

**Lancaster Public Library  
Board of Trustees  
Proposed Meeting Agenda  
Thursday, March 10, 2022  
4:00PM**

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

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

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

Meeting via Zoom

Meeting ID # 613 774 4639

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

K. Graber, J. Yarborough. Vote - unanimous

IX. New Business -

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

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

Respectfully submitted by,  
Barbara Tamol  
Trustee Board Secretary

## Director's Report February 2022

### Highlights

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

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

### Programming

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

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

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

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

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

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

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

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

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

**Paws for Love: Read to a Dog** – A volunteer from the SPCA Paws for Love organization brought a therapy dog to the library on Saturday, February 26<sup>th</sup>. 4 children practiced reading out loud to the dog.



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

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

**Teen Painting** – Meagan held a scrape painting program for 5 teenagers on February 23<sup>rd</sup>.

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

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

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

## **Meetings**

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

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

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

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

# LANCASTER PUBLIC LIBRARY

## 2022 STATISTICS

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

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

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

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

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

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

### DAYS OPEN AND CLOSED

Days Open: 27

Days Closed: 1

**Lancaster Public Library  
2022 Statistics and Proceeds**

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

**Total Proceeds      \$1,487.80**

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

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




## 2022 Sunday Circulation


Date		Visits	Circulation
1/9		79	230
1/16		105	164
1/23		71	157
1/30		106	241
2/6		88	270
2/13		77	159
2/20		145	320
2/27		87	173
3/6			
3/13			
3/20			
3/27			
4/3	Book Sale		
4/10			
4/17	Easter		
4/24			
5/1			
5/8			
5/15			
5/22	BBQ		
		<b>758</b>	<b>1,714</b>

# Circulation

## Total Circulations


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

## Library Visits

	February			Year to Date Totals			Footnotes
	2022	2021	% of	2022	2021	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	722	696	3.7%	1,438	1,285	11.9%	<p>Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff through strategies including masking.</p> <p>Audubon - Closed 2/7/2022-2/13/2022 - Main entrance/foyer construction.</p> <p>Boston - 2/7/2022 - Internet down approximately 5 hours.</p> <p>City of Tonawanda - Closed 2/7/2022-2/11/2022 - Carpet installation.</p> <p>Clearfield - Closed 11am 2/10/2022 and closed 2/11/2022 - National Fuel Issue.</p> <p>Elma and Orchard Park - 2/12/2022 - Internet down approximately 4 hours.</p> <p>Julia Boyer Reinstein - Closed 2/9/2022 - Power work.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Orchard Park - Closed Sunday 2/27/2022.</p> <p>Panty - Closed starting 2/14/2022 - Floor replacement.</p>
<i>Amherst</i>							
Audubon	6,022	6,229	-3.3%	14,143	9,961	42.0%	
Clearfield	7,695	6,064	26.9%	14,806	10,199	45.2%	
Eggertsville-Snyder	3,780	3,191	18.5%	7,219	5,687	26.9%	
Williamsville	1,361	1,091	24.7%	2,563	1,873	36.8%	
Angola	3,549	2,835	25.2%	6,885	4,844	42.1%	
Aurora	4,018	2,670	50.5%	8,307	4,679	77.5%	
Boston	976	866	12.7%	1,827	1,676	9.0%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	6,949	5,500	26.3%	13,494	9,359	44.2%	
Reinstein Memorial	2,460	1,632	50.7%	4,716	3,133	50.5%	
Clarence	5,220	4,541	15.0%	9,890	6,883	43.7%	
Collins	998	875	14.1%	2,087	1,649	26.6%	
Concord	2,283	1,850	23.4%	4,168	3,552	17.3%	
Eden	1,166	1,085	7.5%	2,360	2,040	15.7%	
Elma	2,611	2,151	21.4%	5,196	3,516	47.8%	
Grand Island Memorial	3,148	2,501	25.9%	5,718	3,394	68.5%	
<i>Hamburg</i>							
Hamburg	5,429	3,886	39.7%	10,670	7,106	50.2%	
Lake Shore	2,696	1,872	44.0%	5,165	3,364	53.5%	
Lackawanna	2,199	1,364	61.2%	3,959	1,984	99.5%	
Lancaster	5,318	3,544	50.1%	9,830	4,673	110.4%	
Marilla	935	697	34.1%	1,666	1,289	29.2%	
Newstead	1,913	1,875	2.0%	3,765	3,734	0.8%	
North Collins	821	765	7.3%	1,524	1,484	2.7%	
Orchard Park	8,324	5,647	47.4%	16,379	9,861	66.1%	
City of Tonawanda	2,413	2,568	-6.0%	5,501	3,957	39.0%	
<i>Town of Tonawanda</i>							
Kenilworth	2,297	2,515	-8.7%	4,659	4,314	8.0%	
Kenmore	7,448	5,005	48.8%	13,568	8,661	56.7%	
West Seneca	7,027	6,627	6.0%	13,353	12,500	6.8%	
<i>Buffalo</i>							
Coles	2,138	1,907	12.1%	4,192	3,712	12.9%	
Crane	2,932	3,039	-3.5%	5,284	5,473	-3.5%	
Dudley	2,397	1,887	27.0%	4,530	3,254	39.2%	
East Clinton	924	654	41.3%	1,989	1,109	79.4%	
González-Soto	2,253	1,579	42.7%	4,274	2,702	58.2%	
Merriweather	4,351	2,790	55.9%	8,022	5,142	56.0%	
North Park	3,691	2,965	24.5%	7,209	5,550	29.9%	
Panty	812	1,499	-45.8%	2,525	2,528	-0.1%	
<i>Central</i>	13,158	8,758	50.2%	25,504	15,922	60.2%	
<i>Bookmobile Services</i>							
Library on Wheels	856	72	1088.9%	1,517	101	1402.0%	
Library2Go	0	See note.	See note.	0	See note.	See note.	
<i>Institutions</i>							
Correctional Facility	550	542	1.5%	1,085	1,252	-13.3%	
Holding Center	262	271	-3.3%	553	539	2.6%	
<b>System</b>	<b>134,102</b>	<b>106,105</b>	<b>26.4%</b>	<b>261,540</b>	<b>183,941</b>	<b>42.2%</b>	
Member Libraries	99,778	80,142	24.5%	194,856	136,657	42.6%	
Buffalo Branches	19,498	16,320	19.5%	38,025	29,470	29.0%	
Central Library	13,158	8,758	50.2%	25,504	15,922	60.2%	
Bookmobile	856	72	1088.9%	1,517	101	1402.0%	
Institutions	812	813	-0.1%	1,638	1,791	-8.5%	


## Registered Public Access Computer Sessions

Session Counts Per Outlet

	February			Year to Date Totals			Footnotes
	2022	2021	% of	2022	2021	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	56	48	16.7%	123	114	7.9%	<p>Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff through strategies including masking.</p> <p>Audubon - Closed 2/7/2022-2/13/2022 - Main entrance/foyer construction.</p> <p>Boston - 2/7/2022 - Internet down approximately 5 hours.</p> <p>City of Tonawanda - Closed 2/7/2022-2/11/2022 - Carpet installation.</p> <p>Clearfield - Closed 11am 2/10/2022 and closed 2/11/2022 - National Fuel Issue.</p> <p>Elma and Orchard Park - 2/12/2022 - Internet down approximately 4 hours.</p> <p>Julia Boyer Reinstein - Closed 2/9/2022 - Power work.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Orchard Park - Closed Sunday 2/27/2022.</p> <p>Panty - Closed starting 2/14/2022 - Floor replacement.</p>
<i>Amherst</i>							
Audubon	658	730	-9.9%	1,561	1,069	46.0%	
Clearfield	607	452	34.3%	1,135	692	64.0%	
Eggertsville-Snyder	375	336	11.6%	683	618	10.5%	
Williamsville	99	104	-4.8%	185	170	8.8%	
Angola	194	117	65.8%	334	182	83.5%	
Aurora	268	184	45.7%	548	304	80.3%	
Boston	57	61	-6.6%	120	130	-7.7%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,157	883	31.0%	2,270	1,415	60.4%	
Reinstein Memorial	522	372	40.3%	982	629	56.1%	
Clarence	417	364	14.6%	800	525	52.4%	
Collins	80	108	-25.9%	166	232	-28.4%	
Concord	218	165	32.1%	390	334	16.8%	
Eden	93	102	-8.8%	185	208	-11.1%	
Elma	165	135	22.2%	354	184	92.4%	
Grand Island Memorial	233	140	66.4%	421	161	161.5%	
<i>Hamburg</i>							
Hamburg	756	642	17.8%	1,444	1,128	28.0%	
Lake Shore	165	156	5.8%	336	277	21.3%	
Lackawanna	372	287	29.6%	657	338	94.4%	
Lancaster	574	510	12.5%	1,158	588	96.9%	
Marilla	30	41	-26.8%	59	108	-45.4%	
Newstead	137	157	-12.7%	262	344	-23.8%	
North Collins	96	146	-34.2%	156	298	-47.7%	
Orchard Park	496	338	46.7%	988	480	105.8%	
City of Tonawanda	335	349	-4.0%	754	402	87.6%	
<i>Town of Tonawanda</i>							
Kenilworth	356	246	44.7%	675	413	63.4%	
Kenmore	1,298	745	74.2%	2,517	1,165	116.1%	
West Seneca	835	814	2.6%	1,603	1,409	13.8%	
<i>Buffalo</i>							
Coles	726	741	-2.0%	1,396	1,361	2.6%	
Crane	391	374	4.5%	752	729	3.2%	
Dudley	509	399	27.6%	955	638	49.7%	
East Clinton	222	172	29.1%	459	313	46.6%	
González-Soto	470	527	-10.8%	1,002	841	19.1%	
Merriweather	1,238	790	56.7%	2,396	1,604	49.4%	
North Park	715	610	17.2%	1,388	1,222	13.6%	
Panty	185	297	-37.7%	539	478	12.8%	
Central	4,162	3,377	23.2%	8,164	6,392	27.7%	
<i>Bookmobile Services</i>							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library2Go	0	See note.	See note.	0	See note.	See note.	
<b>System</b>	<b>19,267</b>	<b>16,019</b>	<b>20.3%</b>	<b>37,917</b>	<b>27,495</b>	<b>37.9%</b>	
Member Libraries	10,649	8,732	22.0%	20,866	13,917	49.9%	
Buffalo Branches	4,456	3,910	14.0%	8,887	7,186	23.7%	
Central Library	4,162	3,377	23.2%	8,164	6,392	27.7%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

## WiFi

### Total Logins

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

**Lancaster Financial Monthly Report 2022**

**February**

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

**Petty Cash  
February 2022**

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



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

**1 LAFAYETTE SQUARE**

**BUFFALO, NEW YORK 14203**

**716-858-7163**

**Invoice # 21102**

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

Date: December 31, 2021

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



**LANCASTER PUBLIC LIBRARY  
2021 RETURN TO SYSTEM CALCULATION**

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

NOTES:

**LANCASTER PUBLIC LIBRARY  
2021 ANNUAL FINANCIAL STATEMENT**

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

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

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

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

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

CHECK NO(S). \_\_\_\_\_

AMOUNT RETAINED\*:

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


\*\*Must match figure in cell G82

\*Must match reconciled checkbook balance



## MEMORANDUM

**TO:** Kara Stock, Library Director  
Lancaster Public Library

**FROM:** Kenneth H. Stone, Deputy Director - CFO 

**SUBJECT:** Resolution 2022-1

**DATE:** February 23, 2022

---

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

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

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

/ma

Enclosures

cc: 2022 Contract File



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

AGENDA ITEM NUMBER: G.2.a.

RESOLUTION: 2022-1

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

**BACKGROUND:**

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

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

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

This Resolution would:

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

**ACTION REQUIRED:**

Motion to approve Resolution 2022-1.



## RESOLUTION 2022-1

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

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

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

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

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

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

### 2021 Operating Budget

#### Revenue Increase (Decrease)

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

**2022 Operating Budget****Revenue and Expense Increase**

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

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

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

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

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

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





# BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

## BUDGET: LANCASTER PUBLIC LIBRARY

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

# BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

## BUDGET: LANCASTER PUBLIC LIBRARY

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

# **BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

## **BUDGET: LANCASTER PUBLIC LIBRARY**

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

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

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



## Lancaster Library Sales Tax Collected

3/2021- 2/2022

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

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

February 15, 2022

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

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



To whom it may concern,

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

**Div. 2 – Demolition:**

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

**Div. 9 – Finishes:**

**1. Drywall:**

- Patch all walls

**2. Paint:**

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

**3. Acoustic Ceiling System:**

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

**4. Flooring:**

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

**Div. 16 – Electric:**

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

**Total: \$6,800.00**

**Notes:**

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



PO BOX 61,  
Bowmansville, NY 14026

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




**\*Exclusions:**

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

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

Sincerely,

  
Gregory J. Topol  
President



PO BOX 61,  
Bowmansville, NY 14026

P:716-681-9383  
F:716-681-3427  
Email: [atmgr@roadrunner.com](mailto:atmgr@roadrunner.com)





February 15, 2022

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

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

To whom it may concern,

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

**Div. 2 - Demolition:**

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

**Div. 9 - Finishes:**

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

**Div. 10 - Specialties:**

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

**Div. 15 - Plumbing:**

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

**Div. 16 - Electric:**

1. Provide (2) LED light fixtures.

**Total: \$21,800.00**

**Notes:**


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

**\*Exclusions:**

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

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

Sincerely,

  
Gregory J. Topol  
President

PO BOX 61,  
Bowmansville, NY 14026

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



February 15, 2022

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

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



To whom it may concern,

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

**Div. 2 – Demolition:**

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

**Div. 6 – Millwork:**

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

**Div. 9 – Finishes:**

**1. Drywall:**

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

**2. Paint:**

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

**3. Acoustic Ceiling System:**

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

**4. Flooring:**

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

**Div. 15 – Plumbing:**

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

**Div. 16 – Electric:**

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

**Total: \$13,600.00**



**Notes:**

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

PO BOX 61,  
Bowmansville, NY 14026

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




**\*Exclusions:**

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

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

Sincerely,

  
Gregory J. Topol  
President



PO BOX 61,  
Bowmansville, NY 14026

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

# LANCASTER PUBLIC LIBRARY



**5466 Broadway St**  
**Lancaster, NY 14086**  
**716-683-1120**  
**[www.BuffaloLib.org](http://www.BuffaloLib.org)**



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

**Lancaster Public Library  
200<sup>th</sup> Anniversary  
Time Capsule Items  
Open on December 11, 2021**

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

amazonprime

Deliver to Kara  
Lancaster 14086

Tools & Home Improvement

🔍

🇺🇸

Hello, Kara  
Account & Lists

Returns  
& Orders

🛒

AllAmazon BasicsPharmacyBuy AgainPrimeOutdoor RecreationAmazon BusinessCelebrate Women's History Month

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

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

Sponsored

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

Brand: Suber


★★★★★ 20 ratings


\$59.99

prime & FREE Returns

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

Color: Black

\$59.99  
prime

\$59.99  
prime

Color Black

Brand Suber

Lock Type Combination, Key

Size 12.2" x 10.2" x 3.5" Interior

\$59.99

prime & FREE Returns

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

📍 Deliver to Kara - Lancaster 14086

In Stock.

Qty: 1

Add to Cart

Buy Now

🔒 Secure transaction

Ships from Amazon

Sold by American Vista

Packaging Shows what's inside. T...

Details

Return policy: Eligible for Return, Refund or Replacement

Add a Protection Plan:

☐ 4-Year Protection for \$9.99

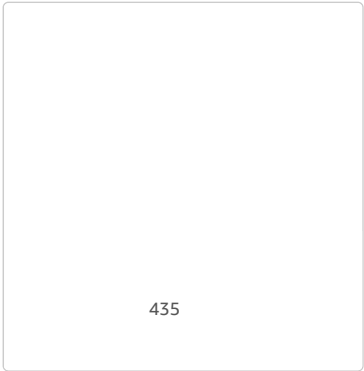
☐ 3-Year Protection for \$6.99

☐ Add a gift receipt for easy returns

Add to List

Share





Sponsored



Roll over image to zoom in



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

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

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

› [See more product details](#)

Customer ratings by feature

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

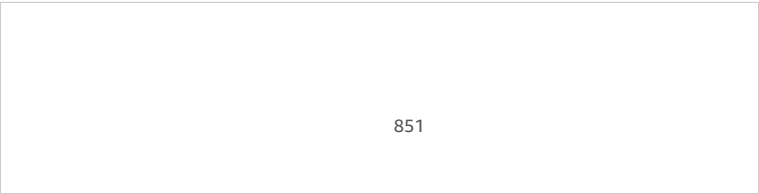
[See all reviews](#)

[Compare with similar items](#)

Similar item to consider



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



851

Sponsored ⓘ

Buy it with



# Contact Us

5466 Broadway  
Lancaster, NY 14086  
716-683-1120  
[www.BuffaloLib.org](http://www.BuffaloLib.org)



## Open Hours

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



### Staff

Kara Stock  
Director

Meagan Carr  
Youth Services Librarian

John Benzee  
Library Assistant

Joshua Strell  
Caretaker

### Board of Trustees

Suzanne M. Jacobs  
President

Kenneth Graber  
Vice President

Barbara Tamol, Secretary

Jan Yarborough, Treasurer

Gary Howell, Trustee

Kristyn Wind, Trustee

Robert Leary, Town Liaison

# LANCASTER PUBLIC LIBRARY

## 2021 ANNUAL REPORT

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



Buffalo & Erie County Public  
**LIBRARY**





## 2021 Statistics

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

Lancaster Public Library  
 Service Population: 41,604

### Special Thanks To:

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



**The Lancaster Public Library is your source for:**

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

**All Free!**

## Quote Request #QN10504839

### Billing Address

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

### Shipping Address

Kara Stock  
5466 BROADWAY ST  
LANCASTER, NY  
14086


### Delivery Info

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

### Payment


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

### Quote Summary

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

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

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



**Large Clear Team Spirit Stadium Tote Bag**

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

**\$6.79**

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

COLOR  
● Green

— 4 +

[ADD TO CART](#)

[ADD TO WISH LIST](#) [f](#) [@](#) [✉](#) [🚗](#)

**Product Details**



301 E. South Street, P.O. Box 0964  
Tremont, IL 61568-0964  
[www.thelibrarystore.com](http://www.thelibrarystore.com)

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

**Quote ID: 6029904**

### Shipping Information

#### Recipient 1

Kara Stock

Comments:

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

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

#### Totals:

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

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

---

Stamps needed:

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

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