519	19.1%	
Merriweather	1,045	810	29.0%	12,021	8,016	50.0%	
North Park	1,050	956	9.8%	11,627	8,876	31.0%	
Panty	1,189	981	21.2%	12,846	10,644	20.7%	
<i>Central</i>	12,749	11,604	9.9%	152,181	106,316	43.1%	
<i>Bookmobile Services</i>							
Library on Wheels	48	64	-25.0%	772	640	20.6%	
Library2Go	0	See note.	See note.	0	See note.	See note.	
System	42,243	43,247	-2.3%	523,156	435,099	20.2%	
Member Libraries	21,899	23,704	-7.6%	276,181	248,553	11.1%	
Buffalo Branches	7,547	7,875	-4.2%	94,022	79,590	18.1%	
Central Library	12,749	11,604	9.9%	152,181	106,316	43.1%	
Bookmobile Services	48	64	-25.0%	772	640	20.6%	

Lancaster Financial Monthly Report 2022

November

Account	Deposits	Disbursements	Interest	Sub-Total	Balance
M & T Checking					
Beginning Balance					\$6,041.10
Fines/ print revenue	\$245.22				
Meagan Carr: Mileage (#24988)		-\$15.13			
ECWA: Water bill (#24989)		-\$56.91			
Kara Stock: Mileage (#24991)		-\$20.81			
Genevieve Maynard: Mileage (#24992)		-\$15.88			
Joshua Strell: Mileage (#24993)		-\$29.88			
Ending Balance	\$245.22	-\$138.61		\$106.61	\$6,147.71
Bank on Buffalo					
Beginning Balance					\$159,920.39
Kathleen Dwan donation	\$100.00				
Book sale	\$171.00				
Copier	\$80.70				
Headphones (3 @ \$3)	\$9.00				
AmazonSmile donation	\$34.68				
Ornaments (1 @ \$10)	\$10.00				
Sprouts NY, LLC: 11/14 program (#496)		-\$75.00			
Kimberly Strell: 11/15 Art-Y Time program (#497)		-\$205.00			
Thomas Fox: 12/10 Manga program (#498)		-\$125.00			
Donna Baia: 11/21 kids' yoga program (#499)		-\$50.00			
Amazon: 2023 program supplies (Elks) (Debit)		-\$165.91			
Lakeshore Learning: 2023 program supplies (Elks) (Debit)		-\$70.97			
Amazon: Winter raffle prizes (Debit)		-\$229.96			
Fun Express: Winter reading prizes (Debit)		-\$404.71			
Michaels: Construction paper (Debit)		-\$146.04			
Fun Express: Craft supplies (Debit)		-\$186.79			
Ending Balance	\$405.38	-\$1,659.38		-\$1,254.00	\$158,666.39
Bank on Buffalo CDs	Amount	Maturity	Interest Rate	Interest	Total
Bank on Buffalo CD 040	\$21,541.23	12M 6/28/23	0.11%	\$0.00	\$21,541.23
Bank on Buffalo CD 043	\$12,038.97	36M 7/27/23	0.61%	\$0.00	\$12,038.97
Bank on Buffalo CD 045	\$28,175.15	12M 1/24/23	0.11%	\$0.00	\$28,175.15
Bank on Buffalo CD 046	\$24,640.45	12M 5/24/23	0.11%	\$6.83	\$24,647.28
Bank on Buffalo CD 028	\$11,727.48	36M 10/27/24	0.19%	\$0.00	\$11,727.48
Bank on Buffalo CD 178	\$20,629.98	12M 8/03/23	0.11%	\$5.78	\$20,635.76
Bank on Buffalo CD 1283	\$10,576.83	18M 4/01/24	2.05%	\$0.00	\$10,576.83
Bank on Buffalo CD 2355	\$22,023.17	36M 5/29/23	0.11%	\$6.11	\$22,029.28
Bank on Buffalo CD 7632	\$20,078.12	18M 4/10/24	2.05%	\$0.00	\$20,078.12
CD Balance				\$18.72	\$171,450.10
Total Balance					\$336,264.20

**Petty Cash
November 2022**

Date	Item	Deposit	Withdrawl	Total
				\$160.09
2-Nov	Meagan- Target- bubbles and tote		-\$15.29	\$144.80
4-Nov	Josh- Tops- 5 gal water bottle exchange		-\$6.99	\$137.81
15-Nov	Kara- Dollar General- body scrub program supplies		-\$30.40	\$107.41
21-Nov	Josh- 7-11 gas station- gas for snow blower		-\$8.00	\$99.41
29-Nov	Meagan- Dollar General- program materials		-\$27.75	\$71.66
		\$0.00	-\$88.43	\$71.66



LANCASTER PUBLIC LIBRARY RULES OF CONDUCT

The Lancaster Public Library serves as a center for information, education and entertainment. Under Article 5, Section 262 of New York State Education Law, the Board of Trustees of the Lancaster Public Library has adopted the following rules to ensure a safe and welcoming environment for all patrons.

The following conduct is prohibited:

1. Engaging in disorderly conduct, fighting, challenging another person to fight or provoking others to violence;
2. Disturbing other patrons, staff or volunteers; interfering with staff or volunteers in the performance of their duties; blocking or impairing another's passage; persistent, unwelcome attention, such as staring at or following another person; or making any obscene or threatening gestures;
3. Carrying weapons of any kind;
4. Possessing, distributing or consuming alcohol or illegal drugs or being under the influence of alcohol or illegal drugs;
5. Engaging in sexual conduct, lewd behavior (e.g., exposure or inappropriate touching) or sexual harassment of another person, staff member or volunteer;
6. Engaging in conduct in violation of the *B&ECPL Equal Employment Opportunity and Anti-Harassment Policy*;
7. Damaging, destroying, or stealing any library property or the property of another patron, staff member or volunteer;
8. Bringing animals or pets into the library except those required to assist patrons with disabilities or those involved in library programs;
9. Selling, soliciting, canvassing or petitioning without approval by the library;
10. Distributing or posting materials or literature that have not been approved by the library;
11. Vaping, smoking or otherwise using tobacco or marijuana products inside the library or within 100 feet of any entrances, exits or outdoor areas of the library (in accordance with New York State Public Health Law Section 1399-O);
12. Food and/or beverages from outside the library brought in without prior approval. Leaving refuse in areas other than designated receptacles;
13. Making unreasonable use of the restrooms, including bathing and eating;
14. Sleeping or lying down in the library;
15. Photography or recording of library patrons without permission;
16. Entering and using the library without appropriate clothing, including shirt and shoes;

17. Rearranging or disarranging library materials and library furnishings;
18. Loitering;
19. Gambling;
20. Unauthorized requests for money, including but not limited to panhandling.

No children under eight years of age may be left unattended in the library at any time. Library staff will not be responsible for children who have been left without adult supervision. Adult patrons who are not engaged in library activities that require materials from the children's area shall be asked to relocate to other areas of the library. The staff reserves the right to seek the intervention of appropriate law enforcement or social service agencies, as required by individual circumstances. For the safety and protection of children, all children subject to the State Laws requiring school attendance are forbidden the use of the library during regular school hours without special permit or previous arrangement with school officials or the home-schooling parent.

People who violate these rules will be advised of their infraction(s). Failure to comply with the library's established policies, rules and regulations or violations of local, state or federal law may result in immediate suspension of library privileges, including removal of library property, and/or, where necessary, civil liability and/or criminal prosecution.

*Adopted by the Lancaster Public Library Board of Trustees at a public meeting on November 17, 1994.
Adopted as amended by the Lancaster Public Library Board of Trustees at a public meeting on June 13, 2019.*

Adopted as amended by the Lancaster Public Library Board of Trustees at a public meeting on December 8, 2022.



LANCASTER PUBLIC LIBRARY SUSTAINABILITY POLICY

The Lancaster Public Library (LPL) has adopted the “triple bottom line” definition of sustainability: using practices that are environmentally sound, economically feasible, and socially equitable.

Environmentally Sound

The LPL is committed to reducing our environmental footprint and promoting environmental stewardship within our organization. By limiting our impact on the environment, our goal is to maximize future generations’ ability to live, work, and play in our shared natural environment, with equal access to clean air, clean water, and natural resources.

We will strive to minimize pollution and waste, conserve energy and water, protect habitat, support renewable energy resources, buy environmentally friendly products, and encourage environmentally preferable transportation.

Economically Feasible

The LPL is committed to making good use of the public and local dollars invested in our organization. Our goal is to leverage funds to the maximum benefit of the community served by our library, while honoring our commitment to environmental stewardship and equity, diversity, and inclusion.

Socially Equitable

The LPL will promote equity, diversity, and inclusion as a core value. The library is committed to a culture of inclusion and mutual respect that welcomes the differences and variety of background, perspectives, interests and talents represented by the community served and our staff members.

These efforts will extend to contractor and supplier relationships.

Employee understanding and involvement are essential to the implementation of this policy. All employees will have access to education about our organization’s efforts to dedicate our work to creating a more equitable society and improve our environmental performance. Employees at all levels will be involved in supporting our goals.

Adopted by the Lancaster Public Library Board of Trustees at a public meeting on ____.

LANCASTER PUBLIC LIBRARY

Review Schedule for Board Adopted Policies 2023

POLICY	AUTHOR	LAST REVIEWED	TARGET REVIEW
Display Case Policy	LNC	June-19	January-23
Bulletin Board Policy	LNC	September-19	March-23
Public Relations Policy	LNC	November-19	May-23
Procurement Policy (Annual review)	LNC	June-22	June-23
Emergency Procedures (Disaster Plan)	LNC	August-19	August-23
By-Laws & Conflict of Interest Policy	LNC	March-20	October-23
Investment Policy	LNC	June-20	December-23
FOIL (Freedom of Information Law) Policy	LNC	August-20	January-24
Gift Policy	LNC	September-20	March-24
Lost and Found Policy	LNC	October-20	May-24
Ethics Policy	LNC	December-20	July-24
Whistleblower Policy	LNC	December-20	September-24
Long Range Plan 2022 - 2024	LNC	December-21	December-24
Debit Card Policy	LNC	February-21	TBD
Open Meeting Policy	LNC	February-21	TBD
Mission Statement	LNC	March-21	TBD
Meeting Room Use Policy	LNC	August-21	TBD
Petty Cash Policy	LNC	August-22	TBD
Claims Audit Policy	LNC	October-22	TBD
Rules of Conduct	LNC	December-22	TBD

2023 Lancaster Public Library Wish List

Panten memorial music books - all ages
PVT collection development - Vox books, large print, adult nonfiction
Instruments for storytime - xylophones, piano mats, music shape sorter
Commercial snow blower
Accessibility kits (Genevieve)
Battery recycling (Big Green Box)
Circulating gardening tools & gardening books to complement Seed Library
Compost bin
Rain barrel
Citizen science kits
Birdhouse
Hummingbird feeder
Circulating empire passes (NYS Parks)
Tuckec folding kayak
Electric vehicle charging stations
Solar panels
Carpet cleaning machine
VHS converter
Vinyl conversion turntable
Mural or decals for walls in the children's area
New ceiling in staff workroom
Paint inside walls including staff workroom

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Chair Type: **Side Chair**
Seat Material: **Fabric**

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Savings	-\$305.20
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New Total	\$791.80



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QUOTATION

Reference: W2325082
 Contract/Bid ID: C20601
 Today: 11/21/22
 Quote Expiration Date: 12/21/22

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	W13800470	Subject Classification Labels SPOOKY 500/Box		10.99	15%	9.35
2	1	W12195890	Subject Classification Labels Scary 1"H x 3/4"W 500/Roll		10.99	15%	9.35
3	1	W12211600	Superfold 16"H 30" Jacket Length 50/Ctn		43.09	15%	36.63
4	6	W12803120	Subject Classification Labels New (R) Removable 500/Roll		10.99	15%	56.05
5	3	W12854300	Subject Classification Label Mystery 500/Roll		10.99	15%	28.03
6	3	W12802710	Subject Classification Labels Biography (Man) 500/Roll		10.99	15%	28.03
7	2	W12803110	Subject Classification Labels Large Print 500/Roll		10.99	15%	18.69
8	2	W12811190	Subject Classification Labels Graphic Novels (Red) 500/Roll		10.99	15%	18.69
Order Subtotal							204.82
Shipping/Processing							Included
Sales Tax							Exempt
Grand Total							204.82

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