

Lancaster Public Library  
Board of Trustees  
Proposed Meeting Agenda  
Thursday, March 14, 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 & February 2024
- V. Report of the Director

VI. Public Comment

- VII. Monthly Financial Report
  - A. February Financial Report
  - B. Audit Report
  - C. Town Budget Report
  - D. 2023 System Paid Budget Analysis

- VIII. Old Business
  - A. ACT Meeting Saturday, March 9, 2024
  - B. Building Maintenance
    - a. Bathroom Heaters
  - C. Approve Payment of Fees for ACT Meeting \$60.00
  - D. Staff Room Renovations
  - E. Director's Evaluation

- IX. New Business
  - A. Procurement Policy
  - B. 2023 Annual Report to the Community
  - C. Return to System Payment \$3,581.17
  - D. Annual Sales Tax \$297.00
  - E. Volunteer Gifts, Tote Bags \$77.89
  - F. Sign Language Kit \$257.42
  - G. New Staff Desk Floor Mats \$270.95
  - H. Pruners \$59.52
  - I. Lancaster Youth Bureau Trivia Contest, April 18, 2024

X. Adjournment

Next Meeting – April 11, 2024 at 4:00 PM

**Lancaster Public Library  
Board of Trustees  
Meeting Minutes  
Thursday, February 8, 2024  
4:00PM**

I. Roll Call: Ken Graber, Suzanne Jacobs, Barbara Tamol, Jan Yarborough, Trustees; Kara Stock, Director; Donna Stempniak, Friends Liaison; Melissa Studley, Town Liaison.

II. Call to Order: Jan Yarborough called the meeting to order at 4:06PM. Jan introduced Melissa Studley, our new town liaison; board members introduced themselves to Melissa.

III. Approval of and/or changes to the Agenda: Kara added Invoice for PVT materials and ACT Dues to New Business. MSP Tamol, Jacobs; unanimous

IV. Review and Approval of the January Meeting Minutes: Tabled

V. Report of the Director: Upcoming program flyers were distributed; many programs are planned around the eclipse in April. During January, Meghan conducted Bead Art (20); Comic Book Club (17); Story Time (22 sessions); Toddler Time (130 children); Seed Library (130 people borrowed); Dark Forest Chocolate program (33); John 1-1 Tech (5); Tech-Libby (5). On January 25 Kara attended the Lancaster-Depew Chamber of Commerce meeting.

VI. Public Comment:

Donna Stempniak reported that the postponed Friends Annual Meeting will be held February 15. The website handling the Monica Wallace grant is still evolving. The book sale will be held April 27 and 28; Chicken BBQ on May 19; Rib BBQ on July 21; Jewelry sale November 9 and 10.

VII. Monthly Finance Report

- A. January Financial Report: Approved MSP Tamol, Yarborough, unanimous
- B. Audit Report: Barb reported December and January audits have been completed, and everything reconciled.
- C. 2024 Board Budget: Programming expense was increased to \$15,000, and related figures were adjusted. Approved MSP Jacobs, Tamol, unanimous
- D. Evans Bank CD: Ken reported that this CD was renewed at 4.2%. The Bank on Buffalo savings rate will be 4.8% until May.
- E. Programming Budget: For information. Summer Kick-off will be June 27.

VIII. Old Business

- A. The B&ECPL Contract Extension was approved. MSP Jacobs, Tamol, unanimous
- B. Building Maintenance – Bathroom Heaters: Bruce Stutz got quotes; replacement should take place within the month.

IX. New Business

- A. Petty Cash Policy: Amount of increase raised from \$150 to \$300. Entire policy approved with amendment. MSP Tamol, Yarborough, unanimous
- B. Patron Suspension Policy: Adopted as presented. MSP Tamol, Graber, unanimous
- C. Spring Teen Book Boxes - \$250.00 approved. MSP Tamol, Jacobs, unanimous
- D. New Kit Shelving - up to \$525 - approved. MSP Yarborough, Graber, unanimous
- E. ACT Meeting: to be held at Central on Saturday, March 9, 2024.
- F. New Town Board Liaison, Melissa Studley - Discussion was held regarding staff room renovations. Melissa will get information from Ed Schiller about starting the bidding process.
- G. Invoice for Private library materials - \$1,862.48 - approved. Yarborough, Tamol, unanimous
- H. ACT Dues - \$20 - approved. MSP Tamol, Jacobs, unanimous

X. Adjournment: The meeting was adjourned at 5:01. MSP Tamol, Yarborough, unanimous

Next Meeting - March 14 at 4:00PM

Respectfully submitted,  
Sue Jacobs for Kristyn Wind, Secretary

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

## **WINTER RAFFLE & READING LOGS**

**Winter Reading Logs** - Our color by number reading log ran through February 23<sup>rd</sup>. **94** 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 23<sup>rd</sup> with **741** entries received. Autumn M., Steven M., Rosie S, and Leon were the lucky winners.



## **OUTREACH**

**Como Park Elementary** - Library Director Kara Stock staffed a table at this school's science fair on Thursday, February 1<sup>st</sup>. **106** people stopped by to do a dinosaur dig in kinetic sand, create dinosaur scratch art, and learn about library programs and services.

**Bloomsbury Toy Shoppe** - Youth Services Librarian Meagan Carr helped **10** children make a dinosaur craft on Wednesday, February 20<sup>th</sup>.

## **BLACK HISTORY MONTH**

**African Drumming** - A Teaching Artist from the African American Cultural Center's Dance & Drum Performance Company taught **17** participants of all ages the fundamentals of traditional West African drumming on Saturday, February 3<sup>rd</sup>.

## **PROGRAMMING - WINTER RECESS**

**Buffalo Audubon Society** - On Tuesday, February 20<sup>th</sup>, **105** people of all ages met Zelda the Screech Owl and learned all about owls.

**Magician Cris Johnson** - Wednesday, February 21<sup>st</sup>, **125** people of all ages learned about science with Cris Johnson's Wacky Science Show.

**Bead Art** - Meagan taught this program on Wednesday, February 21<sup>st</sup>. **20** children learned how to create animals using pony beads and elastic cords.

**Alaskan Husky** - On Thursday, February 22<sup>nd</sup>, **75** people met an Alaskan Husky and learned about dogsledding from the Siberian Husky Club of the Niagara Frontier.

**Eclipse with the Buffalo Museum of Science** – On Friday, February 23<sup>rd</sup>, **100** people learned about the science behind an eclipse and watched solar eclipse demonstrations with a 4' inflatable sun.

**Comic Book Club** – Meagan held this club on Saturday, February 24<sup>th</sup>. **15** kids worked on creating their own comics and met local author DJ Brandon. Ms. Brandon discussed her latest middle grade novel, *Tell Me Why the Jack Pine Grows*.

**I Can't Draw Workshop** – On Saturday, February 24<sup>th</sup>, artist Tom Paul Fox ran a beginner drawing workshop for **30** people of all ages.

## **PROGRAMMING - CHILDREN & TEENS**

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

- **New Library Card Welcome Kit** - **19** children received this kit after getting their first library card!
- **STEM Kits: Valentine Thaumatrope** – **95** children picked up this kit.
- **Take & Make** – These weekly kits had book themes and **202** were picked up.

**Family Yoga** – **10** school-aged children, each accompanied by an adult, enjoyed music, yoga poses, mindful activities, and a guided relaxation time with certified instructor Donna Baia on Sunday, February 25<sup>th</sup>.

**Feelings Rock** - **13** preschool age children attended this program on Saturday, February 17<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, February 26<sup>th</sup>.

**LEGO® Club** – Meagan held **2** LEGO® Clubs for a total of **40** children on Saturday, February 10<sup>th</sup>. The theme was “inventions” and the creations are on display in the library.

**Prom Attire Giveaway** – Meagan held this event for **22** teenagers on Saturday, February 10<sup>th</sup>. Each left with a free dress that was donated to the library.

**Sprouts** - Melissa Sacco helped **13** preschool age children learn and grow through music on Monday, February 5<sup>th</sup>.

**Storytimes** - Meagan conducted a total of **19** sessions this month. **75** children attended Lapsit, **155** children attended Toddler Time, **55** children attended Preschool Time, and **20** children attended Family Storytime with a very special appearance by Curious George!

**Teen Painting** - Local art teacher, Kimberly Strell, taught **9** teenagers how to paint a snowy scene on Saturday, February 3<sup>rd</sup>.

**Young Adult Book Club** - Part-time Librarian Michael Green held a book club for **2** attendees on Thursday, February 8<sup>th</sup>. They discussed *Hotel Magnifique* by Emily J. Taylor.



## PROGRAMMING - ADULT

**Art-y Time** - Local art teacher, Kimberly Strell, taught **11** adults how to create a snowman-themed painting on Wednesday, February 7<sup>th</sup>.

**Computer Coach** - Library Assistant John Benzee held **5** one-on-one technology appointments, assisting patrons with email accounts, tablet computers, smartphones, basic computer skills, and laptop use.



**Happy Houseplants** - Master Gardener Carol Ann Harlos from the Cornell Cooperative Extension discussed indoor gardening and the upkeep of potted plants for **25** adults on Tuesday, February 27<sup>th</sup>.

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

## PARTNERSHIPS

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

**Lancaster Central Schools** - Certified Literacy Specialist and Lancaster Educator Beth Farrar taught two back to back Family Literacy Workshops for **24** & **22** attendees respectively on Thursday, February 29<sup>th</sup>.

**Lancaster Historical Society** - This organization is using our front display case to highlight their collection. Their February display focused on Voegel's Bottles & Advertising.

**Lancaster Youth Bureau** - Volunteers from the Youth Bureau held a hands-on Valentine's Day-themed craft program on Wednesday, February 14<sup>th</sup> for 8 children.

**Mission: Ignite** - Lindsay, a Mission: Ignite employee, taught two Tech 360 computer classes on Monday, February 5 and Monday, February 12<sup>th</sup> for 6 adults. Each attendee received a refurbished computer to keep!

**Paws for Love** - A volunteer from the SPCA Paws for Love organization brought a therapy dog to the library on Saturday, February 17<sup>th</sup>. 4 children practiced reading out loud to a dog.

## MEETINGS

February 14 - Library Director Kara Stock attended the Manager Director Meeting via Zoom.

## SOCIAL MEDIA





# COMO LAKE PARK ELEMENTARY SCHOOL SCIENCE FAIR



Grey Carlson wears a sharp blazer while explaining how his science project works.



Brooklyn Szarzynski shows off her Solar Eclipse display at the Como Park Elementary Science Fair on Thursday evening.



Olivia Ribar looks at some dinosaurs and scratch art provided by the Lancaster Public Library. Library Director Kara Stock interacts with curious students.



Jean Kosten from Reinstein Woods Nature Preserve teaches Odin Ribar about some of the wildlife in Western New York.



Photos by James Sinner  
Page design by Dennise Little



Como Park Elementary student Augustus Piccolo stands next to his father, Anthony Piccolo, as the pair set up a demonstration for onlookers.



# LANCASTER PUBLIC LIBRARY

## 2024 STATISTICS

CIRCULATION			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	19,853	19,104	3.9%
FEB	21,074	19,227	9.6%
MAR			"
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	40,927	38,331	6.8%

LIBRARY VISITS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	6,070	6,008	1.0%
FEB	8,639	7,096	21.7%
MAR			"
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	14,709	13,104	12.2%

PUBLIC ACCESS COMPUTER SESSIONS			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	533	646	-17.5%
FEB	660	605	9.1%
MAR			"
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	1,193	1,251	-4.6%

WIFI			
MONTH	CURRENT	PREVIOUS	%Change
	MONTH	YR/MONTH	
JAN	1,370	1,352	1.3%
FEB	1,708	1,342	27.3%
MAR			"
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	3,078	2,694	14.3%

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: 28

Days Closed: 1

# 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	0	0	42	56	699	\$15.00	\$90.70	\$0.00	\$230.00	\$48.05
MAR										
APR										
MAY										
JUN										
JUL										
AUG										
SEP										
OCT										
NOV										
DEC										
TOTAL	0	0	62	94	1,345	\$27.00	\$148.35	\$27.00	\$360.00	\$3,123.05

Total Proceeds      \$3,685.40

	Facebook	Instagram
	Followers	Followers
JAN	3,152	701
FEB	3,202	730
MAR		
APR		
MAY		
JUN		
JUL		
AUG		
SEP		
OCT		
NOV		
DEC		

## February 2024 Programming

Date	Title	# of programs	Attendance	Target Audience
2/1/2024	Book a Technology Trainer	1	1	Adults
2/2/2024	Como Park Science Fair	1	106	Intergenerational/Combined
2/2/2024	Mahjong Club	1	6	Adults
2/3/2024	African Drums	1	17	Intergenerational/Combined
2/3/2024	Digital Navigator	4	4	Adults
2/3/2024	Teen Painting	1	9	Teens
2/5/2024	Sprouts	1	25	Children 5 and under
2/5/2024	Tech 360	1	6	Adults
2/6/2024	Storytime	1	40	Children 5 and under
2/6/2024	Storytime	1	25	Children 5 and under
2/6/2024	Book Club	1	11	Adults
2/7/2024	Mahjong Club	1	7	Adults
2/7/2024	Arty Time	1	11	Adults
2/8/2024	Lapsit	1	20	Intergenerational/Combined
2/8/2024	Storytime	1	25	Children 5 and under
2/8/2024	YA Book Club	1	2	Teens
2/9/2024	Lapsit	1	50	Intergenerational/Combined
2/9/2024	Storytime	1	40	Children 5 and under
2/10/2024	LEGO Club	1	30	Intergenerational/Combined
2/10/2024	LEGO Club	1	20	Intergenerational/Combined
2/10/2024	Prom Attire Giveaway	1	22	Teens
2/12/2024	Tech 360	1	6	Adults
2/13/2024	Storytime	1	30	Children 5 and under
2/13/2024	Storytime	1	20	Children 5 and under
2/13/2024	Book Club	1	7	Adults
2/14/2024	Mahjong Club	1	7	Adults
2/14/2024	Valentine's Crafts	1	8	Children 6-11
2/15/2024	Lapsit	1	20	Intergenerational/Combined
2/15/2024	Storytime	1	27	Children 5 and under
2/17/2024	Feelings Rock	1	26	Children 5 and under
2/17/2024	Read to a Dog	1	4	Children 6-11
2/20/2024	Storytime	1	25	Children 5 and under
2/20/2024	Storytime	1	40	Children 5 and under
2/20/2024	Buffalo Audubon Society	1	105	Intergenerational/Combined
2/21/2024	Mahjong Club	1	6	Adults
2/21/2024	Bloomsbury Toy Shoppe	1	10	Intergenerational/Combined
2/21/2024	Wacky Science Show	1	125	Intergenerational/Combined
2/21/2024	Bead Art	1	20	Children 6-11
2/22/2024	Lapsit	1	31	Intergenerational/Combined
2/22/2024	Storytime	1	35	Children 5 and under
2/22/2024	Alaskan Huskies/Sled Dogs	1	75	Intergenerational/Combined
2/22/2024	Mahjong Club	1	5	Adults
2/23/2024	Lapsit	1	20	Intergenerational/Combined

2/23/2024	Storytime	1	40	Children 5 and under
2/23/2024	Eclipse Program	1	100	Intergenerational/Combined
2/24/2024	Comic Book Club	1	15	Children 6-11
2/24/2024	I Can't Draw Workshop	1	30	Intergenerational/Combined
2/25/2024	Family Yoga	1	20	Intergenerational/Combined
2/26/2024	Kidding Around Yoga	1	8	Children 5 and under
2/27/2024	Family Storytime	1	40	Intergenerational/Combined
2/27/2024	Happy House Plants	1	25	Adults
2/28/2024	Mahjong Club	1	5	Adults
2/29/2024	Take & Make Craft	202	202	Children 5 and under
2/29/2024	Craft & Carry Craft	145	145	Children 6-11
2/29/2024	STEM Kits	95	95	Intergenerational/Combined
2/29/2024	New Library Card Kits	19	19	Intergenerational/Combined
2/29/2024	Seed Library	212	212	Intergenerational/Combined
2/29/2024	Tutor	14	14	Children 6-11
2/29/2024	Tutor	10	10	Teens
2/29/2024	Tutor	6	6	Adults
2/29/2024	Mahjong Club	1	5	Adults
2/29/2024	Family Literacy	1	24	Intergenerational/Combined
2/29/2024	Family Literacy	1	22	Intergenerational/Combined
2/29/2024	Book a Tech Trainer	6	6	Adults
2/29/2024	Winter Reading Log	1	44	Children 5 and under
2/29/2024	Winter Reading Log	1	50	Children 6-11
2/29/2024	Winter Reading Challenge	1	9	Children 6-11
2/29/2024	Winter Reading Raffle	1	741	Children 6-11




## 2024 Sunday Circulation

Date		Visits	Circulation
1/7		107	158
1/14	CLOSED		
1/21		133	294
1/28		169	405
2/4		165	282
2/11		127	293
2/18		101	231
2/25		183	198
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		
		985	1,861


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	February			Year to Date Totals			Footnotes
	2024 Total	2023 Total	% of	2024 Total	2023 Total	% of	
	Circulations	Circulations	Change	Circulations	Circulations	Change	
Alden (Ewell Free)	2,117	1,676	26.3%	4,330	3,498	23.8%	Audubon - Closed 10/10/2022-3/3/2023 - Construction.  Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.  González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.
Amherst							
Audubon	33,974	43	78909.3%	66,486	414	15959.4%	
Clearfield	26,475	41,633	-36.4%	53,790	84,841	-36.6%	
Eggertsville-Snyder	13,452	13,761	-2.2%	25,896	29,433	-12.0%	
Williamsville	3,807	4,324	-12.0%	7,624	9,510	-19.8%	
Angola	2,988	2,744	8.9%	5,984	5,726	4.5%	
Aurora	14,352	12,943	10.9%	28,867	26,613	8.5%	
Boston	2,912	2,710	7.5%	5,621	5,421	3.7%	
Cheektowaga							
Julia Boyer Reinstein	22,754	22,224	2.4%	45,443	45,328	0.3%	
Reinstein Memorial	8,530	7,810	9.2%	17,089	16,225	5.3%	
Clarence	19,548	19,190	1.9%	38,282	39,420	-2.9%	
Collins	5,183	5,023	3.2%	10,088	10,477	-3.7%	
Concord	5,127	4,927	4.1%	10,217	9,791	4.4%	
Eden	3,690	3,135	17.7%	7,598	6,884	10.4%	
Elma	8,902	8,872	0.3%	17,519	18,142	-3.4%	
Grand Island Memorial	9,839	9,948	-1.1%	20,251	20,537	-1.4%	
Hamburg							
Hamburg	17,767	17,467	1.7%	35,770	34,939	2.4%	
Lake Shore	5,693	5,779	-1.5%	10,510	11,783	-10.8%	
Lackawanna	4,600	3,782	21.6%	9,234	8,038	14.9%	
Lancaster	21,074	19,227	9.6%	40,927	38,331	6.8%	
Marilla	3,473	3,367	3.1%	6,645	6,895	-3.6%	
Newstead	4,451	4,084	9.0%	8,960	8,726	2.7%	
North Collins	1,329	1,739	-23.6%	2,932	3,327	-11.9%	
Orchard Park	24,370	22,615	7.8%	48,175	46,083	4.5%	
City of Tonawanda	8,471	9,073	-6.6%	17,234	18,746	-8.1%	
Town of Tonawanda							
Kenilworth	4,778	5,299	-9.8%	9,806	11,208	-12.5%	
Kenmore	25,926	25,237	2.7%	50,641	51,437	-1.5%	
West Seneca	19,561	17,884	9.4%	38,244	35,816	6.8%	
Buffalo							
Coles	2,102	2,006	4.8%	4,133	4,312	-4.2%	
Crane	8,243	0	See note.	15,877	0	See note.	
Dudley	4,430	4,331	2.3%	7,681	8,773	-12.4%	
East Clinton	2,320	2,245	3.3%	4,346	4,805	-9.6%	
González-Soto	2,502	0	See note.	5,259	0	See note.	
Merriweather	3,751	4,285	-12.5%	7,336	9,013	-18.6%	
North Park	7,612	10,689	-28.8%	15,398	22,822	-32.5%	
Panty	2,180	1,947	12.0%	3,991	4,640	-14.0%	
Central	21,872	28,776	-24.0%	42,660	59,570	-28.4%	
BookmobileServices							
Library on Wheels	2,966	4,925	-39.8%	6,314	9,346	-32.4%	
Library2Go	2,233	1,667	34.0%	4,401	3,984	10.5%	
Institutions							
Correctional Facility	7,908	6,693	18.2%	14,767	11,287	30.8%	
Holding Center	15,477	8,398	84.3%	25,812	19,399	33.1%	
System							
Online Renewals	628	500	25.6%	1,318	1,294	1.9%	
Interlibrary Loans	1,486	1,215	22.3%	2,899	2,546	13.9%	
eAudiobooks	66,450	51,799	28.3%	135,974	108,221	25.6%	
eVideos	1,029	664	55.0%	1,961	1,300	50.8%	
eBooks	88,489	79,968	10.7%	186,547	167,930	11.1%	
eMusic	246	241	2.1%	463	417	11.0%	
eMagazines	29,503	6,916	326.6%	61269	14,108	334.3%	
<b>B&amp;ECPL Totals</b>	<b>596,570</b>	<b>513,781</b>	<b>16.1%</b>	<b>1,192,569</b>	<b>1,061,356</b>	<b>12.4%</b>	
Member Libraries	325,143	296,516	9.7%	644,163	607,589	6.0%	
Buffalo Branches	33,140	25,503	29.9%	64,021	54,365	17.8%	
Central Library	21,872	28,776	-24.0%	42,660	59,570	-28.4%	
Bookmobile Services	5,199	6,592	-21.1%	10,715	13,330	-19.6%	
Institutions	23,385	15,091	55.0%	40,579	30,686	32.2%	
System	187,831	141,303	32.9%	390,431	295,816	32.0%	

## Library Visits

	February			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)	945	742	27.4%	1,778	1,468	21.1%	<p>Audubon - Closed 10/10/2022-3/3/2023 - Construction.</p> <p>Central - New visitor counters installed 7/13/2023.</p> <p>Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.</p> <p>González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.</p>
Amherst							
Audubon	11,433	0	See note.	20,447	0	See note.	
Clearfield	10,026	12,926	-22.4%	19,218	25,795	-25.5%	
Eggertsville-Snyder	5,221	4,858	7.5%	9,366	9,201	1.8%	
Williamsville	1,799	1,430	25.8%	3,320	3,031	9.5%	
Angola	3,540	2,261	56.6%	5,781	4,577	26.3%	
Aurora	5,962	4,689	27.1%	11,052	9,223	19.8%	
Boston	1,258	1,018	23.6%	2,313	1,953	18.4%	
Cheektowaga							
Julia Boyer Reinstein	9,182	7,497	22.5%	16,547	14,965	10.6%	
Reinstein Memorial	3,584	3,344	7.2%	6,461	6,949	-7.0%	
Clarence	7,148	5,804	23.2%	12,664	11,424	10.9%	
Collins	1,524	1,353	12.6%	2,916	2,577	13.2%	
Concord	2,687	2,491	7.9%	5,228	5,004	4.5%	
Eden	1,403	990	41.7%	2,590	2,046	26.6%	
Elma	3,550	3,080	15.3%	6,437	5,846	10.1%	
Grand Island Memorial	4,179	3,038	37.6%	7,612	6,030	26.2%	
Hamburg							
Hamburg	8,110	6,934	17.0%	14,883	13,796	7.9%	
Lake Shore	3,654	2,729	33.9%	6,259	5,700	9.8%	
Lackawanna	2,848	2,476	15.0%	5,041	4,914	2.6%	
Lancaster	8,629	7,096	21.6%	14,699	13,104	12.2%	
Marilla	927	922	0.5%	1,707	1,809	-5.6%	
Newstead	2,712	2,420	12.1%	5,054	4,670	8.2%	
North Collins	1,014	993	2.1%	1,940	1,899	2.2%	
Orchard Park	12,033	9,668	24.5%	22,294	19,127	16.6%	
City of Tonawanda	4,839	3,711	30.4%	8,595	7,185	19.6%	
Town of Tonawanda							
Kenilworth	2,994	2,296	30.4%	5,738	4,847	18.4%	
Kenmore	10,489	8,467	23.9%	18,473	16,090	14.8%	
West Seneca	10,133	7,997	26.7%	18,171	15,519	17.1%	
Buffalo							
Coles	3,098	2,645	17.1%	5,873	5,537	6.1%	
Crane	3,783	0	See note.	6,836	0	See note.	
Dudley	2,282	2,428	-6.0%	4,030	4,816	-16.3%	
East Clinton	1,139	929	22.6%	2,010	1,845	8.9%	
González-Soto	2,507	0	See note.	4,532	0	See note.	
Merriweather	7,807	6,848	14.0%	13,707	12,375	10.8%	
North Park	3,825	4,836	-20.9%	7,110	9,559	-25.6%	
Panty	2,619	2,035	28.7%	4,640	3,976	16.7%	
Central	29,604	21,953	34.9%	52,773	45,843	15.1%	
Bookmobile Services							
Library on Wheels	1,558	1,402	11.1%	2,455	2,883	-14.8%	
Library2Go	292	112	160.7%	504	282	78.7%	
Institutions							
Correctional Facility	1,404	1,058	32.7%	2,704	1,939	39.5%	
Holding Center	575	528	8.9%	1,041	1,221	-14.7%	
<b>System</b>	<b>202,316</b>	<b>156,004</b>	<b>29.7%</b>	<b>364,799</b>	<b>309,025</b>	<b>18.0%</b>	
Member Libraries	141,823	111,230	27.5%	256,584	218,749	17.3%	
Buffalo Branches	27,060	19,721	37.2%	48,738	38,108	27.9%	
Central Library	29,604	21,953	34.9%	52,773	45,843	15.1%	
Bookmobile	1,850	1,514	22.2%	2,959	3,165	-6.5%	
Institutions	1,979	1,586	24.8%	3,745	3,160	18.5%	

## Registered Public Access Computer Sessions


Session Counts Per Outlet

	February			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)	78	52	50.0%	140	106	32.1%	Audubon - Closed 10/10/2022-3/3/2023 - Construction.  Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.  González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.
<i>Amherst</i>							
Audubon	1,012	0	See note.	1,873	3	62333.3%	
Clearfield	946	1,058	-10.6%	1,765	2,177	-18.9%	
Egbertsville-Snyder	370	465	-20.4%	727	972	-25.2%	
Williamsville	119	90	32.2%	255	213	19.7%	
Angola	214	152	40.8%	394	316	24.7%	
Aurora	398	377	5.6%	766	748	2.4%	
Boston	69	51	35.3%	132	99	33.3%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,371	1,271	7.9%	2,567	2,555	0.5%	
Reinstein Memorial	674	699	-3.6%	1,287	1,468	-12.3%	
Clarence	439	411	6.8%	821	803	2.2%	
Collins	118	129	-8.5%	233	243	-4.1%	
Concord	200	174	14.9%	416	351	18.5%	
Eden	93	100	-7.0%	187	192	-2.6%	
Elma	152	191	-20.4%	308	361	-14.7%	
Grand Island Memorial	226	205	10.2%	418	405	3.2%	
<i>Hamburg</i>							
Hamburg	866	797	8.7%	1,665	1,531	8.8%	
Lake Shore	188	209	-10.0%	378	413	-8.5%	
Lackawanna	480	487	-1.4%	886	965	-8.2%	
Lancaster	660	605	9.1%	1,193	1,251	-4.6%	
Marilla	28	55	-49.1%	53	92	-42.4%	
Newstead	154	167	-7.8%	281	310	-9.4%	
North Collins	87	79	10.1%	187	184	1.6%	
Orchard Park	754	655	15.1%	1,323	1,273	3.9%	
City of Tonawanda	717	565	26.9%	1,344	1,152	16.7%	
<i>Town of Tonawanda</i>							
Kenilworth	383	293	30.7%	719	674	6.7%	
Kenmore	1,467	1,231	19.2%	2,832	2,497	13.4%	
West Seneca	1,165	872	33.6%	2,037	1,806	12.8%	
<i>Buffalo</i>							
Coles	1,048	797	31.5%	1,969	1,705	15.5%	
Crane	656	0	See note.	1,116	0	See note.	
Dudley	493	444	11.0%	846	918	-7.8%	
East Clinton	291	211	37.9%	502	416	20.7%	
González-Soto	376	0	See note.	745	0	See note.	
Merriweather	1,385	1,275	8.6%	2,491	2,593	-3.9%	
North Park	850	1,041	-18.3%	1,561	2,142	-27.1%	
Panty	422	386	9.3%	785	847	-7.3%	
Central	6,097	6,830	-10.7%	11,727	14,339	-18.2%	
<i>Bookmobile Services</i>							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
<b>System</b>	<b>25,046</b>	<b>22,424</b>	<b>11.7%</b>	<b>46,929</b>	<b>46,120</b>	<b>1.8%</b>	
Member Libraries	13,428	11,440	17.4%	25,187	23,160	8.8%	
Buffalo Branches	5,521	4,154	32.9%	10,015	8,621	16.2%	
Central Library	6,097	6,830	-10.7%	11,727	14,339	-18.2%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	



# WiFi

## Total Logins

 Library	February			Year to Date Totals			Footnotes
	2024	2023	% of	2024	2023	% of	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	427	347	23.1%	760	692	9.8%	Audubon - Closed 10/10/2022-3/3/2023 - Construction.  Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.  González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.
<i>Amherst</i>							
Audubon	4,437	946	369.0%	7,839	1,845	324.9%	
Clearfield	2,045	2,641	-22.6%	4,024	5,399	-25.5%	
Eggertsville-Snyder	1,084	910	19.1%	2,086	1,817	14.8%	
Williamsville	1,178	827	42.4%	2,081	1,636	27.2%	
Angola	82	99	-17.2%	153	210	-27.1%	
Aurora	1,786	1,415	26.2%	3,482	2,924	19.1%	
Boston	179	134	33.6%	328	284	15.5%	
<i>Cheektowaga</i>							
Julia Boyer Reinstein	1,680	1,145	46.7%	3,111	2,321	34.0%	
Reinstein Memorial	692	558	24.0%	1,304	1,128	15.6%	
Clarence	1,505	1,195	25.9%	2,943	2,489	18.2%	
Collins	258	250	3.2%	466	517	-9.9%	
Concord	463	392	18.1%	920	828	11.1%	
Eden	193	124	55.6%	353	275	28.4%	
Elma	354	263	34.6%	645	554	16.4%	
Grand Island Memorial	649	514	26.3%	1,317	1,044	26.1%	
<i>Hamburg</i>							
Hamburg	1,766	1,415	24.8%	3,296	2,774	18.8%	
Lake Shore	555	301	84.4%	994	581	71.1%	
Lackawanna	541	398	35.9%	930	847	9.8%	
Lancaster	1,708	1,342	27.3%	3,078	2,694	14.3%	
Marilla	102	79	29.1%	156	152	2.6%	
Newstead	509	375	35.7%	929	716	29.7%	
North Collins	317	336	-5.7%	653	662	-1.4%	
Orchard Park	2,233	1,555	43.6%	4,056	3,126	29.8%	
City of Tonawanda	1,174	591	98.6%	2,152	1,238	73.8%	
<i>Town of Tonawanda</i>							
Kenilworth	391	371	5.4%	782	826	-5.3%	
Kenmore	2,060	1,726	19.4%	3,921	3,498	12.1%	
West Seneca	2,237	1,536	45.6%	3,977	3,206	24.0%	
<i>Buffalo</i>							
Coles	1,064	785	35.5%	1,971	1,665	18.4%	
Crane	1,251	0	See note.	2,382	0	See note.	
Dudley	2,156	1,466	47.1%	4,028	3,004	34.1%	
East Clinton	703	444	58.3%	1,247	945	32.0%	
González-Soto	984	476	106.7%	1,721	890	93.4%	
Merriweather	1,463	1,163	25.8%	2,686	2,279	17.9%	
North Park	1,027	1,005	2.2%	1,891	2,070	-8.6%	
Panty	1,287	852	51.1%	2,307	1,750	31.8%	
<i>Central</i>	15,474	12,770	21.2%	28,944	26,698	8.4%	
<i>Bookmobile Services</i>							
Library on Wheels	69	96	-28.1%	99	175	-43.4%	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
<b>System</b>	<b>56,083</b>	<b>40,842</b>	<b>37.3%</b>	<b>104,012</b>	<b>83,759</b>	<b>24.2%</b>	
Member Libraries	30,605	21,785	40.5%	56,736	44,283	28.1%	
Buffalo Branches	9,935	6,191	60.5%	18,233	12,603	44.7%	
Central Library	15,474	12,770	21.2%	28,944	26,698	8.4%	
Bookmobile Services	69	96	-28.1%	99	175	-43.4%	

**Lancaster Financial Monthly Report 2024**  
**February**

Account	Deposits	Disbursements		Sub-Total	Balance
<b>M &amp; T Checking</b>					
<b>Beginning Balance</b>					<b>\$5,831.82</b>
Receipts	\$441.04				
Robert Adler: ACT Dues (#25018)		-\$20.00			
ECWA: Water Bill (#25019)		-\$66.48			
<b>Ending Balance</b>	\$441.04	-\$86.48		\$354.56	<b>\$6,186.38</b>
<b>Bank on Buffalo</b>	<b>Deposits</b>	<b>Disbursements</b>	<b>Credit card charges</b>	<b>Subtotal</b>	<b>Total balance</b>
<b>Beginning Balance</b>			<b>\$2,588.81</b>		<b>\$31,507.41</b>
Credit card payment Jan.			-\$2,588.81		
Book sale	\$230.00				
Copier	\$90.70				
Headphones (5 @ \$3)	\$15.00				
American Online Giving Foundation donation	\$48.05				
Amazon: Sensory kits (Elks)			-\$861.09		
Lakeshore Learning: Sensory kits (Elks)			-\$115.46		
Therapy Shoppe: Sensory kits (Elks)			-\$144.02		
Amazon: Replacement for damaged item in kit (Elks)			-\$6.99		
Buffalo Audubon Society: 2/20 program (#603)		-\$270.00			
Cris Johnson: 2/21 science show (#604)		-\$325.00			
Siberian Husky Club of the Niagara Frontier: 2/22 program (#605)		-\$75.00			
Thomas Fox: 2/24 drawing workshop (#606)		-\$125.00			
Donna Baia: 2/26 kids' yoga (#607)		-\$50.00			
BECPL: PVT library materials (#608)		-\$1,862.48			
Demco: Bags for sensory kits (Elks)			-\$506.08		
Uline: Wire shelving unit			-\$509.19		
Amazon: Sensory kits (Elks)			-\$97.00		
CCE- Master Gardeners of Erie County: 2/27 house plant program (#609)		-\$75.00			
Sprouts, NY LLC: 3/4 program (#610)		-\$80.00			
Friends of Reinstein Woods: 3/7 birding program (#611)		-\$50.00			
Elizabeth Bauld: 3/13 cooking program (#612)		-\$245.00			
Fun Express: Spring teen book box item			-\$24.98		
Amazon: Sensory kit storage container (Elks)			-\$22.99		
BECPL: 3/9 Trustee ACT workshop (#613)		-\$60.00			
Amazon: Spring teen book box items			-\$163.72		
<b>Checking Ending Balance</b>	\$383.75	-\$3,217.48	-\$2,451.52	-\$5,285.25	<b>\$26,222.16</b>
	<b>Amount</b>	<b>Interest Rate</b>	<b>Disbursements</b>	<b>Interest</b>	<b>Total</b>
<b>Savings 5880</b>	\$200,080.95	4.9%	\$0.00	\$763.05	<b>\$200,844.00</b>
<b>Total Balance BankonBuffalo</b>					<b>\$227,066.16</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>	\$29,309.79	12M 1/24/25	4.00%	\$0.00	<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>\$312,628.67</b>

## Petty Cash

### February 2024

[illegible]

# YTD Available Budget Report

Account Number	Account Desc	Original Budget	Transfers	Revised Budget	YTD Actuals	Encumbrances	Available Budget	% Used
<b>001 General Fund</b>		<b>28,900.00</b>	<b>33,206.00</b>	<b>62,106.00</b>	<b>46,796.77</b>	<b>0.00</b>	<b>15,309.23</b>	<b>75.35 %</b>
<b>7410 Library</b>		<b>28,900.00</b>	<b>33,206.00</b>	<b>62,106.00</b>	<b>46,796.77</b>	<b>0.00</b>	<b>15,309.23</b>	<b>75.35 %</b>
<b>211 OFFICE FURNITURE &amp; EQUIPMENT</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
17410 211	OFF EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>260 OTHER CAPITAL OUTLAY</b>		<b>15,000.00</b>	<b>0.00</b>	<b>15,000.00</b>	<b>14,300.00</b>	<b>0.00</b>	<b>700.00</b>	<b>95.33 %</b>
17410 260	OTHER CAPI	15,000.00	0.00	15,000.00	14,300.00	0.00	700.00	95.33%
<b>411 CONTRACTUAL SERVICES</b>		<b>2,500.00</b>	<b>0.00</b>	<b>2,500.00</b>	<b>911.00</b>	<b>0.00</b>	<b>1,589.00</b>	<b>36.44 %</b>
17410 411	CONTRA EXP	2,500.00	0.00	2,500.00	911.00	0.00	1,589.00	36.44%
<b>422 BUILDINGS</b>		<b>1,500.00</b>	<b>0.00</b>	<b>1,500.00</b>	<b>1,497.43</b>	<b>0.00</b>	<b>2.57</b>	<b>99.80 %</b>
17410 422	BUILDINGS	1,500.00	0.00	1,500.00	1,497.43	0.00	2.57	99.80%
<b>426 REPAIRS &amp; MAINTENANCE</b>		<b>5,000.00</b>	<b>29,706.00</b>	<b>34,706.00</b>	<b>25,246.75</b>	<b>0.00</b>	<b>9,459.25</b>	<b>72.75 %</b>
17410 426	REPAIR&MAI	5,000.00	29,706.00	34,706.00	25,246.75	0.00	9,459.25	72.75%
<b>433 RESURFACING MATERIALS</b>		<b>3,000.00</b>	<b>3,500.00</b>	<b>6,500.00</b>	<b>3,500.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>53.85 %</b>
17410 433	RESURF MAT	3,000.00	3,500.00	6,500.00	3,500.00	0.00	3,000.00	53.85%
<b>434 LANDSCAPING MATERIALS</b>		<b>700.00</b>	<b>0.00</b>	<b>700.00</b>	<b>47.19</b>	<b>0.00</b>	<b>652.81</b>	<b>6.71 %</b>
17410 434	LANDSC MAT	700.00	0.00	700.00	47.19	0.00	652.81	6.71%
<b>449 OTHER UNCLASSIFIED</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
17410 449	UNCLASSIFD	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>460 INTERNET ACCESS</b>		<b>1,200.00</b>	<b>0.00</b>	<b>1,200.00</b>	<b>1,294.40</b>	<b>0.00</b>	<b>(94.40)</b>	<b>107.83 %</b>
17410 460	INTERNET	1,200.00	0.00	1,200.00	1,294.40	0.00	(94.40)	*107.83%
<b>Grand Total:</b>		<b>28,900.00</b>	<b>33,206.00</b>	<b>62,106.00</b>	<b>46,796.77</b>	<b>0.00</b>	<b>15,309.23</b>	<b>75.35 %</b>



# Contract Library "System Paid" Budget Analysis

Lancaster Public Library

As of 12/31/2023

	"System Paid" Budget*	Jan - Sept 2023	October	November	December	Actual 2023 Expenses	Year End Surplus/(Shortfall)
<b>Salaries &amp; Wages, Full Time</b>							
Salaries & Wages, Full Time	217,680.00	173,641.77	19,671.15	19,671.17	18,777.01	231,761.10	(14,081.10)
Other Payments	6,528.00	200.00		3,378.94		3,578.94	2,949.06
Overtime		4,575.86	866.51	866.51	(5,868.83)	440.05	(440.05)
<b>Total Salaries &amp; Wages, Full Time</b>	<b>224,208.00</b>	<b>178,417.63</b>	<b>20,537.66</b>	<b>23,916.62</b>	<b>12,908.18</b>	<b>235,780.09</b>	<b>(11,572.09)</b>
Wages, Regular Part-Time		0.00				0.00	0.00
Wages, Part Time	112,761.00	81,098.43	9,237.05	8,938.68	7,198.80	106,472.96	6,288.04
Contractual Reserve	19,320.00	0.00					19,320.00
Employer FICA Total	25,781.00	19,758.68	2,268.50	2,736.80	1,296.84	26,060.82	(279.82)
Employee Health Insurance	20,114.00	16,126.03	1,056.06	2,360.29	1,780.88	21,323.26	(1,209.26)
Dental Plan	636.00	548.83	57.06	64.85	67.56	738.30	(102.30)
Health Insurance Waiver	804.00	1,800.00	200.00	200.00	200.00	2,400.00	(1,596.00)
NYS Retirement	27,633.00	23,785.94	3,022.70	3,022.41	2,666.86	32,497.91	(4,864.91)
Disability	0.00	0.00				0.00	0.00
Natural Gas (NFG)	7,844.00	3,136.41	38.42	171.36	453.91	3,800.10	4,043.90
Electricity	31,565.00	13,740.83	979.01	1,323.27		16,043.11	15,521.89
<b>Bottom Line Total</b>	<b>470,666.00</b>	<b>338,412.78</b>	<b>37,396.46</b>	<b>42,734.28</b>	<b>26,573.03</b>	<b>445,116.55</b>	<b>25,549.45</b>

## Notes:

System Paid Budget per Res. 2022-48

Overage in Health Insurance Waiver due CMU Contract settlement

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

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## STATEMENT OF PURPOSE

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

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

## PROCUREMENT PROCEDURES

(REF., GML §§ 103,104,104-b)

### Bidding Procedures

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

### Bidding Guidelines

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

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

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

### **Formal Competitive Bid Process**

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

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

### **Informal Bidding Process**

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

### **Special Purchase Situations**

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

**Exempted from GML 103, 104-b**

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

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

**Responsibilities/Exceptions**

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

**Updating Policies and Procedures**

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

**Unintentional Failure to Comply**

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

## **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

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.*

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



# Contact Us

5466 Broadway  
Lancaster, NY 14086  
716-683-1120  
[www.BuffaloLib.org](http://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

Gary Howell  
President

Jan Yarborough  
Vice President

Kristyn Wind, Secretary

Kenneth Graber, Treasurer

Suzanne M. Jacobs, Trustee

Barbara Tamol, Trustee

Melissa Studley, Town Liaison

# LANCASTER PUBLIC LIBRARY

## 2023 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.



Buffalo & Erie County Public  
**LIBRARY**





## 2023 Statistics

**247,443** items loaned  
**85,291** individual visits  
**7,439** computer sessions  
**18,345** free Wi-Fi logins  
**18,819** registered borrowers  
**63,439** items available to borrow  
**12,879** people attended programs  
**7,420** reference questions answered

*Lancaster Public Library*  
*Service Population: 45,106*

### Special Thanks To:

Assemblymember Monica Wallace  
 Friends of the Lancaster Library  
 Lancaster Elks Lodge  
 Lancaster Women's Civic Club  
 Lancaster Youth Bureau  
 Legislator Frank Todaro  
 Senator Patrick Gallivan  
 Town 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,  
 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!**





**BUFFALO & ERIE COUNTY PUBLIC LIBRARY**

**BUSINESS OFFICE**  
**1 LAFAYETTE SQUARE      BUFFALO, NEW YORK 14203      716-858-7163**

**Inv # 23080**

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

Date: December 31, 2023

ITEM	UNIT COST	EXTENSION
2023 Return to System		3,581.17
<b>BALANCE DUE:</b>		\$ 3,581.17
Make check payable to: "BUFFALO & ERIE COUNTY PUBLIC LIBRARY" and mail to the attention of Tracy Palicki, Business Office		

**LANCASTER PUBLIC LIBRARY**  
**2023 RETURN TO SYSTEM CALCULATION**

<b>2023 INCOMING REVENUES</b>	
2023 SYSTEM APPROPRIATION	\$0.00
ACTUAL DIRECT LOCAL INCOME (Fines, Copy & Interest)*	\$5,119.33
<b>TOTAL INCOMING REVENUE</b>	<b>\$5,119.33</b>
<b>2023 DIRECT EXPENDITURES/PAYMENTS MADE</b>	
ACTUAL DIRECT EXPENSES (Maintenance, Insurance, Utilities, etc. paid directly by library)*	\$1,538.16
<b>TOTAL DIRECT EXPENDITURES/PAYMENTS</b>	<b>\$1,538.16</b>
<b>NET REVENUE/(EXPENSE) - Revenues less Expenditures</b>	<b>\$3,581.17</b>
<b>TOTAL RETURN TO SYSTEM</b>	<b>\$3,581.17</b>

**LANCASTER PUBLIC LIBRARY  
2023 ANNUAL FINANCIAL STATEMENT**

SAP ACCT	DESCRIPTION	BUDGET	TRANSFER	ADJUSTED BUDGET	DISBURSEMENTS <i>1/1-12/31</i>	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	300.00	0.00	300.00	285.37	14.63
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	250.00	0.00	250.00	171.79	78.21
<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  
2023 ANNUAL FINANCIAL STATEMENT**

SAP ACCT	DESCRIPTION	BUDGET	TRANSFER	ADJUSTED BUDGET	DISBURSEMENTS 1/1-12/31	BALANCE
<b>12.16</b>						
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
<b>12.22</b>						
530000	GENERAL PROGRAM EXPENSE	500.00	0.00	500.00	500.00	0.00
530000	BANK CHARGES	0.00	0.00	0.00	0.00	0.00
530000	OTHER EXPENSES	0.00	0.00	0.00	561.00	(561.00)
530000	CONTINGENCY (BULLET AID)	0.00	0.00	0.00	0.00	0.00
TOTAL		1,720.00	0.00	1,720.00	1,538.16	181.84

11.17	FINES/LOST BOOKS	463.53
11.17	COPIER/FAX	0.00
11.17	PRINT	3,984.80
	OTHER	110.00
	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	561.00
	USE OF FUND BALANCE	0.00
TOTAL		<u>5,119.33</u>

TOTAL SYSTEM APPROPRIATION	0.00
ACTUAL DIRECT INCOME	5,119.33
TOTAL INCOME	<u>5,119.33</u>
TOTAL DISBURSEMENTS	1,538.16
TOTAL AVAILABLE FOR RETURN	<u>3,581.17</u>
SYSTEM RETURN BUDGET	1,580.00
ADDITIONAL RETURN	2,001.17
LESS: AUTHORIZED TO RETAIN	<u>3,581.17</u>

CHECK NO(S). \_\_\_\_\_

AMOUNT RETAINED\*: \_\_\_\_\_

\*Must match reconciled checkbook balance

<b>DOUBLE CHECK:</b>	
COUNTY SHARE RECEIVED: (APPROP & STATE AID)	0
DIRECT LOCAL INCOME RECEIVED:	5,119
USE OF FUND BALANCE	0
<b>TOTAL REVENUES/USE OF FD BALANCE:</b>	<u>5,119</u>
<b>LESS ACTUAL DISBURSEMENTS:</b>	<u>1,538</u>
<b>TOTAL RETURN**:</b>	<u>3,581</u>

\*\*Must match figure in cell G82

## Lancaster Library Sales Tax Collected

3/2023-2/2024

Month	Headphones QTY	Headphones Income	Copier	Book Sale
Mar	3	\$9.00	\$79.55	\$153.00
April	5	\$15.00	\$84.82	\$223.00
May	5	\$15.00	\$105.43	\$289.00
June	1	\$3.00	\$91.90	\$132.00
July	7	\$21.00	\$55.90	\$168.00
Aug	2	\$6.00	\$128.20	\$260.00
Sept	3	\$9.00	\$90.60	\$159.00
Oct	3	\$9.00	\$67.10	\$273.00
Nov	2	\$6.00	\$127.35	\$183.00
Dec	0	\$0.00	\$118.75	\$155.00
Jan	4	\$12.00	\$57.65	\$130.00
Feb	5	\$15.00	\$90.70	\$230.00
Total	40	\$120.00	\$1,097.95	\$2,355.00

Total taxable income:	\$3,572.95
Approx. tax due:	\$312.63
Due with discount (5%):	\$297.00



# POSITIVE PROMOTIONS®

## Quote Summary

Merchandise:

\$59.94

Shipping:

\$17.95

Tax:

\$0.00

---

**Order Total:**

**\$77.89**



[Volunteers: Giving, Caring, Making a Difference Dylan Heathered Zip Tote Bag](#)

ITEM TB2201B

**No Personalization**

\$9.99 each | Qty. 6 | **\$59.94**



### Sign Language Kit

QTY.	Description	Website	Price each	Total price:
1	Sign Language Activity Book	<a href="https://amzn.to/3wKKvVQ">https://amzn.to/3wKKvVQ</a>	\$12.08	\$12.08
1	Magnetic Sign Language Letters	<a href="https://amzn.to/3lyFvWJ">https://amzn.to/3lyFvWJ</a>	\$12.73	\$12.73
1	Picture book (hardcover)	<a href="https://amzn.to/4a3hMK5">https://amzn.to/4a3hMK5</a>	\$20.76	\$20.76
1	Paperback Book	<a href="https://amzn.to/49Joid5">https://amzn.to/49Joid5</a>	\$4.99	\$4.99
1	Board Book	<a href="https://amzn.to/3V8aArN">https://amzn.to/3V8aArN</a>	\$7.99	\$7.99
1	Sign Language Blocks	<a href="https://amzn.to/3ltip40">https://amzn.to/3ltip40</a>	\$42.95	\$42.95
1	Double Sided Dry Erase Board	<a href="https://amzn.to/3v0G1d4">https://amzn.to/3v0G1d4</a>	\$14.95	\$14.95
3	Blue Tote Bag	<a href="https://bit.ly/3TsfAGP">https://bit.ly/3TsfAGP</a>	\$46.99	\$140.97
			<b>Total:</b>	<b>\$257.42</b>

### Floor Mats

QTY.	Description	Website	Price each	Total price:
2	Guardian Floor Protection Air Step Anti-Fatigue Mat - Indoor - 60" Length x 36" Width	<a href="https://bit.ly/3uU3EnF">https://bit.ly/3uU3EnF</a>	\$56.99	\$113.98
1	Realspace™ Hard Floor Chair Mat, 46" x 60", Clear	<a href="https://bit.ly/42TliVf">https://bit.ly/42TliVf</a>	\$68.99	\$68.99
1	Mind Reader 9-to-5 Collection Hard Floor Office Chair Mat, 35-1/4"W x 47"D	<a href="https://bit.ly/3TedCcU">https://bit.ly/3TedCcU</a>	\$36.49	\$36.49
1	Realspace™ Medium Pile Chair Mat, 36" x 48", Clear- front desk	<a href="https://bit.ly/3UY8HOk">https://bit.ly/3UY8HOk</a>	\$51.49	\$51.49

**Shipping:** \$0.00

**Total:** **\$270.95**



◀ Back to results



Roll over image to zoom in



6 VIDEOS

## FELCO F-2 068780 Classic Manual Hand Pruner, F 2

Visit the FELCO Store

4.8

12,424 ratings

Amazon's Choice

Overall Pick

3K+ bought in past month

-20% \$59<sup>52</sup>

List Price: ~~\$73.99~~

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Style: F 2

F 2 F 4 F 10 F 13 F 16

F 17 F 31 F 32 F 300 F 310

Left Handed

Pattern Name: **Pruner**

Pruner+ F 910+ Holster

Pruner+ Utility Holster Pouch, F912

**Pruner**

Pruner + Snips, Red

**Brand** FELCO

**Color** Red

**Item Weight** 8.8 Ounces

**Style** F 2

**Product Dimensions** 9.25"L x 4"W

### About this item

- Comfortable, lightweight, sturdy aluminium alloy handles
- High quality hardened steel blades, forged aluminium alloy handles, wire cutting notch
- Anvil blade with sap groove, rubber cushion shock absorbers
- For a medium to large hand, right Handed; the handles have a non slip coating
- Lifetime guarantee, all parts replaceable
- Ideal pruner for light applications and easily adjustable
- Features strong blades with a wire cutting notch

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