West Seneca Public Library
Board Meeting Agenda – April 17, 2024 @ 4:00pm in the Large Community Room

A. Call of the Roll.

B. Approval / Changes to Agenda.

C. Minutes of the Preceding Meeting – March 20, 2024

D. Nominations and Elections of Officers, if any.

E. Report of the Director – March 2024
   1. Mission Ignite Program
   2. Discards Book Sale
   3. Eclipse Glasses Distribution & Recycling

F. Report of the Treasurer.
   1. County account statement March 2024
   2. Local account statement March 2024
   3. Summary of accounts March 2024
   4. Check abstract and approvals

G. Report of the Friends of the Library.

H. Report of the President.

I. Old Business.
   1. Human Library

J. New Business.
   1. 2023 NYS Annual Report Board Resolution/Approval
   2. 2023 Annual Report Brochure
   3. 2023 NYS Comptroller's Report
   4. Grant Funds Expenditure – Vox/Wonderbooks: $5,000
   5. Construction Account Expenditure – Table and 4 chairs

K. Public Comment.

L. Adjournment.

Next Regular Meeting: May 15, 2024 @ 4:00pm

West Seneca Public Library

Library Board of Trustees Meeting Agenda

March 20th, 2024 @ 4:00pm in the Large Community Room

A. <u>Call of the Roll</u>
   - Present: Jessica Casamassa, Amanda Cleesattel, Jennifer Dobe, Cynthia Johnson, William Josefiak
   - Excused:
   - Guest(s): Robert Alessi (Director)

B. <u>Approval / Changes to Agenda:</u> none

C. <u>Minutes of Preceding Meeting (February 21, 2024)</u> – none

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

D. <u>Report of the Director</u>

   See February 2024 documents posted

   - Mario day was a huge success with patrons reaching out in gratitude
   - Updated public laptops received from Central Library. Patrons report a noticeable improvement in laptop function.
   - Per previous meeting, library monthly statistics/data are available to all (for public viewing) on the Buffalo and Erie County Public Library website. Interest from Amanda C in consideration for future planning in the coming years for the library's needs.

E. <u>Report of the Treasurer:</u>

   See February 2024 documents posted

   - County account statement February 2024
   - Local account statement February 2024 (new money coming in from Assemblyman Patrick Burke; funds to be used for Library materials and programming)
   - Summary of accounts February 2024
   - Check abstract and approvals February 2024

   Motion to approve: Jennifer Dobe
   Second: Jessica Casamassa
   Ayes: all
   Nays: none

F. Report of the Friends of the Library:
   o Friends will be West Seneca Farmer's Market in 2024 season

G. Report of the President:
   o ACT meeting on March 9th, 2024 at the Central Library was well attended and received.
   o Next ACT meeting in May at the Grand Island library with a dedication to the previous ACT president

H. Old Business: none

I. New Business:
   o April 8th proposed as a floating holiday for the eclipse by Central System Board. West Seneca Public Library will be closed. Also a motion to approve May 29th 3 hours extended for capstone day with West Seneca School district. Hours will be 9am-8pm.
   o Review of draft policy for Patron Suspension, Reinstatement and Appeal Processes & Reinstatement Request Form
   o Amanda will gain content to answer board member questions from bringing up the idea of The Human Library

   Motion to approve patron suspension and reinstatement policy/form as well as change to hours for April 8th and May 29th, 2024 : William Josefiak
   Second: Cynthia Johnson
   Ayes: all
   Nays: none

J. Public Comment: none; no community members present

Adjournment @ 5:11pm

Motion: William Josefiak
Second: Cynthia Johnson
Ayes: all
Nays: none

Next Regular Meeting: April 17th , 2024 @ 4pm

Respectfully submitted by Amanda Cleesattel, Secretary

West Seneca Public Library Board Meeting
Director's Report

March 2024

Circulation – March 2024
21,303

Revenue – County Account Fees, Copies, Print – March 2024
$994.82

Library Visitors – March 2024
11,439

Programming – March 2024
(Youth/Teen)

Make & Take Craft Bags	All month	100 bags
Tutoring	All month	177 sessions
Just Kids class visit	3/6	45 attendees
Toddler Time (6)	3/7, 3/14, 3/21	157 attendees
Lego Club	3/8, 3/23	61 attendees
Mario Day	3/9	200 attendees
Fuse Beads	3/14	11 attendees
St. Patrick's Day Scavenger Hunt	3/12-3/16	129 participants
Learn About the Solar Eclipse with the Buffalo Museum of Science	3/18	87 attendees
Preschool Story Time (3)	3/19, 3/26	27 attendees
Baby & Me (2)	3/20, 3/27	26 attendees
Teen Watercolor Painting	3/21	4 attendees
Easter Story Time and Egg Hunt	3/28	90 attendees

Programming – March 2024
(Adult)

Erie County Mental Health First Aid – For Adults Interacting with Adults (2 parts)	3/2, 3/16	6 attendees
Knitting Club (4)	3/4, 3/11, 3/18, 3/25	25 attendees

Book A Technology Trainer (3 appointments)	3/12	3 attendees
Book Club	3/25	5 attendees

Collection Development

WSE – 2024 Funds-
AV= $1,347
MAT= $4,408.20 - $286.17 (est. discount price) = $4,122.03

Outreach/Meetings/Library Visits

- 3/9 ACT Meeting at Central
- 3/13 Manager Meeting at Central
- 3/20 West Seneca Lions Club member Robert Wyeth
- 3/20 West Seneca Public Library Board of Trustees Meeting

Misc.

- 3/1 Received 5 new laptops for patron checkout/use inside the library
- Don Stribick set up Erie County Soil & Water Conservation District Healthy Lawn Campaign display through 3/8
- 3/12 WNY Independent Living Info Table 12-5
- 3/18 Erie County Cancer Services Table 10-3

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

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	1,793	5,707	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	60	640	700	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	311	289	600	0	
530000	Contingency (Bullet Aid)	0	0	472	(472)		0	
	TOTAL EXPENSES	8,900	0	2,636	6,264	8,570	330	

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	199	(99)	199	99	
Copy Machines	2,000	0	552	1,448	2,100	100	
Print Cost Recovery	5,000	0	1,428	3,572	5,200	200	
Other Income	100	0	23	77	100	0	
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	7,200	0	2,202	4,998	7,599	399	

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	3/8/24	Donation Deposit cash from Charles Jarzyniecki for Easter children's programming	√		$50.00	$18,723.38
1051	3/20/24	Amazon Capital Services- Moustaches for Mario Day and Logitech wireless remote. Invoice # 1VW3-VN6G-T6T1		$53.63		$18,669.75

West Seneca Public Library Bank Account Balances March 2024

M&T County Account
Balance $33,126.59 (Note: Includes $15,843.49 Assemblyman Burke State Aid)

M&T Local Account
Balance $18,669.75 (Note: Includes $14,941.94 Rotary)

Local M&T CD (1)
Balance $40,726.29

Local M&T CD (2)
Balance $5,081.86

Local M&T CD (3)
Balance $5,081.86

M&T Construction Fundraiser Account
Balance $11,045.54

April 17, 2024 Abstract of Checks

Voucher #	Date	Payee	Amount	Check#	Reason for expense	Date
2024-F2	4/17/2024	Corr Distributors	168.66	117	Invoices: 117596, 118466, 118680 for 3 charcoal floor mats (4x6) for workroom	4/12/2024
2024-C6	4/17/2024	Town of West Seneca	597.50	6430	Electric Bill for April 2024	4/12/2024
2024-L16	4/17/2024	Robert Alessi	26.58	1052	Poetry kit supplies and glue for glue gun	4/12/2024
2024-L17	4/17/2024	Amazon Capital Services	222.43	1053	Invoices: 1GNR-RLX1-V3KV and 1V4F-71DX-4PMT. Drawer organizer, perler beads, incentive stickers, craft rolls, cotton balls	4/12/2024
2024-L18	4/17/2024	Amazon Capital Services	144.28	1054	Invoices: 11LD-DWRT-TGXX and 1MKL-9MPJ-1DQC. Pipe cleaners, mod podge, clear bookmarks, dried flowers, Star Wars tattoos, construction paper, and poetry month stickers	4/12/2024

West Seneca Public Library
Annual Report For Public And Association Libraries - 2023

1. GENERAL LIBRARY INFORMATION

Library / Director Information

Outline of Major Changes

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link here and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2023, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	0800146980
1.2	Library Name	WEST SENECA PUBLIC LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	West Seneca
1.6	Beginning Fiscal Reporting Year	01/01/2023
1.7	Ending Fiscal Reporting Year	12/31/2023
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A

1.11	Beginning Local Fiscal Year	01/01/2023
1.12	Ending Local Fiscal Year	12/31/2023
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	1300 UNION ROAD
1.15	City	WEST SENECA
1.16	Zip Code	14224
1.17	Mailing Address	1300 UNION ROAD
1.18	City	WEST SENECA
1.19	Zip Code	14224
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(716) 674-2928
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(716) 674-9206
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	wse@buffalolib.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	https://www.buffalolib.org/locations-hours/west-seneca-public-library
1.24	Population Chartered to Serve (per 2020 Census)	45,500
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Town

1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	06/26/1964
1.30	Date the library was last registered	04/25/1974
1.31	Federal Employer Identification Number	166008113
1.32	County	ERIE
1.33	School District	West Seneca
1.34	Town/City	West Seneca
1.35	Library System	Buffalo & Erie County Public Library

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a	President/CEO Name	n/a
1.36b	President/CEO Phone Number	n/a
1.36c	President/CEO Email	n/a

NOTE: For questions 1.37 through 1.44, report all information for the <u>current</u> library director/manager.

1.37	First Name of Library Director/Manager	Robert
1.38	Last Name of Library Director/Manager	Alessi
1.39	NYS Public Librarian Certification Number	20407

1.40	What is the highest education level of the library manager/director?	Master's Degree
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y
1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y
1.43	E-mail Address of the Director/Manager	alessir@buffalolib.org
1.44	Fax Number of the Director/Manager	(716) 674-9206
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	Y
1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2023? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.	N

Public Votes / Contracts

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Name of municipality or district holding the public vote	N/A
2.	Indicate the type of municipality or district holding the public vote	N/A

3. Date the vote was held (mm/dd/2023)   N/A

4. Was the vote successful? Y/N   N/A

5. What type of public vote was it?   N/A

6a. Most recent prior year approved appropriation from a public vote: N/A

6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:   N/A

6c. Total proposed appropriation (manually sum of 6a and 6b):   N/A

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2023) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.   N

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of municipality or district holding the public vote   N/A

2. Indicate the type of municipality or district holding the public vote

3. Date the last successful vote was held (mm/dd/yyyy)   N/A

4. What type of public vote was it?

5.   What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?   N/A

1.48   Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49.   N

Unusual Circumstances

Please Note: last year's answers for repeating groups cannot be displayed.

1.   Name of contracting municipality or district   N/A

2.   Is this a written contractual agreement?   N/A

3.   Population of the geographic area served by this contract   N/A

4.   Dollar amount of contract   N/A

5.   Enter the appropriate code for range of services provided (select one):   N/A

1.49   For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the <u>Note</u>; if no, please go to Part 2, Library Collection.   N

2. LIBRARY COLLECTION

Print / Electronic / Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please read general information instructions below before completing this section.

This section of the survey (2.1-2.25) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS
Cataloged Books

2.1	Adult Fiction Books	11,509
2.2	Adult Non-fiction Books	7,021
2.3	Total Adult Books (Total questions 2.1 & 2.2)	18,530
2.4	Children's Fiction Books	15,307
2.5	Children's Non-fiction Books	4,066
2.6	Total Children's Books (Total questions 2.4 & 2.5)	19,373
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	37,903

Other Print Materials

2.8	Total Uncataloged Books	2,672
2.9	Total Print Serials	1,156
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	3,828

| 2.12 | Total Print Materials (Total questions 2.7 and 2.11) | 41,731 |

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	0
2.14	Local Electronic Collections	21
2.15	NOVEL$_{NY}$ Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	36
2.17	Audio - Downloadable Units	0
2.18	Video - Downloadable Units	0
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	0
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	36

Non-Electronic Materials

2.21	Audio - Physical Units	3,741
2.22	Video - Physical Units	11,176
2.23	Other Circulating Physical Items	29
2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	14,946

2.25   **GRAND TOTAL HOLDINGS**
(Total questions 2.12, 2.20 and   56,713
2.24)

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26   Cataloged Books   3,241

2.27   All Other Print Materials   1,189

2.28   Electronic Materials   0

2.29   All Other Materials   1,414

2.30   Total Additions (Total questions   5,844
2.26 through 2.29)

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.32 as of the end fiscal year reported in Questions 1.6 and 1.7 in Part 1; report information on questions 3.33 through 3.77 for the 2023 calendar year. Please click here to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1   Library visits (total annual   102,505
attendance)

3.1a   Regarding the number of Library
Visits entered, is this an annual
count or an annual estimate based   CT - Annual Count
on a typical week or weeks?

3.2   Registered resident borrowers   22,765

3.3   Registered non-resident borrowers 5

Please report information on WRITTEN POLICIES as of 12/31/23.

WRITTEN POLICIES (Answer Y for Yes, N for No)
Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

3.4	Does the library have an open meeting policy?	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y
3.6	Does the library have an Internet use policy?	Y
3.7	Does the library have a disaster plan?	Y
3.8	Does the library have a board-approved conflict of interest policy?	Y
3.9	Does the library have a board-approved whistle blower policy?	Y
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y

Please report information on ACCESSIBILITY as of 12/31/23.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y

Note: Note: Library by Mail offered at the System level.

3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	Y
3.13	Does the library have large print books?	Y
3.14	Does the library have assistive technology for people who are visually impaired or blind?	Y

3.15 - If so, what do you have? If no, go to next question

	screen reader, such as JAWS, Windoweyes or NVDA	Yes

	refreshable Braille commonly referred to as a refreshable Braille display	No
	screen magnification software, such as Zoomtext	Yes
	electronic scanning and reading software, such as OpenBook	No

3.16	Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	Y

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Live Program Sessions

A live program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.

Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

Live Programs Categorized by Age

3.17a	Number of Sessions Targeted at Children Ages 0-5	48
3.17b	Attendance at Sessions Targeted at Children Ages 0-5	1,006
3.18a	Number of Sessions Targeted at Children Ages 6-11	64
3.18b	Attendance at Sessions Targeted at Children Ages 6-11	1,302
3.19a	Number of Sessions Targeted at Young Adults Ages 12-18	27

3.19b Attendance at Sessions Targeted at Young Adults Ages 12-18   199

3.20a Number of Sessions Targeted at Adults Age 19 or Older   66

Note: It is correct that this year's number is coincidentally the same as last year's.

3.20b Attendance at Sessions Targeted at Adults Age 19 or Older   596

3.21a Number of General Interest Program Sessions   32

3.21b Attendance at General Interest Program Sessions   1,033

3.22 Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)   237

3.23 Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)   4,136

Live Programs Categorized by Venue

3.24a Total Live Onsite Program Sessions   235

3.24b Total Live Onsite Program Attendance   4,061

3.25a Total Live Offsite Program Sessions   2

3.25b Total Live Offsite Program Attendance   75

3.26a Total Live Virtual Program Sessions   0

3.26b Total Live Virtual Program Attendance   0

3.27	Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	237
3.28	Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	4,136

Prerecorded and One-on-One Programs

3.29	Total Number of Prerecorded Program Presentations	0
3.30	Total Views of Prerecorded Program Presentations within 30 Days	0
3.31	One-on-One Program Sessions	5,429
3.32	Attendance at One-on-One Program Sessions	5,458

Note: One-on-one programs include the Book a Technology Trainer program as well as tutoring. On occasion, a second or third person attends these appointments, but the library still considers them one-on-one programs rather than planned group programs.

Teen-Led / Promotion / Summer Reading

3.33	Did your library offer teen-led activities during the 2023 calendar year?	N
3.34	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes

Please report information on SUMMER READING PROGRAMS for the 2023 calendar year
SUMMER READING PROGRAM

3.35	Did the library offer a summer reading program in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.36	Library outlets offering the summer reading program	1
3.37	Children registered for the library's summer reading program	561
3.38	Young adults registered for the library's summer reading program	38
3.39	Adults registered for the library's summer reading program	251
3.40	Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	850
3.41a	Children's program sessions - Summer 2023	25
3.41b	Children's program attendance - Summer 2023	748
3.42a	Young adult program sessions - Summer 2023	7
3.42b	Young adult program attendance - Summer 2023	14
3.43a	Adult program sessions - Summer 2023	0
3.43b	Adult program attendance - Summer 2023	0
3.44	Total program sessions - Summer 2023 (total 3.41a + 3.42a + 3.43a)	32
3.45	Total program attendance - Summer 2023 (total 3.41b + 3.42b + 3.43b)	762

3.46	Did the library use the Summer Reading at New York Libraries name and/or logo?	Y
3.47	Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y

COLLABORATORS

3.48	Public school district(s) and/or BOCES	0
3.49	Non-public school(s)	0
3.50	Childcare center(s)	0
3.51	Summer camp(s)	0
3.52	Municipality/Municipalities	0
3.53	Literacy provider(s)	0
3.54	Other (describe using the State note)	2

Note: Note: Buffalo Museum of Science and SPCA

3.55	Total Collaborators (total 3.48 through 3.54)	2

Early Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2023 calendar year.
EARLY LITERACY PROGRAMS

3.56	Did the library offer early literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.57a	Focus on birth - school entry (kindergarten) sessions	48

3.57b	Focus on birth - school entry (kindergarten) attendance	1,006
3.58a	Focus on parents & caregivers sessions	0
3.58b	Focus on parents & caregivers attendance	0
3.59a	Combined audience sessions	0
3.59b	Combined audience attendance	0
3.60	Total Sessions	48
3.61	Total Attendance	1,006

3.62 - Collaborators (check all that apply):

a.   Childcare center(s)   Yes

Note: Note: Just Kids WNY and St. John's Preschool

b.   Public School District(s) and/or BOCES   Yes

Note: Note: Winchester and Northwood Elementary Schools (West Seneca Central School District)

c.   Non-Public School(s)   Yes

Note: Note: Queen of Heaven Preschool and Kindergarten

d.   Health care providers/agencies   No

e.   Other (describe using the State note)   No

Adult Literacy

Please report information on ADULT LITERACY for the 2023 calendar year.
ADULT LITERACY

3.63   Did the library offer adult literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.   N

3.64a	Total group program sessions	0
3.64b	Total group program attendance	0
3.65a	Total one-on-one program sessions	0
3.65b	Total one-on-one program attendance	0

3.66 - Collaborators (check all that apply)

a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public Schools	No
d.	Other (see instructions and describe using Note)	No

ESOL / Digital Literacy

Please report information on ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS for the 2023 calendar year.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67	Did the library offer English for Speakers of Other Languages (ESOL) programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	N
3.68a	Children's program sessions	0
3.68b	Children's program attendance	0
3.69a	Young adult program sessions	0
3.69b	Young adult program attendance	0

3.70a	Adult program sessions	0
3.70b	Adult program attendance	0
3.71	Total program sessions (total 3.68a + 3.69a + 3.70a)	0
3.72	Total program attendance (total 3.68b + 3.69b + 3.70b)	0
3.73a	One-on-one program sessions	0
3.73b	One-on-one program attendance	0

3.74 - Collaborators (check all that apply):

a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Other (describe using the Note)	No

Please report information on DIGITAL LITERACY for the 2023 calendar year.

DIGITAL LITERACY

3.75	Did the library offer digital literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.76a	Total group program sessions	0
3.76b	Total group program attendance	0
3.77a	Total one-on-one program sessions	40
3.77b	Total one-on-one program attendance	45

Note: Note: One-on-one digital literacy programs include the Book a Technology Trainer program. On occasion, a second or third person attends these appointments, but the library still considers them one-on-one programs rather than planned group programs.

4. LIBRARY TRANSACTIONS

Circulation / Electronic Use
Reference Transactions

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is <u>not</u> considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	54,878
4.2	Adult Non-fiction Books	22,176
4.3	Total Adult Books (Total questions 4.1 & 4.2)	77,054
4.4	Children's Fiction Books	69,089
4.5	Children's Non-fiction Books	10,321
4.6	Total Children's Books (Total questions 4.4 & 4.5)	79,410
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	156,464

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	74,458
4.9	Circulation of Children's Other Materials	18,779
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	93,237
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	249,701

ELECTRONIC USE

4.12	Use of Electronic Material	0

Note: Note: This is being reported at the System level.

| 4.13 | Successful Retrieval of Electronic Information | 0 |

Note: Note: This is being reported at the System level.

| 4.14 | Electronic Content Use (Total questions 4.12 & 4.13) | 0 |

| 4.15 | Total Circulation of Materials (Total questions 4.11 & 4.12) | 249,701 |

| 4.16 | Total Collection Use (Total questions 4.13 & 4.15) | 249,701 |

| 4.17 | Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9) | 98,189 |

| 4.18 | As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due? | No |

REFERENCE TRANSACTIONS

| 4.19 | Total Reference Transactions | 3,795 |

| 4.19a | Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks? | CT - Annual Count |

| 4.20 | Does the library offer virtual reference? | Y |

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

| 4.21 | TOTAL MATERIALS RECEIVED | 0 |

Note: Note: This is being reported at the System level.

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

| 4.22 | TOTAL MATERIALS PROVIDED | 0 |

Note: Note: This is being reported at the System level.

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2023.

SYSTEMS AND SERVICES

| 5.1 | Automated circulation system? | Y |

| 5.2 | Online public access catalog (OPAC)? | Y |

| 5.3 | Electronic access to the OPAC from outside the library? | Y |

| 5.4 | Annual number of visits to the library's web site | 25,915 |

| 5.5 | Does the library use Internet filtering software on any computer? | Y |

| 5.6 | Does your library use social media? | Y |

| 5.7 | Does the library file for E-rate benefits? | Y |

Note: Note: Included as a component unit of B&ECPL.

| 5.8 | Is the library part of a consortium for E-rate benefits? | N |

| 5.9 | If yes, in which consortium are you participating? | N/A |

| 5.10 | Name of the person responsible for the library's Information Technology (IT) services | Stephen Hovey IT Administrator |

| 5.11 | IT contact's telephone number (enter 10 digits only and hit the Tab key) | (716) 858-6004 |

| 5.12 | IT contact's email address | hoveys@buffalolib.org |

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1   The number of hours per workweek used to compute FTE for all paid library personnel in this section.   35

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2   Library Director (certified)   1

6.3   Vacant Library Director (certified)   0

6.4   Library Manager (not certified)   0

6.5   Vacant Library Manager (not certified)   0

6.6   Librarian   1.8

6.7   Vacant Librarian   0

6.8   Library Specialist/Paraprofessional   0

6.9   Vacant Library Specialist/Paraprofessional   0

6.10   Other Staff   6.43

6.11   Vacant Other Staff   0

6.12   TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)   9.23

6.13   VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)   0.00

SALARY INFORMATION

6.14	FTE - Library Director (certified)	1
6.15	Salary - Library Director (certified)	$78,765
6.16	FTE - Library Manager (not certified)	0
6.17	Salary - Library Manager (not certified)	$0
6.18	FTE - Librarian	1
6.19	Salary - Librarian	$48,011

7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2023**. Please click here to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website.

1.	Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.	Y
2.	Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y
3.	Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.	Y

4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.　　Y

5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.　　Y

6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.　　Y

7. Is open the minimum standard number of public service hours for population served. (see instructions)　　Y

8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

8a.	space	Y
8b.	lighting	Y
8c.	shelving	Y
8d.	seating	Y
8e.	power infrastructure	Y
8f.	data infrastructure	Y
8g.	public restroom	Y

9. Provides programming to address community needs, as outlined in the library's long-range plan of service.　　Y

10. Provides

10a.   a circulation system that facilitates access to the local library collection and other library catalogs   Y

10b.   equipment, technology, and internet connectivity to address community needs and facilitate access to information.   Y

11.   Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.   Y

12.   Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.   Y

13.   Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.   Y

14.   Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.   Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click here to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1   Main Library   1

8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to <u>two</u> decimal places.

8.6	Minimum Weekly Total Hours - Main Library	55.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	55.00
8.10	Annual Total Hours - Main Library	2,730.00
8.11	Annual Total Hours - Branch Libraries	0.00
8.12	Annual Total Hours - Bookmobiles	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,730.00

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click here to read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre–filled with prior year answers but not locked to allow updating.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking a link to an Excel sheet listing prior year outlets is located in section 9. Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

1.	Outlet Name	West Seneca Public Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	1300 UNION ROAD
4.	Outlet Street Address Status	00 (for no change)
5.	City	West Seneca
6.	Zip Code	14224
7.	Phone (enter 10 digits only)	(716) 674-2928
8.	Fax Number (enter 10 digits only)	(716) 674-9206
9.	E-mail Address	WSE@BUFFALOLIB.ORG
10.	Outlet URL	https://www.buffalolib.org/locations-hours/west-seneca-public-library
11.	County	Erie
12.	School District	West Seneca Central
13.	Library System	Buffalo & Erie County Public Library
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	2,730

16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	Y
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	40
20.	Enter the appropriate outlet code (select one):	LRF
21.	Who owns this outlet building?	Town
22.	Who owns the land on which this outlet is built?	Town
23.	Indicate the year this outlet was initially constructed	1959
24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2018
25.	Square footage of the outlet	19,162
26.	Number of Internet Computers Used by General Public	30
27.	Number of uses (sessions) of public Internet computers per year	12,303
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Other (specify using the State note)

Note: Note: Ethernet connections to central

29.	Maximum download speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps
30.	Maximum upload speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps
31.	Internet Provider	Crown Castle Fiber
32.	WiFi Access	Password required
33.	Wireless Sessions	22,934
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your **outlet** have a Makerspace?	Y
37.	*LIBID*	0800146980
38.	*FSCSID*	NY0028
39.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0
40.	*Outlet Structure Status*	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2023. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1   Total number of board meetings held during calendar year (January 1, 2023 to December 31, 2023)   10

NUMBER OF TRUSTEES AND TERMS

10.2   If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A.   N/A

Note: Library does not have a range of trustees

10.3   If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A.   N/A

Note: Library does not have a range of trustees

10.4   If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here.   5

10.5   What is the **trustee term length, as stated in your library's charter documents (incorporation)?** If a term length is not stated, please explain in a Note.   5 years

10.6   I attest that all trustees participated in trustee education in the last calendar year (2023). If entering No, provide explanation in a Note.   Y

BOARD MEMBER SELECTION

10.7   Enter Board Member Selection Code (select one):   A - board members are appointed by municipality(ies)

Please Note: last year's answers for repeating groups cannot be displayed.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available here. Please Note: It is customized and contains previously entered data in need of updating. Complete this form and email it to collectconnect@baker-taylor.com.

1.	Status	Filled
2.	First Name of Board Member	Amanda
3.	Last Name of Board Member	Cleesattel
4.	Mailing Address	
5.	City	West Seneca
6.	Zip Code (5 digits only)	14224
7.	E-mail address	
8.	Office Held or Trustee	Secretary
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2022
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2025
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No

Note: Trustee Cleesattel is filling the remainder of Kelly Clifford's term, which was originally to run from 1/1/2021 to 12/31/2025. Ms. Clifford resigned effective 1/1/2022.

14. The date the Oath of Office
(mm/dd/yyyy) was taken   02/21/2024

Note: Trustees retake oath of office each year per town policy.

15. The date the Oath of Office was
filed with town or county clerk   02/21/2024
(mm/dd/yyyy)

16. Is this a brand new trustee?   N

1. Status   Filled

2. First Name of Board Member   Jessica

3. Last Name of Board Member   Casamassa

4. Mailing Address

5. City   West Seneca

6. Zip Code (5 digits only)   14224

7. E-mail address

8. Office Held or Trustee   Trustee

9. Term Begins - Month   January

10. Term Begins - Year (year)   2024

11. Term Expires   December

12. Term Expires - Year (yyyy)   2028

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.   Yes

14. The date the Oath of Office (mm/dd/yyyy) was taken   02/21/2024

Note: Trustees retake oath of office each year per town policy.

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   02/21/2024

16. Is this a brand new trustee?   N

1. Status   Filled

2. First Name of Board Member   William

3. Last Name of Board Member   Josefiak

4. Mailing Address

5. City   West Seneca

6. Zip Code (5 digits only)   14224

7. E-mail address

8. Office Held or Trustee   President

9. Term Begins - Month   January

10. Term Begins - Year (year)   2022

11. Term Expires   December

12.	Term Expires - Year (yyyy)	2026

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes

14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/22/2024

Note: Trustees retake oath of office each year per town policy.

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/22/2024

16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name of Board Member	Jennifer
3.	Last Name of Board Member	Dobe
4.	Mailing Address	
5.	City	West Seneca
6.	Zip Code (5 digits only)	14224
7.	E-mail address	
8.	Office Held or Trustee	Financial Officer
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2023

11.	Term Expires	December

12.	Term Expires - Year (yyyy)	2027

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes

14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/11/2024

Note: Trustees retake oath of office each year per town policy.

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/11/2024

16.	Is this a brand new trustee?	N

1.	Status	Filled

2.	First Name of Board Member	Cynthia

3.	Last Name of Board Member	Johnson

4.	Mailing Address	

5.	City	West Seneca

6.	Zip Code (5 digits only)	14224

7.	E-mail address	

8.	Office Held or Trustee	Trustee

9.	Term Begins - Month	January

| 10. | Term Begins - Year (year) | 2020 |

10.   Term Begins - Year (year)   2020

11.   Term Expires   December

12.   Term Expires - Year (yyyy)   2024

13.   Is the trustee serving a full term? If
        No, add a Note. The Note should
        identify the previous trustee whose
        unexpired term is being filled, and
        should identify the beginning and
        ending date of the unexpired   Yes
        previous trustee's term. Example:
        Trustee is filling the remainder of
        [name]'s term, which was to run
        from beginning date to ending
        date.

14.   The date the Oath of Office
        (mm/dd/yyyy) was taken   02/01/2024

Note: Trustees retake oath of office each year per town policy.

15.   The date the Oath of Office was
        filed with town or county clerk   02/01/2024
        (mm/dd/yyyy)

16.   Is this a brand new trustee?   N

11. OPERATING FUNDS RECEIPTS

Local Public Funds / System Cash
Grants / Other State

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR*. Please click here to read general instructions before completing this section.

LOCAL PUBLIC FUNDS
Specify by name the municipalities or school districts which are the source of funds.

11.1   Does the library receive any local
        public funds? If yes, complete one   Y
        record for each taxing authority; if
        no, go to question 11.3.

Please Note: last year's answers for repeating groups cannot be displayed.

1.   Source of Funds   County

2.	Name of funding County, Municipality or School District	Erie County
3.	Amount	$552,079
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	Y

11.2	**TOTAL LOCAL PUBLIC FUNDS**	$552,079

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$14,203
11.4	Record all Central Library Services Aid monies received from system headquarters	$0
11.5	Additional State Aid received from the System	$20,000
11.6	Federal Aid received from the System	$0
11.7	Other Cash Grants	$0
11.8	**TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	$34,203

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	$0

Federal Aid / Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	$0
11.11	Other Federal Aid	$0
11.12	**TOTAL FEDERAL AID** (Add Questions 11.10 and 11.11)	$0
11.13	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$0

OTHER RECEIPTS

11.14	Gifts and Endowments	$3,030
11.15	Fund Raising	$1,465
11.16	Income from Investments	$15
11.17	Library Charges	$8,737
11.18	Other	$0
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$13,247
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$599,529
11.21	**BUDGET LOANS**	$0

Transfers / Grant Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	$0
11.23	From Other Funds	$0

11.24 **TOTAL TRANSFERS** (Add Questions 11.22 and 11.23) $0

11.25 BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 12.39 of previous year if fiscal year has not changed) $128,197

11.26 **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40) $727,726

12. OPERATING FUND DISBURSEMENTS

Staff / Collection / Capital
Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). **ROUND TO THE NEAREST DOLLAR.** Please click here to read general instructions before completing this section.
STAFF EXPENDITURES
Salaries & Wages Paid from Library Funds

12.1 Certified Librarians $132,078

12.2 Other Staff $188,124

12.3 **Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2) $320,202

12.4 **Employee Benefits Expenditures** $87,192

12.5 **Total Staff Expenditures (Add Questions 12.3 and 12.4)** $407,394

COLLECTION EXPENDITURES

12.6 Print Materials Expenditures $54,263

12.7 Electronic Materials Expenditures $69,136

12.8 Other Materials Expenditures $18,355

12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$141,754

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	$0
12.11	From Other Funds (71OF)	$0
12.12	**Total Capital Expenditures** (Add Questions 12.10 and 12.11)	$0

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	$176
12.14	From Other Funds (72OF)	$0
12.15	**Total Repairs** (Add Questions 12.13 and 12.14)	$176
12.16	Other Disbursements for Operation & Maintenance of Buildings	$7,170
12.17	**Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)	$7,346

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$7,577
12.19	Telecommunications	$1,894
12.21	Professional & Consultant Fees	$0
12.22	Equipment	$1,773
12.23	Other Miscellaneous	$20,375
12.24	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	$31,619

12.25 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** $0

DEBT SERVICE
Capital Purposes Loans (Principal and Interest)

12.26 From Local Public Funds (73PF) $0

12.27 From Other Funds (73OF) $0

12.28 **Total** (Add Questions 12.26 and 12.27) $0

Other Loans

12.29 Budget Loans (Principal and Interest) $0

12.30 Short-Term Loans $0

12.31 **Total Debt Service** (Add Questions 12.28, 12.29 and 12.30) $0

12.32 **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31) $588,113

TRANSFERS
Transfers to Capital Fund

12.33 From Local Public Funds (76PF) $0

12.34 From Other Funds (76OF) $0

12.35 **Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8) $0

12.36 **Transfer to Other Funds** $2,580

12.37	**TOTAL TRANSFERS** (Add Questions 12.35 and 12.36)	$2,580

12.38	**TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37)	$590,693

12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2023	$137,033

12.40	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26)	$727,726

ASSURANCE

12.41	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	04/17/2024

FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	10/01/1988

12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	N/A

12.44	Indicate type of audit (select one):	State

CAPITAL FUND

12.45	Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	N

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click here to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	$0
13.2	All Other Revenues from Local Sources	$0
13.3	**Total Revenues from Local Sources** (Add Questions 13.1 and 13.2)	$0

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	$0
13.5	Other State Aid	$0
13.6	**Total State Aid** (Add Questions 13.4 and 13.5)	$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7	**TOTAL FEDERAL AID**	$0

INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	$0
13.9	**TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8)	$0
13.10	**NON-REVENUE RECEIPTS**	$0
13.11	**TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10)	$0
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 14.11 of previous year, if fiscal year has not changed)	$0
13.13	**TOTAL CASH RECEIPTS AND BALANCE** (Add Questions 13.11 and 13.12; same as Question 14.12)	$0

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1	Construction	$0
14.2	Incidental Construction	$0

Other Disbursements

14.3	Purchase of Buildings	$0
14.4	Interest	$0
14.5	Collection Expenditures	$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	$0
14.7	**TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6)	$0
14.8	**TRANSFER TO OPERATING FUND** (Same as Question 11.22)	$0
14.9	**NON-PROJECT EXPENDITURES**	$0
14.10	**TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9)	$0
14.11	**BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2023	$0
14.12	**TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13)	$0

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.
Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	2.45
16.2	Total Librarians	2.45
16.3	All Other Paid Staff	5.63
16.4	Total Paid Employees	8.08
16.5	State Government Revenue	$34,203
16.6	Federal Government Revenue	$0
16.7	Other Operating Revenue	$13,247
16.8	Total Operating Revenue	$599,529
16.9	Other Operating Expenditures	$38,965
16.10	Total Operating Expenditures	$588,113
16.11	Total Capital Expenditures	$0
16.12	Print Materials	41,731
16.12a	Total Physical Items in Collection	56,677
16.13	Total Registered Borrowers	22,770
16.14	Other Capital Revenue and Receipts	$0
16.15	Number of Internet Computers Used by General Public	30

16.16	Total Uses (sessions) of Public Internet Computers Per Year	12,303
16.17	Wireless Sessions	22,934
16.18	Total Capital Revenue	$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	0800146980
17.2	*Interlibrary Relationship Code*	ME
17.3	*Legal Basis Code*	CI
17.4	*Administrative Structure Code*	SO
17.5	*FSCS Public Library Definition*	Y
17.6	*Geographic Code*	CD1
17.7	*FSCS ID*	NY0028
17.8	*SED CODE*	142801700005
17.9	*INSTITUTION ID*	800000051916

SUGGESTED IMPROVEMENTS

Library Name: WEST SENECA PUBLIC LIBRARY

Library System: Buffalo & Erie County Public Library

Name of Person Completing Form: Robert Alessi

Phone Number: (716) 674-2928

I am satisfied that this resource (Collect) is meeting library needs: Agree

Applying this resource (Collect)
will help improve library services   Agree
to the public:

Please share with us your
suggestions for improving the
Annual Report. When providing
feedback, if applicable please   No additional comment.
indicate the question number each
comment/suggestion refers to.
Thank you!

West Seneca Public Library
Annual Report For Public And Association Libraries - 2023

1. GENERAL LIBRARY INFORMATION

No Notes

2. LIBRARY COLLECTION

No Notes

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

3.11   Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?

Note: Library by Mail offered at the System level.

3.20a   Number of Sessions Targeted at Adults Age 19 or Older

It is correct that this year's number is coincidentally the same as last year's.

3.32   Attendance at One-on-One Program Sessions

One-on-one programs include the Book a Technology Trainer program as well as tutoring. On occasion, a second or third person attends these appointments, but the library still considers them one-on-one programs rather than planned group programs.

3.54   Other (describe using the State note)

Note: Buffalo Museum of Science and SPCA

a.   Childcare center(s)

Note: Just Kids WNY and St. John's Preschool

b.   Public School District(s) and/or BOCES

Note: Winchester and Northwood Elementary Schools (West Seneca Central School District)

c.   Non-Public School(s)

Note: Queen of Heaven Preschool and Kindergarten

3.77b   Total one-on-one program attendance

Note: One-on-one digital literacy programs include the Book a Technology Trainer program. On occasion, a second or third person attends these appointments, but the library still considers them one-on-one programs rather than planned group programs.

4. LIBRARY TRANSACTIONS

4.12   Use of Electronic Material

Note: This is being reported at the System level.

4.13   Successful Retrieval of Electronic Information

Note: This is being reported at the System level.

4.21   TOTAL MATERIALS RECEIVED

Note: This is being reported at the System level.

4.22   TOTAL MATERIALS PROVIDED

Note: This is being reported at the System level.

5. TECHNOLOGY AND TELECOMMUNICATIONS

5.7 Does the library file for E-rate benefits?	Note: Included as a component unit of B&ECPL.

6. STAFF INFORMATION

No Notes

7. MINIMUM PUBLIC LIBRARY STANDARDS

No Notes

8. PUBLIC SERVICE INFORMATION

No Notes

9. SERVICE OUTLET INFORMATION

Repeating Group 1

28. Type of connection on the outlet's public Internet computers	Note: Ethernet connections to central

10. OFFICERS AND TRUSTEES

10.2   If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A.

Library does not have a range of trustees

10.3   If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A.

Library does not have a range of trustees

Repeating Group 1

13.   Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

Trustee Cleesattel is filling the remainder of Kelly Clifford's term, which was originally to run from 1/1/2021 to 12/31/2025. Ms. Clifford resigned effective 1/1/2022.

Repeating Group 1

14.   The date the Oath of Office (mm/dd/yyyy) was taken

Trustees retake oath of office each year per town policy.

Repeating Group 2

14.   The date the Oath of Office (mm/dd/yyyy) was taken

Trustees retake oath of office each year per town policy.

Repeating Group 3

14.   The date the Oath of Office (mm/dd/yyyy) was taken

Trustees retake oath of office each year per town policy.

Repeating Group 4

14.   The date the Oath of Office (mm/dd/yyyy) was taken

Trustees retake oath of office each year per town policy.

Repeating Group 5

14.   The date the Oath of Office (mm/dd/yyyy) was taken

Trustees retake oath of office each year per town policy.

11. OPERATING FUNDS RECEIPTS

No Notes

12. OPERATING FUND DISBURSEMENTS

No Notes

13. CAPITAL FUND RECEIPTS

No Notes

14. CAPITAL FUND DISBURSEMENTS

No Notes

15. CENTRAL LIBRARIES

No Notes

16. FEDERAL TOTALS

No Notes

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes

RESOLUTION adopted by the Board of Trustees of the

_____ Library at a

regular (or special) meeting of said Board of Trustees held at

_____ on the _____

day of _____ 2024 at _____ o'clock.

        I HEREBY CERTIFY, that at a meeting of the Board of Trustees

of the _____ Library, held

at _____ on the _____ day of

_____ 2024, a resolution was adopted of

which the following is a true copy:

> 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 attests 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.

                                   Clerk _____

Ayes _____

Noes _____

LIBRARY HOURS

Monday	9-8
Tuesday	9-8
Wednesday	9-5
Thursday	9-8
Friday	9-5
Saturday	10-4

West Seneca Public Library
1300 Union Road
West Seneca, NY 14224

Phone: 716-674-2928
Fax: 716-674-9206
E-mail: WSE@buffalolib.org
Website: www.buffalolib.org

West Seneca Public Library 2023 Annual Report

Buffalo & Erie County Public LIBRARY


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

OUR VISION
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

By the numbers.....

⇒ **22,770** registered borrowers

⇒ **249,701** items borrowed

⇒ **12,303** computer sessions

⇒ **22,934** wifi uses

⇒ **102,505** people visited

⇒ **3,795** reference questions answered

⇒ **4,136** people attended **237** group programs

⇒ **5,503** people participated in **5,469** one-on-one programs or take-and-make activities
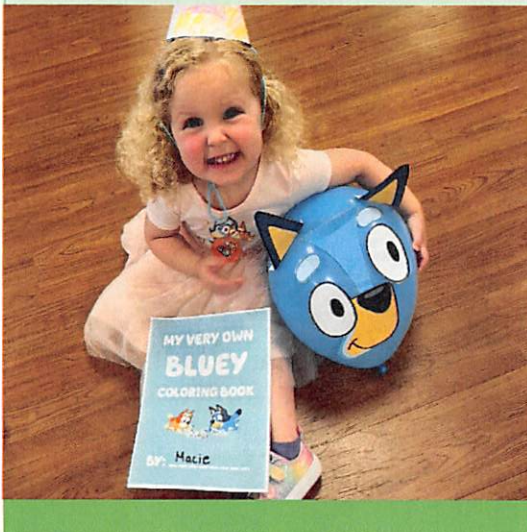
The West Seneca Public Library is your source for...

Books—DVDs—CDs—Audiobooks—E-books and digital downloads—Family activities—Wide variety of programs—Story hours—18 Public computers with Internet access—Maker space activities—5 laptops for use in the library—Wireless Internet access—Reference—Online databases—Computer classes—Informational displays—Lectures—Author visits—Local artwork exhibitions—Interlibrary loan—Local history collection—Chromebooks & Hotspots—Sports equipment for kids—Hands-free CPR learning kits—Photocopier and three scanners for public use— FAX machine—And so much more!

THANK YOU to the:

Friends of the West Seneca Public Library who provided volunteer hours and funding for programs, furnishings, books and materials throughout the year.

Special THANKS to :

Rotary Club of West Seneca for sponsoring the children's section of the library with their generous donation

Thank you also to:
Amana Garden Club
Town of West Seneca
Wegmans—West Seneca
West Seneca Art Society
West Seneca Bee
West Seneca Chamber of Commerce
West Seneca Lions Club
West Seneca School District
West Seneca Woman's Club

AND to the many individuals and groups whose time, donations and memorial gifts make a difference!