

West Seneca Public Library
Board Meeting Agenda - February 16, 2022 @ 4:00pm in the Large Community Room

A. Call of the Roll.

B. Approval / Changes to Agenda.

C. Minutes of Preceding Meeting - January 12, 2022

D. Nominations and Elections of Officers, if any.

E. Report of the Director - January 2022

1. Assemblyman Patrick Burke funding

F. Report of the Treasurer.

1. County account statement January 2022
2. Local account statement January 2022
3. Summary of accounts January 2022
4. Check abstract and approvals
5. System Paid Budget Analysis through December 31, 2021
6. Payroll Report through PP#26

G. Report of the Friends of the Library.

H. Report of the President.

I. Old Business.

J. New Business.

1. Mask requirement removed

Next Regular Meeting: Wednesday, March 16, 2022 at 4:00pm

West Seneca Library Board

Minutes for January 12, 2022

A. Call of the Roll: Amanda Cleesattel, Cynthia Johnson, William Josefiak , Pat Wass

Excused: Jennifer Dobe

Guests: Robert Alessi

B. Approval / Changes to Agenda: none

C. Minutes of Preceding Meeting: November 17, 2021 - correct date to November 18, 2021 under New Business item #4. Motion by Josefiak, seconded by Johnson. 4 Ayes, 0 Nays

D. Nominations and Elections of Officers, if any: To be completed at February meeting

E. Report of the Director - November & December 2021

1. 2021 Contract Extension & 2022 Budget Schedules - updated information; no action required
2. System Sexual Harassment Policy Updated - for general information, no action required as it is a system policy
3. January 6, 2022 - library closed due to snow
4. New borrower status is no longer in effect. This should help to make all library materials more accessible by removing barriers.

F. Report of the Treasurer.

1. County account statement November 2021 & December 2021 - informational
2. Local account statement November 2021 & December 2021 - informational
3. Summary of accounts November 2021 & December 2021 - informational
4. Check abstract and approvals - motion to approve by Josefiak, seconded by Johnson. 4 Ayes, 0 Nays
5. System Paid Budget Analysis through September 30, 2021 - informational
6. Payroll Report through PP#24 - informational

G. Report of the Friends of the Library.

1. No planned events due to the ongoing covid situation.
2. The West Seneca Library Board congratulates and thanks Pat Wass for the numerous articles she has written promoting the library, especially in the West Seneca Bee.

H. Report of the President.

1. Summary of ACT meeting held January 8, 2022. Following topics were discussed – open meetings law, covid responsibilities, construction grant changes, investment policy and histories of ACT libraries
2. Future meetings and topics to be determined.

I. Old Business - none

J. New Business.

1. New Library Board Trustee – Amanda Cleesattel introduced
2. New Library Assistant – V Narvaez hired effective 1/3/2022
3. Sign annual Conflict of Interest Policy statements – all present signed and turned in
4. 2022 Local Accounts Budgets – motion to approve by Josefiak, seconded by Wass. 4 Ayes, 0 Nays
5. Procurement Policy reviewed and revised – motion to approve by Josefiak, seconded by Johnson. 4 Ayes, 0 Nays
6. Set 2022 board meeting schedule as follows – motion to approve by Josefiak, seconded by Johnson. 4 Ayes, 0 Nays

Wed, February 16, 2022 at 4pm

Wed, March 16, 2022 at 4pm

Wed, April 20, 2022 at 4pm

Wed, May 18, 2022 at 4pm

Wed, June 15, 2022 at 4pm

Wed, July 20, 2022 at 4pm

Wed, September 21, 2022 at 4pm

Wed, October 12, 2022 at 4pm

Wed, November 30, 2022 at 4pm

K. Public Comment - None

Adjournment @ 5:10pm, Motion by Josefiak, seconded by Johnson.

Next Regular Meeting: Wed, February 16, 2022 at 4pm

**West Seneca Public Library Board Meeting
Director's Report**

January 2022

Circulation - January 2022

8,701

Revenue - County Account Fines, Fees, Copies, Print - January 2022

\$1,289.87

Library Visitors - January 2022

6,326

Programming - January 2022

(Youth)

Make & Take Craft Bags	All month	156 bags
Lego Club	1/22	24 attendees
Fuse Beads	1/27	19 attendees

Programming - January 2022

(All Ages)

Dungeons & Dragons (4)	1/8, 1/15, 1/22, 1/29	41 attendees in-person + 24 virtually
Girl Scout Troop Tour	1/18	19 attendees

Programming - January 2022

(Adult)

Knitting Club (3)	1/10, 1/24, 1/31	15 attendees
Book Club	1/31	6 attendees

Collection Development

WSE - 2021 Funds- All AV and MAT material budget funds spent by Nov. 1 deadline.

Outreach/Meetings/Library Visits

- 1/8 ACT Meeting
- 1/11 Contracting Director Meeting via Zoom
- 1/26 Review of Manager's Meeting via Zoom

Misc.

- 1/6 Library closed due to weather
- 1/7-1/8 Distributed 25 boxes of paper masks (1 box/household)
- 1/8 Meeting with Bill Josefiak; Meeting with Amanda Cleesattel
- 1/12 Renee Masters attended the "How to Train Your Community on Libby" eBook webinar
- 1/12 Distributed approximately 2,800 KN95 masks in collaboration with the Town - all masks were gone by about 10:30am. This followed the distribution of 750 KN95 masks provided by the library system (via Erie County) on 12/30
- 1/14 V Narvaez completed the A+ Customer Service Training webinar
- 1/25 Notified that Assemblyman Patrick Burke had secured \$25,000 in funding specifically for the West Seneca Public Library
- 1/26 Began distribution of Covid-19 antigen rapid test kits; we received a total of 1,620 test kits with 2 tests/kit (3,240 actual tests)
- 1/26 Phone meeting with Town Councilwoman (and new Liaison to the Library Board) Susan Kims
- 1/27 Renee Masters met with Jenifer Stanek, Director of Senior Services at the West Seneca Senior Center re: potential outreach opportunities and collaborations

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Jan-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	0	7,200	7,170	30	
515000	Telephone - Maintenance	0	0	0	0		0	
510200	Dues and Fees	0	0	0	0		0	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	763	0	52	711	763	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	0	600	600	0	
530000	Contingency (Bullet Aid)	0	0	0	0		0	
	TOTAL EXPENSES	8,663	0	52	8,611	8,633	30	

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	884	4,816	10,000	4,300	
Copy Machines	1,200	0	106	1,094	1,200	0	
Print Cost Recovery	4,200	0	284	3,916	3,400	(800)	
Other Income	200	0	15	185	180	(20)	
State Funding	0	0	0	0		0	
Municipal Support	0	0	0	0		0	
Donations (priv. persons/foundations)	0	0	0	0		0	
Fundraising (events/booksales)	0	0	0	0		0	
Interest Income	0	0	0	0		0	
Misc Income	0	0	0	0		0	
Use of Fund Balance	0	0	0	0		0	
TOTAL DIRECT INCOME	11,300	0	1,289	10,011	14,780	3,480	

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	1/4/22	Donation deposit check #4372 (Meaghan Boice-Green, in memory of Robert Bliemeister)			\$100.00	\$23,528.18
971	1/12/22	SYNCB/Amazon (teen craft supplies - sock snowman; invoice: 988747878498)		\$52.30		\$23,475.88
	1/25/22	Donation deposit check #4311 (Audrey A. Horbett, in memory of Joseph Otto)			\$25.00	\$23,500.88

West Seneca Public Library Bank Account Balances January 2022

M&T County Account

Balance \$25,336.09

M&T Local Account

Balance \$23,500.88 (Note: Includes \$18,403.10 Rotary)

Local M&T CD (1)

Balance \$40,698.78

Local M&T CD (2)

Balance \$5,078.44

Local M&T CD (3)

Balance \$5,078.44

Northwest Construction Grant Phase II

Balance \$0.00

M&T Construction Fundraiser Account

Balance \$15,620.34

Northwest Makerspace/Tech Account

Balance \$28.79

February 16, 2022 Abstract of Checks

Voucher #	Date	Payee	Amount	Check#	Reason for expense	Date
2022-C3		CORR Distributors, Inc.	\$ 159.06	6386	Carpet rinse and carpet extraction cleaner invoice #061992	2/10/2022
2022-C4		Robert Alessi	\$ 93.74	6388	swivel casters and blue rope for delivery bin cart repair	2/10/2022
2022-C5		Town of West Seneca	\$ 1,195.00	6389	Electric Bill January and February 2022, Invoice# 10122 and 20122	2/10/2022
2022-L2		Bob Adler	\$ 20.00	972	Annual dues for Association of Contracting Library Trustees	2/10/2022
2022-L3		Jeff Tutuska	\$ 475.00	973	Rotary sign in children's area invoice #2236	2/10/2022
2022-L4		Buffalo and Erie County Public Library	\$ 523.19	974	Replacement/memorial books, invoice #21085; Rotary: \$294.98; Bruce Moser: \$100.28; Lions: \$33.44; Jonni Moore: \$94.49	2/10/2022

Contract Library "System Paid" Budget Analysis

West Seneca Public Library

As of 12/31/2021

	"System Paid" Budget*	Jan-Sept 2021	October	November	December	Actual 2021 Expenses	Year End Surplus/(Shortfall)
Salaries & Wages, Full Time							
Salaries & Wages, Full Time	174,392.00	130,391.41	14,031.56	14,699.68	18,287.58	177,410.23	(3,018.23)
Other Payments	1,368.00	0.00		6,883.60	1,413.93	8,297.53	(6,929.53)
Overtime		0.00				0.00	0.00
Total Salaries & Wages, Full Time	175,760.00	130,391.41	14,031.56	21,583.28	19,701.51	185,707.76	(9,947.76)
Wages, Regular Part-Time	26,763.00	20,428.57	2,398.88	2,393.77	2,512.33	27,733.55	(970.55)
Wages, Part Time	115,228.00	70,889.24	8,870.32	9,233.78	9,548.19	98,541.53	16,686.47
Contractual Reserve	4,386.00					0.00	4,386.00
Employer FICA Total	24,306.00	16,426.23	1,902.74	2,554.65	2,287.43	23,171.05	1,134.95
Employee Health Insurance	19,248.00	13,740.19	1,407.53	1,131.39	2,585.34	18,864.45	383.55
Dental Plan	750.00	481.02	41.48	48.79	60.36	631.65	118.35
Health Insurance Waiver	2,400.00	1,800.00	200.00	200.00	200.00	2,400.00	0.00
NYS Retirement	26,888.00	20,768.11	3,321.31	2,778.56	2,789.12	29,657.10	(2,769.10)
Disability	0.00	0.00				0.00	0.00
Natural Gas (NFG)	0.00	0.00				0.00	0.00
Electricity	0.00	0.00				0.00	0.00
Bottom Line Total	395,729.00	274,924.77	32,173.82	39,924.22	39,684.28	386,707.09	9,021.91

Notes:

System Paid Budget per Res 2021-14

2021 West Seneca Payroll Report_PP26



As of Pay Period 26

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian Director II	75,567.05	72,224.00	(3,343.05)
Librarian I	65,332.00	63,475.00	(1,857.00)
Library Assistant	38,701.95	38,693.00	(8.95)
Caretaker (RPT)	28,269.48	26,748.00	(1,521.48)
FT Totals	\$ 207,870.48	\$ 201,140.00	\$ (6,730.48)

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Clerk Typist PT	19,308.74	21,237.00	1,928.26
Librarian I PT	28,519.49	27,015.00	(1,504.49)
Page PT	17,898.50	32,500.00	14,601.50
Senior Page	32,442.25	34,476.00	2,033.75
PT Totals	98,168.98	115,228.00	17,059.02

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretakers	28,269.48	26,748.00	(1,521.48)
Clerk Typists	19,308.74	21,237.00	1,928.26
Librarian I	93,851.49	90,490.00	(3,361.49)
Librarian Director II	75,567.05	72,224.00	(3,343.05)
Library Assistant	38,701.95	38,693.00	(8.95)
Pages	17,898.50	32,500.00	14,601.50
Senior Page	32,442.25	34,476.00	2,033.75
Other Payments		5,754.00	5,754.00
Combined Totals	306,039.46	322,122.00	16,082.54

ANNUAL BUDGET	\$ 322,122.00
PROJECTED ENDING BALANCE	\$ 311,982.84
Projected Ending Balance	\$10,139.16