

**Lancaster Public Library
Board of Trustees
Proposed Meeting Agenda
Thursday, March 12, 2026
4:00PM**

- I. Roll Call
- II. Call to Order
- III. Approval of and/or changes to the agenda
- IV. Review and approval of the meeting minutes of February 12, 2026
- V. Report of the Director – January and February
- VI. Public Comment
- VII. Finances
 - A. Monthly Financial Report for February -VOTE
 - B. Monthly Audit Report – Information Only
 - C. LPL CD Due March 23, 2026
 - D. 2025 Town Budget – Review
 - E. Return to System Payment - \$2,778.86 - VOTE
 - F. Annual Sales Tax - \$294.68 - VOTE
- VIII. Old Business
 - A. Building Maintenance Update
 - 1. Lighting
 - 2. Community Room
 - B. Director’s Performance Evaluation
- IX. New Business
 - A. Policy Review: Former “Display Case Policy” Proposed “Exhibits and Display Policy”
 - B. Policy Review: Procurement
 - C. Wish List/Bullet Aid Suggestions
 - D. Space Audit
 - E. 2025 Annual Report - VOTE
 - F. ACT Meeting – March 21
 - G. Volunteer Gifts - \$260.85- VOTE
 - H. Mileage - \$67.24 - VOTE
 - I. Trophy for April Puzzle Contest - \$23.95 - VOTE
 - J. Leaf Display for Child Magazines - \$4,749.00 (BA) -VOTE
 - K. Magazine Holders - \$304.11 (BA) - VOTE
 - L. Story Time Seats - \$2318.00 (BA) -VOTE
- X. Adjournment

Next Meeting: THURSDAY, APRIL 9, 2026 – 4:00PM

Lancaster Public Library
Board of Trustees
Meeting Minutes
February 12, 2026

- I. Roll Call - S. Jacobs, J. Yarborough, B Tamol, R Taughrin, M. Heath, C. Pudlewski, K. Stock (Library Director), M. Studley (Town liaison)
- II. The meeting was called to order at 4:02 p.m.
- III. Motion to accept the agenda as amended. MSP _ Yarborough, Heath. Vote - unanimous
- IV. Review and approval of January meeting minutes. MSP - Taughrin, Heath. Vote - unanimous
- V. The director's report was tabled until the March meeting. Due to Kara's laryngitis.
- VI. Public Comment - The Friends will be collecting jewelry from June 1st - August 1st.
- VII. Financial Reports
 - A. The monthly financial report was reviewed and approved. MSP - Tamol, Yarborough. Vote - unanimous
 - B. B. Tamol reported that the monthly audit report was completed.
 - C. The proposed Board Budget was reviewed and approved. MSP - Taughrin, Yarborough, Vote - unanimous
 - D. The board received a copy of the System Paid Analysis.
 - E. The board received a copy of the Lancaster Town Budget,
 - F. K. Stock provided the board with the YTD Program Budget
 - G. The addition of \$150 to petty cash was approved. MSP - Yarborough, Jacobs. Vote - unanimous
- VIII. Old Business
 - A. Building Maintenance Updates
 - I. Lighting has not yet been completed.
 - ii. The new drinking fountain has been installed.
 - lii. The town will be starting the ceiling work in the Community Room soon and will schedule the carpet cleaning upon completion.
 - iv. The HVAC computer system was upgraded.
 - B., The Board received and reviewed the Director's Performance Evaluation.
 - C. Trustee information was updated and shared.
- IX. New Business -
 - A. The new Trustee election schedule was presented .
 - B. The 2026 Contract Extension was provided to the board.
 - C. Policy Review - The "Exhibits and Display Policy" and application was proposed to replace the former "Display Case Policy". Vote was tabled until the March meeting.
 - D. The board received a preliminary wish list/Bullet Aid suggestions
 - E. Expenditure of \$809.42 for the Summer Prize order was approved. MSP _ Yarborough, Heath. Vote - unanimous
 - F. The purchase of "Peep " show prizes in the amount of \$149.93 was approved. MSP - Tamol, Taughrin. Vote - unanimous

- G. Approval of Outreach stickers for \$201.50. MSP Tamol, Yarborough. Vote - unanimous
- H. Approval of Outreach wristbands for \$275.98. MSP - Yarborough, Taughrin. Vote - unanimous
- I. Expenditure of \$96.98 for mobile whiteboard markers approved. MSP - Taughrin, Yarborough. Vote - unanimous
- J. Purchase of a battery box for \$131.95 was approved. MSP - Tamol, Pudlewski. Vote - unanimous
- K. K. Stock received an estimate of \$8500 for space audit, she will seek further estimates to present to the board.
- L. The board members are sponsoring a team at Trivia Night, March 26, 2026 , 7p.m. at St. Mary's High School.
- X. The meeting was adjourned at 4:48 p.m. MSP - Tamol, Yarborough. Vote - unanimous

**Lancaster Public Library
Director's Report
January 2026**

PARTNERSHIPS

Lancaster Central Schools:

- Certified Literacy Specialist and Lancaster Educator Beth Farrar taught two back to back Family Literacy Workshops for **24 & 26** attendees respectively on Tuesday, January 13th.
- Work study students from the high school maintained a free clothing closet for children in our front foyer. The students also straighten up our book shelves during their weekly visits.

Lancaster Historical Society - This organization used our front display case to highlight their collection. Their display focused on the Blizzard of '77.

Lancaster Youth Bureau - The Youth Bureau held a hands-on winter-themed craft program on Wednesday, January 21st for 4 children.

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

Trinity Food Pantry - The library collected non-perishable food for this organization.

PROGRAMMING - CHILDREN & TEENS

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 Kit: Bobsledding Challenge** - **78** children picked up this kit.
- **Take & Make** - These weekly kits had book themes and **155** were picked up.

Family Yoga - **6** participants enjoyed music, yoga poses, mindful activities, and a guided relaxation time with certified instructor Donna Baia on Sunday, January 11th.

Homeschool Board Game Club - Part-time Librarian Genevieve Maynard held this program on Thursday, January 8th. **21** people played a variety of board games with other homeschool families. The theme this month was ELA.



Homeschool LEGO® – Youth Services Librarian Meagan Carr held this program for 5 children on Thursday, January 15th.

LEGO® Club – Meagan held two LEGO® Clubs for a total of 33 children on Saturday, January 24th. The theme was self-portraits.

Sprouts – Melissa Sacco helped 14 preschool-age children learn and grow through music on Monday, January 5th.

Storytimes - Meagan conducted a total of 18 sessions this month. 80 children attended Lapsit, 95 children attended Toddler Time, and 78 children attended Preschool Time.

Teen Painting – Art educator Kimberly Strell taught 7 teenagers how to create a colorful landscape painting on Saturday, January 10th

Toddler Dance Time – 14 toddlers, each accompanied by an adult, attended this program on Monday, January 12th. A teacher from the Buffalo Dance Center led imaginative play with stories, songs, and games to build self-esteem and confidence.

YA Book Club – Michael held this book club for 3 attendees on Saturday, January 3rd. They discussed *The Outsiders* by S.E. Hinton.

PROGRAMMING - ADULT

Arty Time – Local art teacher Kimberly Strell taught 11 adults how to create a winter-barn-themed painting on Wednesday, January 21st.

Computer Coach – Library Assistant John Benzee held 6 one-on-one technology appointments, assisting patrons with cell phone use, Windows 11, email, attachments, and transferring music to a phone.

New Year Reflection: Art Journaling - Darlene Pennachi taught 12 adults how to make their own art journal to capture intentions for the year ahead on Wednesday, January 28th.



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

CONTINUING EDUCATION

January 15 - Meagan attended a Youth Services Group meeting via Zoom.

SOCIAL MEDIA

 **Diana Murray**
1h · 🌐

What a cute #GoodnightVeggies craft!



Lancaster Public Library
Published by Meagan Marie · January 10 at 1:00 PM · 🌐

Our free weekly craft is inspired by the book: Goodnight, Veggies by Diana Murray. Stop in to pick up your craft kit today. 🥕🥬🐛🌱

**Lancaster Public Library
Director's Report
February 2026**

WINTER RAFFLE & READING LOGS

Winter Reading Logs - Our color by number reading log ran through February 20th. **159** children handed in a log for each ten books read and received a small prize.

Winter Reading Raffle - This raffle for children ended on February 20th with **705** entries received. Cameron N. (Stuffed Animals), Michael & Ethan K. (Magna-Tiles), Joseph L. (giant truck), and Caroline W. (Toy Vending Machine) were the winners.



MID-WINTER RECESS PROGRAMS

Kung Fu Basics - On Tuesday, February 17th, **21** children learned peaceful stances to create artful movement via Arts for Learning WNY.

Winter Magic - On Wednesday, February 18th, Magician Cris Johnson performed a magic show for **110** people of all ages.

Paleo Art - On Thursday, February 19th, **25** children learned how to create fossil art from Penn Dixie Fossil Park.

Zoo Tails - **88** people of all ages listened to storytelling with animal friends from the Buffalo Zoo on Friday, February 20th.



OUTREACH

Hillview Elementary School - Youth Services Librarian Meagan Carr visited four third-grade classrooms on Wednesday, February 4th and Wednesday, February 25th. A total of **85** students learned about the library and then created their own graphic novel page.

The library will compile them into a single graphic novel that will be added to our print collection.

PARTNERSHIPS

Lancaster Central Schools - Work study students from the high school maintained a free clothing closet for children in our front foyer. The students also help straighten up our book shelves during their weekly visits.

Lancaster Youth Bureau - The Youth Bureau held a hands-on Valentine's Day craft program on Wednesday, February 11th for **11** children.

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

SPCA Paws for Love - A volunteer from this organization brought a therapy dog to the library on Monday, February 23rd. **4** children practiced reading out loud to the dog.

Trinity Food Pantry - The library collected non-perishable food for this organization.

PROGRAMMING - CHILDREN & TEENS

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

- **New Library Card Welcome Kit** - **6** children received this kit after getting their first library card!
- **STEM Kit: Cupid's Catapult** - **75** children picked up this kit.
- **Take & Make** - These weekly kits had book themes and **130** were picked up.

Feelings Rock - A total of **24** preschool age children attended this program on Saturday, February 28th. They enjoyed a fun music and movement class that encourages families to move, learn, and grow together.

Homeschool Board Game Club - Part-time Librarian Genevieve Maynard held this program on Thursday, February 5th. **7** people played a variety of board games with other homeschool families. The theme this month was math.

Homeschool LEGO® - Youth Services Librarian Meagan Carr held this program for **15** children on Thursday, February 12th.

LEGO® Club - Meagan held two LEGO® Clubs for a total of **37** children on Saturday, February 21st. The theme was bridges.

Storytimes - Meagan conducted a total of 18 sessions this month. **92** children attended Lapsit, **141** children attended Toddler Time, and **90** children attended Preschool Time.

Toddler Dance Time - **19** toddlers, each accompanied by an adult, attended this program on Monday, February 9th. A teacher from the Buffalo Dance Center led imaginative play with stories, songs, and games to build self-esteem and confidence.

Very Hungry Caterpillar Scavenger Hunt - **172** children of all ages looked for images from Eric Carle's book in the children's area of our library.

YA Book Club - Michael held this book club for **2** attendees on Saturday, February 14th. They discussed *We Were Liars* by E. Lockhart.

PROGRAMMING - ADULT

Computer Coach - Library Assistant John Benzee held **5** one-on-one technology appointments, assisting patrons with iPhone use, Windows 11, computer basics, email, android phone use.

No-Bake Healthy Treats - Darlene Pennachi taught **12** adults how to make their own no-bake treats with healthy ingredients on Wednesday, February 28th.

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

Mammals of WNY - On Tuesday, February 24th, WildWood WNY taught **23** adults how to get to know our fur-bearing neighbors by identifying tracks and scat, and getting hands-on experience with a variety of pelts.

Vibrant Strings - A Buffalo-based sibling trio performed all genres of music on their violins for an audience of **38** people.



CONTINUING EDUCATION

MEETINGS

Wednesday, February 25th - Library Director Kara Stock attended a book sale planning meeting. That same day she met with Rick Ortmeyer of Bostwick Design Partnership.

Thursday, February 26th - Kara and Meagan met to continue planning summer programming.

SOCIAL MEDIA



**LANCASTER PUBLIC LIBRARY
2026 STATISTICS**

CIRCULATION			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	19,517	19,685	-0.9%
FEB	19,946	19,226	3.7%
MAR			"
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	39,463	38,911	1.4%

LIBRARY VISITS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	6,693	6,626	1.0%
FEB	6,986	7,047	-0.9%
MAR			"
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	13,679	13,673	0.0%

PUBLIC ACCESS COMPUTER SESSIONS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	459	607	-24.4%
FEB	580	616	-5.8%
MAR			"
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	1,039	1,223	-15.0%

WIFI			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	1,907	1,654	15.3%
FEB	1,957	1,701	15.0%
MAR			"
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	3,864	3,355	15.2%

STAFF	
Librarian	Kara Stock, Meagan Carr
	Michael Green, Genevieve Maynard
Lib. Asst.	John Benzee
Clerical	Abigail Bykowski, Dechen Garza
Sr. Page	Yurie Calo, Alaina Drzyzga
	Therese Hermann, Eric Stiller
Page	Elizabeth Ernst, Ashley Lorusso
	Cory Stoczynski
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 - 5:00 p.m.

**Lancaster Public Library
2026 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	15	28	487	\$0.00	\$66.74	\$13.00	\$168.00	\$0.00
FEB	0	0	53	30	466	\$12.00	\$111.66	\$19.00	\$327.00	\$0.00
MAR										
APR										
MAY										
JUN										
JUL										
AUG										
SEP										
OCT										
NOV										
DEC										
TOTAL	0	0	68	58	953	\$12.00	\$178.40	\$32.00	\$495.00	\$0.00

Total Proceeds \$717.40

	Facebook	Instagram
	Followers	Followers
JAN	4,058	1,058
FEB	4,093	1,070
MAR		
APR		
MAY		
JUN		
JUL		
AUG		
SEP		
OCT		
NOV		
DEC		


February 2026 Programs

Date	Title	# of programs	Attendance	Audience
2/2/2026	Read to a Dog	1	11	Children 6-11
2/3/2026	Storytime	1	70	Children 5 and under
2/3/2026	Storytime	1	30	Children 5 and under
2/3/2026	Book Club	1	11	Adults
2/4/2026	Mahjong Club	1	7	Adults
2/4/2026	Tai Chi	1	3	Adults
2/4/2026	Hillview Elementary 3rd grade	1	21	Children 6-11
2/4/2026	Hillview Elementary 3rd grade	1	22	Children 6-11
2/5/2026	Lapsit	1	41	Intergenerational/Combined
2/5/2026	Storytime	1	30	Children 5 and under
2/5/2026	Homeschool Board Games	1	11	Intergenerational/Combined
2/5/2026	Girl Scout Tour/Project	1	7	Children 6-11
2/5/2026	Mahjong Club	1	8	Adults
2/6/2026	Lapsit	1	30	Intergenerational/Combined
2/6/2026	Storytime	1	27	Children 5 and under
2/9/2026	Toddler Dance	1	36	Children 5 and under
2/10/2026	Storytime	1	60	Children 5 and under
2/10/2026	Storytime	1	27	Children 5 and under
2/10/2026	Book Club	1	13	Adults
2/11/2026	Mahjong Club	1	5	Adults
2/11/2026	Tai Chi	1	3	Adults
2/11/2026	Valentine Craft	1	22	Children 6-11
2/12/2026	Lapsit	1	30	Intergenerational/Combined
2/12/2026	Storytime	1	40	Children 5 and under
2/12/2026	Homeschool LEGO	1	20	Children 6-11
2/12/2026	Vibrant Strings	1	38	Intergenerational/Combined
2/13/2026	Lapsit	1	25	Intergenerational/Combined
2/13/2026	Storytime	1	30	Children 5 and under
2/14/2026	YA Book Club	1	2	Teens
2/17/2026	Storytime	1	40	Children 5 and under
2/17/2026	Storytime	1	27	Children 5 and under
2/17/2026	Kung Fu Basics	1	39	Children 6-11
2/18/2026	Mahjong Club	1	9	Adults
2/18/2026	Tai Chi	1	2	Adults
2/18/2026	Winter Magic Show	1	110	Intergenerational/Combined
2/19/2026	Lapsit	1	20	Intergenerational/Combined
2/19/2026	Storytime	1	11	Children 5 and under
2/19/2026	Paleo Art	1	35	Children 6-11
2/19/2026	Mahjong Club	1	9	Adults
2/20/2026	Lapsit	1	40	Intergenerational/Combined
2/20/2026	Storytime	1	42	Children 5 and under
2/20/2026	Zoo Tails	1	40	Children 6-11
2/20/2026	Zoo Tails	1	48	Children 6-11


2/21/2026	LEGO Club	1	35	Children 6-11
2/21/2026	LEGO Club	1	16	Children 6-11
2/21/2026	Winter Reading Challenge	14	14	Children 6-11
2/21/2026	Winter Reading Log	60	60	Children 6-11
2/21/2026	Winter Reading Raffle	705	705	Children 6-11
2/23/2026	Read to a Dog	1	8	Children 6-11
2/24/2026	Mammals of WNY	1	23	Adults
2/25/2026	Mahjong Club	1	6	Adults
2/25/2026	Hillview Elementary 3rd grade	1	22	Children 6-11
2/25/2026	Hillview Elementary 3rd grade	1	20	Children 6-11
2/25/2026	Healthy Treats	1	12	Adults
2/25/2026	Tai Chi	1	3	Adults
2/28/2026	Feelings Rock	1	47	Children 5 and under
2/28/2026	Take & Make Craft	130	130	Children 5 and under
2/28/2026	STEM Kit	75	75	Children 6-11
2/28/2026	New Library Car Kit	6	6	Children 6-11
2/28/2026	Book a Tech Trainer	5	5	Adults
2/28/2026	Tutor	9	9	Children 6-11
2/28/2026	Scavenger Hunt	172	172	Intergenerational/Combined
2/28/2026	Seed Library	5	5	Adults

Circulation

Total Circulations


 Library	February			Year to Date Totals			Footnotes
	2026 Total	2025 Total	% of	2026 Total	2025 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	1,888	2,110	-10.5%	3,920	4,528	-13.4%	Alden - Closed 2/7/2026 - Winter weather. Chisholm, Grand Island, Kenmore, Panty, City of Tonawanda - Polling place libraries 2/3/2026 - Special Election. City of Tonawanda - Closed 2/9/2026 - Heating issue. Coles - Closed 2/5/2026 - Area power outage. Lackawanna - Closed 2/7/2026. Library on Wheels - Closed 2/17/2026 - 2/20/2026 - School mid-winter break. Library on Wheels - Closed 2/23/2026 - 2/24/2026 - NYS Inspection. Library2Go - Closed 2/2/2026 - NYS Inspection. North Park - Closed 2/3/2026 - 2/8/2026 - Flooding. Williamsville - Estimates 12/19/2025 - 2/18/2026 - Counter malfunction.
Amherst							
Chisholm (formerly Audubon)	32,874	32,034	2.6%	66,764	65,709	1.6%	
Clearfield	22,778	24,160	-5.7%	46,078	49,332	-6.6%	
Egbertsville-Snyder	11,632	12,360	-5.9%	23,896	25,600	-6.7%	
Williamsville	2,701	3,247	-16.8%	5,446	6,851	-20.5%	
Angola	2,281	2,425	-5.9%	4,824	5,011	-3.7%	
Aurora	13,772	13,262	3.8%	27,840	27,200	2.4%	
Boston	2,523	2,712	-7.0%	4,985	5,475	-8.9%	
Cheektowaga							
Julia Boyer Reinstein	20,115	20,234	-0.6%	39,216	42,006	-6.6%	
Reinstein Memorial	7,381	7,136	3.4%	15,354	13,854	10.8%	
Clarence	15,934	17,539	-9.2%	32,567	35,559	-8.4%	
Collins	3,912	4,269	-8.4%	7,772	9,134	-14.9%	
Concord	4,679	4,727	-1.0%	9,985	9,212	8.4%	
Eden	2,600	3,232	-19.6%	5,260	6,688	-21.4%	
Elma	7,183	8,194	-12.3%	14,321	16,272	-12.0%	
Grand Island Memorial	7,799	9,088	-14.2%	15,948	17,733	-10.1%	
Hamburg							
Hamburg	16,143	16,564	-2.5%	32,258	32,942	-2.1%	
Lake Shore	4,800	4,783	0.4%	9,431	9,614	-1.9%	
Lackawanna	3,190	3,649	-12.6%	7,048	7,633	-7.7%	
Lancaster	19,946	19,226	3.7%	39,463	38,911	1.4%	
Marilla	2,833	2,955	-4.1%	6,104	5,858	4.2%	
Newstead	4,222	4,215	0.2%	8,969	8,488	5.7%	
North Collins	1,266	1,235	2.5%	2,441	2,625	-7.0%	
Orchard Park	21,733	21,760	-0.1%	43,482	43,933	-1.0%	
City of Tonawanda	7,397	7,761	-4.7%	14,578	15,734	-7.3%	
Town of Tonawanda							
Kenilworth	3,799	4,331	-12.3%	7,929	8,833	-10.2%	
Kenmore	23,248	22,530	3.2%	46,521	45,851	1.5%	
West Seneca	16,754	17,849	-6.1%	33,075	35,652	-7.2%	
Buffalo							
Coles	1,730	1,887	-8.3%	4,565	3,811	19.8%	
Crane	9,003	8,695	3.5%	18,002	17,871	0.7%	
Dudley	3,585	3,797	-5.6%	7,804	8,003	-2.5%	
East Clinton	1,242	2,196	-43.4%	2,533	5,002	-49.4%	
González-Soto	2,097	1,702	23.2%	4,235	2,929	44.6%	
Merriweather	3,140	3,400	-7.6%	6,430	7,067	-9.0%	
North Park	6,063	7,333	-17.3%	13,896	15,595	-10.9%	
Panty	2,425	2,128	14.0%	4,891	4,570	7.0%	
Central	17,192	17,374	-1.0%	32,947	36,003	-8.5%	
Bookmobile Services							
Library on Wheels	1,917	1,350	42.0%	4,127	3,298	25.1%	
Library2Go	2,188	2,196	-0.4%	4,014	4,059	-1.1%	
Institutions							
Correctional Facility	8,300	6,192	34.0%	15,337	13,219	16.0%	
Holding Center	9,434	12,278	-23.2%	22,246	27,865	-20.2%	
System							
Online Renewals	457	475	-3.8%	961	1,036	-7.2%	
Interlibrary Loans	1,465	1,197	22.4%	3,101	2,633	17.8%	
eAudiobooks	69,321	70,192	-1.2%	146,374	146,448	-0.1%	
eVideos	0	1,643	-100.0%	0	3,374	-100.0%	
eBooks	81,328	84,759	-4.0%	174,238	179,119	-2.7%	
eMusic	0	240	-100.0%	0	483	-100.0%	
eMagazines	33,585	27,597	21.7%	69,592	57,182	21.7%	
B&ECP L Totals	539,855	550,218	-1.9%	1,110,768	1,135,805	-2.2%	
Member Libraries	285,383	293,587	-2.8%	575,475	596,238	-3.5%	
Buffalo Branches	29,285	31,138	-6.0%	62,356	64,848	-3.8%	
Central Library	17,192	17,374	-1.0%	32,947	36,003	-8.5%	
Bookmobile Services	4,105	3,546	15.8%	8,141	7,357	10.7%	
Institutions	17,734	18,470	-4.0%	37,583	41,084	-8.5%	
System	186,156	186,103	0.0%	394,266	390,275	1.0%	

Library Visits

 Library	February			Year to Date Totals			Footnotes
	2026	2025	% of	2026	2025	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	717	842	-14.8%	1,470	1,635	-10.1%	Alden - Closed 2/7/2026 - Winter weather. Chisholm, Grand Island, Kenmore, Panty, City of Tonawanda - Polling place libraries 2/3/2026 - Special Election. City of Tonawanda - Closed 2/9/2026 - Heating issue. Coles - Closed 2/5/2026 - Area power outage. Lackawanna - Closed 2/7/2026. Library on Wheels - Closed 2/17/2026 - 2/20/2026 - School mid-winter break. Library on Wheels - Closed 2/23/2026 - 2/24/2026 - NYS Inspection. Library2Go - Closed 2/2/2026 - NYS Inspection. North Park - Closed 2/3/2026 - 2/8/2026 - Flooding. Williamsville - Estimates 12/19/2025 - 2/18/2026 - Counter malfunction.
Amherst							
Chisholm (formerly Audubon)	13,041	11,307	15.3%	24,091	21,768	10.7%	
Clearfield	9,196	9,007	2.1%	18,347	18,728	-2.0%	
Egbertsville-Snyder	4,436	4,749	-6.6%	8,493	9,302	-8.7%	
Williamsville	1,362	1,560	-12.7%	2,542	2,890	-12.0%	
Angola	3,556	3,094	14.9%	6,646	5,776	15.1%	
Aurora	5,164	5,301	-2.6%	10,066	10,315	-2.4%	
Boston	1,141	1,103	3.4%	2,063	2,101	-1.8%	
Cheektowaga							
Julia Boyer Reinstein	8,540	7,888	8.3%	15,697	15,884	-1.2%	
Reinstein Memorial	3,287	2,897	13.5%	6,183	5,540	11.6%	
Clarence	5,914	5,793	2.1%	11,451	11,588	-1.2%	
Collins	1,590	1,644	-3.3%	3,096	3,119	-0.7%	
Concord	2,260	2,093	8.0%	4,623	4,336	6.6%	
Eden	1,090	1,110	-1.8%	2,033	2,188	-7.1%	
Elma	2,655	3,089	-14.0%	5,202	5,990	-13.2%	
Grand Island Memorial	3,853	3,413	12.9%	7,323	6,661	9.9%	
Hamburg							
Hamburg	7,595	7,452	1.9%	13,814	14,431	-4.3%	
Lake Shore	3,179	2,703	17.6%	5,901	5,441	8.5%	
Lackawanna	2,056	2,404	-14.5%	4,300	4,682	-8.2%	
Lancaster	6,986	7,047	-0.9%	13,679	13,673	0.0%	
Marilla	697	674	3.4%	1,513	1,462	3.5%	
Newstead	2,103	2,249	-6.5%	4,409	4,362	1.1%	
North Collins	921	971	-5.1%	1,663	1,896	-12.3%	
Orchard Park	10,376	10,630	-2.4%	19,250	20,338	-5.3%	
City of Tonawanda	3,840	3,810	0.8%	7,618	7,854	-3.0%	
Town of Tonawanda							
Kenilworth	2,363	2,359	0.2%	4,523	4,712	-4.0%	
Kenmore	9,463	8,589	10.2%	17,599	16,715	5.3%	
West Seneca	9,033	8,759	3.1%	17,109	17,107	0.0%	
Buffalo							
Coles	2,510	2,774	-9.5%	5,359	5,687	-5.8%	
Crane	4,443	4,142	7.3%	8,963	8,428	6.3%	
Dudley	2,118	2,081	1.8%	4,086	4,351	-6.1%	
East Clinton	1,046	1,168	-10.4%	1,945	2,255	-13.7%	
González-Soto	1,847	1,415	30.5%	3,591	2,812	27.7%	
Merriweather	7,594	6,267	21.2%	14,106	12,830	9.9%	
North Park	2,600	3,234	-19.6%	5,791	6,952	-16.7%	
Panty	2,131	2,246	-5.1%	3,920	4,341	-9.7%	
Central	27,230	27,618	-1.4%	50,430	53,510	-5.8%	
Bookmobile Services							
Library on Wheels	978	907	7.8%	1,584	1,428	10.9%	
Library2Go	353	285	23.9%	625	559	11.8%	
Institutions							
Correctional Facility	1,105	1,229	-10.1%	2,357	2,477	-4.8%	
Holding Center	619	578	7.1%	1,272	1,260	1.0%	
System	180,988	176,481	2.6%	344,733	347,384	-0.8%	
Member Libraries	126,414	122,537	3.2%	240,704	240,494	0.1%	
Buffalo Branches	24,289	23,327	4.1%	47,761	47,656	0.2%	
Central Library	27,230	27,618	-1.4%	50,430	53,510	-5.8%	
Bookmobile	1,331	1,192	11.7%	2,209	1,987	11.2%	
Institutions	1,724	1,807	-4.6%	3,629	3,737	-2.9%	


Registered Public Access Computer Sessions

Session Counts Per Outlet

 Library	February			Year to Date Totals			Footnotes
	2026	2025	% of	2026	2025	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	56	70	-20.0%	114	129	-11.6%	Alden - Closed 2/7/2026 - Winter weather. Chisholm, Grand Island, Kenmore, Panty, City of Tonawanda - Polling place libraries 2/3/2026 - Special Election. City of Tonawanda - Closed 2/9/2026 - Heating issue. Coles - Closed 2/5/2026 - Area power outage. Lackawanna - Closed 2/7/2026. Library on Wheels - Closed 2/17/2026 - 2/20/2026 - School mid-winter break. Library on Wheels - Closed 2/23/2026 - 2/24/2026 - NYS Inspection. Library2Go - Closed 2/2/2026 - NYS Inspection. North Park - Closed 2/3/2026 - 2/8/2026 - Flooding. Williamsville - Estimates 12/19/2025 - 2/18/2026 - Counter malfunction.
<i>Amherst</i>							
Chisholm (formerly Audubon)	1,106	959	15.3%	2,053	1,962	4.6%	
Clearfield	679	648	4.8%	1,317	1,421	-7.3%	
Eggertsville-Snyder	393	471	-16.6%	758	923	-17.9%	
Williamsville	84	118	-28.8%	141	240	-41.3%	
Angola	146	159	-8.2%	268	297	-9.8%	
Aurora	323	348	-7.2%	570	731	-22.0%	
Boston	44	39	12.8%	75	85	-11.8%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,304	1,313	-0.7%	2,375	2,689	-11.7%	
Reinstein Memorial	648	680	-4.7%	1,207	1,312	-8.0%	
Clarence	341	370	-7.8%	713	752	-5.2%	
Collins	140	131	6.9%	251	242	3.7%	
Concord	154	130	18.5%	314	280	12.1%	
Eden	104	92	13.0%	180	186	-3.2%	
Elma	177	188	-5.9%	349	353	-1.1%	
Grand Island Memorial	226	176	28.4%	451	407	10.8%	
<i>Hamburg</i>							
Hamburg	717	861	-16.7%	1,298	1,686	-23.0%	
Lake Shore	205	175	17.1%	365	332	9.9%	
Lackawanna	389	471	-17.4%	744	906	-17.9%	
Lancaster	580	616	-5.8%	1,039	1,223	-15.0%	
Marilla	21	36	-41.7%	49	74	-33.8%	
Newstead	161	158	1.9%	306	298	2.7%	
North Collins	75	83	-9.6%	124	167	-25.7%	
Orchard Park	723	659	9.7%	1,262	1,337	-5.6%	
City of Tonawanda	676	722	-6.4%	1,377	1,421	-3.1%	
<i>Town of Tonawanda</i>							
Kenilworth	338	340	-0.6%	636	655	-2.9%	
Kenmore	1,403	1,246	12.6%	2,566	2,431	5.6%	
West Seneca	954	961	-0.7%	1,836	1,822	0.8%	
<i>Buffalo</i>							
Coles	717	950	-24.5%	1,483	1,964	-24.5%	
Crane	880	806	9.2%	1,688	1,690	-0.1%	
Dudley	440	484	-9.1%	823	1,058	-22.2%	
East Clinton	155	243	-36.2%	334	463	-27.9%	
González-Soto	360	313	15.0%	685	603	13.6%	
Merriweather	1,401	1,261	11.1%	2,756	2,646	4.2%	
North Park	416	679	-38.7%	967	1,441	-32.9%	
Panty	396	405	-2.2%	754	869	-13.2%	
<i>Central</i>	6,052	6,929	-12.7%	11,303	14,148	-20.1%	
<i>Bookmobile Services</i>							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
System	22,984	24,290	-5.4%	43,531	49,243	-11.6%	
Member Libraries	12,167	12,220	-0.4%	22,738	24,361	-6.7%	
Buffalo Branches	4,765	5,141	-7.3%	9,490	10,734	-11.6%	
Central Library	6,052	6,929	-12.7%	11,303	14,148	-20.1%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

WiFi

Total Logins

 Library	February			Year to Date Totals			Footnotes
	2026	2025	% of	2026	2025	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	485	479	1.3%	990	948	4.4%	Aiden - Closed 2/7/2026 - Winter weather. Chisholm, Grand Island, Kenmore, Panty, City of Tonawanda - Polling place libraries 2/3/2026 - Special Election. City of Tonawanda - Closed 2/9/2026 - Heating issue. Coles - Closed 2/5/2026 - Area power outage. Lackawanna - Closed 2/7/2026. Library on Wheels - Closed 2/17/2026 - 2/20/2026 - School mid-winter break. Library on Wheels - Closed 2/23/2026 - 2/24/2026 - NYS Inspection. Library2Go - Closed 2/2/2026 - NYS Inspection. North Park - Closed 2/3/2026 - 2/8/2026 - Flooding. Williamsville - Estimates 12/19/2025 - 2/18/2026 - Counter malfunction.
Amherst							
Chisholm (formerly Audubon)	4,093	4,419	-7.4%	7,752	8,742	-11.3%	
Clearfield	2,379	2,231	6.6%	4,682	4,444	5.4%	
Eggertsville-Snyder	1,094	1,138	-3.9%	2,214	2,367	-6.5%	
Williamsville	1,488	1,127	32.0%	2,709	2,201	23.1%	
Angola	159	97	63.9%	321	194	65.5%	
Aurora	1,803	1,677	7.5%	3,726	3,529	5.6%	
Boston	187	170	10.0%	384	358	7.3%	
Cheektowaga							
Julia Boyer Reinstein	1,639	1,462	12.1%	3,011	3,072	-2.0%	
Reinstein Memorial	844	788	7.1%	1,579	1,550	1.9%	
Clarence	1,592	1,275	24.9%	3,153	2,775	13.6%	
Collins	267	319	-16.3%	553	585	-5.5%	
Concord	465	491	-5.3%	928	1,082	-14.2%	
Eden	240	162	48.1%	482	344	40.1%	
Elma	377	336	12.2%	765	691	10.7%	
Grand Island Memorial	813	685	18.7%	1,665	1,386	20.1%	
Hamburg							
Hamburg	1,867	1,756	6.3%	3,650	3,554	2.7%	
Lake Shore	516	423	22.0%	977	848	15.2%	
Lackawanna	397	495	-19.8%	837	921	-9.1%	
Lancaster	1,957	1,701	15.0%	3,864	3,355	15.2%	
Marilla	84	70	20.0%	189	163	16.0%	
Newstead	422	388	8.8%	868	801	8.4%	
North Collins	317	358	-11.5%	565	713	-20.8%	
Orchard Park	2,007	2,096	-4.2%	3,784	4,066	-6.9%	
City of Tonawanda	1,356	1,200	13.0%	2,673	2,418	10.5%	
Town of Tonawanda							
Kenilworth	470	406	15.8%	950	844	12.6%	
Kenmore	2,383	2,098	13.6%	4,831	4,234	14.1%	
West Seneca	2,531	2,148	17.8%	4,901	4,468	9.7%	
Buffalo							
Coles	922	1,071	-13.9%	1,943	2,154	-9.8%	
Crane	1,971	1,726	14.2%	4,060	3,423	18.6%	
Dudley	2,553	2,678	-4.7%	5,363	5,631	-4.8%	
East Clinton	1,094	1,123	-2.6%	2,102	2,258	-6.9%	
González-Soto	987	890	10.9%	1,848	1,632	13.2%	
Merriweather	906	1,630	-44.4%	1,664	3,370	-50.6%	
North Park	870	968	-10.1%	1,832	1,994	-8.1%	
Panty	1,228	1,327	-7.5%	2,457	2,561	-4.1%	
Central	19,741	18,581	6.2%	37,067	37,011	0.2%	
Bookmobile Services							
Library on Wheels	33	32	3.1%	53	58	-8.6%	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
System	62,537	60,021	4.2%	121,392	120,745	0.5%	
Member Libraries	32,232	29,995	7.5%	63,003	60,653	3.9%	
Buffalo Branches	10,531	11,413	-7.7%	21,269	23,023	-7.6%	
Central Library	19,741	18,581	6.2%	37,067	37,011	0.2%	
Bookmobile Services	33	32	3.1%	53	58	-8.6%	

Lancaster Financial Monthly Report 2026

February

Account	Deposits	Disbursements		Subtotal	Balance
M & T Checking					
Beginning Balance					\$5,050.80
Receipts	\$527.74				
Erie County Water Authority: Water bill (#25079)		-\$84.77			
Ending Balance	\$527.74	-\$84.77		\$442.97	\$5,493.77
Bank on Buffalo					
	Deposits	Disbursements	Credit card charges	Subtotal	Total balance
Beginning Balance			-\$932.83		\$5,005.81
Credit card payment Jan.			\$932.83		
Friends of the Lanaster Library: Flower/herb seeds reimbursement	\$399.00				
Headphones: 4 @ \$3	\$12.00				
Vending	\$19.00				
Copier	\$111.66				
Book sale	\$327.00				
Amazon: Literary peep show items (crafts)			-\$231.34		
Hudson Valley Seed Co.: Flower/herb seeds			-\$399.00		
The Wall Street Journal: Newspaper			-\$38.99		
The New York Times: Newspaper			-\$40.00		
Amazon: Wiggle eyes (crafts)			-\$23.85		
Fun Express: Tea party supplies (crafts)			-\$247.65		
Amazon: Tiny art show kits (crafts)			-\$130.95		
Arts for Learning WNY: Kung fu program (#799)		-\$235.00			
Cris Johnson: Winter magic show (#800)		-\$350.00			
Hamburg Natural History Society: Paleo art program (#801)		-\$172.54			
The Buffalo Zoo: ZooTales program (#802)		-\$192.64			
WildWood WNY: Mammals program (#803)		-\$151.71			
Darlene Pennachi: Healthy treats program (#804)		-\$150.00			
Replenish petty cash (#805)		-\$150.00			
Amazon: Whiteboard and prizes			-\$222.71		
Collaborative Summer Reading Program: Summer reading supplies			-\$609.62		
Fun Express: Dino crafts (crafts)			-\$111.52		
4imprint: Wristbands			-\$275.98		
Amazon: STEM seeds and coloring pages (crafts)			-\$19.97		
Cirba Solutions: Battery recycling box			-\$131.95		
Amazon: Paper bags (crafts)			-\$36.99		
Sprouts, NY LLC: 3/2 Sprouts class (#806)		-\$125.00			
Checking Ending Balance	\$868.66	-\$1,526.89	-\$2,520.52	-\$3,178.75	\$1,827.06
	Amount	Interest Rate	Disbursements	Interest	Total
Savings 5880	\$16,687.83	2.4%	\$0.00	\$30.78	\$16,718.61
Total Balance BankonBuffalo					\$18,545.67
CDs					
	Amount	Maturity	Interest Rate	Interest	Total
NBT CD 6749	\$31,583.33	7M 4/24/26	3.20%	\$0.00	\$31,583.33
M&T CD 8128	\$54,045.70	6M 6/21/26	2.71%	\$0.00	\$54,045.70
LPL CD 1624	\$105,800.03	9M 3/23/26	4.35%	\$0.00	\$105,800.03
Total balance all accounts					\$215,468.50

**Petty Cash
February 2026**

Date	Item	Deposit	Withdrawl	Total
				\$142.60
9-Feb	Josh- Kwik Fill- gas for snowblower		-\$15.01	\$127.59
10-Feb	John- Dash's- plastic bags for battery recycling		-\$11.38	\$116.21
26-Feb	Petty cash added	\$150.00		\$266.21
		\$150.00	-\$26.39	\$266.21



**BUFFALO & ERIE COUNTY PUBLIC LIBRARY
BUSINESS OFFICE**

1 LAFAYETTE SQUARE

BUFFALO, NEW YORK 14203

716-858-7163

Inv # 25076

Bill To: Lancaster Public Library
Vendor # 300216
5466 Broadway
Lancaster, NY

Date: December 31, 2025

ITEM	UNIT COST	EXTENSION
2025 Return to System per attached ledger		\$2,778.86
BALANCE DUE:		\$ 2,778.86
<p>Make check payable to: "BUFFALO & ERIE COUNTY PUBLIC LIBRARY" and mail to the attention of Tracy Palicki, Business Office</p>		

**LANCASTER PUBLIC LIBRARY
2025 RETURN TO SYSTEM CALCULATION**

2025 INCOMING REVENUES	
2025 SYSTEM APPROPRIATION	\$0.00
ACTUAL DIRECT LOCAL INCOME (Fines, Copy & Interest)*	\$5,637.63
TOTAL INCOMING REVENUE	\$5,637.63
2025 DIRECT EXPENDITURES/PAYMENTS MADE	
ACTUAL DIRECT EXPENSES (Maintenance, Insurance, Utilities, etc. paid directly by library)*	\$2,858.77
TOTAL DIRECT EXPENDITURES/PAYMENTS	\$2,858.77
NET REVENUE/(EXPENSE) - Revenues less Expenditures	\$2,778.86
TOTAL RETURN TO SYSTEM	\$2,778.86

**LANCASTER PUBLIC LIBRARY
2025 ANNUAL FINANCIAL STATEMENT**

SAP ACCT	DESCRIPTION	BUDGET	TRANSFER	ADJUSTED BUDGET	DISBURSEMENTS 1/1-12/31	BALANCE
<u>12.1-12.3</u>						
500000	SALARIES	0.00	0.00	0.00	0.00	0.00
<u>12.4</u>						
502000	FRINGE BENEFITS	0.00	0.00	0.00	0.00	0.00
<u>12.16</u>						
515000	WATER	350.00	0.00	350.00	339.32	10.68
515000	SEWER	0.00	0.00	0.00	0.00	0.00
<u>12.19</u>						
515000	TELEPHONE EQUIP MAINT	0.00	0.00	0.00	0.00	0.00
<u>12.22</u>						
510200	DUES	20.00	0.00	20.00	20.00	0.00
516020	CONTRACTED PROFESSIONAL SVCS	0.00	0.00	0.00	0.00	0.00
545000	EQUIP RENTAL	0.00	0.00	0.00	0.00	0.00
545000	OTHER RENTAL	0.00	0.00	0.00	0.00	0.00
<u>12.13</u>						
506200	BLDG MAINT	250.00	0.00	250.00	0.00	250.00
516030	BLDG CONTRACTS	250.00	0.00	250.00	0.00	250.00
<u>12.22</u>						
506200	EQUIP MAINT	50.00	0.00	50.00	0.00	50.00
516030	EQUIP CONTRACTS	0.00	0.00	0.00	0.00	0.00
<u>12.16</u>						
555050	INSURANCE	0.00	0.00	0.00	0.00	0.00
<u>12.22</u>						
510000	TRAVEL	300.00	0.00	300.00	204.67	95.33
<u>12.21</u>						
530000	POSTAGE	100.00	0.00	100.00	0.00	100.00
<u>12.22</u>						
516020	PRINTING	0.00	0.00	0.00	0.00	0.00
530000	ADVERTISING	0.00	0.00	0.00	0.00	0.00
530000	TRAINING	0.00	0.00	0.00	0.00	0.00

**LANCASTER PUBLIC LIBRARY
2025 ANNUAL FINANCIAL STATEMENT**

SAP ACCT	DESCRIPTION	BUDGET	TRANSFER	ADJUSTED BUDGET	DISBURSEMENTS 1/1-12/31	BALANCE
12.16						
516030	REFUSE PICKUP	0.00	0.00	0.00	0.00	0.00
516030	JANITORIAL SERVICES	0.00	0.00	0.00	0.00	0.00
12.22						
530000	GENERAL PROGRAM EXPENSE	1,500.00	0.00	1,500.00	1,500.00	0.00
530000	BANK CHARGES	0.00	0.00	0.00	0.00	0.00
530000	OTHER EXPENSES	1,000.00	0.00	1,000.00	794.78	205.22
530000	CONTINGENCY (BULLET AID)	0.00	0.00	0.00	0.00	0.00
	TOTAL	3,820.00	0.00	3,820.00	2,858.77	961.23

11.17	FINES/LOST BOOKS	575.68	
11.17	COPIER/FAX	0.00	
11.17	PRINT	4,991.95	
	OTHER	70.00	
	STATE FUNDING	0.00	
11.3b-f	MUNICIPAL SUPPORT	0.00	
11.14	DONATIONS/LOCAL	0.00	
11.15	FUNDRAISING	0.00	
11.16	INTEREST	0.00	
11.18	MISC INCOME	0.00	
	USE OF FUND BALANCE	0.00	
	TOTAL	5,637.63	

TOTAL SYSTEM APPROPRIATION	0.00
ACTUAL DIRECT INCOME	5,637.63
TOTAL INCOME	<u>5,637.63</u>
TOTAL DISBURSEMENTS	2,858.77
TOTAL AVAILABLE FOR RETURN	<u>2,778.86</u>
SYSTEM RETURN BUDGET	330.00
ADDITIONAL RETURN	2,448.86
LESS: AUTHORIZED TO RETAIN	
	<u>2,778.86</u>

CHECK NO(S). _____

AMOUNT RETAINED*:

*Must match reconciled checkbook balance

DOUBLE CHECK:	
COUNTY SHARE RECEIVED: (APPROP & STATE AID)	0
DIRECT LOCAL INCOME RECEIVED:	5,638
USE OF FUND BALANCE	0
TOTAL REVENUES/USE OF FD BALANCE:	5,638
LESS ACTUAL DISBURSEMENTS:	2,859
TOTAL RETURN**:	2,779

**Must match figure in cell G82

Lancaster Library Sales Tax Collected

3/2025-2/2026

Month	Headphones QTY	Headphones Income	Copier	Book Sale
Mar	1	\$3.00	\$93.60	\$200.00
April	1	\$3.00	\$149.35	\$214.00
May	0	\$0.00	\$52.46	\$195.00
June	0	\$0.00	\$44.69	\$153.00
July	1	\$3.00	\$45.00	\$260.75
Aug	2	\$6.00	\$63.00	\$174.00
Sept	3	\$9.00	\$91.26	\$293.00
Oct	2	\$6.00	\$59.99	\$228.00
Nov	1	\$3.00	\$78.40	\$199.00
Dec	2	\$6.00	\$44.55	\$163.00
Jan	0	\$0.00	\$66.74	\$168.00
Feb	4	\$12.00	\$111.66	\$327.00
Total	17	\$51.00	\$900.70	\$2,574.75

Total taxable income:	\$3,526.45
Approx. tax due:	\$310.19
Due with discount (5%):	\$294.68



Lancaster Public Library

Exhibits and Displays Policy

The Lancaster Public Library (LPL) display cases and exhibit spaces are intended for exhibits and displays relating to library business or library-sponsored activities and community-oriented educational, cultural, and recreational materials and are not to be used to promote any commercial, political or controversial causes. public service items of educational, cultural or civic interest to the community. Mounting of exhibits or displays does not indicate LPL endorsement of the ideas, issues or events promoted by those exhibits or displays.

1. Potential exhibitors must complete the Exhibits and Displays Application and Release Form a minimum of 21 days in advance for consideration by LPL management. No installations are permitted without authorization of LPL management.
2. LPL reserves the right to review the content of any exhibit or display before it is displayed to ensure compliance with this Policy and the LPL Rules of Conduct.
3. The duration of any approved exhibit/display is subject to the discretion of LPL management. The needs of the library take precedence over those of exhibitors. Should the LPL require a display case or exhibit space for its own use, the LPL reserves the right to pre-empt such space upon written notice to the exhibitor.
4. The sponsor/exhibitor must supply information for a standard display card that will be produced by the LPL. Information is to include the name and contact information of the sponsoring agency and/or its authorized representative and the title of the exhibit/display.
5. In fairness to numerous community groups, the LPL may limit the frequency with which exhibits/displays may be mounted by the same organization.
6. Exhibits/displays that are not removed on or prior to the date established by LPL management will be removed by the library.



7. Exhibits/ displays must be installation-ready. Installation and removal of the exhibit/ display will be under the guidance of LPL personnel. Expenses incurred for insurance, installation, materials, mounting, removal or security are the sole responsibility of the exhibitor.
8. Neither the LPL nor the LPL Board of Trustees accepts responsibility for loss or damage to any exhibit/ display.
9. Exhibit/ display space may not be used for commercial purposes.
10. Permission to mount a display is based on the provisions of LPL policies and not on the content, viewpoints, beliefs or affiliations of the organizations responsible for those exhibits/ displays. Failure to comply with LPL policies may result in denial of exhibit/ display privileges.

~~All postings must be approved by the Library Director.~~

~~Neither the LPL nor the LPL's Board of Trustees accepts responsibility for loss or damage to any exhibit/ display.~~

Adopted by the Lancaster Public Library Board of Trustees at a public meeting in January 1990.

Adopted as amended by the Lancaster Public Library Board of Trustees at a public meeting on June 13, 2019.

Adopted as amended by the Lancaster Public Library Board of Trustees at a public meeting on January 12, 2023.

Adopted as amended by the Lancaster Public Library Board of Trustees at a public meeting on March 12, 2026.



Exhibits and Displays Application and Release Form

I agree that I have read and will abide by the rules of the Lancaster Public Library (LPL) Exhibits and Displays Policy. I hereby release, indemnify and hold harmless the LPL and the LPL Board of Trustees from any claim, suit, or loss related to this exhibit/display.

Print Name: _____

Signature: _____

Organization Name: _____

Organization Address: _____

City: _____ State: _____ Zip Code: _____

Date: _____

Phone: _____

Email: _____

Title and Description of the Exhibit/Display: _____

Requested Set up Date: _____

Requested Take down Date: _____

STAFF ONLY

Approval by: _____

Date of Approval: _____

The signed original form should be kept with the library. A copy of the signed form should go to exhibitor.

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

STATEMENT OF PURPOSE

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

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

PROCUREMENT PROCEDURES

(REF., GML §§ 103,104,104-b)

Bidding Procedures

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

Bidding Guidelines

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

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

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

Formal Competitive Bid Process

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

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

Informal Bidding Process

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

Special Purchase Situations

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

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

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

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

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

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

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

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

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

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

LANCASTER PUBLIC LIBRARY PROCUREMENT POLICIES

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

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

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

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

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

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

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

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

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

Exempted from GML 103, 104-b

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

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

Responsibilities/Exceptions

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

Updating Policies and Procedures

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

Unintentional Failure to Comply

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

SUSTAINABLE PURCHASING

The Lancaster Public Library strives to be a responsible steward of its resources, including decreasing its impact on the environment. Toward that end, the LPL shall, wherever practicable and efficient, endeavor to use sustainable and environmentally sound procurement practices in purchasing supplies and equipment for the library. LPL purchasing agents shall take factors such as the following into consideration when making purchases for the library, although this is not an exhaustive list:

- Recyclability of the items
- Amount of post-consumer recycled content in the items and packaging
- Disposal of items such as batteries and hardware
- Transportation distances and impacts for delivery of the items
- Ability for an item to be repaired or repurposed rather than re-purchasing
- The environmentally friendly practices of the vendors under consideration

Nothing in this policy shall prohibit the LPL from considering a product or vendor that is more suitable for the intended use and/or available at a more competitive price that does not meet these aspirational standards.

DOCUMENTATION PROCEDURES

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

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

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

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

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

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

BID LANGUAGE (Extensions/ Alternate submissions) - When bids are to be used in multiple time periods and/or for multiple orders requiring the vendor to hold pricing, it is mandatory that language in the bid document states the intention to do the same. The language must be

LANCASTER PUBLIC LIBRARY PROCUREMENT POLICIES

clear and concise and should leave no doubt with respect to its intended use. The same holds true for the alternative bid submissions. The language must be clear and if the alternates are to be accepted, the Director should make every effort to notify all potential vendors of our acceptance of the same.

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

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

Adopted by the Lancaster Public Library Board of Trustees at a public meeting August 20, 2015.

Reaffirmed by the Lancaster Public Library Board of Trustees at public meetings on May 16, 2019, June 11, 2020, June 10, 2021, and June 9, 2022.

Adopted as amended by the Lancaster Public Library Board of Trustees at a public meeting on February 9, 2023.

Reaffirmed by the Lancaster Public Library Board of Trustees at a public meeting on March 14, 2024.

Reaffirmed by the Lancaster Public Library Board of Trustees at a public meeting on March 13, 2025.

This policy supersedes the procurement related stipulations of all previously adopted Board resolutions.

2026 Wish List

QTY.	Description	Website	Price each	Total price	Chludzinski \$
1	Leaf display for children's magazines	https://bit.ly/4a4ZqDX	\$4,749.00	\$4,749.00	YES
9	Magazine holders	https://bit.ly/3LX5ht9	\$33.79	\$304.11	YES
2	Storytime seats w/ holder	https://bit.ly/4pTjrtg	\$1,159.00	\$2,318.00	YES
2	Acoustic panels	https://bit.ly/4sR0GJz	\$399.00	\$798.00	YES
1	Dog on a log decodable books	https://bit.ly/4r459qE		\$1,691.01	YES
1	K-2 Decodable English & Spanish books	https://bit.ly/4jTvtkX	\$2,130.00	\$2,130.00	YES
3	New book displays for children's area (readers)				YES
1	New shelving for YA new books				YES
1	New shelving for children's new books				YES
	Updated furniture for YA area				YES
	Updated furniture for fireplace area				YES
4	Loanable DVD drives				NO
	Private study booth(s)				NO
	More electrical outlets throughout the building				NO
4	New staff desks				NO
	New sink with hand dryer in staff workroom				NO
	New wallpaper or paint in front lobby				NO
	Space Audit (Consultant)				NO

\$11,990.12



Lancaster Public Library Space Audit Contract

Summary – ThirdWay will evaluate space usage at the Lancaster Public Library at 5466 Broadway, Lancaster, NY 14086, and offer suggestions to improve circulation, space utilization, and overall patron satisfaction for the library. ThirdWay will present these findings in an 80 – 100-page written report with pictures of your space, a zone layout recommendation and best practices drawn from libraries throughout the United States.

Goals:

1. Help the Lancaster Public Library use space effectively to meet its goals.
2. Make specific recommendations for changes that can be made immediately.
3. Propose a zone layout for the best use of existing space.
4. Make suggestions for optimal space configuration in a renovation.

Library Visit Date – tbd in May/June 2026

Space Audit Methodology –

1. Preliminary conversation to discuss audit.
2. Walkthrough space without guidance and take photographs.
3. Supplemental guided tour by library director.
4. Library to provide floorplans and heat maps of space.
5. Interview Director and other librarians on history, opportunities, goals and plans.
6. Produce written report with observations and recommendations.
7. Call with Library Director, etc. to discuss final report.
8. Presentation of final report to library board/staff/public at director's option.

Final Report – Board-ready report with photos and specific recommendations that can be implemented immediately. Report includes pictures of your library space and pictures/descriptions of best practices

Licensed Services Disclaimer – ThirdWay's space audit does not provide guidance requiring license in the State of New York. ThirdWay's space audit provides furniture, zone and pathway configuration and other recommendations based on space utilization and retail best practices. Should the Lancaster Public Library choose to engage ThirdWay for services requiring license in the State of New York, such as architectural, engineering, or interior design services, ThirdWay will work with professionals licensed by the State of New York and engaged by ThirdWay or the Lancaster Public Library Board of Trustees to perform these services.

Audit Fee: \$8,500

Payment Terms: \$4,250 due on date of walkthrough – tbd in May/June, 2026
\$4,250 due upon delivery of written final report to library director – TBD

Checks should be made out to THIRDWAY, INC.

Additional Fees: Travel fees including coach class airfare on Delta, Hyatt Place or equivalent hotel, meals, car rental, gas, parking, transfers.

Agreed for ThirdWay, Inc.



David Vinjamuri
President
ThirdWay, Inc.

Agreed for the Lancaster Public Library

Kara Stock
Director
Lancaster Public Library

Remit Address:

ThirdWay, Inc.
PO Box 392
Pleasantville, NY 10570-0392

Contact Us

5466 Broadway
Lancaster, NY 14086
716-683-1120
www.BuffaloLib.org



Open Hours

Monday 10-6
Tuesday 10-9
Wednesday 10-9
Thursday 10-9
Friday 10-5
Saturday 10-5
Sunday 12-5 (Sept. - May)



Staff

Kara Stock
Director

Meagan Carr
Youth Services Librarian

John Benzee
Library Assistant

Joshua Strell
Caretaker

Support Staff & Volunteers

Board of Trustees

Suzanne M. Jacobs
President

Jan Yarborough
Vice President

Barbara Tamol, Secretary

Ryan Taughrin, Treasurer

Melissa Heath, Trustee

Cathy Pudlewski, Trustee

Melissa Studley, Town Liaison

LANCASTER PUBLIC LIBRARY

2025 ANNUAL REPORT

Our mission is to provide an opportunity to access information for learning, recreation, personal growth, and more to the residents of the Town of Lancaster and Erie County via the resources and personnel of the public library.





2025 Statistics

249,453 items loaned
90,853 individual visits
7,517 computer sessions
24,215 free Wi-Fi logins
19,309 registered borrowers
62,400 items available to borrow
17,596 people attended programs
5,692 reference questions answered

Lancaster Public Library
Service Population: 45,106

Special Thanks To:

Assemblyman Patrick Chludzinski
 Friends of the Lancaster Library
 Lancaster Elks Lodge
 Lancaster Youth Bureau
 Legislator Frank Todaro
 Senator Patrick Gallivan
 Town of Lancaster
 Village of Lancaster



The Lancaster Public Library is your source for:

Books, DVDs,
 eBooks, eAudiobooks,
 Magazines, Newspapers,
 Audiobooks, Music CDs,
 Large Print Collection,
 Graphic Novels,
 Local History,
 Online Databases,
 19 Public Computers,
 2 Scanners, Photocopier,
 Color Printer, WiFi,
 Storytimes, Family Activities,
 Homeschool Programs,
 STEM Programs, Book Clubs,
 Computer Classes,
 Mahjong Club, Tai Chi,
 Yard Games, Craft Kits,
 Literacy Kits, Accessibility Kits
 Memory Kits,
 Citizen Science Kits,
 a Seed Library
 & much more.

All Free!

ITEM	DESCRIPTION	PERSONALIZATION	UNIT PRICE	QUANTITY	PRICE
	Elite Deep Tissue Massage Gun With Carry Case - Personalization Available Item #: GP-450K Personalization : None	No Personalization	\$32.49 \$22.99	<input type="button" value="-"/> <input type="text" value="10"/> <input type="button" value="+"/>	\$229.90 ✕ (Saved \$95.00)

Order Summary

Merchandise:

\$229.90

Shipping:

\$30.95

Tax:

\$0.00

Order Total:

\$260.85

Buffalo & Erie County Public Library

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

2025 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 Business Office Attention Biljana Opacic with supporting documentation on or before the 10th of the month following date(s) of travel

Name John Benzee	Department Lancaster
	Employee ID 24672

Date	From	To	Miles Driven	Mileage Total	Day	Daily Total	Tolls	Parking
12/2/25	Lancaster Library	Audubon Library	12.9	\$ 9.03	0	\$ 0.00		
12/2/25	Audubon Library	Lancaster Library	12.9	\$ 9.03		\$ 0.00		
12/9/25	Lancaster Library	Audubon Library	12.9	\$ 9.03		\$ 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			38.7	\$ 27.09	0.0	\$ 0.00	\$ 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.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black;">Amount in Miles</td> <td style="text-align: right;">\$ 27.09</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Amount for days @ \$__</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Amount for tolls</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Amount for parking</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Total to be paid</td> <td style="text-align: right;">\$ 27.09</td> </tr> </table>	Amount in Miles	\$ 27.09	Amount for days @ \$__	\$ 0.00	Amount for tolls	\$ 0.00	Amount for parking	\$ 0.00	Total to be paid	\$ 27.09
Amount in Miles	\$ 27.09										
Amount for days @ \$__	\$ 0.00										
Amount for tolls	\$ 0.00										
Amount for parking	\$ 0.00										
Total to be paid	\$ 27.09										

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: 2/26/26

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

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

2026 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 Business Office Attention Biljana Opacic with supporting documentation on or before the 10th of the month following date(s) of travel

Name John Benzee	Department Lancaster Library
	Employee ID 24672

Date	From	To	Miles Driven	Mileage Total	Day	Daily Total	Tolls	Parking
2/18/26	Library	M&T bank (and return)		\$ 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		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
				\$ 0.00		\$ 0.00		
TOTAL			0.0	\$ 0.00	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	\$ 0.00
	Amount for days @ \$____	\$ 4.00
	Amount for tolls	\$ 0.00
	Amount for parking	\$ 0.00
	Total to be paid	\$ 4.00

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: 2/26/26

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



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\$23⁹⁵

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- **LASER-ENGRAVED:** Trophies are professionally laser-engraved by our engraving specialists. The plates are then polished for a high quality, long-lasting, and clean look plate.
- **CUSTOMIZATION:** Click on Customize Now for your 4 Lines of FREE personalization! If you do not want your trophy engraved, simply put "No Engraving" in line 1 and we will send your plate separately with the trophy.
- **ABOUT US:** Dinn Trophy is a trusted family-owned trophy company that has been serving the trophy needs of consumers since 1956.

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