

West Seneca Public Library
Board Meeting Agenda – November 30, 2022 @ 4:00pm in the Large Community Room

A. Call of the Roll.

B. Approval / Changes to Agenda.

C. Minutes of the Preceding Meetings – October 4 & October 12, 2022

D. Nominations and Elections of Officers, if any.

E. Report of the Director – October 2022

1. Librarian position updates
2. 2023 B&ECPL System Budget Updates

F. Report of the Treasurer.

1. County account statement October 2022
2. Local account statement October 2022
3. Summary of accounts October 2022
4. Check abstract and approvals
5. Payroll Report through PP#20 & PP#22

G. Report of the Friends of the Library.

H. Report of the President.

I. Old Business.

J. New Business.

1. New trustee welcome
2. Review: West Seneca Public Library Study Rooms Policy
3. 2023 Operating Calendar
4. 2023 Library Board of Trustees Meeting Schedule
5. Vox/Wonderbooks Order \$2,600
6. Open Meetings Law Changes

K. Public Comment.

L. Adjournment.

Next Regular Meeting: TBD

West Seneca Public Library

Special Board Meeting Agenda- October 4th, 2022 @ 4pm in the Large Community Room

A. Call of the roll: 4pm

- Present: William Josefiak, Cynthia Johnson, Jennifer Dobe, Amanda Cleesattel
- Guests: Susan Kims (Town Liaison) and Robert Alessi (Director of WS Library)
- Excused: none

B. Approval/Changes to Agenda: N/A special meeting

C. Discussion on current trustee vacancy on the West Seneca Public Library Board of Trustees

- Trustees reviewed all three applicants resumes and (when applicable) cover letters
- Trustees agree that all three applicants presented with good qualifications
- In reviewing all three candidates, Trustees unanimously agreed that Jessica M. Casamassa was the best recommendation to the Town of West Seneca on the basis of:
 - i. Her link to the local school library community
 - ii. Her voluntary presence at recent previous Trustees meetings (see previous agendas for guest notation)
 - iii. Discussion and knowledge she demonstrated at each voluntary meeting she participated in
 - iv. Her enthusiasm for libraries
 - v. Her current involvement in the reading rover program
- **Motion:** William Josefiak
- **Second:** Jennifer Dobe
- **Nays:** none
- Trustees request that Susan Kims relay the Trustees recommendation to the Town of West Seneca. Susan agreed to relay this recommendation at the next town meeting

The Trustees wish to acknowledge the strengths that all submitted candidates presented via their submitted resumes.

D. Adjournment: 4:08pm

- **Motion:** William Josefiak
- **Second:** Amanda Cleesattel
- **Nays:** none

Next Regular Meeting: Wednesday October 12th, 2022 @ 4pm

Respectfully submitted by: Amanda Cleesattel, Secretary 10/6/222

West Seneca Public Library

Library Board of Trustees Meeting Minutes

October 12, 2022 @ 4:00 pm in the Large Community Room

- A. Call of the Roll– Meeting called to order at 4:06pm
- Present: Amanda Cleesattel, Cynthia Johnson, William Josefiak, Jennifer Dobe Excused:
 - Guest(s): Susan Kims (Town Board Liaison), Jessica Casamassa, Robert Alessi (Library Director), John Spears (Director of Buffalo & Erie County Public Libraries), Carima El-Behairy (Vice Chair of the System Board of Directors).

- B. Approval / Changes to Agenda: none

- C. Minutes of Preceding Meeting:
- Change Jennifer to Jessica in bullet J

Motion to approve: William Josefiak

Second: Cynthia Johnson

Ayes: all

Nays: none

- D. Report of the Director— See September 2022 documents posted
- Progress with Cindy Solly regarding book cart painting project and return to makerspace; artist engagement more accessible to public with artistic variety.
 - Bi-monthly exhibits to continue on top of book stacks
 - Two sessions with UB CSPAN lab occurred
 - Part-time librarian position now posted

- E. Report of the Treasurer: See September 2022 documents posted
- County account statement September 2022
 - Local account statement September 2022
 - Summary of accounts September 2022
 - Check abstract and approvals September 2022
 - Two checks for board approval at this meeting (see documents posted for details)

Motion to approve: William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

- F. Report of the Friends of the Library (from Cynthia Johnson):
- Emily reports success of summer programming

- Next meeting November 3rd
- Two speakers coming in October and November from the Friends
- Two Halloween events coming up 10/21 & 10/27

G. Report of the President:

- ACT board meeting cancelled for fall/rest of 2022 and will resume January & March 2023

H. Old Business:

- Narcan: previous board meeting approved and staff training prior to roll out. Rob (Director of Library) completed this training today, 10/12/2022. Training for West Seneca library staff will be coordinated by Rob and assisted with other libraries and Central library

I. New Business:

- Update to Exhibits and Displays Policy. Minor change removing the word content and inclusion of clause 12 (regarding permanent exhibits)

Motion to approve updated Exhibits and Displays Policy:

William Josefiak

Second: Amanda Cleesattel

Ayes: all

Nays: None

- Director request to purchase new (update collection) adult non-fiction materials with Assemblyman Burke Grant Funds Expenditure: \$3,000

Motion to approve: William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: None

- Discussion about open meeting law. Will be discussed further related to this library when new board trustee is named officially.
- Trustee reception December 14th, 2022 at Central library

J. Public Comment: none

Adjournment @ 5:15 pm

Motion: William Josefiak

Second: Amanda Cleesattel

Ayes: all

Nays: none

Next Regular Meeting: Wed, November 30th, 2022 @ 4pm

Respectfully submitted by Amanda Cleesattel, Secretary

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

October 2022

Circulation - October 2022

19,426

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

\$553.97

Library Visitors - October 2022

7,503

Programming - October 2022

(Youth)

Make & Take Craft Bags	All month	208 bags
Tutoring	All month	60 sessions
Teen Watercolor Painting	10/6	2 attendees
Lego Club (2)	10/8, 10/22	45 attendees
Preschool Story Time (3)	10/11, 10/18, 10/25	51 attendees
Toddler Time (3)	10/13, 10/20, 10/27	95 attendees
Fuse Beads	10/13	21 attendees
Be A Library Kid (2)	10/17, 10/24	20 attendees
Baby & Me (2)	10/19, 10/26	40 attendees
Bat Bookmarks	10/20	5 attendees
Halloween Tales	10/27	96 attendees

Programming - October 2022

(All Ages)

Dungeons & Dragons (5)	10/1, 10/8, 10/15, 10/22, 10/29	40 attendees
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Programming - October 2022

(Adult)

Knitting Club (5)	10/3, 10/10, 10/17, 10/24, 10/31	25 attendees
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Thunder Snow of Buffalo w/ Don Purdy and Billy Klun	10/17	28 attendees
Book Club	10/24	12 attendees
Book A Technology Trainer (5 appointments)	10/18	5 attendees

Programming - October 2022
(Outreach)

ESL Outreach at WS East High School	10/19	125 attendees
WS Recreation Department Halloween Event	10/21	750 attendees

Collection Development

WSE - 2022 Funds- All AV and MAT material budget funds spent by Nov. 1 deadline.

Outreach/Meetings/Library Visits

- 10/4 West Seneca Public Library Board of Trustees Meeting
- 10/12 Manager's Meeting via Zoom; West Seneca Public Library Board of Trustees Meeting w/ guests John Spears and Carima El-Behairy
- 10/13 Meeting w/ Amana Garden Club member re: occasional floral displays
- 10/15 Meeting with Cindy Solly, President - West Seneca Art Society re: potential book cart painting project and mural idea
- 10/24 Call with Susan Kims re: new trustee appointment
- 10/29 Accessibility in Your Library (Niche Academy Webinars)

Misc.

- 10/4 Town repaired fireplace trim
- 10/19 Town repaired light switch in staff restroom and raised carpeting in main room

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Oct-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	6,573	627	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)	448	305	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	52	548	600	0	
530000	Contingency (Bullet Aid)	0	25,000	0	25,000		25,000	
TOTAL EXPENSES		8,663	25,000	7,083	26,580	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.	2,225	0	2,597	(372)	2,597	372	
Copy Machines	1,200	0	1,710	(510)	1,950	750	
Print Cost Recovery	4,200	0	3,829	371	4,500	300	
Other Income	200	0	123	77	140	(60)	
State Funding	0	25,838	25,838	0	25,838	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	7,825	25,838	34,097	(434)	35,025	1,362	

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
992	10/12/22	Library Materials- invoice 22053- Rotary- \$881.14, Elaine Idzik- \$14.29, Boice-Green/Bliemeister- \$28.88	√	\$924.31		\$22,908.58
993	10/12/22	SYNCB/Amazon (Perler beads, mini iron, origami paper)- invoice 439675465494	√	\$86.96		\$22,821.62

West Seneca Public Library Bank Account Balances October 2022

M&T County Account

Balance \$42,559.51 (Note: Includes \$25,000 Assemblyman Burke State Aid)

M&T Local Account

Balance \$22,821.62 (Note: Includes \$17,003.76 Rotary)

Local M&T CD (1)

Balance \$40,711.00

Local M&T CD (2)

Balance \$5,079.58

Local M&T CD (3)

Balance \$5,079.58

Northwest Construction Grant Phase II

Balance \$0.00

M&T Construction Fundraiser Account

Balance \$14,319.36

Northwest Makerspace/Tech Account

Balance \$0.00

November 30, 2022 Abstract of Checks

Voucher #	Date	Payee	Amount	Check#	Reason for expense	Date
2022-L24	11/30/2022	Robert Alessi	\$ 27.64	994	Fuse beads and holiday card supplies	11/21/2022
2022-L25	11/30/2022	SYNCB/AMAZON	\$ 97.63	995	paper bag stars and snowflakes supplies- invoice 856879699363	11/21/2022
2022-L26	11/30/2022	Demco, Inc.	\$ 102.06	996	"New" labels, bookends invoice #7206866	11/30/2022
2022-C17	11/30/2022	Robert Alessi	\$ 23.04	6401	Hand soap from Lowe's	11/30/2022
2022-C18	11/30/2022	Town of West Seneca	\$ 597.50	6402	Electric Bill- December 2022 (Invoice: 120122)	11/30/2022

2022 West Seneca Payroll Report_PP20



As of Pay Period 20

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian Director II	59,209.09	75,221.00	16,011.91
Librarian I	52,011.57	66,109.00	14,097.43
Library Assistant	28,906.50	40,916.00	12,009.50
Caretaker (RPT)	21,893.78	28,395.00	6,501.22
FT Totals	162,020.94	210,641.00	48,620.06

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Clerk Typist PT	15,231.89	20,172.00	4,940.11
Librarian I PT	24,426.27	32,929.00	8,502.73
Page PT	14,929.70	24,024.00	9,094.30
Senior Page	32,720.70	45,042.00	12,321.30
PT Totals	87,308.56	122,167.00	34,858.44

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretakers	21,893.78	28,395.00	6,501.22
Clerk Typists	15,231.89	20,172.00	4,940.11
Librarian I	76,437.84	99,038.00	22,600.16
Librarian Director II	59,209.09	75,221.00	16,011.91
Library Assistant	28,906.50	40,916.00	12,009.50
Pages	14,929.70	24,024.00	9,094.30
Senior Page	32,720.70	45,042.00	12,321.30
Other Payments		1,946.00	1,946.00
Savings Goal		(5,783.00)	(5,783.00)
Combined Totals	249,329.50	328,971.00	79,641.50

ANNUAL BUDGET	\$	328,971.00
PROJECTED ENDING BALANCE	\$	308,969.96
Projected Ending Balance		\$20,001.04

2022 West Seneca Payroll Report_PP22



As of Pay Period 22

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian Director II	64,995.33	75,221.00	10,225.67
Librarian I	57,096.85	66,109.00	9,012.15
Library Assistant	31,839.94	40,916.00	9,076.06
Caretaker (RPT)	24,059.82	28,395.00	4,335.18
FT Totals	177,991.94	210,641.00	32,649.06

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Clerk Typist PT	16,893.78	20,172.00	3,278.22
Librarian I PT	25,122.57	32,929.00	7,806.43
Page PT	16,513.70	24,024.00	7,510.30
Senior Page	36,290.86	45,042.00	8,751.14
PT Totals	94,820.91	122,167.00	27,346.09

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretakers	24,059.82	28,395.00	4,335.18
Clerk Typists	16,893.78	20,172.00	3,278.22
Librarian I	82,219.42	99,038.00	16,818.58
Librarian Director II	64,995.33	75,221.00	10,225.67
Library Assistant	31,839.94	40,916.00	9,076.06
Pages	16,513.70	24,024.00	7,510.30
Senior Page	36,290.86	45,042.00	8,751.14
Other Payments		1,946.00	1,946.00
Savings Goal		(5,783.00)	(5,783.00)
Combined Totals	272,812.85	328,971.00	56,158.15

ANNUAL BUDGET	\$ 328,971.00
PROJECTED ENDING BALANCE	\$ 307,256.80
Projected Ending Balance	\$21,714.20

West Seneca Public Library Study Rooms Policy

The West Seneca Public Library study rooms are intended for informal individual or small group use and are not to be used for commercial purposes. West Seneca Public Library study room users are required to comply with all West Seneca Public Library policies.

1. In order to use a study room, patrons must sign-in at the information desk with a staff member and provide their contact information.
2. Rooms are only available during library hours.
3. There is no charge for use of a room, and rooms are open to the public on a first come, first-served basis.
4. Study rooms are for use by up to four people in smaller rooms (rooms 1-4) and six people in the large room (room 5).
5. Reservations may be made in advance as registration sheets are made available, generally 3-4 weeks from the present date.
6. Patrons may sign up to use a room for up to 2 hours per day. If no one else is waiting, the individual/group presently using the study room may stay until another group has signed up to use the room.
7. If a person is more than 15 minutes late for their reservation, the time slot will be given away to the next person waiting for a room.
8. Rooms are to be left in a neat, clean, and orderly condition.
9. Eating is not permitted. Beverages in covered containers are allowed.
10. The West Seneca Public Library is not responsible for lost or stolen items, and does not assume any liability for groups or individuals in the study rooms.
11. Only dry erase markers may be used on the white boards.
12. Appropriate clothing, including a shirt and shoes, are required at all times.
13. Study rooms are not soundproof.
 - a. Discussions should take place at quiet conversational levels.
 - b. Laptops, personal computers, cell phones and other electronic devices may be used in the study rooms, provided volume controls are adjusted so as not to disturb others.
14. Projects that involve materials including, but not limited to, musical instruments, singing, TV/radios, glitter and other craft materials are not deemed appropriate for use in study rooms.
15. Doors may not be blocked; windows and doors may not be covered at any time. No items shall be taped or tacked to the walls, windows or doors.

16. Children ages 10 and under must be accompanied by an adult at all times when using a study room.
17. Children 11-16 are permitted to use a study room independently or as a group only after an adult accompanies them to the information desk and signs them in. Once the child has been signed in, the adult does not need to stay.
18. Individuals or groups who are noisy or unruly, or violate the Rules of Conduct in any way, will be asked to leave.

Approved by the West Seneca Public Library Board of Trustees on May 30, 2018, as per Resolution 2018-5 Library Study Rooms Policy. Revised December 12, 2018 as per Resolution 2018-14 Library Study Room Policy Revision. Confirmed January 16, 2019. Reviewed, amended and reapproved September 22, 2021.

DRAFT

2023

Hours

Mon 9-8
Tues 9-8
Wed 9-5
Th 9-8
Fri 9-5
Sat 10-4

January 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
5			1	2	3	4
6	5	6	7	8	9	10
7	12	13	14	15	16	17
8	19	20	21	22	23	24
9	26	27	28			

March 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
9			1	2	3	4
10	5	6	7	8	9	10
11	12	13	14	15	16	17
12	19	20	21	22	23	24
13	26	27	28	29	30	31

April 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
13						1
14	2	3	4	5	6	7
15	9	10	11	12	13	14
16	16	17	18	19	20	21
17	23	24	25	26	27	28
18	30					

May 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
18	1	2	3	4	5	6
19	7	8	9	10	11	12
20	14	15	16	17	18	19
21	21	22	23	24	25	26
22	28	29	30	31		

June 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
22			1	2	3	
23	4	5	6	7	8	9
24	11	12	13	14	15	16
25	18	19	20	21	22	23
26	25	26	27	28	29	30

July 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26						1
27	2	3	4	5	6	7
28	9	10	11	12	13	14
29	16	17	18	19	20	21
30	23	24	25	26	27	28
31	30	31				

August 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31			1	2	3	4
32	6	7	8	9	10	11
33	13	14	15	16	17	18
34	20	21	22	23	24	25
35	27	28	29	30	31	

September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
35				1	2	
36	3	4	5	6	7	8
37	10	11	12	13	14	15
38	17	18	19	20	21	22
39	24	25	26	27	28	29

October 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
40	1	2	3	4	5	6
41	8	9	10	11	12	13
42	15	16	17	18	19	20
43	22	23	24	25	26	27
44	29	30	31	Open 9-5		

November 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
44			1	2	3	4
45	5	6	7	8	9	10
46	12	13	14	15	16	17
47	19	20	21	22	23	24
48	26	27	28	29	30	

December 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
48						1
49	3	4	5	6	7	8
50	10	11	12	13	14	15
51	17	18	19	20	21	22
52	24	25	26	27	28	29
1	31					

Calendar & Holidays

2023

Calendar-365.com

1 Jan New Year's Day	17 Mar St. Patrick's Day	31 Oct Halloween
16 Jan Martin Luther King Day	20 May Armed Forces Day	5 Nov Daylight Saving (End)
12 Feb Lincoln's Birthday	28 May Pentecost	11 Nov Veterans' Day
14 Feb Valentine's Day	29 May Memorial Day	23 Nov Thanksgiving
20 Feb Presidents Day	29 May Pentecost Monday	7 Dec Pearl Harbor
21 Feb Mardi Gras Carnival	14 Jun Flag Day	25 Dec Christmas Day
12 Mar Daylight Saving (Start)	18 Jun Father's Day	31 Dec New Year's Eve
	4 Jul Independence Day	
	9 Oct Columbus Day	
	16 Oct Boss's Day	
	21 Oct Sweetest Day	
	4 Sep Labor Day	
	11 Sep September 11th	
	17 Sep Citizenship Day	
	22 Sep Native American Day	