

Library Visits



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

Circulation

Total Circulations

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

Registered Public Access Computer Sessions

Session Counts Per Outlet

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

WiFi

Total Logins

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

Program Report prog

2/2026
NEWSTEAD

Updated
New Record Saved

Action	Program Date	Title	Number of Programs	Total Attendance	Type (R/LV/RV)	Type (G/O&O/SDO&O)	Target Audience	Outreach?	Technology/ Digital Literacy	Tutoring/ Literacy
<input type="checkbox"/> Delete	02/02/2026	Mahjong	3	9	Regular	Group	Adults	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	02/02/2026	Read to Kunik	12	12	Regular	One-on-One	Intergenerational/Combined	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	02/03/2026	Feelings Rock	2	144	Regular	Group	Children 5 and under	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	02/03/2026	Book Club	1	2	Regular	Group	Adults	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	02/03/2026	Toddler Time	2	105	Regular	Group	Children 5 and under	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	02/04/2026	Vals Book Club	2	9	Regular	Group	Teens	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	02/07/2026	Peace Love Yarn	1	10	Regular	Group	Intergenerational/Combined	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	02/07/2026	Take Child to Library Day	13	13	Regular	Self-Directed One-on-One	Intergenerational/Combined	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	02/07/2026	Scavenger Hunt	26	26	Regular	Self-Directed One-on-One	Intergenerational/Combined	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	02/13/2026	Valentine Crafts	18	18	Regular	Self-Directed One-on-One	Intergenerational/Combined	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	02/14/2026	Preschool Storytime	2	27	Regular	Group	Children 5 and under	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	02/18/2026	Game Day	1	6	Regular	Group	Intergenerational/Combined	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	02/18/2026	Bingo	1	9	Regular	Group	Children 6-11	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	02/20/2026	Homeschool Science	1	11	Regular	Group	Intergenerational/Combined	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	02/21/2026	lego club	1	12	Regular	Group	Children 6-11	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	02/23/2026	Homeschool Gaming	2	16	Regular	Group	Teens	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	02/28/2026	In Kitchen with Val	4	540	Recorded Virtual	Group	Intergenerational/Combined	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Delete	02/28/2026	PBS	4	280	Recorded Virtual	Group	Adults	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

New Entry

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

MONTH: Feb-26

LIBRARY: NEWSTEAD PUBLIC LIBRARY

SAP Acct.	Description	Adopted Budget	Budget Transfers	Year-to-Date Expenditures	Available Budget	Projected Utilization at 12/31	Projected Variance at 12/31	Comments
500000	Salaries - Full-time	0	0	0	0		0	
502000	Fringe Benefits	0	0	0	0		0	
Utility Charges:								
515000	Water	500	0	38	462		500	
515000	Sewer	500	0	35	465		500	
515000	Electric	7,000	0	3,073	3,927		7,000	
515000	Telephone - Maintenance	0	0	0	0		0	
510200	Dues and Fees	20	0	0	20		20	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	1,750	0	407	1,343		1,750	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	100	0	0	100		100	
516030	Refus Pickup	200	0	34	166		200	
530000	Other Expenses & Charges	1,300	0	0	1,300		1,300	
530000	Contingency (Bullet Aid)	0	0	0	0		0	
	TOTAL EXPENSES	11,370	0	3,587	7,783	0	11,370	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	50	0	0	50		(50)	
Copy Machines	600	0	31	569		(600)	
Print Cost Recovery	1,200	0	138	1,062		(1,200)	
Other Income	0	0	10	(10)		0	
State Funding	0	0	0	0		0	
Municipal Support	0	0	0	0		0	
Donations (priv. persons/foundations)	0	0	0	0		0	
Fundraising (events/booksales)	0	0	0	0		0	
Interest Income	0	0	0	0		0	
Misc Income	0	0	0	0		0	
Use of Fund Balance	0	0	0	0		0	
TOTAL DIRECT INCOME	1,850	0	179	1,671	0	(1,850)	

Newstead Public Library
PROCUREMENT POLICIES AND PROCEDURES AS REQUIRED UNDER
GENERAL MUNICIPAL LAW SECTIONS 103 and 104-B.

STATEMENT OF PURPOSE

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

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

PROCUREMENT PROCEDURES

(REF., GML §§ 103,104,104-b)

Bidding Procedures

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

Bidding Guidelines

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

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

for equipment and non-stock items process.

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

Formal Competitive Bid Process

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

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

Informal Bidding Process

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

Special Purchase Situations

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

Sole Source (No-Bid) Contracts: When circumstances are presented to the Director/Manager, which serves the public interest indicating valid reasons that a request can be met by only one

qualified vendor, the Director/Manager may waive the bidding requirement. Goods and services, which may be procured from only one source, are defined as "sole source" items. It is important to note that there must be a single supplier of the item or service and there are no substantial equivalents. Sole source situations generally exist when an item is manufactured by only one firm, and a vendor has the exclusive franchise or distributorship for an item.

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

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

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

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

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

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

NST PROCUREMENT POLICIES

Professional Services: Professional, technical or consulting services are not the type of services which may properly be the subject of competition based solely on the compliance with the objective, uniform standards of the bid specification, pursuant to a bid being awarded to the lowest responsible bidder. The determination of whether the professional service exemption is applicable must be made on a case-by-case basis, examining the particular services needed. Generally professional services include, but are not limited to, the specialized expertise of interpreters, consultants, attorneys, engineers or architects.

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

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

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

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

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

Second Hand Equipment acquired from other government agencies: The requesting NST unit must have approval from the appropriate outside government official as well as budgetary

approval from the Director/Manager before the purchase of surplus and second hand supplies, material or equipment is initiated. The NST Director/Manager will verify that the purchase price is fair through market price comparisons via industry publications and other procurement sources. Competitive bidding is not required according to GML §103 (6) (21 Opns St comp, 1965, p 615).

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

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

Exempted from GML 103, 104-b

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

Responsibilities/Exceptions

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

Updating Policies and Procedures

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

Unintentional Failure to Comply

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

DOCUMENTATION PROCEDURES

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

NST PROCUREMENT POLICIES

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

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

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

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

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

BID LANGUAGE (Extensions/Alternate submissions) - When bids are to be used in multiple time periods and/or for multiple orders requiring the vendor to hold pricing, it is mandatory that language in the bid document states the intention to do the same. The language must be clear and concise and should leave no doubt with respect to its intended use. The same holds true for the alternative bid submissions. The language must be clear and if the alternates are to be accepted, the Director/Manager should make every effort to notify all potential vendors of our acceptance of the same.

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

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

Approved November 14, 2018 per Resolution _2018 -2 - Amended and approved resolution name to 2018-6 on December 12, 2018___. Reviewed on November 20, 2019. Reviewed on January 13, 2021 by the Newstead Public Library Board of trustees. This policy supersedes the procurement related stipulations of all previously adopted Board resolutions. Reviewed on January 11, 2023 by the Newstead Public Library Board of Trustees. Reviewed on January 10, 2024 by the Newstead Public Library Board of Trustees. Reviewed on January 8, 2025 by the Newstead Public Library Board of Trustees. Reviewed on March 11, 2026 by the Newstead Public Library Board of Trusees