

Lancaster Public Library  
Board of Trustees  
Proposed Meeting Agenda  
Thursday, February 8, 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 January 11, 2024
- V. Report of the Director
- VI. Public Comment
- VII. Monthly Financial Report
  - A. January Financial Report
  - B. Audit Report
  - C. 2024 Board Budget
  - D. Evans Bank CD
  - E. Programming Budget
- VIII. Old Business
  - A. Approve Contract Extension
  - B. Building Maintenance - Bathroom Heaters
- IX. New Business
  - A. Petty Cash Policy
  - B. Patron Suspension Policy
  - C. Spring Teen Book Boxes \$250.00
  - D. New Kits Shelving \$508.90
  - E. ACT Meeting, Saturday, March 9, 2024
  - F. New Town Board Liaison - Melissa Studley
- X. Adjournment

Next Meeting – March 14, 2024 at 4:00 PM

**Lancaster Public Library  
Director's Report  
January 2024**

**PARTNERSHIPS**

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

**Lancaster Historical Society** - This organization is using our front display case to highlight their collection. Their January display focused on the Village of Lancaster's 175<sup>th</sup> Anniversary.

**Lancaster Youth Bureau** – Volunteers from the Youth Bureau held a hands-on Christmas-themed craft program on Wednesday, January 10<sup>th</sup> for 7 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, Lindsay, on Thursday mornings. Lindsay assisted patrons with in-depth technology questions.

**Paws for Love** – A volunteer from the SPCA Paws for Love organization brought a therapy dog to the library on Saturday, January 20<sup>th</sup>. 6 children practiced reading out loud to a dog.

**PROGRAMMING - CHILDREN & TEENS**

**Bead Art** – Youth Services Librarian Meagan Carr taught this program on Thursday, January 25<sup>th</sup>. 20 children learned how to create animals using pony beads and elastic cords.

**Comic Book Club** – Meagan held this club on Saturday, January 27<sup>th</sup>. 17 kids worked on creating their own comics.

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

- **New Library Card Welcome Kit** - 11 children received this kit after getting their first library card!
- **STEM Kits: STEM Snowboarder** – 100 children picked up this kit.
- **Take & Make** – These weekly kits had book themes and 175 were picked up.

**Family Yoga** – 15 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, January 28<sup>th</sup>.

**Feelings Rock** - 11 preschool age children attended this program on Saturday, January 20<sup>th</sup>. They enjoyed a fun music and movement class that encourages families to move, learn, and grow together.

**Kidding Around Yoga** – 4 preschool-age children, each accompanied by an adult, enjoyed yoga poses, fun music, storytelling, yoga games, and a special guided relaxation time on Monday, January 29<sup>th</sup>.

**LEGO® Club** – Meagan held 2 LEGO® Clubs for a total of 40 children on Saturday, January 13<sup>th</sup>. The theme was “monochromatic” and the creations are on display in the library.

**Seed Library** - 130 vegetable, flower, and herb packets were picked up in January.

**Sprouts** - Melissa Sacco helped 7 preschool age children learn and grow through music on Monday, January 8<sup>th</sup>.

**Storytimes** - Meagan conducted a total of 22 sessions this month. 87 children attended Lapsit, 163 children attended Toddler Time, and 62 children attended Preschool Time.

**Young Adult Book Club** – Part-time Librarian Michael Green held a book club for 4 attendees on Thursday, January 11<sup>th</sup>. They discussed *The Star of Kazan* by Eva Ibbotson.

## PROGRAMMING - ADULT

**Child Development Workshop** – The Parent Network of WNY gave an informational workshop to answer questions about the next steps when there are concerns about your child’s development for 2 adults on Wednesday, January 24<sup>th</sup>.



**Chocolate!** – The owners of Dark Forest Chocolate showcased how they make their chocolate to 33 adults on Tuesday, January 30<sup>th</sup>.

**Computer Coach** – Library Assistant John Benzee held 5 one-on-one technology appointments, assisting patrons with using their cell phones and tablet computers.

**Mahjong Club** - Our Mahjong Club met each Wednesday morning with an average attendance of 6 adults.

**Tech Training: Libby App** – On Monday, January 29<sup>th</sup>, 5 adults learned how to use this free app to borrow eBooks and eAudiobooks from the library.

## MEETINGS

January 10 – Library Director Kara Stock attended the Manager Director Meeting via Zoom.

January 25 – Kara, Meagan and John met to work on some action items for the Sustainable Libraries Initiative.

January 25 – Kara attended an eclipse meeting at the Lancaster Depew Chamber of Commerce. She shared our plans for eclipse events including our eclipse watch party on April 8<sup>th</sup>. This group will help cross promote our events.

## SOCIAL MEDIA

 **Lancaster Public Library**  
Published by John Benzee · 5d · 🌐

Happy National Seed Swap Day! Free flower bundles (5 packets) are available at the information desk in the library. Limit 1 bundle per family. Today only while supplies last. 🌱

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Lancaster Public Library



Saturday, January 27

# National Seed Swap Day

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Free flower seed bundles available at the information desk.  
Today only!

# LANCASTER PUBLIC LIBRARY

## 2024 STATISTICS

CIRCULATION			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	19,853	19,104	3.9%
FEB			"
MAR			"
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	19,853	19,104	3.9%

LIBRARY VISITS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	6,070	6,008	1.0%
FEB			"
MAR			"
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	6,070	6,008	1.0%

PUBLIC ACCESS COMPUTER SESSIONS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	533	646	-17.5%
FEB			"
MAR			"
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	533	646	-17.5%

WIFI			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	1,370	1,352	1.3%
FEB			"
MAR			"
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	1,370	1,352	1.3%

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: 26

Days Closed: 5

**Lancaster Public Library  
2024 Statistics and Proceeds**

	Tours		New Library Cards		Ref Q	Headphone	Copier	Vending	Book Sale	Donations
	No.	ATT	Child	Adult	No.	Proceeds	Proceeds	Proceeds	Proceeds	to Library
JAN	0	0	20	38	646	\$12.00	\$57.65	\$27.00	\$130.00	\$3,075.00
FEB										
MAR										
APR										
MAY										
JUN										
JUL										
AUG										
SEP										
OCT										
NOV										
DEC										
TOTAL	0	0	20	38	646	\$12.00	\$57.65	\$27.00	\$130.00	\$3,075.00

**Total Proceeds      \$3,301.65**

	Facebook	Instagram
	Followers	Followers
JAN	3,152	701
FEB		
MAR		
APR		
MAY		
JUN		
JUL		
AUG		
SEP		
OCT		
NOV		
DEC		

### Program Statistics January 2024

Date	Title	# of programs	Attendance	Audience
1/2/2024	Storytime	1	22	Children 5 and under
1/2/2024	Storytime	1	30	Children 5 and under
1/2/2024	Book Club	1	10	Adults
1/3/2024	Mahjong Club	1	6	Adults
1/4/2024	Storytime	1	30	Children 5 and under
1/4/2024	Lapsit Storytime	1	20	Intergenerational/Combined
1/4/2024	Digital Navigator	1	1	Adults
1/4/2024	Mahjong Club	1	5	Adults
1/5/2024	Lapsit Storytime	1	20	Intergenerational/Combined
1/5/2024	Storytime	1	30	Children 5 and under
1/8/2024	Sprouts	1	14	Children 5 and under
1/9/2024	Storytime	1	45	Children 5 and under
1/9/2024	Storytime	1	35	Children 5 and under
1/10/2024	Mahjong Club	1	6	Adults
1/10/2024	Youth Bureau Craft	1	7	Children 6-11
1/11/2024	Storytime	1	30	Children 5 and under
1/11/2024	Lapsit Storytime	1	17	Intergenerational/Combined
1/11/2024	Digital Navigator	1	1	Adults
1/11/2024	YA Book Club	1	4	Teens
1/12/2024	Lapsit Storytime	1	45	Intergenerational/Combined
1/12/2024	Storytime	1	30	Children 5 and under
1/13/2024	LEGO Club	1	35	Children 6-11
1/13/2024	LEGO Club	1	20	Children 6-11
1/16/2024	Storytime	1	20	Children 5 and under
1/16/2024	Storytime	1	5	Children 5 and under
1/19/2024	Lapsit Storytime	1	20	Intergenerational/Combined
1/19/2024	Storytime	1	45	Children 5 and under
1/20/2024	Feelings Rock	1	11	Children 5 and under
1/20/2024	Read to a Dog	1	6	Children 6-11
1/23/2024	Storytime	1	30	Children 5 and under
1/23/2024	Storytime	1	20	Children 5 and under
1/24/2024	Mahjong Club	1	8	Adults
1/24/2024	Child Development Questions	1	2	Adults
1/25/2024	Storytime	1	40	Children 5 and under
1/25/2024	Lapsit Storytime	1	10	Intergenerational/Combined
1/25/2024	Beading	1	20	Children 6-11
1/25/2024	Mahjong Club	1	6	Adults
1/25/2024	Digital Navigator	1	1	Adults
1/26/2024	Lapsit Storytime	1	45	Intergenerational/Combined
1/26/2024	Storytime	1	30	Children 5 and under
1/27/2024	Comic Book Club	1	17	Children 6-11
1/28/2024	Family Yoga	1	30	Intergenerational/Combined
1/29/2024	Kidding Around Yoga	1	8	Children 5 and under
1/29/2024	Libby App	1	5	Adults

1/30/2024	How Chocolate is Made	1	33	Adults
1/31/2024	Tutor	17	17	Children 6-11
1/31/2024	Mahjong Club	1	6	Adults
1/31/2024	Take & Make Craft	175	175	Children 5 and under
1/31/2024	Craft & Carry Craft	7	7	Children 6-11
1/31/2024	STEM Kits	100	100	Intergenerational/Combined
1/31/2024	New Library Card Kits	11	11	Intergenerational/Combined
1/31/2024	Seed Library	130	130	Intergenerational/Combined
1/31/2024	Tutor	10	10	Teens
1/31/2024	Tutor	5	5	Adults
1/31/2024	Book a Tech Trainer	5	5	Adults




## 2024 Sunday Circulation

Date		Visits	Circulation
1/7		107	158
1/14	CLOSED		
1/21		133	294
1/28		169	405
2/4			
2/11			
2/18			
2/25			
3/3			
3/10			
3/17			
3/24			
3/31	Easter		
4/7			
4/14			
4/21			
4/28	Book Sale		
5/5			
5/12			
5/19	BBQ		
		409	857


Date		Visits	Circulation
9/8			
9/15			
9/22			
9/29			
10/6			
10/13			
10/20			
10/27			
11/3			
11/10			
11/17			
11/24			
12/1			
12/8			
12/15			
12/22			
		0	0

# Circulation

## Total Circulations


 Library	January			Year to Date Totals			Footnotes
	2024 Total	2023 Total	% of	2024 Total	2023 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	2,213	1,822	21.5%	2,213	1,822	21.5%	System-wide - Full and partial day closures on the following dates due to winter storms - 1/9/2024, 1/10/2024, 1/13/2024, 1/14/2024, 1/16/2024, 1/17/2024, and 1/18/2024.  Audubon - Closed 10/10/2022-3/3/2023 - Construction.  Clearfield - Closed 1/16/2024 - No heat.  Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.  East Clinton - Closed 1/19/2024 - Snow removal.  González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.
<i>Amherst</i>							
Audubon	32,512	371	8663.3%	32,512	371	8663.3%	
Clearfield	27,315	43,208	-36.8%	27,315	43,208	-36.8%	
Eggertsville-Snyder	12,444	15,672	-20.6%	12,444	15,672	-20.6%	
Williamsville	3,817	5,186	-26.4%	3,817	5,186	-26.4%	
Angola	2,996	2,982	0.5%	2,996	2,982	0.5%	
Aurora	14,515	13,670	6.2%	14,515	13,670	6.2%	
Boston	2,709	2,711	-0.1%	2,709	2,711	-0.1%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	22,689	23,104	-1.8%	22,689	23,104	-1.8%	
Reinstein Memorial	8,559	8,415	1.7%	8,559	8,415	1.7%	
Clarence	18,734	20,230	-7.4%	18,734	20,230	-7.4%	
Collins	4,905	5,454	-10.1%	4,905	5,454	-10.1%	
Concord	5,090	4,864	4.6%	5,090	4,864	4.6%	
Eden	3,908	3,749	4.2%	3,908	3,749	4.2%	
Elma	8,617	9,270	-7.0%	8,617	9,270	-7.0%	
Grand Island Memorial	10,412	10,589	-1.7%	10,412	10,589	-1.7%	
<i>Hamburg</i>							
Hamburg	18,003	17,472	3.0%	18,003	17,472	3.0%	
Lake Shore	4,817	6,004	-19.8%	4,817	6,004	-19.8%	
Lackawanna	4,634	4,256	8.9%	4,634	4,256	8.9%	
Lancaster	19,853	19,104	3.9%	19,853	19,104	3.9%	
Marilla	3,172	3,528	-10.1%	3,172	3,528	-10.1%	
Newstead	4,509	4,642	-2.9%	4,509	4,642	-2.9%	
North Collins	1,603	1,588	0.9%	1,603	1,588	0.9%	
Orchard Park	23,805	23,468	1.4%	23,805	23,468	1.4%	
City of Tonawanda	8,763	9,673	-9.4%	8,763	9,673	-9.4%	
<i>Town of Tonawanda</i>							
Kenilworth	5,028	5,909	-14.9%	5,028	5,909	-14.9%	
Kenmore	24,715	26,200	-5.7%	24,715	26,200	-5.7%	
West Seneca	18,683	17,932	4.2%	18,683	17,932	4.2%	
<i>Buffalo</i>							
Coles	2,031	2,306	-11.9%	2,031	2,306	-11.9%	
Crane	7,634	0	See note.	7,634	0	See note.	
Dudley	3,251	4,442	-26.8%	3,251	4,442	-26.8%	
East Clinton	2,026	2,560	-20.9%	2,026	2,560	-20.9%	
González-Soto	2,757	0	See note.	2,757	0	See note.	
Merriweather	3,585	4,728	-24.2%	3,585	4,728	-24.2%	
North Park	7,786	12,133	-35.8%	7,786	12,133	-35.8%	
Panty	1,811	2,693	-32.8%	1,811	2,693	-32.8%	
<i>Central</i>	20,788	30,794	-32.5%	20,788	30,794	-32.5%	
<i>BookmobileServices</i>							
Library on Wheels	3,348	4,421	-24.3%	3,348	4,421	-24.3%	
Library2Go	2,168	2,317	-6.4%	2,168	2,317	-6.4%	
<i>Institutions</i>							
Correctional Facility	6,859	4,594	49.3%	6,859	4,594	49.3%	
Holding Center	10,335	11,001	-6.1%	10,335	11,001	-6.1%	
<i>System</i>							
Online Renewals	690	794	-13.1%	690	794	-13.1%	
Interlibrary Loans	1,413	1,331	6.2%	1,413	1,331	6.2%	
eAudiobooks	69,524	56,422	23.2%	69,524	56,422	23.2%	
eVideos	932	636	46.5%	932	636	46.5%	
eBooks	98,058	87,962	11.5%	98,058	87,962	11.5%	
eMusic	217	176	23.3%	217	176	23.3%	
eMagazines	31,766	7,192	341.7%	31,766	7,192	341.7%	
<b>B&amp;ECPL Totals</b>	<b>595,999</b>	<b>547,575</b>	<b>8.8%</b>	<b>595,999</b>	<b>547,575</b>	<b>8.8%</b>	
Member Libraries	319,020	311,073	2.6%	319,020	311,073	2.6%	
Buffalo Branches	30,881	28,862	7.0%	30,881	28,862	7.0%	
Central Library	20,788	30,794	-32.5%	20,788	30,794	-32.5%	
Bookmobile Services	5,516	6,738	-18.1%	5,516	6,738	-18.1%	
Institutions	17,194	15,595	10.3%	17,194	15,595	10.3%	
System	202,600	154,513	31.1%	202,600	154,513	31.1%	

## Library Visits

	January			Year to Date Totals			Footnotes
	2024	2023	% of	2024	2023	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	833	726	14.7%	833	726	14.7%	<p>System-wide - Full and partial day closures on the following dates due to winter storms - 1/9/2024, 1/10/2024, 1/13/2024, 1/14/2024, 1/16/2024, 1/17/2024, and 1/18/2024.</p> <p>Audubon - Closed 10/10/2022-3/3/2023 - Construction.</p> <p>Central - New visitor counters installed 7/13/2023.</p> <p>Clearfield - Closed 1/16/2024 - No heat.</p> <p>Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.</p> <p>East Clinton - Closed 1/19/2024 - Snow removal.</p> <p>González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.</p>
<i>Amherst</i>							
Audubon	9,014	0	See note.	9,014	0	See note.	
Clearfield	9,192	12,869	-28.6%	9,192	12,869	-28.6%	
Eggertsville-Snyder	4,145	4,343	-4.6%	4,145	4,343	-4.6%	
Williamsville	1,521	1,601	-5.0%	1,521	1,601	-5.0%	
Angola	2,241	2,316	-3.2%	2,241	2,316	-3.2%	
Aurora	5,090	4,534	12.3%	5,090	4,534	12.3%	
Boston	1,055	935	12.8%	1,055	935	12.8%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	7,365	7,468	-1.4%	7,365	7,468	-1.4%	
Reinstein Memorial	2,877	3,605	-20.2%	2,877	3,605	-20.2%	
Clarence	5,516	5,620	-1.9%	5,516	5,620	-1.9%	
Collins	1,392	1,224	13.7%	1,392	1,224	13.7%	
Concord	2,541	2,513	1.1%	2,541	2,513	1.1%	
Eden	1,187	1,056	12.4%	1,187	1,056	12.4%	
Elma	2,887	2,766	4.4%	2,887	2,766	4.4%	
Grand Island Memorial	3,433	2,992	14.7%	3,433	2,992	14.7%	
<i>Hamburg</i>							
Hamburg	6,773	6,862	-1.3%	6,773	6,862	-1.3%	
Lake Shore	2,605	2,971	-12.3%	2,605	2,971	-12.3%	
Lackawanna	2,193	2,438	-10.0%	2,193	2,438	-10.0%	
Lancaster	6,070	6,008	1.0%	6,070	6,008	1.0%	
Marilla	780	887	-12.1%	780	887	-12.1%	
Newstead	2,342	2,250	4.1%	2,342	2,250	4.1%	
North Collins	926	906	2.2%	926	906	2.2%	
Orchard Park	10,261	9,459	8.5%	10,261	9,459	8.5%	
City of Tonawanda	3,756	3,474	8.1%	3,756	3,474	8.1%	
<i>Town of Tonawanda</i>							
Kenilworth	2,744	2,551	7.6%	2,744	2,551	7.6%	
Kenmore	7,984	7,623	4.7%	7,984	7,623	4.7%	
West Seneca	8,038	7,522	6.9%	8,038	7,522	6.9%	
<i>Buffalo</i>							
Coles	2,775	2,892	-4.0%	2,775	2,892	-4.0%	
Crane	3,053	0	See note.	3,053	0	See note.	
Dudley	1,748	2,388	-26.8%	1,748	2,388	-26.8%	
East Clinton	871	916	-4.9%	871	916	-4.9%	
González-Soto	2,025	0	See note.	2,025	0	See note.	
Merriweather	5,900	5,527	6.7%	5,900	5,527	6.7%	
North Park	3,285	4,723	-30.4%	3,285	4,723	-30.4%	
Panty	2,021	1,941	4.1%	2,021	1,941	4.1%	
<i>Central</i>	23,169	23,890	-3.0%	23,169	23,890	-3.0%	
<i>Bookmobile Services</i>							
Library on Wheels	897	1,481	-39.4%	897	1,481	-39.4%	
Library2Go	212	170	24.7%	212	170	24.7%	
<i>Institutions</i>							
Correctional Facility	1,300	881	47.6%	1,300	881	47.6%	
Holding Center	466	693	-32.8%	466	693	-32.8%	
<b>System</b>	<b>162,483</b>	<b>153,021</b>	<b>6.2%</b>	<b>162,483</b>	<b>153,021</b>	<b>6.2%</b>	
Member Libraries	114,761	107,519	6.7%	114,761	107,519	6.7%	
Buffalo Branches	21,678	18,387	17.9%	21,678	18,387	17.9%	
Central Library	23,169	23,890	-3.0%	23,169	23,890	-3.0%	
Bookmobile	1,109	1,651	-32.8%	1,109	1,651	-32.8%	
Institutions	1,766	1,574	12.2%	1,766	1,574	12.2%	


## Registered Public Access Computer Sessions

Session Counts Per Outlet

	January			Year to Date Totals			Footnotes
	2024	2023	% of	2024	2023	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Library							
Alden (Ewell Free)	62	54	14.8%	62	54	14.8%	<p>System-wide - Full and partial day closures on the following dates due to winter storms - 1/9/2024, 1/10/2024, 1/13/2024, 1/14/2024, 1/16/2024, 1/17/2024, and 1/18/2024.</p> <p>Audubon - Closed 10/10/2022-3/3/2023 - Construction.</p> <p>Clearfield - Closed 1/16/2024 - No heat.</p> <p>Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.</p> <p>East Clinton - Closed 1/19/2024 - Snow removal.</p> <p>González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.</p>
Amherst							
Audubon	861	3	28600.0%	861	3	28600.0%	
Clearfield	819	1,119	-26.8%	819	1,119	-26.8%	
Eggertsville-Snyder	357	507	-29.6%	357	507	-29.6%	
Williamsville	136	123	10.6%	136	123	10.6%	
Angola	180	164	9.8%	180	164	9.8%	
Aurora	368	371	-0.8%	368	371	-0.8%	
Boston	63	48	31.3%	63	48	31.3%	
Cheektowaga							
Julia Boyer Reinstein	1,196	1,284	-6.9%	1,196	1,284	-6.9%	
Reinstein Memorial	613	769	-20.3%	613	769	-20.3%	
Clarence	382	392	-2.6%	382	392	-2.6%	
Collins	115	114	0.9%	115	114	0.9%	
Concord	216	177	22.0%	216	177	22.0%	
Eden	94	92	2.2%	94	92	2.2%	
Elma	156	170	-8.2%	156	170	-8.2%	
Grand Island Memorial	192	200	-4.0%	192	200	-4.0%	
Hamburg							
Hamburg	799	734	8.9%	799	734	8.9%	
Lake Shore	190	204	-6.9%	190	204	-6.9%	
Lackawanna	406	478	-15.1%	406	478	-15.1%	
Lancaster	533	646	-17.5%	533	646	-17.5%	
Marilla	25	37	-32.4%	25	37	-32.4%	
Newstead	127	143	-11.2%	127	143	-11.2%	
North Collins	100	105	-4.8%	100	105	-4.8%	
Orchard Park	569	618	-7.9%	569	618	-7.9%	
City of Tonawanda	627	587	6.8%	627	587	6.8%	
Town of Tonawanda							
Kenilworth	336	381	-11.8%	336	381	-11.8%	
Kenmore	1,365	1,266	7.8%	1,365	1,266	7.8%	
West Seneca	872	934	-6.6%	872	934	-6.6%	
Buffalo							
Coles	921	908	1.4%	921	908	1.4%	
Crane	460	0	See note.	460	0	See note.	
Dudley	353	474	-25.5%	353	474	-25.5%	
East Clinton	211	205	2.9%	211	205	2.9%	
González-Soto	369	0	See note.	369	0	See note.	
Merriweather	1,106	1,318	-16.1%	1,106	1,318	-16.1%	
North Park	711	1,101	-35.4%	711	1,101	-35.4%	
Panty	363	461	-21.3%	363	461	-21.3%	
Central	5,630	7,509	-25.0%	5,630	7,509	-25.0%	
BookmobileServices							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
<b>System</b>	<b>21,883</b>	<b>23,696</b>	<b>-7.7%</b>	<b>21,883</b>	<b>23,696</b>	<b>-7.7%</b>	
Member Libraries	11,759	11,720	0.3%	11,759	11,720	0.3%	
Buffalo Branches	4,494	4,467	0.6%	4,494	4,467	0.6%	
Central Library	5,630	7,509	-25.0%	5,630	7,509	-25.0%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

# WiFi

## Total Logins

 Library	January			Year to Date Totals			Footnotes
	2024	2023	% of	2024	2023	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	333	345	-3.5%	333	345	-3.5%	<p>System-wide - Full and partial day closures on the following dates due to winter storms - 1/9/2024, 1/10/2024, 1/13/2024, 1/14/2024, 1/16/2024, 1/17/2024, and 1/18/2024.</p> <p>Audubon - Closed 10/10/2022-3/3/2023 - Construction.</p> <p>Clearfield - Closed 1/16/2024 - No heat.</p> <p>Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.</p> <p>East Clinton - Closed 1/19/2024 - Snow removal.</p> <p>González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.</p>
Amherst							
Audubon	3,402	899	278.4%	3,402	899	278.4%	
Clearfield	1,979	2,758	-28.2%	1,979	2,758	-28.2%	
Eggertsville-Snyder	1,002	907	10.5%	1,002	907	10.5%	
Williamsville	903	809	11.6%	903	809	11.6%	
Angola	71	111	-36.0%	71	111	-36.0%	
Aurora	1,696	1,509	12.4%	1,696	1,509	12.4%	
Boston	149	150	-0.7%	149	150	-0.7%	
Cheektowaga							
Julia Boyer Reinstein	1,431	1,176	21.7%	1,431	1,176	21.7%	
Reinstein Memorial	612	570	7.4%	612	570	7.4%	
Clarence	1,438	1,294	11.1%	1,438	1,294	11.1%	
Collins	208	267	-22.1%	208	267	-22.1%	
Concord	457	436	4.8%	457	436	4.8%	
Eden	160	151	6.0%	160	151	6.0%	
Elma	291	291	0.0%	291	291	0.0%	
Grand Island Memorial	668	530	26.0%	668	530	26.0%	
Hamburg							
Hamburg	1,530	1,359	12.6%	1,530	1,359	12.6%	
Lake Shore	439	280	56.8%	439	280	56.8%	
Lackawanna	389	449	-13.4%	389	449	-13.4%	
Lancaster	1,370	1,352	1.3%	1,370	1,352	1.3%	
Marilla	54	73	-26.0%	54	73	-26.0%	
Newstead	420	341	23.2%	420	341	23.2%	
North Collins	336	326	3.1%	336	326	3.1%	
Orchard Park	1,823	1,571	16.0%	1,823	1,571	16.0%	
City of Tonawanda	978	647	51.2%	978	647	51.2%	
Town of Tonawanda							
Kenilworth	391	455	-14.1%	391	455	-14.1%	
Kenmore	1,861	1,772	5.0%	1,861	1,772	5.0%	
West Seneca	1,740	1,670	4.2%	1,740	1,670	4.2%	
Buffalo							
Coles	907	880	3.1%	907	880	3.1%	
Crane	1,131	0	See note.	1,131	0	See note.	
Dudley	1,872	1,538	21.7%	1,872	1,538	21.7%	
East Clinton	544	501	8.6%	544	501	8.6%	
González-Soto	737	414	78.0%	737	414	78.0%	
Merriweather	1,223	1,116	9.6%	1,223	1,116	9.6%	
North Park	864	1,065	-18.9%	864	1,065	-18.9%	
Panty	1,020	898	13.6%	1,020	898	13.6%	
Central	13,470	13,928	-3.3%	13,470	13,928	-3.3%	
Bookmobile Services							
Library on Wheels	30	79	-62.0%	30	79	-62.0%	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
<b>System</b>	<b>47,929</b>	<b>42,917</b>	<b>11.7%</b>	<b>47,929</b>	<b>42,917</b>	<b>11.7%</b>	
Member Libraries	26,131	22,498	16.1%	26,131	22,498	16.1%	
Buffalo Branches	8,298	6,412	29.4%	8,298	6,412	29.4%	
Central Library	13,470	13,928	-3.3%	13,470	13,928	-3.3%	
Bookmobile Services	30	79	-62.0%	30	79	-62.0%	

# Lancaster Financial Monthly Report 2024

January

Account	Deposits	Disbursements		Sub-Total	Balance
<b>M &amp; T Checking</b>					
<b>Beginning Balance</b>					<b>\$5,572.77</b>
Receipts	\$340.75				
Joshua Strell: Mileage (#25016)		-\$24.57			
Kara Stock: Mileage (#25017)		-\$57.13			
<b>Ending Balance</b>	\$340.75	-\$81.70		\$259.05	<b>\$5,831.82</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>			-\$2,370.76		<b>\$31,689.57</b>
Credit card payment Dec.			\$2,370.76		
Elks grant	\$3,000.00				
Book sale	\$130.00				
Copier	\$57.65				
Headphones 4 @ \$3	\$12.00				
Vending	\$27.00				
Memorial books donation	\$75.00				
Amazon: Luggage tags for kits (Elks)			-\$12.99		
Demco: Bags for kits (Elks)			-\$223.84		
Sprouts NY, LLC: 1/8 program (#596)		-\$80.00			
Michaels: Bead craft supplies (Crafts)			-\$101.38		
Do It Best: Snow pusher			-\$54.92		
Donna Baia: 1/29 kids' yoga (#597)		-\$50.00			
Demco: Library supplies			-\$731.47		
Amazon: Eclipse program supplies			-\$168.23		
Lakeshore Learning: Ladybug kit			-\$48.96		
Fun Express: Eclipse program supplies			-\$457.19		
Gaylord Archival: Historical cabinet storage supplies			-\$296.07		
Amazon: Ladybug kit			-\$37.80		
Amazon: Historical cabinet supplies			-\$50.01		
Stump Terminator: Firewood (#598)		-\$200.00			
Wow Party, LLC: Deposit for 7/25 program (#599)		-\$100.00			
Kimberly Strell: 2/3 Teen painting program (#600)		-\$205.00			
Sprouts NY LLC: 2/5 program (#601)		-\$80.00			
Kimberly Strell: 2/7 Art-Y Time (#602)		-\$205.00			
Amazon: Fidget items' storage and labels (Elks)			-\$57.45		
Amazon: Craft supplies (Crafts)			-\$143.11		
Michaels: Craft supplies (Crafts)			-\$180.39		
<b>Checking Ending Balance</b>	\$3,301.65	-\$920.00	-\$2,563.81	-\$182.16	<b>\$31,507.41</b>
	<b>Amount</b>	<b>Interest Rate</b>	<b>Disbursements</b>	<b>Interest</b>	<b>Total</b>
<b>Savings 5880</b>	\$199,216.41	4.8%	\$0.00	\$864.54	<b>\$200,080.95</b>
<b>Total Balance BankonBuffalo</b>					<b>\$231,588.36</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>	\$29,021.58	13M 2/24/25	4.20%	\$288.21	<b>\$29,309.79</b>
<b>M&amp;T CD 8128</b>	\$50,066.34	12M 12/21/24	4.40%	\$0.00	<b>\$50,066.34</b>
<b>Total balance all accounts</b>					<b>\$316,796.31</b>

## Petty Cash

### January 2024

[illegible]

## Programming Budget 2024

Date(s)	Program Title	Cost
1/8/2024	Sprouts - Melissa Sacco	\$80.00
1/20/2024	Feelings Rock - Kelly Foss	\$100.00
1/28/2024	Family Yoga - Donna Baia	\$75.00
1/29/2024	Kidding Around Yoga - Donna Baia	\$50.00
2/3/2024	Teen Painting - Kim Strell	\$205.00
2/5/2024	Sprouts - Melissa Sacco	\$80.00
2/7/2024	Art-Y Time	\$205.00
2/17/2024	Feelings Rock - Kelly Foss	\$100.00
2/20/2024	Buffalo Audubon Society	\$270.00
2/21/2024	Wacky Science - Cris Johnson	\$325.00
2/22/2024	Huskies	\$75.00
2/24/2024	I Can't Draw - Tom Paul Fox	\$125.00
2/25/2024	Family Yoga - Donna Baia	\$75.00
2/26/2024	Kidding Around Yoga - Donna Baia	\$50.00
2/27/2024	House Plants - Cornell Coop	\$75.00
3/4/2024	Sprouts - Melissa Sacco	\$80.00
3/7/2024	Birding 101 - Reinstein Woods	\$50.00
3/13/2024	Storybook Cook - Liz Bauld	\$245.00
3/16/2024	Feelings Rock	\$100.00
3/24/2024	Family Yoga - Donna Baia	\$75.00
3/25/2024	Kidding Around Yoga - Donna Baia	\$50.00
3/26/2024	Soul in Bloom Tea	\$100.00
3/27/2024	T'ai Chi Chih - 4 classes	\$200.00
4/2/2024	Mandalas, Math, and Mindfulness	\$160.00
4/4/2024	Mr. K's Mobile Dome	\$355.00
4/13/2024	Feelings Rock	\$100.00
4/15/2024	Sprouts - Melissa Sacco	\$80.00
4/17/2024	T'ai Chi Chih - 2 classes	\$100.00
4/21/2024	Family Yoga - Donna Baia	\$75.00
4/22/2024	Kidding Around Yoga - Donna Baia	\$50.00
5/11/2024	Feelings Rock	\$100.00
5/29/2024	Tai Chi - 5 classes	\$250.00
6/27/2024	Judd Sunshine - Summer Kickoff Concert	\$575.00
7/11/2024	Magic Show - Cris Johnson	\$325.00
7/18/2024	Glenn Colton	\$524.00
7/25/2024	Wow Bubble (incl. \$100 deposit)	\$400.00
8/1/2024	Reading is Magic	\$675.00
8/8/2024	Hawk Creek (incl. \$50 deposit)	\$500.00
8/15/2024	Zoomobile	\$256.90
8/22/2024	Wondermakers	\$150.00



**TOTAL SPENT**

**\$7,465.90**

Funding Source	Notes	Funds Given
Library Board Funds for 2024		\$15,000.00
Friends of the Library	Wallace Grant	\$700.00
2024 Program Budget (CEN)	must spend in 2024	\$500.00

**TOTAL BUDGET for 2024**

**\$16,200.00**

**CURRENT BALANCE**

**\$8,734.10**



## MEMORANDUM

**TO:** Contract Library Directors  
**FROM:** Emily Patronik, Assistant Deputy Director - Controller  
**SUBJECT:** 2023 Contract Extension and 2024 Budget Schedules  
**DATE:** January 29, 2024

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Enclosed please find a copy of Buffalo & Erie County Public Library (B&ECPL) Board Resolution 2023-42, implementing the contract extension provision, and your 2023 budget schedules based upon this resolution. As you may recall, the 2023 contract contains an automatic extension provision that extends the current contract into 2024.

The extension will be in force until final 2024 contracts are adopted, although not to extend past July 31, 2024. Budget amounts are based upon the 2024 System budget as adopted on December 21, 2023. The Library's 2024 adopted budget may be viewed at: <https://www.buffalolib.org/about-becpl/budget-information> See the 2024 B&ECPL Adopted Budget by Cost Center for the details.

Items to note:

1. 2024 Page wages are adjusted to reflect the 12/31/2023 New York State minimum wage \$1.00 per hour increase (to \$15.00 per hour), while Sr. Page wages are increased by \$1.00 per hour (to \$16.00 per hour), also effective 12/31/2023, to maintain a \$1.00 per hour differential from Page rates.

Please call me 716-858-6095 if you have any questions.

A handwritten signature in cursive script, reading "Emily Patronik".

/ma; Enclosures;  
cc: E. Patronik



BOARD OF TRUSTEES  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
MEETING DATE: December 21, 2023

AGENDA ITEM NUMBER: E.2.a

RESOLUTION: 2023-41  
Adoption of 2024 Budget

BACKGROUND:

On December 7, the Erie County Legislature adopted a 2024 County Budget with amendments. The Legislature-approved amendments did not change the County Executive's 2024 Proposed Budget allocation for the Library Fund.

The 2024 Operating and Grants Budget sustains library operations and services in an evolving post-COVID world. It prioritizes public access to resources, programs and services to help us serve our communities. A county funding increase of \$1,390,013 (4.9%) will help offset inflation related impacts on library operating costs, including contractually obligated labor costs, a \$0.80 per hour increase in the minimum wage, costs of supplies and utilities in this challenging fiscal environment.

The Library's overall operating budget, including State Aid and library revenue, increases 5.4% from 2023's \$31,491,387 to \$33,105,584 in 2024. Including recurring grants, the combined total increase is 4.0% from 2023's \$32,213,226 to \$33,707,002 in 2024.

While not part of the Library's operating budget, the County's Capital Budget provides: \$700,000 in bond funds for Central Library Improvements & Upgrades and \$130,000 in "Pay As You Go" funds for Central Library Shipping & Maintenance Vehicle Replacement.

The minimum wage increase directly impacts Part-time Page wages, presently \$14.20 per hour. Further, it impacts the competitiveness and the Library's ability to hire in positions with wages scales near the new rate. Specifically, Senior Pages, presently at \$15.20 per hour. Part-time Page, and Senior Page positions are not represented by a bargaining unit. That means they are not eligible to receive wage scale adjustments without approval by the System Board of Trustees, which occurred as part of the budget process in preparing the 2024 Proposed Budget.

*2024 Budget in Brief Charts* are included for your review and action.

RESOLUTION 2023-41

WHEREAS, on December 7, the Erie County Legislature finalized the County's 2024 Budget allocation for the Library, and

WHEREAS, the County's enacted budget provides a 4.9% increase in County Library Tax funding from 2023's \$28,285,362 to \$29,675,375, and

WHEREAS, this funding will allow the Buffalo & Erie County Public Library (B&ECPL) to sustain operations, prioritizing public access to resources, programs and services to help us serve our communities, and

WHEREAS, it helps to offset inflation-related impacts on library operating costs, including contractually obligated labor costs, a \$0.80 per hour increase in the minimum wage, and costs of supplies and utilities in this challenging fiscal environment, and

WHEREAS, the Board of Trustees expresses its appreciation to the County Executive for recommending the funding and to the County Legislature in approving the recommended funding, and

WHEREAS, strong public support for the B&ECPL reinforces both the continuing need for innovative and responsive library services in an evolving post-COVID environment, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the 2024 Budget, utilizing the following sources to provide library services in 2024:

\$29,675,375 – County Property Tax for Library Purposes  
\$ 2,415,951 – New York State Aid – Operating Budget  
\$ 716,119 – Use of Fund Balance  
\$ 298,139 – Library Fines, Fees and Other Revenue  
**\$33,105,584 – Total Operating Budget**  
  
\$ 601,418 – Library Recurring Grants Budget

**\$33,707,002 – Combined Operating and Grants Budget**, further detailed in the *2024 Budget in Brief Charts* and the accompanying *2024 Budget Operating and Grants by Line Item* document, and be it finally

RESOLVED, that the budget documents and schedules be promptly posted on the Library's website and the Library Director or designee(s) are authorized to execute all needed forms and accounting entries to implement this budget promptly.

Approved unanimously as amended at a meeting of the Board of Trustees  
of the Buffalo & Erie County Public Library  
on December 21, 2023.

**BOARD OF TRUSTEES  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
MEETING DATE: December 21, 2023**

**AGENDA ITEM NUMBER:** E.2.b.

**RESOLUTION:** 2023-42  
Implementing 2023 Contracting  
Library Contract Extension  
Provision

**BACKGROUND:**

On June 15, 2023, the Board adopted Resolution 2023-17, which authorized executing 2023 contracting member library contracts. That resolution and the resulting 2023 contracts incorporated items to simplify 2024 start-up. They include the ability to extend the 2023 contract into 2024, avoiding the November-December rush to adopt new contracts.

The extension capability recognized many years' recurring pattern of final budget allocations, particularly from New York State, being in flux at the normal contract adoption time. The contract extension provides for allocations based upon the 2024 requested budget amount as may be amended by the Board (for example by adopting the 2024 System budget) until such time as a final 2024 contract is adopted, not to exceed July 31, 2024.

The option to implement the contract extension provision may be made by Board-adopted resolution notifying contracting member libraries of said extension. This resolution would provide the needed notification.

**ACTION REQUIRED:**

Motion to approve Resolution 2023-42.

## RESOLUTION 2023-42

WHEREAS, on June 15, 2023, the Board of Trustees of the Buffalo & Erie County Public Library adopted Resolution 2023-17, which authorized executing 2023 contracting member library contracts, and

WHEREAS, the resolution and the resulting 2023 contracts incorporated a provision to extend the 2023 contract into 2024, thus avoiding the November-December rush to adopt new contracts given many years' recurring pattern of final budget allocations, particularly from New York State, being in flux at the normal contract adoption time, and

WHEREAS, budgetary allocations from Erie County and New York State to the B&ECPL constitute over 95% of the financial resources supporting the contract with each contracting member library, and

WHEREAS, Erie County's 2024 budget allocation was not finalized until December 7, 2023 and New York State's allocation likely will not be finalized before April 2024, and

WHEREAS, this makes it difficult for the B&ECPL and the contracting member libraries to develop, consider and approve a full contract prior to the beginning of the 2024 fiscal year on January 1, 2024, and

WHEREAS, the contract extension provision provides for allocations based upon the 2024 requested budget except that, should the local funds for library services be modified from those projected in the budget request, the allocation shall be based upon the modified estimate, and

WHEREAS, the extension provision will remain in effect until such time as a final 2024 contract is adopted, not to exceed July 31, 2024, and

WHEREAS, implementing the contract extension provision may be made by Board adopted resolution notifying contracting member libraries of said extension, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes implementing the 2023 contract extension as described above, with budgetary amounts based upon the 2024 Board-adopted budget and any subsequent modifications thereof, and be it further

RESOLVED, that the Library Director or his designee is authorized to transmit this resolution to each contracting library.

Approved unanimously at a meeting of the Board of Trustees  
of the Buffalo & Erie County Public Library  
on December 21, 2023.

**BUFFALO & ERIE COUNTY PUBLIC LIBRARY**

**PAGE & SR. PAGE HOURLY WAGE RATES**

**EFFECTIVE DATE: DECEMBER 31, 2023**

**PAGE and SENIOR PAGE WAGE SCALES**  
**December 31, 2023 - December 30, 2024**

<u>PAGE</u>	<u>Step 1</u>
	\$15.00

<u>SENIOR PAGE</u>	<u>Step 1</u>
	\$16.00

**NOTES:**

Wage scales reflect rates approved as part of the 2024 Adopted Budget.  
Page rates are consistent with mandated increases in the New York State Minimum Wage Law and Sr.  
Page rates are budgeted at \$0.50 above the minimum wage.





# BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: LANCASTER PUBLIC LIBRARY

DESCRIPTION	As per Res 2022-47			As per Res 2023-42		
	2023	2023	2023	2024	2024	2024
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
<b>PERSONAL SERVICES</b>						
SALARIES & WAGES, FULL TIME		217,680	217,680		242,828	242,828
WAGES, REGULAR PART-TIME			-			-
WAGES, PART TIME		112,761	112,761		122,668	122,668
OVERTIME (Sunday)			-			-
OTHER (Vacation Buyout)		6,528	6,528		2,800	2,800
<b>TOTAL SALARIES &amp; WAGES</b>	-	336,969	336,969	-	368,296	368,296
<b>REDUCTION FRM PERS. SVCS ACCT</b>			-			-
<b>CONTRACTUAL SALARY RESERVES</b>		19,320	19,320			-
<b>FRINGE BENEFITS</b>						
EMPLOYER FICA		25,781	25,781		28,176	28,176
EMPLOYEE HEALTH INSURANCE		20,114	20,114		22,788	22,788
DENTAL PLAN		636	636		708	708
WORKERS COMPENSATION		2,180	2,180		2,267	2,267
UNEMPLOYMENT INSURANCE		595	595		511	511
HOSPITAL & MEDICAL - RETIREES		24,488	24,488		25,497	25,497
HEALTH INSURANCE WAIVER		804	804		2,400	2,400
RETIREMENT		27,633	27,633		35,655	35,655
<b>TOTAL FRINGE BENEFITS</b>	-	102,231	102,231	-	118,002	118,002
<b>OFFICE SUPPLIES</b>	-	3,770	3,770	-	4,271	4,271
<b>REPAIRS &amp; MAINTENANCE CHARGES</b>						
OTHER SUPPLIES & MATERIALS	250	-	250	250	-	250
EQUIPMENT MAINTENANCE	50		50	50		50
REPAIRS & MAINT - MISC SYS	-	1,892	1,892	-	1,583	1,583
<b>TOTAL REPAIRS &amp; MAINTENANCE CHARGES</b>	300	1,892	2,192	300	1,583	1,883
<b>TRAVEL &amp; MILEAGE EXPENSES</b>	250		250	250		250
<b>DUES &amp; FEES</b>						
MEMBERSHIP & DUES	20	-	20	20	-	20
TRAINING & EDUCATION (NYSALB, etc.)		738	738		692	692
<b>TOTAL DUES &amp; FEES</b>	20	738	758	20	692	712
<b>UTILITY CHARGES</b>						
WATER	300		300	300		300
SEWER			-			-
TELECOMMUNICATIONS			-			-
- WIRELESS ACCESS	-	207	207	-	462	462
- DATA LINES	-	345	345	-	345	345
- INTERNET - Internet access	-	43	43	-	42	42
- EQUIPMENT MAINT			-			-
- LOCAL AND LD PHONE SERVICE	-	936	936	-	936	936
<b>TELEPHONE SUB-TOTAL</b>	-	1,531	1,531	-	1,785	1,785
<b>TOTAL UTILITY CHARGES</b>	300	1,531	1,831	300	1,785	2,085
<b>PROFESSIONAL SERVICE CONTRACT &amp; FEES</b>						
ADVERTISING & PROMOTION		2,895	2,895		3,210	3,210
MOVIE LICENSING AGREEMENT		235	235		235	235
OVERDRIVE DOWNLOADABLE LICENSE	-	211	211	-	211	211
SIRSI SOFTWARE MAINTENANCE	-	4,371	4,371	-	5,713	5,713
RFID EQUIPMENT MAINTENANCE		1,776	1,776			-
COLLECTIONS AGENCY FEES	-		-	-		-
EAP SERVICES	-	163	163	-		-
ONLINE CATALOG (OCLC)	-	3,088	3,088	-	4,194	4,194
VITEC SOLUTIONS/COMPUTER SUPPORT	-	2,656	2,656	-	2,453	2,453
LEGAL FEES	-	1,702	1,702	-	1,732	1,732
RFID/OCR LABELS		193	193		214	214
OTHER PRINTED SUPPLIES	-	48	48	-	50	50
CONTRACT PROFESSIONAL SERVICES (DIRECT)			-			-
<b>TOTAL PROFESSIONAL SERVICE CONTRACTS</b>	-	17,338	17,338	-	18,012	18,012

# BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

## BUDGET: LANCASTER PUBLIC LIBRARY

DESCRIPTION	As per Res 2022-47			As per Res 2023-42		
	2023	2023	2023	2024	2024	2024
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
<b>MAINTENANCE CONTRACTS</b>						
OTHER SUP & MTLs - CONTRACT	250	-	250	250	-	250
EQUIPMENT CONTRACTS			-			-
MAINT CONTRACTS - SYS		151	151		142	142
<b>TOTAL MAINTENANCE CONTRACTS</b>	<b>250</b>	<b>151</b>	<b>401</b>	<b>250</b>	<b>142</b>	<b>392</b>
<b>OTHER EXPENSES &amp; CHARGES</b>						
LIBRARY MATERIALS PROCESSING SUPPLIES	-	286	286	-		-
RFID LABELS (NON-PRINT)	-	965	965	-	1,284	1,284
RESALE ITEMS (BAGS, DISK, HEADPHONES)	-	168	168	-	185	185
LIBRARY CARDS	-		-	-		-
DVD REPAIR		77	77		43	43
MISC PROGRAM EXPENSES	500		500	500		500
NYS DISABILITY	-		-	-		-
POSTAGE	100		100	100		100
PRINTING			-			-
ADVERTISING			-			-
TRAINING			-			-
REFUSE PICKUP			-			-
BANK CHARGES			-			-
JANITORIAL SERVICES			-			-
OTHER EXPENSES			-			-
<b>TOTAL OTHER EXPENSES &amp; CHARGES</b>	<b>600</b>	<b>1,496</b>	<b>2,096</b>	<b>600</b>	<b>1,512</b>	<b>2,112</b>
<b>CONTINGENCY</b>						
MISCELLANEOUS - State/Member Aid			-			-
<b>TOTAL CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>RENTAL CHARGES</b>						
EQUIPMENT		-	-		-	-
OTHER		-	-		-	-
<b>TOTAL RENTAL CHARGES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>INSURANCE CHARGES</b>						
INSURANCE		-	-		-	-
GENERAL LIABILITY INSURANCE - SYS		3,288	3,288		3,308	3,308
<b>TOTAL INSURANCE CHARGES</b>	<b>-</b>	<b>3,288</b>	<b>3,288</b>	<b>-</b>	<b>3,308</b>	<b>3,308</b>
<b>LAB &amp; TECHNICAL EQUIP.</b>		<b>2,035</b>	<b>2,035</b>		<b>2,083</b>	<b>2,083</b>
<b>LIBRARY BOOKS &amp; MEDIA</b>						
Serials (Magazines, Newspapers, Journals, Etc.)	-	7,660	7,660	-	8,983	8,983
On-line Databases (News, Health, Literary, Homework, Business, Etc.)	-	8,560	8,560	-	9,700	9,700
E-Content		53,520	53,520		60,666	60,666
Centrally Ordered Materials	-	43,108	43,108	-	47,615	47,615
Specialized Titles / Individual Orders	-	12,073	12,073	-	13,064	13,064
<b>TOTAL LIBRARY BOOKS &amp; MEDIA</b>	<b>-</b>	<b>124,921</b>	<b>124,921</b>	<b>-</b>	<b>140,028</b>	<b>140,028</b>
<b>INTERFUND UTILITY EXPENDITURES</b>						
NATURAL GAS	-	7,844	7,844	-	4,695	4,695
ELECTRICITY	-	31,565	31,565	-	23,447	23,447
<b>TOTAL INTERFUND UTILITY EXPENDITURES</b>	<b>-</b>	<b>39,409</b>	<b>39,409</b>	<b>-</b>	<b>28,142</b>	<b>28,142</b>
<b>TOTAL INTERFUND EXP - COUNTY</b>		<b>2,181</b>	<b>2,181</b>		<b>2,164</b>	<b>2,164</b>

# BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

## BUDGET: LANCASTER PUBLIC LIBRARY

DESCRIPTION	As per Res 2022-47			As per Res 2023-42		
	2023	2023	2023	2024	2024	2024
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
TOTAL OPERATING EXPENSES	1,720	657,270	658,990	1,720	690,020	691,740
<b>REVENUE SOURCES</b>						
COUNTY SHARE	-	642,325	642,325	-	674,646	674,646
STATE AID (Member Aid)	-	-	-	-	-	-
STATE AID (Pass through System)	-	13,365	13,365	-	13,394	13,394
SUB-TOTAL: SYSTEM APPROPRIATION	-	655,690	655,690	-	688,040	688,040
<b>DIRECT LOCAL INCOME</b>						
	Contract Library Direct	Return to System (CHR Share)	TOTAL	Contract Library Direct	Return to System (CHR Share)	TOTAL
FINES, LOST BOOKS, ETC	26	24	50	47	53	100
COPY MACHINES	-	-	-	-	-	-
PRINT COST RECOVERY	1,668	1,532	3,200	1,627	1,873	3,500
OTHER REVENUES	26	24	50	46	54	100
MUNICIPAL SUPPORT	-	-	-	-	-	-
DONATIONS	-	-	-	-	-	-
FUNDRAISING	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-
USE OF FUND BALANCE	-	-	-	-	-	-
OTHER INCOME	-	-	-	-	-	-
TOTAL DIRECT INCOME	1,720	1,580	3,300	1,720	1,980	3,700
TOTAL REVENUE SOURCES	1,720	657,270	658,990	1,720	690,020	691,740

<b>COUNTY SHARE vs OTHER REVENUE</b>						
COUNTY SHARE	-	642,325	642,325	-	674,646	674,646
STATE AID	-	13,365	13,365	-	13,394	13,394
DIRECT INCOME	1,720	1,580	3,300	1,720	1,980	3,700
SUBTOTAL OTHER REVENUE	1,720	14,945	16,665	1,720	15,374	17,094
TOTAL REVENUE	1,720	657,270	658,990	1,720	690,020	691,740

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

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY  
Lancaster Public Library**

EEGroup	Current Count	Job Title	Hours	Hours per week	Salary	Total Fringes	Total Cost
	1	LIBRARY DIRECTOR II Total	2,096	40	83,071	33,664	116,735
	1	LIBRARIAN I Total	2,096	40	61,991	27,127	89,118
	1	LIBRARY ASSISTANT (CL) Total	2,096	40	51,285	23,592	74,877
	1	CARETAKER - CL Total	2,096	40	46,481	16,814	63,295
<b>FT Total</b>	<b>4</b>		<b>8,384</b>	<b>160</b>	<b>242,828</b>	<b>101,197</b>	<b>344,025</b>
	4	SENIOR PAGE PT Total	2,860	55	45,760	3,849	49,609
	3	PAGE (P.T.) Total	1,820	35	27,300	3,712	31,012
	2	LIBRARIAN I PT Total	936	18	22,145	4,542	26,687
	2	CLERK-TYPIST (P.T.) CL Total	1,508	29	27,463	4,487	31,950
<b>PT Total</b>	<b>11</b>		<b>7,124</b>	<b>137</b>	<b>122,668</b>	<b>16,590</b>	<b>139,258</b>
<b>Grand Total</b>	<b>15</b>		<b>15,508</b>	<b>297</b>	<b>365,496</b>	<b>117,787</b>	<b>483,283</b>
		<b>FTE and Average Cost per FTE</b>	<b>7.46</b>				<b>64,783</b>
		Full Time Salaries			\$242,828		
		RPT Wages			\$0		
		Part Time Wages			\$122,668		
		Total Salaries & Wages			\$365,496		
		Lancaster - Other Payments			\$2,800	\$215	\$3,015
		<b>Grand Total</b>			<b>\$368,296</b>	<b>\$118,002</b>	<b>\$486,298</b>





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

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

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

Adopted: February 21, 2013

Amended and Approved: January 17, 2019

*Amended and Approved by the Lancaster Public Library Board of Trustees at a public meeting on August 11, 2022.*



## **LANCASTER PUBLIC LIBRARY**

### **PATRON SUSPENSION, REINSTATEMENT AND APPEAL PROCESSES**

All patrons of the Lancaster Public Library (LPL) are expected to abide by the Rules of Conduct and all LPL policies. Failure to do so may result in the suspension of Library privileges. It is the responsibility of the suspended patron to initiate the reinstatement process as detailed in this document.

#### **SUSPENSION PROCEDURES:**

- If a patron violates a LPL policy, any Library staff member may ask them to leave for the day. The patron will be verbally notified of the reason and will be asked to depart the Library facility for the remainder of the day. The patron will be welcome to return on the next open day of business.
- Patrons who refuse to comply with the one-day notification, attempt to return to the facility the same day, or who engage in repeated violations will then have their Library privileges suspended.
- If a more serious violation of a LPL policy occurs, the patron will have their Library privileges suspended. This includes access to all activities, services, and facilities.
- A patron whose Library privileges are suspended will be verbally notified of the reason for the suspension and given the Notice of Suspension with the LPL's Reinstatement Request and Appeal processes.
- If a patron has been suspended and refuses to leave or returns for any reason other than to schedule a reinstatement meeting, that patron is trespassing.
- The LPL will call law enforcement and request that any trespassing individuals are removed from the Library facility and the appropriate charges are filed if in violation of law.
- An incident report(s) will be completed; all available evidence such as photographs or recordings will be included and maintained by the Director.

## RIGHT OF REQUEST FOR REINSTATEMENT:

- It is the responsibility of the suspended patron to initiate the reinstatement process.
- A patron whose Library privileges have been suspended may request reinstatement by completing the **Reinstatement Request Form**. The form can be found at: <https://www.buffalolib.org/locations-hours/lancaster-public-library>.
- The form can be completed and emailed to LNC@buffalolib.org, dropped off at the Lancaster Public Library or mailed to:

Lancaster Public Library  
5466 Broadway  
Lancaster, NY 14086

- A staff member will contact the suspended patron once the request is received to advise them of the meeting date.
- Reinstatement meetings are scheduled at least once a month.
- The Library Director will appoint the Reinstatement Committee which shall be composed of 3 members from among the LPL Board of Trustees and staff to conduct the reinstatement meetings.
- The Committee will hear the patron's presentation, the testimony of witnesses, and conduct questioning as necessary; all of which shall be considered in conjunction with the incident reports and other evidence when the Committee issues its decision regarding reinstatement.
- The decision of the Committee may be appealed to the LPL Director in writing. The Director's decision is final.
- Suspended patrons whose reinstatement has been denied are welcome to resubmit a request for reinstatement through the process at a later time if they feel personal actions or other circumstances have been remedied or they have addressed the cause of the original suspension.



## **APPEAL TO THE DIRECTOR:**

- Upon receiving the decision from the Reinstatement Committee, the suspended patron may contest the decision by submitting a written request, within 5 business days, to the Library Director.
- The request may be emailed to [LNC@buffalolib.org](mailto:LNC@buffalolib.org) (attention: Library Director), dropped off at the Lancaster Public Library or mailed to:

Library Director  
Lancaster Public Library  
5466 Broadway  
Lancaster, NY 14086

- The Library Director will review the written statements from the suspended patron and the Committee's decision and render a decision within 15 business days. The decision of the Library Director is final.

*Adopted by the Lancaster Public Library Board of Trustees at a public meeting on \_\_, 2024.*



LANCASTER PUBLIC LIBRARY

# PATRON REINSTATEMENT REQUEST FORM

It is the responsibility of the suspended patron to initiate the reinstatement process. To request reinstatement, please complete this form in its entirety.

<b>1. Date of Incident:</b>
<b>2. Describe the incident that occurred leading to your suspension with as much detail as possible.</b>
<b>3. What could you have done differently?</b>

*Email to [LNC@buffalolib.org](mailto:LNC@buffalolib.org), drop off at the Lancaster Public Library or mail to: Lancaster Public Library, 5466 Broadway, Lancaster, NY 14086.*

<b>4. What could library staff have done differently?</b>
<b>5. Why should your library privileges should be reinstated?</b>

<b>Contact Information:</b> <i>Reinstatement will not be considered without providing Contact Information.</i>		
<b>Patron Name</b>	<b>Phone No.</b>	
<b>Address</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Guardian Information (if applicable):</b>		
<b>Guardian Name</b>	<b>Phone No.</b>	
<b>Address</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>

Email to [LNC@buffalolib.org](mailto:LNC@buffalolib.org), drop off at the Lancaster Public Library or mail to: Lancaster Public Library, 5466 Broadway, Lancaster, NY 14086.



uline.com  
customer.service@uline.com

## PRICING REQUEST

REQUEST # PRC243690

**Thank you for your interest in Uline!**

**PROVIDED TO:** LANCASTER PUBLIC LIBRARY  
5466 BROADWAY ST  
LANCASTER NY 14086-2168

**SHIP TO:** LANCASTER PUBLIC LIBRARY  
5466 BROADWAY ST  
LANCASTER NY 14086-2168

CUSTOMER NUMBER			SHIP VIA	REQUEST DATE	
25404932			UPS GROUND	01/30/24	
QUANTITY	U/M	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXT. PRICE
1	CT	H-3188BL	ADDITIONAL BLACK WIRE SHELVES - 60 X 24" 2/BOX	113.00	113.00
1	EA	H-1751-72	BLACK WIRE SHELVING UNIT - 60 X 24 X 72"	267.00	267.00

SUB-TOTAL 380.00	SALES TAX .00	SHIPPING/HANDLING 128.90	TOTAL 508.90
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**NOTE:**

ATTENTION: KARA STOCK



PO-57169	3	\$13.20	60267698	LNC
PO-57169	4	\$14.85	60267698	LNC
PO-57169	49	\$10.20	60267698	LNC
PO-57361	11	\$14.99	60267699	LNC
PO-57169	42	\$11.39	60271637	LNC
PO-57169	22	\$11.39	60273522	LNC
PO-57169	23	\$12.09	60273522	LNC
PO-57361	6	\$13.79	60273523	LNC
PO-57169	8	\$14.29	60275993	LNC
PO-57361	9	\$17.39	60275994	LNC
PO-57169	7	\$13.17	60277943	LNC
PO-57169	29	\$16.50	60277943	LNC
PO-57169	18	\$12.10	60283889	LNC
PO-57361	18	\$14.99	60283890	LNC
PO-57361	23	\$14.99	60283890	LNC
PO-57361	2	\$13.19	60284565	LNC
PO-57878	11	\$41.40	60285729	LNC
PO-57878	16	\$17.40	60285729	LNC
PO-57878	20	\$11.40	60285729	LNC
PO-57878	22	\$18.60	60285729	LNC
PO-57878	24	\$17.99	60285729	LNC
PO-57878	27	\$13.19	60285729	LNC
PO-57878	31	\$18.60	60285729	LNC
PO-57878	33	\$16.79	60285729	LNC
PO-57878	35	\$18.60	60285729	LNC
PO-57878	37	\$18.60	60285729	LNC
PO-57878	38	\$18.00	60285729	LNC
PO-57878	40	\$32.67	60285729	LNC
PO-57878	42	\$34.36	60285729	LNC
PO-57878	43	\$16.79	60285729	LNC
PO-57361	20	\$14.99	60286531	LNC
PO-57361	17	\$13.17	60288780	LNC
PO-57878	4	\$13.19	60290827	LNC
PO-57878	14	\$18.00	60290827	LNC
PO-57986	4	\$9.89	60290829	LNC
PO-57986	16	\$10.44	60290829	LNC
PO-57986	17	\$9.89	60290829	LNC
PO-57986	18	\$9.89	60290829	LNC
PO-57986	19	\$6.04	60290829	LNC
PO-57986	14	\$9.34	60292586	LNC
PO-57999	2	\$15.40	60292587	LNC
PO-58053	2	\$10.19	60299492	LNC
PO-58053	3	\$15.40	60299492	LNC

PO-58054	1	\$19.25	60299493	LNC
PO-57986	11	\$8.79	60299867	LNC
PO-57986	15	\$9.89	60299867	LNC
PO-57999	1	\$10.19	60299868	LNC
PO-57281	1	\$15.29	67642568	LNC
PO-57281	2	\$13.49	67642568	LNC
PO-57281	3	\$13.49	67642568	LNC
PO-57281	4	\$13.49	67642568	LNC
PO-57361	3	\$13.19	67645346	LNC
PO-57361	5	\$13.77	67645346	LNC
PO-57361	8	\$17.99	67645346	LNC
PO-57361	14	\$14.30	67645346	LNC
PO-57494	3	\$16.80	67651836	LNC
PO-57494	4	\$16.80	67651836	LNC
PO-57494	2	\$24.75	67659425	LNC
PO-57878	5	\$32.67	67660619	LNC
PO-57878	10	\$29.69	67660619	LNC
PO-57878	18	\$32.67	67660619	LNC
PO-57878	21	\$13.19	67660619	LNC
PO-57878	30	\$32.67	67660619	LNC
PO-57878	39	\$34.39	67660619	LNC
PO-57878	44	\$32.67	67660619	LNC
PO-57878	34	\$31.81	67665588	LNC
PO-57986	1	\$9.89	67665589	LNC
PO-57986	3	\$10.99	67665589	LNC
PO-57986	9	\$9.89	67665589	LNC
PO-57986	12	\$10.44	67665589	LNC
PO-57878	9	\$18.00	67666355	LNC
PO-57878	1	\$31.81	67668184	LNC
PO-57878	2	\$32.67	67668184	LNC
PO-57878	6	\$31.81	67668184	LNC
PO-57878	8	\$30.95	67668184	LNC
PO-57878	12	\$32.67	67668184	LNC
PO-57878	13	\$31.81	67668184	LNC
PO-57878	15	\$31.81	67668184	LNC
PO-57878	17	\$30.95	67668184	LNC
PO-57878	19	\$29.23	67668184	LNC
PO-57878	23	\$31.81	67668184	LNC
PO-57878	25	\$32.67	67668184	LNC
PO-57878	26	\$30.95	67668184	LNC
PO-57878	28	\$31.81	67668184	LNC
PO-57878	36	\$32.67	67668184	LNC
PO-57878	41	\$30.09	67668184	LNC

PO-57878	29	\$32.67	67668432	LNC
PO-57878	32	\$31.81	67668432	LNC
PO-57878	7	\$17.99	67668920	LNC
PO-57986	6	\$8.24	67668922	LNC
PO-58053	1	\$10.79	67668923	LNC
PO-58053	4	\$10.79	67668923	LNC
PO-57986	5	\$26.97	67670728	LNC
PO-57986	7	\$26.97	67671682	LNC
PO-57996	1	\$12.99	1RFR-TTL3-MKKV	LNC
PO-57328	1	\$20.36	H66890110	LNC
		\$1,862.48		LNC Total