

Lancaster Public Library  
Board of Trustees  
Proposed Meeting Agenda  
Thursday, January 11, 2024  
4:00 PM

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the meeting minutes of December 14, 2023
- V. Report of the Director

VI. Public Comment

VII. Monthly Financial Report

- A. December Financial Report
- B. Audit Report
- C. 2024 Board Budget
- D. M&T Bank CD
- E. 2023 Craft Budget Report

VIII. Old Business

- A. Vote to Approve the Slate of Officers
- B. Vote to Approve Emergency Procedures Policy
- C. 2023 Trustee Training

IX. New Business

- A. Building Maintenance
  - a. Bathroom Heaters not working.
- B. Board Member Conflict of Interest forms
- C. Members elected in the 2023 local election to sign oath of office
- D. Approve Contract Extension
- E. 2024 Policy Review Schedule
- F. Private Materials Budget Request
- G. Mileage Payments - \$81.70
- H. Historic Materials Cabinet Supplies - \$418.84
- I. Eclipse Events \$1,312.74
- J. Grouchy Ladybug Kit - \$122.87
- K. Demco, Miscellaneous Supplies - \$731.47

X. Adjournment

Next Meeting – Thursday, February 8, 2024 at 4:00 PM

Lancaster Public Library  
Board of Trustees Minutes  
Thursday, December 14, 2023

I. Roll Call- Yarborough, Stock, Graber, Wind, Stempniak, Tamol, Jacobs

II. Called to Order at 3:58pm

III. Approval of and/or changes to the agenda- approved as amended, 1<sup>st</sup> Tamol, 2<sup>nd</sup> Jacobs, unanimous

IV. Review and approval of the meeting minutes of October 12, 2023 and November 9, 2023- both approved, 1<sup>st</sup> Tamol, 2<sup>nd</sup> Graber, unanimous

V. Report of the Director- Hosted a table at the St. Mary's craft show- 92 people stopped by the table. Collected donations for Toys for Tots. Partnered with WNY foster closet to collect donations for foster children. Handed out 137 make your own lava lamp kits. Started a home-schooled Lego club. 11 teens participated in the teen book boxes.

VI. Public comment- \$2,064 made from the jewelry sale. Extra items were donated to local nursing homes. January 18<sup>th</sup> will be an evening Friends meeting.

VII. Monthly Financial Report

A. November Report- approved, 1<sup>st</sup> Tamol, 2<sup>nd</sup> Wind, unanimous

B. Audit Report- up to date, 1<sup>st</sup> Graber, 2<sup>nd</sup> Jacobs, unanimous

C. Replenish Petty Cash- \$300 replenished- 1<sup>st</sup> Graber, 2<sup>nd</sup> Tamol, unanimous

D. Town Budget Report- reviewed

E. 2024 Board Budget- tabled until January

F. CD report- motion to open a \$50,000 CD at M&T bank- 1<sup>st</sup> Graber, 3<sup>rd</sup> Tamol, unanimous

VIII. Old Business

A. DEI Policy- approved, 1<sup>st</sup> Jacobs, 2<sup>nd</sup> Graber, unanimous

B. 2023 Slate of Officers- presented slate of officers nominated for next year= 1<sup>st</sup> Tamol, 2<sup>nd</sup> Graber, unanimous

C. Advocacy Meeting- attended Senator Gallivan meeting on 12/13/2023

D. ACT Meeting- Trustee Jacobs presented at the meeting

IX. New Business

A. 2023 Trustee Training- reviewed

B. Emergency Plan (review)- tabled

C. 2024 Adult Reading Challenge- motion to approve \$200 for prize (gift cards to local businesses) 1<sup>st</sup> Jacobs, 2<sup>nd</sup> Graber, unanimous

D. Empire Pass- motion to purchase for \$70, 1<sup>st</sup> Wind, 2<sup>nd</sup> Jacobs, unanimous

E. Lego Boards- motion to purchase for \$26.99, 1<sup>st</sup> Tamol, 2<sup>nd</sup> Wind, unanimous

F. AED Wall Mount Cabinet- motion to purchase for \$134.69, 1<sup>st</sup> Tamol, 2<sup>nd</sup> Wind, unanimous

G. See Envelopes- motion to purchase for \$69.95, 1<sup>st</sup> Jacobs, 2<sup>nd</sup> Wind, unanimous

H. Firewood- motion to purchase for \$200, 1<sup>st</sup> Jacobs, 2<sup>nd</sup> Wind, unanimous

I. Leaf Blower- motion to purchase for \$549.99, 1<sup>st</sup> Graber, 2<sup>nd</sup> Tamol, unanimous

J. Vacuum- motion to purchase for \$319.00, 1<sup>st</sup> Tamol, 2<sup>nd</sup> Jacobs, unanimous

K. Snow Pusher- motion to purchase for \$66.25, 1<sup>st</sup> Tamol, 2<sup>nd</sup> Graber, unanimous

X. Adjournment- 5:25pm, 1<sup>st</sup> Tamol, 2<sup>nd</sup> Jacobs, unanimous.

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

**PARTNERSHIPS**

**Buffalo Museum of Science** – The library has been handing out free eclipse glasses to our patrons. Glasses are supplied by the museum.

**Lancaster Central Schools** – Certified Literacy Specialist and Lancaster Educator Beth Farrar taught two back to back Family Literacy Workshops for **18 & 18** attendees respectively on Wednesday, December 20<sup>th</sup>.

**Lancaster Historical Society** - This organization is using our front display case to highlight their collection. Their December display focused on vintage fashion.

**Lancaster Youth Bureau** – Volunteers from the Youth Bureau held a hands-on Christmas-themed craft program on Wednesday, December 6<sup>th</sup> for **11** children.

**Math Tutor** – NYS certified math teacher Catherine Thielmann offered tutoring for grades 3-9 each Tuesday evening.



**Mission: Ignite** – This organization provided a Digital Navigator, Nathan, on Thursday mornings. Nathan assisted patrons with in-depth technology questions. He also taught the second of two Tech 360 computer classes on Thursday, December 7<sup>th</sup> for **4** adults. Each attendee received a refurbished computer to keep!

**Paws for Love** – A volunteer from the SPCA Paws for Love organization brought a therapy dog to the library on Saturday, December 9<sup>th</sup>. **8** children practiced reading out loud to a dog.

**Toys for Tots** – The library collected toys for this organization that distributes Christmas gifts to needy children in the community.

**WNY Foster Closet** - The library collected donations for this organization that helps children in need.

## PROGRAMMING - CHILDREN & TEENS

**Beading** – Youth Services Librarian Meagan Carr taught this program on Wednesday, December 28<sup>th</sup>. **27** children learned how to create animals using pony beads and elastic cords.

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

- **New Library Card Welcome Kit** - **10** children received this kit after getting their first library card!
- **STEM Kits: Salt Crystal Snowflakes** – **101** children picked up this kit.
- **Take & Make** – These weekly kits had book themes and **191** were picked up.

**Family Yoga** – **10** school-aged children, each accompanied by an adult, enjoyed music, yoga poses, mindful activities, and a guided relaxation time with certified instructor Donna Baia on Sunday, December 17<sup>th</sup>.

**Gingerbread House** – Meagan ran two workshops on Saturday, December 2<sup>nd</sup> helping a total of **50** children make their own delicious creation.



**Happy Noon Year Party** – Meagan held this Bluey-themed event on Friday, December 30<sup>th</sup> for **25** children. She began with a story, *Bluey: Christmas Swim*. Then they made a Bluey hat and decorated a Bluey stenciled cookie with edible paint. They rang in the “noon” year by tossing balloons up in the air using a colorful parachute.

**Homeschool LEGO®** – Meagan held this program for **30** children on Thursday, December 21<sup>st</sup>.

**Kidding Around Yoga** – **3** preschool-age children, each accompanied by an adult, enjoyed yoga poses, fun music, storytelling, yoga games, and a special guided relaxation time on Monday, December 18<sup>th</sup>.

**LEGO® Club** – Meagan held **2** LEGO® Clubs for a total of **22** children on Saturday, December 16<sup>th</sup>. The theme was “tall buildings” and the creations are on display in the library.

**Sprouts** – Melissa Sacco helped **12** preschool age children learn and grow through music on Monday, December 11<sup>th</sup>.

**Storytimes** – Meagan conducted a total of **12** sessions this month. **55** children attended Lapsit, **87** children attended Toddler Time, and **31** children attended Preschool Time.

**Young Adult Book Club** – Part-time Librarian Michael Green held a book club for 6 attendees on Thursday, December 14<sup>th</sup>. They discussed *The Chalice of the Gods* by Rick Riordan.

## PROGRAMMING - ADULT

**Computer Coach** – Library Assistant John Benzee held 3 one-on-one technology appointments, assisting patrons with Internet use, Android phones, and scanning.

**Mahjong Club** - Our Mahjong Club met each Wednesday morning with an average attendance of 7 adults.

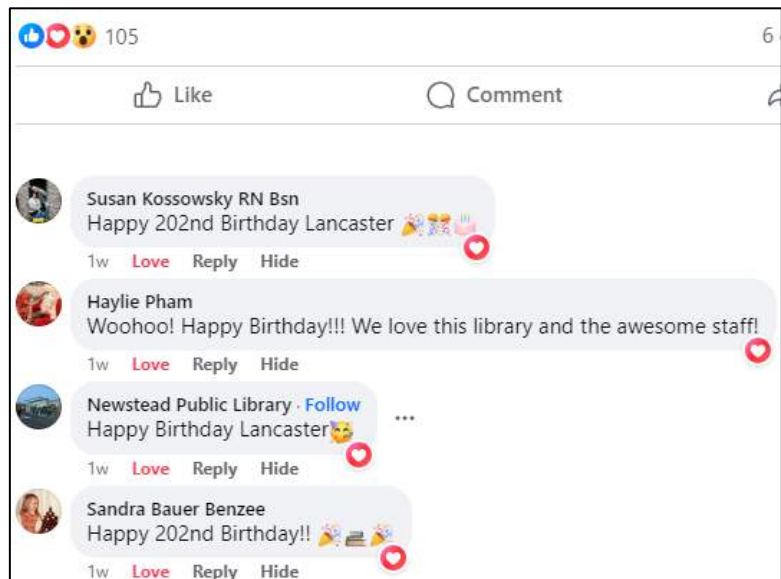
**T'ai Chi Chih** – Accredited teacher Denise Miller taught 3 classes in December with an average attendance of 9.

## MEETINGS

**December 13<sup>th</sup>** – Library Director Kara Stock and Trustee Suzanne Jacobs attended an advocacy meeting with Senator Patrick Gallivan at the Hamburg Library.

**December 18<sup>th</sup>** – Kara attended an advocacy meeting with Assemblymember Monica Wallace at her Cheektowaga office.

## SOCIAL MEDIA



## Lancaster Public Library 2023 Year in Review

**Craft Kits** - A total of **4,556** craft kits were picked up by families in 2023.

### **Kits were expanded:**

- **Accessibility** - these kits focus on helping children develop skills in social and emotional learning, fine and gross motor skills, and sensory and calming management.
- **Citizen Science** - these hold everything needed to gather data for a specific citizen science project. Highlights include: Firefly Watch, Measuring Light in the Night, and Monitoring Air Quality.
- **Empire Pass** - this permits free vehicle access to New York State Parks.
- **Garden Tools** - these tools help patrons plant, grow and harvest.
- **Steam-to-Go** - these enrich STEAM activities for educators, parents, guardians, and homeschool families. Topics include: Ready, Set Kindergarten; Understanding our Universe; Trucks and Tools; and Biscuit® Phonics.

### **Large Events:**

- **Summer Kick-off Party** - 200 people attended this party on June 29<sup>th</sup>. Musician Glenn Colton provided a lively concert and *Rainbow Fish* made an appearance! Kids made a variety of crafts, went magnet fishing, and enjoyed a sensory table.
- **Halloween Party** - 175 people joined us on October 21<sup>st</sup> for a frightfully good time with games, crafts, a spooky sensory table, and a Spooky Bubble Show from Wow Party.

**One-on-One Technology Assistance** - 75 adults received in-depth help with their technology questions.

### **Outreach:**

- *February 2* - Youth Services Librarian Meagan Carr visited Como Park Elementary School and participated in the school's annual science fair.
- *April 3* - Meagan and Senior Page Paula Nelson visited Bloomsbury Toy Shoppe to help children make a train craft.
- *July 4* - Part-time Librarian Genevieve Maynard handed out free books to people walking by the library after the Village of Lancaster Independence Day parade.
- *August 25* - Genevieve staffed a table at the annual Glofest event for teens held by FOCUS: For Our Community Unity & Support in Como Lake Park.
- *August 31* - Library Director Kara Stock and Meagan gave a presentation about library resources to teachers at the Lancaster Central School District Staff Development Day.
- *September 23* - Meagan and part-time Librarian Michael Green staffed a table at the Village of Lancaster Fall Fest.

- *September 30* – Kara staffed a table at the Erie County Fall Festival at Como Lake Park.
- *November 11* – Genevieve staffed a table at the St. Mary’s Elementary Craft Show.

#### **Partnerships:**

- Alden Lancaster Art Club
- Buffalo Museum of Science
- Buffalo Music Hall of Fame
- Erie County Department of Environment and Planning
- Erie County Department of Health
- Erie County Senior Services
- FOCUS: For Our Community Unity & Support
- Friends of the Lancaster Library
- Hospice Buffalo
- Lancaster Central Schools
- Lancaster Garden Club
- Lancaster Historical Society
- Lancaster Women’s Civic Club
- Lancaster Youth Bureau
- Math Tutor Catherine Thielmann
- Mission: Ignite
- New York State Bluebird Society
- New York State Citizen Preparedness Corp
- St. Mary’s Elementary School
- SPCA Paws for Love
- Toys for Tots
- Village of Depew Historian
- Village of Lancaster
- WNY Foster Closet

**Programming** –We offered a range of options for children through adults including storytimes, yoga for families, LEGO® club, Read to a Dog, Makerspace, Comic Book Club, Young Adult Book Club, author visits, mahjong, painting classes, and technology training for adults. We also began offering a new weekly Tai Chi class for adults and it has been very well received.

**Seed Library** – This was our first full year of offering a seed library to our community after debuting in April 2022. **782** vegetable, flower, and herb seed packets were picked up in 2023!

#### **Sustainable Libraries Initiative Highlights:**

- We debuted our citizen science kits.
- We created a pollinator garden in front of the library.
- We offered a variety of eco-friendly programming.
- We purchased two new split waste and recycling barrels for our outside entrances.
- We wrote a Sustainability Policy for our library.
- We installed a bike pump next to the bike rack in our parking lot.
- We purchased a compost bin.
- Our Seed Library provides free seeds for our community to grow and share.
- Our Empire Pass encourages our patrons to enjoy nature and hiking.

**Teen Book Boxes** - 11 teens participated in Michael's new Book Box program. After filling out a survey about their book preferences, each teen received a box of prizes with 2-3 young adult library books specially matched to their reading tastes. Box items were intended to create a cozy reading retreat and included a reading journal, tea and hot chocolate, art activities, and other bookish goodies.

### **Tours**

- *February 25* - Meagan gave a tour of the library to **12** local girl scouts.
- *May 24 & May 31* - Meagan gave tours of the library for a total of **70** third grade students from Como Park Elementary School.
- *June 1* - Meagan gave a tour of the library to **26** kindergarteners from St. Mary's Elementary School.
- *September 27 & 28* - Meagan gave tours of the library to a total of **192** Pre-K students from St. Mary's Elementary School.
- *October 11* - Meagan gave a tour of the library to **15** students and teachers from Aurora Middle School.

**Village Scavenger Hunt** - We partnered with 22 village locations to offer our second annual scavenger hunt for all ages. Participants looked for sea creatures in business windows and stopped in to get a sticker. **82** completed entries were returned to the library.



# LANCASTER PUBLIC LIBRARY

## 2023 STATISTICS

CIRCULATION			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	19,104	8,583	122.6%
FEB	19,227	9,681	98.6%
MAR	21,501	11,175	92.4%
APR	20,469	15,609	31.1%
MAY	18,605	17,971	3.5%
JUN	20,658	18,973	8.9%
JUL	24,933	22,830	9.2%
AUG	26,341	24,206	8.8%
SEP	18,795	18,392	2.2%
OCT	20,426	18,462	10.6%
NOV	19,016	17,396	9.3%
DEC	18,368	16,364	12.2%
YR/DATE	247,443	199,642	23.9%

LIBRARY VISITS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	6,008	4,512	33.2%
FEB	7,096	5,318	33.4%
MAR	7,252	6,449	12.5%
APR	7,829	6,472	21.0%
MAY	6,554	5,648	16.0%
JUN	7,138	6,502	9.8%
JUL	8,483	7,816	8.5%
AUG	8,313	7,744	7.3%
SEP	6,329	5,823	8.7%
OCT	7,682	7,028	9.3%
NOV	6,260	5,097	22.8%
DEC	6,347	4,783	32.7%
YR/DATE	85,291	73,192	16.5%

PUBLIC ACCESS COMPUTER SESSIONS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	646	584	10.6%
FEB	605	574	5.4%
MAR	628	753	-16.6%
APR	674	613	10.0%
MAY	611	693	-11.8%
JUN	562	644	-12.7%
JUL	656	631	4.0%
AUG	696	717	-2.9%
SEP	573	626	-8.5%
OCT	624	662	-5.7%
NOV	598	503	18.9%
DEC	566	459	23.3%
YR/DATE	7,439	7,459	-0.3%

WIFI			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	1,352	1,189	13.7%
FEB	1,342	1,356	-1.0%
MAR	1,525	1,680	-9.2%
APR	1,489	1,469	1.4%
MAY	1,466	1,704	-14.0%
JUN	1,478	1,710	-13.6%
JUL	1,564	1,736	-9.9%
AUG	1,615	1,659	-2.7%
SEP	1,585	1,568	1.1%
OCT	1,718	1,543	11.3%
NOV	1,652	1,430	15.5%
DEC	1,559	1,181	32.0%
YR/DATE	18,345	18,225	0.7%

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

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

### DAYS OPEN AND CLOSED

Days Open: 28

Days Closed: 3

**Lancaster Public Library  
2023 Statistics and Proceeds**

	Tours		New Library Cards		Ref Q	Headphone	Copier	Vending	Book Sale	Donations
	No.	ATT	Child	Adult	No.	Proceeds	Proceeds	Proceeds	Proceeds	to Library
<b>JAN</b>	0	0	27	32	757	\$15.00	\$48.25	\$0.00	\$146.00	\$9,345.39
<b>FEB</b>	1	12	22	38	773	\$3.00	\$85.60	\$24.00	\$243.00	\$48.84
<b>MAR</b>	0	0	27	46	728	\$9.00	\$79.55	\$0.00	\$153.00	\$0.00
<b>APR</b>	0	0	22	38	694	\$15.00	\$84.82	\$0.00	\$223.00	\$0.00
<b>MAY</b>	2	76	38	28	540	\$15.00	\$105.00	\$30.00	\$289.00	\$250.82
<b>JUN</b>	1	31	42	40	586	\$3.00	\$91.90	\$0.00	\$132.00	\$350.00
<b>JUL</b>	0	0	48	56	539	\$21.00	\$55.90	\$23.00	\$168.00	\$0.00
<b>AUG</b>	0	0	34	46	558	\$6.00	\$128.20	\$34.00	\$260.00	\$50.00
<b>SEP</b>	2	192	86	23	637	\$9.00	\$90.60	\$0.00	\$159.00	\$50.00
<b>OCT</b>	1	15	40	17	552	\$9.00	\$61.10	\$30.00	\$273.00	\$25.00
<b>NOV</b>	0	0	16	26	518	\$6.00	\$127.35	\$0.00	\$183.00	\$200.00
<b>DEC</b>	0	0	10	28	538	\$0.00	\$118.75	\$0.00	\$155.00	\$8,132.06
<b>TOTAL</b>	<b>7</b>	<b>326</b>	<b>412</b>	<b>418</b>	<b>7,420</b>	<b>\$111.00</b>	<b>\$1,077.02</b>	<b>\$141.00</b>	<b>\$2,384.00</b>	<b>\$18,452.11</b>

**Total Proceeds      \$22,165.13**

	Facebook	Instagram
	Followers	Followers
<b>JAN</b>	2,801	439
<b>FEB</b>	2,822	467
<b>MAR</b>	2,870	531
<b>APR</b>	2,913	565
<b>MAY</b>	2,952	583
<b>JUN</b>	2,982	610
<b>JUL</b>	3,011	618
<b>AUG</b>	3,034	631
<b>SEP</b>	3,052	638
<b>OCT</b>	3,070	653
<b>NOV</b>	3,092	668
<b>DEC</b>	3,120	680

### December 2023 Programs

Program Date	Title	# of programs	Attendance	Audience
12/1/2023	Storytime	1	45	Children 5 and under
12/1/2023	Storytime	1	40	Children 5 and under
12/2/2023	Graham Cracker House	1	50	Children 6-11
12/2/2023	Graham Cracker House	1	50	Children 6-11
12/5/2023	Book Club	1	7	Adults
12/6/2023	Mahjong Club	1	7	Adults
12/6/2023	Tai Chi	1	8	Adults
12/6/2023	Christmas Craft	1	11	Children 6-11
12/7/2023	Tech 360 class	1	4	Adults
12/9/2023	Read to a Dog	1	16	Children 6-11
12/11/2023	Sprouts	1	25	Children 5 and under
12/12/2023	Storytime	1	35	Children 5 and under
12/12/2023	Storytime	1	5	Children 5 and under
12/12/2023	Book Club	1	11	Adults
12/13/2023	Mahjong Club	1	8	Adults
12/13/2023	T'ai Chi	1	10	Adults
12/14/2023	Storytime	1	25	Children 5 and under
12/14/2023	Digital Navigator	3	3	Adults
12/14/2023	YA Book Club	1	6	Teens
12/15/2023	Storytime	1	35	Children 5 and under
12/15/2023	Storytime	1	27	Children 5 and under
12/16/2023	LEGO Club	1	15	Children 6-11
12/16/2023	LEGO Club	1	16	Children 6-11
12/17/2023	Family Yoga	1	22	Intergenerational/Combined
12/18/2023	Kidding Around Yoga	1	6	Children 5 and under
12/19/2023	Storytime	1	21	Children 5 and under
12/19/2023	Storytime	1	22	Children 5 and under
12/20/2023	Mahjong Club	1	6	Adults
12/20/2023	T'ai Chi	1	9	Adults
12/20/2023	Family Literacy	1	18	Intergenerational/Combined
12/20/2023	Family Literacy	1	18	Intergenerational/Combined
12/21/2023	Storytime	1	30	Children 5 and under
12/21/2023	Homeschool LEGO Club	1	40	Children 6-11
12/22/2023	Storytime	1	30	Children 5 and under
12/22/2023	Storytime	1	24	Children 5 and under
12/27/2023	Mahjong Club	1	5	Adults
12/28/2023	Beading	1	52	Children 6-11
12/28/2023	Digital Navigator	1	1	Adults
12/28/2023	Mahjong Club	1	5	Adults
12/30/2023	Noon Year Party	1	50	Children 6-11
12/31/2023	Take & Make Craft	191	191	Children 5 and under
12/31/2023	Craft & Carry Craft	30	30	Children 6-11
12/31/2023	STEM Kits	101	101	Children 6-11


12/31/2023	New Library Card Kits	10	10	Children 6-11
12/31/2023	Seed Library	10	10	Intergenerational/Combined
12/31/2023	Tutor	20	20	Children 6-11
12/31/2023	Tutor	10	10	Teens
12/31/2023	Tutor	5	5	Adults
12/31/2023	Book a Tech Trainer	6	6	Adults

## 2023 Sunday Circulation

Date		Visits	Circulation
1/8		73	166
1/15		108	175
1/22		148	282
1/29		116	251
2/5		151	300
2/12		129	187
2/19		126	270
2/26		184	357
3/5		150	268
3/12		165	387
3/19		124	202
3/26		139	326
4/2		149	251
4/9	Easter		
4/16	Book Sale	293	157
4/23		160	286
4/30		142	176
5/7		207	286
5/14		56	109
5/21	BBQ	123	154
		<b>2,743</b>	<b>4,590</b>

	Patron Count	Circ
2023 Yearly Total Open 34 Sundays	<b>4,351</b>	<b>7,262</b>
2022 Yearly Total Open 33 Sundays	<b>3,372</b>	<b>6,451</b>
2019 Yearly Total Open 37 Sundays	<b>5,746</b>	<b>9,627</b>
2018 Yearly Total Open 35 Sundays	<b>5,437</b>	<b>9,539</b>
2017 Yearly total Open 35 Sundays	<b>6,141</b>	<b>10,208</b>
2016 Yearly Total Open 36 Sundays	<b>5,880</b>	<b>9,567</b>

Date		Visits	Circulation
9/10		74	130
9/17		90	155
9/24		63	69
10/1		88	239
10/8		103	133
10/15		116	217
10/22		113	160
10/29		108	232
11/5		156	182
11/12		112	262
11/19		96	196
11/26		86	112
12/3		125	169
12/10	Jewelry Sale	138	198
12/17		140	218
		<b>1,608</b>	<b>2,672</b>

Circulation							
Total Circulations							
  Library	December			Year to Date Totals			Footnotes
	2023 Total	2022 Total	% of	2023 Total	2022 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	1,800	1,556	15.7%	23,416	19,522	19.9%	Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.  Last year System-wide - All libraries impacted by winter storm and storm cleanup 12/23/2022-12/31/2022, including partial and full day closings. Erie County was under a State of Emergency at this time.  Audubon - Closed 10/10/2022-3/3/2023 - Construction.  Concord - Closed 12/12/2023 - Installation of LED Lights.  Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.  Dudley - Closed 11/8/2023 - 12/10/2023 - Construction. Re-opened 12/11/2023.  Dudley - Closed 12/18/2023 - Sewer work near library.  González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.  Williamsville - Closed 12/20/2023-12/21/2023 - Air handler installation.
Amherst							
Audubon	34,031	49	69351.0%	356,615	279,960	27.4%	
Clearfield	27,995	37,854	-26.0%	401,308	344,858	16.4%	
Eggertsville-Snyder	13,336	13,341	0.0%	177,250	153,116	15.8%	
Williamsville	3,780	6,013	-37.1%	52,599	55,899	-5.9%	
Angola	2,698	2,430	11.0%	37,892	31,849	19.0%	
Aurora	13,144	12,255	7.3%	168,894	140,261	20.4%	
Boston	3,130	2,434	28.6%	35,641	31,913	11.7%	
Cheektowaga							
Julia Boyer Reinstein	22,596	19,568	15.5%	286,117	244,259	17.1%	
Reinstein Memorial	8,459	6,862	23.3%	105,041	86,706	21.1%	
Clarence	18,363	16,646	10.3%	246,948	205,340	20.3%	
Collins	4,460	4,944	-9.8%	57,140	47,281	20.9%	
Concord	4,572	4,337	5.4%	61,519	53,215	15.6%	
Eden	3,534	3,361	5.1%	46,592	42,532	9.5%	
Elma	8,122	7,669	5.9%	112,400	94,463	19.0%	
Grand Island Memorial	9,563	9,949	-3.9%	133,494	113,459	17.7%	
Hamburg							
Hamburg	16,704	15,789	5.8%	228,240	194,340	17.4%	
Lake Shore	5,409	5,154	4.9%	75,674	64,839	16.7%	
Lackawanna	5,007	3,590	39.5%	53,497	43,425	23.2%	
Lancaster	18,368	16,364	12.2%	247,443	199,642	23.9%	
Marilla	3,303	3,375	-2.1%	39,702	35,876	10.7%	
Newstead	4,026	3,864	4.2%	56,439	53,180	6.1%	
North Collins	1,593	1,389	14.7%	21,626	17,222	25.6%	
Orchard Park	23,974	20,517	16.8%	293,821	250,766	17.2%	
City of Tonawanda	8,607	8,593	0.2%	111,769	97,945	14.1%	
Town of Tonawanda							
Kenilworth	5,304	5,081	4.4%	70,650	61,284	15.3%	
Kenmore	24,789	22,483	10.3%	317,660	269,869	17.7%	
West Seneca	19,715	15,779	24.9%	249,699	207,393	20.4%	
Buffalo							
Coles	2,173	1,772	22.6%	28,983	18,567	56.1%	
Crane	7,698	0	See note.	28,302	52,275	-45.9%	
Dudley	2,540	4,106	-38.1%	49,670	46,110	7.7%	
East Clinton	2,638	1,876	40.6%	32,805	25,517	28.6%	
González-Soto	2,447	0	See note.	10,620	26,394	-59.8%	
Merriweather	4,407	3,860	14.2%	56,387	40,286	40.0%	
North Park	8,193	10,949	-25.2%	133,848	99,500	34.5%	
Panty	2,034	2,370	-14.2%	26,862	23,781	13.0%	
Central	21,006	26,767	-21.5%	322,491	304,349	6.0%	
BookmobileServices							
Library on Wheels	4,651	3,782	23.0%	46,233	28,467	62.4%	
Library2Go	2,602	1,811	43.7%	25,920	9,091	185.1%	
Institutions							
Correctional Facility	6,107	3,146	94.1%	65,341	17,001	284.3%	
Holding Center	9,763	8,790	11.1%	120,223	30,601	292.9%	
System							
Online Renewals	677	487	39.0%	8,092	252,688	-96.8%	
Interlibrary Loans	1,163	856	35.9%	15,726	12,664	24.2%	
eAudiobooks	62,063	49,200	26.1%	711,129	558,182	27.4%	
eVideos	761	613	24.1%	8,928	5,582	59.9%	
eBooks	86,814	78,610	10.4%	1,019,409	918,475	11.0%	
eMusic	232	182	27.5%	2,687	1,867	43.9%	
eMagazines	29,401	5,512	433.4%	157,885	44,599	254.0%	
B&ECPL Totals	573,752	475,935	20.6%	6,940,627	5,956,410	16.5%	
Member Libraries	316,382	271,246	16.6%	4,069,086	3,440,414	18.3%	
Buffalo Branches	32,130	24,933	28.9%	367,477	332,430	10.5%	
Central Library	21,006	26,767	-21.5%	322,491	304,349	6.0%	
Bookmobile Services	7,253	5,593	29.7%	72,153	37,558	92.1%	
Institutions	15,870	11,936	33.0%	185,564	47,602	289.8%	
System	181,111	135,460	33.7%	1,923,856	1,794,057	7.2%	

## All 2023 Footnotes in Chronological Order

### January:

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

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

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

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

Correctional Facility and Holding Center - Correctional Facility numbers reported again starting 9/2022. Staff returned to Holding Center 8/2022.

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

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

Library2Go - Added to statistical reports 2/2022.

### February:

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 - Several libraries had partial day closings 2/22/2023-2/23/2023 due to ice storm.

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

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

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

Correctional Facility and Holding Center - Correctional Facility numbers reported again starting 9/2022. Staff returned to Holding Center 8/2022.

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

Eden - Closed 2/27/2023-3/1/2023 - Building maintenance.

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

Library2Go - Added to statistical reports 2/2022.

Panty - Closed 2/23/2023 - Ice storm.

Williamsville - Closed 2/27/2023-3/1/2023 and partial day 2/24/2023 - Building maintenance.

### March:

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

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

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

Audubon - Closed 10/10/2022-3/3/23 - Construction. Re-opened 3/4/23.

Bookmobile - Closed for repair 3/18/23-3/27/23.

Central - Temporarily closed 3pm weekdays 3/10/23-3/23/23 - Safety concerns.

Correctional Facility and Holding Center - Correctional Facility numbers reported again starting 9/2022. Staff returned to Holding Center 8/2022.

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

Eden - Closed 2/27/2023-3/1/2023 - Building maintenance.

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

North Park - Closed Sunday, 3/26/2023 - heating issue.

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

Williamsville - Closed 2/27/2023-3/1/2023 and partial day 2/24/2023 - Building maintenance.

### April:

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

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

Clarence - Increase due to closure last year 4/23/2022-5/14/2022 for renovations and carpet installation.

Correctional Facility and Holding Center - Correctional Facility numbers reported again starting 9/2022. Staff returned to Holding Center 8/2022.

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

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

Grand Island - Closed 4/21/2023 - Staffing.

### May:

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

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

Clarence - Increase due to closure last year 4/23/2022-5/14/2022 for renovations and carpet installation.

Coles - Increase due to closure last year 5/9/2022-7/9/2022 for renovations and flooring project. Re-opened 7/11/2022.

Correctional Facility and Holding Center - Correctional Facility numbers reported again starting 9/2022. Staff returned to Holding Center 8/2022.

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

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

North Park - Closed 5/31/2023 - High temperatures and non-functioning air conditioning system.

June:

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 - Increase due to closure last year 5/9/2022-7/9/2022 for renovations and flooring project. Re-opened 7/11/2022.

Correctional Facility and Holding Center - Correctional Facility numbers reported again starting 9/2022. Staff returned to Holding Center 8/2022.

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

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

Marilla - Closed 6/15/2023-6/27/2023 -Carpet replacement.

July:

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

Coles - Increase due to closure last year 5/9/2022-7/9/2022 for renovations and flooring project. Re-opened 7/11/2022.

Correctional Facility and Holding Center - Correctional Facility numbers reported again starting 9/2022. Staff returned to Holding Center 8/2022.

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

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

August:

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

Correctional Facility and Holding Center - Correctional Facility numbers reported again starting 9/2022.

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

Dudley - Closed 8/24/2023 - No water.

González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.

September:

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

Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.

Dudley - Closed 9/19/2023 - No water.

González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.

October:

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

System-wide - High visitor counts 10/11/2023-10/12/2023 - Eclipse glasses distribution.

Alden - Closed 10/8/2022-10/27/2022 - Renovations.

Alden - Closed 10/18/2023-10/21/2023 - Main entrance floor re-tiling.

Audubon - Closed 10/10/2022-3/3/2023 - Construction.

Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.

González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.

November:

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

Audubon - Closed 11/1/2023-11/2/2023 - No heat.

Audubon - Closed 10/10/2022-3/3/2023 - Construction.

Aurora - Closed 11/28/2023 - Weather.

Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.

Dudley - Closed starting 11/8/2023 - construction.

González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.

December:

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

Last year System-wide - All libraries impacted by winter storm and storm cleanup 12/23/2022-12/31/2022, including partial and full day closings. Erie County was under a State of Emergency at this time.

Audubon - Closed 10/10/2022-3/3/2023 - Construction.

Concord - Closed 12/12/2023 - Installation of LED Lights.

Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.

Dudley - Closed 11/8/2023 - 12/10/2023 - Construction. Re-opened 12/11/2023.


Dudley - Closed 12/18/2023 - Sewer work near library.

González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.

Williamsville - Closed 12/20/2023-12/21/2023 - Air handler installation.



# Library Visits

	December			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	831	606	37.1%	10,365	9,178	12.9%	<p>Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Last year System-wide - All libraries impacted by winter storm and storm cleanup 12/23/2022-12/31/2022, including partial and full day closings. Erie County was under a State of Emergency at this time.</p> <p>Audubon - Closed 10/10/2022-3/3/2023 - Construction.</p> <p>Central - New visitor counters installed 7/13/2023.</p> <p>Concord - Closed 12/12/2023 - Installation of LED Lights.</p> <p>Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.</p> <p>Dudley - Closed 11/8/2023 - 12/10/2023 - Construction. Re-opened 12/11/2023.</p> <p>Dudley - Closed 12/18/2023 - Sewer work near library.</p> <p>González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.</p> <p>Williamsville - Closed 12/20/2023-12/21/2023 - Air handler installation.</p>
<i>Amherst</i>							
Audubon	9,042	0	See note.	101,394	82,395	23.1%	
Clearfield	8,950	10,264	-12.8%	134,573	121,398	10.9%	
Eggertsville-Snyder	3,855	3,422	12.7%	55,673	51,218	8.7%	
Williamsville	1,276	1,981	-35.6%	21,458	24,362	-11.9%	
Angola	3,253	2,684	21.2%	32,975	35,394	-6.8%	
Aurora	5,338	3,914	36.4%	64,417	55,668	15.7%	
Boston	1,068	859	24.3%	14,230	13,640	4.3%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	7,507	5,593	34.2%	97,630	88,768	10.0%	
Reinstein Memorial	2,796	2,356	18.7%	42,856	37,043	15.7%	
Clarence	5,234	4,167	25.6%	75,064	62,253	20.6%	
Collins	1,377	1,232	11.8%	17,969	15,011	19.7%	
Concord	2,383	2,026	17.6%	31,161	29,355	6.2%	
Eden	1,160	860	34.9%	15,913	15,375	3.5%	
Elma	2,918	2,442	19.5%	41,042	36,441	12.6%	
Grand Island Memorial	3,154	2,770	13.9%	48,023	45,313	6.0%	
<i>Hamburg</i>							
Hamburg	6,403	5,735	11.6%	90,289	75,597	19.4%	
Lake Shore	2,501	2,208	13.3%	36,693	32,350	13.4%	
Lackawanna	2,886	2,300	25.5%	33,578	33,503	0.2%	
Lancaster	6,347	4,783	32.7%	85,291	73,192	16.5%	
Marilla	854	779	9.6%	11,358	10,587	7.3%	
Newstead	2,931	2,163	35.5%	33,888	28,583	18.6%	
North Collins	903	873	3.4%	13,157	11,871	10.8%	
Orchard Park	9,925	7,964	24.6%	128,900	115,563	11.5%	
City of Tonawanda	3,830	3,560	7.6%	49,705	44,298	12.2%	
<i>Town of Tonawanda</i>							
Kenilworth	2,721	2,138	27.3%	35,996	32,054	12.3%	
Kenmore	7,133	5,846	22.0%	101,587	91,014	11.6%	
West Seneca	9,558	6,416	49.0%	102,505	89,857	14.1%	
<i>Buffalo</i>							
Coles	2,963	2,414	22.7%	36,996	26,853	37.8%	
Crane	3,421	0	See note.	13,714	21,250	-35.5%	
Dudley	1,242	1,982	-37.3%	26,448	30,152	-12.3%	
East Clinton	1,325	669	98.1%	17,002	15,982	6.4%	
González-Soto	2,235	0	See note.	8,888	22,969	-61.3%	
Merriweather	6,573	4,428	48.4%	89,633	76,887	16.6%	
North Park	3,854	3,802	1.4%	58,163	54,058	7.6%	
Panty	2,168	1,880	15.3%	31,543	25,312	24.6%	
<i>Central</i>	25,003	19,485	28.3%	274,240	198,184	38.4%	
<i>Bookmobile Services</i>							
Library on Wheels	1,300	1,270	2.4%	18,400	15,965	15.3%	
Library2Go	204	160	27.5%	2,578	2,707	-4.8%	
<i>Institutions</i>							
Correctional Facility	987	672	46.9%	13,308	7,600	75.1%	
Holding Center	414	444	-6.8%	6,778	4,840	40.0%	
<b>System</b>	<b>167,823</b>	<b>127,147</b>	<b>32.0%</b>	<b>2,125,381</b>	<b>1,864,040</b>	<b>14.0%</b>	
Member Libraries	116,134	89,941	29.1%	1,527,690	1,361,281	12.2%	
Buffalo Branches	23,781	15,175	56.7%	282,387	273,463	3.3%	
Central Library	25,003	19,485	28.3%	274,240	198,184	38.4%	
Bookmobile	1,504	1,430	5.2%	20,978	18,672	12.4%	
Institutions	1,401	1,116	25.5%	20,086	12,440	61.5%	

## All 2023 Footnotes in Chronological Order

### January:

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

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

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

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

Library2Go - Added to statistical reports 2/2022.

### February:

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 - Several libraries had partial day closings 2/22/2023-2/23/2023 due to ice storm.

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

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

Eden - Closed 2/27/2023-3/1/2023 - Building maintenance.

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

Library2Go - Added to statistical reports 2/2022.

Panty - Closed 2/23/2023 - Ice storm.

Williamsville - Closed 2/27/2023-3/1/2023 and partial day 2/24/2023 - Building maintenance.

### March:

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

Audubon - Closed 10/10/2022-3/3/23 - Construction. Re-opened 3/4/23.

Bookmobile - Closed for repair 3/18/23-3/27/23.

Central - Temporarily closed 3pm weekdays 3/10/23-3/23/23 - Safety concerns.

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

Eden - Closed 2/27/2023-3/1/2023 - Building maintenance.

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

North Park - Closed Sunday, 3/26/2023 - heating issue.

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

Williamsville - Closed 2/27/2023-3/1/2023 and partial day 2/24/2023 - Building maintenance.

### April:

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.

Clarence - Increase due to closure last year 4/23/2022-5/14/2022 for renovations and carpet installation.

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

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

Grand Island - High visitor count - Easter event 4/7/2023 in conjunction with the Grand Island Recreation Department.

Grand Island - Closed 4/21/2023 - Staffing.

### May:

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.

Clarence - Increase due to closure last year 4/23/2022-5/14/2022 for renovations and carpet installation.

Coles - Increase due to closure last year 5/9/2022-7/9/2022 for renovations and flooring project. Re-opened 7/11/2022.

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

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

North Park - Closed 5/31/2023 - High temperatures and non-functioning air conditioning system.

### June:

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 - Increase due to closure last year 5/9/2022-7/9/2022 for renovations and flooring project. Re-opened 7/11/2022.

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

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

Marilla - Closed 6/15/2023-6/27/2023 -Carpet replacement.

### July:

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

Central - New visitor counters installed 7/13/2023.

Coles - Increase due to closure last year 5/9/2022-7/9/2022 for renovations and flooring project. Re-opened 7/11/2022.

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

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

#### August:

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

Central - New visitor counters installed 7/13/2023.

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

Dudley - Closed 8/24/2023 - No water.

González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.

#### September:

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

Central - New visitor counters installed 7/13/2023.

Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.

Dudley - Closed 9/19/2023 - No water.

González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.

#### October:

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

System-wide - High visitor counts 10/11/2023-10/12/2023 - Eclipse glasses distribution.

Alden - Closed 10/8/2022-10/27/2022 - Renovations.

Alden - Closed 10/18/2023-10/21/2023 - Main entrance floor re-tiling.

Audubon - Closed 10/10/2022-3/3/2023 - Construction.

Central - New visitor counters installed 7/13/2023.

Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.

González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.

#### November:

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

Audubon - Closed 11/1/2023-11/2/2023 - No heat.

Audubon - Closed 10/10/2022-3/3/2023 - Construction.

Aurora - Closed 11/28/2023 - Weather.

Central - New visitor counters installed 7/13/2023.

Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.

Dudley - Closed starting 11/8/2023 - construction.

González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.

#### December:

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

Last year System-wide - All libraries impacted by winter storm and storm cleanup 12/23/2022-12/31/2022, including partial and full day closings. Erie County was under a State of Emergency at this time.

Audubon - Closed 10/10/2022-3/3/2023 - Construction.

Central - New visitor counters installed 7/13/2023.

Concord - Closed 12/12/2023 - Installation of LED Lights.

Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.

Dudley - Closed 11/8/2023 - 12/10/2023 - Construction. Re-opened 12/11/2023.


Dudley - Closed 12/18/2023 - Sewer work near library.

González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.

Williamsville - Closed 12/20/2023-12/21/2023 - Air handler installation.

# Registered Public Access Computer Sessions

## Session Counts Per Outlet

 Library	December			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	54	34	58.8%	785	646	21.5%	<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>Last year System-wide - All libraries impacted by winter storm and storm cleanup 12/23/2022-12/31/2022, including partial and full day closings. Erie County was under a State of Emergency at this time.</p> <p>Audubon - Closed 10/10/2022-3/3/2023 - Construction.</p> <p>Concord - Closed 12/12/2023 - Installation of LED Lights.</p> <p>Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.</p> <p>Dudley - Closed 11/8/2023 - 12/10/2023 - Construction. Re-opened 12/11/2023.</p> <p>Dudley - Closed 12/18/2023 - Sewer work near library.</p> <p>González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.</p> <p>Williamsville - Closed 12/20/2023-12/21/2023 - Air handler installation.</p>
<i>Amherst</i>							
Audubon	895	0	See note.	9,579	8,679	10.4%	
Clearfield	837	902	-7.2%	10,611	9,553	11.1%	
Eggertsville-Snyder	374	402	-7.0%	5,259	5,382	-2.3%	
Williamsville	108	188	-42.6%	1,546	2,055	-24.8%	
Angola	148	117	26.5%	1,977	1,963	0.7%	
Aurora	413	278	48.6%	4,541	3,954	14.8%	
Boston	51	51	0.0%	693	783	-11.5%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,290	939	37.4%	15,997	15,221	5.1%	
Reinstein Memorial	657	453	45.0%	9,278	8,338	11.3%	
Clarence	367	318	15.4%	5,149	4,762	8.1%	
Collins	135	95	42.1%	1,470	1,204	22.1%	
Concord	187	166	12.7%	2,313	2,209	4.7%	
Eden	113	70	61.4%	1,350	1,154	17.0%	
Elma	167	137	21.9%	2,368	2,005	18.1%	
Grand Island Memorial	181	186	-2.7%	2,690	2,914	-7.7%	
<i>Hamburg</i>							
Hamburg	771	614	25.6%	10,145	9,659	5.0%	
Lake Shore	172	157	9.6%	2,665	2,548	4.6%	
Lackawanna	499	352	41.8%	6,044	5,046	19.8%	
Lancaster	566	459	23.3%	7,439	7,459	-0.3%	
Marilla	46	30	53.3%	467	387	20.7%	
Newstead	183	102	79.4%	2,193	1,845	18.9%	
North Collins	90	73	23.3%	1,117	1,179	-5.3%	
Orchard Park	628	424	48.1%	8,301	6,638	25.1%	
City of Tonawanda	588	528	11.4%	7,759	7,063	9.9%	
<i>Town of Tonawanda</i>							
Kenilworth	360	311	15.8%	4,392	4,547	-3.4%	
Kenmore	1,264	988	27.9%	15,403	15,382	0.1%	
West Seneca	1,000	785	27.4%	12,303	11,815	4.1%	
<i>Buffalo</i>							
Coles	1,005	743	35.3%	11,862	8,289	43.1%	
Crane	501	0	See note.	1,780	3,273	-45.6%	
Dudley	202	377	-46.4%	5,358	6,061	-11.6%	
East Clinton	368	156	135.9%	3,803	3,213	18.4%	
González-Soto	349	0	See note.	1,325	4,890	-72.9%	
Merriweather	1,226	955	28.4%	17,441	15,221	14.6%	
North Park	801	808	-0.9%	12,608	11,479	9.8%	
Panty	453	314	44.3%	6,232	4,643	34.2%	
<i>Central</i>	6,105	6,010	1.6%	75,160	70,376	6.8%	
<i>Bookmobile Services</i>							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
<b>System</b>	<b>23,154</b>	<b>18,522</b>	<b>25.0%</b>	<b>289,403</b>	<b>271,835</b>	<b>6.5%</b>	
Member Libraries	12,144	9,159	32.6%	153,834	144,390	6.5%	
Buffalo Branches	4,905	3,353	46.3%	60,409	57,069	5.9%	
Central Library	6,105	6,010	1.6%	75,160	70,376	6.8%	
Bookmobile	0	0	#DIV/0!	0	0	#DIV/0!	

## All 2023 Footnotes in Chronological Order

### January:

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

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

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

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

Library2Go - Added to statistical reports 2/2022.

### February:

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 - Several libraries had partial day closings 2/22/2023-2/23/2023 due to ice storm.

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

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

Eden - Closed 2/27/2023-3/1/2023 - Building maintenance.

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

Library2Go - Added to statistical reports 2/2022.

Panty - Closed 2/23/2023 - Ice storm.

Williamsville - Closed 2/27/2023-3/1/2023 and partial day 2/24/2023 - Building maintenance.

### March:

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

Audubon - Closed 10/10/2022-3/3/23 - Construction. Re-opened 3/4/23.

Bookmobile - Closed for repair 3/18/23-3/27/23.

Central - Temporarily closed 3pm weekdays 3/10/23-3/23/23 - Safety concerns.

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

Eden - Closed 2/27/2023-3/1/2023 - Building maintenance.

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

North Park - Closed Sunday, 3/26/2023 - heating issue.

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

Williamsville - Closed 2/27/2023-3/1/2023 and partial day 2/24/2023 - Building maintenance.

### April:

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.

Clarence - Increase due to closure last year 4/23/2022-5/14/2022 for renovations and carpet installation.

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

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

Grand Island - Closed 4/21/2023 - Staffing.

### May:

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.

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Coles - Increase due to closure last year 5/9/2022-7/9/2022 for renovations and flooring project. Re-opened 7/11/2022.

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

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

North Park - Closed 5/31/2023 - High temperatures and non-functioning air conditioning system.

### June:

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 - Increase due to closure last year 5/9/2022-7/9/2022 for renovations and flooring project. Re-opened 7/11/2022.

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

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

Marilla - Closed 6/15/2023-6/27/2023 - Carpet replacement.

#### July:

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

Coles - Increase due to closure last year 5/9/2022-7/9/2022 for renovations and flooring project. Re-opened 7/11/2022.

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

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

#### August:

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

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

Dudley - Closed 8/24/2023 - No water.

González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.

#### September:

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

Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.

Dudley - Closed 9/19/2023 - No water.

González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.

#### October:

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

System-wide - High visitor counts 10/11/2023-10/12/2023 - Eclipse glasses distribution.

Alden - Closed 10/8/2022-10/27/2022 - Renovations.

Alden - Closed 10/18/2023-10/21/2023 - Main entrance floor re-tiling.

Audubon - Closed 10/10/2022-3/3/2023 - Construction.

Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.

González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.

#### November:

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

Audubon - Closed 11/1/2023-11/2/2023 - No heat.

Audubon - Closed 10/10/2022-3/3/2023 - Construction.

Aurora - Closed 11/28/2023 - Weather.

Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.

Dudley - Closed starting 11/8/2023 - construction.

González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.

#### December:

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

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Concord - Closed 12/12/2023 - Installation of LED Lights.

Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.

Dudley - Closed 11/8/2023 - 12/10/2023 - Construction. Re-opened 12/11/2023.


Dudley - Closed 12/18/2023 - Sewer work near library.

González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.

Williamsville - Closed 12/20/2023-12/21/2023 - Air handler installation.

# WiFi

## Total Logins

 Library	December			Year to Date Totals			Footnotes
	2023	2022	% of	2023	2022	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	389	358	8.7%	5,106	5,072	0.7%	<p>Libraries are operating consistent with guidance from the Erie County Department of Health (ECDOH) and Centers for Disease Control, emphasizing safety for patrons and staff.</p> <p>Last year System-wide - All libraries impacted by winter storm and storm cleanup 12/23/2022-12/31/2022, including partial and full day closings. Erie County was under a State of Emergency at this time.</p> <p>Audubon - Closed 10/10/2022-3/3/2023 - Construction.</p> <p>Concord - Closed 12/12/2023 - Installation of LED Lights.</p> <p>Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.</p> <p>Dudley - Closed 11/8/2023 - 12/10/2023 - Construction. Re-opened 12/11/2023.</p> <p>Dudley - Closed 12/18/2023 - Sewer work near library.</p> <p>González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.</p> <p>Williamsville - Closed 12/20/2023-12/21/2023 - Air handler installation.</p>
Amherst							
Audubon	3,619	579	525.0%	38,527	20,303	89.8%	
Clearfield	2,133	2,311	-7.7%	30,634	27,074	13.1%	
Eggertsville-Snyder	991	803	23.4%	12,015	11,869	1.2%	
Williamsville	1,139	884	28.8%	13,840	14,168	-2.3%	
Angola	86	81	6.2%	1,439	2,273	-36.7%	
Aurora	1,881	1,521	23.7%	21,497	24,334	-11.7%	
Boston	189	157	20.4%	2,136	2,012	6.2%	
Cheektowaga							
Julia Boyer Reinstein	1,419	973	45.8%	16,128	13,432	20.1%	
Reinstein Memorial	603	416	45.0%	8,489	7,517	12.9%	
Clarence	1,263	990	27.6%	16,047	12,771	25.7%	
Collins	270	232	16.4%	3,259	2,788	16.9%	
Concord	486	385	26.2%	6,372	6,094	4.6%	
Eden	177	136	30.1%	2,114	2,410	-12.3%	
Elma	383	259	47.9%	4,441	3,673	20.9%	
Grand Island Memorial	650	531	22.4%	7,998	7,928	0.9%	
Hamburg							
Hamburg	1,526	1,089	40.1%	19,640	19,230	2.1%	
Lake Shore	415	220	88.6%	5,686	4,378	29.9%	
Lackawanna	496	365	35.9%	5,657	4,958	14.1%	
Lancaster	1,559	1,181	32.0%	18,345	18,225	0.7%	
Marilla	75	61	23.0%	994	1,014	-2.0%	
Newstead	475	310	53.2%	5,531	4,488	23.2%	
North Collins	368	298	23.5%	4,343	4,224	2.8%	
Orchard Park	1,893	1,195	58.4%	22,382	18,410	21.6%	
City of Tonawanda	990	634	56.2%	10,982	7,908	38.9%	
Town of Tonawanda							
Kenilworth	407	374	8.8%	5,460	5,296	3.1%	
Kenmore	1,711	1,400	22.2%	23,443	22,432	4.5%	
West Seneca	1,970	1,320	49.2%	22,934	20,963	9.4%	
Buffalo							
Coles	1,061	730	45.3%	11,711	9,354	25.2%	
Crane	1,194	0	See note.	6,184	3,351	84.5%	
Dudley	2,179	1,528	42.6%	23,938	17,713	35.1%	
East Clinton	766	461	66.2%	7,365	7,772	-5.2%	
González-Soto	836	720	16.1%	7,028	22,777	-69.1%	
Merriweather	1,192	882	35.1%	14,909	12,903	15.5%	
North Park	977	901	8.4%	12,885	12,528	2.8%	
Panty	1,156	868	33.2%	14,866	13,714	8.4%	
Central	14,167	12,124	16.9%	175,176	164,305	6.6%	
Bookmobile Services							
Library on Wheels	58	53	9.4%	1,006	825	21.9%	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
<b>System</b>	<b>51,149</b>	<b>37,330</b>	<b>37.0%</b>	<b>610,507</b>	<b>560,486</b>	<b>8.9%</b>	
Member Libraries	27,563	19,063	44.6%	335,439	295,244	13.6%	
Buffalo Branches	9,361	6,090	53.7%	98,886	100,112	-1.2%	
Central Library	14,167	12,124	16.9%	175,176	164,305	6.6%	
Bookmobile	58	53	9.4%	1,006	825	21.9%	

## All 2023 Footnotes in Chronological Order

### January:

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

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

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

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

Library2Go - Added to statistical reports 2/2022.

### February:

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 - Several libraries had partial day closings 2/22/2023-2/23/2023 due to ice storm.

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

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

Eden - Closed 2/27/2023-3/1/2023 - Building maintenance.

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

Library2Go - Added to statistical reports 2/2022.

Panty - Closed 2/23/2023 - Ice storm.

Williamsville - Closed 2/27/2023-3/1/2023 and partial day 2/24/2023 - Building maintenance.

### March:

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

Audubon - Closed 10/10/2022-3/3/23 - Construction. Re-opened 3/4/23.

Bookmobile - Closed for repair 3/18/23-3/27/23.

Central - Temporarily closed 3pm weekdays 3/10/23-3/23/23 - Safety concerns.

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

Eden - Closed 2/27/2023-3/1/2023 - Building maintenance.

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

North Park - Closed Sunday, 3/26/2023 - heating issue.

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

Williamsville - Closed 2/27/2023-3/1/2023 and partial day 2/24/2023 - Building maintenance.

### April:

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.

Clarence - Increase due to closure last year 4/23/2022-5/14/2022 for renovations and carpet installation.

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

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

Grand Island - Closed 4/21/2023 - Staffing.

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Coles - Increase due to closure last year 5/9/2022-7/9/2022 for renovations and flooring project. Re-opened 7/11/2022.

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

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

North Park - Closed 5/31/2023 - High temperatures and non-functioning air conditioning system.

### June:

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

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

Marilla - Closed 6/15/2023-6/27/2023 -Carpet replacement.

### July:

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



Coles - Increase due to closure last year 5/9/2022-7/9/2022 for renovations and flooring project. Re-opened 7/11/2022.

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

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#### August:

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

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

Dudley - Closed 8/24/2023 - No water.

González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.

#### September:

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

Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.

Dudley - Closed 9/19/2023 - No water.

González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.

#### October:

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

System-wide - High visitor counts 10/11/2023-10/12/2023 - Eclipse glasses distribution.

Alden - Closed 10/8/2022-10/27/2022 - Renovations.

Alden - Closed 10/18/2023-10/21/2023 - Main entrance floor re-tiling.

Audubon - Closed 10/10/2022-3/3/2023 - Construction.

Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.

González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.

#### November:

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

Audubon - Closed 11/1/2023-11/2/2023 - No heat.

Audubon - Closed 10/10/2022-3/3/2023 - Construction.

Aurora - Closed 11/28/2023 - Weather.

Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.

Dudley - Closed starting 11/8/2023 - construction.

González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.

#### December:

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

Last year System-wide - All libraries impacted by winter storm and storm cleanup 12/23/2022-12/31/2022, including partial and full day closings. Erie County was under a State of Emergency at this time.

Audubon - Closed 10/10/2022-3/3/2023 - Construction.

Concord - Closed 12/12/2023 - Installation of LED Lights.

Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.

Dudley - Closed 11/8/2023 - 12/10/2023 - Construction. Re-opened 12/11/2023.

Dudley - Closed 12/18/2023 - Sewer work near library.

González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.

Williamsville - Closed 12/20/2023-12/21/2023 - Air handler installation.

**Lancaster Financial Monthly Report 2023**

**December**

Account	Deposits	Disbursements		Sub-Total	Balance
<b>M &amp; T Checking</b>					
<b>Beginning Balance</b>					<b>\$5,085.07</b>
Receipts	\$487.70				
<b>Ending Balance</b>	<b>\$487.70</b>	<b>\$0.00</b>		<b>\$487.70</b>	<b>\$5,572.77</b>
<b>Bank on Buffalo</b>	<b>Deposits</b>	<b>Disbursements</b>	<b>Credit card charges</b>	<b>Subtotal</b>	<b>Total balance</b>
<b>Beginning Balance</b>			<b>-\$2,811.46</b>		<b>\$26,659.52</b>
Credit card payment Nov.			\$2,811.46		
MacDavid Fund donation	\$8,007.06				
Book sale	\$155.00				
Copier	\$118.75				
Donations (2)	\$125.00				
Denise Miller: Nov. Tai Chi classes (#590)		-\$250.00			
Amazon: Accessibility kit supplies (Elks)			-\$29.96		
Sprouts NY, LLC: 12/11 program (#591)		-\$80.00			
Fun Express: Noon Year craft supplies (Crafts)			-\$26.43		
Amazon: Coloring posters (Crafts)			-\$85.74		
Fun Express: New library card giveaways (Elks)			-\$54.63		
Broadway Deli: Holiday party food			-\$372.00		
Donna Baia: 12/18 kids' yoga (#592)		-\$50.00			
Tierney Town Treats:Paint-your-own cookies for 12/30 program (#593)		-\$150.00			
Replenish petty cash (#594)		-\$300.00			
Amazon: Vacuum and AED cabinet			-\$364.77		
Amazon: Seed envelopes and LEGO baseplate			-\$80.97		
NYS Parks Store: Empire pass renewal			-\$70.00		
Therapy Shoppe: Accessibility kit supplies			-\$294.75		
Amazon: Accessibility kit supplies			-\$441.58		
Home Depot: Leaf blower			-\$549.99		
Denise Miller: Dec. Tai Chi classes (#595)		-\$150.00			
Amazon: Scavenger hunt kit (Elks)			-\$24.94		
<b>Checking Ending Balance</b>	<b>\$8,405.81</b>	<b>-\$980.00</b>	<b>-\$2,395.76</b>	<b>\$5,030.05</b>	<b>\$31,689.57</b>
	<b>Amount</b>	<b>Interest Rate</b>	<b>Disbursments</b>	<b>Interest</b>	<b>Total</b>
<b>Savings 5880</b>	<b>\$248,328.54</b>	<b>4.8%</b>	<b>-\$50,000.00</b>	<b>\$887.87</b>	<b>\$199,216.41</b>
<b>Total Balance BankonBuffalo</b>					<b>\$230,905.98</b>
<b>CDs</b>	<b>Amount</b>	<b>Maturity</b>	<b>Interest Rate</b>	<b>Interest</b>	<b>Total</b>
<b>Evans CD 6749</b>	<b>\$29,021.58</b>	<b>12M 1/24/24</b>	<b>4.00%</b>	<b>\$0.00</b>	<b>\$29,021.58</b>
<b>M&amp;T CD 8128</b>	<b>\$50,000.00</b>	<b>12M 12/21/24</b>	<b>4.40%</b>	<b>\$0.00</b>	<b>\$50,000.00</b>
<b>Total balance all accounts</b>					<b>\$315,500.33</b>

**Petty Cash**  
**December 2023**

Date	Item	Deposit	Withdrawl	Total
				\$88.80
6-Dec	Josh- Tops- 2x 5 gal water bottle exchange		-\$13.98	\$74.82
6-Dec	Josh- Dollar General- cleaning supplies		-\$12.00	\$62.82
7-Dec	Josh - Kwik Fill- gas		-\$8.01	\$54.81
10-Dec	Kara- Wegmans- cleaning supplies, holiday party supplies		-\$27.52	\$27.29
20-Dec	Replenish petty cash	\$300.00		\$327.29
20-Dec	Meagan- Tops- Graham Cracker house supplies		-\$92.52	\$234.77
		\$300.00	-\$154.03	\$234.77

Crafts budget 2023				
DATE	VENDOR	PURPOSE	PAYMENT	AMOUNT
1/20/2023	Michaels	Craft supplies	Debit	\$96.21
1/20/2023	Fun Express	Crafternoon supplies	Debit	\$329.71
2/14/2023	Zazzle	Stamps	Debit	\$49.00
2/16/2023	Amazon	Mini irons	Debit	\$47.96
2/23/2023	S&S	Crafts	Debit	\$348.20
3/3/2023	Michaels	Craft paper	Debit	\$136.14
3/3/2023	Oriental Trading	Earth day craft supplies	Debit	\$134.94
3/3/2023	Amazon	Craft supplies	Debit	\$68.79
3/28/2023	Amazon	Portion cups	Debit	\$34.47
4/19/2023	S&S	Crafts for Comic Fest	Debit	\$99.10
5/31/2023	Fun Express	Summer craft supplies	Debit	\$211.34
5/31/2023	Amazon	Summer craft supplies	Debit	\$82.96
7/11/2023	Amazon	Craft supplies	Debit	\$94.26
7/12/2023	Michaels	Craft paper	Debit	\$100.95
7/12/2023	S&S	Craft supplies	Debit	\$101.95
8/9/2023	Amazon	Craft supplies	Debit	\$222.58
9/6/2023	Amazon	Craft supplies	Debit	\$308.11
9/6/2023	Fun Express	Halloween craft supplies	Debit	\$366.90
10/11/2023	Michaels	Bead crafts	Credit	\$67.89
11/1/2023	Amazon	Craft supplies	Credit	\$88.46
11/6/2023	Amazon	DIY body scrub program supplies	Credit	\$97.78
12/4/2023	Fun Express	Noon Years craft	Credit	\$26.43
12/4/2023	Amazon	Coloring posters	Credit	\$85.74

Total	\$3,199.87
Left over:	<u>\$76.66</u>

Income	
DATE	ISSUED AMOUNT
2022 left over	\$776.53
2023 budget	\$2,500.00
Total:	<u>\$3,276.53</u>

Elks grant budget 2022-2023

DATE	VENDOR	PURPOSE	PAYMENT	ISSUED AMOUNT
10/5/2022	Fun Express	Winter craft and carry	Debit	\$572.60
11/2/2022	Lakeshore Learning	2023 program supplies	Debit	\$70.97
11/2/2022	Amazon	2023 program supplies	Debit	\$165.91
3/8/2023	Demco	Replacement bags for kits	Debit	\$237.05
4/11/2023	Amazon	STEM Kit supplies and paper bags	Debit	\$117.66
4/20/2023	Amazon	STEM Kit envelopes	Debit	\$16.99
7/28/2023	Generation Mindful	Accessibility/sensory kits	Debit	\$83.00
7/28/2023	Therapy Shoppe	Accessibility/sensory kits	Debit	\$227.08
8/2/2023	Amazon	Accessibility/sensory kits	Debit	\$323.00
9/8/2023	Amazon	Bubble machine	Debit	\$12.66
9/19/2023	Fun Express	New library card giveaways	Credit	\$69.22
9/20/2023	Michaels	STEM kit supplies	Credit	\$127.50
10/26/2023	Amazon	Binoculars (kit replacement)	Credit	\$15.98
11/15/2023	Amazon	STEM kit supplies	Credit	\$64.05
11/20/2023	Amazon	Salt for STEM kit	Credit	\$14.15
12/1/2023	Amazon	Accessibility/sensory kit supplies	Credit	\$29.96
12/7/2023	Fun Express	New library card giveaways	Credit	\$54.63
12/27/2023	Amazon	Scavenger hunt kit	Credit	\$24.94

Total \$2,227.35

Left over: \$772.65

Elks grant checks

DATE	ISSUED AMOUNT
9/8/2022	\$4,000.00
\$1000 split to craft budget 12/2022	-\$1,000.00
Total:	<u>\$3,000.00</u>



## **Lancaster Public Library Emergency Procedures**

In the event that an emergency situation should arise, staff should notify the Librarian in charge immediately. If an employee has an imminent concern of danger, they should contact 911.

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## **I. HEALTH AND PERSONAL SAFETY**

### **Medical Emergency**

- Call 911.
- Immediately report the event to the Librarian in charge. Be prepared to give as much information as possible:
  - Location of emergency
  - Type of incident and any direct details of emergency
- Stay with victim until help arrives OR if the victim is in imminent danger.
- Keep victim still – only move if other dangers are present.
- The Librarian in charge will complete an incident report or, if applicable, an Employee Injury report.
  - [Library Accident/Incident Report](#)
  - [Employee Injury Report](#)

### **Narcan**

- The library is a public access site for Narcan. Supplies are provided by the Erie County Department of Health.
- The library has two Narcan emergency boxes, one in each public restroom.
- Additional Narcan supplies are located in the staff workroom.

### **Automatic External Defibrillator (AED)**

- One AED is located in the Lancaster Public Library for use in the event a patron or staff member experiences a cardiac episode. It is located on the main floor of the library next to the parking lot security gates.

### **Panic Buttons**

- Panic buttons are located at key points of the library building. When pushed, the panic button will send an alarm directly to the Lancaster Police Department.
- Location of panic buttons:
  - **Information Desk** – above the book return
  - **Information Desk** – above the priority bin
  - **Staff Workroom** – below the right staff workstation
  - **Director's Office** – below the outside edge of the desk

## **Unruly Patrons**

If confronted with an unruly patron:

- Notify the Librarian in charge immediately and give them a description of the problem
- Remain calm and keep your composure. Don't argue. Speak slowly and quietly no matter how loud or confrontational the patron becomes.
- Walk away if necessary and you can do so safely.
- Allow the Librarian to handle the situation.
- If a patron refuses to adhere to the Library's Rules of Conduct, call Lancaster Police at 716-683-2280.
- If you fear for your personal safety, call 911.

## **Awareness**

- To avoid being in a vulnerable or unsafe position, be observant and aware of your surroundings at all times.
- If you feel uneasy about a strange person or unusual noise, notify the Librarian in charge.
- If you are concerned for your personal safety, press the nearest panic button.

## **Suspicious Behavior**

In the event that you notice an individual behaving in an unusual, disorderly, intoxicated, or suspicious manner:

- Notify the Librarian in charge and give them a description of the problem. They will contact the Lancaster Police.
- Keep a safe distance from the person; do not attempt to talk with or remove the individual yourself.
- Allow the Lancaster Police to handle the situation when they arrive.

## **Violent Situation**

We are committed to ensuring a work environment that is free of acts of violence or the threat of violence. [Workplace Violence Policy](#)

- Report all physical acts of aggression or verbal threats immediately to the Librarian in charge. They will contact the Lancaster Police.
- Complete a [Workplace Violence Incident Report](#).
- Keep a safe distance from the situation; do not attempt to interfere.
- Remain calm and keep your composure. Don't argue.
- Direct responding law enforcement to the scene.
- Witnesses to any incidents should identify themselves to law enforcement.
- Follow any and all directions given by law enforcement.
- Evacuate the area if directed or as needed for your safety.



## **Thefts**

- Thefts of Library or Patron Property: Notify local police at 716-683-2280 and the Library Director.

## **Elevator Failure**

- In the event that the elevator stops operating for any reason while you are inside, push the alarm button and the alarm will sound.
- Push the phone button and Schindler Elevator will be called.
- If you are outside of the elevator and hear the elevator alarm sound, notify the Librarian in charge.

## **II. HAZARDOUS SITUATIONS**

### **Suspicious Items**

- A suspicious item is any object that is out of place and can't be accounted for by anyone in the area.
- Potential indicators of a suspicious item are threats, placement, and proximity of the item to people and valuable assets.
- Generally anything that is hidden, obviously suspicious, unattended, and not typical should be deemed suspicious.

### **Suspicious Package**

- Never touch, move, or disturb a suspicious device/package.
  - Ask yourself: Is this item out of place?
  - Does it belong to anyone in the immediate area?
- If you find a suspicious package:
  - Move away from the immediate area and notify the Librarian in charge.

The Librarian will immediately contact the Lancaster Police Department, and apprise responding emergency personnel of the situation.

### **Bomb Threat**

In the event of a bomb threat:

- Notify the Librarian in charge immediately. They will contact 911.
- Write down as many details as you can remember.
- Promptly complete a [Bomb Threat Report](#).
- Be available for interviews with law enforcement.

The following procedures are recommended for specific types of threats:

#### **Threat Received By Phone**

- All bomb threats should be considered serious until investigated and proven otherwise.
- Keep the caller on the line as long as possible to obtain and write down as much information as possible.
- Notify the Librarian in charge of the incident. They will contact 911.
- Utilize the [Bomb Threat Report](#) to document all pertinent information.

#### **Verbal Threat**

- If the person leaves, make note of which direction they went and be ready to give a detailed description of the person.
- Write down the threat exactly as it was communicated.
- Note the description of the person who made the threat using the [Bomb Threat Report](#).
- Notify the Librarian in charge of the incident. They will contact 911.

#### **Threat Received by Note / Mail**

- Do not handle excessively; do not allow anyone besides law enforcement to handle.
- Item should be placed in a large envelope or folder, whatever is handy to protect the document.
- Document as much information as possible (date, time, location, witnesses, other notable conditions); remember, your notes and incident details are crucial information.
- Notify the Librarian in charge of the incident. They will contact the Lancaster Police.

#### **Threat on Computer**

- Leave the message open on the computer.
- If on a public computer, take steps necessary to avoid automatic log off.
- Take photograph or screenshot of message, including sender if possible.
- Use the checklist on the [Bomb Threat Report](#) to gather as much information as you can.
- Notify the Librarian in charge of the incident. They will contact 911.

#### **Fire**

#### **Suspicious Odors or Light Smoke**

- Notify the Librarian in charge immediately. They will contact 911.
- Give the location and a brief description.

## **Visible Flames or Heavy Smoke**

- Pull the fire alarm, if one is visible and you can safely do so without going in direction of the fire.
  - The Lancaster Library has four fire alarms:
    - One in the front foyer,
    - One in the back hall to the left of the elevator,
    - One in the community room, and
    - One in the downstairs foyer.
- Notify the Librarian in charge immediately.
- Do not attempt to fight the fire yourself.
- Follow procedures for evacuating the building. *The designated assembly point for staff is the front parking lot of the Lancaster Presbyterian Church at 5461 Broadway. The Librarian in charge will verify that all employees have made it to the assembly point.*
- The Librarian in charge will contact emergency services (911) from a cell phone.
- The library has four fire extinguishers:
  - One located behind the Information Desk near the Director's Office,
  - One next to the Broadway security gates,
  - One in the downstairs foyer, and
  - One in the furnace room.
- Notify the Library Director.
- Notify the Information Technology Help Desk at 716-858-6849.
- **False alarm** - Call Fire Safety at 800-932-3822 and give our password.

## **Explosion**

In the event of an explosion, immediately evacuate the area of the explosion and notify the Librarian in charge.

The Librarian in charge will contact emergency services (911) from a cell phone and give the following information:

- The location of the explosion (be as specific as possible);
- Whether any people, collections, or valuable equipment are involved or are in imminent danger.
- Notify the Library Director.

## **III. EVACUATION**

Employees should observe the following procedures to evacuate the Lancaster Library in case of emergency. All employees should be familiar with the Lancaster Library's external assembly point, the front parking lot of the Lancaster Presbyterian Church at 5461 Broadway.

**It is the responsibility of the Librarian in charge:**

- To identify which staff is present each day; the Librarian in charge will be responsible for reporting information about the presence/absence of staff at the assembly point.
- To identify employees with mobility impairments and/or other special needs and assignment of at least one buddy to assist the employee during evacuation.

**During an Evacuation employees should:**

- Exit the building through the closest exit.
- Do not use the elevator.
- Make your way to the designated assembly point.
- Wait for the Librarian in charge for further instruction.

**During an Evacuation the Librarian in charge should:**

- Take the list of scheduled employees and exit the building.
- Verify after arriving at the designated assembly point that all employees have evacuated the building.

**During an Evacuation all staff should:**

- Encourage those around you to proceed toward the designated exit.
- Provide direction to those around you.
- Exit the building.

**Persons in Need of Assistance**

Assisting with the evacuation of a person with a disability or injury by yourself should be the last resort. First responders are trained to successfully assist individuals in the case of an emergency.

Consider your options and risks of injuring yourself and others in an evacuation attempt. Evacuation may be difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Do not make an emergency situation worse.

If you determine that it is safe and necessary to do so, the following procedures are suggested for individuals who can safely assist a person with a disability:

- Always ask how you can help before attempting any rescue technique or giving assistance.
- Ask how they can best be assisted or moved and whether they have any special considerations that should be taken into account.

**Assisting Persons with Hearing Impairment**

- Alert the person with hearing impairment to the emergency and assist with their evacuation.
- A person with a hearing impairment will not need to wait for first responders, unless they also have a mobility impairment.

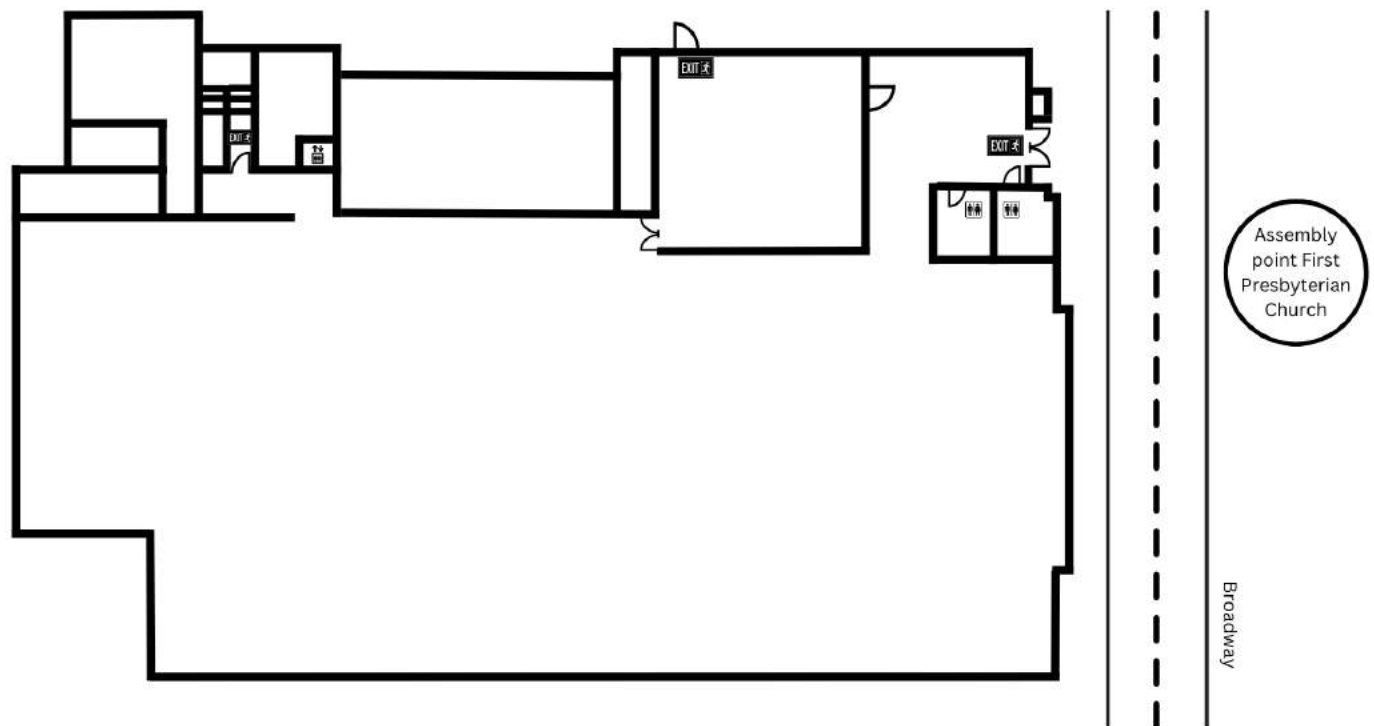
### Assisting Persons with Blindness or Visual Impairment

- Alert the person with visual impairment to the emergency and assist with their evacuation.
- A person with a visual impairment will not need to wait for first responders, unless they also have a mobility impairment.
- Do not grasp the person's arm; ask if he or she would like to hold onto your arm as you exit.
- Give verbal instructions about the evacuation route using estimated distances and directional terms (ex. twenty feet forward, turn right).

### Evacuation during Inclement Weather

- During extremely cold weather (particularly if a “code blue” is in effect) staff should first report to their designated assembly point.
- If necessary, staff will be instructed to proceed to an alternate location.

### Evacuation areas



## IV. ACTIVE SHOOTER

Active Shooter incidents are unpredictable and can evolve quickly. Patrons are likely to follow the lead of employees during crisis situations. The following are tips to help prepare for such an incident:

- Don't assume it will never happen.
- Be aware of your surroundings at all times.
- Know your location.
- Have an escape plan.
- Know where exits in your area are located.
- Identify places where you could shelter in place if you need to hide.
- Determine whether the space you are in can be locked.

In the event of an active shooter situation, quickly establish the most reasonable method to protect your own life. Remember RUN, FIGHT, or HIDE.

### RUN

- If you can safely escape, evacuate the building – have a plan and use it.
- Pull a fire alarm on your way out of the building, if possible. This will alert law enforcement.
- Leave belongings and evacuate even if others choose not to follow.
- Help others, if safe and possible.
- Prevent individuals from entering the building.
- Call 911 as soon as it is safe to do so – be prepared to give as much information as possible about incident.

### HIDE

- If evacuation is not possible, find a place to hide.
- Get out of view/sight.
- Seek shelter – secure doors and barricade entry with heavy furniture if possible.
- Close window coverings and turn off lights – only if safe to do so.
- Silence all electronic devices.
- Remain calm, quiet, and motionless.
- Plan what you will do if the shooter gets into the room. Consider what could be used as a weapon if necessary for self-defense.
- Lay flat on the ground and behind large items.
- Do not open the door.
- Call 911 as soon as it is safe to do so – be prepared to give as much information as possible about incident.
- If you can't safely talk on phone, leave the call open so that dispatcher can listen.
- Remain in location until emergency responders tell you the situation has been resolved.

## **FIGHT**

- DO THIS ONLY AS A LAST RESORT and if your life is in imminent danger.
- Aggressively attempt to incapacitate the shooter.
- Assume a survival mindset and know that oftentimes active violence situations are over in a few minutes.
- Commit to your actions – your life could depend on it.

### **When law enforcement arrives:**

- Remain calm and follow instructions.
- Put down any items in your hands.
- Keep hands visible at all times.
- Avoid quick movements toward officers.
- Do not stop to ask officers for help or direction.
- Remember, first responders are there to end the threat NOT render aid.

### **Information you should provide to law enforcement or the 911 Operator:**

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

## **V. OUTAGES**

### **Power Interruption**

- Assess the situation. Many times the power will come on again after a short time.
- Notify the Library Director.
- Call the Town of Lancaster Recreation Department at 716-684-3320.
- Call NYSEG at 800-572-1121 if an electrical failure cannot be resolved.
- If it is determined that the library must close (after a reasonable period of time), post signs, lock the doors, turn on the building alarm (if working), and evacuate the building. Refer to the “Emergency Closing” file folder in the file cabinet in the staff workroom to contact TV and radio stations.
- The Librarian in charge will update the [online B&ECPL calendar page](#) on the Intranet: and enter all pertinent information. If unable to access the calendar, contact the Information Technology Help Desk at 716-858-6849.
- The Library Director will post a notification on the library’s Facebook page.
- If the power comes back on, the lights need to be reset. Press the black button on the power box in the second floor supply closet (next to the elevator).

- If the power has been off for a long time, the computers and the firebox may need to be reset.
  - For computers: In the furnace room next to the exit is a computer panel with blinking lights on the front. Underneath is the CPU for the main server. Press the power button to turn it on. Note – staff computers should work without the main server being on. If computers do not reset, call the Information Technology Help Desk at 716-858-6849.
  - For Fire Safety Systems: Open the panel *inside* the Fire Safety Systems control panel in the staff workroom. Press the ACK/STEP button, then press the Alarm Silence button, then press the Reset button.

### **Telephone Outage**

- Use a cell phone to contact the Information Technology Help Desk at 716-858-6849.

## **VI. Emergency Closing**

In the event of weather-related closings or other unanticipated service disruptions or emergencies, the following procedures will enable us to ensure safety, minimize inconvenience for patrons and staff, and restore service in a timely and efficient manner.

- In case of threatening weather conditions, the Library Director and Board President will determine whether to close.
- If the Library Director is not available, contact the Board President when making a determination on closing.
- The Library Director will notify pertinent personnel and will refer to the “Emergency Closing” file folder in the file cabinet in the staff workroom to contact TV and radio stations.
- The Library Director will update the [online B&ECPL calendar page](#) on the Intranet and enter all pertinent information. If unable to access the Online B&ECPL Calendar, contact the Information Technology Help Desk at 716-858-6849.
- The Library Director will post a notification on social media.

Adopted June 19, 1997

Amended March 2004

Amended May 2014

Amended August 8, 2019

*Amended by the Lancaster Public Library Board of Trustees at a public meeting on \_\_, 20\_\_.*





## **By-laws and Conflict of Interest Policy of the Lancaster Public Library Board of Trustees**

### **Article I – Tenure of Office of Trustees**

Section 1: The term of office of trustees shall be 6 years.

Section 2: The Board of Trustees shall consist of 6 (six) members in 3(three) classes of terms expiring at two-year intervals. The Trustees are to be elected by the general public in compliance with the Education Law of the State of New York and the Charter of the Lancaster Public Library and in conjunction with the biannual election of Town officers.

Section 3:

*Paragraph a:* Vacancies among the officers shall be filled by an election at a regular board meeting, and a majority vote of the Trustees present shall constitute approval.

*Paragraph b:* A vacancy on the Board of Trustees shall be filled by a majority vote of the Board, and the persons so appointed shall hold office until the next general election for that trustee position.

### **Article II – Officers**

Section 1: The officers of the Board shall be President, a Vice-President, a Secretary, and a Treasurer.

Section 2: The president shall appoint a nominating committee two months prior to the end of the calendar year.

Section 3: Officers shall be elected at the first meeting in January by a majority vote of the Board.

Section 4: All officers shall have the usual powers associated with the office (or their duties may be specifically noted in the by-laws).

Section 5: The terms of Board Officers shall be limited to three consecutive one-year terms for each specific Board Office in a Trustee's 6 (six)-year term of office.

## **Article III – Duties of Officers**

### **President**

- A. Shall construct agenda for each monthly meeting in collaboration with the Director.
- B. Shall conduct monthly meetings of the Board of Trustees.
- C. Shall appoint Nominating Committee in November to propose slate of officers for the following year.

### **Vice President**

- A. Shall act in place of the President in the absence of the President.

### **Secretary**

- A. Shall record and distribute minutes of each monthly meeting.

### **Treasurer**

- A. Shall review budget reports from the Central Library and report on same at monthly meetings of the Board of Trustees.
- B. Shall review monthly financial report of Board accounts and report at meetings of the Board of Trustees.
- C. Shall sign checks drawn on the accounts of the Board of Trustees unless time considerations prevent this.

## **Article III – Meetings**

Section 1: Meetings shall be held a minimum of ten times per year, as scheduled by the Board, at the Lancaster Public Library. All meetings are open to the public except when individual personnel issues are being discussed. Meeting dates and times will be set at the January organizational meeting and the resulting schedule sent to the Town Clerk. The meeting schedule will be posted on the bulletin boards at the Lancaster Library.

Section 2: Special meetings shall be held at the call of the President or any three trustees. The press shall be notified.

Section 3: A quorum will consist of three Board Members.

Section 4: The order of business shall be as follows:

- I. Roll Call
- II. Approval of, or changes to the agenda
- III. Review of the minutes of the previous meeting
- IV. Report of the Director & Statistical Data
- V. Financial Statements
  - a. Monthly Financial Report
- VI. Committee Reports – if any
- VII. Public Comment (Limited to 5 (five) minutes per speaker)

- VIII. Nominations and Elections – if any
- IX. Old Business
- X. New Business
- XI. Adjournment

#### **Article IV – Committees**

Section 1: The following standing committees will be appointed as needed: Rules, Public Relations, Personnel, Buildings, Governance, Budget and Finance. These committees shall have all the usual powers associated with such committees.

Section 2: The President of the Board shall appoint all committee members.

Section 3: Ad hoc committees may be appointed by the President with the approval of the Board. Non-Board members may be appointed to such committees to bring special capabilities for the resolution of problems confronting the committee.

Section 4: All committee actions are subject to approval by a majority of the Board.

#### **Article V - Library Director**

Section 1: The Director shall be held responsible for the proper performance of duties as spelled out in the job description provided by the Board.

Section 2: It shall be the duty of the Director to attend meetings of the Board, including budget meetings, or public meetings where action may be taken affecting the interests of the Library. The director shall have the right to speak on all matters under discussion at Board meetings, but shall not have the right to vote thereon.

#### **Article VI – Internal Auditor**

Section 1: The board shall appoint an internal auditor. This may be a board member who does not have check-signing authority; it may also be an individual who does not serve on the library board.

Section 2: The internal auditor will, on a monthly basis, review invoices to expenditures and report these findings to the Board.

## **Article VII – Responsibilities of the Board**

Section 1: The Board shall appoint a qualified library director who shall be the executive and administrative officer of the library.

Section 2: Upon recommendation of the director, the Board shall approve personnel appointments.

Section 3: The Board shall approve monthly financial reports.

Section 4: The Board shall appoint and provide oversight of the Internal Auditor.

## **Article VIII – Amendments**

Section 1: These by-laws may be repealed, amended, or added to by a majority vote of the Board at a regular meeting. Such action may be taken, however, only after the substance of the proposed repeal, amendment, or addition, has been presented in writing at a prior regular or special meeting, and notice thereof has been given in the notice of the meeting at which it is to be considered.

## **Article IX – Conflict of Interest Policy**

Section 1 Purpose: The purpose of this Conflict of Interest Policy is to protect the Lancaster Public Library when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, trustee, or Key Employee of the Lancaster Public Library, including situations that may give rise to Conflicts of Interest and Related Party Transactions.

Section 2, Paragraph a: Interested Person. An Interested Person is any trustee, officer, employee or member of a committee with powers delegated by the Board of Trustees, who (1) has a direct or indirect Financial Interest, as defined below, and/or (2) is a Related Party, as defined below.

*Paragraph b:* Relative. A Relative of an individual means his or her spouse or domestic partner, ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren; great-grandchildren, and spouses of brothers, sisters, children, grandchildren and great-grandchildren.

*Paragraph c:* Financial Interest. A person has a Financial Interest if the person has, directly or indirectly, through business, investment, or a Relative:

*Sub Paragraph 1:* An ownership or investment interest in any entity with which the Lancaster Public Library has a transaction or arrangement;

*Sub Paragraph 2:* A compensation arrangement with the Lancaster Public

Library or with any entity or individual with which the Lancaster Public Library has a transaction or arrangement; or

*Sub Paragraph 3:* A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Lancaster Public Library is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

*Paragraph d:* Substantial Financial Interest. A Financial Interest in a Related Party Transaction is a "Substantial Financial Interest" if, in the discretion of the Board after giving due consideration to the material facts and circumstances of the Financial Interest as presented, the Board determines that such Financial Interest is substantial.

Section 3. Related Party. A Related Party includes:

*Paragraph a:* any trustee, officer or Key Employee of the Lancaster Public Library or any Affiliate of the Lancaster Public Library;

*Paragraph b:* any Relative of any trustee, officer or Key Employee of the Lancaster Public Library or any Affiliate of the Lancaster Public Library; or

*Paragraph c:* any entity in which any individual described in clauses (A) and *Paragraph d:* of this section has a thirty-five percent or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of five percent.

Section 4: Key Employee. A Key Employee is any person who is in a position to exercise substantial influence over the affairs of the Lancaster Public Library.

Section 5: Affiliate of the Lancaster Public Library. An Affiliate of the Lancaster Public Library means any entity controlled by, in control of, or under common control with the Lancaster Public Library.

Section 6: Related Party Transaction. A Related Party Transaction means any transaction, agreement or any other arrangement in which a Related Party has a Financial Interest and in which the Lancaster Public Library or any Affiliate of the Lancaster Public Library is a participant.

Section 7: Conflict of Interest. A Conflict of Interest exists if an outside interest or activity influences or appears to influence the ability of an individual to exercise objectivity or impair the individual's ability to perform his or her responsibility in the best interests of the Lancaster Public Library.

Section 8: "Independent Trustee" means a Trustee who:

*Paragraph a:* is not, and has not been within the last three years, an employee of the Library or an Affiliate of the Library, and does not have a Relative who is, or has been within the last three years, a Key Employee of the Library or an Affiliate of the Library;

*Paragraph b:* has not received, and does not have a Relative who has received, in any of the last three fiscal years, more than \$10,000.00 in direct compensation from the Library or an Affiliate of the Library (other than reimbursement for expenses reasonably incurred as a Trustee or reasonable compensation for service as a Trustee); or

*Paragraph c:* is not a current employee of or does not have a Substantial Financial Interest in, and does not have a Relative who is a current officer of or has a Substantial Financial Interest in, any entity that has made Payments to, or received payments from, the Library or an Affiliate of the Library for property or services in an amount which, in any of the last three fiscal years, exceeds the lesser of \$25,000.00 or 2% of such entity's consolidated gross revenues.

Section 9: Disclosure Statement. Prior to the initial appointment or hiring, and annually thereafter, a trustee, officer, member of a committee with powers delegated by the Board, or Key Employee shall complete, sign and submit to the secretary of the Lancaster Public Library, a written Disclosure Statement, attached as Appendix a, identifying, to the best of his or her knowledge, the following information:

*Paragraph a:* any entity of which such person is an officer, trustee, member, owner (either as a sole proprietor or a partner), or employee and with which the Lancaster Public Library has a relationship; and

*Paragraph b:* any transaction in which the Lancaster Public Library is a participant and in which such person might have a Financial Interest that may give rise to a Conflict of Interest or Related Party Transaction.

*Sub Paragraph 1:* The secretary shall provide a copy of all completed Disclosure Statements to the President of the Board.

*Paragraph c:* Continuing Duty. All trustees, officers, committee members, and Key Employees have a continuing duty to disclose by oral or written statement the existence of and material facts surrounding any Financial Interest at the time an actual or possible Conflict of Interest or Related Party Transaction arises.

*Paragraph d:* Violations. Any trustee, officer, committee member, or Key Employee who fails to comply with the disclosure obligations under this Article III or otherwise violates this Conflict of Interest Policy, may be subject to appropriate disciplinary and corrective action, up to and including referral to the

New York State Board of Regents for possible removal of a Trustee, pursuant to New York State Education Law section 226.

Section 10: General Prohibitions. An Interested Person shall not:

*Paragraph a:* be present at or participate in any Board deliberation or vote related to the transaction or arrangement giving rise to a Conflict of Interest or Related Party Transaction; nor

*Paragraph b:* directly or indirectly attempt to influence improperly the deliberation or voting on the transaction or arrangement giving rise to the conflict. Notwithstanding the foregoing, the Board of Trustees may request that an Interested Person present information to the Board prior to the commencement of deliberations or voting relating thereto.

Section 11: Initial Determination. After the disclosure required under Section 3, the remaining Board shall decide and document in the meeting minutes whether the transaction or arrangement is a Related Party Transaction, including whether any such transaction involves a Substantial Financial Interest, or a Conflict of Interest.

Section 12: Consideration of Alternatives. If the transaction or arrangement is a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then the Board must consider alternatives to the proposed transaction or arrangement. If the transaction or arrangement is a Conflict of Interest, then the Board may, but is not required, to consider alternatives.

Section 13: Board Decision. The Board of Trustees shall compare the alternatives, if any, with the proposed transaction or arrangement and determine whether the Lancaster Public Library can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a Conflict of Interest or Related Party Transaction. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a Conflict of Interest or Related Party Transaction, the Board of Trustees shall determine:

*Paragraph a:* by a majority vote of the Board, whether the proposed transaction or arrangement is in the Lancaster Public Library's best interest, for the Lancaster Public Library's own benefit, and whether it is fair and reasonable; and if so, then;

*Paragraph b:* whether to enter into the transaction or arrangement, in accordance with the Lancaster Public Library's bylaws. Note that if the transaction or arrangement involves a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then at least a majority of the Board members present at the meeting is required to approve such transaction.

Section 14: Documentation Required. The Board of Trustees shall document in the minutes of the meeting at which such determinations are made the following:

*Paragraph a:* The existence of a Conflict of Interest or Related Party Transaction;

*Sub Paragraph 1:* The resolution of the Board with respect to such Conflict of Interest or Related Party Transaction, including the determination as to whether the transaction or arrangement is fair, reasonable and in the Lancaster Public Library's best interest.

*Sub Paragraph 2:* The basis for approving the transaction or arrangement which gives rise to the Conflict of Interest or Related Party Transaction, including consideration of any alternatives.

Section 15 Oversight: All trustees, officers, committee members and Key Employees shall abide by the Conflict of Interest Policy adopted by the Board and as amended from time to time, provided a majority (4) of the board members are independent trustees. The entire Board shall oversee the adoption of, implementation of, and compliance with this Conflict of Interest Policy.

*Adopted: October 15, 2009*

*Amended: December 10, 2020*

*Amended by the Lancaster Public Library Board of Trustees at a public meeting on September 14, 2023.*



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

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

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

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

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

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(4) Interests & Relationships of Relatives. A Relative (spouse or domestic partner, ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren; great-grandchildren, and spouses of brothers, sisters, children, Grandchildren and great-grandchildren) of mine is an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which the

Lancaster Public Library has a relationship: **[If none, please write "None." If such interests exist, please specify the Relative (for example, sibling or spouse) and the Relative's position (for example, employee, director, or owner). If an owner, please specify the percentage ownership).]**

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

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

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# LANCASTER PUBLIC LIBRARY

## Review Schedule for Board Adopted Policies 2024

POLICY	AUTHOR	LAST REVIEWED	TARGET REVIEW
Emergency Procedures	LNC	August-19	January-24
Patron Suspension, Reinstatement & Appeal Process	LNC	N/A	February-24
Procurement Policy (Annual review)	LNC	February-23	March-24
FOIL (Freedom of Information Law) Policy	LNC	August-20	April-24
Gift Policy	LNC	September-20	May-24
Lost and Found Policy	LNC	October-20	June-24
Ethics Policy	LNC	December-20	September-24
Whistleblower Policy	LNC	December-20	October-24
Investment Policy (Annual review)	LNC	November-23	November-24
Long Range Plan 2022 - 2024	LNC	December-21	December-24
Debit Card Policy	LNC	February-21	TBD
Open Meeting Policy	LNC	February-21	TBD
Mission Statement	LNC	March-21	TBD
Meeting Room Use Policy	LNC	August-21	TBD
Petty Cash Policy	LNC	August-22	TBD
Claims Audit Policy	LNC	October-22	TBD
Rules of Conduct	LNC	December-22	TBD
Sustainability Policy	LNC	January-23	TBD
Display Case Policy	LNC	January-23	TBD
Bulletin Board Policy	LNC	March-23	TBD
Public Relations Policy	LNC	May-23	TBD
Credit Card Policy	LNC	July-23	TBD
By-Laws & Conflict of Interest Policy	LNC	September-23	TBD
Diversity, Equity and Inclusion Policy	LNC	December-23	TBD

# Buffalo & Erie County Public Library

☐ A.F.S.C.M.E.    ☐ C.S.E.A.  
☒ Librarians Assn.    ☐ Administrators  
☐ Non-Bargaining    ☐ CMU

## 2023 CLAIM FOR MILEAGE FORM

*For use of privately owned vehicle. To be used for travel within Erie County.*

*Employee must complete and submit to the CFO's Office with supporting documentation on or before the 10<sup>th</sup> of the month following date(s) of travel*

Name Kara L. Stock	Department Lancaster Public Library
	Employee ID 5933

Date	From	To	Miles Driven	Mileage Total	Day	Daily Total	Tolls	Parking
11/8/23	Central Library	Lancaster Library	12.5	\$ 8.19	0	\$ 0.00		\$ 8.00
11/15/23	Lancaster Library	Home Depot	11.4	\$ 7.47		\$ 0.00		
12/13/23	Lancaster Library	Hamburg Library	45.0	\$ 29.48		\$ 0.00		
12/18/23	M. Wallace Office	Lancaster Library		\$ 0.00	1	\$ 4.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
TOTAL			68.9	\$ 45.13	1.0	\$ 4.00	\$ 0.00	\$ 8.00

Reimbursement rate is dependent upon the current rate negotiated in the Collective Bargaining Agreement. Minimum reimbursement for mileage per day is actual miles times rate or \$\_\_\_\_, whichever is greater.

Amount in Miles	\$ 45.13
Amount for days @ \$__	\$ 4.00
Amount for tolls	\$ 0.00
Amount for parking	\$ 8.00
Total to be paid	\$ 57.13

### CERTIFICATION BY CLAIMANT EMPLOYEE

I, the undersigned, hereby certify that the mileage indicated with this claim has actually been traveled by me on behalf of the B&ECPL. Further, that the amount indicated is accurate and that payment of this claim has not been previously received.

Employee Signature: Kara L. Stock

Date: 12/27/23

### CERTIFICATION OF SUPERVISOR OR DEPARTMENT HEAD

I, the undersigned, hereby certify that the mileage claimed in the above account was actually and necessarily traveled by the claimant in the performance of his/her duties and that the best interests of the B&ECPL were serviced by using an automobile in lieu of other means of transportation.

Signature:

Date:

Supervisor or Department Head

### FINANCE OFFICE USE ONLY

Signature:

Date:

Assistant Deputy Director - Controller

## 2023 CLAIM FOR MILEAGE FORM

*For use of privately owned vehicle. To be used for travel within Erie County.*

*Employee must complete and submit to the CFO's Office with supporting documentation on or before the 10<sup>th</sup> of the month following date(s) of travel*

Name Joshua Strell	Department Lancaster Library
Employee ID 25169	

Date	From		Miles Driven	Mileage Total	Day	Daily Total	Tolls	Parking
12/1/23	Lancaster Library	5175 Broadway (& rtn)		\$ 0.00	1	\$ 4.00		
12/6/23	Lancaster Library	129 Elm, East Aurora (& rtn)	24.6	\$ 16.11		\$ 0.00		
12/7/23	Lancaster Library	4875 Transit (& rtn)	6.8	\$ 4.45		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
TOTAL			31.4	\$ 20.57	1.0	\$ 4.00	\$ 0.00	\$ 0.00

Reimbursement rate is dependent upon the current rate negotiated in the Collective Bargaining Agreement. Minimum reimbursement for mileage per day is actual miles times rate or \$\_\_\_\_, whichever is greater.

Amount in Miles	\$ 20.57
Amount for days @ \$__	\$ 4.00
Amount for tolls	\$ 0.00
Amount for parking	\$ 0.00
Total to be paid	\$ 24.57

## CERTIFICATION BY CLAIMANT EMPLOYEE

I, the undersigned, hereby certify that the mileage indicated with this claim has actually been traveled by me on behalf of the B&ECPL. Further, that the amount indicated is accurate and that payment of this claim has not been previously received.

Employee Signature:

Date:

## CERTIFICATION OF SUPERVISOR OR DEPARTMENT HEAD

I, the undersigned, hereby certify that the mileage claimed in the above account was actually and necessarily traveled by the claimant in the performance of his/her duties and that the best interests of the B&ECPL were serviced by using an automobile in lieu of other means of transportation.

Signature: Kara L Stock

Date: 12/30/23

Supervisor or Department Head

## FINANCE OFFICE USE ONLY

Signature:

Date:

Assistant Deputy Director - Controller

### Historical Cabinet Request

QTY.	Description	Website	Price Each	Total Price
1	Buffered acid-free legal size file folders, 100 count, cream	<a href="https://shorturl.at/mvHJ1">https://shorturl.at/mvHJ1</a>	\$69.28	\$69.28
3	Newspaper box (19W x 25L x 2 1/2H)	<a href="https://shorturl.at/efrLU">https://shorturl.at/efrLU</a>	\$41.38	\$124.14
2	Legal size document box (2 1/2W x 15 1/4L x 10 1/4H)	<a href="https://shorturl.at/pqDOX">https://shorturl.at/pqDOX</a>	\$16.99	\$33.98
6	Pamphlet file box (3 1/2W x 10D x 11H)	<a href="https://shorturl.at/fvHOX">https://shorturl.at/fvHOX</a>	\$15.33	\$91.98
1	Plastic paper clips - large	<a href="https://shorturl.at/NTYZ3">https://shorturl.at/NTYZ3</a>	\$8.99	\$8.99
1	Buffered acid-free tissue paper, 100 8 1/2 x 11 sheets	<a href="https://shorturl.at/aoMSY">https://shorturl.at/aoMSY</a>	\$13.86	\$13.86
1	Buffered acid-free tissue paper, 100 16 x 20 sheets	<a href="https://shorturl.at/bgwl0">https://shorturl.at/bgwl0</a>	\$27.98	\$27.98
1	pH testing pen	<a href="https://shorturl.at/huDI5">https://shorturl.at/huDI5</a>	\$9.00	\$9.00

Shipping \$39.63

**\$418.84**

## Eclipse Request

QTY.	Description	Website	Price per each	Total price:
5	Scratch and color craft	<a href="https://bit.ly/4aMKgsW">https://bit.ly/4aMKgsW</a>	\$9.49	\$47.45
2	Dinosaur stampers	<a href="https://bit.ly/3TFHu2f">https://bit.ly/3TFHu2f</a>	\$32.99	\$65.98
1	Color your own solar system	<a href="https://bit.ly/3GYQSXn">https://bit.ly/3GYQSXn</a>	\$79.99	\$79.99
8	Color your own revolution & rotation craft	<a href="https://bit.ly/4aAsBnY">https://bit.ly/4aAsBnY</a>	\$9.99	\$79.92
5	Glow rings	<a href="https://bit.ly/41D5wwR">https://bit.ly/41D5wwR</a>	\$16.99	\$84.95
1	Glow stick pack in bulk	<a href="https://bit.ly/3tqIIUG">https://bit.ly/3tqIIUG</a>	\$39.99	\$39.99
5	Light up wands	<a href="https://bit.ly/3RVWsAa">https://bit.ly/3RVWsAa</a>	\$16.98	\$84.90
				\$483.18
				S&H 10% \$48.31
<b>Total</b>				<b>\$531.49</b>

QTY.	Description	Website	Price Per Each	Total Price
2	Total Solar Eclipse: A Stellar Friendship Story	<a href="https://amzn.to/48dHfjt">https://amzn.to/48dHfjt</a>	\$11.99	\$23.98
4	Outer space tabletop color page	<a href="https://amzn.to/3tzMPh3">https://amzn.to/3tzMPh3</a>	\$9.98	\$39.92
8	Astronaut Snacks	<a href="https://amzn.to/4aEweJC">https://amzn.to/4aEweJC</a>	\$9.99	\$79.92
1	Kinetic sand	<a href="https://amzn.to/48zTFC0">https://amzn.to/48zTFC0</a>	\$37.40	\$37.40
<b>Total</b>				<b>\$181.22</b>

QTY.	Description	Website	Price Per Each	Total Price
1	Tent Rental - 20 x 40 ft	N/A	\$600.00	\$600.00
				<b>\$600.00</b>

**GRAND TOTAL    \$1,312.71**

## Grouchy Ladybug Kit

QTY.	Description	Website	Total Price
1	Hugs & Kisses from the Grouchy Ladybug	<a href="https://amzn.to/48yNbn6">https://amzn.to/48yNbn6</a>	\$8.22
1	Ladybug life cycle	<a href="https://amzn.to/3RFu57L">https://amzn.to/3RFu57L</a>	\$9.99
1	Ladybug Lifecycle book	<a href="https://amzn.to/3NIsQ6G">https://amzn.to/3NIsQ6G</a>	\$6.99
1	Alphabet match	<a href="https://amzn.to/48b6W4r">https://amzn.to/48b6W4r</a>	\$12.60
			<b>\$37.80</b>

QTY.	Description	Website	Total Price
1	Grouchy Ladybug book	<a href="https://bit.ly/3txN8ca">https://bit.ly/3txN8ca</a>	\$18.99
1	Ladybug addition game	<a href="https://bit.ly/3GXiI6b">https://bit.ly/3GXiI6b</a>	\$39.99
1	Ladybug puppet	<a href="https://bit.ly/3RVSV4Q">https://bit.ly/3RVSV4Q</a>	\$14.99
			\$73.97
			S&H \$11.10
			<b>\$85.07</b>

**GRAND TOTAL      \$122.87**





# Quote Details

January 02, 2024

Quote #  
W400206300

Status  
Open

Expiration Date  
February 01, 2024

## Products in Quote

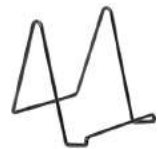


**Demco Acrylic Book  
Series Display**  
Product # W13826730

Unit Price  
\$20.39

Quantity  
4

Extended Price  
\$81.57



**Small All Purpose Easel**  
**4-1/2" x 3-1/2 x 5-3/4"**  
**White**  
Product # W13787830

Unit Price  
\$2.00

Quantity  
3

Extended Price  
\$6.00



**Large All Purpose Easel**  
**6" x 5" x 7-1/2" White**  
Product # W13787750

Unit Price  
\$2.80

Quantity  
3

Extended Price  
\$8.39



**Subject Classification  
Labels Superhero**  
**500/Roll**  
Product # W13775360

Unit Price  
\$9.77

Quantity  
4

Extended Price  
\$39.07



**Demco Flare Genre  
Labels Dinosaurs**  
**500/Roll**  
Product # W13842440

Unit Price  
\$9.35

Quantity  
2

Extended Price  
\$18.69



**Demco Flare Genre  
Labels Space** 500/Roll  
Product # W13842540

Unit Price  
\$9.35

Quantity  
2

Extended Price  
\$18.69



**Demco Flare Genre  
Labels Sports** 500/Roll  
Product # W13842550

Unit Price  
\$9.35

Quantity  
2

Extended Price  
\$18.69

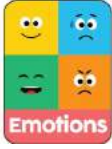


**Demco Flare Genre**  
**Labels Weather**  
**500/Roll**  
Product # W13842560

Unit Price  
\$9.35

Quantity  
2

Extended Price  
\$18.69

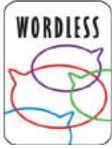


**Subject Classification**  
**Labels EMOTIONS**  
**500/Box**  
Product # W13800430

Unit Price  
\$9.77

Quantity  
2

Extended Price  
\$19.54



**Subject Classification**  
**Labels Wordless**  
**500/Roll**  
Product # W13775400

Unit Price  
\$9.77

Quantity  
2

Extended Price  
\$19.54



**Summer Tabletop**  
**Coloring Sheet 2' x 6'**  
Product # W13801760

Unit Price  
\$14.44

Quantity  
2

Extended Price  
\$28.87



**50 States Table Coloring**  
**Sheet 2' x 6'**  
Product # WA13781350

Unit Price  
\$5.99

Quantity  
4

Extended Price  
\$23.96



**1000 Books B4K**  
**Caregiver Tips 2-Sided**  
**Bkmrk 9"x3-1/4" 100/Pk**  
Product # W13692510

Unit Price  
\$8.55

Quantity  
1

Extended Price  
\$8.55



**Cut-Corner File Case 11-  
1/2" x 4" x 8-3/4"**  
**Burgundy**  
Product # WA14257300

Unit Price  
\$4.99

Quantity  
2

Extended Price  
\$9.98



**Demco Deluxe Acrylic**  
**Browsing Bin 5-  
3/4"Hx31-1/2"Wx10-  
1/2"D**  
Product # W13843170

Unit Price  
\$137.08

Quantity  
3

Extended Price  
\$411.24

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## Quote Summary

Merchandise Total at List \$859.83

Contract Savings -\$81.56

Sale/Discount Savings -\$46.80

CONTRACT USED  
C20601

Ship To

Kara Stock  
Lancaster Public Library

Shipping \$0.00

Tax \$0.00

**Total \$731.47**

5466 Broadway St  
Lancaster, NY 14086

Bill To

Lancaster Public Library  
5466 Broadway St  
Lancaster, NY 14086

**LANCASTER PUBLIC LIBRARY  
LOCAL FUNDS BUDGET – 2024**

<b>REVENUES</b>			
	<b>2023 Budget</b>	<b>2023 Actual</b>	<b>2024 Budget</b>
Bequests/Donations	\$12,000.00	\$18,474.00	\$15,000.00
Grants	3,000.00	0.00	0.00
Friends Donation	11,000.00	10,002.00	11,000.00
Headphones	100.00	111.00	100.00
Copier Proceeds	900.00	1,084.00	1,000.00
Vending Proceeds	100.00	141.00	100.00
Used Book Sale	2,000.00	2,384.00	2,000.00
Interest on CDs	1,000.00	13,153.00	10,000.00
<b>TOTAL INCOME</b>	<b>\$30,100.00</b>	<b>\$45,349.00</b>	<b><u>\$39,200.00</u></b>
<b>RESERVES NEEDED</b>			<b><u>\$15,800.00</u></b>
<b>TOTAL REVENUES &amp; RESERVES NEEDED</b>			<b><u>\$55,000.00</u></b>
<b>EXPENSES</b>			
Sunday Hours	0.00	\$9,600.00	\$11,000.00
Programming	5,000.00	14,029.00	12,000.00
Equipment	3,000.00	10,951.00	10,000.00
Materials/Supplies	10,100.00	21,268.00	20,000.00
Petty Cash	1,000.00	800.00	1,000.00
Building Improvement	16,500.00	0.00	0.00
<b>TOTAL EXPENSES</b>	<b>\$35,600.00</b>	<b>\$56,648.00</b>	<b><u>55,000.00</u></b>
<b>BALANCE REVENUES MINUS EXPENSES</b>			<b><u>0.00</u></b>
<b>ACCUMULATED RESERVES AS OF JANUARY 1, 2024</b>			
Bank on Buffalo	\$199,216.41		
Evans Bank	29,021.58		
M&T Bank	50,000.00		
<b>TOTAL ACCUMULATED RESERVES</b>	<b>\$278,237.99</b>		