A. Call of the Roll.

B. Approval / Changes to Agenda.

C. Minutes of the Preceding Meeting – September 21, 2022

D. Nominations and Elections of Officers, if any.

E. Report of the Director – September 2022
   1. Librarian, pt position posted

F. Report of the Treasurer.
   1. County account statement September 2022
   2. Local account statement September 2022
   3. Summary of accounts September 2022
   4. Check abstract and approvals
   5. System Paid Budget Analysis through 7/31/2022


H. Report of the President.

I. Old Business.
   1. Narcan in the library

J. New Business.
   1. Review: Exhibits and Displays Policy and Application and Release Form
   2. Assemblyman Burke Grant Funds Expenditure: $3,000
   3. Open Meetings Law Changes

K. Public Comment.

L. Adjournment.

Next Regular Meeting: Wednesday, November 30, 2022 at 4:00pm
West Seneca Public Library

Library Board of Trustees Meeting Minutes

September 21, 2022 @ 4:00 pm in the Large Community Room

A. **Call of the Roll**—Meeting called to order at 4:00pm
   - Present: Amanda Cleesattel, Cynthia Johnson, William Josefiak, Susan Kims
   - Excused: Jennifer Dobe
   - Guest(s): Jessica Casamassa, Robert Alessi (Library Director)

B. **Approval / Changes to Agenda**: none
   *Note no meeting August 2022

C. **Minutes of Preceding Meeting (July 20, 2022)**
   - No changes

   **Motion to approve**: William Josefiak
   Second: Amanda Cleesattel
   Ayes: all
   Nays: none

D. **Report of the Director** — See July & August 2022 documents posted
   - Return of local author talks since COVID
   - Emily M conducted/booked many weekly and special programs during the summer months
   - Reading Rover received well in community/from parents in the school per guest Jessica (from West Seneca schools)
   - Posting for part time librarian (Robert)
     - V helping with youth programs and West Seneca Bee article in Pat and Laura’s absence
   - Cindy Solly/Art Society may collaborate with us to help restore book carts with painting
   - Successful Friends of the Library book sale in August (rest of books will go to Salvation Army)
   - VIP library perks discount program rolled out (trifold available for patrons)
   - Per guest (Jessica from WS Schools) Reading Rover to be at East v West football game with age appropriate books available
   - Guest (Jessica) inquired about e card in library system. Currently, patrons may take pictures of their library cards.
   - More guest/local authors coming; specifically one related to West Seneca, October Storm & Buffalo Bills and another Mystery writer
   - Trustee education policy in effect per NYSED effective January 1, 2023

E. **Report of the Treasurer**: See July & August 2022 documents posted
   - County account statement July & August 2022
- Local account statement July & August 2022
  - Electric rates budgeted per year
- Summary of accounts July & August 2022
- Check abstract and approvals July & August 2022
- 6 checks for board approval at this meeting (see documents posted for details)

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

**F. Report of the Friends of the Library (from Cynthia Johnson):**
  - Sponsored 15 children’s events over the summer (July & August)  
  - Something to do bags successful  
  - Farmers market, night out, and book sale were recent events by Friends of the Library

**G. Report of the President:**
  - ACT board meeting cancelled/postponed for September due to passing of ACT President. ACT board to meet in the next two weeks for future planning.  
    - The board recognize the advocacy efforts and dedication of the ACT President.  
  - Rob/Director will look into using West Seneca as future site for next (October/November) ACT meeting  
  - National Banned Book week this week

**H. Old Business:**
  - Letter of support submitted for UB CSPAN lab

**I. New Business:**
  - Update to Rules of Conduct Policy (redlined to show edits)  
    - Change in policy to clarify the prohibition of the filming of patrons  
    - Narcan in the library- training offered by Erie County and suggested by Director of Buffalo and Erie County Public Libraries for branches. West Seneca library open to the possibility of having Narcan on site after training was presented.  
      - ECDOH will provide stock free of charge should library support it.

**Motion to approve updated Rules of Conduct Policy & Narcan implementation and training-training to occur before implementing:**
  **William Josefiak**  
  **Second:** Amanda Cleesattel  
  **Ayes:** all  
  **Nays:** None

  - Library Board of Trustees vacancy. Resumes received and being considered.

**J. Public Comment:** see above (Jennifer's input)
Adjournment @ 5:15 pm

Motion: William Josefiak
Second: Amanda Cleesattel
Ayes: all
Nays: none

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

Respectfully submitted by Amanda Cleesattel, Secretary
West Seneca Public Library Board Meeting
Director’s Report

September 2022

Circulation - September 2022
20,180

Revenue - County Account Fees, Copies, Print - September 2022
$628.18

Library Visitors - September 2022
6,603

Programming - September 2022
(Youth)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make &amp; Take Craft Bags</td>
<td>All month</td>
<td>223 bags</td>
</tr>
<tr>
<td>Tutoring</td>
<td>All month</td>
<td>43 sessions</td>
</tr>
<tr>
<td>Water Marbling</td>
<td>9/1</td>
<td>2 attendees</td>
</tr>
<tr>
<td>Teen Watercolor Painting</td>
<td>9/8</td>
<td>2 attendees</td>
</tr>
<tr>
<td>Lego Club (2)</td>
<td>9/10, 9/24</td>
<td>38 attendees</td>
</tr>
<tr>
<td>Fuse Beads</td>
<td>9/22</td>
<td>16 attendees</td>
</tr>
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</table>

Programming - September 2022
(All Ages)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dungeons &amp; Dragons (4)</td>
<td>9/3, 9/10, 9/17, 9/24</td>
<td>48 attendees</td>
</tr>
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</table>

Programming - September 2022
(Adult)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knitting Club (3)</td>
<td>9/12, 9/19, 9/26</td>
<td>18 attendees</td>
</tr>
<tr>
<td>Book Club</td>
<td>9/26</td>
<td>10 attendees</td>
</tr>
<tr>
<td>Book A Technology Trainer (5 appointments)</td>
<td>9/27</td>
<td>5 attendees</td>
</tr>
</tbody>
</table>

Collection Development

WSE - 2022 Funds-
AV= $877.61 - $330.66 (est. discount price) = $546.95
MAT= All MAT material budget funds spent.
Outreach/Meetings/Library Visits

- 9/1 From Diversity to Inclusion: How to Audit Your Collection and Why (webinar)
- 9/2 Book Challenges and Intellectual Freedom: Proactive Planning for Public Libraries (webinar)
- 9/3+9/7 Handling Complaints or Protests about Content (webinar) (Rob A., Amy, Emily S, V, Rob E.)
- 9/14 Manager Meeting at Central Library; Call with Susan Kims (Liaison from Town Board)
- 9/16 DAR Constitution Week display installation (Sept 17-23)
- 9/21 Kuniko Simon (Librarian, Central Library) tour and prize presentation for Chloe R., the 2022 Teen Summer Online Reading Contest winner
- 9/21 West Seneca Public Library Board of Trustees Meeting
- 9/28 Meeting with Cindy Solly, President – West Seneca Art Society re: potential book cart painting project, maker space programming and arts grants

Misc.

- 9/1 & 9/22 UB CSPAN lab table/outreach in library
- New pt Librarian Robert Ellis resigned.
- Getting Started With Libby (webinar) (Dennis, Craig and Judi). All staff have now completed their required annual technology training for 2022.
## CONTRACT MEMBER LIBRARIES - Monthly Financial Report

**LIBRARY:** WEST SENECA PUBLIC LIBRARY  
**MONTH:** Sep-22

<table>
<thead>
<tr>
<th>SAP Acct.</th>
<th>Description</th>
<th>Adopted Budget</th>
<th>Budget Transfers</th>
<th>Year-to-Date Expenditures</th>
<th>Available Budget</th>
<th>Projected Utilization at 12/31</th>
<th>Projected Variance at 12/31</th>
<th>Comments</th>
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<tr>
<td>500000</td>
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**Utility Charges:**

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<th>Description</th>
<th>Adopted Budget</th>
<th>Budget Transfers</th>
<th>Year-to-Date Expenditures</th>
<th>Available Budget</th>
<th>Projected Utilization at 12/31</th>
<th>Projected Variance at 12/31</th>
<th>Comments</th>
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<tr>
<td>515000</td>
<td>Water</td>
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<tr>
<td>515000</td>
<td>Electric</td>
<td>7,200</td>
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<td>6,573</td>
<td>627</td>
<td>7,170</td>
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<tr>
<td>515000</td>
<td>Telephone - Maintenance</td>
<td>0</td>
<td>10</td>
<td>10</td>
<td>0</td>
<td>10</td>
<td>0</td>
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<table>
<thead>
<tr>
<th>SAP Acct.</th>
<th>Description</th>
<th>Adopted Budget</th>
<th>Budget Transfers</th>
<th>Year-to-Date Expenditures</th>
<th>Available Budget</th>
<th>Projected Utilization at 12/31</th>
<th>Projected Variance at 12/31</th>
<th>Comments</th>
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<tr>
<td>510200</td>
<td>Dues and Fees</td>
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<td>545000</td>
<td>Rental Charges</td>
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<tr>
<td>506200</td>
<td>Repairs &amp; Maintenance Chgs.</td>
<td>763</td>
<td>(10)</td>
<td>448</td>
<td>305</td>
<td>753</td>
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<td>555050</td>
<td>Insurance Charges</td>
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<td>510000</td>
<td>Travel &amp; Mileage Expenses</td>
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<tr>
<td>530000</td>
<td>Other Expenses &amp; Charges</td>
<td>600</td>
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<td>52</td>
<td>548</td>
<td>600</td>
<td>0</td>
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<tr>
<td>530000</td>
<td>Contingency (Bullet Aid)</td>
<td>0</td>
<td>25,000</td>
<td>0</td>
<td>25,000</td>
<td>25,000</td>
<td>25,000</td>
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</table>

**TOTAL EXPENSES:**

- Adopted Budget: 8,663
- Budget Transfers: 25,000
- Year-to-Date Expenditures: 7,083
- Available Budget: 26,580
- Projected Utilization at 12/31: 8,633
- Projected Variance at 12/31: 25,030

### DIRECT LOCAL INCOME

<table>
<thead>
<tr>
<th>Description</th>
<th>Adopted Budget</th>
<th>Budget Revisions</th>
<th>Y-T-D Revenues</th>
<th>To Be Realized</th>
<th>Projected Revenues</th>
<th>Projected Variance</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fines, Lost Books, etc.</td>
<td>2,225</td>
<td>0</td>
<td>2,520</td>
<td>(295)</td>
<td>2,520</td>
<td>295</td>
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<tr>
<td>Copy Machines</td>
<td>1,200</td>
<td>0</td>
<td>1,531</td>
<td>(331)</td>
<td>1,950</td>
<td>750</td>
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<tr>
<td>Print Cost Recovery</td>
<td>4,200</td>
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<td>3,531</td>
<td>669</td>
<td>4,500</td>
<td>300</td>
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<tr>
<td>Other Income</td>
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<td>123</td>
<td>77</td>
<td>200</td>
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<tr>
<td>State Funding</td>
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<td>25,838</td>
<td>25,838</td>
<td>0</td>
<td>25,838</td>
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<tr>
<td>Municipal Support</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Donations (priv. persons/foundations)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Fundraising (events/booksales)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Interest Income</td>
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<tr>
<td>Misc Income</td>
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<tr>
<td>Use of Fund Balance</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL DIRECT INCOME:**

- Adopted Budget: 7,825
- Budget Revisions: 25,838
- Y-T-D Revenues: 33,543
- To Be Realized: 120
- Projected Revenues: 35,008
- Projected Variance: 1,345
<table>
<thead>
<tr>
<th>Number</th>
<th>Date</th>
<th>Description of Transaction</th>
<th>C</th>
<th>Debit (-)</th>
<th>Credit (+)</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>989</td>
<td>9/21/22</td>
<td>SYNCB/Amazon (Craft supplies and first aid kit: invoices- 4694448699657, 45694843455, 454889838845)</td>
<td></td>
<td>$67.12</td>
<td>$24,006.26</td>
<td>$23,939.14</td>
</tr>
<tr>
<td>990</td>
<td>9/21/22</td>
<td>SYNCB/Amazon (Craft supplies, label removers, USB port hub: invoices- 56877795358, 469894457848, 668634489555)</td>
<td></td>
<td>$98.37</td>
<td>$23,907.89</td>
<td>$23,809.52</td>
</tr>
<tr>
<td>991</td>
<td>9/21/22</td>
<td>West Seneca Chamber of Commerce- Not for Profit Membership Renewal</td>
<td></td>
<td>$75.00</td>
<td></td>
<td>$23,832.89</td>
</tr>
</tbody>
</table>
West Seneca Public Library Bank Account Balances September 2022

M&T County Account
Balance $42,005.54 (Note: Includes $25,000 Assemblyman Burke State Aid)

M&T Local Account
Balance $23,832.89 (Note: Includes $17,884.90 Rotary)

Local M&T CD (1)
Balance $40,707.92

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
### October 12, 2022 Abstract of Checks

<table>
<thead>
<tr>
<th>Voucher #</th>
<th>Date</th>
<th>Payee</th>
<th>Amount</th>
<th>Check#</th>
<th>Reason for expense</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022-L22</td>
<td>10/12/2022</td>
<td>Buffalo and Erie County Public Library</td>
<td>$ 924.31</td>
<td>992</td>
<td>Library materials- Invoice #22053. Rotary- 881.14; Elaine Idzik- 14.29; Boice-</td>
<td>10/12/2022</td>
</tr>
<tr>
<td>2022-L23</td>
<td>10/12/2022</td>
<td>SYNCB/AMAZON</td>
<td>$ 86.96</td>
<td>993</td>
<td>Perler beads, mini iron, origami paper. Invoice #439675465494</td>
<td>10/12/2022</td>
</tr>
</tbody>
</table>
## Contract Library "System Paid" Budget Analysis

**West Seneca Public Library**

**As of 7/31/2022**

<table>
<thead>
<tr>
<th></th>
<th>&quot;System Paid&quot; Budget*</th>
<th>Jan-May 2022</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>Actual 2022 Expenses</th>
<th>2022 Year End Projection</th>
<th>Projected Year End Surplus/(Shortfall)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries &amp; Wages, Full Time</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Wages, Full Time</td>
<td>182,246.00</td>
<td>43,829.74</td>
<td>14,381.64</td>
<td>15,066.47</td>
<td>15,066.48</td>
<td>14,543.86</td>
<td>102,888.19</td>
<td>180,660.04</td>
<td>1,585.96</td>
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<tr>
<td>Other Payments</td>
<td>1,946.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>1,946.00</td>
</tr>
<tr>
<td>Overtime</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Salaries &amp; Wages, Full Time</strong></td>
<td>184,192.00</td>
<td>43,829.74</td>
<td>14,381.64</td>
<td>15,066.47</td>
<td>15,066.48</td>
<td>14,543.86</td>
<td>102,888.19</td>
<td>180,660.04</td>
<td>3,531.96</td>
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<tr>
<td>Wages, Regular Part-Time</td>
<td>28,395.00</td>
<td>7,020.77</td>
<td>2,311.66</td>
<td>2,428.66</td>
<td>2,340.24</td>
<td>2,418.27</td>
<td>16,519.60</td>
<td>28,653.62</td>
<td>(258.62)</td>
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<tr>
<td>Wages, Part Time</td>
<td>122,167.00</td>
<td>28,640.58</td>
<td>9,676.21</td>
<td>9,916.12</td>
<td>9,842.32</td>
<td>7,456.68</td>
<td>65,531.91</td>
<td>113,933.68</td>
<td>8,233.32</td>
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<tr>
<td>Savings Goal</td>
<td>(5,783.00)</td>
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<tr>
<td>Employer FICA Total</td>
<td>25,612.00</td>
<td>5,817.98</td>
<td>1,971.28</td>
<td>2,006.31</td>
<td>1,995.42</td>
<td>1,823.37</td>
<td>13,614.36</td>
<td>23,893.18</td>
<td>1,718.82</td>
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<td>Employee Health Insurance</td>
<td>19,740.00</td>
<td>6,441.19</td>
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<td>1,856.46</td>
<td>14,184.24</td>
<td>24,933.19</td>
<td>(5,193.19)</td>
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<td>Dental Plan</td>
<td>750.00</td>
<td>203.08</td>
<td>66.12</td>
<td>63.43</td>
<td>82.02</td>
<td>58.89</td>
<td>473.54</td>
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<td>Health Insurance Waiver</td>
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<td>NYS Retirement</td>
<td>24,162.00</td>
<td>6,207.50</td>
<td>3,169.98</td>
<td>2,113.32</td>
<td>2,126.14</td>
<td>1,688.12</td>
<td>15,305.06</td>
<td>22,045.69</td>
<td>2,116.31</td>
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<tr>
<td>Disability</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
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<td>0.00</td>
</tr>
<tr>
<td>Natural Gas (NFG)</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
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<tr>
<td>Electricity</td>
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<td><strong>Bottom Line Total</strong></td>
<td>401,635.00</td>
<td>98,460.84</td>
<td>33,680.98</td>
<td>33,660.88</td>
<td>33,468.55</td>
<td>29,945.65</td>
<td>229,216.90</td>
<td>396,148.59</td>
<td>5,486.41</td>
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**Notes:**
- System Paid Budget per Res 2022-12
- Overage in Health coverage due to change from Waiver to Single coverage due to change in staffing

2022 West Seneca System Paid Budget_July

Budget Comparison
Exhibits and Displays Policy

West Seneca Public Library (WSPL) display spaces are intended for exhibits or displays related to library business or library-sponsored activities and public service items of educational, cultural or civic interest to the community. Mounting of exhibits or displays does not indicate WSPL endorsement of the ideas, issues or events promoted by those exhibits or displays.

1. Potential exhibitors must complete the Exhibits and Displays Application and Release Form a minimum of 7 days in advance for consideration by WSPL management. No installations are permitted without authorization of WSPL management.

2. WSPL reserves the right to review the content of any exhibit or display before it is displayed to ensure compliance with this Policy and the WSPL Rules of Conduct.

3. The duration of any approved exhibit/display is subject to the discretion of WSPL management. The needs of the library take precedence over those of exhibitors. Should the WSPL require a display or exhibit space for its own use, the WSPL reserves the right to pre-empt such space upon written notice to the exhibitor.

4. The sponsor/exhibitor must supply information for a standard display card that may be produced by the WSPL. Information is to include the name and contact information of the sponsoring agency and/or its authorized representative and the title of the exhibit/display.

5. In fairness to numerous community groups, the WSPL may limit the frequency with which exhibits/displays may be mounted by the same organization.

6. Exhibits/displays that are not removed on or prior to the date established by WSPL management will be removed by the library. Any expense for such removal becomes the responsibility of the exhibitor.

7. Exhibits/displays must be installation-ready. Installation and removal of the exhibit/display will be under the guidance of WSPL personnel. Expenses incurred for insurance, installation, materials, mounting, removal or security are the sole responsibility of the exhibitor.

8. Exhibits/displays should be appropriate in scale, material, form and content for the library environment.

9. Neither the WSPL nor the WSPL Board of Trustees accepts responsibility for loss or damage to any exhibit/display.

10. Exhibit/display space may not be used for commercial purposes.

11. Permission to mount an exhibit/display is based on the provisions of WSPL policies and not on the content, viewpoints, beliefs or affiliations of the organizations responsible for those exhibits/displays. Failure to comply with WSPL policies may result in denial of exhibit/display privileges.

12. Requests pertaining to permanent exhibits/displays are evaluated on a case-by-case basis by the director or their designee and must follow the provisions of the West Seneca Public Library Gift and Donor Recognition Policy.
Exhibits and Displays Application and Release Form

West Seneca Public Library (WSPL) display spaces are intended for exhibits or displays related to library business or library-sponsored activities and public service items of educational, cultural or civic interest to the community. Mounting of exhibits or displays does not indicate WSPL endorsement of the ideas, issues or events promoted by those exhibits or displays.

I agree that I have read and will abide by the rules of the West Seneca Public Library Exhibits and Displays Policy. I hereby release, indemnify and hold harmless the WSPL and the WSPL Board of Trustees from any claim, suit, or loss related to this exhibit/display.

Print Name: ____________________________________________________________
Signature: ______________________________________________________________
Organization Name: _____________________________________________________
Org. Address: ___________________________________________________________
City: __________________ State: ______ Zip: _____________________________
Date: ____________________
Phone # Day: ___________________________ Evening: ______________________
E-mail Address: _________________________________________________________
Description and Title of the Exhibit / Display: ______________________________
_____________________________________________________________________
Number of Items to be Displayed: ____________________________
Exhibit/Display Format: circle all that apply
Tabletop
On easels
Framed artwork
Photos
Freestanding panels
Separate 3 - dimensional objects
Prints
Other: __________________
Library Name: _________________________________________________________
Location in the Library: _________________________________________________
Exhibit Set Up Date: _____________ Exhibit Take Down Date: ________________
Approval By: ___________________________________________________________
Date of Approval: ____________________________ Library Phone #: 674-2928

The signed original form should be kept with the library. A copy of the signed form should go to exhibitor.