

West Seneca Public Library
Board Meeting Agenda - May 18, 2022 @ 3:00pm in the Large Community Room

A. Call of the Roll.

B. Approval / Changes to Agenda.

C. Minutes of Preceding Meeting - April 20, 2022

D. Nominations and Elections of Officers, if any.

E. Report of the Director - April 2022

1. System Circulation Policy Updated

F. Report of the Treasurer.

1. County account statement April 2022
2. Local account statement April 2022
3. Summary of accounts April 2022
4. Check abstract and approvals

G. Report of the Friends of the Library.

H. Report of the President.

1. ACT Workshop - Recap: Saturday, May 7th @ Central

I. Old Business.

1. M&T check signers

J. New Business.

1. Literature rack purchase
2. American Red Cross Blood Drive Request
3. Review: Draft revised Rules of Conduct Policy
4. Review: Draft revised Open Meetings Policy

Next Regular Meeting: Wednesday, June 15, 2022 at 4:00pm

West Seneca Public Library

Library Board of Trustees Meeting Minutes

April 20, 2022 @ 4:00pm in the Large Community Room

A. Call of the Roll

- Present: Amanda Cleesattel, Jennifer Dobe, Cynthia Johnson, William Josefiak, Patricia Wass
- Excused: Susan Kims
- Guest(s): Robert Alessi (Library Director)

B. Approval / Changes to Agenda: none

C. Minutes of Preceding Meeting (March 2022) –

- No changes

Motion to approve: William Josefiak

Second: Jennifer Dobe/Patricia Wass

Ayes: all

Nays: none

D. Report of the Director – See March 2022 documents posted. Additional points of conversation listed below:

- Library system “fine free” in effect 5/1/2022. Forthcoming details coming to clarify. Signage for the public to follow after official release/approval.
 - Many other major areas have trialed with success: NYC, San Francisco, Colorado
 - West Seneca Bee May issue will also address fine free
- State budget for libraries is a 5.8% instead of 2% increase which will assist loss of revenue in the County with overdue fines.
- Mobile hot spot borrow launch
 - Pickup and return in person to originating library
 - Minors with Internet permission may borrow with written parent consent
 - Will include instructions with each mobile unit
 - Package to include Chromebook and mobile hot spot sign out package available

E. Report of the Treasurer:

- County account statement March 2022
 - Upcoming adjustments to budgets to accommodate fine free
 - Central to support budgetary needs related to going fine free
- Local account statement March 2022
- Summary of accounts March 2022
- Check abstract and approvals March 2022
 - Addition a check for the ACT meeting May 7th (\$15/person for 5 people)

Motion to approve: William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

F. Report of the Friends of the Library (from Cynthia Johnson):

- o Ongoing something to do bags
- o Farmers market and book sale upcoming
- o Dorinda Darden zoom meeting for friends as liaison with council on 4/29/22 (affiliated with NYLA)
- o Still investigating hearing impaired programs for fall

E. Report of the President:

- o ACT meeting of introduction to new Library Executive Director, May 7th 2022 from 9am-12noon/1pm. Chance to meet with the new director.
 - i. Workshop will count towards trustee continuing ed requirements that are forthcoming (2023)
 - ii. West Seneca submitted the photos and info for this event
 - iii. Trustees to submit questions to Rob for submission or come prepared with your own questions

F. Old Business: none

G. New Business:

Annual report approval reviewed and signed off (approval below & physical sign off to accompany/submitted to Rob)

Motion to approve: Jennifer Dobe

Second: William Josefiak

Ayes: all

Nays: none

Approval of brochure:

Motion to approve: William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

Kelly Clifford to be removed from M&T account privileges and keep the current 3 member privileges. Rob drafted a letter for board member signatures.

Motion to approve: William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

Charging station proposed for about \$400 for public charging as well as an additional handout rack proposed by Rob (funding available now to support)

Motion to approve: William Josefiak

Second: Cynthia Johnson

Ayes: all

Nays: none

Books and barks to discontinue due to lack of lead facilitator.

H. Public Comment: none; no community members present

Adjournment @ 4:57pm

Motion: William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

Next Regular Meeting: Wed, May 18th, 2022 @ 3pm

Respectfully submitted by Amanda Cleesattel, Secretary

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

April 2022

Circulation - April 2022

17,104

Revenue - County Account Fees, Copies, Print - April 2022

\$584.68

Library Visitors - April 2022

7,644

**Programming - April 2022
(Youth)**

Make & Take Craft Bags	All month	260 bags
Tutoring	All month	154 sessions
Preschool Story Time (4)	4/5, 4/12, 4/19, 4/26	66 attendees
Be a Library Kid! (2)	4/6, 4/20	15 attendees
Teen Painting Night	4/7	5 attendees
Toddler Time (4)	4/7, 4/14, 4/21, 4/28	122 attendees
Paws for Love (8)	4/12, 4/14	8 individual sessions over 2 days; 25 attendees
Egg Hunt	4/13	250 attendees
Jelly Bean Structures	4/21	7 attendees
Lego Club	4/23	21 attendees
Fuse Beads	4/28	21 attendees

**Programming - April 2022
(All Ages)**

Dungeons & Dragons (5)	4/2, 4/9, 4/16, 4/23, 4/30	69 attendees in-person + 6 virtually
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Programming - April 2022
(Adult)

Knitting Club (4)	4/4, 4/11, 4/18, 4/25	23 attendees
Using the Library Catalog (Outreach @ Senior Center)	4/6	5 attendees
NY Project Hope Table	4/7	25 visitors
Book Club	4/25	4 attendees
Book A Technology Trainer (4 appointments)	4/26	4 individual sessions; 4 attendees

Collection Development

WSE - 2022 Funds-

AV= \$1,630.92

MAT= \$4,600.69 - \$284.06 (est. discount price) = \$4,316.63

Outreach/Meetings/Library Visits

- 4/4 Dan Berger and Elena Cala re: school yearbook collection
- 4/13 Managers Meeting at CEN
- 4/13 Daria White re: Sleep in Heavenly Peace donation collections
- 4/18 Northstar Digital Literacy - Overview of Northstar and Training webinar
- 4/20 Library Board of Trustees Meeting
- 4/26 Libraries and First Amendment Audits webinar
- 4/27 Northstar Digital Literacy - How to Perform Tasks in the Northstar Admin Portal

Misc.

- 4/27 Town repaired the automatic door opener at Legion Pkwy entrance which had partially fallen off on 4/26
- 4/27 Central Library supplied 4 cases (360 packs) of covid-19 test kits



Circulation Policy

This policy is a system-wide policy for application to all libraries within the Buffalo & Erie County Public Library System.

I. INTRODUCTION

This is the Circulation Policy of the Buffalo & Erie County Public Library System (B&ECPL). All B&ECPL Libraries, including any Contract Member, Buffalo Branch, Library Outlet and the Central Library, are required to follow the policies delineated herein.

A. Definitions

Terms that are used in the document are defined below:

1. **Circulation** - Checking out material on a borrower's card for a prescribed loan period or downloading electronic content. Any item listed in the B&ECPL Catalog is subject to all terms of B&ECPL Circulation Policy.
2. **Traditional Library Card** - Cardholder can check out books, music, videos and use a library computer to access the internet. Cardholder can also borrow digital content.
3. **Digital content** - Services available online in a variety of formats, including, but not limited to: downloadable and streaming eBooks, eAudiobooks, eVideos, music, digital magazines, etc.
4. **Blocked** - Library card cannot be used to borrow physical materials.
5. **Barred** - Library cardholder is unable to visit library. All in-library services suspended and cannot borrow physical materials.
6. **Good Standing** - Account of library cardholder is not blocked and cardholder is not barred from visiting library.
7. **Board of Trustees** - The Board of Trustees of the Buffalo & Erie County Public Library.
8. **Administration** - The Director, Deputy Directors, Assistant Deputy Directors and other members of the Administrative Team of the Buffalo & Erie County Public Library.

II. REGISTRATION

A. Eligible Borrowers

Erie County residents and specified non-residents are eligible for borrowing privileges, provided they meet identification requirements as established by the Administration. Some restrictions may apply.

1. All persons who live, work, own property or attend school in Erie County are eligible for borrowing privileges at no charge, except as noted herein.
2. Other residents of New York State are eligible for borrowing privileges at a charge (effective April 18, 2005). "Other" New York State borrower privileges will expire every 12 months.

B. Types of Library Cards

1. **Traditional** – Both in-library and digital content
 - a. **Youth** – 16 and under; parent/guardian permission required
 - b. **Adult** – persons age 17 and older
2. **Student Digital Card** – Limited to digital content; available to children through grade 12 enrolled in Erie County schools

Library cards are further defined by borrower profiles, which identify the quantities and types of material that a borrower may check out or other privileges a library patron may enjoy.

C. Application

Eligible borrowers must complete the appropriate application.

1. Erie County Residents:
 - a. To obtain a traditional library card, the applicant may apply online or appear in person or qualify for a Proxy Application.
 - b. A valid Erie County address and an email address are required to complete the online application.
 - c. Youth must have the consent of parent/legal guardian to obtain a traditional card. Absent consent, a Student Digital Card may be issued.
2. Non-Residents:
 - a. To obtain a traditional library card, the applicant must appear in person or qualify for a Proxy Application and provide required identification and documentation.

- b. To obtain a Student Digital Card, the applicant may apply online and provide a valid address and email address. Proof of enrollment in Erie County school may be requested.

D. Registration Term

Unless otherwise specified, B&ECPL library cards do not expire. Library cardholders are subject to periodic verification of their contact information.

III. BORROWER PRIVILEGES AND RESPONSIBILITIES

A. General

1. A valid B&ECPL library card will be honored at all B&ECPL locations. A valid library card includes photocopies of the card as well as barcodes on smart devices and mobile apps. Possession of a valid card implies authorized use.
2. The borrower is responsible for all use of the library card and assumes liability for charges incurred for lost, stolen, or damaged items. The borrower is responsible for returning all borrowed items in clean condition, free from insects, pests or other contaminants.
3. Borrowers must immediately report lost or stolen cards to any B&ECPL location. Failure to do so will result in the borrower being held financially responsible for any charges incurred due to lost, stolen, or damaged items.
4. Borrowers are responsible for notifying the B&ECPL of any change of contact information including mailing address, email address or telephone number.

B. Circulation

1. Borrowers may check out material from any B&ECPL location. Unless otherwise specified, the material may be returned to any B&ECPL location.
2. Items may be renewed in accordance with B&ECPL policy provided the borrower's account is in good standing, the items are not overdue and/or are not on a request list.
3. Circulating material is shared on a system-wide basis. The B&ECPL will provide access to any circulating item listed in the B&ECPL Catalog.
4. Most circulating material may be requested from and delivered to the borrower's preferred B&ECPL location.
5. The length of the loan period, number of renewals, special regulations on returns and types and quantities of materials that can be checked out will be determined by B&ECPL System Administration.

C. Youth Accounts

1. The borrower or the parent/legal guardian who has authorized the issuance of a library card by co-signing or consenting online to an application for a youth (16 and under) is responsible for compliance with all B&ECPL rules, all use made of the card and all charges incurred on it.
2. As with all library materials, programs and services, parents/legal guardians have the sole right and responsibility to decide what is appropriate for their child, except as otherwise prohibited by law.

D. Charges

1. The borrower is responsible for all library material checked out on their library card. Pursuant to New York State Education Law Section 265, willful failure to return material may result in civil and criminal penalties.
2. Charges will be assessed for:
 - a. Lost or stolen materials; and
 - b. Any material damaged beyond normal wear and tear.
3. Other charges may include, but are not limited to, charges for missing media cases and returned checks.
4. Charges are also assessed for specified library services or items, including but not limited to, printing, making copies, flash drives, headphones and applicable maker space materials.
5. The B&ECPL will take appropriate action to collect charges, including possible referral to a third party debt recovery service, which will result in the assessment of an additional charge.
6. The B&ECPL partners with a third party debt recovery service to assist with the recovery of outstanding materials and charges. After a prescribed time period with excessive outstanding balances, borrower account information will be transmitted to a third party debt recovery service.
7. Account notifications are available but not a legal requirement. Non-receipt of a notice does not eliminate borrower liability for outstanding materials or charges.

E. Borrower Account Status

It is the borrower's responsibility to ensure their account remains in good standing. Reasons a borrower's account and/or other library privileges may be blocked or barred include, but are not limited to:

1. Failure to return library materials;
2. Accumulating charges on borrower's account that exceed prescribed limits in accordance with B&ECPL procedure;

3. Other abuses of library privileges, including but not limited to inappropriate conduct on library premises or infractions against or attempts to circumvent any B&ECPL policy; or
4. Returning items in damaged or unclean condition, including but not limited to infestation or contamination.

IV. CONFIDENTIALITY

Pursuant to applicable New York State laws, library records that contain names or other personally identifying details of users, including but not limited to the circulation of library materials, computer use, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the in-house use of library materials, shall be confidential and shall not be disclosed except that such records may be disclosed for the proper operation of the library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

Access to borrower information is restricted to authorized staff, and, with appropriate identification, to the borrower, custodial parent or legal guardian.

V. AUTHORIZATION

By adopting this policy, the Board of Trustees authorizes the Administration to develop rules and regulations to implement and enforce it.

Adopted January 18, 2001.

Amended March 17, 2005.

Amended July 21, 2005.

Amended September 16, 2010 per Resolution 2010-33.

Amended December 20, 2012 per Resolution 2012-46. (Administration Revised January 2, 2014:
Registration Term – Library cards valid 3 years.)

Amended March 17, 2016 per Resolution 2016-7. (Administration Revised June 2018:
Registration Term – Library cards do not expire. Library card holders are subject to periodic verification of the borrower record.)

Amended October 18, 2018 per Resolution 2018-28.

Amended December 17, 2020 per Resolution 2020-43.

Amended April 21, 2022 per Resolution 2022-16.

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Apr-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	2,988	4,212	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	3,326	30,337	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	2,248	3,452	5,700	0	
Copy Machines	1,200	0	660	540	1,200	0	
Print Cost Recovery	4,200	0	1,523	2,677	4,200	0	
Other Income	200	0	33	167	200	0	
State Funding	0	25,000	25,000	0	25,000	0	
Municipal Support	0	0	0	0	0	0	
Donations (priv. persons/foundations)	0	0	0	0	0	0	
Fundraising (events/booksales)	0	0	0	0	0	0	
Interest Income	0	0	0	0	0	0	
Misc Income	0	0	0	0	0	0	
Use of Fund Balance	0	0	0	0	0	0	
TOTAL DIRECT INCOME	11,300	25,000	29,464	6,836	36,300	0	

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
977	4/12/22	Program supplies: jelly beans, invoice #588453973974			\$28.45	\$22,214.52
978	4/12/22	Cost for 5 people to attend the May 2022 ACT meeting			\$75.00	\$22,139.52
	5/5/22	Donation deposit check #4477 (from Rotary Foundation)			\$1,000.00	\$23,139.52

West Seneca Public Library Bank Account Balances April 2022

M&T County Account

Balance \$41,683.95 (Note: Includes \$25,000 Assemblyman Burke State Aid)

M&T Local Account

Balance \$23,139.52 (Note: Includes \$18,633.12 Rotary)

Local M&T CD (1)

Balance \$40,704.87

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

May 18, 2022 Abstract of Checks

Voucher #	Date	Payee	Amount	Check#	Reason for expense	Date
2022-C11		Town of West Seneca	\$ 597.50	6395	Electric Bill May, Invoice #60122	5/18/2022
2022-C12		Dobmeier Janitor Supply, Inc	\$ 143.18	6396	Windsor VS-18 Vacuum Repair - Cable and Brush Strip, Invoice #857261	5/18/2022
2022-L9		Demco, Inc	\$ 83.34	979	Library processing labels (Graphic Novels, Mystery, Biography, TV Series, New), Inv #7118684	5/18/2022
2022-L10		SYNCB/AMAZON	\$ 64.97	980	Program supplies (canvas panels, tongs and plastic cups)- Invoice #475336773358 and #837664376835	5/18/2022



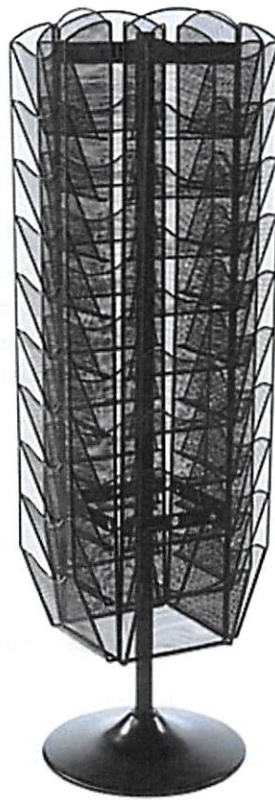
Search by keyword or SKU



Displays2go Stands With Ukraine | Hear the powerful stories of our teammates & learn what you can do to help [here.](#) (/S-4440/We-Stand-With-Ukraine).

10 Tier Literature Rack for Floor, 4 Sided, Fits 8.5x11 & 4x9, Rotating, Mesh - Black

Magazines & Catalogs (/Class/Magazines-Catalogs-1030) > MSHRK40F



★★★★★ 5 out of 5 | (1 Rating)

Number of Pockets: 40 / 80

15 / 30

20 / 40 (/P-31613/Mesh-Literature-Carousel-Brochures-Magazines)



60 (/P-31614/Revolving-Mesh-Brochure-Stand-Floor-Length-Panels)

40 / 80

Height: 50.75"

28.25"

50.75"

IN STOCK

Ships **today** if ordered within the next **3 hrs 11 mins**.

\$540.99 / Each (USD)

1

Add To Cart

↓ More purchase options ↓



- Four Sided Design
- Weighted Base
- Steel and Mesh Build
- Black Semi-Gloss Coating
- Dividers Support Magazines or Brochures

Description

Rotating Mesh Literature Stand with Dividers

This mesh literature stand was created with an easy to use and fully rotating design. The magazine rack is constructed from durable steel and wire to securely store and showcase brochures and other materials. Each literature stand with dividers can accommodate 8.5" x 11" catalogs or 4" x 9" pamphlets. Place this economical magazine rack in areas of heavy traffic such as waiting areas, offices, and retail stores. With a black semi-gloss powder coated finish, the literature stand pairs well with almost any environment or décor. Offer customers a selection of brochures and periodicals by using this efficient rack in your office or store!

Specifications

SKU MSHRK40F

GTIN 840844131115

Overall Width x Height x Depth 18.8" x 62.0" x 18.8"

Pocket Width x Height x Depth 9.8" x 9.5" x 0.75"

Base Diameter 18.0"

Weight 54.0lbs

Material Steel, Steel Mesh

Finish Powder-Coated

Placement Type Floor Standing

Features Adjustable Pocket Divider, Rotating, Multi-Tiered

Color Black

Pocket Type Multi-Pocket

Number of Pockets 80, 40



DRAFT West Seneca Public Library Rules of Conduct

The Buffalo & Erie County Public Library (B&ECPL) serves as a center for information, education and entertainment. Under Article 5, Section 262 of New York State Education Law, the Board of Trustees of the West Seneca Public Library has adopted the following rules to ensure an atmosphere conducive to appropriate use of the services and facilities of the West Seneca Public Library. Library users are required to comply with these Rules and Regulations.

The following conduct is prohibited:

1. Engaging in disorderly conduct, fighting or challenging to fight, or using offensive words likely to provoke violence or using language that offends others;
2. Disturbing other patrons, staff or volunteers including but not limited to disruptive behavior such as any loud, unreasonable and/or bothersome noises created by persons or devices; interfering with staff or volunteers in the performance of their duties and persistent, unwelcome attention; obscene or threatening gestures such as staring at another person; or following another person on or around the premises;
3. Carrying weapons of any kind;
4. Possessing, distributing or consuming alcohol or illegal drugs or being under the influence of alcohol or drugs;
5. Engaging in sexual conduct and/or lewd behavior (e.g., exposure, offensive or inappropriate touching, or sexual harassment of other patrons, staff or volunteers);
6. Engaging in discriminatory conduct in violation of the B&ECPL Equal Employment Opportunity and Anti-Harassment Policy;
7. Damaging, destroying, or stealing any Library property or the property of another patron, staff or volunteer;
8. Bringing animals or pets into the library except those required to assist persons with disabilities or those involved in library programs;
9. Selling and/or soliciting; petitioning;
10. Distributing or posting materials/literature that have not been approved by the Library;
11. Vaping, smoking cigarettes, cigars, pipes, smokeless electronic cigarettes or using tobacco products inside of the Library or within one hundred (100) feet of any entrances, exits or outdoor areas of the West Seneca Public Library (in accordance with New York State Public Health Law Section 1399-O).
12. Eating or drinking in designated restricted areas; (Note: eating is not permitted in the library, covered beverages are acceptable)
13. Making unreasonable use of the restrooms including bathing;
14. Sleeping or lying down;
15. Photography or recording on Library premises without Library permission; and,
16. Absence of shirts and/or shoes.

No children under six years of age may be left unattended in the library at any time. Library staff will not be responsible for children who have been left without adult supervision. Adult patrons who are not engaged in library activities that require materials from the children's area shall be asked to relocate to other areas of the library. The staff reserves the right to seek the intervention of appropriate law enforcement or social services agencies, as required by individual circumstances.

People who violate these rules will be advised of their infraction(s). Failure to comply with the Library's established policies, rules and regulations or violations of local, state or federal law may result in immediate suspension of library privileges, including removal from library property, and/or, where necessary, civil liability and/or criminal prosecution.

Adopted by West Seneca Public Library Board of Trustees December 12, 2018. Confirmed January 16, 2019. Amended June 26, 2019 and confirmed July 22, 2019. Reviewed and re-approved on July 21, 2021. Amended and re-approved May 18, 2022.

WEST SENECA PUBLIC LIBRARY

OPEN MEETING POLICY

This policy is for application to the West Seneca Public Library.

I. STATEMENT OF POLICY

The West Seneca Public Library recognizes its duty as a public entity to perform public business in an open and public manner and to enable the public to be fully aware of and able to observe the performance of the Board. The West Seneca Public Library shall abide by Article 7 of the New York State Public Officers Law when conducting public business.

II. PUBLIC COMMENT

A. Public Participation

The West Seneca Public Library has opted to allow public comment at its Board of Trustees meetings, subject to the rules set forth in subsection B.

B. Rules for Public Comment

To ensure fairness for those who wish to participate, the following rules have been adopted:

1. Each speaker's remarks are limited to three (3) minutes in all cases.
2. The Board may ask clarifying questions. The Board is not required to respond to any remarks made during the public comment period.
3. If the speaker would like a response from the Board, the speaker must leave their name and a method of contact. A written response will be provided as soon as practicable.

III. RULES OF CONDUCT

All members of the public are expected to abide by the West Seneca Public Library Rules of Conduct when attending or speaking at Board of Trustees meetings.

Adopted by the West Seneca Public Library Board of Trustees on December 28, 2020.
Amended and re-approved May 18, 2022.