

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, June 9, 2022
4:00PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the meeting minutes of May 12, 2022
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
 - A. May Report
 - B. CDs: #046, #2355; #040 matures 6/28/22
 - C. System Paid Analysis
 - D. Amended System Budget
 - E. Replenish Petty Cash
 - F. Town Budget
- VIII. Old Business
 - Building Maintenance Update – Staff Room Renovations
- IX. New Business
 - A. Procurement Policy Review
 - B. Juneteenth Holiday – June 20
 - C. Mileage Reimbursement
 - D. Event Tablecloth - \$178.19
 - E. American Flag - \$20.58
 - F. 2 Laptop Stands - \$37.98
 - G. 5 Fishing Pole Bags- \$109.95
- X. Adjournment

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

Lancaster Public Library
Board of directors
Meeting Minutes
May 12, 2022

I. Roll Call: Sue Jacobs, Ken Graber, Jan Yarborough, Kristen Wind, Kara Stock (Library Director), Donna Stempniak (Friends Liaison), Robert Leary (Town Board Liaison)

II. The meeting was called to order at 4:02 PM

III. Agenda. The agenda was accepted as presented. Yarborough Moved, Howell seconded, Vote Unanimous.

IV. Minutes of the April 14th Meeting. Correction to New Business item H. the board approved \$130, item F, the board approved \$650. Approved; Graber moved, Yarborough seconded, vote Unanimous

V. Director's Report. A painting by Theresa Hinchy Grau is on display in the library. The Alden Lancaster Art Club has a display at the library. Meagan Carr and Kara Stock will do outreach at the Lancaster Spring Fest. Kara Stock spoke at the April 14 meeting of the Lancaster Women's Civics Club. In April 323 seed packets were picked up from the seed library. 18 pizza garden kits were distributed. The Girl Scouts picked up 12 Rock Garden painting kits. Circulation is higher because the Lancaster Library gets credit for auto renewal numbers.

VI. Public Comment. Donna Stempniak told the board the Children's Garden will be planted on Saturday, May 21. The 1st Friend's Chicken BBQ will be held May 22nd.

VII. Financial Report.

- A. The monthly financial report was accepted as presented.
- B. CD 046 and CD 2355 will be renewed at Bank on Buffalo. Moved Jacobs, Second Graber, vote Unanimous.
- C. Summer Programs. A list of program projection was presented to the board.

VII. Old Business

- A. Robert Leary will ask the Town Board to send out bids for the project.
- B. Little Free Libraries – The first library will be placed in Rotary Park on May 21st.
- C. Act Meeting – The new Library Director was introduced. Yarborough, Jacobs, and Graber attended.
- D. Elevator Change Order – There was an increase in the cost of elevator repairs. The town will cover the costs.

IX. New Business

- A. A Water Cooler and a 5 gallon Jug were ordered at a cost of \$356.00. Moved Graber, seconded by Jacobs, Vote Unanimous
- B. Book repair material was ordered from Demco at a cost of \$174.97. Moved Graber, seconded by Jacobs, Vote Unanimous
- C. \$493.76 was approved for the Summer Reading Program. Moved Yarborough, seconded by Howell, vote Unanimous

D. Purchase of Croquet Kits was approved at a cost of \$99.93. Moved Jacobs, seconded by Howell, vote unanimous

X. The meeting was adjourned at 4:38 PM. Moved Graber, seconded Howell, vote unanimous

Respectfully Submitted
Gary S. Howell

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

Supporting the Buffalo Community

The library collected reusable bags for food banks and worked with a local homeschool group to collect personal care items to be dropped off to FeedMore WNY. These items will be distributed to the community impacted by the mass shooting on May 14.

Outreach

Village Spring Fest – Library Director Kara Stock and Youth Services Librarian Meagan Carr staffed a table at this event on May 21st. **100** people learned about our free resources and programs, made a button and a butterfly craft.

Partnerships



Art Show – The Alden Lancaster Art Club held a month long art show in our library for the first time since the pandemic.

The Book as a Work of Art – A representative from the Roycroft Campus held a program for **9** children on Saturday, May 7th. They followed in the footsteps of Roycroft founder Elbert Hubbard and created a sculptural book. This program was made possible by the generous support of Young Audiences of Western New York.



Family Literacy – Certified Literacy Specialist and Lancaster Educator Beth Farrar taught two back to back Family Literacy Workshops for **18 & 10** attendees respectively on Tuesday, May 17th.

Fishing Rods – Our library is now part of the New York State Department of Environmental Conservation Fishing Rod Loaner Program. They sent us 5 spin casting rods, extra hooks and bobbers for free! Our responsibilities are to loan out fishing rods to eligible patrons (children under 16 years old or people holding a valid New York fishing license) and to maintain a log on how many fishing rods were loaned out.

Paws for Love: Read to a Dog – A volunteer from the SPCA Paws for Love organization brought a therapy dog to the library on Saturday, May 28th. 4 children practiced reading out loud to the dog.

Youth Bureau Craft Program – Volunteers from the Lancaster Youth Bureau held a hands-on Mother's Day craft program on Wednesday, May 18th for 6 children.

Programming

Art-y Time – Local art teacher, Kimberly Strell, taught 10 adults how to create a spring flower-themed painting on May 11th.

Battle of the Books – Part-time Librarian Michael Green held the first meeting for our two teams on Thursday, May 26th. 12 young adults will read the following books this summer: *Small Spaces* by Katherine Arden, *A Face Like Glass* by Frances Hardinge, *Front Desk* by Kelly Yang, and *Miss Peregrine's Home for Peculiar Children* by Ransom Riggs.



Book Clubs – Our two adult book clubs met on the first and second Tuesday of the month.

Children's Garden Planting - 11 children planted their seedlings from the garden kits for our children's garden in front of the library on Saturday, May 21st. This event was sponsored by the Friends of the Lancaster Library.

Computer Coach – John held 3 one-on-one technology appointments, assisting patrons with Microsoft Word, computer basics, and internet searching.

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

- **Craft & Carry** - 80 children picked up a spring themed craft kit.
- **STEM Kits: Paper Kites** - 25 children picked up this kit and performed their experiment at home.
- **Take & Make** – These weekly kits had children's book themes and 136 were picked up. Pictured here is a craft based on the book *The Color Monster: a story about emotions* by Anna Llenas.





Kidding Around Yoga with Donna Baia – 6 preschool age children, each accompanied by an adult, enjoyed yoga poses, fun music, storytelling, yoga games, and a special guided relaxation time on Monday, May 23rd.

LEGO® Club – Youth Services Librarian Meagan Carr held 2 LEGO® Clubs for a total of 14 children on Saturday, May 7th. They made outer space creations to display in the library.

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

Ms. Melissa's Sprouts – Melissa Sacco helped 11 preschool age children learn and grow through music on Monday, May 9th.

Plant Swap - Kara held this program on Tuesday, May 31st. 17 adult brought seeds or plant cuttings to exchange for free with other gardening enthusiasts.

Storytimes - Meagan conducted 3 sessions for each age group for a total of 12 sessions: 21 children attended Lapsit, 28 children attended Toddler Time, 25 children attended Preschool Time and 26 children attended Family Storytime.

Young Adult Book Club – Part-time Librarian Michael Green held a book club for 5 attendees on Thursday, May 12th. They discussed Daughter of the Deep by Rick Riordan. This book will be on hiatus during Battle of the Books and return in the fall.

Meetings

May 18 – Kara attended the Director Meeting via Zoom. We discussed staffing shortages, the fine free initiative, and staff safety.

May 26 – Kara, Meagan, and John met to continue planning our 2022 goals. We are finalizing summer events and planning the details for our summer kick-off party.



SPRING CLEANUP & Village wide garage sale

May 21st

May 26, 2022

Photos by: James Sinner



ABOVE: Victoria Parrimello (left), who heads the Lancaster Public Library Children's Garden, stands next to Library Director Kara Stock. During Saturday's Spring Cleanup and the weekend's Village Wide Garage Sale, the library took back plants they had sent home to be nurtured by children within the community.



ABOVE: Lancaster Mayor Lynne Ruda and area resident Peg Riexinger participate in the May 21, 2022, Spring Cleanup, where the pair work on Girl Scout Garden at the corner of Central Avenue and Broadway.



ABOVE: Lancaster Public Library Director Kara Stock entertains a young village resident at her event tent outside town hall on Saturday.



ABOVE: The Lancaster-Depew Rotary Club stayed busy during Saturday's Spring Cleanup, with members beautifying and landscaping at the Rotary Club Park on Central Avenue in the village. In this photo, from left, members Karen Loecher, Irene Leary and Robert Benzel stand next to Rotary Club president Diane Terranova. On her right, from left, members Tyler Sojka and Robert Leary.



ABOVE: A mother holds her son while he plays a game of Plinko for a prize during the Lancaster Spring Cleanup and Village Wide Garage Sale.

LANCASTER PUBLIC LIBRARY

2022 STATISTICS

CIRCULATION			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	8,583	3,832	124.0%
FEB	9,681	8,640	12.0%
MAR	11,175	9,752	14.6%
APR	15,609	8,582	81.9%
MAY	17,971	7,941	126%
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	63,019	38,747	62.6%

LIBRARY VISITS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	4,512	1,129	299.6%
FEB	5,318	3,544	50.1%
MAR	6,449	4,433	45.5%
APR	6,472	4,322	49.7%
MAY	5,648	3,824	47.7%
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	28,399	17,252	64.6%

PUBLIC ACCESS COMPUTER SESSIONS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	584	78	648.7%
FEB	574	510	12.5%
MAR	753	862	-12.6%
APR	613	673	-8.9%
MAY	693	661	4.8%
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	3,217	2,784	15.6%

WIFI			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	1,189	736	61.5%
FEB	1,356	1,079	25.7%
MAR	1,680	1,418	18.5%
APR	1,469	1,299	13.1%
MAY	1,704	1,403	21.5%
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	7,398	5,935	24.7%

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

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

DAYS OPEN AND CLOSED

Days Open: 29

Days Closed: 2

**Lancaster Public Library
2022 Statistics and Proceeds**

	Tours		New Library Cards		Ref Q	Headphone	Copier	Vending	Book Sale	Donations
	No.	ATT	Child	Adult	No.	Proceeds	Proceeds	Proceeds	Proceeds	to Library
JAN	0	0	17	30	579	\$0.00	\$69.00	\$12.00	\$155.00	\$0.00
FEB	0	0	18	18	561	\$6.00	\$104.00	\$0.00	\$165.00	\$976.80
MAR	0	0	23	41	552	\$6.00	\$130.00	\$12.00	\$188.00	\$332.80
APR	0	0	19	36	514	\$9.00	\$56.00	\$0.00	\$151.00	\$0.00
MAY	0	0	20	31	507	\$9.00	\$61.00	\$20.00	\$187.00	\$201.00
JUN										
JUL										
AUG										
SEP										
OCT										
NOV										
DEC										
TOTAL	0	0	97	156	2,713	\$30.00	\$420.00	\$44.00	\$846.00	\$1,510.60

Total Proceeds \$2,850.60

	Facebook	Instagram
	Followers	Followers
JAN	2,281	134
FEB	2,286	181
MAR	2,304	226
APR	2,412	249
MAY	2,418	261
JUN		
JUL		
AUG		
SEP		
OCT		
NOV		
DEC		

Program Date	Title	Number of programs	Total Attendance
5/3/2022	Book Club	1	7
5/4/2022	Mahjong Club	1	5
5/5/2022	Drop-In Lego	1	1
5/7/2022	Lego	1	13
5/7/2022	Lego	1	10
5/7/2022	Roycroft Campus: A Book is a Work of Art	1	12
5/9/2022	Ms. Melissa's Sprouts	1	22
5/10/2022	Storytime	1	20
5/10/2022	Storytime	1	16
5/10/2022	Book Club	1	6
5/11/2022	Mahjong Club	1	4
5/11/2022	Art-y Time	1	10
5/12/2022	YA Bookclub	1	5
5/13/2022	Storytime	1	14
5/13/2022	Storytime	1	18
5/17/2022	Storytime	1	13
5/17/2022	Storytime	1	20
5/17/2022	Family Literacy	1	18
5/17/2022	Family Literacy	1	10
5/18/2022	Mahjong Club	1	6
5/18/2022	Youth Bureau Craft	1	10
5/19/2022	Tech Training: Libby App	1	1
5/20/2022	Storytime	1	12
5/20/2022	Storytime	1	13
5/21/2022	Children's Garden Planting	1	11
5/21/2022	Village Spring Fest	1	100
5/23/2022	Kidding Around Yoga	1	13
5/24/2022	Storytime	1	19
5/24/2022	Storytime	1	16
5/25/2022	Mahjong Club	1	3
5/26/2022	BOTB (Info Meeting)	1	13
5/27/2022	Storytime	1	15
5/27/2022	Storytime	1	20
5/28/2022	PAWS for Love	1	4
5/31/2022	Plant Swap	1	17
5/31/2022	Craft & Carry	80	80
5/31/2022	Take & Make Craft	136	136
5/31/2022	STEM Kits	25	25
5/31/2022	Tutoring	5	5
5/31/2022	Tutoring	24	24
5/31/2022	Seed Library	73	73
5/31/2022	Book a Tech Trainer	5	5


2022 Sunday Circulation

Date		Visits	Circulation
1/9		79	230
1/16		105	164
1/23		71	157
1/30		106	241
2/6		88	270
2/13		77	159
2/20		145	320
2/27		87	173
3/6		96	214
3/13		99	202
3/20		105	191
3/27		105	226
4/3	Book Sale	372	227
4/10		91	342
4/17	Easter		
4/24		72	126
5/1		99	315
5/8		55	92
5/15		105	253
5/22	BBQ	82	206
		2,039	4,108

includes autorenewals

Circulation

Total Circulations

 Library	May			Year to Date Totals			Footnotes
	2022 Total	2021 Total	% of	2022 Total	2021 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	1,963	1,331	47.5%	7,247	6,622	9.4%	Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff.
<i>Amherst</i>							
Audubon	31,565	18,738	68.5%	112,418	86,337	30.2%	
Clearfield	28,510	14,732	93.5%	99,584	72,289	37.8%	
Eggertsville-Snyder	13,212	7,487	76.5%	46,740	37,320	25.2%	
Williamsville	4,197	1,898	121.1%	14,164	10,314	37.3%	
Angola	2,629	1,727	52.2%	10,017	8,436	18.7%	
Aurora	11,895	7,046	68.8%	43,867	32,610	34.5%	
Boston	2,798	1,958	42.9%	10,634	9,756	9.0%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	21,803	11,995	81.8%	82,458	58,857	40.1%	
Reinstein Memorial	7,620	4,068	87.3%	27,487	18,256	50.6%	
Clarence	8,143	10,528	-22.7%	54,793	55,886	-2.0%	
Collins	3,567	2,058	73.3%	14,097	11,066	27.4%	
Concord	4,639	2,826	64.2%	17,193	14,430	19.1%	
Eden	3,591	2,436	47.4%	13,983	13,204	5.9%	
Elma	7,973	4,224	88.8%	29,227	22,171	31.8%	
Grand Island Memorial	9,732	5,859	66.1%	35,944	29,022	23.9%	
<i>Hamburg</i>							
Hamburg	16,316	8,401	94.2%	62,140	44,068	41.0%	
Lake Shore	5,778	2,918	98.0%	21,584	14,234	51.6%	
Lackawanna	4,063	1,803	125.3%	13,290	8,464	57.0%	System-wide - Fine free with autorenewals implemented 4/2022.
Lancaster	17,971	7,941	126.3%	63,019	38,747	62.6%	
Marilla	3,106	2,157	44.0%	11,719	11,328	3.5%	
Newstead	4,657	2,469	88.6%	17,402	13,856	25.6%	
North Collins	1,384	984	40.7%	5,715	4,936	15.8%	
Orchard Park	22,260	12,467	78.6%	81,163	57,339	41.5%	
City of Tonawanda	8,998	4,941	82.1%	32,190	23,314	38.1%	
<i>Town of Tonawanda</i>							
Kenilworth	5,477	2,829	93.6%	19,254	15,127	27.3%	
Kenmore	23,717	13,889	70.8%	87,281	64,676	35.0%	
West Seneca	18,676	10,532	77.3%	66,449	52,768	25.9%	
<i>Buffalo</i>							
Coles	543	968	-43.9%	5,632	4,762	18.3%	
Crane	7,928	3,540	124.0%	26,354	17,617	49.6%	
Dudley	3,988	2,469	61.5%	14,963	10,208	46.6%	
East Clinton	2,153	930	131.5%	8,118	4,917	65.1%	
González-Soto	3,441	1,793	91.9%	12,632	8,873	42.4%	
Merriweather	3,316	2,071	60.1%	11,825	10,992	7.6%	
North Park	7,500	4,526	65.7%	27,771	20,719	34.0%	
Panty	2,425	1,095	121.5%	5,898	6,161	-4.3%	
<i>Central</i>	27,450	13,635	101.3%	94,346	68,109	38.5%	Clarence - Closed 4/23/2022-5/14/2022 - Renovations and carpet installation.
<i>Bookmobile Services</i>							
Library on Wheels	2,359	844	179.5%	8,069	3,470	132.5%	
Library2Go	505	See note.	See note.	1,139	See note.	See note.	
<i>Institutions</i>							
Correctional Facility	0	0	#DIV/0!	0	0	#DIV/0!	
Holding Center	0	0	#DIV/0!	0	0	#DIV/0!	
<i>System</i>							
Online Renewals	830	80,018	-99.0%	248,092	374,699	-33.8%	
Interlibrary Loans	1,117	1,050	6.4%	5,738	5,122	12.0%	
Audio Books Downloaded	45,628	39,162	16.5%	218,115	188,101	16.0%	
Videos Downloaded/Streamed	70	74	-5.4%	357	538	-33.6%	
eBook Checkouts/Downloads	73,783	77,739	-5.1%	377,032	393,144	-4.1%	
Music/Music Videos Downloaded	0	21,464	-100.0%	0	126,653	-100.0%	
B&ECPL Totals	479,276	421,620	13.7%	2,167,140	2,079,518	4.2%	
Member Libraries	296,240	170,242	74.0%	1,101,059	835,433	31.8%	
Buffalo Branches	31,294	17,392	79.9%	113,193	84,249	34.4%	
Central Library	27,450	13,635	101.3%	94,346	68,109	38.5%	
Bookmobile Services	2,864	844	239.3%	9,208	3,470	165.4%	
Institutions	0	0	#DIV/0!	0	0	#DIV/0!	
System	121,428	219,507	-44.7%	849,334	1,088,257	-22.0%	

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

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

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

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

Correctional Facility and Holding Center - Numbers not received.


Library2Go - Added to statistical reports 2/2022.

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

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


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

Library Visits

	May			Year to Date Totals			Footnotes
	2022	2021	% of	2022	2021	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	862	846	1.9%	3,996	3,747	6.6%	<p>Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Clarence - Closed 4/23/2022-5/14/2022 - Renovations and carpet installation.</p> <p>Coles - Closed starting 5/9/2022 - Renovations and flooring project.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Merriweather - Community assistance and support in the wake of 5/14/2022.</p> <p>Orchard Park - Closed Sunday, 5/8/2022 - Staffing.</p>
<i>Amherst</i>							
Audubon	8,387	7,672	9.3%	40,747	34,105	19.5%	
Clearfield	9,526	7,829	21.7%	42,299	32,838	28.8%	
Eggertsville-Snyder	4,035	3,780	6.7%	20,026	17,461	14.7%	
Williamsville	1,494	1,136	31.5%	7,224	5,610	28.8%	
Angola	2,638	3,394	-22.3%	16,711	15,321	9.1%	
Aurora	4,532	3,158	43.5%	22,488	14,889	51.0%	
Boston	1,054	930	13.3%	4,966	4,693	5.8%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	7,246	5,790	25.1%	36,607	27,763	31.9%	
Reinstein Memorial	3,049	2,111	44.4%	13,867	9,992	38.8%	
Clarence	2,010	4,903	-59.0%	21,812	22,557	-3.3%	
Collins	1,004	912	10.1%	5,367	4,482	19.7%	
Concord	2,363	1,823	29.6%	11,668	9,242	26.2%	
Eden	1,124	1,054	6.6%	6,182	5,427	13.9%	
Elma	2,971	2,316	28.3%	14,156	11,061	28.0%	
Grand Island Memorial	3,274	2,786	17.5%	17,045	12,199	39.7%	
<i>Hamburg</i>							
Hamburg	6,393	4,355	46.8%	30,053	20,806	44.4%	
Lake Shore	2,632	1,942	35.5%	13,768	9,692	42.1%	
Lackawanna	2,472	1,972	25.4%	14,381	7,835	83.5%	
Lancaster	5,648	3,824	47.7%	28,399	17,252	64.6%	
Marilla	790	946	-16.5%	4,136	4,254	-2.8%	
Newstead	2,222	2,025	9.7%	10,761	10,096	6.6%	
North Collins	938	788	19.0%	4,492	3,955	13.6%	
Orchard Park	9,642	6,856	40.6%	46,066	30,846	49.3%	
City of Tonawanda	3,458	3,192	8.3%	16,324	13,480	21.1%	
<i>Town of Tonawanda</i>							
Kenilworth	2,859	2,664	7.3%	12,815	13,965	-8.2%	
Kenmore	6,920	5,896	17.4%	36,840	27,831	32.4%	
West Seneca	7,366	5,807	26.8%	36,885	31,500	17.1%	
<i>Buffalo</i>							
Coles	722	2,184	-66.9%	10,449	10,582	-1.3%	
Crane	2,912	2,446	19.1%	13,244	12,555	5.5%	
Dudley	2,480	2,164	14.6%	12,646	9,902	27.7%	
East Clinton	1,005	705	42.6%	5,395	3,427	57.4%	
González-Soto	2,609	2,409	8.3%	13,180	9,965	32.3%	
Merriweather	11,104	3,612	207.4%	29,226	16,666	75.4%	
North Park	4,324	3,528	22.6%	20,392	16,530	23.4%	
Panty	2,018	1,796	12.4%	6,360	8,439	-24.6%	
<i>Central</i>	16,390	8,603	90.5%	74,646	45,091	65.5%	
<i>Bookmobile Services</i>							
Library on Wheels	990	280	253.6%	4,963	568	773.8%	
Library2Go	150	See note.	See note.	445	See note.	See note.	
<i>Institutions</i>							
Correctional Facility	524	834	-37.2%	2,961	4,442	-33.3%	
Holding Center	304	255	19.2%	1,507	1,423	5.9%	
System	152,441	119,523	27.5%	735,495	562,489	30.8%	
Member Libraries	106,909	90,707	17.9%	540,081	422,899	27.7%	
Buffalo Branches	27,174	18,844	44.2%	110,892	88,066	25.9%	
Central Library	16,390	8,603	90.5%	74,646	45,091	65.5%	
Bookmobile	1,140	280	307.1%	5,408	568	852.1%	
Institutions	828	1,089	-24.0%	4,468	5,865	-23.8%	


Registered Public Access Computer Sessions

Session Counts Per Outlet

	May			Year to Date Totals			Footnotes
	2022	2021	% of	2022	2021	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	55	45	22.2%	301	271	11.1%	<p>Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Clarence - Closed 4/23/2022-5/14/2022 - Renovations and carpet installation.</p> <p>Coles - Closed starting 5/9/2022 - Renovations and flooring project.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Merriweather - Community assistance and support in the wake of 5/14/2022.</p> <p>Orchard Park - Closed Sunday, 5/8/2022 - Staffing.</p>
<i>Amherst</i>							
Audubon	893	1,003	-11.0%	4,607	4,283	7.6%	
Clearfield	731	531	37.7%	3,365	2,438	38.0%	
Eggertsville-Snyder	424	418	1.4%	2,022	1,974	2.4%	
Williamsville	122	108	13.0%	597	531	12.4%	
Angola	124	136	-8.8%	867	567	52.9%	
Aurora	351	249	41.0%	1,525	1,035	47.3%	
Boston	51	54	-5.6%	325	332	-2.1%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,223	925	32.2%	6,320	4,368	44.7%	
Reinstein Memorial	772	468	65.0%	3,112	2,173	43.2%	
Clarence	144	440	-67.3%	1,765	1,943	-9.2%	
Collins	88	109	-19.3%	443	546	-18.9%	
Concord	157	203	-22.7%	912	897	1.7%	
Eden	98	79	24.1%	487	504	-3.4%	
Elma	181	175	3.4%	912	694	31.4%	
Grand Island Memorial	251	198	26.8%	1,221	804	51.9%	
<i>Hamburg</i>							
Hamburg	899	659	36.4%	4,241	3,271	29.7%	
Lake Shore	246	143	72.0%	1,076	734	46.6%	
Lackawanna	377	337	11.9%	1,906	1,431	33.2%	
Lancaster	693	661	4.8%	3,217	2,784	15.6%	
Marilla	24	33	-27.3%	158	223	-29.1%	
Newstead	168	144	16.7%	724	779	-7.1%	
North Collins	87	120	-27.5%	458	693	-33.9%	
Orchard Park	564	455	24.0%	2,781	1,830	52.0%	
City of Tonawanda	623	434	43.5%	2,595	1,807	43.6%	
<i>Town of Tonawanda</i>							
Kenilworth	419	345	21.4%	1,887	1,474	28.0%	
Kenmore	1,146	986	16.2%	6,543	4,168	57.0%	
West Seneca	1,031	934	10.4%	4,814	4,427	8.7%	
<i>Buffalo</i>							
Coles	190	701	-72.9%	3,366	3,737	-9.9%	
Crane	409	310	31.9%	1,941	1,626	19.4%	
Dudley	560	479	16.9%	2,779	2,032	36.8%	
East Clinton	198	183	8.2%	1,258	872	44.3%	
González-Soto	485	695	-30.2%	2,735	2,960	-7.6%	
Merriweather	1,289	1,064	21.1%	6,512	4,953	31.5%	
North Park	894	824	8.5%	4,142	3,790	9.3%	
Panty	436	329	32.5%	1,309	1,559	-16.0%	
<i>Central</i>	6,248	3,384	84.6%	26,201	17,668	48.3%	
<i>Bookmobile Services</i>							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library2Go	0	See note.	See note.	0	See note.	See note.	
System	22,651	18,361	23.4%	109,424	86,178	27.0%	
Member Libraries	11,942	10,392	14.9%	59,181	46,981	26.0%	
Buffalo Branches	4,461	4,585	-2.7%	24,042	21,529	11.7%	
Central Library	6,248	3,384	84.6%	26,201	17,668	48.3%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

WiFi

Total Logins

	May			Year to Date Totals			Footnotes
	2022	2021	% of	2022	2021	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	481	427	12.6%	2,073	1,664	24.6%	<p>Libraries are operating consistent with guidance from the Erie County Health Department and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Clarence - Closed 4/23/2022-5/14/2022 - Renovations and carpet installation.</p> <p>Coles - Closed starting 5/9/2022 - Renovations and flooring project.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Merriweather - Community assistance and support in the wake of 5/14/2022.</p> <p>Orchard Park - Closed Sunday, 5/8/2022 - Staffing.</p>
<i>Amherst</i>							
Audubon	1,828	2,224	-17.8%	9,633	8,762	9.9%	
Clearfield	2,125	1,892	12.3%	9,167	7,455	23.0%	
Eggertsville-Snyder	1,114	975	14.3%	4,838	4,249	13.9%	
Williamsville	1,336	1,695	-21.2%	5,750	6,577	-12.6%	
Angola	239	155	54.2%	988	682	44.9%	
Aurora	2,185	1,655	32.0%	9,497	7,051	34.7%	
Boston	145	160	-9.4%	720	602	19.6%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,154	724	59.4%	5,835	3,243	79.9%	
Reinstein Memorial	607	644	-5.7%	3,018	2,346	28.6%	
Clarence	639	1,124	-43.1%	4,839	4,710	2.7%	
Collins	215	190	13.2%	1,076	1,036	3.9%	
Concord	562	451	24.6%	2,382	2,137	11.5%	
Eden	208	189	10.1%	1,087	905	20.1%	
Elma	346	256	35.2%	1,497	1,262	18.6%	
Grand Island Memorial	712	964	-26.1%	2,970	2,995	-0.8%	
<i>Hamburg</i>							
Hamburg	1,880	1,641	14.6%	8,335	7,083	17.7%	
Lake Shore	422	424	-0.5%	1,986	1,776	11.8%	
Lackawanna	412	277	48.7%	1,947	1,204	61.7%	
Lancaster	1,704	1,403	21.5%	7,398	5,935	24.7%	
Marilla	97	95	2.1%	445	483	-7.9%	
Newstead	376	481	-21.8%	1,856	2,784	-33.3%	
North Collins	463	346	33.8%	1,811	1,387	30.6%	
Orchard Park	1,646	1,054	56.2%	7,405	4,403	68.2%	
City of Tonawanda	586	714	-17.9%	2,707	2,822	-4.1%	
<i>Town of Tonawanda</i>							
Kenilworth	456	349	30.7%	1,959	1,487	31.7%	
Kenmore	1,906	1,586	20.2%	9,342	6,645	40.6%	
West Seneca	1,837	1,691	8.6%	8,354	7,296	14.5%	
<i>Buffalo</i>							
Coles	585	559	4.7%	3,798	2,558	48.5%	
Crane	437	397	10.1%	1,977	2,440	-19.0%	
Dudley	1,261	1,831	-31.1%	6,748	6,966	-3.1%	
East Clinton	708	423	67.4%	3,030	1,932	56.8%	
González-Soto	2,193	1,593	37.7%	9,845	7,112	38.4%	
Merriweather	1,467	707	107.5%	5,035	3,145	60.1%	
North Park	1,081	765	41.3%	4,622	3,742	23.5%	
Panty	1,280	962	33.1%	5,103	4,287	19.0%	
Central	14,683	8,697	68.8%	64,076	39,700	61.4%	
<i>Bookmobile Services</i>							
Library on Wheels	59	32	84.4%	249	108	130.6%	
Library2Go	0	See note.	See note.	0	See note.	See note.	
System	49,435	39,752	24.4%	223,398	170,971	30.7%	
Member Libraries	25,681	23,786	8.0%	118,915	98,981	20.1%	
Buffalo Branches	9,012	7,237	24.5%	40,158	32,182	24.8%	
Central Library	14,683	8,697	68.8%	64,076	39,700	61.4%	
Bookmobile Services	59	32	84.4%	249	108	130.6%	

Lancaster Financial Monthly Report 2022

May

Account	Deposits	Disbursements	Interest	Sub-Total	Balance
M & T Checking					
Beginning Balance					\$4,738.56
Fine/ print revenue	\$318.05				
ECWA: Water bill (#24981)		-\$56.91			
Ending Balance	\$318.05	-\$56.91		\$261.14	\$4,999.70
Bank on Buffalo					
Beginning Balance					\$87,896.09
Leary family donation (for Frosty's coupons)	\$201.00				
Copier	\$61.00				
Vending	\$20.00				
Book sale	\$187.00				
Headphones (3 @ \$3)	\$9.00				
AmazonSmile donation	\$36.57				
Sprouts, NY LLC: 5/9 program (#459)		-\$75.00			
Kimberly Strell: Art-Y Time 5/11 program (#460)		-\$205.00			
Lakeshore Learning: Kids toy fishing set (#461)		-\$39.98			
Town of Lancaster: Elevator funds from Monica Wallace (#462)		-\$20,000.00			
Donna Baia: Kiddling Around Yoga 5/23 program (#463)		-\$50.00			
Amazon: Summer prizes (Debit)		-\$412.84			
Amazon: Water cooler and yard games (Debit)		-\$323.96			
Demco: Library supplies (Debit)		-\$123.44			
Target: Cube shelving for breakroom (Debit)		-\$124.00			
Sprouts, NY LLC: 6/6 program (#464)		-\$75.00			
Frosty's Ice Cream: Scavenger hunt coupons (#465)		-\$201.00			
Amazon: Ellison die cut (Debit)		-\$15.71			
Ending Balance	\$514.57	-\$21,645.93		-\$21,131.36	\$66,764.73
Bank on Buffalo CDs	Amount	Maturity	Interest Rate	Interest	Total
Bank on Buffalo CD 040	\$21,520.17	12M 6/28/22	0.28%	\$0.00	\$21,520.17
Bank on Buffalo CD 043	\$12,002.24	36M 7/27/23	0.61%	\$0.00	\$12,002.24
Bank on Buffalo CD 045	\$28,159.62	12M 1/24/23	0.11%	\$0.00	\$28,159.62
Bank on Buffalo CD 046	\$24,616.93	12M 5/24/23	0.11%	\$16.62	\$24,633.55
Bank on Buffalo CD 028	\$11,716.32	36M 10/27/24	0.19%	\$0.00	\$11,716.32
Bank on Buffalo CD 178	\$20,601.52	12M 8/03/22	0.28%	\$14.07	\$20,615.59
Bank on Buffalo CD 1283	\$10,571.03	12M 9/30/22	0.11%	\$0.00	\$10,571.03
Bank on Buffalo CD 2355	\$21,905.33	12M 5/29/23	0.11%	111.67	\$22,017.00
Bank on Buffalo CD 7632	\$20,067.12	12M 10/9/22	0.11%	\$0.00	\$20,067.12
CD Balance				\$142.36	\$171,302.64
Total Balance					\$243,067.07

**Petty Cash
May 2022**

Date	Item	Deposit	Withdrawl	Total
				\$137.09
13-May	Meagan- Dollar General- summer activities supplies		-\$17.60	\$119.49
17-May	Meagan- Party City- raffle tickets		-\$24.00	\$95.49
27-May	Josh- Kwik Fill- gas for lawn mower		-\$10.01	\$85.48
31-May	Kara- Amazon- popcorn bags for 6/30 party		-\$31.99	\$53.49
		\$0.00	-\$83.60	\$53.49

Contract Library "System Paid" Budget Analysis

Lancaster Public Library

As of 3/13/2022

	"System Paid" Budget*	January	February	March	Actual 2022 Expenses	2022 Year End Projection	Projected Year End Surplus/(Shortfall)
Salaries & Wages, Full Time							
Salaries & Wages, Full Time	212,076.00	17,129.15	16,313.44	18,760.43	52,203.02	213,216.66	(1,140.66)
Other Payments	3,892.00		300.00		300.00	300.00	3,592.00
Overtime		403.49	979.89	883.82	2,267.20	6,831.40	(6,831.40)
Total Salaries & Wages, Full Time	215,968.00	17,532.64	17,593.33	19,644.25	54,770.22	220,348.06	(4,380.06)
Wages, Regular Part-Time					0.00		0.00
Wages, Part Time	110,656.00	6,962.47	7,572.71	8,026.04	22,561.22	90,731.94	19,924.06
Savings Goal	(5,243.00)						(5,243.00)
Employer FICA Total	24,984.00	1,855.72	1,907.98	2,096.98	5,860.68	24,016.40	967.60
Employee Health Insurance	18,720.00	878.59	1,728.17	2,458.04	5,064.80	19,948.73	(1,228.73)
Dental Plan	636.00	39.01	46.04	61.73	146.78	595.16	40.84
Health Insurance Waiver	804.00	67.00	67.00	67.00	201.00	804.00	0.00
NYS Retirement	28,613.00	2,648.44	2,795.98	2,687.51	8,131.93	29,982.62	(1,369.62)
Disability	0.00				0.00		0.00
Natural Gas (NFG)	5,661.00	868.35	1,152.76	973.88	2,994.99	5,520.81	140.19
Electricity	21,283.00	1,586.02	3,939.66	2,471.30	7,996.98	20,530.03	752.97
Bottom Line Total	422,082.00	32,438.24	36,803.63	38,486.73	107,728.60	412,477.75	9,604.25

Notes:

System Paid Budget per Res. 2022-12



MEMORANDUM

TO: Kara Stock, Library Director
Lancaster Public Library

FROM: Kenneth H. Stone, Deputy Director - CFO

SUBJECT: Resolution 2022-12

DATE: May 16, 2022

On April 8, the New York State Legislature passed the State's 2022-23 Budget. The State Budget includes recurring aid that supports library operations. Compared to the Library's 2022 Budget, state aid to the Library's operating budget will increase \$127,644 (5.8%).

Meanwhile, library fine revenue has continued a multi-year diminishing trend. The gradual return of patron physical visits to the Library, as the COVID-19 pandemic wanes, contributes to this trend. Additionally, strong use of downloadable eBooks and eAudiobooks, which expire automatically on their due date and hence are never late, grew quickly during the pandemic, accelerating this trend. These factors also impact the "Refunds - Contracting Library" line, as that revenue represents a return of fine revenue collected by contracting libraries in excess of local expenses of those libraries. Overall, revenue from late fine-related charges constitute less than 1 percent of 2022 budgeted operating revenue.

Given this context, now is the time to implement a fine free initiative to provide better and more equitable service to our patrons.

This resolution contains the operating budget line item adjustments to both budget increased state aid and address the revenue and expense impacts of the fine free initiative

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

/ma

Enclosures

cc: 2022 Contract File

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: April 21, 2022

AGENDA ITEM NUMBER: E.2.c.

RESOLUTION: 2022-12
Amend 2022 Budget – Increased State
Aid and Implementing Fine Free
Initiative

BACKGROUND:

On April 8, the New York State Legislature passed the State's 2022-23 Budget. The State Budget includes recurring aid that supports library operations. Compared to the Library's 2022 Budget, state aid to the Library's operating budget will increase \$127,644 (5.8%).

Meanwhile, library fine revenue has continued a multi-year diminishing trend. The gradual return of patron physical visits to the Library, as the COVID-19 pandemic wanes, contributes to this trend. Additionally strong use of downloadable eBooks and eAudiobooks, which expire automatically on their due date and hence are never late, grew quickly during the pandemic, accelerating this trend. These factors also impact the "Refunds – Contracting Library" line, as that revenue represents a return of fine revenue collected by contracting libraries in excess of local expenses of those libraries. Overall, revenue from late fine-related charges constitute less than 1 percent of 2022 budgeted operating revenue.

The October 21, 2021 Memorandum *Eliminating Overdue Fines* is also attached for your reference.

Given this context, now is the time to implement a fine free initiative to provide better and more equitable service to our patrons.

This resolution contains the operating budget line item adjustments to both budget increased state aid and address the revenue and expense impacts of the fine free initiative.

ACTION REQUIRED:
Motion to approve Resolution 2022-12.

RESOLUTION 2022-12

WHEREAS, budgetary allocations from Erie County and New York State to the Buffalo & Erie County Public Library constitute well over 90% of the financial resources supporting library operations, and

WHEREAS, revenue from late fine-related charges constitute less than 1 percent of 2022 budgeted operating revenue and in recent years has diminished with the shift to electronic materials compounded by the COVID-19 pandemic, and

WHEREAS, the recently adopted NY State 2022-23 budget includes increased operating aid for public libraries that will yield \$127,644 above the Library's 2022 Adopted Budget, and

WHEREAS, the Library desires to implement a fine free initiative to provide better and more equitable service to our patrons, and

WHEREAS, implementing this initiative requires adjustments to the system operating budget revenues and contractual payments to the contracting libraries, now, therefore be it

RESOLVED that the Board of Trustees of the B&ECPL approves adjusting the 2022 Operating Budget, including revenue from and allocations to contracting libraries, as shown below:

2022 OPERATING BUDGET CHANGES

	SAP Account Number	2022 Current Budget	Increase/ (Decrease)	2022 Revised
Revenue:				
NYS Aid for Library Systems	#408140	\$1,911,437	\$111,117	\$2,022,554
NYS Aid to Member Libraries	#408150	\$282,849	\$16,527	\$299,376
Library Charges - Fines	#419000	\$130,202	(\$86,475)	\$43,727
Refunds - Contract Library	#419010	\$35,967	(\$28,249)	\$7,718
Use of Fund Balance	#402190	\$1,948,642	\$5,460	\$1,954,102
Net Change in Revenue			\$18,380	
Expense				
Contractual Payments	#516010			
EWELL (ALDEN) FREE LIB.		\$7,530	\$387	\$7,917
ANGOLA PUBLIC LIBRARY		\$0	\$250	\$250
AURORA TOWN PUBLIC LIB.		\$0	\$1,038	\$1,038
BOSTON FREE LIBRARY		\$7,045	\$338	\$7,383
CHEEKTOWAGA PUBLIC LIB.		\$10,350	\$3,592	\$13,942
CLARENCE PUBLIC LIBRARY		\$950	\$2,675	\$3,625

TOWN OF COLLINS PUBLIC LIB.	\$3,515	\$826	\$4,341
CONCORD PUBLIC LIBRARY	\$3,070	\$488	\$3,558
EDEN LIBRARY	\$5,195	\$723	\$5,918
ELMA PUBLIC LIBRARY	\$2,085	\$917	\$3,002
GRAND ISLAND MEMORIAL LIB.	\$770	\$1,017	\$1,787
LACKAWANNA PUBLIC LIB.	\$18,370	\$552	\$18,922
MARILLA FREE LIBRARY	\$4,655	\$416	\$5,071
NEWSTEAD PUBLIC LIBRARY	\$7,180	\$754	\$7,934
NORTH COLLINS PUBLIC LIB.	\$5,770	\$89	\$5,859
ORCHARD PARK PUBLIC LIB.	\$5,425	\$3,480	\$8,905
WEST SENECA PUBLIC LIBRARY	\$0	\$838	\$838
Net Change in Expense		<u>\$18,380</u>	

Approved unanimously at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on April 21, 2022.

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: LANCASTER PUBLIC LIBRARY

DESCRIPTION	As per Res 2021-14			As per Res 2022-12		
	2021	2021	2021	2022	2022	2022
	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
PERSONAL SERVICES						
SALARIES & WAGES, FULL TIME		202,720	202,720		212,076	212,076
WAGES, REGULAR PART-TIME		-	-		-	-
WAGES, PART TIME		104,211	104,211		110,658	110,658
OVERTIME (Sunday)		-	-		-	-
OTHER (Vacation Buyout)		2,376	2,376		3,892	3,892
TOTAL SALARIES & WAGES	-	309,307	309,307	-	326,624	326,624
REDUCTION FRM PERS. SVCS ACCT			-		(5,243)	(5,243)
CONTRACTUAL SALARY RESERVES		3,755	3,755			-
FRINGE BENEFITS						
EMPLOYER FICA		23,662	23,662		24,984	24,984
EMPLOYEE HEALTH INSURANCE		19,788	19,788		18,720	18,720
DENTAL PLAN		636	636		636	636
WORKERS COMPENSATION		1,443	1,443		1,517	1,517
UNEMPLOYMENT INSURANCE		727	727		786	786
HOSPITAL & MEDICAL - RETIREES		26,354	26,354		26,446	26,446
HEALTH INSURANCE WAIVER		804	804		804	804
RETIREMENT		32,130	32,130		28,613	28,613
TOTAL FRINGE BENEFITS	-	105,544	105,544	-	102,466	102,466
OFFICE SUPPLIES	-	3,943	3,943	-	3,222	3,222
REPAIRS & MAINTENANCE CHARGES						
OTHER SUPPLIES & MATERIALS	500	-	500	500	-	500
EQUIPMENT MAINTENANCE	50	-	50	50	-	50
REPAIRS & MAINT - MISC SYS	-	1,901	1,901	-	2,038	2,038
TOTAL REPAIRS & MAINTENANCE CHARGES	550	1,901	2,451	550	2,038	2,588
TRAVEL & MILEAGE EXPENSES	250	-	250	250	-	250
DUES & FEES						
MEMBERSHIP & DUES	20	-	20	20	-	20
TRAINING & EDUCATION (NYSALB, etc.)		935	935		704	704
TOTAL DUES & FEES	20	935	955	20	704	724
UTILITY CHARGES						
WATER	300	-	300	300	-	300
SEWER		-	-		-	-
TELECOMMUNICATIONS		-	-		-	-
- DATA LINES	-	336	336	-	336	336
- INTERNET - Internet access	-	37	37	-	41	41
- EQUIPMENT MAINT	-	-	-	-	-	-
- LOCAL AND LD PHONE SERVICE	-	915	915	-	934	934
TELEPHONE SUB-TOTAL	-	1,288	1,288	-	1,311	1,311
TOTAL UTILITY CHARGES	300	1,288	1,588	300	1,311	1,611
PROFESSIONAL SERVICE CONTRACT & FEES						
ADVERTISING & PROMOTION		1,932	1,932		2,415	2,415
MOVIE LICENSING AGREEMENT		232	232		235	235
OVERDRIVE DOWNLOADABLE LICENSE	-	324	324	-	324	324
SIRSI SOFTWARE MAINTENANCE	-	4,151	4,151	-	4,266	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	-	2,888	2,888
VITEC SOLUTIONS/COMPUTER SUPPORT	-	2,703	2,703	-	2,578	2,578
LEGAL FEES	-	1,513	1,513	-	1,583	1,583
RFID/OCR LABELS		1,449	1,449		1,286	1,286
OTHER PRINTED SUPPLIES	-	35	35	-	36	36
CONTRACT PROFESSIONAL SERVICES (DIRECT)		-	-		-	-
TOTAL PROFESSIONAL SERVICE CONTRACTS	-	17,882	17,882	-	18,283	18,283

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: LANCASTER PUBLIC LIBRARY

DESCRIPTION	As per Res 2021-14			As per Res 2022-12		
	2021	2021	2021	2022	2022	2022
	BUDGET			BUDGET		
	Contract Direct	Library System Paid	Total	Contract Direct	Library System Paid	Total
MAINTENANCE CONTRACTS						
OTHER SUP & MTL - CONTRACT	500	-	500	500	-	500
EQUIPMENT CONTRACTS			-			-
MAINT CONTRACTS - SYS		235	235		224	224
TOTAL MAINTENANCE CONTRACTS	500	235	735	500	224	724
OTHER EXPENSES & CHARGES						
LIBRARY MATERIALS PROCESSING SUPPLIES	-	747	747	-	199	199
RESALE ITEMS (BAGS, DISK, HEADPHONES)	-	96	96	-	115	115
LIBRARY CARDS	-	39	39	-	39	39
DVD REPAIR		58	58		68	58
MISC PROGRAM EXPENSES	500		500	500		500
NYS DISABILITY	-		-	-		-
POSTAGE	100		100	100		100
PRINTING			-			-
ADVERTISING			-			-
TRAINING			-			-
REFUSE PICKUP			-			-
BANK CHARGES			-			-
JANITORIAL SERVICES			-			-
OTHER EXPENSES			-			-
TOTAL OTHER EXPENSES & CHARGES	800	940	1,540	600	411	1,011
CONTINGENCY						
MISCELLANEOUS - State/Member Aid				20,000		20,000
TOTAL CONTINGENCY	-	-	-	20,000	-	20,000
RENTAL CHARGES						
EQUIPMENT		-	-		-	-
OTHER		-	-		-	-
TOTAL RENTAL CHARGES	-	-	-	-	-	-
INSURANCE CHARGES						
INSURANCE		-	-		-	-
GENERAL LIABILITY INSURANCE - SYS		3,172	3,172		3,352	3,352
TOTAL INSURANCE CHARGES	-	3,172	3,172	-	3,352	3,352
LAB & TECHNICAL EQUIP.		1,644	1,644		8,193	8,193
LIBRARY BOOKS & MEDIA						
Serials (Magazines, Newspapers, Journals, Etc.)	-	3,404	3,404	-	2,766	2,766
On-line Databases (News, Health, Literary, Homework, Business, Etc.)	-	8,681	8,681	-	5,920	5,920
E-Content		33,081	33,081		53,284	53,284
Centrally Ordered Materials	-	41,570	41,570	-	36,649	36,649
Specialized Titles / Individual Orders	-	6,384	6,384	-	6,152	6,152
TOTAL LIBRARY BOOKS & MEDIA	-	93,000	93,000	-	104,771	104,771
INTERFUND UTILITY EXPENDITURES						
NATURAL GAS	-	3,578	3,578	-	5,661	5,661
ELECTRICITY	-	20,562	20,562	-	21,283	21,283
TOTAL INTERFUND UTILITY EXPENDITURES	-	24,140	24,140	-	26,944	26,944
TOTAL INTERFUND EXP - COUNTY		1,047	1,047		2,004	2,004

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: LANCASTER PUBLIC LIBRARY

DESCRIPTION	As per Res 2021-14			As per Res 2022-12		
	2021	2021	2021	2022	2022	2022
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
TOTAL OPERATING EXPENSES	2,220	568,733	570,953	22,220	595,334	617,554
REVENUE SOURCES						
COUNTY SHARE	-	553,746	553,746	-	581,315	581,315
STATE AID (Member Aid)		-	-	20,000	-	20,000
STATE AID (Pass through System)		11,885	11,885		11,884	11,884
SUB-TOTAL: SYSTEM APPROPRIATION	-	565,631	565,631	20,000	593,199	613,199
DIRECT LOCAL INCOME						
	Contract Library Direct	Return to System (CHR Share)	TOTAL	Contract Library Direct	Return to System (CHR Share)	TOTAL
FINES, LOST BOOKS, ETC	1,040	1,454	2,494	819	786	1,605
COPY MACHINES	-	-	-	-	-	-
PRINT COST RECOVERY	1,155	1,613	2,768	1,376	1,324	2,700
OTHER REVENUES	25	35	60	25	25	50
MUNICIPAL SUPPORT	-	-	-	-	-	-
DONATIONS	-	-	-	-	-	-
FUNDRAISING	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-
USE OF FUND BALANCE	-	-	-	-	-	-
OTHER INCOME	-	-	-	-	-	-
TOTAL DIRECT INCOME	2,220	3,102	5,322	2,220	2,135	4,355
TOTAL REVENUE SOURCES	2,220	568,733	570,953	22,220	595,334	617,554

COUNTY SHARE vs OTHER REVENUE

COUNTY SHARE	-	553,746	553,746	-	581,315	581,315
STATE AID	-	11,885	11,885	20,000	11,884	31,884
DIRECT INCOME	2,220	3,102	5,322	2,220	2,135	4,355
SUBTOTAL OTHER REVENUE	2,220	14,987	17,207	22,220	14,019	36,239
TOTAL REVENUE	2,220	568,733	570,953	22,220	595,334	617,554

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

ACCOUNT TRIAL BALANCE FOR FY22/JAN TO APR

FUND 001

ACCOUNT	ACCOUNT NAME	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PER JNL SRC EFF DATE REFERENCE							
001-70-7410-000-411							
CONTRACTUAL SERVICES	17410		.00				
4 319 API 04/18/22 001473 3875		HAWKINS FIRE EX		48.50	.00	48.50	
4 538 API 04/29/22 001041 4369		ALPS ELEVATOR I		65.00	.00	113.50	
17410-411			.00	113.50	.00	113.50	113.50
001-70-7410-000-422							
BUILDINGS	17410		.00				
2 252 API 02/09/22 002083 2959		SITEONE LANDSCA		428.75	.00	428.75	
4 150 API 04/01/22 001477 3701		HECTOR'S HARDWA		20.83	.00	449.58	
4 267 API 04/18/22 001487 3868		HOME DEPOT		19.87	.00	469.45	
17410-422			.00	469.45	.00	469.45	469.45
001-70-7410-000-426							
REPAIRS & MAINTENANCE	17410		.00				
2 233 API 02/09/22 001477 2834		HECTOR'S HARDWA		152.95	.00	152.95	
4 541 API 04/29/22 002054 4390		SCHINDLER ELEVA		21,904.50	.00	22,057.45	
17410-426			.00	22,057.45	.00	22,057.45	22,057.45
001-70-7410-000-460							
INTERNET ACCESS	17410		.00				
1 343 API 01/20/22 002096 2508		SPECTRUM		79.98	.00	79.98	
2 366 API 02/27/22 002096 2987		SPECTRUM		109.98	.00	189.96	
3 457 API 03/25/22 002096 3474		SPECTRUM		109.98	.00	299.94	
4 476 API 04/27/22 002096 4133		SPECTRUM		111.63	.00	411.57	
17410-460			.00	411.57	.00	411.57	411.57
TOTALS FOR FUND 001							
General Fund			.00	23,051.97	.00	23,051.97	23,051.97
REPORT TOTALS			.00	23,051.97	.00	23,051.97	23,051.97

** END OF REPORT - Generated by Annette Wojtowicz **

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

STATEMENT OF PURPOSE

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

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

PROCUREMENT PROCEDURES

(REF., GML §§ 103,104,104-b)

Bidding Procedures

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

Bidding Guidelines

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

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

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

Formal Competitive Bid Process

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

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

Informal Bidding Process

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

Special Purchase Situations

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Exempted from GML 103, 104-b

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

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

Responsibilities/Exceptions

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

Updating Policies and Procedures

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

Unintentional Failure to Comply

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

DOCUMENTATION PROCEDURES

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

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

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

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

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

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

BID LANGUAGE (Extensions/ Alternate submissions) - When bids are to be used in multiple time periods and/or for multiple orders requiring the vendor to hold pricing, it is mandatory that language in the bid document states the intention to do the same. The language must be clear and concise and should leave no doubt with respect to its intended use. The same holds true for the alternative bid submissions. The language must be clear and if the alternates are to be accepted, the Director should make every effort to notify all potential vendors of our acceptance of the same.

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

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

Approved August 20, 2015. Reaffirmed June 10, 2021. This policy supersedes the procurement related stipulations of all previously adopted Board resolutions.



Buffalo & Erie County Public Library to Lancaster Public Library

Drive 12.5 miles, 22 min

Buffalo & Erie County Public Library

1 Lafayette Square, Buffalo, NY 14203

Wednesday, April 13

9 - 11:30

Manager Meeting
at Central Library.

Take I-190 S and Como Park Blvd to School St in Lancaster

↑ 1. Head south on Ellicott St toward Clinton St 22 min (12.4 mi)

↩ 2. Turn left at the 1st cross street onto Clinton St 138 ft

↪ 3. Turn right at the 1st cross street onto Oak St 374 ft

↗ 4. Use any lane to merge onto I-190 S via the ramp to I-90/Albany/Erie 0.3 mi

↩ 5. Keep left to stay on I-190 S 2.5 mi

↩ 6. Use the left 2 lanes to take exit 1-52 to merge onto I-90 E toward Buffalo Arpt/Albany 2.0 mi

↪ 7. Take exit 52A for William St toward Buffalo/Cheektowaga 1.2 mi

↪ 8. Turn right onto William St 0.3 mi

↩ 9. Use any lane to turn left onto Union Rd 0.7 mi

● Pass by Subway (on the right in 0.2 mi)

↪ 10. Turn right onto Bennett Rd 0.2 mi

↪ 11. Turn right onto Como Park Blvd 0.7 mi

↩ 12. Turn left onto Lake Ave 3.7 mi

0.5 mi

Continue on School St to your destination

↑ 13. Continue onto School St 31 s (364 ft)

↩ 14. Turn left 240 ft

● Destination will be on the left 125 ft



Lancaster Public Library to Ripa's Italian Restaurant

Drive 3.9 miles, 8 min

Lancaster Public Library

5466 Broadway, Lancaster, NY 14086

Thursday, April 14th
12:45 - 1:30 pm

Speaker at
Lancaster Women's
Civic Club
Meeting at 12:45.
KS

- ↑ 1. Head east toward School St
125 ft
- ↩ 2. Turn left onto School St
0.2 mi
- ↩ 3. Turn left onto Pleasant Ave
0.2 mi
- ↷ 4. Turn right onto Central Ave
0.9 mi
- ↷ 5. Turn right onto Walden Ave
2.6 mi
- ↩ 6. Turn left
Destination will be on the left
174 ft

Ripa's Italian Restaurant

4218 Walden Ave, Lancaster, NY 14086

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.


[24 Hour](#)
[Hot](#)
[New](#)
[Sale](#)
[Outlet](#)

Checkout



Shipping Address

[Edit](#)

Kara Stock
Lancaster Public Library
5466 Broadway St
Lancaster, NY 14086
(716) 683-1120



Shipping Method



<input type="radio"/>	Ground	\$9.19
<input type="radio"/>	3 Day Select	\$16.46
<input type="radio"/>	2nd Day Air	\$20.50
<input type="radio"/>	Next Day Air	\$51.54



Payment Method

Pay with Credit Card

Pay with Other Method





Your card will not be charged until your order has shipped.

Enter a Card

Starred(*) fields are required.

Name on Card*

Card Number*

Security Code*



Expiration month*

Expiration Year*

Save card for future orders

Name this Card*

Make this my preferred payment method

Enter a Billing Address

Same as Shipping Address

Select Billing Address

Add Billing Address

Order Summary



	Serged Closed-Back Table Throw - 6'	\$169.00
	Lime Green	
	Qty: 1	
Subtotal (1 products)		\$169.00
Shipping		\$9.19
Tax		\$0.00
Tax Exempt?		
Enter Coupon Code		
Total		\$178.19

Let's Be Certain

Should we make it a date?

We're ready to produce your order based on the production times noted for each item. If you need your order no later than a specific date, please let us know.

Date Order Needed By

If there are any concerns about that date, your Customer Service Representative will be in touch right away.

It's OK, you can tell us!

amazonprime

Deliver to Kara Lancaster 14086

Allamerican flag outside

Q

US

Hello, KaraAccount & Lists

Returns & Orders

0

AllAmazon BasicsBuy AgainPharmacyAmazon BusinessShopper ToolkitWhole FoodsHealth & HouseholdCoupons

Amazon HomeShop by RoomDiscoverShop by StyleHome DécorFurnitureKitchen & DiningBed & BathGarden & OutdoorHome Improvement



American Flag 100% Made in USA, Heavyweight Nylon American Flag 3x5 Outdoor, UV Protected/Sewn...2,767
~~\$19.69~~

Back to resultsSponsored



American Flag 3x5 Outdoor Heavy Duty - American Flag Nylon US Flags 3x5 Outdoor,Embroidered Stars and Sewn Stripes American Flags Outside Hanging Weatherproof Standard American Flag

Brand: Kerothen

4,848 ratings

Amazon's Choice for "american flag outside"

\$20⁵⁸

prime One-Day & FREE Returns

Coupon: Save an extra 5% when you apply this coupon. Terms

Thank you for being a Prime member. Get a \$100 Gift Card: Pay \$0.00 upon approval for the Amazon Prime Rewards Visa Card. No annual fee.

- Color: 3 x 5
- 

\$20.58
- 

\$17.99
- 

\$11.89
- 

\$35.99
- 

\$37.99

Color	3 x 5
Brand	Kerothen
Occasion	Patriotic
Material	Nylon
Item	5 x 3 x 0.6 inches
Dimensions	
LxWxH	
Fabric Type	100,Nylon

About this item

\$20⁵⁸

prime One-Day & FREE Returns

FREE delivery Tomorrow, June 2. Order within 5 hrs 18 mins

Deliver to Kara - Lancaster 14086

In Stock.

Qty: 1

Add to Cart

Buy Now

Secure transaction

Ships from Amazon

Sold by iKoba

Return policy: Eligible for Return, Refund or Replacement within 30 days of receipt

Add other items:

- ☐ Ambesonne American Flag Tablecloth, Roya... \$27.94
- ☐ Ambesonne United States Shower Curtain,... \$22.90
- ☐ Add a gift receipt for easy returns

Add to List

Have one to sell?
Sell on Amazon



Jetlife American Flag, American...
6,933
\$12.99



Deliver to Kara
Lancaster 14086

Electronics ▾



Hello, Kara
Account & Lists ▾

Returns
& Orders



≡ All Amazon Basics Buy Again Pharmacy Amazon Business ▾ Shopper Toolkit Whole Foods

All-new Fire 7 Kids tablet

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3 VIDEOS



Foldable Laptop Stand for Desk, CTIREL Portable Computer Stand, Ergonomic Aluminum MacBook Stand, Laptop Riser Holder Compatible with MacBook Air Pro, Dell XPS, Lenovo More 10-16.2" Laptops-Silver

Visit the CTIREL Store

★★★★★ 347 ratings

| 24 answered questions

\$18⁹⁹

✓prime & FREE Returns ▾

Coupon: ☐ Save an extra 10% when you apply this coupon. Terms ▾

Get \$60 off instantly: Pay \$0.00 ~~\$18.99~~ upon approval for the Prime Store Card. No annual fee.

Color:

AA-Silver

Brand CTIREL

Compatible Devices Laptops

Recommended Uses For Product Laptop

Form Factor Notebook

Special Feature Portable, Travel, Foldable

About this item

\$18⁹⁹

✓prime & FREE Returns ▾

FREE delivery **Saturday, May 28.**
Order within 11 hrs 26 mins

📍 Deliver to Kara - Lancaster 14086

In Stock.

Qty: 2 ▾

Add to Cart

Buy Now

🔒 Secure transaction

Ships from Amazon

Sold by Winroad NICE

Return policy: Eligible for Return, Refund or Replacement within 30 days of receipt ▾

Support: Free Amazon tech support included ▾

☐ Add a gift receipt for easy returns

Add to List ▾

New (2) from \$18.99 ✓prime



Have one to sell?

Sell on Amazon

5% off coupon



Gshine Laptop Stand, Ergonomic...

771

\$15.99

Sponsored ⓘ



YVLEEN Sling Fishing Tackle Bag - Outdoor Fishing Tackle Storage Pack - 2022 Newest Design...

15% off coupon

\$45.90

337

◀ Back to results

Sponsored



Roll over image to zoom in



Lixada Fishing Rod Case, Portable Folding Fishing Rod Case Fishing Pole Reel Storage Bag Fishing Gears Organizer

Brand: Lixada

715 ratings

| 38 answered questions

\$21⁹⁹

& FREE Returns

Thank you for being a Prime member. Get a \$100 Gift Card: Pay \$0.00 upon approval for the Amazon Prime Rewards Visa Card. No annual fee.

Color: **Black**



Size: **100cm**

100cm

130cm

150cm

190cm

210cm

Brand Lixada
Material Oxford cloth
Color Black

About this item

- **SPACIOUS CAPACITY:** This fishing bag includes 2 main compartment, exterior pockets and 1 mesh pocket, offers large capacity for your fishing tackle and keep it neat and organized.
- **EASY ACCESS & ORGANIZATION:** 2 spacious main compartment with wide opening and dual zippers for easy access to your essential fishing gear, such as fishing rod, fishing reel, line, tackle box, etc.
- **ADDITIONAL STORAGE:** Front zipper pocket for additional storage for your fishing tackles like lures, tackle, bait and more. Breathable mesh pocket to hold your fishing gloves.

\$21⁹⁹

& FREE Returns

FREE delivery **Monday, June 6.**
Order within **11 hrs 37 mins**

Deliver to Kara - Lancaster 14086

In Stock.

Qty: 1

Add to Cart

Buy Now

Secure transaction

Ships from **Amazon**

Sold by **TOPNETU**

Return policy: **Eligible for Return, Refund or Replacement within 30 days of receipt**

☐ Add a gift receipt for easy returns

Add to List

New (3) from
\$21.99

Other Sellers on Amazon

\$27.99

& FREE Shipping

Sold by: fannzone

Add to Cart

\$29.99

Sold by: Yigoo

Add to Cart

Have one to sell?

Sell on Amazon