

West Seneca Public Library
Board Meeting Agenda – June 21, 2023 @ 4:00pm in the Large Community Room

A. Call of the Roll.

B. Approval / Changes to Agenda.

C. Minutes of the Preceding Meeting – May 24, 2023

D. Nominations and Elections of Officers, if any.

E. Report of the Director – May 2023

1. Book Sale – August 2 – 5, 2023
2. NYS Budget/Construction Grant Funds Available

F. Report of the Treasurer.

1. County account statement May 2023
2. Local account statement May 2023
3. Summary of accounts May 2023
4. Check abstract and approvals
5. Payroll Report through PP#9

G. Report of the Friends of the Library.

H. Report of the President.

I. Old Business.

J. New Business.

1. Compliance Officer Annual Report
2. Rotary Grant Funds: Citizen Science Kits: \$250 to start; \$1,000 to continue
3. Rotary Grant Funds: Children’s Paperback/Board Book Orders \$2,000

K. Public Comment.

L. Adjournment.

Next Regular Meeting: Wednesday, July 19, 2023 at 4:00pm

**West Seneca Public Library
Library Board of Trustees Meeting Minutes
May 24, 2023 @ 4:00 pm in the Large Community Room**

A. Call of the Roll– Meeting called to order at 4:06pm

- Present: Amanda Cleesattel, Jennifer Dobe, Cynthia Johnson, Jessica Casamassa
- Excused: William Josefiak (Jessica Casamassa chairing meeting)
- Guest(s): Robert Alessi (Library Director)

B. Approval / Changes to Agenda: none

C. Minutes of Preceding Meeting: (April 19, 2023)

- No changes.

Motion to approve: Jennifer Dobe

Second: Cynthia Johnson

Ayes: all

Nays: none

D. Report of the Director – See April 2023 documents posted for details

- Director engaging with West Senior for volunteer opportunity promotion/awareness
- New hire: senior page position filled
- NY state budget passed with construction aid (for libraries) higher than anticipated; will contact town re: potential grant for doors from state construction aid
- Trojans Take Action (East Senior) will be helping with painting “drive-in movie cars” (boxes)

E. Report of the Treasurer: See April 2023 documents posted

- County account statements April 2023
- Local account statement April 2023- discussed possible use of local construction fundraiser account for doors if necessary- possible match
- Summary of accounts April 2023
- Check abstract and approvals April 2023

Motion to approve: Jessica Casamassa

Second: Jennifer Dobe

Ayes: all

Nays: none

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

- Chef Shannon no longer option for community event due to cost
- David O’Donnell presented last week about his butterfly farm. Possibly returning for summer children’s program
- August 10th farmer’s market with Friends of the Library (possibly national night out on August 1)

- Two expenses: buttons and circle cutter
- Renewed Book Page for another year
- Zoom meeting of Friends of the Library council; discussed book donations/disposal

G. Report of the President:

- May 20th ACT meeting occurred with info shared on director selection, recruiting new trustees, state aid for library construction, intellectual freedom, sustainability and more

H. Old Business:

- None to review

I. New Business:

- Comptroller's report submitted to state and reviewed with Board Treasurer
- Board of Trustees President and Library Director reviewed Bylaws (for update). Several changes to pronouns used in the policy.

Motion to approve proposed updates/changes to bylaws:

- Motion: Jennifer Dobe
- Second: Jessica Cassamassa
- Ayes: all
- Nays: None

- Naming of meeting rooms discussed – tabled at this point in time pending additional information

J. Public Comment: none

Adjournment @ 4:44pm

Motion: Jessica Cassamassa

Second: Amanda Cleesattel

Ayes: all

Nays: none

Next Regular Meeting: June 21, 2023 @ 4pm

Respectfully submitted by Amanda Cleesattel, Secretary

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

May 2023

Circulation - May 2023

19,281

Revenue - County Account Fees, Copies, Print - May 2023

\$785.40

Library Visitors - May 2023

7,901

Programming - May 2023

(Youth/Teen)

Make & Take Craft Bags	All month	286 bags
Tutoring	All month	233 sessions
Star Wars Scavenger Hunt	5/3-5/6	172 participants
Lego Club (4)	5/6, 5/20	60 attendees
Fuse Beads	5/25	19 attendees
Class visit - Winchester Potters	5/5	66 attendees
Mother's Day Cards	5/9	32 attendees
Straw Towers	5/11	4 attendees
Class Visit - Queen of Heaven Class	5/12	65 attendees
Make & Take STEM Kits	5/12	16 kits
Not a Box Storytime	5/16	5 attendees
Read to a Dog - SPCA Paws for Love (8 appointments)	5/17, 5/23	19 attendees
Elephant & Piggie Storytime	5/18	19 attendees
West Seneca West High School Volunteer Meeting/Breakfast/Presentation	5/18	25 attendees
WS Schools Battle of the Books Library Tour	5/19	20 attendees

Programming - May 2023

(Adult)

Knitting Club (3)	5/1, 5/8, 5/15	13 attendees
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Eastern Monarch Butterfly Farm w/ David O'Donnell	5/15	14 attendees
Book Club	5/22	11 attendees
Book A Technology Trainer (1 appointment)	5/30	1 attendee

Collection Development

WSE - 2023 Funds-

AV= \$1614.33 - \$600.45 (est. discount price) = \$1,013.88

MAT= \$2,626.75

Outreach/Meetings/Library Visits

- 5/10 Managers Meeting @ CEN
- 5/18 Meeting with Bill Josefiak re: Zoom; Jessica Casamassa re: WS Schools Battle of the Books
- 5/18 Youth Services Group Meeting @ AUD (Emily)
- 5/18 West Seneca West High School Volunteer Breakfast/Presentation (Rob)
- 5/20 ACT Annual Meeting @ CEN
- 5/24 West Seneca Public Library Board of Trustees Meeting

Misc.

- 5/20 Isabella McGovern hired as Senior Page, pt
- West Seneca West Senior - 11th grade students of English teacher Jeanne Skotnicki had their projects on climate change displayed May 2 through June 8
 - The exhibit and a photo were shared in the Weekly News Brief May 5 from Superintendent Bystrak
- The West Seneca Art Society will host a bookmark making class in the maker space on Sat, Sept 23rd as part of a town-wide BurchFest celebration.

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: May-23

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	7,500	0	3,585	3,915	7,170	330	
515000	Telephone - Maintenance	0	0	125	(125)		0	
510200	Dues and Fees	0	0	0	0		0	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	700	0	29	671	700	0	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	100	0	0	100		100	
530000	Other Expenses & Charges	600	0	282	318	600	0	
530000	Contingency (Bullet Aid)	0	0	2,540	(2,540)		0	
TOTAL EXPENSES		8,900	0	6,561	2,339	8,470	430	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	100	0	170	(70)	170	70	
Copy Machines	1,500	0	865	635	2,000	500	
Print Cost Recovery	5,000	0	2,170	2,830	5,050	50	
Other Income	200	0	29	171	80	(120)	
State Funding	0	0	0	0		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	6,800	0	3,234	3,566	7,300	500	

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	5/4/23	Donation deposit cash (from Charles Jarzyniecki for Easter children's program supplies)			\$26.04	\$22,521.76
1008	5/5/23	Registration fee for 5 attendees at Association of Contracting Library Trustees Trustee Workshop May 2023		\$75.00		\$22,446.76
1009	5/24/23	Rowan Narvaez - Large paint brushes for "drive-in" movie boxes		\$12.00		\$22,434.76
1010	5/24/23	Rotary Club of West Seneca - Semi-annual dues for Jan-June and July-Dec 2023		\$100.00		\$22,334.76

West Seneca Public Library Bank Account Balances May 2023

M&T County Account

Balance \$39,315.47 (Note: Includes \$22,460.02 Assemblyman Burke State Aid)

M&T Local Account

Balance \$22,234.76 (Note: Includes \$17,997.99 Rotary)

Local M&T CD (1)

Balance \$40,717.09

Local M&T CD (2)

Balance \$5,080.34

Local M&T CD (3)

Balance \$5,080.34

Northwest Construction Grant Phase II

Balance \$0.00

M&T Construction Fundraiser Account

Balance \$14,319.36

Northwest Makerspace/Tech Account

Balance \$0.00

June 21, 2023 Abstract of Checks

Voucher #	Date	Payee	Amount	Check#	Reason for expense	Date
2023-C14	6/21/2023	BECPL	4808.81	6416	Order for Private Library Materials (Vox and Wonderbooks) out of money sent by Assemblyman Burke. Invoice 23026 (See also 2023-L13 for balance of invoice)	6/14/2023
2023-C15	6/12/2023	M&T Bank	99.12	direct withdrawal	Ordered 4 Deposit Slip Record booklets from M&T- funds pulled directly from account	6/12/2023
2023-L13	6/21/2023	BECPL	67.61	1011	Order for Private Library Materials out of donations (\$9.89 Idzik, \$9.34 Seel, \$48.38 Moser). Invoice 23026 (See also 2023-C14 for balance of invoice)	6/14/2023
2023-L14	6/21/2023	Demco, Inc.	28.04	1012	Library Classification labels- Graphic Novels and Biography. Invoice 7315245	6/14/2023
2023-L15	6/21/2023	Brodart Co.	187.14	1013	Color Coding labels and large bookends. Invoice 624617	6/14/2023
2023-L16	6/21/2023	Emily Sieg	73.91	1014	Bluey Books and supplies for Bluey Birthday party program July 2023	6/14/2023
2023-L17	6/21/2023	Robert Alessi	128.75	1015	Acrylic paint, paint palatte knives, and potting soil	6/14/2023
2023-L18	6/21/2023	Amazon Capital Services, Inc.	167.31	1016	Acrylic paint, laminating pouches, snap circuit case, perler beads, fax cartridge and ribbon. Invoices 1C3J-PHPN-6TM7 and 1GCY-W7FR-NHVG	6/14/2023

2023 West Seneca Payroll Report_PP9 (2)



As of Pay Period 9

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian Director II	26,616.61	77,101.00	50,484.39
Librarian/Trainee	30,649.66	67,762.00	37,112.34
Library Assistant	15,333.60	38,821.00	23,487.40
Caretaker (RPT)	11,419.86	28,395.00	16,975.14
FT Totals	84,019.73	212,079.00	128,059.27

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Clerk Typist PT	3,825.75	21,724.00	17,898.25
Librarian I PT	11,480.80	33,607.00	22,126.20
Page PT	7,107.15	22,890.00	15,782.85
Senior Page	17,333.61	46,633.00	29,299.39
PT Totals	39,747.31	124,854.00	85,106.69

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretakers	11,419.86	28,395.00	16,975.14
Clerk Typists	3,825.75	21,724.00	17,898.25
Librarian/Trainee	42,130.46	101,369.00	59,238.54
Librarian Director II	26,616.61	77,101.00	50,484.39
Library Assistant	15,333.60	38,821.00	23,487.40
Pages	7,107.15	22,890.00	15,782.85
Senior Page	17,333.61	46,633.00	29,299.39
Other Payments		2,944.00	2,944.00
Contractual Reserve		17,543.00	17,543.00
Combined Totals	123,767.04	357,420.00	233,652.96

ANNUAL BUDGET	\$ 357,420.00
PROJECTED ENDING BALANCE	\$ 289,634.09
Projected Ending Balance	\$67,785.91

Exploring Biodiversity- approx. \$80-100

Biodiversity is an important marker for an ecosystem's health. Healthy ecosystems ensure natural sustainability for all life forms and can better withstand and recover from a variety of disasters. Use your smartphone and clip-on lenses to take and share detailed pictures of nature and help create a living record of life on Earth. By recording and sharing your observations on iNaturalist, you'll create research-quality data for scientists working to better understand and protect nature.

https://media.scistarter.org/curated/2022-10-18/CitSci_KitGuide_Exploring_Biodiversity.pdf

Phone lens clip on kit- \$26

Field Guide- 5 for \$11

Storage bins- 4 for \$33 (could look into 2 pack options if only doing 2 kits to start with)

Binoculars- \$26

Keyrings- various price points/amounts

Laminated instruction packet- we should already have laminating sheets

Observing Pollinators- approx. \$120-145

Pollinators are animals that assist plants in their reproductive cycles and are critical to the world's food supply. In recent years their populations have suffered severe declines, especially among honey bee colonies. The Great Sunflower Project engages volunteers to help scientists understand and respond to changes in pollinator populations and the types of flowering plants that pollinators prefer from wherever they are. Participants simply observe any flowering plant for less than 15 minutes, count and identify the pollinators that visit the plant, then log data online as instructed.

https://media.scistarter.org/curated/2022-10-18/CitSci_KitGuide_Observing_Pollinators.pdf

Stop watch- \$18

Binoculars- \$26

Mini-clipboards- 6 for \$19

Field Guide- 5 for \$11

Local wildflower identification guide- \$8

Book on pollinators (optional) - \$23

Sunflower seeds (optional) - \$2

Dry erase markers (optional) - 4 for \$5

Storage bins- 4 for \$33 (could look into 2 pack options if only doing 2 kits to start with)

Keyrings- various price points/amounts

Laminated instruction packet- we should already have laminating sheets