

West Seneca Public Library
Board Meeting Agenda – May 24, 2023 @ 4:00pm in the Large Community Room

- A. Call of the Roll.
- B. Approval / Changes to Agenda.
- C. Minutes of the Preceding Meeting – April 19, 2023
- D. Nominations and Elections of Officers, if any.
- E. Report of the Director – April 2023
 - 1. Staff update
 - 2. NYS Budget update
- F. Report of the Treasurer.
 - 1. County account statement April 2023
 - 2. Local account statement April 2023
 - 3. Summary of accounts April 2023
 - 4. Check abstract and approvals
 - 5. Payroll Report through PP#7
- G. Report of the Friends of the Library.
- H. Report of the President.
 - 1. ACT Meeting Recap: Saturday, May 20, 2023
- I. Old Business.
- J. New Business.
 - 1. 2022 NYS Comptroller's Report
 - 2. Review: Bylaws
 - 3. Community Room Names
- K. Public Comment.
- L. Adjournment.

Next Regular Meeting: Wednesday, June 21, 2023 at 4:00pm

**West Seneca Public Library
Library Board of Trustees Meeting Minutes
April 19, 2023 @ 4:05 pm in the Large Community Room**

- A. Call of the Roll– Meeting called to order at 4:01pm
- Present: Amanda Cleesattel, Jennifer Dobe, Cynthia Johnson, William Josefiak, Jessica Casamassa
 - Excused: None
 - Guest(s): Robert Alessi (Library Director), Susan Kims

- B. Approval / Changes to Agenda: none

- C. Minutes of Preceding Meeting: (March 15, 2023)

- No changes.

Motion to approve: Jennifer Dobe

Second: Amanda Cleesattel

Ayes: all

Nays: none

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

- One staff turn over/open position. Recruitment efforts underway
- Furniture moved to accommodate more charging areas/outlets
- Library Trustees inquired if library needs purchase of any more materials- possible outdoor bench/furniture for outdoor story time and other activities
- Library Trustees inquired about possible Burchfield artwork. No updated information available at this time. Susan Kims will inquire with the town

- E. Report of the Treasurer: See March 2023 documents posted

- County account statements March 2023
- Local account statement March 2023
- Summary of accounts March 2023
- Check abstract and approvals March 2023

Motion to approve: William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

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

- Next Friday Cindy- Zoom meeting with Central Library/Friends council
- August 10th kids day at West Seneca Farmer's Market will be attended by Friends

G. Report of the President:

- May 20th ACT meeting - board members to report intention of attendance to library director

H. Old Business:

- None to review

I. New Business:

- Annual report (see Documents section online for report)

Motion to approve Annual Report & Brochure:

Annual report:

Resolved, that the Library operated under its plan of service in accordance with the provisions of Education law and the Regulations of the Commissioner, and be it further

Resolved, that the Library attest that the financial information provided to the Buffalo & Erie County Public Library and New York State as part of any and all reporting is true and complete, and be it further

Resolved, that the "Annual Report" was reviewed and accepted by the Board of Trustees.

- Motion: William Josefiak
- Second: Cynthia Johnson
- Ayes: all
- Nays: None

Annual report brochure:

- Motion: William Josefiak
- Second: Jennifer Dobe
- Ayes: all
- Nays: None

Motion to approve: Resolution to remain open until 8pm June 7th, 2023 to accommodate capstone presentations from 8th grade WS district students and increase community involvement and visibility

- Motion: Amanda Cleesattel
- Second: William Josefiak
- Ayes: all
- Nays: None

Motion to purchase \$5,000 in additional Vox/Wonderbooks due to high demand using collection development grant funds:

- Motion: Jennifer Dobe

- Second: William Josefiak
- Ayes: all
- Nays: None

Motion to purchase additional children's board books due to wear and tear and demand using Rotary funds:

- Motion: Jennifer Dobe
- Second: William Josefiak
- Ayes: all
- Nays: None

J. Public Comment: none

Adjournment @ 5:00 pm

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

Next Regular Meeting: May 24, 2023 @ 4pm
Respectfully submitted by Amanda Cleesattel, Secretary

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

April 2023

Circulation - April 2023

20,132

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

\$498.95

Library Visitors - April 2023

7,463

Programming - April 2023

(Youth/Teen)

Make & Take Craft Bags	All month	280 bags
Tutoring	All month	119 sessions
Easter Egg Storytime & Hunt (2)	4/4, 4/6	103 attendees
Easter Egg Zip Line	4/5	13 attendees
Lego Club (2)	4/15, 4/29	57 attendees
Fuse Beads	4/20	20 attendees
Class visit - Winchester Potters	4/25	65 attendees

Programming - April 2023

(Adult)

Knitting Club (4)	4/3, 4/10, 4/17, 4/24	19 attendees
Millard Fillmore w/ Rachelle Moyer Francis	4/17	31 attendees
Book Club	4/24	8 attendees
Book A Technology Trainer (5 appointments)	4/25	6 attendees

Collection Development

WSE - 2023 Funds-

AV= \$1614.33

MAT= \$3,029.38 - \$402.63 (est. discount price) = \$2,626.75

Outreach/Meetings/Library Visits

- 4/12 Managers Meeting via Zoom
- 4/19 West Seneca Public Library Board of Trustees Meeting

Misc.

- 4/11 Louise Koessler resigned as Senior Page, pt
- 4/15 Art Society exhibit changeover with new display to run through June 2023

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Apr-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	2,390	5,110	7,170	330	
515000	Telephone - Maintenance	0	0	0	0		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	122	478	600	0	
530000	Contingency (Bullet Aid)	0	0	2,540	(2,540)		0	
TOTAL EXPENSES		8,900	0	5,081	3,819	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	154	(54)	154	54	
Copy Machines	1,500	0	545	955	1,600	100	
Print Cost Recovery	5,000	0	1,729	3,271	5,050	50	
Other Income	200	0	21	179	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	2,449	4,351	6,884	84	

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
1005	4/19/23	Emily Sieg- Programming supplies- St. Patrick's Day scavenger hunt prizes			\$22.97	\$22,574.24
1006	4/19/23	Amazon Capital Services- Programming supplies: Easter Egg Hunts- invoice #1DLM-QJFF-HXgX			\$26.96	\$22,547.28
1007	4/19/23	ODP Business Solutions, LLC- Picture book and reader processing labels/color coding dots- invoices #306171674001 and 306169368001			\$51.56	\$22,495.72

West Seneca Public Library Bank Account Balances April 2023

M&T County Account

Balance \$40,012.76 (Note: Includes \$22,460.02 Assemblyman Burke State Aid)

M&T Local Account

Balance \$22,495.72 (Note: Includes \$16,997.99 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

May 24, 2023 Abstract of Checks

Voucher #	Date	Payee	Amount	Check#	Reason for expense	Date
2023-L10	5/5/2023	BECPL	75.00	1008	Registration fee for 5 attendees at Association of Contracting Library Trustees Trustee Workshop 2023	5/5/2023
2023-L11	5/24/2023	Veronica Narvaez	12.00	1009	Large paint brushes for painting "drive-in movie" boxes	5/16/2023
2023-L12	5/24/2023	Rotary Club of West Seneca	200.00	1010	Semi-annual dues for January-June and July-December 2023	5/16/2023
2023-C10	5/24/2023	Robert Alessi	61.48	6412	Hand soap, hand sanitizer, and extension cord from Lowe's	5/16/2023
2023-C11	5/24/2023	JCL Telecommunication LLC	125.00	6413	Service on 5/9/23 for telephones- invoice 2586	5/16/2023
2023-C12	5/24/2023	Town of West Seneca	1195.00	6414	Electric Bill for May and June 2023- Invoice #s 202305 and 202306	5/16/2023
2023-C13	5/24/2023	CORR Distributors	98.51	6415	1 case (12 bottles) Majestic Triple Action Spot Cleaner- invoice 095558	5/16/2023

2023 West Seneca Payroll Report_PP7 (1)



As of Pay Period 7

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian Director II	20,685.74	77,101.00	56,415.26
Librarian/Trainee	27,449.18	67,762.00	40,312.82
Library Assistant	11,866.88	38,821.00	26,954.12
Caretaker (RPT)	8,814.73	28,395.00	19,580.27
FT Totals	68,816.53	212,079.00	143,262.47

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Clerk Typist PT	2,800.19	21,724.00	18,923.81
Librarian I PT	9,034.10	33,607.00	24,572.90
Page PT	5,559.35	22,890.00	17,330.65
Senior Page	12,755.83	46,633.00	33,877.17
PT Totals	30,149.47	124,854.00	94,704.53

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretakers	8,814.73	28,395.00	19,580.27
Clerk Typists	2,800.19	21,724.00	18,923.81
Librarian/Trainee	36,483.28	101,369.00	64,885.72
Librarian Director II	20,685.74	77,101.00	56,415.26
Library Assistant	11,866.88	38,821.00	26,954.12
Pages	5,559.35	22,890.00	17,330.65
Senior Page	12,755.83	46,633.00	33,877.17
Other Payments		2,944.00	2,944.00
Contractual Reserve		17,543.00	17,543.00
Combined Totals	98,966.00	357,420.00	258,454.00

ANNUAL BUDGET	\$	357,420.00
PROJECTED ENDING BALANCE	\$	283,027.15
Projected Ending Balance		\$74,392.85

All Numbers in This Report
Have Been Rounded To
The Nearest Dollar

ANNUAL FINANCIAL REPORT
UPDATE DOCUMENT
For The
SPU - LIBRARY of West Seneca Public Library
County of Erie
For the Fiscal Year Ended 12/31/2022

AUTHORIZATION

ARTICLE 3, SECTION 30 of the GENERAL MUNICIPAL LAW:

1. ***Every Municipal Corporation *** shall annually make a report of its financial condition to the Comptroller. Such report shall be made by the Chief Fiscal Officer of such Municipal Corporation ***

5. All reports shall be certified by the officer making the same and shall be filed with the Comptroller *** It shall be the duty of the incumbent officer at the time such reports are required to be filed with the Comptroller to file such report ***

State of NEW YORK
Office of The State Comptroller
Division of Local Government and School Accountability
Albany, New York 12236

SPU - LIBRARY OF West Seneca Public Library

***** FINANCIAL SECTION *****

Financial Information for the following funds and account groups are included in the Annual Financial Report filed by your government for the fiscal year ended 2021 and has been used by the OSC as the basis for preparing this update document for the fiscal year ended 2022:

- (A) GENERAL
- (H) CAPITAL PROJECTS
- (K) GENERAL FIXED ASSETS

All amounts included in this update document for 2021 represent data filed by your government with OSC as reviewed and adjusted where necessary.

***** SUPPLEMENTAL SECTION *****

The Supplemental Section includes the following sections:

- 1) Statement of Indebtedness
- 2) Schedule of Time Deposits and Investments
- 3) Bank Reconciliation
- 4) Local Government Questionnaire
- 5) Schedule of Employee and Retiree Benefits
- 6) Schedule of Energy Costs and Consumption

All numbers in this report will be rounded to the nearest dollar.

West Seneca Public Library
Annual Update Document
For the Fiscal Year Ending 2022

(A) GENERAL

Balance Sheet

Code Description	2021	EdpCode	2022
Assets			
Cash	130,722	A200	128,197
TOTAL Cash	130,722		128,197
TOTAL Assets and Deferred Outflows of Resources	130,722		128,197

West Seneca Public Library
Annual Update Document
For the Fiscal Year Ending 2022

(A) GENERAL

Balance Sheet

Code Description	2021	EdpCode	2022
Fund Balance			
Unassigned Fund Balance	130,722	A917	128,197
TOTAL Unassigned Fund Balance	130,722		128,197
TOTAL Fund Balance	130,722		128,197
TOTAL Liabilities, Deferred Inflows And Fund Balance	130,722		128,197

West Seneca Public Library
Annual Update Document
For the Fiscal Year Ending 2022

(A) GENERAL

Results of Operation

Code Description	2021	EdpCode	2022
Revenues			
Library Charges	16,267	A2082	9,408
TOTAL Departmental Income	16,267		9,408
Interest And Earnings	15	A2401	19
TOTAL Use of Money And Property	15		19
Gifts And Donations	6,616	A2705	4,059
Library System Grant	523,296	A2760	586,371
TOTAL Miscellaneous Local Sources	529,912		590,430
St Aid For Libraries	17,428	A3840	14,171
St Aid-Other Cul & Rec St Aid	25,000	A3889	
TOTAL State Aid	42,428		14,171
TOTAL Revenues	588,622		614,028
TOTAL Detail Revenues And Other Sources	588,622		614,028

West Seneca Public Library
Annual Update Document
For the Fiscal Year Ending 2022

(A) GENERAL

Results of Operation

Code Description	2021	EdpCode	2022
Expenditures			
Library, Pers Serv	308,439	A74101	339,692
Library, Equip & Cap Outlay	154,248	A74102	169,503
Library, Empl Bnfts	101,528	A74108	107,358
TOTAL Library	564,215		616,553
TOTAL Culture And Recreation	564,215		616,553
TOTAL Expenditures	564,215		616,553
TOTAL Detail Expenditures And Other Uses	564,215		616,553

West Seneca Public Library
Annual Update Document
For the Fiscal Year Ending 2022

(A) GENERAL

Analysis of Changes in Fund Balance

Code Description	2021	EdpCode	2022
Analysis of Changes in Fund Balance			
Fund Balance - Beginning of Year	106,315	A8021	130,722
Restated Fund Balance - Beg of Year	106,315	A8022	130,722
ADD - REVENUES AND OTHER SOURCES	588,622		614,028
DEDUCT - EXPENDITURES AND OTHER USES	564,215		616,553
Fund Balance - End of Year	130,722	A8029	128,197

West Seneca Public Library
Annual Update Document
For the Fiscal Year Ending 2022

(A) GENERAL

Budget Summary

Code Description	2022	EdpCode	2023
Estimated Revenues			
Est Rev - Departmental Income	11,300	A1299N	6,800
Est Rev - Miscellaneous Local Sources	573,586	A2799N	632,030
Est Rev - State Aid	13,662	A3099N	14,171
TOTAL Estimated Revenues	598,548		653,001
TOTAL Estimated Revenues And Other Sources	598,548		653,001

West Seneca Public Library
 Annual Update Document
 For the Fiscal Year Ending 2022

(A) GENERAL

Budget Summary

Code Description	2022	EdpCode	2023
Appropriations			
App - Culture And Recreation	497,266	A7999N	550,220
App - Employee Benefits	101,282	A9199N	102,781
TOTAL Appropriations	598,548		653,001
TOTAL Appropriations And Other Uses	598,548		653,001

West Seneca Public Library
Annual Update Document
For the Fiscal Year Ending 2022

Balance Sheet

Code Description	2021	EdpCode	2022
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West Seneca Public Library
Annual Update Document
For the Fiscal Year Ending 2022

Balance Sheet

Code Description	2021	EdpCode	2022
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West Seneca Public Library
Annual Update Document
For the Fiscal Year Ending 2022

Results of Operation

Code Description	2021	EdpCode	2022
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West Seneca Public Library
Annual Update Document
For the Fiscal Year Ending 2022

Results of Operation

Code Description	2021	EdpCode	2022
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West Seneca Public Library
Annual Update Document
For the Fiscal Year Ending 2022

(H) CAPITAL PROJECTS

Analysis of Changes in Fund Balance

Code Description	2021	EdpCode	2022
Analysis of Changes in Fund Balance			
Fund Balance - Beginning of Year		H8021	
Fund Balance - End of Year		H8029	

West Seneca Public Library
Annual Update Document
For the Fiscal Year Ending 2022

(K) GENERAL FIXED ASSETS

Balance Sheet

Code Description	2021	EdpCode	2022
Assets			
Machinery And Equipment	25,757	K104	25,757
Accum Depr, Machinery & Equip	-15,688	K114	-19,610
TOTAL Fixed Assets (net)	10,069		6,147
TOTAL Assets and Deferred Outflows of Resources	10,069		6,147

West Seneca Public Library
Annual Update Document
For the Fiscal Year Ending 2022

(K) GENERAL FIXED ASSETS

Balance Sheet

Code Description	2021	EdpCode	2022
Liabilities, Deferred Inflows And Fund Balance			
Total Non-Current Govt Assets	10,069	K159	6,147
TOTAL Investments in Non-Current Government Assets	10,069		6,147
TOTAL Fund Balance	10,069		6,147
TOTAL	10,069		6,147

West Seneca Public Library
Statement of Indebtedness
For the Fiscal Year Ending 2022

4/18/2023

First Year	Debt Code	Description	Cops Flag	Comp Flag	Date of Issue	Date of Maturity	Int. Rate	Var?	Ami. Orig. Issued	O/S Beg. of Year	Paid Dur. Year	Redeemed Bond Proc.	Prior Yr. Adjust.	Accreted Interest	O/S End of Year
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West Seneca Public Library
 Schedule of Time Deposits and Investments
 For the Fiscal Year Ending 2022

	EDP Code	Amount
CASH:		
On Hand	9Z2001	
Demand Deposits	9Z2011	\$77,326.00
Time Deposits	9Z2021	\$50,871.00
Total		\$128,197.00
 COLLATERAL:		
- FDIC Insurance	9Z2014	
Collateralized with securities held in possession of municipality or its agent	9Z2014A	
Total		\$0.00
 INVESTMENTS:		
- Securities (450)		
Book Value (cost)	9Z4501	
Market Value at Balance Sheet Date	9Z4502	
Collateralized with securities held in possession of municipality or its agent	9Z4504A	
- Repurchase Agreements (451)		
Book Value (cost)	9Z4511	
Market Value at Balance Sheet Date	9Z4512	
Collateralized with securities held in possession of municipality or its agent	9Z4514A	

West Seneca Public Library
Bank Reconciliation
For the Fiscal Year Ending 2022

Include All Checking, Savings and C.D. Accounts

Bank Account Number	Bank Balance	Add: Deposit In Transit	Less: Outstanding Checks	Adjusted Bank Balance
****-6885	\$22,462	\$0	\$0	\$22,462
****-4792	\$43,088	\$0	\$2,543	\$40,545
****-6058	\$5,080	\$0	\$0	\$5,080
****-6066	\$5,080	\$0	\$0	\$5,080
****-9570	\$40,711	\$0	\$0	\$40,711
****-4233	\$14,319	\$0	\$0	\$14,319
Total Adjusted Bank Balance				\$128,198
Petty Cash				\$.00
Adjustments				\$.00
Total Cash			9ZCASH *	\$128,198
Total Cash Balance All Funds			9ZCASHB *	\$128,197
* Must be equal				

West Seneca Public Library
Employee and Retiree Benefits
For the Fiscal Year Ending 2022

Total Full Time Employees:		4			
Total Part Time Employees:		14			
Account Code	Description	Total Expenditures (All Funds)	# of Full Time Employees	# of Part Time Employees	# of Retirees
90108	State Retirement System	\$23,393.00			
90158	Police and Fire Retirement				
90258	Local Pension Fund				
90308	Social Security	\$25,169.00			
90408	Worker's Compensation Insurance	\$6,357.00			
90458	Life Insurance				
90508	Unemployment Insurance	\$981.00			
90558	Disability Insurance				
90608	Hospital and Medical (Dental) Insurance	\$51,458.00			
90708	Union Welfare Benefits				
90858	Supplemental Benefit Payment to Disabled Fire Fighters				
91890	Other Employee Benefits				
Total		\$107,358.00			
Computed Total From Financial Section (comparative purposes only)		\$107,358.00			

West Seneca Public Library
 Energy Costs and Consumption
 For the Fiscal Year Ending 2022

Energy Type	Total Expenditures	Total Volume	Units Of Measure	Alternative Units Of Measure
Gasoline			gallons	
Diesel Fuel			gallons	
Fuel Oil			gallons	
Natural Gas			cubic feet	
Electricity			kilowatt-hours	
Coal			tons	
Propane			gallons	

DEMOGRAPHICS

Postal or Mailing Address:

1300 Union Rd Street Address or PO Box	West Seneca City	NY State	14224 Zip
(716) 674-2928 Official Telephone Number	(716) 674-9206 Official Fax Number		
WSE@buffalolib.org Official Email Address	www.buffalolib.org Website		
Physical Address: (If Different From Postal Address)			
Street Address	City	State	Zip

CHIEF FISCAL OFFICER

Jennifer Dobe Name	Treasurer Title		
1300 Union Rd Street Address or PO Box	West Seneca City	NY State	14224 Zip
(716) 674-2928 Telephone Number	(716) 674-9206 Fax Number		
WSE@buffalolib.org Email Address			

I, Jennifer Dobe hereby certify that I am the Chief Fiscal Officer of the West Seneca Public Library, and that the information provided in the annual financial report of the West Seneca Public Library, for the fiscal year ended 12/31/2022, is true and correct to the best of my knowledge and belief. By entering the personal identification number assigned by the Office of the State Comptroller to me as the Chief Fiscal Officer of the West Seneca Public Library, and adopted by me as my signature for use in conjunction with the filing of the West Seneca Public Library's annual financial report, I am evidencing my express intent to authenticate my certification of the West Seneca Public Library's annual financial report report for the fiscal year ended 12/31/2022 and filed by means of electronic data transmission.

Robert Alessi	*****	00/00/0000
Name of Report Preparer if different than Chief Fiscal Officer	Personal Identification Number of Chief Fiscal Officer	Date

**West Seneca Public Library
Financial Comments
For the Fiscal Year Ending 2022**

LOCAL GOVERNMENT QUESTIONNAIRE for Fiscal Year Ending 2022

Library Name: West Seneca Public Library

- 1) Does your municipality have a written procurement policy? YES NO
- 2) Have the financial statement for your municipality been independently audited? If not, are you planning on having an audit conducted
 YES NO
 YES NO
- 3) Does your local government participate in an insurance pool with other local governments? YES NO
- 4) Does your local government participate in an investment pool with other local governments? YES NO
- 5) Does your municipality have a Length of Service Award Program (LOSAP) for volunteer firefighters? YES NO
- 6) Does your municipality have a Capital Plan? YES NO
- 7) Has your municipality prepared and documented a risk assessment plan?
If yes, has your municipality used to results to design the system of internal controls?
 YES NO
 YES NO
- 8) Have your had a change in chief executive or chief fiscal officer during the last year? YES NO
- 9) Has your Local Government adopted an investment policy as required by General Municipal Law, Section 39? YES NO

Thank you, 144689700100 from the SPU - LIBRARY of WEST SENECA PUBLIC LIBRARY, for your Submission to the Local Government and School Accountability Data Exchange System on 04/21/2023 03:39:48 PM.

Please note that *this page is not proof that you have submitted the correct file*, only that you have successfully attached a file to the EFSDex website. If you wish to confirm that you have transmitted the correct report you can contact OSC's Data Management Unit at 1-866-321-8503 option 4.

All submissions are subject to verification by OSC.

[Home](#)

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BYLAWS OF THE WEST SENECA PUBLIC LIBRARY BOARD OF TRUSTEES

ARTICLE I Tenure of Office and Powers and Duties of Trustees

1. The Board of Trustees of the West Seneca Public Library shall consist of 5 members who shall be appointed by the Town Board of the Town of West Seneca and serve in accordance with the provisions of Chapter 768 of the Laws of 1953 of the State of New York, known as "An Act authorizing the consolidation of city and county public libraries, etc." and shall have all of the powers and duties as prescribed therein.
2. Vacancies for unexpired terms on the Board of Trustees shall be filled for the balance of the unexpired term by the Town Board of the Town of West Seneca.
3. The funds of the Corporation shall be deposited, drawn upon, invested and otherwise administered as determined by the Board of Trustees, all as subject to the requirements of NY State General Municipal Law sections 10 -11 and other applicable law.
4. The Board of Trustees may authorize, on behalf of the Corporation, execution of all receipts, releases, and discharges of all moneys received by the Corporation through gift or bequest or otherwise, and execution of all contracts, leases and other agreements of the Corporation.
5. Any Trustee who has served at least one full term and one year as President, may, upon expiration of a final term, be appointed a Trustee Emeritus by a vote of a majority of the entire Board of Trustees. A Trustee Emeritus shall not have a vote and shall not be counted in determining whether a quorum is present. A Trustee Emeritus shall receive notice of all meetings of the Board and shall be entitled to participate in its deliberations and to serve as a non-voting member on any Committee to which the Trustee Emeritus may be appointed.
6. All Trustees shall abide by the Conflict of Interest Policy, Whistleblower Policy, and Ethics Policy adopted by the Board and as amended from time to time.
7. The President shall act as the official spokesperson for the Board of Trustees and is authorized to represent the interests of the Board to all outside parties.
8. Request for review of any matter by West Seneca Public Library legal counsel shall be communicated to legal counsel only by the President and/or the Director of the West Seneca Public Library, or their specifically authorized designee(s).

ARTICLE II Meetings

1. Regular monthly meetings of the Board shall be held on a day selected by the Board at its organizational meeting each January, and at such place and hour as may, from time to time, be prescribed by the Board; provided that the Board may, by resolution, intermit meetings for a particular month or months. The President or Executive Committee may postpone meetings because of holidays or similar special reason, except that only one such postponement may be made without action of a majority of the Board.
2. Special meetings shall be held on the call of the President or of any three Trustees. Notices of regular and special meetings shall be posted on the library web site and notices of special meetings shall state the subject proposed for consideration.
3. Three Trustees shall constitute a quorum, provided that any Trustee who is present at a meeting but not present at the time of a vote in accordance with the procedures set forth in the West Seneca Public Library's Conflict of Interest Policy due to a Conflict of Interest or Related Party Transaction shall be considered present at the time of the vote for purposes of a quorum. In the absence of a quorum, the Trustees present shall adjourn the meeting to a day fixed, notice of which shall be given by the Secretary or her/his- their designee.
4. Proceedings shall be conducted in the manner usual in deliberative bodies. The presiding officer shall decide all questions of order, subject to appeal without debate. The "ayes" and "nays" on any vote shall be entered on the minutes at the request of any Trustee present.
5. The order of business shall be as follows:
 - A. Call of the Roll.
 - B. Approval / Changes to Agenda.
 - C. Minutes of Preceding Meeting.
 - D. Nominations and Elections of Officers, if any.
 - E. Report of the Director.
 - F. Report of the Treasurer.
 - G. Report of the Friends of the Library.
 - H. Report of the President.
 - I. Old Business
 - J. New Business.
 - K. Public Comment.
 - L. Adjournment.

~~6. Any one or more members of the Board or any Committee may participate in a meeting of such Board or Committee in person or by means of videoconferencing, if all locations of the latter are open to the public, have been identified as such in the notice of the meeting, and all persons participating in the meeting are able to see and hear each other at the same time. Participation by such means shall constitute presence in person at the meeting.~~

ARTICLE III Officers

1. The officers of the Board shall be a President, a Vice President, a Secretary and a Treasurer, all of whom shall be members of the Board, and shall serve for one year or until their successors are elected.
2. An employee of the West Seneca Public Library shall not be the President or hold any other title with similar responsibilities.

ARTICLE IV Duties, Election and Qualifications of Officers

1. The President shall be elected at the regular meeting of the Board in January of each year. The President shall be a member ex officio of all Committees, except the Governance Committee. The President shall preside at all meetings and shall execute, on behalf of the Corporation, any and all instruments which are authorized by the Board of Trustees to be so executed.
2. The Vice President shall be elected at the regular meeting in January of each year, and shall act as President, with all powers of the President, in the absence or disability of the President, or when the Board of Trustees shall so direct.
3. The Secretary shall be elected at the regular meeting in January of each year. The Secretary or ~~her/his~~ their designee shall send notices of meetings of the Board, record its transactions, and conduct its correspondence.
4. The Treasurer shall be elected at the regular meeting in January of each year. The Treasurer shall have powers and duties as determined by the Board of Trustees consistent with Article I, Sections 3 and 4.
5. In the absence or disability at a meeting of the President and Vice President, the Secretary shall preside at the selection by majority vote of the Trustees present and voting thereon of a President pro tem, and said President pro tem shall thereupon preside at said meeting with all the powers and duties of the office of President.

6. Vacancies among the officers shall be filled by an election by ballot at a regular meeting or special meeting, and a vote of a majority of the Trustees present shall be necessary to hold an election. No such vacancies shall be filled except after nomination at a preceding regular meeting or special meeting.

ARTICLE V Committees

1. In addition to any Committees created by the Board from time to time, there shall be the following Committees: A. Governance Committee.

2. The Governance Committee shall consist of not less than three and not more than five Trustees to be appointed by the President, subject to the approval of the Board. All members of the Governance Committee, including the Chairperson of the Committee, must be Trustees and must qualify as Independent Trustees, as defined below, and such independence must be documented in the Board minutes. Each Trustee selected for membership on the Governance Committee must disclose at the time ~~he or she~~ they are ~~is~~-selected to the Committee and any time thereafter during ~~his or her~~ their service on the Committee any circumstances which would disqualify ~~him or her~~ them from serving on the Governance Committee. In the event a Trustee is rendered ineligible during the time of ~~his or her~~ their service on the Governance Committee, ~~he or she~~ they must resign from the Committee immediately and the President of the Board may fill the vacancy with an Independent Trustee, subject to the approval of the Board and provided the appropriate documentation of such Independent Trustee's qualifications is included in the minutes of the Board meeting where such vacancy is filled.

A. "Independent Trustee" means a Trustee who:

(i) is not, and has not been within the last three years, an employee of the West Seneca Public Library or an Affiliate of the West Seneca Public Library, and does not have a Relative who is, or has been within the last three years, a Key Person of the West Seneca Public Library or an Affiliate of the West Seneca Public Library;

(ii) has not received, and does not have a Relative who has received, in any of the last three fiscal years, more than \$10,000.00 in direct compensation from the West Seneca Public Library or an Affiliate of the West Seneca Public Library (other than reimbursement for expenses reasonably incurred as a Trustee or reasonable compensation for service as a Trustee); or

(iii) is not a current employee of or does not have a Substantial Financial Interest in, and does not have a Relative who is a current officer of or has a

Substantial Financial Interest in, any entity that has made Payments to, or received payments from, the West Seneca Public Library or an Affiliate of the West Seneca Public Library for property or services in an amount which, in any of the last three fiscal years, exceeds:

(I) if the entity's consolidated gross revenues were less than \$500,000: the lesser of \$10,000 or 2% of such entity's consolidated gross revenues entity;

(II) if the entity's consolidated gross revenues were \$500,000 or more but less than \$10 million dollars, \$25,000, or

(III) if the entity's consolidated gross revenues were \$10 million dollars or more, \$100,000; and

(iv) is not and does not have a Relative who is a current owner (whether wholly or partially), director, officer or employee of the West Seneca Public Library's outside auditor or who has worked on the West Seneca Public Library's audit at any time during the past three years.

B. For purposes of this paragraph:

(i) "Payment" shall not include:

(I) charitable contributions,

(II) fees paid to the West Seneca Public Library for services performed as part of its nonprofit purposes, or

(III) payments made by the West Seneca Public Library at fixed or non-negotiable rates or amounts for services received, provided that such services by and to the West Seneca Public Library are available to individual members of the public on the same terms, and such services received by the West Seneca Public Library are not available from another source.

(ii) "Affiliate" of the West Seneca Public Library means any entity controlled by, in control of, or under common control with the West Seneca Public Library.

(iii) "Key Person" means any person, other than a director or officer, whether or not an employee of the West Seneca Public Library, who (A) has responsibilities, or exercises powers or influence over the West Seneca

Public Library as a whole similar to the responsibilities, powers, or influence of directors and officers; (B) manages the West Seneca Public Library, or a segment of the Library that represents a substantial portion of its activities, assets, income or expenses; or (C) alone or with others controls or determines a substantial portion of the West Seneca Public Library's capital expenditures or operating budget.

(iv) "Relative" means ~~his or her~~ their (i) spouse, ancestors, ~~brothers and sisters (whether whole or half blood),~~ siblings, children ~~(whether natural or adopted)~~, grandchildren, great-grandchildren, and spouses or domestic partners of ~~brothers, sisters,~~ siblings, children, grandchildren, and great-grandchildren; or (ii) domestic partner as defined in Section 2994-a of the Public Health Law.

(v) "Substantial Financial Interest" includes all forms of direct or indirect financial interests, which in the discretion of the Board constitutes a substantial interest, given due consideration to the material facts and circumstances of the interest as disclosed by the Trustee.

3. All vacancies occurring in the Committees shall be filled by the President, subject to the approval of the Board.

4. A majority of any Committee shall constitute a quorum. The actions of all Committees shall be subject to the approval of the Board of Trustees and no Committee shall authorize any expenditure of money without authorization by the Board of Trustees.

~~5. A Nominating Committee shall be selected at the December meeting in each year. It shall consist of five members, two of whom shall be appointed by the President from the Board of Trustees, and three of whom shall be elected by the Board of Trustees from its members.~~

~~The President of the Board of Trustees shall appoint the President of this Nominating Committee. It shall be the duty of the Nominating Committee to present to the January meeting next following nominations for President, Vice President, Secretary, Treasurer and three members of the Executive Committee.~~

6. Special Committees may be appointed by the President at any time, subject to the approval of the Board. A Trustee Emeritus may also be appointed to such Committee.

7. All Committees shall report their actions or recommendations for action on matters referred to them at the time and in the manner prescribed by the Board of Trustees.

ARTICLE VI Duties of Committees

The Governance Committee shall oversee matters relating to governance of the West Seneca Public Library, including but not limited to, the Bylaws, Ethics Policy, Conflict of Interest Policy and Whistleblower Policy, as adopted and amended by the Board from time to time.

ARTICLE VII Director

1. The Director shall be the administrative, executive, and fiscal officer of the West Seneca Public Library and subject to the supervision and control of the Board of Trustees, have general control and direction of the employees, business affairs and administration of the West Seneca Public Library. The Director shall perform such other duties as may be assigned from time to time by the Board of Trustees.
2. All communications to the Board and matters of administration to be considered by the Board or its Committees shall be submitted to the Board or Committees by the Director with such information or recommendation with respect thereto as the Director may deem necessary.
3. It shall be the duty of the Director to attend all meetings of the Board and Committees of the Board, including Budget hearings, or other municipal meetings where action may be taken affecting the interests of the West Seneca Public Library.

ARTICLE VIII Amendments

No Bylaws shall be made, altered or repealed except by majority vote of the entire Board of Trustees. Notice of a meeting to conduct such business shall identify any and all proposed actions. For purposes of amendments, the "entire board" shall consist of the fixed number of Trustees as of the most recent appointment of Trustees.

ARTICLE IX

Nothing contained in these Bylaws shall be construed and interpreted as being contrary to the letter and spirit of Chapter 768 of the Laws of 1953 of the State of New York, under which Act the West Seneca Public Library has been incorporated.

Approved by the West Seneca Public Library Board of Trustees on October 16, 2019.
Adopted on November 20, 2019. Revised and re-approved May 24, 2023.

DRAFT