A. Call of the Roll.

B. Approval / Changes to Agenda.

C. Minutes of Preceding Meeting – March 23, 2022

D. Nominations and Elections of Officers, if any.

E. Report of the Director – March 2022
    1. Library system fine free announcement
    2. Mobile hotspot loans
    3. Erie County Legislature - National Library Week Recognition

F. Report of the Treasurer.
    1. County account statement March 2022
    2. Local account statement March 2022
    3. Summary of accounts March 2022
    4. Check abstract and approvals
    5. Payroll Report through PP#6

G. Report of the Friends of the Library.

H. Report of the President.
    1. ACT Workshop – Saturday, May 7th @ Central

I. Old Business.

J. New Business.
    1. 2021 NYS Annual Report Board Resolution/Approval
    2. 2021 Annual Report Brochure
    3. 2021 NYS Comptroller's Report
    4. M&T check signers
    5. Charging station purchase

Next Regular Meeting: Wednesday, May 18, 2022 at 4:00pm

West Seneca Public Library

Library Board of Trustees Meeting Agenda

March 23, 2022 @ 4:00pm in the Large Community Room

A. Call of the Roll
   o Present: Amanda Cleesattel, Jennifer Dobe, Cynthia Johnson, William Josefiak, and Patricia Wass
   o Excused: none
   o Guest(s): Robert Alessi (Library Director) & Susan Kims
B. Approval / Changes to Agenda: none
C. Minutes of Preceding Meeting (February 2022) –
   o Correct Jennifer Dobe's name
   o Edit next meeting date due to change in meeting date from March 16th, 2022 to March 23rd, 2022. Time and location unchanged.
   Motion to approve: William Josefiak
   Second: Jennifer Dobe
   Ayes: all
   Nays: none

D. Report of the Director – See February 2022 documents posted. Additional points of conversation listed below:
   o Robert Alessi attended a webinar entitled "Robert's Rules of Order" which he will share with the board (since the taking of these minutes, the webinar has been shared).
   o No significant concerns related to the library were noted from inquiry from board member Amanda Cleesattel.
   o Board president inquired about 3d printer. Overall Robert has taken the lead on learning and maintaining the 3d printer.
   o Books and Barks book club being run by Amanda Cleesattel now.

E. Report of the Treasurer:
   o County account statement February 2022
   o Local account statement February 2022
   o Summary of accounts February 2022
   o Check abstract and approvals February 2022
   Motion to approve: William Josefiak
   Second: Patricia Wass
   Ayes: all
   Nays: none

F. **Report of the Friends of the Library:**
   - o Cynthia Johnson now holds the role of president previously held by Patricia Wass. The board extends its deepest gratitude for Patricia's dedication as a friend of the library. Robert Alessi wrote a tribute to Patricia on the library website.
   - o Friends of the Library are working on deaf access services. A possible sign language class may be offered as part of this effort.
   - o Friends of the library distributed 545 "something to do" bags in 2022.
   - o Upcoming fundraising book sale August 3-6th and possibly through the 8th.
   - o No summer reading kickoff this year
   - o Friends of Library to be present at West Seneca Farmer's Market July 21st, 2022.
   - o Next Friends of the Library meeting June 2nd, 2022.

E. **Report of the President:**
   - o ACT meeting of introduction to new Library Executive Director, May 7th 2022 from 9am-12noon.
      - i. Each library will have an overview including population, circulation, and pictures
      - ii. The new Executive Director will present
      - iii. Q&A to conclude May 7th, 2022 meeting
      - iv. Picture taken this meeting of both board of trustees and board of trustee with Director of West Seneca Library
      - v. **Action Item:** Any questions for this meeting, from our board, should be submitted to Robert Alessi (Director of West Seneca Library).

F. **Old Business:** none

G. **New Business:** Of the $5,000 budgeted and approved to spend from Rotary Club funds in 2022, $1,500 of that will start being used for the Children's Readers Room as well as adding to the children's collection materials.

   Motion to approve: William Josefiak
   Second: Cynthia Johnson
   Ayes: all
   Nays: none

H. **Public Comment:** none; no community members present

Adjournment @ 4:47pm

Motion: William Josefiak
Second: Jennifer Dobe
Ayes: all
Nays: none

Next Regular Meeting: Wed, April 20th, 2022 @ 4pm

Respectfully submitted by Amanda Cleesattel, Secretary

West Seneca Public Library Board Meeting
Director's Report

March 2022

Circulation – March 2022
11,823

Revenue – County Account Fines, Fees, Copies, Print – March 2022
$1,413.89

Library Visitors – March 2022
8,522

Programming – March 2022
(Youth)

Make & Take Craft Bags	All month	327 bags
Read Down Your Fines	All month	3 participants
Tutoring	All month	180 sessions
Preschool Story Time (5)	3/1, 3/8, 3/15, 3/22, 3/29	101 attendees
NY Project Hope Table (3)	3/1, 3/7, 3/22	95 visitors
Painting for Teens	3/3	7 attendees
Be a Library Kid! (2)	3/9, 3/23	13 attendees
Toddler Time (4)	3/10, 3/17, 3/24, 3/31	146 attendees
Lego Club	3/19	23 attendees
Fuse Beads	3/24	20 attendees

Programming – March 2022
(All Ages)

Dungeons & Dragons (4)	3/5, 3/12, 3/19, 3/26	49 attendees in-person + 10 virtually

Programming – March 2022
(Adult)

Knitting Club (4)	3/7, 3/14, 3/21, 3/28	27 attendees
Books & Barks	3/14	3 attendees

Book A Technology Trainer (3 appointments)	3/15	3 individual sessions; 4 attendees
Book Club	3/28	9 attendees

Collection Development

WSE – 2022 Funds-
AV= $1,701.61 - $70.69 (est. discount price) = $1,630.92
MAT= $5,357.10 - $756.41 (est. discount price) = $4,600.69

Outreach/Meetings/Library Visits

- 3/2 Advocacy Day Meeting via Zoom with Senator Patrick Gallivan
- 3/9 Managers Meeting via Zoom
- 3/10 Friends of the West Seneca Public Library Meeting
- 3/18 WNYLRC Zoom training- Bylaws: Writing and Interpreting Them
- 3/23 Library Board of Trustees Meeting

Misc.

- 3/14 Town provided 230 covid-19 test kits and 20 boxes of N95 masks to give to patrons. The masks were gone within 3 days and approximately half of the tests have been handed out to patrons. (Tests gone by 4/8.)
- 3/15 ARC Erie County set up a table for potential employees
- "Getting Started with Libby" webinar was viewed on 3/16 by Kelly Mercer.
- V Narvaez completed 3 separate video trainings: Excel and Google Sheets: Be Spreadsheet Savvy – The Basics, EXCEL and Google Sheets: Simple Formulas and 34 WEB TOOLS That Make Work Easier and More Fun

STATE OF NEW YORK
LEGISLATURE OF ERIE COUNTY
BUFFALO, N.Y., APRIL 7, 2022 A.D.

I HEREBY CERTIFY THAT *at a regular session of the Legislature of Erie County held in the County Hall, in the City of Buffalo, on the 7th day of April 2022 A.D., a resolution was adopted, of which the following is a true copy:*

Honoring and Recognizing West Seneca Public Library During National Library Week

WHEREAS, *the Erie County Legislature seeks to honor individuals and institutions in Erie County who enhance the quality of life in the community through their efforts; and*

WHEREAS, *today's libraries are more about what they can do with and for their communities and not just about what they have on the shelves; and*

WHEREAS, *libraries have long served as trusted institutions, often the heart of their cities, towns, schools, and academic campuses; and*

WHEREAS, *libraries serve people of all ages, interests, and backgrounds providing the resources and space to engage in lifelong learning; and*

WHEREAS, *libraries offer equipment and professional staff support to utilize technology, programs, and services; often free or with nominal charges to users; and*

WHEREAS, *America is celebrating National Library Week from April 3-9, 2022, including April 5 as National Library Workers Day, a day for library staff, users, administrators, and friends groups to recognize the valuable contributions made by all library workers; April 6 as National Library Outreach Day, a day to celebrate library outreach and the dedicated library professionals who are meeting their patrons where they are; and April 7 as Take Action for Libraries Day, a day to rally advocates to support libraries; and*

WHEREAS, *West Seneca Public Library, located at 1300 Union Road in West Seneca, NY, has been a long-standing educational and learning institution in our community and is well-deserving of this recognition.*

NOW, THEREFORE, BE IT RESOLVED, *the Erie County Legislature pauses in its deliberations to honor and recognize West Seneca Public Library during National Library Week. We encourage all residents to visit our libraries and explore all they offer.*

JOSEPH C. LORIGO
Erie County Legislator, 10th District

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Mar-22

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	0	0	0	0		0	
515000	Sewer	0	0	0	0		0	
515000	Electric	7,200	0	2,390	4,810	7,170	30	
515000	Telephone - Maintenance	0	10	10	0	10	0	
510200	Dues and Fees	0	0	0	0		0	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	763	(10)	305	448	753	0	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	100	0	0	100	100	0	
530000	Other Expenses & Charges	600	0	23	577	600	0	
530000	Contingency (Bullet Aid)	0	25,000	0	25,000		25,000	
	TOTAL EXPENSES	8,663	25,000	2,728	30,935	8,633	25,030	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	5,700	0	2,203	3,497	8,900	3,200	
Copy Machines	1,200	0	546	654	1,900	700	
Print Cost Recovery	4,200	0	1,106	3,094	4,200	0	
Other Income	200	0	25	175	150	(50)	
State Funding	0	25,000	25,000	0	25,000	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	11,300	25,000	28,880	7,420	40,150	3,850	

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	3/4/22	Tax for WSE Book Sale	√	$177.89		$22,354.80
975	3/17/22	Program supplies: fuse beads, foam cones, wooden beads, canvas. Invoice #9547446974 6 and #7635479844 6		$111.83		$22,242.97

West Seneca Public Library Bank Account Balances March 2022

M&T County Account
Balance $41,696.77 (Note: Includes $25,000 Assemblyman Burke State Aid)

M&T Local Account
Balance $22,242.97 (Note: Includes $17,633.12 Rotary)

Local M&T CD (1)
Balance $40,701.86

Local M&T CD (2)
Balance $5,078.81

Local M&T CD (3)
Balance $5,078.81

Northwest Construction Grant Phase II
Balance $0.00

M&T Construction Fundraiser Account
Balance $15,620.34

Northwest Makerspace/Tech Account
Balance $28.79

April 20, 2022 Abstract of Checks

Voucher #	Date	Payee	Amount	Check#	Reason for expense	Date
2022-C10	4/12/2022	Town of West Seneca	$ 597.50	6394	Electric Bill May, Invoice #50122	4/12/2022
2022-L7	4/12/2022	SYNCB/AMAZON	$ 28.45	977	Signature Jelly Belly Jelly Beans- Jellybean structure program (Invoice #588453973974)	4/12/2022

2022 West Seneca Payroll Report_PP6

As of Pay Period 6

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian Director II	18,705.43	75,221.00	56,515.57
Librarian I	16,414.63	66,109.00	49,694.37
Library Assistant	8,751.00	40,916.00	32,165.00
Caretaker (RPT)	6,531.30	28,395.00	21,863.70
FT Totals	**50,402.36**	**210,641.00**	**160,238.64**

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Clerk Typist PT	4,648.33	20,172.00	15,523.67
Librarian I PT	8,011.58	32,929.00	24,917.42
Page PT	4,343.30	24,024.00	19,680.70
Senior Page	9,804.31	45,042.00	35,237.69
PT Totals	**26,807.52**	**122,167.00**	**95,359.48**

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretakers	6,531.30	28,395.00	21,863.70
Clerk Typists	4,648.33	20,172.00	15,523.67
Librarian I	24,426.21	99,038.00	74,611.79
Librarian Director II	18,705.43	75,221.00	56,515.57
Library Assistant	8,751.00	40,916.00	32,165.00
Pages	4,343.30	24,024.00	19,680.70
Senior Page	9,804.31	45,042.00	35,237.69
Other Payments		1,946.00	1,946.00
Savings Goal		(5,783.00)	(5,783.00)
Combined Totals	**77,209.88**	**328,971.00**	**251,761.12**

ANNUAL BUDGET	$	328,971.00
PROJECTED ENDING BALANCE	$	319,417.77

Projected Ending Balance	**$9,553.23**

RESOLUTION adopted by the Board of Trustees of the

_____ Library at a

regular (or special) meeting of said Board of Trustees held at

_____ on the _____

day of _____ 2022 at _____ o'clock.

       I HEREBY CERTIFY, that at a meeting of the Board of Trustees

of the _____ Library, held

at _____ on the _____ day of

_____2022, 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 attests 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 _____

West Seneca Public Library
Annual Report For Public And Association Libraries - 2021

1. GENERAL LIBRARY INFORMATION

Library/Director Information

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

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 here 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, 2021, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	0800146980
1.2	Library Name	WEST SENECA 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	West Seneca
1.6	Beginning Fiscal Reporting Year	01/01/2021
1.7	Ending Fiscal Reporting Year	12/31/2021
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 of library's	N/A

new reporting year. Enter N/A if No was answered to
Question 1.8.

1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2021
1.12	Ending <u>Local</u> Fiscal Year	12/31/2021
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	1300 UNION ROAD
1.15	City	WEST SENECA
1.16	Zip Code	14224
1.17	Mailing Address	1300 UNION ROAD
1.18	City	WEST SENECA
1.19	Zip Code	14224
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(716) 674-2928
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(716) 674-9206
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	wse@buffalolib.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	https://www.buffalolib.org/locations-hours/west-seneca-public-library
1.24	Population Chartered to Serve (per 2010 Census)	44,711
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC

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

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

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

1.29   Date the library was granted its absolute charter or the
        date of the provisional charter if the library does not   06/26/1964
        have an absolute charter

1.30   Date the library was last registered   04/25/1974

1.31   Federal Employer Identification Number   166008113

1.32   County   ERIE

1.33   School District   West Seneca

1.34   Town/City   West Seneca

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 current library
director/manager.

1.37   First Name of Library Director/Manager   Robert

1.38   Last Name of Library Director/Manager   Alessi

1.39   NYS Public Librarian Certification Number   20407

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

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

1.42 Do all staff working in the budgeted 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.   Y

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

1.44 Fax Number of the Director/Manager   (716) 674-9206

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

Public Votes/Contracts

1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2021? (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.   N

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/2021)   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   N/A
       vote held on the date reported in question number 3:

6c.   Total proposed appropriation (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 2021) Enter Y for Yes, N for   N
       No. If Yes, complete one record for the vote from
       each funding source. If No, go to question 1.48.

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

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 appropriation
       from tax dollars resulting from the last successful   N/A
       vote?

Unusual Circumstances

1.48   Does the reporting library have a contractual
       agreement with a municipality or district to provide
       library services to residents of an area not served by a   N
       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.

1.   Name of contracting municipality or district   N/A

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

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

4.   Dollar amount of contract   N/A

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

1.49   For the reporting year, has the library experienced
       any unusual circumstance(s) that affected the
       statistics reported (e.g., natural disaster, fire, closed
       for renovations, massive weeding of collection, etc.)? Y
       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.

Note: Note: As a result of the COVID-19 pandemic and Gubernatorial workforce reduction orders,
all B&ECPL libraries temporarily closed beginning 3/17/2020. The West Seneca Public Library
reopened for curbside service on 6/8/2020 and for limited hours/transactional services inside the
building on 6/22/2020. Effective 10/1/2020 hours were reinstated to NY State Minimum Standard
55 hours/week. West Seneca was designated a part of the orange zone in Erie County and on
11/20/2020, the library transitioned to curbside service only. The library continued curbside service
only for the remainder of 2020. The West Seneca Public Library reopened to the public in-person
once again on 1/5/2021. However, while usage statistics increased over 2020, they have not yet
returned to pre-COVID-19 figures due to the continuation of the pandemic.

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1.
Please read general information instructions below before completing this section.
NOTE: 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	11,246
2.2	Adult Non-fiction Books	7,928
2.3	Total Adult Books (Total questions 2.1 & 2.2)	19,174
2.4	Children's Fiction Books	16,203
2.5	Children's Non-fiction Books	5,481
2.6	Total Children's Books (Total questions 2.4 & 2.5)	21,684
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	40,858

Other Print Materials

2.8	Total Uncataloged Books	3,570
2.9	Total Print Serials	1,365
2.10	All Other Print Materials	27
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	4,962
2.12	Total Print Materials (Total questions 2.7 and 2.11)	45,820

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	0
2.14	Local Electronic Collections	24
2.15	NOVEL$_{NY}$ Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	39
2.17	Audio - Downloadable Units	0
2.18	Video - Downloadable Units	0

2.19   Other Electronic Materials (Include items that are not
        included in the above categories, such as e-serials;
        electronic files; collections of digital photographs;   0
        and electronic government documents, reference
        tools, scores and maps.)

2.20   Total Electronic Materials (Total questions 2.13, 2.16,   39
        2.17, 2.18 and 2.19)

Non-Electronic Materials

2.21   Audio - Physical Units   3,697

2.22   Video - Physical Units   11,911

2.23   Other Circulating Physical Items   11

2.24   Total Physical Items in Collection (Total questions   15,619
        2.21 through 2.23)

Grand Total/Additions to Holdings

2.25   **GRAND TOTAL HOLDINGS** (Total questions
        2.12, 2.20 and 2.24)   61,478

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

2.26   Cataloged Books   2,875

2.27   All Other Print Materials   1,126

2.28   Electronic Materials   0

2.29   All Other Materials   1,823

2.30   Total Additions (Total questions 2.26 through 2.29)   5,824

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits/Borrowers/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the <u>fiscal</u> year reported in Part

1; report information on questions 3.30 through 3.82 for the 2021 calendar 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 Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	75,625
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
3.2	Registered resident borrowers	21,375
3.3	Registered non-resident borrowers	4

Please report information on WRITTEN POLICIES as of 12/31/21.

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

3.4	Does the library have an open meeting policy?	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y
3.6	Does the library have an Internet use policy?	Y
3.7	Does the library have a disaster plan?	Y
3.8	Does the library have a board-approved conflict of interest policy?	Y
3.9	Does the library have a board-approved whistle blower policy?	Y
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y

Please report information on ACCESSIBILITY as of 12/31/21.

ACCESSIBILITY (Answer Y for Yes, N for No)

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

Note: Library by Mail offered at the System level.

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

3.13   Does the library have large print books?   Y

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

3.15 - If so, what do you have?

screen reader, such as JAWS, Windoweyes or NVDA   Yes

refreshable Braille commonly referred to as a refreshable Braille display   No

screen magnification software, such as Zoomtext   Yes

electronic scanning and reading software, such as OpenBook   No

3.16   Is the library registered for services from 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)?   Y

Library Sponsored Programs/Summer Reading Program

SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

For Questions 3.19, 3.19a, 3.19b,

- If you have broken out Synchronous Program Sessions for Children by age group, 0–5 and 6–11, please complete Q3.19a and Q3.19b. Enter the total in Q3.19.
- If you have not broken out Synchronous Program Sessions by age group, enter the Number of Children's Programs in Q3.19, and enter N/A in Q3.19a and Q3.19b.

For Questions 3.26, 3.26a, 3.26b,

- If you have broken out Synchronous Children's Program Attendance by age group, 0–5 and 6–11, please complete Q3.26a and Q3.26b. Enter that total in Q3.26.
- If you have not broken out Synchronous Children's Program Attendance by age group, enter the Children's Program Attendance in Q3.26, and enter N/A in Q3.26a and Q3.26b.

3.17   Number of Synchronous Program Sessions Targeted   64

at Adults Age 19 or Older

3.18   Number of Synchronous Program Sessions Targeted   12
        at Young Adults Ages 12-18

3.19   Number of Children's Programs   67

Note: In 2020, programming numbers also included take and makes and other self-directed passive programs, which we broke out separately for this year and are now added to one-on-ones, causing a decrease in group numbers and an increase in one-on-ones.

3.19a   Number of Synchronous Program Sessions Targeted   40
        at Children Ages 0-5

3.19b   Number of Synchronous Program Sessions Targeted   27
        at Children Ages 6-11

3.20   Number of Synchronous General Interest Program   60
        Sessions

3.20a   Total Number of Synchronous Program Sessions for
        those libraries who are not reporting the number of
        Children's Programs in Q3.19a and Q3.19b (Total   203
        questions 3.17, 3.18, 3.19, 3.20)

3.21   Total Number of Synchronous Program Sessions
        (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20). This
        is the Total Number for those libraries who are   203
        breaking out Children's Programming questions by
        age.

3.21a   Number of Synchronous In-Person Onsite Program   175
        Sessions

3.21b   Number of Synchronous In-Person Offsite Program   4
        Sessions

3.21c   Number of Synchronous Virtual Program Sessions   24

3.22   One-on-One Program Sessions   3,347

Note: Increase due to take and makes being counted as one-on-ones this year.

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

3.24   Attendance at Synchronous Programs Targeted at Adults Age 19 or Older   288

3.25   Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18   67

3.26   Children's Program Attendance   1,174

Note: In 2020, programming numbers also included take and makes and other self-directed passive programs, which we broke out separately for this year and are now added to one-on-ones, causing a decrease in group numbers and an increase in one-on-ones.

3.26a Attendance at Synchronous Programs Targeted at Children Ages 0-5   625

3.26b Attendance at Synchronous Programs Targeted at Children Ages 6-11   549

3.27   Attendance at Synchronous General Interest Programs   928

3.27a Total Attendance at Synchronous Programs for those libraries who are not reporting the Children's Program Attendance in Q3.26a and Q3.26b (Total questions 3.24, 3.25, 3.26, 3.27)   2,457

3.28   Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27). This is the Total Number for those libraries who are breaking out Children's Programming questions by age.   2,457

3.28a Synchronous In-Person Onsite Program Attendance   1,741

3.28b Synchronous In-Person Offsite Program Attendance 433

3.28c Synchronous Virtual Program Attendance   283

3.29   One-on-One Program Attendance   3,354

Note: Increase due to take and makes being counted as one-on-ones this year. Also, one-on-one programs include the Book a Technology Trainer program as well as tutoring. On occasion, a second or third person attends these appointments, but the library still considers them one-on-one programs rather than planned group programs.

3.29a Total Number of Asynchronous Program Presentations   121

| 3.29b | Total Views of Asynchronous Program Presentations within 7 Days | 1,682 |

Please report information on SUMMER READING PROGRAMS for the 2021 calendar year.

SUMMER READING PROGRAM

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2021 (check all that apply):

a.	Program(s) for children	Yes
b.	Program(s) for young adults	Yes
c.	Program(s) for Adults	No
d.	Summer Reading at New York Libraries name and/or logo used	Yes
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes
f.	N/A	No
3.31	Library outlets offering the summer reading program	1
3.32	Children registered for the library's summer reading program	0
3.33	Young adults registered for the library's summer reading program	0
3.34	Adults registered for the library's summer reading program	0
3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	0
3.36	Children's program sessions - Summer 2021	32
3.37	Young adult program sessions - Summer 2021	1

3.38	Adult program sessions - Summer 2021	0

3.39 Total program sessions - Summer 2021 (total 3.36 + 3.37 + 3.38)   33

3.40 Children's program attendance - Summer 2021   831

3.41 Young adult program attendance - Summer 2021   2

3.42 Adult program attendance - Summer 2021   0

3.43 Total program attendance - Summer 2021 (total 3.40 + 3.41 + 3.42)   833

COLLABORATORS

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

3.45 Non-public school(s)   0

3.46 Childcare center(s)   0

3.47 Summer camp(s)   0

3.48 Municipality/Municipalities   0

3.49 Literacy provider(s)   0

3.50 Other (describe using the State note)   0

3.51 Total Collaborators (total 3.44 through 3.50)   1

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2021 calendar year.

EARLY LITERACY PROGRAMS

3.52 Did the library offer early literacy programs? (Enter Y for Yes, N for No)   Y

3.53 - Indicate types of programs offered (check all that apply)

a.   Focus on birth - school entry (kindergarten)   Yes

b.	Focus on parents & caregivers	No
c.	Combined audience	No
d.	N/A	No

3.54 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	40
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0

3.55   Total Sessions   40

3.56 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	625
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0

3.57   Total Attendance   625

Note: In 2020, group programming numbers also included take and makes and other self-directed passive programs, which we broke out separately for this year and are now added to one-on-ones, causing a decrease in group numbers and an increase in one-on-ones, which are not reported in this section.

3.58 - Collaborators (check all that apply):

a.	Childcare center(s)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Health care providers/agencies	No

e.   Other (describe using the State note)   No

Please report information on ADULT LITERACY for the 2021 calendar year.

ADULT LITERACY

3.59	Did the library offer adult literacy programs?	No
3.60	Total group program sessions	0
3.61	Total one-on-one program sessions	0
3.62	Total group program attendance	0
3.63	Total one-on-one program attendance	0

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

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2021 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.65	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N
3.66	Children's program sessions	0
3.67	Young adult program sessions	0
3.68	Adult program sessions	0
3.69	Total program sessions (total 3.66 + 3.67 + 3.68)	0
3.70	One-on-one program sessions	0

3.71	Children's program attendance	0
3.72	Young adult program attendance	0
3.73	Adult program attendance	0
3.74	Total program attendance (total 3.71 + 3.72 + 3.73)	0
3.75	One-on-one program attendance	0

3.76 - 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 2021 calendar year.

DIGITAL LITERACY

3.77	Did the library offer digital literacy programs?	N
3.78	Total group program sessions	0
3.79	Total one-on-one program sessions	0
3.80	Total group program attendance	0
3.81	Total one-on-one program attendance	0
3.82	Did your library offer teen-led activities during the 2021 calendar year?	N

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference Transactions

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

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	30,248
4.2	Adult Non-fiction Books	11,818
4.3	Total Adult Books (Total questions 4.1 & 4.2)	42,066
4.4	Children's Fiction Books	36,912
4.5	Children's Non-fiction Books	5,578
4.6	Total Children's Books (Total questions 4.4 & 4.5)	42,490
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	84,556

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	37,655
4.9	Circulation of Children's Other Materials	7,949
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	45,604
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	130,160

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)   130,160

4.16   Total Collection Use (Total questions 4.13 & 4.15)   130,160

| 4.17 | Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9) | 50,439 |

REFERENCE TRANSACTIONS

| 4.18 | Total Reference Transactions | 5,637 |

| 4.18a | 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 |

| 4.19 | Does the library offer virtual reference? | Y |

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

| 4.20 | TOTAL MATERIALS RECEIVED | 0 |

Note: This is being reported at the System level.

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

| 4.21 | TOTAL MATERIALS PROVIDED | 0 |

Note: This is being reported at the System level.

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2021.

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 outside the library? | Y |

| 5.4 | Annual number of visits to the library's web site | 14,272 |

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

| 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-rate benefits? N

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

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

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

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 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 to compute
        FTE for all paid library personnel in this section.   35

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2   Library Director (certified)   1

6.3   Vacant Library Director (certified)   0

6.4   Librarian (certified)   1.74

6.5   Vacant Librarian (certified)   0

6.6   Library Manager (not certified)   0

6.7   Vacant Library Manager (not certified)   0

6.8   Library Specialist/Paraprofessional (not certified) 0

6.9   Vacant Library Specialist/Paraprofessional (not   0

certified)

6.10	Other Staff	4.46
6.11	Vacant Other Staff	1
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	7.20
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	1.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1
6.15	Salary - Entry Level Librarian (certified)	$45,698
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	$73,387
6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2021 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, 2021**. 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. Questions about the new standards should be directed to your library system.

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- Y approved by the board of trustees at least once every five years or earlier if required by law.

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

3.   Provides a board-approved written annual report to   Y
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 the operation
of the library, which shall be reviewed and updated at Y
least once every five years or earlier if required by
law.

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

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

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

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 community needs, Y
as outlined in the library's long-range plan of service.

10. Provides

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

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

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

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

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

14.   Establishes and maintains partnerships with other
        educational, cultural or community organizations
        which enable the library to address the community's   Y
        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 Part 1. Please click here to read
general instructions before completing this section.

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 (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	55.00

8.7	Minimum Weekly Total Hours - Branch Libraries	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	55.00
8.10	Annual Total Hours - Main Library	2,750.25
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 (Total questions 8.10 through 8.12)	2,750.25

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID–19 pandemic. Report all information in Part 8A from January 1, 2021 to December 31, 2021.

CV1   Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?   Yes

Note: *Note: West Seneca was designated a part of the orange zone micro-cluster in Erie County and on 11/20/2020, the library transitioned back to curbside service only after having been fully open to the public. The library reopened to having the public inside the building beginning on 1/5/2021.

CV2   Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?   Yes

CV3   Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?   Yes

CV4   Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?   Yes

CV5   Did the library provide 'outside' service for   Yes

circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?

CV6   Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic?   Yes

Note: External WiFi was in place prior to pandemic.

CV7   Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?   No

CV8   Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?   No

CV9   Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19   4

Note: *Note: West Seneca was designated a part of the orange zone micro-cluster in Erie County and on 11/20/2020, the library transitioned back to curbside service only after having been fully open to the public. The library reopened to having the public inside the building beginning on 1/5/2021. The library remained at limited occupancy between 1/5/2021-1/27/2021 until the zone micro-clusters in Erie County were lifted.

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible. br>
Report all information as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

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 must enter the data into the spreadsheet form available in the survey by clicking here. Complete this form and email it to collectconnect@baker-taylor.com

1.   Outlet Name   West Seneca Public Library

2.   Outlet Name Status   00 (for no change)

3.   Street Address   1300 UNION ROAD

4.   Outlet Street Address Status   00 (for no change)

5.   City   WEST SENECA

6.   Zip Code   14224

7.   Phone (enter 10 digits only)   (716) 674-2928

8.   Fax Number (enter 10 digits only)   (716) 674-9206

9.   E-mail Address   WSE@BUFFALOLIB.ORG

10.   Outlet URL   https://www.buffalolib.org/locations-
                                                        hours/west-seneca-public-library

11.   County   Erie

12.   School District   West Seneca Central

13.   Library System   Buffalo & Erie County Public
                                                        Library

14.   Outlet Type Code (select one):   CE

15.   Public Service Hours Per Year for This Outlet   2,750

16.   Number of Weeks This Outlet is Open   51

Note: *Note: West Seneca was designated a part of the orange zone micro-cluster in Erie County and on 11/20/2020, the library transitioned back to curbside service only after having been fully open to the public. The library reopened to having the public inside the building beginning on 1/5/2021. The library remained at limited occupancy between 1/5/2021-1/27/2021 until the zone micro-clusters in Erie County were lifted.

16a   Number of weeks an outlet closed due to COVID-19   1

Note: *Note: West Seneca was designated a part of the orange zone micro-cluster in Erie County and on 11/20/2020, the library transitioned back to curbside service only after having been fully open to the public. The library reopened to having the public inside the building beginning on 1/5/2021. The library remained at limited occupancy between 1/5/2021-1/27/2021 until the zone micro-clusters in Erie County were lifted.

16b   Number of weeks an outlet had limited occupancy
        due to COVID-19   4

Note: *Note: West Seneca was designated a part of the orange zone micro-cluster in Erie County

and on 11/20/2020, the library transitioned back to curbside service only after having been fully open to the public. The library reopened to having the public inside the building beginning on 1/5/2021. The library remained at limited occupancy between 1/5/2021-1/27/2021 until the zone micro-clusters in Erie County were lifted.

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?	Y
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	8
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	1959
24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2018
25.	Square footage of the outlet	19,162
26.	Number of Internet Computers Used by General Public	29
27.	Number of uses (sessions) of public Internet computers per year	11,256
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Other (specify using the State note)
	Note: Note: Ethernet connections to central	
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps

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

31. Internet Provider
Note: Crown Castle

Other (specify using the State note)

32.	WiFi Access	Password required

33.	Wireless Sessions	18,675

33a	Reporting Method for Wireless Sessions	CT - Annual Count

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

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

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

37.	*LIBID*	0800146980

38.	*FSCSID*	NY0028

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

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

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2021. 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 during calendar year (January 1, 2021 to December 31, 2021)	10

NUMBER OF TRUSTEES AND TERMS
10.2	Does your library have a range of trustees stated in	No

the library's charter documents (incorporation)?

10.5	If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)?	5
10.6	Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note.	Yes
10.7	If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)?	5 years

BOARD MEMBER SELECTION

10.8	Enter Board Member Selection Code (select one):	A - board members are appointed by municipality(ies)

List Officers and Board Members as of February 1, 2022. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

10.9	First Name	William
10.10	Last Name	Josefiak
10.11	Mailing Address	
10.12	City	
10.13	Zip Code (5 digits only)	
10.14	Phone (enter 10 digits only)	
10.15	E-mail Address	
10.16	Term Begins - Month	January
10.17	Term Begins - Year (yyyy)	2022
10.18	Term Expires - Month	December

10.19   Term Expires - Year (yyyy)   2026

10.20   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   Yes
        trustee's term. Example: Trustee is filling the
        remainder of [name]'s term, which was to run from
        beginning date to ending date.

10.21   The date the Oath of Office was taken (mm/dd/yyyy) 01/11/2022

10.22   The date the Oath of Office was filed with town or
        county clerk (mm/dd/yyyy)   01/11/2022

10.23   Is this a brand new trustee?   N

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 (but do not
include the Board President—this information should still be entered directly into the survey). If you
choose to send your data for uploading, you must enter the data into the spreadsheet form available
here. Complete this form and email it to collectconnect@baker-taylor.com.

1.   Status   Filled

2.   First Name of Board Member   Amanda

3.   Last Name of Board Member   Cleesattel

4.   Mailing Address

5.   City

6.   Zip Code (5 digits only)

7.   E-mail address

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)	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.	No

Note: Trustee Cleesattel is filling the remainder of Kelly Clifford's term, which was originally to run from 1/1/2021 to 12/31/2025. Ms. Clifford resigned effective 1/1/2022.

14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/28/2022
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/28/2022
16.	Is this a brand new trustee?	Y
1.	Status	Filled
2.	First Name of Board Member	Cynthia
3.	Last Name of Board Member	Johnson
4.	Mailing Address	
5.	City	
6.	Zip Code (5 digits only)	
7.	E-mail address	
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2020
11.	Term Expires	December

12.   Term Expires - Year (yyyy)   2024

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   Yes
       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 01/21/2022
Note: Trustee retook oath on this date.

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   Jennifer

3.   Last Name of Board Member   Dobe

4.   Mailing Address

5.   City

6.   Zip Code (5 digits only)

7.   E-mail address

8.   Office Held or Trustee   Financial Officer

9.   Term Begins - Month   January

10.   Term Begins - Year (year)   2018

11.   Term Expires   December

12.   Term Expires - Year (yyyy)   2022

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   01/19/2022
Note: Trustee retook oath on this date.

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   01/19/2022

16. Is this a brand new trustee?   N

1. Status   Filled

2. First Name of Board Member   Patricia

3. Last Name of Board Member   Wass

4. Mailing Address

5. City

6. Zip Code (5 digits only)

7. E-mail address

8. Office Held or Trustee   Trustee

9. Term Begins - Month   January

10. Term Begins - Year (year)   2019

11. Term Expires   December

12. Term Expires - Year (yyyy)   2023

13. Is the trustee serving a full term? If No, add a Note.   Yes

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   01/04/2022
Note: Trustee retook oath on this date.

15.   The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   01/04/2022

16.   Is this a brand new trustee?   N

Trustee Education

Complete one record for each person serving as a trustee as of December 31, 2021. These trustees will not be exactly the same as the trustees listed in the section above.

1.   Trustee Name   William Josefiak

2.   Has the trustee participated in trustee education in the last calendar year (2021)?   Y

1.   Trustee Name   Patricia Wass

2.   Has the trustee participated in trustee education in the last calendar year (2021)?   Y

1.   Trustee Name   Kelly Clifford

2.   Has the trustee participated in trustee education in the last calendar year (2021)?   N

1.   Trustee Name   Jennifer Dobe

2.   Has the trustee participated in trustee education in the last calendar year (2021)?   Y

1.   Trustee Name   Cynthia Johnson

2.   Has the trustee participated in trustee education in the   N
      last calendar year (2021)?

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. *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 funds? If
        yes, complete one record for each taxing authority; if   Y
        no, go to question 11.3.

1.   Source of Funds   County

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

3.   Amount $523,296

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

5.   Written Contractual Agreement   Y

11.2   **TOTAL LOCAL PUBLIC FUNDS** $523,296

SYSTEM CASH GRANTS TO MEMBER LIBRARY
11.3   Local Library Services Aid (LLSA) $17,428

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

11.5   Additional State Aid received from the System $25,000
Note: Special Legislative Aid

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) $42,428

OTHER STATE AID

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

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 $0
        11.11)

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

OTHER RECEIPTS

11.14   Gifts and Endowments $4,477

11.15   Fund Raising $2,139

11.16   Income from Investments $15

11.17   Library Charges $16,267

11.18   Other $0

11.19   **TOTAL OTHER RECEIPTS** (Add Questions
        11.14, 11.15, 11.16, 11.17 and 11.18) $22,898

11.20   **TOTAL OPERATING FUND RECEIPTS** (Add $588,622

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 $0
        11.23)

11.25   BALANCE IN OPERATING FUND - Beginning
        Balance for Fiscal Year Ending 2021 (Same as
        Question 12.40 of previous year if fiscal year has not $106,315
        changed)

11.26   **GRAND TOTAL RECEIPTS, BUDGET LOANS,
        TRANSFERS AND BALANCE** (Add Questions
        11.20, 11.21, 11.24 and 11.25; Same as Question $694,937
        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. 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 $170,619

12.2   Other Staff $137,820

12.3   **Total Salaries & Wages Expenditures** (Add
        Questions 12.1 and 12.2) $308,439

12.4   **Employee Benefits Expenditures** $101,528

12.5   **Total Staff Expenditures (Add Questions 12.3 and 12.4)** $409,967

COLLECTION EXPENDITURES

12.6   Print Materials Expenditures $38,468

12.7   Electronic Materials Expenditures $53,445

12.8   Other Materials Expenditures $22,207

12.9   **Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8) $114,120

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10   From Local Public Funds (71PF) $0
Note: No funding was used on Capital Expenditures in 2021

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) $0

12.14   From Other Funds (72OF) $0

12.15   **Total Repairs** (Add Questions 12.13 and 12.14) $0

12.16   Other Disbursements for Operation & Maintenance of Buildings $7,170

12.17   **Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16) $7,170

MISCELLANEOUS EXPENSES

12.18   Office and Library Supplies $5,322

12.19	Telecommunications	$1,336
12.20	Postage and Freight	$58
12.21	Professional & Consultant Fees	$0
12.22	Equipment	$1,132
12.23	Other Miscellaneous	$16,558
12.24	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	$24,406

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)	$555,663

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 Questions $0
       12.33 and 12.34; same as Question 13.8)

12.36 **Transfer to Other Funds** $8,553

12.37 **TOTAL TRANSFERS** (Add Questions 12.35 and
       12.36) $8,553

12.38 **TOTAL DISBURSEMENTS AND TRANSFERS**
       (Add Questions 12.32 and 12.37) $564,216

12.39 BALANCE IN OPERATING FUND - Ending
       Balance for the Fiscal Year Ending 2021 $130,721

12.40 **GRAND TOTAL DISBURSEMENTS,
       TRANSFERS & BALANCE** (Add Questions 12.38 $694,937
       and 12.39; same as Question 11.26)

ASSURANCE

12.41 The Library operated in accordance with all
       provisions of Education Law and the Regulations of
       the Commissioner, and assures that the "Annual   04/20/2022
       Report" was reviewed and accepted by the Library
       Board on (date - mm/dd/yyyy).

FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy)   10/01/1988

12.43 Time period covered by this audit (mm/dd/yyyy) -
       (mm/dd/yyyy)   N/A

12.44 Indicate type of audit (select one):   State

CAPITAL FUND

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

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported 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 Sources	$0
13.2	All Other Revenues from Local Sources	$0
13.3	**Total Revenues from Local Sources** (Add Questions 13.1 and 13.2)	$0

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 13.5)	$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7	**TOTAL FEDERAL AID**	$0

INTERFUND REVENUE

13.8	**Transfer from Operating Fund (Same as Question 12.35)**	$0
13.9	**TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8)	$0
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 2021 (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** - Ending Balance for the Fiscal Year Ending 2021	$0
14.12	**TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13)	$0

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

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	2.40
16.2	Total Librarians	2.40
16.3	All Other Paid Staff	4.78
16.4	Total Paid Employees	7.18
16.5	State Government Revenue	$42,428

Note: In 2021, West Seneca Public Library was awarded $25,000 in special legislative aid funding.

16.6	Federal Government Revenue	$0
16.7	Other Operating Revenue	$22,898
16.8	Total Operating Revenue	$588,622
16.9	Other Operating Expenditures	$31,576
16.10	Total Operating Expenditures	$555,663
16.11	Total Capital Expenditures	$0
16.12	Print Materials	45,793
16.13	Total Registered Borrowers	21,379
16.14	Other Capital Revenue and Receipts	$0
16.15	Number of Internet Computers Used by General Public	29
16.16	Total Uses (sessions) of Public Internet Computers Per Year	11,256
16.17	Wireless Sessions	18,675

16.18 Total Capital Revenue $0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1 *LIB ID*   0800146980

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*   OTH

17.7 *FSCS ID*   NY0028

17.8 *SED CODE*   142801700005

17.9 *INSTITUTION ID*   800000051916

SUGGESTED IMPROVEMENTS

Library Name: WEST SENECA PUBLIC LIBRARY

Library System: Buffalo & Erie County Public Library

Name of Person Completing Form: Robert Alessi

Phone Number: (716) 674-2928

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   No additional comment.

applicable please indicate the question number each
comment/suggestion refers to. Thank you!

LIBRARY HOURS

Monday	9-8
Tuesday	9-8
Wednesday	9-5
Thursday	9-8
Friday	9-5
Saturday	10-4

West Seneca Public Library

1300 Union Road

West Seneca, NY 14224

Phone: 716-674-2928

Fax: 716-674-9206

E-mail: WSE@buffalolib.org

Website: www.buffalolib.org

West Seneca Public Library 2021 Annual Report

Buffalo & Erie County Public LIBRARY

OUR MISSION

Connecting our diverse community with library resources that enrich, enlighten and entertain.

OUR VISION

To be deeply rooted in the community: promoting partnerships, fostering the development of a literate and informed citizenry through free and equal access to cultural, intellectual, recreational and informational resources, planning for the future, and making the most effective use of funding

By the numbers.....

⇒ **21,379** registered borrowers

⇒ **130,160** items checked out

⇒ **11,256** computer sessions

⇒ **18,675** wifi uses

⇒ **75,625** people visited

⇒ **2,457** people attended **203** group programs (including **179** in-person activities and **24** virtual)

⇒ **3,354** people participated in **3,347** one-on-one programs or take-and-make activities

⇒ **1,682** people viewed **121** virtual program recordings

⇒ **5,637** reference questions answered

The West Seneca Public Library is your source for...

Books—DVDs—CDs—Audiobooks—E-books and digital downloads—Family activities—Wide variety of programs—Story hours—18 Public computers with Internet access—Maker space activities—6 laptops for use in the library—Wireless Internet access—Reference—Online databases—Computer classes—Informational displays—Lectures—Author visits—Local artwork exhibitions—Interlibrary loan—Local history collection—Photocopier and three scanners for public use— FAX machine—And so much more!

THANK YOU to the:

Friends of the West Seneca Public Library who provided volunteer hours and funding for programs, furnishings, books and materials throughout the year.

Special THANKS to :

Rotary Club of West Seneca
for sponsoring the children's section of the library with their generous donation

Thank you also to:
Town of West Seneca
Wegman's—West Seneca
West Seneca Art Society
West Seneca Bee
West Seneca Chamber of Commerce
West Seneca Lions Club
West Seneca School District
West Seneca Sun
West Seneca Woman's Club

AND to the many individuals and groups whose time, donations and memorial gifts make a difference!

All Numbers in This Report
Have Been Rounded To
The Nearest Dollar

ANNUAL FINANCIAL REPORT

UPDATE DOCUMENT

For The

SPU - LIBRARY of West Seneca Public Library

County of Erie

For the Fiscal Year Ended 12/31/2021

****

State of NEW YORK
Office of The State Comptroller
Division of Local Government and School Accountability
Albany, New York 12236

*** FINANCIAL SECTION ***

Financial Information for the following funds and account groups are included in the Annual Financial Report filed by your government for the fiscal year ended 2020 and has been used by the OSC as the basis for preparing this update document for the fiscal year ended 2021:

(A) GENERAL
(H) CAPITAL PROJECTS
(K) GENERAL FIXED ASSETS

All amounts included in this update document for 2020 represent data filed by your government with OSC as reviewed and adjusted where necessary.

*** SUPPLEMENTAL SECTION ***

The Supplemental Section includes the following sections:

1) Statement of Indebtedness
2) Schedule of Time Deposits and Investments
3) Bank Reconciliation
4) Local Government Questionnaire
5) Schedule of Employee and Retiree Benefits
6) Schedule of Energy Costs and Consumption

All numbers in this report will be rounded to the nearest dollar.

(A) GENERAL

Balance Sheet

Code Description	2020	EdpCode	2021
Assets			
Cash	106,315	A200	130,722
TOTAL Cash	**106,315**		**130,722**
TOTAL Assets and Deferred Outflows of Resources	**106,315**		**130,722**

OSC Municipality Code 144689700100

(A) GENERAL

Balance Sheet

Code Description	2020	EdpCode	2021
Fund Balance			
Unassigned Fund Balance	106,315	A917	130,722
TOTAL Unassigned Fund Balance	**106,315**		**130,722**
TOTAL Fund Balance	**106,315**		**130,722**
TOTAL Liabilities, Deferred Inflows And Fund Balance	**106,315**		**130,722**

(A) GENERAL

Results of Operation

Code Description	2020	EdpCode	2021
Revenues			
Library Charges	12,761	A2082	16,267
TOTAL Departmental Income	**12,761**		**16,267**
Interest And Earnings	26	A2401	15
TOTAL Use of Money And Property	**26**		**15**
Gifts And Donations	3,651	A2705	6,616
Library System Grant	489,147	A2760	527,062
TOTAL Miscellaneous Local Sources	**492,798**		**533,678**
St Aid For Libraries	9,898	A3840	13,662
St Aid-Other Cul & Rec St Aid		A3889	25,000
TOTAL State Aid	**9,898**		**38,662**
TOTAL Revenues	**515,483**		**588,622**
TOTAL Detail Revenues And Other Sources	**515,483**		**588,622**

OSC Municipality Code 144689700100

(A) GENERAL

Results of Operation

Code Description	2020	EdpCode	2021
Expenditures			
Library, Pers Serv	266,716	A74101	308,439
Library, Equip & Cap Outlay	161,745	A74102	154,248
Library, Empl Bnfts	98,412	A74108	101,528
TOTAL Library	**526,873**		**564,215**
TOTAL Culture And Recreation	**526,873**		**564,215**
TOTAL Expenditures	**526,873**		**564,215**
TOTAL Detail Expenditures And Other Uses	**526,873**		**564,215**

OSC Municipality Code 144689700100

(A) GENERAL

Analysis of Changes in Fund Balance

Code Description	2020	EdpCode	2021
Analysis of Changes in Fund Balance			
Fund Balance - Beginning of Year	117,705	A8021	106,315
Restated Fund Balance - Beg of Year	117,705	A8022	106,315
ADD - REVENUES AND OTHER SOURCES	515,483		588,622
DEDUCT - EXPENDITURES AND OTHER USES	526,873		564,215
Fund Balance - End of Year	106,315	A8029	130,722

(A) GENERAL

Budget Summary

Code Description	2021	EdpCode	2022
Estimated Revenues			
Est Rev - Departmental Income	23,530	A1299N	11,300
Est Rev - Miscellaneous Local Sources	536,345	A2799N	573,586
Est Rev - State Aid	12,298	A3099N	13,662
TOTAL Estimated Revenues	**572,173**		**598,548**
TOTAL Estimated Revenues And Other Sources	**572,173**		**598,548**

(A) GENERAL

Budget Summary

Code Description	2021	EdpCode	2022
Appropriations			
App - Culture And Recreation	470,194	A7999N	497,266
App - Employee Benefits	101,979	A9199N	101,282
TOTAL Appropriations	**572,173**		**598,548**
TOTAL Appropriations And Other Uses	**572,173**		**598,548**

Balance Sheet

Code Description	2020	EdpCode	2021

Balance Sheet

Code Description	2020	EdpCode	2021

Results of Operation

Code Description	2020	EdpCode	2021

(H) CAPITAL PROJECTS

Results of Operation

Code Description	2020	EdpCode	2021
Expenditures			
Library Equip & Cap Outlay	1,039	H74972	
TOTAL Library Equip & Cap Outlay	**1,039**		**0**
TOTAL Culture And Recreation	**1,039**		**0**
TOTAL Expenditures	**1,039**		**0**
TOTAL Detail Expenditures And Other Uses	**1,039**		**0**

(H) CAPITAL PROJECTS

Analysis of Changes in Fund Balance

Code Description	2020	EdpCode	2021
Analysis of Changes in Fund Balance			
Fund Balance - Beginning of Year	1,039	H8021	
Restated Fund Balance - Beg of Year	1,039	H8022	
DEDUCT - EXPENDITURES AND OTHER USES	1,039		
Fund Balance - End of Year		H8029	

(K) GENERAL FIXED ASSETS

Balance Sheet

Code Description	2020	EdpCode	2021
Assets			
Machinery And Equipment	25,757	K104	25,757
Accum Depr, Machinery & Equip	-11,766	K114	-15,688
TOTAL Fixed Assets (net)	**13,991**		**10,069**
TOTAL Assets and Deferred Outflows of Resources	**13,991**		**10,069**

(K) GENERAL FIXED ASSETS

Balance Sheet

Code Description	2020	EdpCode	2021
Liabilities, Deferred Inflows And Fund Balance			
Total Non-Current Govt Assets	13,911	K159	10,069
TOTAL Investments in Non-Current Government Assets	13,911		10,069
TOTAL Fund Balance	13,911		10,069
TOTAL	13,911		10,069

First Year	Debt Code	Description	Cops Flag	Comp Flag	Date of Issue	Date of Maturity	Int. Rate	Var?	Amt. Orig. Issued	O/S Beg. of Year	Paid Dur. Year	Redeemed Bond Proc.	Prior Yr. Adjust.	Accreted Interest	O/S End of Year

	EDP Code	Amount
CASH:		
On Hand	9Z2001	
Demand Deposits	9Z2011	$79,870.26
Time Deposits	9Z2021	$50,851.81
Total		$130,722.07
COLLATERAL:		
- FDIC Insurance	9Z2014	
Collateralized with securities held in possession of municipality or its agent	9Z2014A	
Total		$0.00
INVESTMENTS:		
- Securities (450)		
Book Value (cost)	9Z4501	
Market Value at Balance Sheet Date	9Z4502	
Collateralized with securities held in possession of municipality or its agent	9Z4504A	
- Repurchase Agreements (451)		
Book Value (cost)	9Z4511	
Market Value at Balance Sheet Date	9Z4512	
Collateralized with securities held in possession of municipality or its agent	9Z4514A	

Include All Checking, Savings and C.D. Accounts

Bank Account Number	Bank Balance	Add: Deposit In Transit	Less: Outstanding Checks	Adjusted Bank Balance
*****-6885	$23,428	$0	$0	$23,428
*****-7694	$276	$0	$0	$276
*****-4792	$22,695	$26,403	$8,553	$40,545
*****-6058	$5,078	$0	$0	$5,078
*****-6066	$5,078	$0	$0	$5,078
*****-9570	$40,696	$0	$0	$40,696
*****-4233	$15,620	$0	$0	$15,620

Total Adjusted Bank Balance			$130,722
Petty Cash			$.00
Adjustments			$.00
Total Cash	9ZCASH	*	$130,722
Total Cash Balance All Funds	9ZCASHB	*	$130,722

* Must be equal

		Response
1)	Does your municipality have a written procurement policy?	Yes
2)	Have the financial statements for your municipality been independently audited?	No
	If not, are you planning on having an audit conducted?	No
3)	Does your local government participate in an insurance pool with other local governments?	Yes
4)	Does your local government participate in an investment pool with other local governments?	No
5)	Does your municipality have a Length of Service Award Program (LOSAP) for volunteer firefighters?	No
6)	Does your municipality have a Capital Plan?	No
7)	Has your municipality prepared and documented a risk assessment plan?	No
	If yes, has your municipality used the results to design the system of internal controls?	
8)	Have you had a change in chief executive or chief fiscal officer during the last year?	No
9)	Has your Local Government adopted an investment policy as required by General Municipal Law, Section 39?	Yes

West Seneca Public Library
Employee and Retiree Benefits
For the Fiscal Year Ending 2021

	Total Full Time Employees:		3			
	Total Part Time Employees:		13			
Account Code	Description	Total Expenditures (All Funds)	# of Full Time Employees	# of Part Time Employees	# of Retirees
90108	State Retirement System	$29,657.00			
90158	Police and Fire Retirement				
90258	Local Pension Fund				
90308	Social Security	$22,734.00			
90408	Worker's Compensation Insurance	$3,823.00			
90458	Life Insurance				
90508	Unemployment Insurance				
90558	Disability Insurance				
90608	Hospital and Medical (Dental) Insurance	$45,314.00			
90708	Union Welfare Benefits				
90858	Supplemental Benefit Payment to Disabled Fire Fighters				
91890	Other Employee Benefits				
	Total	$101,528.00			
Computed Total From Financial Section (comparative purposes only)		$101,528.00			

West Seneca Public Library
Energy Costs and Consumption
For the Fiscal Year Ending 2021

Energy Type	Total Expenditures	Total Volume	Units Of Measure	Alternative Units Of Measure

DEMOGRAPHICS

Postal or Mailing Address:

1300 UNION RD	WEST SENECA	NY	14224
Street Address or PO Box	City	State	Zip

(716) 674-2928	(716) 674-9206
Official Telephone Number	Official Fax Number

WSE@BUFFALOLIB.ORG	WWW.BUFFALOLIB.ORG
Official Email Address	Website

Physical Address: (If Different From Postal Address)

Street Address	City	State	Zip

CHIEF FISCAL OFFICER

JENNIFER DOBE	TREASURER
Name	Title

1300 UNION RD	WEST SENECA	NY	14224
Street Address or PO Box	City	State	Zip

(716) 674-2928	(716) 674-9206
Telephone Number	Fax Number

WSE@BUFFALOLIB.ORG
Email Address

I, JENNIFER DOBE hereby certify that I am the Chief Fiscal Officer of the WEST SENECA PUBLIC LIBRARY , and that the information provided in the annual financial report of the WEST SENECA PUBLIC LIBRARY , for the fiscal year ended 12/31/2021 , is true and correct to the best of my knowledge and belief. By entering the personal identification number assigned by the Office of the State Comptroller to me as the Chief Fiscal Officer of the WEST SENECA PUBLIC LIBRARY , and adopted by me as my signature for use in conjunction with the filing of the WEST SENECA PUBLIC LIBRARY 's annual financial report, I am evidencing my express intent to authenticate my certification of the WEST SENECA PUBLIC LIBRARY 's annual financial report report for the fiscal year ended 12/31/2021 and filed by means of electronic data transmission.

ROBERT ALESSI	*******	00/00/0000
Name of Report Preparer if different than Chief Fiscal Officer	Personal Identification Number of Chief Fiscal Officer	Date

West Seneca Public Library
Financial Comments
For the Fiscal Year Ending 2021

Fixed Assets:

The Town of West Seneca owns the buildings and major components (and those assets are reported on the Town's financial statement) and the Buffalo & Erie County Public Library (B&ECPL) purchases/owns books, equipment and other assets (reported on the B&ECPL Annual Update Document and Erie County's Comprehensive Annual Financial Report).

The assets reported here are actually owned by the West Seneca Public Library as a separate entity, governed by the West Seneca Public Library Board of Trustees.

Schedule of Other Post Employee Benefits - OPEB:

For financial reporting purposes, the West Seneca Public Library is a subcomponent unit of the Buffalo & Erie County Public Library (B&ECPL). OPEB and retirement obligations are reported in B&ECPL's Annual Update Document (OSC Municipality Code 144700000100). B&ECPL's financial information is reported as a component unit of Erie County's Government. The County includes the B&ECPL (and its subcomponents) in its GASB 68 required reporting.

Ass#	Item Description	Manufacturer	Model	Serial #	Color	Year of Acquisition	Value	Location	Funding Source	Disposal Year	Useful Life	Annual Depr
	RFID Gates	Envisionware	RFID-GATE 3D-R-U (4-Aisle)	N/A	Transparent/Gray	2018	$ 13,459.78	Main Library Entrance	PVT Funds		5	2692
	Office Furnishings:					2018	$ 12,297.67		PVT Funds		10	1230
	Desk - Directors Office	AllSteel	833072M.LNR1.NR.P	HHBPCS	Beige/Natural Woodgrain	2018		Directors Office	PVT Funds			
	File Cabinet - Directors Office	AllSteel	N/A	N/A	Beige	2018		Directors Office	PVT Funds			
	Tackboards - Directors Office	AllSteel	N/A	N/A	Beige	2018		Directors Office	PVT Funds			
	Desk - Assistants Office	AllSteel	833072M.LNR1.NR.P	HHBPCR	Beige/Natural Woodgrain	2018		Assistants Office	PVT Funds			
	File Cabinet - Assistants Office	AllSteel	N/A	N/A	Beige	2018		Assistants Office	PVT Funds			
	Tackboards - Assistants Office	AllSteel	N/A	N/A	Beige	2018		Assistants Office	PVT Funds			
	Desk - Librarians Office	AllSteel	833072M.LNR1.NR.P	HHBPCQ	Beige/Natural Woodgrain	2018		Librarians Office	PVT Funds			
	File Cabinet - Librarians Office	AllSteel	N/A	N/A	Beige	2018		Librarians Office	PVT Funds			
	Storage Cabinet - Librarians Office	AllSteel	N/A	N/A	Beige	2018		Librarians Office	PVT Funds			
	Tackboards - Librarians Office	AllSteel	N/A	N/A	Beige	2018		Librarians Office	PVT Funds			
	Office Task Chair	AllSteel	STNO.BLK.W.L.2.S.SBM01.WP83	HHDPRK	Gray/Black	2018		Directors Office	PVT Funds			
	Office Task Chair	AllSteel	STNO.BLK.W.L.2.S.SBM01.WP83	HHDPRD	Gray/Black	2018		Assistants Office	PVT Funds			
	Office Task Chair	AllSteel	STNO.BLK.W.L.2.S.SBM01.WP83	HHDPRH	Gray/Black	2018		Librarians Office	PVT Funds			
	Office Task Chair	AllSteel	STNO.BLK.W.L.2.S.SBM01.WP83	HHDPRJ	Gray/Black	2018		Workroom	PVT Funds			
	Office Task Chair	AllSteel	STNO.BLK.W.L.2.S.SBM01.WP83	N/A	Gray/Black	2018		Workroom	PVT Funds			
	Stacking Chair	Sit On It Seating	1051.FT1.US.SC8.VG2.G5.FC2.AC	2019318.6.22	Blue/Gray	2018		Assistants Office	PVT Funds			
	Stacking Chair	Sit On It Seating	1051.FT1.US.SC8.VG2.G5.FC2.AC	2019318.6.18	Blue/Gray	2018		Director's Office	PVT Funds			
	Stacking Chair	Sit On It Seating	1051.FT1.US.SC8.VG2.G5.FC2.AC	2019318.6.21	Blue/Gray	2018		Director's Office	PVT Funds			
	Stacking Chair	Sit On It Seating	1051.FT1.US.SC8.VG2.G5.FC2.AC	2019318.6.12	Blue/Gray	2018		Main Library Room	PVT Funds			
	Stacking Chair	Sit On It Seating	1051.FT1.US.SC8.VG2.G5.FC2.AC	2019318.6.7	Blue/Gray	2018		Main Library Room	PVT Funds			
	Stacking Chair	Sit On It Seating	1051.FT1.US.SC8.VG2.G12.FC2.AC	2019701.1.3	Blue/Gray	2018		Study Room 1	PVT Funds			
	Stacking Chair	Sit On It Seating	1051.FT1.US.SC8.VG2.G12.FC2.AC	2019701.1.4	Blue/Gray	2018		Study Room 1	PVT Funds			
	Stacking Chair	Sit On It Seating	1051.FT1.US.SC8.VG2.G12.FC2.AC	2019701.1.2	Blue/Gray	2018		Study Room 1	PVT Funds			
	Stacking Chair	Sit On It Seating	1051.FT1.US.SC8.VG2.G12.FC2.AC	2019701.1.1	Blue/Gray	2018		Study Room 1	PVT Funds			
	Square Top Table	Logiflex	ML4848TOP	3945429-1-1	Natural Woodgrain	2018		Main Library Room	PVT Funds			
							$ 25,757.45					$3,922.00

Total Assets	$	25,757.45	
2019 Depr	$	3,922.00	
2020 Depr	$	3,922.00	
2021 Depr	$	3,922.00	
Net Assets	$	13,991.45	

LOCAL GOVERNMENT QUESTIONNAIRE
for Fiscal Year Ending 2021

Library Name: **West Seneca Public Library**

1) Does your municipality have a written procurement policy? [✔] YES [ ] NO

2) Have the financial statement for your minipality been independently audited? [ ] YES [✔] NO
   If not, are you planning on having an audit conducted [ ] YES [✔] NO

3) Does your local government participate in an insurance pool with other local
   governments? [✔] YES ___ NO

4) Does your local government participate in an investment pool with other local
   governments [ ] YES [✔] NO

5) Does your munipality have a Length of Service Award Program (LOSAP)
   for volunteer firefighters? ___ YES [✔] NO

6) Does your municipality have a Capital Plan? [ ] YES [✔] NO

7) Has your municipality prepared and documented a risk assessment plan? [ ] YES [✔] NO
   If yes, has your municipality used to results to design the system of internal
   controls? [ ] YES [ ] NO

8) Have your had a change in chief executive or chief fiscal officer during the las
   year? [ ] YES [✔] NO

9) Has your Local Government adopte an investment policy as required by
   General Municipal Law, Section 39? [✔] YES [ ] NO