

West Seneca Public Library
Board Meeting Agenda - September 21, 2022 @ 4:00pm in the Large Community Room

A. Call of the Roll.

B. Approval / Changes to Agenda.

C. Minutes of Preceding Meeting – July 20, 2022

D. Nominations and Elections of Officers, if any.

E. Report of the Director – July and August 2022

1. Librarian, pt position posted
2. Library Discards Book Sale (August 3-8)
3. West Seneca School District Reading Rover
4. B&ECPL VIP Very Important Perks Partnership Program
5. Upcoming Author Visits
6. New System Policy: Trustee Education Policy

F. Report of the Treasurer.

1. County account statements July and August 2022
2. Local account statements July and August 2022
3. Summary of accounts July and August 2022
4. Check abstract and approvals
5. Payroll Reports through PP#15 & PP#17

G. Report of the Friends of the Library.

H. Report of the President.

I. Old Business.

1. University at Buffalo CSPAN (Cognition, Speech Perception and Auditory Neuroscience Lab) collaboration / NSF grant funding letter of collaboration request

J. New Business.

1. Review: Rules of Conduct Policy
2. Narcan in the library
3. Trustee vacancy

K. Public Comment.

L. Adjournment.

Next Regular Meeting: Wednesday, October 12, 2022 at 4:00pm

West Seneca Public Library

Library Board of Trustees Meeting Minutes

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

- A. Call of the Roll– Meeting called to order at 4:03pm
- Present: Amanda Cleesattel, Jennifer Dobe, Cynthia Johnson, William Josefiak
 - Excused: Susan Kims
 - Guest(s): Jessica Casamassa, Katie Danieau-Schiess, Robert Alessi (Library Director)

- B. Approval / Changes to Agenda: none

- C. Minutes of Preceding Meeting (June 2022) –
- No changes

Motion to approve: Jennifer Dobe
Second: Cynthia Johnson
Ayes: all
Nays: none

- D. Report of the Director – See June 2022 documents posted.
- Safety training/webinars occurring for building safety
 - Annual trainings ongoing/completed
 - Recent interviews yielded part time librarian starting week of July 30th (to replace Laura who went to Julia Boyer full time)
 - Book sale coming up
 - Reading Rover continues in West Seneca School district (approximately 200/250 people) promoting library programming/activities. Next stops Reading Rover: August 18th farmers market and “Kick off Kindergarten” end of August at soccer complex

- E. Report of the Treasurer: See June 2022 documents posted
- County account statement June 2022
 - Local account statement June 2022
 - Summary of accounts June 2022
 - Check abstract and approvals June 2022

Motion to approve: William Josefiak
Second: Jennifer Dobe
Ayes: all
Nays: none

- F. Report of the Friends of the Library (from Cynthia Johnson):
- Continues to support children’s programs
 - Local authors kicked off successfully

- 7/21 farmers market presence followed by following week “Night Out.”
- 7/25 Friend’s meeting cancelled

G. Report of the President:

- Resignation of Patricia Wass
 - i. The Board acknowledges, and thanks, Pat for her superb dedication and sacrifices to the library for it’s success
- ACT board meeting in August to plan for release of events in September

H. Old Business: None

I. New Business:

- Annual report (aka contract) receipt and sign off between our library (West Seneca) and Central Library
 - Resolved, that pursuant to Chapter 768 of the Laws of 1953 of the State of New York, this Board of Trustees does hereby approve the agreement submitted by the Buffalo & Erie County Public Library for the furnishing of free library privileges to the people of the County of Erie, by this Library for the year 2022, and be it further resolved, that the President of this Board be, and he is, hereby authorized and directed to execute the same on behalf of this Board.

Motion to approve William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: None

- CSPAN (Cognition, Speech Perception, and Auditory Neuroscience Lab) collaboration between UB and West Seneca library as a host site
 - Current collaborators with CSPAN: Rochester Museum of Science, Albright Knox, Explore and More Children’s Museum, and Chili Library
- Resignation of Patricia Wass: the Board acknowledges, and thanks, Pat for her superb dedication and sacrifices to the library for its success
- Requesting purchase of 2 book carts due to increased inventory (maintain/” spruce” old carts to keep in rotation). Estimation of \$1,400/\$1500 being vetted through Central bidding process. Demco as vendor/supplier is industry standard and most appropriate manufacturer for library purposes. Current financials support purchase.

Motion to approve up to \$1,500 for book cards (2): William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

J. Public Comment: none

Adjournment @ 4:39pm

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

Next Regular Meeting: Wed, September 21th, 2022 @ 4pm

(no meeting for August 2022)

Respectfully submitted by Amanda Cleesattel, Secretary

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

July 2022

Circulation - July 2022

23,116

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

\$641.05

Library Visitors - July 2022

8,702

Programming - July 2022

(Youth)

Make & Take Craft Bags	All month	364 bags
Tutoring	All month	183 sessions
Family Storytime (3)	7/5, 7/12, 7/19	78 attendees
Punkin the Clown	7/6	39 attendees
Teen Watercolor Painting	7/7	7 attendees
Sea & Nature Crafting (3)	7/7, 7/14, 7/21	40 attendees
Penn Dixie	7/8	41 attendees
Mark Carra	7/11	57 attendees
Hawk Creek	7/13	62 attendees
Lego Club	7/16	11 attendees
Explore Buffalo	7/20	29 attendees
Teen Water Marbling	7/22	10 attendees
Music with Jessica	7/25	45 attendees
SPCA Paws for Love	7/27	8 sessions/14 attendees
Fuse Beads	7/28	12 attendees

Programming - July 2022

(All Ages)

Dungeons & Dragons (5)	7/2, 7/9, 7/16, 7/23, 7/30	43 attendees
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Programming - July 2022

(Adult)

Knitting Club (3)	7/11, 7/18, 7/25	30 attendees
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Jackie Albarella - Hotel Lafayette	7/11	19 attendees
Book Club	7/25	7 attendees

Programming - July 2022
(Outreach)

Reading Rover w/ WS Schools - Fireman's Park	7/12	200 attendees
Reading Rover w/ WS Schools - Harlem Rd Park	7/14	175 attendees
Reading Rover w/ WS Schools - Centennial Park	7/19	250 attendees
Farmer's Market w/ WS Friends of the Library	7/21	125 attendees

Collection Development

WSE - 2022 Funds-

AV= \$1,612.57

MAT= \$2,021.92 - \$193 (est. discount price) = \$1,828.92

Outreach/Meetings/Library Visits

- 7/11 Interviews for Librarian, pt position w/ Emily M
- 7/12 Reading Rover w/ WS Schools - Fireman's Park (Rob and Emily S)
- 7/14 Reading Rover w/ WS Schools - Harlem Rd Park (Rob and Emily S)
- 7/19 Reading Rover w/ WS Schools - Centennial Park (Rob and Emily S)
- 7/20 Library Board of Trustees Meeting
- 7/21 Farmer's Market w/ WS Friends of the Library (Emily and Friends)
- 7/26 Contracting Director Zoom Meeting

Misc.

- 7/21 Submitted letter of support for UB CSPAN lab grant application
- Annual compliance training, including the review of the videos *Workplace Violence: The Early Warning Signs* and *Harassment Prevention: A Commonsense Approach*, was completed by: Craig, Robert E and Mary Ann.

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

August 2022

Circulation - August 2022

24,940

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

\$798.70

Library Visitors - August 2022

9,650

Programming - August 2022

(Youth)

Make & Take Craft Bags	All month	384 bags
Tutoring	All month	135 sessions
Hawk Creek	8/1	68 attendees
Punkin the Clown	8/3	39 attendees
Teen Watercolor Painting	8/4	6 attendees
Sea & Nature Crafting (3)	8/4, 8/11, 8/18	45 attendees
Penn Dixie	8/5	31 attendees
Explore Buffalo	8/8	22 attendees
Family Storytime (2)	8/9, 8/16	42 attendees
SPCA Paws for Love	8/10	8 sessions/16 attendees
Lego Club	8/13	10 attendees
Storytelling with Merri Lee	8/15	31 attendees
Mark Carra	8/19	54 attendees
Music with Jessica	8/17	35 attendees
Fuse Beads	8/25	16 attendees

Programming - August 2022

(All Ages)

Dungeons & Dragons (4)	8/6, 8/13, 8/20, 8/27	35 attendees
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Programming - August 2022

(Adult)

Knitting Club (5)	8/1, 8/8, 8/15, 8/22, 8/29	48 attendees
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Book Club	8/29	5 attendees
Book A Technology Trainer (4 appointments)	8/30	6 attendees

Programming - August 2022
(Outreach)

Reading Rover w/ WS Schools - Farmer's Market	8/18	200 attendees
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Collection Development

WSE - 2022 Funds-

AV= \$1,612.57 - \$734.96 (est. discount price) = \$877.61

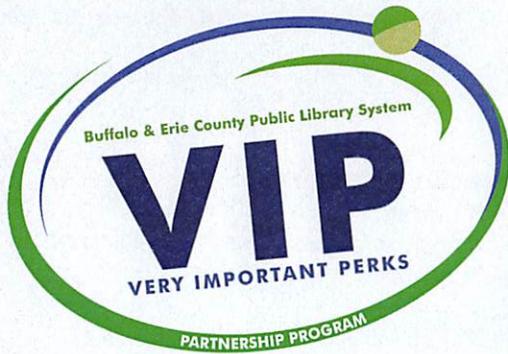
MAT= \$1,828.92

Outreach/Meetings/Library Visits

- 8/5 A+ Customer Service Training (Robert E)
- 8/6 Getting Started with Libby (Robert E)
- 8/12 Meeting with Assemblyman Patrick Burke and Alyssa Zbock
- 8/18 Reading Rover w/ WS Schools - Farmer's Market (Rob and Emily S)
- 8/26 Basic Computer Skills - Northstar (Mary Ann)
- 8/30 Transitioning to Libby (Emily M); Getting Started with Libby (Joanie)
- 8/31 Meeting with Cindy Solly, President - West Seneca Art Society re: potential book cart painting project

Misc.

- 8/4 UB CSPAN lab table/outreach in library
- 8/22 Received 2 new book carts
- New pt Librarian Robert Ellis was hired at the start of the month and has gone through basic training.
- Annual compliance training, including the review of the videos *Workplace Violence: The Early Warning Signs* and *Harassment Prevention: A Commonsense Approach*, was done by Dennis and Emily. All staff have now completed.
- Library Discards Book Sale was held Wed 8/3 through Mon 8/8. THANK YOU so much to the Friends of the West Seneca Public Library for assisting with the setup before the sale and during the sale to help straighten and cash out patrons. We couldn't have done it without our Friends!!!



Your FREE

Buffalo & Erie County
Public Library Card
means you can receive
discounts across
Erie County!

Visit a local museum,
cultural center or theater
you've never been to
before.

Your Library card
is your ticket to
accessing our area's
Very Important Places
and Things!



Your Buffalo & Erie County
Public Library Card . . .
is the smartest card in your wallet!

In addition to the VIP Perks, you can also . . .

- Borrow books, DVDs, CDs, hotspots, youth-sized sports equipment and more!
- Download 24/7 eBooks, eMagazines and eAudioBooks, and stream music albums and videos anytime and anywhere!
- Use public computers, printers and WiFi in all 37 Buffalo & Erie County Public Libraries!
- Enjoy storytimes, book clubs, lectures, computer training and a lot more!
- Research databases ranging from career planning to parenting to car repair to family history!
- Save time by borrowing from one library location and returning materials to another!
- Renew or request materials 24/7 from your online "My Account."
- Discover what you are looking for from our trained, dedicated and trusted staff!



Buffalo & Erie County Public
LIBRARY

(716) 858-8900
www.BuffaloLib.org



Buffalo & Erie County Public
LIBRARY



Your Library Card is your ticket to discounts and specials at these fine local organizations:

ALLEYWAY THEATRE

1 Curtain Up Alley, Buffalo, NY 14202
www.Alleyway.com 716.852.2600

- 10% off regular admission and theatre classes: promo code Library

BUFFALO AND ERIE COUNTY BOTANICAL GARDENS

2655 South Park Avenue, Buffalo, NY 14218
www.Buffalogardens.com 716.827.1584

- 10% off membership

BUFFALO ARTS STUDIO

2495 Main Street, Suite 500, Buffalo, NY 14214
www.buffaloartsstudio.org 716.833.4450

- Free admission

BUFFALO CHAMBER PLAYERS

Asbury Hall, 341 Delaware Avenue, Buffalo 14202
www.buffalochamberplayers.org 716.462.5659

- 20% off regular ticket price; promo code Libraryvip at online checkout

THE BUFFALO HISTORY MUSEUM

1 Museum Court, Buffalo, NY 14216
www.Buffalohistory.org 716.873.9644

- Free general admission

BUFFALO MUSEUM OF SCIENCE

1020 Humboldt Parkway, Buffalo, NY 14211
www.Sciencebuff.org 716.896.5200

- \$1 off general admission

Participating Partners

BUFFALO PHILHARMONIC ORCHESTRA

Kleinhans Music Hall, Symphony Circle, Buffalo, NY 14201
www.BPO.org 716.885.5000

- 2023 BPO Kids Concerts: Buy 1 ticket regular price, get 1 free

BUFFALO SPREE MAGAZINE

www.buffalospree.com 716.972.2230

- 1 year subscription \$10, promo code LIBRARY

BURCHFIELD PENNEY ART CENTER

1300 Elmwood Avenue, Buffalo, NY 14222
www.BurchfieldPenney.org 716.878.6011

- Buy 1, Get 1 on regular admission

CEPA GALLERY

617 Main Street, Suite 201, Buffalo, NY 14203
www.cepagallery.org 716.856.2717

- Membership price on rentals and workshops

EL MUSEO

91 Allen Street, Buffalo, NY 14202
www.elmuseobuffalo.org 716.464.4692

- 10% off Shop merchandise

FRANK LLOYD WRIGHT'S GRAYCLIFF

6472 Old Lake Shore Road, Derby, NY 14047
www.experiencegraycliff.org 716.947.9217

- \$5 off regular admission, promo code READWRIGHT for online ticket purchase; 10% off Shop merchandise

IRISH CLASSICAL THEATRE COMPANY

625 Main Street, Buffalo, NY 14203
www.Irishclassicaltheatre.com 716.853.4282

- \$14 off regular ticket price

JUST BUFFALO LITERARY CENTER

468 Washington Street, 2nd floor, Buffalo, NY 14203
www.JustBuffalo.org 716.832.5400

- BABEL Series: \$5 off regular ticket price

NASH HOUSE MUSEUM

36 Nash Street, Buffalo, NY 14204
www.Nashhousemuseum.com 716.856.4490

- 10% off Shop merchandise

PENN DIXIE FOSSIL PARK & NATURE RESERVE

4050 North Street, Blasdell, NY 14219
www.Penn Dixie.org 716.627.4560

- On-site purchase only: Buy 1 Adult admission, get 1 free Child admission. Limit 1 per family.

ROAD LESS TRAVELED PRODUCTIONS

456 Main Street, Buffalo, NY 14202
www.Roadlesstraveledproductions.org 716.629.3069

- \$5 off regular ticket price

THEODORE ROOSEVELT INAUGURAL SITE

641 Delaware Avenue, Buffalo, NY 14202
www.TRsite.org 716.884.0095

- Buy 1 Adult admission, get 1 free, or 50% off regular Family admission (up to 2 adults, 2 kids ages 6-18)

UJIMA COMPANY INC.

429 Plymouth Avenue, Buffalo, NY 14213
www.Ujimacoinc.org 716.322.5178

- \$10 off regular ticket price for 2 or more tickets

Call or check the website of the location you wish to visit for schedule and discount availability. Then simply present your Buffalo & Erie County Public Library card!

Offers are subject to change.

Valid now – December 31, 2023

NEW POLICY – 9/15/2022



Trustee Education Policy

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

I. STATEMENT OF POLICY

The Buffalo & Erie County Public Library System (B&ECPL System) recognizes the responsibility of its library trustees to participate in a minimum of two hours of trustee education annually. The B&ECPL shall abide by Title I, Article 5, Part 2, section 260-d of the New York State Education Law. This policy shall serve to establish a written policy and procedures related to trustee education and to demonstrate compliance with Section 260-d and applicable guidance of the New York State Education Department.

II. APPLICABILITY

This policy shall apply to all boards of trustees (library trustees), both public and association libraries, within the B&ECPL System.

III. REQUIREMENTS

A. Training

1. Beginning January 1, 2023, all library trustees shall be required to complete a minimum of two hours of trustee education annually on the financial oversight, accountability, fiduciary responsibilities or the general powers and duties of a library trustee.
2. Trustees may participate in trustee education online or in person.
3. Trustee education may include webinars, lectures, workshops, regional or national library association programs or any other format approved by the New York State Education Department, including those presented by the B&ECPL System.

B. Compliance

1. Each library trustee shall demonstrate compliance with the requirements of this section by filing with the chair/president of their board of trustees evidence of completion of trustee education from an approved provider.

2. Such evidence shall include one of the following:
 - a. a certificate of completion issued by an approved provider; or
 - b. a signed self-assurance of completion form which shall be made available to library trustees from the B&ECPL System.
3. Each chair/president of the board of trustees shall be responsible for ensuring compliance by all trustees on their board.
4. Failure to comply with the requirements of this section shall be deemed neglect of duty, and the noncompliant trustee may be subject to removal at the discretion of the board and in accordance with the library's bylaws.

Adopted September 15, 2022 per Res. 2022-37.

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Jul-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	5,378	1,822	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	5,888	27,775	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	2,313	(88)	2,313	88	
Copy Machines	1,200	0	1,167	33	1,800	600	
Print Cost Recovery	4,200	0	2,708	1,492	4,350	150	
Other Income	200	0	89	111	200	0	
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	32,115	1,548	34,501	838	

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Aug-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	5,378	1,822	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	5,888	27,775	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	2,450	(225)	2,450	225	
Copy Machines	1,200	0	1,327	(127)	1,900	700	
Print Cost Recovery	4,200	0	3,185	1,015	4,500	300	
Other Income	200	0	115	85	200	0	
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	32,915	748	34,888	1,225	

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	7/7/22	Donation deposit check #3049 (from West Seneca Lions Club)	√		\$400.00	\$23,888.60
983	7/20/22	Robert Alessi (Craft supplies for teen water color and water marbling crafts)	√	\$65.04		\$23,823.56
984	7/20/22	Friends of the West Seneca Public Library (button supplies, invoice #55788A)	√	\$60.01		\$23,763.55
985	7/20/22	Demco, Inc. (magnetic shelf label holder, and labels. Invoice #7141944)	√	\$90.41		\$23,673.14
986	7/20/22	SYNCB/Amazon (paper plates for jelly bean craft, invoice #6343567548)	√	\$6.38		\$23,666.76
987	7/20/22	Buffalo and Erie County Public Library (PVT Library materials- Rotary: 748.22, Friends: 500.29, Otto: 28.87, Idzik: 35.20, Bliemeister: 66.68. Invoice #22025	√	\$1,418.06		\$22,248.70
988	7/20/22	SYNCB/Amazon (teen craft supplies- water marbling. Invoices #986433868879 and #666845876447)	√	\$51.97		\$22,196.73

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	8/5/22	Donation deposit check #5476 (from Robert and Nancy Morey)	√		\$500.00	\$22,696.73

West Seneca Public Library Bank Account Balances July 2022

M&T County Account

Balance \$41,773.66 (Note: Includes \$25,000 Assemblyman Burke State Aid)

M&T Local Account

Balance \$22,196.73 (Note: Includes \$17,884.90 Rotary)

Local M&T CD (1)

Balance \$40,707.92

Local M&T CD (2)

Balance \$5,079.19

Local M&T CD (3)

Balance \$5,079.19

Northwest Construction Grant Phase II

Balance \$0.00

M&T Construction Fundraiser Account

Balance \$15,620.34

Northwest Makerspace/Tech Account

Balance \$28.79

West Seneca Public Library Bank Account Balances August 2022

M&T County Account

Balance \$42,572.36 (Note: Includes \$25,000 Assemblyman Burke State Aid)

M&T Local Account

Balance \$22,696.73 (Note: Includes \$17,884.90 Rotary)

Local M&T CD (1)

Balance \$40,707.92

Local M&T CD (2)

Balance \$5,079.19

Local M&T CD (3)

Balance \$5,079.19

Northwest Construction Grant Phase II

Balance \$0.00

M&T Construction Fundraiser Account

Balance \$15,620.34

Northwest Makerspace/Tech Account

Balance \$28.79

September 21, 2022 Abstract of Checks

Voucher #	Date	Payee	Amount	Check#	Reason for expense	Date
2022-M2	9/15/2022	SYNCB/AMAZON	\$ 28.79	1053	Makerspace Supplies (invoice #463448699657)	9/15/2022
2022-L19	9/15/2022	SYNCB/AMAZON	\$ 67.12	989	Perler beads, water marbling supplies, first aid kit (invoice #s 463448699657, 456948493455, 454889838845)	9/15/2022
2022-L20	9/15/2022	SYNCB/AMAZON	\$ 98.37	990	Perler beads, water marbling supplies, label removers, USB port hub, lamination supplies. Invoice #s 568777795358, 469864457848, 668634489535	9/15/2022
2022-L21	9/15/2022	West Seneca Chamber of Commerce	\$ 75.00	991	Membership Dues Renewal- West Seneca Chamber of Commerce, Not for Profit membership renewal. Membership ID 2960	9/15/2022
2022-C16	9/15/2022	Town of West Seneca	\$ 1,195.00	6400	Electric Bills- October and November 2022, Invoice #100122 and 110122	9/15/2022
2022-F1	9/15/2022	Demco, Inc.	\$ 1,300.98	113	2 flat shelf booktrucks - 44-1/2" x 31" x 17" (invoice #7167089)	9/15/2022

2022 West Seneca Payroll Report_PP15 (1)



As of Pay Period 15

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian Director II	44,743.50	75,221.00	30,477.50
Librarian I	39,298.37	66,109.00	26,810.63
Library Assistant	21,572.92	40,916.00	19,343.08
Caretaker (RPT)	16,342.17	28,395.00	12,052.83
FT Totals	121,956.96	210,641.00	88,684.04

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Clerk Typist PT	11,766.94	20,172.00	8,405.06
Librarian I PT	18,436.21	32,929.00	14,492.79
Page PT	11,299.70	24,024.00	12,724.30
Senior Page	24,200.70	45,042.00	20,841.30
PT Totals	65,703.55	122,167.00	56,463.45

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretakers	16,342.17	28,395.00	12,052.83
Clerk Typists	11,766.94	20,172.00	8,405.06
Librarian I	57,734.58	99,038.00	41,303.42
Librarian Director II	44,743.50	75,221.00	30,477.50
Library Assistant	21,572.92	40,916.00	19,343.08
Pages	11,299.70	24,024.00	12,724.30
Senior Page	24,200.70	45,042.00	20,841.30
Other Payments		1,946.00	1,946.00
Savings Goal		(5,783.00)	(5,783.00)
Combined Totals	187,660.51	328,971.00	141,310.49

ANNUAL BUDGET	\$	328,971.00
PROJECTED ENDING BALANCE	\$	310,119.83
Projected Ending Balance		\$18,851.17

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FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian Director II	50,529.74	75,221.00	24,691.26
Librarian I	44,383.65	66,109.00	21,725.35
Library Assistant	24,506.36	40,916.00	16,409.64
Caretaker (RPT)	18,617.42	28,395.00	9,777.58
FT Totals	138,037.17	210,641.00	72,603.83

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Clerk Typist PT	13,034.77	20,172.00	7,137.23
Librarian I PT	20,665.59	32,929.00	12,263.41
Page PT	12,606.50	24,024.00	11,417.50
Senior Page	27,693.90	45,042.00	17,348.10
PT Totals	74,000.76	122,167.00	48,166.24

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretakers	18,617.42	28,395.00	9,777.58
Clerk Typists	13,034.77	20,172.00	7,137.23
Librarian I	65,049.24	99,038.00	33,988.76
Librarian Director II	50,529.74	75,221.00	24,691.26
Library Assistant	24,506.36	40,916.00	16,409.64
Pages	12,606.50	24,024.00	11,417.50
Senior Page	27,693.90	45,042.00	17,348.10
Other Payments		1,946.00	1,946.00
Savings Goal		(5,783.00)	(5,783.00)
Combined Totals	212,037.93	328,971.00	116,933.07

ANNUAL BUDGET	\$	328,971.00
PROJECTED ENDING BALANCE	\$	309,134.92
Projected Ending Balance		\$19,836.08

DRAFT REVISION 9/21/2022

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 a safe and welcoming environment for all patrons, 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, challenging another person to fight or provoking others to violence; 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; blocking or impairing another's passage; and persistent, unwelcome attention; ~~obscene or threatening gestures~~ such as staring at or following another person; or ~~following another person on or around the premises;~~ making any obscene or threatening gesture;
3. Carrying weapons of any kind;
4. Possessing, distributing or consuming alcohol or illegal drugs or being under the influence of alcohol or illegal drugs;
5. Engaging in sexual conduct, and/or lewd behavior (e.g., exposure, ~~offensive~~ or inappropriate touching); or sexual harassment of another patron, staff member or volunteer; ~~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 member 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; canvassing or petitioning without approval by the Library;
10. Distributing or posting materials or literature that have not been approved by the Library;
11. Vaping, smoking or otherwise ~~cigarettes, cigars, pipes, smokeless electronic cigarettes or~~ using tobacco or marijuana -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 in the library;
15. Photography or recording of library patrons without their permission ~~on Library premises without Library permission;~~ and,
16. Entering the library without appropriate clothing, including a shirt and shoes. ~~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.



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3. Carrying weapons of any kind;
4. Possessing, distributing or consuming alcohol or illegal drugs or being under the influence of alcohol or illegal drugs;
5. Engaging in sexual conduct, lewd behavior (e.g., exposure or inappropriate touching) or sexual harassment of another patron, staff member or volunteer;
6. Engaging in 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 member 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, soliciting, canvassing or petitioning without approval by the Library;
10. Distributing or posting materials or literature that have not been approved by the Library;
11. Vaping, smoking or otherwise using tobacco or marijuana products inside of the Library or within 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)
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