

**Lancaster Public Library  
Board of Trustees  
Proposed Meeting Agenda  
Thursday, August 11, 2022  
4:00PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the meeting minutes of July 14, 2022
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
  - A. July Report
  - B. CDs: #178 Update
  - C. Program Projections
- VIII. Old Business
  - A. Building Maintenance Update
    - 1. Staff Room Renovation
    - 2. Elevator
  - B. Little Free Libraries
- IX. New Business
  - A. Policy Review: Petty Cash
  - B. Purchase Headphones - \$120.00
  - C. Purchase materials for Butterfly and Gardening Kits - \$116.84
  - D. Purchase Door Counter
- X. Adjournment

**Next Meeting: THURSDAY, SEPTEMBER 8, 2022 – 4:00PM**

**Lancaster Public Library  
Board of Trustees  
Proposed Meeting Agenda  
Thursday, July 14, 2022  
4:00PM**

I. Roll Call – Guest: Michael Amodeo, Esq., System Liaison to LPL, K. Stock, J. Yarborough, G. Howell, K. Wind, S. Jacobs, K. Graber, R. Leary, D. Stempniak

II. Call to Order- The meeting was called to order at 4:02pm.

III. Approval of and/or changes to the agenda- Approved MSP G. Howell and K. Graber, unanimous.

IV. Review and approval of the meeting minutes of June 9, 2022- Minutes approved with changes (CD's were rolled over, not combined) MSP J. Yarborough and G Howell, unanimous.

V. Report of the Director

- The library will be hosting a blood drive at the end of the month
- July 2<sup>nd</sup> is library night at the Bison's game
- Many request have been received for help through the Arrive Can App
- 140 craft kits, 39 STEM kits, and 175 story time kits were distributed last month
- June 30<sup>th</sup> was the summer kickoff party with a turnout of approximately 200 people
- A group visit request form has been created and is available to groups online

VI. Public Comment- D. Stempniak of Friends of the library reported that the chicken barbecue would take place this coming weekend, the children's garden is prepared for the garden walk, and they have received a \$4,000 grant from the Elks for programming.

VII. Monthly Financial Report

- A. June Report – approved MSP J. Yarborough, G. Howell, unanimous.
- B. CDs: #178 will be reinvested for 1 year. Approved, MSP K. Graber and G. Howell, unanimous.

VIII. Old Business

- A. Building Maintenance Update
  - 1. Staff Room Renovation- bids opened today, 1 bid was submitted by MGR
  - 2. Elevator- we are waiting on parts, they are estimated to begin in 4-5 weeks
- B. Little Free Libraries- the first library is up and running!

IX. New Business

- A. Scheduling Director John Spears' Visit- there is no date set at this time
- B. 2022 Contract Approval – approved, MSP K. Graber and J. Yarborough, unanimous
- C. Budget for Battle of the Books Party – approved for \$150, MSP S. Jacobs and K. Wind, unanimous
- D. Literacy Kits (Handwriting, Phonics) – approved for \$446.64, MSP J. Yarborough and G. Howell, unanimous
- E. USPS Stamps – approved for \$60, MSP G. Howell and K. Graber, unanimous

- F. Bicycle Pump – Approved for \$658.99, MSP J. Yarborough and S. Jacobs, unanimous
- G. DVD Repair Kit – Approved for \$49.99, MSP G. Howell and K. Graber, unanimous
- H. Seed Envelopes – Approved for \$41.97, MSP K. Wind and J. Yarborough, unanimous
- I. Private Materials Invoice – Approved for \$879.15, MSP S. Jacobs and G. Howell, unanimous
- J. Facilities Improvement Initiative – Approved for \$2,385.54, MSP S. Jacobs and G.

Howell

- X. Adjournment- Meeting adjourned at 4:57pm, MSP K. Graber and S. Jacobs, unanimous

**Next Meeting: THURSDAY, AUGUST 11, 2022 – 4:00PM**

**Lancaster Public Library  
Director's Report - July 2022**

**OUTREACH**

**Independence Day** – Part-time Librarian Genevieve Maynard handed out free books to 70 people walking by the library after the Village of Lancaster parade.

**PARTNERSHIPS**

**Albright Knox Art Truck** – This mobile center visited the library on Thursday, July 28<sup>th</sup> to help 80 people of all ages make a bookmark.



**Alzheimer's Association** – 4 adults attended a presentation titled: *Healthy Living for your Brain and Body* on Monday, July 11<sup>th</sup>.

**Family Literacy** – Certified Literacy Specialist and Lancaster Educator Beth Farrar taught two back to back Family Literacy workshops for 7 & 5 attendees respectively on Tuesday, July 19<sup>th</sup>.

**Garden Walk** – Our children's garden was featured in the Lancaster Garden Walk on Saturday, July 16<sup>th</sup> and Sunday, July 17<sup>th</sup>. The Friends of the Lancaster Library provided the seeds, soil, and pots for the children to start their plants at home before planting them in our garden this past May.



**Paws for Love: Read to a Dog** – A volunteer from the SPCA Paws for Love organization brought a therapy dog to the library on Monday, July 18<sup>th</sup>. 4 children practiced reading out loud to the dog.

**Red Cross Blood Drive** – 14 adults donated blood on Thursday, July 28<sup>th</sup>.

**Youth Bureau Craft Program** – Volunteers from the Lancaster Youth Bureau held a hands-on summer-themed craft program on Wednesday, July 13<sup>th</sup> for 11 children.

**PROGRAMMING**

**Battle of the Books** – Part-time Librarian Michael Green held 5 meetings for our team on Thursdays nights. 11 young adults are participating this year. The virtual battle was held on Saturday, July 30<sup>th</sup> and the winners will be announced Saturday, August 6<sup>th</sup>.

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

**Computer Coach** – Library Assistant John Benzee held **3** one-on-one technology appointments, assisting patrons with email, internet searching, and the Libby app.

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

- **Craft & Carry** - **138** children picked up a summer-themed craft kit.
- **STEM Kits: Chalk** - **65** children picked up this kit and performed their experiment at home.
- **Take & Make** – These weekly kits had children’s book themes and **246** were picked up.

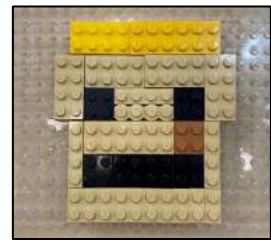
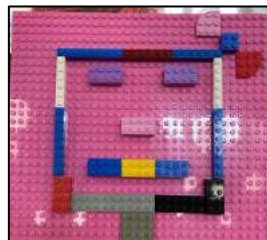
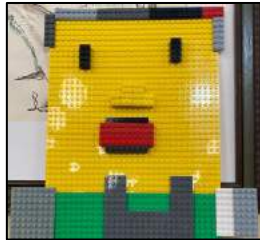
**Crafternoons** – Each Wednesday in July, Youth Services Librarian Meagan Carr held a craft program for school-age children with a total attendance of **44**. Craft themes were: terrariums, bubbles, sharks, and the ocean.

**Drop-in LEGO** – Meagan held this program each Friday afternoon in July with a total attendance of **52**.

**Escape Room** – Meagan held this program on Tuesday, July 26<sup>th</sup> for **12** teenagers. They figured out how to escape from the library by using clues to solve puzzles. The teens worked together and escaped in 35 minutes!

**Kidding Around Yoga** – **8** preschool age children, each accompanied by an adult, enjoyed yoga poses, fun music, storytelling, yoga games, and a special guided relaxation time on Monday, July 25<sup>th</sup>.

**LEGO® Club** – Meagan held **2** LEGO® Clubs for a total of **19** children on Saturday, July 16<sup>th</sup>. They made self-portraits to display in the library.



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

**Maker Space** – Kara, John, and Senior Page Paige Ciezki held 2 hands-on STEM programs on Thursday, July 7<sup>th</sup> & Thursday, July 21<sup>st</sup> with a total attendance of **26**. Participants played coding games, engineered a marble maze, programmed robots, and viewed microscope slides.

**Seed Library** – **32** vegetable, flower, and herb packets were picked up in June.

**Storytimes** - Meagan conducted multiple sessions for each age group for a total of **14** sessions: **13** children attended Lapsit, **30** children attended Toddler Time, **39** children attended Preschool Time and **49** children attended Family Storytime.

**Teen Painting** – Meagan taught **4** teens how to create their own shark-themed painting on Tuesday, July 12<sup>th</sup>.

**Thursday Performers** – We hosted a different performer each Thursday in July with a total attendance of **460**: Circus Artist Benjamin Berry, Magician Cris Johnson, The Wondermakers, and Doug Rougeux’s Bubble Mania.

**Village Construction Updates** – Mayor Lynne Ruda gave a presentation to **11** adults on Wednesday, July 13<sup>th</sup>.

## MEETINGS

July 13 – Kara attended the Manager Meeting at the Central Library.

July 26 – Kara attended a meeting with the contract directors via Zoom.



**LANCASTER PUBLIC LIBRARY  
2022 STATISTICS**

<b>CIRCULATION</b>			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	8,583	3,832	124.0%
FEB	9,681	8,640	12.0%
MAR	11,175	9,752	14.6%
APR	15,609	8,582	81.9%
MAY	17,971	7,941	126%
JUN	18,973	9,924	91.2%
JUL	22,830	13,422	70.1%
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
<b>YR/DATE</b>	<b>104,822</b>	<b>62,093</b>	<b>68.8%</b>

<b>LIBRARY VISITS</b>			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	4,512	1,129	299.6%
FEB	5,318	3,544	50.1%
MAR	6,449	4,433	45.5%
APR	6,472	4,322	49.7%
MAY	5,648	3,824	47.7%
JUN	6,502	5,648	15.1%
JUL	7,816	6,169	26.7%
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
<b>YR/DATE</b>	<b>42,717</b>	<b>29,069</b>	<b>47.0%</b>

<b>PUBLIC ACCESS COMPUTER SESSIONS</b>			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	584	78	648.7%
FEB	574	510	12.5%
MAR	753	862	-12.6%
APR	613	673	-8.9%
MAY	693	661	4.8%
JUN	644	594	8.4%
JUL	631	738	-14.5%
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
<b>YR/DATE</b>	<b>4,492</b>	<b>4,116</b>	<b>9.1%</b>

<b>WIFI</b>			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	1,189	736	61.5%
FEB	1,356	1,079	25.7%
MAR	1,680	1,418	18.5%
APR	1,469	1,299	13.1%
MAY	1,704	1,403	21.5%
JUN	1,710	1,559	9.7%
JUL	1,736	1,714	1.3%
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
<b>YR/DATE</b>	<b>10,844</b>	<b>9,208</b>	<b>17.8%</b>

<b>STAFF</b>	
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

<b>BRANCH HOURS</b>	
Mon.	10:00 a.m. - 6:00 p.m.
Tues.	10:00 a.m. - 9:00 p.m.
Wed.	10:00 a.m. - 9:00 p.m.
Thurs.	10:00 a.m. - 9:00 p.m.
Fri.	10:00 a.m. - 5:00 p.m.
Sat.	10:00 a.m. - 5:00 p.m.
Sun.	CLOSED

**DAYS OPEN AND CLOSED**

Days Open: 25

Days Closed: 6

## Lancaster Public Library 2022 Statistics and Proceeds

canva

	Tours		New Library Cards		Ref Q	Headphone	Copier	Vending	Book Sale	Donations
	No.	ATT	Child	Adult	No.	Proceeds	Proceeds	Proceeds	Proceeds	to Library
<b>JAN</b>	0	0	17	30	579	\$0.00	\$69.00	\$12.00	\$155.00	\$0.00
<b>FEB</b>	0	0	18	18	561	\$6.00	\$104.00	\$0.00	\$165.00	\$976.80
<b>MAR</b>	0	0	23	41	552	\$6.00	\$130.00	\$12.00	\$188.00	\$332.80
<b>APR</b>	0	0	19	36	514	\$9.00	\$56.00	\$0.00	\$151.00	\$0.00
<b>MAY</b>	0	0	20	31	507	\$9.00	\$61.00	\$20.00	\$187.00	\$201.00
<b>JUN</b>	1	23	37	35	654	\$12.00	\$72.00	\$0.00	\$183.00	\$320.00
<b>JUL</b>	0	0	61	46	745	\$18.00	\$92.00	\$12.00	\$200.00	\$0.00
<b>AUG</b>										
<b>SEP</b>										
<b>OCT</b>										
<b>NOV</b>										
<b>DEC</b>										
<b>TOTAL</b>	<b>1</b>	<b>23</b>	<b>195</b>	<b>237</b>	<b>4,112</b>	<b>\$60.00</b>	<b>\$584.00</b>	<b>\$56.00</b>	<b>\$1,229.00</b>	<b>\$1,830.60</b>

**Total Proceeds      \$3,759.60**

	Facebook	Instagram
	Followers	Followers
<b>JAN</b>	2,281	134
<b>FEB</b>	2,286	181
<b>MAR</b>	2,304	226
<b>APR</b>	2,412	249
<b>MAY</b>	2,418	261
<b>JUN</b>	2,438	282
<b>JUL</b>	2,490	311
<b>AUG</b>		
<b>SEP</b>		
<b>OCT</b>		
<b>NOV</b>		
<b>DEC</b>		




### July Program Statistics

Program Date	Title	Number of programs	Total Attendance
7/1/2022	Storytime	1	18
7/1/2022	Storytime	1	23
7/4/2022	July 4th Parade	1	70
7/5/2022	Book Club	1	8
7/6/2022	Mahjong Club	1	5
7/6/2022	Terrarium Crafts	1	14
7/7/2022	MakerSpace	1	23
7/7/2022	Circus Arts	1	125
7/7/2022	Battle of the Books	1	9
7/8/2022	Drop-In Lego	1	17
7/11/2022	Healthy Living for Brain & Body	1	4
7/12/2022	Storytime	1	20
7/12/2022	Storytime	1	20
7/12/2022	Painting with Friends	1	4
7/12/2022	Book Club	1	9
7/13/2022	Mahjong Club	1	4
7/13/2022	Bubble Craft	1	13
7/13/2022	Lancaster Youth Bureau Summer Craft	1	11
7/13/2022	Village Construction Updates	1	11
7/14/2022	Magic Show	1	150
7/14/2022	Battle of the Books	1	11
7/15/2022	Storytime	1	18
7/15/2022	Storytime	1	22
7/15/2022	Drop-In Lego	1	7
7/16/2022	LEGO Club	1	7
7/16/2022	LEGO Club	1	21
7/18/2022	Paws for Love: Read to a Dog	1	7
7/19/2022	Storytime	1	21
7/19/2022	Storytime	1	22
7/19/2022	Family Literacy	1	7
7/19/2022	Family Literacy	1	5
7/20/2022	Shark Craft	1	14
7/21/2022	MakerSpace	1	14
7/21/2022	Wondermakers	1	60
7/21/2022	Battle of the Books	1	11
7/22/2022	Storytime	1	5
7/22/2022	Storytime	1	26
7/22/2022	Drop-In Lego	1	33
7/25/2022	Kidding Around Yoga	1	14
7/26/2022	Storytime	1	20
7/26/2022	Storytime	1	19
7/26/2022	Escape Room	1	12
7/27/2022	Mahjong Club	1	6
7/27/2022	Ocean Craft	1	16
7/28/2022	Battle of the Books	1	5


7/28/2022	Bubble Mania	1	125
7/28/2022	Albright Knox Art Truck	1	80
7/29/2022	Storytime	1	5
7/29/2022	Storytime	1	22
7/29/2022	Drop-In Lego	1	15
7/30/2022	Battle of the Books	1	11
7/31/2022	Take & Make Craft	246	246
7/31/2022	Craft & Carry	138	138
7/31/2022	STEM Kits	65	65
7/31/2022	New Library Card Bags	20	20
7/31/2022	Seed Library	32	32
7/31/2022	Book a Technology Trainer	4	4
7/31/2022	Tutoring	12	12
7/31/2022	Tutoring	10	10
7/31/2022	Tutoring	5	5

# Circulation

## Total Circulations


	July			Year to Date Totals			Footnotes
	2022 Total	2021 Total	% of	2022 Total	2021 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	2,127	1,753	21.3%	11,356	9,843	15.4%	Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.  System-wide - Fine free with autorenewals implemented 4/2022.  Coles - Closed 5/9/2022-7/9/2022 - Renovations and flooring project. Reopened 7/11/2022.  Correctional Facility and Holding Center - Numbers not received.  Eggertsville - Closed 7/21/2022 - Building maintenance.  Library2Go - Added to statistical reports 2/2022.  Merriweather - Open during 7-week renovation project starting 7/25/2022.  System - Hoopla streaming services and Overdrive Magazines implemented 6/1/2022.
<i>Amherst</i>							
Audubon	38,852	24,736	57.1%	184,605	133,223	38.6%	
Clearfield	36,646	24,429	50.0%	166,398	116,325	43.0%	
Eggertsville-Snyder	16,877	10,912	54.7%	78,028	57,388	36.0%	
Williamsville	6,200	2,773	123.6%	24,423	15,585	56.7%	
Angola	3,442	2,147	60.3%	16,395	12,499	31.2%	
Aurora	15,093	8,091	86.5%	71,493	47,504	50.5%	
Boston	3,291	2,532	30.0%	16,946	14,715	15.2%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	25,376	16,428	54.5%	130,260	89,032	46.3%	
Reinstein Memorial	9,318	4,918	89.5%	45,077	27,501	63.9%	
Clarence	26,162	17,132	52.7%	100,873	87,200	15.7%	
Collins	4,822	2,169	122.3%	22,875	15,182	50.7%	
Concord	5,911	3,327	77.7%	28,216	20,770	35.8%	
Eden	4,627	2,830	63.5%	22,510	18,760	20.0%	
Elma	10,724	6,062	76.9%	49,215	33,142	48.5%	
Grand Island Memorial	12,760	7,613	67.6%	59,003	43,945	34.3%	
<i>Hamburg</i>							
Hamburg	21,239	12,716	67.0%	101,666	66,633	52.6%	
Lake Shore	6,936	4,631	49.8%	33,931	22,246	52.5%	
Lackawanna	4,625	2,353	96.6%	22,079	12,779	72.8%	
Lancaster	22,830	13,422	70.1%	104,822	62,093	68.8%	
Marilla	3,819	2,606	46.5%	19,253	16,222	18.7%	
Newstead	6,228	3,128	99.1%	28,505	19,747	44.4%	
North Collins	1,736	863	101.2%	9,062	6,912	31.1%	
Orchard Park	27,079	17,283	56.7%	131,709	89,117	47.8%	
City of Tonawanda	9,857	5,978	64.9%	51,194	34,387	48.9%	
<i>Town of Tonawanda</i>							
Kenilworth	6,244	4,116	51.7%	31,277	22,784	37.3%	
Kenmore	27,103	16,667	62.6%	139,104	96,568	44.0%	
West Seneca	23,116	14,811	56.1%	109,270	78,868	38.5%	
<i>Buffalo</i>							
Coles	1,765	1,120	57.6%	7,397	7,176	3.1%	
Crane	9,269	4,158	122.9%	43,988	25,559	72.1%	
Dudley	4,453	2,416	84.3%	23,494	15,088	55.7%	
East Clinton	2,533	1,210	109.3%	13,123	7,301	79.7%	
González-Soto	3,951	2,069	91.0%	20,217	13,174	53.5%	
Merriweather	3,855	2,191	75.9%	19,486	15,334	27.1%	
North Park	8,079	4,948	63.3%	44,036	30,197	45.8%	
Panty	1,940	1,199	61.8%	9,664	8,755	10.4%	
<i>Central</i>	30,043	16,297	84.3%	152,391	98,507	54.7%	
<i>BookmobileServices</i>					0		
Library on Wheels	2,697	1,783	51.3%	12,644	6,399	97.6%	
Library2Go	784	See note.	See note.	2,608	See note.	See note.	
<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	799	84,397	-99.1%	249,690	533,153	-53.2%	
Interlibrary Loans	948	994	-4.6%	7,814	7,142	9.4%	
eAudiobooks	47,786	40,515	17.9%	311,835	267,367	16.6%	
eVideos	741	103	619.4%	2,081	704	195.6%	
eBooks	77,752	77,748	0.0%	528,203	546,421	-3.3%	
eMusic	313	22,525	-98.6%	738	172,925	-99.6%	
eMagazines	5,938	See note.	See note.	13,322	See note.	See note.	
<b>B&amp;ECP Total</b>	<b>586,686</b>	<b>500,099</b>	<b>17.3%</b>	<b>3,272,276</b>	<b>3,026,172</b>	<b>8.1%</b>	
Member Libraries	383,040	236,426	62.0%	1,809,545	1,270,970	42.4%	
Buffalo Branches	35,845	19,311	85.6%	181,405	122,584	48.0%	
Central Library	30,043	16,297	84.3%	152,391	98,507	54.7%	
Bookmobile Services	3,481	1,783	95.2%	15,252	6,399	138.3%	
Institutions	0	0	#DIV/0!	0	0	#DIV/0!	
System	134,277	226,282	-40.7%	1,113,683	1,527,712	-27.1%	

## Library Visits

	July			Year to Date Totals			Footnotes
	2022	2021	% of	2022	2021	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	944	915	3.2%	5,956	5,808	2.5%	<p>Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Coles - Closed 5/9/2022-7/9/2022 - Renovations and flooring project. Re-opened 7/11/2022.</p> <p>Eggertsville - Closed 7/21/2022 - Building maintenance.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Merriweather - Open during 7-week renovation project starting 7/25/2022.</p>
<i>Amherst</i>							
Audubon	9,803	10,385	-5.6%	59,667	53,757	11.0%	
Clearfield	12,421	12,598	-1.4%	65,389	55,513	17.8%	
Eggertsville-Snyder	4,932	5,066	-2.6%	29,360	26,576	10.5%	
Williamsville	2,681	1,815	47.7%	11,832	8,823	34.1%	
Angola	3,520	4,486	-21.5%	23,136	23,722	-2.5%	
Aurora	5,402	4,512	19.7%	32,592	23,621	38.0%	
Boston	1,625	1,493	8.8%	7,809	7,438	5.0%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	8,174	8,024	1.9%	52,605	42,507	23.8%	
Reinstein Memorial	3,566	2,421	47.3%	20,748	14,745	40.7%	
Clarence	6,999	7,392	-5.3%	34,834	35,901	-3.0%	
Collins	1,437	1,073	33.9%	7,868	6,582	19.5%	
Concord	3,126	2,590	20.7%	17,632	13,941	26.5%	
Eden	1,647	1,519	8.4%	9,113	8,244	10.5%	
Elma	4,108	3,476	18.2%	21,471	17,131	25.3%	
Grand Island Memorial	4,768	4,333	10.0%	25,492	20,083	26.9%	
<i>Hamburg</i>							
Hamburg	7,230	7,004	3.2%	43,273	32,561	32.9%	
Lake Shore	2,906	2,756	5.4%	19,366	14,756	31.2%	
Lackawanna	3,097	2,455	26.2%	20,305	12,458	63.0%	
Lancaster	7,816	6,169	26.7%	42,717	27,921	53.0%	
Marilla	1,010	1,118	-9.7%	6,024	6,485	-7.1%	
Newstead	2,649	2,219	19.4%	16,634	14,768	12.6%	
North Collins	1,062	817	30.0%	6,556	5,927	10.6%	
Orchard Park	12,164	9,974	22.0%	67,709	48,890	38.5%	
City of Tonawanda	4,172	4,023	3.7%	24,811	21,089	17.6%	
<i>Town of Tonawanda</i>							
Kenilworth	3,245	3,066	5.8%	18,905	19,559	-3.3%	
Kenmore	8,516	7,336	16.1%	53,541	41,857	27.9%	
West Seneca	8,702	8,602	1.2%	52,655	46,298	13.7%	
<i>Buffalo</i>							
Coles	2,057	2,921	-29.6%	12,506	16,319	-23.4%	
Crane	3,377	3,475	-2.8%	19,644	19,842	-1.0%	
Dudley	2,334	2,635	-11.4%	17,624	15,124	16.5%	
East Clinton	1,306	1,067	22.4%	8,144	5,439	49.7%	
González-Soto	2,867	2,557	12.1%	18,682	14,826	26.0%	
Merriweather	6,375	4,371	45.8%	45,329	25,169	80.1%	
North Park	4,566	4,526	0.9%	29,778	24,925	19.5%	
Panty	2,653	2,233	18.8%	11,494	12,588	-8.7%	
<i>Central</i>	17,691	9,616	84.0%	106,815	63,332	68.7%	
<i>Bookmobile Services</i>							
Library on Wheels	2,287	1,897	20.6%	8,127	2,744	196.2%	
Library2Go	239	See note.	See note.	1,780	See note.	See note.	
<i>Institutions</i>							
Correctional Facility	499	666	-25.1%	4,065	6,060	-32.9%	
Holding Center	251	300	-16.3%	2,101	2,042	2.9%	
<b>System</b>	<b>184,224</b>	<b>163,901</b>	<b>12.4%</b>	<b>1,084,089</b>	<b>865,371</b>	<b>25.3%</b>	
Member Libraries	137,722	127,637	7.9%	798,000	656,961	21.5%	
Buffalo Branches	25,535	23,785	7.4%	163,201	134,232	21.6%	
Central Library	17,691	9,616	84.0%	106,815	63,332	68.7%	
Bookmobile	2,526	1,897	33.2%	9,907	2,744	261.0%	
Institutions	750	966	-22.4%	6,166	8,102	-23.9%	


## Registered Public Access Computer Sessions

### Session Counts Per Outlet

	July			Year to Date Totals			Footnotes
	2022	2021	% of	2022	2021	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	63	79	-20.3%	411	422	-2.6%	Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.  Coles - Closed 5/9/2022-7/9/2022 - Renovations and flooring project. Re-opened 7/11/2022.  Eggertsville - Closed 7/21/2022 - Building maintenance.  Library2Go - Added to statistical reports 2/2022.  Merriweather - Open during 7-week renovation project starting 7/25/2022.
<i>Amherst</i>							
Audubon	898	1,114	-19.4%	6,408	6,466	-0.9%	
Clearfield	729	749	-2.7%	4,813	3,857	24.8%	
Eggertsville-Snyder	477	453	5.3%	2,985	2,875	3.8%	
Williamsville	192	95	102.1%	935	754	24.0%	
Angola	172	190	-9.5%	1,177	903	30.3%	
Aurora	336	308	9.1%	2,199	1,603	37.2%	
Boston	82	85	-3.5%	482	484	-0.4%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,273	1,279	-0.5%	8,948	6,708	33.4%	
Reinstein Memorial	802	496	61.7%	4,804	3,186	50.8%	
Clarence	465	479	-2.9%	2,636	2,920	-9.7%	
Collins	99	114	-13.2%	627	763	-17.8%	
Concord	217	234	-7.3%	1,312	1,305	0.5%	
Eden	99	124	-20.2%	682	715	-4.6%	
Elma	196	232	-15.5%	1,286	1,113	15.5%	
Grand Island Memorial	246	216	13.9%	1,705	1,273	33.9%	
<i>Hamburg</i>							
Hamburg	816	808	1.0%	5,867	4,680	25.4%	
Lake Shore	237	204	16.2%	1,538	1,113	38.2%	
Lackawanna	450	463	-2.8%	2,826	2,302	22.8%	
Lancaster	631	738	-14.5%	4,492	4,116	9.1%	
Marilla	28	40	-30.0%	208	306	-32.0%	
Newstead	109	163	-33.1%	990	1,084	-8.7%	
North Collins	125	90	38.9%	676	875	-22.7%	
Orchard Park	546	597	-8.5%	3,864	2,926	32.1%	
City of Tonawanda	649	495	31.1%	3,881	2,737	41.8%	
<i>Town of Tonawanda</i>							
Kenilworth	372	356	4.5%	2,681	2,230	20.2%	
Kenmore	1,271	1,031	23.3%	9,047	6,246	44.8%	
West Seneca	1,195	1,037	15.2%	6,950	6,454	7.7%	
<i>Buffalo</i>							
Coles	657	830	-20.8%	4,023	5,347	-24.8%	
Crane	562	529	6.2%	3,006	2,521	19.2%	
Dudley	528	474	11.4%	3,826	3,016	26.9%	
East Clinton	321	214	50.0%	1,886	1,290	46.2%	
González-Soto	599	581	3.1%	3,942	4,131	-4.6%	
Merriweather	1,389	1,343	3.4%	9,232	7,433	24.2%	
North Park	1,019	944	7.9%	6,106	5,551	10.0%	
Panty	525	423	24.1%	2,305	2,335	-1.3%	
<i>Central</i>	5,897	3,973	48.4%	38,031	25,492	49.2%	
<i>Bookmobile Services</i>							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library2Go	0	See note.	See note.	0	See note.	See note.	
<b>System</b>	<b>24,272</b>	<b>21,580</b>	<b>12.5%</b>	<b>156,787</b>	<b>127,532</b>	<b>22.9%</b>	
Member Libraries	12,775	12,269	4.1%	84,430	70,416	19.9%	
Buffalo Branches	5,600	5,338	4.9%	34,326	31,624	8.5%	
Central Library	5,897	3,973	48.4%	38,031	25,492	49.2%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

## WiFi

### Total Logins

	July			Year to Date Totals			Footnotes
	2022	2021	% of	2022	2021	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	472	351	34.5%	2,985	2,446	22.0%	<p>Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>System-wide - Estimates 8/16/2022-8/17/2022 - Server outage.</p> <p>Bookmobile - Estimate - Server outage data transfer issues.</p> <p>Coles - Closed 5/9/2022-7/9/2022 - Renovations and flooring project. Re-opened 7/11/2022.</p> <p>Eggertsville - Closed 7/21/2022 - Building maintenance.</p> <p>Library2Go - Added to statistical reports 2/2022.</p> <p>Merriweather - Open during 7-week renovation project starting 7/25/2022.</p>
<i>Amherst</i>							
Audubon	2,193	2,687	-18.4%	13,848	13,738	0.8%	
Clearfield	2,970	2,567	15.7%	14,509	12,195	19.0%	
Eggertsville-Snyder	1,147	932	23.1%	7,055	6,048	16.7%	
Williamsville	1,924	1,525	26.2%	9,247	9,605	-3.7%	
Angola	221	233	-5.2%	1,452	1,090	33.2%	
Aurora	2,312	1,785	29.5%	14,317	10,514	36.2%	
Boston	207	181	14.4%	1,143	958	19.3%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,031	976	5.6%	7,902	5,052	56.4%	
Reinstein Memorial	801	929	-13.8%	4,486	4,135	8.5%	
Clarence	1,203	1,331	-9.6%	7,252	7,197	0.8%	
Collins	258	207	24.6%	1,568	1,449	8.2%	
Concord	679	485	40.0%	3,678	3,123	17.8%	
Eden	214	177	20.9%	1,503	1,244	20.8%	
Elma	354	292	21.2%	2,171	1,819	19.4%	
Grand Island Memorial	894	1,120	-20.2%	4,582	5,242	-12.6%	
<i>Hamburg</i>							
Hamburg	1,777	1,707	4.1%	11,811	10,531	12.2%	
Lake Shore	420	409	2.7%	2,790	2,634	5.9%	
Lackawanna	442	360	22.8%	2,792	1,830	52.6%	
Lancaster	1,736	1,714	1.3%	10,844	9,208	17.8%	
Marilla	97	92	5.4%	628	688	-8.7%	
Newstead	396	481	-17.7%	2,656	3,877	-31.5%	
North Collins	319	210	51.9%	2,471	1,916	29.0%	
Orchard Park	1,763	1,329	32.7%	10,788	6,860	57.3%	
City of Tonawanda	626	722	-13.3%	3,990	4,353	-8.3%	
<i>Town of Tonawanda</i>							
Kenilworth	506	387	30.7%	2,958	2,225	32.9%	
Kenmore	2,025	1,593	27.1%	13,370	9,795	36.5%	
West Seneca	1,989	1,798	10.6%	12,307	10,678	15.3%	
<i>Buffalo</i>							
Coles	788	650	21.2%	4,955	3,862	28.3%	
Crane	520	409	27.1%	2,998	3,273	-8.4%	
Dudley	1,186	1,974	-39.9%	9,193	10,768	-14.6%	
East Clinton	787	393	100.3%	4,529	2,777	63.1%	
González-Soto	2,001	1,509	32.6%	13,979	10,088	38.6%	
Merriweather	1,047	778	34.6%	7,578	4,626	63.8%	
North Park	1,108	799	38.7%	6,850	5,300	29.2%	
Panty	1,192	1,009	18.1%	7,607	6,286	21.0%	
<i>Central</i>	14,365	10,604	35.5%	93,193	60,303	54.5%	
<i>Bookmobile Services</i>							
Library on Wheels	72	99	-27.3%	393	258	52.3%	
Library2Go	0	See note.	See note.	0	See note.	See note.	
<b>System</b>	<b>52,042</b>	<b>44,804</b>	<b>16.2%</b>	<b>326,378</b>	<b>257,991</b>	<b>26.5%</b>	
Member Libraries	28,976	26,580	9.0%	175,103	150,450	16.4%	
Buffalo Branches	8,629	7,521	14.7%	57,689	46,980	22.8%	
Central Library	14,365	10,604	35.5%	93,193	60,303	54.5%	
Bookmobile Services	72	99	-27.3%	393	258	52.3%	

**Lancaster Financial Monthly Report 2022**

**July**

Account	Deposits	Disbursements	Interest	Sub-Total	Balance
<b>M &amp; T Checking</b>					
<b>Beginning Balance</b>					\$5,239.71
Fine/ print revenue	\$333.19				
Lancaster Postmaster: 100 stamps (#24983)		-\$60.00			
In Jest: 8/4 program (#24984)		-\$500.00			
<b>Ending Balance</b>	\$333.19	-\$560.00		-\$226.81	\$5,012.90
<b>Bank on Buffalo</b>					
<b>Beginning Balance</b>					\$65,618.05
Copier	\$92.00				
Vending	\$12.00				
Headphones (6 @ \$3)	\$18.00				
Book sale	\$200.00				
Oriental Trading: Fall crafts (Debit)		-\$638.80			
Amazon: Craft supplies (Debit)		-\$74.97			
The Wondermakers: 7/21 program (#470)		-\$150.00			
Hawk Creek: Deposit for 8/11 program (#471)		-\$50.00			
Doug Rougeux: 7/28 program (#472)		-\$475.00			
BECPL: PVT library materials (#474)		-\$879.15			
BECPL: EFII match invoice (2021 chairs) (#475)		-\$2,385.54			
Buffalo & Erie County Botanical Gardens: 8/1 program (#476)		-\$250.00			
Donna Baia: 7/25 Kidding Around Yoga (#477)		-\$50.00			
Demco: Name badges (#478)		-\$30.73			
Amazon: Seed packets, alphabet stamps, and disc cleaner (Debit)		-\$107.95			
Lakeshore Learning: Literacy kits' items (Debit)		-\$295.85			
Oriental Trading: Literacy kits' items (Debit)		-\$63.96			
Hawk Creek: 8/11 program (#479)		-\$400.00			
Saris: Outdoor bike pump (Debit)		-\$658.99			
Amazon: Paper craft bags (Debit)		-\$73.98			
<b>Ending Balance</b>	\$322.00	-\$6,584.92		-\$6,262.92	\$59,355.13
<b>Bank on Buffalo CDs</b>	<b>Amount</b>	<b>Maturity</b>	<b>Interest Rate</b>	<b>Interest</b>	<b>Total</b>
Bank on Buffalo CD 040	\$21,535.19	12M 6/28/23	0.11%	\$0.00	\$21,535.19
Bank on Buffalo CD 043	\$12,002.24	36M 7/27/23	0.61%	\$18.25	\$12,020.49
Bank on Buffalo CD 045	\$28,159.62	12M 1/24/23	0.11%	\$7.72	\$28,167.34
Bank on Buffalo CD 046	\$24,633.55	12M 5/24/23	0.11%	\$0.00	\$24,633.55
Bank on Buffalo CD 028	\$11,716.32	36M 10/27/24	0.19%	\$5.55	\$11,721.87
Bank on Buffalo CD 178	\$20,615.59	12M 8/03/22	0.28%	\$0.00	\$20,615.59
Bank on Buffalo CD 1283	\$10,573.93	12M 9/30/22	0.11%	\$0.00	\$10,573.93
Bank on Buffalo CD 2355	\$22,017.00	36M 5/29/23	0.11%	\$0.00	\$22,017.00
Bank on Buffalo CD 7632	\$20,067.12	12M 10/9/22	0.11%	\$5.50	\$20,072.62
<b>CD Balance</b>				\$37.02	\$171,357.58
<b>Total Balance</b>					\$235,725.61

**Petty Cash  
July 2022**

Date	Item	Deposit	Withdrawl	Total
				\$182.51
7-Jul	Meagan- Target- Corn starch & cups for STEM kits		-\$12.74	\$169.77
13-Jul	Meagan- Dollar General- STEM kits supplies		-\$10.25	\$159.52
18-Jul	Josh- Tops- 5 gal bottle water exchange		-\$6.99	\$152.53
		\$0.00	-\$29.98	\$152.53



### Program Projections - 2022

Date(s)	Program Title	Cost
1/24/2022	Kidding Around Yoga (Donna Baia)	\$50.00
2/2/2022	Art-y Time (Kimberly Strell)	\$165.00
2/14/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
2/28/2022	Kidding Around Yoga (Donna Baia)	\$50.00
3/14/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
3/21/2022	Kidding Around Yoga (Donna Baia)	\$50.00
4/11/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
4/19/2022	Native Plants (Lyn Chimera)	\$100.00
4/25/2022	Kidding Around Yoga (Donna Baia)	\$50.00
5/9/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
5/11/2022	Art-y Time (Kimberly Strell)	\$205.00
5/23/2022	Kidding Around Yoga (Donna Baia)	\$50.00
6/6/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
6/27/2022	Kidding Around Yoga (Donna Baia)	\$50.00
6/30/2022	Glenn Colton - summer kick-off	\$449.00
7/7/2022	Benjamin Berry - Circus for all	\$350.00
7/14/2022	Cris Johnson	\$350.00
7/21/2022	Wondermakers	\$150.00
7/25/2022	Kidding Around Yoga (Donna Baia)	\$50.00
7/28/2022	Doug Rougeaux - BubbleMan	\$475.00
8/1/2022	Botanical Gardens - Terrariums	\$250.00
8/4/2022	Nels Ross - In Jest	\$500.00
8/11/2022	Hawk Creek	\$450.00
8/18/2022	Nan Hoffman	\$300.00
8/22/2022	Kidding Around Yoga (Donna Baia)	\$50.00
9/19/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
9/26/2022	Kidding Around Yoga (Donna Baia)	\$50.00
9/28/2022	Mason Winfield - Haunted WNY	\$200.00
10/3/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
10/5/2022	Judy Hartke - Mediumship	\$100.00
10/10/2022	Museum of Science	\$411.20
10/22/2022	Cris Johnson - Spooky Magic	\$325.00
10/31/2022	Kidding Around Yoga (Donna Baia)	\$50.00
11/14/2022	Ms. Melissa's Sprouts (Melissa Sacco)	\$75.00
11/21/2022	Kidding Around Yoga (Donna Baia)	\$50.00
12/19/2022	Kidding Around Yoga (Donna Baia)	\$50.00
<b>TOTAL SPENT</b>		<b>\$5,980.20</b>
<b>Total Spent - Elks</b>		<b>\$3,374.00</b>

Funding Source	Notes	Funds Given
Library Board Funds for 2022		\$5,000.00
Elks 2020 grant (Sept 2020)	did not spend due to pandemic	\$3,400.00
2022 Program Budget (CEN)	must spend in 2022	\$500.00
<b>TOTAL BUDGET for 2021</b>		<b>\$8,900.00</b>
<b>CURRENT BALANCE</b>		<b>\$2,919.80</b>

Civil Engineering  
Environmental Engineering  
Municipal Engineering  
Land Surveying



Project Management  
Construction Support Services  
Landscape Architecture  
SWPPP Services

July 29, 2022

Honorable Town Board  
Town of Lancaster  
Lancaster, NY 14086

Re: Award of Contract  
Town of Lancaster  
**Lancaster Library Various Renovations**

Dear Board Members:

Bids for the Town of Lancaster Library Various Renovations Project were opened and read aloud at 10:00 AM on July 14, 2022. One (1) bid was received for the project.

Wm. Schutt & Associates has reviewed the bid proposals and determined that the lowest responsible bid was submitted by MGR Constructors Inc., in the amount of \$56,000.00.

Wm. Schutt has reviewed the qualifications of MGR Constructors Inc. and have determined that the company has been a reputable contractor doing this type of work in Western New York. Therefore Wm. Schutt recommends, pending concurrence from the Town Attorney and the availability of funds that the construction contract for the Town of Lancaster Library Various Renovations Project be awarded to the lowest responsible bidder MGR Constructors Inc., PO Box 61, Bowmansville, NY 14026 in the amount of \$56,000.00. Upon Award, Insurance and Bonds will be obtained and a contract will be prepared for signature.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "E. Schiller", is written over the typed name and title.

Edward Schiller, P.E.  
Town Engineer

Cc Town Clerk  
Town Attorney  
Lancaster Library

22-07-29-06168G-F7-Rec of Award-TB-l-es

**TOWN OF LANCASTER**  
**Lancaster Public Library Various Renovations**

**BID FORM**

(This Bid Form shall not be detached from the Project Manual and the entire booklet, including any addenda, shall be included with each signed proposal).

**BID FOR:** TOWN OF LANCASTER – Lancaster Public Library Various Renovations  
**BID TO:** TOWN OF LANCASTER  
21 CENTRAL AVENUE  
LANCASTER, NEW YORK 14086

**BID FROM:**

MGR Constructors Inc.; Po Box 64, Bowersville NY 14026  
(Print Name and Address of Bidder)  
(/A Corporation/A-Partnership/An-Individual/A-Joint Venture/  
[Bidder to strike out inapplicable terms.]

Gentlemen:

The undersigned Bidder offers and agrees, if this Bid is accepted, to enter into an Agreement with OWNER in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the contract Price and within the Contract Time indicated in this Bid and in accordance with the Contract Documents.

Bidder declares that no person or persons other than those named herein are interested in this Bid; that this Bid is made without collusion with any other person, firm or corporation; and that no person or persons acting in any official capacity for the OWNER are directly or indirectly interest in this Bid, or in any portion of the profit thereof.

In submitting this Bid, Bidder represents, as more fully set forth in the Agreement, that he has examined the Instructions to Bidders, all of the other Bidding Documents and all of the Contract Documents; that he has examined the actual site and locality where the Work is to be performed; that he has familiarized himself with the legal requirements (federal, state and local laws, ordinances, rules and regulations); that he has made such independent investigations as he deems necessary; and that he has satisfied himself as to all conditions affecting cost, progress, or performance of the work; and that by signing this bid waives all rights to plead any misunderstanding regarding the same.

The undersigned further understands and agrees that the estimated quantities for unit bid prices, if any, are to be considered as approximate only. The OWNER does not expressly or by implication agree that the actual quantities will correspond therewith and reserves the right to increase or decrease any quantity or to eliminate any quantity as he may deem necessary. Neither the OWNER nor the CONTRACTOR will be entitled to any adjustments in a unit bid price as a result of any change in quantity unless that change exceeds 15% of the estimated quantity and he agrees to accept the aforesaid unit bid prices as complete and total compensation for any additions or deductions caused by a variation in quantities as a result of more accurate measurements, or by any changes or alterations in the Work ordered by the OWNER, and for use in the computation of the value of the Work performed for progress payments for changes that vary less than 15% from the estimate quantity.

Bidder further agrees as follows:

- 1) That this Bid shall remain open and may not be withdrawn for the time period set forth in the Instructions to Bidders;

Lancaster Public Library Various Renovations  
Town of Lancaster  
06168G-F7

- 2) That he accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of his bid security;
- 3) That OWNER has the right to delete bid items and/or bid sections prior to or after award if OWNER deems this to be in OWNER'S best interest;
- 4) That upon acceptance of this Bid, he will execute the Agreement and will furnish the required contract security and insurance certificates within the time period(s) set forth in the Instructions to Bidders.

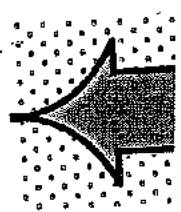
The undersigned further understands that there will be a review and negotiation of the unit price bid whenever the actual quantity for that particular unit price item varies more than 15% from the bid quantity.

In accordance with the above understandings and agreements, Bidder will complete the Work for the following lump sum and unit prices:

(this area intentionally left blank)

**BID ITEMS:**

<u>Description</u>	<u>Estimated Quantities</u>	<u>Computed Totals</u>
<b>ITEM 1 Restroom Renovation</b> <u>Twenty-Four Thousand</u> Dollars and <u>00/100</u> Cents	1 LS	\$ <u>24,000.<sup>00</sup></u>
<b>ITEM 2 Kitchen Renovation</b> <u>Fifteen Thousand Eight Hundred</u> Dollars and <u>No</u> <u>00/100</u> Cents (\$ ) Lump Sum	1 LS	\$ <u>15,800.<sup>00</sup></u>
<b>ITEM 3 Hall Renovation</b> <u>Eight Thousand Seven Hundred</u> Dollars and <u>No</u> <u>00/100</u> Cents (\$ ) Lump Sum	1 LS	\$ <u>8,700.<sup>00</sup></u>
<b>ITEM 4 Contingency Allowance</b> <u>Seven Thousand Five Hundred</u> Dollars and <u>No</u> Cents (\$ ) Lump Sum	1 LS	\$ <u>7,500.00</u>
<hr/>		
<b><u>TOTAL BID AMOUNT</u></b> <u>Fifty-Six Thousand</u> Dollars and <u>60/100</u> Cents		\$ <u>56,000.<sup>00</sup></u>



(Amounts to be shown in both words and numerals. In case of discrepancy, amounts shown in words will govern.) Bidder must bid all bid items under all Sections. However, Bidder agrees that OWNER may delete Bid Items and/or Bid Sections prior to or after award if the OWNER deems this to be in the OWNER'S best interest.

This space left blank intentionally.

Bidder agrees that the Work will be substantially completed on or before the dates or within the number of days indicated in the Agreement.

Bidder accepts the provisions of the Agreement as to liquidated and special damages in the event of failure to substantially complete the Work on time.

Bidder acknowledges receipt of the Addenda listed below and further acknowledges that provisions of each Addendum have been included in the preparation of his bid.

Addendum No.	Date Received
_____	_____
_____	_____
_____	_____

The following documents are attached to and made a condition of this Bid:

1. Bid Security in the Amount of: 5% of Bid Contract Amount  
(5% of Bid Contract Amount)
2. Non-Collusive Bidding Certificate.
4. Certified copy of Board of Directors' Resolution Authorizing Bid (if Bidder is a corporation).

Respectfully submitted on July 14, 2022



**A CORPORATION**

By \_\_\_\_\_ MAR Construction Inc.  
(Corporation Name)

\_\_\_\_\_ New York  
(State of Incorporation)

By \_\_\_\_\_ Don Dilemuth  
(Name of Officer Authorized to Sign)

\_\_\_\_\_ Vice President  
(Title)

\_\_\_\_\_ [Signature]  
(Signature)

(CORPORATE SEAL)

Attest \_\_\_\_\_ [Signature]  
Gregory J. Topol (Secretary) / Resident

License or Registration Number \_\_\_\_\_ 16-1435681

Business Address \_\_\_\_\_ Po Box 61  
Bowmansville NY 14026

Telephone \_\_\_\_\_ 716-681-9383

**A JOINT VENTURE**

By \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

By \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

(Each joint venture must sign. The manner of signing for each individual, partnership and corporation that is a party to the joint venture should be in the manner indicated above).

Acknowledgment if  
Contractor is an Individual, Partnership or Corporation

By: *Amy Bell*  
Name: Amy Dillemeuth  
Title: Vice President  
Company: rose construction inc.

STATE OF NEW YORK        )  
  ) ss:  
COUNTY OF ERIE         )

On 7/14/22, before me, the undersigned, personally appeared Amy Dillemeuth, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity (ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person(s) upon behalf of which the individual(s) acted, executed the instrument.

COLLEEN A KENDZIORA  
NOTARY PUBLIC, STATE OF NEW YORK  
Registration No. 01KE4993847  
Qualified in Erie County  
Commission Expires March 23, 2026

*Colleen A. Kendziora*  
Notary Public

NONCOLLUSIVE BIDDING CERTIFICATE

By submission of this Bid the undersigned, Bidder or person signing on behalf of the Bidder, certifies under the penalty of perjury that to the best of knowledge and belief:

- (1) The prices in this Bid have been arrived at independently without collusion, consultations, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this Bid have not knowingly disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and
- (3) No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a Bid for the purpose of restricting competition.

Attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signator of this Bid in behalf of the corporate Bidder.

Dated: July 14, 2022

Bidder: MAR Contractors Inc.

By: Amy Dillemuth

Title: Vice President

Signature: 

WAIVER OF IMMUNITY CERTIFICATION

This is to certify that neither the undersigned nor any member, partner, director, or officer of the firm has refused to sign a waiver of immunity against subsequent criminal prosecution or to answer any relevant question concerning a transaction or contract with the state, any political division thereof, a public authority or with a public department, agency or official of the state or of any political subdivision thereof or of a public authority, when called before a grand jury, head of a state department, temporary state commission, or other state agency, the organized crime task force in the department of law, head of a city department, or other city agency, which is empowered to compel the attendance of witnesses and examine them under oath.

By: Amy Nilleman  
Signature: Amy Bell  
Title: Vice President  
Business Name: MGR Constructors Inc.  
Business Address: Po Box 61, BOWMANVILLE NY 14028

(SEAL - if Bid is by a corporation)

**CERTIFIED COPY OF RESOLUTION OF  
BOARD OF DIRECTORS OF**

MGR Constructors Inc  
(Name of Corporation)

RESOLVED that And Dillemath Vice President  
(Person Authorized to sign) (Title)

to MGR Constructors Inc  
(Name of Corporation)

be authorized to sign and submit the bid or proposal for the following:

**TOWN OF LANCASTER, ERIE COUNTY, NEW YORK**  
**Lancaster Public Library Various Renovations**

The foregoing is a true and correct copy of the resolution adopted by

MGR Constructors Inc  
(Name of Corporation)

at a meeting of its Board of Directors held on the day of

July 14, 2022

By: And Dillemath

Title: Vice President

(SEAL - if Bid is by a corporation)

The above form must be completed if Bidder is a Corporation.

**IMPORTANT : THIS FORM MUST BE FILLED IN BY BIDDER**

**PERFORMANCE BOND INFORMATION FORM**  
**(TO BE COMPLETED BY BIDDER)**

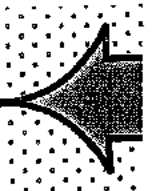
PROJECT NAME: **Lancaster Public Library Various Renovations**

Bidder's Name: MERCONSTRUCTORS Inc.  
Street/P.O. Box: Po Box 61  
City: Bowmansville NJ 14026 State: NJ Zip: 14026  
Phone: (716) 681 - 0383 Fax: (716) 681 - 3427

Bonding Company or Person Issuing Performance Bond: United States Fire Insurance Company  
Street/P.O. Box: 1209 Orange St.  
City: Wilmington State: Delaware Zip: 19801  
Phone: (315) 418 - 1015 Fax: (973) 320 - 7152

Bonding Company Agent: World Wide Bonding Agency  
Street/P.O. Box: 2846 William St.  
City: Buffalo State: NY Zip: 14227  
Phone: (716) 681 - 7685 Fax: (716) 681 - 7683

AMOUNT OF BID: \$ 56,000.<sup>00</sup>



**BID BOND**

KNOWN ALL MEN BY THESE PRESENTS, that we, the undersigned,

MGR Constructors Inc.

P.O. Box 61

Bowmansville, NY 14026

as Principal, and

United States Fire Insurance Company

305 Madison Ave, Morristown, NJ 07962

as Surety, are hereby held and firmly bound into  
Town of Lancaster 21 Central Ave., Lancaster, NY 14086

in the penal sum of  
Five Percent of Contract Amount 5%

for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successor and assigns.

Signed, this 14th day of July, 2022

The condition of the above obligation is such that whereas the Principal has submitted to

Town of Lancaster a certain Bid, attached hereto and hereby made a part hereof to enter into a contract in writing, for the

Town Lancaster Public Library, 5466 Broadway, Lancaster, NY 14086 Various Renovations General Construction Contract, Project #06168G-F7

**NOW THEREFORE,**


(a) If said Bid shall be rejected, or in the alternate

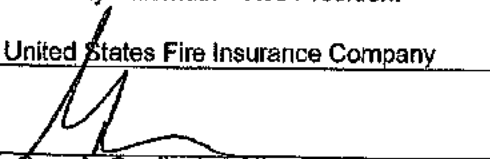
(b) If said Bid shall be accepted and the Principal shall execute and deliver a contract and performance and maintenance bond, in the form required by the **TOWN OF LANCASTER** specifications and shall in all other respects perform the agreement created by the acceptance of said Bid.

Then this obligation shall be void, otherwise the same shall remain in force and effect, it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated. The Surety, for value received, hereby stipulates and agrees that the obligation of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Principal may accept such bids, and said Surety does hereby waive notice of any such extension.

Lancaster Public Library Various Renovations  
Town of Lancaster  
06168G-F7

**IN WITNESS WHEREOF**, the Principal and Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

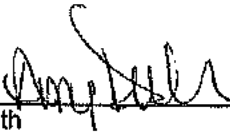
MGR Constructors Inc.  L.S.  
\_\_\_\_\_  
Amy Dillemath - Vice President

United States Fire Insurance Company      Surety  
\_\_\_\_\_  
 By  
\_\_\_\_\_  
Gary A. Cardinale - Attorney In Fact

**(SEAL)**



Acknowledgment if  
Contractor is an Individual, Partnership or Corporation

By:   
Name: Amy Dillemath  
Title: Vice President  
Company: MGR Constructors Inc.

STATE OF NEW YORK        )  
  ) ss:  
COUNTY OF ERIE         )

On July 14, 2022, before me, the undersigned, personally appeared Amy Dillemath, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity (ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person(s) upon behalf of which the individual(s) acted, executed the instrument.

  
Notary Public

WENDY MARIE MONTANTE  
NOTARY PUBLIC, STATE OF NEW YORK  
Registration No. 01MO6411197  
Qualified in Erie County  
Commission Expires November 09, 2024

Lancaster Public Library Various Renovations  
Town of Lancaster  
06168G-F7

ACKNOWLEDGMENT OF PRINCIPAL

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS.:

On the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, before me, the undersigned, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

\_\_\_\_\_  
Notary Public

ACKNOWLEDGMENT OF SURETY

STATE OF New York )  
COUNTY OF Erie ) SS.:

On the 14th day of July in the year 2022, before me, the undersigned, personally appeared Gary A Cardinale, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

  
\_\_\_\_\_  
Notary Public

WENDY MARIE MONTANTE  
NOTARY PUBLIC, STATE OF NEW YORK  
Registration No. 01MO6411197  
Qualified in Erie County  
Commission Expires November 09, 2024

UNITED STATES FIRE INSURANCE COMPANY  
1209 ORANGE STREET, WILMINGTON, DELAWARE 19801

STATEMENT OF ASSETS, LIABILITIES, SURPLUS AND OTHER FUNDS

AT DECEMBER 31, 2021

<u>ASSETS</u>	
Bonds (Amortized Value).....	903,307,173
Preferred Stocks (Market Value).....	105,571,429
Common Stocks (Market Value).....	1,504,759,231
Mortgage Loans (Market Value).....	446,047,113
Cash, Cash Equivalents, and Short Term Investments.....	1,184,428,501
Derivatives.....	8,536,548
Other Invested Assets.....	336,487,236
Investment Income Due and Accrued.....	10,016,168
Premiums and Considerations.....	431,207,743
Amounts Recoverable from Reinsurers.....	68,151,803
Funds Held by or Deposited with Reinsured Companies.....	29,595,868
Net Deferred Tax Asset.....	160,701,318
Electronic Data Processing Equipment.....	2,011,585
Receivables from Parent, Subsidiaries and Affiliates.....	114,953,836
Other Assets.....	97,519,676
<b>TOTAL ASSETS.....</b>	<b>\$ 5,403,295,228</b>

<u>LIABILITIES, SURPLUS &amp; OTHER FUNDS</u>	
Losses (Reported Losses Not of Reinsurance Ceded and Incurred But Not Reported Losses).....	1,866,433,397
Reinsurance Payable on Paid Losses and Loss Adjustment Expenses.....	88,108,310
Loss Adjustment Expenses.....	322,459,750
Commissions Payable, Contingent Commissions and Other Similar Charges.....	8,674,938
Other Expenses (Excluding Taxes, Licenses and Fees).....	75,718,281
Taxes, Licenses and Fees (Excluding Federal Income Taxes).....	32,725,021
Current Federal and Foreign Income Taxes.....	62,383
Unearned Premiums.....	845,288,567
Advance Premium.....	7,921,829
Ceded Reinsurance Premiums Payable.....	72,110,703
Funds Held by Company under Reinsurance Treaties.....	24,081,128
Amounts Withheld by Company for Account of Others.....	147,974,892
Provision for Reinsurance.....	3,350,178
Payable to Parent, Subsidiaries and Affiliates.....	13,084,638
Other Liabilities.....	41,952,278
<b>TOTAL LIABILITIES.....</b>	<b>\$ 3,549,946,293</b>
Common Capital Stock.....	18,780,000
Gross Paid In and Contributed Surplus.....	1,577,074,940
Unassigned Funds (Surplus).....	257,493,995
Surplus as Regards Policyholders.....	1,853,348,935
<b>TOTAL LIABILITIES, SURPLUS &amp; OTHER FUNDS.....</b>	<b>\$ 5,403,295,228</b>

I, Carmine Scaglione, Senior Vice President and Controller of UNITED STATES FIRE INSURANCE COMPANY, certify that the foregoing is a fair statement of Assets, Liabilities, Surplus and Other Funds of this Company, at the close of business, December 31, 2021, as reflected by its books and records and as reported in its statement on file with the Insurance Department of the State of Delaware.



IN TESTIMONY WHEREOF, I have set my hand and affixed the seal of the Company, this 1st day of March, 2021.  
UNITED STATES FIRE INSURANCE COMPANY

POWER OF ATTORNEY  
UNITED STATES FIRE INSURANCE COMPANY  
PRINCIPAL OFFICE - MORRISTOWN, NEW JERSEY

0110222

KNOW ALL MEN BY THESE PRESENTS: That United States Fire Insurance Company, a corporation duly organized and existing under the laws of the state of Delaware, has made, constituted and appointed, and does hereby make, constitute and appoint:

Gary A. Cardinale

each, its true and lawful Attorney(s)-In-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver: Any and all bonds and undertakings of surety and other documents that the ordinary course of surety business may require, and to bind United States Fire Insurance Company thereby as fully and to the same extent as if such bonds or undertakings had been duly executed and acknowledged by the regularly elected officers of United States Fire Insurance Company at its principal office, in amounts or penalties not exceeding: Seven Million, Five Hundred Thousand Dollars (\$7,500,000).

This Power of Attorney limits the act of those named therein to the bonds and undertakings specifically named therein, and they have no authority to bind United States Fire Insurance Company except in the manner and to the extent therein stated.

This Power of Attorney revokes all previous Powers of Attorney issued on behalf of the Attorneys-In-Fact named above and expires on January 31, 2023.

This Power of Attorney is granted pursuant to Article IV of the By-Laws of United States Fire Insurance Company as now in full force and effect, and consistent with Article III thereof, which Articles provide, in pertinent part:

Article IV, Execution of Instruments - Except as the Board of Directors may authorize by resolution, the Chairman of the Board, President, any Vice-President, any Assistant Vice President, the Secretary, or any Assistant Secretary shall have power on behalf of the Corporation:

(a) to execute, affix the corporate seal manually or by facsimile to, acknowledge, verify and deliver any contracts, obligations, instruments and documents whatsoever in connection with its business including, without limiting the foregoing, any bonds, guarantees, undertakings, recognizances, powers of attorney or revocations of any powers of attorney, stipulations, policies of insurance, deeds, leases, mortgages, releases, satisfactions and agency agreements;

(b) to appoint, in writing, one or more persons for any or all of the purposes mentioned in the preceding paragraph (a), including affixing the seal of the Corporation.

Article III, Officers, Section 3.11, Facsimile Signatures. The signature of any officer authorized by the Corporation to sign any bonds, guarantees, undertakings, recognizances, stipulations, powers of attorney or revocations of any powers of attorney and policies of insurance issued by the Corporation may be printed, facsimile, lithographed or otherwise produced. In addition, if and as authorized by the Board of Directors, dividend warrants or checks, or other numerous instruments similar to one another in form, may be signed by the facsimile signature or signatures, lithographed or otherwise produced, of such officer or officers of the Corporation as from time to time may be authorized to sign such instruments on behalf of the Corporation. The Corporation may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Corporation, notwithstanding the fact that he may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, United States Fire Insurance Company has caused these presents to be signed and attested by its appropriate officer and its corporate seal hereunto affixed this 28<sup>th</sup> day of September, 2021.

UNITED STATES FIRE INSURANCE COMPANY

Matthew E. Lubin, President

State of New Jersey }  
County of Morris }

On this 28<sup>th</sup> day of September, 2021, before me, a Notary public of the State of New Jersey, came the above named officer of United States Fire Insurance Company, to me personally known to be the individual and officer described herein, and acknowledged that he executed the foregoing instrument and affixed the seal of United States Fire Insurance Company thereto by the authority of his office.



Melissa H. D'Alessio

(Notary Public)

I, the undersigned officer of United States Fire Insurance Company, a Delaware corporation, do hereby certify that the original Power of Attorney of which the foregoing is a full, true and correct copy is still in force and effect and has not been revoked.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of United States Fire Insurance Company on the 14<sup>th</sup> day

of July 2022

UNITED STATES FIRE INSURANCE COMPANY

Alfred N. Wright, Senior Vice President



July 14, 2022

Town of Lancaster  
21 Central Ave.  
Lancaster, NY 14086  
Attn: Town Hall, Clerk Office



Re: General Work Contract #06168G-F7 Town of Lancaster Public Library  
Various Renovations Project Bid

To whom it may concern,

It is our pleasure to introduce MGR Constructors Inc., a general contractor in the Western New York area.

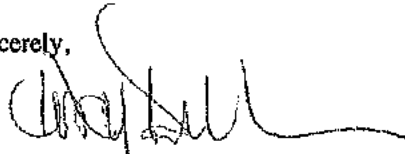
MGR Constructors Inc. has been created to provide construction services to a wide variety of clients in the local area. Due to the high market selectiveness, customer knowledge and future expansion in the commercial business, MGR Constructors Inc. has focused its efforts on the best possible combination of price, quality, and commitment to our clients, ourselves and the construction industry. The owners of the company, Ronald J. Topol, owner, has (56) fifty-six years experience in general construction and management, administrative of contracts of multi-million dollar projects, and Gregory J. Topol, owner and president, has (33) thirty-three years experience in general construction and management, and Amy Dillemath, vice president, has (27) twenty-seven years experience in construction management and administrative.

We are writing to you to make you aware of the construction service that MGR Constructors Inc. is now providing to local businesses. This service consists of a fast and efficient response and completion to all projects that you may incur.

Visualizing the needs of the future our technical staff has developed specific longterm goals, objectives and standards. We feel at MGR Constructors Inc. that it is essential to focus on the client, to produce a quality service and product.

We would be pleased to review and or discuss this project and any other projects you may incur. Enclosed you will find information on the company's history and a list of references. If you have any questions, please contact us at (716) 681-9383. Thank you for your time and consideration.

Sincerely,



Amy Dillemath  
Vice President

Cc: File



PO BOX 61,  
Bowmansville, NY 14026

716-681-9383 o  
716-681-3427 f  
atmgr@roadrunner.com

July 14, 2022

Town of Lancaster  
21 Central Ave.  
Lancaster, NY 14086  
Attn: Town Hall, Clerk Office



Re: General Work Contract #06168G-F7 Town of Lancaster Public Library  
Various Renovations Project Bid

NYS Office of General Services – Dist.9  
Division of Construction  
Andrew Yambor, PE 716-585-591-0356  
Bryan Bernard, EIC 716-937-4200  
Jake Samolski, PE  
Andrew Hvidsak, PE  
Ray Kamsyz, PE  
Jeffrey Westerman, PE 716-937-4200  
Projects: OGS: Attica Cor. Fac. Renovation &  
Load Dock, and Visitor Center, Bldg. 14 Stairs,  
Wyoming Cor. Fac. Milk Packing System & Roof,  
Wende Cor. Fac. Stainless Steel Tables, Provide  
Security Windows Bldg 1 & 1A,  
Wyoming Cor. Fac. Provide new cow barn  
Tonawanda Indian Community House Provide  
Gym floor and Site Improvement and Replace  
Exterior Sign Projects, Entrance & Basement  
Renovation.

Gordon W. Jones & Associates  
Scott Jones, PE  
5757 Main Street  
Williamsville, NY 14221  
716-633-9000  
Projects: Akron School District, Hamburg School,  
Iroquois School District,  
Sweet Home School District,  
Southwestern School District,  
Yorkshire Central School District.

Rand & Jones Enterprises  
Joan Yang  
18 Tracy St.  
Buffalo, NY 14201  
716-626-1080  
Projects: GSA Keating Federal Building 5<sup>th</sup> Floor  
and 6<sup>th</sup> Floor, and Basement Renovations,  
Niagara Falls Air Force- Various Projects, DASNY  
Restroom Renovations.

Trautman Associates Architects Engineers  
Robert Stelianou, PE  
Timothy Rider, RA  
470 Franklin St.  
Buffalo, NY 14202  
716-883-4400  
Project: Williamsville School District Capital  
Repairs 2006/2008,  
Keating Federal Bldg US Attorneys Office  
5<sup>th</sup> Floor Renovation 2010/2011.

Sweet Home Central School District  
Supervisor Bldg & Grnds.  
1741 Sweet Home Road  
Amherst, NY 14228  
716-250-1443  
Projects: Sweet Home School District – School  
Building Renovations

Quest Diagnostics  
Karla Caramella, Operations Manager &  
Jessica Kron, Supervisor PR  
1 Sylvan Pkwy  
Amherst, NY 14228  
716-568-5214  
Projects: Interior/Exterior Building Renovations

CPL Architecture Engineering  
26 Mississippi St  
Buffalo, NY, 14203  
Steven Tanner, PE  
716-218-4741  
Project: Town of West Seneca Animal Shelter Reno.



PO BOX 61,  
Bowmansville, NY 14026

716-681-9383 o  
716-681-3427 f  
atmgr@roadrunner.com

Please contact our office with any questions or concerns or if further information is required.  
Thank you.

Sincerely,

  
Amy Dilleuth  
Vice President

July 14, 2022

Town of Lancaster  
21 Central Ave.  
Lancaster, NY 14086  
Attn: Town Hall, Clerk Office



**MGR**

**CONSTRUCTORS INC.**  
General Contractors Management

Re: General Work Contract #06168G-F7 Town of Lancaster Public Library  
Various Renovations Project Bid

Our corporation has twenty-nine (29) years of extensive construction administration, supervising and field experience on multi-million dollar projects. The following is a list of jobs completed by MGR Constructors Inc.

Highgate Medical Group - 1150 Youngs Rd. (Interior/ Exterior renovations) -	Owner & MGR Constructors Inc.	\$980,000.00 (on going)
- Iroquois Central School District - Various Schools - (Interior/ Exterior renovations & Construct Storage Building & High School Renovations)	Gordon W. Jones Associates & Iroquois School Dist.	\$608,022.00 (9/04)
- Williamsville Central School District - Various Schools (Interior/Exterior renovations, Capital Repairs 2006) Interior/Exterior renovation Capital Repairs 2008	Trautman & Williamsville School Dist. Williamsville School Dist.	\$925,151.00 (8/06) (on going) \$103,400.00(on going)
- Akron Central School District - Various Schools (New construction of H.S. Press Box and New Concession Bldg. Elementary Dish Room)	Gordon W. Jones Associates	\$265,558.00 (9/02) \$336,113.00 (9/04) \$ 18,100.00 (2/06)
- Kenntore Town of Tonawanda - Various Schools	Duchschever-Oberst Design	\$150,000.00 (10/00)
- County of Erie: Erie County (Rich Stadium) Lancaster, East Concord, Hartem, Protection Highway Garages - Lift Reno. Cheektowaga Fire Training Academy Erie County Storage Facility Elma Meadows Clubhouse and Administration Building Como Lake Park ECC North Campus, Cafeteria Renovations ECC South Campus, Athletic Field Bleachers Erie County Home, Alden NY Erie County Youth Detention Center, Alden, NY Erie County Clarence Maintenance Facility, Reno. Erie County E.Concord, E. Aurora Maintenance Facility Reno. Erie County Ellicott Creek Shelter Reno. (8/06) Erie County Isle View Park New Gazebo. (8/06) Erie County Maintenance Garage Door Replacement (1/08)	Dept. of Public Works	\$1,945,840.00 (1/08)
- City of Tonawanda Youth Center, (Masonry Block, Steel joist - 12,000 sqft)	The Sear-Brown Group	\$336,777.00 (4/97)
- Town of Clarence Municipal Highway Garage & ADA Compliance Building and Engineering Dept. Building Town Hall (interior renovations)	Clarence Engineering	\$155,000.00 (4/99)
- Town of Lancaster Westwood Park, Pavilion (Masonry Block & Wood Truss - 10,000 sqft) Tax Receiver's, (Interior renovations) Town Hall/Opera House(Interior renovations) Town Senior Citizen Center-Shelter Keysa Park Pool House Reno. Town Hall Restrooms	Donald Gallo Engineers Donald Gallo Engineers Abate Engineering Tw. Lancaster Tw. Lancaster Tw. Lancaster/Erdman Anthony Assoc.	\$671,750.00 (11/05)
- Town of Tonawanda Municipal (Interior/ Exterior renovations)	Stearns & Wheeler	\$125,000.00 (5/98)
- Eden Municipal (Interior/ Exterior renovations)	Wendel	2 \$145,000.00 (9/01)

PO BOX 61,  
Bowmansville, NY 14026

716-681-9383 o

716-681-3427 f

atmgr@roadrunner.com

Cont.



Sweet Home Central School District (Reconstruction)	Gordon W. Jones Associates	\$282,148.00 (1/98)
Sweet Home Central School District Reconstruction Work	Gordon W. Jones Associates	\$248,800.00 (on going)
Clarence Schools - Harris Hill Elementary (Acoustical installation)	Gordon W. Jones Associates	\$ 60,000.00 (5/96)
Peter J. Holdaway, DPM (Construct 4100 sqft. New medical building, PA) Owner & MGR Constructors Inc.		\$277,451.00 (9/00)
- Lancaster School District - High School (Athletic Field Exterior Bleachers)	The Sear-Brown Group	\$360,000.00 (2/01)
- Town of Hamburg - Police Garage (New addition)	Donald Gallo Engineers	\$223,900.00 (1/03)
- Town of Orchard Park - New Yard Waste Equipment Bldg.	Town of Orchard Park	\$ 58,540.00 (9/02)
- Attica Correctional Facility (ADA Toilet Rooms, Load Dock)	NYS OGS	\$298,600.00 (10/03, 8/05)
- Wyoming Correctional Facility (Dairy Barn)	NYS OGS	\$215,400.00 (7/04)
- Quest Diagnostica Various location (Interior renovations)	Quest/ Stievater Assoc.	\$350,000.00 (on going)
- OB/GYN Associates of Western New York Transit Rd. (Interior/Exterior Building Renovation.)	OG/GYN Assoc.	\$38,000.00 (8/05)
- AAA Travel Agency Various locations (Interior & Exterior renovations).	AAA Travel	\$970,000.00 (on going)
- AAA Travel Car Care Center, Eggert Rd., Amherst, NY Building Build - out	AAA Travel	\$269,730.00 (1/08)
- NYS OGS Wyoming Correctional Facility, Provide New Cow Barn, NYS OGS Provide new cow barn and existing milk barn renovation (40,000 sf)	NYS OGS	\$888,322.00 (8/08)

Please contact our office with any questions or concerns on any of the above projects, (716) 681-9383.

Sincerely,

  
Amy Dillmuth  
Vice President

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Bowmansville, NY 14026

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NEW YORK STATE  
VENDOR RESPONSIBILITY QUESTIONNAIRE  
ATTACHMENT A - COMPLETED CONSTRUCTION CONTRACTS

Vendor Name: MGR Constructors Inc

NYS Vendor ID: 161435681

Question 3.0: List the ten most recent construction contracts the Business Entity has completed. If less than ten, include most recent subcontracts on projects up to that number:											
Agency/Owner	Telephone No.	Design Architect and /or Design Engineer	Award Date	Amount	Date Completed	Agency/Owner	Telephone No.	Design Architect and /or Design Engineer	Award Date	Amount	Date Completed
1. Agency/Owner Niagara Falls Air Base-Reno Bldg. 936, Allied Sup.GC Repair Stor.Bldg 830& 912 B	716-626-1080	Designer Architect and /or Design Engineer NFAB	7/10/2014	\$785,873.00	6/1/2015	Contract Person Joan Yang	Prime or Sub Sub	Joint Venture (JV) Name, if applicable	EIN of JV, if applicable		
2. Agency/Owner Iroquois Central School District	(716) 633-9000	Designer Architect and /or Design Engineer Gordon W. Jones Assoc.	3/1/2021	\$70,000.00	11/1/2021	Contract Person Tim Mertzluuff	Prime or Sub Sub	Joint Venture (JV) Name, if applicable	EIN of JV, if applicable		
3. Agency/Owner Town of Lancaster Highway Department - Construct Storage Building,	716-683-5961	Designer Architect and /or Design Engineer Wm. Schutt & Associates, 37 Central Ave., Lancaster, NY 14086	6/22/2015	\$649,118.00	3/1/2016	Contract Person Bob Harris	Prime or Sub Prime	Joint Venture (JV) Name, if applicable	EIN of JV, if applicable		
4. Agency/Owner Town of Lancaster Westwood Park & Walden Ponds Park Shelter Roof Rehab	716-683-5961	Designer Architect and /or Design Engineer Wm. Schutt & Associates, 37 Central Ave., Lancaster, NY 14086	5/23/2018	\$78,000.00	11/16/2018	Contract Person Ed Shilling	Prime or Sub Prime	Joint Venture (JV) Name, if applicable	EIN of JV, if applicable		
5. Agency/Owner Maryvale UFSD Maryvale Middle-Intermediate School Phase 1 Toilet Room	716) 774-3339	Designer Architect and /or Design Engineer Cannon Design	7/16/2018	\$85,400.00	10/31/2017	Contract Person Jeremy Dwyer	Prime or Sub Prime	Joint Venture (JV) Name, if applicable	EIN of JV, if applicable		
Contract No. 06168D-D18						Contract No. ***					

NEW YORK STATE  
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Question 3.0: List the ten most recent construction contracts the Business Entity has completed. If less than ten, include most recent subcontracts on projects up to that number:					
Agency/Owner	Telephone No.	Design Architect and /or Design Engineer	Award Date	Amount	Date Completed
6. Agency/Owner Yorkshire-Pioneer Central School District	716-633-9000	Designer Architect and /or Design Engineer Gordon W. Jones, Associates	6/23/2017	\$1,235,749.00	2/1/2019
Contact Person Scott Jones	Joint Venture (JV) Name, if applicable	EIN of JV, if applicable			
Contract No. GC100	Prime or Sub Prime				
7. Agency/Owner Town of West Seneca Animal Shelter	716-852-2100	Designer Architect and /or Design Engineer CPL Associates	7/9/2019	\$156,876.00	3/24/2020
Contact Person Steve Tanner	Joint Venture (JV) Name, if applicable	EIN of JV, if applicable			
Contract No. 14963.00	Prime or Sub Prime				
8. Agency/Owner Holland School District - 2007 Capital /Phase 2 Bus Garage	716-7743-493.00	Designer Architect and /or Design Engineer Cannon Design	4/27/2009	\$1,772,902.00	11/7/2010
Contact Person Rich Little	Joint Venture (JV) Name, if applicable	EIN of JV, if applicable			
Contract No. 002601.04	Prime or Sub Prime				
9. Agency/Owner Town of Lancaster Senior Center Restrooms	716-683-5961	Designer Architect and /or Design Engineer Wm. Schutt & Associates	9/1/2019	\$33,802.00	11/30/2019
Contact Person Ed Schiller	Joint Venture (JV) Name, if applicable	EIN of JV, if applicable			
Contract No. 016168	Prime or Sub Prime				
10. Agency/Owner Newfane School District- Cafeteria & HS /Middle Schools Cap.Improvement GC Reno	716-7743-339.00	Designer Architect and /or Design Engineer Cannon Design	8/26/2016	\$372,840.00	9/1/2017
Contact Person Jeremy Dwyer	Joint Venture (JV) Name, if applicable	EIN of JV, if applicable			
Contract No. 04429.00,	Prime or Sub Prime				
					EIN of JV, if applicable 0



## **Lancaster Public Library Petty Cash Policy**

The purpose of this policy is to set up a fund for the library staff that allows the staff to purchase necessary items, which are not covered by our contract with B&ECPL, costing \$100.00 or less without prior board approval.

1. A petty cash fund of \$150.00 shall be set up by the Library Director, after a majority vote of the board.
2. The Library Director shall be responsible for the management of the petty cash account. The Library Director must give approval before money will be disbursed. The Library Director may appoint an employee to keep receipts and bookkeeping records for the petty cash account.
3. Money to fund the petty cash account will come from Library Board's current private funds checking account.
4. The account shall be replenished with Board approval from the Library Board's private funds checking account.
5. Items necessary for library purposes only, ranging from \$0.1 to \$100.00 may be made out of the account. The libraries tax-exempt form must be used when purchasing taxable items. The purchase of items supplied under the Lancaster Library Board's contract with the B&ECPL can only be made after the B&ECPL gives plausible explanation as to why they cannot purchase the item(s). (Example: B&ECPL funds are not available.)
6. A receipt must be procured when all the items are purchased. The receipt must be included and stored with the bookkeeping records.
7. The Director, or appointed staff member shall prepare a monthly report to be presented to the board on the day of their regular monthly meeting. The period covered by the report shall include records of purchases made in the calendar month prior to the meeting. (Example, The report presented to the board in the month of June, will include expenditures made from May 1<sup>st</sup> to May 31<sup>st</sup>). The report does not need to include photocopies of receipts.
8. Any member of the Lancaster Library Board may audit the petty cash account at any time if they so choose. The Treasurer or Claims Auditor must audit the petty cash amount at least once (1) every six (6) months.
9. This policy shall go into effect on January 1, 2019.

Adopted: February 21, 2013

Amended and Approved: January 17, 2019



## 1 Pickup Address Hide Details ▾

D & L Plaza  
5165 Broadway Suite 6  
Depew, New York, 14043-4012

[Change Store ▶](#)

## 2 Billing Address Hide Details ▾

**Default Address**  
Kara Stock  
5486 Broadway  
Lancaster, New York, 14086  
US  
7166831120

[Change Address ▶](#)

## 3 Payment Hide Details ▾

This order is for an organization with tax-exempt status. [?](#)

**Important** - In order to qualify: [Print Cover Sheet](#)

Enter your tax-exempt information below. Your entries must match the information on your tax-exempt form.

**D & L Plaza**  
5165 Broadway Suite 6  
Depew, New York, 14043-4012  
[Change Store ▶](#)



**E-Circuit Over-the-Ear Sport Earphones** **\$120.00**

SKU #: 259602

Qty: 4 Case (24 units per case)  
Estimated Pickup 08/10/22

[Add Promo Code](#) [+](#)

### Order Summary

Items In Your Cart:	\$120.00
Shipping:	-
Tax:	-

**ORDER TOTAL: \$120.00**

By clicking "Place Order" you are agreeing to our [Terms & Conditions](#).



### Additions to advanced gardener kit: Total cost \$40.93

- Composting thermometer <https://www.amazon.com/REOTEMP-Compost-Thermometer-Composting-Fahrenheit/dp/B0883HLYPY> \$13.99
- Newspaper pot maker <https://www.amazon.com/Carrot-Design-Newspaper-Biodegradable-Seedling/dp/B01DE38236/> \$22.99
- Composting pamphlet <https://www.amazon.com/Easy-Composters-You-Can-Build/dp/088266350X/> \$3.95



### Butterfly watching kit: Total cost \$75.91

- Pocket guide <https://www.amazon.com/New-York-State-Butterflies-Pollinators/dp/1620054566/> \$7.95
- Butterfly ID book: <https://www.amazon.com/Swift-Guide-Butterflies-North-America/dp/0691176507/> \$24.00
- *From Caterpillar to Butterfly* book <https://www.amazon.com/Caterpillar-Butterfly-Lets-Read-Find-Out-Science/dp/0062381830> \$6.99
- Nets <https://www.amazon.com/DEWEL-Telescopic-Butterfly-Catching-Extendable/dp/B07FGDT6LW/> \$16.99
- Magnifying glass <https://www.amazon.com/Wapodeai-Shatterproof-Magnifying-Handheld-Magnifier/dp/B07W5QDYFK> \$9.99
- Butterfly life cycle set <https://www.amazon.com/dp/B08XJWZ1QT/> \$9.99



Back to results



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Twiddec/6 Digits 0-999999 Customer Traffic Counter 100V-240VAC LED Auto Display Digital People Counter + 0-2M NPN Photoelectric Switch Sensor R61+ Holder + Reflector Panel

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 Price: \$36.99 & FREE Returns  
 You Save: \$3.00 (8%)

Brand Twiddec  
 Switch Type Flow Switch  
 Mounting Type Panel Mount  
 International Protection Rating IP66  
 Unit Count 1 Count  
 Number of Items 1

About this item

- Digital counter is widely used in counting of output, the flow, the times, the speed and other occasion which need counting
- Power supply: AC100V-240V ;Display range:0-999999(The meter retain the number automatically when power cut off); Overall dimension: 57mm X 40mm X 85mm
- Photoelectric switch sensor is widely used in outdoors gates, garage doors for indoor/outdoor usage etc.
- Supply Voltage:10-30V DC;Type : NPN (Switchable normally open or normally closed) ;Wire Type : DC 3 Wire;Sensory Distance : 0-2m (Adjustable distance); Body Size: 34mm x11mm x 21mm
- Package Content: 1Pcs Counter + 1Pcs Photoelectric sensor + 1Pcs Power plug wire + 1Pcs Sensor mounting holder + 1Pcs x Reflector Panel

Specifications for this item

Brand Name	Twiddec
Ean	0704768699642
Mounting Type	Panel Mount

\$36.99  
 & FREE Returns

FREE delivery Monday, August 8

Or fastest delivery Thursday, August 4. Order within 4 hrs 18 mins

Select delivery location

In Stock.

Qty: 1

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 Packaging Shows what's inside. It...

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



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