

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%	<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>System-wide - Fine free with autorenewals implemented 4/2022.</p> <p>System-wide - Hoopla streaming services and Overdrive Magazines implemented 6/1/2022.</p> <p>Audubon - Closed starting 10/10/2022 - Construction.</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>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	43	14,022	-99.7%	414	31,719	-98.7%	
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%	
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%	
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%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	22,224	12,827	73.3%	45,328	25,081	80.7%	
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%	
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	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%	
Grand Island Memorial	9,948	5,739	73.3%	20,537	10,899	88.4%	
<i>Hamburg</i>							
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%	
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%	
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%	
<i>Town of Tonawanda</i>							
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%	
<i>Buffalo</i>							
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%	
<i>Central</i>	28,776	13,257	117.1%	59,570	26,095	128.3%	
<i>BookmobileServices</i>							
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%	
<i>Institutions</i>							
Correctional Facility	6,693	0	See note.	11,287	0	See note.	
Holding Center	8,398	0	See note.	19,399	0	See note.	
<i>System</i>							
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&ECP Total	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>
<i>Amherst</i>							
Audubon	0	658	-100.0%	3	1,561	-99.8%	
Clearfield	1,058	607	74.3%	2,177	1,135	91.8%	
Egbertsville-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%	
<i>Cheektowaga</i>							
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%	
<i>Hamburg</i>							
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%	
<i>Town of Tonawanda</i>							
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%	
<i>Buffalo</i>							
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%	
<i>Central</i>	6,830	4,162	64.1%	14,339	8,164	75.6%	
<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	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

	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%	
Egbertsville-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>Bookmobile Services</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 APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 General Fund							

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

Sequence	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

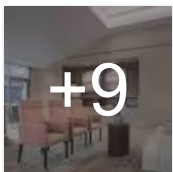
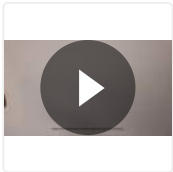
Find Criteria	
Field Name	Field Value
Org	17410
Object	
Rollup code	
Account type	
Account status	



BEHR PRO

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

★★★★★ (782) Questions & Answers (77)



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

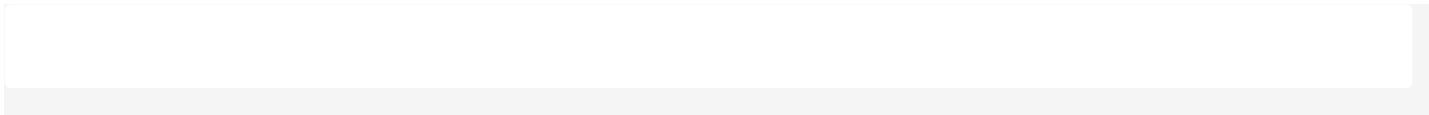
Interior Paint Exterior Paint

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

COPY

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

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

CHECK NO(S). _____

AMOUNT RETAINED*:

DOUBLE CHECK:	
COUNTY SHARE RECEIVED: (APPROP & STATE AID)	0
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 reconciled checkbook balance

**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 Promptax 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 (\$)
<i>There is no information to display.</i>		

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
 Volunteers Are A Treat To Work With Reusable Food Storage Bag With Treats ITEM VP-9953	No Personalization	Ready to ship in 5 business days	\$4.49	8	\$35.92 (Saved \$7.68)

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.

\$289.99 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

\$663.30

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](#)

\$663.30

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) \$52.99

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% \$29.99

List Price: \$37.99

FREE Returns Save more 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 Type Leg
Assembly Required Yes

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:
\$29.99
 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

\$23.19
 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