

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, January 12, 2023
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 December 8, 2022
- V. Report of the Director

- VI. Public Comment

- VII. Monthly Financial Report
 - A. December Report
 - B. Audit Report
 - C. CD#045, matures 1/24/23
 - D. Mileage Reimbursement
 - E. 2023 Board Budget
 - F. Craft Budget Report – Oct.-Dec. 2022

- VIII. Old Business
 - A. Building Maintenance Update
 - 1. Staff Room Renovation
 - 2. Elevator
 - 3. Community Room Furnace
 - 4. Staff Room Heater Replacement
 - B. Nominations for Officers -2023 – VOTE
 - C. Sustainable Libraries Policy Review - VOTE

- IX. New Business
 - A. Annual Disclosure Statements
 - B. ACT Meeting: 1/23/23
 - C. Trustee Training
 - D. Contract Extension – Information Only
 - E. Display Case Policy Review
 - F. B&ECPL Sunday Payment: \$9,599.97
 - G. Collection Development: Vox Books, Adult Large Print - \$5,000
 - H. Wish List Items:
 - 1. Empire Pass - \$80
 - 2. Citizen Science - \$1,001.88
 - 3. Storytime Instruments: \$819.17
 - 4. Battery Recycling - \$65.00
 - 5. Garden Tools - \$520.84
 - 6. Snowblower - \$1,769.00

- X. Adjournment

Next Meeting: THURSDAY, February 9, 2023 – 4:15PM

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

- I. Roll Call- President Sue Jacobs, Treasurer Jan Yarborough, Trustee Kristyn Wind, Library Director Kara Stock, Friends President Donna Stempniak, Trustee Emeritus Albert Martin.
- II. Call to Order- called to order at 4:15pm by Jacobs
- III. Approval/changes to the agenda- Section VII F-Petty cash and section IX J- Firewood added. Accepted as amended. 1st- Yarborough, 2nd Jacobs, unanimous
- IV. Changed the name of system trustee to Carima El-Behairy. Accepted as amended, 1st Yarborough, 2nd Jacobs, unanimous
- V. Report of the Director- Received a thank you letter from the AAVW for our book donation. Outreach at the St. Mary Elementary craft show, 80 people participated at the library's table. We have received our mentor for the sustainable library initiative.
- VI. Public Comment- Donna Stempniak on behalf of the Friends of the Library- Monica Wallace grant paperwork is in progress. New fundraiser being considered, a jewelry and accessories sale.
- VII. Monthly Financial Report
 - A. November Report- accepted as amended, 1st Yarborough, 2nd Wind, unanimous
 - B. Audit Report- tabled until next meeting
 - C. CD#045- tabled until next meeting
 - D. Town Budget- Quarterly report was presented
 - E. Holiday Party Budget- moved to add \$71.99 to party budget, 1st Yarborough, 2nd Jacobs
 - F. Replenish Petty Cash- moved to replenish \$150 to petty cash, 1st Jacobs, 2nd Yarborough
- VIII. Old Business
 - A. Building Maintenance Update
 1. Staff Room Renovation- no progress
 2. Elevator- waiting on parts due to supply chain issue
 3. Community Room Furnace- fixed this past Tuesday
 4. Staff Room Heater- to be replaced
 5. Roof Leaks- due to damage from the snow storm, repairs are in progress
 6. Gutter De-Icers- damaged from the snow storm, repairs are in progress
 - B. Nominations for Officers for 2023- tabled
 - C. Rules of Conduct Policy- policy adopted as amended, 1st Jacobs, 2nd Wind
 - D. Advocacy Meetings
 1. Assemblywoman Wallace- Kara Stock and Ken Graber attended
 2. Senator Gallivan, Friday, December 9- Kara Stock will be attending
- IX. New Business
 - A. Sustainable Libraries Initiative Policy Review- tabled
 - B. 2023 Craft Budget Request- moved to spend \$2,500, 1st Wind, 2nd Jacobs

C. 2023 Policy review schedule was presented

D. Beverly Panton Bequest Suggestions- motion to spend up to \$3,000 on music purchases,
1st Yarborough, 2nd Jacobs

E. Break Room Table and Chairs- motion to spend up to \$850 on this purchase, 1st
Yarborough, 2nd Jacobs

F. Book Labels- Move to spend \$204.82 on book labels, 1st Jacobs, 2nd Yarborough

G. Taproot Subscription- moved to spend \$60.00 for subscription, 1st Wind, 2nd Yarborough

H. Seed Library Hubs- moved to spend \$29.98, 1st Wind, 2nd Jacobs

I. CD Case- moved to spend \$32.99, 1st Yarborough, 2nd Jacobs

J. Firewood- moved to spend up to \$200, 1st Yarborough, 2nd Jacobs

X. Adjournment at 601:pm, 1st Wind, 2nd Yarborough

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

PARTNERSHIPS

Family Literacy – Certified Literacy Specialist and Lancaster Educator Beth Farrar taught two back-to-back Family Literacy Workshops for **19 & 11** attendees respectively on Wednesday, December 21st.

Lancaster Garden Club – This club decorated the library for the holidays.

Lancaster High School Work-Based Learning Program – Students in the program made free bookmarks to provide for our patrons.

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



Paws for Love – A volunteer from the SPCA Paws for Love organization brought a therapy dog to the library on Saturday, December 10th. **4** children practiced reading out loud to the dog.

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 Christmas craft program on Wednesday, December 14th for **11** children.

PROGRAMMING

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 Microsoft Word, backing up files, and how to use a computer.

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

- **Craft & Carry** - **145** children picked up a holiday-themed craft kit.
- **STEM Kits: Build a Gumdrops Tree** - **22** children picked up this kit.
- **Take & Make** – These weekly kits had book themes and **151** were picked up.

Graham Cracker House Workshop – Youth Services Librarian Meagan Carr held two workshops on Saturday, December 17th for a total attendance of **31**.



Happy "Noon" Year Party – Meagan held this event on Friday, December 30th for **22** children. They began with a story, *The Night Before New Year's* by Natasha Wing. Then they colored New Year's crowns, wishing wands, and countdown crafts. They rang in the "noon" year by tossing balloons up in the air using a colorful parachute.

Holiday Card Making – Meagan set up this station in the children's area of the library on Thursday, December 1st and **21** people of all ages made their own card using our supplies.

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, December 19th.

LEGO® Club – Youth Services Librarian Meagan Carr held **2** LEGO® Clubs for a total of **18** children on Saturday, December 3rd. The theme was "builder's choice" and the creations are on display in the library.

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

Storytimes - Meagan conducted a total of **14** sessions: **30** children attended Lapsit, **57** children attended Toddler Time, and **28** children attended Preschool Time.

Tech Training: Digital Magazines – **2** adults learned how to borrow digital magazines through the Libby app on Thursday, December 8th.

Young Adult Book Club – Part-time Librarian Michael Green held a book club for **5** attendees on Thursday, December 8th. They discussed *An Ember in the Ashes* by Sabaa Tahir.

TOUR

Meagan gave a tour of the library to **16** members of a local Girl Scout troop on Sunday, December 18th.

CONTINUING EDUCATION

December 7 – Meagan viewed *Less Work, More Fun: A System to Super-Charge Your Storytime Planning and Creativity*, a webinar from the New York State Library.

December 13 – Library Director Kara Stock viewed *Composting & Beyond for Library Staff*, a webinar from the Rochester Regional Libraries Council.

December 16 - John watched *Greening Your Home Office* by the Green NY Lunchtime Learning Sustainability Series.

MEETINGS

December 2 – Kara and Trustee Ken Graber attended an advocacy meeting with Assemblymember Monica Wallace.

December 9 – Kara attended an advocacy meeting with Senator Patrick Gallivan.

December 14 – Kara met with part-time Librarian Genevieve Maynard to discuss progress on her accessibility kits.

December 15 - Kara, Meagan, John, and Michael met to work on “Section A: Getting Started” as part of the certification process for the Sustainable Libraries Initiative. This is the first section out of 13 that need to be completed for the certification process. They planned for their upcoming waste audit, one of the many requirements for Section A. They also discussed ideas for less paper waste, better recycling practices, more environmentally friendly crafts, composting for staff, rain barrels, circulating garden tools, and native plants for the front garden.

Lancaster Public Library 2022 Highlights

Battle of the Books – Led by part-time Librarian Michael Green, the Lancaster Public Library won the 2022 Battle of the Books teen summer reading competition for the third time in a row!

Craft Kits - A total of 4,219 craft kits were picked up by families in 2022.

Little Free Library – This was installed in June at 321 Columbia Avenue in Depew through a partnership with the Lancaster-Depew Rotary Club. Our library is responsible for keeping this library stocked with free books.

Outreach was expanded in 2022:

- *April 14* - Library Director Kara Stock was the featured speaker at the Lancaster Women's Civic Club monthly meeting.
- *May 21* - Kara and Youth Services Librarian Meagan Carr staffed a table at the Village of Lancaster Spring Fest.
- *June 13* - Kara promoted our Village Scavenger Hunt to members of the Village VOICE, a non-profit organization run by merchants in the Village of Lancaster.
- *July 4* - Part-time Librarian Genevieve Maynard handed out free books to people walking by the library after the Village of Lancaster Independence Day parade.
- *August 2* - Meagan presented a storytime at St. Mary's Elementary School.
- *September 1* – Kara and Meagan gave a presentation about library resources to teachers at the Lancaster Central School District Staff Development Day.
- *September 17* – Kara and Meagan staffed a table at the Village of Lancaster Fall Fest.
- *October 2* – Kara staffed a table at the Erie County Fall Festival at Como Lake Park.
- *October 5 & 6* - Meagan presented storytimes at St. Mary's Elementary School.
- *October 7* - Genevieve visited It's a Small World Daycare for Community Helpers Week.
- *November 12* – Genevieve staffed a table at the St. Mary's Elementary Craft Show.

Partnerships:

- | | |
|------------------------------------|-----------------------------------|
| ● Albright Knox Art Truck | ● Lancaster Central Schools |
| ● Alden Lancaster Art Club | ● Lancaster-Depew Rotary Club |
| ● Alzheimer's Association | ● Lancaster Garden Club |
| ● Buffalo Museum of Science | ● Lancaster Historical Society |
| ● Erie County Botanical Gardens | ● Lancaster Women's Civic Club |
| ● Erie County Department of Health | ● Lancaster Youth Bureau |
| ● Friends of the Lancaster Library | ● League of Women Voters |
| | ● Catherine Thielmann, math tutor |

- New York State Department of Environmental Conservation
- St. Mary's Elementary School
- Sleep in Heavenly Peace
- SPCA Paws for Love
- The Tool Library
- Toys for Tots
- Village of Lancaster
- Young Audiences of Western New York

Programming – The library expanded in-person programming as we began to emerge from the COVID-19 pandemic. We offered a range of options for children through adults including storytimes, yoga for children, LEGO® club, read to a dog, makerspace, comic book club, young adult book club, author visits, mahjong, painting classes, technology training for adults, and computer coach appointments.

Seed Library - Library Assistant John Benzee debuted our new seed library in April. 625 vegetable, flower, and herb seed packets were picked up in 2022!

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.

Staffing - The library welcomed two new staff members, Paula Nelson and Lisa Friol.

Summer Kick-off Party – 200 people of all ages attended this party on Thursday, June 30th. Musician 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.

Sustainable Libraries Certification Program – In October 2022, our library was the first library in Western New York to join this program.

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 business windows and stopped in to get a sticker. 84 completed entries were returned to the library.

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	16,364	8,279	97.7%
YR/DATE	199,642	109,472	82.4%

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	5,097	4,606	10.7%
DEC	4,783	4,633	3.2%
YR/DATE	73,192	53,613	36.5%

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	459	567	-19.0%
YR/DATE	7,459	7,196	3.7%

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	1,430	1,505	-5.0%
DEC	1,181	1,219	-3.1%
YR/DATE	18,225	15,756	15.7%

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: 26

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	1	16	22	25	523	\$3.00	\$43.30	\$21.00	\$171.00	\$25.00
TOTAL	2	39	349	382	7,232	\$102.00	\$928.60	\$110.00	\$2,106.50	\$105,990.57

Total Proceeds \$109,237.67

	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	2,775	428

December 2022 Programs


Program Date	Title	# of programs	Attendance	Target Audience
12/1/2022	Holiday Card Making	1	21	Intergenerational/Combined
12/2/2022	Storytime	1	20	Children 5 and under
12/2/2022	Storytime	1	20	Children 5 and under
12/3/2022	LEGO Club	1	12	Children 6-11
12/3/2022	LEGO Club	1	14	Children 6-11
12/6/2022	Storytime	1	16	Children 5 and under
12/6/2022	Storytime	1	20	Children 5 and under
12/6/2022	Book Club	1	8	Adults
12/7/2022	Mahjong Club	1	8	Adults
12/8/2022	Digital Magazines	1	2	Adults
12/8/2022	YA Book Club	1	5	Teens
12/9/2022	Storytime	1	20	Children 5 and under
12/9/2022	Storytime	1	18	Children 5 and under
12/10/2022	Manga Drawing	1	10	Teens
12/10/2022	Read to a Dog	1	8	Children 6-11
12/13/2022	Storytime	1	20	Children 5 and under
12/13/2022	Storytime	1	20	Children 5 and under
12/13/2022	Book Club	1	8	Adults
12/14/2022	Mahjong Club	1	4	Adults
12/14/2022	Youth Bureau Craft	1	11	Children 6-11
12/16/2022	Storytime	1	20	Children 5 and under
12/16/2022	Storytime	1	12	Children 5 and under
12/17/2022	Graham Cracker Houses	1	22	Children 6-11
12/17/2022	Graham Cracker Houses	1	40	Children 6-11
12/18/2022	Tour: Girl Scouts	1	16	Children 6-11
12/19/2022	Kidding Around Yoga	1	12	Children 5 and under
12/20/2022	Storytime	1	20	Children 5 and under
12/20/2022	Storytime	1	22	Children 5 and under
12/21/2022	Family Literacy	1	19	Intergenerational/Combined
12/21/2022	Mahjong Club	1	5	Adults
12/21/2022	Family Literacy	1	11	Intergenerational/Combined
12/30/2022	Noon Year Celebration	1	32	Intergenerational/Combined
12/31/2022	Take and Make Crafts	151	151	Intergenerational/Combined
12/31/2022	Craft & Carry	145	145	Intergenerational/Combined
12/31/2022	STEM Kits	22	22	Intergenerational/Combined
12/31/2022	Library Card Kits	2	2	Intergenerational/Combined
12/31/2022	Seed Library	5	5	Intergenerational/Combined
12/31/2022	Tutoring	10	10	Children 6-11
12/31/2022	Tutoring	10	10	Teens
12/31/2022	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		119	288
12/11		44	107
12/18		90	125
		1,333	2,343

	Patron Count	Circ
2022 Yearly Total Open 33 Sundays	3,372	6,451
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	December			Year to Date Totals			
	2022 Total Circulations	2021 Total Circulations	% of Change	2022 Total Circulations	2021 Total Circulations	% of Change	
Footnotes							
Alden (Ewell Free)	1,556	1,129	37.8%	19,522	16,855	15.8%	Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.
Amherst							
Audubon	49	16,640	-99.7%	279,960	228,364	22.6%	
Clearfield	37,854	12,674	198.7%	344,858	195,688	76.2%	
Eggertsville-Snyder	13,341	6,683	99.6%	153,116	95,529	60.3%	
Williamsville	6,013	2,054	192.7%	55,899	26,100	114.2%	
Angola	2,430	1,398	73.8%	31,849	20,653	54.2%	
Aurora	12,255	6,461	89.7%	140,261	83,949	67.1%	
Boston	2,434	1,437	69.4%	31,913	23,697	34.7%	
Cheektowaga							
Julia Boyer Reinstein	19,568	11,376	72.0%	244,259	154,443	58.2%	System-wide - All libraries impacted by winter storm and storm cleanup 12/23/2022-12/31/2022, including partial and full day closings. Erie County was under a State of Emergency at this time.
Reinstein Memorial	6,862	4,066	68.8%	86,706	48,756	77.8%	
Clarence	16,646	9,925	67.7%	205,340	146,326	40.3%	
Collins	4,944	2,000	147.2%	47,281	25,372	86.4%	
Concord	4,337	2,696	60.9%	53,215	34,019	56.4%	
Eden	3,361	2,392	40.5%	42,532	31,711	34.1%	
Elma	7,669	4,383	75.0%	94,463	56,791	66.3%	
Grand Island Memorial	9,949	4,916	102.4%	113,459	73,711	53.9%	
Hamburg							
Hamburg	15,789	7,866	100.7%	194,340	116,302	67.1%	
Lake Shore	5,154	3,019	70.7%	64,839	38,229	69.6%	
Lackawanna	3,590	1,906	88.4%	43,425	22,255	95.1%	
Lancaster	16,364	8,279	97.7%	199,642	109,472	82.4%	
Marilla	3,375	1,913	76.4%	35,876	27,002	32.9%	
Newstead	3,864	2,178	77.4%	53,180	32,043	66.0%	
North Collins	1,389	618	124.8%	17,222	11,537	49.3%	
Orchard Park	20,517	11,038	85.9%	250,766	152,759	64.2%	
City of Tonawanda	8,593	5,019	71.2%	97,945	60,111	62.9%	
Town of Tonawanda							
Kenilworth	5,081	3,153	61.1%	61,284	38,609	58.7%	Correctional Facility and Holding Center - Correctional Facility numbers reported again starting 9/2022. Staff returned to Holding Center 8/2022.
Kenmore	22,483	12,477	80.2%	269,869	165,714	62.9%	
West Seneca	15,779	8,448	86.8%	207,393	130,160	59.3%	
Buffalo							
Coles	1,772	906	95.6%	18,567	13,570	36.8%	
Crane	0	3,256	-100.0%	52,275	33,791	54.7%	
Dudley	4,106	2,101	95.4%	46,110	26,195	76.0%	
East Clinton	1,876	1,305	43.8%	25,517	13,869	84.0%	
González-Soto	0	2,026	-100.0%	26,394	27,613	-4.4%	
Merriweather	3,860	1,654	133.4%	40,286	25,709	56.7%	
North Park	10,949	3,582	205.7%	99,500	51,961	91.5%	Library2Go - Added to statistical reports 2/2022.
Panty	2,370	1,247	90.1%	23,781	15,026	58.3%	
Central	26,767	12,819	108.8%	304,349	169,153	79.9%	
BookmobileServices							
Library on Wheels	3,782	1,075	251.8%	28,467	13,129	116.8%	
Library2Go	1,811	See note.	See note.	9,091	See note.	See note.	
Institutions							
Correctional Facility	3,146	0	#DIV/0!	17,001	0	#DIV/0!	
Holding Center	8,790	0	#DIV/0!	30,601	0	#DIV/0!	
System							
Online Renewals	487	74,987	-99.4%	252,688	929,586	-72.8%	
Interlibrary Loans	856	818	4.6%	12,664	12,549	0.9%	
eAudiobooks	49,200	40,628	21.1%	558,182	468,831	19.1%	
eVideos	613	74	728.4%	5,582	1,176	374.7%	
eBooks	78,610	74,350	5.7%	918,475	913,868	0.5%	
eMusic	182	27,458	-99.3%	1,867	291,372	-99.4%	
eMagazines	5,512	See note.	See note.	44,599	See note.	See note.	
B&ECPL Totals	475,935	404,430	17.7%	5,956,410	5,173,555	15.1%	
Member Libraries	271,246	156,144	73.7%	3,440,414	2,166,157	58.8%	
Buffalo Branches	24,933	16,077	55.1%	332,430	207,734	60.0%	
Central Library	26,767	12,819	108.8%	304,349	169,153	79.9%	
Bookmobile Services	5,593	1,075	420.3%	37,558	13,129	186.1%	
Institutions	11,936	0	#DIV/0!	47,602	0	#DIV/0!	
System	135,460	218,315	-38.0%	1,794,057	2,617,382	-31.5%	

All 2022 Footnotes in Chronological Order

January:

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.

System-wide - Most (but not all) libraries closed 1/6/2022 due to weather.

Boston - Closed 1/7/2022 - Weather.

Clearfield - Closed 1/25/2022 - Heating issue.

Correctional Facility and Holding Center - Numbers not received.

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

Dudley - Closed 1/5/2022 - National Fuel issue.

East Aurora - Closed 1/6/2022 - Gas Line Repair.

Marilla - Closed 1/3/2022-1/10/2022 - Staffing.

Music/Music Videos Downloaded - The Library is in the process of evaluating a new service provider.

February:

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.

Audubon - Closed 2/7/2022-2/13/2022 - Main entrance/foyer construction.

Boston - 2/7/2022 - Internet down approximately 5 hours.

City of Tonawanda - Closed 2/7/2022-2/11/2022 - Carpet installation.

Clearfield - Closed 11am 2/10/2022 and closed 2/11/2022 - National Fuel Issue.

Correctional Facility and Holding Center - Numbers not received.

Elma and Orchard Park - 2/12/2022 - Internet down approximately 4 hours.

Julia Boyer Reinstein - Closed 2/9/2022 - Power work.

Library2Go - Added to statistical reports 2/2022.

Music/Music Videos Downloaded - The Library is in the process of evaluating a new service provider.

Orchard Park - Closed Sunday 2/27/2022.

Panty - Closed starting 2/14/2022 - Floor replacement.

March:

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

Aurora - Closed 3/7/2022-3/9/2022 - LED conversion project.

Correctional Facility and Holding Center - Numbers not received.

Crane - Closed 3/7/2022-3/18/2022 - Complete construction Phase I.

Library2Go - Added to statistical reports 2/2022.

Music/Music Videos Downloaded - The Library is in the process of implementing a new service provider.

Panty - Closed starting 2/14/2022 - Floor replacement.

April:

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 starting 4/23/2022 - Renovations and carpet installation.

Correctional Facility and Holding Center - Numbers not received.

Library2Go - Added to statistical reports 2/2022.

Music/Music Videos Downloaded - The Library is in the process of implementing a new service provider.

Panty - Closed 2/14/2022-4/2/2022 - Floor replacement.

May:

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.

June:

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.

July:

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.

Coles - Closed 5/9/2022-7/9/2022 - Renovations and flooring project. Re-opened 7/11/2022.

Correctional Facility and Holding Center - Numbers not received.

Eggertsville - Closed 7/21/2022 - Building maintenance.

Library2Go - Added to statistical reports 2/2022.

Merriweather - Open during 7-week renovation project starting 7/25/2022.

System - Hoopla streaming services and Overdrive Magazines implemented 6/1/2022.

August:

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 - 8/6/2022 - Closed 4 1/4 hours early (open 9-9:45am) due to power outage.

City of Tonawanda - Closed 8/24/2022 - sewer line repair.

Correctional Facility - Numbers not received. Staff returned to Holding Center 8/2022.

Crane - Closed starting 8/15/2022 - Phase 2 construction.

Library2Go - Added to statistical reports 2/2022.

Merriweather - Open during 7-week renovation project starting 7/25/2022.

Merriweather - Community assistance with NYS East Side Assistance grant applications.

September:

Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.

System-wide - Fine free with autorenewals implemented 4/2022.

System-wide - Hoopla streaming services and Overdrive Magazines implemented 6/1/2022.

Audubon - Closed 9/14/2022 and a partial day 9/15/2022 - Plumbing issues.

Correctional Facility and Holding Center - Correctional Facility numbers reported again starting this month. Staff returned to Holding Center 8/2022.

Crane - Closed starting 8/15/2022 - Phase 2 construction. Crane also closed September 2021 due to construction.

González-Soto - Closed starting 9/12/2022 - Phase 1 construction.

Library2Go - Added to statistical reports 2/2022.

Merriweather - Open during 7-week renovation project starting 7/25/2022.

October:

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.

November:

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.

December:

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 and storm cleanup 12/23/2022-12/31/2022, including partial and full day closings.

Erie County was under a State of Emergency at this time.

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.

Clarence - Closed 12/21/2022-12/22/2022 - Construction on main foyer.


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.

Library Visits

	December			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)	606	711	-14.8%	9,178	9,780	-6.2%	<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>System-wide - All libraries impacted by winter storm and storm cleanup 12/23/2022-12/31/2022, including partial and full day closings. Erie County was under a State of Emergency at this time.</p> <p>Audubon - Closed starting 10/10/2022 - Construction.</p> <p>Clarence - Closed 12/21/2022-12/22/2022 - Construction on main foyer.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction.</p> <p>González-Soto closed starting 9/12/2022 - Phase 1 Construction.</p> <p>Library2Go - Added to statistical reports 2/2022.</p>
<i>Amherst</i>							
Audubon	0	7,823	-100.0%	82,395	100,436	-18.0%	
Clearfield	10,264	6,699	53.2%	121,398	97,860	24.1%	
Eggertsville-Snyder	3,422	3,431	-0.3%	51,218	47,419	8.0%	
Williamsville	1,981	1,188	66.8%	24,362	16,372	48.8%	
Angola	2,684	3,176	-15.5%	35,394	36,400	-2.8%	
Aurora	3,914	3,960	-1.2%	55,668	45,048	23.6%	
Boston	859	840	2.3%	13,640	13,459	1.3%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	5,593	6,346	-11.9%	88,768	78,134	13.6%	
Reinstein Memorial	2,356	2,460	-4.2%	37,043	27,387	35.3%	
Clarence	4,167	4,678	-10.9%	62,253	63,831	-2.5%	
Collins	1,232	951	29.5%	15,011	11,862	26.5%	
Concord	2,026	1,740	16.4%	29,355	24,473	19.9%	
Eden	860	1,032	-16.7%	15,375	14,704	4.6%	
Elma	2,442	2,467	-1.0%	36,441	30,322	20.2%	
Grand Island Memorial	2,770	2,642	4.8%	45,313	37,415	21.1%	
<i>Hamburg</i>							
Hamburg	5,735	4,670	22.8%	75,597	60,253	25.5%	
Lake Shore	2,208	2,254	-2.0%	32,350	26,691	21.2%	
Lackawanna	2,300	1,871	22.9%	33,503	24,068	39.2%	
Lancaster	4,783	4,633	3.2%	73,192	52,465	39.5%	
Marilla	779	913	-14.7%	10,587	11,702	-9.5%	
Newstead	2,163	1,521	42.2%	28,583	24,825	15.1%	
North Collins	873	781	11.8%	11,871	10,515	12.9%	
Orchard Park	7,964	7,752	2.7%	115,563	92,384	25.1%	
City of Tonawanda	3,560	3,119	14.1%	44,298	39,844	11.2%	
<i>Town of Tonawanda</i>							
Kenilworth	2,138	2,120	0.8%	32,054	31,875	0.6%	
Kenmore	5,846	6,132	-4.7%	91,014	76,702	18.7%	
West Seneca	6,416	5,903	8.7%	89,857	75,625	18.8%	
<i>Buffalo</i>							
Coles	2,414	2,161	11.7%	26,853	30,777	-12.7%	
Crane	0	2,301	-100.0%	21,250	25,751	-17.5%	
Dudley	1,982	2,148	-7.7%	30,152	27,634	9.1%	
East Clinton	669	900	-25.7%	15,982	10,912	46.5%	
González-Soto	0	2,144	-100.0%	22,969	29,861	-23.1%	
Merriweather	4,428	3,852	15.0%	76,887	47,820	60.8%	
North Park	3,802	3,591	5.9%	54,058	46,266	16.8%	
Panty	1,880	1,749	7.5%	25,312	23,299	8.6%	
<i>Central</i>	19,485	12,422	56.9%	198,184	123,448	60.5%	
<i>Bookmobile Services</i>							
Library on Wheels	1,270	742	71.2%	15,965	8,530	87.2%	
Library2Go	160	See note.	See note.	2,707	See note.	See note.	
<i>Institutions</i>							
Correctional Facility	672	549	22.4%	7,600	9,379	-19.0%	
Holding Center	444	300	48.0%	4,840	3,453	40.2%	
System	127,147	124,672	2.0%	1,864,040	1,568,981	18.8%	
Member Libraries	89,941	91,813	-2.0%	1,361,281	1,181,851	15.2%	
Buffalo Branches	15,175	18,846	-19.5%	273,463	242,320	12.9%	
Central Library	19,485	12,422	56.9%	198,184	123,448	60.5%	
Bookmobile	1,430	742	92.7%	18,672	8,530	118.9%	
Institutions	1,116	849	31.4%	12,440	12,832	-3.1%	

All 2022 Footnotes in Chronological Order

January:

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.

System-wide - Most (but not all) libraries closed 1/6/2022 due to weather.

Boston - Closed 1/7/2022 - Weather.

Clearfield - Closed 1/25/2022 - Heating issue.

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

Dudley - Closed 1/5/2022 - National Fuel issue.

East Aurora - Closed 1/6/2022 - Gas Line Repair.

Marilla - Closed 1/3/2022-1/10/2022 - Staffing.

February:

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.

Audubon - Closed 2/7/2022-2/13/2022 - Main entrance/foyer construction.

Boston - 2/7/2022 - Internet down approximately 5 hours.

City of Tonawanda - Closed 2/7/2022-2/11/2022 - Carpet installation.

Clearfield - Closed 11am 2/10/2022 and closed 2/11/2022 - National Fuel Issue.

Elma and Orchard Park - 2/12/2022 - Internet down approximately 4 hours.

Julia Boyer Reinstein - Closed 2/9/2022 - Power work.

Library2Go - Added to statistical reports 2/2022.

Orchard Park - Closed Sunday 2/27/2022.

Panty - Closed starting 2/14/2022 - Floor replacement.

March:

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

Aurora - Closed 3/7/2022-3/9/2022 - LED conversion project.

Crane - Closed 3/7/2022-3/18/2022 - Complete construction Phase I.

Library2Go - Added to statistical reports 2/2022.

Panty - Closed starting 2/14/2022 - Floor replacement.

April:

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

Clarence - Closed starting 4/23/2022 - Renovations and carpet installation.

Library2Go - Added to statistical reports 2/2022.

Panty - Closed 2/14/2022-4/2/2022 - Floor replacement.

May:

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

Clarence - Closed 4/23/2022-5/14/2022 - Renovations and carpet installation.

Coles - Closed starting 5/9/2022 - Renovations and flooring project.

Library2Go - Added to statistical reports 2/2022.

Merriweather - Community assistance and support in the wake of 5/14/2022.

Orchard Park - Closed Sunday, 5/8/2022 - Staffing.

June:

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.

Aurora - Parking lot construction 6/13/2022-6/30/2022.

Coles - Closed starting 5/9/2022 - Renovations and flooring project.

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.

July:

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.

Coles - Closed 5/9/2022-7/9/2022 - Renovations and flooring project. Re-opened 7/11/2022.

Eggertsville - Closed 7/21/2022 - Building maintenance.

Library2Go - Added to statistical reports 2/2022.

Merriweather - Open during 7-week renovation project starting 7/25/2022.

August:

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 - 8/6/2022 - Closed 4 1/4 hours early (open 9-9:45am) due to power outage.

City of Tonawanda - Closed 8/24/2022 - sewer line repair.

Crane - Closed starting 8/15/2022 - Phase 2 construction.

Library2Go - Added to statistical reports 2/2022.

Merriweather - Open during 7-week renovation project starting 7/25/2022.

Merriweather - Community assistance with NYS East Side Assistance grant applications.

September:

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.

Audubon - Closed 9/14/2022 and a partial day 9/15/2022 - Plumbing issues.

Crane - Closed starting 8/15/2022 - Phase 2 construction. Crane also closed September 2021 due to construction.

González-Soto - Closed starting 9/12/2022 - Phase 1 construction.

Library2Go - Added to statistical reports 2/2022.

Merriweather - Open during 7-week renovation project starting 7/25/2022.

October:

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.

Merriweather - Estimated 10/14/2022-10/31/2022 - Counter malfunction.

November:

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.

Audubon - Closed starting 10/10/2022 - Construction.

Crane - Closed starting 8/15/2022 - Phase 2 construction.

González-Soto closed starting 9/12/2022 - Phase 1 Construction.

Lackawanna - Estimates 11/2022 - Counter malfunction.

Library2Go - Added to statistical reports 2/2022.

Merriweather - Estimates 11/1/2022-11/14/2022 - Counter malfunction.

December:

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 and storm cleanup 12/23/2022-12/31/2022, including partial and full day closings.

Erie County was under a State of Emergency at this time.

Audubon - Closed starting 10/10/2022 - Construction.

Clarence - Closed 12/21/2022-12/22/2022 - Construction on main foyer.


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.

Registered Public Access Computer Sessions

Session Counts Per Outlet

 Library	December			Year to Date Totals			Footnotes
	2022	2021	% of	2022	2021	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	34	54	-37.0%	646	748	-13.6%	<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 - All libraries impacted by winter storm and storm cleanup 12/23/2022-12/31/2022, including partial and full day closings. Erie County was under a State of Emergency at this time.</p> <p>Audubon - Closed starting 10/10/2022 - Construction.</p> <p>Clarence - Closed 12/21/2022-12/22/2022 - Construction on main foyer.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction.</p> <p>González-Soto closed starting 9/12/2022 - Phase 1 Construction.</p> <p>Library2Go - Added to statistical reports 2/2022.</p>
<i>Amherst</i>							
Audubon	0	900	-100.0%	8,679	11,910	-27.1%	
Clearfield	902	537	68.0%	9,553	6,895	38.5%	
Eggertsville-Snyder	402	362	11.0%	5,382	5,046	6.7%	
Williamsville	188	108	74.1%	2,055	1,297	58.4%	
Angola	117	108	8.3%	1,963	1,552	26.5%	
Aurora	278	294	-5.4%	3,954	3,125	26.5%	
Boston	51	54	-5.6%	783	806	-2.9%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	939	1,079	-13.0%	15,221	12,662	20.2%	
Reinstein Memorial	453	562	-19.4%	8,338	5,898	41.4%	
Clarence	318	414	-23.2%	4,762	5,142	-7.4%	
Collins	95	101	-5.9%	1,204	1,266	-4.9%	
Concord	166	138	20.3%	2,209	2,280	-3.1%	
Eden	70	85	-17.6%	1,154	1,152	0.2%	
Elma	137	171	-19.9%	2,005	1,911	4.9%	
Grand Island Memorial	186	231	-19.5%	2,914	2,490	17.0%	
<i>Hamburg</i>							
Hamburg	614	628	-2.2%	9,659	8,429	14.6%	
Lake Shore	157	205	-23.4%	2,548	2,151	18.5%	
Lackawanna	352	369	-4.6%	5,046	4,147	21.7%	
Lancaster	459	567	-19.0%	7,459	7,196	3.7%	
Marilla	30	30	0.0%	387	492	-21.3%	
Newstead	102	100	2.0%	1,845	1,782	3.5%	
North Collins	73	87	-16.1%	1,179	1,396	-15.5%	
Orchard Park	424	451	-6.0%	6,638	5,515	20.4%	
City of Tonawanda	528	504	4.8%	7,063	5,454	29.5%	
<i>Town of Tonawanda</i>							
Kenilworth	311	329	-5.5%	4,547	4,029	12.9%	
Kenmore	988	1,252	-21.1%	15,382	12,311	24.9%	
West Seneca	785	869	-9.7%	11,815	11,256	5.0%	
<i>Buffalo</i>							
Coles	743	704	5.5%	8,289	9,666	-14.2%	
Crane	0	341	-100.0%	3,273	3,393	-3.5%	
Dudley	377	482	-21.8%	6,061	5,665	7.0%	
East Clinton	156	214	-27.1%	3,213	2,656	21.0%	
González-Soto	0	549	-100.0%	4,890	7,844	-37.7%	
Merriweather	955	1,087	-12.1%	15,221	13,892	9.6%	
North Park	808	798	1.3%	11,479	10,191	12.6%	
Panty	314	389	-19.3%	4,643	4,343	6.9%	
<i>Central</i>	6,010	4,379	37.2%	70,376	47,469	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	18,522	19,532	-5.2%	271,835	233,457	16.4%	
Member Libraries	9,159	10,589	-13.5%	144,390	128,338	12.5%	
Buffalo Branches	3,353	4,564	-26.5%	57,069	57,650	-1.0%	
Central Library	6,010	4,379	37.2%	70,376	47,469	48.3%	
Bookmobile	0	0	#DIV/0!	0	0	#DIV/0!	

All 2022 Footnotes in Chronological Order

January:

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.

System-wide - Most (but not all) libraries closed 1/6/2022 due to weather.

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Clearfield - Closed 1/25/2022 - Heating issue.

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

Dudley - Closed 1/5/2022 - National Fuel issue.

East Aurora - Closed 1/6/2022 - Gas Line Repair.

Marilla - Closed 1/3/2022-1/10/2022 - Staffing.

February:

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.

Audubon - Closed 2/7/2022-2/13/2022 - Main entrance/foyer construction.

Boston - 2/7/2022 - Internet down approximately 5 hours.

City of Tonawanda - Closed 2/7/2022-2/11/2022 - Carpet installation.

Clearfield - Closed 11am 2/10/2022 and closed 2/11/2022 - National Fuel Issue.

Elma and Orchard Park - 2/12/2022 - Internet down approximately 4 hours.

Julia Boyer Reinstein - Closed 2/9/2022 - Power work.

Library2Go - Added to statistical reports 2/2022.

Orchard Park - Closed Sunday 2/27/2022.

Panty - Closed starting 2/14/2022 - Floor replacement.

March:

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

Aurora - Closed 3/7/2022-3/9/2022 - LED conversion project.

Crane - Closed 3/7/2022-3/18/2022 - Complete construction Phase I.

Library2Go - Added to statistical reports 2/2022.

Panty - Closed starting 2/14/2022 - Floor replacement.

April:

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

Clarence - Closed starting 4/23/2022 - Renovations and carpet installation.

Library2Go - Added to statistical reports 2/2022.

Panty - Closed 2/14/2022-4/2/2022 - Floor replacement.

May:

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

Clarence - Closed 4/23/2022-5/14/2022 - Renovations and carpet installation.

Coles - Closed starting 5/9/2022 - Renovations and flooring project.

Library2Go - Added to statistical reports 2/2022.

Merriweather - Community assistance and support in the wake of 5/14/2022.

Orchard Park - Closed Sunday, 5/8/2022 - Staffing.

June:

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.

Aurora - Parking lot construction 6/13/2022-6/30/2022.

Coles - Closed starting 5/9/2022 - Renovations and flooring project.

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.

July:

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.

Coles - Closed 5/9/2022-7/9/2022 - Renovations and flooring project. Re-opened 7/11/2022.

Eggertsville - Closed 7/21/2022 - Building maintenance.

Library2Go - Added to statistical reports 2/2022.

Merriweather - Open during 7-week renovation project starting 7/25/2022.

August:

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 - 8/6/2022 - Closed 4 1/4 hours early (open 9-9:45am) due to power outage.

City of Tonawanda - Closed 8/24/2022 - sewer line repair.

Crane - Closed starting 8/15/2022 - Phase 2 construction.

Library2Go - Added to statistical reports 2/2022.

Merriweather - Open during 7-week renovation project starting 7/25/2022.

Merriweather - Community assistance with NYS East Side Assistance grant applications.

September:

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.

Audubon - Closed 9/14/2022 and a partial day 9/15/2022 - Plumbing issues.

Crane - Closed starting 8/15/2022 - Phase 2 construction. Crane also closed September 2021 due to construction.

González-Soto - Closed starting 9/12/2022 - Phase 1 construction.

Library2Go - Added to statistical reports 2/2022.

Merriweather - Open during 7-week renovation project starting 7/25/2022.

October:

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.

November:

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.

Audubon - Closed starting 10/10/2022 - Construction.

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.

December:

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 and storm cleanup 12/23/2022-12/31/2022, including partial and full day closings.

Erie County was under a State of Emergency at this time.

Audubon - Closed starting 10/10/2022 - Construction.

Clarence - Closed 12/21/2022-12/22/2022 - Construction on main foyer.


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.

WiFi

Total Logins

 Library	December			Year to Date Totals			Footnotes
	2022	2021	% of	2022	2021	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	358	397	-9.8%	5,072	4,451	14.0%	<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 - All libraries impacted by winter storm and storm cleanup 12/23/2022-12/31/2022, including partial and full day closings. Erie County was under a State of Emergency at this time.</p> <p>Audubon - Closed starting 10/10/2022 - Construction.</p> <p>Clarence - Closed 12/21/2022-12/22/2022 - Construction on main foyer.</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	579	2,523	-77.1%	20,303	27,558	-26.3%	
Clearfield	2,311	1,738	33.0%	27,074	21,330	26.9%	
Eggertsville-Snyder	803	983	-18.3%	11,869	11,189	6.1%	
Williamsville	884	1,167	-24.3%	14,168	15,518	-8.7%	
Angola	81	182	-55.5%	2,273	2,076	9.5%	
Aurora	1,521	2,032	-25.1%	24,334	19,929	22.1%	
Boston	157	136	15.4%	2,012	1,689	19.1%	
Cheektowaga							
Julia Boyer Reinstein	973	962	1.1%	13,432	9,906	35.6%	
Reinstein Memorial	416	628	-33.8%	7,517	7,557	-0.5%	
Clarence	990	1,036	-4.4%	12,771	12,535	1.9%	
Collins	232	174	33.3%	2,788	2,401	16.1%	
Concord	385	414	-7.0%	6,094	5,626	8.3%	
Eden	136	166	-18.1%	2,410	2,092	15.2%	
Elma	259	236	9.7%	3,673	3,019	21.7%	
Grand Island Memorial	531	512	3.7%	7,928	8,629	-8.1%	
Hamburg							
Hamburg	1,089	1,619	-32.7%	19,230	19,076	0.8%	
Lake Shore	220	392	-43.9%	4,378	4,537	-3.5%	
Lackawanna	365	310	17.7%	4,958	3,619	37.0%	
Lancaster	1,181	1,219	-3.1%	18,225	15,756	15.7%	
Marilla	61	77	-20.8%	1,014	1,086	-6.6%	
Newstead	310	404	-23.3%	4,488	6,161	-27.2%	
North Collins	298	344	-13.4%	4,224	3,477	21.5%	
Orchard Park	1,195	1,220	-2.0%	18,410	13,411	37.3%	
City of Tonawanda	634	703	-9.8%	7,908	8,184	-3.4%	
Town of Tonawanda							
Kenilworth	374	386	-3.1%	5,296	4,140	27.9%	
Kenmore	1,400	1,653	-15.3%	22,432	18,012	24.5%	
West Seneca	1,320	1,473	-10.4%	20,963	18,675	12.3%	
Buffalo							
Coles	730	692	5.5%	9,354	7,535	24.1%	
Crane	0	350	-100.0%	3,351	4,281	-21.7%	
Dudley	1,528	1,808	-15.5%	17,713	19,835	-10.7%	
East Clinton	461	480	-4.0%	7,772	5,214	49.1%	
González-Soto	720	1,678	-57.1%	22,777	20,197	12.8%	
Merriweather	882	735	20.0%	12,903	8,751	47.4%	
North Park	901	945	-4.7%	12,528	9,821	27.6%	
Panty	868	999	-13.1%	13,714	11,643	17.8%	
Central	12,124	11,916	1.7%	164,305	118,232	39.0%	
Bookmobile Services							
Library on Wheels	53	50	6.0%	825	690	19.6%	
Library2Go	0	See note.	See note.	0	See note.	See note.	
System	37,330	42,739	-12.7%	560,486	477,838	17.3%	
Member Libraries	19,063	23,086	-17.4%	295,244	271,639	8.7%	
Buffalo Branches	6,090	7,687	-20.8%	100,112	87,277	14.7%	
Central Library	12,124	11,916	1.7%	164,305	118,232	39.0%	
Bookmobile	53	50	6.0%	825	690	19.6%	

All 2022 Footnotes in Chronological Order

January:

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Clearfield - Closed 1/25/2022 - Heating issue.

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

Dudley - Closed 1/5/2022 - National Fuel issue.

East Aurora - Closed 1/6/2022 - Gas Line Repair.

Marilla - Closed 1/3/2022-1/10/2022 - Staffing.

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City of Tonawanda - Closed 2/7/2022-2/11/2022 - Carpet installation.

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Library2Go - Added to statistical reports 2/2022.

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Library2Go - Added to statistical reports 2/2022.

Panty - Closed 2/14/2022-4/2/2022 - Floor replacement.

May:

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Clarence - Closed 4/23/2022-5/14/2022 - Renovations and carpet installation.

Coles - Closed starting 5/9/2022 - Renovations and flooring project.

Library2Go - Added to statistical reports 2/2022.

Merriweather - Community assistance and support in the wake of 5/14/2022.

Orchard Park - Closed Sunday, 5/8/2022 - Staffing.

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Aurora - Parking lot construction 6/13/2022-6/30/2022.

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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.

July:

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 - Estimates 7/16/2022-7/17/2022 - Server outage.

Bookmobile - Estimate - Server outage data transfer issues.

Coles - Closed 5/9/2022-7/9/2022 - Renovations and flooring project. Re-opened 7/11/2022.

Eggertsville - Closed 7/21/2022 - Building maintenance.

Library2Go - Added to statistical reports 2/2022.

Merriweather - Open during 7-week renovation project starting 7/25/2022.

August:

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Crane - Closed starting 8/15/2022 - Phase 2 construction. Crane also closed September 2021 due to construction.

González-Soto - Closed starting 9/12/2022 - Phase 1 construction.

Library2Go - Added to statistical reports 2/2022.

Merriweather - Open during 7-week renovation project starting 7/25/2022.

Williamsville - Lower count due to broken access point.

October:

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Angola - Closed 10/10/22 - Columbus Day.

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Marilla - Closed 10/8/2022 - Staffing.

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González-Soto closed starting 9/12/2022 - Phase 1 Construction.

Library2Go - Added to statistical reports 2/2022.

Lancaster Financial Monthly Report 2022

December

Account	Deposits	Disbursements	Interest	Sub-Total	Balance
M & T Checking					
Beginning Balance					\$6,147.71
Fines/ print revenue	\$406.45				
Ending Balance	\$406.45	\$0.00		\$406.45	\$6,554.16
Bank on Buffalo					
Beginning Balance					\$158,666.39
Headphones (1@ \$3)	\$3.00				
Vending	\$21.00				
Book sale	\$171.00				
Copier	\$43.30				
Sharon Herbert memorial book donation	\$25.00				
Amazon: Paper bags (Debit)		-\$73.98			
Lancaster's Broadway Deli: Holiday party food (Debit)		-\$421.99			
Donna Baia: 12/19 Kidding Around Yoga (#501)		-\$50.00			
Replenish petty cash (#502)		-\$150.00			
Taproot Magazine: Magazine subscription (Debit)		-\$60.00			
Demco: Classification labels and dust jackets (Debit)		-\$204.82			
Amazon: Herb seeds and storage bins (Debit)		-\$53.47			
Home Depot: Table and chairs for breakroom (Debit)		-\$841.80			
Ending Balance	\$263.30	-\$1,856.06		-\$1,592.76	\$157,073.63
Bank on Buffalo CDs	Amount	Maturity	Interest Rate	Interest	Total
Bank on Buffalo CD 040	\$21,541.23	12M 6/28/23	0.11%	\$5.91	\$21,547.14
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	\$24,647.28	12M 5/24/23	0.11%	\$0.00	\$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	\$20,635.76	12M 8/03/23	0.11%	\$0.00	\$20,635.76
Bank on Buffalo CD 1283	\$10,576.83	18M 4/01/24	2.05%	\$55.25	\$10,632.08
Bank on Buffalo CD 2355	\$22,029.28	36M 5/29/23	0.11%	\$0.00	\$22,029.28
Bank on Buffalo CD 7632	\$20,078.12	18M 4/10/24	2.05%	\$0.00	\$20,078.12
CD Balance				\$61.16	\$171,511.26
Total Balance					\$335,139.05

**Petty Cash
December 2022**

Date	Item	Deposit	Withdrawl	Total
				\$71.66
5-Dec	Kara- Dollar Tree- Holiday party supplies		-\$12.50	\$59.16
6-Dec	Meagan- Target- Holiday party supplies		-\$25.13	\$34.03
6-Dec	Meagan- Party City- Holiday party supplies		-\$10.00	\$24.03
15-Dec	Replenish petty cash	\$150.00		\$174.03
20-Dec	Josh- Tops- 5 gal water bottle exchange		-\$6.99	\$167.04
20-Dec	Meagan- Target- Gingerbread house supplies		-\$96.39	\$70.65
29-Dec	John- Hudson Valley Seeds- Postage for seed donation		-\$5.00	\$65.65
		\$150.00	-\$156.01	\$65.65

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 \$____, whichever is greater.			Amount in Miles					
			Amount for days @ \$__					
			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>								

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 \$____, whichever is greater.			Amount in Miles					
			Amount for days @ \$__					
			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>								

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 \$____, whichever is greater.			Amount in Miles					
			Amount for days @ \$__					
			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>								

**LANCASTER PUBLIC LIBRARY
LOCAL FUNDS BUDGET – 2023**

REVENUES			
	2022 Budget	2022 Actual	2023 Budget
Bequests/Donations	\$12,000.00	\$104,312.00	12,000.00
Grants	20,000.00	24,500.00	3,000.00
Friends Donation	11,000.00	4,241.79	11,000.00
Headphones	50.00	102.00	100.00
Copier Proceeds	600.00	929.00	900.00
Vending Proceeds	100.00	110.00	100.00
Used Book Sale	900.00	2,106.00	2,000.00
Interest on CDs	2,000.00	707.00	1,000.00
TOTAL INCOME	\$46,650.00	\$132,765.00	30,100.00
EXPENSES			
Programming	\$5,000.00	\$6,336.00	5,000.00
Equipment	10,000.00	23,045.00	3,000.00
Materials/Supplies	20,000.00	21,433.00	10,100.00
Petty Cash	1,000.00	650.00	1,000.00
Building Improvement	10,650.00	0.00	16,500.00
TOTAL EXPENSES	\$46,650.00	\$51,464.00	30,100.00
BALANCE			0.00
ACCUMULATED RESERVES			
Bank on Buffalo	\$157,073.63		
Certificates of Deposit	\$171,511.26		
TOTAL ACCUMULATED RESERVES	\$328,584.89		

Crafts 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
10/12/2022	Amazon	Craft supplies	Debit	\$171.94
10/21/2022	Amazon	Holiday card craft supplies	Debit	\$33.77
11/16/2022	Michaels	Construction paper	Debit	\$146.04
11/17/2022	Fun Express	Craft stickers	Debit	\$186.79
12/5/2022	Amazon	Paper bags	Debit	\$73.98
			Total	\$3,615.76
			Left over:	\$ 776.53

Income	
DATE	ISSUED AMOUNT
2021 Elks left over	\$892.29
2022 budget	\$2,000.00
Elks donation Feb. 2022	\$500.00
Elks grant Sept. 2022 (split)	\$1,000.00
Total:	\$4,392.29



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 ____.

**Appendix A
DISCLOSURE STATEMENT
OF THE
LANCASTER PUBLIC LIBRARY**

The undersigned, being a trustee, officer, committee member or Key Employee of the Lancaster Public Library, hereby acknowledges and confirms the following:

(1) I have received, read and understand the Lancaster Public Library's Conflict of Interest Policy in effect as of the date written below, and I agree to comply with the Conflict of Interest Policy.

(2) I understand that the Lancaster Public Library is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

(3) Personal Interests & Relationships. I am an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which the Lancaster Public Library has a relationship: **[If none, please write "None." If such interests exist, please specify the capacity in which you hold such an interest (for example, employee, director, or owner). If an owner, please specify your percentage ownership).]**

(4) Interests & Relationships of Relatives. A Relative (spouse or domestic partner, ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren; great-grandchildren, and spouses of brothers, sisters, children, Grandchildren and great-grandchildren) of mine is an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which the Lancaster Public Library has a relationship: **[If none, please write "None." If such interests exist, please specify the Relative (for example, sibling or spouse) and the Relative's position (for example, employee, director, or owner). If an owner, please specify the percentage ownership).]**

(5) Transactions. The Lancaster Public Library is a participant in the following transactions in

which my Relative or I may have a Financial Interest that may give rise to a Conflict of Interest or Related Party Transaction, as defined in the Conflict of Interest Policy. [If none, please write "None." If such transaction(s) exists, please specify the transaction and the potential financial interest involved and whether you or a Relative has such an interest for any such transaction(s). Please specify the Relative and their position, if applicable.]

I certify that the above statements are true and correct to the best of my knowledge.

Name: _____

Position: _____

Signature: _____

Date: _____

Adopted: October 15, 2009
Amended: December 10, 2020

SELF-ASSURANCE of Trustee Education Activity Completion

Beginning January 1, 2023, each library trustee, elected or appointed, of a board of trustees is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d as added by *Chapter 468 of the Laws of 2021*)

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the library board president for review and signature. Trustees should retain a copy of the signed form.

I give the following assurance:

I attended the following trustee education activity:

Trustee Name: _____

Approved Provider: _____

Title of Activity: _____

Topic/Content: _____

Format (e.g. workshop, webinar, online course): _____

Date of Activity: _____

Contact Hours: _____

Trustee Signature/Date



Lancaster Public Library

Display Case Policy

The display cases in the Lancaster Public Library (LPL) are for the purpose of exhibiting library and community oriented educational, cultural, and recreational materials and are not to be used to promote any commercial, political or controversial causes.

Neither the LPL nor the LPL's Board of Trustees accepts responsibility for loss or damage to any exhibit/ display.

Adopted: January, 1990

Amended: June 13, 2019



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

Inv # 22067

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

Date: December 21, 2022

ITEM	UNIT COST	EXTENSION
Sunday Librarian 5 hours @ 38.427 for 33 Sundays		6,340.46
Senior Page 5.5 hours @ 14.20 for 33 Sundays		2,577.30
FICA		552.90
MC		129.31
BALANCE DUE:		\$ 9,599.97
Make check payable to: "BUFFALO & ERIE COUNTY PUBLIC LIBRARY" and mail to the attention of Tracy Palicki, Business Office		



2023 Season Empire Pass	\$80.00	(Expires 12/31/2023)
3-Year Empire Pass	\$205.00	(Expires 12/31/2025)
5-Year Empire Pass	\$320.00	(Expires 12/31/2027)

What is the benefit of having an Empire Pass Card?

- The Empire Pass is your key to all-season enjoyment at New York State Parks. It provides unlimited day-use vehicle entry to most facilities operated by New York State Parks and the State Dept. of Environmental Conservation including forests, beaches, trails and more. Empire Passes are available for the 2023 season, multi-year or your lifetime. Instead of paying the vehicle use fee on each visit, simply present your season pass and it waives the fee for day use entry.
- The Empire Pass Card can be easily shared with friends and family as long as the physical card is presented.
- In addition to being usable at traditional entrance booths, the Empire Pass Card is accepted at facilities with automated entrances.
- The Empire Pass Card does not include waiver of fees for camping, golf, museum or historic site admission and other special activity fees are not included.

Is the Empire Pass renewable?

YES! Don't toss your Empire Pass card at the end of the season. If you saved your Empire Pass card, you now have the option to renew and receive a discount! There is a renewal discount off the regular price of a 1, 3 or 5-Season Empire Pass Card.

What type of technology does the Empire Pass Card contain? Does it store any personal information?

The Empire Pass Card contains an embedded radio-frequency identification (RFID) chip. This technology allows the card to be scanned and accepted at facilities with automated pay stations and/or scanners used by staff. The RFID chip does **not** contain any personal information. It stores only the card's 6-digit serial number, and whether the card is in an active or inactive status.

Need to Replace your Empire Pass?

Empire Pass Replacement:

If the Empire Pass is lost, stolen, damaged or destroyed, it is replaceable with a **\$17.00 fee** payable by credit card, check, money order, or cash (in person only at most NYS Parks). NOTE: If in the event the original pass is found after the purchase of a replacement, we will not refund the replacement fee. The original pass will have been deactivated and is no longer usable.

[Empire Pass - NYS Parks, Recreation & Historic Preservation](#)

WISH LIST REQUESTS - Citizen Science Kits

For multiple kits (Office Depot)

QTY.	Description	Website	Price per each	Total
10	Containers	https://www.officedepot.com/	\$13.49	\$134.90
1	Notebooks (12pk)	https://www.officedepot.com/	\$10.79	\$10.79
1	Dry erase markers (4 pk)	EXPO Low Odor Dry Erase	\$8.49	\$8.49
4	Clipboard 6" x 9"	https://www.officedepot.com/	\$3.39	\$13.56
			Shipping	\$0.00
			Total	\$167.74

Observing Pollinators

QTY.	Description	Website	Price per each	Total
1	Binoculars	https://www.amazon.com/	\$19.99	\$19.99
1	Stopwatch	Amazon.com : FCXJTU	\$8.99	\$8.99
1	Wildflowers guide	https://www.amazon.com/	\$7.95	\$7.95
1	Bees in your backyard book	The Bees in Your Backyard	\$29.95	\$29.95
			Total	\$66.88

Mapping Mosquito Habitats

QTY.	Description	Website	Price per each	Total
1	Wireless handheld microscope	https://www.amazon.com/	\$29.99	\$29.99
1	Baster	https://www.amazon.com/	\$6.99	\$6.99
1	The Mosquito book	The Mosquito Book: An	\$12.95	\$12.95
1	Magnifying glass (2 pk)	https://www.amazon.com/h	\$12.99	\$12.99
			Total	\$62.92

Monitoring Air Quality

QTY.	Description	Website	Price per each	Total
1	Air Beam3 Air Quality instrument	AirBeam - Buy It Now (h	\$249.00	\$249.00

1	Air Pollution! Environment & Ecology Book	Air Pollution! Environme	\$14.99	\$14.99
			Shipping	\$8.00
			Total	\$271.99

Measuring Light at Night

QTY.	Description	Website	Price per each	Total
1	Sky Quality Meter	Sky Quality Meter (unihe	\$103.00	\$103.00
1	Red Light LED flashlight	https://www.amazon.com	\$8.99	\$8.99
1	Night Sky star finder	https://www.amazon.com	\$11.95	\$11.95
1	Simple Stargazing book	Simply Stargazing: Your G	\$9.95	\$9.95
			Shipping	\$37.15
			Total	\$171.04

Exploring Biodiversity

QTY.	Description	Website	Price per each	Total
1	Phone camera lens 11 in 1 kit	https://www.amazon.com	\$25.99	\$25.99
1	Phone tripod	Amazon.com: Ailun Pho	\$5.99	\$5.99
1	Binoculars	https://www.amazon.com	\$19.99	\$19.99
1	NYS nature ID	https://www.amazon.com/N	\$17.95	\$17.95
1	Bugs and Slugs ID	https://www.amazon.com/E	\$7.95	\$7.95
			Total	\$77.87

ZomBee Hunting

QTY.	Description	Website	Price per each	Total
1	Outdoor battery LED light (4 pk)	Amazon.com: Coideal C	\$15.99	\$15.99
1	2" rings (3 pk)	Amazon.com: Charles L	\$3.82	\$3.82
1	50 Ways to Help Save the Bees book	50 Ways to Help Save the b	\$14.95	\$14.95
			Total	\$34.76

Project Squirrel

QTY.	Description	Website	Price per each	Total
1	Trees of NY book	Trees of New York Field	\$14.95	\$14.95
1	Binoculars	https://www.amazon.com	\$19.99	\$19.99
1	Squirrel's Busy Year book	The Squirrels' Busy Year	\$17.99	\$17.99
Total				\$52.93

Lost Ladybug Project

QTY.	Description	Website	Price per each	Total
1	Bug catching kit	Amazon.com: Bug Catch	\$11.98	\$11.98
1	Bug tongs (6 pk)	Amazon.com: TOYANDC	\$12.69	\$12.69
1	Ladybug book	Ladybugs (New and Upd	\$18.99	\$18.99
1	Ladybug life cycle	Amazon.com: Ladybug C	\$10.65	\$10.65
Total				\$54.31

Firefly Watch

QTY.	Description	Website	Price per each	Total
1	Red light LED flashlight	https://www.amazon.com	\$8.99	\$8.99
1	Silent Sparks: The Wondrous World of Fire	Silent Sparks: The Wond	\$27.85	\$27.85
Total				\$36.84

Bookshop shipping for all books:	\$12.99
Total:	\$1,010.27

WISH LIST REQUESTS - Storytime instruments

Lakeshore Learning

QTY.	Description	Website	Price per each	Total
11	Light-Up Musical Shape Sorter	https://bit.ly/3Vm0u2Z	\$27.99	\$307.89
11	Xylophones	https://bit.ly/3FPsKVY	\$24.99	\$274.89

\$582.78

Shipping \$87.42

Total \$670.20

Demco

2	Shifu Plugo Tunes	https://bit.ly/3WcRleu	\$59.99	\$119.98
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Amazon

1	Keyboard Mat	https://bit.ly/3PRXQ4c	\$28.99	\$28.99
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Total \$819.17



Big Green Box "Original"

\$65.00

Pay in 4 interest-free installments of **\$16.25** with [Learn more](#)

- Box Weight Capacity: 43 lbs.
- Box Dimensions: 12.0"W x 11.0"L x 8.0"H

Perfect for all of your everyday household batteries and small portable electronics, preferred by businesses large and small, municipalities, campus use and government

Perfect for all of your everyday household batteries and small portable electronics, preferred by businesses large and small, municipalities, campus use and government agencies.

Our Big Green Box program is the perfect solution for Residential & Commercial or Government businesses to recycle batteries

The Big Green Box for Household Batteries offers certified recycling for all batteries commonly used around the home and office. Perfect for alkaline batteries from your remote control or wireless mouse, rechargeable laptop or cell phone batteries or even your old power tool batteries. See Acceptable Materials below.

Each Big Green Box includes all supplies needed to compliantly and safely ship your batteries for recycling which includes:

- UN approved fully assembled recycling container with attractive countertop display.
- D.O.T. Special Permit 16474
- All outbound and return shipping fees
- Easy to follow packaging/shipping instructions

- Recycling fees for up to 43 lbs. of batteries
- All required labeling/markings
- 1 pack of 100 baggies
- Certificate of Acceptance & Recycling sent directly to your email

Acceptable Materials

- Alkaline Batteries
- Nickel Cadmium Batteries (NiCd)
- Nickel-Metal Hydride Batteries (NiMH)
- Lithium Ion Batteries (less than 300 Wh rated capacity)
- Lithium Metal batteries (less than 25g of lithium content) *
- Non-Spillable Lead Acid (weigh less than 11 Lbs. each)
- Silver Oxide
- Carbon Zinc
- Portable Electronics(see [FAQ to know more](#))

*Customers recycling more than 10 lbs. of Lithium Metal (NonRechargeable/Single Use) Lithium Batteries MUST purchase a [Lithium Metal Big Green Box](#)

Prohibited Materials

- Batteries containing free-flowing electrolyte.
- Low production run and prototype batteries.
- Damaged, defective or recalled batteries. ([see options available for DDR cellphone/laptop batteries](#))
- See [FAQ for more details](#)

Specifications

- Box Weight Capacity: 43 lbs.
- Box Dimensions: 12.0"W x 11.0"L x 8.0"H

TheBigGreenBox

Cart > Information > Shipping > Payment

Contact	Inc@buffalolib.org	Change
Ship to	5466 Broadway, Lancaster NY 14086, United States	Change
Method	Standard - Free	

Payment

All transactions are secure and encrypted.

Credit card


VISA Mastercard American Express Discover and more...

Card number

Cardholder name

Expiration date (MM / YY)

Security code



Big Green Box "Original"

BGB 01 Pack

\$65.00

Discount code

Apply

Subtotal

\$65.00

Shipping

Free

Total

USD \$65.00

WISH LIST REQUESTS - Garden Tools

Home Depot

QTY.	Description	Website	Price per each	Total
1	Spading Fork	Husky 28 in. D-Grip Short Wood H	\$49.98	\$49.98
1	Shovel	Anvil D-Handle Digging Shovel 353	\$19.98	\$19.98
1	Mini Shovel	Radius Garden 28 in., 14 in. Handl	\$29.99	\$29.99
1	Bulb planter	Husky 9 in. Stainless Steel Bulb Pla	\$9.98	\$9.98
1	Stirrup hoe	Husky 54 in. L Wood Handle Actio	\$27.98	\$27.98
1	Hand pruners	Fiskars 3/4 in. Cutting Capacity Ste	\$16.98	\$16.98
1	Bow Rake	Anvil 47 in. L Wood Handle 14-Tin	\$14.98	\$14.98
			Shipping/ pickup	\$0.00
			Total	\$169.87

Hudson Valley Seeds

QTY.	Description	Website	Price per each	Total
2	Deadheads mini-snips	Deadheads Mini-Snips – Hudson V	\$7.99	\$15.98
1	Ninja Claw	Ninja Claw – Hudson Valley Seed C	\$11.99	\$11.99
1	Ika Hoe	Ika Hoe – Hudson Valley Seed Con	\$34.99	\$34.99
2	Hand Trowel	Hand Trowel – Hudson Valley Seed	\$24.99	\$49.98
1	Stainless Steel Seed Seive Set	Stainless Steel Sieve Set – Hudson	\$33.99	\$33.99
1	Hori Hori garden knife	Hori Hori Garden Knife – Hudson V	\$39.99	\$39.99
1	Needle nose pruner	Needle-nose Pruner – Hudson Val	\$24.99	\$24.99
			Shipping	\$0.00
			Total	\$211.91
			20% off	\$169.53

Johnny's Seeds

QTY.	Description	Website	Price per each	Total
1	Ho-Mi EZ Digger	Ho-Mi EZ Digger Johnny's Select	\$25.30	\$25.30
1	Multi-blade herb scissors	Multi-Blade Herb Scissors Johnn	\$10.75	\$10.75
1	Cobrahead weeder/ cultivator	CobraHead® – Standard - Weeder	\$30.80	\$30.80

1	Soil blocker	Hand-held 4 Soil Blocker Johnny	\$44.90	\$44.90
1	Transplant trowel	Trowel – Transplant Johnny's Se	\$21.00	\$21.00
			Shipping	\$17.50
			Total	\$150.25

Sow Perfect Seeder

QTY.	Description	Website	Price per each	Total
1	Sow Perfect Seeder	Sow Perfect Seeder - Seeding tool	\$26.00	\$26.00
			Shipping	\$6.80
			Total	\$32.80

Total: \$522.45

From: Kyle Wegman <kyle@wegmanmotorworks.com>

Sent: Tuesday, January 3, 2023 2:28 PM



Limited supply left fully setup and assembled at \$1769 plus tax. There is a new load coming in, unaware of freight costs. Thank you for considering purchasing your snowblower from us.
Kyle

On 1/3/23 13:12, Joshua Strell wrote:

Quote Request

Equipment: Ariens Deluxe 28 SHO

Name: Joshua Strell

Contact Method: The customer wants to get contacted via Email

Message: Hello, can you please quote me on this machine and let me know if you have this in stock. Thank you!

This form was submitted on January 3rd 2023, 06:12PM.

--

Kyle Wegman
Wegman Motor Works Inc.
1500 Kenmore Ave.
Buffalo NY 14216
716-875-2321

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

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the meeting minutes of January 12, 2023
- V. Report of the Director

- VI. Public Comment

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

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

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

- X. Adjournment

Next Meeting: Thursday, March 9, 2023

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

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

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

Respectfully submitted by,
Barbara Tamol
Secretary

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

PARTNERSHIPS

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

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

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

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

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

PROGRAMMING

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



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



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

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

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

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

Kidding Around Yoga – **7** preschool age children, each accompanied by an adult, enjoyed yoga poses, fun music, storytelling, yoga games, and a special guided relaxation time on Monday, January 23rd.

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

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

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

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

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

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

MEETINGS

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

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



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

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

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

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

LANCASTER PUBLIC LIBRARY

2023 STATISTICS

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

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

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

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

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

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

DAYS OPEN AND CLOSED

Days Open: 28

Days Closed: 3

**Lancaster Public Library
2023 Statistics and Proceeds**

	Tours		New Library Cards		Ref Q	Headphone	Copier	Vending	Book Sale	Donations
	No.	ATT	Child	Adult	No.	Proceeds	Proceeds	Proceeds	Proceeds	to Library
JAN	0	0	27	32	757	\$15.00	\$48.25	\$0.00	\$146.00	\$9,345.39
FEB										
MAR										
APR										
MAY										
JUN										
JUL										
AUG										
SEP										
OCT										
NOV										
DEC										
TOTAL	0	0	27	32	757	\$15.00	\$48.25	\$0.00	\$146.00	\$9,345.39

Total Proceeds \$9,554.64


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

Programming


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

2023 Sunday Circulation

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


Circulation							
Total Circulations							
 LIBRARY	January			Year to Date Totals			
	2023 Total	2022 Total	% of	2023 Total	2022 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Library							Footnotes
Alden (Ewell Free)	1,822	1,127	61.7%	1,822	1,127	61.7%	Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff. System-wide - Fine free with autorenewals implemented 4/2022. System-wide - Hoopla streaming services and Overdrive Magazines implemented 6/1/2022. Audubon - Closed starting 10/10/2022 - Construction. Correctional Facility and Holding Center - Correctional Facility numbers reported again starting 9/2022. Staff returned to Holding Center 8/2022. Crane - Closed starting 8/15/2022 - Phase 2 construction. González-Soto closed starting 9/12/2022 - Phase 1 Construction. Library2Go - Added to statistical reports 2/2022.
Amherst							
Audubon	371	17,697	-97.9%	371	17,697	-97.9%	
Clearfield	43,208	13,658	216.4%	43,208	13,658	216.4%	
Eggertsville-Snyder	15,672	6,860	128.5%	15,672	6,860	128.5%	
Williamsville	5,186	1,683	208.1%	5,186	1,683	208.1%	
Angola	2,982	1,458	104.5%	2,982	1,458	104.5%	
Aurora	13,670	6,638	105.9%	13,670	6,638	105.9%	
Boston	2,711	1,542	75.8%	2,711	1,542	75.8%	
Cheektowaga							
Julia Boyer Reinstein	23,104	12,254	88.5%	23,104	12,254	88.5%	
Reinstein Memorial	8,415	3,789	122.1%	8,415	3,789	122.1%	
Clarence	20,230	10,206	98.2%	20,230	10,206	98.2%	
Collins	5,454	2,225	145.1%	5,454	2,225	145.1%	
Concord	4,864	2,594	87.5%	4,864	2,594	87.5%	
Eden	3,749	2,187	71.4%	3,749	2,187	71.4%	
Elma	9,270	4,483	106.8%	9,270	4,483	106.8%	
Grand Island Memorial	10,589	5,160	105.2%	10,589	5,160	105.2%	
Hamburg							
Hamburg	17,472	9,580	82.4%	17,472	9,580	82.4%	
Lake Shore	6,004	3,166	89.6%	6,004	3,166	89.6%	
Lackawanna	4,256	1,782	138.8%	4,256	1,782	138.8%	
Lancaster	19,104	8,583	122.6%	19,104	8,583	122.6%	
Marilla	3,528	1,565	125.4%	3,528	1,565	125.4%	
Newstead	4,642	2,717	70.9%	4,642	2,717	70.9%	
North Collins	1,588	705	125.2%	1,588	705	125.2%	
Orchard Park	23,468	12,072	94.4%	23,468	12,072	94.4%	
City of Tonawanda	9,673	4,569	111.7%	9,673	4,569	111.7%	
Town of Tonawanda							
Kenilworth	5,909	2,728	116.6%	5,909	2,728	116.6%	
Kenmore	26,200	12,948	102.3%	26,200	12,948	102.3%	
West Seneca	17,932	8,701	106.1%	17,932	8,701	106.1%	
Buffalo							
Coles	2,306	1,027	124.5%	2,306	1,027	124.5%	
Crane	0	3,612	-100.0%	0	3,612	-100.0%	
Dudley	4,442	2,011	120.9%	4,442	2,011	120.9%	
East Clinton	2,560	1,233	107.6%	2,560	1,233	107.6%	
González-Soto	0	1,683	-100.0%	0	1,683	-100.0%	
Merriweather	4,728	1,752	169.9%	4,728	1,752	169.9%	
North Park	12,133	3,885	212.3%	12,133	3,885	212.3%	
Panty	2,693	1,233	118.4%	2,693	1,233	118.4%	
Central	30,794	12,838	139.9%	30,794	12,838	139.9%	
BookmobileServices							
Library on Wheels	4,421	1,134	289.9%	4,421	1,134	289.9%	
Library2Go	2,317	See note.	See note.	2,317	See note.	See note.	
Institutions							
Correctional Facility	4,594	0	#DIV/0!	4,594	0	#DIV/0!	
Holding Center	11,001	0	#DIV/0!	11,001	0	#DIV/0!	
System							
Online Renewals	794	73,545	-98.9%	794	73,545	-98.9%	
Interlibrary Loans	1,331	1,056	26.0%	1,331	1,056	26.0%	
eAudiobooks	56,422	44,022	28.2%	56,422	44,022	28.2%	
eVideos	636	76	736.8%	636	76	736.8%	
eBooks	87,962	82,035	7.2%	87,962	82,035	7.2%	
eMusic	176	0	#DIV/0!	176	0	#DIV/0!	
eMagazines	7,192	See note.	See note.	7192	See note.	See note.	
B&ECPL Totals	547,575	393,819	39.0%	547,575	393,819	39.0%	
Member Libraries	311,073	162,677	91.2%	311,073	162,677	91.2%	
Buffalo Branches	28,862	16,436	75.6%	28,862	16,436	75.6%	
Central Library	30,794	12,838	139.9%	30,794	12,838	139.9%	
Bookmobile Services	6,738	1,134	494.2%	6,738	1,134	494.2%	
Institutions	15,595	0	#DIV/0!	15,595	0	#DIV/0!	
System	154,513	200,734	-23.0%	154,513	200,734	-23.0%	


Library Visits

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

Registered Public Access Computer Sessions

Session Counts Per Outlet

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

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

Lancaster Financial Monthly Report 2023

January

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

Lancaster Financial Monthly Report 2023

January

[illegible]

Petty Cash
January 2023

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

Program Projections - 2023

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

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

Staff Breakroom Suggestions

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

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

COPY

January 20, 2023

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

Gentlemen:

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

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

Sincerely yours,

OFFICE OF THE TOWN CLERK


Diane M. Terranova
Town Clerk

DMT/dm
Encl.

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

COPY

COPY

COPY

COPY

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

22
Library

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

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

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

NOW, THEREFORE,

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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


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

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

Respectfully submitted,
Karen Bordonaro, ACT Secretary



MEMORANDUM

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

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

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

Items to note:

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

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

/ma; Enclosures;
cc: K. Stone

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

AGENDA ITEM NUMBER: D.2.a.

RESOLUTION: 2022-46
Minimum Wage Increase Impact
Adjustments

BACKGROUND:

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

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

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

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

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

ACTION REQUIRED:

Motion to adopt Resolution 2022-46.

RESOLUTION 2022-46

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

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

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

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

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

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

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

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

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

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

FROM: Step 0 \$14.046 per hour,

TO: Step 0 \$14.200 per hour

TECHNICAL SPECIALIST COMPUTER - LIBRARY PT:

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

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

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

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

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

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

AGENDA ITEM NUMBER: D.2.c.

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

BACKGROUND:

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

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

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

ACTION REQUIRED:

Motion to approve Resolution 2022-48.

RESOLUTION 2022-48

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

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

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

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

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

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

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

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

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

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

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

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

EFFECTIVE DATE: DECEMBER 31, 2022

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

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

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

NOTES:

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

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

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: LANCASTER PUBLIC LIBRARY

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

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: LANCASTER PUBLIC LIBRARY

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

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: LANCASTER PUBLIC LIBRARY

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

COUNTY SHARE vs OTHER REVENUE

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

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

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
Lancaster Public Library**

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

Garden Tools Request

Home Depot

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

Hudson Valley Seeds

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

Johnny's Seeds

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

Sow Perfect Seeder

QTY.	Description	Website	Price per each	Total
1	Sow Perfect Seeder	Sow Perfect Seeder - Seeding tool	\$26.00	\$26.00
			Shipping	\$6.80
			Total	\$32.80

Total: \$394.11

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

STATEMENT OF PURPOSE

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

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

PROCUREMENT PROCEDURES

(REF., GML §§ 103,104,104-b)

Bidding Procedures

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

Bidding Guidelines

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

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

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

Formal Competitive Bid Process

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

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

Informal Bidding Process

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

Special Purchase Situations

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Exempted from GML 103, 104-b

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

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

Responsibilities/Exceptions

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

Updating Policies and Procedures

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

Unintentional Failure to Comply

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

SUSTAINABLE PURCHASING

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

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

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

DOCUMENTATION PROCEDURES

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

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

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

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

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

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

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

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

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

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

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

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

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

INVOICE

2023 Member Library Dues ~ \$ 20.00

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

ACT Mission Statement

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

Thank you and have a great year.

**Inv # 22077**

Date: December 31, 2022

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

18-70314.

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

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



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

QUOTATION

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

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

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

1	1	W13807800	QLA-Plus Rolling A-Frame Sign 41"H x 32"W x 24"D PLEASE NOTE: This item may not be returned unless damaged or defective.		273.99	8%	252.08
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Order Subtotal	252.08
Shipping/Processing	46.22
Sales Tax	Exempt
Grand Total	298.30

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

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

BILL TO:

Lancaster Public Library
5466 Broadway St
Lancaster NY 14086-2168

SHIP TO:

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

CONTACT:

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

March Scavenger Hunt Prizes

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

Summer Reading Program Requests

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

SHOPPING CART

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

(8)

Item	Price	Qty	Subtotal
------	-------	-----	----------

**Donation Seed**

SKU: DONATION25

8 bundles of 25 packets

\$3.00

8

\$24.00

[update cart](#)

Gift options

Apply Discount Code

Gift Cards

Summary

Estimate Shipping and Tax

Country

United States

State/Province

New York

Zip/Postal Code

14086

Shipping Rate

Ⓢ Shipping Rate \$7.95

Subtotal \$24.00

Shipping (Shipping Rate -
Shipping Rate) \$7.95

Order Total \$31.95

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Check out with

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Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, March 16, 2023
4:15 PM

- 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 9, 2023
- V. Report of the Director

- VI. Public Comment

- VII. Monthly Financial Report
 - A. February Report
 - B. Audit Report
 - C. Town Budget

- VIII. Old Business
 - A. Building Maintenance Updates
 - 1. Staff Room
 - 2. Elevator
 - B. Return to System Payment - \$4,562.56
 - C. Summer Reading Program - \$15.00 increase in cost of costume

- IX. New Business
 - A. Bulletin Board Policy
 - B. NYS Sales Tax Payment - \$265.09
 - C. Re-order Checks - \$18.25
 - D. Volunteer Gifts - \$50.87
 - E. New Printer for Director's Office - \$663.00
 - F. Plantstand for family garden - \$29.99

- X. Adjournment

Next Meeting, April 13, 2023, at 4:15 PM

**Lancaster Public Library
Board of Trustees
Meeting Minutes
February 9, 2023**

- I. Roll Call- President Gary Howell, Vice President Jan Yarborough, Treasurer Ken Graber , Secretary Kristyn Wind, Library Director Kara Stock, Friends President Donna Stempniak, Trustee Sue Jacobs, Trustee Barb Tamol
- II. Call to Order- called to order at 4:15pm by Howell
- III. Approval of the agenda- 1st Tamol, 2nd Jacobs, unanimous
- IV. Review and approval of the January 12, 2023 minutes- 1st Wind, 2nd Tamol, unanimous
- V. Report of the Director- Upcoming events: Penn Dixie, Bubble Blast, Mobile Planetarium, Balloons, Heap will be at the library, Comic Book Club, Tai Chi, and Snowman STEM kits. The waste audit was conducted and yielded 10.5 lbs of garbage, 2 lbs of which could have been recycled.
- VI. Public Comment- Donna Stempniak on behalf of the Friends of the Library- Book sale April 15-16, community garden seed planting on April 22nd ,jewelry sale December 8-9, chicken BBQ May 21st and July 23rd .
- VII. Monthly Financial Report
 - A. January Report approved- 1st Yarborough, 2nd Wind, unanimous
 - B. Audit Report- completed and up to date
 - C. Disposition and Replacement of CD#045- completed
 - D. Motion to replenish petty cash in the amount of \$150- 1st Jacobs, 2nd Graber, unanimous
 - E. Program Projections- continuing to plan through summer programming. Noted that costs are going up. Summer kickoff party scheduled for June 29th, 11am-1pm
 - F. System Paid Budget Analysis- was provided to the board.
- VIII. Old Business
 - A. Building Maintenance Update
 1. Staff Room Renovation- motion to purchase microwave cart and storage cart for up to \$400= 1st Tamol, 2nd Wind, unanimous
 2. Elevator- work begins February 14th. The elevator will be shut down for 2-3 weeks.
 3. Furnace Repair Status- completed
 - B. Review of ACT Meeting January 21, 2023- attended
 - C. ACT Special Delegate- Howell and Jacobs will represent
 - D. Director Evaluation- completed and provided to board- approved- 1st Yarborough, 2nd Wind. unanimous
 - E. Contract Extension- provided and accepted- 1st Graber, 2nd Jacobs, unanimous
 - F. Garden tools- motion to spend up to \$400 for tools for the garden borrowing library- 1st Howell, 2nd Yarborough, unanimous

IX. New Business

- A. Trivia Contest- the library will be hosting a team
- B. Procurement Policy Review- updated to reflect sustainable purchasing and approved as amended- 1st Howell, 2nd Graber, unanimous
- C. Act Dues- Motion to pay the \$20 dues- 1st Jacobs, 2nd Tamol, unanimous
- D. Return to System Payment- tabled
- E. Private library material invoice- motion to expend \$1,322.43- 1st Yarborough, 2nd Jacobs, unanimous
- F. Sidewalk Sign- move to spend \$298.30- 1st Wind, 2nd Jacobs, unanimous
- G. March Scavenger Hunt Prizes- motion to spend \$124.97- 1st Graber, 2nd Tamol, unanimous
- H. Summer Reading Program Request- motion to spend \$549.76- 1st Wind, 2nd Yarborough, unanimous
- I. Seed Library- motion to spend \$31.95- 1st Yarborough, 2nd Jacobs, unanimous

X. Adjournment- 1st Graber, 2nd Jacobs, unanimous

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

OUTREACH

Como Park Elementary School – Youth Services
Librarian Meagan Carr visited this school's science fair on Thursday, February 2nd. 40 children learned about creating an air vortex using an Airzooka, practiced using a microscope, and took on a LEGO® wrecking ball challenge.

TOUR

Girl Scout Troop – Meagan gave a tour of the library to 12 girl scouts on Saturday, February 25th. She also read them *D.W.'s Library Card* by Marc Brown and then they created card holders for their library cards.



PARTNERSHIPS

Erie County Legislator Frank Todaro and Erie County Senior Services – A HEAP outreach event was held at our library on Friday, February 10th. 9 people learned how to apply for this program.

Family Literacy – Certified Literacy Specialist and Lancaster Educator Beth Farrar taught two back-to-back Family Literacy Workshops for 13 & 19 attendees respectively on Thursday, February 16th.

Lancaster Historical Society – This organization is using our front display case to highlight their collection. Their February display focused on vintage valentines from the museum's collection.

Lancaster Youth Bureau – Volunteers from the Youth Bureau held a hands-on winter craft program on Wednesday, February 8th for 12 children.

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

New York State Department of Health – A representative was available in the library to give information about applying for health insurance on Wednesday, February 22nd.

Paws for Love – A volunteer from the SPCA Paws for Love organization brought a therapy dog to the library on Saturday, February 18th. **5** children practiced reading out loud to the dog.

PROGRAMMING

Comic Book Club - Meagan ran this club on Thursday, February 23rd for **15** children. They discussed their favorite comics and made magnets using old comic books and modge podge.

Computer Coach – Library Assistant John Benzee held **4** one-on-one technology appointments, assisting patrons with email, Libby, Windows 11, and Microsoft Word.

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

- **Craft & Carry** - **141** children picked up a valentine-themed craft kit.
- **STEM Kits: Valentine Coding Bracelet** – **56** children picked up this kit.
- **Take & Make** – These weekly kits had book themes and **191** were picked up.

Feelings Rock – **14** preschool age children attended this new program on Thursday, February 9th. They enjoyed a fun music and movement class that encourages families to move, learn, and grow together.

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, February 13th.

LEGO® Club – Meagan held **2** LEGO® Clubs for a total of **23** children on Saturday, February 11th. The theme was “ramp challenge” and the creations are on display in the library.

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

Sprouts - Melissa Sacco helped **12** preschool age children learn and grow through music on Monday, February 27th.

Storytimes - Meagan conducted a total of **12** sessions this month: **23** children attended Lapsit, **54** children attended Toddler Time, and **33** children attended Preschool Time.

Tai Chi Chih – Accredited teacher Denise Miller taught 2 classes in February with an average attendance of **11**.

Technology Training – On Monday, February 6th, 4 adults learned how to use the Libby app.

Winter Reading Logs - Our color by number reading log ran through February 24th. 93 children handed in a log for each ten books read and received a small prize.

Winter Reading Raffle –This raffle for children ended on February 24th with 576 entries received. Anthony, Ethan, Thaddeus and Coraline were the lucky winners.

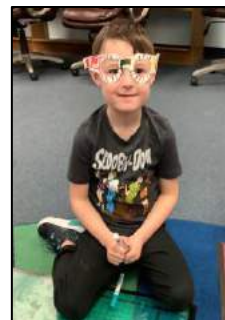


Winter Recess – The Lancaster Public Library was the place to be during the school break! On Tuesday, February 21st, Penn Dixie Fossil Park taught 30 children about dinosaur fossils. On Wednesday, February 22nd, Mr. K's Mobile Dome Planetarium presented 3 sessions, each for a different age group. 19 children learned how constellations came to be, 25 children learned about the sun, moon & planets, and 15 children learned about stars, planets, moons, asteroids, and comets. On Thursday, February 23rd, The Buffalo Museum of Science held a "Bubble Blast" for 100 people. Lastly, on Friday, February 24th, Cris Johnson held a Magic & Balloon Workshop for 27 attendees.



Young Adult Book Club – Part-time Librarian Michael Green held a book club for 4 attendees on Thursday, February 9th. They discussed *Fable* by Adrienne Young.

Zeneta & Zaire's Storytime: Black History Month Children's Story Hour – On Saturday, February 25th, Meagan held a family story hour featuring stories about Black History and diversity. She read *All Are Welcome* by Alexandra Penfold and *Goggles* by Ezra Jack Keats, and then they made paper goggles. 6 families attended and they were each given a copy of *Dream Big, Little One* by Vashti Harrison to keep.



MEETINGS

February 8 – Library Director Kara Stock attended the monthly Manager-Director Meeting via Zoom.

February 16 - Kara, Meagan, and John met to continue work on “Section A: Getting Started” as part of the certification process for the Sustainable Libraries Initiative. This is the first section out of 13 that need to be completed for the certification process. John will roll out his new citizen science kits very soon. A citizen science kit holds everything needed to gather data for a specific citizen science project. We will have 9 kits available for check out and topics are: exploring biodiversity, firefly watch, lost ladybug project, mapping mosquito habitats, measuring light in the night, monitoring air quality, observing pollinators, project squirrel, and zombie hunting. Kits are available for 7-day loan, with 1 renewal.

LANCASTER PUBLIC LIBRARY

2023 STATISTICS

CIRCULATION			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	19,104	8,583	122.6%
FEB	19,227	9,681	98.6%
MAR			"
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	38,331	18,264	109.9%

LIBRARY VISITS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	6,008	4,512	33.2%
FEB	7,096	5,318	33.4%
MAR			"
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	13,104	9,830	33.3%

PUBLIC ACCESS COMPUTER SESSIONS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	646	584	10.6%
FEB	605	574	5.4%
MAR			"
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	1,251	1,158	8.0%

WIFI			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	1,352	1,189	13.7%
FEB	1,342	1,356	-1.0%
MAR			"
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	2,694	2,545	5.9%

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.	12:00 p.m. - 5:00 p.m.

DAYS OPEN AND CLOSED

Days Open: 27

Days Closed: 1

**Lancaster Public Library
2023 Statistics and Proceeds**

	Tours		New Library Cards		Ref Q	Headphone	Copier	Vending	Book Sale	Donations
	No.	ATT	Child	Adult	No.	Proceeds	Proceeds	Proceeds	Proceeds	to Library
JAN	0	0	27	32	757	\$15.00	\$48.25	\$0.00	\$146.00	\$9,345.39
FEB	1	12	22	38	773	\$3.00	\$85.60	\$24.00	\$243.00	\$48.84
MAR										
APR										
MAY										
JUN										
JUL										
AUG										
SEP										
OCT										
NOV										
DEC										
TOTAL	1	12	49	70	1,530	\$18.00	\$133.85	\$24.00	\$389.00	\$9,394.23

Total Proceeds \$9,959.08

	Facebook	Instagram
	Followers	Followers
JAN	2,801	439
FEB	2,822	467
MAR		
APR		
MAY		
JUN		
JUL		
AUG		
SEP		
OCT		
NOV		
DEC		

Programs - February 2023

Date	Title	# of programs	Attendance	Target Audience
2/1/2023	Mahjong Club	1	6	Adults
2/1/2023	Tai Chi	1	10	Adults
2/2/2023	Como Park Science Fair	1	40	Intergenerational/Combined
2/6/2023	Tech Training: Libby App	1	4	Adults
2/7/2023	Storytime	1	20	Children 5 and under
2/7/2023	Storytime	1	16	Children 5 and under
2/7/2023	Book Club	1	7	Adults
2/8/2023	Mahjong Club	1	6	Adults
2/8/2023	Valentine Crafts - LYB	1	18	Intergenerational/Combined
2/9/2023	Feelings Rock	1	30	Children 5 and under
2/9/2023	YA Book Club	1	4	Teens
2/10/2023	Storytime	1	16	Children 5 and under
2/10/2023	Storytime	1	22	Children 5 and under
2/11/2023	LEGO Club	1	12	Children 6-11
2/11/2023	LEGO Club	1	19	Children 6-11
2/13/2023	Kidding Around Yoga	1	13	Children 5 and under
2/14/2023	Storytime	1	22	Children 5 and under
2/14/2023	Storytime	1	16	Children 5 and under
2/14/2023	Book Club	1	7	Adults
2/15/2023	Mahjong Club	1	10	Adults
2/15/2023	Tai Chi	1	11	Adults
2/16/2023	Family Literacy	1	12	Intergenerational/Combined
2/16/2023	Family Literacy	1	19	Intergenerational/Combined
2/17/2023	Storytime	1	18	Children 5 and under
2/17/2023	Storytime	1	16	Children 5 and under
2/18/2023	SPCA Paws for Love	1	5	Children 6-11
2/21/2023	Storytime	1	24	Children 5 and under
2/21/2023	Storytime	1	20	Children 5 and under
2/21/2023	Penn Dixie Dinos	1	60	Intergenerational/Combined
2/22/2023	Mahjong Club	1	3	Adults
2/22/2023	Shapes in Our Sky	1	34	Intergenerational/Combined
2/22/2023	Sky Wonder	1	25	Children 6-11
2/22/2023	Our Solar System	1	15	Children 6-11
2/23/2023	Bubble Blast	1	100	Intergenerational/Combined
2/23/2023	Comic Book Club	1	15	Children 6-11
2/24/2023	Storytime	1	10	Children 5 and under
2/24/2023	Storytime	1	16	Children 5 and under
2/24/2023	Magic & Balloon Animals	1	27	Children 6-11
2/24/2023	Winter Reading Raffle	576	576	Children 6-11
2/25/2023	Family Storytime	1	11	Intergenerational/Combined
2/25/2023	Girl Scout Tour	1	12	Children 6-11
2/27/2023	Sprouts	1	21	Children 5 and under
2/28/2023	Craft & Carry	141	141	Intergenerational/Combined


2/28/2023	Take & Make Craft	191	191	Intergenerational/Combined
2/28/2023	STEM Kits	56	56	Intergenerational/Combined
2/28/2023	Library Card Kits	10	10	Intergenerational/Combined
2/28/2023	Winter Reading Log	1	93	Intergenerational/Combined
2/28/2023	Tutoring	30	30	Children 6-11
2/28/2023	Tutoring	20	20	Teens
2/28/2023	Tutoring	10	10	Adults
2/28/2023	Book a Tech Trainer	8	8	Adults
2/28/2023	Seed Library	19	19	Intergenerational/Combined

2023 Sunday Circulation


Date		Visits	Circulation
1/8		73	166
1/15		108	175
1/22		148	282
1/29		116	251
2/5		151	300
2/12		129	187
2/19		126	270
2/26		184	357
3/5			
3/12			
3/19			
3/26			
4/2			
4/9	Easter		
4/16	Book Sale		
4/23			
4/30			
5/7			
5/14			
5/21	BBQ		
		1,035	1,988

Circulation

Total Circulations


 Library	February			Year to Date Totals			Footnotes
	2023 Total	2022 Total	% of	2023 Total	2022 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	1,676	985	70.2%	3,498	2,112	65.6%	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.
Amherst							
Audubon	43	14,022	-99.7%	414	31,719	-98.7%	System-wide - Several libraries had partial day closings 2/22/2023-2/23/2023 due to ice storm.
Clearfield	41,633	15,393	170.5%	84,841	29,051	192.0%	
Eggertsville-Snyder	13,761	6,855	100.7%	29,433	13,715	114.6%	System-wide - Fine free with autorenewals implemented 4/2022.
Williamsville	4,324	1,970	119.5%	9,510	3,653	160.3%	
Angola	2,744	1,448	89.5%	5,726	2,906	97.0%	System-wide - Hoopla streaming services and Overdrive Magazines implemented 6/1/2022.
Aurora	12,943	6,895	87.7%	26,613	13,533	96.7%	
Boston	2,710	1,739	55.8%	5,421	3,281	65.2%	Audubon - Closed starting 10/10/2022 - Construction.
Cheektowaga							
Julia Boyer Reinstein	22,224	12,827	73.3%	45,328	25,081	80.7%	Correctional Facility and Holding Center - Correctional Facility numbers reported again starting 9/2022. Staff returned to Holding Center 8/2022.
Reinstein Memorial	7,810	3,763	107.5%	16,225	7,552	114.8%	
Clarence	19,190	11,086	73.1%	39,420	21,292	85.1%	Crane - Closed starting 8/15/2022 - Phase 2 construction.
Collins	5,023	2,264	121.9%	10,477	4,489	133.4%	
Concord	4,927	2,443	101.7%	9,791	5,037	94.4%	Eden - Closed 2/27/2023-3/1/2023 - Building maintenance.
Eden	3,135	2,255	39.0%	6,884	4,442	55.0%	
Elma	8,872	4,372	102.9%	18,142	8,855	104.9%	González-Soto closed starting 9/12/2022 - Phase 1 Construction.
Grand Island Memorial	9,948	5,739	73.3%	20,537	10,899	88.4%	
Hamburg							Library2Go - Added to statistical reports 2/2022.
Hamburg	17,467	9,900	76.4%	34,939	19,480	79.4%	
Lake Shore	5,779	3,325	73.8%	11,783	6,491	81.5%	Panty - Closed 2/23/2023 - Ice storm.
Lackawanna	3,782	1,867	102.6%	8,038	3,649	120.3%	
Lancaster	19,227	9,681	98.6%	38,331	18,264	109.9%	Williamsville - Closed 2/27/2023-3/1/2023 and partial day 2/24/2023 - Building maintenance.
Marilla	3,367	1,961	71.7%	6,895	3,526	95.5%	
Newstead	4,084	2,533	61.2%	8,726	5,250	66.2%	
North Collins	1,739	852	104.1%	3,327	1,557	113.7%	
Orchard Park	22,615	11,959	89.1%	46,083	24,031	91.8%	
City of Tonawanda	9,073	4,180	117.1%	18,746	8,749	114.3%	
Town of Tonawanda							
Kenilworth	5,299	2,983	77.6%	11,208	5,711	96.3%	
Kenmore	25,237	13,685	84.4%	51,437	26,633	93.1%	
West Seneca	17,884	10,145	76.3%	35,816	18,846	90.0%	
Buffalo							
Coles	2,006	976	105.5%	4,312	2,003	115.3%	
Crane	0	3,735	-100.0%	0	7,347	-100.0%	
Dudley	4,331	1,999	116.7%	8,773	4,010	118.8%	
East Clinton	2,245	1,137	97.4%	4,805	2,370	102.7%	
González-Soto	0	1,805	-100.0%	0	3,488	-100.0%	
Merriweather	4,285	1,912	124.1%	9,013	3,664	146.0%	
North Park	10,689	4,104	160.5%	22,822	7,989	185.7%	
Panty	1,947	571	241.0%	4,640	1,804	157.2%	
Central	28,776	13,257	117.1%	59,570	26,095	128.3%	
BookmobileServices							
Library on Wheels	4,925	1,134	334.3%	9,346	2,268	312.1%	
Library2Go	1,667	165	910.3%	3,984	165	2314.5%	
Institutions							
Correctional Facility	6,693	0	See note.	11,287	0	See note.	
Holding Center	8,398	0	See note.	19,399	0	See note.	
System							
Online Renewals	500	68,954	-99.3%	1,294	142,499	-99.1%	
Interlibrary Loans	1,215	1,057	14.9%	2,546	2,113	20.5%	
eAudiobooks	51,799	40,358	28.3%	108,221	84,380	28.3%	
eVideos	664	89	646.1%	1,300	165	687.9%	
eBooks	79,968	72,300	10.6%	167,930	154,335	8.8%	
eMusic	241	0	See note.	417	0	See note.	
eMagazines	6,916	0	See note.	14108	0	See note.	
B&ECPL Totals	513,781	380,680	35.0%	1,061,356	774,499	37.0%	
Member Libraries	296,516	167,127	77.4%	607,589	329,804	84.2%	
Buffalo Branches	25,503	16,239	57.0%	54,365	32,675	66.4%	
Central Library	28,776	13,257	117.1%	59,570	26,095	128.3%	
Bookmobile Services	6,592	1,299	407.5%	13,330	2,433	447.9%	
Institutions	15,091	0	#DIV/0!	30,686	0	#DIV/0!	
System	141,303	182,758	-22.7%	295,816	383,492	-22.9%	

Library Visits

	February			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	742	722	2.8%	1,468	1,438	2.1%	<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 - Several libraries had partial day closings 2/22/2023-2/23/2023 due to ice storm.</p> <p>Audubon - Closed starting 10/10/2022 - Construction.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction.</p> <p>Eden - Closed 2/27/2023-3/1/2023 - Building maintenance.</p> <p>González-Soto closed starting 9/12/2022 - Phase 1 Construction.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Panty - Closed 2/23/2023 - Ice storm.</p> <p>Williamsville - Closed 2/27/2023-3/1/2023 and partial day 2/24/2023 - Building maintenance.</p>
<i>Amherst</i>							
Audubon	0	6,022	-100.0%	0	14,143	-100.0%	
Clearfield	12,926	7,695	68.0%	25,795	14,806	74.2%	
Eggertsville-Snyder	4,858	3,780	28.5%	9,201	7,219	27.5%	
Williamsville	1,430	1,361	5.1%	3,031	2,563	18.3%	
Angola	2,261	3,549	-36.3%	4,577	6,885	-33.5%	
Aurora	4,689	4,018	16.7%	9,223	8,307	11.0%	
Boston	1,018	976	4.3%	1,953	1,827	6.9%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	7,497	6,949	7.9%	14,965	13,494	10.9%	
Reinstein Memorial	3,344	2,460	35.9%	6,949	4,716	47.3%	
Clarence	5,804	5,220	11.2%	11,424	9,890	15.5%	
Collins	1,353	998	35.6%	2,577	2,087	23.5%	
Concord	2,491	2,283	9.1%	5,004	4,168	20.1%	
Eden	990	1,166	-15.1%	2,046	2,360	-13.3%	
Elma	3,080	2,611	18.0%	5,846	5,196	12.5%	
Grand Island Memorial	3,038	3,148	-3.5%	6,030	5,718	5.5%	
<i>Hamburg</i>							
Hamburg	6,934	5,429	27.7%	13,796	10,670	29.3%	
Lake Shore	2,729	2,696	1.2%	5,700	5,165	10.4%	
Lackawanna	2,476	2,199	12.6%	4,914	3,959	24.1%	
Lancaster	7,096	5,318	33.4%	13,104	9,830	33.3%	
Marilla	922	935	-1.4%	1,809	1,666	8.6%	
Newstead	2,420	1,913	26.5%	4,670	3,765	24.0%	
North Collins	993	821	21.0%	1,899	1,524	24.6%	
Orchard Park	9,668	8,324	16.1%	19,127	16,379	16.8%	
City of Tonawanda	3,711	2,413	53.8%	7,185	5,501	30.6%	
<i>Town of Tonawanda</i>							
Kenilworth	2,296	2,297	0.0%	4,847	4,659	4.0%	
Kenmore	8,467	7,448	13.7%	16,090	13,568	18.6%	
West Seneca	7,997	7,027	13.8%	15,519	13,353	16.2%	
<i>Buffalo</i>							
Coles	2,645	2,138	23.7%	5,537	4,192	32.1%	
Crane	0	2,932	-100.0%	0	5,284	-100.0%	
Dudley	2,428	2,397	1.3%	4,816	4,530	6.3%	
East Clinton	929	924	0.5%	1,845	1,989	-7.2%	
González-Soto	0	2,253	-100.0%	0	4,274	-100.0%	
Merriweather	6,848	4,351	57.4%	12,375	8,022	54.3%	
North Park	4,836	3,691	31.0%	9,559	7,209	32.6%	
Panty	2,035	812	150.6%	3,976	2,525	57.5%	
<i>Central</i>	21,953	13,158	66.8%	45,843	25,504	79.7%	
<i>Bookmobile Services</i>							
Library on Wheels	1,402	856	63.8%	2,883	1,517	90.0%	
Library2Go	112	0	#DIV/0!	282	0	#DIV/0!	
<i>Institutions</i>							
Correctional Facility	1,058	550	92.4%	1,939	1,085	78.7%	
Holding Center	528	262	101.5%	1,221	553	120.8%	
System	156,004	134,102	16.3%	309,025	261,540	18.2%	
Member Libraries	111,230	99,778	11.5%	218,749	194,856	12.3%	
Buffalo Branches	19,721	19,498	1.1%	38,108	38,025	0.2%	
Central Library	21,953	13,158	66.8%	45,843	25,504	79.7%	
Bookmobile	1,514	856	76.9%	3,165	1,517	108.6%	
Institutions	1,586	812	95.3%	3,160	1,638	92.9%	


Registered Public Access Computer Sessions

Session Counts Per Outlet

	February			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	52	56	-7.1%	106	123	-13.8%	<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 - Several libraries had partial day closings 2/22/2023-2/23/2023 due to ice storm.</p> <p>Audubon - Closed starting 10/10/2022 - Construction.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction.</p> <p>Eden - Closed 2/27/2023-3/1/2023 - Building maintenance.</p> <p>González-Soto closed starting 9/12/2022 - Phase 1 Construction.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Panty - Closed 2/23/2023 - Ice storm.</p> <p>Williamsville - Closed 2/27/2023-3/1/2023 and partial day 2/24/2023 - Building maintenance.</p>
Amherst							
Audubon	0	658	-100.0%	3	1,561	-99.8%	
Clearfield	1,058	607	74.3%	2,177	1,135	91.8%	
Eggertsville-Snyder	465	375	24.0%	972	683	42.3%	
Williamsville	90	99	-9.1%	213	185	15.1%	
Angola	152	194	-21.6%	316	334	-5.4%	
Aurora	377	268	40.7%	748	548	36.5%	
Boston	51	57	-10.5%	99	120	-17.5%	
Cheektowaga							
Julia Boyer Reinstein	1,271	1,157	9.9%	2,555	2,270	12.6%	
Reinstein Memorial	699	522	33.9%	1,468	982	49.5%	
Clarence	411	417	-1.4%	803	800	0.4%	
Collins	129	80	61.3%	243	166	46.4%	
Concord	174	218	-20.2%	351	390	-10.0%	
Eden	100	93	7.5%	192	185	3.8%	
Elma	191	165	15.8%	361	354	2.0%	
Grand Island Memorial	205	233	-12.0%	405	421	-3.8%	
Hamburg							
Hamburg	797	756	5.4%	1,531	1,444	6.0%	
Lake Shore	209	165	26.7%	413	336	22.9%	
Lackawanna	487	372	30.9%	965	657	46.9%	
Lancaster	605	574	5.4%	1,251	1,158	8.0%	
Marilla	55	30	83.3%	92	59	55.9%	
Newstead	167	137	21.9%	310	262	18.3%	
North Collins	79	96	-17.7%	184	156	17.9%	
Orchard Park	655	496	32.1%	1,273	988	28.8%	
City of Tonawanda	565	335	68.7%	1,152	754	52.8%	
Town of Tonawanda							
Kenilworth	293	356	-17.7%	674	675	-0.1%	
Kenmore	1,231	1,298	-5.2%	2,497	2,517	-0.8%	
West Seneca	872	835	4.4%	1,806	1,603	12.7%	
Buffalo							
Coles	797	726	9.8%	1,705	1,396	22.1%	
Crane	0	391	-100.0%	0	752	-100.0%	
Dudley	444	509	-12.8%	918	955	-3.9%	
East Clinton	211	222	-5.0%	416	459	-9.4%	
González-Soto	0	470	-100.0%	0	1,002	-100.0%	
Merriweather	1,275	1,238	3.0%	2,593	2,396	8.2%	
North Park	1,041	715	45.6%	2,142	1,388	54.3%	
Panty	386	185	108.6%	847	539	57.1%	
Central	6,830	4,162	64.1%	14,339	8,164	75.6%	
Bookmobile Services							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
System	22,424	19,267	16.4%	46,120	37,917	21.6%	
Member Libraries	11,440	10,649	7.4%	23,160	20,866	11.0%	
Buffalo Branches	4,154	4,456	-6.8%	8,621	8,887	-3.0%	
Central Library	6,830	4,162	64.1%	14,339	8,164	75.6%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

WiFi

Total Logins

 Library	February			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	347	347	0.0%	692	709	-2.4%	<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 - Several libraries had partial day closings 2/22/2023-2/23/2023 due to ice storm.</p> <p>Audubon - Closed starting 10/10/2022 - Construction.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction.</p> <p>Eden - Closed 2/27/2023-3/1/2023 - Building maintenance.</p> <p>González-Soto closed starting 9/12/2022 - Phase 1 Construction.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Panty - Closed 2/23/2023 - Ice storm.</p> <p>Williamsville - Closed 2/27/2023-3/1/2023 and partial day 2/24/2023 - Building maintenance.</p>
<i>Amherst</i>							
Audubon	946	1,523	-37.9%	1,845	3,695	-50.1%	
Clearfield	2,641	1,579	67.3%	5,399	3,272	65.0%	
Eggertsville-Snyder	910	873	4.2%	1,817	1,731	5.0%	
Williamsville	827	1,018	-18.8%	1,636	1,862	-12.1%	
Angola	99	172	-42.4%	210	319	-34.2%	
Aurora	1,415	1,571	-9.9%	2,924	3,274	-10.7%	
Boston	134	128	4.7%	284	267	6.4%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,145	1,027	11.5%	2,321	1,943	19.5%	
Reinstein Memorial	558	612	-8.8%	1,128	1,164	-3.1%	
Clarence	1,195	955	25.1%	2,489	2,013	23.6%	
Collins	250	156	60.3%	517	368	40.5%	
Concord	392	394	-0.5%	828	780	6.2%	
Eden	124	205	-39.5%	275	390	-29.5%	
Elma	263	266	-1.1%	554	498	11.2%	
Grand Island Memorial	514	534	-3.7%	1,044	1,045	-0.1%	
<i>Hamburg</i>							
Hamburg	1,415	1,486	-4.8%	2,774	2,920	-5.0%	
Lake Shore	301	341	-11.7%	581	729	-20.3%	
Lackawanna	398	409	-2.7%	847	692	22.4%	
Lancaster	1,342	1,356	-1.0%	2,694	2,545	5.9%	
Marilla	79	77	2.6%	152	152	0.0%	
Newstead	375	417	-10.1%	716	820	-12.7%	
North Collins	336	280	20.0%	662	578	14.5%	
Orchard Park	1,555	1,281	21.4%	3,126	2,481	26.0%	
City of Tonawanda	591	362	63.3%	1,238	985	25.7%	
<i>Town of Tonawanda</i>							
Kenilworth	371	319	16.3%	826	638	29.5%	
Kenmore	1,726	1,675	3.0%	3,498	3,232	8.2%	
West Seneca	1,536	1,493	2.9%	3,206	2,837	13.0%	
<i>Buffalo</i>							
Coles	785	703	11.7%	1,665	1,349	23.4%	
Crane	0	375	-100.0%	0	779	-100.0%	
Dudley	1,466	1,534	-4.4%	3,004	3,102	-3.2%	
East Clinton	444	496	-10.5%	945	1,022	-7.5%	
González-Soto	476	1,664	-71.4%	890	3,140	-71.7%	
Merriweather	1,163	837	38.9%	2,279	1,605	42.0%	
North Park	1,005	742	35.4%	2,070	1,448	43.0%	
Panty	852	837	1.8%	1,750	1,689	3.6%	
<i>Central</i>	12,770	11,071	15.3%	26,698	21,594	23.6%	
<i>BookmobileServices</i>							
Library on Wheels	96	39	146.2%	175	71	146.5%	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
System	40,842	39,154	4.3%	83,759	77,738	7.7%	
Member Libraries	21,785	20,856	4.5%	44,283	41,939	5.6%	
Buffalo Branches	6,191	7,188	-13.9%	12,603	14,134	-10.8%	
Central Library	12,770	11,071	15.3%	26,698	21,594	23.6%	
Bookmobile Services	96	39	146.2%	175	71	146.5%	

Lancaster Financial Monthly Report 2023
February

Account	Deposits	Disbursements	Interest	Sub-Total	Balance	
M & T Checking						
Beginning Balance					\$6,983.17	
Fees/print revenue	\$388.03					
Robert Adler: ACT dues (#24996)		-\$20.00				
ECWA: Water bill (#24997)		-\$59.95				
Ending Balance	\$388.03	-\$79.95		\$308.08	\$7,291.25	
Bank on Buffalo						
Beginning Balance					\$162,211.60	
AmazonSmile donation	\$48.84					
Vending	\$24.00					
Headphones (1 @ \$3)	\$3.00					
Copier	\$85.60					
Book sale	\$243.00					
Denise Miller: Tai Chi Chih January classes (#509)		-\$150.00				
Donna Baia: 2/23 kids' yoga class (#510)		-\$50.00				
Hamburg Natural History Society: Penn Dixie program (#511)		-\$85.00				
Ancient Eyes Productions: Mobile Dome program (#512)		-\$355.00				
Buffalo Museum of Science: Bubble Blast program (#513)		-\$386.20				
Cris Johnson: Magic & balloon workshop (#514)		-\$325.00				
Sprouts, NY LLC: 2/27 program (#515)		-\$75.00				
BECPL: PVT library materials (#516)		-\$1,322.43				
Replenish petty cash (#517)		-\$150.00				
Kelly Foss: 2/9 Feelings Rock class (#518)		-\$100.00				
Demco: A-frame sign (Debit)		-\$298.30				
High Mowing Seeds: Seed donation packets (Debit)		-\$31.95				
Nickel City: Deposit for 7/20 program (#519)		-\$100.00				
Amazon: March scavenger hunt prizes (Debit)		-\$107.97				
Collaborative Summer Library Program: Summer reading supplies (Debit)		-\$384.76				
Home Depot: Storage carts for breakroom (Debit)		-\$265.97				
Home Depot: Garden tools (Debit)		-\$91.92				

Lancaster Financial Monthly Report 2023

February

Hudson Valley Seeds: Garden tools (Debit)		-\$122.36				
Johnny's Seeds: Garden tools (Debit)		-\$135.76				
Sow Perfect Seeder: Seeding tool (Debit)		-\$32.80				
Zazzle: Stamps (Debit)		-\$49.00				
Amazon: Mini irons (crafts) (Debit)		-\$47.96				
Wow Party LLC: Deposit for 7/27 program (#520)		-\$100.00				
S&S: Crafts (Debit)		-\$348.20				
Ending Balance	\$404.44	-\$5,115.58		-\$4,711.14	\$157,500.46	
Bank on Buffalo CDs	Amount	Maturity	Interest Rate	Interest	Total	
Bank on Buffalo CD 040	\$21,547.14	12M 6/28/23	0.11%	\$0.00	\$21,547.14	
Bank on Buffalo CD 043	\$12,057.48	36M 7/27/23	0.61%	\$0.00	\$12,057.48	
Bank on Buffalo CD 046	\$24,647.28	12M 5/24/23	0.11%	\$6.83	\$24,654.11	
Bank on Buffalo CD 028	\$11,733.10	36M 10/27/24	0.19%	\$0.00	\$11,733.10	
Bank on Buffalo CD 178	\$20,635.76	12M 8/03/23	0.11%	\$5.72	\$20,641.48	
Bank on Buffalo CD 1283	\$10,632.08	18M 4/01/24	2.05%	\$0.00	\$10,632.08	
Bank on Buffalo CD 2355	\$22,029.28	36M 5/29/23	0.11%	\$6.04	\$22,035.32	
Bank on Buffalo CD 7632	\$20,182.99	18M 4/10/24	2.05%	\$0.00	\$20,182.99	
Evans CD 6749	\$28,182.88	12M 1/24/24	4.00%	\$0.00	\$28,182.88	
CD Balance				\$18.59	\$171,666.58	
Total Balance					\$336,458.29	

**Petty Cash
February 2023**

Date	Item	Deposit	Withdrawl	Total
				\$28.66
7-Feb	Josh- Tops- 5 gal. water bottle exchange		-\$6.99	\$21.67
8-Feb	Meagan- Target- ice packs		-\$5.98	\$15.69
15-Feb	Replenish petty cash	\$150.00		\$165.69
27-Feb	John- Home Depot- peg board & attachments for garden tools		-\$24.97	\$140.72
		\$150.00	-\$37.94	\$140.72

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
001 General Fund	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED

17410 Library

7410 Library

17410 260 OTHER CAPITAL OUTLAY	10,000	0	10,000	10,000.00	.00	.00	100.0%
17410 411 CONTRACTUAL SERVICES	2,500	0	2,500	659.50	.00	1,840.50	26.4%
17410 422 BUILDINGS	1,000	0	1,000	948.52	.00	51.48	94.9%
17410 426 REPAIRS & MAINTENANCE	5,000	0	5,000	7,788.60	.00	-2,788.60	155.8%
17410 433 RESURFACING MATERIALS	3,500	-3,500	0	.00	.00	.00	.0%
17410 434 LANDSCAPING MATERIALS	700	0	700	646.98	.00	53.02	92.4%
17410 460 INTERNET ACCESS	900	0	900	1,291.41	.00	-391.41	143.5%
TOTAL Library	23,600	-3,500	20,100	21,335.01	.00	-1,235.01	106.1%
TOTAL Library	23,600	-3,500	20,100	21,335.01	.00	-1,235.01	106.1%
TOTAL General Fund	23,600	-3,500	20,100	21,335.01	.00	-1,235.01	106.1%
TOTAL EXPENSES	23,600	-3,500	20,100	21,335.01	.00	-1,235.01	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	23,600	-3,500	20,100	21,335.01	.00	-1,235.01	106.1%	
** END OF REPORT - Generated by Mary Young **								

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	1	Y	Y
Sequence 2	9	Y	N
Sequence 3	3	Y	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: N

Print Full or Short description: F

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2022/ 7

To Yr/Per: 2022/ 7

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: D

Amounts/totals exceed 999 million dollars: N

Year/Period: 2022/99

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

Find Criteria
Field Name Field Value

Org 17410

Object

Rollup code

Account type

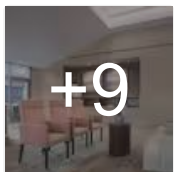
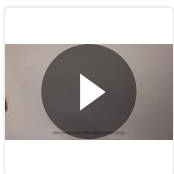
Account status



BEHR PRO

5 gal. #PPU4-08 Plateau Dead Flat Interior Paint

★★★★★ (782) ✓ Questions & Answers (77)



+9



Hover Image to Zoom

\$98⁹⁸

~~\$105.00~~
Save \$6.02 (6%)



Pay **\$73.98** after **\$25 OFF** your total qualifying purchase upon opening a new card. ⓘ
[Apply for a Home Depot Consumer Card](#)

N Buffalo Store

✓

11 in
stock

Aisle 06, Bay 06-015

[Text to Me](#)

Paint Type: Interior Paint

- Interior Paint
- Exterior Paint

Sheen: Flat/Matte

- Flat/Matte
- Eggshell
- Semi-Gloss

Container Size: 5 Gallon

- 1 Gallon
- 5 Gallon

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

February 10, 2023

Electric Service and Installation, Inc.
35 Lee Street
Buffalo, New York 14210

Gentlemen:

Enclosed is a copy of a resolution adopted by the Town Board of the Town of Lancaster on February 6, 2023.

This resolution approves the expenditure of funds for the permitting, inspections, testing and certification for new upgrades to the Town of Lancaster Library elevator system for an amount not to exceed \$14,300.00.

Sincerely yours,

OFFICE OF THE TOWN CLERK



Diane M. Terranova
Town Clerk

DMT/dm

Encl.

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

COPY

COPY

SUSPENDED RESOLUTION:

COUNCIL MEMBER LEARY, requested a suspension of the necessary rules for immediate consideration of the following resolution:

A MOTION WAS MADE BY COUNCIL MEMBER COUNCIL MEMBER LEARY, SECONDED BY COUNCIL MEMBER MAZUR, TO SUSPEND THE RULES.

The question of the suspension 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	WAS ABSENT

The suspension was granted.

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

WHEREAS by letter dated January 30, 2023, Michelle Barbaro, the Town of Lancaster Deputy Highway Superintendent, has requested the Town Board approve expenditures for the permitting, inspections, testing and certification for new upgrades to the library elevator system, for which she has obtained two (2) quotes; and

WHEREAS by letter dated January 30, 2023, Michelle Barbaro has recommended that the Town authorize granting the project to Electric Service and Installation, Inc., 35 Lee Street, Buffalo, New York 14210, in an amount not to exceed Fourteen Thousand Three Hundred (\$14,300.00) Dollars; and

WHEREAS, this project will be paid for with funds from the Town's 2023 Library Budget, Line Item 01-7410-0260, other capital outlay.

NOW, THEREFORE,

BE IT RESOLVED, that The Town Board of the Town of Lancaster hereby approves the expenditure of funds as requested by Deputy Highway Superintendent Michelle Barbaro, to Electric Service and Installation, Inc., 35 Lee Street, Buffalo, New York 14210, in an amount not to exceed Fourteen Thousand Three Hundred (\$14,300.00) Dollars.

The question of the adoption of the foregoing resolution was duly put to 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	WAS ABSENT

January 17, 2023



BUFFALO & ERIE COUNTY PUBLIC LIBRARY

BUSINESS OFFICE

1 LAFAYETTE SQUARE

BUFFALO, NEW YORK 14203

716-858-7163

Invoice # 22093

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

Date: December 31, 2022

ITEM	UNIT COST	EXTENSION
2022 Return to System		\$4,562.56
BALANCE DUE:		\$ 4,562.56
Make check payable to: "BUFFALO & ERIE COUNTY PUBLIC LIBRARY" and mail to the attention of Tracy Palicki, Business Office		

LANCASTER PUBLIC LIBRARY
2022 RETURN TO SYSTEM CALCULATION

2022 INCOMING REVENUES	
2022 SYSTEM APPROPRIATION	\$0.00
ACTUAL DIRECT LOCAL INCOME (Fines, Copy & Interest)*	\$5,500.74
TOTAL INCOMING REVENUE	\$5,500.74
2022 DIRECT EXPENDITURES/PAYMENTS MADE	
ACTUAL DIRECT EXPENSES (Maintenance, Insurance, Utilities, etc. paid directly by library)*	\$938.18
TOTAL DIRECT EXPENDITURES/PAYMENTS	\$938.18
NET REVENUE/(EXPENSE) - Revenues less Expenditures	\$4,562.56
TOTAL RETURN TO SYSTEM	\$4,562.56

LANCASTER PUBLIC LIBRARY
2022 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	248.79	51.21
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	109.39	140.61
<u>12.21</u>						
530000	POSTAGE	100.00	0.00	100.00	60.00	40.00
<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	500.00	0.00
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	938.18	1,281.82

11.17	FINES/LOST BOOKS	1,896.29
11.17	COPIER/FAX	0.00
11.17	PRINT	3,509.45
	OTHER	95.00
	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>5,500.74</u>

TOTAL SYSTEM APPROPRIATION	0.00
ACTUAL DIRECT INCOME	<u>5,500.74</u>
TOTAL INCOME	5,500.74
TOTAL DISBURSEMENTS	<u>938.18</u>
TOTAL AVAILABLE FOR RETURN	4,562.56
SYSTEM RETURN BUDGET	4,030.00
ADDITIONAL RETURN	532.56
LESS: AUTHORIZED TO RETAIN	<u>4,562.56</u>

CHECK NO(S). _____

AMOUNT RETAINED*:

*Must match reconciled checkbook balance

DOUBLE CHECK:	
COUNTY SHARE RECEIVED:	0
(APPROP & STATE AID)	
DIRECT LOCAL INCOME RECEIVED:	5,501
USE OF FUND BALANCE	0
TOTAL REVENUES/USE OF FD BALANCE:	<u>5,501</u>
LESS ACTUAL DISBURSEMENTS:	<u>938</u>
TOTAL RETURN**:	<u>4,563</u>

**Must match figure in cell G82

From: Rachel Coon <RCoon@cospec.com>
Sent: Tuesday, February 14, 2023 1:53 PM
To: LNC
Subject: RE: Childrens Books Character Mascot Request Form

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

Hi Kara,

We have reserved **the Rainbow Fish costume 6/22/23-7/3/23** for **\$180.00**. You will receive the agreement and invoice via email prior to your reservation date. Once you receive the agreement please verify that the Character and the Dates of reservation are correct. If everything is correct please sign and date it. You can mail it back with a check or fax it in and call me with a credit card payment.

Once you receive the character please do an inventory check and inspection. **If there are any damages or missing parts please notify us immediately so we can resolve the issue for you. Prior to the pickup, please make sure that all old shipping labels are removed from the crate (sides and top) to avoid any shipping delays back to our cleaning department before the next reservation .**

On **Friday June 30th** you will receive the return shipping instructions via email from Jeff Couch (Associated Global Systems, our shipping agent). If you don't receive an email from him on Friday by 4pm please contact us (Sometimes these emails may get caught in a junk mail filter so check there as well). If you have any questions please do not hesitate to contact me. Thanks and good luck with your events!

Rachel Coon
Costume Services Manager
Costume Specialists Inc.
211 N. 5th Street
Columbus, OH 43215

800-596-9357
614-464-2115
www.costumespecialists.com



Lancaster Public Library Bulletin Board Policy

The Lancaster Public Library (LPL) recognizes its role as a source of community information. It is the policy of LPL that bulletin boards are available for the posting of notices related to library business, library- sponsored or partnered activities, and items of educational, cultural or civic interest to the Lancaster community. Posting of notices does not indicate LPL endorsement of the ideas, issues or events promoted by those notices.

1. LPL bulletin boards are intended for items such as announcements of educational, social, cultural, or entertainment activities, fliers, brochures, or schedules sponsored by nonprofit organizations or government agencies relating to services provided to citizens, etc. Bulletin boards are not intended to be used as a forum for the expression of the views or opinions of individuals or groups.
2. Any notice to be considered for posting must be submitted to the LPL Director for approval. Only authorized LPL personnel may post or remove notices. Notices posted without authorization will be removed.
3. In fairness to the numerous community groups, the LPL may limit the frequency and volume of posting notices from the same organization.
4. All notices posted on LPL bulletin boards must contain the name and contact information of the sponsoring agency and/or its authorized representative.
5. Notice size (physical dimensions) may be restricted to maximize available space.
6. Notices will be removed when they are no longer timely or when space is required for more current items.
7. The LPL assumes no responsibility for the preservation or protection of any materials delivered for posting. Materials will not be returned.
8. The following will not be accepted for posting:
 - Materials endorsing or opposing the election of any candidate for public office;
 - Materials endorsing or opposing the adoption of federal, state or local legislation;
 - Materials promoting commercial products or services.

9. Posting authorization is based on the provisions of this Policy and not on the content, viewpoints, beliefs or affiliations of the organizations permitted to post notices.
10. Failure to comply with this Policy may result in the denial of posting privileges.

Adopted: November 1994

Amended: September 12, 2019

Lancaster Library Sales Tax Collected

3/2022 - 2/2023

Month	Headphones QTY	Headphones Income	Copier	Book Sale	
Mar	2	\$6.00	\$130.00	\$188.00	
April	3	\$9.00	\$56.00	\$151.00	
May	3	\$9.00	\$61.00	\$187.00	
June	4	\$12.00	\$72.00	\$183.00	
July	6	\$18.00	\$92.00	\$200.00	
Aug	1	\$3.00	\$62.00	\$215.50	
Sept	5	\$15.00	\$83.00	\$181.00	
Oct	4	\$12.00	\$75.60	\$139.00	Ornaments
Nov	3	\$9.00	\$80.70	\$171.00	\$10.00
Dec	1	\$3.00	\$43.30	\$171.00	\$0.00
Jan	5	\$15.00	\$48.25	\$146.00	\$0.00
Feb	1	\$3.00	\$85.60	\$243.00	\$0.00
Total	38	\$114.00	\$889.45	\$2,175.50	\$10.00

Total taxable income:	\$3,189
Approx. tax due:	\$279.04
Due with discount (5%):	\$265.09

▶ Step 3 of 4

Taxpayer ID: **16-6002581C**

Taxpayer name: **LANCASTER PUBLIC LIBRARY**

Tax Due Details

This page displays any advance payments that you've made or overpayments from a prior period that you're carrying forward. Select **Calculate** to calculate totals. Select **Continue** when information is complete.

- * Required field
Select to learn more about a particular field

Tax Department reported advance payments

Your account may not reflect a payment made within the last three weeks. (for example, made with Forms ST-330 or ST-809, or PromptTax payments.) You must file your return even if you disagree with the amounts shown. If the total amount of advance payments exceeds the amount shown, you may add the additional amount in the **Additional payments made to the department not shown above** field. If the total amount of advance payments is less than the amount shown, enter the lower amount in the **Tax Department reported advance payment** field.

Date	Payment tracking number	Amount (\$)
There is no information to display.		

Overpayment being carried forward from a prior period

For your overpayment to be shown:

- you must have previously submitted Form AU-11 *Application for Credit or Refund of Sales or Use Tax*, and
- the Tax Department must have approved your overpayment.

You must still file your return. When filing your return, be sure to enter the amount you determine is accurate.

Filing period	Amount (\$)
03/01/2022 - 02/28/2023	

Credits and advance payments

Total net sales and use tax (\$):

279.04

Credit for prepaid sales tax on cigarettes (\$):

0.00

Vendor collection credit (\$):

13.95

Total tax due (\$):

265.09

Tax Department reported advance payments (\$):

0.00

Additional payments made to the department not shown above (\$):

0.00

Overpayment being carried forward from a prior period (\$):

0.00

Total amount due (\$):

265.09

Calculate

Payment information

Your total amount due is displayed below. To pay a different amount, enter it below. If you don't timely file and fully pay your return, you aren't entitled to the vendor credit and we will send you a bill that may include penalty and interest.

Payment amount (\$):

265.09

Back

Continue

[Accessibility](#) [Disclaimer](#) [Privacy](#) [Security](#) [Email/Phishing](#)

Credit for prepaid sales tax on cigarettes (\$)

Vendors who sell cigarettes at retail are entitled to claim a credit for the prepaid sales tax that was passed through to them by their supplier.

Vendor collection credit (\$)

The Tax Law provides you with a credit equal to 5% of the taxes and fees reported on your return, up to a maximum of \$200 for each quarterly or annual reporting period. We automatically calculate your vendor credit if you timely file and fully pay your return.

You have 1 item(s) in your cart



Check out in the next **29 : 34**
M S

[View Cart](https://www.walmartchecks.com/cart.aspx)
(https://www.walmartchecks.com/cart.aspx)

1 pack (120) checks - \$8.52

Shipping Address

Lancaster Library
5466 Broadway St
Lancaster, NY 14086

Edit

Note: Mail carriers will not deliver orders to a forwarded or temporary address. Please make sure this mailing address is active.

Shipping Method-Confidential Items:

- ☒ **Trackable (Est. Arrival: Thursday 3/9) \$8.26**
- ☐ **Overnight (Est. Arrival: Wednesday 3/1) \$21.77**
- ☐ **2nd Day (Est. Arrival: Thursday 3/2) \$17.19**
- ☐ **Standard (non-trackable) (Est. Arrival: Monday 3/13) \$0.00**

Contact Information

Inc@buffalolib.org
(716) 683-1120

Edit

Payment Summary

Subtotal

\$16.78

New York Sales Tax (8.75%):

\$1.47

Total Price

\$18.25

Positive Promotions Order #28347075

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: \$50.87

Order Summary

ITEM	PERSONALIZATION	PRODUCTION TIME	UNIT PRICE	QTY	LINE TOTAL
	No Personalization	Ready to ship in 5 business days	\$4.49	8	\$35.92 (Saved \$7.68)
ITEM VP-9953					

MERCHANDISE: \$35.92
SHIPPING TOTAL: \$14.95
TAX: \$0.00
ORDER TOTAL: \$50.87



SAIBOYA Remanufactured High Capacity XC2240 XC4240 Toner Cartridge (24B7161 24B7158 24B7159 24B7160) Replacement for Lexmark XC2240 XC4240 Printers, Black 9000&CMY 6000 Pages.

\$289⁹⁹ ✓prime

\$30 off coupon

◀ Back to results

Sponsored



Roll over image to zoom in

HP LaserJet Enterprise M406dn Monochrome Printer with built-in Ethernet & 2-sided printing (3PZ15A)

[Visit the HP Store](#)

19 ratings | 4 answered questions

\$663³⁰

Pay \$36.85/month for 18 months, interest-free upon approval for the Amazon Rewards Visa Card

Style: **HP LaserJet Enterprise M406dn**

Brand	HP
Connectivity Technology	Bluetooth, Wi-Fi, USB, Ethernet, NFC
Printing Technology	Laser
Special Feature	Auto-Duplex, Network-Ready

[See more](#)

About this item

- Easy to use, simple to manage: Print quickly and easily with the entry-level HP LaserJet Enterprise M406dn Printer, a laser printer with speeds up to 42 ppm and dynamic security
- Enhanced productivity to empower work teams: Give workgroups what they need to succeed with HP and third-party solutions, card reader support, and the ability to print directly from the 2.7" color display
- Build business efficiency: HP FutureSmart firmware can be updated with the latest features to optimize your investment for years to come
- HP Wolf Enterprise Security: The world's most secure printers are always on guard with defensive layers to detect and self-heal from malware, and protect your data and business
- Automatic 2-sided printing: Speed through tasks and save paper by printing two-sided documents
- Sustainability is smart business: Reduce wasted paper and toner by only printing jobs that are truly needed, using HP Roam for Business
- Print cartridges you can trust: Avoid reprints, wasted supplies and service calls by using Original HP 58A/58X cartridges designed for your printer

[Show more](#)

\$663³⁰

FREE delivery **Tuesday, February 21.** [Details](#)

[Select delivery location](#)

Only 4 left in stock - order soon

Qty: 1

Add to Cart

Buy Now

Secure transaction

Ships from SpaceBound
Sold by SpaceBound

Return policy: [Eligible for Return, Refund or Replacement within 30 days of receipt](#)

Add a Protection Plan:

- ☐ 3-Year Protection for \$65.99
- ☐ 4-Year Protection for \$85.99
- ☐ Asurion Tech Unlimited for \$16.99/month

Add to List

Add an Accessory:

[HP Professional Business Paper, Glossy, 8.5x11 in, 52 lb, 150 sheets, works with laser print...](#)

\$29.99

Add to Cart

[HP Enhanced Business Paper, Matte, 8.5x11 in, 40 lb, 150 sheets, works with laser print...](#)

\$35.81

Add to Cart

New (4) from \$660.00 & **FREE Shipping**

Other Sellers on Amazon

Add to Cart



Giantex 9 Tiers Bamboo Plant Stand for Indoor Plants Multiple, Plant Shelf Flower Pots Holder, Storage Organizer Rack Outdoor Plant Display Rack for Living Room Patio Balcony Garden (9-Tier)

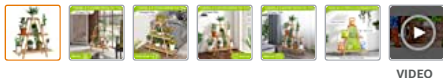
\$52⁹⁹

◀ Back to results

Sponsored



Roll over image to zoom in



Plant Stand Indoor Bamboo Outdoor Tiered Plant Shelf 3 Tier 8 Potted Flower Holder Ladder Plant Rack For Multiple Table Plant Pot Stand For Balcony Window Garden Living Room Patio Triangle Plant Stands (3 Tier Natural)

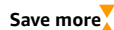
Visit the BMOSU Store

132 ratings

-21% \$29⁹⁹

List Price: ~~\$37.99~~ ⓘ

FREE Returns



Apply 10% coupon
Terms

Get \$50 off instantly: Pay \$0.00
\$29.99 upon approval for the
Amazon Rewards Visa Card. No
annual fee.

Available at a lower price from [other sellers](#) that may not offer free Prime shipping.

Item Shape: **3 Tier Natural**

3 Tier Black
\$29.99

3 Tier Brown
\$32.99

3 Tier Natural
\$29.99

Color Triangular nature

Brand BMOSU

Shape 3 Tier Natural

Base Leg

Type

Assembly Yes
Required

About this item

- 🌱 **High-Quality Material** 🌱 The flower stand is made of 100% bamboo, which is natural and environmentally friendly, polished smooth, and burr-free, easy to organize and clean. The flower stand has 3 layers of space, which is large

Buy new:

\$29⁹⁹

FREE Returns

FREE delivery **Sunday, March 5**

Or fastest delivery **March 1 - 2**

Select delivery location

In Stock

Qty: 1

Add to Cart

Buy Now

Payment [Secure transaction](#)
Ships from [Amazon](#)
Sold by [BMOSU](#)

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 gift receipt for easy returns

Save with Used - Very Good

\$23¹⁹

FREE delivery: **Tuesday, March 14** on orders over \$25.00 shipped by Amazon.
Ships from: Amazon
Sold by: BMOSU

Add to List

New & Used (2) from
\$23.19 FREE Shipping on

Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, April 13, 2023
4:15 PM

- 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 9, 2023
- V. Report of the Director

VI. Public Comment

VII. Monthly Financial Report

- A. March Report
- B. Audit Report
- C. Craft Budget
- D. Elks Grant Budget

VIII. Old Business

- A. Building Maintenance Updates
- B. Plant Stand – Approve \$3.00 increase.

IX. New Business

- A. NYS Report for 2022
- B. Annual Report to the Community
- C. Programming Budget
- D. Summer Programming Request
- E. Comic Festival Request
- F. Purchase two Card Tables

X. Adjournment

Next Meeting, May 11, 2023, at 4:15 PM

**Lancaster Public Library
Board of Trustees
Meeting Minutes
March 16, 2023**

- I. Roll Call- President Gary Howell, Vice President Jan Yarborough, Treasurer Ken Graber , Secretary Kristyn Wind, Library Director Kara Stock, Friends President Donna Stempniak, Trustee Sue Jacobs
- II. Call to Order- called to order at 4:16pm by Howell
- III. Approval of the agenda as changed- 1st Jacobs, 2nd Yarborough, unanimous
- IV. Review and approval of the February 9, 2023 minutes- 1st Jacobs, 2nd Howell, unanimous
- V. Report of the Director- Outreach at the Como park Science Fair, NYS health rep visited February 2 to help people apply for health insurance. We have a new pre-k program “Feelings Rock, a brownie troop visited, 93 winter reading logs were turned in, 4 events were held during the February school break, Zeneta & Aire’s story time visited, new cpr kits and new garden tools.
- VI. Public Comment- Donna Stempniak on behalf of the Friends of the Library- Book sale April 15-16, pollinator garden planting on April 22nd ,jewelry sale December 8-9, chicken BBQ May 21st and July 23rd .
- VII. Monthly Financial Report
 - A. February Report approved- 1st Howell, 2nd Yarborough, unanimous
 - B. Audit Report- tabled
 - C. Town Budget- \$21,335.01 spent from the library building budget in 2022
- VIII. Old Business
 - A. Building Maintenance Update
 1. Staff Room Renovation- waiting on an assessment from potential contractor
 2. Elevator- completed March 8, 2023
 - B. Return to System Payment- motion to pay \$4,562.56 1st Wind 2nd Graber, unanimous
 - C. Summer Reading Program- motion to pay \$15 increase in cost of costume 1st Yarborough 2nd Wind, unanimous
- IX. New Business
 - A. Bulletin Board Policy- reaffirmed as is 1st Yarborough 2nd Howell, unanimous
 - B. NYS Sales Tax Payment- motion to expend \$265.09 1st Jacobs 2nd Howell, unanimous
 - C. Re-order checks- motion to expend \$18.25 1st Jacobs 2nd Yarborough, unanimous
 - D. Volunteer gifts- motion to expend \$50.87 1st Yarborough 2nd Wind, unanimous
 - E. New printer for director’s office- motion to expend \$663.00 1st Graber 2nd Jacobs, unanimous
 - F. Plant stand for family garden- motion to expend \$29.99 1st Wind 2nd Jacobs, unanimous
 - G. Friends reimbursement for erroneous deposit- motion to reimburse \$561.00 1st Yarborough 2nd Jacobs, unanimous

X. Adjournment at 5:03pm - 1st Howell, 2nd Jacobs, unanimous

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

PARTNERSHIPS

Family Literacy – Certified Literacy Specialist and Lancaster Educator Beth Farrar taught two back-to-back Family Literacy Workshops for **20 & 15** attendees respectively on Thursday, March 30th.

Lancaster Historical Society – This organization is using our front display case to highlight their collection. Their March display focused on the Albert Theater/Lancaster Movie Theater that was on Central Avenue and it included many programs from the movies that were played at the theater.

Lancaster Youth Bureau – Volunteers from the Youth Bureau held a hands-on St. Patrick's Day craft program on Wednesday, March 15th for **12** children.

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

New York State Bluebird Society - New York State Bluebird Ambassador Angela Baron discussed bluebird conservation in our area. She explained how to create a proper habitat and nest box to **20** adults on Saturday, March 18th.

Paws for Love – A volunteer from the SPCA Paws for Love organization brought a therapy dog to the library on Saturday, March 18th. **5** children practiced reading out loud to the dog.

PROGRAMMING

Author Visit – Depew author Iryna Colvin-Spencer discussed her new book *Zora's Travels* on Wednesday, March 29th. **7** adults attended.

Comic Book Club – Youth Services Librarian Meagan Carr ran this club on Thursday, March 25th for **15** children. They colored superhero masks and created comic book planters using terracotta pots, old comics, and Mod Podge. The children also had an opportunity to create their own comic book. Garrett created one titled: *Banana Man*. We made a copy of it (with the author's permission) and will have it added to our comic book collection.



Computer Coach – Library Assistant John Benzee held **4** one-on-one technology appointments, assisting patrons with creating an email account, computer help and backup, Android cell phone use, and the Libby app.

Cooking Healthy on a Budget – On Wednesday, March 8th, Culinary Instructor Liz Bauld demonstrated how to prepare three healthy entrees for **20** enthusiastic adults.

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

- **Craft & Carry** - **97** children picked up a St. Patrick's Day-themed craft kit.
- **STEM Kits: Paper Plate Pinball Challenge** – **32** children picked up this kit.
- **Take & Make** – These weekly kits had book themes and **228** were picked up.

Crafternoon – Meagan held this drop-in program on **4** Thursdays in March. **47** children created cardboard rainbows, Leprechaun traps, grass heads, and sensory jars.

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, March 20th.

LEGO® Club – Meagan held **2** LEGO® Clubs for a total of **19** children on Saturday, March 11th. The theme was Leprechaun traps and the creations are on display in the library.



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

Scavenger Hunt – Children were encouraged to pick up our book character scavenger hunt worksheet and look for book characters hiding around the library. Each character had a letter from the secret phrase: LOVE YOUR LIBRARY. **105** children completed the scavenger and were entered to win a prize. Henry, Shania, and Riley were the randomly selected winners. They won kinetic sand, a microscope, and magna-tiles.

Seed Library – Spring planting has begun! **66** vegetable, flower, and herb packets were picked up in March.

Sprouts - Melissa Sacco helped **12** preschool age children learn and grow through music on Monday, March 27th.

Storytimes - Meagan conducted a total of **16** sessions this month: **38** children attended Lapsit, **89** children attended Toddler Time, and **42** children attended Preschool Time.

T'ai Chi Chih – Accredited teacher Denise Miller taught 5 classes in March with an average attendance of 10.

Technology Training – On Monday, March 27th, 6 adults learned how to use the hoopla app to borrow eBooks, eAudiobooks, videos, and music albums.

Young Adult Book Club – Part-time Librarian Michael Green held a book club for 6 attendees on Thursday, March 9th. They discussed *The Golden Compass* by Philip Pullman.

SOCIAL MEDIA



lancasterlibny We want to hear from you! In honor of Love Your Library month, library users across the nation are talking about why libraries are important to them. Use the comment box to share your story about how libraries have helped you!

22h



tjtobolski Since summer 2022, I have been tutoring my young adult daughter to prepare for her GED. The Lancaster Library has been our Sanctum Sanctorum every week, not only a place for study and learning with immediate physical reference for reinforced teaching, but a space for laughing and serious conversations and creativity. It has been a haven against the elements, a welcoming shelter in rain and snow and heat. Thanks to my local library, she has already passed half of her GED exams and is mere weeks away from striding confidently into the last half. And even when she has her proper certificate for high school equivalency, we will continue to frequent the library as she plans for her further education.



CONTINUING EDUCATION

March 2nd - Meagan viewed the webinar: *Summer Reading Buddies* by New York State Library.

March 27th - John viewed the webinar: *Instagram for Public Libraries* by Tech Soup.

MEETINGS

March 16 – Kara, Meagan, and John met to continue work on “Section A: Getting Started” as part of the certification process for the Sustainable Libraries Initiative. We are waiting on some information to complete this section. We also looked at “Section B: Outdoor Spaces” and discussed how to proceed. For section B, we will be working on including more native plants in our gardens while also looking at light pollution, invasive plants, litter, and storm drains.

March 22 – Kara and Meagan met to finalize summer programming.

New at the library

KARA STOCK

Director, Lancaster Public Library

Gardening is a popular hobby in Lancaster and Depew, as evidenced by the many beautiful gardens in our area throughout the warmer months. The Lancaster Public Library recently unveiled our newest collection: garden tools. Check out these items to help you plant, grow, and harvest. The collection includes pruners, trowels, hand seeders, cultivators, and deadhead mini-snips, herb scissors, a bulb planter, a seed sower, and more.

Interested in hands-on science projects? The library launched our newest kits available for loan: Citizen Science Kits. Citizen Science involves ordinary people of any age gathering scientific information locally and sharing it with the global scientific community. Citizen Science is perfect for all ages (8 and up) and great for family activities. These kits contain everything you need to complete specific projects that will help scientists answer questions they can't answer without volunteers like you. They hold everything needed to gather data. Borrow the kits: Exploring Biodiversity, Firefly Watch, Lost Ladybug Project, Mapping Mosquito Habitats, Measuring Light in the Night, Monitoring Air Quality, Observing Pollinators, Project Squirrel, and ZomBee Hunting.

The gardening tools and Citizen Science Kits are available for a seven-day loan and are free to borrow with an adult library card. They must be returned to the Lancaster Library information desk during open hours.

Don't forget our Seed Library! It debuted last spring and received a tremendous response. This unique library provides free seeds for our community to grow and share. We have a variety of vegetable, herb and flower seeds. Seeds have been generously donated by library patrons and seed companies. If you would like to donate seeds for this library, complete our donation form available in the library and on our website, then bring the form with the seeds to the library's information desk. It's our goal for the seed library to promote gardening, seed saving, and seed sharing. Happy gardening!

LANCASTER PUBLIC LIBRARY

2023 STATISTICS

CIRCULATION			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	19,104	8,583	122.6%
FEB	19,227	9,681	98.6%
MAR	21,501	11,175	92.4%
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	59,832	29,439	103.2%

LIBRARY VISITS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	6,008	4,512	33.2%
FEB	7,096	5,318	33.4%
MAR	7,252	6,449	12.5%
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	20,356	16,279	25.0%

PUBLIC ACCESS COMPUTER SESSIONS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	646	584	10.6%
FEB	605	574	5.4%
MAR	628	753	-16.6%
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	1,879	1,911	-1.7%

WIFI			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	1,352	1,189	13.7%
FEB	1,342	1,356	-1.0%
MAR	1,525	1,680	-9.2%
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	4,219	4,225	-0.1%

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
2023 Statistics and Proceeds**

	Tours		New Library Cards		Ref Q	Headphone	Copier	Vending	Book Sale	Donations
	No.	ATT	Child	Adult	No.	Proceeds	Proceeds	Proceeds	Proceeds	to Library
JAN	0	0	27	32	757	\$15.00	\$48.25	\$0.00	\$146.00	\$9,345.39
FEB	1	12	22	38	773	\$3.00	\$85.60	\$24.00	\$243.00	\$48.84
MAR	0	0	27	46	728	\$9.00	\$79.55	\$0.00	\$153.00	\$0.00
APR										
MAY										
JUN										
JUL										
AUG										
SEP										
OCT										
NOV										
DEC										
TOTAL	1	12	76	116	2,258	\$27.00	\$213.40	\$24.00	\$542.00	\$9,394.23

Total Proceeds \$10,200.63

	Facebook	Instagram
	Followers	Followers
JAN	2,801	439
FEB	2,822	467
MAR	2,870	531
APR		
MAY		
JUN		
JUL		
AUG		
SEP		
OCT		
NOV		
DEC		

Programming Statistics March 2023

Date	Title	# of programs	Attendance	Target Audience
3/1/2023	Mahjong Club	1	6	Adults
3/1/2023	T'ai Chi Chih	1	10	Adults
3/2/2023	Crafternoon	1	15	Children 6-11
3/7/2023	Storytime	1	22	Children 5 and under
3/7/2023	Storytime	1	20	Children 5 and under
3/7/2023	Book Club	1	7	Adults
3/8/2023	Mahjong Club	1	6	Adults
3/8/2023	T'ai Chi Chih	1	9	Adults
3/8/2023	Healthy Cooking on a Budget	1	20	Adults
3/9/2023	Crafternoon	1	21	Children 6-11
3/9/2023	YA Book Club	1	6	Adults
3/10/2023	Storytime	1	12	Children 5 and under
3/10/2023	Storytime	1	20	Children 5 and under
3/11/2023	LEGO Club	1	13	Intergenerational/Combined
3/11/2023	LEGO Club	1	15	Intergenerational/Combined
3/14/2023	Storytime	1	16	Children 5 and under
3/14/2023	Storytime	1	20	Children 5 and under
3/14/2023	Book Club	1	9	Adults
3/15/2023	Mahjong Club	1	6	Adults
3/15/2023	T'ai Chi Chih	1	8	Adults
3/15/2023	Youth Bureau Crafts	1	12	Children 6-11
3/16/2023	Crafternoon	1	2	Children 6-11
3/17/2023	Storytime	1	20	Children 5 and under
3/17/2023	Storytime	1	20	Children 5 and under
3/18/2023	SPCA Paws for Love	1	5	Children 6-11
3/18/2023	Bluebirds in Your Backyard	1	20	Adults
3/20/2023	Kidding Around Yoga	1	16	Intergenerational/Combined
3/21/2023	Storytime	1	21	Children 5 and under
3/21/2023	Storytime	1	22	Children 5 and under
3/22/2023	Mahjong Club	1	3	Adults
3/22/2023	T'ai Chi Chih	1	9	Adults
3/23/2023	Crafternoon	1	26	Intergenerational/Combined
3/24/2023	Storytime	1	22	Children 5 and under
3/24/2023	Storytime	1	22	Children 5 and under
3/25/2023	Comic Book Club	1	20	Intergenerational/Combined
3/27/2023	Melissa's Sprouts	1	22	Children 5 and under
3/27/2023	Tech Training: hoopla	1	6	Adults
3/28/2023	Storytime	1	22	Children 5 and under
3/28/2023	Storytime	1	25	Children 5 and under
3/29/2023	Mahjong Club	1	6	Adults
3/29/2023	T'ai Chi Chih	1	13	Adults
3/30/2023	Author Irene Colvin-Spencer	1	7	Adults
3/30/2023	Family Literacy	1	20	Intergenerational/Combined
3/30/2023	Family Literacy	1	15	Intergenerational/Combined


3/31/2023	Storytime	1	22	Children 5 and under
3/31/2023	Storytime	1	19	Children 5 and under
3/31/2023	Seed Library	66	66	Intergenerational/Combined
3/31/2023	Scavenger Hunt	105	105	Intergenerational/Combined
3/31/2023	Take & Make Craft	228	228	Intergenerational/Combined
3/31/2023	Craft & Carry	97	97	Intergenerational/Combined
3/31/2023	STEM Kits	32	32	Intergenerational/Combined
3/31/2023	Library Card Kits	13	13	Intergenerational/Combined
3/31/2023	Book a Tech Trainer	6	6	Adults
3/31/2023	Tutoring	10	10	Children 6-11
3/31/2023	Tutoring	7	7	Teens
3/31/2023	Tutoring	9	9	Adults

2023 Sunday Circulation


Date		Visits	Circulation
1/8		73	166
1/15		108	175
1/22		148	282
1/29		116	251
2/5		151	300
2/12		129	187
2/19		126	270
2/26		184	357
3/5		150	268
3/12		165	387
3/19		124	202
3/26		139	326
4/2			
4/9	Easter		
4/16	Book Sale		
4/23			
4/30			
5/7			
5/14			
5/21	BBQ		
		1,613	3,171

Circulation

Total Circulations


 Library	March			Year to Date Totals			Footnotes
	2023 Total	2022 Total	% of	2023 Total	2022 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	1,753	1,447	21.1%	5,251	3,559	47.5%	Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff. System-wide - Fine free with autorenewals implemented 4/2022. System-wide - Hoopla streaming services and Overdrive Magazines implemented 6/1/2022. Audubon - Closed 10/10/2022-3/3/23 - Construction. Re-opened 3/4/23. Bookmobile - Closed for repair 3/18/23-3/27/23. Central - Temporarily closed 3pm weekdays 3/10/23-3/23/23 - Safety concerns. 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. Eden - Closed 2/27/2023-3/1/2023 - Building maintenance. González-Soto closed starting 9/12/2022 - Phase 1 Construction. North Park - Closed Sunday, 3/26/2023 - heating issue. Panty - Closed 2/14/2022-4/2/2022 - Floor replacement. Williamsville - Closed 2/27/2023-3/1/2023 and partial day 2/24/2023 - Building maintenance.
Amherst							
Audubon	26,642	19,386	37.4%	27,056	51,105	-47.1%	
Clearfield	37,674	17,077	120.6%	122,515	46,128	165.6%	
Eggertsville-Snyder	15,634	8,013	95.1%	45,067	21,728	107.4%	
Williamsville	4,925	2,577	91.1%	14,435	6,230	131.7%	
Angola	2,970	1,909	55.6%	8,696	4,815	80.6%	
Aurora	14,855	7,435	99.8%	41,468	20,968	97.8%	
Boston	3,309	2,010	64.6%	8,730	5,291	65.0%	
Cheektowaga							
Julia Boyer Reinstein	25,145	14,252	76.4%	70,473	39,333	79.2%	
Reinstein Memorial	8,569	4,808	78.2%	24,794	12,360	100.6%	
Clarence	22,164	12,222	81.3%	61,584	33,514	83.8%	
Collins	5,415	2,357	129.7%	15,892	6,846	132.1%	
Concord	5,633	3,342	68.6%	15,424	8,379	84.1%	
Eden	3,816	2,351	62.3%	10,700	6,793	57.5%	
Elma	10,203	5,127	99.0%	28,345	13,982	102.7%	
Grand Island Memorial	11,002	6,319	74.1%	31,539	17,218	83.2%	
Hamburg							
Hamburg	20,312	10,852	87.2%	55,251	30,332	82.2%	
Lake Shore	6,721	3,794	77.1%	18,504	10,285	79.9%	
Lackawanna	4,503	2,424	85.8%	12,541	6,073	106.5%	
Lancaster	21,501	11,175	92.4%	59,832	29,439	103.2%	
Marilla	3,378	2,282	48.0%	10,273	5,808	76.9%	
Newstead	5,134	2,996	71.4%	13,860	8,246	68.1%	
North Collins	2,226	1,186	87.7%	5,553	2,743	102.4%	
Orchard Park	24,890	14,764	68.6%	70,973	38,795	82.9%	
City of Tonawanda	9,742	5,887	65.5%	28,488	14,636	94.6%	
Town of Tonawanda							
Kenilworth	6,052	3,307	83.0%	17,260	9,018	91.4%	
Kenmore	27,973	14,995	86.5%	79,410	41,628	90.8%	
West Seneca	21,150	11,823	78.9%	56,966	30,669	85.7%	
Buffalo							
Coles	2,563	1,309	95.8%	6,875	3,312	107.6%	
Crane	0	3,296	-100.0%	0	10,643	-100.0%	
Dudley	4,881	2,804	74.1%	13,654	6,814	100.4%	
East Clinton	2,457	1,425	72.4%	7,262	3,795	91.4%	
González-Soto	0	2,360	-100.0%	0	5,848	-100.0%	
Merriweather	4,704	1,923	144.6%	13,717	5,587	145.5%	
North Park	12,362	5,114	141.7%	35,184	13,103	168.5%	
Panty	2,066	6	34333.3%	6,706	1,810	270.5%	
Central	30,728	15,416	99.3%	90,298	41,511	117.5%	
BookmobileServices							
Library on Wheels	4,042	1,265	219.5%	13,388	3,533	278.9%	
Library2Go	1,910	158	1108.9%	5,894	323	1724.8%	
Institutions							
Correctional Facility	3,831	0	See note.	15,118	0	See note.	
Holding Center	9,888	0	See note.	29,287	0	See note.	
System							
Online Renewals	688	84,310	-99.2%	1,982	226,809	-99.1%	
Interlibrary Loans	1,342	1,294	3.7%	3,888	3,407	14.1%	
eAudiobooks	57,943	44,972	28.8%	166,164	129,352	28.5%	
eVideos	715	79	805.1%	2,015	244	725.8%	
eBooks	88,257	76,628	15.2%	256,187	230,963	10.9%	
eMusic	251	0	See note.	668	0	See note.	
eMagazines	6,923	0	See note.	21031	0	See note.	
B&ECPL Totals	588,842	438,476	34.3%	1,650,198	1,212,975	36.0%	
Member Libraries	353,291	196,117	80.1%	960,880	525,921	82.7%	
Buffalo Branches	29,033	18,237	59.2%	83,398	50,912	63.8%	
Central Library	30,728	15,416	99.3%	90,298	41,511	117.5%	
Bookmobile Services	5,952	1,423	318.3%	19,282	3,856	400.1%	
Institutions	13,719	0	See note.	44,405	0	See note.	
System	156,119	207,283	-24.7%	451,935	590,775	-23.5%	


Library Visits

	March			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	744	917	-18.9%	2,212	2,355	-6.1%	<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 10/10/2022-3/3/23 - Construction. Re-opened 3/4/23.</p> <p>Bookmobile - Closed for repair 3/18/23-3/27/23.</p> <p>Central - Temporarily closed 3pm weekdays 3/10/23-3/23/23 - Safety concerns.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction.</p> <p>Eden - Closed 2/27/2023-3/1/2023 - Building maintenance.</p> <p>González-Soto closed starting 9/12/2022 - Phase 1 Construction.</p> <p>North Park - Closed Sunday, 3/26/2023 - heating issue.</p> <p>Panty - Closed 2/14/2022-4/2/2022 - Floor replacement.</p> <p>Williamsville - Closed 2/27/2023-3/1/2023 and partial day 2/24/2023 - Building maintenance.</p>
<i>Amherst</i>							
Audubon	9,100	9,297	-2.1%	9,100	23,440	-61.2%	
Clearfield	11,640	9,098	27.9%	37,435	23,904	56.6%	
Eggertsville-Snyder	4,940	4,767	3.6%	14,141	11,986	18.0%	
Williamsville	2,084	1,653	26.1%	5,115	4,216	21.3%	
Angola	2,332	4,432	-47.4%	6,909	11,317	-39.0%	
Aurora	5,574	4,539	22.8%	14,797	12,846	15.2%	
Boston	1,135	1,028	10.4%	3,088	2,855	8.2%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	8,793	8,071	8.9%	23,758	21,565	10.2%	
Reinstein Memorial	3,856	3,134	23.0%	10,805	7,850	37.6%	
Clarence	6,563	5,902	11.2%	17,987	15,792	13.9%	
Collins	1,455	1,172	24.1%	4,032	3,259	23.7%	
Concord	2,676	2,599	3.0%	7,680	6,767	13.5%	
Eden	1,325	1,296	2.2%	3,371	3,656	-7.8%	
Elma	3,647	3,045	19.8%	9,493	8,241	15.2%	
Grand Island Memorial	3,498	3,588	-2.5%	9,528	9,306	2.4%	
<i>Hamburg</i>							
Hamburg	8,631	6,815	26.6%	22,427	17,485	28.3%	
Lake Shore	3,275	3,104	5.5%	8,975	8,269	8.5%	
Lackawanna	3,136	5,698	-45.0%	8,050	9,657	-16.6%	
Lancaster	7,252	6,449	12.5%	20,356	16,279	25.0%	
Marilla	1,116	894	24.8%	2,925	2,560	14.3%	
Newstead	2,598	2,395	8.5%	7,268	6,160	18.0%	
North Collins	1,261	1,022	23.4%	3,160	2,546	24.1%	
Orchard Park	10,871	10,848	0.2%	29,998	27,227	10.2%	
City of Tonawanda	4,410	3,691	19.5%	11,595	9,192	26.1%	
<i>Town of Tonawanda</i>							
Kenilworth	3,054	2,878	6.1%	7,901	7,537	4.8%	
Kenmore	8,893	8,451	5.2%	24,983	22,019	13.5%	
West Seneca	9,065	8,522	6.4%	24,584	21,875	12.4%	
<i>Buffalo</i>							
Coles	3,387	2,768	22.4%	8,924	6,960	28.2%	
Crane	0	2,028	-100.0%	0	7,312	-100.0%	
Dudley	2,752	3,124	-11.9%	7,568	7,654	-1.1%	
East Clinton	1,211	1,154	4.9%	3,056	3,143	-2.8%	
González-Soto	0	3,158	-100.0%	0	7,432	-100.0%	
Merriweather	7,204	5,371	34.1%	19,579	13,393	46.2%	
North Park	5,680	4,715	20.5%	15,239	11,924	27.8%	
Panty	2,389	0	See note.	6,365	2,525	152.1%	
<i>Central</i>	19,691	17,633	11.7%	65,534	43,137	51.9%	
<i>Bookmobile Services</i>							
Library on Wheels	1,597	740	115.8%	4,480	2,257	98.5%	
Library2Go	243	144	68.8%	525	144	264.6%	
<i>Institutions</i>							
Correctional Facility	1,076	683	57.5%	3,015	1,768	70.5%	
Holding Center	747	346	115.9%	1,968	899	118.9%	
System	178,901	167,169	7.0%	487,926	428,709	13.8%	
Member Libraries	132,924	125,305	6.1%	351,673	320,161	9.8%	
Buffalo Branches	22,623	22,318	1.4%	60,731	60,343	0.6%	
Central Library	19,691	17,633	11.7%	65,534	43,137	51.9%	
Bookmobile	1,840	884	108.1%	5,005	2,401	108.5%	
Institutions	1,823	1,029	77.2%	4,983	2,667	86.8%	

Registered Public Access Computer Sessions

Session Counts Per Outlet

	March			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	60	68	-11.8%	166	191	-13.1%	<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 10/10/2022-3/3/23 - Construction. Re-opened 3/4/23.</p> <p>Bookmobile - Closed for repair 3/18/23-3/27/23.</p> <p>Central - Temporarily closed 3pm weekdays 3/10/23-3/23/23 - Safety concerns.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction.</p> <p>Eden - Closed 2/27/2023-3/1/2023 - Building maintenance.</p> <p>González-Soto closed starting 9/12/2022 - Phase 1 Construction.</p> <p>North Park - Closed Sunday, 3/26/2023 - heating issue.</p> <p>Panty - Closed 2/14/2022-4/2/2022 - Floor replacement.</p> <p>Williamsville - Closed 2/27/2023-3/1/2023 and partial day 2/24/2023 - Building maintenance.</p>
<i>Amherst</i>							
Audubon	732	1,093	-33.0%	735	2,654	-72.3%	
Clearfield	895	787	13.7%	3,072	1,922	59.8%	
Eggertsville-Snyder	501	484	3.5%	1,473	1,167	26.2%	
Williamsville	116	148	-21.6%	329	333	-1.2%	
Angola	177	237	-25.3%	493	571	-13.7%	
Aurora	400	330	21.2%	1,148	878	30.8%	
Boston	67	83	-19.3%	166	203	-18.2%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,421	1,443	-1.5%	3,976	3,713	7.1%	
Reinstein Memorial	759	695	9.2%	2,227	1,677	32.8%	
Clarence	498	523	-4.8%	1,301	1,323	-1.7%	
Collins	149	98	52.0%	392	264	48.5%	
Concord	178	193	-7.8%	529	583	-9.3%	
Eden	101	98	3.1%	293	283	3.5%	
Elma	212	186	14.0%	573	540	6.1%	
Grand Island Memorial	229	271	-15.5%	634	692	-8.4%	
<i>Hamburg</i>							
Hamburg	977	1,015	-3.7%	2,508	2,459	2.0%	
Lake Shore	271	256	5.9%	684	592	15.5%	
Lackawanna	488	476	2.5%	1,453	1,133	28.2%	
Lancaster	628	753	-16.6%	1,879	1,911	-1.7%	
Marilla	35	34	2.9%	127	93	36.6%	
Newstead	170	147	15.6%	480	409	17.4%	
North Collins	97	104	-6.7%	281	260	8.1%	
Orchard Park	816	638	27.9%	2,089	1,626	28.5%	
City of Tonawanda	687	614	11.9%	1,839	1,368	34.4%	
<i>Town of Tonawanda</i>							
Kenilworth	385	429	-10.3%	1,059	1,104	-4.1%	
Kenmore	1,426	1,543	-7.6%	3,923	4,060	-3.4%	
West Seneca	1,125	1,139	-1.2%	2,931	2,742	6.9%	
<i>Buffalo</i>							
Coles	1,028	892	15.2%	2,733	2,288	19.4%	
Crane	0	291	-100.0%	0	1,043	-100.0%	
Dudley	480	671	-28.5%	1,398	1,626	-14.0%	
East Clinton	293	266	10.2%	709	725	-2.2%	
González-Soto	0	650	-100.0%	0	1,652	-100.0%	
Merriweather	1,685	1,419	18.7%	4,278	3,815	12.1%	
North Park	1,317	941	40.0%	3,459	2,329	48.5%	
Panty	428	0	See note.	1,275	539	136.5%	
Central	7,231	6,025	20.0%	21,570	14,189	52.0%	
<i>Bookmobile Services</i>							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
System	26,062	25,040	4.1%	72,182	62,957	14.7%	
Member Libraries	13,600	13,885	-2.1%	36,760	34,751	5.8%	
Buffalo Branches	5,231	5,130	2.0%	13,852	14,017	-1.2%	
Central Library	7,231	6,025	20.0%	21,570	14,189	52.0%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

WiFi							
Total Logins							
	March			Year to Date Totals			
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Footnotes							
Alden (Ewell Free)	397	451	-12.0%	1,089	1,160	-6.1%	<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 10/10/2022-3/3/23 - Construction. Re-opened 3/4/23.</p> <p>Bookmobile - Closed for repair 3/18/23-3/27/23.</p> <p>Central - Temporarily closed 3pm weekdays 3/10/23-3/23/23 - Safety concerns.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction.</p> <p>Eden - Closed 2/27/2023-3/1/2023 - Building maintenance.</p> <p>González-Soto closed starting 9/12/2022 - Phase 1 Construction.</p> <p>North Park - Closed Sunday, 3/26/2023 - heating issue.</p> <p>Panty - Closed 2/14/2022-4/2/2022 - Floor replacement.</p> <p>Williamsville - Closed 2/27/2023-3/1/2023 and partial day 2/24/2023 - Building maintenance.</p>
Amherst							
Audubon	2,958	2,161	36.9%	4,803	5,856	-18.0%	
Clearfield	2,564	1,894	35.4%	7,963	5,166	54.1%	
Eggertsville-Snyder	1,016	1,065	-4.6%	2,833	2,796	1.3%	
Williamsville	907	1,320	-31.3%	2,543	3,182	-20.1%	
Angola	112	222	-49.5%	322	541	-40.5%	
Aurora	1,654	2,028	-18.4%	4,578	5,302	-13.7%	
Boston	171	149	14.8%	455	416	9.4%	
Cheektowaga							
Julia Boyer Reinstein	1,468	1,362	7.8%	3,789	3,305	14.6%	
Reinstein Memorial	728	670	8.7%	1,856	1,834	1.2%	
Clarence	1,406	1,259	11.7%	3,895	3,272	19.0%	
Collins	260	248	4.8%	777	616	26.1%	
Concord	491	538	-8.7%	1,319	1,318	0.1%	
Eden	151	249	-39.4%	426	639	-33.3%	
Elma	389	348	11.8%	943	846	11.5%	
Grand Island Memorial	607	634	-4.3%	1,651	1,679	-1.7%	
Hamburg							
Hamburg	1,825	1,898	-3.8%	4,599	4,818	-4.5%	
Lake Shore	495	431	14.8%	1,076	1,160	-7.2%	
Lackawanna	539	488	10.5%	1,386	1,180	17.5%	
Lancaster	1,525	1,680	-9.2%	4,219	4,225	-0.1%	
Marilla	103	105	-1.9%	255	257	-0.8%	
Newstead	456	334	36.5%	1,172	1,154	1.6%	
North Collins	457	368	24.2%	1,119	946	18.3%	
Orchard Park	1,986	1,769	12.3%	5,112	4,250	20.3%	
City of Tonawanda	763	564	35.3%	2,001	1,549	29.2%	
Town of Tonawanda							
Kenilworth	432	448	-3.6%	1,258	1,086	15.8%	
Kenmore	2,046	2,216	-7.7%	5,544	5,448	1.8%	
West Seneca	1,873	1,937	-3.3%	5,079	4,774	6.4%	
Buffalo							
Coles	968	936	3.4%	2,633	2,285	15.2%	
Crane	0	371	-100.0%	0	1,150	-100.0%	
Dudley	1,630	1,297	25.7%	4,634	4,399	5.3%	
East Clinton	546	645	-15.3%	1,491	1,667	-10.6%	
González-Soto	562	2,401	-76.6%	1,452	5,541	-73.8%	
Merriweather	1,422	985	44.4%	3,701	2,590	42.9%	
North Park	1,135	1,044	8.7%	3,205	2,492	28.6%	
Panty	1,046	970	7.8%	2,796	2,659	5.2%	
Central	15,909	14,618	8.8%	42,607	36,212	17.7%	
BookmobileServices							
Library on Wheels	66	35	88.6%	241	106	127.4%	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
System	51,063	50,138	1.8%	134,822	127,876	5.4%	
Member Libraries	27,779	26,836	3.5%	72,062	68,775	4.8%	
Buffalo Branches	7,309	8,649	-15.5%	19,912	22,783	-12.6%	
Central Library	15,909	14,618	8.8%	42,607	36,212	17.7%	
Bookmobile Services	66	35	88.6%	241	106	127.4%	

Lancaster Financial Monthly Report 2023

March

Account	Deposits	Disbursements	Interest	Sub-Total	Balance
M & T Checking					
Beginning Balance					\$7,291.25
Receipts	\$447.49				
Friends donation checks deposited into wrong account	\$561.00				
Friends of the Lancaster Library: Reimburse for incorrect deposits (#4999)		-\$561.00			
BECPL: Return to system (#4998)		-\$4,562.56			
Ending Balance	\$1,008.49	-\$5,123.56		-\$4,115.07	\$3,176.18
Bank on Buffalo					
Beginning Balance					\$157,500.46
Headphones: 3 @ \$3	\$9.00				
Book sale	\$153.00				
Copier	\$79.55				
Michaels: Craft supplies (Debit)		-\$136.14			
Oriental Trading: Craft supplies (Debit)		-\$134.94			
Amazon: Craft supplies (Debit)		-\$68.79			
Elizabeth Bauld: 3/8 cooking program (#521)		-\$225.00			
Demco: Replacement bags for kits (Elks) (Debit)		-\$237.05			
Denise Miller: February Tai Chi Chih classes (#522)		-\$100.00			
Donna Baia: 3/20 kids' yoga class (#523)		-\$50.00			
Sprouts, NY LLC: 3/23 program (#524)		-\$75.00			
Donna Baia: 4/3 kids' yoga class (#525)		-\$50.00			
Dean Hunneshagen: 4/3 train program (#526)		-\$175.00			
Tom Paul Fox: 4/5 anime program (#527)		-\$125.00			
Buffalo & Erie Co. Botanical Gardens: 4/6 program (#528)		-\$346.00			
New York State: Sales tax payment (Debit)		-\$265.09			
Walmart Checks: Checks (Debit)		-\$18.25			
Positive Promotions: Volunteer gifts (Debit)		-\$50.87			
Office Depot: Printer for director's office (Debit)		-\$529.00			
Amazon: Plant stand (Debit)		-\$32.99			
Amazon: Craft supplies (Debit)		-\$34.47			
Ending Balance	\$241.55	-\$2,653.59		-\$2,412.04	\$155,088.42
Bank on Buffalo CDs	Amount	Maturity	Interest Rate	Interest	Total
Bank on Buffalo CD 040	\$21,547.14	12M 6/28/23	0.11%	\$5.84	\$21,552.98
Bank on Buffalo CD 043	\$12,057.48	36M 7/27/23	0.61%	\$0.00	\$12,057.48
Bank on Buffalo CD 046	\$24,654.11	12M 5/24/23	0.11%	\$0.00	\$24,654.11
Bank on Buffalo CD 028	\$11,733.10	36M 10/27/24	0.19%	\$0.00	\$11,733.10
Bank on Buffalo CD 178	\$20,641.48	12M 8/03/23	0.11%	\$0.00	\$20,641.48
Bank on Buffalo CD 1283	\$10,632.08	18M 4/01/24	2.05%	\$53.74	\$10,685.82
Bank on Buffalo CD 2355	\$22,035.32	36M 5/29/23	0.11%	\$0.00	\$22,035.32
Bank on Buffalo CD 7632	\$20,182.99	18M 4/10/24	2.05%	\$0.00	\$20,182.99
Evans CD 6749	\$28,182.88	12M 1/24/24	4.00%	\$0.00	\$28,182.88
CD Balance				\$59.58	\$171,726.16
Total Balance					\$329,990.76

Petty Cash
March 2023

Date	Item	Deposit	Withdrawl	Total
				\$140.72
3-Mar	Josh- Tops- 5 gal water bottle exchange		-\$6.99	\$133.73
10-Mar	Josh- Dollar General- cleaning supplies		-\$20.00	\$113.73
23-Mar	Josh- Tops- 5 gal water bottle exchange		-\$5.99	\$107.74
				\$107.74
		\$0.00	-\$32.98	\$107.74

Crafts budget 2023				
DATE	VENDOR	PURPOSE	CHECK #	AMOUNT
1/20/2023	Michaels	Craft supplies	Debit	\$96.21
1/20/2023	Fun Express	Crafternoon supplies	Debit	\$329.71
2/14/2023	Zazzle	Stamps	Debit	\$49.00
2/16/2023	Amazon	Mini irons	Debit	\$47.96
2/23/2023	S&S	Crafts	Debit	\$348.20
3/3/2023	Michaels	Craft paper	Debit	\$136.14
3/3/2023	Oriental Trading	Earth day craft supplies	Debit	\$134.94
3/3/2023	Amazon	Craft supplies	Debit	\$68.79
3/28/2023	Amazon	Portion cups	Debit	\$34.47

Total	\$1,245.42
Left over:	<u>\$2,031.11</u>

Income	
DATE	ISSUED AMOUNT
2022 left over (includes Elks portion)	\$776.53
2023 budget	\$2,500.00

Total:	<u>\$3,276.53</u>
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Elks grant budget 2022-2023				
DATE	VENDOR	PURPOSE	CHECK #	ISSUED AMOUNT
10/5/2022	Fun Express	Winter craft and carry	Debit	\$572.60
11/2/2022	Lakeshore Learning	2023 program supplies	Debit	\$70.97
11/2/2022	Amazon	2023 program supplies	Debit	\$165.91
3/8/2023	Demco	Replacement bags for kits	Debit	\$237.05
			Total	\$1,046.53
			Left over:	<u>\$1,953.47</u>

DATE	VENDOR	PURPOSE	CHECK #	ISSUED AMOUNT
10/5/2022	Fun Express	Winter craft and carry	Debit	\$572.60
11/2/2022	Lakeshore Learning	2023 program supplies	Debit	\$70.97
11/2/2022	Amazon	2023 program supplies	Debit	\$165.91
3/8/2023	Demco	Replacement bags for kits	Debit	\$237.05

Total \$1,046.53

Left over: \$1,953.47

Elks grant checks	
DATE	ISSUED AMOUNT
9/8/2022	\$4,000.00
\$1000 split to craft budget	-\$1,000.00
Total:	<u>\$3,000.00</u>

DATE	ISSUED AMOUNT
9/8/2022	\$4,000.00
\$1000 split to craft budget	-\$1,000.00
Total:	<u>\$3,000.00</u>

**Final Details for Order #111-0967573-3806655**[Print this page for your records.](#)**Order Placed:** March 21, 2023**Amazon.com order number:** 111-0967573-3806655**Order Total: \$32.99****Shipped on March 21, 2023****Items Ordered**

1 of: *Plant Stand Indoor Bamboo Outdoor Tiered Plant Shelf 3 Tier 8 Potted Flower Holder Ladder Plant Rack For Multiple Table Plant Pot Stand For Balcony Window Garden Living Room Patio Triangle Plant Stands (3 Tier Natural)* **Price**
\$32.99

Sold by: BMOSU ([seller profile](#))

Condition: New

Shipping Address:

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

Shipping Speed:

FREE Prime Delivery

Payment information**Payment Method:**

Debit Card | Last digits: 3167

Item(s) Subtotal: \$32.99
Shipping & Handling: \$0.00

Billing address

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

Total before tax: \$32.99
Estimated tax to be collected: \$0.00

Grand Total: \$32.99To view the status of your order, return to [Order Summary](#).[Conditions of Use](#) | [Privacy Notice](#) © 1996-2023, Amazon.com, Inc. or its affiliates

Lancaster Public Library

Annual Report For Public And Association Libraries - 2022

1. GENERAL LIBRARY INFORMATION

Library/Director Information

[Outline of Major Changes](#)

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, 2022, 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	01/01/2022
1.7	Ending Fiscal Reporting Year	12/31/2022
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 Question 1.8. N/A
- 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 Local Fiscal Year 01/01/2022
- 1.12 Ending Local Fiscal Year 12/31/2022
- 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) Inc@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 2020 Census)	45,106
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. Y

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

1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2022? (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

Public Votes/Contracts

Please Note: last year's answers for repeating groups cannot be displayed.

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/2022) 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 2022) N
- 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.

Please Note: last year's answers for repeating groups cannot be displayed.

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

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

Unusual Circumstances

Please Note: last year's answers for repeating groups cannot be displayed.

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.)? 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. Y

Note: Winter storms caused closures 11/18/2022-11/20/2022 and 12/23/2022-12/27/2022. In addition, system-wide fine free with autorenewals was implemented 4/2022.

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	13,068
2.2	Adult Non-fiction Books	8,237
2.3 2.2)	Total Adult Books (Total questions 2.1 & 2.2)	21,305
2.4	Children's Fiction Books	14,028
2.5	Children's Non-fiction Books	3,529
2.6 2.4 & 2.5)	Total Children's Books (Total questions 2.4 & 2.5)	17,557
2.7 2.3 & 2.6)	Total Cataloged Books (Total questions 2.3 & 2.6)	38,862

Other Print Materials

2.8	Total Uncataloged Books	2,479
2.9	Total Print Serials	1,571

2.10	All Other Print Materials	12
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	4,062
2.12	Total Print Materials (Total questions 2.7 and 2.11)	42,924

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	0
2.14	Local Electronic Collections	21
2.15	NOVEL _{NY} Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	36
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-series; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	1
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	37

Non-Electronic Materials

2.21	Audio - Physical Units	4,673
2.22	Video - Physical Units	15,310
2.23	Other Circulating Physical Items	69

2.24 **Total Other Materials - Non-Electronic** 20,052
(Total questions 2.21 through 2.23)

Grand Total/Additions to Holdings

2.25 **GRAND TOTAL HOLDINGS** (Total 63,013
questions 2.12, 2.20 and 2.24)

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26 Cataloged Books 2,966

2.27 All Other Print Materials 1,094

2.28 Electronic Materials 0

2.29 All Other Materials 1,305

2.30 **Total Additions** (Total questions 2.26 5,365
through 2.29)

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 3.32 through 3.84 for the 2022 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) 73,192

3.1a Regarding the number of Library Visits CT - Annual Count
entered, is this an annual count or an annual
estimate based on a typical week or weeks?

3.2 Registered resident borrowers 18,386

3.3 Registered non-resident borrowers 7

Please report information on WRITTEN POLICIES as of 12/31/22.

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 12/31/22.

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

Synchronous Program Sessions

A synchronous (live) program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.

Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples, please refer to the chart in Instructions.

3.17 Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older 100

3.18 Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 29

3.19a	Number of Synchronous Program Sessions Targeted at Children Ages 0-5	172
3.19b	Number of Synchronous Program Sessions Targeted at Children Ages 6-11	78
3.20	Number of Synchronous General Interest Program Sessions	44
3.21	Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20)	423
3.21a	Number of Synchronous In-Person Onsite Program Sessions	412
3.21b	Number of Synchronous In-Person Offsite Program Sessions	11
3.21c	Number of Synchronous Virtual Program Sessions	0
3.21d	Total number of synchronous programs (3.21a + 3.21b + 3.21c)	423
3.22	One-on-One Program Sessions	5,333
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	853
3.25	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	186

3.26a Attendance at Synchronous Programs 2,571
Targeted at Children Ages 0-5

Note: The COVID-19 pandemic restrictions decreased in 2022 and therefore there was an increase in attendance at these programs.

3.26b Attendance at Synchronous Programs 2,553
Targeted at Children Ages 6-11

3.27 Attendance at Synchronous General Interest Programs 2,379

3.28 **Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27).** 8,542

3.28a Synchronous In-Person Onsite Program Attendance 7,788

3.28b Synchronous In-Person Offsite Program Attendance 754

3.28c Synchronous Virtual Program Attendance 0

Note: Our location did not offer any virtual programs in 2022. All programs were in-person due to library patron preference.

3.28d Total synchronous program attendance (3.28a + 3.28b + 3.28c) 8,542

3.29 One-on-One Program Attendance 5,758

Note: One-on-one programs include Book a Technology Trainer programs. On occasion, a second person attends these appointments, but the library still considers them one-on-one programs rather than planned group presentations.

3.29a Total Number of Asynchronous Program Presentations 0

3.29b Total Views of Asynchronous Program Presentations within 30 Days 0

3.30 **Total Number of Children's Programs (sum of Q3.19a and Q3.19b)** 250

3.31 **Total Children's Program Attendance** 5,124
(sum of Q3.26a and Q3.26b)

Please report information on SUMMER READING PROGRAMS for the 2022 calendar year.

SUMMER READING PROGRAM

3.32 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2022 (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

3.33 Library outlets offering the summer reading program 1

3.34 Children registered for the library's summer reading program 280

3.35 Young adults registered for the library's summer reading program 29

3.36 Adults registered for the library's summer reading program 26

3.37 **Total number registered for the library's summer reading program (total 3.34 + 3.35 + 3.36)** 335

3.38 Children's program sessions - Summer 2022 67

3.39 2022	Young adult program sessions - Summer	14
3.40	Adult program sessions - Summer 2022	0
3.41 (total 3.38 + 3.39 + 3.40)	Total program sessions - Summer 2022	81
3.42 2022	Children's program attendance - Summer	3,403
3.43 Summer 2022	Young adult program attendance -	122
3.44 2022	Adult program attendance - Summer	0
3.45 2022 (total 3.42 + 3.43 + 3.44)	Total program attendance - Summer	3,525

COLLABORATORS

3.46	Public school district(s) and/or BOCES	1
3.47	Non-public school(s)	0
3.48	Childcare center(s)	0
3.49	Summer camp(s)	0
3.50	Municipality/Municipalities	0
3.51	Literacy provider(s)	0
3.52	Other (describe using the State note)	4

Note: SPCA Paws for Love, Debbie Braun, pawsforlove@yoursPCA.org; Albright Knox Art Truck, info@buffaloakg.org; Therapy Dogs International, Lauren Kotrys, kotrys.lauren.e@gmail.com; Lancaster Youth Bureau, Mindy Muench MMuench@lancasterny.gov;

3.53 3.52)	Total Collaborators (total 3.46 through	5
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Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2022 calendar year.

EARLY LITERACY PROGRAMS

3.54 Did the library offer early literacy programs? (Enter Y for Yes, N for No) Y

3.55 - 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

3.56 - Number of sessions

a. Focus on birth - school entry (kindergarten) 172

b. Focus on parents & caregivers 0

c. Combined audience 0

d. N/A 0

3.57 **Total Sessions** 172

3.58 - Attendance at sessions

a. Focus on birth - school entry (kindergarten) 2,571

b. Focus on parents & caregivers 0

c. Combined audience 0

d.	N/A	0
3.59	Total Attendance	2,571

3.60 - 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; Lancaster Youth Bureau, Mindy Muench, MMuench@lancasterny.gov;

Please report information on ADULT LITERACY for the 2022 calendar year.

ADULT LITERACY

3.61 Did the library offer adult literacy programs? Yes

3.62 Total group program sessions 0

3.63 Total one-on-one program sessions 55

3.64 Total group program attendance 0

3.65 Total one-on-one program attendance 55

3.66 - 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 2022 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.67 Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No) N

3.68 Children's program sessions 0

3.69 Young adult program sessions 0

3.70 Adult program sessions 0

3.71 Total program sessions (total 3.68 + 3.69 + 3.70) 0

3.72 One-on-one program sessions 0

3.73 Children's program attendance 0

3.74 Young adult program attendance 0

3.75 Adult program attendance 0

3.76 Total program attendance (total 3.73 + 3.74 + 3.75) 0

3.77 One-on-one program attendance 0

3.78 - 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 2022 calendar year.

DIGITAL LITERACY

3.79 Did the library offer digital literacy programs? Y

3.80 Total group program sessions 4

3.81 Total one-on-one program sessions 30

3.82 Total group program attendance 19

3.83 Total one-on-one program attendance 30

3.84 Did your library offer teen-led activities during the 2022 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 40,819

4.2 Adult Non-fiction Books 14,556

4.3 **Total Adult Books (Total questions 4.1 & 4.2)** 55,375

Note: System-wide fine free with autorenewals was implemented 4/2022.

4.4 Children's Fiction Books 65,391

4.5 Children's Non-fiction Books 9,201

4.6 Total Children's Books (Total questions 74,592
4.4 & 4.5)

Note: System-wide fine free with autorenewals was implemented 4/2022.

4.7 Total Cataloged Book Circulation (Total 129,967
question 4.3 & 4.6)

Note: System-wide fine free with autorenewals was implemented 4/2022.

CIRCULATION OF OTHER MATERIALS

4.8 Circulation of Adult Other Materials 60,402

4.9 Circulation of Children's Other Materials 9,273

4.10 Circulation of Other Physical Items 69,675
(Total questions 4.8, 4.9)

Note: System-wide fine free with autorenewals was implemented 4/2022.

4.11 Physical Item Circulation (Total 199,642
questions 4.7 & 4.10)

Note: System-wide fine free with autorenewals was implemented 4/2022.

ELECTRONIC USE

4.12 Use of Electronic Material 0

Note: This is being reported at the System level.

4.13 Successful Retrieval of Electronic 0
Information

Note: This is being reported at the System level.

4.14 Electronic Content Use (Total questions 0
4.12 & 4.13)

4.15 Total Circulation of Materials (Total 199,642
questions 4.11 & 4.12)

Note: System-wide fine free with autorenewals was implemented 4/2022.

4.16 **Total Collection Use (Total questions 4.13 & 4.15)** 199,642

Note: System-wide fine free with autorenewals was implemented 4/2022.

4.17 **Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)** 83,865

Note: System-wide fine free with autorenewals was implemented 4/2022.

4.18 As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due? No

Note: System-wide fine free with autorenewals was implemented 4/2022.

REFERENCE TRANSACTIONS

4.19 Total Reference Transactions 7,259

4.19a 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

4.20 Does the library offer virtual reference? Y

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21 TOTAL MATERIALS RECEIVED 0

Note: This is being reported at the System level.

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22 TOTAL MATERIALS PROVIDED 0

Note: This is being reported at the System level.

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2022.

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	26,979
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	Stephen 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 35
to compute FTE for all paid library personnel in
this section.

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	5.89
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	8.18
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1
6.15	Salary - Entry Level Librarian (certified)	\$46,840
6.16	FTE - Library Director (certified)	1

6.17	Salary - Library Director (certified)	\$76,844
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, 2023 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, 2022**. 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 board of trustees and staff. Y
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 55.00

Note: The COVID-19 pandemic restrictions decreased in 2022 and therefore the library was able to return to pre-COVID open hours. No Sundays in summer. Usually 60 hours per week.

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) 55.00

8.10 Annual Total Hours - Main Library 2,899.50

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) 2,899.50

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, 2022 to December 31, 2022.

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

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? No

Note: N/A

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? No

Note: N/A

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 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 0

9. SERVICE OUTLET INFORMATION

Please Note: last year's answers for repeating groups cannot be displayed.

Outlets should be arranged in alphabetical order if possible.

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 will enter the data into the spreadsheet form available in the survey by clicking [a link to an Excel sheet listing prior year outlets is located in section 9](#). Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

- | | | |
|-----|-----------------------------------|---|
| 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 System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	2,900
16.	Number of Weeks This Outlet is Open	52
16a	Number of weeks an outlet closed due to COVID-19	0
16b	Number of weeks an outlet had limited occupancy due to COVID-19	0
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	47
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	39
27.	Number of uses (sessions) of public Internet computers per year	7,459
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	Crown Castle Fiber
32.	WiFi Access	Password required
33.	Wireless Sessions	18,225
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, 2022. 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, 2022 to December 31, 2022) | 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, 2023. 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	Gary
10.10	Last Name	Howell
10.11	Mailing Address	633 Terrace Blvd.
10.12	City	Depew
10.13	Zip Code (5 digits only)	14043
10.14	Phone (enter 10 digits only)	(716) 440-4688
10.15	E-mail Address	ghowl53@protonmail.com
10.16	Term Begins - Month	January
10.17	Term Begins - Year (yyyy)	2018
10.18	Term Expires - Month	December
10.19	Term Expires - Year (yyyy)	2023
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)	01/02/2018
10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/02/2018

10.23 Is this a brand new trustee? N

Please Note: last year's answers for repeating groups cannot be displayed.

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](#). Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to collectconnect@baker-taylor.com.

- | | | |
|-----|----------------------------|------------------------|
| 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 | Vice President |
| 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, Yes
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.

- | | | |
|-----|---|-------------------|
| 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 | 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 | Financial Officer |
| 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 | 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 | Secretary |
| 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 |
-
- | | | |
|-----|----------------------------|------------------------|
| 1. | Status | Filled |
| 2. | First Name of Board Member | Suzanne |
| 3. | Last Name of Board Member | Jacobs |
| 4. | Mailing Address | 6008 Genesee St. |
| 5. | City | Lancaster |
| 6. | Zip Code (5 digits only) | 14086 |
| 7. | E-mail address | smjacobs2001@yahoo.com |
| 8. | Office Held or Trustee | Trustee |
| 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 | 01/21/2022 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/21/2022 |
| 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 | Trustee |
| 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 |

Trustee Education

Please Note: last year's answers for repeating groups cannot be displayed.

Complete one record for each person serving as a trustee as of December 31, 2022. 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 (2022)?	Y
----	---	---

1.	Trustee Name	Kenneth Graber
----	--------------	----------------

2.	Has the trustee participated in trustee education in the last calendar year (2022)?	Y
----	---	---

1.	Trustee Name	Jan Yarborough
----	--------------	----------------

2.	Has the trustee participated in trustee education in the last calendar year (2022)?	Y
----	---	---

1.	Trustee Name	Barbara Tamol
----	--------------	---------------

2.	Has the trustee participated in trustee education in the last calendar year (2022)?	N
----	---	---

1.	Trustee Name	Gary Howell
----	--------------	-------------

2.	Has the trustee participated in trustee education in the last calendar year (2022)?	Y
----	---	---

1.	Trustee Name	Kristyn Wind
----	--------------	--------------

2. Has the trustee participated in trustee education in the last calendar year (2022)? 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. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *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

Please Note: last year's answers for repeating groups cannot be displayed.

- | | | |
|----|---|-----------|
| 1. | Source of Funds | County |
| 2. | Name of funding County, Municipality or School District | Erie |
| 3. | Amount | \$571,872 |
| 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 District | Lancaster |
| 3. | Amount | \$21,335 |
| 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** \$593,207

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3 Local Library Services Aid (LLSA) \$13,365

11.4 Record all Central Library Services Aid monies received from system headquarters \$0

11.5 Additional State Aid received from the System \$0

11.6 Federal Aid received from the System \$0

11.7 Other Cash Grants \$0

11.8 **TOTAL SYSTEM CASH GRANTS** \$13,365
(Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)

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 \$0

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 11.11) \$0

11.13 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** \$0

OTHER RECEIPTS

11.14 Gifts and Endowments \$110,137

Note: This includes a bequest to the library from the Beverly A. Panten Estate for \$103,864.

11.15 Fund Raising \$3,187

11.16 Income from Investments \$706

11.17 Library Charges \$5,501

11.18 Other \$4,356

11.19 **TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18) \$123,887

11.20 **TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19) \$730,459

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 - \$268,328
 Beginning Balance for Fiscal Year Ending 2022
 (Same as Question 12.39 of previous year if fiscal
 year has not changed)

11.26 **GRAND TOTAL RECEIPTS,
 BUDGET LOANS, TRANSFERS AND
 BALANCE** (Add Questions 11.20, 11.21, 11.24
 and 11.25; Same as Question 12.40) \$998,787

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report).
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	\$166,460
12.2	Other Staff	\$148,924
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$315,384
12.4	Employee Benefits Expenditures	\$106,977
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$422,361

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$41,186
12.7	Electronic Materials Expenditures	\$68,422
12.8	Other Materials Expenditures	\$17,107

12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$126,715
------	--	-----------

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 and 12.11)	\$0
-------	---	-----

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$21,335
-------	--------------------------------	----------

12.14	From Other Funds (72OF)	\$20,000
-------	-------------------------	----------

12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$41,335
-------	--	----------

12.16	Other Disbursements for Operation & Maintenance of Buildings	\$26,678
-------	--	----------

12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$68,013
-------	---	----------

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$7,180
-------	-----------------------------	---------

12.19	Telecommunications	\$1,295
-------	--------------------	---------

12.20	Postage and Freight	\$60
-------	---------------------	------

12.21	Professional & Consultant Fees	\$5,810
-------	--------------------------------	---------

12.22	Equipment	\$1,417
-------	-----------	---------

12.23	Other Miscellaneous	\$30,797
-------	---------------------	----------

12.24 **Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)** \$46,559

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)** \$663,648

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	\$4,563
12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$4,563
12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$668,211
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2022	\$330,576
12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$998,787

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). 04/13/2023

Note: Approval pending for the Lancaster Public Library's Board of Trustees meeting on April 13, 2023.

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)	01/01/2010-12/31/2010
12.44	Indicate type of audit (select one):	Private Accounting Firm

CAPITAL FUND

12.45 Does the library have a Capital Fund? N
Enter Y for Yes, N for No. If No, stop here. If Yes,
complete the Capital Fund Report.

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** \$0
(Add Questions 13.1 and 13.2)

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 - \$0
Beginning Balance for Fiscal Year Ending 2022
(Same as Question 14.11 of previous year, if fiscal year has not changed)

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** \$0
AND TRANSFERS (Add Questions 14.7, 14.8
 and 14.9)

14.11 **BALANCE IN CAPITAL FUND -** \$0
 Ending Balance for the Fiscal Year Ending 2022

14.12 **TOTAL CASH DISBURSEMENTS** \$0
AND BALANCE (Add Questions 14.10 and
 14.11; same as Question 13.13)

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	\$13,365
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$123,887
16.8	Total Operating Revenue	\$730,459
16.9	Other Operating Expenditures	\$114,572
16.10	Total Operating Expenditures	\$663,648
16.11	Total Capital Expenditures	\$0

16.12	Print Materials	42,912
16.12a	Total Physical Items in Collection	62,964
16.13	Total Registered Borrowers	18,393
16.14	Other Capital Revenue and Receipts	\$0
16.15	Number of Internet Computers Used by General Public	39
16.16	Total Uses (sessions) of Public Internet Computers Per Year	7,459
16.17	Wireless Sessions	18,225
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	CD1
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 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 thirteenth day of April 2023 at 4:15 p.m.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the Lancaster Public Library, held at the Lancaster Public Library on the thirteenth day of April 2023, 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 _____

Contact Us

5466 Broadway
Lancaster, NY 14086
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

Support Staff & Volunteers

Board of Trustees

Gary Howell
President

Jan Yarborough
Vice President

Kristyn Wind, Secretary

Kenneth Graber, Treasurer

Suzanne M. Jacobs, Trustee

Barbara Tamol, Trustee

Robert Leary, Town Liaison

LANCASTER PUBLIC LIBRARY

2022 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



The Lancaster Public Library is your source for:

Books, DVDs,
eBooks, eAudiobooks,
Magazines, Newspapers,
Audiobooks, Music CDs,
Large Print Collection,
Graphic Novels,
Local History,
Online Databases,
19 Public Computers,
2 Scanners, Photocopier,
Color Printer, WiFi,
Storytimes, Family Activities,
Maker Space Technology,
STEM Programs, Book Clubs,
Computer Classes,
Mahjong Club, Tai Chi,
Yard Games, Craft Kits,
Literacy Kits, Learning Kits,
Memory Kits,
Citizen Science Kits,
a Seed Library
& much more!

All Free!

2022 Statistics

199,642 items loaned
73,192 individual visits
7,459 computer sessions
18,225 free Wi-Fi logins
18,393 registered borrowers
62,977 items available to
borrow
8,542 people attended
programs
7,259 reference questions
answered

Lancaster Public Library
Service Population: 45,106

Special Thanks To:

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



Programming Budget 2023

Date(s)	Program Title	Cost
1/22/2023	Family Yoga (Donna Baia)	\$75.00
1/23/2023	Kidding Around Yoga (Donna Baia)	\$50.00
1/25/2023	ART-Y Time (Kim Strell)	\$205.00
1/30/2023	Sprouts (Melissa Sacco)	\$75.00
1/11/23 - 1/25/23	Tai Chi - 3 classes (Denise Miller)	\$150.00
2/8/2023	Feelings Rock - Kelly Foss	\$100.00
2/13/2023	Kidding Around Yoga (Donna Baia)	\$50.00
2/1/2023 - 2/15/23	Tai Chi - 2 classes (Denise Miller)	\$100.00
2/21/2023	Penn Dixie	\$85.00
2/22/2023	Mr. K's Mobile Dome Planetarium	\$355.00
2/23/2023	Buffalo Museum of Science - Bubbles	\$386.20
2/24/2023	Cris Johnson - Balloons	\$325.00
2/27/2023	Sprouts (Melissa Sacco)	\$75.00
3/8/2023	Cooking Healthy (Liz Bauld)	\$225.00
3/20/2023	Kidding Around Yoga (Donna Baia)	\$50.00
3/27/2023	Sprouts (Melissa Sacco)	\$75.00
3/1/2023 - 3/29/2023	Tai Chi - 5 classes (Denise Miller)	\$250.00
4/3/2023	Kidding Around Yoga (Donna Baia)	\$50.00
4/3/2023	Joy of Trains	\$175.00
4/5/2023	Tom Paul Fox - Drawing	\$125.00
4/6/2023	Botanical Gardens - Terrariums	\$346.00
4/19/2023	Eco-Friendly Gardening (Lyn Chimera)	\$100.00
4/24/2023	Sprouts (Melissa Sacco)	\$75.00
4/27/2023	Feelings Rock - Kelly Foss	\$100.00
4/30/2023	Family Yoga (Donna Baia)	\$75.00
5/3/2023	Tom Paul Fox - Write your own book	\$125.00
5/8/2023	Kidding Around Yoga (Donna Baia)	\$50.00
5/10/2023	ART-Y Time (Kim Strell)	\$205.00
5/22/2023	Sprouts (Melissa Sacco)	\$75.00
4/19/2023 - 5/31/2023	Tai Chi - 7 classes (Denise Miller)	\$350.00
6/8/2023	Feelings Rock - Kelly Foss	\$100.00
6/12/2023	Sprouts (Melissa Sacco)	\$75.00
6/26/2023	Kidding Around Yoga (Donna Baia)	\$50.00
6/29/2023	Glenn Colton - Summer Kick-off Party	\$449.00
7/6/2023	Ben Berry - Circus	\$350.00
7/13/2023	Hawk Creek	\$500.00
7/20/2023	Storybook Cook (Liz Bauld)	\$225.00
7/20/2023	Nickel City Reptiles	\$550.00
7/24/2023	Kidding Around Yoga (Donna Baia)	\$50.00
7/27/2023	Wow Party - Bubbles	\$400.00
8/3/2023	Cris Johnson - Magic Show	\$325.00
8/10/2023	Mike Randall	\$375.00

8/17/2023	Aquarium of Niagara	\$180.00
TOTAL SPENT		\$8,111.20

Funding Source	Notes	Funds Given
Library Board Funds for 2023		\$8,000.00
2023 Program Budget (CEN)	must spend in 2023	\$500.00
TOTAL BUDGET for 2023		\$8,500.00
CURRENT BALANCE		\$388.80

Summer 2023 Programming Request

Summer Raffle Prizes

QTY.	Description	Source	Price Each	Total Price
4	Grand Prizes	Bloomsbury Lane Toy Shoppe	\$150.00	\$600.00

Village Scavenger Hunt

QTY.	Description	Source	Price Each	Total Price
1	Gift Card - Buffalo Zoo	https://visit.buffalozoo.org/#/GiftCard	\$50.00	\$100.00
1	Science Museum - Family Membership	https://13520.blackbaudhosting.com/13520/General	\$90.00	\$90.00
1	Gift card - Explore & More	https://exploreandmore.org/gift-cards/	\$50.00	\$100.00

Bingo Prizes

QTY.	Description	Source	Price Each	Total Price
1	Ladder Toss	https://bit.ly/3LH3OEV	\$49.99	\$49.99
1	Large Domino Set	https://bit.ly/3THPuhw	\$59.99	\$59.99

Reading Log Prizes

QTY.	Description	Source	Price Each	Total Price
4	Mini Rainbow Fidget Slugs Keychains	https://www.orientaltrading.com/rainbow-fidget-slugs	\$42.99	\$171.96
4	Galaxy Fidget Spinners	https://www.orientaltrading.com/galaxy-fidget-spinners	\$16.99	\$67.96
2	Mini Water Ball Yoyo	https://www.orientaltrading.com/bulk-50-pc--mini-water-ball-yoyo	\$19.99	\$39.98
2	Mini Pet Shop Stuffed Animal	https://www.orientaltrading.com/bulk-50-pc--mini-pet-shop-stuffed-animal	\$59.99	\$119.98
8	Squishy Water Beads Unicorn Toys	https://www.orientaltrading.com/squishy-water-beads-unicorn-toys	\$22.99	\$183.92
8	Shark Week Puzzle Cube	https://www.orientaltrading.com/squishy-water-beads-shark-week-puzzle-cube	\$11.99	\$95.92
8	Shark Tooth Necklace	https://www.orientaltrading.com/shark-tooth-necklace	\$7.29	\$58.32
8	Rocket Drawstring Bag	https://www.orientaltrading.com/12-x-15-medium-rocket-drawstring-bag	\$19.99	\$159.92

Summer Kickoff Party

QTY.	Description	Source	Price Each	Total Price
9	Color Your Own Kite Signs	https://www.orientaltrading.com/color-your-own-kite-signs	\$8.99	\$80.91
9	Tropical Visor Craft Kit	https://www.orientaltrading.com/tropical-visor-craft-kit	\$14.99	\$134.91
9	Under the Sea Glitter Mosaic Craft Kit	https://www.orientaltrading.com/under-the-sea-glitter-mosaic-craft-kit	\$14.99	\$134.91

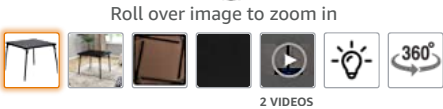
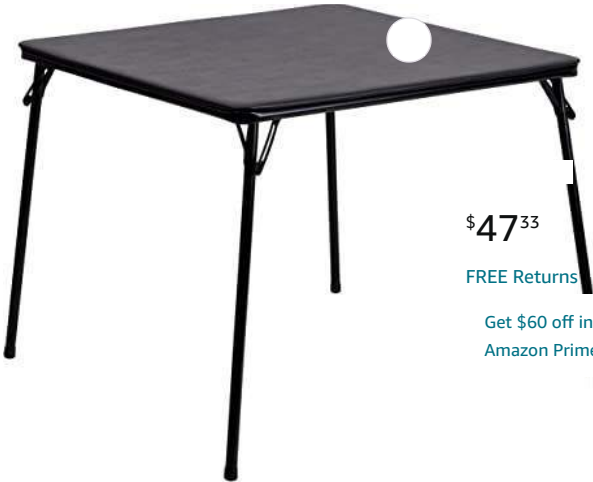
9	Crinkle Tissue Paper Tropical Kit	https://www.orientaltrading.com//crinkle-tissue-pap	\$8.48	\$76.32
		Shipping		\$0.00
		Total		\$2,324.99

Comic Fest Request

QTY.	Description	Source	Price Each	Total Price
2	BB8 Robot	https://www.amazon.com/Sphero-Original-Controll	\$229.86	\$459.72
		Shipping	18.98	\$478.70



◀ Back to results



Flash Furniture Folding Card Table -
Black Foldable Card Table Square -
Portable Table with Collapsible Legs

Flash Furniture Store
10,356 ratings

\$47³³

FREE Returns

Get \$60 off instantly: Pay \$0.00 ~~\$47.33~~ upon approval for the Amazon Prime Store Card. No annual fee.

Over price from other sellers that may not offer ng.

33.5"D x 33.5"W x 27.75"H

Dimensions

Color Black
Shape Square
Brand Flash Furniture
Table design Dining Table

About this item

- Make your life easier and give yourself the gift of extra space with this padded folding table. Hosting gatherings, holiday baking and marathon game nights are more enjoyable when you have ample room. This folding game table stores easily when not in use.No assembly required.Material:Vinyl.Item Dimensions:33.5" L x 33.5" W x 27.8" H
- Multipurpose folding table with padded top accommodates up to 4 people, non-marring floor glides
- Black powder coated legs hold up to 130 lb. distributed weight capacity
- Contemporary style event folding table for hospitality facility, banquet hall, restaurant, dining room
- PRODUCT MEASUREMENTS >>> Overall Size: 33.5"W x 33.5"D x 27.75"H. Fixed Table Top Thickness: 0.1875 Inches

▶ See more product details

Customer ratings by feature

Light weight	4.6
Easy to fold	4.5
Maneuverability	4.5
Sturdiness	4.4

See all reviews

Similar item to consider



EKNITEY C Table End Table - 23.6" L* 13.9" W Small Side Table Industrial Snack Table for Sofa, Couch, Living Room, Bedroom and Small Spaces (1195)

\$43.62

\$47³³

FREE Returns

FREE delivery **Monday, March 27**

Or fastest delivery **Thursday, March 23**. Order within **9 hrs 34 mins**

Select delivery location

In Stock

Qty: 1

Add to Cart

Buy Now

Payment Secure transaction
Ships from Amazon.com
Sold by Amazon.com
Packaging Shows what's inside

Return policy: Eligible for Return, Refund or Replacement within 30 days of receipt

prime 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

Add to List

Add an Accessory:

Flash Furniture Hercules™ Series Plastic Folding Chair - Black - 650LB Weight Capacit...
\$28.83 Add to Cart

Flash Furniture Hercules™ Series Plastic Folding Chair - White - 2 Pack 650LB Weight...
\$47.78 Add to Cart

Flash Furniture 2 Pack HERCULES Series Premium Curved Triple Braced & Doubl...
\$102.84 Add to Cart

Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, May 11, 2023
4:15 PM

- 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 13, 2023
- V. Report of the Director

VI. Public Comment

VII. Monthly Financial Report

- A. April Report
- B. Audit Report
- C. CD 46 Matures 5/24/2023
- D. CD 2344 Matures 5/29/2023

VIII. Old Business

- A. Building Maintenance Updates
 - 1. Staff Room

IX. New Business

- A. ACT Meeting, Saturday, May 20
- B. Site Management Plan
- C. Policy Review – Public Relations Policy
- D. Patron Survey for Summer 2023
- E. Outdoor Recycle Bins \$2,471.64
- F. Outdoor Benches \$1,779.73
- G. New book truck and 10 panel displays \$1,084.41
- H. Rugs (2) for children's play area \$1,074.06

X. Adjournment

Next Meeting, June 8, 2023, at 4:15 PM

Lancaster Public Library
Board of Trustees
Meeting Minutes
April 13,2023

- I. Roll Call - G. Howell, K. Graber, B. Tamol, K. Stock (Library Director), D. Stempniak (Friends of the Library liaison).
- II. Meeting called to Order at 4:13 p.m.
- III. The meeting agenda was approved. MSP - Tamol, Graber. Vote - unanimous
- IV. The March meeting minutes were reviewed and approved. MSP - Graber, Tamol. Vote - unanimous
- V. Kira informed the Board that programming is being well attended. The Seed Library has started and 66 packets of seeds have been taken out already. The Sustainable Library Initiative has almost completed Section A and is starting Section B (outdoor spaces).
- VI. Donna informed the Board that the Book Sale details have been finalized. The Monica Wallace Grant paperwork is near completion. The 1st Chicken BBQ is scheduled for May 21,2023.
- VII. Monthly Financial Reports
 - A. The March financial report was reviewed and approved. MSP -Howell, Tamol. Vote - unanimous.
 - B. Audit Report for February and March was conducted by B. Tamol. Motion to accept MSP - Graber, Howell. Vote - unanimous
 - C. K. Stock provided the Board with Craft expenditures YTD.
 - D. K. Stock provided expenditures from the Elks Grant for the period of 09/22 - 08/23.
- VIII. Old Business -
 - A. Building Maintenance Update - Waiting on bid for staff room from the Town.
 - B. Approval of \$3.00 increase for plant stand. MSP - Howell, Graber. Vote - unanimous
- IX. New Business -
 - A. NYS 2022 Report reviewed and approved.MSP - Graber, Howell. Vote - unanimous
 - B. The Annual Report to the Community was reviewed and approved. MSP - Tamol,Howell. Vote - unanimous
 - C. An additional \$6000 was approved for the Programming Budget. MSP - Howell, Graber. Vote - unanimous
 - D. Expenditure of \$2,324.99 for summer programming was approved. MSP - Tamol, Graber. Vote - unanimous
 - E. Expenditure of \$478.70 for the Comic Festival was approved. MSP - Howell, Graber. Vote - unanimous
 - F. The purchase of two card tables for \$94.66 was approved. MSP - Howell, Tamol. Vote - unanimous
- X. The meeting was adjourned at 4:49 p.m. MSP - Howell, Graber. Vote - unanimous.

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

OUTREACH

Bloomsbury Toy Shoppe – On Monday, April 3rd, Youth Services Librarian Meagan Carr and Senior Page Paula Nelson visited this toy store and helped **16** children make a train craft in anticipation of the train show at the library later that day.

PARTNERSHIPS

Family Literacy – Certified Literacy Specialist and Lancaster Educator Beth Farrar taught two back-to-back Family Literacy Workshops for **30 & 16** attendees respectively on Thursday, April 27th.

Friends of the Lancaster Library & the Lancaster Women's Civic Club - These two organizations ran a large book sale for the library on April 15th and April 16th. This fundraiser will help to fund Sunday hours.

Lancaster Historical Society – This organization is using our front display case to highlight their collection. Their April display focused on "The Kid," a newspaper published by Charles English from 1903-1905 for Lancaster children.

Lancaster Youth Bureau – Volunteers from the Youth Bureau held a hands-on Easter craft program on Wednesday, April 5th for **9** children.

PROGRAMMING

Computer Coach – Library Assistant John Benzee held **3** one-on-one technology appointments, assisting patrons with how to use an Android phone, basic computer use, and how to use a iPhone.

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

- **Craft & Carry** - **75** children picked up a spring-themed craft kit.
- **STEM Kits: Peep Slime** – **54** children picked up this kit.
- **Take & Make** – These weekly kits had book themes and **180** were picked up.

Earth Day Craft & Plant – Meagan led this program on Saturday, April 22nd along with assistance from Library Director Kara Stock and two members of the Friends of the Library. **18** children made earth day crafts and then planted seedlings for our new pollinator garden.



Eco-Friendly Gardening – On Wednesday, March 19th, Master Gardener Lyn Chimera taught **38** adults how to garden without harming the environment. She covered lawn care, perennial gardening, soil, and composting.

Family Yoga – **10** school-aged children, each accompanied by an adult, enjoyed music, yoga poses, mindful activities, and a guided relaxation time with certified instructor Donna Baia on Sunday, April 30th.

Feelings Rock – **17** preschool age children attended this program on Thursday, April 27th. They enjoyed a fun music and movement class that encourages families to move, learn, and grow together.

Kidding Around Yoga – **9** 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 3rd.

LEGO® Club – Meagan held **2** LEGO® Clubs for a total of **27** children on Saturday, April 8th. The theme was “your name” and the creations are on display in the library.



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

Secret Places of WNY – On Wednesday, April 26th, local authors Jennifer Hillman and William McKeever presented secret and scenic family-friendly hikes within a day's drive of Buffalo and Niagara Falls to **30** adults.

Seed Library – **178** vegetable, flower, and herb packets were picked up in April.



Spring Break at the Library – We had a busy week at the library during this school break and offered the following free activities:

- **Joy of Trains** – **75** people of all ages visited Dean Hunneshagen's hands-on train displays on Monday, April 3rd.
- **Family Storytime with local author Carmen Dangelo** – **56** attendees over two sessions were treated to a book reading of *Shape the World* Tuesday April 4th.
- **Library on Wheels** – Patrons were able to visit the bookmobile during a special visit to our library on Tuesday April 4th.
- **Manga Drawing** – Illustrator Tom Paul Fox held a Manga art workshop on Wednesday, April 5th for **23** tweens. He'll be back this summer due to the popularity of this program.
- **Botanical Gardens** – **26** kids learned how to make their own terrarium on Thursday April 6th.



Sprouts - Melissa Sacco helped **13** preschool age children learn and grow through music on Monday, April 24th.

Storytimes - Meagan conducted a total of **8** sessions this month: **19** children attended Lapsit, **49** children attended Toddler Time, and **23** children attended Preschool Time.

T'ai Chi Chih – Accredited teacher Denise Miller taught **2** classes in April with an average attendance of **16**.

Young Adult Book Club – Part-time Librarian Michael Green held a book club for 4 attendees on Thursday, April 13th. They discussed *Cinder* by Marissa Meyer.

MEETINGS

April 12th – Kara attended the Manager-Director meeting via Zoom.

April 20th - Kara, Meagan, John, and Caretaker Josh Strell met to discuss “Section B: Outdoor Spaces” from the Sustainable Libraries Certification Program. One of the assignments is to create a pollinator garden and our Earth Day program will meet that expectation. We also verified that we do not have any invasive plants, and do use any herbicides or pesticides. We’ll be taking a closer look at light pollution and storm drains.

April 27th – Kara and Meagan met to finalize the summer programming schedule.

Bee Editorial

Lancaster Public Library: A place for everyone

With National Library Week falling at the end of April, let's look ahead of time at all that your local library has to offer; furthermore, let's identify why the vibrancy, funding, and maintenance of any local library is a direct reflection of a cohesive, healthy community. If one proposed that the town or village hall is the mind of a local government, you could say that the library is its beating heart.

At its core, according to Lancaster Public Library director Kara Stock, libraries are a place for everyone to learn, and they always will be. "Libraries are one of the only institutions that provide equal access to information. All ages are encouraged to take advantage of its resources and services." Stock says that the equity in service which a library provides "creates a common bond" within the community.

While libraries are "a place for everyone" to participate in literacy education, Stock says being a library means a lot more than just checking out books to members these days. "A few decades ago, the only programs offered

were typically story times and book clubs. Currently, our community can attend a wide range of free programs, from technology training workshops, T'ai Chi Chih, painting classes, STEM activities, comic book club, Lego club, in addition to story times for various age groups."

Focusing on the core objective of all libraries, both in the past and present, promoting reading is always front and center. "Reading helps us understand the world by exposing us to other voices and perspectives, and increases our vocabulary, grammar and communication," said Stock. "It builds focus, improves writing skills, self-confidence, and imagination." She added that if your child is too young for reading on their own, having caregivers reading to their child only 15 minutes each day promotes a few benefits, like language development and learning phonics. Stock added that the experience also "helps to develop a bond between parent and child."

On how to get kids to be more interested in literature, Lancaster's youth services librarian, Megan Carr, says a "child that does not read,

simply hasn't found the right book." She added, "That's why it's so important for them to visit the library to nurture a love of reading." Carr says the key is letting children find a book on their own: "This gives them a sense of ownership; kids remember that experience and want to feel that each time they visit the library."

Lancaster's library, which receives visitors from the Lancaster-Depew communities, has been identified as a critical piece to the Buffalo & Erie County Library system, attracting \$15,000 in New York state funding in the fall of 2022 to remain open on Sundays. This funding was secured by Assemblymember Monica Wallace and delivered to The Friends of the Lancaster Library, a 501(c)(3) organization dedicated to fundraising for library causes. "It has really become a hub - more than it was even before - for community activity. It is an incredible community resource," said Wallace.

National Library Week is held from Sunday, April 23, to Saturday, April 29. To see what programs and events the library is hosting, see our library news section on page 14.

Spindle Items



James Sinner

• **UNSUNG HEROES** - Colleen Mulvaney Killian and Adrienne Kusmierczyk are two of the 10 people who will be honored on Tuesday, May 2,

which Poland celebrates the people of Polish ancestry who live outside Poland. Some of the honorees are not of Polish ancestry themselves but have been great volunteers and supporters of the Polish community.

The ceremony will be at Kloc's Grove, 1245 Seneca Creek Road. Cocktail hour is at 6 p.m., with dinner to follow at 7 p.m. Tickets are \$10.

For more information, email generalpulaskiparade@gmail.com or call 716-218-0550.

• **SCAM ALERT** - Yet another scam is circulating, according to a social media post from the Erie County Sheriff's Office. The scammer allegedly poses as someone from the sheriff's office, accuses the

• **SCHOLARSHIP** - The Polish Arts Club of Buffalo Scholarship Foundation is accepting applications for a \$1,500 scholarship. Applicants must be legal residents of New York state living in the Western New York area and be of Polish ancestry. They must also be a student at the junior level or higher majoring in

LANCASTER PUBLIC LIBRARY

2023 STATISTICS

CIRCULATION			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	19,104	8,583	122.6%
FEB	19,227	9,681	98.6%
MAR	21,501	11,175	92.4%
APR	20,469	15,609	31.1%
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	80,301	45,048	78.3%

LIBRARY VISITS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	6,008	4,512	33.2%
FEB	7,096	5,318	33.4%
MAR	7,252	6,449	12.5%
APR	7,829	6,472	21.0%
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	28,185	22,751	23.9%

PUBLIC ACCESS COMPUTER SESSIONS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	646	584	10.6%
FEB	605	574	5.4%
MAR	628	753	-16.6%
APR	674	613	10.0%
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	2,553	2,524	1.1%

WIFI			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	1,352	1,189	13.7%
FEB	1,342	1,356	-1.0%
MAR	1,525	1,680	-9.2%
APR	1,489	1,469	1.4%
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	5,708	5,694	0.2%

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: 28

Days Closed: 2

**Lancaster Public Library
2023 Statistics and Proceeds**

	Tours		New Library Cards		Ref Q	Headphone	Copier	Vending	Book Sale	Donations
	No.	ATT	Child	Adult	No.	Proceeds	Proceeds	Proceeds	Proceeds	to Library
JAN	0	0	27	32	757	\$15.00	\$48.25	\$0.00	\$146.00	\$9,345.39
FEB	1	12	22	38	773	\$3.00	\$85.60	\$24.00	\$243.00	\$48.84
MAR	0	0	27	46	728	\$9.00	\$79.55	\$0.00	\$153.00	\$0.00
APR	0	0	22	38	694	\$15.00	\$84.82	\$0.00	\$223.00	\$0.00
MAY										
JUN										
JUL										
AUG										
SEP										
OCT										
NOV										
DEC										
TOTAL	1	12	98	154	2,952	\$42.00	\$298.22	\$24.00	\$765.00	\$9,394.23

Total Proceeds \$10,523.45

	Facebook	Instagram
	Followers	Followers
JAN	2,801	439
FEB	2,822	467
MAR	2,870	531
APR	2,913	565
MAY		
JUN		
JUL		
AUG		
SEP		
OCT		
NOV		
DEC		

Programming Statistics April 2023


Date	Title	# of programs	Attendance	Target Audience
4/3/2023	Kidding Around Yoga	1	18	Children 5 and under
4/3/2023	Bloomsbury Toy Outreach	1	16	Children 6-11
4/3/2023	Joy of Trains	1	75	Children 6-11
4/4/2023	Storytime	1	32	Children 5 and under
4/4/2023	Storytime	1	25	Children 5 and under
4/4/2023	Book Club	1	10	Adults
4/5/2023	Anime/Manga Drawing	1	23	Teens
4/5/2023	Mahjong Club	1	6	Adults
4/5/2023	Youth Bureau Crafts	1	15	Children 6-11
4/6/2023	Terrariums	1	38	Children 6-11
4/8/2023	LEGO Club	1	35	Children 6-11
4/8/2023	LEGO Club	1	12	Children 6-11
4/11/2023	Book Club	1	8	Adults
4/12/2023	Mahjong Club	1	10	Adults
4/13/2023	YA Book Club	1	4	Teens
4/18/2023	Storytime	1	21	Children 5 and under
4/18/2023	Storytime	1	22	Children 5 and under
4/19/2023	Mahjong Club	1	11	Adults
4/19/2023	T'ai Chi Chih	1	16	Adults
4/19/2023	Eco-Friendly Gardening	1	38	Adults
4/21/2023	Storytime	1	21	Children 5 and under
4/21/2023	Storytime	1	22	Children 5 and under
4/22/2023	Earth Day Craft & Plant	1	26	Children 6-11
4/24/2023	Sprouts	1	26	Children 5 and under
4/25/2023	Storytime	1	22	Children 5 and under
4/25/2023	Storytime	1	27	Children 5 and under
4/26/2023	Mahjong Club	1	5	Adults
4/26/2023	T'ai Chi Chih	1	16	Adults
4/26/2023	Author Talk: Secret Hikes	1	30	Adults
4/27/2023	Family Literacy	1	30	Intergenerational/Combined
4/27/2023	Feelings Rock	1	29	Children 5 and under
4/27/2023	Family Literacy	1	16	Intergenerational/Combined
4/28/2023	Storytime	1	15	Children 5 and under
4/28/2023	Storytime	1	20	Children 5 and under
4/30/2023	Family Yoga	1	20	Intergenerational/Combined
4/30/2023	Take & Make Craft	180	180	Intergenerational/Combined
4/30/2023	Craft & Carry	75	75	Intergenerational/Combined
4/30/2023	STEM Kits	54	54	Intergenerational/Combined
4/30/2023	Library Card Kits	7	7	Intergenerational/Combined
4/30/2023	Seed Library	178	178	Intergenerational/Combined
4/30/2023	Book a Tech Trainer	5	5	Adults
4/30/2023	Tutoring	20	20	Children 6-11
4/30/2023	Tutoring	11	11	Teens
4/30/2023	Tutoring	10	10	Adults

2023 Sunday Circulation


Date		Visits	Circulation
1/8		73	166
1/15		108	175
1/22		148	282
1/29		116	251
2/5		151	300
2/12		129	187
2/19		126	270
2/26		184	357
3/5		150	268
3/12		165	387
3/19		124	202
3/26		139	326
4/2		149	251
4/9	Easter		
4/16	Book Sale	293	157
4/23		160	286
4/30		142	176
5/7			
5/14			
5/21	BBQ		
		2,357	4,041

Circulation

Total Circulations


 Library	April			Year to Date Totals			Footnotes
	2023 Total	2022 Total	% of	2023 Total	2022 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	1,921	1,725	11.4%	7,172	5,284	35.7%	Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff. System-wide - Hoopla streaming services and Overdrive Magazines implemented 6/1/2022. Clarence - Increase due to closure last year 4/23/2022-5/14/2022 for renovations and carpet installation. 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. Grand Island - Closed 4/21/2023 - Staffing.
Amherst							
Audubon	35,167	29,748	18.2%	62,223	80,853	-23.0%	
Clearfield	30,756	24,946	23.3%	153,271	71,074	115.6%	
Eggertsville-Snyder	13,431	11,800	13.8%	58,498	33,528	74.5%	
Williamsville	4,131	3,737	10.5%	18,566	9,967	86.3%	
Angola	2,896	2,573	12.6%	11,592	7,388	56.9%	
Aurora	12,902	11,004	17.2%	54,370	31,972	70.1%	
Boston	2,868	2,545	12.7%	11,598	7,836	48.0%	
Cheektowaga							
Julia Boyer Reinstein	23,826	21,322	11.7%	94,299	60,655	55.5%	
Reinstein Memorial	8,931	7,507	19.0%	33,725	19,867	69.8%	
Clarence	20,105	13,136	53.1%	81,689	46,650	75.1%	
Collins	4,939	3,684	34.1%	20,831	10,530	97.8%	
Concord	4,884	4,175	17.0%	20,308	12,554	61.8%	
Eden	3,653	3,599	1.5%	14,353	10,392	38.1%	
Elma	8,985	7,272	23.6%	37,330	21,254	75.6%	
Grand Island Memorial	10,624	8,994	18.1%	42,163	26,212	60.9%	
Hamburg							
Hamburg	18,589	15,492	20.0%	73,840	45,824	61.1%	
Lake Shore	6,459	5,521	17.0%	24,963	15,806	57.9%	
Lackawanna	3,797	3,154	20.4%	16,338	9,227	77.1%	
Lancaster	20,469	15,609	31.1%	80,301	45,048	78.3%	
Marilla	3,276	2,805	16.8%	13,549	8,613	57.3%	
Newstead	4,661	4,499	3.6%	18,521	12,745	45.3%	
North Collins	2,230	1,588	40.4%	7,783	4,331	79.7%	
Orchard Park	23,687	20,108	17.8%	94,660	58,903	60.7%	
City of Tonawanda	8,721	8,556	1.9%	37,209	23,192	60.4%	
Town of Tonawanda							
Kenilworth	5,462	4,759	14.8%	22,722	13,777	64.9%	Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff. System-wide - Hoopla streaming services and Overdrive Magazines implemented 6/1/2022. Clarence - Increase due to closure last year 4/23/2022-5/14/2022 for renovations and carpet installation. 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. Grand Island - Closed 4/21/2023 - Staffing.
Kenmore	25,656	21,936	17.0%	105,066	63,564	65.3%	
West Seneca	20,132	17,104	17.7%	77,098	47,773	61.4%	
Buffalo							
Coles	2,562	1,777	44.2%	9,437	5,089	85.4%	
Crane	16	7,783	-99.8%	16	18,426	-99.9%	
Dudley	4,354	4,161	4.6%	18,008	10,975	64.1%	
East Clinton	3,084	2,170	42.1%	10,346	5,965	73.4%	
González-Soto	0	3,343	-100.0%	0	9,191	-100.0%	
Merriweather	4,769	2,922	63.2%	18,486	8,509	117.3%	
North Park	12,087	7,168	68.6%	47,271	20,271	133.2%	
Panty	2,251	1,663	35.4%	8,957	3,473	157.9%	
Central	28,875	25,385	13.7%	119,173	66,896	78.1%	
BookmobileServices							
Library on Wheels	3,025	2,177	39.0%	16,413	5,710	187.4%	
Library2Go	1,904	311	512.2%	7,798	634	1130.0%	
Institutions							
Correctional Facility	4,332	0	See note.	19,450	0	See note.	
Holding Center	10,098	0	See note.	39,385	0	See note.	
System							
Online Renewals	670	20,453	-96.7%	2,652	247,262	-98.9%	
Interlibrary Loans	1,247	1,214	2.7%	5,135	4,621	11.1%	
eAudiobooks	57,039	43,135	32.2%	223,203	172,487	29.4%	
eVideos	690	43	1504.7%	2,705	287	842.5%	
eBooks	82,137	72,286	13.6%	338,324	303,249	11.6%	
eMusic	203	0	See note.	871	0	See note.	
eMagazines	7,291	0	See note.	28322	0	See note.	
B&ECPL Totals	559,792	474,889	17.9%	2,209,990	1,687,864	30.9%	
Member Libraries	333,158	278,898	19.5%	1,294,038	804,819	60.8%	
Buffalo Branches	29,123	30,987	-6.0%	112,521	81,899	37.4%	
Central Library	28,875	25,385	13.7%	119,173	66,896	78.1%	
Bookmobile Services	4,929	2,488	98.1%	24,211	6,344	281.6%	
Institutions	14,430	0	See note.	58,835	0	See note.	
System	149,277	137,131	8.9%	601,212	727,906	-17.4%	

Library Visits

	April			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	721	779	-7.4%	2,933	3,134	-6.4%	<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>Clarence - Increase due to closure last year 4/23/2022-5/14/2022 for renovations and carpet installation.</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>Grand Island - High visitor count - Easter event 4/7/2023 in conjunction with the Grand Island Recreation Department.</p> <p>Grand Island - Closed 4/21/2023 - Staffing.</p>
<i>Amherst</i>							
Audubon	10,205	8,920	14.4%	19,305	32,360	-40.3%	
Clearfield	9,565	8,869	7.8%	47,000	32,773	43.4%	
Eggertsville-Snyder	4,190	4,005	4.6%	18,331	15,991	14.6%	
Williamsville	1,490	1,514	-1.6%	6,605	5,730	15.3%	
Angola	2,548	2,756	-7.5%	9,457	14,073	-32.8%	
Aurora	4,806	5,110	-5.9%	19,603	17,956	9.2%	
Boston	1,087	1,057	2.8%	4,175	3,912	6.7%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	8,070	7,796	3.5%	31,828	29,361	8.4%	
Reinstein Memorial	3,713	2,968	25.1%	14,518	10,818	34.2%	
Clarence	6,496	4,010	62.0%	24,483	19,802	23.6%	
Collins	1,317	1,104	19.3%	5,349	4,363	22.6%	
Concord	2,346	2,538	-7.6%	10,026	9,305	7.7%	
Eden	1,567	1,402	11.8%	4,938	5,058	-2.4%	
Elma	3,139	2,944	6.6%	12,632	11,185	12.9%	
Grand Island Memorial	5,613	4,465	25.7%	15,141	13,771	9.9%	
<i>Hamburg</i>							
Hamburg	7,058	6,175	14.3%	29,485	23,660	24.6%	
Lake Shore	3,292	2,867	14.8%	12,267	11,136	10.2%	
Lackawanna	2,395	2,252	6.3%	10,445	11,909	-12.3%	
Lancaster	7,829	6,472	21.0%	28,185	22,751	23.9%	
Marilla	888	786	13.0%	3,813	3,346	14.0%	
Newstead	2,599	2,379	9.2%	9,867	8,539	15.6%	
North Collins	1,053	1,008	4.5%	4,213	3,554	18.5%	
Orchard Park	10,044	9,197	9.2%	40,042	36,424	9.9%	
City of Tonawanda	3,738	3,674	1.7%	15,333	12,866	19.2%	
<i>Town of Tonawanda</i>							
Kenilworth	3,206	2,419	32.5%	11,107	9,956	11.6%	
Kenmore	8,257	7,901	4.5%	33,240	29,920	11.1%	
West Seneca	7,463	7,644	-2.4%	32,047	29,519	8.6%	
<i>Buffalo</i>							
Coles	2,967	2,767	7.2%	11,891	9,727	22.2%	
Crane	0	3,020	-100.0%	0	10,332	-100.0%	
Dudley	2,247	2,512	-10.5%	9,815	10,166	-3.5%	
East Clinton	1,233	1,247	-1.1%	4,289	4,390	-2.3%	
González-Soto	0	3,139	-100.0%	0	10,571	-100.0%	
Merriweather	7,137	4,729	50.9%	26,716	18,122	47.4%	
North Park	5,215	4,144	25.8%	20,454	16,068	27.3%	
Panty	2,421	1,817	33.2%	8,786	4,342	102.3%	
<i>Central</i>	17,796	15,119	17.7%	83,330	58,256	43.0%	
<i>Bookmobile Services</i>							
Library on Wheels	786	1,716	-54.2%	5,266	3,973	32.5%	
Library2Go	172	151	13.9%	697	295	136.3%	
<i>Institutions</i>							
Correctional Facility	1,136	669	69.8%	4,151	2,437	70.3%	
Holding Center	500	304	64.5%	2,468	1,203	105.2%	
System	166,305	154,345	7.7%	654,231	583,054	12.2%	
Member Libraries	124,695	113,011	10.3%	476,368	433,172	10.0%	
Buffalo Branches	21,220	23,375	-9.2%	81,951	83,718	-2.1%	
Central Library	17,796	15,119	17.7%	83,330	58,256	43.0%	
Bookmobile	958	1,867	-48.7%	5,963	4,268	39.7%	
Institutions	1,636	973	68.1%	6,619	3,640	81.8%	


Registered Public Access Computer Sessions

Session Counts Per Outlet

	April			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	72	55	30.9%	238	246	-3.3%	<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>Clarence - Increase due to closure last year 4/23/2022-5/14/2022 for renovations and carpet installation.</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>Grand Island - Closed 4/21/2023 - Staffing.</p>
<i>Amherst</i>							
Audubon	894	1,060	-15.7%	1,629	3,714	-56.1%	
Clearfield	688	712	-3.4%	3,760	2,634	42.7%	
Egbertsville-Snyder	434	431	0.7%	1,907	1,598	19.3%	
Williamsville	114	142	-19.7%	443	475	-6.7%	
Angola	159	172	-7.6%	652	743	-12.2%	
Aurora	363	296	22.6%	1,511	1,174	28.7%	
Boston	52	71	-26.8%	218	274	-20.4%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,365	1,384	-1.4%	5,341	5,097	4.8%	
Reinstein Memorial	828	663	24.9%	3,055	2,340	30.6%	
Clarence	457	298	53.4%	1,758	1,621	8.5%	
Collins	98	91	7.7%	490	355	38.0%	
Concord	155	172	-9.9%	684	755	-9.4%	
Eden	106	106	0.0%	399	389	2.6%	
Elma	177	191	-7.3%	750	731	2.6%	
Grand Island Memorial	191	278	-31.3%	825	970	-14.9%	
<i>Hamburg</i>							
Hamburg	855	883	-3.2%	3,363	3,342	0.6%	
Lake Shore	241	238	1.3%	925	830	11.4%	
Lackawanna	438	396	10.6%	1,891	1,529	23.7%	
Lancaster	674	613	10.0%	2,553	2,524	1.1%	
Marilla	26	41	-36.6%	153	134	14.2%	
Newstead	182	147	23.8%	662	556	19.1%	
North Collins	92	111	-17.1%	373	371	0.5%	
Orchard Park	709	591	20.0%	2,798	2,217	26.2%	
City of Tonawanda	568	604	-6.0%	2,407	1,972	22.1%	
<i>Town of Tonawanda</i>							
Kenilworth	321	364	-11.8%	1,380	1,468	-6.0%	
Kenmore	1,247	1,337	-6.7%	5,170	5,397	-4.2%	
West Seneca	954	1,041	-8.4%	3,885	3,783	2.7%	
<i>Buffalo</i>							
Coles	1,085	888	22.2%	3,818	3,176	20.2%	
Crane	0	489	-100.0%	0	1,532	-100.0%	
Dudley	453	593	-23.6%	1,851	2,219	-16.6%	
East Clinton	268	335	-20.0%	977	1,060	-7.8%	
González-Soto	0	598	-100.0%	0	2,250	-100.0%	
Merriweather	1,389	1,408	-1.3%	5,667	5,223	8.5%	
North Park	1,069	919	16.3%	4,528	3,248	39.4%	
Panty	443	334	32.6%	1,718	873	96.8%	
Central	6,883	5,764	19.4%	28,453	19,953	42.6%	
<i>Bookmobile Services</i>							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
System	24,050	23,816	1.0%	96,232	86,773	10.9%	
Member Libraries	12,460	12,488	-0.2%	49,220	47,239	4.2%	
Buffalo Branches	4,707	5,564	-15.4%	18,559	19,581	-5.2%	
Central Library	6,883	5,764	19.4%	28,453	19,953	42.6%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

WiFi

Total Logins

	April			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	374	432	-13.4%	1,463	1,592	-8.1%	<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>Clarence - Increase due to closure last year 4/23/2022-5/14/2022 for renovations and carpet installation.</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>Grand Island - Closed 4/21/2023 - Staffing.</p>
<i>Amherst</i>							
Audubon	3,336	1,949	71.2%	8,139	7,805	4.3%	
Clearfield	2,212	1,876	17.9%	10,175	7,042	44.5%	
Eggertsville-Snyder	811	928	-12.6%	3,644	3,724	-2.1%	
Williamsville	967	1,232	-21.5%	3,510	4,414	-20.5%	
Angola	119	208	-42.8%	441	749	-41.1%	
Aurora	1,618	2,010	-19.5%	6,196	7,312	-15.3%	
Boston	170	159	6.9%	625	575	8.7%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,318	1,376	-4.2%	5,107	4,681	9.1%	
Reinstein Memorial	664	577	15.1%	2,520	2,411	4.5%	
Clarence	1,253	928	35.0%	5,148	4,200	22.6%	
Collins	237	245	-3.3%	1,014	861	17.8%	
Concord	442	502	-12.0%	1,761	1,820	-3.2%	
Eden	176	240	-26.7%	602	879	-31.5%	
Elma	324	305	6.2%	1,267	1,151	10.1%	
Grand Island Memorial	596	579	2.9%	2,247	2,258	-0.5%	
<i>Hamburg</i>							
Hamburg	1,489	1,637	-9.0%	6,088	6,455	-5.7%	
Lake Shore	473	404	17.1%	1,549	1,564	-1.0%	
Lackawanna	411	355	15.8%	1,797	1,535	17.1%	
Lancaster	1,489	1,469	1.4%	5,708	5,694	0.2%	
Marilla	92	91	1.1%	347	348	-0.3%	
Newstead	419	326	28.5%	1,591	1,480	7.5%	
North Collins	332	402	-17.4%	1,451	1,348	7.6%	
Orchard Park	1,757	1,509	16.4%	6,869	5,759	19.3%	
City of Tonawanda	794	572	38.8%	2,795	2,121	31.8%	
<i>Town of Tonawanda</i>							
Kenilworth	395	417	-5.3%	1,653	1,503	10.0%	
Kenmore	1,919	1,988	-3.5%	7,463	7,436	0.4%	
West Seneca	1,585	1,743	-9.1%	6,664	6,517	2.3%	
<i>Buffalo</i>							
Coles	914	928	-1.5%	3,547	3,213	10.4%	
Crane	0	390	-100.0%	0	1,540	-100.0%	
Dudley	1,688	1,088	55.1%	6,322	5,487	15.2%	
East Clinton	613	655	-6.4%	2,104	2,322	-9.4%	
González-Soto	291	2,111	-86.2%	1,743	7,652	-77.2%	
Merriweather	1,311	978	34.0%	5,012	3,568	40.5%	
North Park	1,055	1,049	0.6%	4,260	3,541	20.3%	
Panty	1,098	1,164	-5.7%	3,894	3,823	1.9%	
<i>Central</i>	14,580	13,181	10.6%	57,187	49,393	15.8%	
<i>Bookmobile Services</i>							
Library on Wheels	84	84	0.0%	325	190	71.1%	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
System	47,406	46,087	2.9%	182,228	173,963	4.8%	
Member Libraries	25,772	24,459	5.4%	97,834	93,234	4.9%	
Buffalo Branches	6,970	8,363	-16.7%	26,882	31,146	-13.7%	
Central Library	14,580	13,181	10.6%	57,187	49,393	15.8%	
Bookmobile Services	84	84	0.0%	325	190	71.1%	

Lancaster Financial Monthly Report 2023

April

Account	Deposits	Disbursements	Interest	Sub-Total	Balance
M & T Checking					
Beginning Balance					\$3,176.18
Receipts	\$327.74				
Ending Balance	\$327.74	\$0.00		\$327.74	\$3,503.92
Bank on Buffalo					
Beginning Balance					\$155,088.42
Headphones (5 @ \$3)	\$15.00				
Book sale	\$223.00				
Copier	\$84.82				
Amazon: STEM kit supplies and paper bags (Crafts) (Debit)		-\$117.66			
Denise Miller: March Tai Chi Chih classes (#529)		-\$250.00			
Sprouts, NY LLC: 4/24 program (#531)		-\$75.00			
Kelly Floss: 4/27 Feelings Rock program (#532)		-\$100.00			
Donna Baia: 4/30 family yoga program (#533)		-\$75.00			
Tom Paul Fox: 5/3 author program (#534)		-\$125.00			
Amazon: Card tables and bingo prizes (Debit)		-\$171.08			
Amazon: BB8's for comic fest (Debit)		-\$439.34			
Fun Express: Summer reading prizes (Debit)		-\$1,136.32			
Lyn Chimera: 4/19 garden program (#430)		-\$100.00			
Fun Express: Summer reading prizes (Debit)		-\$38.97			
S&S: Comic fest crafts (Crafts) (Debit)		-\$99.10			
Amazon: STEM kit supplies (Crafts) (Debit)		-\$16.99			
Bloomsbury Lane Toy Shoppe: Summer raffle prizes (Debit)		-\$509.93			
Donna Baia: 5/8 kids yoga program (#535)		-\$50.00			
Kimberly Strell: 5/10 Art-Y Time (#536)		-\$205.00			
Ending Balance	\$322.82	-\$3,509.39		-\$3,186.57	\$151,901.85
Bank on Buffalo CDs	Amount	Maturity	Interest Rate	Interest	Total
Bank on Buffalo CD 040	\$21,552.98	12M 6/28/23	0.11%	\$0.00	\$21,552.98
Bank on Buffalo CD 043	\$12,057.48	36M 7/27/23	0.61%	\$18.14	\$12,075.62
Bank on Buffalo CD 046	\$24,654.11	12M 5/24/23	0.11%	\$0.00	\$24,654.11
Bank on Buffalo CD 028	\$11,733.10	36M 10/27/24	0.19%	\$5.50	\$11,738.60
Bank on Buffalo CD 178	\$20,641.48	12M 8/03/23	0.11%	\$0.00	\$20,641.48
Bank on Buffalo CD 1283	\$10,685.82	18M 4/01/24	2.05%	\$0.00	\$10,685.82
Bank on Buffalo CD 2355	\$22,035.32	36M 5/29/23	0.11%	\$0.00	\$22,035.32
Bank on Buffalo CD 7632	\$20,182.99	18M 4/10/24	2.05%	\$102.02	\$20,285.01
Evans CD 6749	\$28,182.88	12M 1/24/24	4.00%	\$273.79	\$28,456.67
CD Balance				\$399.45	\$172,125.61
Total Balance					\$327,531.38

Petty Cash
April 2023

Date	Item	Deposit	Withdrawl	Total
				\$107.74
4/11/2023	John- Tractor Supply Store- seeds for pizza garden kits		-\$20.90	\$86.84
4/14/2023	Josh- Tops- 5 gal. water bottle exchange		-\$6.99	\$79.85
4/21/2023	Meagan- Dollar Tree- Earth Day program supplies		-\$17.50	\$62.35
		\$0.00	-\$45.39	\$62.35



LANCASTER PUBLIC LIBRARY SITE MANAGEMENT PLAN

Landscaping

- Native plants should be implemented on site: <https://bnwaterkeeper.org/nativeplantguide/>
- Mulch is to be used around plantings to prevent weeds and to reduce the need for watering.
- Invasive plants are to be removed regularly: <https://erie.cce.cornell.edu/invasive-species>.
- Herbicides: Limit, if not eliminate, the use of herbicides.
- Pesticides: Limit, if not eliminate, the use of chemical pesticides.
- The Building Caretaker should ensure the site is litter free on a weekly basis.

Stormwater

- The Building Caretaker is responsible for ensuring all stormwater drains are unobstructed.
- A spill kit to cleanup spills from leaking vehicles or liquid material spills is on hand.

Outdoor Lighting

- Outdoor lighting should be limited to what is necessary for safety purposes. Should new lighting be added it should respect local lighting ordinances and be within the context of the Dark Sky Assessment Guide, www.darksky.org, to avoid unnecessary light pollution.

Cleaning Protocols

- The Building Caretaker is advised to use the least toxic yet effective cleaners possible.
- Vacuum cleaners used on site will feature a high efficiency particulate air (HEPA) filter.

Ventilation

- We will work with the Town of Lancaster, the owners of this building, to request an annual inspection and a preventative maintenance schedule for the HVAC system.
- Air filters will meet at least a MERV 13 rating.

- All windows will remain operable.

Managing Excess Moisture

- The Building Caretaker will conduct routine moisture inspections.
- The Town of Lancaster Parks and Recreation Department will be contacted if indoor humidity levels are below 20 percent or above 60 percent.
- Moisture problems will be addressed promptly. Dry wet areas within 24 to 48 hours.

Other

- All aerosols should be replaced with pump dispensers whenever feasible.
- Staff are advised to use low-toxicity and low-emitting paint.
- Staff are advised to use formaldehyde-free materials.

Energy Consumption

- All staff are responsible for turning off lights in office and meeting spaces that are not being used.
- ENERGY STAR, www.energystar.gov, rated equipment should be purchased whenever possible and economically feasible.
- The break room refrigerator should be set between 35°-38°F and the freezer between 0-5°F.
- All workstations, including monitors, should be shut down at the end of the workday.
- Utilize sleep/standby mode for equipment, including computers and copiers after a specified time of non-use (example: 15 minutes).

Water Conservation

- Staff are asked to ensure leaks are detected regularly and fixed immediately.
- Staff are advised to purchase WaterSense labeled products whenever possible and economically feasible. Resource: <https://www.epa.gov/watersense>.

Materials Management

Staff will:

- Provide recycling bins near printers, copy machines, staff work areas, and breakrooms.
- Select two-sided printing whenever feasible.
- Scan rather than copy item whenever feasible.



Lancaster Public Library Public Relations Policy

In recognition of the Lancaster Library's responsibility to maintain continuing communication with present and potential users of the Lancaster Library's services and resources, so as to assure effective and maximum usage by all citizens, the Board of Trustees of the Lancaster Library adopts the following resolution as a matter of policy.

The objectives of the Lancaster Library's public relations program are:

- 1) To promote community awareness of library service.
- 2) To stimulate public interest in and usage of the Lancaster Library.
- 3) To develop public understanding and support of the Lancaster Library and its role in the community.

The following means may be used to accomplish the foregoing objectives:

- 1) An annual plan of specific goals and objectives shall be developed, sufficient funds shall be allocated to carry out the program, and the program shall be evaluated periodically.
- 2) Personal and informational group contacts shall be maintained with government officials, opinion leaders, service clubs, civic associations and other community organizations by library staff and Board members.
- 3) Local media and the Lancaster Library web page of the B&ECPL web site and other social media shall be utilized to keep the public aware of and informed about the Lancaster Library's resources and services.
- 4) Newsletters, brochures, and other promotional materials shall be produced and distributed through effective methods of reaching the public.
- 5) The Lancaster Library may sponsor programs, classes, exhibits, and other library-centered activities and shall cooperate with other groups in organizing these to fulfill the community's needs for educational, cultural, informational, or recreational opportunities.
- 6) The Library Director or a designated qualified staff member shall have the responsibility for coordinating the Lancaster Library's public relations and public information activities.

Adopted: May, 1990

Reaffirmed: November, 1994

Amended: May 17, 2000

Amended: December 16, 2010

Reaffirmed: November 13, 2019



**Lancaster Public Library - Survey
2023**

Please take a moment to complete this quick survey to help us better serve you. This survey will be accessible through Monday, July 31, 2023.

1. What is your age range?*
 - ☐ Under 18
 - ☐ 18-35
 - ☐ 36-50
 - ☐ 51-64
 - ☐ 65+
2. Do you have a Buffalo & Erie County Public Library card?*
 - ☐ Yes
 - ☐ No
3. On average, how often do you visit our library?*
 - ☐ Daily
 - ☐ Weekly
 - ☐ Monthly
 - ☐ Less than once a month
 - ☐ Never
4. What are the most important reasons you visit our library? Choose all that apply.
 - ☐ Books
 - ☐ DVDs
 - ☐ CDs
 - ☐ Audiobooks
 - ☐ Magazines & Newspapers
 - ☐ Computer Use
 - ☐ Printing
 - ☐ Technology Assistance
 - ☐ Research Assistance
 - ☐ Photocopier
 - ☐ WiFi
 - ☐ Programs
 - ☐ A Place to Study

☐ Community Meeting Room
☐ Other (please specify): _____

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

☐ I only access library services online.
☐ I don't need library services.
☐ I don't know what the library offers.
☐ Other (please specify): _____

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

☐ Children's or family programs
☐ Teen programs
☐ Genealogy/family history
☐ Author Visits
☐ Health/fitness
☐ Technology training
☐ Other (please specify): _____

7. How do you find out about the library's programs and services?*

☐ Library staff
☐ Library signage/flyers
☐ Library website
☐ Lancaster-Depew Bee
☐ Library Facebook page
☐ Word of mouth
☐ School
☐ Not applicable
☐ Other (please specify): _____

8. If you have or care for someone with a disability, is there anything we can do to improve your library experience? _____

9. What do you value most about the library? _____

10. How could the library or its services be improved? _____

11. Is there anything else you would like to share?



35 Frost Street, Brattleboro, VT 05301

800.664.5340
sales@recycleaway.com

Customer Information

Buyer: Lancaster Public Library
5466 Broadway St.
Lancaster, NY 14086
(716) 683-1120

Bill To: Lancaster Public Library
5466 Broadway St.
Lancaster, NY 14086

Ship To: Lancaster Public Library
5466 Broadway St.
Lancaster, NY 14086

Quote #0078421

ACCOUNT REP Elizabeth Burns

QUOTE DATE	QUOTE AMOUNT	QUOTE EXPIRES
March 31, 2023	\$2,060.00	May 24, 2023

Shipping and Delivery Notes:

Shipping cost includes lift-gate service and call ahead, it does not include inside delivery or other special services and assumes the use of a 53' delivery truck. Please let us know if you have special delivery requirements.

Lead time for these containers is : **4 - 6 Weeks**

ITEM CODE	QTY	DESCRIPTION	UNIT PRICE	TOTAL
N1-20355P4	2.00	Split Two-Stream Recycling and Waste Barrel with Lift-Off Lid Left Color: Blue Left Opening: Single Stream Left Label: Recycle Right Color: Black Right Opening: Half Round Right Label: Waste *Website Price: \$1146.00 / Your Price: \$1030.00	\$1,030.00	\$2,060.00

<i>Subtotal</i>	\$2,060.00
<i>Tax</i>	\$0.00
<i>Shipping</i>	\$411.64
Total	\$2,471.64

- To approve your quote via **FAX**: Print, Sign and Fax this page to **888.506.0210**
- To approve your quote via **USMail**: Print, Sign and Mail this page to **Recycle Away, 35 Frost Street, Brattleboro, VT 05301**
- To approve your quote via **Email**, fill out download to us at **sales@recycleaway.com**

Signature:

Email:

Company:

PO# (Optional):

Credit Card# (Optional):

Exp. / / Billing Zip Code _____

Please note: there is a 3% credit card processing fee applied to all payments received via credit card. This fee will be added to order total. To avoid these fees we can accept ACH payments or you can mail a check to 35 Frost Street Brattleboro, VT 05301

Damages & Returns

Damages - All shipments are insured against damage in transit. If your shipment shows any sign of visual damage, it should be noted on the freight bill or receiving ticket and signed by the driver. If damage to the shipment is not visible until the carton is opened, please keep all of the packing materials and the original carton. In either case, please notify Recycle Away within five days.

Returns - If your order is damaged in shipment, we will either issue credit for the product and the shipping costs, or ship a replacement product at no cost for the product and shipping. If you need to return the purchase for any other reason please notify us within five days. Please note that special orders are non-refundable. The customer must pay for the return shipping and a re-stocking fee of 25, for returned items. The items must be returned in their original cartons in new condition.

35 Frost Street | Brattleboro, VT 05301 | Tel : 800.664.5340 | Fax: 888.506.0210 | Email: sales@recycleaway.com



1-800-295-5510
uline.com
customer.service@uline.com

**PRICING
REQUEST**

REQUEST # PRB170503

Thank you for your interest in Uline!

PROVIDED TO: LANCASTER PUBLIC LIBRARY
5466 BROADWAY ST
LANCASTER NY 14086-2133

SHIP TO: LANCASTER PUBLIC LIBRARY
5466 BROADWAY ST
LANCASTER NY 14086-2133

CUSTOMER NUMBER			SHIP VIA	REQUEST DATE	
25404932			DROP SHIP	04/26/23	
QUANTITY	U/M	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXT. PRICE
2	EA	H-2888C	RECYCLED PLASTIC BENCH WITH BACK - 6', CEDAR ITEM IS DROP SHIPPED	750.00	1,500.00

SUB-TOTAL 1,500.00	SALES TAX .00	SHIPPING/HANDLING 279.73	TOTAL 1,779.73
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NOTE:
ATTENTION: KARA STOCK
ADDITIONAL SHIPPING TIME IS REQUIRED FOR DROP SHIP ITEMS. PLEASE CONTACT CUSTOMER SERVICE FOR MORE INFORMATION.



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

QUOTATION

Reference: W3111075
Contract/Bid ID: C20601
Today: 4/21/23
Quote Expiration Date: 5/21/23

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

Line	Qty	Product	Product Description	Colors/Finished/Options	Unit Price	Discount	Ext Total
1	1	W12234030	LibraryQuiet Single-side BktrkEnd-Range 44-1/2"x18"x17" Teal		439.99	8%	404.80
2	10	W13790740	End Panel Display Bin 6" x 21" x 3-1/2"		65.99	15%	560.92
Order Subtotal							965.72
Shipping/Processing							118.69
Sales Tax							Exempt
Grand Total							1,084.41

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

BILL TO:

Lancaster Public Library
5466 Broadway St
Lancaster NY 14086-2168

SHIP TO:

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

CONTACT:

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



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

QUOTATION

Reference: W3116123
Contract/Bid ID: C20601
Today: 4/26/23
Quote Expiration Date: 5/26/23

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

Line	Qty	Product	Product Description	Colors/Finished/Options	Unit Price	Discount	Ext Total
1	1	W13834990	Joy Carpets Learning Letter Sounds 10'9" x 7'8" PLEASE NOTE: This item may not be returned unless damaged or defective.		492.99	8%	453.56
2	1	W13808730	Reading Cave 10'9" x 7'8" Rectangle PLEASE NOTE: This item may not be returned unless damaged or defective.		492.99	8%	453.56
Order Subtotal							907.12
Shipping/Processing							166.94
Sales Tax							Exempt
Grand Total							1,074.06

Additional Note: Pricing is based on the NCPA contract #07-85 using Demco contract code C20601.
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BUFFALO NY 14203-1823

Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, June 8, 2023
4:15 PM

- 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 11, 2023
- V. Report of the Director

- VI. Public Comment

- VII. Monthly Financial Report
 - A. May Financial Report
 - B. Audit Report
 - C. Petty Cash
 - D. Town Budget Report
 - E. Credit Card Request
 - F. Disposition of CD 46 and CD 2344 and CD offer from Bank on Buffalo

- VIII. Old Business
 - 1. ACT Meeting Report

- IX. New Business
 - A. Mileage Reimbursements
 - B. Youth Bureau Crafts
 - C. Frosty's Coupon Donation and Giveaway
 - D. Compost Management Equipment
 - E. Garden Materials
 - F. Reusable Vinyl Tablecloths
 - G. Steam Materials

- X. Adjournment

Next Meeting, July 13, 2023, 4:15 PM

Lancaster Public Library
Board of Trustees Minutes
Thursday, May 11, 2023

I. Roll Call- Yarborough, Graber, Stock, Tamol, Howell, Jacobs, Stempniak

II. Called to Order at 4:13pm

III. Approval of and/or changes to the agenda- approved as amended, 1st Tamol, 2nd Jacobs, unanimous

IV. Review and approval of the meeting minutes of April 13, 2023- approved, 1st Yarborough, 2nd Graber, unanimous

V. Report of the Director- Several adult programs are coming up. There was an article in the Lancaster Bee for national library week. On April 3rd we participated in a library outreach opportunity at Bloomsbury Toy Shoppe. On April 13th we hosted an eco friendly gardening program. Two local authors visited. We hosted a teen manga class. The botanical gardens came and did a terrarium activity. We are working on the outdoor space/pollinator garden, light pollution, and storm drains for our sustainable library project.

VI. Public Comment- Stempniak (Friends of the Library)- The Friends made \$2,900 from the book sale. We are hosting a chicken bbq on May 21st.

VII. Monthly Financial Report

A. April Report- approved, 1st Tamol, 2nd Yarborough, unanimous

B. Audit Report- tabled, 1st Howell, 2nd Wind, unanimous

C. CD 46 Matures 5/24/2023- motion to authorize Ken Graber to invest the CD's based on the most practical current rates. 1st Tamol, 2nd Yarborough, unanimous

D. CD 2344 Matures 5/29/2023- motion to authorize Ken Graber to invest the CD's based on the most practical current rates. 1st Tamol, 2nd Yarborough, unanimous

VIII. Old Business

A. Building Maintenance Updates

1. Staff Room- visit from new Town Rec Crew Chief, discussed maintenance concerns. Motion to spend up to \$100 for plants for the staff room, 1st Tamol, 2nd Wind, unanimous.

IX. New Business

A. ACT Meeting, Saturday, May 20- motion to pay for 3 attendees for the amount of \$45 total, 1st Tamol, 2nd Graber, unanimous. Motion to reimburse Jan Yarborough for fee already paid, 1st Tamol, 2nd Graber, unanimous.

B. Site Management Plan- adopted, 1st Yarborough, 2nd Wind, unanimous

C. Policy Review – Public Relations Policy- reaffirmed, 1st Tamol, 2nd Yarborough, unanimous

D. Patron Survey for Summer 2023- planned for July, 1st Graber, 2nd Jacobs, unanimous

E. Outdoor Recycle Bins \$2,471.64- Motion to spend the amount requested, 1st Jacobs, 2nd Wind, unanimous

F. Outdoor Benches \$1,779.73- Motion to spend the requested amount, 1st Yarborough, 2nd Jacobs, unanimous

G. New book truck and 10 panel displays \$1,084.41- Motion to spend the requested amount, 1st Yarborough, 2nd Howell, unanimous

H. Rugs (2) for children's play area \$1,074.06- Motion to spend the requested amount, 1st Wind,
2nd Jacobs, unanimous

I. Citizen Preparedness Training event- Event at the library being hosted by the state on May
27th.

X. Adjournment- 5:24pm, 1st Yarborough, 2nd Tamol.

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

TOURS



Como Park Elementary School – Youth Services Librarian Meagan Carr gave tours of the library on Wednesday, May 24th and Wednesday, May 31st to **40 & 30** third grade Como Park Elementary School students. The students listened to the story of *Goldie Socks and the Three Libearians* by Jackie Mims Hopkins while working on their own library card design. Then they used their new library cards to check out books.

PARTNERSHIPS

Alden Lancaster Art Club – This art club held a month long art show in our library.

Buffalo Music Hall of Fame – Members of this group presented a Business of Music Workshop on Saturday, May 6th. **8** adults learned about copyright, setting up a music business, and managing a band.

Erie County Department of Environment & Planning – Mary McSwan held a DIY Rain Barrel & Composting workshop on Wednesday, May 17th for **24** adults. One lucky attendee won the rain barrel constructed during the program.

Hospice Buffalo – Lynn Riker gave a presentation about Family & Caregiver Support to **2** adults on Thursday, May 4th.

Lancaster Youth Bureau – Volunteers from the Youth Bureau held a hands-on Mother's Day craft program on Wednesday, May 10th for **7** children.

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

New York State Citizen Preparedness Corp and Erie County – **46** adults learned about resources and tools to prepare for a natural disaster. Each participant received a free emergency kit.

Paws for Love – A volunteer from the SPCA Paws for Love organization brought a therapy dog to the library on Saturday, May 27th. 5 children practiced reading out loud to Charley the dog.



PROGRAMMING

Art-y Time – Local art teacher, Kimberly Strell, taught 10 adults how to create a owl-themed painting on Wednesday, May 10th.

Battle of the Books – Part-time Librarian Michael Green held the first meeting for our two teams on Thursday, May 25th. 9 young adults will read the following books this summer: *Amari and the Night Brothers* by B. B. Alston, *Sal and Gabi Break the Universe* by Carlos Hernandez, *Pie in the Sky* by Remi Lai, and *The House with Chicken Legs* by Sophie Anderson.

Comic Fest – Meagan had a variety of comic-related activities on Saturday, May 6th. 43 people of all ages had an opportunity to browse free comic books donated by 3D Comics. Hands-on activities included creating a light saber, a cardboard shield, a mask, and a Batman puppet.



Computer Coach – Library Assistant John Benzee held 3 one-on-one technology appointments, assisting patrons with Excel, an Android phone, and email assistance.

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

- **Craft & Carry** - 56 children picked up a spring-themed craft kit.
- **STEM Kits: Pizza Garden** – 28 children picked up this kit.
- **Take & Make** – These weekly kits had book themes and 192 were picked up.



Kidding Around Yoga – 4 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 8th.

LEGO® Club – Meagan held 2 LEGO® Clubs for a total of 38 children on Saturday, May 20th. The theme was “pirate ships” and the creations are on display in the library.

Mahjong Club - Our Mahjong Club met every Wednesday morning.



Plant Swap - Library Director Kara Stock held this program on Tuesday, May 30th. 17 adults brought seeds or plant cuttings to exchange for free with other gardening enthusiasts.

Seed Library - 70 vegetable, flower, and herb packets were picked up in May.

Storytimes - Meagan conducted a total of 16 sessions this month: 38 children attended Lapsit, 90 children attended Toddler Time, and 37 children attended Preschool Time.

T'ai Chi Chih - Accredited teacher Denise Miller taught 4 classes in May with an average attendance of 14.

Technology Training - On Thursday, May 25th, 7 adults learned how to use their iPad and/or iPhone.

Write Your Book & Get It Published - Author Tom Paul Fox presented on this topic on Wednesday, May 3rd. 27 adults learned about publishers versus self-publishing, editing, formatting, cover design, and artwork.

Young Adult Book Club - Michael held a book club for 5 attendees on Thursday, May 11th. They discussed *The Ruins of Gorlan* by John Flanagan.

MEETINGS

May 3rd - Kara and Building Caretaker Joshua Strell gave a library building tour to Bruce Stutz, Lancaster Parks Crew Chief.

May 4th - Kara and Meagan attended the monthly Sustainable Libraries Initiative meeting via Zoom.

May 10th - Kara attended the Manager-Director meeting at the Central Library.

May 20th - Trustees Gary Howell and Jan Yarborough, along with Kara, attended the annual ACT Meeting at the Central Library.

May 25th - Kara, Meagan, and John met to discuss "Section B: Outdoor Spaces" from the Sustainable Libraries Certification Program. We discussed light pollution measurements for our parking lot, our pollinator garden, tree planting, and composting.

LANCASTER PUBLIC LIBRARY

2023 STATISTICS

CIRCULATION			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	19,104	8,583	122.6%
FEB	19,227	9,681	98.6%
MAR	21,501	11,175	92.4%
APR	20,469	15,609	31.1%
MAY	18,605	17,971	4%
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	98,906	63,019	56.9%

LIBRARY VISITS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	6,008	4,512	33.2%
FEB	7,096	5,318	33.4%
MAR	7,252	6,449	12.5%
APR	7,829	6,472	21.0%
MAY	6,554	5,648	16.0%
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	34,739	28,399	22.3%

PUBLIC ACCESS COMPUTER SESSIONS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	646	584	10.6%
FEB	605	574	5.4%
MAR	628	753	-16.6%
APR	674	613	10.0%
MAY	611	693	-11.8%
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	3,164	3,217	-1.6%

WIFI			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	1,352	1,189	13.7%
FEB	1,342	1,356	-1.0%
MAR	1,525	1,680	-9.2%
APR	1,489	1,469	1.4%
MAY	1,466	1,704	-14.0%
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	7,174	7,398	-3.0%

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
2023 Statistics and Proceeds**

	Tours		New Library Cards		Ref Q	Headphone	Copier	Vending	Book Sale	Donations
	No.	ATT	Child	Adult	No.	Proceeds	Proceeds	Proceeds	Proceeds	to Library
JAN	0	0	27	32	757	\$15.00	\$48.25	\$0.00	\$146.00	\$9,345.39
FEB	1	12	22	38	773	\$3.00	\$85.60	\$24.00	\$243.00	\$48.84
MAR	0	0	27	46	728	\$9.00	\$79.55	\$0.00	\$153.00	\$0.00
APR	0	0	22	38	694	\$15.00	\$84.82	\$0.00	\$223.00	\$0.00
MAY	2	76	38	28	540	\$15.00	\$105.00	\$30.00	\$289.00	\$250.82
JUN										
JUL										
AUG										
SEP										
OCT										
NOV										
DEC										
TOTAL	3	88	136	182	3,492	\$57.00	\$403.22	\$54.00	\$1,054.00	\$9,645.05

Total Proceeds \$11,213.27

	Facebook	Instagram
	Followers	Followers
JAN	2,801	439
FEB	2,822	467
MAR	2,870	531
APR	2,913	565
MAY	2,952	583
JUN		
JUL		
AUG		
SEP		
OCT		
NOV		
DEC		

Program Statistics May 2023

Program Date	Title	# of programs	Attendance	Target Audience
5/2/2023	Storytime	1	20	Children 5 and under
5/2/2023	Storytime	1	27	Children 5 and under
5/2/2023	Book Club	1	8	Adults
5/3/2023	Mahjong Club	1	10	Adults
5/3/2023	T'ai Chi Chih	1	12	Adults
5/3/2023	Write Your Book	1	27	Adults
5/4/2023	Caregiver Support	1	2	Adults
5/5/2023	Storytime	1	20	Children 5 and under
5/5/2023	Storytime	1	21	Children 5 and under
5/6/2023	The Business of Music	1	8	Adults
5/6/2023	Comic Fest	1	43	Intergenerational/Combined
5/8/2023	Kidding Around Yoga	1	8	Children 5 and under
5/9/2023	Storytime	1	18	Children 5 and under
5/9/2023	Storytime	1	20	Children 5 and under
5/9/2023	Book Club	1	8	Adults
5/10/2023	Mahjong Club	1	9	Adults
5/10/2023	T'ai Chi Chih	1	16	Adults
5/10/2023	Youth Bureau Craft	1	7	Children 6-11
5/10/2023	ART-Y Time	1	10	Adults
5/11/2023	Young Adult Book Club	1	5	Teens
5/12/2023	Storytime	1	17	Children 5 and under
5/12/2023	Storytime	1	22	Children 5 and under
5/16/2023	Storytime	1	21	Children 5 and under
5/16/2023	Storytime	1	22	Children 5 and under
5/17/2023	Mahjong Club	1	7	Adults
5/17/2023	DIY Rain Barrels	1	24	Adults
5/19/2023	Storytime	1	16	Children 5 and under
5/19/2023	Storytime	1	20	Children 5 and under
5/20/2023	LEGO Club	1	23	Children 6-11
5/20/2023	LEGO Club	1	26	Children 6-11
5/20/2023	Prom Dress Giveaway	1	5	Teens
5/23/2023	Storytime	1	19	Children 5 and under
5/23/2023	Storytime	1	22	Children 5 and under
5/24/2023	Mahjong Club	1	7	Adults
5/24/2023	Como Park Tour	1	43	Children 6-11
5/24/2023	T'ai Chi Chih	1	11	Adults
5/25/2023	iPad-iPhone Basics	1	7	Adults
5/25/2023	Battle of the Books	1	16	Teens
5/26/2023	Storytime	1	21	Children 5 and under
5/26/2023	Storytime	1	22	Children 5 and under
5/27/2023	Paws for Love	1	5	Children 6-11
5/27/2023	Citizen Preparedness	1	46	Adults
5/30/2023	Plant Swap	1	17	Adults


5/31/2023	T'ai Chi Chih	1	17	Adults
5/31/2023	Take & Make	192	192	Children 5 and under
5/31/2023	Mahjong Club	1	7	Adults
5/31/2023	Como Park Tour	1	33	Children 6-11
5/31/2023	Craft & Carry	56	56	Children 6-11
5/31/2023	STEM Kits	28	28	Intergenerational/Combined
5/31/2023	Library Card Kits	10	10	Intergenerational/Combined
5/31/2023	Seed Library	70	70	Intergenerational/Combined
5/31/2023	Book a Tech Trainer	3	3	Adults
5/31/2023	Tutoring	20	20	Children 6-11
5/31/2023	Tutoring	10	10	Teens
5/31/2023	Tutoring	5	5	Adults

2023 Sunday Circulation


Date		Visits	Circulation
1/8		73	166
1/15		108	175
1/22		148	282
1/29		116	251
2/5		151	300
2/12		129	187
2/19		126	270
2/26		184	357
3/5		150	268
3/12		165	387
3/19		124	202
3/26		139	326
4/2		149	251
4/9	Easter		
4/16	Book Sale	293	157
4/23		160	286
4/30		142	176
5/7		207	286
5/14		56	109
5/21	BBQ	123	154
		2,743	4,590

Circulation

Total Circulations


 Library	May			Year to Date Totals			Footnotes
	2023 Total	2022 Total	% of	2023 Total	2022 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	1,593	1,963	-18.8%	8,765	7,247	20.9%	Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff. System-wide - Hoopla streaming services and Overdrive Magazines implemented 6/1/2022. Clarence - Increase due to closure last year 4/23/2022-5/14/2022 for renovations and carpet installation. Coles - Increase due to closure last year 5/9/2022-7/9/2022 for renovations and flooring project. Re-opened 7/11/2022. 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. North Park - Closed 5/31/2023 - High temperatures and non-functioning air conditioning system.
Amherst							
Audubon	33,940	31,565	7.5%	96,163	112,418	-14.5%	
Clearfield	27,666	28,510	-3.0%	180,937	99,584	81.7%	
Eggertsville-Snyder	13,412	13,212	1.5%	71,910	46,740	53.9%	
Williamsville	4,137	4,197	-1.4%	22,703	14,164	60.3%	
Angola	2,774	2,629	5.5%	14,366	10,017	43.4%	
Aurora	13,425	11,895	12.9%	67,795	43,867	54.5%	
Boston	2,752	2,798	-1.6%	14,350	10,634	34.9%	
Cheektowaga							
Julia Boyer Reinstein	22,669	21,803	4.0%	116,968	82,458	41.9%	
Reinstein Memorial	8,520	7,620	11.8%	42,245	27,487	53.7%	
Clarence	18,652	8,143	129.1%	100,341	54,793	83.1%	
Collins	4,214	3,567	18.1%	25,045	14,097	77.7%	
Concord	4,865	4,639	4.9%	25,173	17,193	46.4%	
Eden	3,817	3,591	6.3%	18,170	13,983	29.9%	
Elma	8,516	7,973	6.8%	45,846	29,227	56.9%	
Grand Island Memorial	10,229	9,732	5.1%	52,392	35,944	45.8%	
Hamburg							
Hamburg	17,882	16,316	9.6%	91,722	62,140	47.6%	
Lake Shore	6,155	5,778	6.5%	31,118	21,584	44.2%	
Lackawanna	3,929	4,063	-3.3%	20,267	13,290	52.5%	Correctional Facility and Holding Center - Correctional Facility numbers reported again starting 9/2022. Staff returned to Holding Center 8/2022.
Lancaster	18,605	17,971	3.5%	98,906	63,019	56.9%	
Marilla	3,412	3,106	9.9%	16,961	11,719	44.7%	
Newstead	4,471	4,657	-4.0%	22,992	17,402	32.1%	
North Collins	2,032	1,384	46.8%	9,815	5,715	71.7%	
Orchard Park	23,260	22,260	4.5%	117,920	81,163	45.3%	
City of Tonawanda	8,875	8,998	-1.4%	46,084	32,190	43.2%	
Town of Tonawanda							
Kenilworth	5,904	5,477	7.8%	28,626	19,254	48.7%	
Kenmore	24,369	23,717	2.7%	129,435	87,281	48.3%	
West Seneca	19,281	18,676	3.2%	96,379	66,449	45.0%	North Park - Closed 5/31/2023 - High temperatures and non-functioning air conditioning system.
Buffalo							
Coles	2,558	543	371.1%	11,995	5,632	113.0%	
Crane	0	7,928	-100.0%	16	26,354	-99.9%	
Dudley	4,536	3,988	13.7%	22,544	14,963	50.7%	
East Clinton	3,121	2,153	45.0%	13,467	8,118	65.9%	
González-Soto	0	3,441	-100.0%	0	12,632	-100.0%	
Merriweather	4,549	3,316	37.2%	23,035	11,825	94.8%	
North Park	12,114	7,500	61.5%	59,385	27,771	113.8%	
Panty	1,944	2,425	-19.8%	10,901	5,898	84.8%	
Central	28,999	27,450	5.6%	148,172	94,346	57.1%	
BookmobileServices							
Library on Wheels	3,615	2,359	53.2%	20,028	8,069	148.2%	
Library2Go	2,201	505	335.8%	9,999	1,139	777.9%	
Institutions							
Correctional Facility	4,859	0	See note.	24,309	0	See note.	
Holding Center	9,468	0	See note.	48,853	0	See note.	
System							
Online Renewals	595	830	-28.3%	3,247	248,092	-98.7%	
Interlibrary Loans	1,301	1,117	16.5%	6,436	5,738	12.2%	
eAudiobooks	58,610	45,628	28.5%	281,813	218,115	29.2%	
eVideos	721	70	930.0%	3,426	357	859.7%	
eBooks	82,871	73,783	12.3%	421,195	377,032	11.7%	
eMusic	226	0	See note.	1,097	0	#DIV/0!	
eMagazines	6,825	0	See note.	35147	0	See note.	
B&ECPL Totals	548,469	479,276	14.4%	2,758,459	2,167,140	27.3%	
Member Libraries	319,356	296,240	7.8%	1,613,394	1,101,059	46.5%	
Buffalo Branches	28,822	31,294	-7.9%	141,343	113,193	24.9%	
Central Library	28,999	27,450	5.6%	148,172	94,346	57.1%	
Bookmobile Services	5,816	2,864	103.1%	30,027	9,208	226.1%	
Institutions	14,327	0	#DIV/0!	73,162	0	#DIV/0!	
System	151,149	121,428	24.5%	752,361	849,334	-11.4%	

Library Visits

	May			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	1,012	862	17.4%	3,945	3,996	-1.3%	<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>Clarence - Increase due to closure last year 4/23/2022-5/14/2022 for renovations and carpet installation.</p> <p>Coles - Increase due to closure last year 5/9/2022-7/9/2022 for renovations and flooring project. Re-opened 7/11/2022.</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>North Park - Closed 5/31/2023 - High temperatures and non-functioning air conditioning system.</p>
<i>Amherst</i>							
Audubon	9,479	8,387	13.0%	28,784	40,747	-29.4%	
Clearfield	10,323	9,526	8.4%	57,323	42,299	35.5%	
Eggertsville-Snyder	4,129	4,035	2.3%	22,460	20,026	12.2%	
Williamsville	1,845	1,494	23.5%	8,450	7,224	17.0%	
Angola	3,175	2,638	20.4%	12,632	16,711	-24.4%	
Aurora	5,332	4,532	17.7%	24,935	22,488	10.9%	
Boston	1,091	1,054	3.5%	5,266	4,966	6.0%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	7,800	7,246	7.6%	39,628	36,607	8.3%	
Reinstein Memorial	3,516	3,049	15.3%	18,034	13,867	30.0%	
Clarence	5,713	2,010	184.2%	30,196	21,812	38.4%	
Collins	1,167	1,004	16.2%	6,516	5,367	21.4%	
Concord	2,504	2,363	6.0%	12,530	11,668	7.4%	
Eden	1,226	1,124	9.1%	6,164	6,182	-0.3%	
Elma	3,353	2,971	12.9%	15,985	14,156	12.9%	
Grand Island Memorial	3,339	3,274	2.0%	18,480	17,045	8.4%	
<i>Hamburg</i>							
Hamburg	7,544	6,393	18.0%	37,029	30,053	23.2%	
Lake Shore	2,961	2,632	12.5%	15,228	13,768	10.6%	
Lackawanna	2,715	2,472	9.8%	13,160	14,381	-8.5%	
Lancaster	6,554	5,648	16.0%	34,739	28,399	22.3%	
Marilla	917	790	16.1%	4,730	4,136	14.4%	
Newstead	2,722	2,222	22.5%	12,589	10,761	17.0%	
North Collins	1,214	938	29.4%	5,427	4,492	20.8%	
Orchard Park	11,844	9,642	22.8%	51,886	46,066	12.6%	
City of Tonawanda	3,958	3,458	14.5%	19,291	16,324	18.2%	
<i>Town of Tonawanda</i>							
Kenilworth	2,937	2,859	2.7%	14,044	12,815	9.6%	
Kenmore	7,913	6,920	14.3%	41,153	36,840	11.7%	
West Seneca	7,901	7,366	7.3%	39,948	36,885	8.3%	
<i>Buffalo</i>							
Coles	2,910	722	303.0%	14,801	10,449	41.6%	
Crane	0	2,912	-100.0%	0	13,244	-100.0%	
Dudley	2,627	2,480	5.9%	12,442	12,646	-1.6%	
East Clinton	1,072	1,005	6.7%	5,361	5,395	-0.6%	
González-Soto	0	2,609	-100.0%	0	13,180	-100.0%	
Merriweather	7,986	11,104	-28.1%	34,702	29,226	18.7%	
North Park	5,009	4,324	15.8%	25,463	20,392	24.9%	
Panty	2,499	2,018	23.8%	11,285	6,360	77.4%	
<i>Central</i>	22,839	16,390	39.3%	106,169	74,646	42.2%	
<i>Bookmobile Services</i>							
Library on Wheels	1,226	990	23.8%	6,492	4,963	30.8%	
Library2Go	296	150	97.3%	993	445	123.1%	
<i>Institutions</i>							
Correctional Facility	1,270	524	142.4%	5,421	2,961	83.1%	
Holding Center	631	304	107.6%	3,099	1,507	105.6%	
System	172,549	152,441	13.2%	826,780	735,495	12.4%	
Member Libraries	124,184	106,909	16.2%	600,552	540,081	11.2%	
Buffalo Branches	22,103	27,174	-18.7%	104,054	110,892	-6.2%	
Central Library	22,839	16,390	39.3%	106,169	74,646	42.2%	
Bookmobile	1,522	1,140	33.5%	7,485	5,408	38.4%	
Institutions	1,901	828	129.6%	8,520	4,468	90.7%	


Registered Public Access Computer Sessions

Session Counts Per Outlet

	May			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	83	55	50.9%	321	301	6.6%	<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>Clarence - Increase due to closure last year 4/23/2022-5/14/2022 for renovations and carpet installation.</p> <p>Coles - Increase due to closure last year 5/9/2022-7/9/2022 for renovations and flooring project. Re-opened 7/11/2022.</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>North Park - Closed 5/31/2023 - High temperatures and non-functioning air conditioning system.</p>
<i>Amherst</i>							
Audubon	925	893	3.6%	2,554	4,607	-44.6%	
Clearfield	782	731	7.0%	4,542	3,365	35.0%	
Eggertsville-Snyder	437	424	3.1%	2,344	2,022	15.9%	
Williamsville	133	122	9.0%	576	597	-3.5%	
Angola	170	124	37.1%	822	867	-5.2%	
Aurora	347	351	-1.1%	1,858	1,525	21.8%	
Boston	64	51	25.5%	282	325	-13.2%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,300	1,223	6.3%	6,641	6,320	5.1%	
Reinstein Memorial	807	772	4.5%	3,862	3,112	24.1%	
Clarence	439	144	204.9%	2,197	1,765	24.5%	
Collins	110	88	25.0%	600	443	35.4%	
Concord	165	157	5.1%	849	912	-6.9%	
Eden	127	98	29.6%	526	487	8.0%	
Elma	220	181	21.5%	970	912	6.4%	
Grand Island Memorial	234	251	-6.8%	1,059	1,221	-13.3%	
<i>Hamburg</i>							
Hamburg	867	899	-3.6%	4,230	4,241	-0.3%	
Lake Shore	243	246	-1.2%	1,168	1,076	8.6%	
Lackawanna	515	377	36.6%	2,406	1,906	26.2%	
Lancaster	611	693	-11.8%	3,164	3,217	-1.6%	
Marilla	44	24	83.3%	197	158	24.7%	
Newstead	139	168	-17.3%	801	724	10.6%	
North Collins	80	87	-8.0%	453	458	-1.1%	
Orchard Park	632	564	12.1%	3,430	2,781	23.3%	
City of Tonawanda	628	623	0.8%	3,035	2,595	17.0%	
<i>Town of Tonawanda</i>							
Kenilworth	397	419	-5.3%	1,777	1,887	-5.8%	
Kenmore	1,172	1,146	2.3%	6,342	6,543	-3.1%	
West Seneca	1,001	1,031	-2.9%	4,886	4,814	1.5%	
<i>Buffalo</i>							
Coles	994	190	423.2%	4,812	3,366	43.0%	
Crane	0	409	-100.0%	0	1,941	-100.0%	
Dudley	558	560	-0.4%	2,409	2,779	-13.3%	
East Clinton	271	198	36.9%	1,248	1,258	-0.8%	
González-Soto	0	485	-100.0%	0	2,735	-100.0%	
Merriweather	1,562	1,289	21.2%	7,229	6,512	11.0%	
North Park	1,087	894	21.6%	5,615	4,142	35.6%	
Panty	534	436	22.5%	2,252	1,309	72.0%	
Central	6,355	6,248	1.7%	34,808	26,201	32.8%	
<i>Bookmobile Services</i>							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
System	24,033	22,651	6.1%	120,265	109,424	9.9%	
Member Libraries	12,672	11,942	6.1%	61,892	59,181	4.6%	
Buffalo Branches	5,006	4,461	12.2%	23,565	24,042	-2.0%	
Central Library	6,355	6,248	1.7%	34,808	26,201	32.8%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

WiFi

Total Logins

 Library	May			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	537	481	11.6%	2,000	2,073	-3.5%	<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>Clarence - Increase due to closure last year 4/23/2022-5/14/2022 for renovations and carpet installation.</p> <p>Coles - Increase due to closure last year 5/9/2022-7/9/2022 for renovations and flooring project. Re-opened 7/11/2022.</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>North Park - Closed 5/31/2023 - High temperatures and non-functioning air conditioning system.</p>
<i>Amherst</i>							
Audubon	3,522	1,828	92.7%	11,661	9,633	21.1%	
Clearfield	2,690	2,125	26.6%	12,865	9,167	40.3%	
Eggertsville-Snyder	1,025	1,114	-8.0%	4,669	4,838	-3.5%	
Williamsville	1,269	1,336	-5.0%	4,779	5,750	-16.9%	
Angola	133	239	-44.4%	574	988	-41.9%	
Aurora	2,105	2,185	-3.7%	8,301	9,497	-12.6%	
Boston	188	145	29.7%	813	720	12.9%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,338	1,154	15.9%	6,445	5,835	10.5%	
Reinstein Memorial	774	607	27.5%	3,294	3,018	9.1%	
Clarence	1,411	639	120.8%	6,559	4,839	35.5%	
Collins	225	215	4.7%	1,239	1,076	15.1%	
Concord	545	562	-3.0%	2,306	2,382	-3.2%	
Eden	184	208	-11.5%	786	1,087	-27.7%	
Elma	391	346	13.0%	1,658	1,497	10.8%	
Grand Island Memorial	716	712	0.6%	2,963	2,970	-0.2%	
<i>Hamburg</i>							
Hamburg	1,825	1,880	-2.9%	7,913	8,335	-5.1%	
Lake Shore	559	422	32.5%	2,108	1,986	6.1%	
Lackawanna	552	412	34.0%	2,349	1,947	20.6%	
Lancaster	1,466	1,704	-14.0%	7,174	7,398	-3.0%	
Marilla	95	97	-2.1%	442	445	-0.7%	
Newstead	489	376	30.1%	2,080	1,856	12.1%	
North Collins	435	463	-6.0%	1,886	1,811	4.1%	
Orchard Park	2,003	1,646	21.7%	8,872	7,405	19.8%	
City of Tonawanda	899	586	53.4%	3,694	2,707	36.5%	
<i>Town of Tonawanda</i>							
Kenilworth	447	456	-2.0%	2,100	1,959	7.2%	
Kenmore	2,014	1,906	5.7%	9,477	9,342	1.4%	
West Seneca	2,032	1,837	10.6%	8,696	8,354	4.1%	
<i>Buffalo</i>							
Coles	949	585	62.2%	4,496	3,798	18.4%	
Crane	0	437	-100.0%	0	1,977	-100.0%	
Dudley	1,996	1,261	58.3%	8,318	6,748	23.3%	
East Clinton	669	708	-5.5%	2,773	3,030	-8.5%	
González-Soto	551	2,193	-74.9%	2,294	9,845	-76.7%	
Merriweather	1,314	1,467	-10.4%	6,326	5,035	25.6%	
North Park	1,114	1,081	3.1%	5,374	4,622	16.3%	
Panty	1,363	1,280	6.5%	5,257	5,103	3.0%	
<i>Central</i>	16,557	14,683	12.8%	73,744	64,076	15.1%	
<i>Bookmobile Services</i>							
Library on Wheels	82	59	39.0%	407	249	63.5%	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
System	54,464	49,435	10.2%	236,692	223,398	6.0%	
Member Libraries	29,869	25,681	16.3%	127,703	118,915	7.4%	
Buffalo Branches	7,956	9,012	-11.7%	34,838	40,158	-13.2%	
Central Library	16,557	14,683	12.8%	73,744	64,076	15.1%	
Bookmobile Services	82	59	39.0%	407	249	63.5%	

Lancaster Financial Monthly Report 2023

May

Account	Deposits	Disbursements	Interest	Sub-Total	Balance
M & T Checking					
Beginning Balance					\$3,503.92
Receipts	\$373.47				
ECWA: Water bill (#25000)		-\$76.56			
Kelly Foss: 6/8 Feelings Rock program (#25001)		-\$100.00			
Ending Balance	\$373.47	-\$176.56		\$196.91	\$3,700.83
Bank on Buffalo					
Beginning Balance					\$151,901.85
Bob Leary donation for Frosty's coupons	\$202.00				
AmazonSmile Q1 donation	\$46.93				
AmazonSmile final donation	\$48.82				
Headphones (5 @ \$3)	\$15.00				
Vending	\$30.00				
Book sale	\$289.00				
Copier	\$105.43				
Denise Miller: April Tai Chi classes (#537)		-\$100.00			
Sprouts, NY LLC: 6/12 class (#538)		-\$75.00			
Jan Yarbrough: Reimbursement for 5/20 ACT meeting (#540)		-\$15.00			
BECPL: 5/20 ACT meeting (#541)		-\$30.00			
Demco: 2 rugs for children's area (Debit)		-\$1,074.06			
Uline: 2 outdoor benches (Debit)		-\$1,779.73			
Demco: Book truck and display bins (Debit)		-\$1,084.41			
Recycle Away: 2 outdoor recycling/waste bins (#542)		-\$2,471.64			
Denise Miller: May Tai Chi classes (#543)		-\$200.00			
Amazon: Summer craft materials (crafts) (Debit)		-\$82.96			
Fun Express: Summer craft materials (crafts) (Debit)		-\$211.34			
Ending Balance	\$737.18	-\$7,124.14		-\$6,386.96	\$145,514.89
CDs	Amount	Maturity	Interest Rate	Interest	Total
Bank on Buffalo CD 040	\$21,552.98	12M 6/28/23	0.11%	\$0.00	\$21,552.98
Bank on Buffalo CD 043	\$12,075.62	36M 7/27/23	0.61%	\$0.00	\$12,075.62
Bank on Buffalo CD 046	\$24,654.11	12M 5/24/23	0.11%	\$6.54	\$24,660.65
Bank on Buffalo CD 028	\$11,738.60	36M 10/27/24	0.19%	\$0.00	\$11,738.60
Bank on Buffalo CD 178	\$20,641.48	12M 8/03/23	0.11%	\$5.54	\$20,647.02
Bank on Buffalo CD 1283	\$10,685.82	18M 4/01/24	2.05%	\$0.00	\$10,685.82
Bank on Buffalo CD 2355	\$22,035.32	36M 5/29/23	0.11%	\$5.91	\$22,041.23
Bank on Buffalo CD 7632	\$20,285.01	18M 4/10/24	2.05%	\$0.00	\$20,285.01
Evans CD 6749	\$28,456.67	12M 1/24/24	4.00%	\$0.00	\$28,456.67
CD Balance				\$17.99	\$172,143.60
Total Balance					\$321,359.32

**Petty Cash
May 2023**

Date	Item	Deposit	Withdrawl	Total
				\$62.35
11-May	Josh- Tops- 5 gal water bottle exchange		-\$6.99	\$55.36
22-May	Josh- Kwik Gas- gas for weed wacker		-\$17.01	\$38.35
30-May	Kara- Wegmans- soap refill		-\$4.29	\$34.06
31-May	Josh- Tops- 5 gal water bottle exchange x2		-\$13.98	\$20.08
		\$0.00	-\$42.27	\$20.08

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
001 General Fund	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED

17410 Library

7410 Library

17410 211 OFFICE FURNITURE & EQ	0	0	0	.00	.00	.00	.00
17410 260 OTHER CAPITAL OUTLAY	15,000	0	15,000	.00	.00	15,000.00	.0%
17410 411 CONTRACTUAL SERVICES	2,500	0	2,500	126.00	.00	2,374.00	5.0%
17410 422 BUILDINGS	1,500	0	1,500	542.20	.00	957.80	36.1%
17410 426 REPAIRS & MAINTENANCE	5,000	0	5,000	23,099.35	.00	-18,099.35	462.0%
17410 433 RESURFACING MATERIALS	3,000	3,500	6,500	.00	.00	6,500.00	.0%
17410 434 LANDSCAPING MATERIALS	700	0	700	.00	.00	700.00	.0%
17410 449 OTHER UNCLASSIFIED	0	0	0	.00	.00	.00	.0%
17410 460 INTERNET ACCESS	1,200	0	1,200	526.65	.00	673.35	43.9%
TOTAL Library	28,900	3,500	32,400	24,294.20	.00	8,105.80	75.0%
TOTAL General Fund	28,900	3,500	32,400	24,294.20	.00	8,105.80	75.0%
TOTAL EXPENSES	28,900	3,500	32,400	24,294.20	.00	8,105.80	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	28,900	3,500	32,400	24,294.20	.00	8,105.80	75.0%	
** END OF REPORT - Generated by Mary Young **								

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	1	Y	Y
Sequence 2	9	Y	N
Sequence 3	3	N	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: N

Print Full or Short description: F

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: N

Include requisition amount: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2022/ 7

To Yr/Per: 2022/ 7

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: D

Amounts/totals exceed 999 million dollars: N

Year/Period: 2023/ 4

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

Find Criteria	
Field Name	Field Value

Org	17410
Object	
Rollup code	
Account type	
Account status	

2023 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

2/2023

2023 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

2/2023

2023 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 L. Stock			Department Lancaster					
			Employee ID 5933					
	To		Miles Driven	Mileage Total	Day	Daily Total	Tolls	Parking
5/10/23	Central Library	Lancaster Library	12.5	\$ 8.19	0	\$ 0.00		\$ 8.00
				\$ 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	\$ 8.19	0.0	\$ 0.00	\$ 0.00	\$ 8.00
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		\$ 8.19			
			Amount for days @ \$__		\$ 0.00			
			Amount for tolls		\$ 0.00			
			Amount for parking		\$ 8.00			
			Total to be paid		\$ 16.19			
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 L. Stock			Date: 5/22/23					
CERTIFICATION OF SUPERVISOR OR DEPARTMENT HEAD								
I, the undersigned, hereby certify that the mileage claimed in the above account was actually and necessarily traveled by the claimant in the performance of his/her duties and that the best interests of the B&ECPL were serviced by using an automobile in lieu of other means of transportation.								
Signature:			Date:					
Supervisor or Department Head								
FINANCE OFFICE USE ONLY								
Signature:			Date:					
Deputy Director, CFO								

Buffalo & Erie County Public Library

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

2023 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 CIO'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								
	To		Miles Driven	Mileage Total	Day	Daily Total	Tolls	Parking
5/8/23	5466 Broadway	4139 Transit (& rtn)	11.4	\$ 7.47	0	\$ 0.00		
5/11/23	5466 Broadway	5175 Broadway(& rtn)	0.0	\$ 0.00	1	\$ 4.00		
5/26/23	5466 Broadway	5799 Genesee (& rtn)	10.6	\$ 6.94		\$ 0.00		
5/31/23	5466 Broadway	5175 Broadway (& rtn)		\$ 0.00	1	\$ 4.00		
				\$ 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			22.0	\$ 14.41	2.0	\$ 8.00	\$ 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	\$ 14.41
Amount for days @ \$____	\$ 8.00
Amount for tolls	\$ 0.00
Amount for parking	\$ 0.00
Total to be paid	\$ 22.41

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: 5-31-23

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: 5/31/23

Supervisor or Department Head

FINANCE OFFICE USE ONLY

Signature:

Date:

Deputy Director, CFO

ORDER SUMMARY	
Item Count:	22
Item Subtotal:	\$362.06
Discount:	-\$40.00
SUBTOTAL:	\$322.06

Shopping Cart

Catalog Quick Order

Your Cart (22 items)

Top of Form

[Color Your Own Medium Valentine Love Bug Bags - 12 Pc.](#)

Per Dozen

#13719857



\$7.99 each

ADD TO CART

\$7.99

Bottom of Form

Top of Form

Love Bug Craft Roll Craft Kit - Makes 12

Makes 12

#13719876



\$9.99 each

ADD TO CART

\$9.99

Bottom of Form

Top of Form

Pocket Full of Love Kangaroo Valentine Craft Kit - Makes 12

Makes 12

#48/7711



\$9.99 each

ADD TO CART

\$9.99

Bottom of Form

Top of Form

3D Winter Ornament Craft Kit - Makes 12

Makes 12

#13814191



\$8.99 each

ADD TO CART

\$8.99

Bottom of Form

Top of Form

Winter Directional 3D Sign Craft Kit - Makes 12

Makes 12

#14091884



\$9.99 each

ADD TO CART

\$19.98

Bottom of Form

Top of Form

Winter Ice Skate Craft Kit - Makes 12

Makes 12

#14091874



\$7.99 each

ADD TO CART

\$7.99

Bottom of Form

Top of Form

Snowman Glitter Mosaic Sign Craft Kit- Makes 12

Makes 12

#13750087



\$9.99 each

ADD TO CART

\$9.99

Bottom of Form

Top of Form

Bulk 60 Pc. Camper Christmas Craft Kit

48 Piece(s)

#14091835



\$34.99 each

Save 13%

ADD TO CART

\$34.99

Bottom of Form

Top of Form

Color Your Own Halloween Gnome Ornaments - 12 Pc.

Per Dozen

#13970778



\$6.79 each

ADD TO CART

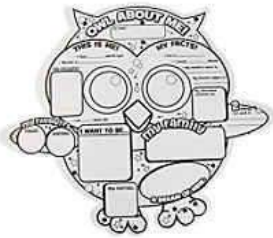
\$6.79

Bottom of Form

[Color Your Own All About Me Owl Posters - 30 Pc.](#)

30 Piece(s)

#13654114



\$9.99 each

ADD TO CART

\$9.99

Bottom of Form

Top of Form

[3D Halloween Witch Scene Craft Kit - Makes 12](#)

Makes 12

#13982690



\$7.97 each

was ~~\$9.99~~

20% OFF

ADD TO CART

\$7.97

Bottom of Form

Top of Form

[Halloween Lantern Sign Craft Kit- Makes 12](#)

Makes 12

#13705779



\$9.99 each

ADD TO CART

\$9.99

[Ghost Door Hanger Craft Kit - Makes 12](#)

Makes 12

#48/9881



\$9.99 each

ADD TO CART

\$9.99

Bottom of Form

Top of Form

Bright Future Hanging Craft Kit - Makes 12

Makes 12

#13942000



\$14.99 each

ADD TO CART

\$14.99

Bottom of Form

Top of Form

School Is The Best Magnet Craft Kit - Makes 12

Makes 12

#14113286



\$6.99 each

ADD TO CART

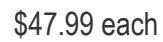
\$6.99

Bottom of Form

Top of Form

Bulk Fun Fall Craft Assortment - Makes 72

#13968711



ADD TO CART

Bottom of Form

Top of Form

Apple Tissue Paper Sign Craft Kit- Makes 12

#13747353



ADD TO CART

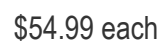
Bottom of Form

Top of Form

Bulk 84 Pc. Summer Craft Boredom Buster Kit

84 Piece(s)

#13965141



ADD TO CART

Kit for 12

Makes 48

#14094418



\$34.99 each

Save 10%

ADD TO CART

\$34.99

Taco Bout an Awesome Dad Magnet Craft Kit - Makes 12

Makes 12

#14105402



\$7.49 each

ADD TO CART

\$7.49

BulkFun Father's Day Craft Assortment - Makes 48

Makes 48

#13966014



\$29.99 each

Save 16%

ADD TO CART

\$29.99

Compost Request

Amazon

QTY.	Description	Website	Total
1	Countertop Compost Bin	https://bit.ly/3BSFg6f	\$44.99
2	Compostable Bags - 100 count	https://bit.ly/3BVaE3P	\$23.95
1	Charcoal Filters - 12 pack	https://bit.ly/3WwGvzO	\$21.88
1	Compost Bin & Turning Tool	https://bit.ly/43o0BQN	\$78.66
TOTAL			\$169.48

Garden Materials

Item	QTY	Price	Total	Link
Kit				
pH soil meter	1	\$21.98	\$21.98	https://tinyurl.com/2rd6b2yx
Garden tools				
Handy seed sower (2 pk)	1	\$7.99	\$7.99	https://tinyurl.com/mpfy2mz9
Seed library circulating resources				
Gardening in Clay Soil Bulletin	1	\$3.95	\$3.95	https://tinyurl.com/mryx4umk
Grow the Best Tomatoes Bulletin	1	\$3.99	\$3.99	https://tinyurl.com/yc2tze73
Grow a Butterfly Garden Bulletin	1	\$3.95	\$3.95	https://tinyurl.com/sezkekm3
Pest Proofing Your Garden Bulletin	1	\$3.95	\$3.95	https://tinyurl.com/ywwmfncu
Gardening to Attract Birds Bulletin	1	\$3.95	\$3.95	https://tinyurl.com/49w24ua5
The Small Vegetable Garden (Legacy Edition): The Classic USDA Farmers' Bulletin No. 818	1	\$9.99	\$9.99	https://tinyurl.com/mr4beac9
Complete guide to home canning: USDA edition	1	\$19.99	\$19.99	https://tinyurl.com/3xt9annv
Total:			\$79.74	

11,645

Home & Kitchen › Kitchen & Dining › Kitchen & Table Linens › Tablecloths

Sponsored

sancua 100% Waterproof Rectangle PVC Tablecloth - 54 x 108 Inch - Oil Proof Spill Proof Vinyl Table Cloth, Wipe Clean Table Cover for Dining Table, Buffet Parties and Camping, Grey



Visit the sancua Store

19,521 ratings

\$25⁹⁹

One-Day

FREE Returns

Coupon: Apply 10% coupon Shop items › | Terms

Thank you for being a Prime member. Get a \$150 Gift Card: Pay \$0.00 upon approval for Prime Visa. No annual fee.

e:

54 x 108 Inch

Color: Grey



Brand Sancua
Color Grey
Material Polyvinyl Chloride (PVC)
Product Dimensions 108"L x 54"W
Shape Rectangular

About this item

- 100%pvc
- HIGH QUALITY MATERIAL: Our rectangle tablecloth is made from high quality durable PVC which gives you superior strength and durability and also provides the convenience of being stain & waterproof that your dining events require.
- MEASUREMENTS: This PVC table cloth is available in 10 made to fit sizes: 52x70 inch, 54x54 inch, 54x78 inch, 54x108 inch, 54x120 inch, 60x60 inch, 60x84 inch, 60x102 inch, 60x120 inch, 60x140 inch. Your package includes 1-piece wipe clean PVC table cloth.
- WATERPROOF, STAIN RESISTANT & WRINKLE FREE TABLECLOTH: Crafted of premium vinyl PVC thick materials, our tablecloth offers a complete 100% waterproof, scratch, oil and other spills proof protection for your table. This simply wipe to clean table cover is stain-resistant and wrinkle free.
- MULTIPLE PURPOSES: This easy to clean heat resistant table cover is suitable for buffet dinners, dining table, tea table,

Delivery

Pickup

\$25⁹⁹

One-Day

FREE Returns

FREE delivery Tomorrow, May 27. Order within 9 hrs 40 mins

Deliver to Kara - Lancaster 14086

In Stock

Qty: 1

Add to Cart

Buy Now

Payment Secure transaction
Ships from Amazon
Sold by Clothman
Returns Eligible for Return, Refund or Replacement within 30 days of receipt

☐ Add a gift receipt for easy returns

Add to List

Have one to sell?

Sell on Amazon



sancua

Tablecloth for dining, parties and events

sancua Rectangle Tablecloth - 60 x...

★★★★☆ 15,613

\$9⁹⁹ prime

Save 15% with coupon

Sponsored

Posters, Sensory Wall Hanging & STEAM Kits Request

QTY.	Description	Website	Price per each	Total price:
1	Clifford poster	http://bitly.ws/G9Ho	\$18.00	\$18.00
1	Frog & Toad poster	http://bitly.ws/G9Hv	\$10.00	\$10.00
1	Star Wars poster	http://bitly.ws/G9HA	\$18.00	\$18.00
1	Dragons/Tacos poster	http://bitly.ws/G9HL	\$18.00	\$18.00
				\$64.00
			S&H	\$8.57
			<i>Total</i>	<i>\$72.57</i>
1	Sensory Wall (Giraffe)	http://bitly.ws/G9GE	\$76.99	\$79.99
			S&H (15%)	\$11.55
			<i>Total</i>	<i>\$91.54</i>
1	Green Energy Kit	http://bitly.ws/G9HW	\$195.99	\$195.99
2	Kindergarten Kit	http://bitly.ws/G9I3	\$101.99	\$203.98
1	Biscuit Phonics Kit	http://bitly.ws/G9Kf	\$135.99	\$135.99
1	Universe Kit	http://bitly.ws/G9Ko	\$145.99	\$145.99
1	Trucks Kit	http://bitly.ws/G9Ku	\$124.99	\$124.99
			S&H	FREE
			<i>Total</i>	<i>\$806.94</i>
			Grand Total	\$971.05

Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, July 13, 2023
4:15 PM

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the June 8, 2023 meeting minutes
- V. Report of the Director

- VI. Public Comment

- VII. Monthly Financial Reports
 - A. June Financial Report
 - B. Disposition of CDs 046 and 2355
 - C. Disposition of CDs 043 and 178
 - D. System Paid Budget Analysis
 - E. Craft Budget

- VIII. Old Business
 - A. Credit Card Policy
 - B. Elevator Rug \$47.35
 - C. Parking Lot Update

- IX. New Business
 - A. Contract Approval
 - B. Battle of the Books Party Expense \$150.00
 - C. Rest Room Keys \$79.76
 - D. Private Library Materials Invoice \$4,061.11
 - E. Accessibility Kits \$3,543.47
 - F. Mission Ignite Tech 360
 - G. Digital Literacy (Play Down Your Fines Program)

- X. Adjournment

Next Meeting, August 10, 2023, at 4:15 PM

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

TOURS

St. Mary's Elementary School – Youth Services Librarian Meagan Carr gave a tour of the library to **26** kindergarteners on Thursday, June 1st. The students listened to the book *Froggy Goes to the Library* by Johnathan London and then discussed the kind of things you can do in a library. Next, they created butterflies to decorate our community room.

PARTNERSHIPS

Lancaster Garden Club – This organization used our front display case to highlight their club and the Lancaster Garden Walk taking place this July.

Lancaster Youth Bureau – Volunteers from the Youth Bureau held a hands-on Father's Day craft program on Wednesday, June 7th for **10** children.

Paws for Love – A volunteer from the SPCA Paws for Love organization brought a therapy dog to the library on Monday, June 26th. **4** children practiced reading out loud to a dog.

PROGRAMMING

Battle of the Books – Part-time Librarian Michael Green led five meetings this month. **10** young adults are reading the following books this summer: *Amari and the Night Brothers* by B. B. Alston, *Sal and Gabi Break the Universe* by Carlos Hernandez, *Pie in the Sky* by Remi Lai, and *The House with Chicken Legs* by Sophie Anderson.

Computer Coach – Library Assistant John Benzee held **3** one-on-one technology appointments, assisting one patron with online job searching and two patrons with android phone use.

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

- **Craft & Carry** - **122** children picked up a spring-themed craft kit.
- **STEM Kits: Sensory Jar** – **70** children picked up this kit.
- **Take & Make** – These weekly kits had book themes and **242** were picked up.

Feelings Rock - 20 preschool age children attended this program on Thursday, June 8th. They enjoyed a fun music and movement class that encourages families to move, learn, and grow together.

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, June 26th.

LEGO® Club - Meagan held 2 LEGO® Clubs for a total of 16 children on Saturday, June 17th. The theme was “bridges” and the creations are on display in the library.

Mahjong Club - Our Mahjong Club met every Wednesday morning with an average attendance of 8 adults.

Native Plants - Kathy Contrino of CW Native Plants gave a presentation on this topic to 21 adults on Tuesday, June 20th.

Seed Library - 88 vegetable, flower, and herb packets were picked up in June.

Sprouts - Melissa Sacco helped 10 preschool age children learn and grow through music on Monday, June 12th.

Storytimes - Meagan conducted a total of 13 sessions this month: 23 children attended Lapsit, 66 children attended Toddler Time, 33 children attended Preschool Time, and 21 children attended Family Storytime.



Summer Kickoff Party - 200 people attended this party on Thursday, June 29th. Musician Glenn Colton provided a lively concert and *Rainbow Fish* made an appearance! Kids made a variety of crafts, went magnet fishing, and enjoyed a sensory table.



T'ai Chi Chih – Accredited teacher Denise Miller taught **3** classes in June with an average attendance of **14**.

Technology Training – On Thursday, June 22nd, **6** adults learned how to use the Libby app to borrow eBooks and eAudiobooks from the library.

MEETINGS

June 5th – Kara attended a contract director meeting via Zoom.

June 15th – Kara and Meagan met to finalize the plan for the summer kickoff party.

June 21st - Kara and Meagan met to begin planning fall programming.

June 22nd - Kara, Meagan, and John met to discuss “Section B: Outdoor Spaces” from the Sustainable Libraries Certification Program. Our compost bin has arrived! Monthly meetings will resume after our busy summer.

June 28th – Kara met with Conner Wilson from Mission Ignite via Zoom to discuss their digital literacy Tech 360 program.



Library hosts Summer Kickoff Party



SUMMER KICKOFF PARTY - Jan Yarborough, Lancaster Public Library board vice president, helps a young library-goer with some craft creation at the Lancaster Public Library's Summer Kickoff Party on Thursday, June 29.

Photos by James Sinner



Jackie Jackson, left, stands over her two children, David and Sophia, as they try to snag a fish at one of the library's many activities and games stations. Karon Burke, right, watches.

- ▶ Sewer Cleaning
- ▶ Yard Drainage
- ▶ Sewer Replacement
- ▶ Sump Pumps
- ▶ Hot Water Tank

KEVIN'S
kevinsplun

**SUMMER
SPECIALS**

WATERP

**BASEMENTS
CLEANED, DISINFECTED
& PAINTED**

Drain Tile • Wall Cracks
Mold Removal
Pumps • Glass Block

**PROPERTY DRAINAGE
FOUNDATIONS**

716-83

**Your Savings
this summer
great C**

**Now only
9-month
4.50**

18-month C



Jackie Jackson, left, stands over her two children, David and Sophia, as they try to snag a fish at one of the library's many activities and games stations. Karen Burke, right, watches along.



Lancaster Public Library Director Kara Stock stands with Assemblymember Monica Wallace during the library's official start to the summer bash. The two-hour event drew in a large number of young attendees and featured music, games and snacks for all.

**Your Savings
this summer
great!**

**Now on
9-month
4.50%**

18-month CD

**Alden
STAT**

GIVING BA

9-month Certificate of Deposit 4.43
Percentage Yield (APY).

18-month Certificate of Deposit 3.9
Percentage Yield (APY).

Rate accurate as of 7/5/2023.

\$500 minimum to open.

Penalty may be imposed for early w

**Alden | Clarenc
aldenstat**

LANCASTER PUBLIC LIBRARY

2023 STATISTICS

CIRCULATION			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	19,104	8,583	122.6%
FEB	19,227	9,681	98.6%
MAR	21,501	11,175	92.4%
APR	20,469	15,609	31.1%
MAY	18,605	17,971	3.5%
JUN	20,658	18,973	8.9%
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	119,564	81,992	45.8%

LIBRARY VISITS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	6,008	4,512	33.2%
FEB	7,096	5,318	33.4%
MAR	7,252	6,449	12.5%
APR	7,829	6,472	21.0%
MAY	6,554	5,648	16.0%
JUN	7,138	6,502	9.8%
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	41,877	34,901	20.0%

PUBLIC ACCESS COMPUTER SESSIONS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	646	584	10.6%
FEB	605	574	5.4%
MAR	628	753	-16.6%
APR	674	613	10.0%
MAY	611	693	-11.8%
JUN	562	644	-12.7%
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	3,726	3,861	-3.5%

WIFI			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	1,352	1,189	13.7%
FEB	1,342	1,356	-1.0%
MAR	1,525	1,680	-9.2%
APR	1,489	1,469	1.4%
MAY	1,466	1,704	-14.0%
JUN	1,478	1,710	-13.6%
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	8,652	9,108	-5.0%

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: 5

**Lancaster Public Library
2023 Statistics and Proceeds**

	Tours		New Library Cards		Ref Q	Headphone	Copier	Vending	Book Sale	Donations
	No.	ATT	Child	Adult	No.	Proceeds	Proceeds	Proceeds	Proceeds	to Library
JAN	0	0	27	32	757	\$15.00	\$48.25	\$0.00	\$146.00	\$9,345.39
FEB	1	12	22	38	773	\$3.00	\$85.60	\$24.00	\$243.00	\$48.84
MAR	0	0	27	46	728	\$9.00	\$79.55	\$0.00	\$153.00	\$0.00
APR	0	0	22	38	694	\$15.00	\$84.82	\$0.00	\$223.00	\$0.00
MAY	2	76	38	28	540	\$15.00	\$105.00	\$30.00	\$289.00	\$250.82
JUN	1	31	42	40	586	\$3.00	\$91.90	\$0.00	\$132.00	\$350.00
JUL										
AUG										
SEP										
OCT										
NOV										
DEC										
TOTAL	4	119	178	222	4,078	\$60.00	\$495.12	\$54.00	\$1,186.00	\$9,995.05

Total Proceeds \$11,790.17

	Facebook	Instagram
	Followers	Followers
JAN	2,801	439
FEB	2,822	467
MAR	2,870	531
APR	2,913	565
MAY	2,952	583
JUN	2,982	610
JUL		
AUG		
SEP		
OCT		
NOV		
DEC		


Programming - June 2023

Program Date	Title	# of programs	Attendance	Audience
6/1/2023	St. Mary's Elementary Tour	1	31	Children 6-11
6/1/2023	Battle of the Books	1	8	Teens
6/3/2023	Family Storytime	1	36	Children 5 and under
6/6/2023	Storytime	1	22	Children 5 and under
6/6/2023	Storytime	1	20	Children 5 and under
6/6/2023	Book Club	1	6	Adults
6/7/2023	Mahjong Club	1	5	Adults
6/7/2023	Youth Bureau Craft	1	10	Children 6-11
6/8/2023	Feelings Rock	1	35	Children 5 and under
6/8/2023	Battle of the Books	1	9	Teens
6/9/2023	Storytime	1	16	Children 5 and under
6/9/2023	Storytime	1	22	Children 5 and under
6/12/2023	Sprouts	1	19	Children 5 and under
6/13/2023	Storytime	1	25	Children 5 and under
6/13/2023	Storytime	1	22	Children 5 and under
6/13/2023	Book Club	1	8	Adults
6/14/2023	Mahjong Club	1	9	Adults
6/14/2023	T'ai Chi Chih	1	15	Adults
6/15/2023	Battle of the Books	1	9	Teens
6/16/2023	Storytime	1	16	Children 5 and under
6/16/2023	Storytime	1	25	Children 5 and under
6/17/2023	LEGO Club	1	21	Children 6-11
6/17/2023	LEGO Club	1	8	Children 6-11
6/20/2023	Storytime	1	14	Children 5 and under
6/20/2023	Storytime	1	16	Children 5 and under
6/20/2023	Native Plants	1	21	Adults
6/21/2023	Mahjong Club	1	9	Adults
6/21/2023	T'ai Chi Chih	1	14	Adults
6/22/2023	Libby App	1	6	Adults
6/23/2023	Battle of the Books	1	8	Teens
6/23/2023	Storytime	1	14	Children 5 and under
6/23/2023	Storytime	1	20	Children 5 and under
6/26/2023	Paws for Love	1	8	Children 6-11
6/26/2023	Kidding Around Yoga	1	9	Children 5 and under
6/27/2023	Mahjong Club	1	8	Adults
6/28/2023	Tai Chi Chih	1	12	Adults
6/29/2023	Summer Kickoff Party	1	200	Intergenerational/Combined
6/29/2023	Battle of the Books	1	9	Teens
6/30/2023	Take & Make Craft	242	242	Children 5 and under
6/30/2023	STEM Kits	70	70	Intergenerational/Combined
6/30/2023	Library Card Kits	15	15	Intergenerational/Combined
6/30/2023	Book a Tech Trainer	6	6	Adults
6/30/2023	Tutoring	10	10	Children 6-11
6/30/2023	Tutoring	15	15	Teens


6/30/2023	Tutoring	5	5	Adults
6/30/2023	Seed Library	88	88	Intergenerational/Combined

Circulation

Total Circulations


 Library	June			Year to Date Totals			Footnotes
	2023 Total	2022 Total	% of	2023 Total	2022 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	2,114	1,982	6.7%	10,879	9,229	17.9%	<p>Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Coles - Increase due to closure last year 5/9/2022-7/9/2022 for renovations and flooring project. Re-opened 7/11/2022.</p> <p>Correctional Facility and Holding Center - Correctional Facility numbers reported again starting 9/2022. Staff returned to Holding Center 8/2022.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction.</p> <p>González-Soto closed starting 9/12/2022 - Phase 1 Construction.</p> <p>Marilla - Closed 6/15/2023-6/27/2023 - Carpet replacement.</p>
Amherst							
Audubon	36,142	33,335	8.4%	132,305	145,753	-9.2%	
Clearfield	30,577	30,168	1.4%	211,514	129,752	63.0%	
Eggertsville-Snyder	14,741	14,411	2.3%	86,651	61,151	41.7%	
Williamsville	3,934	4,059	-3.1%	26,637	18,223	46.2%	
Angola	3,559	2,936	21.2%	17,925	12,953	38.4%	
Aurora	13,471	12,533	7.5%	81,266	56,400	44.1%	
Boston	2,877	3,021	-4.8%	17,227	13,655	26.2%	
Cheektowaga							
Julia Boyer Reinstein	23,848	22,426	6.3%	140,816	104,884	34.3%	
Reinstein Memorial	8,208	8,272	-0.8%	50,453	35,759	41.1%	
Clarence	20,956	19,918	5.2%	121,297	74,711	62.4%	
Collins	4,189	3,956	5.9%	29,234	18,053	61.9%	
Concord	5,504	5,112	7.7%	30,677	22,305	37.5%	
Eden	3,890	3,900	-0.3%	22,060	17,883	23.4%	
Elma	9,709	9,264	4.8%	55,555	38,491	44.3%	
Grand Island Memorial	11,053	10,299	7.3%	63,445	46,243	37.2%	
Hamburg							
Hamburg	18,558	18,287	1.5%	110,280	80,427	37.1%	
Lake Shore	6,112	5,411	13.0%	37,230	26,995	37.9%	
Lackawanna	4,123	4,164	-1.0%	24,390	17,454	39.7%	
Lancaster	20,658	18,973	8.9%	119,564	81,992	45.8%	
Marilla	2,403	3,715	-35.3%	19,364	15,434	25.5%	
Newstead	4,307	4,875	-11.7%	27,299	22,277	22.5%	
North Collins	1,355	1,611	-15.9%	11,170	7,326	52.5%	
Orchard Park	24,675	23,467	5.1%	142,595	104,630	36.3%	
City of Tonawanda	9,267	9,147	1.3%	55,351	41,337	33.9%	
Town of Tonawanda							
Kenilworth	5,716	5,779	-1.1%	34,342	25,033	37.2%	
Kenmore	25,807	24,720	4.4%	155,242	112,001	38.6%	
West Seneca	19,792	19,705	0.4%	116,171	86,154	34.8%	
Buffalo							
Coles	2,506	0	See note.	14,501	5,632	157.5%	
Crane	0	8,365	-100.0%	16	34,719	-100.0%	
Dudley	4,681	4,078	14.8%	27,225	19,041	43.0%	
East Clinton	2,330	2,472	-5.7%	15,797	10,590	49.2%	
González-Soto	0	3,634	-100.0%	0	16,266	-100.0%	
Merriweather	5,483	3,806	44.1%	28,518	15,631	82.4%	
North Park	12,020	8,186	46.8%	71,405	35,957	98.6%	
Panty	2,095	1,826	14.7%	12,996	7,724	68.3%	
Central	26,523	28,002	-5.3%	174,695	122,348	42.8%	
BookmobileServices							
Library on Wheels	1,841	1,878	-2.0%	21,869	9,947	119.9%	
Library2Go	1,943	685	183.6%	11,942	1,824	554.7%	
Institutions							
Correctional Facility	4,501	0	See note.	28,810	0	See note.	
Holding Center	8,034	0	See note.	56,887	0	See note.	
System							
Online Renewals	689	799	-13.8%	3,936	248,891	-98.4%	
Interlibrary Loans	1,155	1,128	2.4%	7,591	6,866	10.6%	
eAudiobooks	57,829	45,934	25.9%	339,642	264,049	28.6%	
eVideos	675	983	-31.3%	4,101	1,340	206.0%	
eBooks	82,168	73,419	11.9%	503,363	450,451	11.7%	
eMusic	201	425	-52.7%	1,298	425	205.4%	
eMagazines	6,928	7,384	-6.2%	42,075	7,384	469.8%	
B&ECPL Totals	559,147	518,450	7.8%	3,317,606	2,685,590	23.5%	
Member Libraries	337,545	325,446	3.7%	1,950,939	1,426,505	36.8%	
Buffalo Branches	29,115	32,367	-10.0%	170,458	145,560	17.1%	
Central Library	26,523	28,002	-5.3%	174,695	122,348	42.8%	
Bookmobile Services	3,784	2,563	47.6%	33,811	11,771	187.2%	
Institutions	12,535	0	#DIV/0!	85,697	0	#DIV/0!	
System	149,645	130,072	15.0%	902,006	979,406	-7.9%	

Library Visits

	June			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	960	1,016	-5.5%	4,905	5,012	-2.1%	<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 - Increase due to closure last year 5/9/2022-7/9/2022 for renovations and flooring project. Re-opened 7/11/2022.</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>Marilla - Closed 6/15/2023-6/27/2023 - Carpet replacement.</p>
<i>Amherst</i>							
Audubon	9,880	9,117	8.4%	38,664	49,864	-22.5%	
Clearfield	11,663	10,669	9.3%	68,986	52,968	30.2%	
Eggertsville-Snyder	5,168	4,402	17.4%	27,628	24,428	13.1%	
Williamsville	1,780	1,927	-7.6%	10,230	9,151	11.8%	
Angola	4,026	2,905	38.6%	16,658	19,616	-15.1%	
Aurora	5,604	4,702	19.2%	30,539	27,190	12.3%	
Boston	1,328	1,218	9.0%	6,594	6,184	6.6%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	8,379	7,824	7.1%	48,007	44,431	8.0%	
Reinstein Memorial	3,271	3,315	-1.3%	21,305	17,182	24.0%	
Clarence	6,686	6,023	11.0%	36,882	27,835	32.5%	
Collins	1,468	1,064	38.0%	7,984	6,431	24.1%	
Concord	2,764	2,838	-2.6%	15,294	14,506	5.4%	
Eden	1,326	1,284	3.3%	7,490	7,466	0.3%	
Elma	3,703	3,207	15.5%	19,688	17,363	13.4%	
Grand Island Memorial	3,721	3,679	1.1%	22,201	20,724	7.1%	
<i>Hamburg</i>							
Hamburg	7,469	5,990	24.7%	44,498	36,043	23.5%	
Lake Shore	2,696	2,692	0.1%	17,924	16,460	8.9%	
Lackawanna	2,756	2,827	-2.5%	15,916	17,208	-7.5%	
Lancaster	7,138	6,502	9.8%	41,877	34,901	20.0%	
Marilla	602	878	-31.4%	5,332	5,014	6.3%	
Newstead	3,237	3,224	0.4%	15,826	13,985	13.2%	
North Collins	926	1,002	-7.6%	6,353	5,494	15.6%	
Orchard Park	10,473	9,479	10.5%	62,359	55,545	12.3%	
City of Tonawanda	4,464	4,315	3.5%	23,755	20,639	15.1%	
<i>Town of Tonawanda</i>							
Kenilworth	2,873	2,845	1.0%	16,917	15,660	8.0%	
Kenmore	8,602	8,185	5.1%	49,755	45,025	10.5%	
West Seneca	8,159	7,068	15.4%	48,107	43,953	9.5%	
<i>Buffalo</i>							
Coles	3,129	0	See note.	17,930	10,449	71.6%	
Crane	0	3,023	-100.0%	0	16,267	-100.0%	
Dudley	2,243	2,644	-15.2%	14,685	15,290	-4.0%	
East Clinton	1,178	1,443	-18.4%	6,539	6,838	-4.4%	
González-Soto	0	2,635	-100.0%	0	15,815	-100.0%	
Merriweather	8,191	9,728	-15.8%	42,893	38,954	10.1%	
North Park	5,268	4,820	9.3%	30,731	25,212	21.9%	
Panty	2,786	2,481	12.3%	14,071	8,841	59.2%	
<i>Central</i>	17,720	14,478	22.4%	123,889	89,124	39.0%	
<i>Bookmobile Services</i>							
Library on Wheels	415	877	-52.7%	6,907	5,840	18.3%	
Library2Go	251	1,096	-77.1%	1,244	1,541	-19.3%	
<i>Institutions</i>							
Correctional Facility	1,173	605	93.9%	6,594	3,566	84.9%	
Holding Center	559	343	63.0%	3,658	1,850	97.7%	
System	174,035	164,370	5.9%	1,000,815	899,865	11.2%	
Member Libraries	131,122	120,197	9.1%	731,674	660,278	10.8%	
Buffalo Branches	22,795	26,774	-14.9%	126,849	137,666	-7.9%	
Central Library	17,720	14,478	22.4%	123,889	89,124	39.0%	
Bookmobile	666	1,973	-66.2%	8,151	7,381	10.4%	
Institutions	1,732	948	82.7%	10,252	5,416	89.3%	


Registered Public Access Computer Sessions

Session Counts Per Outlet

	June			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	75	47	59.6%	396	348	13.8%	<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>Coles - Increase due to closure last year 5/9/2022-7/9/2022 for renovations and flooring project. Re-opened 7/11/2022.</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>Marilla - Closed 6/15/2023-6/27/2023 - Carpet replacement.</p>
<i>Amherst</i>							
Audubon	1,004	903	11.2%	3,558	5,510	-35.4%	
Clearfield	780	719	8.5%	5,322	4,084	30.3%	
Egbertsville-Snyder	471	486	-3.1%	2,815	2,508	12.2%	
Williamsville	133	146	-8.9%	709	743	-4.6%	
Angola	177	138	28.3%	999	1,005	-0.6%	
Aurora	368	338	8.9%	2,226	1,863	19.5%	
Boston	69	75	-8.0%	351	400	-12.3%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,343	1,355	-0.9%	7,984	7,675	4.0%	
Reinstein Memorial	731	890	-17.9%	4,593	4,002	14.8%	
Clarence	428	406	5.4%	2,625	2,171	20.9%	
Collins	86	85	1.2%	686	528	29.9%	
Concord	224	183	22.4%	1,073	1,095	-2.0%	
Eden	102	96	6.3%	628	583	7.7%	
Elma	216	178	21.3%	1,186	1,090	8.8%	
Grand Island Memorial	213	238	-10.5%	1,272	1,459	-12.8%	
<i>Hamburg</i>							
Hamburg	876	810	8.1%	5,106	5,051	1.1%	
Lake Shore	192	225	-14.7%	1,360	1,301	4.5%	
Lackawanna	544	470	15.7%	2,950	2,376	24.2%	
Lancaster	562	644	-12.7%	3,726	3,861	-3.5%	
Marilla	22	22	0.0%	219	180	21.7%	
Newstead	169	157	7.6%	970	881	10.1%	
North Collins	68	93	-26.9%	521	551	-5.4%	
Orchard Park	711	537	32.4%	4,141	3,318	24.8%	
City of Tonawanda	732	637	14.9%	3,767	3,232	16.6%	
<i>Town of Tonawanda</i>							
Kenilworth	352	422	-16.6%	2,129	2,309	-7.8%	
Kenmore	1,225	1,233	-0.6%	7,567	7,776	-2.7%	
West Seneca	1,036	941	10.1%	5,922	5,755	2.9%	
<i>Buffalo</i>							
Coles	987	0	See note.	5,799	3,366	72.3%	
Crane	0	503	-100.0%	0	2,444	-100.0%	
Dudley	526	519	1.3%	2,935	3,298	-11.0%	
East Clinton	257	307	-16.3%	1,505	1,565	-3.8%	
González-Soto	0	608	-100.0%	0	3,343	-100.0%	
Merriweather	1,447	1,331	8.7%	8,676	7,843	10.6%	
North Park	1,071	945	13.3%	6,686	5,087	31.4%	
Panty	572	471	21.4%	2,824	1,780	58.7%	
Central	6,238	5,933	5.1%	41,046	32,134	27.7%	
<i>Bookmobile Services</i>							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
System	24,007	23,091	4.0%	144,272	132,515	8.9%	
Member Libraries	12,909	12,474	3.5%	74,801	71,655	4.4%	
Buffalo Branches	4,860	4,684	3.8%	28,425	28,726	-1.0%	
Central Library	6,238	5,933	5.1%	41,046	32,134	27.7%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

WiFi

Total Logins

 Library	June			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	457	440	3.9%	2,457	2,513	-2.2%	<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>Coles - Increase due to closure last year 5/9/2022-7/9/2022 for renovations and flooring project. Re-opened 7/11/2022.</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>Marilla - Closed 6/15/2023-6/27/2023 - Carpet replacement.</p>
<i>Amherst</i>							
Audubon	3,483	2,022	72.3%	15,144	11,655	29.9%	
Clearfield	2,589	2,372	9.1%	15,454	11,539	33.9%	
Eggertsville-Snyder	1,007	1,070	-5.9%	5,676	5,908	-3.9%	
Williamsville	1,345	1,573	-14.5%	6,124	7,323	-16.4%	
Angola	127	243	-47.7%	701	1,231	-43.1%	
Aurora	2,237	2,508	-10.8%	10,538	12,005	-12.2%	
Boston	212	216	-1.9%	1,025	936	9.5%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,303	1,036	25.8%	7,748	6,871	12.8%	
Reinstein Memorial	678	667	1.6%	3,972	3,685	7.8%	
Clarence	1,421	1,210	17.4%	7,980	6,049	31.9%	
Collins	267	234	14.1%	1,506	1,310	15.0%	
Concord	630	617	2.1%	2,936	2,999	-2.1%	
Eden	171	202	-15.3%	957	1,289	-25.8%	
Elma	401	320	25.3%	2,059	1,817	13.3%	
Grand Island Memorial	710	718	-1.1%	3,673	3,688	-0.4%	
<i>Hamburg</i>							
Hamburg	1,755	1,699	3.3%	9,668	10,034	-3.6%	
Lake Shore	449	384	16.9%	2,557	2,370	7.9%	
Lackawanna	520	403	29.0%	2,869	2,350	22.1%	
Lancaster	1,478	1,710	-13.6%	8,652	9,108	-5.0%	
Marilla	76	86	-11.6%	518	531	-2.4%	
Newstead	541	404	33.9%	2,621	2,260	16.0%	
North Collins	322	341	-5.6%	2,208	2,152	2.6%	
Orchard Park	1,910	1,620	17.9%	10,782	9,025	19.5%	
City of Tonawanda	883	657	34.4%	4,577	3,364	36.1%	
<i>Town of Tonawanda</i>							
Kenilworth	468	493	-5.1%	2,568	2,452	4.7%	
Kenmore	2,081	2,003	3.9%	11,558	11,345	1.9%	
West Seneca	1,991	1,964	1.4%	10,687	10,318	3.6%	
<i>Buffalo</i>							
Coles	971	369	163.1%	5,467	4,167	31.2%	
Crane	40	501	-92.0%	40	2,478	-98.4%	
Dudley	2,076	1,259	64.9%	10,394	8,007	29.8%	
East Clinton	511	712	-28.2%	3,284	3,742	-12.2%	
González-Soto	354	2,133	-83.4%	2,648	11,978	-77.9%	
Merriweather	1,099	1,496	-26.5%	7,425	6,531	13.7%	
North Park	1,045	1,120	-6.7%	6,419	5,742	11.8%	
Panty	1,486	1,312	13.3%	6,743	6,415	5.1%	
<i>Central</i>	14,682	14,752	-0.5%	88,426	78,828	12.2%	
<i>Bookmobile Services</i>							
Library on Wheels	62	72	-13.9%	469	321	46.1%	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
System	51,838	50,938	1.8%	288,530	274,336	5.2%	
Member Libraries	29,512	27,212	8.5%	157,215	146,127	7.6%	
Buffalo Branches	7,582	8,902	-14.8%	42,420	49,060	-13.5%	
Central Library	14,682	14,752	-0.5%	88,426	78,828	12.2%	
Bookmobile Services	62	72	-13.9%	469	321	46.1%	

Lancaster Financial Monthly Report 2023

June

Account	Deposits	Disbursements	Interest	Sub-Total	Balance
M & T Checking					
Beginning Balance					\$3,700.83
Receipts	\$288.65				
John Benzee: May mileage (#25002)		-\$4.00			
Meagan Carr: May mileage (#25003)		-\$9.30			
Kara Stock: May mileage (#25004)		-\$16.19			
Josh Strell: May mileage (#25005)		-\$22.41			
Ending Balance	\$288.65	-\$51.90		\$236.75	\$3,937.58
Bank on Buffalo					
Beginning Balance					\$145,514.89
Wendy Mass memorial book donation	\$25.00				
Deborah Tartick memorial book donation	\$25.00				
MacDavid fund donation	\$300.00				
Headphones (1 @ \$3)	\$3.00				
Copier	\$91.90				
Book sale	\$132.00				
CW Native Plant Farm: 6/20 program (#544)		-\$80.00			
Donna Baia: 6/26 program (#545)		-\$50.00			
Glenn Colton: 6/29 program (#546)		-\$449.00			
Hawk Creek Wildlife Center: deposit for 7/23 program (#547)		-\$50.00			
Frosty's Ice Cream: coupons for scavenger hunt (#548)		-\$202.00			
Lancaster Youth Bureau: monthly craft program supplies (#549)		-\$322.06			
Replenish petty cash (#550)		-\$150.00			
Amazon: Composting supplies (Debit)		-\$144.93			
Amazon: Table cloths (Debit)		-\$132.54			
Amazon: Garden materials/resources (Debit)		-\$70.60			
Chicago Distribution Center: 4 ALA posters (#551)		-\$58.07			
Discount School Supply: Giraffe activity wall panel (Debit)		-\$70.83			
Penworthy Company: 6 STEM-to-go kits (#552)		-\$806.94			
Buffalo Zoo: Village scavenger hunt gift card prize (Debit)		-\$100.00			
Explore & More: Village scavenger hunt gift card prize (Debit)		-\$106.00			
Buffalo Museum of Science: Village scavenger hunt gift membership prize (Debit)		-\$90.00			
Benjamin Berry: 7/6 performance (#554)		-\$350.00			
The Wondermakers: 7/10 performance (#555)		-\$150.00			
Hawk Creek Wildlife Center: 7/13 program (#556)		-\$450.00			
Denise Miller: June Tai Chi classes (#557)		-\$150.00			
Ending Balance	\$576.90	-\$3,982.97		-\$3,406.07	\$142,108.82
CDs	Amount	Maturity	Interest Rate	Interest	Total
Bank on Buffalo CD 040	\$21,552.98	12M 6/27/24	0.11%	\$5.91	\$21,558.89
Bank on Buffalo CD 043	\$12,075.62	36M 7/27/23	0.61%	\$0.00	\$12,075.62
Bank on Buffalo CD 046	\$24,660.65	12M 5/23/24	0.11%	\$0.00	\$24,660.65
Bank on Buffalo CD 028	\$11,738.60	36M 10/27/24	0.19%	\$0.00	\$11,738.60
Bank on Buffalo CD 178	\$20,647.02	12M 8/03/23	0.11%	\$0.00	\$20,647.02
Bank on Buffalo CD 1283	\$10,685.82	18M 4/01/24	2.05%	\$54.61	\$10,740.43
Bank on Buffalo CD 2355	\$22,041.23	36M 5/28/24	0.11%	\$0.00	\$22,041.23
Bank on Buffalo CD 7632	\$20,285.01	18M 4/10/24	2.05%	\$0.00	\$20,285.01
Evans CD 6749	\$28,456.67	12M 1/24/24	4.00%	\$0.00	\$28,456.67
CD Balance				\$60.52	\$172,204.12
Total Balance					\$318,250.52

Petty Cash

June 2023

Date	Item	Deposit	Withdrawl	Total
				\$20.08
14-Jun	Replenish petty cash	\$150.00		\$170.08
		\$150.00	\$0.00	\$170.08

Contract Library "System Paid" Budget Analysis

Lancaster Public Library

As of 5/31/2023

	"System Paid" Budget*	January	February	March	April	May	Actual 2023 Expenses	2023 Year End Projection	Projected Year End Surplus/(Shortfall)
Salaries & Wages, Full Time									
Salaries & Wages, Full Time	217,680.00	18,348.88	16,680.79	22,674.73	17,755.20	20,418.48	95,878.08	233,151.26	(15,471.26)
Other Payments	6,528.00						0.00	0.00	6,528.00
Overtime		433.27	1,224.05	1,102.70	460.04	1,004.37	4,224.43	6,899.25	(6,899.25)
Total Salaries & Wages, Full Time	224,208.00	18,782.15	17,904.84	23,777.43	18,215.24	21,422.85	100,102.51	240,050.51	(15,842.51)
Wages, Regular Part-Time							0.00		0.00
Wages, Part Time	112,761.00	6,644.85	8,960.50	10,023.66	9,212.94	9,896.15	44,738.10	107,173.57	5,587.43
Contractual Reserve	19,320.00								19,320.00
Employer FICA Total	25,781.00	1,898.63	2,049.93	2,560.48	2,079.64	2,374.55	10,963.23	26,447.77	(666.77)
Employee Health Insurance	20,114.00	2,011.12	2,011.12	1,534.75	1,599.77	1,964.13	9,120.89	21,790.95	(1,676.95)
Dental Plan	636.00	66.42	66.42	52.70	60.14	64.77	310.45	728.90	(92.90)
Health Insurance Waiver	804.00	67.00	67.00	67.00	67.00	67.00	335.00	804.00	0.00
NYS Retirement	27,633.00	1,882.28	2,014.20	3,360.75	2,086.45	2,102.82	11,446.50	27,909.66	(276.66)
Disability	0.00						0.00		0.00
Natural Gas (NFG)	7,844.00	995.89	900.12	556.28	365.31	134.17	2,951.77	4,152.17	3,691.83
Electricity	31,565.00	2,537.02	1,939.33	1,836.24	1,136.56	1,754.21	9,203.36	19,701.10	11,863.90
Bottom Line Total	470,666.00	34,885.36	35,913.46	43,769.29	34,823.05	39,780.65	189,171.81	448,758.63	21,907.37

Notes:

System Paid Budget per Res. 2022-48

Crafts budget 2023				
DATE	VENDOR	PURPOSE	CHECK #	AMOUNT
1/20/2023	Michaels	Craft supplies	Debit	\$96.21
1/20/2023	Fun Express	Crafternoon supplies	Debit	\$329.71
2/14/2023	Zazzle	Stamps	Debit	\$49.00
2/16/2023	Amazon	Mini irons	Debit	\$47.96
2/23/2023	S&S	Crafts	Debit	\$348.20
3/3/2023	Michaels	Craft paper	Debit	\$136.14
3/3/2023	Oriental Trading	Earth day craft supplies	Debit	\$134.94
3/3/2023	Amazon	Craft supplies	Debit	\$68.79
3/28/2023	Amazon	Portion cups	Debit	\$34.47
4/11/2023	Amazon	STEM Kit supplies and paper bags	Debit	\$117.66
4/19/2023	S&S	Crafts for Comic Fest	Debit	\$99.10
4/20/2023	Amazon	STEM Kit envelopes	Debit	\$16.99
5/31/2023	Fun Express	Summer craft supplies	Debit	\$211.34
5/31/2023	Amazon	Summer craft supplies	Debit	\$82.96

Total	\$1,773.47
Left over:	<u>\$1,503.06</u>

Income	
DATE	ISSUED AMOUNT
2022 left over	\$776.53
2023 budget	\$2,500.00

Total:	<u>\$3,276.53</u>
--------	-------------------



Lancaster Public Library Credit Card Policy

I. STATEMENT OF PURPOSE

The purpose of this policy is to protect Erie County taxpayers by assuring that credit card use facilitates cost-effective purchases for the Lancaster Public Library (LPL). Use of a credit card account is a form of payment; all use must be in compliance with LPL Policies, in particular, the LPL's Procurement Policy.

II. POLICY

A. The LPL is authorized to maintain the following credit accounts:

1. Credit card account – Library Director: Limit not to exceed \$5,000.
2. Credit cards will be assigned to the LPL Library Director and the LPL Board of Trustees Treasurer (both herein designated "cardholders").

B. The cardholders or their designees may use the credit card only for goods or services for the official business of the LPL and consistent with other policies, including but not limited to the LPL's Procurement Policy.

C. Documentation detailing the goods and services purchased and the business purpose for said purchases must be submitted before payment can be approved.

D. The cardholders are responsible for the protection of the respective credit cards and are responsible to immediately notify the financial institution issuing the card if the card is lost or stolen.

E. The balance due on the credit card will be paid within the balance period indicated on the monthly statement. The LPL accepts full responsibility for authorized debt incurred on these accounts.

F. Cardholders must immediately surrender the credit card upon leaving the employ of the LPL.

G. The LPL Director or designee(s) shall maintain procedures to insure the objectives of this policy are achieved.

1. Funding approval from Board.
2. Credit card purchases will be listed as such on monthly financial report.
3. Credit card purchases are subject to monthly audits.

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

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Password protect your BankOnBuffalo Visa Gold Reward Credit Card or Check Card for added security when you shop at participating online stores. With [Verified by Visa](#), the next time you shop at a participating online store, you'll be prompted to enter your password. That means added safety, because only you can use your card online. Activate your [Verified by Visa](#) password at any participating store listed today.

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Material	Synthetic
Pile Height	Low Pile
Back Material Type	Rubber

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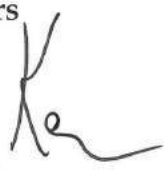
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MEMORANDUM

TO: Contracting Library Directors and Managers
FROM: Kenneth H. Stone, Deputy Director - CFO
SUBJECT: 2023 Contracts
DATE: June 15, 2023



Please find attached two sets of your 2023 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 2023-17 in which the Board of Trustees of the B&ECPL authorizes the Board Chair to execute 2023 contracts. An electronic version of this packet in PDF (without signatures) has been emailed to you so you can distribute to your board electronically for review.

Over the past year, Library administration has worked with the Association of Contracting Library Trustees to review the contract and recommend improvements. The first recommendation, to include a descriptive table of contents (TOC) and plain English heading titles, has been incorporated into the contract. Thank you to all who participated, I hope you find the improvements useful!

Budget figures reflect the 2023 System Board Adopted Budget including adjustments subsequently approved by board resolution.

Other than the TOC and headings; updating dates; updating budget figures for 2023 as noted above; and updating policy based exhibits to their current adopted versions, there are no material changes in the contract documents vs. the 2022 contract.

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 15, 2023

AGENDA ITEM NUMBER: E.2.a.

RESOLUTION: 2023-17
Authorize Chair to Execute 2023
Contracts with Contracting Libraries

BACKGROUND:

During Erie County's 2023 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 (B&ECPL) Board of Trustees, on December 15, 2022, adopted Resolution 2022-48 implementing the extension provision until such time as a final 2023 contract is adopted, not to exceed July 31, 2023. Funding was based upon the allocation contained in the 2023 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 2023 Board-adopted budget including adjustments subsequently approved by board resolution.

Over the past year, Library administration has worked with the Association of Contracting Library Trustees to review the contract and recommend improvements. The first recommendation, to include a descriptive table of contents (TOC) and plain English heading titles, has been incorporated into the contract.

Other than the TOC and headings; updating dates; updating budget figures for 2023 as noted above; and updating policy based exhibits to their current adopted versions, there are no material changes in the contract documents vs. the 2022 contract. This resolution authorizes the Library Board Chairperson to execute 2023 contracts incorporating these items.

ACTION REQUIRED:

Motion to approve Resolution 2023-17.

RESOLUTION 2023-17

WHEREAS, budgetary allocations from Erie County and New York State to the Buffalo & Erie County Public Library (B&ECPL) constitute the vast majority of the financial resources supporting the contract with the “Public Library,” and

WHEREAS, Erie County’s 2023 allocation was not known until early December, and New York State’s overall allocation was adopted in early May, 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 2023 fiscal year on January 1, 2023, and

WHEREAS, to meet 2023 operating expenditure needs of the contracting libraries, the B&ECPL Board of Trustees on December 15, 2022 adopted Resolution 2022-48 implementing the extension provision contained in the 2022 contract until such time as a final 2023 contract is adopted, not to exceed July 31, 2023, whichever was earlier, with budgetary amounts based upon the 2023 Board adopted budget and any subsequent modifications thereof, and

WHEREAS, Erie County’s 2023 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 2023 contracts subject to the terms and conditions noted above and with budget figures reflecting the 2023 Board-adopted budget as amended.

Approved unanimously at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on June 15, 2023.

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
_____, 2023 at ____ o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the
_____ Library, held at _____ on
the _____ day of _____, 2023, 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 2023, 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

Agreement between
the Buffalo & Erie County Public Library
and

LANCASTER PUBLIC LIBRARY, a public library
of the Town of Lancaster, County of Erie and
State of New York

2023

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THIS AGREEMENT

Made and entered into this _____ day of _____ 2023
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 2023 (hereafter referred to
as the "current year"), pursuant to the contract extension provision contained in
section TWENTY-SIXTH of the calendar year 2022 (hereafter referred to as the "prior
year") contract with the B&ECPL which was implemented via Resolution 2022-47
dated the 15th day of December 2022; 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:

I. LIBRARY PRIVILEGES

The Public Library will furnish free library privileges to the people of the County of Erie during the term of this agreement.

II. CIRCULATION POLICY

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 be made available to the Public Library via the B&ECPL's website and/or Staff Intranet.

III. ACCEPTANCE OF ISSUED MATERIALS

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.

IV. ACCEPTANCE OF RETURNED MATERIALS

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.

V. REQUISITION AND FURNISHING OF MATERIALS, EQUIPMENT AND SUPPLIES

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.

VI. LOAN AND USE OF MATERIALS WITHIN B&ECPL SYSTEM

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.

VII. ANNUAL BUDGET REQUEST

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.

VIII. ANNUAL BUDGET ALLOCATION

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 \$31,491,387.

A. Allocation Process

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 \$28,285,362 from the Library Property Tax. On December 15, 2022, the B&ECPL adopted its current year operating budget of \$31,491,387, which includes the above noted Library Property Tax allocation, anticipated New York State aid and other library revenue.

B. Contract Extension

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 15, 2022, approved Resolution 2022-48, implementing the contract extension provision contained in section TWENTY-SIXTH of the 2022 contract into the current year until replaced by this agreement, said replacement to be no later than July 31, 2023. This agreement, including the sums for the Public Library as shown in Exhibit A, which is affixed to this agreement, replaces the 2022 contract as extended.

C. Request for Additional Funds

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 2022 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.

D. Local Library Services Aid

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.

IX. PAYMENT OF OPERATING EXPENSES

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.

A. Centralized Human Resources

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	224,208
WAGES, REGULAR PART-TIME	0
WAGES, PART TIME	112,761
CONTRACTUAL SALARY RESERVE	19,320
EMPLOYER FICA TOTAL	25,781
EMPLOYEE HEALTH INSURANCE	20,114
DENTAL PLAN	636
HEALTH INSURANCE WAIVER	804
NYS RETIREMENT	27,633
DISABILITY	0
NATURAL GAS	7,844
ELECTRICITY	31,565
TOTAL OF THE ABOVE ACCOUNTS	\$470,666

B. Support from Fundraising, Donations and Municipalities

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.

C. Exhibit A

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.

D. Contractual Payments

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.

E. Retirement System Contribution

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.

F. Opting out of CHR

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.

X. ADDITIONAL INCOME

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.

XI. REPORTING BUDGET TRANSFERS

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.

XII. UNENCUMBERED FUNDS

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.

XIII. ACCESS TO RECORDS

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.

XIV. SURVEY BY B&ECPL

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.

XV. FILLING FULL-TIME AND REGULAR PART-TIME POSITIONS

A. Authorization to Fill

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.

B. Salary Rules

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.

XVI. EQUAL EMPLOYMENT OPPORTUNITY

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.

XVII. COLLECTIVE BARGAINING

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.

XVIII. MATERIAL PROCESSING AND CARE

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.

XIX. BUILDING/EXPANSION RELATED EXPENSES

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.

XX. ANNUAL INVENTORY OF FIXED ASSETS

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.).

XXI. TRANSFER OF LIBRARIANS

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.

XXII. OPEN HOURS

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.

A. Budgeting for Open Hours

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.

B. Inability to Fund Open Hours

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.

XXIII. NETWORK AND AUTOMATED SYSTEMS

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.

XXIV. REDUCTION IN FUNDING

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.

XXV. REVIEW BY ERIE COUNTY FISCAL STABILITY AUTHORITY

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.

XXVI. TERM

THIS AGREEMENT shall continue in force for the remainder of the current year. Additionally, for the next fiscal year beginning January 1, 2024 (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, 2024.

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 15th day of June 2023 and pursuant to a resolution of the Board of Trustees of the Public Library duly adopted on the _____ day of _____ 2023.

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 2022-12			As per Res 2022-47		
	2022	2022 BUDGET	2022	2023	2023 BUDGET	2023
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
PERSONAL SERVICES						
SALARIES & WAGES, FULL TIME		212,076	212,076		217,680	217,680
WAGES, REGULAR PART-TIME			-			-
WAGES, PART TIME		110,656	110,656		112,761	112,761
OVERTIME (Sunday)			-			-
OTHER (Vacation Buyout)		3,892	3,892		6,528	6,528
TOTAL SALARIES & WAGES	-	326,624	326,624	-	336,969	336,969
REDUCTION FRM PERS. SVCS ACCT		(5,243)	(5,243)			-
CONTRACTUAL SALARY RESERVES			-		19,320	19,320
FRINGE BENEFITS						
EMPLOYER FICA		24,984	24,984		25,781	25,781
EMPLOYEE HEALTH INSURANCE		18,720	18,720		20,114	20,114
DENTAL PLAN		636	636		636	636
WORKERS COMPENSATION		1,517	1,517		2,180	2,180
UNEMPLOYMENT INSURANCE		766	766		595	595
HOSPITAL & MEDICAL - RETIREES		26,446	26,446		24,488	24,488
HEALTH INSURANCE WAIVER		804	804		804	804
RETIREMENT		28,613	28,613		27,633	27,633
TOTAL FRINGE BENEFITS	-	102,486	102,486	-	102,231	102,231
OFFICE SUPPLIES	-	3,222	3,222	-	3,770	3,770
REPAIRS & MAINTENANCE CHARGES						
OTHER SUPPLIES & MATERIALS	500	-	500	250	-	250
EQUIPMENT MAINTENANCE	50		50	50		50
REPAIRS & MAINT - MISC SYS	-	2,038	2,038	-	1,892	1,892
TOTAL REPAIRS & MAINTENANCE CHARGES	550	2,038	2,588	300	1,892	2,192
TRAVEL & MILEAGE EXPENSES	250		250	250		250
DUES & FEES						
MEMBERSHIP & DUES	20	-	20	20	-	20
TRAINING & EDUCATION (NYSALB, etc.)		704	704		738	738
TOTAL DUES & FEES	20	704	724	20	738	758
UTILITY CHARGES						
WATER	300		300	300		300
SEWER			-			-
TELECOMMUNICATIONS			-			-
- WIRELESS ACCESS	-		-	-	207	207
- DATA LINES	-	336	336	-	345	345
- INTERNET - Internet access	-	41	41	-	43	43
- EQUIPMENT MAINT			-			-
- LOCAL AND LD PHONE SERVICE	-	934	934	-	936	936
TELEPHONE SUB-TOTAL	-	1,311	1,311	-	1,531	1,531
TOTAL UTILITY CHARGES	300	1,311	1,611	300	1,531	1,831
PROFESSIONAL SERVICE CONTRACT & FEES						
ADVERTISING & PROMOTION		2,415	2,415		2,895	2,895
MOVIE LICENSING AGREEMENT		235	235		235	235
OVERDRIVE DOWNLOADABLE LICENSE	-	324	324	-	211	211
SIRSI SOFTWARE MAINTENANCE	-	4,266	4,266	-	4,371	4,371
RFID EQUIPMENT MAINTENANCE		1,739	1,739		1,776	1,776
COLLECTIONS AGENCY FEES	-	777	777	-		-
EAP SERVICES	-	154	154	-	163	163
ONLINE CATALOG (OCLC)	-	2,898	2,898	-	3,088	3,088
VITEC SOLUTIONS/COMPUTER SUPPORT	-	2,578	2,578	-	2,656	2,656
LEGAL FEES	-	1,583	1,583	-	1,702	1,702
RFID/OCR LABELS		1,288	1,288		193	193
OTHER PRINTED SUPPLIES	-	36	36	-	48	48
CONTRACT PROFESSIONAL SERVICES (DIRECT)			-			-
TOTAL PROFESSIONAL SERVICE CONTRACTS	-	18,293	18,293	-	17,338	17,338

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

EXHIBIT A

BUDGET: LANCASTER PUBLIC LIBRARY

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

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

EXHIBIT A

BUDGET: LANCASTER PUBLIC LIBRARY

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

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

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

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
Lancaster Public Library

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

Report: ZTMR_PAYSCALE_REPORT
 System: PRD/100/ZHR_PAYSCALES
 User: VESTE

Payscale Type: Librarians

Erie County
 Pay Scale Report
 Pay Area: 19: Librarians

For: 01/01/2023

Page: 1
 Date: 05/02/2023
 Time: 12:20:58

	0	1	2	3	4	5	A	B	C	D	E	F
GRP 07		41606 1600.24 20.003	43776 1683.68 21.046	45933 1766.64 22.083	48088 1849.52 23.119	50247 1932.56 24.157	51420 1977.68 24.721	52603 2023.20 25.290	53764 2067.84 25.848	54947 2113.36 26.417	56118 2158.40 26.980	57300 2203.84 27.548
GRP 09		48011 1846.56 23.082	50841 1955.44 24.443	53664 2064.00 25.800	56482 2172.40 27.155	59309 2281.12 28.514	60713 2335.12 29.189	62140 2390.00 29.875	63534 2443.60 30.545	64946 2497.92 31.224	66352 2552.00 31.900	67762 2606.24 32.578
GRP 10		51538 1982.24 24.778	54617 2100.64 26.258	57693 2218.96 27.737	60763 2337.04 29.213	63852 2455.84 30.698	65395 2515.20 31.440	66920 2573.84 32.173	68461 2633.12 32.914	70002 2692.40 33.655	71535 2751.36 34.392	73072 2810.48 35.131
GRP 11		58814 2262.08 28.276	62123 2389.36 29.867	65466 2517.92 31.474	68786 2645.60 33.070	72118 2773.76 34.672	73782 2837.76 35.472	75448 2901.84 36.273	77101 2965.44 37.068	78765 3029.44 37.868	80425 3093.28 38.666	82089 3157.28 39.466
GRP 12		62899 2419.20 30.240	66583 2560.88 32.011	70283 2703.20 33.790	73950 2844.24 35.553	77640 2986.16 37.327	79489 3057.28 38.216	81318 3127.60 39.095	83175 3199.04 39.988	85026 3270.24 40.878	86869 3341.12 41.764	88714 3412.08 42.651
GRP 13		68665 2640.96 33.012	72688 2795.68 34.946	76748 2951.84 36.898	80793 3107.44 38.843	84812 3262.00 40.775	86848 3340.32 41.754	88866 3417.92 42.724	90906 3496.40 43.705	92941 3574.64 44.683	94979 3653.04 45.663	97011 3731.20 46.640
GRP 14		76534 2943.60 36.795	81099 3119.20 38.990	85613 3292.80 41.160	90151 3467.36 43.342	94692 3642.00 45.525	96963 3729.36 46.617	99251 3817.36 47.717	101541 3905.44 48.818	103817 3992.96 49.912	106095 4080.56 51.007	108372 4168.16 52.102
GRP 50		72010 2769.60 34.620										

Report: ZTMR_PAYSCALE_REPORT
 System: PRD/100/ZHR_PAYSCALES
 User: VESTE

Payscale Type: CMU White

Erie County
 Pay Scale Report
 Pay Area: 30: CMU

For: 01/01/2023

Page: 1
 Date: 05/02/2023
 Time: 12:29:24

	0	1	2	3	4	5	A	B	C	D	E
GRP 01	36779 1414.56 17.682	38590 1484.24 18.553	39711 1527.36 19.092	40860 1571.52 19.644	41995 1615.20 20.190	43120 1658.48 20.731	43686 1680.24 21.003	44256 1702.16 21.277	44814 1723.60 21.545	45388 1745.68 21.821	45945 1767.12 22.089
GRP 02	37332 1435.84 17.948	39171 1506.56 18.832	40362 1552.40 19.405	41531 1597.36 19.967	42715 1642.88 20.536	43884 1687.84 21.098	44470 1710.40 21.380	45078 1733.76 21.672	45652 1755.84 21.948	46236 1778.32 22.229	46825 1800.96 22.512
GRP 03	38405 1477.12 18.464	40312 1550.48 19.381	41552 1598.16 19.977	42792 1645.84 20.573	44021 1693.12 21.164	45286 1741.76 21.772	45904 1765.52 22.069	46542 1790.08 22.376	47154 1813.60 22.670	47778 1837.60 22.970	48395 1861.36 23.267
GRP 04	39691 1526.56 19.082	41689 1603.44 20.043	42994 1653.60 20.670	44308 1704.16 21.302	45644 1755.52 21.944	46973 1806.64 22.583	47638 1832.24 22.903	48279 1856.88 23.211	48949 1882.64 23.533	49606 1907.92 23.849	50261 1933.12 24.164
GRP 05	41496 1596.00 19.950	43605 1677.12 20.964	45067 1733.36 21.667	46496 1788.32 22.354	47961 1844.64 23.058	49410 1900.40 23.755	50197 1930.64 24.133	50987 1961.04 24.513	51784 1991.68 24.896	52572 2022.00 25.275	53364 2052.48 25.656
GRP 06	43950 1690.40 21.130	46209 1777.28 22.216	47938 1843.76 23.047	49650 1909.60 23.870	51357 1975.28 24.691	53094 2042.08 25.526	54101 2080.80 26.010	55103 2119.36 26.492	56085 2157.12 26.964	57092 2195.84 27.448	58090 2234.24 27.928
GRP 07	46546 1790.24 22.378	48978 1883.76 23.547	51081 1964.64 24.558	53190 2045.76 25.572	55293 2126.64 26.583	57387 2207.20 27.590	58531 2251.20 28.140	59671 2295.04 28.688	60819 2339.20 29.240	61955 2382.88 29.786	63105 2427.12 30.339
GRP 08	49358 1898.40 23.730	51967 1998.72 24.984	54429 2093.44 26.168	56894 2188.24 27.353	59340 2282.32 28.529	61784 2376.32 29.704	63053 2425.12 30.314	64305 2473.28 30.916	65564 2521.68 31.521	66832 2570.48 32.131	68097 2619.12 32.739

Report: ZTMR PAYSACLE REPORT
 System: PRD/100/ZHR_PAYSCALES
 User: VESTE

Payscale Type: CMU Blue

Erie County
 Pay Scale Report
 Pay Area: 33: AFSCME CMU

For: 01/01/2023

Page: 1
 Date: 05/02/2023
 Time: 12:29:51

	0	1	2	3	4	5	A	B	C	D	E
GRP 01	35793 1376.64 17.208	37708 1450.32 18.129	39148 1505.68 18.821	40583 1560.88 19.511	41546 1597.92 19.974	42503 1634.72 20.434	43102 1657.76 20.722	43695 1680.56 21.007	44289 1703.44 21.293	44886 1726.40 21.580	45481 1749.28 21.866
GRP 02	36379 1399.20 17.490	38353 1475.12 18.439	39836 1532.16 19.152	41319 1589.20 19.865	42305 1627.12 20.339	43297 1665.28 20.816	43921 1689.28 21.116	44558 1713.76 21.422	45169 1737.28 21.716	45797 1761.44 22.018	46421 1785.44 22.318
GRP 03	37507 1442.56 18.032	39587 1522.56 19.032	41147 1582.56 19.782	42704 1642.48 20.531	43742 1682.40 21.030	44782 1722.40 21.530	45438 1747.60 21.845	46118 1773.76 22.172	46765 1798.64 22.483	47422 1823.92 22.799	48079 1849.20 23.115
GRP 04	38463 1479.36 18.492	40664 1564.00 19.550	42320 1627.68 20.346	43971 1691.20 21.140	45072 1733.52 21.669	46170 1775.76 22.197	46867 1802.56 22.532	47551 1828.88 22.861	48258 1856.08 23.201	48955 1882.88 23.536	49648 1909.52 23.869
GRP 05	40377 1552.96 19.412	42767 1644.88 20.561	44562 1713.92 21.424	46355 1782.88 22.286	47551 1828.88 22.861	48747 1874.88 23.436	49583 1907.04 23.838	50419 1939.20 24.240	51260 1971.52 24.644	52094 2003.60 25.045	52926 2035.60 25.445
GRP 06	42971 1652.72 20.659	45733 1758.96 21.987	47805 1838.64 22.983	49874 1918.24 23.978	51260 1971.52 24.644	52641 2024.64 25.308	53710 2065.76 25.822	54773 2106.64 26.333	55817 2146.80 26.835	56869 2187.28 27.341	57926 2227.92 27.849
GRP 07	45716 1758.32 21.979	48996 1884.48 23.556	51455 1979.04 24.738	53920 2073.84 25.923	55559 2136.88 26.711	57198 2199.92 27.499	58411 2246.56 28.082	59615 2292.88 28.661	60819 2339.20 29.240	62032 2385.84 29.823	63249 2432.64 30.408
GRP 08	48697 1872.96 23.412	52451 2017.36 25.217	55266 2125.60 26.570	58082 2233.92 27.924	59960 2306.16 28.827	61838 2378.40 29.730	63180 2430.00 30.375	64513 2481.28 31.016	65851 2532.72 31.659	67180 2583.84 32.298	68528 2635.68 32.946

BUFFALO & ERIE COUNTY PUBLIC LIBRARY**PAGE & SR. PAGE HOURLY WAGE RATES****EFFECTIVE DATE: DECEMBER 31, 2022****PAGE and SENIOR PAGE WAGE SCALES****December 31, 2022 - December 30, 2023****PAGE****Step 1**

\$14.20

SENIOR PAGE**Step 1**

\$15.20

NOTES:

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

Page rates are consistent with mandated increases in the New York State Minimum Wage Law and Sr.

Page rates are budgeted at \$0.50 above the minimum wage.

Contract Library Lancaster		Branch Lancaster		
2023 Schedule of Public Service Hours				
Winter Hours				
Total hours		60		
Sunday Hours start on:		1/8/2023		
Sunday Hours end on:		5/21/23		
	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:		5/22/23		
Summer Hours end on:		9/4/23		
	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.

III. 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.

IV. 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.

V. 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.

VI. 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, citizenship or immigration status, 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.

1. 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, citizenship or immigration status, 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.

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, citizenship or immigration status, 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, citizenship or immigration status, 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, citizenship or immigration status, 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. Such conduct may also be treated as a violation of the applicable library's Rules of Conduct.
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 or contract Library Director.
- 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 contract Library Director, or in the event the individual is not an employee, the incident should be reported directly to the Equality, Diversity and Inclusion Officer at eeo@buffalolib.org.
- 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 Equality, Diversity and Inclusion Officer.
- f. In the event that the complaint is against a contract Library Director, the Equality, Diversity and Inclusion Officer will notify the applicable Board President.

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.
- 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 individuals are encouraged to use this complaint form. Individuals 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 Equality, Diversity and Inclusion Officer for investigation.
- c. Upon receipt of a complaint under this policy, the Equality, Diversity and Inclusion Officer 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 the Equality, Diversity and Inclusion Officer 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, the Equality, Diversity and Inclusion Officer will determine if the investigation will be completed internally 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 Equality, Diversity and Inclusion Officer 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 individual 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 individuals (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.
6. Disclosing an employee's personnel files because they have opposed any practices forbidden under the New York State Human Rights Law ("NYS HRL"), filed a complaint, testified or assisted in any proceeding under NYS HRL, except where the disclosure is made in the course of commencing or responding to a complaint in any proceeding under the NYS HRL or any other civil or criminal action or other judicial or administrative proceeding as permitted by applicable law.

IV. Legal Remedies

Individuals 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 Equality, Diversity and Inclusion Officer, as described above. If an individual 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. Individuals 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.

Amended January 19, 2023 per Resolution 2023-1.



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 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.

EXHIBIT H

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. Patrons and other non-employees who engage in sexual harassment will be addressed in accordance with each library's Rules of Conduct and applicable laws.

6. 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 Office. 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). Retaliation may also include, but is not limited to, disclosing an employee's personnel files because they have opposed any practices forbidden under the New York State Human Rights Law ("NYS HRL"), filed a complaint, testified or assisted in any proceeding under NYS HRL, except where the disclosure is made in the course of commencing or responding to a complaint in any proceeding under the NYS HRL or any other civil or criminal action or other judicial or administrative proceeding as permitted by applicable law.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The NYS HRL 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 Office. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Human Resources Office.

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 Office. 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 Office 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 Office 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 or you can call DHR's toll-free sexual harassment hotline at 1-800-HARASS-3 Monday through Friday, 9:00 AM to 5:00 PM.

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.
Amended January 19, 2023 per Resolution 2023-2.



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?

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The safer, easier way to pay

 >>

USE YOUR AMAZON ACCOUNT




|




Subtotal (1 item) : \$79.96


Go to Checkout >

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Shopping Cart

	Item Description	Unit Price	Qty.	Amount
 <div>zoom</div>	<div><u>Restroom Key Tags Or Keychains (With Male And Female Symbols), 2" x 8"</u></div> <div>Select Color : 235 Yellow/Black text</div> <div>Size : 2" x 8" (H x W)</div> <div>Material : Engraved Keychain - Plastic</div> <div>Part # : SE-7370-SE-Key-2x8-2-Sided</div> <div>Price Group : SE-Key-2x8-2-Sided</div> <div>Expected ship date: June 13</div> <div>Delete</div>	<div>\$19.99/Keychain</div> <div>Package: 1 Keychain</div>	<div>4</div> <div>Keychains</div> <div>Update</div>	<div>\$79.96</div>
1 item in your cart.				Total : \$79.96
<div><div>Continue Shopping</div><div>Estimate Shipping Cost</div></div>				


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Employee Restroom Keychains or Key Tags Double Sided


Part# : SE-7466



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Restroom Key Tags or Keychains 1 3/4in. X 4in.

Part# : SE-2230



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Don't Lose Keychains or Key Tags Double Sided

Part# : SE-7465

CATEGORIES

- Custom
- Room
- Office
- By Message
- Sliding
- Entrance & Exit
- Restroom

SUPPORT

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- Privacy
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- Resources
- Videos
- CA Privacy Rights
- Reviews
- Terms
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- Products
- Accessibility
- W9 Form





Buffalo & Erie County Public
LIBRARY

BUFFALO & ERIE COUNTY PUBLIC LIBRARY

BUSINESS OFFICE

1 LAFAYETTE SQUARE

BUFFALO, NEW YORK 14203

716-858-7163

Inv # 23025

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

Date: June 12, 2023

ITEM

UNIT COST

EXTENSION

PVT Library Material
per attached list

4,061.11

BALANCE DUE:

\$ 4,061.11

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

Order ID	Line #	Amount Paid	Invoice	Library	
99285	1	\$754.32	99285	LNC	
427911	1	\$1,556.71	427911	LNC	
PO-55738	1	\$16.49	60193942	LNC	
60200021	CREDIT	(\$20.99)	60200021	LNC	
PO-55841	1	\$23.99	60200021	LNC	
PO-55841	5	\$14.99	60200021	LNC	
PO-55841	7	\$11.99	60200021	LNC	
PO-55841	18	\$11.99	60200021	LNC	
PO-55841	20	\$14.99	60200021	LNC	
PO-55841	21	\$20.99	60200021	LNC	
PO-55841	26	\$11.99	60200021	LNC	
PO-55841	29	\$13.79	60200021	LNC	
PO-55841	30	\$11.99	60200021	LNC	
PO-55841	31	\$14.99	60200021	LNC	
PO-55841	33	\$17.99	60200021	LNC	
PO-55841	35	\$22.49	60200021	LNC	
PO-55841	36	\$20.99	60200021	LNC	
PO-55841	37	\$20.63	60200021	LNC	
PO-55841	10	\$14.24	60205865	LNC	
PO-55841	6	\$14.99	60211695	LNC	
PO-55841	9	\$20.69	60211695	LNC	
PO-55841	34	\$17.99	60212947	LNC	
PO-55841	16	\$7.77	60216004	LNC	
PO-55958	1	\$9.89	60216005	LNC	
PO-55958	9	\$9.89	60216005	LNC	
PO-55958	13	\$10.44	60216005	LNC	
PO-55958	15	\$10.99	60216005	LNC	
PO-55959	8	\$8.79	60216006	LNC	
PO-55959	9	\$8.79	60216006	LNC	
PO-55959	21	\$8.79	60216006	LNC	
PO-55959	23	\$8.24	60216006	LNC	
PO-55959	30	\$10.44	60216006	LNC	
PO-55959	32	\$16.19	60216006	LNC	
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PO-55959	37	\$8.79	60216006	LNC	
PO-55959	39	\$10.44	60216006	LNC	
PO-55959	40	\$10.97	60216006	LNC	
PO-55959	42	\$8.79	60216006	LNC	
PO-55959	43	\$9.34	60216006	LNC	
PO-55959	44	\$8.79	60216006	LNC	
PO-55959	45	\$8.79	60216006	LNC	
PO-55959	47	\$10.42	60216006	LNC	
PO-55959	50	\$10.44	60216006	LNC	
PO-55959	2	\$13.74	60220717	LNC	
PO-55959	20	\$16.19	60220717	LNC	
PO-55959	41	\$11.17	60220717	LNC	
PO-55958	5	\$16.16	60221313	LNC	
PO-55958	8	\$10.44	60221313	LNC	
PO-56203	1	\$20.99	60223771	LNC	
PO-56225	1	\$23.18	60223773	LNC	

Order ID	Line #	Amount Paid	Invoice	Library	
PO-56225	2	\$23.18	60223773	LNC	
PO-56225	3	\$17.23	60223773	LNC	
PO-56225	9	\$6.04	60223773	LNC	
PO-56225	10	\$23.18	60223773	LNC	
PO-56225	12	\$9.89	60223773	LNC	
PO-56225	15	\$23.18	60223773	LNC	
PO-56225	17	\$8.24	60223773	LNC	
PO-56225	21	\$10.97	60223773	LNC	
PO-56225	22	\$7.14	60223773	LNC	
PO-56225	23	\$7.14	60223773	LNC	
PO-56225	24	\$7.79	60223773	LNC	
PO-56225	25	\$6.04	60223773	LNC	
PO-56225	26	\$7.14	60223773	LNC	
PO-56225	27	\$6.04	60223773	LNC	
PO-56225	28	\$10.44	60223773	LNC	
PO-56225	4	\$10.97	60224807	LNC	
PO-56225	5	\$22.32	60224807	LNC	
PO-56225	11	\$23.18	60230594	LNC	
PO-55361	2	\$17.99	67553364	LNC	
PO-55360	2	\$7.14	67553702	LNC	
PO-55841	2	\$14.99	67575229	LNC	
PO-55841	8	\$14.99	67575229	LNC	
PO-55841	24	\$14.99	67575229	LNC	
PO-55841	27	\$12.59	67575229	LNC	
PO-55841	32	\$14.99	67575229	LNC	
PO-55841	13	\$18.74	67580970	LNC	
PO-55841	22	\$7.50	67580970	LNC	
PO-55841	25	\$11.69	67580970	LNC	
PO-55841	28	\$6.00	67580970	LNC	
PO-55841	3	\$17.99	67582180	LNC	
PO-55841	4	\$17.99	67582180	LNC	
PO-55841	11	\$17.99	67582180	LNC	
PO-55841	12	\$14.99	67582180	LNC	
PO-55841	14	\$12.74	67582180	LNC	
PO-55841	17	\$20.69	67582180	LNC	
PO-55841	19	\$14.99	67582180	LNC	
PO-55841	23	\$13.49	67582180	LNC	
PO-55958	3	\$9.32	67587082	LNC	
PO-55958	4	\$9.32	67587082	LNC	
PO-55959	7	\$16.79	67587083	LNC	
PO-55959	10	\$16.16	67587083	LNC	
PO-55959	13	\$9.34	67587083	LNC	
PO-55959	14	\$9.89	67587083	LNC	
PO-55959	22	\$9.87	67587083	LNC	
PO-55959	24	\$26.97	67587083	LNC	
PO-55959	33	\$8.77	67587083	LNC	
PO-55959	34	\$8.77	67587083	LNC	
PO-55959	48	\$12.64	67587083	LNC	
PO-55959	49	\$9.89	67587083	LNC	
PO-55958	12	\$15.26	67592003	LNC	
PO-55959	16	\$16.19	67592004	LNC	

Order ID	Line #	Amount Paid	Invoice	Library	
PO-55959	1	\$27.01	67592814	LNC	
PO-55959	3	\$15.29	67592814	LNC	
PO-55959	5	\$12.56	67592814	LNC	
PO-55959	12	\$27.01	67592814	LNC	
PO-55959	15	\$17.09	67592814	LNC	
PO-55959	4	\$26.97	67594304	LNC	
PO-55959	25	\$26.97	67594304	LNC	
PO-56225	6	\$22.06	67594310	LNC	
PO-56225	8	\$23.18	67594310	LNC	
PO-56225	18	\$10.97	67594310	LNC	
PO-56225	20	\$10.99	67594310	LNC	
PO-55958	7	\$15.26	67595483	LNC	
PO-55958	16	\$15.29	67595483	LNC	
PO-55959	31	\$26.32	67595484	LNC	
PO-55958	6	\$15.26	67596842	LNC	
PO-55959	6	\$28.20	67597879	LNC	
PO-55959	27	\$26.97	67597879	LNC	
PO-55959	38	\$25.22	67597879	LNC	
PO-56225	19	\$29.48	67600319	LNC	
PO-55959	17	\$17.99	67601904	LNC	
PO-56225	16	\$22.92	67604559	LNC	\$4,061.11

Accessibility Support Collection Request

Amazon				
QTY.	Description	Website	Price Each	Total Price
3	Snug Kids Ear Protection	https://a.co/d/6yXq6KI	\$22.99	\$68.97
2	Cancelling Safety Ear Muffs for Noise Reduction Hearing - Adult	https://a.co/d/hiytUeT	\$15.99	\$31.98
1	Large Print Wired USB High Contrast Keyboard	https://a.co/d/btr43Us	\$19.99	\$19.99
1	BIGtrack 2.0 Trackball	https://a.co/d/fkT0wx0	\$100.00	\$100.00
1	Playlearn 6 Inch Glitter Wand	https://a.co/d/hTj4k9P	\$17.99	\$17.99
1	Liquid Motion Bubbler Timer Pack of 4	https://a.co/d/adL1evc	\$20.78	\$20.78
1	Water Beads Sensory Fidget Toys	https://a.co/d/goZWmU6	\$11.99	\$11.99
1	6 Pcs Marble Maze Mat Sensory Fidget	https://a.co/d/d7Ieceb	\$13.99	\$13.99
1	MOCHI TOWN Squishy Stress Relief Ball (Hedgehog Brown)	https://a.co/d/1RMwP2C	\$12.80	\$12.80
1	MOCHI TOWN Squishy Stress Relief Ball (CAMANG)—calico cat	https://a.co/d/4LG68e6	\$16.00	\$16.00
1	400 American Sign Language (ASL) Flash Cards Fun Deck	https://a.co/d/4cqPABN	\$71.00	\$71.00
1	Anytime Articulation Flash Card Game Combo (Sets 1, 2, and 3)	https://a.co/d/9hGnCuL	\$70.00	\$70.00
1	Webber® Big Apraxia Photo Cards	https://a.co/d/3YXScr2	\$214.95	\$214.95

1	Auditory Memory for Short Stories Fun Deck	https://a.co/d/4gqi6kV	\$25.00	\$25.00
1	Auditory Processing Quick Take Along® Mini-Book	https://a.co/d/hFN25Pn	\$20.00	\$20.00
1	Webber® Photo Cards - Following Directions	https://a.co/d/db896t2	\$18.00	\$18.00
1	Webber® Activities of Daily Living Photo Sequencing Cards	https://a.co/d/35L4Wwg	\$45.00	\$45.00
1	Webber® Auditory Memory for Short Story Scenes	https://a.co/d/bYUSiMM	\$85.00	\$85.00
1	Can Do Oral-Motor Fun Deck Flash Cards	https://a.co/d/7h25XcR	\$20.00	\$20.00
1	Can-Do Oral-Motor Game	https://a.co/d/6HbrrNZ	\$25.00	\$25.00
1	Ask and Answer WH Question Five Fun Decks Combo	https://a.co/d/eviDXvM	\$79.00	\$79.00
1	WikkiStix Basic Shapes Cards Kit	https://a.co/d/dZWV0RN	\$14.95	\$14.95
1	Arts and Crafts for Kids Numbers Learning Pack	https://a.co/d/7cjJQhT	\$15.99	\$15.99
1	Education Toys for Kids Alphabet Cards Set	https://a.co/d/1gyx52N	\$16.27	\$16.27
1	Learning Resources Super Sorting Pie	https://a.co/d/0ugD5PJ	\$33.99	\$33.99
1	Learning Resources Birds in a Nest Sorting Set	https://a.co/d/9Qx3m5P	\$19.48	\$19.48
1	Sensory Fidget Toys Set 7 Pack	https://a.co/d/gLw12hc	\$15.99	\$15.99

1	8 Pcs Sensory Fidget Toys Pack	https://a.co/d/bFibPMq	\$7.99	\$7.99
1	3PCS Rotating Magic Bean Puzzle Toy	https://a.co/d/gy4E7po	\$12.99	\$12.99
1	Schylling Classic Tin Kaleidoscope	https://a.co/d/catybtp	\$9.47	\$9.47
1	40Pcs LED Party Finger Lights for Kids	https://a.co/d/2ehCPY3	\$10.95	\$10.95
1	Automatic Color Changing Rainbow Glitter Lamp	https://a.co/d/b1ng6dS	\$25.99	\$25.99
1	SHASHIBO Shape Shifting Box	https://a.co/d/hnP93pr	\$25.00	\$25.00
1	Ultimate Eye Twisters: A Mesmerizing Mass of Optical Illusions	https://a.co/d/dhvYcOj	\$14.76	\$14.76
1	Euclidean Cube Sensory Toy	https://a.co/d/15Hoy6W	\$8.99	\$8.99
1	LED Flashing Spiky Sensory Stress Balls	https://a.co/d/f73Zyli	\$11.99	\$11.99
1	Therapy Ball Activities Fun Deck	https://a.co/d/a5hoYjc	\$23.00	\$23.00
1	Physio Balance Therapy Ball, 12 Inch	https://a.co/d/47Q37Mm	\$23.00	\$23.00
1	Upper Body and Core Strength Fun Deck	https://a.co/d/iViXvhl	\$24.00	\$24.00
1	Amazon Basics Wood Wobble Exercise Balance Board	https://a.co/d/79YAPDT	\$16.49	\$16.49
1	Wobble Cushion, Balance Disc with Spiky Massage Ball-Blue	https://a.co/d/dvSrC2R	\$16.99	\$16.99

1	Wobble Cushion, Balance Disc with Spiky Massage Ball-Black	https://a.co/d/87XHwS1	\$16.99	\$16.99
1	Step-a-Forest	https://a.co/d/jkRMZ5n	\$248.12	\$248.12
1	Good Citizenship Conversation Flash Cards	https://a.co/d/aFPhCzN	\$13.99	\$13.99
1	Scooter Board Activities Fun Deck	https://a.co/d/0ATy9R8	\$23.00	\$23.00
1	I Heard Your Feelings, Conversation Flash Cards	https://a.co/d/9d25x1Q	\$13.99	\$13.99
1	What's Going on Here? Conversation Flashcards	https://a.co/d/gHNDL5i	\$10.99	\$10.99
1	Good Manners Conversation Flash Cards	https://a.co/d/1MKwZT9	\$13.99	\$13.99
1	What Do I Do? Conversation Flashcards	https://a.co/d/0LiM8U2	\$13.99	\$13.99
1	Watch This Face	https://a.co/d/bwC3C6L	\$16.50	\$16.50
1	Sensory Diet Flash Cards	https://a.co/d/3l4l1f	\$30.95	\$30.95
1	Critical Thinking Quick Take Along®	https://a.co/d/ieK7zMW	\$20.00	\$20.00
1	Problem Solving and Reasoning Skills Bundle	https://a.co/d/ibH5jhC	\$50.00	\$50.00
1	Quatro Mini Hand-Held Massager with Hand Grip	https://a.co/d/1dqiUuM	\$9.33	\$9.33
3	10-in-1 Fidget Pad	https://a.co/d/eGr1KqR	\$4.99	\$14.97
1	50 PCS Fidget Toys Pack	https://a.co/d/1B4XQjS	\$14.99	\$14.99
1	Squeeze-a-Bean	https://a.co/d/hn97uK7	\$8.98	\$8.98
1	Bilibo Seat - Blue	https://a.co/d/a4ychHJ4	\$29.95	\$29.95

1	PECS® Starter Kit- Picture Exchange Communication System®	https://a.co/d/iD53DX2	\$92.00	\$92.00
1	Hand Air Pump	https://a.co/d/cOmKHDX	\$6.90	\$6.90
1	Foot Pump	https://a.co/d/hGbRBR9	\$8.99	\$8.99
1	Agility Ladder (8 rung)	https://a.co/d/hwnumkw	\$11.79	\$11.79
			Shipping	\$14.99
			Total	\$1,934.18 \$2,021.12

Generation Mindful

QTY.	Description	Website	Price Each	Total Price
1	Travel Time-In Toolkit	https://genmindful.com/products/travel-time-in-toolkit	\$9.00	\$9.00
1	Peacemakers Affirmation Cards	https://genmindful.com/products/peacemakers?ref=yotpo_93	\$24.00	\$24.00
1	Time-In Activity Book Series	https://genmindful.com/products/my-time-in-activity-book	\$32.00	\$32.00
1	Time-In Activity Mat & Card Set	https://genmindful.com/products/my-feelings-card-set	\$18.00	\$18.00
			Shipping	
			Total	\$83.00 \$83.00

Lakeshore Learning

QTY.	Description	Website	Price Each	Total Price
1	Tweezer Tongs Color Sorting Kit	https://www.lakeshorelearning.com/products/math/sorting-patterning/tweezer-tongs-color-sorting-kit/p/LL318	\$27.99	\$27.99
1	Lacing Animals	https://www.lakeshorelearning.com/products/blocks-manipulatives/fine-motor-development/lacing-animals/p/BD292	\$19.99	\$19.99

1	Dressing Frames - Complete Set	https://www.lakeshorelearning.com/products/blocks-manipulatives/fine-motor-development/dressing-frames-complete-set/p/AA330X	\$89.99	\$89.99
Shipping				\$20.70
Total			\$137.97	\$158.67

Therapy Shoppe

QTY.	Description	Website	Price Each	Total Price
1	See and Speak Mirror Recorder	https://www.therapyshoppe.com/products/P4499-speech-therapy-products-recorders-educational-teaching-tools-fidgets-chewy-tubes	\$21.99	\$21.99
1	Deluxe Fine Motor Skills Sorting Box	https://www.therapyshoppe.com/products/P4068-occupational-therapy-fine-motor-skill-sorting-box-toy-tool-product-special-needs-kids	\$27.99	\$27.99
1	Handwriting Tools Sampler Kit	https://www.therapyshoppe.com/category/P1976-handwriting-hand-writing-tools-pencil-grips-sampler-kit-fidget-tools-topper-toys	\$18.99	\$18.99
1	Handwriting Tools Sampler Kit #2	https://www.therapyshoppe.com/category/P2606-ot-hand-writing-tools-sampler-kit-pencil-grips-triangular-fidget-tool-toy	\$10.99	\$10.99
1	Bookmark Guides Sampler	https://www.therapyshoppe.com/category/P2547-bookmark-reading-guides-windows-tool-highlight-strips-fidget-figit-fiddle-tool	\$3.99	\$3.99
1	Updated Finger Strengthening Kit	https://www.therapyshoppe.com/products/P2198-fidget-tool-toy-finger-strengthening-kit-hand-finger-strength-fine-motor-skills	\$19.99	\$19.99

1	Feel Find Tactile Tiles Play Set	https://www.therapyshoppe.com/products/P3375-feel-find-tactile-play-set-special-needs-sensory-toys-tools-tactile-discrimination	\$19.99	\$19.99
1	Hair Pullers Skin Pickers Fidget Kit	https://www.therapyshoppe.com/products/P3717-sensory-fidget-tool-toys-for-hair-pullers-skin-pickers-sensory-seekers-kit-fiddle-figit	\$29.99	\$29.99
1	Pick Apart Corks	https://www.therapyshoppe.com/products/P3389-fidgets-tools-fidget-toys-for-skin-pickers-dermatillomania-trichotillomania	\$2.49	2.49
1	Sensory Kit for Supporting Neurodiverse Students	https://www.therapyshoppe.com/products/P4784-sensory-fidget-kit-tool-toy-product-seekers-therapy-shoppe-special-education	\$112.99	112.99
1	Bumpy Bouncy Bands	https://www.therapyshoppe.com/products/P5855-bumpy-bouncy-band-foot-fidget-feet-focus-tool-toy-help-helper-wiggle-seat-fidgeting-foot-band	\$19.99	19.99
1	Light Up Crystal Ball Spinner	https://www.therapyshoppe.com/category/P5701-light-up-spinning-crystal-ball-fidget-spinner-sensory-calming-stim-fidget-toy-tool-autism	\$11.99	11.99
1	16" Therapy Ball	https://www.therapyshoppe.com/products/P1793-gymnastik-balls-ball-chair-ball-sensory-therapy-balls-wiggle-seat-cushion-focus	\$32.99	32.99
1	20" Therapy Ball	https://www.therapyshoppe.com/products/P1793-gymnastik-balls-ball-chair-ball-sensory-therapy-balls-wiggle-seat-cushion-focus	\$38.99	38.99

1	24" Therapy Ball	https://www.therapyshoppe.com/products/P1793-gymnastik-balls-ball-chair-ball-sensory-therapy-balls-wiggle-seat-cushion-focus	\$44.99	44.99
1	Gross Motor Tools Therapy Kit	https://www.therapyshoppe.com/category/P4856-gross-motor-tools-kit-occupational-therapy-ot-pt-school-based-therapy-sensory-integration	\$137.99	137.99
0	50 Sensorimotor Activities to Improve Focus, Attention, Strength, and Coordination—Currently Out of Stock	https://www.therapyshoppe.com/category/P2623-50-sensorimotor-activities-sensory-processing-skills-toys-special-needs-kids-tools	\$21.99	0
1	Yoga Dice	https://www.therapyshoppe.com/category/P4501-yoga-for-kids-dice-pretzels-toy-game-sensory-tool-break-diet-fidget-tool	\$15.99	15.99
1	Taking "No" For An Answer and Other Skills Children Need: 50 Games to Teach Family Skills	https://www.therapyshoppe.com/products/P2110-taking-no-for-an-answer-family-kids-social-skills-games-autism-toys-tools	\$16.99	16.99
1	Talk Buddy Handheld Communicator	https://www.therapyshoppe.com/products/P6442-talk-buddy-handheld-communicator-non-verbal-language-communication-challenge-device-tool-help	\$27.99	27.99
1	Time Timer Plus	https://www.therapyshoppe.com/products/P3181-time-timer-plus-visual-the-timer-autism-classroom-timers-special-needs-kid	\$40.89	40.89

1	Wipe Clean Weighted Shoulder Wraps	https://www.therapyshoppe.com/products/P4928-weighted-deep-pressure-shoulder-wrap-weighted-blanket-vest-pressure-vest-sensory-gel-lap-pad	\$65.99	65.99
1	Wipe Clean Weighted Lap Pads 2lbs	https://www.therapyshoppe.com/products/P3727-sensory-tool-toy-product-weighted-lap-pad-blanket-animal-autism-tool-fidget-figit	\$46.99	46.99
1	Wipe Clean Weighted Lap Pads 3lbs	https://www.therapyshoppe.com/products/P3727-sensory-tool-toy-product-weighted-lap-pad-blanket-animal-autism-tool-fidget-figit	\$54.99	54.99
1	Wipe Clean Weighted Lap Pads 5lbs	https://www.therapyshoppe.com/products/P3727-sensory-tool-toy-product-weighted-lap-pad-blanket-animal-autism-tool-fidget-figit	\$59.99	59.99
1	HowdaHug Sensory Seat 1	https://www.therapyshoppe.com/products/P1797-howdahug-sensory-wiggle-seats-proprioception-deep-pressure	\$99.99	99.99
Shipping				\$94.53
Total			\$1,008.14	\$1,080.68
Containers for Kits				200.00
Grand Total				\$3,543.47

Kit Contents (May be split into more than one kit per category)

- 1. Gross Motor Skills: Basic Kit** (can be used to develop skills that involve the large muscles of the arms, legs, and torso)
 - a. a set of Activity Hoops (6 durable 15" seamless hoops)
 - b. set of 101 Use Cones (15 sturdy cones in 5 colors)
 - c. 24" Therapy Ball (patron chooses appropriate size)
 - d. 12" Therapy Ball (patron chooses appropriate size)
 - e. 16" Therapy Ball (patron chooses appropriate size)
 - f. 20" Therapy Ball (patron chooses appropriate size)
 - g. 6-pc set of Nylon Beanbags
 - h. Scooter Board (Scooter Board Kit)
 - i. Scooter Board Activities Fun Deck (Scooter Board Kit)
 - j. 6-pc set of Yoga Dice
 - k. Therapy Ball Activities Fun Deck
 - l. Upper Body and Core Strength Fun Deck
 - m. Hand Air Pump (patron chooses what fits their ability)
 - n. Foot Pump (patron chooses what fits their ability)

- 2. Emotional Management/Calming** (can be used to develop skills that help people understand, accept, regulate and express emotions)
 - a. 6 Inch Glitter Wand
 - b. Mold & Play Sensory Sand
 - c. Liquid Motion Bubbler
 - d. Water Bead Fidget Toy
 - e. MOCHI Town Stress Ball—Hedgehog
 - f. MOCHI Town Stress Ball—Calico
 - g. Travel Time-In Toolkit
 - h. Peacemakers Affirmation Card Deck
 - i. Time-In Activity Book Series (printed as needed)
 - j. Time-In Activity Mat & Card Set
 - k. I Heard Your Feelings Flash Cards
 - l. Yoga Dice

- m. Talk Buddy Handheld Communicator
- n. What's Going on Here? Conversation Flash Cards (Social Emotional kit)
- o. Good Manners Conversation Flash Cards (Social Emotional kit)
- p. Watch This Face (Social Emotional kit)
- q. What Do I Do Flash Cards (Social Emotional kit)
- r. Good Citizenship Conversation Flash Cards (Social Emotional kit)
- s. Taking No for an Answer book (Social Emotional kit)

3. Fine Motor Skills Kits (can be used to develop skills that involve the muscles of the wrists and hands)

- a. WikkiStix Shapes Set (Wikki kit)
- b. WikkiStix Numbers Set (Wikki kit)
- c. WikkiStix Alphabet Set (Wikki kit)
- d. Tweezer Tongs Color Sorting Set
- e. Super Sorting Pie
- f. Birds in a Nest Sorting Set
- g. Lacing Animals Set
- h. Deluxe Fine Motor Skills Sorting Box
- i. Handwriting Tools Sampler Kit (Handwriting kit)
- j. Handwriting Tools Sampler Kit #2 (Handwriting kit)
- k. Bookmark Guides (can also be useful for Visual kit)
- l. Finger Strengthening Kit (Finger Strength kit)
- m. Updated Finger Strengthening Kit (Finger Strength kit)
- n. Dressing Frames Set
- o. Feel Find Tactile Tiles Play Set

4. Visual Sensory Kit (can be used to develop skills that allow one to be aware of color, light level, contrast, motion, and other visual stimuli)

- a. Schylling Tin Kaleidoscope

- b. LED Finger Lights
- c. Color Changing Rainbow Glitter Lamp
- d. SHASHIBO Box
- e. Ultimate Eye Twisters Book
- f. Euclidean Cube
- g. LED Flashing Stress Ball
- h. Light Up Crystal Ball Spinner

5. Speech Therapy Kits & Equipment (can be used to treat language disorders, speech disorders, voice disorders and swallowing problems)

- a. 400 American Sign Language Flash Cards
- b. Anytime Articulation Flash Card Sets 1-3
- c. Big Apraxia Photo Cards
- d. PECS® Starter Kit
- e. Auditory Memory Short Stories Deck (Auditory Speech kit)
- f. Auditory Processing Quick Take Along Mini-Book (Auditory Speech kit)
- g. Auditory Memory for Short Story Scenes (Auditory Speech kit)
- h. Can Do Oral-Motor Card Deck (Oral Motor Kit)
- i. Can Do Oral-Motor Game (Oral Motor Kit)
- j. See & Speak Mirror Recorder (Oral Motor Kit)
- k. Ask & Answer WH Questions Five Deck Combo (Reasoning kit)
- l. Critical Thinking Quick Take Along Book (Reasoning kit)
- m. Problem Solving and Reasoning Skills Bundle (Reasoning kit)
- n. Following Directions Photo Cards

6. In-House Equipment (can be used to manage sensory needs and make computer use accessible while in the library)

- a. Sound Cancelling Headphones—Child
- b. Sound Cancelling Headphones—Adult

- c. High Contrast Keyboard
- d. Adaptive Mouse
- e. Wobble Cushion—Black
- f. See: 9. Fidget Tools

7. Gross Motor Skills Equipment (can be used to develop skills that involve the large muscles of the arms, legs, and torso)

- a. Wood Wobble Board
- b. Wobble Cushion—Blue
- c. Step-a-Forest
- d. Agility Ladder

8. Proprioceptive/Vestibular Sensory Equipment (can be used to develop the brain/body connection)

- a. Weighted Shoulder Wrap
- b. 2lb Weighted Lap Pad
- c. 3lb Weighted Lap Pad
- d. 5lb Weighted Lap Pad
- e. HowdaHug Sensory Seat
- f. Bumpy Bouncy Bands
- g. Bilibo Seat
- h. Mini Hand Held Massager
- i. Sensory Diet Flash Cards

9. Fidget Tools (in-house/check-out, items separated into applicable groupings) (can be used to help focus, attention, calming, active listening and meet sensory needs)

- a. Hair Pullers Skin Pickers Fidget Kit
- b. Pick Apart Corks (replacement parts for HPSP kit)
- c. Sensory Kit for Supporting Neurodiverse Students
- d. Squeeze-a-bean
- e. 50 piece Fidget Toy Pack

- f. 10-in-1 Fidget Pad (3)
- g. 7 Pack Fidget Set (magnetic rings, infinity cube, fidget controller, flippy chain, magic rainbow ball, mesh marble-2)
- h. 8 Pack Fidget Set (flippy chain-2, mesh marble-2, spikey fidget ring-2, bike chain roller-2)
- i. 3 Pack Rotating Magic Bean Puzzle

10. Activities of Daily Living (can be used to develop skills that involve personal care)

- a. Activities of Daily Living Photo Sequencing Cards

11. Miscellaneous Equipment

- a. Time Timer Plus (Can be used to help executive function, emotional management, and visual or auditory sensory needs)

Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, August 10, 2023
4:15 PM

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the July 13, meeting minutes
- V. Report of the Director

- VI. Public Comment

- VII. Monthly Financial Reports
 - A. June Financial Report
 - a. Transfer of CDs to Bank on Buffalo at 4%
 - B. Audit Report
 - C. Programming Budget – Quarterly update

- VIII. Old Business
 - A. Credit Card Interest Rates

- IX. New Business
 - A. Building Maintenance Updates
 - 1. Lighting
 - 2. Panic Button
 - 3. Cintas
 - B. By-Laws & Conflict of Interest Policy (review)
 - C. Waiver Form for Accessibility Kits
 - D. Survey Results
 - E. Mileage Payments - \$22.38
 - F. Filters for Air Purifiers
 - G. Additional Card Table for Mahjong Club - \$47.38

- X. Adjournment

Next Meeting, September 14, 2023, at 4:15 PM

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

OUTREACH

Independence Day – Part-time Librarian Genevieve Maynard handed out free books to **61** people walking by the library after the Village of Lancaster parade.

PARTNERSHIPS

Lancaster Youth Bureau – Volunteers from the Youth Bureau held a hands-on summer time craft program on Wednesday, July 12th for **10** children.

Paws for Love – A volunteer from the SPCA Paws for Love organization brought a therapy dog to the library on Monday, July 31st. **4** children practiced reading out loud to a dog.

PROGRAMMING

Battle of the Books – Part-time Librarian Michael Green led four meetings this month. The **10** young adults competed virtually on Saturday, July 29th.

Comic Book Club – Youth Services Librarian Meagan Carr held this club on Saturday, July 1st. **10** kids worked on creating their own comics.

Computer Coach – Library Assistant John Benzee held **3** one-on-one technology appointments, assisting patrons with online job searching, the Libby app, and using an Android phone.

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

- **Craft & Carry** - **85** children picked up a spring-themed craft kit.
- **STEM Kits: Bug Hotel** – **33** children picked up this kit.
- **Take & Make** – These weekly kits had book themes and **263** were picked up.



Crafternoon – Each Wednesday in July, Youth Services Librarian Meagan Carr held a craft program for school-age children with a total attendance of **59**. Weekly craft themes were based on the following books: *Elephant & Piggie*, *Pete the Cat*, *Very Hungry Caterpillar*, and *How Do Dinos*.

Feelings Rock - 10 preschool age children attended this program on Saturday, July 22nd. They enjoyed a fun music and movement class that encourages families to move, learn, and grow together.

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, July 24th.

LEGO® Club - Meagan held 2 LEGO® Clubs for a total of 40 children on Saturday, July 15th. The theme was “boats” and the creations are on display in the library.

Mahjong Club - Our Mahjong Club met every Wednesday morning with an average attendance of 9 adults.

Paper Quilling - Meagan taught 4 teens the art of quilling on Friday, July 7th. They worked with a premade design using a quilling tool and colorful paper.

Seed Library - 225 vegetable, flower, and herb packets were picked up in July.

Storytimes - Meagan conducted a total of 20 sessions this month expanding from 4 sessions a week to 6 sessions a week due to high demand. 35 children attended Lapsit, 105 children attended Toddler Time, 24 children attended Preschool Time, and 40 children attended Family Storytime.

T'ai Chi Chih - Accredited teacher Denise Miller taught 4 classes in July with an average attendance of 12.

Technology Training - On Tuesday, July 18th, 6 adults learned how to use Canva, a free graphic design tool.



Teen Painting - Local art teacher, Kimberly Strell, taught 13 teenagers how to create a mushroom-themed painting on Monday, July 17th.

Thursday Performers – We hosted a different performer each Thursday in July with a total attendance of **605**. Performers were circus artist Benjamin Berry, Hawk Creek Wildlife, Nickel City Retails, and Wow Party Bubbles.



Wondermakers – This group performed interactive story theatre for **31** people of all ages on Monday, July 10th.

MEETINGS

July 12th – Library Director Kara Stock attended the Manager Meeting at the Central Library.

SOCIAL MEDIA



Left: A young patron finds a coupon for Frosty's Ice Cream.

Right: Three young residents participate in our summer scavenger hunt throughout the village of Lancaster.



WALL ART

The Graphics Department updated the walls in our children's area using a dinosaur theme. Feedback from our youngest patrons has been very positive!



LANCASTER PUBLIC LIBRARY

2023 STATISTICS

CIRCULATION			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	19,104	8,583	122.6%
FEB	19,227	9,681	98.6%
MAR	21,501	11,175	92.4%
APR	20,469	15,609	31.1%
MAY	18,605	17,971	3.5%
JUN	20,658	18,973	8.9%
JUL	24,933	22,830	9.2%
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	144,497	104,822	37.8%

LIBRARY VISITS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	6,008	4,512	33.2%
FEB	7,096	5,318	33.4%
MAR	7,252	6,449	12.5%
APR	7,829	6,472	21.0%
MAY	6,554	5,648	16.0%
JUN	7,138	6,502	9.8%
JUL	8,483	7,816	8.5%
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	50,360	42,717	17.9%

PUBLIC ACCESS COMPUTER SESSIONS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	646	584	10.6%
FEB	605	574	5.4%
MAR	628	753	-16.6%
APR	674	613	10.0%
MAY	611	693	-11.8%
JUN	562	644	-12.7%
JUL	656	631	4.0%
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	4,382	4,492	-2.4%

WIFI			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	1,352	1,189	13.7%
FEB	1,342	1,356	-1.0%
MAR	1,525	1,680	-9.2%
APR	1,489	1,469	1.4%
MAY	1,466	1,704	-14.0%
JUN	1,478	1,710	-13.6%
JUL	1,564	1,736	-9.9%
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	10,216	10,844	-5.8%

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
2023 Statistics and Proceeds**

	Tours		New Library Cards		Ref Q	Headphone	Copier	Vending	Book Sale	Donations
	No.	ATT	Child	Adult	No.	Proceeds	Proceeds	Proceeds	Proceeds	to Library
JAN	0	0	27	32	757	\$15.00	\$48.25	\$0.00	\$146.00	\$9,345.39
FEB	1	12	22	38	773	\$3.00	\$85.60	\$24.00	\$243.00	\$48.84
MAR	0	0	27	46	728	\$9.00	\$79.55	\$0.00	\$153.00	\$0.00
APR	0	0	22	38	694	\$15.00	\$84.82	\$0.00	\$223.00	\$0.00
MAY	2	76	38	28	540	\$15.00	\$105.00	\$30.00	\$289.00	\$250.82
JUN	1	31	42	40	586	\$3.00	\$91.90	\$0.00	\$132.00	\$350.00
JUL	0	0	48	56	539	\$21.00	\$55.90	\$23.00	\$168.00	\$0.00
AUG										
SEP										
OCT										
NOV										
DEC										
TOTAL	4	119	226	278	4,617	\$81.00	\$551.02	\$77.00	\$1,354.00	\$9,995.05

Total Proceeds \$12,058.07

	Facebook	Instagram
	Followers	Followers
JAN	2,801	439
FEB	2,822	467
MAR	2,870	531
APR	2,913	565
MAY	2,952	583
JUN	2,982	610
JUL	3,011	618
AUG		
SEP		
OCT		
NOV		
DEC		


Programs July 2023

Date	Title	# of programs	Attendance	Audience
7/1/2023	Comic Book Club	1	10	Children 6-11
7/4/2023	July 4th Outreach	1	61	Intergenerational/Combined
7/5/2023	Mahjong Club	1	8	Adults
7/5/2023	T'ai Chi Chih	1	15	Adults
7/5/2023	Elephant & Piggie Crafts	1	16	Children 6-11
7/5/2023	Book Club	1	7	Adults
7/6/2023	Storytime	1	21	Children 5 and under
7/6/2023	Storytime	1	22	Children 5 and under
7/6/2023	Circus Show	1	110	Intergenerational/Combined
7/6/2023	Battle of the Books	1	10	Teens
7/7/2023	Paper Quilling	1	4	Teens
7/10/2023	Wondermakers	1	31	Intergenerational/Combined
7/11/2023	Storytime	1	15	Children 5 and under
7/11/2023	Storytime	1	30	Children 5 and under
7/11/2023	Book Club	1	7	Adults
7/12/2023	Mahjong Club	1	10	Adults
7/12/2023	T'ai Chi Chih	1	11	Adults
7/12/2023	Pete the Cat Crafts	1	19	Children 6-11
7/12/2023	Summer Crafts	1	10	Children 6-11
7/13/2023	Hawk Creek Wildlife	1	125	Intergenerational/Combined
7/13/2023	Storytime	1	22	Children 5 and under
7/13/2023	Storytime	1	24	Children 5 and under
7/13/2023	Battle of the Books	1	9	Teens
7/14/2023	Storytime	1	18	Children 5 and under
7/14/2023	Storytime	1	20	Children 5 and under
7/15/2023	LEGO Club	1	25	Children 6-11
7/15/2023	LEGO Club	1	15	Children 6-11
7/17/2023	Teen Painting	1	13	Teens
7/18/2023	Storytime	1	18	Children 5 and under
7/18/2023	Storytime	1	22	Children 5 and under
7/18/2023	Canva	1	6	Adults
7/19/2023	Mahjong Club	1	8	Adults
7/19/2023	T'ai Chi Chih	1	10	Adults
7/19/2023	Caterpillar Crafts	1	18	Children 6-11
7/20/2023	Storytime	1	20	Children 5 and under
7/20/2023	Storytime	1	16	Children 5 and under
7/20/2023	Nickel City Reptiles	1	220	Intergenerational/Combined
7/21/2023	Storytime	1	25	Children 5 and under
7/21/2023	Storytime	1	20	Children 5 and under
7/22/2023	Feelings Rock	1	22	Children 5 and under
7/24/2023	Kids Yoga	1	11	Children 5 and under
7/25/2023	Storytime	1	12	Children 5 and under
7/25/2023	Storytime	1	24	Children 5 and under


7/26/2023	Mahjong Club	1	7	Adults
7/26/2023	T'ai Chi Chih	1	11	Adults
7/26/2023	Dinosaur Craft	1	7	Children 6-11
7/27/2023	Bubble Show	1	150	Intergenerational/Combined
7/27/2023	Storytime	1	16	Children 5 and under
7/27/2023	Storytime	1	16	Children 5 and under
7/28/2023	Battle of the Books	1	8	Teens
7/28/2023	Storytime	1	20	Children 5 and under
7/28/2023	Storytime	1	12	Children 5 and under
7/29/2023	Battle of the Books	1	10	Teens
7/31/2023	Read to a Dog	1	4	Children 6-11
7/31/2023	Take & Make Craft	263	263	Children 5 and under
7/31/2023	Craft & Carry	85	85	Children 6-11
7/31/2023	STEM Kits	33	33	Intergenerational/Combined
7/31/2023	New Library Card Kits	13	13	Intergenerational/Combined
7/31/2023	Seed Library	225	225	Intergenerational/Combined
7/31/2023	Book a Tech Trainer	6	6	Adults
7/31/2023	Tutoring	20	20	Children 5 and under
7/31/2023	Tutoring	10	10	Teens
7/31/2023	Tutoring	5	5	Adults

Circulation

Total Circulations


 Library	July			Year to Date Totals			Footnotes
	2023 Total	2022 Total	% of	2023 Total	2022 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	2,128	2,127	0.0%	13,007	11,356	14.5%	<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 - Increase due to closure last year 5/9/2022-7/9/2022 for renovations and flooring project. Re-opened 7/11/2022.</p> <p>Correctional Facility and Holding Center - Correctional Facility numbers reported again starting 9/2022. Staff returned to Holding Center 8/2022.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction.</p> <p>González-Soto closed starting 9/12/2022 - Phase 1 Construction.</p>
Amherst							
Audubon	41,361	38,852	6.5%	173,666	184,605	-5.9%	
Clearfield	38,385	36,646	4.7%	249,899	166,398	50.2%	
Eggertsville-Snyder	16,445	16,877	-2.6%	103,096	78,028	32.1%	
Williamsville	4,598	6,200	-25.8%	31,235	24,423	27.9%	
Angola	4,084	3,442	18.7%	22,009	16,395	34.2%	
Aurora	15,661	15,093	3.8%	96,927	71,493	35.6%	
Boston	3,350	3,291	1.8%	20,577	16,946	21.4%	
Cheektowaga							
Julia Boyer Reinstein	26,106	25,376	2.9%	166,922	130,260	28.1%	
Reinstein Memorial	9,827	9,318	5.5%	60,280	45,077	33.7%	
Clarence	24,840	26,162	-5.1%	146,137	100,873	44.9%	
Collins	4,811	4,822	-0.2%	34,045	22,875	48.8%	
Concord	5,711	5,911	-3.4%	36,388	28,216	29.0%	
Eden	4,897	4,627	5.8%	26,957	22,510	19.8%	
Elma	10,924	10,724	1.9%	66,479	49,215	35.1%	
Grand Island Memorial	13,838	12,760	8.4%	77,283	59,003	31.0%	
Hamburg							
Hamburg	21,440	21,239	0.9%	131,720	101,666	29.6%	
Lake Shore	7,410	6,936	6.8%	44,640	33,931	31.6%	
Lackawanna	4,359	4,625	-5.8%	28,749	22,079	30.2%	
Lancaster	24,933	22,830	9.2%	144,497	104,822	37.8%	
Marilla	3,805	3,819	-0.4%	23,169	19,253	20.3%	
Newstead	5,553	6,228	-10.8%	32,852	28,505	15.2%	
North Collins	1,898	1,736	9.3%	13,068	9,062	44.2%	
Orchard Park	27,609	27,079	2.0%	170,204	131,709	29.2%	
City of Tonawanda	9,836	9,857	-0.2%	65,187	51,194	27.3%	
Town of Tonawanda							
Kenilworth	6,671	6,244	6.8%	41,013	31,277	31.1%	
Kenmore	28,611	27,103	5.6%	183,853	139,104	32.2%	
West Seneca	23,763	23,116	2.8%	139,934	109,270	28.1%	
Buffalo							
Coles	2,682	1,765	52.0%	17,183	7,397	132.3%	
Crane	204	9,269	-97.8%	220	43,988	-99.5%	
Dudley	4,976	4,453	11.7%	32,201	23,494	37.1%	
East Clinton	3,086	2,533	21.8%	18,883	13,123	43.9%	
González-Soto	0	3,951	-100.0%	0	20,217	-100.0%	
Merriweather	4,745	3,855	23.1%	33,263	19,486	70.7%	
North Park	12,548	8,079	55.3%	83,953	44,036	90.6%	
Panty	2,466	1,940	27.1%	15,462	9,664	60.0%	
Central	27,044	30,043	-10.0%	201,739	152,391	32.4%	
BookmobileServices							
Library on Wheels	2,338	2,697	-13.3%	24,207	12,644	91.5%	
Library2Go	1,956	784	149.5%	13,898	2,608	432.9%	
Institutions							
Correctional Facility	6,700	0	See note.	35,510	0	See note.	
Holding Center	8,260	0	See note.	65,147	0	See note.	
System							
Online Renewals	748	799	-6.4%	4,684	249,690	-98.1%	
Interlibrary Loans	1,236	948	30.4%	8,827	7,814	13.0%	
eAudiobooks	61,747	48,593	27.1%	401,389	312,642	28.4%	
eVideos	704	739	-4.7%	4,805	2,079	131.1%	
eBooks	87,782	79,621	10.2%	591,145	530,072	11.5%	
eMusic	242	313	-22.7%	1,540	738	108.7%	
eMagazines	7,263	6,170	17.7%	49,338	13,554	264.0%	
B&ECPL Totals	629,581	589,592	6.8%	3,947,187	3,275,182	20.5%	
Member Libraries	392,854	383,040	2.6%	2,343,793	1,809,545	29.5%	
Buffalo Branches	30,707	35,845	-14.3%	201,165	181,405	10.9%	
Central Library	27,044	30,043	-10.0%	201,739	152,391	32.4%	
Bookmobile Services	4,294	3,481	23.4%	38,105	15,252	149.8%	
Institutions	14,960	0	See note.	100,657	0	See note.	
System	159,722	137,183	16.4%	1,061,728	1,116,589	-4.9%	

Library Visits

	July			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	1,012	944	7.2%	5,917	5,956	-0.7%	<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>Central - New visitor counters installed 7/13/2023.</p> <p>Coles - Increase due to closure last year 5/9/2022-7/9/2022 for renovations and flooring project. Re-opened 7/11/2022.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction.</p> <p>González-Soto closed starting 9/12/2022 - Phase 1 Construction.</p>
Amherst							
Audubon	10,209	9,803	4.1%	48,873	59,667	-18.1%	
Clearfield	13,551	12,421	9.1%	82,537	65,389	26.2%	
Eggertsville-Snyder	4,904	4,932	-0.6%	32,532	29,360	10.8%	
Williamsville	2,006	2,681	-25.2%	12,236	11,832	3.4%	
Angola	3,860	3,520	9.7%	20,518	23,136	-11.3%	
Aurora	5,829	5,402	7.9%	36,368	32,592	11.6%	
Boston	1,624	1,625	-0.1%	8,218	7,809	5.2%	
Cheektowaga							
Julia Boyer Reinstein	8,356	8,174	2.2%	56,363	52,605	7.1%	
Reinstein Memorial	3,971	3,566	11.4%	25,276	20,748	21.8%	
Clarence	7,088	6,999	1.3%	43,970	34,834	26.2%	
Collins	1,681	1,437	17.0%	9,665	7,868	22.8%	
Concord	2,663	3,126	-14.8%	17,957	17,632	1.8%	
Eden	1,708	1,647	3.7%	9,198	9,113	0.9%	
Elma	4,058	4,108	-1.2%	23,746	21,471	10.6%	
Grand Island Memorial	5,276	4,768	10.7%	27,477	25,492	7.8%	
Hamburg							
Hamburg	8,853	7,230	22.4%	53,351	43,273	23.3%	
Lake Shore	3,062	2,906	5.4%	20,986	19,366	8.4%	
Lackawanna	2,692	3,097	-13.1%	18,608	20,305	-8.4%	
Lancaster	8,483	7,816	8.5%	50,360	42,717	17.9%	
Marilla	1,046	1,010	3.6%	6,378	6,024	5.9%	
Newstead	3,684	2,649	39.1%	19,510	16,634	17.3%	
North Collins	1,085	1,062	2.2%	7,438	6,556	13.5%	
Orchard Park	12,106	12,164	-0.5%	74,465	67,709	10.0%	
City of Tonawanda	4,716	4,172	13.0%	28,471	24,811	14.8%	
Town of Tonawanda							
Kenilworth	3,458	3,245	6.6%	20,375	18,905	7.8%	
Kenmore	8,976	8,516	5.4%	58,731	53,541	9.7%	
West Seneca	9,359	8,702	7.5%	57,466	52,655	9.1%	
Buffalo							
Coles	3,088	2,057	50.1%	21,018	12,506	68.1%	
Crane	0	3,377	-100.0%	0	19,644	-100.0%	
Dudley	2,487	2,334	6.6%	17,172	17,624	-2.6%	
East Clinton	1,473	1,306	12.8%	8,012	8,144	-1.6%	
González-Soto	0	2,867	-100.0%	0	18,682	-100.0%	
Merriweather	7,278	6,375	14.2%	50,171	45,329	10.7%	
North Park	5,211	4,566	14.1%	35,942	29,778	20.7%	
Panty	3,319	2,653	25.1%	17,390	11,494	51.3%	
Central	21,488	17,691	21.5%	145,377	106,815	36.1%	
Bookmobile Services							
Library on Wheels	1,835	2,287	-19.8%	8,742	8,127	7.6%	
Library2Go	219	239	-8.4%	1,463	1,780	-17.8%	
Institutions							
Correctional Facility	1,269	499	154.3%	7,863	4,065	93.4%	
Holding Center	644	251	156.6%	4,302	2,101	104.8%	
System	193,627	184,224	5.1%	1,194,442	1,084,089	10.2%	
Member Libraries	145,316	137,722	5.5%	876,990	798,000	9.9%	
Buffalo Branches	22,856	25,535	-10.5%	149,705	163,201	-8.3%	
Central Library	21,488	17,691	21.5%	145,377	106,815	36.1%	
Bookmobile	2,054	2,526	-18.7%	10,205	9,907	3.0%	
Institutions	1,913	750	155.1%	12,165	6,166	97.3%	


Registered Public Access Computer Sessions

Session Counts Per Outlet

	July			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	71	63	12.7%	467	411	13.6%	<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 - Increase due to closure last year 5/9/2022-7/9/2022 for renovations and flooring project. Re-opened 7/11/2022.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction.</p> <p>González-Soto closed starting 9/12/2022 - Phase 1 Construction.</p>
<i>Amherst</i>							
Audubon	971	898	8.1%	4,529	6,408	-29.3%	
Clearfield	907	729	24.4%	6,229	4,813	29.4%	
Egbertsville-Snyder	390	477	-18.2%	3,205	2,985	7.4%	
Williamsville	136	192	-29.2%	845	935	-9.6%	
Angola	155	172	-9.9%	1,154	1,177	-2.0%	
Aurora	383	336	14.0%	2,609	2,199	18.6%	
Boston	57	82	-30.5%	408	482	-15.4%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,202	1,273	-5.6%	9,186	8,948	2.7%	
Reinstein Memorial	856	802	6.7%	5,449	4,804	13.4%	
Clarence	423	465	-9.0%	3,048	2,636	15.6%	
Collins	146	99	47.5%	832	627	32.7%	
Concord	213	217	-1.8%	1,286	1,312	-2.0%	
Eden	115	99	16.2%	743	682	8.9%	
Elma	221	196	12.8%	1,407	1,286	9.4%	
Grand Island Memorial	237	246	-3.7%	1,509	1,705	-11.5%	
<i>Hamburg</i>							
Hamburg	963	816	18.0%	6,069	5,867	3.4%	
Lake Shore	237	237	0.0%	1,597	1,538	3.8%	
Lackawanna	415	450	-7.8%	3,365	2,826	19.1%	
Lancaster	656	631	4.0%	4,382	4,492	-2.4%	
Marilla	41	28	46.4%	260	208	25.0%	
Newstead	247	109	126.6%	1,217	990	22.9%	
North Collins	104	125	-16.8%	625	676	-7.5%	
Orchard Park	732	546	34.1%	4,873	3,864	26.1%	
City of Tonawanda	709	649	9.2%	4,476	3,881	15.3%	
<i>Town of Tonawanda</i>							
Kenilworth	402	372	8.1%	2,531	2,681	-5.6%	
Kenmore	1,145	1,271	-9.9%	8,712	9,047	-3.7%	
West Seneca	1,122	1,195	-6.1%	7,044	6,950	1.4%	
<i>Buffalo</i>							
Coles	955	657	45.4%	6,754	4,023	67.9%	
Crane	0	562	-100.0%	0	3,006	-100.0%	
Dudley	553	528	4.7%	3,488	3,826	-8.8%	
East Clinton	360	321	12.1%	1,865	1,886	-1.1%	
González-Soto	0	599	-100.0%	0	3,942	-100.0%	
Merriweather	1,432	1,389	3.1%	10,108	9,232	9.5%	
North Park	1,062	1,019	4.2%	7,748	6,106	26.9%	
Panty	697	525	32.8%	3,521	2,305	52.8%	
Central	5,402	5,897	-8.4%	46,448	38,031	22.1%	
<i>Bookmobile Services</i>							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
System	23,717	24,272	-2.3%	167,989	156,787	7.1%	
Member Libraries	13,256	12,775	3.8%	88,057	84,430	4.3%	
Buffalo Branches	5,059	5,600	-9.7%	33,484	34,326	-2.5%	
Central Library	5,402	5,897	-8.4%	46,448	38,031	22.1%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

WiFi

Total Logins

	July			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	465	472	-1.5%	2,922	2,985	-2.1%	<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 - Increase due to closure last year 5/9/2022-7/9/2022 for renovations and flooring project. Re-opened 7/11/2022.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction.</p> <p>González-Soto closed starting 9/12/2022 - Phase 1 Construction.</p>
<i>Amherst</i>							
Audubon	3,562	2,193	62.4%	18,706	13,848	35.1%	
Clearfield	3,021	2,970	1.7%	18,475	14,509	27.3%	
Eggertsville-Snyder	969	1,147	-15.5%	6,645	7,055	-5.8%	
Williamsville	1,559	1,924	-19.0%	7,683	9,247	-16.9%	
Angola	122	221	-44.8%	823	1,452	-43.3%	
Aurora	1,929	2,312	-16.6%	12,467	14,317	-12.9%	
Boston	234	207	13.0%	1,259	1,143	10.1%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,102	1,031	6.9%	8,850	7,902	12.0%	
Reinstein Memorial	883	801	10.2%	4,855	4,486	8.2%	
Clarence	1,278	1,203	6.2%	9,258	7,252	27.7%	
Collins	312	258	20.9%	1,818	1,568	15.9%	
Concord	576	679	-15.2%	3,512	3,678	-4.5%	
Eden	198	214	-7.5%	1,155	1,503	-23.2%	
Elma	433	354	22.3%	2,492	2,171	14.8%	
Grand Island Memorial	818	894	-8.5%	4,491	4,582	-2.0%	
<i>Hamburg</i>							
Hamburg	1,806	1,777	1.6%	11,474	11,811	-2.9%	
Lake Shore	529	420	26.0%	3,086	2,790	10.6%	
Lackawanna	382	442	-13.6%	3,251	2,792	16.4%	
Lancaster	1,564	1,736	-9.9%	10,216	10,844	-5.8%	
Marilla	69	97	-28.9%	587	628	-6.5%	
Newstead	552	396	39.4%	3,173	2,656	19.5%	
North Collins	273	319	-14.4%	2,481	2,471	0.4%	
Orchard Park	1,962	1,763	11.3%	12,744	10,788	18.1%	
City of Tonawanda	1,091	626	74.3%	5,668	3,990	42.1%	
<i>Town of Tonawanda</i>							
Kenilworth	568	506	12.3%	3,136	2,958	6.0%	
Kenmore	2,003	2,025	-1.1%	13,561	13,370	1.4%	
West Seneca	2,115	1,989	6.3%	12,802	12,307	4.0%	
<i>Buffalo</i>							
Coles	948	788	20.3%	6,415	4,955	29.5%	
Crane	627	520	20.6%	667	2,998	-77.8%	
Dudley	2,236	1,186	88.5%	12,630	9,193	37.4%	
East Clinton	569	787	-27.7%	3,853	4,529	-14.9%	
González-Soto	351	2,001	-82.5%	2,999	13,979	-78.5%	
Merriweather	1,089	1,047	4.0%	8,514	7,578	12.4%	
North Park	1,117	1,108	0.8%	7,536	6,850	10.0%	
Panty	1,522	1,192	27.7%	8,265	7,607	8.6%	
<i>Central</i>	13,554	14,365	-5.6%	101,980	93,193	9.4%	
<i>Bookmobile Services</i>							
Library on Wheels	95	72	31.9%	564	393	43.5%	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
System	52,483	52,042	0.8%	341,013	326,378	4.5%	
Member Libraries	30,375	28,976	4.8%	187,590	175,103	7.1%	
Buffalo Branches	8,459	8,629	-2.0%	50,879	57,689	-11.8%	
Central Library	13,554	14,365	-5.6%	101,980	93,193	9.4%	
Bookmobile Services	95	72	31.9%	564	393	43.5%	

Lancaster Financial Monthly Report 2023

July

Account	Deposits	Disbursements	Interest	Sub-Total	Balance
M & T Checking					
Beginning Balance					\$3,937.58
Receipts	\$375.99				
Kelly Foss: 7/22 Feelings Rock program (#25006)		-\$100.00			
Wow Party: 7/27 bubble show (#25007)		-\$300.00			
Ending Balance	\$375.99	-\$400.00		-\$24.01	\$3,913.57
Bank on Buffalo					
Beginning Balance					\$142,108.82
Vending	\$23.00				
Headphones (7 @ \$3)	\$21.00				
Book sale	\$168.00				
Copier	\$55.90				
Amazon: Craft supplies (crafts) (Debit)		-\$94.26			
Michaels: Craft paper (crafts) (Debit)		-\$100.95			
S&S: Craft supplies (crafts) (Debit)		-\$101.95			
Kimberly Strell: 7/17 painting program (#558)		-\$205.00			
Nickel City Reptiles and Exotics: 7/20 program		-\$450.00			
Donna Baia: 7/24 kids yoga program (#560)		-\$50.00			
BECPL: PVT library materials (#561)		-\$4,061.11			
MyDoorSign: 4 restroom key tags (Debit)		-\$79.96			
Amazon: Elevator rug (Debit)		-\$47.35			
Transfer from checking to savings account		-\$100,000.00			
Costume Specialists: Rainbow fish costume rental (Debit)		-\$165.00			
Denise Miller: July Tai Chi classes (#562)		-\$200.00			
Cris Johnson: 8/3 performance (#563)		-\$325.00			
Tom Fox: 8/7 manga workshop (#564)		-\$125.00			
Mike Randall: 8/10 performance (#565)		-\$375.00			
Generation Mindful: Sensory kits items (Debit)		-\$83.00			
Therapy Shoppe: Sensory kits items (Debit)		-\$227.08			
Ending Balance	\$267.90	-\$106,690.66		-\$106,422.76	\$35,686.06
CDs & Savings	Amount	Maturity	Interest Rate	Interest	Total
Bank on Buffalo CD 040	\$21,558.89	Closed 7/17/23	Moved to savings	\$1.23	\$0.00
Bank on Buffalo CD 043	\$12,075.62	Closed 7/17/23	Moved to savings	\$16.14	\$0.00
Bank on Buffalo CD 046	\$24,660.65	Closed 7/17/23	Moved to savings	\$4.01	\$0.00
Bank on Buffalo CD 028	\$11,738.60	Closed 7/17/23	Moved to savings	\$4.89	\$0.00
Bank on Buffalo CD 178	\$20,647.02	Closed 7/17/23	Moved to savings	\$4.60	\$0.00
Bank on Buffalo CD 1283	\$10,740.43	Closed 7/17/23	Moved to savings	\$9.65	\$0.00
Bank on Buffalo CD 2355	\$22,041.23	Closed 7/17/23	Moved to savings	\$3.25	\$0.00
Bank on Buffalo CD 7632	\$20,285.01	Closed 7/17/23	Moved to savings	\$111.70	\$0.00
Evans CD 6749	\$28,456.67	12M 1/24/24	4.00%	\$279.53	\$28,736.20
CDs Total Balance				\$435.00	\$28,736.20
Savings 5880	\$243,902.92		4.80%	\$481.12	\$244,384.04
Total balance all accounts					\$312,719.87

**Petty Cash
July 2023**

Date	Item	Deposit	Withdrawl	Total
				\$170.08
3-Jul	Josh- Tops- 2x 5 gal water bottle exchange		-\$13.98	\$156.10
6-Jul	Josh- Dollar General- cleaning supplies		-\$19.25	\$136.85
13-Jul	Meagan- Target- bubble machine		-\$10.00	\$126.85
		\$0.00	-\$43.23	\$126.85

Programming Budget 2023

Date(s)	Program Title	Cost
1/22/2023	Family Yoga (Donna Baia)	\$75.00
1/23/2023	Kidding Around Yoga (Donna Baia)	\$50.00
1/25/2023	ART-Y Time (Kim Strell)	\$205.00
1/30/2023	Sprouts (Melissa Sacco)	\$75.00
1/25/2023	Tai Chi - 3 classes (Denise Miller)	\$150.00
2/8/2023	Feelings Rock - Kelly Foss	\$100.00
2/13/2023	Kidding Around Yoga (Donna Baia)	\$50.00
2/15/2023	Tai Chi - 2 classes (Denise Miller)	\$100.00
2/21/2023	Penn Dixie	\$85.00
2/22/2023	Mr. K's Mobile Dome Planetarium	\$355.00
2/23/2023	Buffalo Museum of Science - Bubbles	\$386.20
2/24/2023	Cris Johnson - Balloons	\$325.00
2/27/2023	Sprouts (Melissa Sacco)	\$75.00
3/8/2023	Cooking Healthy (Liz Bauld)	\$225.00
3/20/2023	Kidding Around Yoga (Donna Baia)	\$50.00
3/27/2023	Sprouts (Melissa Sacco)	\$75.00
3/29/2023	Tai Chi - 5 classes (Denise Miller)	\$250.00
4/3/2023	Kidding Around Yoga (Donna Baia)	\$50.00
4/3/2023	Joy of Trains	\$175.00
4/5/2023	Tom Paul Fox - Drawing	\$125.00
4/6/2023	Botanical Gardens - Terrariums	\$346.00
4/19/2023	Eco-Friendly Gardening (Lyn Chimera)	\$100.00
4/24/2023	Sprouts (Melissa Sacco)	\$75.00
4/27/2023	Feelings Rock - Kelly Foss	\$100.00
4/30/2023	Family Yoga (Donna Baia)	\$75.00
5/3/2023	Tom Paul Fox - Write your own book	\$125.00
5/8/2023	Kidding Around Yoga (Donna Baia)	\$50.00
5/10/2023	ART-Y Time (Kim Strell)	\$205.00
5/22/2023	Sprouts (Melissa Sacco)	\$75.00
5/31/2023	Tai Chi - 6 classes (Denise Miller)	\$300.00
6/8/2023	Feelings Rock - Kelly Foss	\$100.00
6/12/2023	Sprouts (Melissa Sacco)	\$75.00
6/20/2023	CW Native Plants	\$80.00
6/26/2023	Kidding Around Yoga (Donna Baia)	\$50.00
6/28/2023	Tai Chi - 3 classes (Denise Miller)	\$150.00
6/29/2023	Glenn Colton - Summer Kick-off Party	\$449.00
7/6/2023	Ben Berry - Circus	\$350.00
7/10/2023	Wondermakers	\$150.00
7/13/2023	Hawk Creek	\$500.00
7/17/2023	Teen Painting - Kim Strell	\$205.00
7/20/2023	Nickel City Reptiles	\$550.00

7/22/2023	Feelings Rock - Kelly Foss	\$100.00
7/24/2023	Kidding Around Yoga (Donna Baia)	\$50.00
7/27/2023	Wow Party (Bubbles) \$100 deposit pd	\$400.00
7/26/2023	Tai Chi - 4 classes (Denise Miller)	\$200.00
8/3/2023	Cris Johnson - Magic Show	\$325.00
8/7/2023	Tom Paul Fox - Anime	\$125.00
8/9/2023	Tai Chi - 2 classes (Denise Miller)	\$100.00
8/10/2023	Mike Randall	\$375.00
8/17/2023	Aquarium of Niagara	\$180.00
8/24/2023	Storybook Cook (Liz Bauld)	\$195.00
8/28/2023	Kidding Around Yoga (Donna Baia)	\$50.00
9/11/2023	Sprouts (Melissa Sacco)	\$80.00
9/16/2023	Feelings Rock - Kelly Foss	\$100.00
9/18/2023	Kidding Around Yoga (Donna Baia)	\$50.00
9/24/2023	Family Yoga (Donna Baia)	\$75.00
9/27/2023	Tai Chi - 4 classes (Denise Miller)	\$200.00
9/28/2023	Cheri Vogel - Medicinal Garden	\$50.00
10/7/2023	Teen Painting - Kim Strell	\$205.00
10/11/2023	Storybook Cook (Liz Bauld)	\$205.00
10/16/2023	Sprouts (Melissa Sacco)	\$80.00
10/21/2023	Wow Party (Spooky Bubbles)	\$400.00
10/22/2023	Family Yoga (Donna Baia)	\$75.00
10/24/2023	Judy Hartke - Spirits	\$150.00
10/25/2023	Tai Chi - 4 classes (Denise Miller)	\$200.00
10/28/2023	Feelings Rock - Kelly Foss	\$100.00
10/30/2023	Kidding Around Yoga (Donna Baia)	\$50.00
11/2/2023	ART-Y Time (Kim Strell)	\$205.00
11/11/2023	Feelings Rock - Kelly Foss	\$100.00
11/26/2023	Family Yoga (Donna Baia)	\$75.00
11/27/2023	Kidding Around Yoga (Donna Baia)	\$50.00
11/29/2023	Tai Chi - 5 classes (Denise Miller)	\$250.00
12/13/2023	Tai Chi - 2 classes (Denise Miller)	\$100.00
12/17/2023	Family Yoga (Donna Baia)	\$75.00
12/18/2023	Kidding Around Yoga (Donna Baia)	\$50.00

TOTAL SPENT

\$12,116.20

Funding Source	Notes	Funds Given
Library Board Funds for 2023		\$14,000.00
2023 Program Budget (CEN)	must spend in 2023	\$500.00

TOTAL BUDGET for 2023

\$14,500.00

CURRENT BALANCE

\$2,383.80



By-laws of the Lancaster Public Library **Board of Trustees**

Article I – Tenure of Office of Trustees

Section 1: The term of office of trustees shall be 6 years.

Section 2: The Board of Trustees shall consist of 6 (six) members in 3(three) classes of terms expiring at two-year intervals. The Trustees are to be elected by the general public in compliance with the Education Law of the State of New York and the Charter of the Lancaster Public Library and in conjunction with the biannual election of Town officers.

Section 3:

Paragraph a: Vacancies among the officers shall be filled by an election at a regular board meeting, and a majority vote of the Trustees present shall constitute approval.

Paragraph b: A vacancy on the Board of Trustees shall be filled by a majority vote of the Board, and the persons so appointed shall hold office until the next general election for that trustee position.

Article II – Officers

Section 1: The officers of the Board shall be President, a Vice-President, a Secretary, and a Treasurer.

Section 2: The president shall appoint a nominating committee two months prior to the end of the calendar year.

Section 3: Officers shall be elected at the first meeting in January by a majority vote of the Board.

Section 4: All officers shall have the usual powers associated with the office (or their duties may be specifically noted in the by-laws).

Section 5: The terms of Board Officers shall be limited to three consecutive one-year terms for each specific Board Office in a Trustee's 6 (six)-year term of office.

Article III – Duties of Officers

President

- A. Shall construct agenda for each monthly meeting in collaboration with the Director.
- B. Shall conduct monthly meetings of the Board of Trustees.
- C. Shall appoint Nominating Committee in November to propose slate of officers for the following year.
- D. Shall distribute/forward quarterly shortfall reports to the Board of Trustees.

Vice President

- A. Shall act in place of the President in the absence of the President.

Secretary

- A. Shall record and distribute minutes of each monthly meeting.

Treasurer

- A. Shall review budget reports from the Central Library and report on same at monthly meetings of the Board of Trustees.
- B. Shall review monthly financial report of Board accounts and report at meetings of the Board of Trustees.
- C. Shall sign checks drawn on the accounts of the Board of Trustees unless time considerations prevent this.

Article III – Meetings

Section 1: Meetings shall be held a minimum of ten times per year, as scheduled by the Board, at the Lancaster Public Library. All meetings are open to the public except when individual personnel issues are being discussed. Meeting dates and times will be set at the January organizational meeting and the resulting schedule sent to the Town Clerk. The meeting schedule will be posted on the bulletin boards at the Lancaster Library.

Section 2: Special meetings shall be held at the call of the President or any three trustees. The press shall be notified.

Section 3: A quorum will consist of three Board Members.

Section 4: The order of business shall be as follows:

- I. Roll Call
- II. Approval of, or changes to the agenda
- III. Review of the minutes of the previous meeting
- IV. Report of the Director & Statistical Data
- V. Financial Statements
 - a. Monthly Financial Report
- VI. Committee Reports – if any

- VII. Public Comment (Limited to 5 (five) minutes per speaker
- VIII. Nominations and Elections – if any
- IX. Old Business
- X. New Business
- XI. Adjournment

Article IV – Committees

Section 1: The following standing committees will be appointed as needed: Rules, Public Relations, Personnel, Buildings, Governance, Budget and Finance. These committees shall have all the usual powers associated with such committees.

Section 2: The President of the Board shall appoint all committee members.

Section 3: Ad hoc committees may be appointed by the President with the approval of the Board. Non-Board members may be appointed to such committees to bring special capabilities for the resolution of problems confronting the committee.

Section 4: All committee actions are subject to approval by a majority of the Board.

Article V - Library Director

Section 1: The Director shall be held responsible for the proper performance of duties as spelled out in the job description provided by the Board.

Section 2: It shall be the duty of the Director to attend meetings of the Board, including budget meetings, or public meetings where action may be taken affecting the interests of the Library. The director shall have the right to speak on all matters under discussion at Board meetings, but shall not have the right to vote thereon.

Article VI – Internal Auditor

Section 1: The board shall appoint an internal auditor. This may be a board member who does not have check-signing authority; it may also be an individual who does not serve on the library board.

Section 2: The internal auditor will, on a monthly basis, review invoices to expenditures and report these findings to the Board.

Article VII – Responsibilities of the Board

Section 1: The Board shall appoint a qualified library director who shall be the executive and administrative officer of the library.

Section 2: Upon recommendation of the director, the Board shall approve personnel appointments.

Section 3: The Board shall approve monthly financial reports.

Section 4: The Board shall appoint and provide oversight of the Internal Auditor.

Article VIII – Amendments

Section 1: These by-laws may be repealed, amended, or added to by a majority vote of the Board at a regular meeting. Such action may be taken, however, only after the substance of the proposed repeal, amendment, or addition, has been presented in writing at a prior regular or special meeting, and notice thereof has been given in the notice of the meeting at which it is to be considered.

Article IX – Conflict of Interest Policy

Section 1 Purpose: The purpose of this Conflict of Interest Policy is to protect the Lancaster Public Library when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, trustee, or Key Employee of the Lancaster Public Library, including situations that may give rise to Conflicts of Interest and Related Party Transactions.

Section 2, Paragraph a: Interested Person. An Interested Person is any trustee, officer, employee or member of a committee with powers delegated by the Board of Trustees, who (1) has a direct or indirect Financial Interest, as defined below, and/or (2) is a Related Party, as defined below.

Paragraph b: Relative. A Relative of an individual means his or her spouse or domestic partner, ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren; great-grandchildren, and spouses of brothers, sisters, children, grandchildren and great-grandchildren.

Paragraph c: Financial Interest. A person has a Financial Interest if the person has, directly or indirectly, through business, investment, or a Relative:

Sub Paragraph 1: An ownership or investment interest in any entity with which the Lancaster Public Library has a transaction or arrangement;

Sub Paragraph 2: A compensation arrangement with the Lancaster Public Library or with any entity or individual with which the Lancaster Public Library has a transaction or arrangement; or

Sub Paragraph 3: A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Lancaster Public Library is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

Paragraph d: Substantial Financial Interest. A Financial Interest in a Related Party Transaction is a "Substantial Financial Interest" if, in the discretion of the Board after giving due consideration to the material facts and circumstances of the Financial Interest as presented, the Board determines that such Financial Interest is substantial.

Section 3. Related Party. A Related Party includes:

Paragraph a: any trustee, officer or Key Employee of the Lancaster Public Library or any Affiliate of the Lancaster Public Library;

Paragraph b: any Relative of any trustee, officer or Key Employee of the Lancaster Public Library or any Affiliate of the Lancaster Public Library; or

Paragraph c: any entity in which any individual described in clauses (A) and *Paragraph d:* of this section has a thirty-five percent or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of five percent.

Section 4: Key Employee. A Key Employee is any person who is in a position to exercise substantial influence over the affairs of the Lancaster Public Library.

Section 5: Affiliate of the Lancaster Public Library. An Affiliate of the Lancaster Public Library means any entity controlled by, in control of, or under common control with the Lancaster Public Library.

Section 6: Related Party Transaction. A Related Party Transaction means any transaction, agreement or any other arrangement in which a Related Party has a Financial Interest and in which the Lancaster Public Library or any Affiliate of the Lancaster Public Library is a participant.

Section 7: Conflict of Interest. A Conflict of Interest exists if an outside interest or activity influences or appears to influence the ability of an individual to exercise objectivity or impair the individual's ability to perform his or her responsibility in the best interests of the Lancaster Public Library.

Section 8: "Independent Trustee" means a Trustee who:

Paragraph a: is not, and has not been within the last three years, an employee of the Library or an Affiliate of the Library, and does not have a Relative who is, or has been within the last three years, a Key Employee of the Library or an Affiliate of the Library;

Paragraph b: has not received, and does not have a Relative who has received, in any of the last three fiscal years, more than \$10,000.00 in direct compensation from the Library or an Affiliate of the Library (other than reimbursement for expenses reasonably incurred as a Trustee or reasonable compensation for service as a Trustee); or

Paragraph c: is not a current employee of or does not have a Substantial Financial Interest in, and does not have a Relative who is a current officer of or has a Substantial Financial Interest in, any entity that has made Payments to, or received payments from, the Library or an Affiliate of the Library for property or services in an amount which, in any of the last three fiscal years, exceeds the lesser of \$25,000.00 or 2% of such entity's consolidated gross revenues.

Section 9: Disclosure Statement. Prior to the initial appointment or hiring, and annually thereafter, a trustee, officer, member of a committee with powers delegated by the Board, or Key Employee shall complete, sign and submit to the secretary of the Lancaster Public Library, a written Disclosure Statement, attached as Appendix a, identifying, to the best of his or her knowledge, the following information:

Paragraph a: any entity of which such person is an officer, trustee, member, owner (either as a sole proprietor or a partner), or employee and with which the Lancaster Public Library has a relationship; and

Paragraph b: any transaction in which the Lancaster Public Library is a participant and in which such person might have a Financial Interest that may give rise to a Conflict of Interest or Related Party Transaction.

Sub Paragraph 1: The secretary shall provide a copy of all completed Disclosure Statements to the President of the Board.

Paragraph c: Continuing Duty. All trustees, officers, committee members, and Key Employees have a continuing duty to disclose by oral or written statement the existence of and material facts surrounding any Financial Interest at the time an actual or possible Conflict of Interest or Related Party Transaction arises.

Paragraph d: Violations. Any trustee, officer, committee member, or Key Employee who fails to comply with the disclosure obligations under this Article III or otherwise violates this Conflict of Interest Policy, may be subject to

appropriate disciplinary and corrective action, up to and including referral to the New York State Board of Regents for possible removal of a Trustee, pursuant to New York State Education Law section 226.

Section 10: General Prohibitions. An Interested Person shall not:

Paragraph a: be present at or participate in any Board deliberation or vote related to the transaction or arrangement giving rise to a Conflict of Interest or Related Party Transaction; nor

Paragraph b: directly or indirectly attempt to influence improperly the deliberation or voting on the transaction or arrangement giving rise to the conflict. Notwithstanding the foregoing, the Board of Trustees may request that an Interested Person present information to the Board prior to the commencement of deliberations or voting relating thereto.

Section 11: Initial Determination. After the disclosure required under Section 3, the remaining Board shall decide and document in the meeting minutes whether the transaction or arrangement is a Related Party Transaction, including whether any such transaction involves a Substantial Financial Interest, or a Conflict of Interest.

Section 12: Consideration of Alternatives. If the transaction or arrangement is a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then the Board must consider alternatives to the proposed transaction or arrangement. If the transaction or arrangement is a Conflict of Interest, then the Board may, but is not required, to consider alternatives.

Section 13: Board Decision. The Board of Trustees shall compare the alternatives, if any, with the proposed transaction or arrangement and determine whether the Lancaster Public Library can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a Conflict of Interest or Related Party Transaction. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a Conflict of Interest or Related Party Transaction, the Board of Trustees shall determine:

Paragraph a: by a majority vote of the Board, whether the proposed transaction or arrangement is in the Lancaster Public Library's best interest, for the Lancaster Public Library's own benefit, and whether it is fair and reasonable; and if so, then;

Paragraph b: whether to enter into the transaction or arrangement, in accordance with the Lancaster Public Library's bylaws. Note that if the transaction or arrangement involves a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then at least a majority of the Board members present at the meeting is required to approve such transaction.

Section 14: Documentation Required. The Board of Trustees shall document in the minutes of the meeting at which such determinations are made the following:

Paragraph a: The existence of a Conflict of Interest or Related Party Transaction;

Sub Paragraph 1: The resolution of the Board with respect to such Conflict of Interest or Related Party Transaction, including the determination as to whether the transaction or arrangement is fair, reasonable and in the Lancaster Public Library's best interest.

Sub Paragraph 2: The basis for approving the transaction or arrangement which gives rise to the Conflict of Interest or Related Party Transaction, including consideration of any alternatives.

Section 15 Oversight: All trustees, officers, committee members and Key Employees shall abide by the Conflict of Interest Policy adopted by the Board and as amended from time to time, provided a majority (4) of the board members are independent trustees. The entire Board shall oversee the adoption of, implementation of, and compliance with this Conflict of Interest Policy.

**Appendix A
DISCLOSURE STATEMENT
OF THE
LANCASTER PUBLIC LIBRARY**

The undersigned, being a trustee, officer, committee member or Key Employee of the Lancaster Public Library, hereby acknowledges and confirms the following:

(1) I have received, read and understand the Lancaster Public Library's Conflict of Interest Policy in effect as of the date written below, and I agree to comply with the Conflict of Interest Policy.

(2) I understand that the Lancaster Public Library is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

(3) Personal Interests & Relationships. I am an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which the Lancaster Public Library has a relationship: **[If none, please write "None." If such interests exist, please specify the capacity in which you hold such an interest (for example, employee, director, or owner). If an owner, please specify your percentage ownership).]**

(4) Interests & Relationships of Relatives. A Relative (spouse or domestic partner, ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren; great-grandchildren, and spouses of brothers, sisters, children, Grandchildren and great-grandchildren) of mine is an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which the Lancaster Public Library has a relationship: **[If none, please write "None." If such interests exist, please specify the Relative (for example, sibling or spouse) and the Relative's position (for example, employee, director, or owner). If an owner, please specify the percentage ownership).]**

(5) Transactions. The Lancaster Public Library is a participant in the following transactions in which my Relative or I may have a Financial Interest that may give rise to a Conflict of Interest or Related Party Transaction, as defined in the Conflict of Interest Policy. [If none, please write "None." If such transaction(s) exists, please specify the transaction and the potential financial interest involved and whether you or a Relative has such an interest for any such transaction(s). Please specify the Relative and their position, if applicable.]

I certify that the above statements are true and correct to the best of my knowledge.

Name: _____

Position: _____

Signature: _____

Date: _____

Adopted: October 15, 2009

Amended: December 10, 2020

Waiver and Release of Liability for Equipment Lancaster Public Library

Lancaster Public Library ("Library") is offering for borrowing with a library card certain items of Therapy Equipment or Kits ("Equipment") to members of the community, free of charge.

By signing this document, the undersigned, or parent or guardian of a minor hereby agree as follows:

1. Equipment/Kits. Library is lending the following item(s) to me or my minor child:

Items used for Accessibility Support

2. No Warranties Are Made. Library is not making any representations, warranties, or guarantees about the Equipment, including any implied warranties of merchantability and/or fitness for any purpose. I am borrowing the Equipment "as is". Assumption of Risk. I understand that there are certain risks of injury that may arise from the possession, use or misuse of the Equipment, including the risk of injury, disability, or death, or damage to property. I ASSUME FULL RESPONSIBILITY FOR ALL RISKS ARISING DIRECTLY OR INDIRECTLY FROM MY POSSESSION, USE OR MISUSE OF THE EQUIPMENT, BOTH KNOWN AND UNKNOWN, REGARDLESS OF THE CAUSE.

3. Waiver and Release. I hereby waive and release any and all claims against the Lancaster Public Library, and its respective officers, trustees, employees, officials, and agents (collectively, the "Library/County Parties") and Equipment partners with respect to any and all injuries, disabilities, death, or loss or damage to property resulting from possession, use or misuse of the borrowed Equipment, regardless of the cause and even if caused by Library's negligence, whether passive or active. I covenant and agree not to sue any of the Library/County Parties on the basis of these waived and released claims or in any way relating to the Equipment.

4. Indemnity. Furthermore, I will defend, indemnify and hold the Library harmless from and against any and all liability, loss, damages, claims and attorney's fees that may be suffered by any Library Party resulting directly or indirectly from the possession, use or misuse of the Equipment by me or any other person, except and only to the extent the liability is caused by the gross negligence or willful misconduct of a Library Party.

I have read and understand the terms of this agreement. I understand that this agreement covers each and every item of Equipment I borrow from the library. I sign it freely and voluntarily.

Print Borrower Name: _____ Date: _____

Borrower Signature (if 18 years or older) or Parent/Guardian Signature:

Parent's/Guardian's Name (if borrower is under 18): _____ Date: _____

Please print name and age of additional children borrowing the Equipment if under the age of 18:

Lancaster Public Library Summer Survey 2023

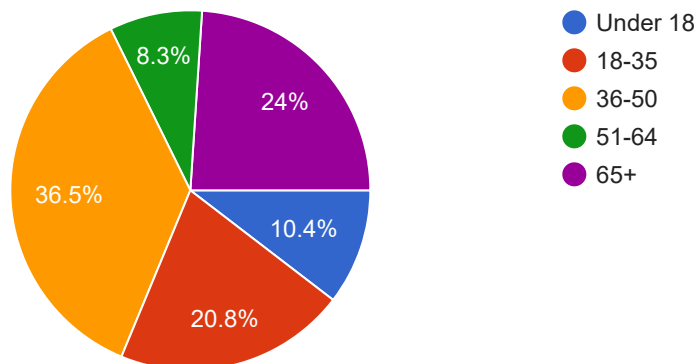
96 responses

[Publish analytics](#)

What is your age range?

 Copy

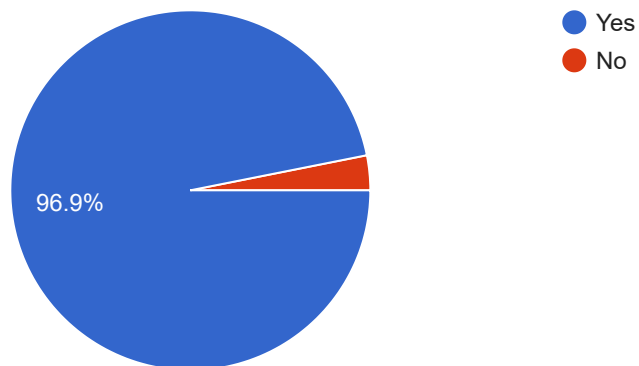
96 responses



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

 Copy

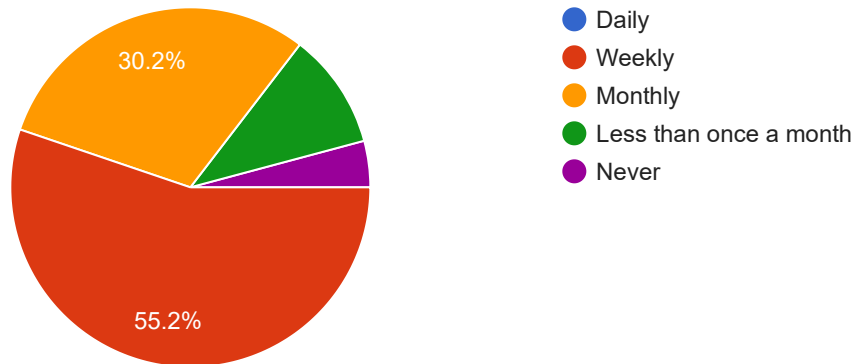
96 responses



On average, how often do you visit our library?

 Copy

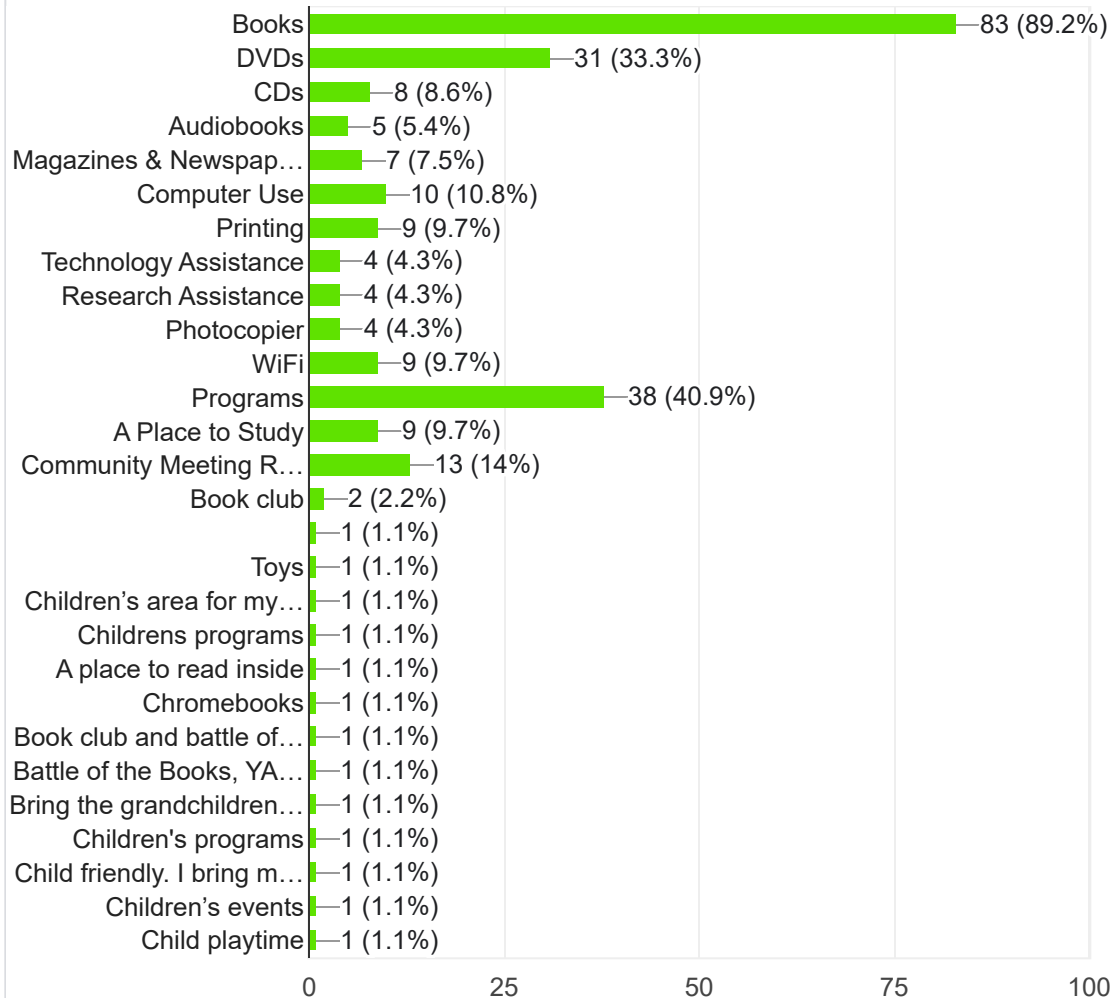
96 responses



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

 Copy

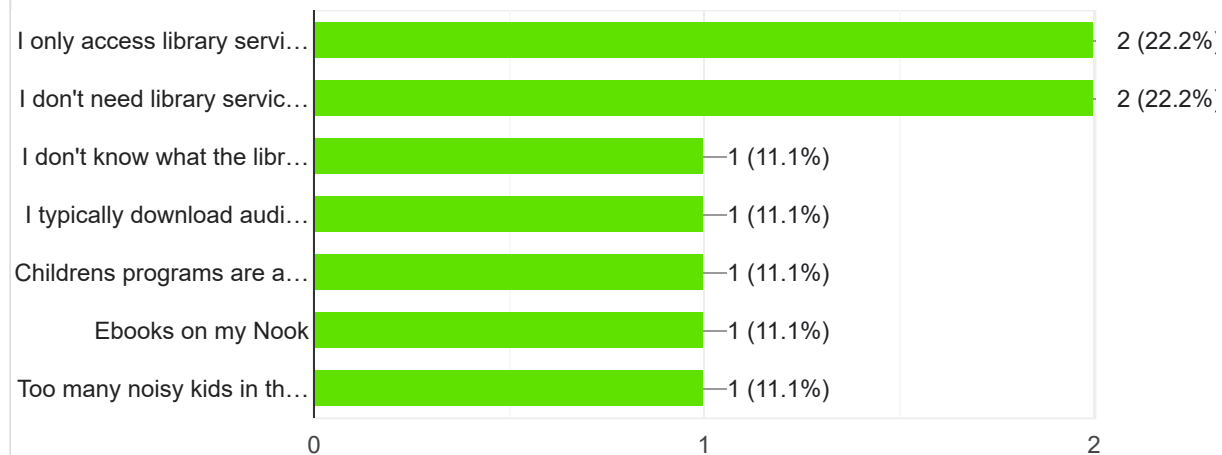
93 responses



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

 Copy

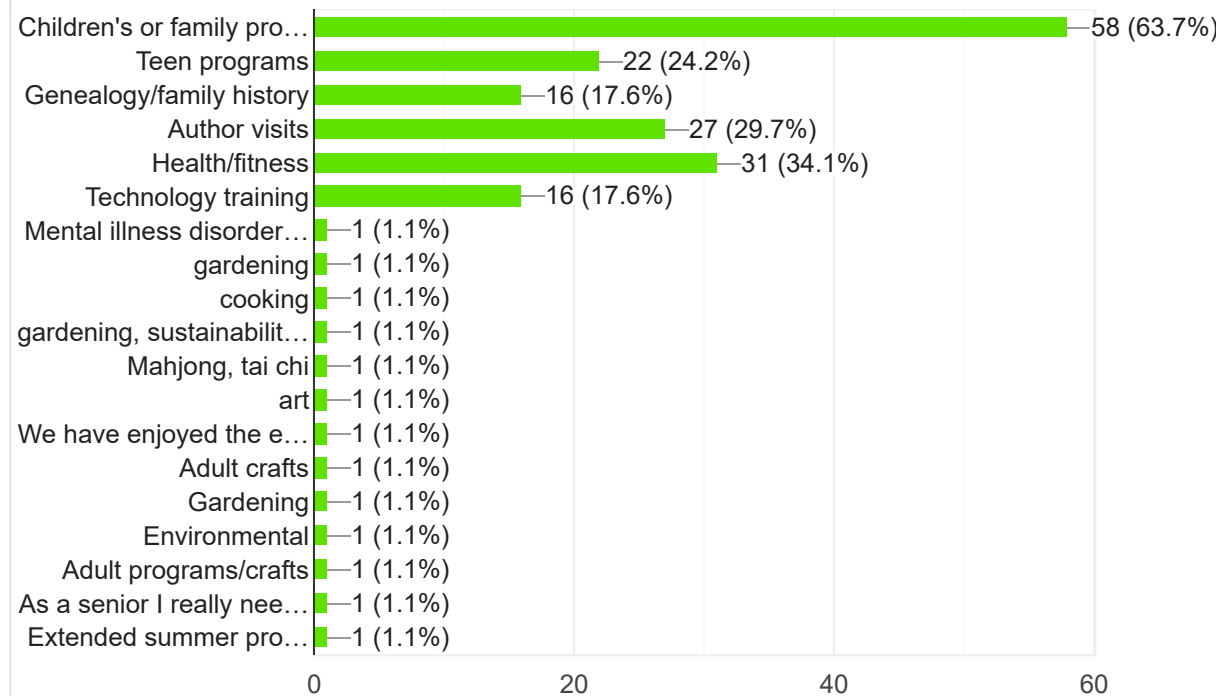
9 responses



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

 Copy

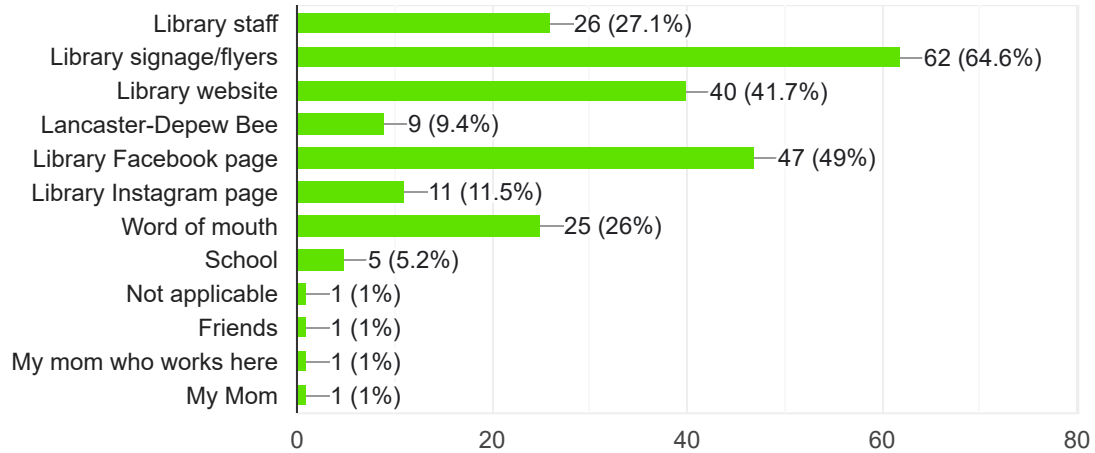
91 responses



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



96 responses



If you have or care for someone with a disability, is there anything we can do to improve your library experience?

5 responses

N/a

Autism meet ups would be great. Always trying to find other moms going through the same thing.

Autism sensory items

Have a period of time where the lights are a little dimmer for those with light sensitivity



What do you value most about the library?

80 responses

Access to so many different types of items and programs great assistance from staff

The staff and sense of community

Miss Meg the childrens librarian, she's the best! So friendly and full of information and enthusiasm for reading and for the children themselves.

That it's a nice and clean space.

The great service it offers our community

Kind warm attitude of staff, fun selection of children's stuff, welcoming to toddlers

The ability to pretty much get any book I want even though it may require being on a waiting list

Can find just about anything here. Wonderful atmosphere, organized shelving, friendly and helpful staff.

Hours, location, staff

Convenience and the ability to check out great books without having to purchase them.

The opportunity for my children to hold and read books.

The wonderful extent of what you offer. There's always a nice surprise somewhere.

the diversity of collections: newspapers, magazines, fiction & nonfiction books.

Great service, valuable exercise (tai chi), educational programs

Programs

knowledgeable, helpful staff, great collection

Someplace else to go other than staying in the house!

Graphic novels

It's a safe, welcoming space to be,



the programs

The history of it and how cozy it is.

Books and programs

Books

Books/programs

Definitely books and the movies. But also because of just like coming here.

Books, programs

Books because I love reading and completing game board reading log

Books, free movies, wifi, & toys for kids. We love it all.

Ability to find so many different genres of books.

The children's area & program

The children's programs like toddler time, music class and more.

Having access to a wide variety of printed media to read with my kids

Being able to put books on hold and having access to so many books.

The book variety

Kind staff members, the ability to suggest new titles, fairly quick when requesting books

The magnificent staff!

The space that fit my kids of all ages.

The staff are very caring and friendly.

The friendly faces at the desk encouraging my young reader

Staff. So helpful and make each program that much better

It's filled with immense knowledge and entertainment without the pressure to buy things



Selection

Storytime

The classes available to the community

Access to programs for kids and books for my kids/myself and husband to rent.

Programs, available books

staff

This is available to everyone with lots of opportunities for learning.

Books are available

Valuable resource

Books, book club, library staff

I love being able to check out books, dvds, cds, and more!

Friendly staff

The children's classes

Helpful staff

Good wifi, good study space, the hours

kids programs

Welcoming environment for children to help engage them with books and learning.

The programs and events are great. We love the child section.

Community support

Social skills for toddlers.

The accessibility, location and free events activities.

Everything! Good use of my tax dollars - I probably check out at least 100 books a year.



Children's programs/book availability

The ability to borrow books at no cost.

Access to programs and books

The availability of various topics. DVDS- nice variety.

The children events

It's connection to our community.

Free books

All the books and audio books available.

The programs available

The plethora of programs, books, computers for all to use

The hours

How it's close to home!

The books!

Great reading programs for kids

Variety of activities for kids

The staff are so helpful and welcoming. They have great book recommendations for my kids!
We love the free crafts. Thanks for all of the summer programs. So many options to keep my kids busy and reading.

Quiet, safe, entertaining location



How could the library or its services be improved?

33 responses

It's already amazing!

Sunday hours all year

Nursing mom area would be super nice but the library is already great!

Allowing more children accessibility to programs by not limiting the number of participants

Very satisfied.

It's great already. No improvements!

I don't see how.

You are all doing a great job!

I like it how it is

they are amazing already

None

Its fine

It can't be improved. It's already purrfect.

I don't think anything needs to be improved.

The library can get more checkouts because a lot of people usually have to wait in line.

More play options in the children's area

I wish the majority of children's classes were in the morning at 10 am instead of at 1pm when most are napping. It makes it difficult to attend these, especially the summer fun activities.

N/s

Story time for older children (most are toddlers and babies), better advance notice for upcoming events and programs.



Nothing

I think it's great- far from the library I knew in the 50's.

Courses at night for working families

Offering children's classes and events earlier in the day. Often with multiple kids, we hit nap time between 11am-4pm in any given day. Events at 11/11:30 or 1 pm are out of our reach.

Not letting people talk on their cell phones in the library. Putting in small study rooms where people can talk calls or hold meetings

You're doing great!

Would love to see more activities for the middle kid age range— 4-7 year olds, other than crafts. It's either younger preschooler events or older kids like Lego club. I would love evening story time around 6 for parents that work (even in the summer!)

Earlier start for children's activities, 1pm is far too late with naps. Vice versa, 4pm would be better too. A try it before you buy section for autism/sensory needs.
<https://www.racker.org/programs-services/community-support-services/autism-and-sensory-needs/>

I don't know other than delivering the books right to my house and I am not disabled so I don't need that lol

More frequent tech services

Possibly expanded hours, more programs to offer

Have nicer employees. They are always grumpy

More openings

Revamp library materials/expand to newer offerings esp. in non-fiction.



Is there anything else you would like to share?

29 responses

My two year old loves going to all the local libraries!!

We love our Lancaster Library!

Perhaps part volunteer positions for retirees and/or social groups in Lancaster area.

keep the friendly staff working here!

New to the area and came from an area where we went to the library weekly. I hardly visit this location because I'm never able to get on the list for my children to participate in story time. It really would be nice to have it open to walk ins.

Staff very friendly and helpful. Like self-checkout. ability to call library for assistance. Like online services.

I attend multiple libraries. All are fabulous.

Great use of space with quiet study areas, comfortable reading spaces, and engaging children's area. The fireplace is wonderful.

Lancaster Library is the best

I love this library

Keep up posting on social media. We love our library.

Can we go back to not pre-registering for classes? Covid is over. When there are only 10 seats we get beat out quickly and even more so when the average family has 3 kids.

We would love more programming for ages 12 and up.

Love the ease of using Libby and Hoopla too!

Wonderful storytime with Ms. Meg

Love the Library - best resource for all ages/everyone

I love the library. I would be lost without the Lancaster Library.

Love all you do!!



I'm tired of registering for events and being put on the waitlist. I have multiple children and when preregistration happens I miss it or sometimes I can only get one child on the list before I finish registering my other kids. We go out of our way to Orchard Park because there is no registration.

Thank you for the good service. Keep it up

Love Miss Meg!

We love storytime with Miss Meg. Also music with Miss Melissa.

Miss Meg is great. Love the programs, thank you.

Thank you for all you do! Love the variety of programs for all age groups.

Storytime has been a great addition to our family schedule.

We love our library! We could just do better with a couple modifications. 🤔

No

The books are great too, no fines, and can get what you need on request. I love my library.

Thank you for all you do :)

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Google Forms



Buffalo & Erie County Public Library

2023 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 L. Stock			Department Lancaster Library					
Employee ID 5933								
Date	From	To	Miles Driven	Mileage Total	Day	Daily Total	Tolls	Parking
7/12/23	Central Library	Lancaster Library	12.5	\$ 8.19	0	\$ 0.00		\$ 6.00
				\$ 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	\$ 8.19	0.0	\$ 0.00	\$ 0.00	\$ 6.00
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		\$ 8.19			
			Amount for days @ \$__		\$ 0.00			
			Amount for tolls		\$ 0.00			
			Amount for parking		\$ 6.00			
			Total to be paid		\$ 14.19			
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: <i>Kara L. Stock</i>			Date: <i>7/21/23</i>					
CERTIFICATION OF SUPERVISOR OR DEPARTMENT HEAD								
I, the undersigned, hereby certify that the mileage claimed in the above account was actually and necessarily traveled by the claimant in the performance of his/her duties and that the best interests of the B&ECPL were serviced by using an automobile in lieu of other means of transportation.								
Signature: _____			Date: _____					
Supervisor or Department Head								
FINANCE OFFICE USE ONLY								
Signature: _____			Date: _____					
Deputy Director, CFO								

Buffalo & Erie County Public Library

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

2023 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	To	Miles Driven	Mileage Total	Day	Daily Total	Tolls	Parking
6/27/23	1 Lafayette Sq Buffalo NY	6466 Broadway, Lancaster NY	12.5	\$ 8.19	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		
				\$ 0.00		\$ 0.00		
TOTAL			12.5	\$ 8.19	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		\$ 8.19			
			Amount for days @ \$____		\$ 0.00			
			Amount for tolls		\$ 0.00			
			Amount for parking		\$ 0.00			
			Total to be paid		\$ 8.19			
CERTIFICATION BY CLAIMANT EMPLOYEE								
I, the undersigned, hereby certify that the mileage indicated with this claim has actually been traveled by me on behalf of the B&ECPL. Further, that the amount indicated is accurate and that payment of this claim has not been previously received.								
Employee Signature: Meagan Carr					Date: 8/1/23			
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: 8/1/23			
Supervisor or Department Head: Kara Z. Hoch								
FINANCE OFFICE USE ONLY								
Signature: _____					Date: _____			
Deputy Director, CFO								



Asheviller MA-14 True HEPA Replacement Filter, Compatible with Medify Air MA-14W2/B2, MA-14W, MA-14B Air Purifier, 2 Pack

Brand: Asheville

4.6

186 ratings

Price: **\$38.59** (\$19.30 / Count)

Two-Day

FREE Returns

Coupon: **Apply \$2 coupon** [Shop items >](#)
[Terms](#)

Extra Savings

Save 15% on MK01 MK06 Replac...

8 Applicable Promotion(s)

Eligible for Return, Refund or Replacement within 30 days of receipt

Brand	Asheviller
Material	True HEPA Filter
Product Dimensions	7"L x 7"W x 6.6"Th
MERV	13.00
Rating	
Compatible Devices	Medify air filter replacement compatible with Medify Air MA-14W2/B2, MA-14W, MA-14B Air Purifier

About this item

- **PERFECT FIT** - MA-14 Replacement Filter Compatible with Medify Air Purifier MA-14, MA-14B, MA-14W.
- **3 STAGE FILTRATION SYSTEM** - MA-14 replacement filters are made of 3-in-1 filtration systems including Pre-Filter, H13 Grade True HEPA Filter, and Activated Carbon Filter.
- **TRUE HEPA FILTER** - H13 Grade True HEPA Filter helps remove up to 99.97% of particles as tiny as 0.3 microns such as pollen, household dust, dust mites, mold spores, bacteria, allergens, PM2.5, etc.
- **HIGH EFFICIENCY** - Pre-Filter traps large particles in the air like hair, pet fur, pet dander and more. The premium activated carbon filters can efficiently absorb terrible odors including Pet odors, Smoke odors, Cooking odors, Harmful VOC's.
- **PRODUCT SPECIFICATION** - The package includes 2 * MA-14 filters. Recommended to replace every 3 months for optimal performance.

› [See more product details](#)

Delivery

Pickup

Subscribe & Save:

5% 10%

\$36.66 (\$18.33 / Count)

First delivery on Jul 28

Ships from: Amazon

Sold by: Asheville

One-time purchase:

\$38.59 (\$19.30 / Count)

Two-Day

FREE Returns

FREE delivery **Friday, July 28.**

Order within **10 hrs 17 mins**

Deliver to Kara - Lancaster 14086

Only 11 left in stock - order soon

Qty: 1

Add to Cart

Buy Now

Payment [Secure transaction](#)
Ships from [Amazon](#)
Sold by [Asheviller](#)
Returns [Eligible for Return, Refund or Replacement within 30 days of receipt](#)

✓ [See more](#)

☐ Add a gift receipt for easy returns

Add to List

[Add to essentials](#)

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Save up to 3% on this product with business-only pricing.

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Have one to sell?

Sell on Amazon

Roll over image to zoom in



VECELO 3 Piece Wood Round Table & Chair Set for Dining Room Kitchen Bar Breakfast, with Wine Storage Rack, Space Saving, 31.5", Black

★★★★★ 649

\$69.99 prime

Save 10% with coupon

Back to results

Sponsored

Last purchased Apr 14, 2023

Color: Black | Size: Table

[View order](#) | [Helpful information](#) | [Set reminder](#)



\$47.33

FREE Returns

Flash Furniture Madelyn Folding Card Table | Portable Square Table with Collapsible Legs

Flash Furniture Store
13,453 ratings

with business pricing. Sign up for free Amazon

Thank you for being a Prime Member. Pay ~~\$47.33~~ **\$0.00** for this order. Get a **\$125 Amazon Gift Card** upon approval for the **Amazon Business Prime Card** with an eligible Prime membership. Terms apply.

Color: Black



Size: Table

5 Piece Set

Table

Product Dimensions 33.5"D x 33.5"W x 27.75"H

Color Black

Brand Flash Furniture

Table design Dining Table

Special Feature Foldable, Portable, Lightweight, Collapsible, Space Saving



Shape
Square



Top Material Type
Vinyl



Frame Material
Metal



Assembly Required
No

About this item

- **VERSATILE CARD TABLE:** Add a touch of sophistication to any setting with this folding table that accommodates up to 4 people, making it perfect for card games, board games, and social gatherings in hospitality facilities, banquet halls, and restaurants as well as dining rooms
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Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, September 14
4:00 PM

- 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 10, 2023
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
 - A. August Financial Report
 - B. Audit Report
 - C. Town Budget Report
 - D. Credit Card
- VIII. Old Business
 - A. Building Maintenance
 - 1. Panic Buttons
 - 2. Parking Lot Entrance
 - B. By-laws and Conflict of Interest Policy - review
- IX. New Business
 - A. James Stelzle
 - B. Prizes for Pumpkin Contest - \$100
 - C. Halloween Party Request - \$362.81
 - D. Teen Book Boxes Request - \$300
 - E. Battery Box - \$71.95
 - F. 2024 Calendar - \$16.25
- X. Adjournment

Next Meeting, October 12, 2023, 4:00 PM

Lancaster Public Library
Board of Trustees Minutes
Thursday, August 10, 2023

- I. Roll Call- Tamol, Stock, Graber, Mazur, Wind, Jacobs, Martin
- II. Called to Order at 4:17pm
- III. Approval of and/or changes to the agenda- approved as amended, 1st Tamol, 2nd Wind, unanimous
- IV. Review and approval of the meeting minutes of July 13, 2023- approved as amended, 1st Graber 2nd Tamol, unanimous
- V. Report of the Director- Our Battle of the Books teams placed 2nd and 5th. Ten kids attended the comic book club. 263 make and take crafts were handed out. Teen paint night had 12 attendees. 58 programs were held in July.
- VI. Public comment- 233 chicken dinners were sold at the Friends bbq.
- VII. Monthly Financial Report
 - A. July Report- approved, 1st Tamol, 2nd Wind, unanimous
 - a. Transfer of CDs to Bank on Buffalo at 4%- completed
 - B. Audit Report- completed
 - C. Programming Budget- Quarterly update- planning for fall programming
- VIII. Old Business
 - A. Credit Card Interest Rates- motion to open a credit card with Bank on Buffalo for up to a \$5,000 credit limit- 1st Tamol, 2nd Jacobs, unanimous
- IX. New Business
 - A. Building Maintenance Updates
 - 1. Lighting- need bulbs replaced
 - 2. Panic Button- \$1,508 for panic button- will be reviewed at Town Board meeting
 - 3. Cintas- still waiting
 - B. By-Laws & Conflic of Interest Policy review- tabled
 - C. Waiver Form for Accessibility Kits- approved, 1st Tamol, 2nd Wind, unanimous
 - D. Survey Results- 96 responses
 - E. Mileage Payments- \$22.38- approved, 1st Graber, 2nd Tamol
 - F. Filters for Air Purifiers- motion to spend \$77.18 on replacement filter- 1st Jacobs, 2nd Wind, unanimous
 - G. Additional Card Table for Mahjong Club- \$47.38- motion to purchase, 1st Wind, 2nd Tamol, unanimous
 - H. Move meeting time to 4:00pm- approved, 1st Tamol, 2nd Graber
- X. Adjournment- 5:00pm, 1st Tamol, 2nd Jacobs, unanimous.

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

SUMMER HIGHLIGHTS

Summer Reading Bingo - This program for teens and adults ran until August 31st with **56** entries received. The two winners were: Anne Marie S. and David M. and they each won a lawn games.



Summer Reading Logs - Our color by number reading log ran through August 31st. **455** 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 17th with **1,273** entries received. Gavin C., Delphine A., John P., and Kelsey K. were the lucky winners.



Village Scavenger Hunt - We partnered with 22 village locations to offer our second annual scavenger hunt for all ages. Participants looked for summer reading images in their windows and stopped in to get a sticker. **82** completed entries were returned to the library. Faith B. won a family membership to the Buffalo Museum of Science, Delaney W. won a gift card to the Buffalo Zoo, and David J. won a gift card to Explore & More.

OUTREACH

FOCUS Glofest - Part-time Librarian Genevieve Maynard staffed a table Friday, August 25th, at an annual event held by FOCUS: For Our Community Unity & Support, an organization that works to prevent and reduce substance use in the Lancaster/Depew, NY communities. **25** teens stopped by the library table to learn about our programs and services. They also had a chance to make their own button.

Lancaster Central School District Staff Development Day – Library Director Kara Stock and Youth Services Librarian Meagan Carr gave two presentations to a total of **26** teachers on Thursday, August 31st. They encouraged classroom visits and highlighted library resources including our read-a-long books, our new Citizen Science and STEAM kits, and our Seed Library.

PARTNERSHIPS

Lancaster Youth Bureau – Volunteers from the Youth Bureau held a hands-on summer time craft program on Wednesday, August 9th for **6** children.

Paws for Love – A volunteer from the SPCA Paws for Love organization brought a therapy dog to the library on Monday, August 21st. **3** children practiced reading out loud to a dog.

PROGRAMMING

Battle of the Books – Our two teams ranked second and fifth out of sixteen teams throughout the library system.

Comic Book Club – Meagan Carr held this club on Saturday, August 12th. **12** kids worked on creating their own comics.



Computer Coach – Library Assistant John Benzee held **5** one-on-one technology appointments, assisting patrons with Microsoft Word, iPhone use, Android phone use, and online job searching.

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

- **Craft & Carry** - **105** children picked up a summer-themed craft kit.
- **STEM Kits: Make Your Own Bubbles** – **100** children picked up this kit.
- **Take & Make** – These weekly kits had book themes and **230** were picked up.



Crafternoon – Each Wednesday in August, Meagan held a craft program for school-age children with a total attendance of **59**. Weekly craft themes were based on the following books: *Narwhal & Jelly*, *Llama Llama, Pinkalicious*, and *Mo Willem's Pigeon*.



Crop Swap – John held this program on Wednesday, August 23rd. **6** patrons brought in tomatoes, squash, beans, and cucumbers and exchanged produce with others. Free flower seed bundles from our seed library were also handed out.

Escape Room – Meagan ran this program on Friday, August 25th. **15** teens worked together to solve clues to escape our community room. Success was reached after 45 minutes of detective work.

LEGO® Club – Meagan held **2** LEGO® Clubs for a total of **40** children on Saturday, August 26th. The theme was “monochromatic” and the creations are on display in the library.

Mahjong Club - Our Mahjong Club met every Wednesday morning with an average attendance of **8** adults.

MakerSpace – Kara and John held this hands-on STEM program for **17** children on Monday, August 14th. Participants played coding games, engineered a marble maze, programmed robots, and viewed microscope slides.

Manga Drawing – Illustrator Tom Paul Fox held a Manga art workshop on Monday, August 7th for **12** tweens.

Seed Library – **31** vegetable, flower, and herb packets were picked up in August.

Storybook Cook – On Thursday, August 24th, Culinary Instructor Liz Bauld demonstrated how to prepare an English muffin pizza and a desert pizza for **14** children. She also read two stories, *Princess and the Pizza* and *Pete's a Pizza*.

Storytimes - Meagan conducted a total of **16** sessions this month. **19** children attended Lapsit, **97** children attended Toddler Time, **21** children attended Preschool Time, and **16** children attended Family Storytime.

T'ai Chi Chih – Accredited teacher Denise Miller taught **2** classes in August with an average attendance of **13**.

Thursday Performers – We hosted a different performer each Thursday in August with a total attendance of **267**. Performers were Magician Cris Johnson, Mike Randall, and the Aquarium of Niagara.

MEETINGS

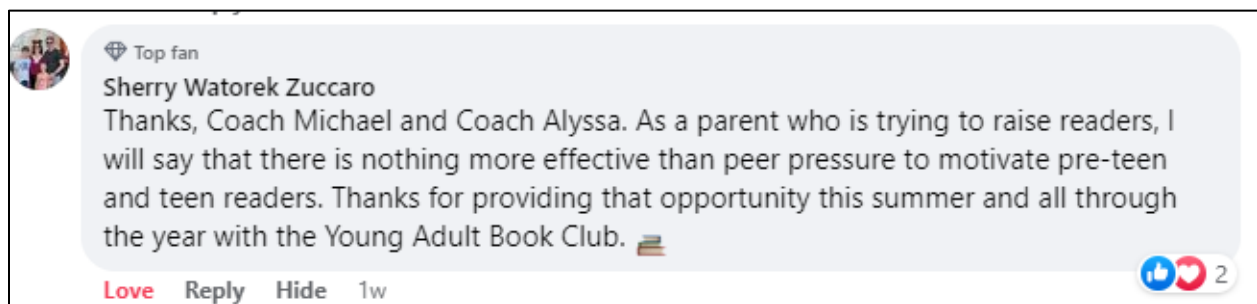
August 9th – Library Director Kara Stock attended the Manager Meeting via Zoom.

August 23rd – Kara and Meagan met to plan late fall programming.

August 30th – Kara and Meagan met to finalize their outreach presentation.

August 30th – Meagan met with Chelsey Lonberger, Youth Outreach Services Manager, from the Central Library to discuss system support for children's programming.

SOCIAL MEDIA



LANCASTER PUBLIC LIBRARY

2023 STATISTICS

CIRCULATION			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	19,104	8,583	122.6%
FEB	19,227	9,681	98.6%
MAR	21,501	11,175	92.4%
APR	20,469	15,609	31.1%
MAY	18,605	17,971	3.5%
JUN	20,658	18,973	8.9%
JUL	24,933	22,830	9.2%
AUG	26,341	24,206	8.8%
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	170,838	129,028	32.4%

LIBRARY VISITS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	6,008	4,512	33.2%
FEB	7,096	5,318	33.4%
MAR	7,252	6,449	12.5%
APR	7,829	6,472	21.0%
MAY	6,554	5,648	16.0%
JUN	7,138	6,502	9.8%
JUL	8,483	7,816	8.5%
AUG	8,313	7,744	7.3%
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	58,673	50,461	16.3%

PUBLIC ACCESS COMPUTER SESSIONS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	646	584	10.6%
FEB	605	574	5.4%
MAR	628	753	-16.6%
APR	674	613	10.0%
MAY	611	693	-11.8%
JUN	562	644	-12.7%
JUL	656	631	4.0%
AUG	696	717	-2.9%
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	5,078	5,209	-2.5%

WIFI			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	1,352	1,189	13.7%
FEB	1,342	1,356	-1.0%
MAR	1,525	1,680	-9.2%
APR	1,489	1,469	1.4%
MAY	1,466	1,704	-14.0%
JUN	1,478	1,710	-13.6%
JUL	1,564	1,736	-9.9%
AUG	1,615	1,659	-2.7%
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	11,831	12,503	-5.4%

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
2023 Statistics and Proceeds**

	Tours		New Library Cards		Ref Q	Headphone	Copier	Vending	Book Sale	Donations
	No.	ATT	Child	Adult	No.	Proceeds	Proceeds	Proceeds	Proceeds	to Library
JAN	0	0	27	32	757	\$15.00	\$48.25	\$0.00	\$146.00	\$9,345.39
FEB	1	12	22	38	773	\$3.00	\$85.60	\$24.00	\$243.00	\$48.84
MAR	0	0	27	46	728	\$9.00	\$79.55	\$0.00	\$153.00	\$0.00
APR	0	0	22	38	694	\$15.00	\$84.82	\$0.00	\$223.00	\$0.00
MAY	2	76	38	28	540	\$15.00	\$105.00	\$30.00	\$289.00	\$250.82
JUN	1	31	42	40	586	\$3.00	\$91.90	\$0.00	\$132.00	\$350.00
JUL	0	0	48	56	539	\$21.00	\$55.90	\$23.00	\$168.00	\$0.00
AUG	0	0	34	46	558	\$6.00	\$128.20	\$34.00	\$260.00	\$50.00
SEP										
OCT										
NOV										
DEC										
TOTAL	4	119	260	324	5,175	\$87.00	\$679.22	\$111.00	\$1,614.00	\$10,045.05

Total Proceeds \$12,536.27

	Facebook	Instagram
	Followers	Followers
JAN	2,801	439
FEB	2,822	467
MAR	2,870	531
APR	2,913	565
MAY	2,952	583
JUN	2,982	610
JUL	3,011	618
AUG	3,034	631
SEP		
OCT		
NOV		
DEC		


Programs - August 2023

Date	Title	# of programs	Attendance	Target Audience
8/1/2023	Storytime	1	21	Children 5 and under
8/1/2023	Storytime	1	8	Children 5 and under
8/2/2023	Mahjong Club	1	6	Adults
8/2/2023	T'ai Chi Chih	1	10	Adults
8/2/2023	Narwhal & Jelly Crafternoon	1	18	Children 6-11
8/3/2023	Storytime	1	18	Children 5 and under
8/3/2023	Storytime	1	12	Children 5 and under
8/3/2023	Magic Show - Cris Johnson	1	110	Intergenerational/Combined
8/4/2023	Storytime	1	20	Children 5 and under
8/4/2023	Storytime	1	25	Children 5 and under
8/7/2023	Manga Drawing	1	12	Teens
8/8/2023	Storytime	1	22	Children 5 and under
8/8/2023	Storytime	1	25	Children 5 and under
8/8/2023	Book Club	1	6	Adults
8/9/2023	Mahjong Club	1	12	Adults
8/9/2023	T'ai Chi Chih	1	16	Adults
8/9/2023	Mahjong Club	1	12	Adults
8/9/2023	Llama Llama Craft	1	13	Children 6-11
8/9/2023	Youth Bureau Craft	1	6	Children 6-11
8/10/2023	Storytime	1	22	Children 5 and under
8/10/2023	Storytime	1	8	Children 5 and under
8/10/2023	Mike Randall Magic Show	1	92	Intergenerational/Combined
8/10/2023	Battle of the Books	1	10	Teens
8/11/2023	Storytime	1	19	Children 5 and under
8/11/2023	Storytime	1	20	Children 5 and under
8/12/2023	Comic Book Club	1	12	Children 6-11
8/14/2023	MakerSpace	1	28	Children 6-11
8/15/2023	Storytime	1	7	Children 5 and under
8/15/2023	Storytime	1	22	Children 5 and under
8/16/2023	Mahjong Club	1	7	Adults
8/16/2023	Pinkalicious Craft	1	10	Children 6-11
8/17/2023	Storytime	1	6	Children 5 and under
8/17/2023	Storytime	1	22	Children 5 and under
8/17/2023	Aquarium of Niagara	1	65	Intergenerational/Combined
8/21/2023	Read to a Dog	1	6	Children 6-11
8/23/2023	Mahjong Club	1	5	Adults
8/23/2023	Pigeon Craft	1	18	Children 6-11
8/23/2023	Crop Swap	1	6	Adults
8/24/2023	Storybook Cook	1	24	Children 6-11
8/25/2023	Escape Room	1	15	Teens
8/25/2023	GloFest Outreach	1	25	Teens
8/26/2023	Lego Club	1	25	Children 6-11
8/26/2023	Lego Club	1	15	Children 6-11
8/30/2023	Mahjong Club	1	10	Adults


8/31/2023	Summer Reading Raffle	1	1273	Children 6-11
8/31/2023	Lancaster Schools Staff Day	1	26	Adults
8/31/2023	Take & Make Craft	230	230	Children 5 and under
8/31/2023	Craft & Carry	105	105	Children 6-11
8/31/2023	STEM Kits	100	100	Intergenerational/Combined
8/31/2023	New Library Card Kits	20	20	Intergenerational/Combined
8/31/2023	Seed Library	31	31	Intergenerational/Combined
8/31/2023	Ticket to Read	1	4	Teens
8/31/2023	Village Scavenger Hunt	82	82	Intergenerational/Combined
8/31/2023	Summer BINGO	1	44	Adults
8/31/2023	Summer BINGO	1	12	Teens
8/31/2023	Book a Tech Trainer	5	5	Adults
8/31/2023	Tutor	20	20	Children 6-11
8/31/2023	Tutor	5	5	Teens
8/31/2023	Tutor	5	5	Adults
8/31/2023	Summer Reading Log	1	305	Intergenerational/Combined

Circulation

Total Circulations


 Library	August			Year to Date Totals			Footnotes
	2023 Total	2022 Total	% of	2023 Total	2022 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	2,440	2,379	2.6%	15,447	13,735	12.5%	<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>Correctional Facility and Holding Center - Correctional Facility numbers reported again starting 9/2022.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction.</p> <p>Dudley - Closed 8/24/2023 - No water.</p> <p>González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.</p>
<i>Amherst</i>							
Audubon	42,713	41,213	3.6%	216,379	225,818	-4.2%	
Clearfield	38,464	38,158	0.8%	288,363	204,556	41.0%	
Eggertsville-Snyder	17,299	17,588	-1.6%	120,395	95,616	25.9%	
Williamsville	4,980	7,567	-34.2%	36,215	31,990	13.2%	
Angola	3,852	4,001	-3.7%	25,861	20,396	26.8%	
Aurora	16,617	16,608	0.1%	113,544	88,101	28.9%	
Boston	3,410	3,624	-5.9%	23,987	20,570	16.6%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	26,878	26,310	2.2%	193,800	156,570	23.8%	
Reinstein Memorial	10,185	9,819	3.7%	70,465	54,896	28.4%	
Clarence	24,730	27,494	-10.1%	170,867	128,367	33.1%	
Collins	4,783	4,907	-2.5%	38,828	27,782	39.8%	
Concord	6,033	6,434	-6.2%	42,421	34,650	22.4%	
Eden	4,838	4,996	-3.2%	31,795	27,506	15.6%	
Elma	10,590	11,113	-4.7%	77,069	60,328	27.7%	
Grand Island Memorial	14,066	13,396	5.0%	91,349	72,399	26.2%	
<i>Hamburg</i>							
Hamburg	22,484	23,460	-4.2%	154,204	125,126	23.2%	
Lake Shore	7,503	7,513	-0.1%	52,143	41,444	25.8%	
Lackawanna	4,832	5,007	-3.5%	33,581	27,086	24.0%	
Lancaster	26,341	24,206	8.8%	170,838	129,028	32.4%	
Marilla	3,712	4,017	-7.6%	26,881	23,270	15.5%	
Newstead	5,673	6,472	-12.3%	38,525	34,977	10.1%	
North Collins	1,909	1,896	0.7%	14,977	10,958	36.7%	
Orchard Park	29,083	28,884	0.7%	199,287	160,593	24.1%	
City of Tonawanda	10,801	10,385	4.0%	75,988	61,579	23.4%	
<i>Town of Tonawanda</i>							
Kenilworth	6,919	6,796	1.8%	47,932	38,073	25.9%	
Kenmore	30,233	30,574	-1.1%	214,086	169,678	26.2%	
West Seneca	25,746	24,940	3.2%	165,680	134,210	23.4%	
<i>Buffalo</i>							
Coles	3,107	2,393	29.8%	20,290	9,790	107.3%	
Crane	162	6,742	-97.6%	382	50,730	-99.2%	
Dudley	5,017	5,142	-2.4%	37,218	28,636	30.0%	
East Clinton	3,154	2,992	5.4%	22,037	16,115	36.7%	
González-Soto	454	4,559	-90.0%	454	24,776	-98.2%	
Merriweather	4,670	4,277	9.2%	37,933	23,763	59.6%	
North Park	13,663	9,830	39.0%	97,616	53,866	81.2%	
Panty	2,460	2,459	0.0%	17,922	12,123	47.8%	
<i>Central</i>	28,819	32,709	-11.9%	230,558	185,100	24.6%	
<i>BookmobileServices</i>							
Library on Wheels	2,373	2,766	-14.2%	26,580	15,410	72.5%	
Library2Go	1,906	889	114.4%	15,804	3,497	351.9%	
<i>Institutions</i>							
Correctional Facility	5,522	0	See note.	41,032	0	See note.	
Holding Center	12,939	3,587	260.7%	78,086	3,587	2076.9%	
<i>System</i>							
Online Renewals	742	719	3.2%	5,426	250,409	-97.8%	
Interlibrary Loans	1,492	1,113	34.1%	10,319	8,927	15.6%	
eAudiobooks	63,768	50,723	25.7%	465,157	363,365	28.0%	
eVideos	851	878	-3.1%	5,656	2,957	91.3%	
eBooks	87,415	80,373	8.8%	678,560	610,445	11.2%	
eMusic	228	305	-25.2%	1,768	1,043	69.5%	
eMagazines	7,635	7,371	3.6%	56,973	20,925	172.3%	
B&ECPL Totals	653,491	629,584	3.8%	4,600,678	3,904,766	17.8%	
Member Libraries	407,114	409,757	-0.6%	2,750,907	2,219,302	24.0%	
Buffalo Branches	32,687	38,394	-14.9%	233,852	219,799	6.4%	
Central Library	28,819	32,709	-11.9%	230,558	185,100	24.6%	
Bookmobile Services	4,279	3,655	17.1%	42,384	18,907	124.2%	
Institutions	18,461	3,587	414.7%	119,118	3,587	3220.8%	
System	162,131	141,482	14.6%	1,223,859	1,258,071	-2.7%	

Library Visits

	August			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	1,076	962	11.9%	6,993	6,918	1.1%	<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>Central - New visitor counters installed 7/13/2023.</p> <p>Crane - Closed starting 8/15/2022 - Phase 2 construction.</p> <p>Dudley - Closed 8/24/2023 - No water.</p> <p>González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.</p>
<i>Amherst</i>							
Audubon	11,516	11,414	0.9%	60,389	71,081	-15.0%	
Clearfield	13,018	13,021	0.0%	95,555	78,410	21.9%	
Eggertsville-Snyder	5,614	5,685	-1.2%	38,146	35,045	8.8%	
Williamsville	2,339	3,091	-24.3%	14,575	14,923	-2.3%	
Angola	2,617	2,997	-12.7%	23,135	26,133	-11.5%	
Aurora	6,182	5,182	19.3%	42,550	37,774	12.6%	
Boston	1,330	1,428	-6.9%	9,548	9,237	3.4%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	8,825	8,557	3.1%	65,188	61,162	6.6%	
Reinstein Memorial	4,307	4,019	7.2%	29,583	24,767	19.4%	
Clarence	7,501	7,279	3.0%	51,471	42,113	22.2%	
Collins	1,747	1,483	17.8%	11,412	9,351	22.0%	
Concord	2,951	2,638	11.9%	20,908	20,270	3.1%	
Eden	1,719	1,569	9.6%	10,917	10,682	2.2%	
Elma	4,096	3,959	3.5%	27,842	25,430	9.5%	
Grand Island Memorial	5,074	4,840	4.8%	32,551	30,332	7.3%	
<i>Hamburg</i>							
Hamburg	8,357	7,830	6.7%	61,708	51,103	20.8%	
Lake Shore	3,485	3,274	6.4%	24,471	22,640	8.1%	
Lackawanna	3,318	3,080	7.7%	21,926	23,385	-6.2%	
Lancaster	8,313	7,744	7.3%	58,673	50,461	16.3%	
Marilla	1,185	1,171	1.2%	7,563	7,195	5.1%	
Newstead	3,081	2,704	13.9%	22,591	19,338	16.8%	
North Collins	1,441	1,312	9.8%	8,879	7,868	12.8%	
Orchard Park	12,829	11,827	8.5%	87,294	79,536	9.8%	
City of Tonawanda	4,693	4,321	8.6%	33,164	29,132	13.8%	
<i>Town of Tonawanda</i>							
Kenilworth	3,829	3,068	24.8%	24,204	21,973	10.2%	
Kenmore	9,720	9,145	6.3%	68,451	62,686	9.2%	
West Seneca	10,292	9,650	6.7%	67,758	62,305	8.8%	
<i>Buffalo</i>							
Coles	3,503	3,357	4.3%	24,521	15,863	54.6%	
Crane	0	1,606	-100.0%	0	21,250	-100.0%	
Dudley	2,439	2,857	-14.6%	19,611	20,481	-4.2%	
East Clinton	1,434	1,639	-12.5%	9,446	9,783	-3.4%	
González-Soto	281	3,205	-91.2%	281	21,887	-98.7%	
Merriweather	8,627	8,429	2.3%	58,798	53,758	9.4%	
North Park	5,868	5,361	9.5%	41,810	35,139	19.0%	
Panty	3,931	3,603	9.1%	21,321	15,097	41.2%	
<i>Central</i>	24,749	16,354	51.3%	170,126	123,169	38.1%	
<i>Bookmobile Services</i>							
Library on Wheels	1,531	1,375	11.3%	10,273	9,502	8.1%	
Library2Go	176	194	-9.3%	1,639	1,974	-17.0%	
<i>Institutions</i>							
Correctional Facility	1,293	695	86.0%	9,156	4,760	92.4%	
Holding Center	624	594	5.1%	4,926	2,695	82.8%	
System	204,911	192,519	6.4%	1,399,353	1,276,608	9.6%	
Member Libraries	150,455	143,250	5.0%	1,027,445	941,250	9.2%	
Buffalo Branches	26,083	30,057	-13.2%	175,788	193,258	-9.0%	
Central Library	24,749	16,354	51.3%	170,126	123,169	38.1%	
Bookmobile	1,707	1,569	8.8%	11,912	11,476	3.8%	
Institutions	1,917	1,289	48.7%	14,082	7,455	88.9%	


Registered Public Access Computer Sessions

Session Counts Per Outlet

	August			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	93	74	25.7%	560	485	15.5%	<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>Crane - Closed starting 8/15/2022 - Phase 2 construction.</p> <p>Dudley - Closed 8/24/2023 - No water.</p> <p>González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.</p>
<i>Amherst</i>							
Audubon	1,100	1,084	1.5%	5,629	7,492	-24.9%	
Clearfield	991	876	13.1%	7,220	5,689	26.9%	
Egbertsville-Snyder	475	577	-17.7%	3,680	3,562	3.3%	
Williamsville	188	260	-27.7%	1,033	1,195	-13.6%	
Angola	172	210	-18.1%	1,326	1,387	-4.4%	
Aurora	452	428	5.6%	3,061	2,627	16.5%	
Boston	64	68	-5.9%	472	550	-14.2%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,343	1,464	-8.3%	10,529	10,412	1.1%	
Reinstein Memorial	1,000	885	13.0%	6,449	5,689	13.4%	
Clarence	502	553	-9.2%	3,550	3,189	11.3%	
Collins	189	114	65.8%	1,021	741	37.8%	
Concord	249	222	12.2%	1,535	1,534	0.1%	
Eden	128	137	-6.6%	871	819	6.3%	
Elma	251	191	31.4%	1,658	1,477	12.3%	
Grand Island Memorial	305	305	0.0%	1,814	2,010	-9.8%	
<i>Hamburg</i>							
Hamburg	876	1,004	-12.7%	6,945	6,871	1.1%	
Lake Shore	310	273	13.6%	1,907	1,811	5.3%	
Lackawanna	599	620	-3.4%	3,964	3,446	15.0%	
Lancaster	696	717	-2.9%	5,078	5,209	-2.5%	
Marilla	51	48	6.3%	311	256	21.5%	
Newstead	255	258	-1.2%	1,472	1,248	17.9%	
North Collins	113	162	-30.2%	738	838	-11.9%	
Orchard Park	746	630	18.4%	5,619	4,494	25.0%	
City of Tonawanda	741	703	5.4%	5,217	4,584	13.8%	
<i>Town of Tonawanda</i>							
Kenilworth	439	468	-6.2%	2,970	3,149	-5.7%	
Kenmore	1,373	1,494	-8.1%	10,085	10,541	-4.3%	
West Seneca	1,231	1,268	-2.9%	8,275	8,218	0.7%	
<i>Buffalo</i>							
Coles	1,215	1,036	17.3%	7,969	5,059	57.5%	
Crane	0	267	-100.0%	0	3,273	-100.0%	
Dudley	544	554	-1.8%	4,032	4,380	-7.9%	
East Clinton	342	391	-12.5%	2,207	2,277	-3.1%	
González-Soto	36	729	-95.1%	36	4,671	-99.2%	
Merriweather	1,647	1,351	21.9%	11,755	10,583	11.1%	
North Park	1,340	1,218	10.0%	9,088	7,324	24.1%	
Panty	654	639	2.3%	4,175	2,944	41.8%	
Central	5,728	6,511	-12.0%	52,176	44,542	17.1%	
<i>Bookmobile Services</i>							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
System	26,438	27,789	-4.9%	194,427	184,576	5.3%	
Member Libraries	14,932	15,093	-1.1%	102,989	99,523	3.5%	
Buffalo Branches	5,778	6,185	-6.6%	39,262	40,511	-3.1%	
Central Library	5,728	6,511	-12.0%	52,176	44,542	17.1%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

WiFi

Total Logins

 Library	August			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	481	431	11.6%	3,403	3,416	-0.4%	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. Crane - Closed starting 8/15/2022 - Phase 2 construction. Dudley - Closed 8/24/2023 - No water. González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.
<i>Amherst</i>							
Audubon	3,903	2,411	61.9%	22,609	16,259	39.1%	
Clearfield	2,731	2,795	-2.3%	21,206	17,304	22.5%	
Eggertsville-Snyder	1,107	1,032	7.3%	7,752	8,087	-4.1%	
Williamsville	1,437	1,457	-1.4%	9,120	10,704	-14.8%	
Angola	163	205	-20.5%	986	1,657	-40.5%	
Aurora	1,847	2,178	-15.2%	14,314	16,495	-13.2%	
Boston	209	228	-8.3%	1,468	1,371	7.1%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,282	1,089	17.7%	10,132	8,991	12.7%	
Reinstein Memorial	909	754	20.6%	5,764	5,240	10.0%	
Clarence	1,320	1,229	7.4%	10,578	8,481	24.7%	
Collins	352	238	47.9%	2,170	1,806	20.2%	
Concord	601	570	5.4%	4,113	4,248	-3.2%	
Eden	205	233	-12.0%	1,360	1,736	-21.7%	
Elma	441	369	19.5%	2,933	2,540	15.5%	
Grand Island Memorial	803	804	-0.1%	5,294	5,386	-1.7%	
<i>Hamburg</i>							
Hamburg	1,819	1,793	1.5%	13,293	13,604	-2.3%	
Lake Shore	535	428	25.0%	3,621	3,218	12.5%	
Lackawanna	489	486	0.6%	3,740	3,278	14.1%	
Lancaster	1,615	1,659	-2.7%	11,831	12,503	-5.4%	
Marilla	76	86	-11.6%	663	714	-7.1%	
Newstead	540	432	25.0%	3,713	3,088	20.2%	
North Collins	316	331	-4.5%	2,797	2,802	-0.2%	
Orchard Park	2,029	1,753	15.7%	14,773	12,541	17.8%	
City of Tonawanda	1,052	646	62.8%	6,720	4,636	45.0%	
<i>Town of Tonawanda</i>							
Kenilworth	526	535	-1.7%	3,662	3,493	4.8%	
Kenmore	2,116	2,092	1.1%	15,677	15,462	1.4%	
West Seneca	2,048	2,034	0.7%	14,850	14,341	3.5%	
<i>Buffalo</i>							
Coles	1,155	970	19.1%	7,570	5,925	27.8%	
Crane	688	334	106.0%	1,355	3,332	-59.3%	
Dudley	2,350	1,380	70.3%	14,980	10,573	41.7%	
East Clinton	616	858	-28.2%	4,469	5,387	-17.0%	
González-Soto	514	2,266	-77.3%	3,513	16,245	-78.4%	
Merriweather	1,231	1,103	11.6%	9,745	8,681	12.3%	
North Park	1,198	1,126	6.4%	8,734	7,976	9.5%	
Panty	1,483	1,319	12.4%	9,748	8,926	9.2%	
Central	14,526	15,021	-3.3%	116,506	108,214	7.7%	
<i>Bookmobile Services</i>							
Library on Wheels	103	92	12.0%	667	485	37.5%	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
System	54,816	52,767	3.9%	395,829	379,145	4.4%	
Member Libraries	30,952	28,298	9.4%	218,542	203,401	7.4%	
Buffalo Branches	9,235	9,356	-1.3%	60,114	67,045	-10.3%	
Central Library	14,526	15,021	-3.3%	116,506	108,214	7.7%	
Bookmobile Services	103	92	12.0%	667	485	37.5%	

Lancaster Financial Monthly Report 2023

August

Account	Deposits	Disbursements	Interest	Sub-Total	Balance
M & T Checking					
Beginning Balance					\$3,913.57
Receipts	\$340.00				
Meagan Carr: July mileage (#25008)		-\$8.19			
Kara Stock: July mileage (#25009)		-\$14.19			
ECWA: Water bill (#25010)		-\$72.30			
Ending Balance	\$340.00	-\$94.68		\$245.32	\$4,158.89
Bank on Buffalo					
Beginning Balance					\$35,686.06
John Mandeville I donation in memory of Jim Stelzle	\$50.00				
Vending	\$34.00				
Headphones (2 @ \$3)	\$6.00				
Book sale	\$260.00				
Copier	\$128.20				
Amazon: Sensory kits items (Debit)		-\$323.00			
Lakeshore Learning: Sensory kit sand (Debit)		-\$28.98			
Amazon: BOTB volunteer gift card (Debit)		-\$50.00			
Aquarium of Niagara: 8/17 program (#566)		-\$180.00			
Wegmans: BOTB cake (Debit)		-\$46.50			
Amazon: Craft supplies (Crafts) (Debit)		-\$222.58			
Elizabeth Bauld: 8/24 program (#567)		-\$195.00			
Wow Party LLC: Deposit for 10/21 program (#569)		-\$100.00			
Denise Miller: August Tai Chi classes (#570)		-\$100.00			
Picasso's Pizza: BOTB pizza party (Debit)		-\$47.54			
Amazon: Air purifier filters and card table (Debit)		-\$116.17			
Checking Ending Balance	\$478.20	-\$1,409.77		-\$931.57	\$34,754.49
	Amount	Interest Rate	Disbursments	Interest	Total
Savings 5880	\$244,384.04	4.8%	\$0.00	\$996.28	\$245,380.32
Total Balance BankonBuffalo					\$280,134.81
CD	Amount	Maturity	Interest Rate	Interest	Total
Evans CD 6749	\$28,736.20	12M 1/24/24	4.00%	\$0.00	\$28,736.20
Total balance all accounts					\$313,029.90

August 2023

Date	Item	Deposit	Withdrawl	Total
				\$126.85
7-Aug	Kara- Dollar General- BOTB party supplies		-\$23.15	\$103.70
9-Aug	Josh- Tops- 2x 5 gal water bottle exchange		-\$13.98	\$89.72
		\$0.00	-\$37.13	\$89.72

ACCOUNT TRIAL BALANCE FOR FY23/MAY TO AUG

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				
7 177 API 07/11/23 002769 11315	ESSI Inc		14,300.00	.00	14,300.00		
17410-260			.00	14,300.00	.00	14,300.00	14,300.00
001-70-7410-000-411							
CONTRACTUAL SERVICES	17410		126.00				
17410-411			126.00	.00	.00	.00	126.00
001-70-7410-000-422							
BUILDINGS	17410		542.20				
5 344 API 05/11/23 001487 10401	HOME DEPOT		131.60	.00	131.60		
5 533 API 05/31/23 001487 10837	HOME DEPOT		19.38	.00	150.98		
8 210 API 08/09/23 001487 11836	HOME DEPOT		69.00	.00	219.98		
8 235 API 08/09/23 001045 11833	AMAZON CAPITAL		99.89	.00	319.87		
8 527 API 08/16/23 002732 11991	Green Mountain		78.67	.00	398.54		
17410-422			542.20	398.54	.00	398.54	940.74
001-70-7410-000-426							
REPAIRS & MAINTENANCE	17410		23,099.35				
17410-426			23,099.35	.00	.00	.00	23,099.35
001-70-7410-000-433							
RESURFACING MATERIALS	17410		.00				
6 417 API 06/15/23 002669 11093	ACE SEALING CO		3,500.00	.00	3,500.00		
17410-433			.00	3,500.00	.00	3,500.00	3,500.00
001-70-7410-000-434							
LANDSCAPING MATERIALS	17410		.00				
5 373 API 05/11/23 001019 10598	ADAMS NURSERY &		47.19	.00	47.19		
17410-434			.00	47.19	.00	47.19	47.19
001-70-7410-000-460							
INTERNET ACCESS	17410		526.65				
5 392 API 05/26/23 002096 10628	SPECTRUM		149.97	.00	149.97		
6 378 API 06/20/23 002096 11049	SPECTRUM		158.92	.00	308.89		
7 166 API 07/14/23 002619 11446	SPECTRUM		158.92	.00	467.81		
17410-460			526.65	467.81	.00	467.81	994.46
TOTALS FOR FUND 001							
General Fund			24,294.20	18,713.54	.00	18,713.54	43,007.74
REPORT TOTALS			24,294.20	18,713.54	.00	18,713.54	43,007.74

ACCOUNT TRIAL BALANCE FOR FY23/MAY TO AUG

REPORT OPTIONS

Print (D)etail or (S)ummary:	D
Fiscal year-to-date version:	N
Reporting year:	2023
Reporting from period:	05 MAY to 08 AUG
Journal Detail from	05/01/2023 to 08/31/2023
(B)alance sheet or (A)ll accounts:	A
Roll up projects to object level:	N
Omit zero balance accounts:	Y
Sort by 1 Account	
Print Org Code? (Y/N)	Y
Print Fund Header and Org/Obj	Y
Include page break between funds	N
Include page break between each	N
Print totals	N
Print report options	Y
Exclude fund balance YEC/AJE for prior years	N

Find Criteria	
Field Name	Field value

Fund	
Function	
Department	
Capital Proj	
Character Code	
Org	17410
Object	
Account type	
Account status	

** END OF REPORT - Generated by Mary Young **



By-laws of the Lancaster Public Library **Board of Trustees**

Article I – Tenure of Office of Trustees

Section 1: The term of office of trustees shall be 6 years.

Section 2: The Board of Trustees shall consist of 6 (six) members in 3(three) classes of terms expiring at two-year intervals. The Trustees are to be elected by the general public in compliance with the Education Law of the State of New York and the Charter of the Lancaster Public Library and in conjunction with the biannual election of Town officers.

Section 3:

Paragraph a: Vacancies among the officers shall be filled by an election at a regular board meeting, and a majority vote of the Trustees present shall constitute approval.

Paragraph b: A vacancy on the Board of Trustees shall be filled by a majority vote of the Board, and the persons so appointed shall hold office until the next general election for that trustee position.

Article II – Officers

Section 1: The officers of the Board shall be President, a Vice-President, a Secretary, and a Treasurer.

Section 2: The president shall appoint a nominating committee two months prior to the end of the calendar year.

Section 3: Officers shall be elected at the first meeting in January by a majority vote of the Board.

Section 4: All officers shall have the usual powers associated with the office (or their duties may be specifically noted in the by-laws).

Section 5: The terms of Board Officers shall be limited to three consecutive one-year terms for each specific Board Office in a Trustee's 6 (six)-year term of office.

Article III – Duties of Officers

President

- A. Shall construct agenda for each monthly meeting in collaboration with the Director.
- B. Shall conduct monthly meetings of the Board of Trustees.
- C. Shall appoint Nominating Committee in November to propose slate of officers for the following year.
- D. Shall distribute/forward quarterly shortfall reports to the Board of Trustees.

Vice President

- A. Shall act in place of the President in the absence of the President.

Secretary

- A. Shall record and distribute minutes of each monthly meeting.

Treasurer

- A. Shall review budget reports from the Central Library and report on same at monthly meetings of the Board of Trustees.
- B. Shall review monthly financial report of Board accounts and report at meetings of the Board of Trustees.
- C. Shall sign checks drawn on the accounts of the Board of Trustees unless time considerations prevent this.

Article III – Meetings

Section 1: Meetings shall be held a minimum of ten times per year, as scheduled by the Board, at the Lancaster Public Library. All meetings are open to the public except when individual personnel issues are being discussed. Meeting dates and times will be set at the January organizational meeting and the resulting schedule sent to the Town Clerk. The meeting schedule will be posted on the bulletin boards at the Lancaster Library.

Section 2: Special meetings shall be held at the call of the President or any three trustees. The press shall be notified.

Section 3: A quorum will consist of three Board Members.

Section 4: The order of business shall be as follows:

- I. Roll Call
- II. Approval of, or changes to the agenda
- III. Review of the minutes of the previous meeting
- IV. Report of the Director & Statistical Data
- V. Financial Statements
 - a. Monthly Financial Report
- VI. Committee Reports – if any

- VII. Public Comment (Limited to 5 (five) minutes per speaker
- VIII. Nominations and Elections – if any
- IX. Old Business
- X. New Business
- XI. Adjournment

Article IV – Committees

Section 1: The following standing committees will be appointed as needed: Rules, Public Relations, Personnel, Buildings, Governance, Budget and Finance. These committees shall have all the usual powers associated with such committees.

Section 2: The President of the Board shall appoint all committee members.

Section 3: Ad hoc committees may be appointed by the President with the approval of the Board. Non-Board members may be appointed to such committees to bring special capabilities for the resolution of problems confronting the committee.

Section 4: All committee actions are subject to approval by a majority of the Board.

Article V - Library Director

Section 1: The Director shall be held responsible for the proper performance of duties as spelled out in the job description provided by the Board.

Section 2: It shall be the duty of the Director to attend meetings of the Board, including budget meetings, or public meetings where action may be taken affecting the interests of the Library. The director shall have the right to speak on all matters under discussion at Board meetings, but shall not have the right to vote thereon.

Article VI – Internal Auditor

Section 1: The board shall appoint an internal auditor. This may be a board member who does not have check-signing authority; it may also be an individual who does not serve on the library board.

Section 2: The internal auditor will, on a monthly basis, review invoices to expenditures and report these findings to the Board.

Article VII – Responsibilities of the Board

Section 1: The Board shall appoint a qualified library director who shall be the executive and administrative officer of the library.

Section 2: Upon recommendation of the director, the Board shall approve personnel appointments.

Section 3: The Board shall approve monthly financial reports.

Section 4: The Board shall appoint and provide oversight of the Internal Auditor.

Article VIII – Amendments

Section 1: These by-laws may be repealed, amended, or added to by a majority vote of the Board at a regular meeting. Such action may be taken, however, only after the substance of the proposed repeal, amendment, or addition, has been presented in writing at a prior regular or special meeting, and notice thereof has been given in the notice of the meeting at which it is to be considered.

Article IX – Conflict of Interest Policy

Section 1 Purpose: The purpose of this Conflict of Interest Policy is to protect the Lancaster Public Library when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, trustee, or Key Employee of the Lancaster Public Library, including situations that may give rise to Conflicts of Interest and Related Party Transactions.

Section 2, Paragraph a: Interested Person. An Interested Person is any trustee, officer, employee or member of a committee with powers delegated by the Board of Trustees, who (1) has a direct or indirect Financial Interest, as defined below, and/or (2) is a Related Party, as defined below.

Paragraph b: Relative. A Relative of an individual means his or her spouse or domestic partner, ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren; great-grandchildren, and spouses of brothers, sisters, children, grandchildren and great-grandchildren.

Paragraph c: Financial Interest. A person has a Financial Interest if the person has, directly or indirectly, through business, investment, or a Relative:

Sub Paragraph 1: An ownership or investment interest in any entity with which the Lancaster Public Library has a transaction or arrangement;

Sub Paragraph 2: A compensation arrangement with the Lancaster Public Library or with any entity or individual with which the Lancaster Public Library has a transaction or arrangement; or

Sub Paragraph 3: A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Lancaster Public Library is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

Paragraph d: Substantial Financial Interest. A Financial Interest in a Related Party Transaction is a "Substantial Financial Interest" if, in the discretion of the Board after giving due consideration to the material facts and circumstances of the Financial Interest as presented, the Board determines that such Financial Interest is substantial.

Section 3. Related Party. A Related Party includes:

Paragraph a: any trustee, officer or Key Employee of the Lancaster Public Library or any Affiliate of the Lancaster Public Library;

Paragraph b: any Relative of any trustee, officer or Key Employee of the Lancaster Public Library or any Affiliate of the Lancaster Public Library; or

Paragraph c: any entity in which any individual described in clauses (A) and *Paragraph d:* of this section has a thirty-five percent or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of five percent.

Section 4: Key Employee. A Key Employee is any person who is in a position to exercise substantial influence over the affairs of the Lancaster Public Library.

Section 5: Affiliate of the Lancaster Public Library. An Affiliate of the Lancaster Public Library means any entity controlled by, in control of, or under common control with the Lancaster Public Library.

Section 6: Related Party Transaction. A Related Party Transaction means any transaction, agreement or any other arrangement in which a Related Party has a Financial Interest and in which the Lancaster Public Library or any Affiliate of the Lancaster Public Library is a participant.

Section 7: Conflict of Interest. A Conflict of Interest exists if an outside interest or activity influences or appears to influence the ability of an individual to exercise objectivity or impair the individual's ability to perform his or her responsibility in the best interests of the Lancaster Public Library.

Section 8: "Independent Trustee" means a Trustee who:

Paragraph a: is not, and has not been within the last three years, an employee of the Library or an Affiliate of the Library, and does not have a Relative who is, or has been within the last three years, a Key Employee of the Library or an Affiliate of the Library;

Paragraph b: has not received, and does not have a Relative who has received, in any of the last three fiscal years, more than \$10,000.00 in direct compensation from the Library or an Affiliate of the Library (other than reimbursement for expenses reasonably incurred as a Trustee or reasonable compensation for service as a Trustee); or

Paragraph c: is not a current employee of or does not have a Substantial Financial Interest in, and does not have a Relative who is a current officer of or has a Substantial Financial Interest in, any entity that has made Payments to, or received payments from, the Library or an Affiliate of the Library for property or services in an amount which, in any of the last three fiscal years, exceeds the lesser of \$25,000.00 or 2% of such entity's consolidated gross revenues.

Section 9: Disclosure Statement. Prior to the initial appointment or hiring, and annually thereafter, a trustee, officer, member of a committee with powers delegated by the Board, or Key Employee shall complete, sign and submit to the secretary of the Lancaster Public Library, a written Disclosure Statement, attached as Appendix a, identifying, to the best of his or her knowledge, the following information:

Paragraph a: any entity of which such person is an officer, trustee, member, owner (either as a sole proprietor or a partner), or employee and with which the Lancaster Public Library has a relationship; and

Paragraph b: any transaction in which the Lancaster Public Library is a participant and in which such person might have a Financial Interest that may give rise to a Conflict of Interest or Related Party Transaction.

Sub Paragraph 1: The secretary shall provide a copy of all completed Disclosure Statements to the President of the Board.

Paragraph c: Continuing Duty. All trustees, officers, committee members, and Key Employees have a continuing duty to disclose by oral or written statement the existence of and material facts surrounding any Financial Interest at the time an actual or possible Conflict of Interest or Related Party Transaction arises.

Paragraph d: Violations. Any trustee, officer, committee member, or Key Employee who fails to comply with the disclosure obligations under this Article III or otherwise violates this Conflict of Interest Policy, may be subject to

appropriate disciplinary and corrective action, up to and including referral to the New York State Board of Regents for possible removal of a Trustee, pursuant to New York State Education Law section 226.

Section 10: General Prohibitions. An Interested Person shall not:

Paragraph a: be present at or participate in any Board deliberation or vote related to the transaction or arrangement giving rise to a Conflict of Interest or Related Party Transaction; nor

Paragraph b: directly or indirectly attempt to influence improperly the deliberation or voting on the transaction or arrangement giving rise to the conflict. Notwithstanding the foregoing, the Board of Trustees may request that an Interested Person present information to the Board prior to the commencement of deliberations or voting relating thereto.

Section 11: Initial Determination. After the disclosure required under Section 3, the remaining Board shall decide and document in the meeting minutes whether the transaction or arrangement is a Related Party Transaction, including whether any such transaction involves a Substantial Financial Interest, or a Conflict of Interest.

Section 12: Consideration of Alternatives. If the transaction or arrangement is a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then the Board must consider alternatives to the proposed transaction or arrangement. If the transaction or arrangement is a Conflict of Interest, then the Board may, but is not required, to consider alternatives.

Section 13: Board Decision. The Board of Trustees shall compare the alternatives, if any, with the proposed transaction or arrangement and determine whether the Lancaster Public Library can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a Conflict of Interest or Related Party Transaction. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a Conflict of Interest or Related Party Transaction, the Board of Trustees shall determine:

Paragraph a: by a majority vote of the Board, whether the proposed transaction or arrangement is in the Lancaster Public Library's best interest, for the Lancaster Public Library's own benefit, and whether it is fair and reasonable; and if so, then;

Paragraph b: whether to enter into the transaction or arrangement, in accordance with the Lancaster Public Library's bylaws. Note that if the transaction or arrangement involves a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then at least a majority of the Board members present at the meeting is required to approve such transaction.

Section 14: Documentation Required. The Board of Trustees shall document in the minutes of the meeting at which such determinations are made the following:

Paragraph a: The existence of a Conflict of Interest or Related Party Transaction;

Sub Paragraph 1: The resolution of the Board with respect to such Conflict of Interest or Related Party Transaction, including the determination as to whether the transaction or arrangement is fair, reasonable and in the Lancaster Public Library's best interest.

Sub Paragraph 2: The basis for approving the transaction or arrangement which gives rise to the Conflict of Interest or Related Party Transaction, including consideration of any alternatives.

Section 15 Oversight: All trustees, officers, committee members and Key Employees shall abide by the Conflict of Interest Policy adopted by the Board and as amended from time to time, provided a majority (4) of the board members are independent trustees. The entire Board shall oversee the adoption of, implementation of, and compliance with this Conflict of Interest Policy.

**Appendix A
DISCLOSURE STATEMENT
OF THE
LANCASTER PUBLIC LIBRARY**

The undersigned, being a trustee, officer, committee member or Key Employee of the Lancaster Public Library, hereby acknowledges and confirms the following:

(1) I have received, read and understand the Lancaster Public Library's Conflict of Interest Policy in effect as of the date written below, and I agree to comply with the Conflict of Interest Policy.

(2) I understand that the Lancaster Public Library is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

(3) Personal Interests & Relationships. I am an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which the Lancaster Public Library has a relationship: **[If none, please write "None." If such interests exist, please specify the capacity in which you hold such an interest (for example, employee, director, or owner). If an owner, please specify your percentage ownership).]**

(4) Interests & Relationships of Relatives. A Relative (spouse or domestic partner, ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren; great-grandchildren, and spouses of brothers, sisters, children, Grandchildren and great-grandchildren) of mine is an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which the

Lancaster Public Library has a relationship: **[If none, please write "None." If such interests exist, please specify the Relative (for example, sibling or spouse) and the Relative's position (for example, employee, director, or owner). If an owner, please specify the percentage ownership).]**

(5) Transactions. The Lancaster Public Library is a participant in the following transactions in which my Relative or I may have a Financial Interest that may give rise to a Conflict of Interest or Related Party Transaction, as defined in the Conflict of Interest Policy. [If none, please write "None." If such transaction(s) exists, please specify the transaction and the potential financial interest involved and whether you or a Relative has such an interest for any such transaction(s). Please specify the Relative and their position, if applicable.]

I certify that the above statements are true and correct to the best of my knowledge.

Name: _____

Position: _____

Signature: _____

Date: _____

Adopted: October 15, 2009
Amended: December 10, 2020

Halloween Party Request

QTY.	Description	Website	Price each	Total
5	Squishy Pumpkins	bit.ly/45GUo3t	\$19.99	\$99.95
5	Slow-Rising Squishies	bit.ly/3RbMhHv	\$22.99	\$114.95
5	Halloween Bears	bit.ly/3P80jHN	\$9.99	\$49.95
1	Skeleton Bean Bag Toss	bit.ly/3LhvWxh	\$19.99	\$19.99
1	Large Halloween Bean Bag Toss Games	bit.ly/3EMPpT7	\$44.99	\$44.99
				\$329.83
Shipping 10%				\$32.98
Total				\$362.81

WeRecycle Battery Box

From: \$71.95

We are thrilled to share that we have unveiled our new **Cirba Solutions** product lines, **WeRecycle**.

The battery recycling WeRecycle Battery Recycling Box is a complete battery and handheld electronics recycling kit for households, corporate and government customers. Includes:

- UN approved 43 lb. capacity collection kit
- Pre-paid shipping
- Pre-paid recycling
- Free Confirmation of Reclamation (COR) Request Card

Continental U.S. use only. Not available in Alaska and Puerto Rico.

1 box: \$71.95



Capacity

This kit can hold approximately 43 lb. of batteries and small electronics (cellphones, tablets, smartwatches, etc).

Additional Info

The WeRecycle Battery Box is more than a battery recycling box. It is the complete solution for a battery recycling container and is one of our most popular size. Recycle your dry cell batteries and small consumer electronics devices with ease and compliance, knowing you picked the safest recycle choice.

Shipping

Free standard shipping

amazon

Delivering to Buffalo 14216

Choose location for most accurate options

All2024 large wall calendar

EN

Hello, sign inAccount & Lists

Returns & Orders

AllMedical Care & PharmacyBest SellersAmazon BasicsCustomer ServiceNew ReleasesMusicPrimeToday's DealsBooksLabor Day Sale

Office ProductsOffice DealsSchool SuppliesPrinters, Ink & TonerProjectorsAmazon Business

Post-It Sticky Notes, 24 Pack...

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AT-A-GLANCE 2024 Wall Calendar, 12" x 17", Medium Tall, Spiral Bound, Monthly (PM22824)

Visit the AT-A-GLANCE Store
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Lowest price in 30 days
-30% \$11.52
Typical price: \$16.42
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Size: 12" x 17"	15" x 12"
\$11.52	\$16.77

Style: 2024 New Edition	
2024 New Edition	2023 Old Edition

Size	12" x 17"
Year	2024
Brand	AT-A-GLANCE
Material	Paper
Product Dimensions	12"W x 17"H

About this item

prime

Enjoy fast, FREE delivery, exclusive deals and award-winning movies & TV shows with Prime

Try Prime and start saving today with Fast, FREE Delivery

\$11.52

Get Fast, Free Shipping with Amazon Prime
FREE Returns

FREE delivery Wednesday, September 6 on orders shipped by Amazon over \$35

Or fastest delivery Saturday, September 2. Order within 3 hrs 19 mins

Choose location for most accurate options

In Stock

Qty: 1

Add to Cart

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Returns Eligible for Return, Refund or Replacement within 30 days of receipt

Add a gift receipt for easy returns

Add to List

8,014

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AT-A-GLANCE 2024 Erasable Calendar, Dry Erase Wall Planner, 12" x 16", Small, Vert...
\$13.59
Add to Cart

Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, October 12, 2023
4:00 PM

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the September meeting minutes
- V. Report of the Director

- VI. Public Comment

- VII. Monthly Financial Reports
 - A. September Financial Report
 - B. Audit Report
 - C. Petty Cash
 - D. Craft Budget Report

- VIII. Old Business
 - A. Building Maintenance
 - 1. Panic Buttons
 - 2. Parking Lot Repair
 - B. Book Donations

- IX. New Business
 - A. Investment Policy Review
 - B. Renew Amazon Prime
 - C. Purchase CD Player \$29.95
 - D. Purchase Citizen Science Kits \$139.88
 - E. Celebrate One Year Sustainable Library \$100.00
 - F. Purchase Holiday Volunteer Gifts \$133.63
 - G. Purchase Book Drop Bin
 - H. Purchase two economy folding tables
 - I. Purchase Hand Truck \$159.99

- X. Adjournment

Next Meeting, November 9, 2023 at 4:00 PM

Lancaster Public Library
Board of Trustees Minutes
Thursday, September 14, 2023

I. Roll Call- Yarborough, Tamol, Stock, Graber, Howell, Wind, Jacobs

II. Called to Order at 4:04pm

III. Approval of and/or changes to the agenda- approved as amended, (added letter G. Book donation sorting) 1st Wind, 2nd Howell, unanimous

IV. Review and approval of the meeting minutes of July 13, 2023, 1st Tamol 2nd Graber, unanimous

V. Report of the Director- 56 participants in summer bingo with two winners, 455 summer reading log participants, 1,273 in the summer reading raffle with four winners, 82 scavenger hunt participants with three winners, library participated in glow fest at Como Park and presented at the Lancaster schools staff development days.

VI. Public comment- received Monica Wallace grant to help fund Sundays

VII. Monthly Financial Report

A. August Report- approved, 1st Tamol, 2nd Howell, unanimous

B. Audit Report- tabled

C. Town Budget Report- reviewed

D. Credit Card- approved

VIII. Old Business

A. Building Maintenance

1. Panic Buttons- the town board approved the installation of panic buttons

2. Parking Lot Entrance- waiting for the town to repair wear and tear

B. By-laws and Conflict of Interest Policy review

-motion to change title to "By-Laws and Conflict of Interest Policy of the Lancaster Library Board of Trustees"- approved, 1st Tamol, 2nd Graber, unanimous.

- motion to remove letter D under the heading of "President"- approved, 1st Tamol, 2nd Yarborough, 4-1 vote

- By-Laws approved as amended, 1st Tamol 2nd Howell

IX. New Business

A. James Stelzle- motion to purchase hunting and fishing books in memory, approved 1st Tamol, 2nd Wind, unanimous

B. Prize for Pumpkin Contest- motion to spend \$100, 1st Wind, 2nd Tamol, unanimous

C. Halloween Party Request- motion to spend \$362,81, 1st Yarborough, 2nd Howell, unanimous

D. Teen Book Boxes Request- motion to spend \$300, 1st Wind, 2nd Tamol, unanimous

E. Battery Box- motion to spend \$71.95, 1st Howell, 2nd Yarborough, unanimous

F. 2024 Calendar- motion to spend \$16.25, 1st Tamol, 2nd Graber, unanimous

G. Book donation sorting- discussed volunteers

X. Adjournment- 5:08pm, 1st Tamol, 2nd Jacobs, unanimous.

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

TOURS

St. Mary's Elementary School – Across Wednesday, September 27th and Thursday, September 28th, a total of **192** Pre-K students and teachers from St. Mary's Elementary School visited the library on for a tour and storytime. Youth Services Librarian Meagan Carr read them *A Book for Bear* written by Ellen Ramsey and the kids made a bear craft. They also received their first library cards!



OUTREACH

Village of Lancaster Fall Fest – Meagan and part-time Librarian Michael Green took turns staffing a table at this event on Saturday, September 23rd. **172** people learned about our free resources and programs, and made a leaf necklace.

Erie County Fall Fest – Library Director Kara Stock attended the Erie County Fall Festival at Como Lake Park on Saturday, September 30th. **404** people of all ages stopped by the library table to make their own bookmark and learn about our free resources and upcoming programs.



PARTNERSHIPS

Deputy Erie County Executive – Erie County staff handed out **36** Emergency Home Care Kits to pre-registered families on Wednesday, September 27th. The free kits contained tools and resources to help to prepare for a weather emergency.

Lancaster Youth Bureau – Volunteers from the Youth Bureau held a hands-on fall-themed craft program on Wednesday, September 13th for **10** children.

Paws for Love – A volunteer from the SPCA Paws for Love organization brought a therapy dog to the library on Saturday, September 16th. **4** children practiced reading out loud to a dog.

PROGRAMMING

Ancestry Library Edition – Genealogy Librarian Rhonda Konig gave a presentation to 30 adults on Tuesday, September 26th. She discussed the millions of genealogy records you can find in the Ancestry database, available at all B&ECPL locations.

Comic Book Club – Meagan held this club on Saturday, September 9th. 14 kids worked on creating their own comics.

Computer Coach – Library Assistant John Benzee held 3 one-on-one technology appointments, assisting patrons with Windows 11, computer basics, and Google Docs.

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

- **Craft & Carry** - 47 children picked up a fall-themed craft kit.
- **STEM Kits: Create Your Own Mechanical Hand** – 75 children picked up this kit.
- **Take & Make** – These weekly kits had book themes and 145 were picked up.

Family Yoga – 3 school-aged children, each accompanied by an adult, enjoyed music, yoga poses, mindful activities, and a guided relaxation time with certified instructor Donna Baia on Sunday, September 24th.



Feelings Rock - 10 preschool age children attended this program on Saturday, September 16th. They enjoyed a fun music and movement class that encourages families to move, learn, and grow together.

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, September 18th.

LEGO® Club – Meagan held 2 LEGO® Clubs for a total of 21 children on Saturday, September 23rd. The theme was “zoo animals” and the creations are on display in the library.

Mahjong Club - Our Mahjong Club met every Wednesday morning with an average attendance of 8 adults.

Seed Library – 28 vegetable, flower, and herb packets were picked up in September.

Sprouts - Melissa Sacco helped **13** preschool age children learn and grow through music on Monday, September 11th.

Storytimes - Meagan conducted a total of **22** sessions this month. **55** children attended Lapsit, **135** children attended Toddler Time, **45** children attended Preschool Time, and **28** children attended Family Storytime.

T'ai Chi Chih - Accredited teacher Denise Miller taught **3** classes in September with an average attendance of **12**.

Young Adult Book Club - Michael held a book club for **4** attendees on Thursday, September 14th. They discussed *The Girl Who Drank the Moon* by Kelly Barnhill.

MEETINGS

September 28 - After a busy summer, Kara, Meagan, and John resumed their monthly meetings to discuss action items from the Sustainable Libraries Certification Program.

SOCIAL MEDIA



Village of Lancaster Fall Fest



Kaden Shea of GoBikeBuffalo stands with Lancaster Mayor Lynne Ruda. The organization aimed to spread awareness about the area's potential for connective bike paths running between Lancaster and Cheektowaga.



Lillian Damon stands in front of her mother, Allison, after crafting a necklace with the help of Lancaster librarian Megan Carr, seated to the right.



Crystal Newman, owner at Bloomsbury Lane Toy Shoppe, stands outside her store on West Main Street, interacting with festival attendees and spreading awareness of upcoming downtown events.



Members of the Lancaster Fire Department stand for a photo after a vehicle extraction equipment demonstration near Central Avenue.



Erie County Parks Fall FEST

performers, both big and small, take to the stage at Seneca Lake Park on Saturday.



Aubrey Rotthoff focuses on a craft outside of the library mobile set up during the festival.



Clare Johnson, the petting zoo set up at the Erie County Fall Festival Saturday.

BELOW: Fest-goers are treated to a tractor ride around the park by the Parks Department.



BELOW: Declan Howard, left, celebrates his birthday with a try at the two man saw along with Sean Howard.



LANCASTER PUBLIC LIBRARY

2023 STATISTICS

CIRCULATION			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	19,104	8,583	122.6%
FEB	19,227	9,681	98.6%
MAR	21,501	11,175	92.4%
APR	20,469	15,609	31.1%
MAY	18,605	17,971	3.5%
JUN	20,658	18,973	8.9%
JUL	24,933	22,830	9.2%
AUG	26,341	24,206	8.8%
SEP	18,795	18,392	2.2%
OCT			"
NOV			"
DEC			"
YR/DATE	189,633	147,420	28.6%

LIBRARY VISITS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	6,008	4,512	33.2%
FEB	7,096	5,318	33.4%
MAR	7,252	6,449	12.5%
APR	7,829	6,472	21.0%
MAY	6,554	5,648	16.0%
JUN	7,138	6,502	9.8%
JUL	8,483	7,816	8.5%
AUG	8,313	7,744	7.3%
SEP	6,329	5,823	8.7%
OCT			"
NOV			"
DEC			"
YR/DATE	65,002	56,284	15.5%

PUBLIC ACCESS COMPUTER SESSIONS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	646	584	10.6%
FEB	605	574	5.4%
MAR	628	753	-16.6%
APR	674	613	10.0%
MAY	611	693	-11.8%
JUN	562	644	-12.7%
JUL	656	631	4.0%
AUG	696	717	-2.9%
SEP	573	626	-8.5%
OCT			"
NOV			"
DEC			"
YR/DATE	5,651	5,835	-3.2%

WIFI			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	1,352	1,189	13.7%
FEB	1,342	1,356	-1.0%
MAR	1,525	1,680	-9.2%
APR	1,489	1,469	1.4%
MAY	1,466	1,704	-14.0%
JUN	1,478	1,710	-13.6%
JUL	1,564	1,736	-9.9%
AUG	1,615	1,659	-2.7%
SEP	1,585	1,568	1.1%
OCT			"
NOV			"
DEC			"
YR/DATE	13,416	14,071	-4.7%

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

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

DAYS OPEN AND CLOSED

Days Open: 28

Days Closed: 2

**Lancaster Public Library
2023 Statistics and Proceeds**

	Tours		New Library Cards		Ref Q	Headphone	Copier	Vending	Book Sale	Donations
	No.	ATT	Child	Adult	No.	Proceeds	Proceeds	Proceeds	Proceeds	to Library
JAN	0	0	27	32	757	\$15.00	\$48.25	\$0.00	\$146.00	\$9,345.39
FEB	1	12	22	38	773	\$3.00	\$85.60	\$24.00	\$243.00	\$48.84
MAR	0	0	27	46	728	\$9.00	\$79.55	\$0.00	\$153.00	\$0.00
APR	0	0	22	38	694	\$15.00	\$84.82	\$0.00	\$223.00	\$0.00
MAY	2	76	38	28	540	\$15.00	\$105.00	\$30.00	\$289.00	\$250.82
JUN	1	31	42	40	586	\$3.00	\$91.90	\$0.00	\$132.00	\$350.00
JUL	0	0	48	56	539	\$21.00	\$55.90	\$23.00	\$168.00	\$0.00
AUG	0	0	34	46	558	\$6.00	\$128.20	\$34.00	\$260.00	\$50.00
SEP	2	192	86	23	637	\$9.00	\$90.60	\$0.00	\$159.00	\$50.00
OCT										
NOV										
DEC										
TOTAL	6	311	346	347	5,812	\$96.00	\$769.82	\$111.00	\$1,773.00	\$10,095.05

Total Proceeds \$12,844.87

	Facebook	Instagram
	Followers	Followers
JAN	2,801	439
FEB	2,822	467
MAR	2,870	531
APR	2,913	565
MAY	2,952	583
JUN	2,982	610
JUL	3,011	618
AUG	3,034	631
SEP	3,052	638
OCT		
NOV		
DEC		

Programming September 2023

Date	Title	# of Programs	Attendance	Audience
9/5/2023	Storytime	1	20	Children 5 and under
9/5/2023	Storytime	1	22	Children 5 and under
9/5/2023	Book Club	1	8	Adults
9/6/2023	Tai Chi C'hih	1	12	Adults
9/6/2023	Mahjong Club	1	9	Adults
9/7/2023	Storytime	1	30	Children 5 and under
9/7/2023	Storytime	1	20	Children 5 and under
9/8/2023	Mahjong Club	1	7	Adults
9/8/2023	Storytime	1	40	Children 5 and under
9/8/2023	Storytime	1	40	Children 5 and under
9/9/2023	Comic Book Club	1	14	Children 6-11
9/11/2023	Sprouts	1	23	Children 5 and under
9/12/2023	Storytime	1	20	Children 5 and under
9/12/2023	Storytime	1	30	Children 5 and under
9/12/2023	Book Club	1	7	Adults
9/13/2023	Mahjong Club	1	8	Adults
9/13/2023	T'ai Chi Chih	1	14	Adults
9/13/2023	Fall Craft	1	20	Children 6-11
9/14/2023	Storytime	1	19	Children 5 and under
9/14/2023	Storytime	1	20	Children 5 and under
9/14/2023	YA Book Club	1	4	Teens
9/15/2023	Storytime	1	20	Children 5 and under
9/15/2023	Storytime	1	30	Children 5 and under
9/16/2023	Feelings Rock	1	21	Children 5 and under
9/16/2023	Read to a Dog	1	4	Children 6-11
9/18/2023	Kidding Around Yoga	1	12	Children 5 and under
9/19/2023	Storytime	1	30	Children 5 and under
9/19/2023	Storytime	1	20	Children 5 and under
9/20/2023	Mahjong Club	1	8	Adults
9/20/2023	T'ai Chi Chih	1	10	Adults
9/21/2023	Storytime	1	30	Children 5 and under
9/21/2023	Storytime	1	16	Children 5 and under
9/22/2023	Storytime	1	30	Children 5 and under
9/22/2023	Storytime	1	20	Children 5 and under
9/23/2023	LEGO Club	1	8	Children 6-11
9/23/2023	LEGO Club	1	20	Children 6-11
9/23/2023	Village Fall Fest	1	172	Intergenerational/Combined
9/24/2023	Kidding Around Family Yoga	1	6	Intergenerational/Combined
9/26/2023	Storytime	1	20	Children 5 and under
9/26/2023	Storytime	1	18	Children 5 and under
9/26/2023	Ancestry Library Edition	1	30	Adults
9/27/2023	Mahjong Club	1	8	Adults
9/27/2023	St. Mary's Class Visit	1	100	Intergenerational/Combined
9/27/2023	Emergency Kits	1	36	Adults

9/28/2023	St. Mary's Class Visit	1	92	Intergenerational/Combined
9/28/2023	Mahjong Club	1	6	Adults
9/29/2023	Storytime	1	20	Children 5 and under
9/29/2023	Storytime	1	10	Children 5 and under
9/30/2023	Take & Make Craft	145	145	Children 5 and under
9/30/2023	Craft & Carry	47	47	Children 6-11
9/30/2023	STEM Kits	75	75	Intergenerational/Combined
9/30/2023	New Library Card Kits	10	10	Intergenerational/Combined
9/30/2023	Book a Tech Trainer	5	5	Adults
9/30/2023	Erie County Fall Fest	1	404	Intergenerational/Combined
9/30/2023	Seed Library	28	28	Intergenerational/Combined
9/30/2023	Tutor	10	10	Children 6-11
9/30/2023	Tutor	10	10	Teens
9/30/2023	Tutor	5	5	Adults


2023 Sunday Circulation

Date		Visits	Circulation
1/8		73	166
1/15		108	175
1/22		148	282
1/29		116	251
2/5		151	300
2/12		129	187
2/19		126	270
2/26		184	357
3/5		150	268
3/12		165	387
3/19		124	202
3/26		139	326
4/2		149	251
4/9	Easter		
4/16	Book Sale	293	157
4/23		160	286
4/30		142	176
5/7		207	286
5/14		56	109
5/21	BBQ	123	154
		2,743	4,590


Date		Visits	Circulation
9/10		74	130
9/17		90	155
9/24		63	69

Circulation

Total Circulations


 Library	September			Year to Date Totals			Footnotes
	2023 Total	2022 Total	% of	2023 Total	2022 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	1,845	1,854	-0.5%	17,292	15,589	10.9%	<p>Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.</p> <p>Dudley - Closed 9/19/2023 - No water.</p> <p>González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.</p>
Amherst							
Audubon	35,576	31,833	11.8%	251,955	257,651	-2.2%	
Clearfield	29,737	28,671	3.7%	318,100	233,227	36.4%	
Eggertsville-Snyder	14,485	14,204	2.0%	134,880	109,820	22.8%	
Williamsville	4,050	5,642	-28.2%	40,265	37,632	7.0%	
Angola	3,406	3,233	5.4%	29,267	23,629	23.9%	
Aurora	13,905	13,379	3.9%	127,449	101,480	25.6%	
Boston	2,709	3,031	-10.6%	26,696	23,601	13.1%	
Cheektowaga							
Julia Boyer Reinstein	22,234	22,423	-0.8%	216,034	178,993	20.7%	
Reinstein Memorial	8,638	8,306	4.0%	79,103	63,202	25.2%	
Clarence	19,277	20,989	-8.2%	190,144	149,356	27.3%	
Collins	4,594	4,588	0.1%	43,422	32,370	34.1%	
Concord	4,723	4,616	2.3%	47,144	39,266	20.1%	
Eden	3,751	4,126	-9.1%	35,546	31,632	12.4%	
Elma	8,751	8,796	-0.5%	85,820	69,124	24.2%	
Grand Island Memorial	11,639	10,071	15.6%	102,988	82,470	24.9%	
Hamburg							
Hamburg	19,326	18,697	3.4%	173,530	143,823	20.7%	
Lake Shore	5,414	6,081	-11.0%	57,557	47,525	21.1%	
Lackawanna	4,634	4,104	12.9%	38,215	31,190	22.5%	
Lancaster	18,795	18,392	2.2%	189,633	147,420	28.6%	
Marilla	2,863	2,941	-2.7%	29,744	26,211	13.5%	
Newstead	5,066	4,739	6.9%	43,591	39,716	9.8%	
North Collins	1,881	1,551	21.3%	16,858	12,509	34.8%	
Orchard Park	24,002	23,697	1.3%	223,289	184,290	21.2%	
City of Tonawanda	9,249	8,926	3.6%	85,237	70,505	20.9%	
Town of Tonawanda							
Kenilworth	5,752	6,045	-4.8%	53,684	44,118	21.7%	
Kenmore	26,282	25,273	4.0%	240,368	194,951	23.3%	
West Seneca	21,469	20,180	6.4%	187,149	154,390	21.2%	
Buffalo							
Coles	2,182	2,029	7.5%	22,472	11,819	90.1%	
Crane	3,550	1,209	193.6%	3,932	51,939	-92.4%	
Dudley	4,154	4,478	-7.2%	41,372	33,114	24.9%	
East Clinton	2,766	2,741	0.9%	24,803	18,856	31.5%	
González-Soto	2,393	1,618	47.9%	2,847	26,394	-89.2%	
Merriweather	4,786	4,090	17.0%	42,719	27,853	53.4%	
North Park	10,375	11,398	-9.0%	107,991	65,264	65.5%	
Panty	2,523	2,834	-11.0%	20,445	14,957	36.7%	
Central	24,840	30,829	-19.4%	255,398	215,929	18.3%	
Bookmobile Services							
Library on Wheels	3,848	1,810	112.6%	30,428	17,220	76.7%	
Library2Go	2,061	951	116.7%	17,865	4,448	301.6%	
Institutions							
Correctional Facility	4,871	3,151	54.6%	45,903	3,151	1356.8%	
Holding Center	12,952	9,917	30.6%	91,038	13,504	574.2%	
System							
Online Renewals	638	607	5.1%	6,064	251,016	-97.6%	
Interlibrary Loans	1,419	1,026	38.3%	11,738	9,953	17.9%	
eAudiobooks	60,390	47,586	26.9%	525,547	410,951	27.9%	
eVideos	801	655	22.3%	6,457	3,612	78.8%	
eBooks	83,222	75,182	10.7%	761,782	685,627	11.1%	
eMusic	213	213	0.0%	1,981	1,256	57.7%	
eMagazines	11,271	6,350	77.5%	68,244	27,275	150.2%	
B&ECPL Totals	573,308	535,062	7.1%	5,173,986	4,439,828	16.5%	
Member Libraries	334,053	326,388	2.3%	3,084,960	2,545,690	21.2%	
Buffalo Branches	32,729	30,397	7.7%	266,581	250,196	6.5%	
Central Library	24,840	30,829	-19.4%	255,398	215,929	18.3%	
Bookmobile Services	5,909	2,761	114.0%	48,293	21,668	122.9%	
Institutions	17,823	13,068	36.4%	136,941	16,655	722.2%	
System	157,954	131,619	20.0%	1,381,813	1,389,690	-0.6%	

Library Visits

	September			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	704	823	-14.5%	7,697	7,741	-0.6%	<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>Central - New visitor counters installed 7/13/2023.</p> <p>Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.</p> <p>Dudley - Closed 9/19/2023 - No water.</p> <p>González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.</p>
<i>Amherst</i>							
Audubon	10,158	8,427	20.5%	70,547	79,508	-11.3%	
Clearfield	10,107	9,153	10.4%	105,662	87,563	20.7%	
Eggertsville-Snyder	4,269	4,429	-3.6%	42,415	39,474	7.5%	
Williamsville	1,795	2,259	-20.5%	16,370	17,182	-4.7%	
Angola	2,068	2,456	-15.8%	25,203	28,589	-11.8%	
Aurora	5,472	4,678	17.0%	48,022	42,452	13.1%	
Boston	1,019	1,197	-14.9%	10,567	10,434	1.3%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	7,954	7,575	5.0%	73,142	68,737	6.4%	
Reinstein Memorial	3,535	3,113	13.6%	33,118	27,880	18.8%	
Clarence	5,521	5,190	6.4%	56,992	47,303	20.5%	
Collins	1,973	1,919	2.8%	13,385	11,270	18.8%	
Concord	2,644	2,317	14.1%	23,552	22,587	4.3%	
Eden	1,073	1,182	-9.2%	11,990	11,864	1.1%	
Elma	3,166	3,020	4.8%	31,008	28,450	9.0%	
Grand Island Memorial	3,704	3,685	0.5%	36,255	34,017	6.6%	
<i>Hamburg</i>							
Hamburg	6,761	6,183	9.3%	68,469	57,286	19.5%	
Lake Shore	2,914	2,544	14.5%	27,385	25,184	8.7%	
Lackawanna	2,661	2,715	-2.0%	24,587	26,100	-5.8%	
Lancaster	6,329	5,823	8.7%	65,002	56,284	15.5%	
Marilla	935	892	4.8%	8,498	8,087	5.1%	
Newstead	2,278	2,093	8.8%	24,869	21,431	16.0%	
North Collins	998	894	11.6%	9,877	8,762	12.7%	
Orchard Park	9,963	10,332	-3.6%	97,257	89,868	8.2%	
City of Tonawanda	3,881	3,659	6.1%	37,045	32,791	13.0%	
<i>Town of Tonawanda</i>							
Kenilworth	3,323	3,204	3.7%	27,527	25,177	9.3%	
Kenmore	8,019	7,489	7.1%	76,470	70,175	9.0%	
West Seneca	7,368	6,603	11.6%	75,126	68,908	9.0%	
<i>Buffalo</i>							
Coles	3,041	3,033	0.3%	27,562	18,896	45.9%	
Crane	2,883	0	See note.	2,883	21,250	-86.4%	
Dudley	2,043	2,232	-8.5%	21,654	22,713	-4.7%	
East Clinton	1,426	1,320	8.0%	10,872	11,103	-2.1%	
González-Soto	1,619	1,082	49.6%	1,900	22,969	-91.7%	
Merriweather	8,392	6,498	29.1%	67,190	60,256	11.5%	
North Park	4,367	5,318	-17.9%	46,177	40,457	14.1%	
Panty	2,492	2,774	-10.2%	23,813	17,871	33.2%	
<i>Central</i>	24,584	16,929	45.2%	194,710	140,098	39.0%	
<i>Bookmobile Services</i>							
Library on Wheels	2,456	585	319.8%	12,729	10,087	26.2%	
Library2Go	256	227	12.8%	1,895	2,201	-13.9%	
<i>Institutions</i>							
Correctional Facility	955	635	50.4%	10,111	5,395	87.4%	
Holding Center	526	647	-18.7%	5,452	3,342	63.1%	
System	175,632	155,134	13.2%	1,574,985	1,431,742	10.0%	
Member Libraries	120,592	113,854	5.9%	1,148,037	1,055,104	8.8%	
Buffalo Branches	26,263	22,257	18.0%	202,051	215,515	-6.2%	
Central Library	24,584	16,929	45.2%	194,710	140,098	39.0%	
Bookmobile	2,712	812	234.0%	14,624	12,288	19.0%	
Institutions	1,481	1,282	15.5%	15,563	8,737	78.1%	


Registered Public Access Computer Sessions

Session Counts Per Outlet

	September			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	64	57	12.3%	624	542	15.1%	<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>Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.</p> <p>Dudley - Closed 9/19/2023 - No water.</p> <p>González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.</p>
<i>Amherst</i>							
Audubon	1,052	917	14.7%	6,681	8,409	-20.5%	
Clearfield	883	813	8.6%	8,103	6,502	24.6%	
Egbertsville-Snyder	409	494	-17.2%	4,089	4,056	0.8%	
Williamsville	155	205	-24.4%	1,188	1,400	-15.1%	
Angola	152	182	-16.5%	1,478	1,569	-5.8%	
Aurora	362	412	-12.1%	3,423	3,039	12.6%	
Boston	71	65	9.2%	543	615	-11.7%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,336	1,286	3.9%	11,865	11,698	1.4%	
Reinstein Memorial	728	769	-5.3%	7,177	6,458	11.1%	
Clarence	428	466	-8.2%	3,978	3,655	8.8%	
Collins	95	138	-31.2%	1,116	879	27.0%	
Concord	232	183	26.8%	1,767	1,717	2.9%	
Eden	113	98	15.3%	984	917	7.3%	
Elma	183	123	48.8%	1,841	1,600	15.1%	
Grand Island Memorial	254	256	-0.8%	2,068	2,266	-8.7%	
<i>Hamburg</i>							
Hamburg	811	786	3.2%	7,756	7,657	1.3%	
Lake Shore	204	229	-10.9%	2,111	2,040	3.5%	
Lackawanna	518	453	14.3%	4,482	3,899	15.0%	
Lancaster	573	626	-8.5%	5,651	5,835	-3.2%	
Marilla	37	34	8.8%	348	290	20.0%	
Newstead	156	183	-14.8%	1,628	1,431	13.8%	
North Collins	82	105	-21.9%	820	943	-13.0%	
Orchard Park	706	622	13.5%	6,325	5,116	23.6%	
City of Tonawanda	726	647	12.2%	5,943	5,231	13.6%	
<i>Town of Tonawanda</i>							
Kenilworth	344	391	-12.0%	3,314	3,540	-6.4%	
Kenmore	1,276	1,346	-5.2%	11,361	11,887	-4.4%	
West Seneca	1,053	1,013	3.9%	9,328	9,231	1.1%	
<i>Buffalo</i>							
Coles	949	902	5.2%	8,918	5,961	49.6%	
Crane	271	0	See note.	271	3,273	-91.7%	
Dudley	497	429	15.9%	4,529	4,809	-5.8%	
East Clinton	415	266	56.0%	2,622	2,543	3.1%	
González-Soto	262	219	19.6%	298	4,890	-93.9%	
Merriweather	1,536	1,316	16.7%	13,291	11,899	11.7%	
North Park	946	1,165	-18.8%	10,034	8,489	18.2%	
Panty	452	477	-5.2%	4,627	3,421	35.3%	
Central	4,987	6,634	-24.8%	57,163	51,176	11.7%	
<i>Bookmobile Services</i>							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
System	23,318	24,307	-4.1%	217,745	208,883	4.2%	
Member Libraries	13,003	12,899	0.8%	115,992	112,422	3.2%	
Buffalo Branches	5,328	4,774	11.6%	44,590	45,285	-1.5%	
Central Library	4,987	6,634	-24.8%	57,163	51,176	11.7%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

WiFi

Total Logins

 Library	September			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	449	508	-11.6%	3,852	3,924	-1.8%	<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>Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.</p> <p>Dudley - Closed 9/19/2023 - No water.</p> <p>González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.</p>
<i>Amherst</i>							
Audubon	3,921	2,096	87.1%	26,530	18,355	44.5%	
Clearfield	2,360	2,038	15.8%	23,566	19,342	21.8%	
Eggertsville-Snyder	1,033	978	5.6%	8,785	9,065	-3.1%	
Williamsville	1,246	371	235.8%	10,366	11,075	-6.4%	
Angola	153	205	-25.4%	1,139	1,862	-38.8%	
Aurora	1,846	2,175	-15.1%	16,160	18,670	-13.4%	
Boston	179	167	7.2%	1,647	1,538	7.1%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,390	1,079	28.8%	11,522	10,070	14.4%	
Reinstein Memorial	738	631	17.0%	6,502	5,871	10.7%	
Clarence	1,292	982	31.6%	11,870	9,463	25.4%	
Collins	291	272	7.0%	2,461	2,078	18.4%	
Concord	596	509	17.1%	4,709	4,757	-1.0%	
Eden	198	171	15.8%	1,558	1,907	-18.3%	
Elma	351	319	10.0%	3,284	2,859	14.9%	
Grand Island Memorial	716	681	5.1%	6,010	6,067	-0.9%	
<i>Hamburg</i>							
Hamburg	1,574	1,678	-6.2%	14,867	15,282	-2.7%	
Lake Shore	509	365	39.5%	4,130	3,583	15.3%	
Lackawanna	467	450	3.8%	4,207	3,728	12.8%	
Lancaster	1,585	1,568	1.1%	13,416	14,071	-4.7%	
Marilla	76	82	-7.3%	739	796	-7.2%	
Newstead	404	308	31.2%	4,117	3,396	21.2%	
North Collins	394	374	5.3%	3,191	3,176	0.5%	
Orchard Park	1,818	1,614	12.6%	16,591	14,155	17.2%	
City of Tonawanda	1,075	925	16.2%	7,795	5,561	40.2%	
<i>Town of Tonawanda</i>							
Kenilworth	523	547	-4.4%	4,185	4,040	3.6%	
Kenmore	1,974	1,952	1.1%	17,651	17,414	1.4%	
West Seneca	2,017	1,826	10.5%	16,867	16,167	4.3%	
<i>Buffalo</i>							
Coles	896	983	-8.9%	8,466	6,908	22.6%	
Crane	1,142	19	5910.5%	2,497	3,351	-25.5%	
Dudley	2,549	1,985	28.4%	17,529	12,558	39.6%	
East Clinton	684	745	-8.2%	5,153	6,132	-16.0%	
González-Soto	771	2,373	-67.5%	4,284	18,618	-77.0%	
Merriweather	1,152	1,097	5.0%	10,897	9,778	11.4%	
North Park	1,045	1,226	-14.8%	9,779	9,202	6.3%	
Panty	1,291	1,320	-2.2%	11,039	10,246	7.7%	
<i>Central</i>	14,588	15,543	-6.1%	131,094	123,757	5.9%	
<i>Bookmobile Services</i>							
Library on Wheels	122	80	52.5%	789	565	39.6%	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
System	53,415	50,242	6.3%	449,244	429,387	4.6%	
Member Libraries	29,175	24,871	17.3%	247,717	228,272	8.5%	
Buffalo Branches	9,530	9,748	-2.2%	69,644	76,793	-9.3%	
Central Library	14,588	15,543	-6.1%	131,094	123,757	5.9%	
Bookmobile Services	122	80	52.5%	789	565	39.6%	

Lancaster Financial Montly Report 2023

September

Account	Deposits	Disbursements	Interest	Subtotal	Total balance
M & T Checking					
Beginning Balance					\$4,158.89
Receipts	\$368.40				
Ending Balance	\$368.40	\$0.00		\$368.40	\$4,527.29
Bank on Buffalo					
	Deposits	Disbursements	Credit card charges	Subtotal	Total balance
Beginning Balance			\$0.00		\$34,754.49
Barbara Tamol: Jim Stelzle memorial donation	\$50.00				
Headphones: 3 @ \$3	\$9.00				
Copier	\$90.60				
Book sale	\$159.00				
Sprouts, NY LLC: 9/11 program (#571)		-\$80.00			
Amazon: Craft supplies (Crafts) (Debit)		-\$308.11			
Fun Express: Halloween crafts (Crafts) (Debit)		-\$366.90			
Demco: Bags for accessibility kits (Debit)		-\$80.52			
Amazon: Bubble maker (Elks) (Debit)		-\$12.66			
Kelly Foss: Feelings Rock 9/16 program (#572)		-\$100.00			
Amazon: Wall calendar (CC)			-\$13.20		
Fun Express: Halloween party supplies (CC)			-\$309.03		
Ciba Solutions: WeRecycle battery box (CC)			-\$71.95		
Donna Baia: 9/18 yoga program (#568)		-\$50.00			
Fun Express: New library card giveaways (Elks) (CC)			-\$69.22		
Michaels: Sensory bottles (Crafts) (CC)			-\$127.50		
Amazon: Teen book box supplies (CC)			-\$258.36		
Donna Baia: 9/24 family yoga program (#573)		-\$75.00			
Fun Express: Teen book box supplies (CC)			-\$25.17		
Ending Balance	\$308.60	-\$1,073.19	-\$874.43	-\$1,639.02	\$33,115.47
	Amount	Interest Rate	Disbursments	Interest	Total
Savings 5880	\$245,380.32	4.8%	\$0.00	\$935.81	\$246,316.13
Total Balance BankonBuffalo					\$279,431.60
CD	Amount	Maturity	Interest Rate	Interest	Total
Evans CD 6749	\$28,736.20	12M 1/24/24	4.00%	\$0.00	\$28,736.20
Total balance all accounts					\$312,695.09

Petty Cash
September 2023

Date	Item	Deposit	Withdrawl	Balance
				\$89.72
12-Sep	Kara- Target- hand soap		-\$4.29	\$85.43
19-Sep	Josh- Tops- 2x 5 gal water bottle exchange, vinegar		-\$17.87	\$67.56
				\$67.56
	Balance	\$0.00	-\$22.16	\$67.56

Crafts budget 2023				
DATE	VENDOR	PURPOSE	CHECK #	AMOUNT
1/20/2023	Michaels	Craft supplies	Debit	\$96.21
1/20/2023	Fun Express	Crafternoon supplies	Debit	\$329.71
2/14/2023	Zazzle	Stamps	Debit	\$49.00
2/16/2023	Amazon	Mini irons	Debit	\$47.96
2/23/2023	S&S	Crafts	Debit	\$348.20
3/3/2023	Michaels	Craft paper	Debit	\$136.14
3/3/2023	Oriental Trading	Earth day craft supplies	Debit	\$134.94
3/3/2023	Amazon	Craft supplies	Debit	\$68.79
3/28/2023	Amazon	Portion cups	Debit	\$34.47
4/11/2023	Amazon	STEM Kit supplies and paper bags	Debit	\$117.66
4/19/2023	S&S	Crafts for Comic Fest	Debit	\$99.10
4/20/2023	Amazon	STEM Kit envelopes	Debit	\$16.99
5/31/2023	Fun Express	Summer craft supplies	Debit	\$211.34
5/31/2023	Amazon	Summer craft supplies	Debit	\$82.96
7/11/2023	Amazon	Craft supplies	Debit	\$94.26
7/12/2023	Michaels	Craft paper	Debit	\$100.95
7/12/2023	S&S	Craft supplies	Debit	\$101.95
8/9/2023	Amazon	Craft supplies	Debit	\$222.58
9/6/2023	Amazon	Craft supplies	Debit	\$308.11
9/6/2023	Fun Express	Halloween craft supplies	Debit	\$366.90
9/20/2023	Michaels	STEM kit supplies	Credit	\$127.50
			Total	\$3,095.72
			Left over:	<u>\$180.81</u>

Income	
DATE	ISSUED AMOUNT
2022 left over	\$776.53
2023 budget	\$2,500.00
Total:	<u>\$3,276.53</u>

Elks grant budget 2022-2023				
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DATE	VENDOR	PURPOSE		ISSUED AMOUNT
10/5/2022	Fun Express	Winter craft and carry	Debit	\$572.60
11/2/2022	Lakeshore Learning	2023 program supplies	Debit	\$70.97
11/2/2022	Amazon	2023 program supplies	Debit	\$165.91
3/8/2023	Demco	Replacement bags for kits	Debit	\$237.05
9/8/2023	Amazon	Bubble machine	Debit	\$12.66
9/19/2023	Fun Express	New library card giveaways	Credit	\$69.22

Total	\$1,128.41
Left over:	<u>\$1,871.59</u>

Elks grant checks	
DATE	ISSUED AMOUNT
9/8/2022	\$4,000.00
\$1000 split to craft budget	-\$1,000.00
Total:	<u>\$3,000.00</u>

Lancaster Public Library – Investment Policy

Lancaster Public Library

I. SCOPE

This investment policy applies to all moneys and other financial resources available for deposit and investment by the Lancaster Public Library, hereafter referred to as Library, on its own behalf or on behalf of any other entity or individual.

II. OBJECTIVES

The primary objectives of the Library's investment activities are, in priority order:

- To conform with all applicable federal, State and other legal requirements (legality);
- To adequately safeguard principal (safety);
- To provide sufficient liquidity to meet all operating requirements (liquidity) and
- To obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY

The Library board's responsibility for administration of the investment program is delegated to the Lancaster Library Board and Treasurer who shall establish written procedures for the operation of the investment program consistent with these investment policies. Such procedures shall include internal controls to provide a satisfactory level of accountability based upon records incorporating the description and amounts of investments, the fund(s) for which they are held, the place(s) where kept, and other relevant information, including dates of sale or other dispositions and amounts realized. In addition, the internal control procedures shall describe the responsibilities and levels of authority for key individuals involved in the investment program.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Library to operate effectively.

Investments shall be made with prudence, diligence, skill, judgment and care, under circumstances then prevailing, which knowledgeable and prudent persons acting in like capacity would use, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.

Lancaster Public Library – Investment Policy

V. DIVERSIFICATION

It is the policy of the Library to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

The Library board shall establish appropriate limits for the amount of investments which can be made with each financial institution or dealer, and shall evaluate this listing at least annually.

VI. INTERNAL CONTROLS

It is the policy of the Library for all moneys collected by any officer or employee of the Library to transfer those funds to the Lancaster Library Board within 31 days of deposit, or within the time period specified in law, whichever is shorter.

The Lancaster Library Board is responsible for establishing and maintaining internal control procedures to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization, properly recorded, and managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITARIES

The banks and trust companies that are authorized for the deposit of moneys, and the maximum amount which may be kept on deposit at any time, are:

Depository Name	Maximum Amount	Officer
Bank on Buffalo	\$100,000 Per Account	Library Director & Board Treasurer
M&T Bank	\$100,000 Per Account	Library Director & Board Treasurer

Lancaster Public Library – Investment Policy

VIII. SECURING DEPOSITS AND INVESTMENTS

All deposits and investments at a bank or trust company, including all demand deposits, certificates of deposit and special time deposits (hereinafter, collectively, “deposits”) made by officers of the Library that are in excess of the amount insured under the provisions of the Federal Deposit Insurance Act, including pursuant to a Deposit Placement Program in accordance with law, shall be secured by:

(Libraries should select the method of collateralization they plan to utilize and omit other options from their adopted policy)

1. A pledge of “eligible securities” with an aggregate “market value” (as provided by the GML Section 10) that is at least equal to the aggregate amount of deposits by the officers. See Schedule A of this policy for a listing of “eligible securities.”
2. A pledge of a pro rata portion of a pool of eligible securities, having in the aggregate a market value at least equal to the aggregate amount of deposits from all such officers within the State at the bank or trust company.
3. An “eligible surety bond” payable to the government for an amount at least equal to 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations. The Library board shall approve the terms and conditions of the surety bond.
4. An “eligible letter of credit,” payable to the Library as security for the payment of 140 percent of the aggregate amount of deposits and the agreed-upon interest, if any. An “eligible letter of credit” shall be an irrevocable letter of credit issued in favor of the Library, for a term not to exceed 90 days, by a qualified bank (other than the bank where the secured money is deposited). A qualified bank is either one whose commercial paper and other unsecured short-term debt obligations (or, in the case of a bank which is the principal subsidiary of a holding company, whose holding company’s commercial paper and other unsecured short-term debt obligations) are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization, or one that is in compliance with applicable federal minimum risk-based capital requirements.
5. An “irrevocable letter of credit” issued in favor of the Library by a federal home loan bank whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, as security for the payment of 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any.

Lancaster Public Library – Investment Policy

IX. COLLATERALIZATION AND SAFEKEEPING

Eligible securities used for collateralizing deposits made by officers of the Library shall be held by (the depositary *or* a third party) bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities (or the pro rata portion of a pool of eligible securities) are being pledged to secure such deposits together with agreed-upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon a default. It shall also provide the conditions under which the securities (or pro rata portion of a pool of eligible securities) held may be sold, presented for payment, substituted or released and the events of default which will enable the Library to exercise its rights against the pledged securities.

In the event that the pledged securities are not registered or inscribed in the name of the Library, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Library or the custodial bank or trust company. Whenever eligible securities delivered to the custodial bank or trust company are transferred by entries on the books of a federal reserve bank or other book-entry system operated by a federally regulated entity without physical delivery of the evidence of the obligations, then the records of the custodial bank or trust company shall be required to show, at all times, the interest of the Library in the securities (or the pro rata portion of a pool of eligible securities) as set forth in the security agreement.

The custodial agreement shall provide that pledged securities (or the pro rata portion of a pool of eligible securities) will be held by the custodial bank or trust company as agent of, and custodian for, the Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt, substitution or release of the collateral and it shall provide for the frequency of revaluation of collateral by the custodial bank or trust company and for the substitution of collateral when a change in the rating of a security causes ineligibility. The security and custodial agreements shall also include all other provisions necessary to provide the Library with a perfected security interest in the eligible securities and to otherwise secure the Library's interest in the collateral, and may contain other provisions that the Library board deems necessary.

Lancaster Public Library – Investment Policy

X. PERMITTED INVESTMENTS

NOTE: This list is for purposes of illustration only. Governing boards, in the exercise of their prudent discretion, must determine which types of investments, authorized by law, to include as permitted investments. Note that the list below does not include all types of investments authorized by law.

As provided by General Municipal Law Section 11, the Library Board of Trustees authorizes the treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts in, or certificates of deposit issued by, a bank or trust company located and authorized to do business in the State of New York;
- Through a Deposit Placement Program, certificates of deposit in one or more “banking institutions”, as defined in Banking Law Section 9-r;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America, where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York; and
- With the approval of the State Comptroller, obligations issued pursuant to Local Finance Law Section 24.00 or 25.00 (i.e., Tax Anticipation Notes and Revenue Anticipation Notes) by any municipality, school district or district corporation in the State of New York other than the Library.

All investment obligations shall be payable or redeemable at the option of the Library within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable in any event at the option of the Library within two years of the date of purchase. Time deposit accounts and certificates of deposit shall be payable within such times as the proceeds will be needed to meet expenditures for which the moneys were obtained, and shall be secured as provided in Sections VIII and IX herein.

Except as may otherwise be provided in a contract with bondholders or note holders, any moneys of the Library authorized to be invested may be commingled for investment purposes, provided that any investment of commingled moneys shall be payable or redeemable at the option of the Library within such time as the proceeds shall be needed to meet expenditures for which such moneys were obtained, or as otherwise specifically provided in General Municipal Law Section 11. The separate identity of the sources of these funds shall be maintained at all times and income received shall be credited on a pro rata basis to the fund or account from which the moneys were invested.

Any obligation that provides for the adjustment of its interest rate on set dates is deemed to be payable or redeemable on the date on which the principal amount can be recovered through demand by the holder.

Lancaster Public Library – Investment Policy

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

All financial institutions and dealers with which the Library transacts business shall be creditworthy, and have an appropriate level of experience, capitalization, size and other factors that make the financial institution or the dealer capable and qualified to transact business with the Library. The Lancaster Library Board shall evaluate the financial position and maintain a listing of proposed depositories, trading partners, and custodians. Recent Reports of Condition and Income (call reports) shall be obtained for proposed banks, and security dealers that are not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers.

The Library shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amounts of investments that can be made with each financial institution or dealer.

Lancaster Public Library – Investment Policy

XII. PURCHASE OF INVESTMENTS

The Lancaster Library Board is authorized to contract for the purchase of investments:

1. Directly, from an authorized trading partner
2. By participation in a cooperative investment agreement with other authorized municipal corporations pursuant to Article 5-G of the General Municipal Law and in accordance with Article 3-A of the General Municipal Law.

All purchased obligations, unless registered or inscribed in the name of the Library, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Library by the bank or trust company.

Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law Section 10(3)(a). The agreement shall provide that securities held by the bank or trust company, as agent of, and custodian for, the Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to secure the Library's perfected interest in the securities, and the agreement may also contain other provisions that the Library board deems necessary. The security and custodial agreements shall also include all other provisions necessary to provide the Library with a perfected interest in the securities.

The Lancaster Library Board, where authorized, can direct the bank or trust company to register and hold the evidences of investments in the name of its nominee, or may deposit or authorize the bank or trust company to deposit, or arrange for the deposit of any such evidences of investments with a federal reserve bank or other book-entry transfer system operated by a federally regulated entity. The records of the bank or trust company shall show, at all times, the ownership of such evidences of investments, and they shall be, when held in the possession of the bank or trust company, at all times, kept separate from the assets of the bank or trust company. All evidences of investments delivered to a bank or trust company shall be held by the bank or trust company pursuant to a written custodial agreement as set forth in General Municipal Law Section 10(3)(a), and as described earlier in this section. When any such evidences of investments are so registered in the name of a nominee, the bank or trust company shall be absolutely liable for any loss occasioned by the acts of such nominee with respect to such evidences of investments.

Lancaster Public Library – Investment Policy

XIII. COURIER SERVICE

The Treasurer may, subject to the approval of the Library board by resolution, enter into a contract with a courier service for the purpose of causing the deposit of public funds with a bank or trust company. The courier service shall be required to obtain a surety bond for the full amount entrusted to the courier, payable to the Library and executed by an insurance company authorized to do business in the State of New York, with a claims-paying ability that is rated in the highest rating category by at least two nationally recognized statistical rating organizations, to insure against any loss of public deposits entrusted to the courier service for deposit or failure to deposit the full amount entrusted to the courier service.

The Library may agree with the depository bank or trust company that the bank or trust company will reimburse all or part of, but not more than, the actual cost incurred by the Library in transporting items for deposit through a courier service. Any such reimbursement agreement shall apply only to a specified deposit transaction, and may be subject to such terms, conditions and limitations as the bank or trust company deems necessary to ensure sound banking practices, including, but not limited to, any terms, conditions or limitations that may be required by the Department of Financial Services or other federal or State authority.

XIV. ANNUAL REVIEW AND AMENDMENTS

The *Library* shall review this investment policy annually, and it shall have the power to amend this policy at any time.

XV. DEFINITIONS

The terms “public funds,” “public deposits,” “bank,” “trust company,” “eligible securities,” “eligible surety bond,” and “eligible letter of credit” shall have the same meanings as set forth in General Municipal Law Section 10.

Lancaster Public Library – Investment Policy

Schedule A

Schedule of Eligible Securities for Collateralizing Deposits and Investments in Excess of FDIC Coverage (see Investment Policy, Section VIII)

[Note: This is not a list of Permitted Investments. Please see Investment Policy, Section X, for Permitted Investments. Moreover, this list is for purposes of illustration only. Governing boards, in the exercise of their prudent discretion, must determine which types of eligible securities, authorized by law, to list as permitted.]

“Eligible Securities” for Collateral	For purposes of determining aggregate “market value,” eligible securities shall be valued at these percentages of “market value”:
(i) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government-sponsored corporation.	100%
(ii) Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank and the African Development Bank.	100%
(iii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the market value of the obligation that represents the amount of the insurance or guaranty.	100%
(iv) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of this State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.	100%
(v) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.	100% if rated in the highest category; 90% for 2nd highest; 80% for 3rd highest.
(vi) Obligations of the Commonwealth of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.	100% if rated in the highest category; 90% for 2nd highest; 80% for 3rd highest.
(vii) Obligations of counties, cities and other governmental entities of another state having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.	100% if rated in the highest category; 90% for 2nd highest; 80% for 3rd highest.
(viii) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.	80%
(ix) Any mortgage-related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by federal bank regulatory agencies.	70%
(x) Commercial paper and bankers’ acceptances issued by a bank (other than the bank with which the money is being deposited or invested) rated in the highest short-term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 60 days from the date they are pledged.	80%
(xi) Zero-coupon obligations of the United States government marketed as “Treasury STRIPS.”	80%

Chart Source: NY State Comptroller’s Office Publication, *Investing and Protecting Public Funds*, August 2014

Lancaster Public Library – Investment Policy

[Back to results](#)



Roll over image to zoom in



Magnavox MD6924 Portable Top Loading CD Boombox with AM/FM Stereo Radio in Black | CD-R/CD-RW Compatible | LED Display | AUX Port Supported | Programmable CD Player |

[Visit the Magnavox Store](#)

4.0 12,539 ratings | [Search this page](#)

Amazon's Choice in Boomboxes by Magnavox

\$29⁹⁵

Get **Fast, Free Shipping** with **Amazon Prime**

[FREE Returns](#)

Get \$80 off instantly: Pay \$0.00 upon approval for the Amazon Store Card.

Available at a lower price from [other sellers](#) that may not offer free Prime shipping.

Brand	Magnavox
Connectivity Technology	Auxiliary
Color	Black
Speaker Type	Computer
Item Dimensions LxWxH	8 x 8.52 x 4.6 inches

About this item

- **SLEEK DESIGN:** Perfect to take with you indoors, or out. Listen to your favorite music at home or in the shop. Then, with the addition of 6 C



Enjoy fast, **FREE** delivery, exclusive deals and award-winning movies & TV shows with Prime

Try Prime and start saving today with **Fast, FREE Delivery**

Delivery

Pickup

\$29⁹⁵

Get **Fast, Free Shipping** with **Amazon Prime**
[FREE Returns](#)

FREE delivery Saturday, October 7 on orders shipped by Amazon over \$35

Or fastest delivery **Tomorrow, October 3**. Order within **8 hrs 28 mins**

Choose location for most accurate options

In Stock

Qty: 1

Add to Cart

WISH LIST REQUESTS - Winter Citizen Science Kits

Sknowledge

QTY.	Description	Website	Price per each	Total
1	Container	https://shorturl.at/kltKM	\$13.89	\$13.89
1	Stainless Steel Ruler	https://shorturl.at/ftxyl	\$4.99	\$4.99
1	Thermometer	https://shorturl.at/msDPU	\$7.99	\$7.99
1	Tape measure	https://shorturl.at/jlzM7	\$7.27	\$7.27
1	Field Guide to Snowflakes book	https://shorturl.at/owHMV	\$14.99	\$14.99
1	Little Book of Snow	https://shorturl.at/hoxy2	\$16.95	\$16.95

Total \$66.08

Animal Tracks in the Snow

QTY.	Description	Website	Price per each	Total
1	Container	https://shorturl.at/kltKM	\$13.89	\$13.89
1	Stainless Steel Ruler	https://shorturl.at/ftxyl	\$4.99	\$4.99
1	Animal tracks pamphlet	https://tinyurl.com/3rernh	\$7.95	\$7.95
1	Whose Tracks in the Snow book	https://tinyurl.com/36xh8	\$15.99	\$15.99
1	Scats and Tracks of the Northeast: A Field Guide	https://tinyurl.com/2watx	\$12.99	\$12.99
1	Animal Match a Track game	https://tinyurl.com/bdfj8e	\$16.99	\$16.99

Total \$72.80

Total:	\$139.88
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Positive Promotions Quote 1

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)

Order Summary

ITEM		UNIT PRICE	QTY	LINE TOTAL
	Snack. Enjoy. Repeat. S'mores Charcuterie Board Gift Set with Holiday Gift Wrapper	\$16.99	6	\$101.94 (Saved \$18.00)
	ITEM VP10140			
	You Are Truly Appreciated Gray/Rose-Gold Stylus Pen In Holiday Gift Box	\$1.79	6	\$10.74
	ITEM VP10072			

MERCHANDISE: \$112.68

SHIPPING
TOTAL: **\$20.95**

TAX: **\$0.00**

ORDER TOTAL: **\$133.63**



REQUEST # PRB208123

PROVIDED TO: LANCASTER PUBLIC LIBRARY
5466 BROADWAY ST
LANCASTER NY 14086-2133

SHIP TO: LANCASTER PUBLIC LIBRARY
5466 BROADWAY ST
LANCASTER NY 14086-2133

SUB-TOTAL 505.00	SALES TAX .00	SHIPPING/HANDLING 164.97	TOTAL 669.97
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ATTENTION: KARA STOCK

amazonprime

Deliver to Kara
Lancaster 14086

Allamerican lifting 700lb capacity ultra lightweight

ENHello, Kara
Account & Lists


AllMedical CareCustomer SupportBuy AgainAmazon BusinessHousehold, Health & Baby CareCouponsPet SuppliesAmazon BasicsBeauty & Personal CareHome ImprovementHandmade

Amazon HomeShop by RoomDiscoverShop by StyleHome DécorFurnitureKitchen & DiningBed & BathGarden & Outdoor







Platform Hand Truck Portable Trolley - Fully Folded Compact Push Cart, 330lbs Capacity Heavy Duty Dolly
Practical Handling Tools for Household Industrial, Noise Reduction Office Moving Truck

★★★★☆18811% offDeal\$79.89\$89.69prime

Back to results



Roll over image to zoom in



Share icon

American Lifting 700 lb Capacity Ultra Lightweight Super Strong Nylon Convertible Hand Truck & Dolly

Visit the American Lifting Store

4.5★★★★☆395 ratings

Amazon's ChoiceOverall Pick

-14%

\$159.99

List Price: \$184.99

prime

FREE Returns

May be available at a lower price from other sellers, potentially without free Prime shipping.

Purchase options and add-ons

Payment plans

\$16.07/mo (12 mo) at example APR of 36% (rates from 10-36% APR)

Brand: American Lifting

Material: Glass Filled Nylon, Nylon, Aluminum, Alloy Steel

Color: Black, Dark Blue

Style: Usa,Convertible

Item Dimensions LxWxH: 40 x 13.5 x 9.25 inches

Buy new:

\$159.99

prime

FREE Returns

FREE delivery Saturday,
October 7. Order within 9 hrs
27 mins

Deliver to Kara - Lancaster 14086

In Stock

Qty: 1

Add to Cart

Buy Now

Payment

Secure transaction

Ships from

Amazon

Sold by

MVP Superstore

Returns

Eligible for Return,
Refund or Replacement
within 30 days of receipt

Packaging

Shows what's inside

Add a Protection Plan:

☐ 3-Year Protection for \$25.99



MEMORANDUM

TO: All Staff
FROM: Judy Fachko, Assistant Deputy Director - Human Resources
SUBJECT: 2024 Holidays
DATE: October 2, 2023

According to applicable collective bargaining agreements and benefit packages, the following is a list of the year 2024 holidays, including the date on which they fall or the date B&ECPL observes them.

HOLIDAY	DATE	DAY
New Year's Day*	January 1, 2024	Monday
Martin Luther King, Jr. Day	January 15, 2024	Monday
Presidents' Day	February 19, 2024	Monday
Good Friday	March 29, 2024	Friday
Memorial Day	May 27, 2024	Monday
Juneteenth Independence Day	June 19, 2024	Wednesday
Independence Day	July 4, 2024	Thursday
Labor Day	September 2, 2024	Monday
Veterans Day	November 11, 2024	Monday
Thanksgiving Day	November 28, 2024	Thursday
Christmas Day**	December 25, 2024	Wednesday

*The Central Library and Buffalo branch libraries will be closed on New Year's Eve, Sunday, 12/31/2023 and Monday, 1/1/2024.

**The Central Library and Buffalo branch libraries will be open 8:00 AM to 4:00 PM on Christmas Eve, Tuesday, 12/24/2024 and will be closed on Christmas Day, Wednesday, 12/25/2024.

***The Central Library and Buffalo branch libraries will open 8:00 AM to 4:00 PM New Year's Eve, Tuesday, 12/31/2024 and will be closed on New Year's Day, Wednesday, 1/1/2025.

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

Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, November 9, 2023
4:00 PM

- 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 12, 2023
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
 - A. October Financial Report
 - B. Audit Report
 - C. Programming Budget Report
- VIII. Old Business
 - A. Investment Policy (review)
- IX. New Business
 - A. ACT Meeting, Saturday, 11/18/23, 9:00 AM to 11:30 AM, Frank E. Merriweather, Jr.
Branch library, 1324 Jefferson Ave., Buffalo, 14208
 - B. 2023 Slate of Officers (discussion)
 - C. DEI (Diversity, Equity, and Inclusion) Policy
 - D. Holiday Party
 - E. Mileage Payments
 - F. Refrigerator for Breakroom - \$815.98
 - G. Paint for Breakroom - \$98.98
 - H. PVT Library Materials Invoice - \$622.89
 - I. Demco Order - \$401.64
 - J. Winter Raffle Prizes
 - K. Winnter Reading Log Prizes
 - L. 2024 Program Budget Request
 - M. 2024 Craft Budget Request
- X. Adjournment

Next Meeting, December 14, 2023, 4:00 PM

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

TOURS

Aurora Middle School – Youth Services Librarian Meagan Carr gave a tour of the library to 15 students and teachers on Wednesday, October 11th. The students also completed a library scavenger hunt and decorated their own bookmark.

PARTNERSHIPS

Depew Historian – Theresa Wolfe set up a display about the history of Depew in our front hallway.

Family Literacy – Certified Literacy Specialist and Lancaster Educator Beth Farrar taught two back to back Family Literacy Workshops for **19 & 26** attendees respectively on Thursday, October 19th.

Lancaster Youth Bureau – Volunteers from the Youth Bureau held a hands-on Halloween-themed craft program on Wednesday, October 11th for **11** children.

Math Tutor – NYS certified math teacher Catherine Thielmann returned to our library to offer tutoring for grades 3-9 each Tuesday evening.

Mission: Ignite – This organization began providing our library with a Digital Navigator on Thursday mornings. The Navigator assists patrons with in-depth technology questions.

Paws for Love – A volunteer from the SPCA Paws for Love organization brought a therapy dog to the library on Saturday, October 14th. **4** children practiced reading out loud to a dog.

PROGRAMMING

Beading – Meagan taught this program on Thursday, October 5th. **20** children learned how to create bead lizards using pony beads and elastic cords.

Computer Coach – Library Assistant John Benzee held **4** one-on-one technology appointments, assisting patrons with Windows 11, iPad use, Android phone use, and how to use a Kindle.

Cooking – On Wednesday, October 11th, Culinary Instructor Liz Bauld demonstrated how to prepare “One Rotisserie Chicken, Six Ways” for **20** adults.

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

- **Craft & Carry** - 95 children picked up a fall-themed craft kit.
- **STEM Kits: Pumpkin Volcanoes** – 125 children picked up this kit.
- **Take & Make** – These weekly kits had book themes and 197 were picked up.

Dance Party – Dancer and choreographer Cindy Hanna led 50 people of all ages in a fun-filled, interactive dance-along Monday, October 9th.



Family Yoga – 10 school-aged children, each accompanied by an adult, enjoyed music, yoga poses, mindful activities, and a guided relaxation time with certified instructor Donna Baia on Sunday, October 15th.



Halloween Spooktacular Party – 175 people joined us on Saturday, October 21st for a frightfully good time with games, crafts, a spooky sensory table, and a Spooky Bubble Show from Wow Party.

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, October 30th.

LEGO® Club – Meagan held 2 LEGO® Clubs for a total of 22 children on Saturday, October 7th. The theme was “spooky” and the creations are on display in the library.



Mahjong Club - Our Mahjong Club met every Wednesday morning with an average attendance of 6 adults.

MakerSpace – Library Director Kara Stock, Meagan, and John held this hands-on STEM program for 6 attendees on Thursday, October 26th. Participants played coding games, engineered a marble maze, programmed robots, and viewed microscope slides.



No-Carve Pumpkin Decorating Contest - 57 patrons of all ages entered our third annual contest, submitting pumpkins with a book theme. Patrons were able to vote for their favorites and the winners were: Porter L. (Wall-E) and Ellery K. (Pete the Cat).

Quilting Through the Ages - Terry Wolfe presented on this topic for **11** adults on Saturday, October 11th.

Signs from the Spirit World - Judy Hartke presented on what it is like to communicate with spirits for **50** adults on Thursday, October 24th.

Sprouts - Melissa Sacco helped **12** preschool age children learn and grow through music on Monday, October 16th.

Storytimes - Meagan conducted a total of **17** sessions this month. **55** children attended Lapsit, **118** children attended Toddler Time, and **60** children attended Preschool Time.

T'ai Chi Chih - Accredited teacher Denise Miller taught **4** classes in October with an average attendance of **14**.

Technology Training - On Thursday, October 5th, 4 adults learned how to use the hoopla app to borrow eBooks, eAudiobooks, videos, and music albums.

Teen Painting - Local art teacher, Kimberly Strell, taught **11** teenagers how to create a moon-themed painting on Saturday, October 7th.

Writing and Revision - Author Tom Paul Fox held this workshop on Wednesday, October 25th for **11** adults.

Young Adult Book Club - Part-time Librarian Michael Green held a book club for **4** attendees on Thursday, October 12th. They discussed *The Graveyard Book* by Neil Gaiman.



SOCIAL MEDIA



MEETINGS

October 11th – Kara attended the Manager Meeting via Zoom.

October 23rd – Kara attended the Buffalo & Erie County Public Library Friends Council Meeting via Zoom.

October 25th – Kara and Meagan met to plan winter programming.

Spooky season at the library



SPOOKY SEASON AT THE LIBRARY – Kids celebrate the Halloween season at the Lancaster Public Library during their annual party Saturday. Buffalo-based company, WOW Party Buffalo, dazzles kids by encasing them in giant bubbles, accompanied by some fun music and festive lighting.

Photos by James Sinner



From left, Leo Malthaner, his mother, Shauna Malthaner, and Ashton Arnold play at one of the many activity areas that were throughout the library.



From left, Grayson, Ethan, Noah and their mother, Christie, stand for a photo after making some crafts; Ethan spreads his Dracula cape.

Trick-or-treating hours in Lancaster, Depew

- In the Village of Lancaster, trick-or-treating hours are set for 6 to 8:30 p.m. Tuesday, Oct. 31.
- In the Town of Lancaster, trick-or-treating hours are set for 6 to 8:30 p.m. Tuesday, Oct. 31.
- In the Village of Depew, trick-or-treating hours are set for 6 to 8:30 p.m. Tuesday, Oct. 31.

PUBLIC NOTICE

Office location: Erie County
designated as agent of Limited

LANCASTER PUBLIC LIBRARY

2023 STATISTICS

CIRCULATION			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	19,104	8,583	122.6%
FEB	19,227	9,681	98.6%
MAR	21,501	11,175	92.4%
APR	20,469	15,609	31.1%
MAY	18,605	17,971	3.5%
JUN	20,658	18,973	8.9%
JUL	24,933	22,830	9.2%
AUG	26,341	24,206	8.8%
SEP	18,795	18,392	2.2%
OCT	20,426	18,462	10.6%
NOV			"
DEC			"
YR/DATE	210,059	165,882	26.6%

LIBRARY VISITS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	6,008	4,512	33.2%
FEB	7,096	5,318	33.4%
MAR	7,252	6,449	12.5%
APR	7,829	6,472	21.0%
MAY	6,554	5,648	16.0%
JUN	7,138	6,502	9.8%
JUL	8,483	7,816	8.5%
AUG	8,313	7,744	7.3%
SEP	6,329	5,823	8.7%
OCT	7,682	7,028	9.3%
NOV			"
DEC			"
YR/DATE	72,684	63,312	14.8%

PUBLIC ACCESS COMPUTER SESSIONS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	646	584	10.6%
FEB	605	574	5.4%
MAR	628	753	-16.6%
APR	674	613	10.0%
MAY	611	693	-11.8%
JUN	562	644	-12.7%
JUL	656	631	4.0%
AUG	696	717	-2.9%
SEP	573	626	-8.5%
OCT	624	662	-5.7%
NOV			"
DEC			"
YR/DATE	6,275	6,497	-3.4%

WIFI			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	1,352	1,189	13.7%
FEB	1,342	1,356	-1.0%
MAR	1,525	1,680	-9.2%
APR	1,489	1,469	1.4%
MAY	1,466	1,704	-14.0%
JUN	1,478	1,710	-13.6%
JUL	1,564	1,736	-9.9%
AUG	1,615	1,659	-2.7%
SEP	1,585	1,568	1.1%
OCT	1,718	1,543	11.3%
NOV			"
DEC			"
YR/DATE	15,134	15,614	-3.1%

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
2023 Statistics and Proceeds**

	Tours		New Library Cards		Ref Q	Headphone	Copier	Vending	Book Sale	Donations
	No.	ATT	Child	Adult	No.	Proceeds	Proceeds	Proceeds	Proceeds	to Library
JAN	0	0	27	32	757	\$15.00	\$48.25	\$0.00	\$146.00	\$9,345.39
FEB	1	12	22	38	773	\$3.00	\$85.60	\$24.00	\$243.00	\$48.84
MAR	0	0	27	46	728	\$9.00	\$79.55	\$0.00	\$153.00	\$0.00
APR	0	0	22	38	694	\$15.00	\$84.82	\$0.00	\$223.00	\$0.00
MAY	2	76	38	28	540	\$15.00	\$105.00	\$30.00	\$289.00	\$250.82
JUN	1	31	42	40	586	\$3.00	\$91.90	\$0.00	\$132.00	\$350.00
JUL	0	0	48	56	539	\$21.00	\$55.90	\$23.00	\$168.00	\$0.00
AUG	0	0	34	46	558	\$6.00	\$128.20	\$34.00	\$260.00	\$50.00
SEP	2	192	86	23	637	\$9.00	\$90.60	\$0.00	\$159.00	\$50.00
OCT	1	15	40	17	552	\$9.00	\$61.10	\$30.00	\$273.00	\$25.00
NOV										
DEC										
TOTAL	7	326	386	364	6,364	\$105.00	\$830.92	\$141.00	\$2,046.00	\$10,120.05

Total Proceeds \$13,242.97

	Facebook	Instagram
	Followers	Followers
JAN	2,801	439
FEB	2,822	467
MAR	2,870	531
APR	2,913	565
MAY	2,952	583
JUN	2,982	610
JUL	3,011	618
AUG	3,034	631
SEP	3,052	638
OCT	3,070	653
NOV		
DEC		

October 2023 Programming

Date	Title	# of Programs	Attendance	Audience
10/3/2023	Book Club	1	7	Adults
10/4/2023	Mahjong Club	1	7	Adults
10/4/2023	Tai Chi	1	13	Adults
10/5/2023	Hoopla App	1	4	Adults
10/5/2023	Beading	1	20	Children 6-11
10/5/2023	Mahjong Club	1	6	Adults
10/7/2023	LEGO Club	1	15	Children 6-11
10/7/2023	LEGO Club	1	15	Children 6-11
10/7/2023	Teen Painting	1	11	Teens
10/9/2023	Dance Party	1	50	Intergenerational/Combined
10/10/2023	Storytime	1	30	Children 5 and under
10/10/2023	Storytime	1	20	Children 5 and under
10/10/2023	Book Club	1	9	Adults
10/11/2023	Aurora Middle School Tour	1	15	Intergenerational/Combined
10/11/2023	Mahjong Club	1	5	Adults
10/11/2023	Tai Chi	1	14	Adults
10/11/2023	Halloween Crafts	1	11	Children 6-11
10/11/2023	One Chicken Six Ways	1	20	Adults
10/12/2023	Storytime	1	25	Children 5 and under
10/12/2023	YA Book Club	1	7	Teens
10/13/2023	Storytime	1	30	Children 5 and under
10/13/2023	Storytime	1	30	Children 5 and under
10/14/2023	Quilting Through the Ages	1	11	Adults
10/14/2023	Read to a Dog	1	4	Children 6-11
10/15/2023	Family Kidding Around Yoga	1	19	Intergenerational/Combined
10/16/2023	Sprouts	1	24	Children 5 and under
10/17/2023	Storytime	1	30	Children 5 and under
10/17/2023	Storytime	1	20	Children 5 and under
10/18/2023	Mahjong Club	1	5	Adults
10/18/2023	Tai Chi	1	14	Adults
10/19/2023	Digital Navigator	2	2	Adults
10/19/2023	Storytime	1	20	Children 5 and under
10/19/2023	Family Literacy	1	19	Intergenerational/Combined
10/19/2023	Family Literacy	1	26	Intergenerational/Combined
10/20/2023	Storytime	1	40	Children 5 and under
10/20/2023	Storytime	1	20	Children 5 and under
10/21/2023	Spooktacular Party	1	175	Intergenerational/Combined
10/24/2023	Storytime	1	20	Children 5 and under
10/24/2023	Storytime	1	6	Children 5 and under
10/24/2023	Signs from the Spirit World	1	50	Adults
10/25/2023	Mahjong Club	1	7	Adults
10/25/2023	Tai Chi	1	13	Adults
10/25/2023	Writing & Revision Workshop	1	11	Adults

10/26/2023	Storytime	1	20	Children 5 and under
10/26/2023	MakerSpace	1	6	Children 6-11
10/27/2023	Storytime	1	40	Children 5 and under
10/27/2023	Storytime	1	30	Children 5 and under
10/27/2023	No-Carve Pumpkin Contest	1	57	Intergenerational/Combined
10/30/2023	Kidding Around Yoga	1	10	Children 5 and under
10/31/2023	Storytime	1	40	Children 5 and under
10/31/2023	Storytime	1	40	Children 5 and under
10/31/2023	Take & Make Craft	197	197	Children 5 and under
10/31/2023	Craft & Carry	95	95	Children 6-11
10/31/2023	STEM Kits	125	125	Intergenerational/Combined
10/31/2023	New Library Card Kits	6	6	Intergenerational/Combined
10/31/2023	Computer Coach	8	8	Adults
10/31/2023	Seed Library	6	6	Intergenerational/Combined
10/31/2023	Tutor	15	15	Children 6-11
10/31/2023	Tutor	1	1	Teens
10/31/2023	Tutor	4	4	Adults


2023 Sunday Circulation

Date		Visits	Circulation
1/8		73	166
1/15		108	175
1/22		148	282
1/29		116	251
2/5		151	300
2/12		129	187
2/19		126	270
2/26		184	357
3/5		150	268
3/12		165	387
3/19		124	202
3/26		139	326
4/2		149	251
4/9	Easter		
4/16	Book Sale	293	157
4/23		160	286
4/30		142	176
5/7		207	286
5/14		56	109
5/21	BBQ	123	154
		2,743	4,590


Date		Visits	Circulation
9/10		74	130
9/17		90	155
9/24		63	69
10/1		88	239
10/8		103	133
10/15		116	217
10/22		113	160
10/29		108	232

Circulation

Total Circulations


 Library	October			Year to Date Totals			Footnotes
	2023 Total	2022 Total	% of	2023 Total	2022 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	2,177	948	129.6%	19,469	16,537	17.7%	<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 - High visitor counts 10/11/2023-10/12/2023 - Eclipse glasses distribution.</p> <p>Alden - Closed 10/8/2022-10/27/2022 - Renovations.</p> <p>Alden - Closed 10/18/2023-10/21/2023 - Main entrance floor re-tiling.</p> <p>Audubon - Closed 10/10/2022-3/3/2023 - Construction.</p> <p>Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.</p> <p>González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.</p>
<i>Amherst</i>							
Audubon	37,595	19,102	96.8%	289,550	276,753	4.6%	
Clearfield	28,691	33,837	-15.2%	346,791	267,064	29.9%	
Eggertsville-Snyder	15,427	14,925	3.4%	150,307	124,745	20.5%	
Williamsville	4,412	5,902	-25.2%	44,677	43,534	2.6%	
Angola	3,374	3,021	11.7%	32,641	26,650	22.5%	
Aurora	14,859	13,556	9.6%	142,308	115,036	23.7%	
Boston	3,101	2,876	7.8%	29,797	26,477	12.5%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	24,254	23,896	1.5%	240,288	202,889	18.4%	
Reinstein Memorial	9,004	8,647	4.1%	88,107	71,849	22.6%	
Clarence	20,130	20,414	-1.4%	210,274	169,770	23.9%	
Collins	4,898	4,909	-0.2%	48,320	37,279	29.6%	
Concord	5,155	4,915	4.9%	52,299	44,181	18.4%	
Eden	3,904	3,996	-2.3%	39,450	35,628	10.7%	
Elma	9,924	9,386	5.7%	95,744	78,510	22.0%	
Grand Island Memorial	11,081	10,936	1.3%	114,069	93,406	22.1%	
<i>Hamburg</i>							
Hamburg	19,957	18,706	6.7%	193,487	162,529	19.0%	
Lake Shore	6,766	6,124	10.5%	64,323	53,649	19.9%	
Lackawanna	5,434	4,494	20.9%	43,649	35,684	22.3%	
Lancaster	20,426	18,462	10.6%	210,059	165,882	26.6%	
Marilla	3,332	3,089	7.9%	33,076	29,300	12.9%	
Newstead	4,995	4,894	2.1%	48,586	44,610	8.9%	
North Collins	1,793	1,814	-1.2%	18,651	14,323	30.2%	
Orchard Park	24,262	23,950	1.3%	247,551	208,240	18.9%	
City of Tonawanda	8,994	9,410	-4.4%	94,231	79,915	17.9%	
<i>Town of Tonawanda</i>							
Kenilworth	6,207	6,322	-1.8%	59,891	50,440	18.7%	
Kenmore	27,820	27,169	2.4%	268,188	222,120	20.7%	
West Seneca	22,149	19,426	14.0%	209,298	173,816	20.4%	
<i>Buffalo</i>							
Coles	2,319	2,639	-12.1%	24,791	14,458	71.5%	
Crane	8,509	336	2432.4%	12,441	52,275	-76.2%	
Dudley	4,908	4,999	-1.8%	46,280	38,113	21.4%	
East Clinton	2,698	2,785	-3.1%	27,501	21,641	27.1%	
González-Soto	2,636	0	See note.	5,483	26,394	-79.2%	
Merriweather	4,892	4,432	10.4%	47,611	32,285	47.5%	
North Park	8,747	12,259	-28.6%	116,738	77,523	50.6%	
Panty	2,449	3,779	-35.2%	22,894	18,736	22.2%	
<i>Central</i>	24,759	33,131	-25.3%	280,157	249,060	12.5%	
<i>BookmobileServices</i>							
Library on Wheels	6,012	3,774	59.3%	36,440	20,994	73.6%	
Library2Go	2,921	1,226	138.3%	20,786	5,674	266.3%	
<i>Institutions</i>							
Correctional Facility	6,759	5,105	32.4%	52,662	8,256	537.9%	
Holding Center	8,967	3,625	147.4%	100,005	17,129	483.8%	
<i>System</i>							
Online Renewals	655	542	20.8%	6,719	251,558	-97.3%	
Interlibrary Loans	1,524	945	61.3%	13,262	10,898	21.7%	
eAudiobooks	62,452	49,908	25.1%	587,999	460,859	27.6%	
eVideos	846	647	30.8%	7,303	4,259	71.5%	
eBooks	86,880	77,147	12.6%	848,662	762,774	11.3%	
eMusic	275	234	17.5%	2,256	1,490	51.4%	
eMagazines	29,858	6,033	394.9%	98102	33,308	194.5%	
B&ECPL Totals	619,187	538,672	14.9%	5,793,173	4,978,500	16.4%	
Member Libraries	350,121	325,126	7.7%	3,435,081	2,870,816	19.7%	
Buffalo Branches	37,158	31,229	19.0%	303,739	281,425	7.9%	
Central Library	24,759	33,131	-25.3%	280,157	249,060	12.5%	
Bookmobile Services	8,933	5,000	78.7%	57,226	26,668	114.6%	
Institutions	15,726	8,730	80.1%	152,667	25,385	501.4%	
System	182,490	135,456	34.7%	1,564,303	1,525,146	2.6%	

Library Visits

	October			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	996	240	315.0%	8,693	7,981	8.9%	<p>Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>System-wide - High visitor counts 10/11/2023-10/12/2023 - Eclipse glasses distribution.</p> <p>Alden - Closed 10/8/2022-10/27/2022 - Renovations.</p> <p>Alden - Closed 10/18/2023-10/21/2023 - Main entrance floor re-tiling.</p> <p>Audubon - Closed 10/10/2022-3/3/2023 - Construction.</p> <p>Central - New visitor counters installed 7/13/2023.</p> <p>Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.</p> <p>González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.</p>
<i>Amherst</i>							
Audubon	12,370	2,887	328.5%	82,917	82,395	0.6%	
Clearfield	10,688	11,931	-10.4%	116,350	99,494	16.9%	
Eggertsville-Snyder	5,164	4,329	19.3%	47,579	43,803	8.6%	
Williamsville	2,152	2,777	-22.5%	18,522	19,959	-7.2%	
Angola	2,411	2,178	10.7%	27,614	30,767	-10.2%	
Aurora	6,047	4,945	22.3%	54,069	47,397	14.1%	
Boston	1,644	1,323	24.3%	12,211	11,757	3.9%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	9,090	7,766	17.0%	82,232	76,503	7.5%	
Reinstein Memorial	3,782	3,704	2.1%	36,900	31,584	16.8%	
Clarence	7,334	5,923	23.8%	64,326	53,226	20.9%	
Collins	1,736	1,315	32.0%	15,121	12,585	20.2%	
Concord	2,790	2,282	22.3%	26,342	24,869	5.9%	
Eden	1,728	1,604	7.7%	13,718	13,468	1.9%	
Elma	4,227	3,102	36.3%	35,235	31,552	11.7%	
Grand Island Memorial	4,275	4,022	6.3%	40,530	38,039	6.5%	
<i>Hamburg</i>							
Hamburg	8,759	7,334	19.4%	77,228	64,620	19.5%	
Lake Shore	3,756	2,578	45.7%	31,141	27,762	12.2%	
Lackawanna	3,326	2,715	22.5%	27,913	28,815	-3.1%	
Lancaster	7,682	7,028	9.3%	72,684	63,312	14.8%	
Marilla	1,150	893	28.8%	9,648	8,980	7.4%	
Newstead	3,424	2,692	27.2%	28,293	24,123	17.3%	
North Collins	1,332	1,297	2.7%	11,209	10,059	11.4%	
Orchard Park	11,410	9,620	18.6%	108,667	99,488	9.2%	
City of Tonawanda	4,607	3,973	16.0%	41,652	36,764	13.3%	
<i>Town of Tonawanda</i>							
Kenilworth	3,221	2,561	25.8%	30,748	27,738	10.9%	
Kenmore	9,686	7,620	27.1%	86,156	77,795	10.7%	
West Seneca	9,312	7,503	24.1%	84,438	76,411	10.5%	
<i>Buffalo</i>							
Coles	3,406	2,933	16.1%	30,968	21,829	41.9%	
Crane	4,036	0	See note.	6,919	21,250	-67.4%	
Dudley	2,609	2,470	5.6%	24,263	25,183	-3.7%	
East Clinton	3,123	2,999	4.1%	13,995	14,102	-0.8%	
González-Soto	2,543	0	See note.	4,443	22,969	-80.7%	
Merriweather	8,059	6,808	18.4%	75,249	67,064	12.2%	
North Park	4,435	5,608	-20.9%	50,612	46,065	9.9%	
Panty	2,756	2,792	-1.3%	26,569	20,663	28.6%	
<i>Central</i>	29,660	21,416	38.5%	224,370	161,514	38.9%	
<i>Bookmobile Services</i>							
Library on Wheels	2,542	3,709	-31.5%	15,271	13,796	10.7%	
Library2Go	259	143	81.1%	2,154	2,344	-8.1%	
<i>Institutions</i>							
Correctional Facility	1,152	655	75.9%	11,263	6,050	86.2%	
Holding Center	451	622	-27.5%	5,903	3,964	48.9%	
System	209,130	166,297	25.8%	1,784,115	1,598,039	11.6%	
Member Libraries	144,099	116,142	24.1%	1,292,136	1,171,246	10.3%	
Buffalo Branches	30,967	23,610	31.2%	233,018	239,125	-2.6%	
Central Library	29,660	21,416	38.5%	224,370	161,514	38.9%	
Bookmobile	2,801	3,852	-27.3%	17,425	16,140	8.0%	
Institutions	1,603	1,277	25.5%	17,166	10,014	71.4%	


Registered Public Access Computer Sessions

Session Counts Per Outlet

	October			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	48	22	118.2%	672	564	19.1%	<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 - High visitor counts 10/11/2023-10/12/2023 - Eclipse glasses distribution.</p> <p>Alden - Closed 10/8/2022-10/27/2022 - Renovations.</p> <p>Alden - Closed 10/18/2023-10/21/2023 - Main entrance floor re-tiling.</p> <p>Audubon - Closed 10/10/2022-3/3/2023 - Construction.</p> <p>Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.</p> <p>González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.</p>
<i>Amherst</i>							
Audubon	1,118	268	317.2%	7,799	8,677	-10.1%	
Clearfield	861	1,160	-25.8%	8,964	7,662	17.0%	
Eggertsville-Snyder	422	502	-15.9%	4,511	4,558	-1.0%	
Williamsville	126	238	-47.1%	1,314	1,638	-19.8%	
Angola	185	148	25.0%	1,663	1,717	-3.1%	
Aurora	379	324	17.0%	3,802	3,363	13.1%	
Boston	58	60	-3.3%	601	675	-11.0%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,462	1,402	4.3%	13,327	13,100	1.7%	
Reinstein Memorial	730	787	-7.2%	7,907	7,245	9.1%	
Clarence	432	452	-4.4%	4,410	4,107	7.4%	
Collins	117	122	-4.1%	1,233	1,001	23.2%	
Concord	205	160	28.1%	1,972	1,877	5.1%	
Eden	133	87	52.9%	1,117	1,004	11.3%	
Elma	209	144	45.1%	2,050	1,744	17.5%	
Grand Island Memorial	239	255	-6.3%	2,307	2,521	-8.5%	
<i>Hamburg</i>							
Hamburg	831	790	5.2%	8,587	8,447	1.7%	
Lake Shore	198	186	6.5%	2,309	2,226	3.7%	
Lackawanna	462	418	10.5%	4,944	4,317	14.5%	
Lancaster	624	662	-5.7%	6,275	6,497	-3.4%	
Marilla	44	39	12.8%	392	329	19.1%	
Newstead	213	178	19.7%	1,841	1,609	14.4%	
North Collins	112	85	31.8%	932	1,028	-9.3%	
Orchard Park	721	599	20.4%	7,046	5,715	23.3%	
City of Tonawanda	600	758	-20.8%	6,543	5,989	9.3%	
<i>Town of Tonawanda</i>							
Kenilworth	355	393	-9.7%	3,669	3,933	-6.7%	
Kenmore	1,412	1,378	2.5%	12,773	13,265	-3.7%	
West Seneca	1,042	959	8.7%	10,370	10,190	1.8%	
<i>Buffalo</i>							
Coles	1,102	922	19.5%	10,020	6,883	45.6%	
Crane	527	0	See note.	798	3,273	-75.6%	
Dudley	495	481	2.9%	5,024	5,290	-5.0%	
East Clinton	357	338	5.6%	2,979	2,881	3.4%	
González-Soto	333	0	See note.	631	4,890	-87.1%	
Merriweather	1,522	1,316	15.7%	14,813	13,215	12.1%	
North Park	1,006	1,272	-20.9%	11,040	9,761	13.1%	
Panty	561	539	4.1%	5,188	3,960	31.0%	
Central	6,288	7,293	-13.8%	63,451	58,469	8.5%	
<i>Bookmobile Services</i>							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
System	25,529	24,737	3.2%	243,274	233,620	4.1%	
Member Libraries	13,338	12,576	6.1%	129,330	124,998	3.5%	
Buffalo Branches	5,903	4,868	21.3%	50,493	50,153	0.7%	
Central Library	6,288	7,293	-13.8%	63,451	58,469	8.5%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

WiFi

Total Logins

 Library	October			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	466	376	23.9%	4,318	4,300	0.4%	<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 - High visitor counts 10/11/2023-10/12/2023 - Eclipse glasses distribution.</p> <p>Alden - Closed 10/8/2022-10/27/2022 - Renovations.</p> <p>Alden - Closed 10/18/2023-10/21/2023 - Main entrance floor re-tiling.</p> <p>Audubon - Closed 10/10/2022-3/3/2023 - Construction.</p> <p>Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.</p> <p>González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.</p>
<i>Amherst</i>							
Audubon	4,505	955	371.7%	31,035	19,310	60.7%	
Clearfield	2,588	2,816	-8.1%	26,154	22,158	18.0%	
Eggertsville-Snyder	1,156	1,006	14.9%	9,941	10,071	-1.3%	
Williamsville	1,232	1,197	2.9%	11,598	12,272	-5.5%	
Angola	118	217	-45.6%	1,257	2,079	-39.5%	
Aurora	1,790	2,283	-21.6%	17,950	20,953	-14.3%	
Boston	149	169	-11.8%	1,796	1,707	5.2%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,746	1,286	35.8%	13,268	11,356	16.8%	
Reinstein Memorial	722	707	2.1%	7,224	6,578	9.8%	
Clarence	1,499	1,185	26.5%	13,369	10,648	25.6%	
Collins	273	268	1.9%	2,734	2,346	16.5%	
Concord	633	526	20.3%	5,342	5,283	1.1%	
Eden	216	216	0.0%	1,774	2,123	-16.4%	
Elma	418	308	35.7%	3,702	3,167	16.9%	
Grand Island Memorial	694	706	-1.7%	6,704	6,773	-1.0%	
<i>Hamburg</i>							
Hamburg	1,643	1,610	2.0%	16,510	16,892	-2.3%	
Lake Shore	586	324	80.9%	4,716	3,907	20.7%	
Lackawanna	516	461	11.9%	4,723	4,189	12.7%	
Lancaster	1,718	1,543	11.3%	15,134	15,614	-3.1%	
Marilla	99	88	12.5%	838	884	-5.2%	
Newstead	485	400	21.3%	4,602	3,796	21.2%	
North Collins	406	417	-2.6%	3,597	3,593	0.1%	
Orchard Park	2,090	1,722	21.4%	18,681	15,877	17.7%	
City of Tonawanda	1,203	959	25.4%	8,998	6,520	38.0%	
<i>Town of Tonawanda</i>							
Kenilworth	485	455	6.6%	4,670	4,495	3.9%	
Kenmore	2,128	1,943	9.5%	19,779	19,357	2.2%	
West Seneca	2,087	1,867	11.8%	18,954	18,034	5.1%	
<i>Buffalo</i>							
Coles	1,132	972	16.5%	9,598	7,880	21.8%	
Crane	1,305	0	See note.	3,802	3,351	13.5%	
Dudley	2,422	2,034	19.1%	19,951	14,592	36.7%	
East Clinton	775	707	9.6%	5,928	6,839	-13.3%	
González-Soto	1,042	1,985	-47.5%	5,326	20,603	-74.1%	
Merriweather	1,431	1,198	19.4%	12,328	10,976	12.3%	
North Park	1,177	1,375	-14.4%	10,956	10,577	3.6%	
Panty	1,376	1,411	-2.5%	12,415	11,657	6.5%	
Central	15,723	15,675	0.3%	146,817	139,432	5.3%	
<i>Bookmobile Services</i>							
Library on Wheels	102	159	-35.8%	891	724	23.1%	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
System	58,136	51,526	12.8%	507,380	480,913	5.5%	
Member Libraries	31,651	26,010	21.7%	279,368	254,282	9.9%	
Buffalo Branches	10,660	9,682	10.1%	80,304	86,475	-7.1%	
Central Library	15,723	15,675	0.3%	146,817	139,432	5.3%	
Bookmobile Services	102	159	-35.8%	891	724	23.1%	

Lancaster Financial Monthly Report 2023

October

Account	Deposits	Disbursements		Sub-Total	Balance
M & T Checking					
Beginning Balance					\$4,527.29
Receipts	\$398.72				
Ending Balance	\$398.72	\$0.00		\$398.72	\$4,926.01
Bank on Buffalo	Deposits	Disbursements	Credit card charges	Subtotal	Total balance
Beginning Balance			-\$874.43		\$33,115.47
Credit card payment Sept.			\$874.43		
Headphones (3 @ \$3)	\$9.00				
Book sale	\$273.00				
Copier	\$67.10				
Vending	\$30.00				
Patricia Parks memorial book donation	\$25.00				
Arts for Learning WNY: Interactive Dance party (#574)		-\$300.00			
Elizabeth Bauld: 10/11 cooking program (#575)		-\$245.00			
Bloomsbury Lane Toy Shoppe: Pumpkin contest prizes (CC)			-\$91.98		
Denise Miller: Sept. Tai Chi classes (#576)		-\$150.00			
Kimberly Strell: Teen painting program (#577)		-\$205.00			
Sprouts NY, LLC: 10/16 program (#578)		-\$80.00			
Michaels: Bead craft supplies (crafts) (CC)			-\$67.89		
Wow Party LLC: 10/21 Bubble show (#579)		-\$300.00			
Judy Hartke: 10/24 program (#580)		-\$150.00			
Tom Fox: 10/25 writing program (#581)		-\$125.00			
Donna Baia: 10/30 kids yoga (#582)		-\$50.00			
Replenish petty cash (#583)		-\$200.00			
Sustainable Libraries Initiative: Annual membership (#584)		-\$75.00			
Uline: Box truck and 2 folding tables (CC)			-\$669.97		
Amazon: Hand truck and CD player (CC)			-\$189.94		
Positive Promotions: Volunteer gifts (CC)			-\$133.63		
Office Depot: Winter citizen science kits (CC)			-\$34.56		
Amazon: Winter citizen science kits (CC)			-\$100.10		
Sustainable Libraries party food (CC)			-\$84.00		
Amazon: Annual Prime renewal (CC)			-\$139.00		
Kimberly Strell: Art-Y Time program (585)		-\$205.00			
Amazon: Binoculars replacement for kit (Elks) (CC)			-\$15.98		
Ending Balance	\$404.10	-\$2,085.00	-\$1,527.05	-\$3,207.95	\$29,907.52
	Amount	Interest Rate	Disbursments	Interest	Total
Savings 5880	\$246,316.13	4.8%	\$0.00	\$1,036.55	\$247,352.68
Total Balance BankonBuffalo					\$277,260.20
CD	Amount	Maturity	Interest Rate	Interest	Total
Evans CD 6749	\$28,736.20	12M 1/24/24	4.00%	\$285.38	\$29,021.58
Total balance all accounts					\$311,207.79

**Petty Cash
October 2023**

Date	Item	Deposit	Withdrawl	Total
				\$67.56
17-Oct	Replenish petty cash	\$200.00		\$267.56
17-Oct	Meagan- Jamin' Joe's Farm Market- pumpkins for contest		-\$101.40	\$166.16
20-Oct	Josh- Tops- 2x 5 gal water bottle exchange		-\$13.98	\$152.18
24-Oct	John- Office Depot- Bin (kit) and binder (Board)		-\$43.38	\$108.80
		\$200.00	-\$158.76	\$108.80

Programming Budget 2023

Date(s)	Program Title	Cost
1/22/2023	Family Yoga (Donna Baia)	\$75.00
1/23/2023	Kidding Around Yoga (Donna Baia)	\$50.00
1/25/2023	ART-Y Time (Kim Strell)	\$205.00
1/30/2023	Sprouts (Melissa Sacco)	\$75.00
1/25/2023	Tai Chi - 3 classes (Denise Miller)	\$150.00
2/8/2023	Feelings Rock - Kelly Foss	\$100.00
2/13/2023	Kidding Around Yoga (Donna Baia)	\$50.00
2/15/2023	Tai Chi - 2 classes (Denise Miller)	\$100.00
2/21/2023	Penn Dixie	\$85.00
2/22/2023	Mr. K's Mobile Dome Planetarium	\$355.00
2/23/2023	Buffalo Museum of Science - Bubbles	\$386.20
2/24/2023	Cris Johnson - Balloons	\$325.00
2/27/2023	Sprouts (Melissa Sacco)	\$75.00
3/8/2023	Cooking Healthy (Liz Bauld)	\$225.00
3/20/2023	Kidding Around Yoga (Donna Baia)	\$50.00
3/27/2023	Sprouts (Melissa Sacco)	\$75.00
3/29/2023	Tai Chi - 5 classes (Denise Miller)	\$250.00
4/3/2023	Kidding Around Yoga (Donna Baia)	\$50.00
4/3/2023	Joy of Trains	\$175.00
4/5/2023	Tom Paul Fox - Drawing	\$125.00
4/6/2023	Botanical Gardens - Terrariums	\$346.00
4/19/2023	Eco-Friendly Gardening (Lyn Chimera)	\$100.00
4/24/2023	Sprouts (Melissa Sacco)	\$75.00
4/27/2023	Feelings Rock - Kelly Foss	\$100.00
4/30/2023	Family Yoga (Donna Baia)	\$75.00
5/3/2023	Tom Paul Fox - Write your own book	\$125.00
5/8/2023	Kidding Around Yoga (Donna Baia)	\$50.00
5/10/2023	ART-Y Time (Kim Strell)	\$205.00
5/22/2023	Sprouts (Melissa Sacco)	\$75.00
5/31/2023	Tai Chi - 6 classes (Denise Miller)	\$300.00
6/8/2023	Feelings Rock - Kelly Foss	\$100.00
6/12/2023	Sprouts (Melissa Sacco)	\$75.00
6/20/2023	CW Native Plants	\$80.00
6/26/2023	Kidding Around Yoga (Donna Baia)	\$50.00
6/28/2023	Tai Chi - 3 classes (Denise Miller)	\$150.00
6/29/2023	Glenn Colton - Summer Kick-off Party	\$449.00
7/6/2023	Ben Berry - Circus	\$350.00
7/10/2023	Wondermakers	\$150.00
7/13/2023	Hawk Creek	\$500.00
7/17/2023	Teen Painting - Kim Strell	\$205.00
7/20/2023	Nickel City Reptiles	\$550.00

7/22/2023	Feelings Rock - Kelly Foss	\$100.00
7/24/2023	Kidding Around Yoga (Donna Baia)	\$50.00
7/27/2023	Wow Party (Bubbles) \$100 deposit pd	\$400.00
7/26/2023	Tai Chi - 4 classes (Denise Miller)	\$200.00
8/3/2023	Cris Johnson - Magic Show	\$325.00
8/7/2023	Tom Paul Fox - Anime	\$125.00
8/9/2023	Tai Chi - 2 classes (Denise Miller)	\$100.00
8/10/2023	Mike Randall	\$375.00
8/17/2023	Aquarium of Niagara	\$180.00
8/24/2023	Storybook Cook (Liz Bauld)	\$195.00
8/28/2023	Kidding Around Yoga (Donna Baia)	\$50.00
9/11/2023	Sprouts (Melissa Sacco)	\$80.00
9/16/2023	Feelings Rock - Kelly Foss	\$100.00
9/18/2023	Kidding Around Yoga (Donna Baia)	\$50.00
9/24/2023	Family Yoga (Donna Baia)	\$75.00
9/27/2023	Tai Chi - 3 classes (Denise Miller)	\$150.00
10/7/2023	Teen Painting - Kim Strell	\$205.00
10/9/2023	Dance Party	\$300.00
10/11/2023	Storybook Cook (Liz Bauld)	\$245.00
10/15/2023	Family Yoga (Donna Baia)	\$75.00
10/16/2023	Sprouts (Melissa Sacco)	\$80.00
10/21/2023	Wow Party (Bubbles)	\$400.00
10/24/2023	Judy Hartke - Spirits	\$150.00
10/25/2023	Writing (Tom Paul Fox)	\$125.00
10/25/2023	Tai Chi - 4 classes (Denise Miller)	\$200.00
10/28/2023	Feelings Rock - Kelly Foss	\$100.00
10/30/2023	Kidding Around Yoga (Donna Baia)	\$50.00
11/2/2023	ART-Y Time (Kim Strell)	\$205.00
11/11/2023	Feelings Rock - Kelly Foss	\$100.00
11/13/2023	Sprouts (Melissa Sacco)	\$80.00
11/26/2023	Family Yoga (Donna Baia)	\$75.00
11/27/2023	Kidding Around Yoga (Donna Baia)	\$50.00
11/29/2023	Tai Chi - 5 classes (Denise Miller)	\$250.00
12/13/2023	Tai Chi - 2 classes (Denise Miller)	\$100.00
12/17/2023	Family Yoga (Donna Baia)	\$75.00
12/18/2023	Kidding Around Yoga (Donna Baia)	\$50.00
12/30/2023	Tierney Town Treats - Paint Cookies	\$150.00
TOTAL SPENT		\$12,711.20

Funding Source	Notes	Funds Given
Library Board Funds for 2023		\$14,000.00
2023 Program Budget (CEN)	must spend in 2023	\$500.00
TOTAL BUDGET for 2023		\$14,500.00
CURRENT BALANCE		\$1,788.80

Contract Library "System Paid" Budget Analysis

Lancaster Public Library

As of 9/30/2023

	"System Paid" Budget*	Jan - May 2023	June	July	August	September	Actual 2023 Expenses	2023 Year End Projection	Projected Year End Surplus/(Shortfall)
Salaries & Wages, Full Time									
Salaries & Wages, Full Time	217,680.00	95,878.08	19,757.90	18,663.38	20,565.33	18,777.08	173,641.77	233,012.62	(15,332.62)
Other Payments	6,528.00	0.00					0.00	3,609.52	2,918.48
Overtime		4,224.43	(78.77)		39.39	590.81	4,775.86	6,296.94	(6,296.94)
Total Salaries & Wages, Full Time	224,208.00	100,102.51	19,679.13	18,663.38	20,604.72	19,367.89	178,417.63	242,919.08	(18,711.08)
Wages, Regular Part-Time		0.00					0.00		0.00
Wages, Part Time	112,761.00	44,738.10	8,330.40	8,493.90	10,890.18	8,645.85	81,098.43	108,461.98	4,299.02
Contractual Reserve	19,320.00	0.00							19,320.00
Employer FICA Total	25,781.00	10,963.23	2,122.25	2,058.15	2,583.38	2,031.67	19,758.68	26,508.75	(727.75)
Employee Health Insurance	20,114.00	9,120.89	2,124.33	1,387.94	2,228.23	1,264.64	16,126.03	21,556.05	(1,442.05)
Dental Plan	636.00	310.45	63.27	59.59	60.90	54.62	548.83	728.16	(92.16)
Health Insurance Waiver	804.00	335.00	67.00	67.00	1,131.00	200.00	1,800.00	2,000.00	(1,196.00)
NYS Retirement	27,633.00	11,446.50	2,508.33	2,460.84	2,942.76	4,427.51	23,785.94	33,267.09	(5,634.09)
Disability	0.00	0.00					0.00		0.00
Natural Gas (NFG)	7,844.00	2,951.77	22.49	36.21	62.35	63.59	3,136.41	4,025.64	3,818.36
Electricity	31,565.00	9,203.36	1,091.48	1,373.09	1,100.11	972.79	13,740.83	17,993.29	13,571.71
Bottom Line Total	470,666.00	189,171.81	36,008.68	34,600.10	41,603.63	37,028.56	338,412.78	457,460.04	13,205.96

Notes:

System Paid Budget per Res. 2022-48

Overage in Health Insurance Waiver due CMU Contract settlement

Lancaster Public Library – Investment Policy

Lancaster Public Library

I. SCOPE

This investment policy applies to all moneys and other financial resources available for deposit and investment by the Lancaster Public Library, hereafter referred to as Library, on its own behalf or on behalf of any other entity or individual.

II. OBJECTIVES

The primary objectives of the Library's investment activities are, in priority order:

- To conform with all applicable federal, State and other legal requirements (legality);
- To adequately safeguard principal (safety);
- To provide sufficient liquidity to meet all operating requirements (liquidity) and
- To obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY

The Library board's responsibility for administration of the investment program is delegated to the Lancaster Library Board and Treasurer who shall establish written procedures for the operation of the investment program consistent with these investment policies. Such procedures shall include internal controls to provide a satisfactory level of accountability based upon records incorporating the description and amounts of investments, the fund(s) for which they are held, the place(s) where kept, and other relevant information, including dates of sale or other dispositions and amounts realized. In addition, the internal control procedures shall describe the responsibilities and levels of authority for key individuals involved in the investment program.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Library to operate effectively.

Investments shall be made with prudence, diligence, skill, judgment and care, under circumstances then prevailing, which knowledgeable and prudent persons acting in like capacity would use, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.

Lancaster Public Library – Investment Policy

V. DIVERSIFICATION

It is the policy of the Library to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

The Library board shall establish appropriate limits for the amount of investments which can be made with each financial institution or dealer, and shall evaluate this listing at least annually.

VI. INTERNAL CONTROLS

It is the policy of the Library for all moneys collected by any officer or employee of the Library to transfer those funds to the Lancaster Library Board within 31 days of deposit, or within the time period specified in law, whichever is shorter.

The Lancaster Library Board is responsible for establishing and maintaining internal control procedures to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization, properly recorded, and managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITARIES

The banks and trust companies that are authorized for the deposit of moneys, and the maximum amount which may be kept on deposit at any time, are:

Depository Name	Maximum Amount	Officer
Bank on Buffalo	\$100,000 Per Account	Library Director & Board Treasurer
M&T Bank	\$100,000 Per Account	Library Director & Board Treasurer

Lancaster Public Library – Investment Policy

VIII. SECURING DEPOSITS AND INVESTMENTS

All deposits and investments at a bank or trust company, including all demand deposits, certificates of deposit and special time deposits (hereinafter, collectively, “deposits”) made by officers of the Library that are in excess of the amount insured under the provisions of the Federal Deposit Insurance Act, including pursuant to a Deposit Placement Program in accordance with law, shall be secured by:

(Libraries should select the method of collateralization they plan to utilize and omit other options from their adopted policy)

1. A pledge of “eligible securities” with an aggregate “market value” (as provided by the GML Section 10) that is at least equal to the aggregate amount of deposits by the officers. See Schedule A of this policy for a listing of “eligible securities.”
2. A pledge of a pro rata portion of a pool of eligible securities, having in the aggregate a market value at least equal to the aggregate amount of deposits from all such officers within the State at the bank or trust company.
3. An “eligible surety bond” payable to the government for an amount at least equal to 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations. The Library board shall approve the terms and conditions of the surety bond.
4. An “eligible letter of credit,” payable to the Library as security for the payment of 140 percent of the aggregate amount of deposits and the agreed-upon interest, if any. An “eligible letter of credit” shall be an irrevocable letter of credit issued in favor of the Library, for a term not to exceed 90 days, by a qualified bank (other than the bank where the secured money is deposited). A qualified bank is either one whose commercial paper and other unsecured short-term debt obligations (or, in the case of a bank which is the principal subsidiary of a holding company, whose holding company’s commercial paper and other unsecured short-term debt obligations) are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization, or one that is in compliance with applicable federal minimum risk-based capital requirements.
5. An “irrevocable letter of credit” issued in favor of the Library by a federal home loan bank whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, as security for the payment of 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any.

Lancaster Public Library – Investment Policy

IX. COLLATERALIZATION AND SAFEKEEPING

Eligible securities used for collateralizing deposits made by officers of the Library shall be held by (the depositary *or* a third party) bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities (or the pro rata portion of a pool of eligible securities) are being pledged to secure such deposits together with agreed-upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon a default. It shall also provide the conditions under which the securities (or pro rata portion of a pool of eligible securities) held may be sold, presented for payment, substituted or released and the events of default which will enable the Library to exercise its rights against the pledged securities.

In the event that the pledged securities are not registered or inscribed in the name of the Library, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Library or the custodial bank or trust company. Whenever eligible securities delivered to the custodial bank or trust company are transferred by entries on the books of a federal reserve bank or other book-entry system operated by a federally regulated entity without physical delivery of the evidence of the obligations, then the records of the custodial bank or trust company shall be required to show, at all times, the interest of the Library in the securities (or the pro rata portion of a pool of eligible securities) as set forth in the security agreement.

The custodial agreement shall provide that pledged securities (or the pro rata portion of a pool of eligible securities) will be held by the custodial bank or trust company as agent of, and custodian for, the Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt, substitution or release of the collateral and it shall provide for the frequency of revaluation of collateral by the custodial bank or trust company and for the substitution of collateral when a change in the rating of a security causes ineligibility. The security and custodial agreements shall also include all other provisions necessary to provide the Library with a perfected security interest in the eligible securities and to otherwise secure the Library's interest in the collateral, and may contain other provisions that the Library board deems necessary.

Lancaster Public Library – Investment Policy

X. PERMITTED INVESTMENTS

NOTE: This list is for purposes of illustration only. Governing boards, in the exercise of their prudent discretion, must determine which types of investments, authorized by law, to include as permitted investments. Note that the list below does not include all types of investments authorized by law.

As provided by General Municipal Law Section 11, the Library Board of Trustees authorizes the treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts in, or certificates of deposit issued by, a bank or trust company located and authorized to do business in the State of New York;
- Through a Deposit Placement Program, certificates of deposit in one or more “banking institutions”, as defined in Banking Law Section 9-r;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America, where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York; and
- With the approval of the State Comptroller, obligations issued pursuant to Local Finance Law Section 24.00 or 25.00 (i.e., Tax Anticipation Notes and Revenue Anticipation Notes) by any municipality, school district or district corporation in the State of New York other than the Library.

All investment obligations shall be payable or redeemable at the option of the Library within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable in any event at the option of the Library within two years of the date of purchase. Time deposit accounts and certificates of deposit shall be payable within such times as the proceeds will be needed to meet expenditures for which the moneys were obtained, and shall be secured as provided in Sections VIII and IX herein.

Except as may otherwise be provided in a contract with bondholders or note holders, any moneys of the Library authorized to be invested may be commingled for investment purposes, provided that any investment of commingled moneys shall be payable or redeemable at the option of the Library within such time as the proceeds shall be needed to meet expenditures for which such moneys were obtained, or as otherwise specifically provided in General Municipal Law Section 11. The separate identity of the sources of these funds shall be maintained at all times and income received shall be credited on a pro rata basis to the fund or account from which the moneys were invested.

Any obligation that provides for the adjustment of its interest rate on set dates is deemed to be payable or redeemable on the date on which the principal amount can be recovered through demand by the holder.

Lancaster Public Library – Investment Policy

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

All financial institutions and dealers with which the Library transacts business shall be creditworthy, and have an appropriate level of experience, capitalization, size and other factors that make the financial institution or the dealer capable and qualified to transact business with the Library. The Lancaster Library Board shall evaluate the financial position and maintain a listing of proposed depositories, trading partners, and custodians. Recent Reports of Condition and Income (call reports) shall be obtained for proposed banks, and security dealers that are not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers.

The Library shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amounts of investments that can be made with each financial institution or dealer.

Lancaster Public Library – Investment Policy

XII. PURCHASE OF INVESTMENTS

The Lancaster Library Board is authorized to contract for the purchase of investments:

1. Directly, from an authorized trading partner
2. By participation in a cooperative investment agreement with other authorized municipal corporations pursuant to Article 5-G of the General Municipal Law and in accordance with Article 3-A of the General Municipal Law.

All purchased obligations, unless registered or inscribed in the name of the Library, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Library by the bank or trust company.

Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law Section 10(3)(a). The agreement shall provide that securities held by the bank or trust company, as agent of, and custodian for, the Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to secure the Library's perfected interest in the securities, and the agreement may also contain other provisions that the Library board deems necessary. The security and custodial agreements shall also include all other provisions necessary to provide the Library with a perfected interest in the securities.

The Lancaster Library Board, where authorized, can direct the bank or trust company to register and hold the evidences of investments in the name of its nominee, or may deposit or authorize the bank or trust company to deposit, or arrange for the deposit of any such evidences of investments with a federal reserve bank or other book-entry transfer system operated by a federally regulated entity. The records of the bank or trust company shall show, at all times, the ownership of such evidences of investments, and they shall be, when held in the possession of the bank or trust company, at all times, kept separate from the assets of the bank or trust company. All evidences of investments delivered to a bank or trust company shall be held by the bank or trust company pursuant to a written custodial agreement as set forth in General Municipal Law Section 10(3)(a), and as described earlier in this section. When any such evidences of investments are so registered in the name of a nominee, the bank or trust company shall be absolutely liable for any loss occasioned by the acts of such nominee with respect to such evidences of investments.

Lancaster Public Library – Investment Policy

XIII. COURIER SERVICE

The Treasurer may, subject to the approval of the Library board by resolution, enter into a contract with a courier service for the purpose of causing the deposit of public funds with a bank or trust company. The courier service shall be required to obtain a surety bond for the full amount entrusted to the courier, payable to the Library and executed by an insurance company authorized to do business in the State of New York, with a claims-paying ability that is rated in the highest rating category by at least two nationally recognized statistical rating organizations, to insure against any loss of public deposits entrusted to the courier service for deposit or failure to deposit the full amount entrusted to the courier service.

The Library may agree with the depository bank or trust company that the bank or trust company will reimburse all or part of, but not more than, the actual cost incurred by the Library in transporting items for deposit through a courier service. Any such reimbursement agreement shall apply only to a specified deposit transaction, and may be subject to such terms, conditions and limitations as the bank or trust company deems necessary to ensure sound banking practices, including, but not limited to, any terms, conditions or limitations that may be required by the Department of Financial Services or other federal or State authority.

XIV. ANNUAL REVIEW AND AMENDMENTS

The *Library* shall review this investment policy annually, and it shall have the power to amend this policy at any time.

XV. DEFINITIONS

The terms “public funds,” “public deposits,” “bank,” “trust company,” “eligible securities,” “eligible surety bond,” and “eligible letter of credit” shall have the same meanings as set forth in General Municipal Law Section 10.

Lancaster Public Library – Investment Policy

Schedule A

Schedule of Eligible Securities for Collateralizing Deposits and Investments in Excess of FDIC Coverage (see Investment Policy, Section VIII)

[Note: This is not a list of Permitted Investments. Please see Investment Policy, Section X, for Permitted Investments. Moreover, this list is for purposes of illustration only. Governing boards, in the exercise of their prudent discretion, must determine which types of eligible securities, authorized by law, to list as permitted.]

“Eligible Securities” for Collateral	For purposes of determining aggregate “market value,” eligible securities shall be valued at these percentages of “market value”:
(i) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government-sponsored corporation.	100%
(ii) Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank and the African Development Bank.	100%
(iii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the market value of the obligation that represents the amount of the insurance or guaranty.	100%
(iv) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of this State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.	100%
(v) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.	100% if rated in the highest category; 90% for 2nd highest; 80% for 3rd highest.
(vi) Obligations of the Commonwealth of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.	100% if rated in the highest category; 90% for 2nd highest; 80% for 3rd highest.
(vii) Obligations of counties, cities and other governmental entities of another state having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.	100% if rated in the highest category; 90% for 2nd highest; 80% for 3rd highest.
(viii) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.	80%
(ix) Any mortgage-related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by federal bank regulatory agencies.	70%
(x) Commercial paper and bankers’ acceptances issued by a bank (other than the bank with which the money is being deposited or invested) rated in the highest short-term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 60 days from the date they are pledged.	80%
(xi) Zero-coupon obligations of the United States government marketed as “Treasury STRIPS.”	80%

Chart Source: NY State Comptroller’s Office Publication, *Investing and Protecting Public Funds*, August 2014

Lancaster Public Library – Investment Policy

Article II – Officers

Section 1: The officers of the Board shall be President, a Vice-President, a Secretary, and a Treasurer.

Section 2: The president shall appoint a nominating committee two months prior to the end of the calendar year.

Section 3: Officers shall be elected at the first meeting in January by a majority vote of the Board.

Section 4: All officers shall have the usual powers associated with the office (or their duties may be specifically noted in the by-laws).

Section 5: The terms of Board Officers shall be limited to three consecutive one-year terms for each specific Board Office in a Trustee's 6 (six)-year term of office.



Lancaster Public Library Diversity, Equity, and Inclusion Policy

The Lancaster Public Library (LPL) is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. We embrace our employees' and community members' differences in age, color, disability, ethnicity, family and marital status, gender identity or expression, language, national origin, physical and mental ability, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make the LPL unique.

The LPL will demonstrate its support by:

- Recruiting, promoting, and retaining staff from diverse backgrounds;
- Recruiting board members from diverse backgrounds;
- Engaging the staff in ongoing inclusion training, education, and professional development;
- Creating a safe workplace environment in which employees' voices can be included, heard, valued, and treated with respect;
- Developing and implementing programs and services that incorporate the differences that make us a community, ensuring fair and equitable treatment with access to appropriate resources and opportunities.

It is the Lancaster Public Library's policy to provide a work environment that is free from all forms of discrimination. The library views all forms of discrimination as destructive to the library's mission, values and goals. We strive to reflect the community we serve by representing and fostering the various cultures, genders and ethnicities among our staff and board of trustees. Therefore, we affirm our commitment to the American Library's Association Diversity Policy, which states in Section B.3.7: "In order to ensure that libraries are both reflective of and relevant to the communities they serve, the American Library Association encourages and supports recruitment and continuing education initiatives that facilitate the hiring and promotion of a diverse workforce in libraries of all types and all organizational levels." The Library's dedication to diversity, equity, and inclusion is an active process that requires continuous commitment to promote and enhance the well-being of our staff and community.

Adopted by the Lancaster Public Library Board of Trustees at a public meeting on  2023.

2023 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

2/2023

Buffalo & Erie County Public Library

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

2023 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 Library					
			Employee ID					
			Miles Driven	Mileage Total	Day	Daily Total	Tolls	Parking
8/31/23	5466 Broadway	1 Forest Dr, Lancaster NY 14086		\$ 0.00	1	\$ 4.00		
				\$ 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			0.0	\$ 0.00	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		\$ 0.00			
			Amount for days @\$____		\$ 4.00			
			Amount for tolls		\$ 0.00			
			Amount for parking		\$ 0.00			
			Total to be paid		\$ 4.00			
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: <i>Meagan Carr</i>					Date: <i>10/31/23</i>			
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: <i>Karen J. Stoch</i>					Date: <i>10/31/23</i>			
Supervisor or Department Head								
FINANCE OFFICE USE ONLY								
Signature:					Date:			
Deputy Director, CFO								


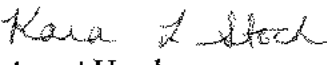
Buffalo & Erie County Public Library

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

2023 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 CIO'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					
			Miles Driven	Mileage Total	Day	Daily Total	Tolls	Parking
9/3/23	5466 Broadway	Home Depot 4139 Transit	11.4	\$ 7.47	0	\$ 0.00		
9/9/23	5466 Broadway	Tops 5175 Broadway	0.0	\$ 0.00	1	\$ 4.00		
9/15/23	5466 Broadway	Hectors 6231 Transit	6.4	\$ 4.19		\$ 0.00		
9/29/23	5466 Broadway	Green Mountain		\$ 0.00	1	\$ 4.00		
10/10/23	5466 Broadway	Home depot 4139 Transit	11.4	\$ 7.47		\$ 0.00		
10/17/23	5466 Broadway	Tops 5175 Broadway		\$ 0.00	1	\$ 4.00		
				\$ 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			29.2	\$ 19.13	3.0	\$ 12.00	\$ 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		\$ 19.13			
			Amount for days @ \$ __		\$ 12.00			
			Amount for tolls		\$ 0.00			
			Amount for parking		\$ 0.00			
			Total to be paid		\$ 31.13			
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: 10-31-23			
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: 10/31/23			
Supervisor or Department Head								
FINANCE OFFICE USE ONLY								
Signature:					Date:			
Assistant Deputy Director – Controller								

Buffalo & Erie County Public Library

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

2023 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 L. Stock			Department Lancaster Public Library					
Address			Employee ID					
			Miles Driven	Mileage Total	Day	Daily Total	Tolls	Parking
8/31/23	Lancaster High School	Lancaster Library		\$ 0.00	1	\$ 4.00		
9/30/23	Como Lake Park	Lancaster Library		\$ 0.00	1	\$ 4.00		
				\$ 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			0.0	\$ 0.00	2.0	\$ 8.00	\$ 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		\$ 0.00			
			Amount for days @ \$__		\$ 8.00			
			Amount for tolls		\$ 0.00			
			Amount for parking		\$ 0.00			
			Total to be paid		\$ 8.00			
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 L. Stock			Date: 10/26/23					
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:					
Assistant Deputy Director - Controller								

Your Cart (1)

Share

Remove All Items

Checkout

Free delivery on appliance purchases of \$396 or more. [View Details](#)

Appliance Delivery

Delivering to 14086 (1 item)

Update ZIP Code

Limit 2 per Order



LG 30 in. W 20 cu. ft. Top Freezer Refrigerator w/ Multi-Air Flow and Reversible Door in Stainless Steel,ENERGY STAR

Total Capacity (cu. ft.): **20.2 cu ft**
Color/Finish: **Stainless Steel**

\$798.00
~~\$888.00~~
Save 10%

Unavailable at N Buffalo

Delivering to 14086

Pickup

Unavailable

Delivery

Earliest delivery date
Tuesday, Oct 31
FREE

Parts & Services

Edit

12' Upgraded Braided Water Line	\$17.98
Manufacturer's Standard Warranty	Included in the actual price

[Save for Later](#) | [Save to Favorites](#) | [Remove](#)

Need Help?

See our [online FAQs](#) or phone us:
Online Customer Support:1-800-430-3376
Major Appliances:1-877-961-6683
Custom Blinds:1-800-658-7320
Call 7 days a week - 6 a.m. to 2 a.m. EST

Subtotal	\$905.98
Savings	-\$90.00
Appliance Delivery	FREE
Sales Tax (determined in later step)	---

Total **\$815⁹⁸**

You Saved **10% Off** Your Item

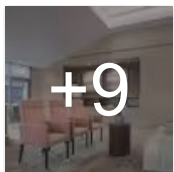
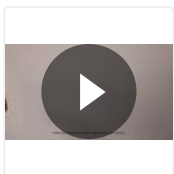
[Have a promo code?](#)



BEHR PRO

5 gal. #PPU4-08 Plateau Dead Flat Interior Paint

★★★★★ (782) ✓ Questions & Answers (77)



Hover Image to Zoom

\$98⁹⁸

~~\$105.00~~
Save \$6.02 (6%)



Pay **\$73.98** after **\$25 OFF** your total qualifying purchase upon opening a new card. ⓘ
[Apply for a Home Depot Consumer Card](#)

N Buffalo Store

✓

11 in
stock

Aisle 06, Bay 06-015

[Text to Me](#)

Paint Type: Interior Paint

- Interior Paint
- Exterior Paint

Sheen: Flat/Matte

- Flat/Matte
- Eggshell
- Semi-Gloss

Container Size: 5 Gallon

- 1 Gallon
- 5 Gallon



Buffalo & Erie County Public
LIBRARY

BUFFALO & ERIE COUNTY PUBLIC LIBRARY

BUSINESS OFFICE

1 LAFAYETTE SQUARE

BUFFALO, NEW YORK 14203

716-858-7163

Inv # 23046

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

Date: October 13, 2023

ITEM	UNIT COST	EXTENSION
PVT Library Materials Per Attached		622.89
BALANCE DUE:		\$ 622.89
Make check payable to: "BUFFALO & ERIE COUNTY PUBLIC LIBRARY" and mail to the attention of Tracy Palicki, Business Office		

Order ID	Line #	Amount Paid	Invoice	Library
PO-56782	1	\$9.89	60249342	LNC
PO-57028	1	\$8.39	60255174	LNC
PO-57028	2	\$12.10	60255174	LNC
PO-57028	5	\$7.79	60255174	LNC
PO-57028	7	\$9.59	60255174	LNC
PO-57028	8	\$11.99	60255174	LNC
PO-57028	14	\$10.20	60255174	LNC
PO-57028	15	\$15.39	60255174	LNC
PO-57028	3	\$7.79	60255896	LNC
PO-57028	6	\$7.79	60258964	LNC
PO-57160	1	\$10.80	60258965	LNC
PO-57160	2	\$15.39	60258965	LNC
PO-57160	3	\$15.39	60258965	LNC
PO-57169	2	\$15.37	60258966	LNC
PO-57169	6	\$15.39	60258966	LNC
PO-57169	11	\$15.40	60258966	LNC
PO-57169	30	\$15.40	60258966	LNC
PO-57169	31	\$10.80	60258966	LNC
PO-57169	35	\$10.20	60258966	LNC
PO-57169	47	\$16.50	60258966	LNC
PO-57169	50	\$11.99	60258966	LNC
PO-57169	51	\$15.95	60258966	LNC
PO-57169	13	\$10.79	60265759	LNC
PO-57361	1	\$7.79	60266668	LNC
PO-57361	7	\$14.99	60266668	LNC
PO-57361	10	\$13.79	60266668	LNC
PO-57361	12	\$13.19	60266668	LNC
PO-57361	13	\$14.99	60266668	LNC
PO-57361	15	\$16.79	60266668	LNC
PO-57361	16	\$15.59	60266668	LNC
PO-57361	19	\$11.99	60266668	LNC
PO-57361	21	\$11.99	60266668	LNC
PO-57361	22	\$16.19	60266668	LNC
PO-57361	24	\$12.59	60266668	LNC
PO-56225	13	\$26.97	67605982	LNC
PO-56225	14	\$26.97	67614109	LNC
PO-57028	4	\$9.59	67631710	LNC
PO-57028	9	\$19.25	67631710	LNC
PO-57028	10	\$10.80	67631710	LNC
PO-57028	11	\$19.25	67632498	LNC
PO-57028	12	\$15.40	67637416	LNC
PO-57028	13	\$10.20	67639749	LNC
PO-57328	3	\$27.15	H66227760	LNC
PO-57328	2	\$27.13	H66302520	LNC
		\$622.89		LNC Total



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

QUOTATION

Reference: W3292147
 Contract/Bid ID: C20601
 Today: 10/19/23
 Quote Expiration Date: 11/18/23

NAME: Lancaster Public Library
 CONTACT: KARA STOCK
 PHONE:
 EMAIL:

Line	Qty	Product	Product Description	Colors/Finished/Options	Unit Price	Discount	Ext Total
1	1	W12210900	Superfold 9"H 19" Jacket	Length 50/Ctn	24.59	15%	20.91
2	1	W12211000	Superfold 10"H 21" Jacket	Length 50/Ctn	26.04	15%	22.14
3	1	W12802880	Subject Classification Labels Historical Fiction	500/Roll	11.49	15%	9.77
4	3	W12803120	Subject Classification Labels New (R) Removable	500/Roll	11.49	15%	29.30
5	6	W13826730	Demco Acrylic Book Series	Display	23.99	15%	122.35
6	1	W13709160	I Visited My Library Bunny	Stickers 2-1/4" Dia 200/Pkg	7.99	5%	7.60
7	1	W13845280	Little Blue Truck Stickers	1-1/2"D 10 Designs 200/Pkg	7.99	5%	7.60
8	1	W13845250	Little Blue Truck and Friends Bkms	2"x6"4 Designs 200/Pkg	9.99	5%	9.50
9	1	W13824440	Mo Willems Readers Bookmarks	2" x 6" 4 Designs 200/Pkg	9.99	5%	9.50
10	1	W13721760	Mo Willems Character Stickers	1-1/2"D 10 Designs 200/Pkg	7.99	5%	7.60
11	1	WP13781350	50 States Table Coloring Sheet	2' x 6'	5.99	Net	5.99
12	1	W13833800	Color Craze Monster Mash	Large Coloring Sheet 2' x 6'	15.14	5%	14.39
13	1	W13666850	magbrowz Small Tray	3-1/2" x 14-1/2" x 12" 2/Box	134.99	Net	134.99
Order Subtotal							401.64
Shipping/Processing							Included
Sales Tax							Exempt
Grand Total							401.64

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

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



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

QUOTATION

PAGE: 2

Reference: W3292147
Contract/Bid ID: C20601
Today: 10/19/23
Quote Expiration Date: 11/18/23

NAME: Lancaster Public Library
CONTACT: KARA STOCK
PHONE:
EMAIL:

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

This order included both products under contract and ones from a sale catalog. We cannot honor both the discoun and the sale price. We gave you the better of the two prices.

BILL TO:

Lancaster Public Library
5466 Broadway St
Lancaster NY 14086-2168

SHIP TO:

Kara Stock
Lancaster Public Library
5466 Broadway St
Lancaster NY 14086-2168

CONTACT:

KARA STOCK
LANCASTER PUBLIC LIBRARY
5466 BROADWAY ST
LANCASTER NY 14086-2168

Winter Reading Log Prizes

QTY	Description	Website	Price per each	Total Price
2	Winter Stuffed Animals	https://bit.ly/49ekYTw	\$47.99	\$95.98
9	Triceratops Fidget Toys	https://bit.ly/3QE0HzK	\$12.98	\$116.82
2	Fidget Bracelet	https://bit.ly/3Qh4ema	\$23.99	\$47.98
9	Glitter Stacking Crayons	https://bit.ly/49iyCoH	\$8.99	\$80.91
9	Winter Snow Globe Rings	https://bit.ly/3QkTlj2	\$9.99	\$89.91
9	Pterodactyl Slap Bracelet	https://bit.ly/3FCoauD	\$16.98	\$152.82
9	Snowman Squeeze Ball	https://bit.ly/45NfaO9	\$19.99	\$179.91
9	Snowflake Print Sunglasses	https://bit.ly/3QlpKpX	\$5.79	\$52.11
			Subtotal	\$816.44
			10% S&H	\$81.64
			TOTAL	\$898.08

Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, December 14, 2023
4:00 PM

- 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 12, 2023 and November 9, 2023
- V. Report of the Director

- VI. Public Comment

- VII. Monthly Financial Report
 - A. November Financial Report
 - B. Audit Report
 - C. Replenish Petty Cash
 - D. Town Budget Report
 - E. 2024 Board Budget

- VIII. Old Business
 - A. DEI Policy
 - B. Slate of Officers – nominations
 - C. Advocacy Meetings
 - D. ACT Meeting

- IX. New Business
 - A. 2023 Trustee Training
 - B. Emergency Plan (review)
 - C. 2024 Adult Reading Challenge
 - D. Empire Pass - \$70
 - E. LEGO Boards - \$26.99
 - F. AED Wall Mount Cabinet - \$134.69
 - G. Seed Envelopes - \$69.95
 - H. Firewood - \$200
 - I. Leaf Blower - \$549.99
 - J. Vacuum - \$319.00
 - K. Snow Pusher – \$66.25

- X. Adjournment

Next Meeting, January 11, 2024, 4:00 PM

Lancaster Public Library
Board of Trustees Minutes
Thursday, October 12, 2023

I. Roll Call- Yarborough, Stock, Graber, Howell, Wind, Stempniak

II. Called to Order at 4:00pm

III. Approval of and/or changes to the agenda- approved as amended, (added letter J. holiday close date, K.AED and L. Sustainable Libraries Annual Membership Fee) 1st Yarborough, 2nd Graber, unanimous

IV. Review and approval of the meeting minutes of September, 2023, 1st Graber 2nd Howell, unanimous

V. Report of the Director- The library hosted 192 visitors from St. Mary's preschool classrooms. 30 adults attended a genealogy event. The staff hosted a table at the village fall fest and the Erie County fall fest, with 404 participants at our table. 22 story time sessions were held this month.

VI. Public comment- several new members have joined the Friends of the Library group.

VII. Monthly Financial Report

A. September Report- approved, 1st Graber, 2nd Yarborough, unanimous

B. Audit Report- tabled

C. Petty Cash- motion to replenish \$200 to petty cash, 1st Yarborough, 2nd Wind, unanimous

D. Craft Budget Report- reviewed

VIII. Old Business

A. Building Maintenance

1. Panic Buttons- installed on September 29th

2. Parking Lot Repair- temporary fix applied, a permanent fix is being explored

B. Book Donations- resumed on September 29th

IX. New Business

A. Investment Policy Review- tabled

B. Renew Amazon Prime- approved \$139 for subscription, 1st Wind, 2nd Howell, unanimous

C. Purchase CD Player- approved \$29.95, 1st Yarborough, 2nd Wind, unanimous

D. Purchase Citizen Science Kits- approved \$139.88, 1st Yarborough, 2nd Graber, unanimous

E. Celebrate One Year Sustainable Library- approved \$100, 1st Graber, 2nd Howell, unanimous

F. Purchase Holiday Volunteer Gifts- approved \$133.63, 1st Wind, 2nd Howell, unanimous

G. Purchase Book Drop Bin

H. Purchase two economy folding tables- combined approval for letters G and H, approved for \$669.97, 1st Yarborough, 2nd Graber, unanimous

I. Purchase hand truck- approved \$159.99, 1st Wind, 2nd Yarborough, unanimous

J. Holiday close dates 2024- 2024 dates approved, 1st Wind, 2nd Howell, unanimous

K. AED- approved AED from Central Library, 1st Graber, 2nd Howell, unanimous

L. Sustainable Libraries Membership Fee- approved, 1st Yarborough, 2nd Wind, unanimous

X. Adjournment- 5:13pm, 1st Howell, 2nd Graber, unanimous.

Lancaster Public Library
Board of Trustees Minutes
Thursday, November 9, 2023

I. Roll Call- Yarborough, Stock, Graber, Howell, Wind, Stempniak, Tamol, Jacobs

II. Called to Order at 4:00pm

III. Approval of and/or changes to the agenda- approved as amended, (added N. Advocacy Meeting) 1st Graber, 2nd Yarborough, unanimous

IV. Review and approval of the meeting minutes of October 12, 2023- tabled

V. Report of the Director- Tech 360 class will give a free desktop computer to each participant upon completion. Review of 1st year of sustainability initiative. Aurora Middle School class visited. 120 Stem kits were handed out this month. Dance party, 50 attended. 57 entries in the no carve pumpkin decorating contest.

VI. Public comment- Jewelry sale December 8th – 10th . Basket raffle at sale and silent auction. January 18th at 7pm will be the first evening Friends of the Library meeting.

VII. Monthly Financial Report

- A. October Report- approved, 1st Graber, 2nd Yarborough, unanimous
- B. Audit Report- completed, 1st Graber, 2nd Yarborough, unanimous
- C. Programming Budget Report- reviewed
- D. System paid budget analysis- 1st Yarborough, 2nd Tamol, unanimous

VIII. Old Business

- A. Investment Policy review- reviewed, approved as amended, 1st Wind, 2nd Yarborough, unanimous

IX. New Business

- A. ACT Meeting, Saturday 11/18/23
- B. 2023 Slate of Officers- everyone will continue in their current positions, vote to be held in January
- C. DEI policy- voting next month
- D. Holiday Party- December 14th at 12pm- motion to approve \$450, 1st Tamol, 2nd Yarborough, unanimous
- E. Mileage Payments0 motions for \$47.13, 1st Jacobs, 2nd Howell
- F. Refrigerator for Break Room- approve \$815.98, 1st Yarborough, 2nd Wind, unanimous
- G. Paint for Break Room- approved \$98.98, 1st Tamol, 2nd Jacobs, unanimous
- H. PVT Library Materials Invoice- approved \$622.89, 1st Jacobs, 2nd Tamol, unanimous
- I. Demco Order- approved \$401.64, 1st Wind, 2nd Graber, unanimous
- J. Winter Raffle Prizes- approved \$600, 1st Graber, 2nd Wind, unanimous
- K. Winter Reading Log Prizes- approved for \$898.08, 1st Wind, 2nd Yarborough, unanimous
- L. 2024 Program Budget Request- approved \$15,000, 1st Tamol, 2nd Yarborough, unanimous
- M. 2024 Craft Budget Request- approved \$4,000, 1st Howell, 2nd Jacobs, unanimous
- N. Advocacy Meeting- Monica Wallace on December 7th, 10am, Darwin Martin House

X. Adjournment- 5:01pm, 1st Howell, 2nd Graber, unanimous.

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

OUTREACH

St. Mary's Elementary Craft Show - Part-time Librarian Genevieve Maynard staffed a table at this event Saturday, November 11th. **92** people made a turkey puppet craft and learned about library resources and programs.

PARTNERSHIPS

Buffalo Museum of Science - The library has been handing out free eclipse glasses to our patrons. Glasses are supplied by the museum.

Lancaster Historical Society - This organization is using our front display case to highlight their collections. Their November display focused on World War I Veterans from Lancaster.



Family Literacy - Certified Literacy Specialist and Lancaster Educator Beth Farrar taught two back to back Family Literacy Workshops for **27 & 28** attendees respectively on Wednesday, November 15th.

Lancaster Youth Bureau - Volunteers from the Youth Bureau held a hands-on Thanksgiving-themed craft program on Wednesday, November 8th for **14** children.

Math Tutor - NYS certified math teacher Catherine Thielmann offered tutoring for grades 3-9 each Tuesday evening.

Mission: Ignite - This organization began providing our library with a Digital Navigator, Nathan, on Thursday mornings. Nathan assists patrons with in-depth technology questions. He also taught the first of two Tech 360 computer classes on Thursday, November 30 for **4** adults.

Paws for Love - A volunteer from the SPCA Paws for Love organization brought a therapy dog to the library on Saturday, November 11th. **4** children practiced reading out loud to the dog.

Toys for Tots - The library collected toys for this organization that distributes Christmas gifts to needy children in the community.

WNY Foster Closet - The library collected donations for this organization that helps children in need.

PROGRAMMING - CHILDREN & TEENS

Beading – Youth Services Librarian Meagan Carr taught this program on Wednesday, November 22nd. **25** children learned how to create animals using pony beads and elastic cords.

Comic Book Club – Meagan held this club on Saturday, November 4th. **13** kids worked on creating their own comics.

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

- **Craft & Carry** - **113** children picked up a Thanksgiving-themed craft kit.
- **STEM Kits: Lava Lamp** - **137** children picked up this kit.
- **Take & Make** – These weekly kits had book themes and **251** were picked up.



Family Yoga – **4** school-aged children, each accompanied by an adult, enjoyed music, yoga poses, mindful activities, and a guided relaxation time with certified instructor Donna Baia on Sunday, November 26th.



Feelings Rock - **11** preschool age children attended this program on Saturday, November 11th. They enjoyed a fun music and movement class that encourages families to move, learn, and grow together.

Homeschool LEGO® - Meagan held this new program for **15** children on Thursday, November 16th. It was well received by area homeschool families and will be offered again next month.

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 27th.

LEGO® Club – Meagan held 2 LEGO® Clubs for a total of 35 children on Saturday, November 16th. The theme was “marble maze” and the creations are on display in the library.

Paper Quilling – Meagan taught 5 teens the art of quilling on Friday, November 24th. They worked with a premade design using a quilling tool and colorful paper.

Sprouts - Melissa Sacco helped 8 preschool age children learn and grow through music on Monday, November 20th.

Storytimes - Meagan conducted a total of 13 sessions this month. 40 children attended Lapsit, 114 children attended Toddler Time, 60 children attended Preschool Time, and 7 children attended Family Storytime.



Teen Book Boxes - 11 teens participated in our new Book Box program. After filling out a survey about their book preferences, each teen received a box of prizes with 2-3 young adult library books specially matched to their reading tastes. Box items were intended to create a cozy reading retreat and included a reading journal, tea and hot chocolate, art activities, and other bookish goodies. Part-time Librarian Michael Green led this new initiative.

Young Adult Book Club – Michael held a book club for 6 attendees on Thursday, November 9th. They discussed *The Last Cuenista* by Donna Barba Higuera.

PROGRAMMING - ADULT

Art-y Time -Local art teacher, Kimberly Strell, taught 11 adults how to create a gnome-themed painting on Thursday, November 2nd.

Author Rosanne Higgins – This local author discussed the facts behind her latest fiction book: *In the Shadow of the While Oak* on Thursday, November 16th for 14 adults.

Computer Coach – Library Assistant John Benzee held 4 one-on-one technology appointments, assisting patrons with Windows 11, how to use a laptop, and how to use a cell phone.

DIY Body Scrub & Bath Salts – Library Director Kara Stock taught 7 adults how to make these products on Tuesday, November 28th.

Mahjong Club - Our Mahjong Club met each Wednesday morning with an average attendance of 6 adults.

T'ai Chi Chih – Accredited teacher Denise Miller taught **5** classes in November with an average attendance of **12**.

MEETINGS

November 2nd & 3rd – Kara attended the New York Library Association Annual Conference in Saratoga Springs.

November 8th – Kara attended the Manager Meeting at the Central Library.

November 18th – Kara attended the ACT Meeting at the Merriweather Branch along with Trustees Kenneth Graber, Suzanne Jacobs, Barbara Tamol, and Jan Yarborough.

November 22nd – Kara and Meagan met to finalize winter programming plans.

November 30th – Kara, Meagan, and John met to discuss eclipse programming.

LANCASTER PUBLIC LIBRARY

2023 STATISTICS

CIRCULATION			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	19,104	8,583	122.6%
FEB	19,227	9,681	98.6%
MAR	21,501	11,175	92.4%
APR	20,469	15,609	31.1%
MAY	18,605	17,971	3.5%
JUN	20,658	18,973	8.9%
JUL	24,933	22,830	9.2%
AUG	26,341	24,206	8.8%
SEP	18,795	18,392	2.2%
OCT	20,426	18,462	10.6%
NOV	19,016	17,396	9.3%
DEC			"
YR/DATE	229,075	183,278	25.0%

LIBRARY VISITS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	6,008	4,512	33.2%
FEB	7,096	5,318	33.4%
MAR	7,252	6,449	12.5%
APR	7,829	6,472	21.0%
MAY	6,554	5,648	16.0%
JUN	7,138	6,502	9.8%
JUL	8,483	7,816	8.5%
AUG	8,313	7,744	7.3%
SEP	6,329	5,823	8.7%
OCT	7,682	7,028	9.3%
NOV	6,260	5,097	22.8%
DEC			"
YR/DATE	78,944	68,409	15.4%

PUBLIC ACCESS COMPUTER SESSIONS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	646	584	10.6%
FEB	605	574	5.4%
MAR	628	753	-16.6%
APR	674	613	10.0%
MAY	611	693	-11.8%
JUN	562	644	-12.7%
JUL	656	631	4.0%
AUG	696	717	-2.9%
SEP	573	626	-8.5%
OCT	624	662	-5.7%
NOV	598	503	18.9%
DEC			"
YR/DATE	6,873	7,000	-1.8%

WIFI			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	1,352	1,189	13.7%
FEB	1,342	1,356	-1.0%
MAR	1,525	1,680	-9.2%
APR	1,489	1,469	1.4%
MAY	1,466	1,704	-14.0%
JUN	1,478	1,710	-13.6%
JUL	1,564	1,736	-9.9%
AUG	1,615	1,659	-2.7%
SEP	1,585	1,568	1.1%
OCT	1,718	1,543	11.3%
NOV	1,652	1,430	15.5%
DEC			"
YR/DATE	16,786	17,044	-1.5%

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
2023 Statistics and Proceeds**

	Tours		New Library Cards		Ref Q	Headphone	Copier	Vending	Book Sale	Donations
	No.	ATT	Child	Adult	No.	Proceeds	Proceeds	Proceeds	Proceeds	to Library
JAN	0	0	27	32	757	\$15.00	\$48.25	\$0.00	\$146.00	\$9,345.39
FEB	1	12	22	38	773	\$3.00	\$85.60	\$24.00	\$243.00	\$48.84
MAR	0	0	27	46	728	\$9.00	\$79.55	\$0.00	\$153.00	\$0.00
APR	0	0	22	38	694	\$15.00	\$84.82	\$0.00	\$223.00	\$0.00
MAY	2	76	38	28	540	\$15.00	\$105.00	\$30.00	\$289.00	\$250.82
JUN	1	31	42	40	586	\$3.00	\$91.90	\$0.00	\$132.00	\$350.00
JUL	0	0	48	56	539	\$21.00	\$55.90	\$23.00	\$168.00	\$0.00
AUG	0	0	34	46	558	\$6.00	\$128.20	\$34.00	\$260.00	\$50.00
SEP	2	192	86	23	637	\$9.00	\$90.60	\$0.00	\$159.00	\$50.00
OCT	1	15	40	17	552	\$9.00	\$61.10	\$30.00	\$273.00	\$25.00
NOV	0	0	16	26	518	\$6.00	\$127.35	\$0.00	\$183.00	\$200.00
DEC										
TOTAL	7	326	402	390	6,882	\$111.00	\$958.27	\$141.00	\$2,229.00	\$10,320.05

Total Proceeds \$13,759.32

	Facebook	Instagram
	Followers	Followers
JAN	2,801	439
FEB	2,822	467
MAR	2,870	531
APR	2,913	565
MAY	2,952	583
JUN	2,982	610
JUL	3,011	618
AUG	3,034	631
SEP	3,052	638
OCT	3,070	653
NOV	3,092	668
DEC		

Programs November 2023

Date	Title	# of programs	Attendance	Target Audience
11/1/2023	Mahjong Club	1	3	Adults
11/1/2023	Tai Chi	1	15	Adults
11/2/2023	Storytime	1	25	Children 5 and under
11/2/2023	Art-Y Time	1	11	Adults
11/2/2023	Digital Navigator	1	1	Adults
11/3/2023	Storytime	1	40	Children 5 and under
11/3/2023	Storytime	1	40	Children 5 and under
11/4/2023	Comic Book Club	1	13	Children 6-11
11/7/2023	Book Club	1	9	Adults
11/8/2023	Mahjong Club	1	8	Adults
11/8/2023	Tai Chi	1	15	Adults
11/8/2023	Thanksgiving Craft	1	14	Children 6-11
11/9/2023	YA Book Club	1	6	Teens
11/9/2023	Digital Navigator	2	2	Adults
11/11/2023	Feelings Rock	1	25	Children 5 and under
11/11/2023	St. Mary's Outreach	1	92	Intergenerational/Combined
11/11/2023	Read to a Dog	1	4	Children 6-11
11/14/2023	Storytime	1	45	Children 5 and under
11/14/2023	Storytime	1	30	Children 5 and under
11/14/2023	Book Club	1	11	Adults
11/15/2023	Mahjong Club	1	9	Adults
11/15/2023	Tai Chi	1	11	Adults
11/15/2023	Family Literacy	1	28	Intergenerational/Combined
11/15/2023	Family Literacy	1	27	Adults
11/16/2023	Storytime	1	29	Children 5 and under
11/16/2023	Homeschool LEGO Club	1	19	Intergenerational/Combined
11/16/2023	Digital Navigator	4	4	Adults
11/16/2023	Author Rosanne Higgins	1	14	Adults
11/17/2023	Storytime	1	40	Children 5 and under
11/17/2023	Storytime	1	20	Children 5 and under
11/18/2023	LEGO Club	1	30	Children 6-11
11/18/2023	LEGO Club	1	25	Children 6-11
11/20/2023	Sprouts	1	16	Children 5 and under
11/21/2023	Storytime	1	30	Children 5 and under
11/21/2023	Storytime	1	40	Children 5 and under
11/22/2023	Mahjong Club	1	6	Adults
11/22/2023	Tai Chi	1	9	Adults
11/22/2023	Bead Art	1	45	Intergenerational/Combined
11/24/2023	Family Storytime	1	14	Intergenerational/Combined
11/24/2023	Paper Quilling	1	7	Teens
11/26/2023	Family Yoga	1	8	Intergenerational/Combined
11/27/2023	Kidding Around Yoga	1	12	Children 5 and under
11/28/2023	Storytime	1	7	Children 5 and under

11/28/2023	Storytime	1	35	Children 5 and under
11/28/2023	DIY Body Scrub	1	7	Adults
11/29/2023	Mahjong Club	1	5	Adults
11/29/2023	Tai Chi	1	11	Adults
11/30/2023	Tech 360 Class	1	4	Adults
11/30/2023	Storytime	1	35	Children 5 and under
11/30/2023	Makerspace	1	1	Children 6-11
11/30/2023	Take & Make Craft	251	251	Children 5 and under
11/30/2023	Craft & Carry Craft	113	113	Children 6-11
11/30/2023	STEM Kits	137	137	Intergenerational/Combined
11/30/2023	Seed Library	15	15	Intergenerational/Combined
11/30/2023	Book a Tech Trainer	9	9	Adults
11/30/2023	New Library Card Kits	11	11	Intergenerational/Combined
11/30/2023	Tutor	17	17	Children 6-11
11/30/2023	Tutor	10	10	Teens
11/30/2023	Tutor	2	2	Adults
11/30/2023	Mahjong Club	1	6	Adults
11/30/2023	Teen Book Boxes	11	11	Teens


2023 Sunday Circulation

Date		Visits	Circulation
1/8		73	166
1/15		108	175
1/22		148	282
1/29		116	251
2/5		151	300
2/12		129	187
2/19		126	270
2/26		184	357
3/5		150	268
3/12		165	387
3/19		124	202
3/26		139	326
4/2		149	251
4/9	Easter		
4/16	Book Sale	293	157
4/23		160	286
4/30		142	176
5/7		207	286
5/14		56	109
5/21	BBQ	123	154
		2,743	4,590


Date		Visits	Circulation
9/10		74	130
9/17		90	155
9/24		63	69
10/1		88	239
10/8		103	133
10/15		116	217
10/22		113	160
10/29		108	232
11/5		156	182
11/12		112	262
11/19		96	196
11/26		86	112

Circulation

Total Circulations


 Library	November			Year to Date Totals			Footnotes
	2023 Total	2022 Total	% of	2023 Total	2022 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	2,147	1,429	50.2%	21,616	17,966	20.3%	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. Audubon - Closed 11/1/2023-11/2/2023 - No heat. Audubon - Closed 10/10/2022-3/3/2023 - Construction. Aurora - Closed 11/28/2023 - Weather. Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023. Dudley - Closed starting 11/8/2023 - construction. González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.
<i>Amherst</i>							
Audubon	33,034	3,158	946.0%	322,584	279,911	15.2%	
Clearfield	26,522	39,940	-33.6%	373,313	307,004	21.6%	
Eggertsville-Snyder	13,607	15,030	-9.5%	163,914	139,775	17.3%	
Williamsville	4,142	6,352	-34.8%	48,819	49,886	-2.1%	
Angola	2,553	2,769	-7.8%	35,194	29,419	19.6%	
Aurora	13,442	12,970	3.6%	155,750	128,006	21.7%	
Boston	2,714	3,002	-9.6%	32,511	29,479	10.3%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	23,233	21,802	6.6%	263,521	224,691	17.3%	
Reinstein Memorial	8,475	7,995	6.0%	96,582	79,844	21.0%	
Clarence	18,311	18,924	-3.2%	228,585	188,694	21.1%	
Collins	4,360	5,058	-13.8%	52,680	42,337	24.4%	
Concord	4,648	4,697	-1.0%	56,947	48,878	16.5%	
Eden	3,608	3,543	1.8%	43,058	39,171	9.9%	
Elma	8,534	8,284	3.0%	104,278	86,794	20.1%	
Grand Island Memorial	9,862	10,104	-2.4%	123,931	103,510	19.7%	
<i>Hamburg</i>							
Hamburg	18,049	16,022	12.7%	211,536	178,551	18.5%	
Lake Shore	5,942	6,036	-1.6%	70,265	59,685	17.7%	
Lackawanna	4,841	4,151	16.6%	48,490	39,835	21.7%	
Lancaster	19,016	17,396	9.3%	229,075	183,278	25.0%	
Marilla	3,323	3,201	3.8%	36,399	32,501	12.0%	
Newstead	3,827	4,706	-18.7%	52,413	49,316	6.3%	
North Collins	1,382	1,510	-8.5%	20,033	15,833	26.5%	
Orchard Park	22,296	22,009	1.3%	269,847	230,249	17.2%	
City of Tonawanda	8,931	9,437	-5.4%	103,162	89,352	15.5%	
<i>Town of Tonawanda</i>							
Kenilworth	5,455	5,763	-5.3%	65,346	56,203	16.3%	
Kenmore	24,683	25,266	-2.3%	292,871	247,386	18.4%	
West Seneca	20,686	17,798	16.2%	229,984	191,614	20.0%	
<i>Buffalo</i>							
Coles	2,019	2,337	-13.6%	26,810	16,795	59.6%	
Crane	8,163		See note.	20,604	52,275	-60.6%	
Dudley	850	3,891	-78.2%	47,130	42,004	12.2%	
East Clinton	2,666	2,000	33.3%	30,167	23,641	27.6%	
González-Soto	2,690		See note.	8,173	26,394	-69.0%	
Merriweather	4,369	4,141	5.5%	51,980	36,426	42.7%	
North Park	8,917	11,028	-19.1%	125,655	88,551	41.9%	
Panty	1,934	2,675	-27.7%	24,828	21,411	16.0%	
<i>Central</i>	21,328	28,522	-25.2%	301,485	277,582	8.6%	
<i>Bookmobile Services</i>							
Library on Wheels	5,142	3,691	39.3%	41,582	24,685	68.5%	
Library2Go	2,532	1,606	57.7%	23,318	7,280	220.3%	
<i>Institutions</i>							
Correctional Facility	6,572	5,599	17.4%	59,234	13,855	327.5%	
Holding Center	10,455	4,682	123.3%	110,460	21,811	406.4%	
<i>System</i>							
Online Renewals	696	643	8.2%	7,415	252,201	-97.1%	
Interlibrary Loans	1,301	910	43.0%	14,563	11,808	23.3%	
eAudiobooks	61,067	48,123	26.9%	649,066	508,982	27.5%	
eVideos	864	710	21.7%	8,167	4,969	64.4%	
eBooks	83,933	77,091	8.9%	932,595	839,865	11.0%	
eMusic	199	195	2.1%	2,455	1,685	45.7%	
eMagazines	30,382	5,779	425.7%	128,484	39,087	228.7%	
B&ECPL Totals	573,702	501,975	14.3%	6,366,875	5,480,475	16.2%	
Member Libraries	317,623	298,352	6.5%	3,752,704	3,169,168	18.4%	
Buffalo Branches	31,608	26,072	21.2%	335,347	307,497	9.1%	
Central Library	21,328	28,522	-25.2%	301,485	277,582	8.6%	
Bookmobile Services	7,674	5,297	44.9%	64,900	31,965	103.0%	
Institutions	17,027	10,281	65.6%	169,694	35,666	375.8%	
System	178,442	133,451	33.7%	1,742,745	1,658,597	5.1%	

Library Visits

	November			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	841	591	42.3%	9,534	8,572	11.2%	<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>Audubon - Closed 11/1/2023-11/2/2023 - No heat.</p> <p>Audubon - Closed 10/10/2022-3/3/2023 - Construction.</p> <p>Aurora - Closed 11/28/2023 - Weather.</p> <p>Central - New visitor counters installed 7/13/2023.</p> <p>Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.</p> <p>Dudley - Closed starting 11/8/2023 - construction.</p> <p>González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.</p>
<i>Amherst</i>							
Audubon	9,435	0	See note.	92,352	82,395	12.1%	
Clearfield	9,273	11,640	-20.3%	125,623	111,134	13.0%	
Eggertsville-Snyder	4,239	3,993	6.2%	51,818	47,796	8.4%	
Williamsville	1,660	2,422	-31.5%	20,182	22,381	-9.8%	
Angola	2,108	1,943	8.5%	29,722	32,710	-9.1%	
Aurora	5,010	4,357	15.0%	59,079	51,754	14.2%	
Boston	951	1,024	-7.1%	13,162	12,781	3.0%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	7,891	6,672	18.3%	90,123	83,175	8.4%	
Reinstein Memorial	3,160	3,103	1.8%	40,060	34,687	15.5%	
Clarence	5,504	4,860	13.3%	69,830	58,086	20.2%	
Collins	1,471	1,194	23.2%	16,592	13,779	20.4%	
Concord	2,436	2,460	-1.0%	28,778	27,329	5.3%	
Eden	1,035	1,047	-1.1%	14,753	14,515	1.6%	
Elma	2,889	2,447	18.1%	38,124	33,999	12.1%	
Grand Island Memorial	4,339	4,504	-3.7%	44,869	42,543	5.5%	
<i>Hamburg</i>							
Hamburg	6,658	5,242	27.0%	83,886	69,862	20.1%	
Lake Shore	3,051	2,380	28.2%	34,192	30,142	13.4%	
Lackawanna	2,779	2,388	16.4%	30,692	31,203	-1.6%	
Lancaster	6,260	5,097	22.8%	78,944	68,409	15.4%	
Marilla	856	828	3.4%	10,504	9,808	7.1%	
Newstead	2,664	2,297	16.0%	30,957	26,420	17.2%	
North Collins	1,045	939	11.3%	12,254	10,998	11.4%	
Orchard Park	10,308	8,111	27.1%	118,975	107,599	10.6%	
City of Tonawanda	4,223	3,974	6.3%	45,875	40,738	12.6%	
<i>Town of Tonawanda</i>							
Kenilworth	2,527	2,178	16.0%	33,275	29,916	11.2%	
Kenmore	8,298	7,373	12.5%	94,454	85,168	10.9%	
West Seneca	8,509	7,030	21.0%	92,947	83,441	11.4%	
<i>Buffalo</i>							
Coles	3,065	2,610	17.4%	34,033	24,439	39.3%	
Crane	3,374	0	See note.	10,293	21,250	-51.6%	
Dudley	943	2,987	-68.4%	25,206	28,170	-10.5%	
East Clinton	1,682	1,211	38.9%	15,677	15,313	2.4%	
González-Soto	2,210	0	See note.	6,653	22,969	-71.0%	
Merriweather	7,811	5,395	44.8%	83,060	72,459	14.6%	
North Park	3,697	4,191	-11.8%	54,309	50,256	8.1%	
Panty	2,806	2,769	1.3%	29,375	23,432	25.4%	
<i>Central</i>	24,867	17,185	44.7%	249,237	178,699	39.5%	
<i>Bookmobile Services</i>							
Library on Wheels	1,829	899	103.4%	17,100	14,695	16.4%	
Library2Go	220	203	8.4%	2,374	2,547	-6.8%	
<i>Institutions</i>							
Correctional Facility	1,058	878	20.5%	12,321	6,928	77.8%	
Holding Center	461	432	6.7%	6,364	4,396	44.8%	
System	173,443	138,854	24.9%	1,957,558	1,736,893	12.7%	
Member Libraries	119,420	100,094	19.3%	1,411,556	1,271,340	11.0%	
Buffalo Branches	25,588	19,163	33.5%	258,606	258,288	0.1%	
Central Library	24,867	17,185	44.7%	249,237	178,699	39.5%	
Bookmobile	2,049	1,102	85.9%	19,474	17,242	12.9%	
Institutions	1,519	1,310	16.0%	18,685	11,324	65.0%	


Registered Public Access Computer Sessions

Session Counts Per Outlet

	November			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	59	48	22.9%	731	612	19.4%	<p>Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Audubon - Closed 11/1/2023-11/2/2023 - No heat.</p> <p>Audubon - Closed 10/10/2022-3/3/2023 - Construction.</p> <p>Aurora - Closed 11/28/2023 - Weather.</p> <p>Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.</p> <p>Dudley - Closed starting 11/8/2023 - construction.</p> <p>González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.</p>
Amherst							
Audubon	885	2	44150.0%	8,684	8,679	0.1%	
Clearfield	810	989	-18.1%	9,774	8,651	13.0%	
Eggertsville-Snyder	374	422	-11.4%	4,885	4,980	-1.9%	
Williamsville	124	229	-45.9%	1,438	1,867	-23.0%	
Angola	166	129	28.7%	1,829	1,846	-0.9%	
Aurora	326	313	4.2%	4,128	3,676	12.3%	
Boston	41	57	-28.1%	642	732	-12.3%	
Cheektowaga							
Julia Boyer Reinstein	1,380	1,182	16.8%	14,707	14,282	3.0%	
Reinstein Memorial	714	640	11.6%	8,621	7,885	9.3%	
Clarence	372	337	10.4%	4,782	4,444	7.6%	
Collins	102	108	-5.6%	1,335	1,109	20.4%	
Concord	154	166	-7.2%	2,126	2,043	4.1%	
Eden	120	80	50.0%	1,237	1,084	14.1%	
Elma	151	124	21.8%	2,201	1,868	17.8%	
Grand Island Memorial	202	207	-2.4%	2,509	2,728	-8.0%	
Hamburg							
Hamburg	787	598	31.6%	9,374	9,045	3.6%	
Lake Shore	184	165	11.5%	2,493	2,391	4.3%	
Lackawanna	601	377	59.4%	5,545	4,694	18.1%	
Lancaster	598	503	18.9%	6,873	7,000	-1.8%	
Marilla	29	28	3.6%	421	357	17.9%	
Newstead	169	134	26.1%	2,010	1,743	15.3%	
North Collins	95	78	21.8%	1,027	1,106	-7.1%	
Orchard Park	627	499	25.7%	7,673	6,214	23.5%	
City of Tonawanda	628	546	15.0%	7,171	6,535	9.7%	
Town of Tonawanda							
Kenilworth	363	303	19.8%	4,032	4,236	-4.8%	
Kenmore	1,366	1,129	21.0%	14,139	14,394	-1.8%	
West Seneca	933	840	11.1%	11,303	11,030	2.5%	
Buffalo							
Coles	837	663	26.2%	10,857	7,546	43.9%	
Crane	481	0	See note.	1,279	3,273	-60.9%	
Dudley	132	394	-66.5%	5,156	5,684	-9.3%	
East Clinton	456	176	159.1%	3,435	3,057	12.4%	
González-Soto	345	0	See note.	976	4,890	-80.0%	
Merriweather	1,402	1,051	33.4%	16,215	14,266	13.7%	
North Park	767	910	-15.7%	11,807	10,671	10.6%	
Panty	591	369	60.2%	5,779	4,329	33.5%	
Central	5,604	5,897	-5.0%	69,055	64,366	7.3%	
BookmobileServices							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
System	22,975	19,693	16.7%	266,249	253,313	5.1%	
Member Libraries	12,360	10,233	20.8%	141,690	135,231	4.8%	
Buffalo Branches	5,011	3,563	40.6%	55,504	53,716	3.3%	
Central Library	5,604	5,897	-5.0%	69,055	64,366	7.3%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

WiFi

Total Logins

 Library	November			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	399	414	-3.6%	4,717	4,714	0.1%	<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 11/1/2023-11/2/2023 - No heat.</p> <p>Audubon - Closed 10/10/2022-3/3/2023 - Construction.</p> <p>Aurora - Closed 11/28/2023 - Weather.</p> <p>Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.</p> <p>Dudley - Closed starting 11/8/2023 - construction.</p> <p>González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.</p>
<i>Amherst</i>							
Audubon	3,873	414	835.5%	34,908	19,724	77.0%	
Clearfield	2,347	2,605	-9.9%	28,501	24,763	15.1%	
Eggertsville-Snyder	1,083	995	8.8%	11,024	11,066	-0.4%	
Williamsville	1,103	1,012	9.0%	12,701	13,284	-4.4%	
Angola	96	113	-15.0%	1,353	2,192	-38.3%	
Aurora	1,666	1,860	-10.4%	19,616	22,813	-14.0%	
Boston	151	148	2.0%	1,947	1,855	5.0%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,441	1,103	30.6%	14,709	12,459	18.1%	
Reinstein Memorial	662	523	26.6%	7,886	7,101	11.1%	
Clarence	1,415	1,133	24.9%	14,784	11,781	25.5%	
Collins	255	210	21.4%	2,989	2,556	16.9%	
Concord	544	426	27.7%	5,886	5,709	3.1%	
Eden	163	151	7.9%	1,937	2,274	-14.8%	
Elma	356	247	44.1%	4,058	3,414	18.9%	
Grand Island Memorial	644	624	3.2%	7,348	7,397	-0.7%	
<i>Hamburg</i>							
Hamburg	1,604	1,249	28.4%	18,114	18,141	-0.1%	
Lake Shore	555	251	121.1%	5,271	4,158	26.8%	
Lackawanna	438	404	8.4%	5,161	4,593	12.4%	
Lancaster	1,652	1,430	15.5%	16,786	17,044	-1.5%	
Marilla	81	69	17.4%	919	953	-3.6%	
Newstead	454	382	18.8%	5,056	4,178	21.0%	
North Collins	378	333	13.5%	3,975	3,926	1.2%	
Orchard Park	1,808	1,338	35.1%	20,489	17,215	19.0%	
City of Tonawanda	994	754	31.8%	9,992	7,274	37.4%	
<i>Town of Tonawanda</i>							
Kenilworth	383	427	-10.3%	5,053	4,922	2.7%	
Kenmore	1,953	1,675	16.6%	21,732	21,032	3.3%	
West Seneca	2,010	1,609	24.9%	20,964	19,643	6.7%	
<i>Buffalo</i>							
Coles	1,052	744	41.4%	10,650	8,624	23.5%	
Crane	1,188	0	See note.	4,990	3,351	48.9%	
Dudley	1,808	1,593	13.5%	21,759	16,185	34.4%	
East Clinton	671	472	42.2%	6,599	7,311	-9.7%	
González-Soto	866	1,454	-40.4%	6,192	22,057	-71.9%	
Merriweather	1,389	1,045	32.9%	13,717	12,021	14.1%	
North Park	952	1,050	-9.3%	11,908	11,627	2.4%	
Panty	1,295	1,189	8.9%	13,710	12,846	6.7%	
<i>Central</i>	14,192	12,749	11.3%	161,009	152,181	5.8%	
<i>Bookmobile Services</i>							
Library on Wheels	57	48	18.8%	948	772	22.8%	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
System	51,978	42,243	23.0%	559,358	523,156	6.9%	
Member Libraries	28,508	21,899	30.2%	307,876	276,181	11.5%	
Buffalo Branches	9,221	7,547	22.2%	89,525	94,022	-4.8%	
Central Library	14,192	12,749	11.3%	161,009	152,181	5.8%	
Bookmobile Services	57	48	18.8%	948	772	22.8%	

Lancaster Financial Monthly Report 2023

November

Account	Deposits	Disbursements	Interest	Sub-Total	Balance
M & T Checking					
Beginning Balance					\$4,926.01
Receipts	\$282.75				
John Benzee: Mileage (#25011)		-\$4.00			
Meagan Carr: Mileage (#25012)		-\$4.00			
Josh Strell: Mileage (#25013)		-\$31.13			
Kara Stock: Mileage (#25014)		-\$8.00			
ECWA: Water bill (#25015)		-\$76.56			
Ending Balance	\$282.75	-\$123.69		\$159.06	\$5,085.07
Bank on Buffalo	Deposits	Disbursements	Credit card charges	Subtotal	Total balance
Beginning Balance			-\$1,527.05		\$29,907.52
Credit card payment Oct.			\$1,527.05		
Donald Christie memorial donations	\$200.00				
Headphones 2 @ \$3	\$6.00				
Copier	\$127.35				
Book sale	\$183.00				
Amazon: Craft supplies (crafts) (CC)			-\$88.46		
Amazon: DIY body scrub program supplies (crafts) (CC)			-\$97.78		
Denise Miller: October Tai Chi classes (#586)		-\$200.00			
Sprouts, NY LLC: Nov. program (#587)		-\$80.00			
Donna Baia: 11/27 kids yoga (#588)		-\$50.00			
BECPL: PVT library materials (#589)		-\$622.89			
Home Depot: Refrigerator (CC)			-\$715.98		
Demco: Library display bins and bookmarks (CC)			-\$401.64		
Amazon: Winter reading log prizes (CC)			-\$47.98		
Fun Express: Winter reading log prizes (CC)			-\$727.54		
Amazon: STEM kit supplies (Elks) (CC)			-\$64.05		
Home Depot: Paint and plants (CC)			-\$145.91		
Bloomsbury Lane Toy Shoppe: Winter raffle prizes (CC)			-\$507.97		
Amazon: STEM kit salt (Elks) (CC)			-\$14.15		
Checking Ending Balance	\$516.35	-\$952.89	-\$2,811.46	-\$3,248.00	\$26,659.52
	Amount	Interest Rate	Disbursments	Interest	Total
Savings 5880	\$247,352.68	4.8%	\$0.00	\$975.86	\$248,328.54
Total Balance BankonBuffalo					\$274,988.06
CD	Amount	Maturity	Interest Rate	Interest	Total
Evans CD 6749	\$29,021.58	12M 1/24/24	4.00%	\$0.00	\$29,021.58
Total balance all accounts					\$309,094.71

Petty Cash
November 2023

Date	Item	Deposit	Withdrawl	Total
				\$108.80
28-Nov	Meagan- Party City- raffle tickets		-\$20.00	\$88.80
		\$0.00	-\$20.00	\$88.80

YEAR-TO-DATE BUDGET REPORT

FOR 2023 13								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
001 General Fund	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
17410 Library								
17410 211 OFFICE FURNITURE & EQ	0	0	0	.00	.00	.00	.00	.0%
17410 260 OTHER CAPITAL OUTLAY	15,000	0	15,000	14,300.00	.00	700.00	95.3%	
17410 411 CONTRACTUAL SERVICES	2,500	0	2,500	191.00	.00	2,309.00	7.6%	
17410 422 BUILDINGS	1,500	0	1,500	1,445.22	.00	54.78	96.3%	
17410 426 REPAIRS & MAINTENANCE	5,000	29,706	34,706	24,609.35	.00	10,096.65	70.9%	
17410 433 RESURFACING MATERIALS	3,000	3,500	6,500	3,500.00	.00	3,000.00	53.8%	
17410 434 LANDSCAPING MATERIALS	700	0	700	47.19	.00	652.81	6.7%	
17410 449 OTHER UNCLASSIFIED	0	0	0	.00	.00	.00	.0%	
17410 460 INTERNET ACCESS	1,200	0	1,200	1,294.40	.00	-94.40	107.9%	
TOTAL Library	28,900	33,206	62,106	45,387.16	.00	16,718.84	73.1%	
TOTAL General Fund	28,900	33,206	62,106	45,387.16	.00	16,718.84	73.1%	
TOTAL EXPENSES	28,900	33,206	62,106	45,387.16	.00	16,718.84		

YEAR-TO-DATE BUDGET REPORT

FOR 2023 13								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	28,900	33,206	62,106	45,387.16	.00	16,718.84	73.1%	
** END OF REPORT - Generated by Mary Young **								

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	1	Y	Y
Sequence 2	9	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: N

Print Full or Short description: F

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: N

Include requisition amount: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2022/ 7

To Yr/Per: 2022/ 7

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: D

Amounts/totals exceed 999 million dollars: N

Year/Period: 2023/13

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

Find Criteria
Field Name Field Value

Org 17410

Object

Rollup code

Account type

Account status



Lancaster Public Library Diversity, Equity, and Inclusion Policy

The Lancaster Public Library (LPL) is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. We embrace our employees' and community members' differences in age, color, disability, ethnicity, family and marital status, gender identity or expression, language, national origin, physical and mental ability, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make the LPL unique.

The LPL will demonstrate its support by:

- Recruiting, promoting, and retaining staff from diverse backgrounds;
- Recruiting board members from diverse backgrounds;
- Engaging the staff in ongoing inclusion training, education, and professional development;
- Creating a safe workplace environment in which employees' voices can be included, heard, valued, and treated with respect;
- Developing and implementing programs and services that incorporate the differences that make us a community, ensuring fair and equitable treatment with access to appropriate resources and opportunities.

It is the Lancaster Public Library's policy to provide a work environment that is free from all forms of discrimination. The library views all forms of discrimination as destructive to the library's mission, values and goals. We strive to reflect the community we serve by representing and fostering the various cultures, genders and ethnicities among our staff and board of trustees. Therefore, we affirm our commitment to the American Library's Association Diversity Policy, which states in Section B.3.7: "In order to ensure that libraries are both reflective of and relevant to the communities they serve, the American Library Association encourages and supports recruitment and continuing education initiatives that facilitate the hiring and promotion of a diverse workforce in libraries of all types and all organizational levels." The Library's dedication to diversity, equity, and inclusion is an active process that requires continuous commitment to promote and enhance the well-being of our staff and community.

Adopted by the Lancaster Public Library Board of Trustees at a public meeting on  2023.



ACCESSIBILITY OF LIBRARY SERVICES 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 (B&ECPL) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Each library within the B&ECPL will abide by the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), and all other applicable state and local laws relating to accessibility of services within each library.

II. APPLICABILITY

This Policy applies to accessibility of B&ECPL services, programs, or activities to B&ECPL patrons. The B&ECPL Equal Employment Opportunity and Anti-Harassment Policy governs employment-related complaints of disability discrimination. Services, programs, or activities provided by organizations other than the B&ECPL at the Central Library or Buffalo Branches are addressed in the Facility Use Policy.

III. ACCESSIBILITY OF LIBRARY SERVICES

A. Assistive Technology and Resources

1. A list of assistive technologies and resources will be made available on the B&ECPL website, www.BuffaloLib.org, in libraries, or by calling (716) 858-8900.
2. The list will include the library location(s) where the technologies and resources are available, as certain services may not be available at all locations.

B. Effective Communication

1. The B&ECPL will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its services, programs, and activities.
2. The B&ECPL will, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in B&ECPL services, programs, and activities in accordance with the ADA.
3. Such aids may include but are not limited to: qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.
4. The B&ECPL will not charge the individual patron or group of patrons for the cost of providing auxiliary aids/services or reasonable modifications of policy necessary to ensure accessibility to B&ECPL services, programs, or activities.
5. The B&ECPL is not required, by law, to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

C. Requests for Accommodations

1. Patrons may contact either the ADA Coordinator or the Library Director/Manager at the library location where they seek service.

ADA Coordinator
Buffalo & Erie County Public Library
1 Lafayette Square
Buffalo, NY 14203-1887
(716) 858-8900
access@buffalolib.org

2. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to

participate in a service, program, or activity of the B&ECPL should contact the ADA Coordinator or the Library Director/Manager as soon as possible, but no later than 7 business days before the scheduled event.

3. If the patron contacts the ADA Coordinator, the ADA Coordinator will communicate the request for accommodation to the Library Director/Manager at the library location where service is being requested.
4. Arrangements for accommodations for a specific program or activity shall be made by the Library Director/Manager of the library hosting or sponsoring the program or activity.
5. The ADA Coordinator will be available, as necessary, to assist the Library Director/Manager in identifying resources and service providers.
6. At the time the patron is notified of the accommodation, the ADA Coordinator or Library Director/Manager will notify said patron of cancellation policies.

IV. GRIEVANCE PROCEDURE

Complaints that a service, program, or activity of the B&ECPL is not accessible to persons with disabilities should be directed to the ADA Coordinator, in accordance with the grievance procedure set forth below.

A. Complaint

1. The complaint should be in writing and should include: description of the complaint, as well as date, time, and location of occurrence. Complainants should include their name, address, phone number, best method of communication, and, where appropriate, the accessible format in which the B&ECPL can submit a response. Alternative means of filing complaints, such as personal interviews or a recording of the complaint, will be made available for persons with disabilities upon request. Such complaints will be transcribed by the B&ECPL to create a written record.
2. The complaint should be submitted by the grievant and/or their designee as soon as possible, but no later than 60 calendar days after the alleged violation to:

ADA Coordinator
Buffalo & Erie County Public Library
1 Lafayette Square
Buffalo, NY 14203-1887
(716) 858-8900
access@buffalolib.org

3. Within 15 calendar days after receipt of the complaint, the ADA Coordinator or designee will meet with the complainant to discuss the complaint and possible resolutions. If the complainant does not respond to ADA Coordinator's attempt to schedule a meeting or fails to appear at the meeting without prior notification, the ADA Coordinator may treat the complaint as abandoned.
4. Within 15 calendar days of the meeting, the ADA Coordinator or designee will respond in writing or in a format accessible to the complainant as necessary, such as large print, Braille, or audio file. The response will explain the position of the B&ECPL and offer options for substantive resolution of the complaint.

B. Appeals

1. If the response by the ADA Coordinator or designee does not satisfactorily resolve the issue, the complainant or designee may appeal the decision within 15 calendar days after receipt of the response as follows:
 - i. Appeals arising from complaints at the Central Library or Buffalo Branches shall be directed to the B&ECPL Library Director.
 - ii. Appeals arising from complaints at a library outside of the City of Buffalo shall be directed to the respective Library Director/ Manager at the applicable library location or the Chair of the respective library's Board of Trustees, as determined by the respective library's Board.
2. In either case as in i. or ii. above, within 15 calendar days after receipt of the appeal, the respective Library Director, Board Chair or designee will meet with the complainant to discuss the complaint and possible resolutions.
3. Within 15 calendar days after the meeting, the respective Library Director, Board Chair, or designee will respond in writing or in a

format accessible to the complainant as necessary, with a final resolution of the complaint.

C. Retention of Records

All written complaints, appeals, and responses to said complaints will be retained by the B&ECPL for a minimum of three years.

Adopted September 19, 2019 per Resolution 2019-31.



Lancaster Public Library Emergency Procedures

In the event that an emergency situation should arise, staff should notify the Librarian in charge immediately. If an employee has an imminent concern of danger, they should contact 911.

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I. HEALTH AND PERSONAL SAFETY

Medical Emergency

- Call 911.
- Immediately report the event to the Librarian in charge. Be prepared to give as much information as possible:
 - Location of emergency
 - Type of incident and any direct details of emergency
- Stay with victim until help arrives OR if the victim is in imminent danger.
- Keep victim still – only move if other dangers are present.
- The Librarian in charge will complete an incident report or, if applicable, an Employee Injury report.
 - [Library Accident/Incident Report](#)
 - [Employee Injury Report](#)

Automatic External Defibrillator (AED)

- One AED is located in the Lancaster Public Library for use in the event a patron or staff member experiences a cardiac episode. It is located on the main floor of the library next to the parking lot security gates.

Panic Buttons

- Panic buttons are located at key points of the library building. When pushed, the panic button will send an alarm directly to the Lancaster Police Department.
- Location of panic buttons:
 - **Information Desk** – above the book return
 - **Information Desk** – above the priority bin
 - **Staff Workroom** – below the right staff workstation
 - **Director's Office** – below the outside edge of the desk

Unruly Patrons

If confronted with an unruly patron:

- Notify the Librarian in charge immediately and give them a description of the problem
- Remain calm and keep your composure. Don't argue. Speak slowly and quietly no matter how loud or confrontational the patron becomes.
- Walk away if necessary and you can do so safely.
- Allow the Librarian to handle the situation.

- If a patron refuses to adhere to the Library's Rules of Conduct, call Lancaster Police at 716-683-2280.
- If you fear for your personal safety, call 911.

Awareness

- To avoid being in a vulnerable or unsafe position, be observant and aware of your surroundings at all times.
- If you feel uneasy about a strange person or unusual noise, notify the Librarian in charge.
- If you are concerned for your personal safety, press the nearest panic button.

Suspicious Behavior

In the event that you notice an individual behaving in an unusual, disorderly, intoxicated, or suspicious manner:

- Notify the Librarian in charge and give them a description of the problem. They will contact the Lancaster Police.
- Keep a safe distance from the person; do not attempt to talk with or remove the individual yourself.
- Allow the Lancaster Police to handle the situation when they arrive.

Violent Situation

We are committed to ensuring a work environment that is free of acts of violence or the threat of violence. [Workplace Violence Policy](#)

- Report all physical acts of aggression or verbal threats immediately to the Librarian in charge. They will contact the Lancaster Police.
- Complete a [Workplace Violence Incident Report](#).
- Keep a safe distance from the situation; do not attempt to interfere.
- Remain calm and keep your composure. Don't argue.
- Direct responding law enforcement to the scene.
- Witnesses to any incidents should identify themselves to law enforcement.
- Follow any and all directions given by law enforcement.
- Evacuate the area if directed or as needed for your safety.

Thefts

- Thefts of Library or Patron Property: Notify local police at 716-683-2280 and the Library Director.

Elevator Failure

- In the event that the elevator stops operating for any reason while you are inside, push the alarm button and the alarm will sound.
- Push the phone button and Schindler Elevator will be called.
- If you are outside of the elevator and hear the elevator alarm sound, notify the Librarian in charge.

II. HAZARDOUS SITUATIONS

Suspicious Items

- A suspicious item is any object that is out of place and can't be accounted for by anyone in the area.
- Potential indicators of a suspicious item are threats, placement, and proximity of the item to people and valuable assets.
- Generally anything that is hidden, obviously suspicious, unattended, and not typical should be deemed suspicious.

Suspicious Package

- Never touch, move, or disturb a suspicious device/package.
 - Ask yourself: Is this item out of place?
 - Does it belong to anyone in the immediate area?
- If you find a suspicious package:
 - Move away from the immediate area and notify the Librarian in charge.

The Librarian will immediately contact the Lancaster Police Department, and apprise responding emergency personnel of the situation.

Bomb Threat

In the event of a bomb threat:

- Notify the Librarian in charge immediately. They will contact 911.
- Write down as many details as you can remember.
- Promptly complete a [Bomb Threat Report](#).
- Be available for interviews with law enforcement.

The following procedures are recommended for specific types of threats:

Threat Received By Phone

- All bomb threats should be considered serious until investigated and proven otherwise.
- Keep the caller on the line as long as possible to obtain and write down as much information as possible.
- Notify the Librarian in charge of the incident. They will contact 911.
- Utilize the [Bomb Threat Report](#) to document all pertinent information.

Verbal Threat

- If the person leaves, make note of which direction they went and be ready to give a detailed description of the person.
- Write down the threat exactly as it was communicated.
- Note the description of the person who made the threat using the [Bomb Threat Report](#).
- Notify the Librarian in charge of the incident. They will contact 911.

Threat Received by Note / Mail

- Do not handle excessively; do not allow anyone besides law enforcement to handle.
- Item should be placed in a large envelope or folder, whatever is handy to protect the document.
- Document as much information as possible (date, time, location, witnesses, other notable conditions); remember, your notes and incident details are crucial information.
- Notify the Librarian in charge of the incident. They will contact the Lancaster Police.

Threat on Computer

- Leave the message open on the computer.
- If on a public computer, take steps necessary to avoid automatic log off.
- Take photograph or screenshot of message, including sender if possible.
- Use the checklist on the [Bomb Threat Report](#) to gather as much information as you can.
- Notify the Librarian in charge of the incident. They will contact 911.

Fire

Suspicious Odors or Light Smoke

- Notify the Librarian in charge immediately. They will contact 911.
- Give the location and a brief description.

Visible Flames or Heavy Smoke

- Pull the fire alarm, if one is visible and you can safely do so without going in direction of the fire.
 - The Lancaster Library has four fire alarms:
 - One in the front foyer,
 - One in the back hall to the left of the elevator,
 - One in the community room, and
 - One in the downstairs foyer.
- Notify the Librarian in charge immediately.
- Do not attempt to fight the fire yourself.
- Follow procedures for evacuating the building. *The designated assembly point for staff is the front parking lot of the Lancaster Presbyterian Church at 5461 Broadway. The Librarian in charge will verify that all employees have made it to the assembly point.*
- The Librarian in charge will contact emergency services (911) from a cell phone.
- The library has four fire extinguishers:
 - One located behind the Information Desk near the Director's Office,
 - One next to the Broadway security gates,
 - One in the downstairs foyer, and
 - One in the furnace room.
- Notify the Library Director.
- Notify the Information Technology Help Desk at 716-858-6849.
- **False alarm** - Call Fire Safety at 800-932-3822 and give our password.

Explosion

In the event of an explosion, immediately evacuate the area of the explosion and notify the Librarian in charge.

The Librarian in charge will contact emergency services (911) from a cell phone and give the following information:

- The location of the explosion (be as specific as possible);
- Whether any people, collections, or valuable equipment are involved or are in imminent danger.
- Notify the Library Director.

III. EVACUATION

Employees should observe the following procedures to evacuate the Lancaster Library in case of emergency. All employees should be familiar with the Lancaster Library's external assembly point, the front parking lot of the Lancaster Presbyterian Church at 5461 Broadway.

It is the responsibility of the Librarian in charge:

- To identify which staff is present each day; the Librarian in charge will be responsible for reporting information about the presence/absence of staff at the assembly point.
- To identify employees with mobility impairments and/or other special needs and assignment of at least one buddy to assist the employee during evacuation.

During an Evacuation employees should:

- Exit the building through the closest exit.
- Do not use the elevator.
- Make your way to the designated assembly point.
- Wait for the Librarian in charge for further instruction.

During an Evacuation the Librarian in charge should:

- Take the list of scheduled employees and exit the building.
- Verify after arriving at the designated assembly point that all employees have evacuated the building.

During an Evacuation all staff should:

- Encourage those around you to proceed toward the designated exit.
- Provide direction to those around you.
- Exit the building.

Persons in Need of Assistance

Assisting with the evacuation of a person with a disability or injury by yourself should be the last resort. First responders are trained to successfully assist individuals in the case of an emergency.

Consider your options and risks of injuring yourself and others in an evacuation attempt. Evacuation may be difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Do not make an emergency situation worse.

If you determine that it is safe and necessary to do so, the following procedures are suggested for individuals who can safely assist a person with a disability:

- Always ask how you can help before attempting any rescue technique or giving assistance.
- Ask how they can best be assisted or moved and whether they have any special considerations that should be taken into account.

Assisting Persons with Hearing Impairment

- Alert the person with hearing impairment to the emergency and assist with their evacuation.
- A person with a hearing impairment will not need to wait for first responders, unless they also have a mobility impairment.

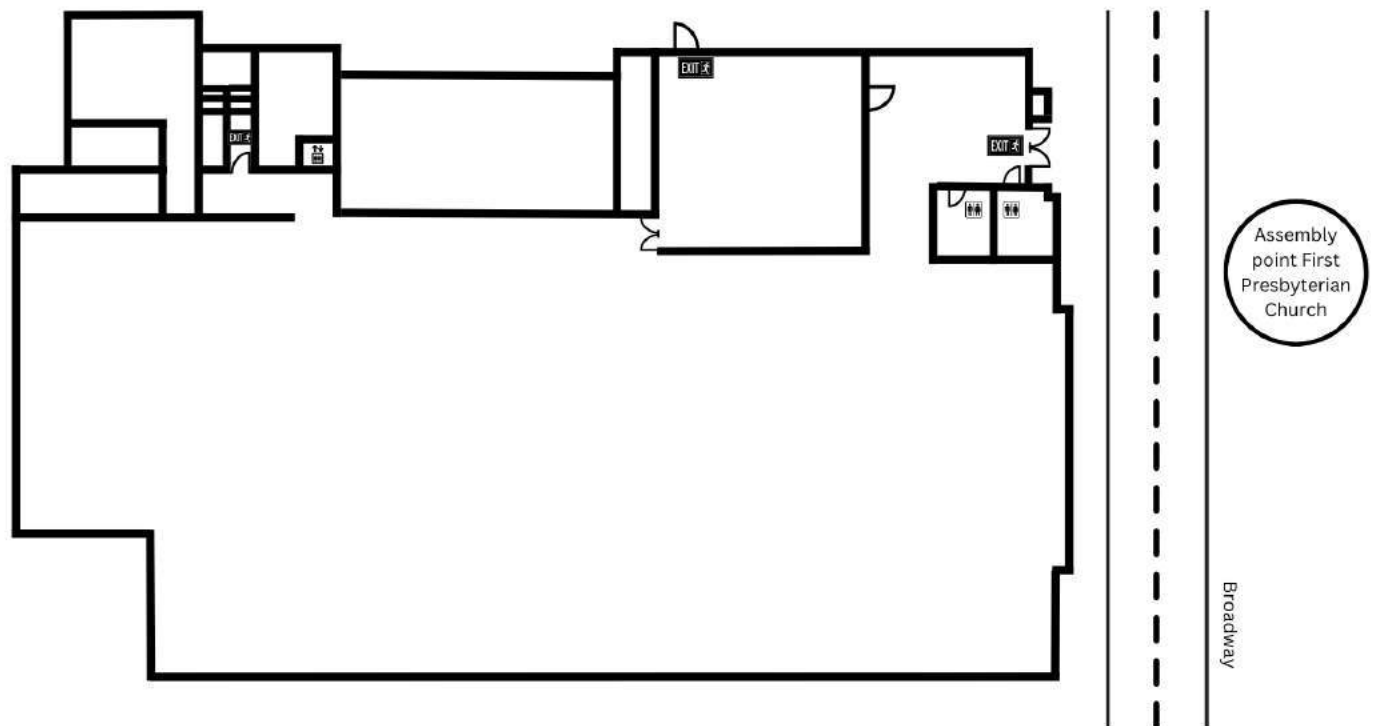
Assisting Persons with Blindness or Visual Impairment

- Alert the person with visual impairment to the emergency and assist with their evacuation.
- A person with a visual impairment will not need to wait for first responders, unless they also have a mobility impairment.
- Do not grasp the person's arm; ask if he or she would like to hold onto your arm as you exit.
- Give verbal instructions about the evacuation route using estimated distances and directional terms (ex. twenty feet forward, turn right).

Evacuation during Inclement Weather

- During extremely cold weather (particularly if a “code blue” is in effect) staff should first report to their designated assembly point.
- If necessary, staff will be instructed to proceed to an alternate location.

Evacuation areas



IV. ACTIVE SHOOTER

Active Shooter incidents are unpredictable and can evolve quickly. Patrons are likely to follow the lead of employees during crisis situations. The following are tips to help prepare for such an incident:

- Don't assume it will never happen.
- Be aware of your surroundings at all times.
- Know your location.
- Have an escape plan.
- Know where exits in your area are located.
- Identify places where you could shelter in place if you need to hide.
- Determine whether the space you are in can be locked.

In the event of an active shooter situation, quickly establish the most reasonable method to protect your own life. Remember RUN, FIGHT, or HIDE.

RUN

- If you can safely escape, evacuate the building – have a plan and use it.
- Pull a fire alarm on your way out of the building, if possible. This will alert law enforcement.
- Leave belongings and evacuate even if others choose not to follow.
- Help others, if safe and possible.
- Prevent individuals from entering the building.
- Call 911 as soon as it is safe to do so – be prepared to give as much information as possible about incident.

HIDE

- If evacuation is not possible, find a place to hide.
- Get out of view/sight.
- Seek shelter – secure doors and barricade entry with heavy furniture if possible.
- Close window coverings and turn off lights – only if safe to do so.
- Silence all electronic devices.
- Remain calm, quiet, and motionless.
- Plan what you will do if the shooter gets into the room. Consider what could be used as a weapon if necessary for self-defense.
- Lay flat on the ground and behind large items.
- Do not open the door.
- Call 911 as soon as it is safe to do so – be prepared to give as much information as possible about incident.
- If you can't safely talk on phone, leave the call open so that dispatcher can listen.

- Remain in location until emergency responders tell you the situation has been resolved.

FIGHT

- DO THIS ONLY AS A LAST RESORT and if your life is in imminent danger.
- Aggressively attempt to incapacitate the shooter.
- Assume a survival mindset and know that oftentimes active violence situations are over in a few minutes.
- Commit to your actions – your life could depend on it.

When law enforcement arrives:

- Remain calm and follow instructions.
- Put down any items in your hands.
- Keep hands visible at all times.
- Avoid quick movements toward officers.
- Do not stop to ask officers for help or direction.
- Remember, first responders are there to end the threat NOT render aid.

Information you should provide to law enforcement or the 911 Operator:

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

V. OUTAGES

Power Interruption

- Assess the situation. Many times the power will come on again after a short time.
- Notify the Library Director.
- Call the Town of Lancaster Recreation Department at 716-684-3320.
- Call NYSEG at 800-572-1121 if an electrical failure cannot be resolved.
- If it is determined that the library must close (after a reasonable period of time), post signs, lock the doors, turn on the building alarm (if working), and evacuate the building. Refer to the “Emergency Closing” file folder in the file cabinet in the staff workroom to contact TV and radio stations.
- The Librarian in charge will update the [online B&ECPL calendar page](#) on the Intranet: and enter all pertinent information. If unable to access the calendar, contact the Information Technology Help Desk at 716-858-6849.
- The Library Director will post a notification on the library’s Facebook page.
- If the power comes back on, the lights need to be reset. Press the black button on the power box in the second floor supply closet (next to the elevator).

- If the power has been off for a long time, the computers and the firebox may need to be reset.
 - For computers: In the furnace room next to the exit is a computer panel with blinking lights on the front. Underneath is the CPU for the main server. Press the power button to turn it on. Note – staff computers should work without the main server being on. If computers do not reset, call the Information Technology Help Desk at 716-858-6849.
 - For Fire Safety Systems: Open the panel *inside* the Fire Safety Systems control panel in the staff workroom. Press the ACK/STEP button, then press the Alarm Silence button, then press the Reset button.

Telephone Outage

- Use a cell phone to contact the Information Technology Help Desk at 716-858-6849.

VI. Emergency Closing

In the event of weather-related closings or other unanticipated service disruptions or emergencies, the following procedures will enable us to ensure safety, minimize inconvenience for patrons and staff, and restore service in a timely and efficient manner.

- In case of threatening weather conditions, the Library Director and Board President will determine whether to close.
- If the Library Director is not available, contact the Board President when making a determination on closing.
- The Library Director will notify pertinent personnel and will refer to the “Emergency Closing” file folder in the file cabinet in the staff workroom to contact TV and radio stations.
- The Library Director will update the [online B&ECPL calendar page](#) on the Intranet and enter all pertinent information. If unable to access the Online B&ECPL Calendar, contact the Information Technology Help Desk at 716-858-6849.
- The Library Director will post a notification on social media.

Adopted June 19, 1997

Amended March 2004

Amended May 2014

Amended August 8, 2019

Amended by the Lancaster Public Library Board of Trustees at a public meeting on __, 20__.



Lancaster Public Library Emergency Procedures

In the event that an emergency situation should arise, staff should notify the Librarian in charge immediately.

Bomb Threats

- In the event of a bomb threat, you should always:
 - Notify the Librarian in charge right away.
 - Write down as many details as you can remember.
 - Promptly complete a Bomb Threat Report (located on the staff Intranet).
 - Be available for interviews with law enforcement.

In addition, the following procedures are recommended for specific types of threats:

Phone Threat

- Remain calm and do not hang up.
- If possible, signal other staff members to call 911 while you are still on the phone; if no staff members are around, call 911 as soon as the call ends.
- If the phone has a display, copy the number and/or letters on the window display.
- Be calm and courteous.
- Listen and do not interrupt the caller.
- Write down the exact wording of the threat.
- Keep the caller on the line for as long as possible and use the checklist on the Bomb Threat Report to gather as much information as you can.
- Record the phone conversation if possible.

Verbal Threat

- If the perpetrator leaves, note which direction they went.
- Write down the threat exactly as it was communicated.
- Note the description of the person who made the threat on the Bomb Threat Report.

Written Threat

- Do not handle the document; notify the Librarian in charge right away.
- If visible without handling, rewrite the threat exactly as is on another sheet of paper.
- Note the following on the Bomb Threat Report: date/time/location document was found, any situations or conditions surrounding the discovery/delivery, and full names of any other staff who saw the threat.

Threat on Computer

- Leave the message open on the computer.
- If on a public computer, take steps necessary to avoid automatic log off.
- Print, photograph, or copy the message and the subject line; note the date and time.
- Use the checklist on the Bomb Threat Report to gather as much information as you can.

The Librarian in charge will coordinate with local law enforcement to ensure smooth handling of a bomb threat.

Emergency Closing: Weather

- In case of threatening weather conditions, the Library Director will determine whether to close.
- If the Library Director is not available, then contact the Board President when making a determination on closing.
- The Librarian in charge will notify pertinent personnel and will refer to the "Emergency Closing" file folder in the file cabinet in the staff workroom to contact TV and radio stations.
- The Librarian in charge will update the Online B&ECPL Calendar page on the Intranet: <http://intranet.buffalolib.org/statistics/becpl-calendar> and enter all pertinent information. If unable to access the Online B&ECPL Calendar, contact the Information Technology Help Desk at (716) 858-6849.
- The Library Director or Youth Services Librarian will post a notification on the library's Facebook page.

Fire

- Pull alarm box to notify the Fire Department. Lancaster has four fireboxes: one located in the front foyer, one in the back hall to the left of the elevator, one in the community room, and one in the downstairs foyer.
- Evacuate the building and call 911 from a cell phone.
- **Do not** attempt to fight the fire yourself.
- If the fire is on library property outside the building, call 911.
- Lancaster has four fire extinguishers: one located behind the Information Desk near the Director's Office, one next to the front security gates, one in the downstairs foyer, and one in the furnace room. All the Library's extinguishers will work on any type of fire.
- The designated assembly point for staff is the front parking lot of the Lancaster Presbyterian Church. The Librarian in charge will verify that all employees have made it to the assembly point.
- Notify the Library Director and the Board President.
- Notify the Information Technology Help Desk at 858-6849.
- False alarm - Call Fire Safety at 894-9700 and give our password. The password is located on the bulletin board in the staff workroom.

Medical Emergencies

- For assistance that requires more than use of a first aid kit, call 911.
- Do not give medical assistance yourself unless you are a properly trained professional. This includes giving over the counter medication you may have available.
- Do not attempt to move a person who has fallen and who appears to be in pain.
- Avoid unnecessary conversation with, or about, the ill or injured person. You might add to the person's distress or fears, increasing the risk of medical shock. Limit your communication to quiet reassurances.
- Do not discuss the possible cause of the accident or any conditions that may have contributed to the cause.
- Do not discuss any insurance information.
- If the injured party is a patron, immediately complete a Library Accident/Incident Report (located on the staff Intranet). Print and sign three copies and place them on the Library Director's Desk. One copy remains at the library, one is sent to the Town Attorney, and one is sent to the Central Library.
- If the injured party is a library employee, immediately complete an Incident and Accident Report (located on the staff Intranet) no matter how minor the injury. Print and sign two copies and place them on the Library Director's Desk. One copy remains at the library and one is sent to the Central Library.

Personal Safety & Workplace Violence

- If confronted with an unruly patron:
 - Remain calm and keep your composure. Don't argue. Speak slowly and quietly no matter how loud or confrontational the patron becomes.
 - Walk away, if you are uncomfortable in the situation or the patron's behavior is escalating.
 - Give the Librarian in charge a description of the problem, so they may handle the situation as needed.
- If a patron refuses to adhere to the Library's Rules of Conduct, call local police at 683-2280.
- If you fear for your personal safety, call 911.
- Active Shooter:
 - In the event of an active shooter situation, one of the following actions is recommended:
 1. EVACUATE (RUN): Identify nearest exits, have an escape route and plan in mind, leave your belongings behind, and keep your hands visible.
 2. HIDE OUT (HIDE): Hide in an area out of the shooter's view. Block entry to your hiding place and lock the doors; once locked, do not let anyone in. Silence your cell phone.

3. TAKE ACTION (FIGHT): Use this as a last resort and only when your life is in imminent danger. Attempt to incapacitate the shooter. Act with physical aggression and throw items at the shooter.

When law enforcement arrives: remain calm and follow instructions. Put down any items in your hands (i.e., bags, jackets). Raise hands and spread fingers. Keep hands visible at all times. Avoid quick movements toward officers such as holding on to them for safety. Avoid pointing, screaming or yelling. Do not stop to ask officers for help or direction when evacuating.

Information you should provide to law enforcement or the 911 Operator: location of the active shooter, number of shooters, physical description of shooters, number and type of weapons held by shooters, and number of potential victims at the location.

Power Outage

- Assess the situation. Many times the power will come on again after a short time. Consult with the Caretaker.
- Notify the Library Director and the Board President.
- Call the Lancaster Town Recreation Department (684-3320).
- Call NYSEG at (800) 572-1121 if electrical failure cannot be resolved.
- If it is determined that the library must close (after a reasonable period of time), post signs, lock the doors, turn on the building alarm (if working), and evacuate the building. Refer to the "Emergency Closing" file folder in the file cabinet in the staff workroom to contact TV and radio stations.
- The Librarian in charge will update the Online B&ECPL Calendar page on the Intranet: <http://intranet.buffalolib.org/statistics/becpl-calendar> and enter all pertinent information. If unable to access the Online B&ECPL Calendar, contact the Information Technology Help Desk at 858-6849.
- The Library Director or Youth Services Librarian will post a notification on the library's Facebook page.
- If the power comes back on, the lights need to be reset. Press the black button on the power box in the second floor supply closet (next to the elevator).
- If the power has been off for a long time, the computers and the firebox may need to be reset.
 - For computers: In the furnace room next to the exit is a computer panel with blinking lights on the front. Underneath is the CPU for the main server. Press the power button to turn it on. Note – staff computers should work without the main server being on. If computers do not reset, call the Information Technology Help Desk at 858-6849.
 - For Fire Safety Systems: Open the panel *inside* the Fire Safety Systems control panel in the staff workroom. Press the ACK/STEP button, then press the Alarm Silence button, then press the Reset button (in this order).

Suspicious Item

- A suspicious item is an object (e.g. package, bag, vehicle) that is reasonably believed to contain explosives, an IED (improvised explosive device), bomb, or other hazardous material that requires a bomb technician to further evaluate it. Potential indicators of a suspicious item are threats, placement, and proximity of the item to people and valuable assets. Example include: unexplainable wires or electronics, other visible bomb-like components, and unusual sounds, vapors, mists, or odors. Generally anything that is hidden, obviously suspicious, unattended, and not typical should be deemed suspicious.
- If a suspicious item is found:
 - Do not touch, tamper with, or move the item.
 - Immediately notify local police at 683-2280.

Telephone Outage

- Use a cell phone to contact the Information Technology Help Desk at 858-6849.

Thefts

- Thefts of Library Property: Notify local police at 683-2280, the Library Director, and the Board President.
- Thefts of Patron Property: Notify local police at 683-2280 and the Library Director.


Adopted June 19, 1997

Amended March 2004

Amended May 2014

Amended August 8, 2019

Empire Pass renewal: 1 year = \$70.00



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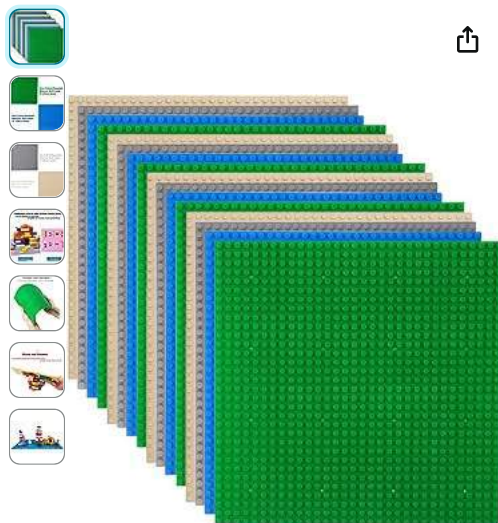
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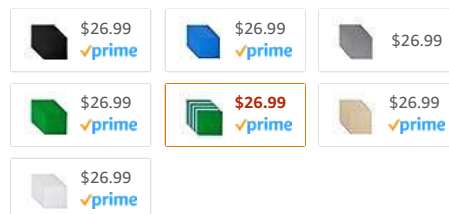
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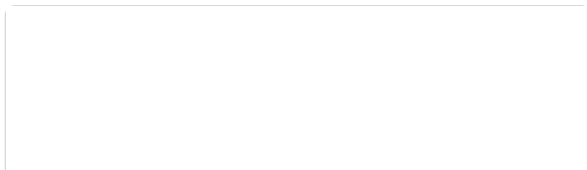


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








24 Self Seal Envelopes, by Adams 3 Up...

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Brand peony man

Color Carnations

Closure Type Self-Seal

Material Paper

Number of Items 200

About this item

- Easy 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
- Liable quality: each self-adhesive envelope is made of superior kraft paper, good texture, sturdy and durable, not easy to fade; the seal is tight, so the product inside can be well protected
- DIY the pattern to mark it: these 200 pieces kraft packets envelopes allow you to past the labels for distinguishing the items inside; even you can print, draw or write down something to DIY patterns on the envelopes
- Multiple usage occasion: 3.23"×4.53" small parts self adhesive envelopes contains 200 pieces; enough quantity for you to storage the small items; suitable to store your favorite seeds of plants such as carnations, sunflowers, tomatoes seeds or small things for example coins, stamps, jewelry, keys, buttons, diamonds, pins, screws etc.
- Package contains 200 packs 3.23"×4.53" kraft self-adhesive coin and seeds envelopes for coin, seed, stamps or other small parts

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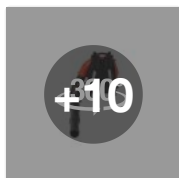
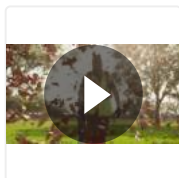
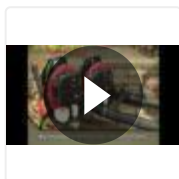
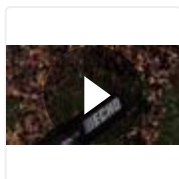
Internet # 202042971 Model # PB-770T Store SKU # 1010059357 Store SO SKU # 1000405263



ECHO

234 MPH 756 CFM 63.3cc Gas 2-Stroke X Series Backpack Leaf Blower with Tube Throttle

★★★★★ (507) Questions & Answers (32)



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Sanitaire Force Commercial Upright Vacuum SC5745D

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4.1 58 ratings

Amazon's ChoiceOverall Pick

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List Price: ~~\$319.99~~

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Style: SC5745D

SC5745D \$270.49 prime	SC5745D + Dust Cup Filter \$291.69 prime
SC5745D + HEPA Filter \$301.84 prime	SC5745D + Vacuum \$558.48 prime

Brand

Sanitaire

Special Feature

corded, bagged

Filter Type

Disk

Included Components

Sanitaire FORCETM Upright Commercial Vacuum SC5745D

Is Cordless?

Yes

Surface Recommendation

Carpet

Power Source

Corded Electric

Voltage

120 Volts

Item Weight

17 Pounds

About this item

- Backed with certification from the Carpet and Rug Institute, the commercial-grade vacuum is endorsed for delivering an exceptional cleaning experience. Highly efficient, cost-saving, and LEED qualified.
- Cleans multiple surfaces, on and above the floor, with a hose, two-piece wand, crevice tool, and dusting brush.
- Includes a washable HEPA filter on the exhaust for superior air filtration.
- Removable Dirt Cup holds 3.5 quarts of dirt and debris, eliminating the need to buy vacuum bags.
- Commercial-grade detachable power cord is durable and has a 40-foot reach to reduce the need to switch plugs as often, and provides a potential cleaning area of 5,000 sq. ft.

Report incorrect product information.

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\$270⁴⁹

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Garant Snow Pusher 36" Poly

Brand: Garant

5.0★★★★★2 ratings

\$66²⁵

Or \$16.56 /2 weeks (x4). Select from 1 plan

Save up to 1% with business pricing. Sign up for a free Amazon Business account

Pay \$66.25 \$0.00 for this order. Get a \$200 Amazon Gift Card upon approval for the Amazon Business Prime Card. Offer ends 12/12/23. Terms apply. [Learn more.](#)

MaterialPolyethylene, Alloy Steel

BrandGarant

Item47.5 x 22.5 x 10.5 inches

DimensionsLxWxH

Item Weight32 Pounds

HandleAlloy Steel

Material

Grip TypeErgonomic

Report incorrect product information.

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FREE delivery **December 8 - 11.** Order within **21 hrs 10 mins.** [Details](#)

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In Stock

Qty: 1

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Sold byTriplet Pricing INC

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Leonard Poly Snow Pusher / Snow Shovel

★★★★★190

\$63.01

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\$46.19

Marshalltown Polar Pusher Snow Shovel, Non-Stick Blade Makes Pushing Snow Easy, Pro...

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★★★★★426

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