

West Seneca Public Library
Board Meeting Agenda – October 18, 2023 @ 4:00pm in the Large Community Room

A. Call of the Roll.

B. Approval / Changes to Agenda.

C. Minutes of the Preceding Meeting – September 27, 2023

D. Nominations and Elections of Officers, if any.

E. Report of the Director – September 2023

1. Library Discards Book Sale: 10/17-10/21
2. West Seneca Art Society classes in the Makerspace

F. Report of the Treasurer.

1. County account statements September 2023
2. Local account statements September 2023
3. Summary of accounts September 2023
4. Check abstract and approvals
5. Payroll Report through PP#17

G. Report of the Friends of the Library.

H. Report of the President.

I. Old Business.

J. New Business.

1. Rotary Grant Funds: Children's Graphic Novels \$1,500
2. Draft Long Range Plan 2024-2028
3. 2024 Operating Calendar
4. Automatic External Defibrillator (AED)

K. Public Comment.

L. Adjournment.

Next Regular Meeting: Wednesday, November 29, 2023 at 4:00pm

**West Seneca Public Library
Library Board of Trustees Meeting Minutes
September 27, 2023 @ 4:00 pm in the Large Community Room**

A. Call of the Roll– Meeting called to order at 4:02pm

- Present: William Josefiak, Amanda Cleesattel, Jennifer Dobe, Cynthia Johnson, Jessica Casamassa
- Excused: None
- Guest(s): Robert Alessi (Library Director) & Susan Kims

B. Approval / Changes to Agenda: none

C. Minutes of Preceding Meeting: (July 2023)

- Correct Cassamassa to Casamassa

Motion to approve: William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

D. Report of the Director – See July & August 2023 documents posted for details

- Expanded sports lending material selection since July
- Vacancy for senior page
- Updated change/title upcoming in future library policies and procedures due to CFO Ken Stone retirement (new Library system Assistant Deputy Director – Controller is Emily Patronik)
- Citizen Science Kits now open to check out and have already shown interest
- Library has recently distributed 3 cases of covid test kits

E. Report of the Treasurer: See July & August 2023 documents posted

- County account statements July & August 2023 (increase in printing revenue)
- Local account statement July & August 2023
- Summary of accounts July & August 2023
 - Northwest construction and makerspace (tech account) accounts closed
- Check abstract and approvals July & August 2023

Motion to approve: William Josefiak

Second: Amanda Cleesattel

Ayes: all

Nays: none

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

- Sept 25th friends meeting with 18 attendees (new faces)
- New co-president Cindy Hager (in conjunction with Cynthia Johnson)

G. Report of the President:

- ACT meeting November 18th at Merriweather library
- Banned book week (first week of October): display being put up in front of library

H. Old Business:

- None to review

I. New Business:

- **Motion to approve updated FOIL and Investment policies**
 - Motion: William Josefiak & William Josefiak
 - Second: Cynthia Johnson & Amanda Cleesattel
 - Ayes: all
 - Nays: None
- **Motion to approve Rotary grant funds to be used for children's nonfiction books (\$3,000)**
 - Motion: William Josefiak
 - Second: Amanda Cleesattel
 - Ayes: all
 - Nays: None

J. Public Comment: none

Adjournment @ 4:47pm

Motion: Jessica Casamassa

Second: Amanda Cleesattel

Ayes: all

Nays: none

Next Regular Meeting: October 18th, 2023 @ 4pm

Respectfully submitted by Amanda Cleesattel, Secretary

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

September 2023

Circulation - September 2023

21,469

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

\$959.47

Library Visitors - September 2023

7,368

Programming - September 2023

(Youth/Teen)

Make & Take Craft Bags	All month	301 bags
Tutoring	All month	39 sessions
Preschool Story Time (3)	9/12, 9/19, 9/26	26 attendees
Toddler Time (6)	9/14, 9/21, 9/28	127 attendees
Fuse Beads	9/14	16 attendees
Lego Club	9/16	20 attendees
Kids Craft: Crayon Art	9/18	13 attendees
BurchFest Bookmark Making w/ West Seneca Art Society	9/23	24 attendees
Northwood Elementary Class Visit & Library Card Sign-up activity	9/26	42 attendees
Teen STEM: Hurricane Challenge	9/28	5 attendees

Programming - September 2023

(Adult)

Knitting Club (4)	9/11, 9/18, 9/25	25 attendees
Cemetery Symbolism w/ Laura Fitzgerald	9/21	26 attendees
Gardenville Neighbors: Remembering the Burchfields w/ Joan Albarella (BurchFest)	9/23	38 attendees

Emergency Homecare Kit Distribution	9/25	48 attendees
Book Club	9/25	10 attendees
Book A Technology Trainer (2 appointments)	9/26	3 attendees

Collection Development

WSE - 2023 Funds- All AV and MAT material budget funds spent by Nov. 1 deadline.

Outreach/Meetings/Library Visits

- 9/12 Cindy Johnson re: 9/25 Friends meeting agenda
- 9/13 & 9/27 Supercharged Storytimes webinar (Emily S)
- 9/14 Sept Managers Meeting on Zoom was reviewed via recording
- 9/25 Friends of the Library meeting
- 9/27 West Seneca Public Library Board of Trustees Meeting

Misc.

- Emergency Homecare Kits distributed by Erie County on Mon, Sept 25th.

**TUESDAY, OCTOBER 17 -
SATURDAY, OCTOBER 21**

LIBRARY DISCARDS BOOK SALE

Sale takes place in the Library Makerspace. Books, DVDs, CDs and more available for purchase! **Buy by the bag or purchase individual items! More materials will be added throughout the sale!!!**

SALE HOURS:

Tues, 10/17 from 2pm-8pm

Wed, 10/18 from 9am-5pm

Thurs, 10/19 from 9am-8pm

Fri, 10/20 from 9am-5pm

Sat, 10/21 from 10am-4pm

**\$12/bag on 10/17 &
10/18**

\$10/bag on 10/19

**\$2/bag on 10/20 &
10/21**



WEST SENECA PUBLIC LIBRARY - 1300 UNION RD - WEST SENECA, NY 14224 - (716) 674-2928

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Sep-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	5,975	1,525	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	572	28	600	0	
530000	Contingency (Bullet Aid)	0	0	7,349	(7,349)		0	
TOTAL EXPENSES		8,900	0	14,050	(5,150)	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	296	(196)	296	196	
Copy Machines	1,500	0	1,703	(203)	2,050	550	
Print Cost Recovery	5,000	0	4,820	180	5,600	600	
Other Income	200	0	53	147	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	6,872	(72)	8,026	1,226	

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	9/13/23	Donation deposit, check \$5652 from Robert and Nancy Morey	√		\$500.00	\$22,212.22
	9/27/23	Donation deposit, cash from Charles Jarzyneicki	√		\$50.00	\$22,262.22
	9/27/23	Deposit of Library Discards Book Sale: August 2023	√		\$913.70	\$23,175.92
1026	9/27/23	Robert Alessi- program supplies: acrylic paint, velcro; also handsoap	√	\$40.72		\$23,135.20
1027	9/27/23	Emily Sieg- program supplies: cupcakes, slime supplies, water and popcorn for movie night	√	\$71.89		\$23,063.31
1028	9/27/23	Amazon Capital Services- headphones for children's room, command strips, program supplies: play doh, aluminum foil baking pans. Citizen Science kit: microfiber cloths & dry erase markers. Invoice: 16JH-7Y9P-GDPR	√	\$183.95		\$22,879.36

West Seneca Public Library Bank Account Balances September 2023

M&T County Account

Balance \$35,466.97 (Note: Includes \$17,651.21 Assemblyman Burke State Aid)

M&T Local Account

Balance \$22,879.36 (Note: Includes \$17,997.99 Rotary)

Local M&T CD (1)

Balance \$40,720.13

Local M&T CD (2)

Balance \$5,081.10

Local M&T CD (3)

Balance \$5,081.10

M&T Construction Fundraiser Account

Balance \$14,319.36

October 18, 2023 Abstract of Checks

Voucher #	Date	Payee	Amount	Check#	Reason for expense	Date
2023-L31	10/18/2023	Emily Sieg	44.16	1029	Program supplies- popcorn, water, candy	10/11/2023
2023-L32	10/18/2023	Amazon Capital Services, Inc.	23.84	1030	Program supplies- white fake pumpkins, scratch off masks, glue sticks. Invoice # 1DMX-6RPQ-Y3RY for \$83.83, used credit memo #16G6-TGYC-D9TG for credit of \$59.99	10/11/2023
2023-L33	10/18/2023	Amazon Capital Services, Inc.	152.54	1031	Program supplies- fuse beads, water meter, Halloween stickers, velcro dots, Halloween coloring books, construction paper. Invoice #'s 1RX9-1DJ9-63HN and 1RNV-MMJT-7TFV	10/11/2023
2023-L34	10/18/2023	Amazon Capital Services, Inc.	86.74	1032	Program supplies- nail polish, plastic aprons, marbles, masking tape, popsicle sticks. Invoice #19W4-3P4P-JMMN	10/16/2023

2023 West Seneca Payroll Report_PP17



As of Pay Period 17

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian Director II	50,340.14	77,101.00	26,760.86
Librarian/Trainee	43,451.58	67,762.00	24,310.42
Library Assistant	29,365.37	38,821.00	9,455.63
Caretaker (RPT)	21,840.39	28,395.00	6,554.61
FT Totals	144,997.48	212,079.00	67,081.52

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Clerk Typist PT	16,874.41	21,724.00	4,849.59
Librarian I PT	20,852.11	33,607.00	12,754.89
Page PT	13,525.55	22,890.00	9,364.45
Senior Page	27,039.93	46,633.00	19,593.07
PT Totals	78,292.00	124,854.00	46,562.00

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretakers	21,840.39	28,395.00	6,554.61
Clerk Typists	16,874.41	21,724.00	4,849.59
Librarian/Trainee	64,303.69	101,369.00	37,065.31
Librarian Director II	50,340.14	77,101.00	26,760.86
Library Assistant	29,365.37	38,821.00	9,455.63
Pages	13,525.55	22,890.00	9,364.45
Senior Page	27,039.93	46,633.00	19,593.07
Other Payments		2,944.00	2,944.00
Contractual Reserve		17,543.00	17,543.00
Combined Totals	223,289.48	357,420.00	134,130.52

ANNUAL BUDGET	\$	357,420.00
PROJECTED ENDING BALANCE	\$	301,006.64
Projected Ending Balance		\$56,413.36

**WEST SENECA PUBLIC LIBRARY
LONG RANGE PLAN OF SERVICE
2024-2028**

MISSION STATEMENT

Connecting our diverse community with library resources that enrich, enlighten and entertain.

VISION

The vision of the West Seneca Public Library is to be deeply rooted in the community: promoting partnerships, fostering the development of a literate and informed citizenry through free and equal access to cultural, intellectual, recreational and informational resources, planning for the future, and making the most effective use of funding.

LIBRARY PRINCIPLES

The West Seneca Public Library will:

- Provide open, equal and free access to information in accordance with the American Library Association's "Library Bill of Rights."
- Deliver timely, confidential and customer-oriented service to meet the informational and educational needs of the community.
- Promote lifelong learning by encouraging all children and adults in the enjoyment of reading and discovery.
- Be a welcoming space for all members of our community;
- Contribute to the region's economic vitality by assisting individuals, businesses and government.
- Listen to the entire community in pursuit of the Library's Mission.
- Manage resources effectively and be accountable to its funding sources.
- Pursue the private and public funding necessary to fulfill the Library's Mission.

GOALS AND OBJECTIVES

Goal I:

To provide materials in a variety of formats to meet the informational, educational and recreational needs of all members of our community.

- A. Actively maintain a collection of popular materials, including current, high-demand and high-interest materials in a variety of formats for persons of all ages.
- B. Conduct regular analysis of usage patterns which will inform collection review, maintenance and purchasing.
- C. Encourage the community to suggest specific materials for purchase both online and in-person, fostering a strong connection between people, materials and the library.

Goal II:

To focus programming, public services and collaborations towards community needs.

- A. Analyze attendance patterns and encourage community feedback.
- B. Provide educational and/or entertaining programming of interest to the community.
 - a. Early Literacy: Provide birth to school-age children with diverse programs and services designed to enrich, enlighten, educate and prepare children for school.
 - b. Youth Services: Ensure innovative youth programs and services to provide diverse experiences, respond to current interests, and support education.
 - c. Adult Literacy: Create a lifelong learning environment where adults can reach a level of literacy allowing them to achieve their personal, family, and work goals through education, empowerment, and engagement.
- C. Work with local organizations (i.e. schools, senior citizens center, etc) on a regular basis to coordinate rather than duplicate community service efforts.
- D. Offer activities, programs and resources of interest to the community in the Makerspace.

Goal III:

To establish partnerships with local organizations in order to foster collaborative relationships

- A. Create relationships which fill a need for a potential partner and in turn enable the library to offer a new or enhanced service to our users and the community.
- B. Reduce duplication of efforts between the library and potential partners.
- C. Promote library services to both established users and underserved/nonuser groups in our community.
- D. Explore possible partnerships with organizations, educators or individuals who would make use of or offer instruction within the Makerspace.

Goal IV:

To be a welcoming and useful physical space for the community.

- A. Continue to assess, analyze and reorganize the library building and facilities to provide for and meet the needs of our community.
- B. Offer activities, programs and resources of interest to the community in the Makerspace.

Goal V:

To promote public awareness of library activities, services and needs.

- A. Produce an annual report to the community on activities and programming.
- B. Regularly inform and showcase for the community library events, successes, news and needs through a current and timely online presence (via the library web page, events calendar, social media and news outlets).
- C. Continue to issue and expand the news and monthly calendar, including current hours, upcoming events, promotion of noteworthy library resources, etc.

Goal VI:

To secure adequate funding.

- A. Communicate needs to the B&ECPL Administration, Central Library Board and elected officials for adequate funding.
- B. Explore potential sources of funding, i.e. grants, donations, collaborations, etc.
- C. Keep the Friends of the West Seneca Public Library informed of library activities and needs.

Goal VII:

Maintain exemplary communications with officials associated with or responsible for the Library.

- A. Encourage elected officials (local, county and state), to actively support the Library's mission and roles and secure adequate funding.
- B. To maintain an open line of communication with the Central Library Board and B&ECPL Administration.
- C. To have representation attend all Association of Contracting Library Trustees (ACT) meetings.

ALA Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Approved by the West Seneca Public Library Board of Trustees on May 16, 2019.
Adopted on June 26, 2019. Revised and re-approved _____.

DRAFT

2024

Holidays & Observances

January

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March

Su	M	Tu	W	Th	F	Sa
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Open 9-5

- Jan 01 New Year's Day
- Jan 15 Martin Luther King Day
- Feb 10 Chinese New Year
- Feb 14 Valentine's Day
- Feb 14 Ash Wednesday
- Feb 19 President's Day
- Mar 11 Ramadan, 1st day
- Mar 17 St. Patrick's Day
- Mar 20 March equinox (GMT)
- Mar 31 Easter
- Apr 01 April Fool's Day
- Apr 22 Earth Day
- Apr 23 Passover
- Apr 24 Admin Assistants Day
- May 05 Cinco de Mayo
- May 12 Mother's Day
- May 19 Pentecost
- May 27 Memorial Day
- Jun 14 Flag Day
- Jun 16 Father's Day
- Jun 19 Juneteenth
- Jun 20 June Solstice (GMT)
- Jul 04 Independence Day
- Sep 02 Labor Day
- Sep 22 September equinox (GMT)
- Oct 03 Rosh Hashanah
- Oct 14 Federal Holiday
- Oct 31 Halloween
- Nov 11 Veterans Day
- Nov 28 Thanksgiving
- Dec 21 December Solstice (GMT)
- Dec 25 Hanukkah begins
- Dec 25 Christmas Day
- Dec 26 Kwanzaa begins
- Dec 31 New Year's Eve