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

I. Roll Call
II. Call to Order
III. Approval of and/or changes to the agenda
IV. Review and approval of the meeting minutes of January 11, 2024 and March 14, 2024
V. Report of the Director

VI. Public Comment

VII. Monthly Financial Report
   A. March Financial Report
   B. Audit Report
   C. 2024 Craft Budget Report

VIII. Old Business
   A. Bathroom Heaters
   B. Staff Room Renovations

IX. New Business
   A. Resolution to approve the 2023 State Report
   B. FOIL Policy – review
   C. Mileage Payments
   D. Summer Reading Request Part One - $951.49
   E. Tiny Art Show Prize - $39.99
   F. Floor Mats - $249.80

X. Adjournment

Next Meeting – Thursday, May 10, 2024 at 4:00 PM

Lancaster Public Library
Board of Trustees Minutes
Thursday, January 11, 2024

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

II. Called to Order at 4:01pm

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

IV. Review and approval of the meeting minutes of December 14, 2023- approved, 1st Tamol, 2nd Jacobs, unanimous

V. Report of the Director- Received $1,000 through the Wilson grant for participating in the children's pay down the fines program. 101 STEM snowflake kits were handed out. 50 kid participated in gingerbread houses. 25 kids attended the "Noon Years" party.

VI. Public comment- The Friends group will be having an evening meeting on January 18th.

VII. Monthly Financial Report
    A. November Report- approved, 1st Tamol, 2nd Yarborough, unanimous
    B. Audit Report- tabled
    C. 2024 Board Budget- tabled
    D. M&T Bank Cd- opened on December 21st
    E. 2023 Craft Budget Report- reviewed
    F. Evans CD 6749- Motion to keep CD at Evans if rate is 4%, if it isn't we will move it to M&T bank. 1st Yarborough, 2nd Wind, Unanimous
VIII. Old Business
    A. Vote to Approve the Slate of Officers- 1st Tamol, 2nd Yarborough, unanimous
    B. Vote to Approve Emergency Procedures Policy- 1st Tamol, 2nd Jacobs, unanimous
    C. 2023 Trustee Training- completed

IX. New Business
    A. Building Maintenance
        a. Bathroom Heaters not working- the recreation department is addressing the issue
    B. Board Member conflict of Interest forms- completed
    C. Members elected in the 2023 local election to sign oath of office- completed
    D. Approve Contract Extension- tabled
    E. 2024 Policy Review Schedule- reviewed
    F. Private Materials Budget Request- motion to appropriate $5,000- 1st Graber, 2nd Yarborough, unanimous
    G. Mileage Payments- $81.70- motion to pay, 1st Howell, 2nd Wind, unanimous
    H. Historic Materials Cabinet Supplies- $731.47- motion to purchase, 1st Yarborough, 2nd Wind, unanimous
    I. Eclipse Events, $1,312.74- motion to spend, 1st Wind, 2nd Tamol, unanimous
    J. Grouchy Ladybg Kit, $122.87- motion to spend, 1st Yarborough, 2nd Howell, unanimous
    K. Demco, Miscellaneous Supplies, $731.47- motion to spend, 1st Graber, 2nd Yarborough
    L. Library Director Evaluation- Tamol, Jacobs, Yargorough will complete.
    M. Notify news media of board meeting schedule- Secretary will send

X. Adjournment-1st Tamol, 2nd Graber, unanimous.

Lancaster Public Library
Board of Trustees
Meeting Minutes
March 14, 2024

I.   Roll Call- President Gary Howell, Vice President Jan Yarborough, Treasurer Ken Graber , Secretary Kristyn Wind, Library Director Kara Stock, Friends President Donna Stempniak, Trustee Sue Jacobs, Trustee Barb Tamol, Councilwoman Studley

II. Call to Order- called to order at 4:05pm by Howell

III. Approval of the agenda- approved as amended, 1st Yarbrough, 2nd Howard, unanimous

IV. Review and approval of the January 12, 2023 minutes- 1st Graber, 2nd Howell, unanimous

V.   Report of the Director- 120 attendees at the Wacky Science Program. The Buffalo Science Museum is coming to talk about the eclipse. 19 attendees at teen painting night. 22 prom dresses were given away.

VI. Public Comment- Donna Stempniak on behalf of the Friends of the Library- 5 new people attended the friends meeting. Next meeting is Apri; 11th at 7pm. Book sale April 27th – 28th . Chicken BBQ May 19th, Rib Dinner July 21st

VII.   Monthly Financial Report
        A. February Report approved- 1st Graber, 2nd Howell, unanimous
        B. Audit Report- tabled
        C. Town Budget Report- reviewed
        D. 2023 System Paid Budget Analysis- reviewed- 1st Tamol, 2nd Yarborough, unanimous

VIII. Old Business
        A. ACT Meeting Saturday, March 9, 2024- President Howell attended and reviewed information from the meeting.
        B. Building Maintenance
           a. Bathroom Heaters- April 1st start date for the project
        C. Approve Payment of Fees for ACT Meeting $60.00- approve retroactively- 1st Graber, 2nd Yarborough, unanimous
        D. Staff Room Renovations- further discussed options, will be getting more information
        E. Director's Evaluation- completed

IX. New Business
        A. Procurement Policy- 1st Jacobs, 2nd Wind, unanimous
        B. 2023 Annual Report to the Community- reviewed, 1st Yarborough, 2nd Howell, unanimous
        C. Return to System Payment $3,581.17- motion to pay, 1st Graber, 2nd Tamol, unanimous
        D. Annual Sales Tax $297.00- motion to pay, 1st Tamol, 2nd Howell, unanimous
        E. Volunteer Gifts, Tote Gabs $77.89- motion to purchase, 1st Yarborough, 2nd Wind, unanimous
        F. Sign Language Kit $257.42- motion to purchase, 1st Yarborough, 2nd Tamol, unanimous
        G. New Staff Desk Floor Mats $270.95- motion to purchase, 1st Wind, 2nd Tamol, unanimous
        H. Pruners $59.52- motion to purchase, 1st Yarborough, 2nd Graber, unanimous

I. Lancaster Youth Bureau Trivia Contest, April 18, 2024- team formed

J. Check to Friends- replacing a check accidentally made out to the library meant for the friends, approved, 1st Tamol, 2nd Wind, unanimous

X. Adjournment 4:59pm- 1st Tamol, 2nd Yarborough, unanimous

Lancaster Public Library
Director's Report
March 2024

OUTREACH

Hillview Elementary School – Youth Services Librarian Meagan Carr visited three third-grade classrooms on Tuesday, March 19th, Wednesday, March 20th, and Tuesday, March 26th. A total of **63** students learned about the library and made an eclipse craft.

PROGRAMMING – CHILDREN & TEENS

Craft Kits – We gave out a variety of free kits this month:
- **New Library Card Welcome Kit - 16** children received this kit after getting their first library card!
- **STEM Kits**: **Rainbow Snowflakes – 88** children picked up this kit.
- **Take & Make –** These weekly kits had book themes and **210** were picked up.

Family Yoga – 15 school-aged children, each accompanied by an adult, enjoyed music, yoga poses, mindful activities, and a guided relaxation time with certified instructor Donna Baia on Sunday, March 24th.

Feelings Rock - 10 preschool age children attended this program on Saturday, March 16th. They enjoyed a fun music and movement class that encourages families to move, learn, and grow together.

Homeschool LEGO® Club – Meagan held this program for **30** children on Thursday, March 28th.

LEGO® Club – Meagan held **2** LEGO® Clubs for a total of **36** children on Saturday, March 9th. The theme was "leprechaun traps" and the creations are on display in the library.

Pinhole Projectors – Meagan showed **22** children how to make this eclipse viewing tool out of cereal boxes on Saturday, March 23rd.

Sprouts - Melissa Sacco helped **13** preschool age children learn and grow through music on Monday, March 4th.

Storytimes - Meagan conducted a total of **18** sessions this month. **71** children attended Lapsit, **125** children attended Toddler Time, and **60** children attended Preschool Time.

Teen Book Boxes - 8 teens participated in our seasonal book box program. After filling out a survey about their book preferences, each teen received a box of prizes with 2-3 young adult library books specially matched to their reading tastes. Box items were intended to facilitate a mindful reading experience and included notebooks, annotation tabs and labels, gel pens, tea, lemonade mix, and other bookish surprises. Part-time Librarian Michael Green leads this initiative.

Young Adult Book Club – Michael held a book club for **3** attendees on Thursday, March 14th. They discussed *Redwall* by Brian Jacques.

PROGRAMMING - ADULT

Birding 101 – An educator from Reinstein Woods taught **21** adults how to identity local birds and use binoculars on Thursday, March 7th.

Buffalo Astronomical Association – Members of this association gave a presentation for **38** adults on Saturday, March 9th. They discussed what a total solar eclipse is and how to safely view it.

Computer Coach – Library Assistant John Benzee held **6** one-on-one technology appointments, assisting patrons with laptop use, cell phone use, iPad use, organizing files, and Microsoft Excel.

Cooking – On Wednesday, March 13th, Culinary Instructor Liz Bauld demonstrated how to prepare charcuterie boards for **22** adults.

Witnessing Wonder: Exploring the Total Solar Eclipse – On Wednesday, March 20th, Penn Dixie helped **39** adults explore the conditions that happen to create different types of eclipses and how to safely view this memorable occasion.

Herbal Tea – On Tuesday, March 26th, the owner of Soul in Bloom Tea taught a workshop about the benefits of drinking herbal tea for **22** adults. Samples of were provided.

Mahjong Club - Our Mahjong Club met each Wednesday morning with an average attendance of **8** adults.

T'ai Chi Chih – Accredited teacher Denise Miller taught **4** classes in March with an average attendance of **13.**

Technology Training – On Monday, March 18th, **8** adults learned how to use Canva, a free graphic design tool.

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 **28 & 20** attendees respectively on Thursday, March 21st**.**

Lancaster Historical Society - This organization is using our front display case to highlight their collection. Their March display focused on images of Lancaster businesses and homes from the early 1900s.

Lancaster Youth Bureau – Volunteers from the Youth Bureau held a hands-on St. Patrick's Day-themed craft program on Wednesday, March 13th for **11** children.

Paws for Love – A volunteer from the SPCA Paws for Love organization brought a therapy dog to the library on Saturday, March 16th. **4** children practiced reading out loud to a dog.

MEETINGS

March 21st – Kara, Meagan and John met to plan our summer programming.

SOCIAL MEDIA
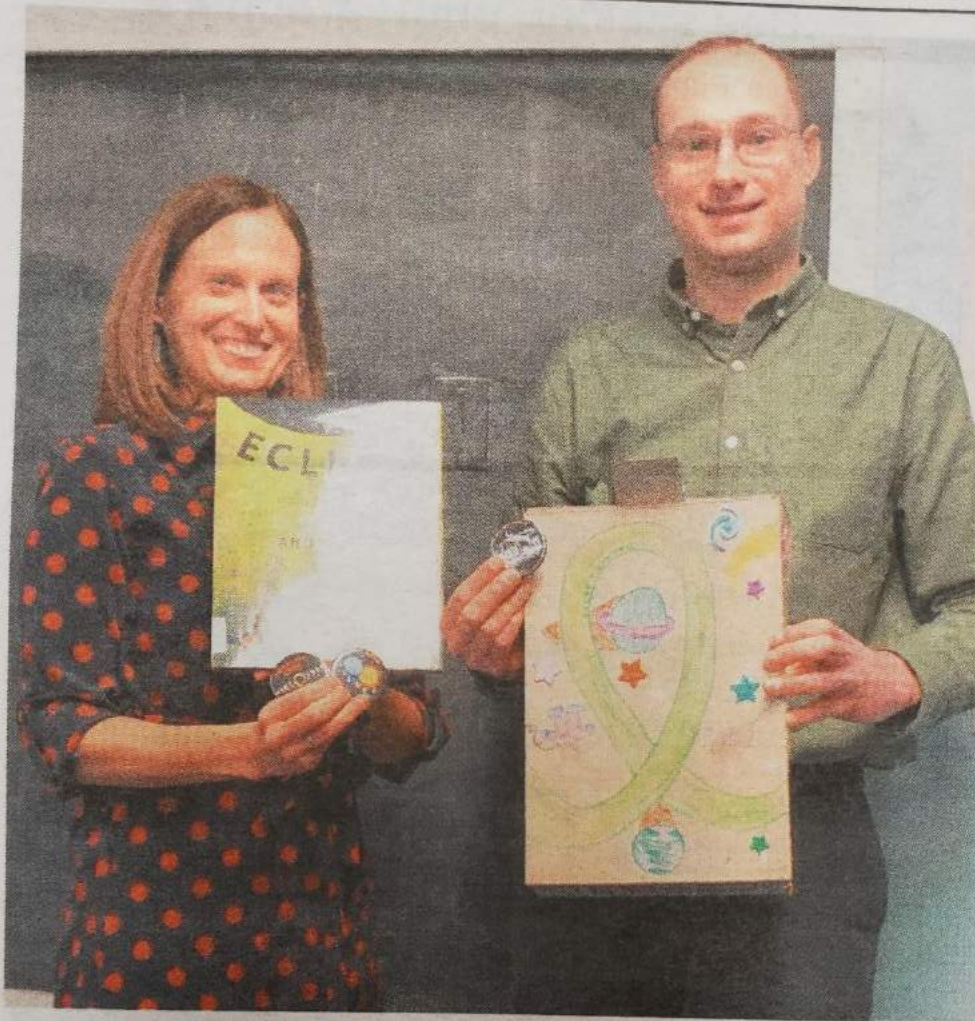
Lancaster Public Library Director Kara Stock (standing on the left) and library assistant John Benzee hold some eclipse reading material available at the library, some pins to be distributed during their April 8 activities, and one of the pinhole projectors made during a class for kids recently held at the library.

Photo by James Sinner

LANCASTER PUBLIC LIBRARY
2024 STATISTICS

CIRCULATION			
MONTH	CURRENT MONTH	PREVIOUS YR/MONTH	%Change
JAN	19,853	19,104	3.9%
FEB	21,074	19,227	9.6%
MAR	22,660	21,501	5.4%
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	63,587	59,832	6.3%

LIBRARY VISITS			
MONTH	CURRENT MONTH	PREVIOUS YR/MONTH	%Change
JAN	6,070	6,008	1.0%
FEB	8,639	7,096	21.7%
MAR	9,131	7,252	25.9%
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	23,840	20,356	17.1%

PUBLIC ACCESS COMPUTER SESSIONS			
MONTH	CURRENT MONTH	PREVIOUS YR/MONTH	%Change
JAN	533	646	-17.5%
FEB	660	605	9.1%
MAR	748	628	19.1%
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	1,941	1,879	3.3%

WIFI			
MONTH	CURRENT MONTH	PREVIOUS YR/MONTH	%Change
JAN	1,370	1,352	1.3%
FEB	1,708	1,342	27.3%
MAR	1,753	1,525	15.0%
APR			"
MAY			"
JUN			"
JUL			"
AUG			"
SEP			"
OCT			"
NOV			"
DEC			"
YR/DATE	4,831	4,219	14.5%

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: 29

Days Closed: 2

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	0	0	57	66	576	$3.00	$88.16	$28.00	$196.00	$0.00
APR										
MAY										
JUN										
JUL										
AUG										
SEP										
OCT										
NOV										
DEC										
TOTAL	0	0	119	160	1,921	$30.00	$236.51	$55.00	$556.00	$3,123.05

Total Proceeds   **$4,000.56**

	Facebook Followers	Instagram Followers
JAN	3,152	701
FEB	3,202	730
MAR	3,250	757
APR		
MAY		
JUN		
JUL		
AUG		
SEP		
OCT		
NOV		
DEC		

Programs - March 2024

Program Date	Title	# of programs	Attendance	Target Audience
3/4/2024	Sprouts	1	26	Children 5 and under
3/5/2024	Storytime	1	35	Children 5 and under
3/5/2024	Storytime	1	21	Children 5 and under
3/5/2024	Book Club	1	12	Adults
3/6/2024	Mahjong Club	1	8	Adults
3/6/2024	Tai Chi	1	13	Adults
3/7/2024	Lapsit	1	14	Intergenerational/Combined
3/7/2024	Storytime	1	45	Children 5 and under
3/7/2024	Birding 101	1	21	Adults
3/8/2024	Lapsit	1	40	Intergenerational/Combined
3/8/2024	Storytime	1	20	Children 5 and under
3/9/2024	Eclipse with the BAA	1	38	Intergenerational/Combined
3/9/2024	LEGO Club	1	31	Children 6-11
3/9/2024	LEGO Club	1	20	Children 6-11
3/12/2024	Storytime	1	45	Children 5 and under
3/12/2024	Storytime	1	18	Children 5 and under
3/12/2024	Book Club	1	6	Adults
3/13/2024	Mahjong Club	1	8	Adults
3/13/2024	Tai Chi	1	15	Adults
3/13/2024	St. Patrick's Day Craft	1	11	Children 6-11
3/13/2024	Charcuterie Boards	1	22	Adults
3/14/2024	Lapsit	1	8	Intergenerational/Combined
3/14/2024	Storytime	1	35	Children 5 and under
3/14/2024	YA Book Club	1	3	Teens
3/15/2024	Lapsit	1	45	Intergenerational/Combined
3/15/2024	Storytime	1	30	Children 5 and under
3/16/2024	Feelings Rock	1	20	Children 5 and under
3/16/2024	Read to a Dog	1	4	Children 6-11
3/18/2024	Tech Training: Canva	1	8	Adults
3/19/2024	Storytime	1	40	Children 5 and under
3/19/2024	Storytime	1	20	Children 5 and under
3/19/2024	Hillview Elementary	1	20	Children 6-11
3/20/2024	Mahjong Club	1	7	Adults
3/20/2024	Hillview Elementary	1	23	Children 6-11
3/20/2024	Tai Chi	1	11	Adults
3/20/2024	Eclipse with Penn Dixie	1	39	Adults
3/21/2024	Family Literacy	1	28	Intergenerational/Combined
3/21/2024	Lapsit	1	20	Intergenerational/Combined
3/21/2024	Storytime	1	40	Children 5 and under
3/21/2024	Family Literacy	1	20	Intergenerational/Combined
3/22/2024	Lapsit	1	22	Intergenerational/Combined
3/22/2024	Storytime	1	20	Children 5 and under
3/23/2024	Pinhole Projectors	1	22	Children 6-11

Date	Program	Count	Attendance	Audience
3/24/2024	Family Yoga	1	30	Intergenerational/Combined
3/25/2024	Kidding Around Yoga	1	4	Children 5 and under
3/26/2024	Hillview Elementary	1	20	Children 6-11
3/26/2024	Herbal Tea	1	22	Adults
3/26/2024	Hillview Elementary	1	20	Children 6-11
3/27/2024	Mahjong Club	1	8	Adults
3/27/2024	Tai Chi	1	13	Adults
3/28/2024	Homeschool LEGO	1	30	Children 6-11
3/31/2024	Tutor	5	5	Teens
3/31/2024	Tutor	2	2	Children 6-11
3/31/2024	Take and Make Craft	210	210	Children 5 and under
3/31/2024	Craft & Carry	12	12	Children 6-11
3/31/2024	STEM Kits	88	88	Children 6-11
3/31/2024	New Library Card Kits	16	16	Intergenerational/Combined
3/31/2024	Seed Library	166	166	Intergenerational/Combined
3/31/2024	Book a Tech Trainer	7	7	Adults
3/31/2024	Teen Book Box	8	8	Teens
3/31/2024	Tutor	5	5	Adults

2024 Sunday Circulation

Date		Visits	Circulation
1/7		107	158
1/14	CLOSED		
1/21		133	294
1/28		169	405
2/4		165	282
2/11		127	293
2/18		101	231
2/25		183	198
3/3		195	233
3/10		134	239
3/17		142	287
3/24		228	246
3/31	Easter		
4/7			
4/14			
4/21			
4/28	Book Sale		
5/5			
5/12			
5/19	BBQ		
		1,684	**2,866**

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

	March			Year to Date Totals			Footnotes
Library	**2024** Total Circulations	**2023** Total Circulations	**% of** Change	**2024** Total Circulations	**2023** Total Circulations	**% of** Change	
Alden (Ewell Free)	2,430	1,753	38.6%	6,760	5,251	28.7%	
Amherst							
Audubon	39,034	26,642	46.5%	105,520	27,056	290.0%	
Clearfield	27,765	37,674	-26.3%	81,555	122,515	-33.4%	Audubon - Closed 10/10/2022-3/3/2023 -
Eggertsville-Snyder	14,496	15,634	-7.3%	40,392	45,067	-10.4%	Construction.
Williamsville	4,846	4,925	-1.6%	12,470	14,435	-13.6%	
Angola	3,202	2,970	7.8%	9,186	8,696	5.6%	
Aurora	15,181	14,855	2.2%	44,048	41,468	6.2%	Central - Last year, Central was
Boston	3,344	3,309	1.1%	8,965	8,730	2.7%	temporarily closed 3pm weekdays
Cheektowaga							3/10/23-3/23/23 for safety concerns.
Julia Boyer Reinstein	24,863	25,145	-1.1%	70,306	70,473	-0.2%	
Reinstein Memorial	9,205	8,569	7.4%	26,294	24,794	6.0%	Crane - Closed 8/15/22-9/10/2023 -
Clarence	20,345	22,164	-8.2%	58,627	61,584	-4.8%	Phase 2 construction. Re-opened
Collins	5,272	5,415	-2.6%	15,360	15,892	-3.3%	9/11/2023.
Concord	5,154	5,633	-8.5%	15,371	15,424	-0.3%	
Eden	4,000	3,816	4.8%	11,598	10,700	8.4%	Eden - Carpet installation 3/4/2024-
Elma	9,333	10,203	-8.5%	26,852	28,345	-5.3%	3/6/2024. Open 11am-4pm each day
Grand Island Memorial	11,107	11,002	1.0%	31,358	31,539	-0.6%	with limited services.
Hamburg							
Hamburg	20,433	20,312	0.6%	56,203	55,251	1.7%	González-Soto - Closed 9/12/2022 -
Lake Shore	6,271	6,721	-6.7%	16,781	18,504	-9.3%	8/27/2023 - Phase 1 Construction. Re-
Lackawanna	4,856	4,503	7.8%	14,090	12,541	12.4%	opened 8/28/2023.
Lancaster	22,660	21,501	5.4%	63,587	59,832	6.3%	
Marilla	3,574	3,378	5.8%	10,219	10,273	-0.5%	
Newstead	4,680	5,134	-8.8%	13,640	13,860	-1.6%	
North Collins	1,491	2,226	-33.0%	4,423	5,553	-20.3%	
Orchard Park	26,110	24,890	4.9%	74,285	70,973	4.7%	
City of Tonawanda	9,065	9,742	-6.9%	26,299	28,488	-7.7%	
Town of Tonawanda							
Kenilworth	5,612	6,052	-7.3%	15,418	17,260	-10.7%	
Kenmore	27,668	27,973	-1.1%	78,309	79,410	-1.4%	
West Seneca	21,303	21,150	0.7%	59,547	56,966	4.5%	
Buffalo							
Coles	2,163	2,563	-15.6%	6,296	6,875	-8.4%	
Crane	9,150	0	See note.	25,027	0	See note.	
Dudley	4,251	4,881	-12.9%	11,932	13,654	-12.6%	
East Clinton	2,745	2,457	11.7%	7,091	7,262	-2.4%	
González-Soto	2,466	0	See note.	7,725	0	See note.	
Merriweather	4,292	4,704	-8.8%	11,628	13,717	-15.2%	
North Park	8,662	12,362	-29.9%	24,060	35,184	-31.6%	
Panty	2,071	2,066	0.2%	6,062	6,706	-9.6%	
Central	22,886	30,728	-25.5%	65,546	90,298	-27.4%	
BookmobileServices							
Library on Wheels	3,497	4,042	-13.5%	9,811	13,388	-26.7%	
Library2Go	2,459	1,910	28.7%	6,860	5,894	16.4%	
Institutions							
Correctional Facility	6,140	3,831	60.3%	20,907	15,118	38.3%	
Holding Center	16,450	9,888	66.4%	42,262	29,287	44.3%	
System							
Online Renewals	598	688	-13.1%	1,916	1,982	-3.3%	
Interlibrary Loans	1,494	1,342	11.3%	4,393	3,888	13.0%	
eAudiobooks	71,805	57,943	23.9%	207,779	166,164	25.0%	
eVideos	1,066	715	49.1%	3,027	2,015	50.2%	
eBooks	92,963	88,257	5.3%	279,510	256,187	9.1%	
eMusic	247	251	-1.6%	710	668	6.3%	
eMagazines	25,514	6,923	268.5%	86783	21,031	312.6%	
B&ECPL Totals	**634,219**	**588,842**	7.7%	**1,826,788**	**1,650,198**	10.7%	
Member Libraries	353,300	353,291	0.0%	997,463	960,880	3.8%	
Buffalo Branches	35,800	29,033	23.3%	99,821	83,398	19.7%	
Central Library	22,886	30,728	-25.5%	65,546	90,298	-27.4%	
Bookmobile Services	5,956	5,952	0.1%	16,671	19,282	-13.5%	
Institutions	22,590	13,719	64.7%	63,169	44,405	42.3%	
System	193,687	156,119	24.1%	584,118	451,935	29.2%	

Library Visits

Library	March 2024 Total Sessions	March 2023 Total Sessions	% of Change	Year to Date Totals 2024 Total Sessions	Year to Date Totals 2023 Total Sessions	% of Change	Footnotes
Alden (Ewell Free)	1,142	744	53.5%	2,920	2,212	32.0%	
Amherst							
Audubon	13,058	9,100	43.5%	33,505	9,100	268.2%	
Clearfield	12,153	11,640	4.4%	31,371	37,435	-16.2%	Audubon - Closed 10/10/2022-3/3/2023 -
Eggertsville-Snyder	5,338	4,940	8.1%	14,704	14,141	4.0%	Construction.
Williamsville	2,277	2,084	9.3%	5,597	5,115	9.4%	
Angola	4,744	2,332	103.4%	10,525	6,909	52.3%	Central - Last year, Central was
Aurora	6,489	5,574	16.4%	17,541	14,797	18.5%	temporarily closed 3pm weekdays
Boston	1,478	1,135	30.2%	3,791	3,088	22.8%	3/10/23-3/23/23 for safety concerns.
Cheektowaga							
Julia Boyer Reinstein	10,912	8,793	24.1%	27,459	23,758	15.6%	Central - New visitor counters installed
Reinstein Memorial	4,874	3,856	26.4%	11,335	10,805	4.9%	7/13/2023.
Clarence	8,033	6,563	22.4%	20,697	17,987	15.1%	
Collins	2,053	1,455	41.1%	4,969	4,032	23.2%	Crane - Closed 8/15/22-9/10/2023 -
Concord	2,941	2,676	9.9%	8,169	7,680	6.4%	Phase 2 construction. Re-opened
Eden	1,721	1,325	29.9%	4,311	3,371	27.9%	9/11/2023.
Elma	4,295	3,647	17.8%	10,732	9,493	13.1%	
Grand Island Memorial	5,556	3,498	58.8%	13,168	9,528	38.2%	Eden - Carpet installation 3/4/2024-
Hamburg							3/6/2024. Open 11am-4pm each day
Hamburg	9,755	8,631	13.0%	24,638	22,427	9.9%	with limited services.
Lake Shore	4,119	3,275	25.8%	10,378	8,975	15.6%	
Lackawanna	3,255	3,136	3.8%	8,296	8,050	3.1%	González-Soto - Closed 9/12/2022 -
Lancaster	9,131	7,252	25.9%	23,830	20,356	17.1%	8/27/2023 - Phase 1 Construction. Re-
Marilla	1,125	1,116	0.8%	2,832	2,925	-3.2%	opened 8/28/2023.
Newstead	3,257	2,598	25.4%	8,311	7,268	14.4%	
North Collins	1,203	1,261	-4.6%	3,143	3,160	-0.5%	
Orchard Park	14,808	10,871	36.2%	37,102	29,998	23.7%	
City of Tonawanda	5,052	4,410	14.6%	13,647	11,595	17.7%	
Town of Tonawanda							
Kenilworth	3,352	3,054	9.8%	9,090	7,901	15.0%	
Kenmore	11,265	8,893	26.7%	29,738	24,983	19.0%	
West Seneca	11,439	9,065	26.2%	29,610	24,584	20.4%	
Buffalo							
Coles	3,498	3,387	3.3%	9,371	8,924	5.0%	
Crane	4,626	0	See note.	11,462	0	See note.	
Dudley	3,105	2,752	12.8%	7,135	7,568	-5.7%	
East Clinton	1,702	1,211	40.5%	3,712	3,056	21.5%	
González-Soto	3,362	0	See note.	7,894	0	See note.	
Merriweather	9,963	7,204	38.3%	23,670	19,579	20.9%	
North Park	4,536	5,680	-20.1%	11,646	15,239	-23.6%	
Panty	2,919	2,389	22.2%	7,559	6,365	18.8%	
Central	29,839	19,691	51.5%	82,612	65,534	26.1%	
Bookmobile Services							
Library on Wheels	1,853	1,597	16.0%	4,308	4,480	-3.8%	
Library2Go	305	243	25.5%	809	525	54.1%	
Institutions							
Correctional Facility	1,303	1,076	21.1%	4,007	3,015	32.9%	
Holding Center	576	747	-22.9%	1,617	1,968	-17.8%	
System	**232,412**	**178,901**	**29.9%**	**597,211**	**487,926**	**22.4%**	
Member Libraries	164,825	132,924	24.0%	421,409	351,673	19.8%	
Buffalo Branches	33,711	22,623	49.0%	82,449	60,731	35.8%	
Central Library	29,839	19,691	51.5%	82,612	65,534	26.1%	
Bookmobile	2,158	1,840	17.3%	5,117	5,005	2.2%	
Institutions	1,879	1,823	3.1%	5,624	4,983	12.9%	

Registered Public Access Computer Sessions

Session Counts Per Outlet

Library	March			Year to Date Totals			Footnotes
	2024	**2023**	**% of**	**2024**	**2023**	**% of**	
	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	
Alden (Ewell Free)	76	60	26.7%	216	166	30.1%	
Amherst							
Audubon	1,183	732	61.6%	3,056	735	315.8%	
Clearfield	867	895	-3.1%	2,632	3,072	-14.3%	Audubon - Closed 10/10/2022-3/3/2023 - Construction.
Eggertsville-Snyder	406	501	-19.0%	1,133	1,473	-23.1%	
Williamsville	92	116	-20.7%	347	329	5.5%	
Angola	201	177	13.6%	595	493	20.7%	Central - Last year, Central was temporarily closed 3pm weekdays 3/10/23-3/23/23 for safety concerns.
Aurora	375	400	-6.3%	1,141	1,148	-0.6%	
Boston	68	67	1.5%	200	166	20.5%	
Cheektowaga							
Julia Boyer Reinstein	1,205	1,421	-15.2%	3,772	3,976	-5.1%	Crane - Closed 8/15/22-9/10/2023 - Phase 2 construction. Re-opened 9/11/2023.
Reinstein Memorial	865	759	14.0%	2,152	2,227	-3.4%	
Clarence	490	498	-1.6%	1,311	1,301	0.8%	
Collins	138	149	-7.4%	371	392	-5.4%	
Concord	166	178	-6.7%	582	529	10.0%	Eden - Carpet installation 3/4/2024-3/6/2024. Open 11am-4pm each day with limited services.
Eden	99	101	-2.0%	286	293	-2.4%	
Elma	219	212	3.3%	527	573	-8.0%	
Grand Island Memorial	227	229	-0.9%	645	634	1.7%	
Hamburg							González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction. Re-opened 8/28/2023.
Hamburg	1,006	977	3.0%	2,671	2,508	6.5%	
Lake Shore	180	271	-33.6%	558	684	-18.4%	
Lackawanna	476	488	-2.5%	1,362	1,453	-6.3%	
Lancaster	748	628	19.1%	1,941	1,879	3.3%	
Marilla	28	35	-20.0%	81	127	-36.2%	
Newstead	164	170	-3.5%	445	480	-7.3%	
North Collins	96	97	-1.0%	283	281	0.7%	
Orchard Park	813	816	-0.4%	2,136	2,089	2.2%	
City of Tonawanda	744	687	8.3%	2,088	1,839	13.5%	
Town of Tonawanda							
Kenilworth	420	385	9.1%	1,139	1,059	7.6%	
Kenmore	1,468	1,426	2.9%	4,300	3,923	9.6%	
West Seneca	1,265	1,125	12.4%	3,302	2,931	12.7%	
Buffalo							
Coles	1,042	1,028	1.4%	3,011	2,733	10.2%	
Crane	677	0	See note.	1,793	0	See note.	
Dudley	580	480	20.8%	1,426	1,398	2.0%	
East Clinton	334	293	14.0%	836	709	17.9%	
González-Soto	472	0	See note.	1,217	0	See note.	
Merriweather	1,493	1,685	-11.4%	3,984	4,278	-6.9%	
North Park	813	1,317	-38.3%	2,374	3,459	-31.4%	
Panty	444	428	3.7%	1,229	1,275	-3.6%	
Central	5,657	7,231	-21.8%	17,384	21,570	-19.4%	
BookmobileServices							
Library on Wheels	0	0	#DIV/0!	0	0	#DIV/0!	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
System	**25,597**	**26,062**	**-1.8%**	**72,526**	**72,182**	**0.5%**	
Member Libraries	14,085	13,600	3.6%	39,272	36,760	6.8%	
Buffalo Branches	5,855	5,231	11.9%	15,870	13,852	14.6%	
Central Library	5,657	7,231	-21.8%	17,384	21,570	-19.4%	
Bookmobile Services	0	0	#DIV/0!	0	0	#DIV/0!	

WiFi

Total Logins

Library	March 2024 Total Sessions	March 2023 Total Sessions	% of Change	Year to Date Totals 2024 Total Sessions	Year to Date Totals 2023 Total Sessions	% of Change	Footnotes
Alden (Ewell Free)	453	397	14.1%	1,213	1,089	11.4%	
Amherst							
Audubon	5,010	2,958	69.4%	12,849	4,803	167.5%	
Clearfield	2,728	2,564	6.4%	6,752	7,963	-15.2%	Audubon - Closed 10/10/2022-3/3/2023 -
Eggertsville-Snyder	1,155	1,016	13.7%	3,241	2,833	14.4%	Construction.
Williamsville	1,120	907	23.5%	3,201	2,543	25.9%	
Angola	112	112	0.0%	265	322	-17.7%	Central - Last year, Central was
Aurora	2,018	1,654	22.0%	5,500	4,578	20.1%	temporarily closed 3pm weekdays
Boston	251	171	46.8%	579	455	27.3%	3/10/23-3/23/23 for safety concerns.
Cheektowaga							
Julia Boyer Reinstein	1,861	1,468	26.8%	4,972	3,789	31.2%	Crane - Closed 8/15/22-9/10/2023 -
Reinstein Memorial	842	728	15.7%	2,146	1,856	15.6%	Phase 2 construction. Re-opened
Clarence	1,693	1,406	20.4%	4,636	3,895	19.0%	9/11/2023.
Collins	293	260	12.7%	759	777	-2.3%	
Concord	566	491	15.3%	1,486	1,319	12.7%	Eden - Carpet installation 3/4/2024-
Eden	202	151	33.8%	555	426	30.3%	3/6/2024. Open 11am-4pm each day
Elma	440	389	13.1%	1,085	943	15.1%	with limited services.
Grand Island Memorial	802	607	32.1%	2,119	1,651	28.3%	
Hamburg							González-Soto - Closed 9/12/2022 -
Hamburg	2,069	1,825	13.4%	5,365	4,599	16.7%	8/27/2023 - Phase 1 Construction. Re-
Lake Shore	539	495	8.9%	1,533	1,076	42.5%	opened 8/28/2023.
Lackawanna	553	539	2.6%	1,483	1,386	7.0%	
Lancaster	1,753	1,525	15.0%	4,831	4,219	14.5%	
Marilla	87	103	-15.5%	243	255	-4.7%	
Newstead	596	456	30.7%	1,525	1,172	30.1%	
North Collins	368	457	-19.5%	1,021	1,119	-8.8%	
Orchard Park	2,421	1,986	21.9%	6,477	5,112	26.7%	
City of Tonawanda	1,196	763	56.7%	3,348	2,001	67.3%	
Town of Tonawanda							
Kenilworth	440	432	1.9%	1,222	1,258	-2.9%	
Kenmore	2,276	2,046	11.2%	6,197	5,544	11.8%	
West Seneca	2,491	1,873	33.0%	6,468	5,079	27.3%	
Buffalo							
Coles	1,160	968	19.8%	3,131	2,633	18.9%	
Crane	1,456	0	See note.	3,838	0	See note.	
Dudley	2,373	1,630	45.6%	6,401	4,634	38.1%	
East Clinton	907	546	66.1%	2,154	1,491	44.5%	
González-Soto	1,280	562	127.8%	3,001	1,452	106.7%	
Merriweather	1,594	1,422	12.1%	4,280	3,701	15.6%	
North Park	1,143	1,135	0.7%	3,034	3,205	-5.3%	
Panty	1,562	1,046	49.3%	3,869	2,796	38.4%	
Central	16,365	15,909	2.9%	45,309	42,607	6.3%	
BookmobileServices							
Library on Wheels	65	66	-1.5%	164	241	-32.0%	
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
System	**62,240**	**51,063**	**21.9%**	**166,252**	**134,822**	**23.3%**	
Member Libraries	34,335	27,779	23.6%	91,071	72,062	26.4%	
Buffalo Branches	11,475	7,309	57.0%	29,708	19,912	49.2%	
Central Library	16,365	15,909	2.9%	45,309	42,607	6.3%	
Bookmobile Services	65	66	-1.5%	164	241	-32.0%	

Lancaster Financial Monthly Report 2024
March

Account	Deposits	Disbursements		Sub-Total	Balance
M & T Checking					
Beginning Balance					**$6,186.38**
Receipts	$435.99				
BECPL: 2023 return to system (#25020)		-$3,581.17			
Ending Balance	$435.99	-$3,581.17		-$3,145.18	$3,041.20

Bank on Buffalo	Deposits	Disbursements	Credit card charges	Subtotal	Total balance
Beginning Balance			-$2,451.52		**$26,222.16**
Credit card payment Feb.			$2,451.52		
St. Mary's Elementary School Sunday hours donation	$234.80				
Headphones 1 @ $3	$3.00				
Vending	$28.00				
Copier	$88.16				
Book sale	$196.00				
Amazon: Spring teen book box items			-$49.35		
Amazon: Eclipse craft supplies (crafts)			-$186.77		
Amazon: Coloring pages (crafts)			-$59.93		
New York State: Sales tax paid		-$297.01			
Donna Baia: 3/25 Kidding Around Yoga (#614)		-$50.00			
Graciel Evenstar: 3/26 tea program (#615)		-$100.00			
Friends of the Lancaster Library: St. Mary's School donation transfer (#616)		-$234.80			
Office Depot: Floor mats			-$251.20		
Amazon: Hand pruner			-$59.52		
Positive Promotions: Volunteer gifts			-$77.89		
Demco: Bags for sign language kit			-$111.92		
Amazon: Sign language kit			-$119.09		
Buffalo Astronomical Association: 3/9 workshop (#617)		-$100.00			
Arts for Learning WNY: 4/2 program (#618)		-$275.00			
Ancient Eyes Productions: 4/4 mobile dome (#619)		-$365.00			
Michaels: Craft paper (crafts)			-$60.78		
Amazon: Wiggle eyes (crafts)			-$20.27		
Checking Ending Balance	$549.96	-$1,421.81	-$996.72	-$1,868.57	$24,353.59

	Amount	Interest Rate	Disbursments	Interest	Total
Savings 5880	$200,844.00	4.8%	$0.00	$765.96	$201,609.96
Total Balance BankonBuffalo					$225,963.55

CDs	Amount	Maturity	Interest Rate	Interest	Total
Evans CD 6749	$29,309.79	12M 1/24/25	4.00%	$0.00	$29,309.79
M&T CD 8128	$50,066.34	12M 12/21/24	4.40%	$0.00	$50,066.34
Total balance all accounts					$308,380.88

Petty Cash
March 2024

Date	Item	Deposit	Withdrawl	Total
				$220.79
20-Mar	Josh- Tops- 2x 5 gal water bottle exchange		-$13.98	$206.81
27-Mar	Meagan- Party City- Big bubble machine		-$28.00	$178.81
		$0.00	-$41.98	$178.81

Crafts budget 2024				
DATE	VENDOR	PURPOSE	PAYMENT	AMOUNT
1/8/2024	Michaels	Bead craft supplies	CC	$101.38
1/25/2024	Amazon	Craft supplies- mini art show	CC	$143.11
1/26/2024	Michaels	Craft supplies	CC	$180.39
3/8/2024	Amazon	Eclipse craft supplies	CC	$186.77
3/14/2024	Amazon	Coloring pages	CC	$59.93
3/20/2024	Michaels	Craft paper	CC	$60.78
3/20/2024	Amazon	Wiggle eyes	CC	$20.27

	Total	$752.63
	Left over:	$3,324.03

Income	
DATE	ISSUED AMOUNT
2023 left over	$76.66
2024 budget	$4,000.00
Total:	$4,076.66

Elks grant budget 2024				
DATE	VENDOR	PURPOSE	PAYMENT METHOD	ISSUED AMOUNT
1/3/2024	Amazon	Luggage tags for kits	CC	$12.99
1/3/2023	Demco	6 bags for sensory kits	CC	$223.84
1/25/2024	Amazon	Fidget items' storage and labels	CC	$57.45
2/6/2024	Lakeshore Learning	Sensory kits	CC	$115.46
2/6/2024	Amazon	Sensory kits	CC	$861.09
2/6/2024	Therapy Shoppe	Sensory kits	CC	$144.02
2/7/2024	Amazon	Damaged book replacement for butterfly kit	CC	$6.99
2/9/2024	Demco	13 bags for sensory kits	CC	$506.08
2/14/2024	Amazon	Sensory kits	CC	$97.00
2/26/2024	Amazon	Fidget items' storage	CC	$22.99

	Total	$2,047.91
	Left over:	$1,724.74

Elks grant checks	
DATE	ISSUED AMOUNT
Left over 2023	$772.65
Elks grant 2024	$3,000.00
Total:	$3,772.65

RESOLUTION adopted by the Board of Trustees of the Lancaster Public Library at a regular (or special) meeting of said Board of Trustees held at the Lancaster Public Library on the eleventh day of April 2024 at four o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the Lancaster Public Library, held at the Lancaster Public Library on the eleventh day of April 2024, a resolution was adopted of which the following is a true copy:

> RESOLVED, that the Library operated under its plan of service in accordance with the provisions of Education law and the Regulations of the Commissioner, and be it further
>
> RESOLVED, that the Library attest that the financial information provided to the Buffalo & Erie County Public Library and New York State as part of any and all reporting is true and complete, and be it further
>
> RESOLVED, that the "Annual Report" was reviewed and accepted by the Board of Trustees.

Clerk _____

Ayes _____

Noes _____

1. GENERAL LIBRARY INFORMATION

Library / Director Information

[Outline of Major Changes](#)

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link <u>here</u> and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.
To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.
Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2023, <u>except</u> for questions related to the <u>current</u> library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	0800143520
1.2	Library Name	LANCASTER PUBLIC LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Lancaster
1.6	Beginning Fiscal Reporting Year	01/01/2023
1.7	Ending Fiscal Reporting Year	12/31/2023
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No

1.9   If yes, please indicate the beginning date   N/A
of library's new reporting year. Enter N/A if No
was answered to Question 1.8.

1.10   Please indicate the ending date of   N/A
library's new reporting year. Enter N/A if No was
answered to Question 1.8.

1.11   Beginning Local Fiscal Year   01/01/2023

1.12   Ending Local Fiscal Year   12/31/2023

1.13   Address Status   00 (for no change from
previous year)

1.14   Street Address   5466 BROADWAY

1.15   City   LANCASTER

1.16   Zip Code   14086

1.17   Mailing Address   5466 BROADWAY

1.18   City   LANCASTER

1.19   Zip Code   14086

1.20   Telephone Number (enter 10 digits only   (716) 683-1120
and hit the Tab key; enter N/A if no telephone
number)

1.21   Fax Number (enter 10 digits only and hit   (716) 686-0749
the Tab key; enter N/A if no fax number)

1.22   E-Mail Address to Contact the Library   lnc@buffalolib.org
(Enter N/A if no e-mail address)

1.23   Library Home Page URL (Enter N/A if   https://www.buffalolib.org/locations-
no home page URL)   hours/lancaster-public-library

1.24   Population Chartered to Serve (per 2020   45,106
Census)

1.25   Indicate the type of library as stated in   PUBLIC
the library's charter (select one):

1.26   Indicate the area chartered to serve as   Town
stated in the library's charter (select one):

1.27   During the reporting year, has there been   N
any change to the library's legal service area
boundaries? Changes must be the result of a
Regents charter action. Answer Y for Yes, N for
No.

1.28   Indicate the type of charter the library   Absolute
currently holds (select one):

1.29   Date the library was granted its absolute   09/16/1915
charter _or_ the date of the provisional charter if the
library does not have an absolute charter

1.30   Date the library was last registered   12/30/1947

1.31   Federal Employer Identification Number   166002581

1.32   County   ERIE

1.33   School District   Lancaster Central School
District

1.34   Town/City   Lancaster

1.35   Library System   Buffalo & Erie County Public
Library

**THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE
NEXT QUESTION.**

1.36a   President/CEO Name   N/A

1.36b   President/CEO Phone Number   N/A

1.36c   President/CEO Email   N/A

NOTE: For questions 1.37 through 1.44, report all information for the <u>current</u> library director/manager.

1.37   First Name of Library Director/Manager   Kara

1.38   Last Name of Library Director/Manager   Stock

1.39   NYS Public Librarian Certification   19485
Number

1.40   What is the highest education level of the Master's Degree
library manager/director?

1.41   If the library manager/director holds a   Y
Master's Degree, is it a Master's Degree in
Library/Information Science?

1.42   Do all staff working in the budgeted   Y
Librarian (certified) positions reported in 6.4 have
an active NYS Public Librarian Certificate? If No,
list the name and e-mail address of each staff
member without an active certificate in a Note.

1.43   E-mail Address of the Director/Manager   stockk@buffalolib.org

1.44   Fax Number of the Director/Manager   (716) 686-0749

1.45   Does the library charge fees for library   Y
cards to people residing outside the system's
service area?

1.46   Was all or part of the library's funding   N
subject to a public vote(s) held during Calendar
Year 2023? (Please respond even if the vote was
unsuccessful). Enter Y for Yes, N for No. If Yes,
complete one record for the public vote from each
funding source. If no, go to question 1.47.

Public Votes / Contracts

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of municipality or district holding the public vote — N/A

2. Indicate the type of municipality or district holding the public vote — N/A

3. Date the vote was held (mm/dd/2023) — N/A

4. Was the vote successful? Y/N — N/A

5. What type of public vote was it? — N/A

6a. Most recent prior year approved appropriation from a public vote: — N/A

6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: — N/A

6c. Total proposed appropriation (manually sum of 6a and 6b): — N/A

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2023) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48. — N

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of municipality or district holding the public vote — N/A

2. Indicate the type of municipality or district holding the public vote

3. Date the last successful vote was held (mm/dd/yyyy) — N/A

4.   What type of public vote was it?

5.   What was the total dollar amount of the   N/A
appropriation from tax dollars resulting from the
last successful vote?

1.48   Does the reporting library have a   N
contractual agreement with a municipality or
district to provide library services to residents of
an area not served by a chartered library? Enter Y
for Yes, N for No. If yes, please complete one
record for *each* contract. If no, go to question
1.49.

Unusual Circumstances

Please Note: last year's answers for repeating groups cannot be displayed.

1.   Name of contracting municipality or   N/A
district

2.   Is this a written contractual agreement?   N/A

3.   Population of the geographic area served   N/A
by this contract

4.   Dollar amount of contract   N/A

5.   Enter the appropriate code for range of   N/A
services provided (select one):

1.49   For the reporting year, has the library   N
experienced any unusual circumstance(s) that
affected the statistics reported (e.g., natural
disaster, fire, closed for renovations, massive
weeding of collection, etc.)? If yes, please
annotate explaining the circumstance(s) and the
impact on the library using the Note; if no, please
go to Part 2, Library Collection.

2. LIBRARY COLLECTION

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please read general information instructions below before completing this section.

This section of the survey (2.1-2.25) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	14,029
2.2	Adult Non-fiction Books	7,860
2.3	Total Adult Books (Total questions 2.1 & 2.2)	21,889
2.4	Children's Fiction Books	14,095
2.5	Children's Non-fiction Books	3,754
2.6	Total Children's Books (Total questions 2.4 & 2.5)	17,849
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	39,738

Other Print Materials

2.8	Total Uncataloged Books	2,493
2.9	Total Print Serials	1,465
2.10	All Other Print Materials	12

2.11   Total Other Print Materials (Total   3,970
questions 2.8 through 2.10)

2.12   Total Print Materials (Total questions 2.7   43,708
and 2.11)

ALL OTHER MATERIALS
Electronic Materials

2.13   Electronic Books   0

2.14   Local Electronic Collections   21

2.15   NOVEL$_{NY}$ Electronic Collections   15

2.16   Total Electronic Collections (Total   36
questions 2.14 and 2.15)

2.17   Audio - Downloadable Units   0

2.18   Video - Downloadable Units   0

2.19   Other Electronic Materials (Include   1
items that are not included in the above categories,
such as e-serials; electronic files; collections of
digital photographs; and electronic government
documents, reference tools, scores and maps.)

2.20   Total Electronic Materials (Total   37
questions 2.13, 2.16, 2.17, 2.18 and 2.19)

Non-Electronic Materials

2.21   Audio - Physical Units   4,387

2.22   Video - Physical Units   15,188

2.23   Other Circulating Physical Items   119

2.24   Total Other Materials - Non-Electronic   19,694
(Total questions 2.21 through 2.23)

Note: Last year's 62,964 looks like a miscalculation. Last year's 2.24 should have been 20,052.

2.25   **GRAND TOTAL HOLDINGS** (Total   63,439
questions 2.12, 2.20 and 2.24)

ADDITIONS TO HOLDINGS - Do <u>not</u> subtract withdrawals or discards.

2.26   Cataloged Books   3,156

2.27   All Other Print Materials   1,080

2.28   Electronic Materials   0

2.29   All Other Materials   1,130

2.30   Total Additions (Total questions 2.26   5,366
through 2.29)

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.32 as of the end fiscal year reported in Questions 1.6 and 1.7 in Part 1; report information on questions 3.33 through 3.77 for the 2023 <u>calendar</u> year. Please click here to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1   Library visits (total annual attendance)   85,291

3.1a   Regarding the number of Library Visits   CT - Annual Count
entered, is this an annual count or an annual
estimate based on a typical week or weeks?

3.2   Registered resident borrowers   18,819

3.3   Registered non-resident borrowers   7

Please report information on WRITTEN POLICIES as of 12/31/23.

WRITTEN POLICIES (Answer Y for Yes, N for No)

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

3.4   Does the library have an open meeting   Y
policy?

3.5   Does the library have a policy protecting   Y
the confidentiality of library records?

3.6   Does the library have an Internet use   Y
policy?

3.7   Does the library have a disaster plan?   Y

3.8   Does the library have a board-approved   Y
conflict of interest policy?

3.9   Does the library have a board-approved   Y
whistle blower policy?

3.10   Does the library have a board-approved   Y
sexual harassment prevention policy?

Please report information on ACCESSIBILITY as of 12/31/23.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11   Does the library provide service to   Y
persons who cannot visit the library (homebound
persons, persons in nursing homes, persons in jail,
etc.)?

Note: Library by Mail offered at the System Level.

3.12   Does the library have assistive devices   N
for persons who are deaf and hearing impaired
(TTY/TDD)?

3.13   Does the library have large print books?   Y

3.14   Does the library have assistive   Y
technology for people who are visually impaired
or blind?

        screen reader, such as JAWS,   Yes
Windoweyes or NVDA

        refreshable Braille commonly referred to   No
as a refreshable Braille display

        screen magnification software, such as   Yes
Zoomtext

        electronic scanning and reading   No
software, such as OpenBook

3.16   Is the library registered for services from Y
either the New York State Talking Book and
Braille Library (New York State Library, Albany)
or the Andrew Heiskell Braille and Talking Book
Library (The New York Public Library, New
York)?

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Live Program Sessions

A live program session is any planned event which introduces the group attending to library services
or which provides information to participants.
Program sessions may cover use of the library, library services, or library tours. Program sessions
may also provide cultural, recreational, or educational information.
Examples of these types of program sessions include, but are not limited to, film showings, lectures,
story hours, literacy programs, citizenship classes, and book discussions.

For specific examples of live and prerecorded programs (previously called synchronous and
asynchronous), please refer to the chart in Instructions.

Live Programs Categorized by Age

3.17a   Number of Sessions Targeted at Children 208
Ages 0-5

| 3.17b | Attendance at Sessions Targeted at Children Ages 0-5 | 4,572 |

| 3.18a | Number of Sessions Targeted at Children Ages 6-11 | 82 |

| 3.18b | Attendance at Sessions Targeted at Children Ages 6-11 | 2,753 |

| 3.19a | Number of Sessions Targeted at Young Adults Ages 12-18 | 30 |

| 3.19b | Attendance at Sessions Targeted at Young Adults Ages 12-18 | 277 |

| 3.20a | Number of Sessions Targeted at Adults Age 19 or Older | 156 |

| 3.20b | Attendance at Sessions Targeted at Adults Age 19 or Older | 1,702 |

| 3.21a | Number of General Interest Program Sessions | 56 |

| 3.21b | Attendance at General Interest Program Sessions | 3,575 |

| 3.22 | Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a) | 532 |

| 3.23 | Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b) | 12,879 |

Live Programs Categorized by Venue

| 3.24a | Total Live Onsite Program Sessions | 524 |

| 3.24b | Total Live Onsite Program Attendance | 12,043 |

| 3.25a | Total Live Offsite Program Sessions | 8 |

3.25b   Total Live Offsite Program Attendance   836

3.26a   Total Live Virtual Program Sessions   0

3.26b   Total Live Virtual Program Attendance   0

3.27   Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)   532

3.28   Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)   12,879

Prerecorded and One-on-One Programs

3.29   Total Number of Prerecorded Program Presentations   0

3.30   Total Views of Prerecorded Program Presentations within 30 Days   0

3.31   One-on-One Program Sessions   6,576

3.32   Attendance at One-on-One Program Sessions   6,576

Teen-Led / Promotion / Summer Reading

3.33   Did your library offer teen-led activities during the 2023 calendar year?   N

3.34   Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?   Yes

Please report information on SUMMER READING PROGRAMS for the 2023 calendar year

SUMMER READING PROGRAM

3.35	Did the library offer a summer reading program in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.36	Library outlets offering the summer reading program	1
3.37	Children registered for the library's summer reading program	305
3.38	Young adults registered for the library's summer reading program	25
3.39	Adults registered for the library's summer reading program	44
3.40	Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	374
3.41a	Children's program sessions - Summer 2023	88
3.41b	Children's program attendance - Summer 2023	4,094
3.42a	Young adult program sessions - Summer 2023	17
3.42b	Young adult program attendance - Summer 2023	166
3.43a	Adult program sessions - Summer 2023	20
3.43b	Adult program attendance - Summer 2023	222
3.44	Total program sessions - Summer 2023 (total 3.41a + 3.42a + 3.43a)	125

3.45   Total program attendance - Summer   4,482
2023 (total 3.41b + 3.42b + 3.43b)

3.46   Did the library use the Summer Reading   Y
at New York Libraries name and/or logo?

3.47   Did the library use the Collaborative   Y
Summer Library Program (CSLP) Manual,
provided through the New York State Library?

COLLABORATORS

3.48   Public school district(s) and/or BOCES   1

3.49   Non-public school(s)   0

3.50   Childcare center(s)   0

3.51   Summer camp(s)   0

3.52   Municipality/Municipalities   0

3.53   Literacy provider(s)   0

3.54   Other (describe using the State note)   2

Note: Lancaster Youth Bureau, 200 Oxford Ave, Lancaster, NY, 716-683-4444 SPCA Paws for
Love, 300 Harlem Rd, West Seneca, NY 14224, 716-875-7360

3.55   Total Collaborators (total 3.48 through   3
3.54)

Early Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2023 calendar year.

EARLY LITERACY PROGRAMS

3.56   Did the library offer early literacy   Y
programs in 2023? (Enter Y for Yes, N for No) If
entering no, proceed to the next section.

3.57a	Focus on birth - school entry (kindergarten) sessions	208
3.57b	Focus on birth - school entry (kindergarten) attendance	4,572
3.58a	Focus on parents & caregivers sessions	0
3.58b	Focus on parents & caregivers attendance	0
3.59a	Combined audience sessions	7
3.59b	Combined audience attendance	121
3.60	Total Sessions	215
3.61	Total Attendance	4,693

3.62 - Collaborators (check all that apply):

a.	Childcare center(s)	No
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public School(s)	No
d.	Health care providers/agencies	No
e.	Other (describe using the State note)	No

Adult Literacy

Please report information on ADULT LITERACY for the 2023 calendar year.

ADULT LITERACY

3.63 Did the library offer adult literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y

3.64a Total group program sessions 1

3.64b Total group program attendance 27

3.65a Total one-on-one program sessions 70

3.65b Total one-on-one program attendance 70

3.66 - Collaborators (check all that apply)

a. Literacy NY (Literacy Volunteers of America) Yes

b. Public School District(s) and/or BOCES Yes

c. Non-Public Schools No

d. Other (see instructions and describe using Note) No

ESOL / Digital Literacy

Please report information on ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS for the 2023 calendar year.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section. N

3.68a	Children's program sessions	0
3.68b	Children's program attendance	0
3.69a	Young adult program sessions	0
3.69b	Young adult program attendance	0
3.70a	Adult program sessions	0
3.70b	Adult program attendance	0
3.71	Total program sessions (total 3.68a + 3.69a + 3.70a)	0
3.72	Total program attendance (total 3.68b + 3.69b + 3.70b)	0
3.73a	One-on-one program sessions	0
3.73b	One-on-one program attendance	0

3.74 - Collaborators (check all that apply):

a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Other (describe using the Note)	No

Please report information on DIGITAL LITERACY for the 2023 calendar year.

DIGITAL LITERACY

3.75	Did the library offer digital literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y

3.76a	Total group program sessions	9
3.76b	Total group program attendance	77
3.77a	Total one-on-one program sessions	80
3.77b	Total one-on-one program attendance	80

4. LIBRARY TRANSACTIONS

Circulation / Electronic Use
Reference Transactions

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is <u>not</u> considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	50,130
4.2	Adult Non-fiction Books	18,705
4.3	Total Adult Books (Total questions 4.1 & 4.2)	68,835
4.4	Children's Fiction Books	82,876
4.5	Children's Non-fiction Books	12,562
4.6	Total Children's Books (Total questions 4.4 & 4.5)	95,438
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	164,273

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	71,318
4.9	Circulation of Children's Other Materials	11,852

4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	83,170

4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	247,443

ELECTRONIC USE

4.12	Use of Electronic Material	0

Note: This is being reported at the System level.

4.13	Successful Retrieval of Electronic Information	0

Note: This is being reported at the System level.

4.14	Electronic Content Use (Total questions 4.12 & 4.13)	0

4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	247,443

4.16	Total Collection Use (Total questions 4.13 & 4.15)	247,443

4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	107,290

4.18	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No

REFERENCE TRANSACTIONS

4.19	Total Reference Transactions	7,539

4.19a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count

4.20	Does the library offer virtual reference?	Y

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21   TOTAL MATERIALS RECEIVED   0

Note: This is being reported at the System level.

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22   TOTAL MATERIALS PROVIDED   0

Note: This is being reported at the System level.

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2023.

SYSTEMS AND SERVICES

5.1   Automated circulation system?   Y

5.2   Online public access catalog (OPAC)?   Y

5.3   Electronic access to the OPAC from   Y
outside the library?

5.4   Annual number of visits to the library's   35,744
web site

5.5   Does the library use Internet filtering   Y
software on any computer?

5.6   Does your library use social media?   Y

5.7   Does the library file for E-rate benefits?   Y

Note: Included as a component unit of B&ECPL.

5.8   Is the library part of a consortium for E-   N
rate benefits?

5.9   If yes, in which consortium are you   N/A
participating?

5.10   Name of the person responsible for the   Stephen Hovey, IT
library's Information Technology (IT) services   Administrator

5.11   IT contact's telephone number (enter 10   (716) 858-6004
digits only and hit the Tab key)

5.12   IT contact's email address   hoveys@buffalolib.org

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1   The number of hours per workweek used   35
to compute FTE for all paid library personnel in
this section.

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2   Library Director (certified)   1

6.3   Vacant Library Director (certified)   0

6.4   Library Manager (not certified)   0

6.5   Vacant Library Manager (not certified)   0

6.6   Librarian   1.51

6.7   Vacant Librarian   0

6.8   Library Specialist/Paraprofessional   0

6.9   Vacant Library   0
Specialist/Paraprofessional

6.10   Other Staff   5.4

6.11	Vacant Other Staff	0

6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	7.91

6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14	FTE - Library Director (certified)	1

6.15	Salary - Library Director (certified)	$80,425

6.16	FTE - Library Manager (not certified)	0

6.17	Salary - Library Manager (not certified)	$0

6.18	FTE - Librarian	1

6.19	Salary - Librarian	$48,011

7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2023**. Please click here to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website.

1.	Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.	Y

2.	Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y

3.   Provides a board-approved written   Y
annual report to the community on the library's
progress in meeting its mission, goals and
objectives, as outlined in the library's long-range
plan of service.

4.   Has board-approved written policies for   Y
the operation of the library, which shall be
reviewed and updated at least once every five
years or earlier if required by law.

5.   Annually prepares and publishes a   Y
board-approved, written budget, which enables the
library to address the community's needs, as
outlined in the library's long-range plan of service.

6.   Periodically evaluates the effectiveness   Y
of the library's programs, services and collections
to address community needs, as outlined in the
library's long-range plan of service.

7.   Is open the minimum standard number of Y
public service hours for population served. (see
instructions)

8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan
of service, including adequate:

8a.	space	Y
8b.	lighting	Y
8c.	shelving	Y
8d.	seating	Y
8e.	power infrastructure	Y
8f.	data infrastructure	Y
8g.	public restroom	Y

9.   Provides programming to address   Y
community needs, as outlined in the library's long-range plan of service.

10. Provides

10a.   a circulation system that facilitates   Y
access to the local library collection and other library catalogs

10b.   equipment, technology, and internet   Y
connectivity to address community needs and facilitate access to information.

11.   Provides access to current library   Y
information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.

12.   Employs a paid director in accordance   Y
with the provisions of Commissioner's Regulation 90.8.

13.   Provides library staff with annual   Y
technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.

14.   Establishes and maintains partnerships   Y
with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click here to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1   Main Library   1

8.2	Branches	0

8.3	Bookmobiles	0

8.4	Other Outlets	0

8.5   TOTAL PUBLIC SERVICE OUTLETS   1
(Total questions 8.1 - 8.4)

PUBLIC SERVICE HOURS - Report hours to <u>two</u> decimal places.

8.6   Minimum Weekly Total Hours - Main   55.00
Library

8.7   Minimum Weekly Total Hours - Branch   0.00
Libraries

8.8   Minimum Weekly Total Hours -   0.00
Bookmobiles

8.9   Minimum Weekly Total Hours - Total   55.00
Hours Open (Total questions 8.6 - 8.8)

8.10   Annual Total Hours - Main Library   2,938.00

8.11   Annual Total Hours - Branch Libraries   0.00

8.12   Annual Total Hours - Bookmobiles   0.00

8.13   Annual Hours Open - Total Hours Open   2,938.00
(Total questions 8.10 through 8.12)

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click here to read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre–filled with prior year answers but not locked to allow updating.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking a link to an Excel sheet listing prior year outlets is located in section 9. Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

1.	Outlet Name	Lancaster Public Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	5466 Broadway
4.	Outlet Street Address Status	00 (for no change)
5.	City	Lancaster
6.	Zip Code	14086
7.	Phone (enter 10 digits only)	(716) 683-1120
8.	Fax Number (enter 10 digits only)	(716) 686-0749
9.	E-mail Address	LNC@buffalolib.org
10.	Outlet URL	https://www.buffalolib.org/locations-hours/lancaster-public-library
11.	County	Erie
12.	School District	Lancaster

13.	Library System	Buffalo & Erie County Public Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	2,938
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	65
20.	Enter the appropriate outlet code (select one):	LRF
21.	Who owns this outlet building?	Town
22.	Who owns the land on which this outlet is built?	Town
23.	Indicate the year this outlet was initially constructed	1975
24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2020
25.	Square footage of the outlet	15,609
26.	Number of Internet Computers Used by General Public	30
27.	Number of uses (sessions) of public Internet computers per year	7,439

27a   Reporting Method for Number of Uses   CT - Annual Count
of Public Internet Computers Per Year

28.   Type of connection on the outlet's public   Other (specify using the State
Internet computers   note)

Note: Ethernet connections to central.

29.   Maximum <u>download</u> speed of connection   10 Greater than or equal to 50
on the outlet's public Internet computers   mbps and less than 100 mbps

30.   Maximum <u>upload</u> speed of connection   10 Greater than or equal to 50
on the outlet's public Internet computers   mbps and less than 100 mbps

31.   Internet Provider   Crown Castle Fiber

32.   WiFi Access   Password required

33.   Wireless Sessions   18,345

33a   Reporting Method for Wireless Sessions   CT - Annual Count

34.   Does the outlet have a building entrance   Y
that is physically accessible to a person in a
wheelchair?

35.   Is every public part of the outlet   Y
accessible to a person in a wheelchair?

36.   Does your **outlet** have a Makerspace?   N

37.   *LIBID*   0800143520

38.   *FSCSID*   NY0021

39.   *Number of Bookmobiles in the*   0
Bookmobile Outlet Record

40.   *Outlet Structure Status*   00 (for no change from
previous year)

10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2023. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1   Total number of board meetings held   12
during calendar year (January 1, 2023 to
December 31, 2023)

NUMBER OF TRUSTEES AND TERMS

10.2   If the library's charter documents   N/A
(incorporation) state a range of trustees, what is it?
If a range is not stated, enter N/A.

Note: The entry for last year was "No".

10.3   If your library has a range, how many   N/A
voting positions are stated in the library's current
by-laws? If a range is not stated, enter N/A.

Note: This question was not required last year due to the fact that the answer to 10.2 was "No".

10.4   If your library does not have a range,   6
how many voting positions are stated in the
library's charter documents (incorporation)? If
library does have a range, enter N/A here.

10.5   What is the **trustee term length, as**   6 years
**stated in your library's charter documents
(incorporation)?** If a term length is not stated,
please explain in a Note.

10.6   I attest that all trustees participated in   Y
trustee education in the last calendar year (2023).
If entering No, provide explanation in a Note.

BOARD MEMBER SELECTION

10.7   Enter Board Member Selection Code   EP - board members are
(select one):   elected in a public election

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available here. Please Note: It is customized and contains previously entered data in need of updating. Complete this form and email it to collectconnect@baker-taylor.com.

1.	Status	Filled
2.	First Name of Board Member	Jan
3.	Last Name of Board Member	Yarborough
4.	Mailing Address	329 Olmstead Ave.
5.	City	Depew
6.	Zip Code (5 digits only)	14043
7.	E-mail address	jpyarborough@gmail.com
8.	Office Held or Trustee	Vice President
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2024
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2029

13.   Is the trustee serving a full term? If No,   Yes
add a Note. The Note should identify the previous
trustee whose unexpired term is being filled, and
should identify the beginning and ending date of
the unexpired previous trustee's term. Example:
Trustee is filling the remainder of [name]'s term,
which was to run from beginning date to ending
date.

14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/10/2024
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/10/2024
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Kenneth
3.	Last Name of Board Member	Graber
4.	Mailing Address	4 Foxhunt Rd.
5.	City	Lancaster
6.	Zip Code (5 digits only)	14086
7.	E-mail address	kamas5@aol.com
8.	Office Held or Trustee	Financial Officer
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2020
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2025
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes

14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/09/2020
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/09/2020
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Gary
3.	Last Name of Board Member	Howell
4.	Mailing Address	633 Terrace Blvd.
5.	City	Depew
6.	Zip Code (5 digits only)	14043
7.	E-mail address	ghowl53@protonmail.com
8.	Office Held or Trustee	President
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2024
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2029
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes

14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/08/2024
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/08/2024
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Kristyn
3.	Last Name of Board Member	Wind
4.	Mailing Address	26 Schlemmer Rd.
5.	City	Lancaster
6.	Zip Code (5 digits only)	14086
7.	E-mail address	kwind6@gmail.com
8.	Office Held or Trustee	Secretary
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2020
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2025
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes

14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/31/2020
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/31/2020
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Suzanne
3.	Last Name of Board Member	Jacobs
4.	Mailing Address	6008 Genesee St.
5.	City	Lancaster
6.	Zip Code (5 digits only)	14086
7.	E-mail address	smjacobs2001@yahoo.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2022
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2027
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes

14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/21/2022
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/21/2022
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Barbara
3.	Last Name of Board Member	Tamol
4.	Mailing Address	487 Central Ave
5.	City	Lancaster
6.	Zip Code (5 digits only)	14086
7.	E-mail address	lomat328@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2022
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2027
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes

14.   The date the Oath of Office   01/27/2022
(mm/dd/yyyy) was taken

15.   The date the Oath of Office was filed   01/27/2022
with town or county clerk (mm/dd/yyyy)

16.   Is this a brand new trustee?   N

11. OPERATING FUNDS RECEIPTS

Local Public Funds / System Cash
Grants / Other State

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR.* Please click here to read general instructions before completing this section.

LOCAL PUBLIC FUNDS
Specify by name the municipalities or school districts which are the source of funds.

11.1   Does the library receive any local public   Y
funds? If yes, complete one record for each taxing
authority; if no, go to question 11.3.

Please Note: last year's answers for repeating groups cannot be displayed.

1.   Source of Funds   County

2.   Name of funding County, Municipality   Erie
or School District

3.   Amount $609,280

4.   Subject to public vote held in reporting   N
year or in a previous reporting year(s).

5.   Written Contractual Agreement   Y

1.   Source of Funds   Town

2.   Name of funding County, Municipality   Lancaster
or School District

3.	Amount	$46,797

4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N

5.	Written Contractual Agreement	N

11.2	**TOTAL LOCAL PUBLIC FUNDS**	**$656,077**

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$13,394

11.4	Record all Central Library Services Aid monies received from system headquarters	$0

11.5	Additional State Aid received from the System	$0

11.6	Federal Aid received from the System	$0

11.7	Other Cash Grants	$0

11.8	**TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	**$13,394**

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	$0

Federal Aid / Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	$0

11.11	Other Federal Aid	$0

11.12	**TOTAL FEDERAL AID** (Add Questions 11.10 and 11.11)	$0
11.13	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$0

OTHER RECEIPTS

11.14	Gifts and Endowments	$18,640
11.15	Fund Raising	$3,578
11.16	Income from Investments	$6,793
11.17	Library Charges	$4,558
11.18	Other	$10,563
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$44,132
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$713,603
11.21	**BUDGET LOANS**	$0

Transfers / Grant Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	$0
11.23	From Other Funds	$0
11.24	**TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)	$0

11.25   BALANCE IN OPERATING FUND - $330,576
Beginning Balance for Fiscal Year Ending 2023
(Same as Question 12.39 of previous year if fiscal
year has not changed)

11.26   **GRAND TOTAL RECEIPTS,** $1,044,179
BUDGET LOANS, TRANSFERS AND
BALANCE (Add Questions 11.20, 11.21, 11.24
and 11.25; Same as Question 12.40)

12. OPERATING FUND DISBURSEMENTS

Staff / Collection / Capital
Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1   Certified Librarians $175,948

12.2   Other Staff $177,622

12.3   **Total Salaries & Wages Expenditures** $353,570
(Add Questions 12.1 and 12.2)

12.4   **Employee Benefits Expenditures** $112,944

12.5   **Total Staff Expenditures (Add** $466,514
Questions 12.3 and 12.4)

COLLECTION EXPENDITURES

12.6   Print Materials Expenditures $46,457

12.7   Electronic Materials Expenditures $67,401

12.8   Other Materials Expenditures $16,292

12.9   **Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8) $130,150

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10   From Local Public Funds (71PF) $0

12.11   From Other Funds (71OF) $0

12.12   **Total Capital Expenditures** (Add Questions 12.10 and 12.11) $0

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13   From Local Public Funds (72PF) $46,903

12.14   From Other Funds (72OF) $0

12.15   **Total Repairs** (Add Questions 12.13 and 12.14) $46,903

12.16   Other Disbursements for Operation & Maintenance of Buildings $20,128

12.17   **Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16) $67,031

MISCELLANEOUS EXPENSES

12.18   Office and Library Supplies $7,304

12.19   Telecommunications $1,634

12.21   Professional & Consultant Fees $11,791

12.22   Equipment $3,778

12.23   Other Miscellaneous $40,410

12.24   **Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23) $64,917

Contracts / Debt Service / Transfers / Grand Total

12.25   **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** $0

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26   From Local Public Funds (73PF) $0

12.27   From Other Funds (73OF) $0

12.28   **Total** (Add Questions 12.26 and 12.27) $0

Other Loans

12.29   Budget Loans (Principal and Interest) $0

12.30   Short-Term Loans $0

12.31   **Total Debt Service** (Add Questions 12.28, 12.29 and 12.30) $0

12.32   **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31) $728,612

TRANSFERS

Transfers to Capital Fund

12.33   From Local Public Funds (76PF) $0

12.34   From Other Funds (76OF) $0

12.35   **Total Transfers to Capital Fund** (Add $0
Questions 12.33 and 12.34; same as Question
13.8)

12.36   **Transfer to Other Funds** $3,581

12.37   **TOTAL TRANSFERS** (Add Questions $3,581
12.35 and 12.36)

12.38   **TOTAL DISBURSEMENTS AND** $732,193
TRANSFERS (Add Questions 12.32 and 12.37)

12.39   BALANCE IN OPERATING FUND - $311,986
Ending Balance for the Fiscal Year Ending 2023

12.40   **GRAND TOTAL DISBURSEMENTS,** $1,044,179
TRANSFERS & BALANCE (Add Questions
12.38 and 12.39; same as Question 11.26)

ASSURANCE

12.41   The Library operated in accordance with   04/11/2024
all provisions of Education Law and the
Regulations of the Commissioner, and assures that
the "Annual Report" was reviewed and accepted
by the Library Board on (date - mm/dd/yyyy).

Note: Approval pending for the Lancaster Public Library's Board of Trustees meeting on April 11,
2024.

FISCAL AUDIT

12.42   Last audit performed (mm/dd/yyyy)   05/19/2011

12.43   Time period covered by this audit   01/01/2010-12/31/2010
(mm/dd/yyyy) - (mm/dd/yyyy)

12.44   Indicate type of audit (select one):   Private Accounting Firm

CAPITAL FUND

12.45   Does the library have a Capital Fund?   N
Enter Y for Yes, N for No. If No, stop here. If Yes,
complete the Capital Fund Report.

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click here to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1   Revenues from Local Government $0
Sources

13.2   All Other Revenues from Local Sources $0

13.3   **Total Revenues from Local Sources** $0
(Add Questions 13.1 and 13.2)

STATE AID FOR CAPITAL PROJECTS

13.4   State Aid Received for Construction $0

13.5   Other State Aid $0

13.6   **Total State Aid** (Add Questions 13.4 and $0
13.5)

FEDERAL AID FOR CAPITAL PROJECTS

13.7   **TOTAL FEDERAL AID** $0

INTERFUND REVENUE

13.8   Transfer from Operating Fund (Same as $0
Question 12.35)

13.9   **TOTAL REVENUES** (Add Questions $0
13.3, 13.6, 13.7 and 13.8)

13.10   **NON-REVENUE RECEIPTS** $0

13.11   TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10) $0

13.12   BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 14.11 of previous year, if fiscal year has not changed) $0

13.13   TOTAL CASH RECEIPTS AND BALANCE(Add Questions 13.11 and 13.12; same as Question 14.12) $0

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1   Construction $0

14.2   Incidental Construction $0

Other Disbursements

14.3   Purchase of Buildings $0

14.4   Interest $0

14.5   Collection Expenditures $0

14.6   Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5) $0

14.7   TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6) $0

14.8   TRANSFER TO OPERATING FUND (Same as Question 11.22) $0

14.9   **NON-PROJECT EXPENDITURES** $0

14.10   **TOTAL CASH DISBURSEMENTS**
AND TRANSFERS (Add Questions 14.7, 14.8
and 14.9) $0

14.11   **BALANCE IN CAPITAL FUND -** $0
Ending Balance for the Fiscal Year Ending 2023

14.12   **TOTAL CASH DISBURSEMENTS** $0
AND BALANCE (Add Questions 14.10 and
14.11; same as Question 13.13)

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED
TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.
Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1   Total ALA-MLS   2.20

16.2   Total Librarians   2.20

16.3   All Other Paid Staff   4.73

16.4   Total Paid Employees   6.93

16.5   State Government Revenue $13,394

16.6   Federal Government Revenue $0

16.7   Other Operating Revenue $44,132

16.8   Total Operating Revenue $713,603

16.9   Other Operating Expenditures $131,948

16.10   Total Operating Expenditures $728,612

16.11   Total Capital Expenditures $0

16.12	Print Materials	43,696
16.12a	Total Physical Items in Collection	63,390
16.13	Total Registered Borrowers	18,826
16.14	Other Capital Revenue and Receipts	$0
16.15	Number of Internet Computers Used by General Public	30
16.16	Total Uses (sessions) of Public Internet Computers Per Year	7,439
16.17	Wireless Sessions	18,345
16.18	Total Capital Revenue	$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	0800143520
17.2	*Interlibrary Relationship Code*	ME
17.3	*Legal Basis Code*	CI
17.4	*Administrative Structure Code*	SO
17.5	*FSCS Public Library Definition*	Y
17.6	*Geographic Code*	CD1
17.7	*FSCS ID*	NY0021
17.8	*SED CODE*	141901700040
17.9	*INSTITUTION ID*	800000052078

SUGGESTED IMPROVEMENTS

Library Name:	LANCASTER PUBLIC LIBRARY
Library System:	Buffalo & Erie County Public Library
Name of Person Completing Form:	Kara Stock
Phone Number:	(716) 683-1120
I am satisfied that this resource (Collect) is meeting library needs:	Agree
Applying this resource (Collect) will help improve library services to the public:	Agree
Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!	No suggestions.

Lancaster Public Library
FREEDOM of INFORMATION LAW (FOIL) POLICY

I.   Purpose and Scope

This Policy provides information about how members of the public can access records of the Lancaster Public Library.

The Lancaster Public Library will furnish to the public the information and records required to be disclosed by the New York State Freedom of Information Law (Article 6, Sections 84-90, of the Public Officers Law), and other applicable laws. FOIL allows members of the public the right to access government records, with certain exceptions. The full text of the FOIL law, guidance issued by the New York State Committee on Open Government, and other information about the law can be found on the Committee's website, http://www.dos.ny.gov/coog/index.html.

II.   Designation of Records Access Officers

A. The Library shall designate an appropriate employee or employees as "Records Access Officers" for Lancaster Public Library, and shall identify the Records Access Officers as such in materials available to the public.

B. The records access officers are responsible for insuring that Lancaster Public Library appropriately responds to public requests for access to Lancaster Public Library records. The designation of records access officers shall not be construed to prohibit other Lancaster Public Library officials, including those who may have been authorized to make records or information available to the public in the past, from continuing to do so.

III.   Requests for Public Access to Lancaster Public Library Records

A. All requests for records must be in writing, either in letter format or using the Lancaster Public Library's FOIL Application Form. Requests can be:

- Mailed to the Records Access Officer(s) at the following address:

  Director
  Lancaster Public Library
  5466 Broadway
  Lancaster, NY 14086; or

- Faxed to (716) 686-0749; or

- E-mailed to the Records Access Officer at LNC@buffalolib.org.

B. All requests for access to records must include contact information of the requestor, including a telephone number and mailing address.

C. All requests must include a detailed description of the records that are being sought including, but not limited to, dates, titles, file designations, or any other information that will assist the Lancaster Public Library in locating the requested records.

Lancaster Public Library Response to Requests for Public Records

D. Within five (5) business days of the receipt of a compliant written request, Lancaster Public Library will:

1. Make the record available to the requestor;

2. Furnish a written acknowledgement of the receipt of the request and a statement of the approximate date when the information will be made available; or

3. Deny access in writing, and state the basis for denying access.

E. A denial of access to any record will be sent in writing, and will summarize the reason for the denial, and provide information on how to appeal such denial.

F. If Lancaster Public Library does not respond to a request in accordance with Section III.D, the request should be considered to have been denied.

IV.   Appealing a Denial of Access

A. All appeals of a denial of a request for a Lancaster Public Library record must be submitted in writing <u>within 30 days of the denied request</u>, either in letter format or using Lancaster Public Library's FOIL Appeal Form. An appeal may be

1. Mailed to:

   Director
   Lancaster Public Library
   5466 Broadway
   Lancaster, NY 14086;

2. Faxed to (716) 686-0749; or

3.   E-mailed to the FOIL Appeals Officer at LNC@buffalolib.org.

B. Lancaster Public Library's FOIL Appeals Officer shall be the President of the Lancaster Public Library Board of Trustees.

C. An appeal must include the date of the original FOIL request, a detailed description of the records that are being sought including but not limited to dates, titles, file designations, or any other information that will help the Lancaster Public Library to find the requested records, and the reason provided for the denial.

D. The Lancaster Public Library FOIL Appeals Officer will independently review the withheld records and the basis for withholding them. The Lancaster Public Library FOIL Appeals Officer will respond in writing to the appealing party within ten (10) business days after the appeal is perfected with his or her determination as to whether the requested records were properly withheld or must be released.

E. Copies of all appeals and the determinations will be sent by the Lancaster Public Library to the Committee on Open Government pursuant to Section 89(4)(a) of the Public Officers Law.

V.   Fees

A. The Lancaster Public Library reserves the right to charge the requestor for costs in accordance with Sections 87(1)(b)(iii) and 87(1)(b) and (c) of the Public Officers law.

B. There shall be no fee charged for merely inspecting or searching for records.

Adopted August 13, 2020

Lancaster Public Library
Freedom of Information Law (FOIL)
Application for Public Access to Records

This form is for application to the Lancaster Public Library

MAIL TO: Director
Lancaster Public Library
5466 Broadway
Lancaster, NY 14086;

I hereby apply to (1) inspect ( ) OR (2) obtain a copy of ( ) the following record:

_____

_____

_____

_____   _____
Signature   Date

_____   _____
Print Name   Telephone

_____   _____
Representing   Email

_____
Mailing Address

FOR AGENCY USE ONLY

Approved ( )

Denied (for the reasons checked below)
( ) Confidential Disclosure
( ) Part of investigatory files
( ) Unwarranted invasion of personal privacy
( ) Record of which the Lancaster Public Library is legal custodian cannot be found
( ) Record is not maintained by the Lancaster Public Library
( ) Exempted by statute other than the Freedom of Information Act
( ) Other (Specify) _____

_____   _____
Signature   Date

_____
Title

_____   _____
Received by   Date

Lancaster Public Library
Freedom of Information Law (FOIL)
Appeal Request Form

This form is for application to the Lancaster Public Library.

MAIL TO: President, Lancaster Public Library Board of Trustees
            Lancaster Public Library
            5466 Broadway
            Lancaster, NY 14086;

I hereby appeal:

_____   _____
Signature   Date

_____   _____
Print Name   Telephone

_____   _____
Representing   Email

_____
Mailing Address

Date of Original Request: _____

Records Requested: _____

_____

Reason Provided for Denial: _____

_____

FOR AGENCY USE ONLY

Denial Upheld ( )   _____
                                         Signature
Denial Reversed ( )
                                         _____
                                         Title

                                         _____
                                         Date

5

Buffalo & Erie County Public Library

2024 CLAIM FOR MILEAGE FORM

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

Name				Department					
Meagan Carr				Lancaster Public Library					
				Employee ID 18720					

Date	From	To	Miles Driven	Mileage Total	Day	Daily Total	Tolls	Parking
3/19/24	5466 Broadway	11 Pleasant View (and return).	7.6	$ 5.09	0	$ 0.00		
3/20/24	11 Pleasant View Dr	5466 Broadway		$ 0.00	1	$ 4.00		
3/26/24	5466 Broadway	11 Pleasant View (and return)	7.6	$ 5.09		$ 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	15.2	$ 10.18	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	$ 10.18
	Amount for days @ $__	$ 4.00
	Amount for tolls	$ 0.00
	Amount for parking	$ 0.00
	Total to be paid	$ 14.18

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: _Meagan C____　　　　Date: 3/26/24

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

1/2024

Buffalo & Erie County Public Library

2024 CLAIM FOR MILEAGE FORM

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

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

Employee must complete and submit to the Business Office Attention Maria Acanfora

with supporting documentation on or before the 10th of the month following date(s) of travel

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

Date	From	To	Miles Driven	Mileage Total	Day	Daily Total	Tolls	Parking
3/9/24	CEN	LNC	12.5	$ 8.38	0	$ 0.00		$ 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		
		TOTAL	12.5	$ 8.38	0.0	$ 0.00	$ 0.00	$ 4.00

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	$ 8.38
Amount for days @ $__	$ 0.00
Amount for tolls	$ 0.00
Amount for parking	$ 4.00
Total to be paid	$ 12.38

CERTIFICATION BY CLAIMANT EMPLOYEE

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

Employee Signature: *Kara L. Stock*   Date: 3/26/24

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

1/2024

Summer Reading Request - Part One

QTY.	Description	Website	Price per each	total price
10	Library Card Holders	https://bit.ly/4cNKEse	$6.79	$67.90
2	Bulletin Board Décor	https://bit.ly/4aoNZMu	$5.49	$10.98
10	Table Top Coloring Pages	https://bit.ly/4ansU50	$8.99	$89.90
2	Window Clings	https://bit.ly/3U5ZSRX	$3.79	$7.58
40	Stickers	https://bit.ly/3J9zSPo	$2.99	$119.60
1	Large Poster	https://bit.ly/4aHQKbt	$0.65	$0.65
10	Pencils	https://bit.ly/3xrhXRD	$2.99	$29.90
5	Bookmarks	https://bit.ly/4ajN28c	$5.79	$28.95
5	Wooden Wiggle Snakes	https://bit.ly/3TPtQZb	$6.49	$32.45
5	Animal Finger Puppets	https://bit.ly/3VLWvRc	$7.55	$37.75
5	Ice Pop Sidewalk Chalk	https://bit.ly/4cMU3jK	$14.99	$74.95
5	Heart Popper Keychain	https://bit.ly/3xnDLgN	$15.99	$79.95
7	Compass Carabiner	https://bit.ly/3VKD63a	$12.99	$90.93
				$671.49
			S&H	$100.00
			Total	$771.49

1	Costume Rental	https://bit.ly/3xx3jrO	$180.00	$180.00

GRAND TOTAL **$951.49**

amazon

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Returns
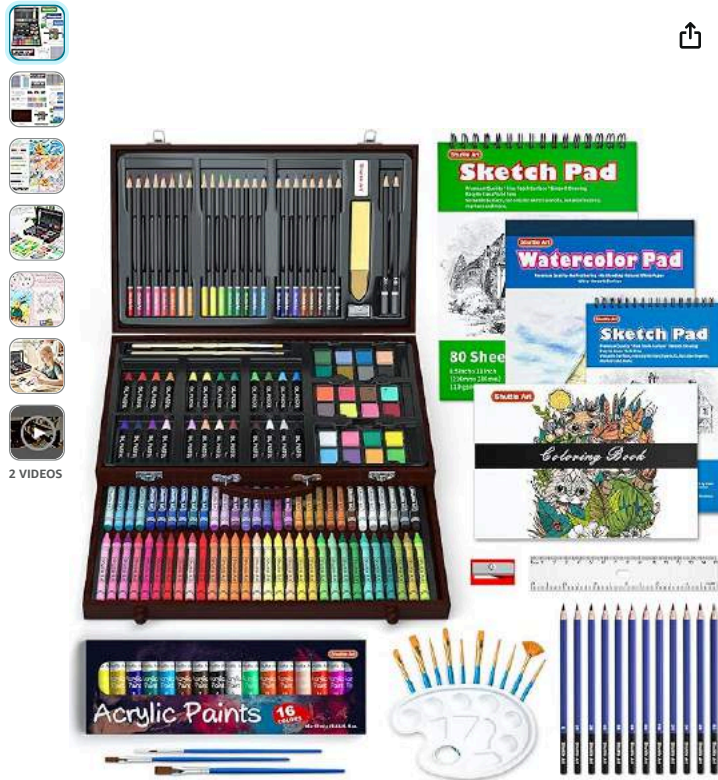**& Orders**

🛒 0

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2 VIDEOS

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Shuttle Art 186 Piece Deluxe Art Set, Wooden Case, Art Supplies for Kids, Teens & Adults

Visit the Shuttle Art Store

4.6 ★★★★½ ▾   **1,173 ratings**

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50+ bought in past month

$**39**⁹⁹

FREE Returns ▾

Size: **186 Piece Set**

118 Piece Set	**186 Piece Set**
$29.99	**$39.99**

Brand	Shuttle Art
Age Range (Description)	Kids, Teens & Adults
Color	186
Item Dimensions LxWxH	16.65 x 11.34 x 6.3 inches
Material	Wood

About this item

- Professional Wooden Art Set: Contains sketch pencils, colored pencils, oil pastels, crayons, acrylic paints, watercolor cakes, eraser, ruler, sharpeners, pallet, sandpaper, paint brushes and 3 kinds of art papers for diverse drawing demands.

- Giftable Art Supplies Kit: Packaged in a beautiful gift box, perfect for boys and girls ages 4-12 to explore their curiosity. Great gift for kids, teens, adults.

- Portable & Sturdy Wooden Art Box: Portable wooden box with handy handle for easy carrying and use in school or at home. Allows creativity whenever and wherever.

- Premium Quality & Safe: All supplies made from environmentally friendly materials, non-toxic and acid-free. Safe for kids, art lovers and artists of all levels.

- Service Guarantee: Satisfaction is our priority. Contact us if you have any questions or concerns.

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Or fastest delivery **March 31 - April 2**

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Only 2 left in stock - order soon.

Quantity: 1 ▾

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Buy Now

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Sold by   Shuttle Art
Returns   Eligible for Return, Refund or Replacement within 30 days of receipt
Payment   Secure transaction

☐ Add a gift receipt for easy returns

Add to List

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Floor mats and safety

QTY.	Description	Website	Price each	Total price:
1	Deluxe Carpet Mat - 3 x 10', Brown	https://bit.ly/4cueTUP	$137.00	$137.00
1	Hard Surface Chair Mat with Lip - 36 x 48", Clear	https://bit.ly/3Pzirv9	$52.00	$52.00
		Shipping (Uline products):		$43.81
			Subtotal:	$232.81
1	Cord protector cover - 7'	https://amzn.to/3vsENH	$16.99	$16.99
			Total:	**$249.80**