

**West Seneca Public Library**  
**Board Meeting Agenda - March 23, 2022 @ 4:00pm in the Large Community Room**

- A. Call of the Roll.
- B. Approval / Changes to Agenda.
- C. Minutes of Preceding Meeting - February 16, 2022
- D. Nominations and Elections of Officers, if any.
- E. Report of the Director - February 2022
- F. Report of the Treasurer.
  - 1. County account statement February 2022
  - 2. Local account statement February 2022
  - 3. Summary of accounts February 2022
  - 4. Check abstract and approvals
- G. Report of the Friends of the Library.
- H. Report of the President.
  - 1. ACT Updates
- I. Old Business.
- J. New Business.
  - 1. Rotary Children's Collection materials

Next Regular Meeting: Wednesday, April 20, 2022 at 4:00pm

## West Seneca Library Board of Trustees

Minutes for February 16<sup>th</sup>, 2022 @ 4pm in the Community Center

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

Excused: None

Guests: Robert Alessi (Library Director) & Susan Kims (Town Liaison)

- B. Approval / Changes to Agenda: no changes

- C. Minutes of Preceding Meeting: January 12<sup>th</sup>, 2022

\* Motion to edit prior minutes to add Susan Kims as excused

Motion: William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

- C. Nominations and Elections of Officers:

President: William Josefiak

Secretary: Amanda Cleesattel

Treasurer: Jennifer Dobe

Claims Auditor: Cynthia Johnson

Motion: William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

- D. Report of the Director -see January 2022 documents posted and summation with comments below:

- 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)
  - Last test kits distributed 2/16/2022
- 1/26 Phone meeting with Town Councilwoman (and new Liaison to the Library Board) Susan Kims
  - Susan Kims present and introduced at meeting.
- 1/27 Renee Masters met with Jenifer Stanek, Director of Senior Services at the West Seneca Senior Center re: potential outreach opportunities and collaborations

Additional Discussion: Library Advocacy Day is Wednesday March 2<sup>nd</sup>, 2022

F. Report of the Treasurer (see January 2022 documents posted).

1. County account statement January 2022 - informational
2. Local account statement January 2022 - informational
  - Two donations in memory of deceased
3. Summary of accounts January 2022 - informational
4. Check abstract and approvals 6 checks transactions for February 2022 related to materials, building maintenance, dues, and utilities.

Motion: William Josefiak

Second: Patricia Wass

Ayes: all

Nays: none

5. System Paid Budget Analysis through December 31, 2021 - informational
6. Payroll Report through PP#26 - informational

G. Report of the Friends of the Library.

1. Praise for Patricia's article explaining library taxes and use. Discussion on the importance of libraries to our community.
2. Friends of the library to be supporting additional shelving in the library.

H. Report of the President.

1. Discussion of B&ECPL board of trustees presentation of 3 candidates for the position of Director.
2. ACT meeting to occur in March or April

I. Old Business - none

J. New Business-

1. Mask mandate removal effective 2/10/2022: library encourages people (via signage) to wear masks, but this is not a requirement. No concerns noted since change in mandate.

K. Public Comment - none

Adjournment @ 4:57pm

Motion: William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

Next Regular Meeting: Wed, March 16, 2022 @ 4pm

DRAFT



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

*February 2022*

Circulation - February 2022

10,145

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

\$1,175.79

Library Visitors - February 2022

7,027

Programming - February 2022

(Youth)

Make & Take Craft Bags	All month	270 bags
Read Down Your Fines	All month	3 participants
Tutoring	All month	120 sessions
Preschool Story Time (4)	2/1, 2/8, 2/15, 2/22	88 attendees
Be a Library Kid! (4)	2/2, 2/9, 2/16, 2/23	26 attendees
Toddler Time (4)	2/3, 2/10, 2/17, 2/24	125 attendees
Painting for Teens	2/3	13 attendees
Lego Club	2/19	21 attendees
Fuse Beads	2/24	18 attendees

Programming - February 2022

(All Ages)

Dungeons & Dragons (4)	2/5, 2/12, 2/19, 2/26	44 attendees in-person + 24 virtually
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Programming - February 2022

(Adult)

Knitting Club (3)	2/7, 2/14, 2/28	20 attendees
Books & Barks	2/7	4 attendees
WS Senior Center Outreach	2/11	23 participants

Book Club	2/28	13 attendees
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### Collection Development

WSE - 2022 Funds-

AV= \$1,855 - \$153.39 (est. discount price) = \$1,701.61

MAT= \$5,368 - \$10.90 (est. discount price) = \$5,357.10

### Outreach/Meetings/Library Visits

- 2/3 WNYLRC Advocacy Meeting with representatives for Assemblyman Patrick Burke, Senator Tim Kennedy and Assembly Majority Leader Crystal Peoples-Stokes
- 2/3 B&ECPL System Director candidate presentations
- 2/9 Managers Meeting via Zoom
- 2/16 Library Board of Trustees Meeting
- 2/25 Meeting with Emily Moser, Pat Wass and Cindy Johnson re: Friends of the Library
- 2/25 Meeting with Louise Simon Schoene re: artwork and displays

### Misc.

- 2/3 Town electricians evaluated the issue of malfunctioning lights in the main room - a new switch was ordered and replaced on 2/10
- 2/5 West Seneca Art Society installed a new exhibit that will run through April 1<sup>st</sup> featuring artists Virginia Koeppl and Diane Menchetti
- 2/10 Mask requirement removed
- "Transitioning to Libby" webinar was viewed on 2/15 by Rob Alessi, Kelly Mercer and V Narvaez and on 2/16 by Emily Sieg and Jenn Balogh.
- 2/16 Completed distribution of the 1,620 test kits originally received 1/26
- 2/23 Began distribution of approximately 30 boxes of disposable masks and a partial case of test kits from the Town. The masks were gone within 2 days and more than half of the test kits were handed out by the end of the month.

## CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Feb-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	
<b>Utility Charges:</b>								
515000	Water	0	0	0	0		0	
515000	Sewer	0	0	0	0		0	
515000	Electric	7,200	0	1,195	6,005	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	305	458	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	25,000	0	25,000		25,000	
<b>TOTAL EXPENSES</b>		<b>8,663</b>	<b>25,000</b>	<b>1,500</b>	<b>32,163</b>	<b>8,633</b>	<b>25,030</b>	

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	1,499	4,201	8,900	3,200	
Copy Machines	1,200	0	312	888	1,500	300	
Print Cost Recovery	4,200	0	634	3,566	3,400	(800)	
Other Income	200	0	20	180	180	(20)	
State Funding	0	25,000	25,000	0		(25,000)	
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	
<b>TOTAL DIRECT INCOME</b>	<b>11,300</b>	<b>25,000</b>	<b>27,465</b>	<b>8,835</b>	<b>13,980</b>	<b>(22,320)</b>	

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
972	2/16/22	Bob Adler (annual dues for Association of Contracting Library Trustees)			\$20.00	\$23,480.88
973	2/16/22	Jeff Tutuska (rotary sign in children's area, invoice #2236)			\$475.00	\$23,005.88
974	2/16/22	BECPL (replacement books, invoice #21085; Rotary: \$294.98; Bruce Moser: \$100.28; Lions: \$33.44; Jonni Moore: \$94.49)			\$523.19	\$22,482.69
	2/17/22	Donation deposit check #3868 (From Elaine Idzik for children's materials)			\$50.00	\$22,532.69



## West Seneca Public Library Bank Account Balances February 2022

M&T County Account

Balance \$50,064.08 (Note: Includes \$25,000 Assemblyman Burke State Aid)

M&T Local Account

Balance \$22,532.69 (Note: Includes \$17,633.12 Rotary)

Local M&T CD (1)

Balance \$40,701.86

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

**March 23, 2022 Abstract of Checks**

Voucher #	Date	Payee	Amount	Check#	Reason for expense	Date
2022-L5	3/4/2022	New York State	\$ 177.89	online	Tax for WSE 2021 Book Sale	3/4/2022
2022-C6	3/17/2022	Robert Alessi	\$ 9.99	6390	Supplies- phone batteries	3/4/2022
2022-C7	3/17/2022	Robert Alessi	\$ 23.04	6391	Supplies- hand soap	2/17/2022
2022-C8	3/17/2022	Town of West Seneca	\$ 1,195.00	6392	Electric Bill March and April, Invoice #30122 and 40122	3/17/2022
2022-C9	3/17/2022	Buffalo and Erie County Public Library	\$ 8,553.17	6393	2021 Return to System	12/31/2021
2022-L6	3/17/2022	SYNCB/AMAZON	\$ 111.83	975	Program supplies (fuse beads, foam cones, wooden beads, canvas)- Invoice #954774469746 and #763354798446	2/24/2022