Lancaster Public Library Board of Trustees Proposed Meeting Agenda Thursday, January 9, 2025 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 December 12, 2024

V. Report of the Director

VI. Public Comment

VII. Monthly Financial Report

- A. Monthly Financial Report
- B. Audit Report
- C. M&T Bank CD Renewal
- D. Evans Bank CD
- E. 2024 Craft Budget Report

VIII. Old Business

- A. Staff Room Renovation
- B. Hand Dryer Change Order
- C. 2025 Slate of Officers Nomination and Vote
- D. 2025 Board Budget
- E. Building Maintenance and Improvements
 - 1. Lighting Grant
 - 2. Carpet Cleaning
 - 3. Town Board Resolution Carpet for Downstairs Doorway, Hallway

IX. New Business

- A. Notify Media of 2025 Board Meeting Dates
- B. Conflict of Interest Forms
- C. 2025 Policy Review Schedule
- D. Debit Card Policy
- E. Replenish Petty Cash
- F. 2025 Private Materials Budget Request \$5,000.
- G. Mileage Payments \$21.51
- H. Staff Room Request \$176.67
- I. Fireplace Cleaning

X. Adjournment

Next Meeting - February 13, 2025 at 4:00 p.m.

Lancaster Public Library Board of Trustees Meeting Minutes December 12, 2024

- I. Roll Call G. Howell, K. Graber, J.Yarborough, S. Jacobs, B. Tamol, K. Stock (Library Director), M. Studley (Town liaison), C. Ciccarelli (Town Building and Maintenance).
- II. The meeting was called to order at 4:00 p.m.
- III. The agenda was approved as amended. MSP J. Yarborough, K. Graber. Vote unanimous
- IV. The October 10, 2024 and November 14, 2024 minutes were reviewed, November minutes were corrected and approved. MSP - S. Jacobs, J. Yarborough. Vote - unanimous
- V. Kara informed the board that this past month has been busy with the training of new employees. The library partnered with the Erie County Cancer Services, Girl Scout Troop #34641 (Veterans Day Display in the front foyer), and the New York Statewide Senior Action Council (provided workshops on Medicare) .Programming included a beading class, Comic Book Club, 14 storytime sessions, Kim Strell provided a a teen painting workshop and Darlene Pennachi did adult crafts.
- VI. No Public Comment
- VII. Monthly Financial Reports
 - A. The November Financial Report was reviewed and approved. MSP -B. Tamol , G. Howell. Vote unanimous
 - B. B. Tamol reported that the November audit was completed and everything is in order.
 - C. M&T CD matures on 12/21/24. Motion to roll over at 3,43% for a 12 month term. MSP K. Graber, S. Jacobs. Vote unanimous
 - D. M. Studley supplied the Board with a copy of the Town Budget Report.
- VIII. Old Business
 - A. The Staff room renovation is progressing.
 - B. Carmen Ciccarelli informed the board that he will be updating all of the Library lighting with the grant monies received by the Town.
 - C. The Long Range Plan was reviewed, amended and approved. MSP - B. Tamol, J. Yarborough. Vote - unanimous
 - D. The 2025 slate of officers was tabled until next month.
- IX. New Business
 - A. A committee has been set up to draw up the 2025 Board Budget.
 - B. \$5000 for the 2025 Craft Budget was approved. MSP G. Howell
 - B. Tamol. Vote unanimous

- C. Mileage reimbursements totalling \$88.59 were approved. MSP -
 - J. Yarborough, G. Howell. Vote unanimous
- D. A reminder to all trustees about the trustee education requirement.
- E. The board approved the renewal of the Empire Pass at a cost of \$72. MSP - J. Yarborough, S. Jacobs. Vote - unanimous
- F. The expenditure of \$200 for the 2025 Adult Reading Challenge Prize was Approved. MSP - J. Yarborough, B. Tamol. Vote - unanimous
- G. The expenditure of \$200 for the 2025 Teen Reading Challenge Prize was Approved - J. Yarborough, G. Howell. Vote - unanimous
- H. The board approved the expenditure of \$379.97 for staff room furniture.
- I. Out of District Board member Nothing pertaining to this was found in the By- laws or the Charter.

J. Carmen Ciccarelli discussed future building maintenance and improvements.

- 1. Replacing the carpet and tiles at the downstairs entrance and the Upstairs hallway.
- 2, Carpet Cleaning will be done on 12/24/2024
- 3. New heater was provided for Josh's office.
- 4. Employee entrance door to be repaired.
- 5. He would like to replace the green area at the back of the parking lot With blacktop.
- 6. He will also look into a new drop ceiling for the community room.
- X. The meeting was adjourned at 4:50 p.m. MSP G. Howell,S. Jacobs. Vote -Unanimous.

Respectfully submitted by, Barbara Tamol Library Trustee

Lancaster Public Library Director's Report December 2024

2024 ADULT READING CHALLENGE

Jennifer Sparmo was the randomly drawn winner of our first adult reading challenge! **59** entries were received and each participant had to read a book in twelve different categories. Examples of categories were: African American author, mystery with a female detective, and winter setting. Due to the popularity of this challenge, it will be offered again in 2025 with twelve new categories.

OUTREACH

Bloomsbury Toy Shoppe - Youth Services Librarian Meagan Carr helped **11** children make a holiday sweater craft on Friday, December 6th.

PARTNERSHIPS

KidsPeace Foster Care – This organization staffed an information table inside the library on Saturday, December 14th.

Lancaster Central Schools – Certified Literacy Specialist and Lancaster Educator Beth Farrar taught two back to back Family Literacy

Workshops for 25 & 24 attendees respectively on Wednesday, December 18th.

Lancaster Historical Society - This organization is using our front display case to highlight their collection. Their display focused on toys of years ago.

Lancaster Youth Bureau – The Youth Bureau held a hands-on Christmas-themed craft program on Wednesday, December 11th for **10** children.

SPCA Paws for Love – A volunteer from this organization brought a therapy dog to the library on Wednesday, December 4th. **6** children practiced reading out loud to the dog.



Lancaster Public Library Posted by Kara Trainer

The winner of the Lancaster Library's first annual adult reading challenge is....Jenny Sparmo! Jenny's name was randomly drawn out of 59 entries. She won gift cards to local Lancaster businesses worth \$200. Congratulations, Jenny!

...



Toys for Tots - The library collected toys for this organization that distributes Christmas gifts to needy children in the community.

WNY Foster Closet - The library collected donations for this organization that helps children in need.

PROGRAMMING - CHILDREN & TEENS

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

- New Library Card Welcome Kit 10 children received this kit after getting their first library card!
- New Year's Eve Kit: 33 children picked up this kit.
- STEM Kit: Reindeer Race Challenge 94 children picked up this kit.
- Take & Make These weekly kits had book themes and 155 were picked up.

Elf on the Shelf Dance Party – An elf from Emmalee's Memories led a fun sing along party for **15** children on Saturday, December 14th.

Family Yoga – 6 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, December 15th.

Graham Cracker House – Meagan ran two workshops on Saturday, December 14th helping a total of **32** children make their own delicious holiday creation.







Homeschool LEGO® – Meagan held this program for **15** children on Thursday, December 19th.

Kidding Around Yoga – A total of **4** preschool-age children, each accompanied by an adult, enjoyed yoga poses, fun music, storytelling, yoga games, and a special guided relaxation time on Monday, December 16th.

LEGO® Club – Meagan held **2** LEGO® Clubs for a total of **35** children on Saturday, December 28th. The theme was pyramids.

Puzzle Competition – 25 people of all ages joined us for our first annual puzzle challenge on Friday, December 27th. Nine teams competed against each other to be the first to complete a 500 piece donut-themed puzzle.



Storytimes - Meagan conducted a total of **18** sessions this month. **72** children attended Lapsit, **115** children attended Toddler Time, and **37** children attended Preschool Time.

Toddler Dance Time – 26 toddlers, each accompanied by an adult, attended this new program on Monday, December 9th. A teacher from the Buffalo Dance Center led imaginative play with stories, songs, and games to build self-esteem and confidence.

YA Book Club – Michael held a book club for **3** attendees on Thursday, December 19th. They discussed *The Last Unicorn* by Peter S. Beagle.

PROGRAMMING - ADULT

Computer Coach – Library Assistant John Benzee held **4** one-on-one technology appointments, assisting patrons with cell phone use, basic computer skills, and email use.

Corn Bag Heating Pad Workshop – Darlene Pennachi taught **9** adults how to make this cozy item on Saturday, December 7th.

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

T'ai Chi Chih – Accredited teacher Denise Miller taught **3** classes this month with an average attendance of **9** adults.

Technology Training: **Streaming Media – 5** adults learned how to stream content such TV shows, movies and sports on Tuesday, December 3rd.

MEETINGS

December 11th – Kara attended the Manager-Director Meeting at the Central Library.

December 27th – Kara, Meagan, Michael, and John met to brainstorm ideas for the library.

SOCIAL MEDIA



LANCASTER PUBLIC LIBRARY 2024 STATISTICS

	CIRCULATION									
MONTH	CURRENT	PREVIOUS	%Change							
	MONTH	YR/MONTH								
JAN	19,853	19,104	3.9%							
FEB	21,074	19,227	9.6%							
MAR	22,660	21,501	5.4%							
APR	22,279	20,469	8.8%							
MAY	19,940	18,605	7.2%							
JUN	21,137	20,658	2.3%							
JUL	25,851	24,933	3.7%							
AUG	25,101	26,341	-4.7%							
SEP	20,387	18,795	8.5%							
OCT	21,215	20,426	3.9%							
NOV	18,840	19,016	-0.9%							
DEC	17,819	18,368	-3.0%							
YR/DATE	256,156	247,443	3.5%							

PUBLIC	CACCESS CO	OMPUTER SE	ESSIONS	
MONTH	CURRENT	PREVIOUS	%Change	
	MONTH	YR/MONTH		
JAN	533	646	-17.5%	
FEB	660	605	9.1%	
MAR	748	628	19.1%	
APR	719	674	6.7%	
MAY	668	611	9.3%	
JUN	608	562	8.2%	
JUL	608	656	-7.3%	
AUG	696	696	0.0%	
SEP	667	573	16.4%	
OCT	641	624	2.7%	
NOV	574	598	-4.0%	
DEC	488	566	-13.8%	
YR/DATE	7,610	7,439	2.3%	

	STAFF
Librarian	Kara Stock, Meagan Carr
	Michael Green, Genevieve Maynard
Lib. Asst.	John Benzee
Clerical	Dechen Garza, Mary Pryzbyla
Sr. Page	Alexis Bartkowiak, Abigail Bykowski
	Paula Nelson, Eric Stiller
Page	Yurie Calo, Therese Hermann
	Lynn Hoy
Caretaker	Joshua Strell

	LIBRARY VISITS								
MONTH	CURRENT	%Change							
	MONTH	YR/MONTH							
JAN	6,070	6,008	1.0%						
FEB	8,639	7,096	21.7%						
MAR	9,131	7,252	25.9%						
APR	9,310	7,829	18.9%						
MAY	6,513	6,554	-0.6%						
JUN	6,653	7,138	-6.8%						
JUL	9,019	8,483	6.3%						
AUG	9,033	8,313	8.7%						
SEP	6,617	6,329	4.6%						
OCT	7,870	7,682	2.4%						
NOV	6,992	6,260	11.7%						
DEC	5,431	6,347	-14.4%						
YR/DATE	91,278	85,291	7.0%						

	WIFI								
MONTH	CURRENT	PREVIOUS	%Change						
	MONTH YR/MONTH								
JAN	1,370	1,352	1.3%						
FEB	1,708	1,342	27.3%						
MAR	1,753	1,525	15.0%						
APR	1,876	26.0%							
MAY	1,765	1,466	20.4%						
JUN	1,625	1,478	9.9%						
JUL	1,849	1,564	18.2%						
AUG	1,866	1,615	15.5%						
SEP	1,753	1,585	10.6%						
OCT	2,041	1,718	18.8%						
NOV	1,716	1,652	3.9%						
DEC	1,514	1,559	-2.9%						
YR/DATE	20,836	18,345	13.6%						

	BRANCH HOURS					
Mon.	10:00 a.m 6:00 p.m.					
Tues.	10:00 a.m 9:00 p.m.					
Wed.	10:00 a.m 9:00 p.m.					
Thurs.	10:00 a.m 9:00 p.m.					
Fri.	10:00 a.m 5:00 p.m.					
Sat.	10:00 a.m 5:00 p.m.					
Sun.	12:00 - 5:00 p.m.					

Lancaster Public Library 2024 Statistics and Proceeds

		New Library								
	То	urs	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	0	0	47	65	640	\$12.00	\$94.14	\$0.00	\$135.00	\$329.00
MAY	2	104	76	36	668	\$18.00	\$107.50	\$28.00	\$147.00	\$0.00
JUN	3	120	42	42	564	\$3.00	\$68.96	\$0.00	\$92.00	\$300.00
JUL	0	0	36	50	588	\$6.00	\$71.79	\$35.00	\$212.00	\$0.00
AUG	0	0	19	56	623	\$9.00	\$82.25	\$0.00	\$193.00	\$0.00
SEP	1	10	78	49	553	\$24.00	\$91.80	\$0.00	\$169.00	\$2,000.00
ОСТ	2	240	14	50	576	\$9.00	\$68.50	\$31.00	\$201.00	\$25.00
NOV	0	0	12	30	544	\$9.00	\$69.85	\$0.00	\$192.00	\$0.00
DEC	0	0	13	14	340	\$0.00	\$59.59	\$29.00	\$116.00	\$7,854.94
TOTAL	8	474	456	552	7,017	\$120.00	\$950.89	\$178.00	\$2,013.00	\$13,631.99

Total Proceeds

<u>\$16,893.88</u>

	Facebook	0		
	Followers	Followers		
JAN	3,152	701		
FEB	3,202	730		
MAR	3,250	757		
APR	3,317	767		
MAY	3,356	783		
JUN	3,374	793		
JUL	3,415	807		
AUG	3,436	811		
SEP	3,458	825		
ОСТ	3,470	840		
NOV	3,477	850		
DEC	3,499	866		

Programs December 2024

Date	Title	Attendance	Audience
12/2/2024	Sprouts	24	Children 5 and under
12/3/2024	Storytime	24	Children 5 and under
12/3/2024	Storytime	40	Children 5 and under
12/3/2024	Streaming Media	5	Adults
12/3/2024	Book Club	9	Adults
12/4/2024	Read to a Dog	11	Children 6-11
12/4/2024	Mahjong Club	5	Adults
12/4/2024	Tai Chi	11	Adults
12/5/2024	Lapsit	10	Intergenerational/Combined
12/5/2024	Storytime	8	Children 5 and under
12/6/2024	Lapsit	24	Intergenerational/Combined
12/6/2024	Storytime	25	Children 5 and under
12/6/2024	Holiday Sweater Craft	11	Children 6-11
12/7/2024	Corn Bag Heating Pad	9	Adults
12/9/2024	Toddler Dance Time	52	Children 5 and under
12/10/2024	Storytime	20	Children 5 and under
12/10/2024	Storytime	35	Children 5 and under
12/10/2024	Book Club	10	Adults
12/11/2024	Mahjong Club	6	Adults
12/11/2024	Christmas Craft	10	Children 6-11
12/11/2024	Tai Chi	7	Adults
12/12/2024	Lapsit	10	Intergenerational/Combined
12/12/2024	Storytime	6	Children 5 and under
12/13/2024	Lapsit	55	Intergenerational/Combined
12/13/2024	Storytime	30	Children 5 and under
12/14/2024	Graham Cracker House Workshop	27	Children 6-11
12/14/2024	Graham Cracker House Workshop	27	Children 6-11
12/14/2024	Elf on Shelf Dance Party	25	Children 6-11
12/15/2024	Family Yoga	12	Intergenerational/Combined
12/16/2024	Kids Yoga	4	Children 5 and under
12/17/2024	Storytime	29	Children 5 and under
12/17/2024	Storytime	22	Children 5 and under
12/18/2024	Mahjong Club	5	Adults
12/18/2024	Tai Chi	10	Adults
12/18/2024	Family Literacy	25	Intergenerational/Combined
12/18/2024	Family Literacy	24	Intergenerational/Combined
12/19/2024	Lapsit	35	Intergenerational/Combined
12/19/2024	Storytime	30	Children 5 and under
12/19/2024	Homeschool LEGO	18	Intergenerational/Combined
12/19/2024	YA Book Club	3	Teens
12/20/2024	Lapsit	20	Intergenerational/Combined
12/20/2024	Storytime	36	Children 5 and under
12/23/2024	Adult Reading Challenge	59	Adults

12/26/2024	Mahjong Club	6	Adults
12/27/2024	Puzzle Competition	25	Intergenerational/Combined
12/27/2024	Wild Robot Book Club	1	Children 6-11
12/28/2024	LEGO Club	20	Children 6-11
12/28/2024	LEGO Club	28	Children 6-11
12/31/2024	Tutor	1	Children 6-11
12/31/2024	Take & Make Craft	155	Children 5 and under
12/31/2024	STEM Kits	94	Children 6-11
12/31/2024	New Library Card Kit	10	Children 6-11
12/31/2024	New Year Craft Kit	33	Children 6-11
12/31/2024	Seed Library	64	Intergenerational/Combined
12/31/2024	Book a Tech Trainer	5	Adults
12/31/2024	Tutor	5	Teens
12/31/2024	Tutor	5	Adults

	Circulation										
			Total	Circulation							
DIBRARY	0004	December	N -6		r to Date Tota						
	2024 Total	2023 Total	% of	2024 Total	2023 Total	% of					
Library	Circulations	Circulations	Change	Circulations	Circulations	Change	Footnotes				
Alden (Ewell Free) Amherst	2,055	1,800	14.2%	26,969	23,416	15.2%					
Audubon	33,469	34,031	-1.7%	442,581	356,615	24.1%					
Clearfield		27,995	-10.6%	342,162	401,308	-14.7%					
Eggertsville-Snyder		13,336	-5.6%	149,219		-15.8%	System-wide - Full and partial day				
Angola Williamsville	<u>3,674</u> 2,141	3,780 2,698	-2.8% -20.6%	50,223 33,737	52,599 37,892	-4.5% -11.0%	closings for winter storms 12/5/2024 and 12/12/2024.				
Aurora	14,106	13,144	7.3%	174,362	168,894	3.2%					
Boston	2,925	3,130	-6.5%	36,905	35,641	3.5%	Dudley - Closed 11/8/2023 - 12/10/2023 -				
Cheektowaga Julia Boyer Reinstein	21, 01 4	22,596	-7.0%	278,165	286,117	-2.8%	Construction. Re-opened 12/11/2023.				
Reinstein Memorial		8,459	-7.0%	105,174		0.1%	Eden, Elma, Hamburg, Lackawanna -				
Clarence	17,700	18,363	-3.6%	257,713		4.4%	Full or partial day closings 12/13/2024 -				
Collins	4,736	4,460	6.2%	57,773		1.1%	Winter storm.				
Concord Eden	4,515 3,285	4,572 3,534	-1.2% -7.0%	61,130 44,581	61,519 46,592	<u>-0.6%</u> -4.3%	González-Soto - Closed 9/12/2022 -				
Elma	3,205 7,592	3,534 8,122	-7.0%	107,928		-4.0%	8/27/2023 - Phase 1 Construction. Re-				
Grand Island Memorial	8,663	9,563	-9.4%	127,858	133,494	-4.2%	opened 8/28/2023.				
Hamburg					.						
Hamburg Lake Shore		16,704 5,409	-3.9% -14.2%	231,832 71,896		<u>1.6%</u> -5.0%	González-Soto - Closed 4/1/2024 - 12/8/2024 - Construction. Re-opened				
Lackawanna	3,804	5.007	-14.2%	52,527	53,497	-1.8%	12/8/2024 - Construction, Re-opened 12/9/2024.				
Lancaster	17,819	18,368	-3.0%	256,156		3.5%					
Marilla	3,154	3,303	-4.5%	39,074	39,702	-1.6%	Hamburg and Orchard Park - Closed				
Newstead	4,147	4,026	3.0%	55,271	56,439	-2.1%	12/1/2024 - Winter storm.				
North Collins Orchard Park	1, 500 20,875	<u>1,593</u> 23,975	-5.8% -12.9%	19,895 294,392		<u>-8.0%</u> 0.2%	Hamburg - Closed 12/23/2024 - Heating				
City of Tonawanda	8,429	8,607	-2.1%	104,899		-6.1%	issue.				
Town of Tonawanda											
Kenilworth	4,248	5,304	-19.9%	60,088	,	-14.9%					
West Seneca Kenmore	23,356 17,110	24,796 19,717	<u>-5.8%</u> -13.2%	310,491 244,250	317,667 249,701	-2.3% -2.2%					
Buffalo	17,110	18,717	-13.270	244,200	248,301	-2.270					
Coles	2,272	2,173	4.6%	26,316		-9.2%					
Crane	9,069	7,698	17.8%	115,468		308.0%					
Dudley East Clinton	4,508	2,540	77.5%	51,592		3.9%					
González-Soto		2,638 2,447	-11.8% -53.5%	31,229 8,869		-4.8% -16.5%					
Merriweather	3,968	4,407	-10.0%	52,478		-6.9%					
North Park		8,193	-12.8%	96,445		-27.9%					
Panty	2,573 19,677	2,034	26.5%	28,216		5.0%					
Central BookmobileServices	19,077	21,006	-6.3%	261,943	322,491	-18.8%					
Library on Wheels	2,940	4,651	-36.8%	32,738	46,233	-29.2%					
Library2Go		2,602	-22.5%	25,227	25,920	-2.7%					
Institutions											
Correctional Facility Holding Center	6,140 20,016	6,107 9,763	<u>0.</u> 5% 105.0%	75,165 179,754	65,341 120,223	<u>15.0%</u> 49.5%					
System	20,010	3,703	103.0%	1/3,/04	120,223	49,070					
Online Renewals	564	677	-16.7%	6,866	8,092	-15.2%					
Interfibrary Loans	1,250	1,163	7.5%	16,771	15,726	6.6%					
eAudiobooks eVideos	69,509	62,063	12.0%	840,996		18.3%					
eVideos eBooks	1,372 84,358	761 86,814	80.3% -2.8%	14,568 1,064,883	· · ·	<u>63.2%</u> 4.5%					
eMusic	293	232	26.3%	2,839		5.7%					
eMagazines	25,410	29,401	-13.6%			81.9%					
B&ECPL Totals	563,130	573,782	-1.9%	7,256,779	6,940,637	4.6%					
Member Libraries	296,586	316,392	-6.3%	4,037,251		-0.8%					
Buffaio Branches	32,999	32,130	2.7%	410,613	367,477	11.7%					
Central Library Bookmobile Services	19,677 4,956	21,006	-6.3%	261,943	322,491	-18.8%					
Bookmobile Services Institutions	4,956	7,253 15,870	-31.7% 64.8%	57,965 254,919		<u>-19.7%</u> 37.4%					
System	182,756	181,111	0.9%	2,234,088		16.1%					

			Lib	rary Vis	its		
	· · · ·						
LIBRARY	2024	2023	% of	2024	2023	% of	
	Total	Total		Total	Total		
Library	Sessions	Sessions	Change	Sessions	Sessions	Change	Footnotes
Alden (Ewell Free)	652	831	-21.5%	11,162	10,365	7.7%	
Amherst							
Audubon	9,474	9,042	4.8%	140,437	101,394	38.5%	
Clearfield	8,021	8,950	-10.4%	129,810	134,573	-3.5%	• • • • • • • • • • •
Eggertsville-Snyder	4,012	3,855	4.1%	58,065	55,673	4.3%	System-wide - Full and partial day
Williamsville	1,261	1,276	-1.2%	22,051	21,458	2.8%	closings for winter storms 12/5/2024 and 12/12/2024.
Angola Auroro	2,394	3,253	-26.4%	44,437	32,975	34.8%	12, 12, 2024,
Aurora Boston	4,802	5,338	-10.0%	69,858	64,417	8.4%	Dudley - Closed 11/8/2023 - 12/10/2023 -
Cheektowaga		1,068	-8.5%	15,424	14,230	8.4%	Construction. Re-opened 12/11/2023.
Julia Boyer Reinstein	6,772	7,507	-9.8%	104,895	97,630	7.4%	
Reinstein Memorial	2,628	2,796	-6.0%	43,344	42,856	1.1%	Eden, Elma, Hamburg, Lackawanna - Full or partial day closings 12/13/2024 -
Clarence	4,834	5,234	-7.6%	80,564	75,064	7.3%	Winter storm.
Collins	1,380	1,377	0.2%	21,587	17,969	20.1%	
Concord	1,733	2,383	-27.3%	31,198	31,161	0.1%	González-Soto - Closed 9/12/2022 -
Eden	1,000	1,160	-13.8%	16,980	15,913	6.7%	8/27/2023 - Phase 1 Construction. Re-
Elma	2,685	2,918	-8.0%	41,962	41,042	2.2%	opened 8/28/2023.
Grand Island Memorial	2,654	3,154	-15.9%	52,705	48,023	9.7%	González-Soto - Closed 4/1/2024 -
Hamburg							12/8/2024 - Construction, Re-opened
Hamburg	5,932	6,403	-7.4%	93,523	90,289	3.6%	12/9/2024
Lake Shore	2,557	2,501	2.2%	36,795	36,693	0.3%	
Lackawanna	1,844	2,886	-36.1%	34,209	33,578	1.9%	Hamburg and Orchard Park - Closed
Lancaster	5,431	6,347	-14.4%	91,268	85,291	7.0%	12/1/2024 - Winter storm.
Manilla	673	854	-21.2%	11.049	11,358	-2.7%	Hamburg Closed 12/02/2024 Heating
Newstead	3,433	2,931	17.1%	34,386	33,888	1.5%	Hamburg - Closed 12/23/2024 - Heating issue.
North Collins	967	903	7.1%	13,878	1 3,157	5.5%	, ao ao .
Orchard Park	8,592	9,925	-13.4%	144,500	128,900	12.1%	
City of Tonawanda	3,812	3,830	-0.5%	54,051	49,705	8.7%	
Town of Tonawanda						+ - • ·	
Kenilworth	2,123	2,721	-22.0%	33,593	35,996	-6.7%	
Kenmore	6,978	7,133	-2.2%	112,423	101,587	10.7%	
West Seneca	6,917	9,558	-27.6%	110,560	102,505	7.9%	
Buffaio Colesi	2,695	2,963	-9.0%	40,880	36,996	10 50/	
	2,095	3,421	-9.0% 15.6%		13,714	10.5% 316.7%	
Crane Dudley	2,167	<u> </u>	74.5%	<u>57,150</u> 30,556	26,448		
East Clinton	1,073	1,325	-19.0%	18,773	20,448	<u>15.5%</u> 10.4%	
González-Soto	995	2,235	-19.0%	8,889	8,888	0.0%	
Merriweather	5,588	6,573	-15.0%	93,552	89,633	4.4%	
North Park	2,895	3,854	-24.9%	43,858	58,163	-24.6%	
Panty	2,030	2,168	-6.4%	32,516	31,543	3.1%	
Central	20,195	25,003	-19.2%	327,791	274,240	19.5%	
Bookmobile Services		,	0				
Library on Wheels	1,044	1,300	-19.7%	17,159	18,400	-6.7%	
Library2Go	183	204	-10.3%	3,231	2,578	25.3%	•
Institutions							
Correctional Facility	1,140	987	15.5%	14,139	13,308	6.2%	
Holding Center	560	414	35.3%	6,887	6,778	1.6%	
System	149,057	167,823	-11.2%	2,350,095		10.6%	
Member Libraries	104,538	116,134	-10.0%	1,654,714	1,527,690	8.3%	
Buffalo Branches	21,397	23,781	-10.0%	326,174	282,387	15.5%	
Central Library	20,195	25,003	-19.2%	327,791	274,240	19.5%	
Bookmobile	1,227	1,504	-18.4%	20,390		-2.8%	
Institutions	1,700	1,401	21.3%	21,026	20,086	4.7%	

•

	Regis	tered P				ter Ses	sions
			Session	Counts Pe		· ·	
DIBRARY	1	December			to Date Tol		
	2024	2023	<u>% of</u>	2024	2023	% of	
Library	Total Sessions	Total Sessions	Change	Total Sessions	Total Sessions	Change	Footnotes
Alden (Ewell Free)	55	54	1.9%	896	785	14.1%	
Amherst							
Audubon	851	895	-4.9%	12,557	9,579	31.1%	
Clearfield	643	837	-23.2%	9,775	10,611	-7.9%	
Eggertsville-Snyder	417	374	11.5%	5,017	5,259	-4.6%	System-wide - Full and partial day
Williamsville	134	108	24.1%	1,485	1,546	-3.9%	closings for winter storms 12/5/2024 and
Angola	132	148	-10.8%	2,113	1,977	6.9%	12/12/2024.
Aurora	303	413	-26.6%	4,378	4,541	-3.6%	Dudley - Closed 11/8/2023 - 12/10/2023
Boston	31	51	-39.2%	811	693	17.0%	Construction. Re-opened 12/11/2023.
Cheeklowaga							
Julia Boyer Reinstein	1,230	1,290	-4.7%	16,479	15,997	3.0%	Eden, Elma, Hamburg, Lackawanna -
Reinstein Memorial	597	657	<u>-9</u> .1%	8,797	9,278		Full or partial day closings 12/13/2024 -
Clarence	332	367	-9.5%	5,205	5,149		Winter storm.
Collins	98	135	-27.4%	1,453	1,470	-1.2%	
Concord	102	187	-45.5%	2,303	2,313	-0.4%	González-Soto - Closed 9/12/2022 - 8/27/2023 - Phase 1 Construction, Re-
Eden	74	113	-34.5%	1,379	1,350	2.1%	opened 8/28/2023.
Elma	165	167	-1.2%	2,269	2,368	-4.2%	
Grand Island Memorial	151	181	-16.6%	2,583	2,690	-4.0%	González-Soto - Closed 4/1/2024 -
Hamburg							12/8/2024 - Construction, Re-opened
Hamburg	618	771	-19.8%	9,770	10,145		12/9/2024.
Lake Shore	158	172	-8.1%	2,314	2,665		
Lackawanna	299	499	-40.1%	5,345	6,044		Hamburg and Orchard Park - Closed
Lancaster	488	566	-13.8%	7,610	7,439	2.3%	12/1/2024 - Winter storm.
Marilla	26	46	-43.5%	383	467	-18.0%	Hamburg - Closed 12/23/2024 - Heating
Newstead	147	183	-19.7%	1,957	2,193	-10.8%	issue.
North Collins	92	90	2.2%	1,229	1,117	10.0%	
Orchard Park	520	628	-17.2%	8,205	8,301	-1.2%	
City of Tonawanda	720	588	22.4%	8,633	7,759	11.3%	
Town of Tonawanda							
Kenilworth	283	360		4,570	4,392	4.1%	
Kenmore	1,120	1,264	-11.4%	16,211	15,403	5.2%	
West Seneca	731	1,000	-26.9%	12,489	12,303	1.5%	
Buffalo							
Coles	955	1,005	-5.0%	12,986	11,862	9.5%	
Crane	716	501	42.9%	10,227	1,780	474.6%	
Dudley	474	202	134.7%	6,502	5,358	21.4%	
East Clinton	198	368	-46.2%	3,444	3,803	-9.4%	
González-Soto	194	349	-44.4%	1,411	1,325	6.5%	
Merriweather	1,264	1,226	3.1%	17,026	17,441	-2.4%	
North Park	539	801	-32.7%	9,166	12,608	-27.3%	
Panty	400	453	-11.7%	5,586	6,232	-10.4%	
Central	5,489	6,105	-10.1%	68,073	75,160	-9.4%	
BookmobileServices			(IP-D //01				
Library on Wheels	0	0	#DIV/0!	0	0		
Library2Go	0	0	#DIV/0!	0	0	#DIV/0!	
System	20,746	23,154	-10.4%	290,637	289,403	0.4%	
Member Libraries	10,517	12,144	-13.4%	156,216	153,834	1.5%	
Buffalo Branches	4,740	4,905		66,348	60,409	9.8%	
Central Library	5,489	6,105		68,073	75,160	-9.4%	
Bookmobile	0	0	#DIV/0!	0	0	#DIV/0!	

			·	WiFi			
· · · · · · · · · · · · · · · · · · ·				Total Logi	ns		
A State of the second second		December			to Date Tol	als	
LIBRARY	2024	2023	% of	2024	2023	% of	
	Total	Total		Total	Total		
Library	Sessions	Sessions	Change	Sessions	Sessions	Change	Footnotes
Alden (Ewell Free)	499	389	28.3%	6,568	5,106	28.6%	
Amherst							
Audubon	3,859	3,619	6.6%	56,971	38,527	47.9%	
Clearfield	1,941	2,133	-9.0%	28,359	30,634	-7.4%	_
Eggertsville-Snyder	1,071	991	8.1%	13,200	12,015	9.9%	System-wide - Full and partial day
Williamsville	1,201	1,139	5.4%	14,768	13,840	6.7%	closings for winter storms 12/5/2024 and 12/12/2024.
Angola	86	86	0.0%	1,355	1,439	-5.8%	(2) (2) 2024,
Aurora	2.001	1,881	6.4%	24,110	21,497	12.2%	Dudley - Closed 11/8/2023 - 12/10/2023
Boston	184	189	-2.6%	2,460	2,136	15.2%	Construction. Re-opened 12/11/2023.
Cheektowaga	1 435	1 410	1 10/	10.050	46 400	40.48/	
Julia Boyer Reinstein Reinstein Memorial	1,435 695	<u>1,419</u> 603	1.1% 15.3%	<u>19,253</u> 9,912	16,128 8,489	19.4% 16.8%	Eden, Elma, Hamburg, Lackawanna -
Clarence	1,254	1,263	-0.7%	18,410	8,489 16,047	16.8%	Full or partial day closings 12/13/2024 - Winter storm.
Collins	257	270	-0.7%	3,344	3,259	2.6%	WING SUM.
Concord	428	486	-11.9%	6,718	6,372	5.4%	González-Soto - Closed 9/12/2022 -
Eden	198	177	11.9%	2,494	2,114	18.0%	8/27/2023 - Phase 1 Construction. Re-
Eima	342	383	-10.7%	4,643	4,441	4.5%	opened 8/28/2023.
Grand Island Memorial	624	650	-4.0%	9,677	7,998	21.0%	Open-files Date - Opened 4/1/2004
Hamburg			1.0 /0		1,000	21.070	González-Soto - Closed 4/1/2024 - 12/8/2024 - Construction, Re-opened
Hamburg	1,580	1,526	3.5%	22,578	19,640	15.0%	12/9/2024 - Construction: Re-opened
Lake Shore	423	415	1.9%	5,866	5,686	3.2%	
Lackawanna	400	495	-19.4%	6,520	5,657	15.3%	Hamburg and Orchard Park - Closed
Lancaster	1,514	1, 5 59	-2.9%	20,836	18,345	13.6%	12/1/2024 - Winter storm.
Marilla	68	75	-9.3%	945	994	-4.9%	Hereburg Cleased (2)/2024 Heating
Newstead	488	475	2.7%	6,040	5,531	9.2%	Hamburg - Closed 12/23/2024 - Heating issue.
North Collins	383	368	4.1%	4,781	4,343	10.1%	19946.
Orchard Park	1,682	1,893	-11.1%	25,357	22,382	13.3%	
City of Tonawanda	1,155	990	16.7%	14,591	10,982	32,9%	
Town of Tonawanda							
Kenilworth	416	407	2.2%	5,324	5,460	-2.5%	
Kenmore	1,994	1,711	16.5%	27,321	23,443	16.5%	
West Seneca	1,754	1,970	-11.0%	28,152	22,934	22.8%	
Buffalo		4 0.04	0.49/	10 500		45.54	
Coles	972	1,061	-8.4%	13,526	11,711	15.5%	
Crane	1,701	1,194	42.5%	20,078	6,184	224,7%	
Dudley Fact Clipton	2,714	2,179	24.6% 40.7%	30,908	23,938	29.1%	
East Clinton González-Soto	1,078 525	766 836	-37.2%	12,322 4,741	7,365 7,028	67.3% -32.5%	
Gonzalez-Solo Merriweather	1,317,	1,192	-37.2% 10.5%	4,741	14,909	-32,5%	
North Park	945	977	-3.3%	12,502	12,885	-3.0%	
Panty	1,316	1,156	-3.3% 13.8%	17,225	14,866	-5.0%	
Central	16,995	14,167	20.0%	203,501	175,176	16.2%	
BookmobileServices	10,000	19,101	20.0/0	200,001	0	10.270	
Library on Wheels	50	58	-13.8%	848	1,006	-15.7%	
Library2Go	0	0		0	0		
System	55,545	51,149	8.6%	724,281	610,507	18.6%	
Member Libraries	27,932	27,563	1.3%	390,553	335,439	16.4%	
Buffalo Branches	10,568	9,361	12.9%	129,379	98,886	30.8%	
Central Library	16,995	14,167	20.0%	203,501	175,176	16.2%	
Bookmobile	50	58	-13.8%	848	1,006	-15.7%	

•

1

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		143	151
4/14		149	249
4/21		168	316
4/28	Book Sale	461	229
5/5		124	162
5/12		63	98
5/19	BBQ	80	81
		2,872	4,152

2024 Sunday	Circulation
-------------	-------------

	Visits	Circ
2024 Yearly Total Open 34 Sundays	4,613	6,807
2023 Yearly Total Open 34 Sundays	4,351	7,262
2022 Yearly Total Open 33 Sundays	3,372	6,451
2019 Yearly Total Open 37 Sundays	5,746	9,627
2018 Yearly Total Open 35 Sundays	5,437	9,539
2017 Yearly total Open 35 Sundays	6,141	10,208

Date	Visits	Circulation
9/8	78	145
9/15	95	192
9/22	140	257
9/29	128	200
10/6	81	135
10/13	136	207
10/20	173	145
10/27	82	95
11/3	121	134
11/10	145	200
11/17	105	192
11/24	120	213
12/1	65	73
12/8	82	206
12/15	115	192
12/22	75	69
	1,741	2,655

Lancaster Financial Monthly Report 2024 December

Account	Deposits	Disbursements		Sub-Total	Balance
M & T Checking					
Beginning Balance					\$6,124.86
Receipts	\$527.08				
Meagan Carr: Mileage					
(#25037)		-\$5.76			
Joshua Strell: Mileage					
(#25038)		-\$40.31			
John Benzee: Mileage					
(#25039)		-\$4.00			
Kara Stock: Mileage (#25040)	4707.00	-\$38.52			40.000.00
Ending Balance	\$527.08	-\$88.59		\$438.49	\$6,563.35
			Credit card		
Bank on Buffalo	Deposits	Disbursements	charges	Subtotal	Total balance
Beginning Balance			-\$2,213.52		\$59,226.59
Credit card payment	47 754 04		\$2,213.52		
MacDavid fund donation	\$7,754.94				
Kathleen Dwan donation	\$100.00				
Vending	\$29.00				
Copier Book salo	\$59.59 \$116.00				
Book sale	\$116.00				<u> </u>
Denise Miller: Nov. Tai Chi		¢200.00			
classes (#678) Darlene Pennachi: 12/7 corn		-\$200.00			
		¢150.00			
bag program (#679) Emmalee's Memories: Elf on		-\$150.00			
the Shelf dance party (#680)		-\$135.00			
		<i>Q</i>135.00			
Donna Baia: 12/16 kids yoga		\$E0.00			
program (#681)		-\$50.00			
Amazon: Craft supplies			¢F4 79		
(crafts) Broadway Deli: Holiday party			-\$54.78		
catering (#682)		-\$320.00			
Target: Breakroom furniture		-3320.00	-\$188.72		
NYS Parks Store: Empire pass			9100.72		
renewal			-\$72.00		
NameBadge.com: New name			* · - · • •		
tags			-\$183.42		
Gilded Maple: 2024 reading					
prize gift card			-\$50.00		
Lancaster Coffee Co.: 2024					
reading prize gift card			-\$50.00		
From the Attic: 2024 reading					
prize gift card			-\$50.00		
Dark Forest Chocolate					
Makers: 2024 reading prize					
gift card			-\$50.00		ļ
Denise Miller: Dec. Tai Chi		A150.55			
classes (#683)		-\$150.00			
Donna Baia: 1/6/25 kids yoga		¢50.00			
class (#684)		-\$50.00			
	+				
Checking Ending Balance	\$8,059.53	-\$1,055.00	-\$698.92	\$6,305.61	\$65,532.20
	Amount	Interest Rate	Disbursments	Interest	Total
Savings 5880	\$45,268.22	4.8%	\$0.00	\$190.50	\$45,458.72
Total Balance BankonBuffalo	÷ :0,200.22			+ 200.00	\$110,990.92
CDs	Amount	Maturity	Interest Rate	Interest	Total
Evans CD 6749	\$30,236.57	12M 1/24/25	4.00%	\$0.00	\$30,236.57
M&T CD 8128	\$50,066.34	12M 1/24/25	4.40%	\$2,188.93	\$52,255.27
LPL CD 1624	\$100,171.73	12M 12/21/25	5.30%	\$0.00	\$100,171.73
Total balance all accounts	,	-, -,			\$300,217.84

Petty Cash December 2024

				1
Date	Item	Deposit	Withdrawl	Total
				\$232.23
5-Dec	Josh- 7-11- gas for snowblower		-\$9.00	\$223.23
7 0	Meagan- Tops- graham cracker house		¢04.07	¢121.20
	workshop supplies		-\$91.87	
30-Dec	Kara- Wegmans- soap and sponges		-\$15.96	\$115.40
		\$0.0	0 -\$116.83	\$115.40

Crafts budget	2024			
DATE	VENDOR	PURPOSE	PAYMENT	AMOUNT
1/8/2024		Bead craft supplies	CC	\$101.38
1/25/2024		Craft supplies- mini art show	CC	\$143.11
1/26/2024		Craft supplies	CC	\$180.39
3/8/2024		Eclipse craft supplies	CC	\$186.77
3/14/2024		Coloring pages	CC	\$59.93
3/20/2024		Craft paper	CC	\$60.78
3/20/2024	Amazon	Wiggle eyes	CC	\$20.27
4/1/2024	Fun Express	Summer kick-off crafts	CC	\$719.60
4/5/2024	Amazon	Key tags and rubber ducks	CC	\$72.95
4/24/2024	Amazon	Paper bags and ducks	CC	\$113.96
5/3/2024	Michaels	Craft supplies	CC	\$81.86
5/3/2024	Amazon	Coloring pages	CC	\$31.96
5/17/2024	Michaels	Summer craft supplies	CC	\$143.03
5/29/2024	Amazon	Library card bags	CC	\$17.78
6/3/2024	Fun Express	Rubber ducks for library card bags	CC	\$31.64
6/21/2024	Amazon	Summer crafts	CC	\$183.67
7/3/2024	Amazon	Summer craft supplies	СС	\$141.51
7/8/2024	Michaels	Bead craft supplies	CC	\$76.76
7/24/2024	Amazon	Craft supplies	CC	\$231.54
7/24/2024	Michaels	Indigo dyeing program	СС	\$56.01
9/3/2024	Amazon	Craft supplies	СС	\$183.57
9/4/2024	Fun Express	Halloween party crafts	CC	\$410.72
10/9/2024	Amazon	Coloring/craft supplies	CC	\$86.82
10/14/2024	Fun Express	Craft stickers	CC	\$139.36
10/29/2024	•	Soapmaking program	CC	\$39.07
11/4/2024	Michaels	Craft supplies	CC	\$104.40
11/4/2024		Craft supplies	CC	\$188.61
	Fun Express	Rubber ducks for library card bags	СС	\$48.00
11/18/2024		Craft paper	CC	\$117.80
12/12/2024		Craft supplies	CC	\$54.78
			- · ·	<u></u>
			Total	\$4,028.03
			Left over:	\$48.63

Income	
	ISSUED
DATE	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	
		Damaged book replacement for			
2/7/2024	Amazon	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	
6/12/2024	Amazon	Sensory kits	CC	\$77.92	
6/12/2024	Therapy Shoppe	Sensory kits	CC	\$403.63	
7/10/2024	Amazon	Sensory kits	CC	\$85.28	
11/12/2024	Therapy Shoppe	Sensory kits	CC	\$74.81	
11/13/2024	Amazon	Sensory kits	CC	\$137.90	

Total	\$2,827.45
Left over:	\$945.20

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

CAMCO GENERAL CONTRACTING INC.

PROPOSED CHANGE ORDER

10994 Tinkhar Darien, New Y		Phone: (585)547-3898 Fax: (585)547-3855	No.	1
TITLE:	HAND DRYER	DATE:	12/26/2024	
PROJECT:	LPL - RESTROOM LANCASTER PUBLIC LIBRARY RE	NOVATIONS		
TO:	Attn: ED SCHILLER WM SCHUTT ASSOCIATES 37 CENTRAL AVE. LANCASTER, NEW YORK 14086 Phone:(716) 683-5961 Fax:(716) 68	SUBMI ⁻ COMPL	ETED:	

DESCRIPTION

THE TOWN HAS REQUESTED PRICING TO INSTALL A DYSON HAND DRYER IN THE RENOVATED STAFF RESTROOM IN LIEU OF A PAPER TOWEL DISPENSER. CAMCO IS PLEASED TO PROVIDE THE FOLLOWING PROPOSAL TO FURNISH, INSTALL, AND PERFORM ALL ELECTRICAL WORK ASSOCIATED WITH THIS REQUEST.

Num Item	Description	Ref	Qty	Unit	Unit Price	Amount
1 MATERIAL	DYSON AIRBLADE V HAND DRYER (120V)		1.000	Each	950.00	950.00
2 ELECTRICAL	INSTALL NEW ELECTRICAL CIRCUIT WITH DEDICATED BREAKER		1.000	LS	1,500.00	1,500.00
3 CREDIT	RELOCATE EXISTING PAPER TOWEL DISPENSER		-1.000	LS	250.00	-250.00
4 OH&P	CAMCO OH&P (5%)		1.000	LS	110.00	110.00
				Item 1	lotal:	\$2,310.00
						. ,
				1	fotal:	\$0.00
				1	fotal:	\$2,310.00

APPROVAL	
----------	--

Ву: _____

CAMERON P. SITAREK

Date: 12/26/2024

Ву:_____

Date:

Amazon Home	Deliver to Cameron Darien Ce 14040 Shop by Room	All - dyson air b Discover	lade Shop by Style	Home Décor	Furnitu	e Kitchen &	& Dining Be	d & Bath	Hello, Cameron Account & Lists - Garden & Outdoor	Returns & Orders Home Improveme
										Sponsore
	s for "dyson air blade"				-	er, Energy Eff	l Dryer 120V, ficient, Fast D		Buy new: \$949 ⁰⁰ Two-E	lay
] C					50+ bought in past i		alon this page		FREE Returns	Saturday
					\$94900					Order within 7 hrs
		dyson			Or \$56.04 mo (2 Two-Day FREE Returns	4 mo). Select from 1 p	blan		Deliver to Car Center 14040	neron - Darien
		ogson				th business pricing. Sig	gn up for a free Amazo	on Business	Only 16 left in soon.	stock - order
					S Best price				Quantity: 1	
			/		approval for Prime	visa.	Get a \$150 Gift Card: F		Add	to Cart
					shipping.	at a lower price from <u>o</u>	other sellers, potentiall	y without free P		y Now
					Color: Nickel Brand	Dyson				azon d Hand Dryers urnable until Jan 31,
					Color Electric fan	Nickel Table Fan			202	
					design Power Source	Electric			✓ See more Add a Protection	on Plan:
	R	oll over image to zoon	n in		Style	AirBlade V1.0			3-Year Prote \$99.99	
Ask Rufus					Product ✓ See more	4"D x 9.25"W x 15.5	5"H		4-Year Prote \$129.99	ection Plan for
	ommercial restrooms?	Does it have a HEP/ Ask something else			Mounting Wall Moun Material Plastic		Controller Touchless (Infrared Sensor) past and fut (Renews M	overs all eligible ure purchases
									Add a gift re	
					HEPA filter cap		cles as small as 0.3 mi	crons from the a	returns air.	
					Touch-free ope 12 second dry	time.²	iana? than single use		Save with Ope Good	n Box – Very
					costs up to 99	6 less to run.1	ions3 than single-use I Max, on one machine		d \$894 ⁷⁴	
					Curved Blade		ul sheets of air that fol		s of FREE delivery December 29	Sunday,
					Report an is	sue with this product o	or seller		Ships from: Amaz Sold by: Amazon	
					Consider a s	_				
							oved Commercial Har eed Stainless Steel Ha		Add to List	
					Bati	rooms- Heavy Duty H (276)			Other sellers	on Amazon
						5.99 Climate Pledge Friend	lly		New & Open Bo 74	x (49) from ^{\$} 894
									amazon bu	siness
									Save up to 3%	on this product
									with business-o	

Frequently bought together





+

Sponsored

Total price: \$1,159.14 Add all 3 to Cart

Some of these items ship sooner than the others. Show details

Sponsored

This item: Dyson Airblade V Hand Dryer 120V, Nickel – HEPA Filter, Energy Efficient, Fast Drying

BOBRICK 2013 Stainless Steel Automatic Wall-Mounted Foam Soap Dispenser, Satin Finish, 2... Bobrick Surface-Mounted Toilet Seat Cover Dispenser – Satin-Finish Stainless Steel, ADA...

•

•

DIANE M. TERRANOVA, TOWN CLERK TOWN OF LANCASTER 21 CENTRAL AVE. LANCASTER, N.Y. 14086 AREA CODE 1-716 683-9028

COPY

COPY

December 20, 2024

Western New York Tile and Stone Corp. 139 Division Street North Tonawanda, New York 14120

Ladies/Gentlemen:

Enclosed is a copy of a resolution adopted by the Town Board of the Town of Lancaster on December 16, 2024.

This resolution authorizes the purchase and installation of carpet in the Lancaster Public Library for an amount not to exceed \$6,285.00.

Sincerely yours,

OFFICE OF THE TOWN CLERK

iem. Levanava

Diane M. Terranova, R.M.C. Town Clerk

DMT/dm Encl. cc: C. Ciccarelli, Maintenance Crew Chief J. Strong, Town Attorney Lancaster Public Library

THE FOLLOWING RESOLUTION WAS OFFERED BY COUNCIL MEMBER STUDLEY, WHO MOVED ITS ADOPTION, SECONDED BY COUNCIL MEMBER BURKARD, TO WIT:

WHEREAS, by letter dated December 11, 2024, Carmen Ciccarelli, Maintenance Crew Chief for the Town of Lancaster Building Maintenance and Repair Department has requested for the Town Board to approve expenditures for the purchase and installation of carpeting over the existing vinyl flooring in the basement entrance, hallway, and staircase at the Lancaster Public Library; and

WHEREAS, the work will be completed by Western New York Tile and Stone Corp., 139 Division Street, North Tonawanda, New York, under NYS Contract #69412; for an amount not to exceed \$6,285.00 and to be paid for with funds available in the 2024 Library Budget Line 01-7410-260, Other Capital Outlay.

NOW, THEREFORE,

BE IT RESOLVED, that the Town Board of the Town of Lancaster hereby authorizes the purchase and installation of carpet in the Lancaster Public Library to be completed by Western New York Tile and Stone Corp., for an amount not to exceed \$6,285.00 with funds allocated the 2024 Library Budget Line 01-7410-260.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call which resulted as follows:

COUNCIL MEMBER BURKARD	VOTED	YES
COUNCIL MEMBER DICKMAN	VOTED	YES
COUNCIL MEMBER SCHROEDER	VOTED	YES
COUNCIL MEMBER STUDLEY	VOTED	YES
SUPERVISOR LEARY	VOTED	YES

December 16, 2024

Appendix A DISCLOSURE STATEMENT OF THE LANCASTER PUBLIC LIBRARY

The undersigned, being a trustee, officer, committee member or Key Employee of the Lancaster Public Library, hereby acknowledges and confirms the following:

(1) I have received, read and understand the Lancaster Public Library's Conflict of Interest Policy in effect as of the date written below, and I agree to comply with the Conflict of Interest

Policy.

(2) I understand that the Lancaster Public Library is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

(3) Personal Interests & Relationships. I am an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which the Lancaster Public Library has a relationship: [If none, please write "None." If such interests exist, please specify the capacity in which you hold such an interest (for example, employee, director, or owner). If an owner, please specify your percentage ownership).]

⁽⁴⁾ Interests & Relationships of Relatives. A Relative (spouse or domestic partner, ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren; great-grandchildren, and spouses of brothers, sisters, children,

Grandchildren and great-grandchildren) of mine is an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which the

Lancaster Public Library has a relationship: [If none, please write "None." If such interests exist, please specify the Relative (for example, sibling or spouse) and the Relative's position (for example, employee, director, or owner). If an owner, please specify the percentage ownership).]

(5) Transactions. The Lancaster Public Library is a participant in the following transactions in which my Relative or I may have a Financial Interest that may give rise to a Conflict of Interest or Related Party Transaction, as defined in the Conflict of Interest Policy. [If none, please write "None." If such transaction(s) exists, please specify the transaction and the potential financial interest involved and whether you or a Relative has such an interest for any such transaction(s). Please specify the Relative and their position, if applicable.]

I certify that the above statements are true and correct to the best of my knowledge.

Name:	
Position:	
Signature: _	
Date:	

LANCASTER PUBLIC LIBRARY

Review Schedule for Board Adopted Policies 2025

POLICY	AUTHOR	LAST REVIEWED	TARGET REVIEW
Debit Card Policy	LNC	February-21	January-25
Procurement Policy (Annual review)	LNC	March-24	Mar-25
Open Meeting Policy	LNC	February-21	May-25
Mission Statement	LNC	March-21	September-25
Investment Policy (Annual review)	LNC	November-24	Nov-25
Petty Cash Policy	LNC	August-22	TBD
Claims Audit Policy	LNC	October-22	TBD
Rules of Conduct	LNC	December-22	TBD
Sustainability Policy	LNC	January-23	TBD
Display Case Policy	LNC	January-23	TBD
Bulletin Board Policy	LNC	March-23	TBD
Public Relations Policy	LNC	May-23	TBD
Credit Card Policy	LNC	July-23	TBD
By-Laws & Conflict of Interest Policy	LNC	September-23	TBD
Diversity, Equity and Inclusion Policy	LNC	December-23	TBD
Emergency Procedures	LNC	January-24	TBD
Patron Suspension, Reinstatement & Appeal Process	LNC	February-24	TBD
FOIL (Freedom of Information Law) Policy	LNC	April-24	TBD
Gift Policy	LNC	May-24	TBD
Lost and Found Policy	LNC	June-24	TBD
Ethics Policy	LNC	September-24	TBD
Facility Use Policy	LNC	September-24	TBD
Whistleblower Policy	LNC	October-24	TBD
Long Range Plan 2022 - 2024	LNC	December-24	TBD



Lancaster Public Library Debit Card Policy

I. STATEMENT OF PURPOSE

The purpose of this policy is to protect Erie County taxpayers by assuring that debit card use facilitates cost-effective purchases for the Lancaster Public Library (LPL). Use of a debit card account is a form of payment; all use must be in compliance with LPL Policies, in particular, the LPL's Procurement Policy.

II. POLICY

A. The LPL is authorized to maintain the following debit accounts:

1. Debit card account – Library Director: Limit not to exceed \$2,000.

2. Debit cards will be assigned to the LPL Library Director and the LPL Board of Trustees Treasurer (both herein designated "cardholders").

B. The cardholders or their designees may use the debit card only for goods or services for the official business of the LPL and consistent with other policies, including but not limited to the LPL's Procurement Policy.

C. Documentation detailing the goods and services purchased and the business purpose for said purchases must be submitted before payment can be approved.

D. The cardholders are responsible for the protection of the respective debit cards and are responsible to immediately notify the financial institution issuing the card if the card is lost or stolen.

E. Cardholders must immediately surrender the credit card upon leaving the employ of the LPL.

F. The LPL Director or designee(s) shall maintain procedures to insure the objectives of this policy are achieved.

- 1. Funding approval from Board.
- 2. Debit listed as such on monthly financial report.
- 3. Debits are subject to monthly audits.

Adopted by the Lancaster Public Library Board of Trustees at a public meeting on February 11. 2021.

2024 CLAIM FOR MILEAGE FORM

OA.F.S.C.M.E. OC.S.E.A. Libratians Assn. OAdministrators 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				Department					
	STOCK			Lancaster					
A d duana				Employe 5933	e ID				
Date	From	То		Miles Driven	Mileage Total	Day	Daily Total	Tolls	Parking
12/11/24	Central Library	Lancaste	er Library	12.5	\$ 8.38	0	\$ 0.00		\$ 7.50
					\$ 0.00		\$ 0.00		
					\$ 0.00		\$ 0.00		
					\$ 0,00		\$ 0.00		
					\$ 0.00		\$ 0.00		
					\$ 0.00		\$ 0.00		
					\$ 0.00		\$ D.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	\$ 7.50
			Amount	in Miles					\$ 8.38
	ement rate is dependent u e negotiated in the Collec		Amount	for days @ \$_					\$ 0.00
Bargaining	g Agreement. Minimum		Amount	for tolls					\$ 0.00
	ment for mileage per day		Amount	for parking					\$ 7.50
mues omes	s rate or \$ whichever	f 19 greater.	Total to b	æ paid					\$ 15.88
	C	ERTIFICA	TION BY	CLAIMAN	IT EMPLO	YEE			
I, the und	ersigned, hereby certif	y that the r r	uileage ind	licated with	this claim l	has actua	illy been t	traveled	by me

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.

block

Employee Signature:	Kare	2
	raia	<u>ب</u> حي

Date: 12 23 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

O A.F.S.C.M.E. O C.S.E.A. O Librarians Assn. O 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 Joshua Strell			Department Lancaster Library Employee ID 25619						
Date	From	То		Miles Driven	Mileage Total	Day	Daily Total	Tolls	Parking
12/11/24	Lancaster Library	2914 Walden	Ave (& return)	8.4	\$ 5.63	0	\$ 0.00		
					\$ 0.00		\$ 0.00		2007
Ser Al			1		\$ 0.00		\$ 0.00		
					\$ 0.00	1.1.1	\$ 0.00		12.
					\$ 0.00		\$ 0.00		
					\$ 0.00		\$ 0.00	1000	
신민의님					\$ 0.00		\$ 0.00		
See SI					\$ 0.00	121	\$ 0.00		
1.10					\$ 0.00		\$ 0.00	1.5	
					\$ 0.00		\$ 0.00		
					\$ 0.00		\$ 0.00		
					\$ 0.00		\$ 0.00		10.11
			TOTAL	8.4	\$ 5.63	0.0	\$ 0.00	\$ 0.00	\$ 0.00
			Amount	in Miles					\$ 5.63
	ement rate is dependent u		Amount	for days @ \$		\$ 0.00			
Bargaining	e negotiated in the Colle g Agreement. Minimum		Amount	for tolls		1.384		34-6-1	\$ 0.00
reimburse	ment for mileage per day		Amount	for parking					\$ 0.00
miles ume	s rate or \$, whicheve	r is greater.	Total to b	e paid				ALS.	\$ 5.63

CERTIFICATION BY CLAIMANT EMPLOYEE

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

Employee Signature:

Date:	1 - 3 -	24
Luce.		

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.

Latoch

Signature:

Date:	11	21	24
Date:	1/	5(c 1

Supervisor or Department Head

Kara

FINANCE OFFICE USE ONLY

Signature:

Date:

Assistant Deputy Director - Controller

1/2024

Staff Room Request

QTY.	Description	Website	Total Price
1	Recycle Bin	https://bit.ly/421WVpE	30.71
1	Bathroom Wastebasket	https://bit.ly/420zNlt	39.99
1	Jumbo Toilet Paper Dispenser	https://bit.ly/4fH8ZQm	39.99
1	Silverware Organizer	https://bit.ly/4a1kRLQ	15.99
1	Bathroom Mirror	https://bit.ly/4fHqWhZ	49.99
		Shipping	\$0.00
			\$176.67