

**West Seneca Public Library**  
**Board Meeting Agenda – January 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 – November 29, 2023

D. Nominations and Elections of Officers, if any.

E. Report of the Director – November 2023 & December 2023

1. 2024 System Budget Updates
2. System Board implementing 2023 Contracting Library Contract Extension Provision
3. 2024 NYLA Developing Leaders Program
4. Reminder: Trustee Education Activity Completion Forms
5. Reminder: Trustee Oaths of Office

F. Report of the Treasurer.

1. County account statements November 2023 & December 2023
2. Local account statement November/December 2023
3. Summary of accounts November 2023 & December 2023
4. Check abstract and approvals
5. Payroll Report through PP#24

G. Report of the Friends of the Library.

H. Report of the President.

I. Old Business.

J. New Business.

1. 2024 Local Accounts Budget
2. Sign annual Conflict of Interest Policy statements

K. Public Comment.

L. Adjournment.

Next Regular Meeting: February 21, 2024 @ 4:00pm

**West Seneca Public Library  
Library Board of Trustees Meeting Minutes  
November 29th, 2023 @ 4:00 pm in the Large Community Room**

- A. Call of the Roll– Meeting called to order 4:05pm
- Present: Amanda Cleesattel, Cynthia Johnson, Jessica Casamassa, William Josefiak, Jennifer Dobe
  - Excused: none
  - Guest(s): Robert Alessi (Library Director)

- B. Approval / Changes to Agenda: none

- C. Minutes of Preceding Meeting: (October 2023)
- No changes

**Motion to approve: Bill Josefiak**

Second: Jennifer Dobe

Ayes: all

Nays: none

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

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

- County account statements
- Local account statements
- Summary of accounts
- Check abstract and approvals
- Payroll report
- System paid budget

**Motion to approve: William Josefiak**

Second: Amanda Cleesattel

Ayes: all

Nays: none

- F. Report of the Friends of the Library (from Cynthia Johnson):
- November friends meeting cancelled and will be rescheduled
  - December 18<sup>th</sup> 5:30pm Friends to volunteer/sponsor hot cocoa night

- G. Report of the President:
- ACT meeting held at Merriweather Library 11/18/23. Topics included Friends of the library and banned book status locally and nationally

H. Old Business:

- AED – Supplied via Central Library/Erie County

**Motion to approve placement of AED in the library**

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

I. New Business:

- Tentative meetings for 2024 board meeting schedule proposed and will be sent to board members – 1/17/24, 2/21/24, 3/20/24, 4/17/24, 5/15/24, 6/12/24, 7/17/24, 9/18/24, 10/16/24, 12/4/24 – all meetings at 4pm
- Dry Erase Board replacement for study rooms, with addition of white board to room 5 (includes installation) (typical use/wear 3-5 years)

**Motion to approve future board of trustees dates for 2024 and purchase of dry erase boards (removal and installation)**

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

Adjournment @ 5:08pm

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

**Next Regular Meeting: January 17<sup>th</sup>, 2024 @ 4pm**  
Respectfully submitted by Amanda Cleesattel, Secretary

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

***November 2023***

**Circulation – November 2023**

20,686

**Revenue – County Account Fees, Copies, Print – November 2023**

\$624.13

**Library Visitors – November 2023**

8,509

**Programming – November 2023**

**(Youth/Teen)**

Make & Take Craft Bags	All month	198 bags
Tutoring	All month	120 sessions
Painting with Marbles	11/2	2 attendees
Lego Club (4)	11/4, 11/18	68 attendees
Girl Scout Visit/Tour	11/6	18 attendees
Toddler Time (6)	11/9, 11/16, 11/30	134 attendees
Fuse Beads	11/9	24 attendees
Class Visit-St. John's Preschool (2 sessions)	11/13	65 attendees
Preschool Story Time (3)	11/14, 11/21, 11/28	38 attendees
Kids Craft: Pinecone Turkeys	11/20	13 attendees
Thanksgiving Story Time	11/22	42 attendees
Teen STEM: Popsicle Stick Bridges	11/30	1 attendee

**Programming – November 2023**

**(Adult)**

Knitting Club (4)	11/6, 11/13, 11/20, 11/27	25 attendees
Book A Tech Trainer (1 appointment)	11/14	1 attendee
Book Club	11/27	5 attendees

## **Collection Development**

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

## **Outreach/Meetings/Library Visits**

- 11/8 Managers Meeting @ CEN
- 11/16 YSG Meeting @ Lakeshore (Emily)
- 11/20 Narcan Training – Rob, Jenn, Pat, Rowan, Kelly, Renee
- 11/21 Narcan Training – Emily, Ryan, Joanie, Jordan, Philomena
- 11/27 Narcan Training - Dennis, Amy, Craig
- 11/29 Supercharged Storytimes webinar (Emily)
- 11/29 West Seneca Public Library Board of Trustees Meeting

## **Misc.**

- 11/7 Ryan Russell started as Sr. Page
- 11/29 Amana Garden Club prepared several fresh arrangements and holiday décor to be displayed in the library during the holiday season
- The West Seneca Library served as a drop off site for WNY Foster Closet, an organization located in the McKinley Mall which provides clothing, toys and other supplies to children.

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

***December 2023***

**Circulation - December 2023**

19,717

**Revenue - County Account Fees, Copies, Print - December 2023**

\$607.85

**Library Visitors - December 2023**

9,558

**Programming - December 2023**

**(Youth/Teen)**

Make & Take Craft Bags	All month	199 bags
Tutoring	All month	114 sessions
Preschool Story Time	12/5, 12/19	18 attendees
Toddler Time (4)	12/7, 12/14	80 attendees
Water Marbling Craft	12/7	4 attendees
Fuse Beads	12/14	12 attendees
Lego Club (4)	12/16, 12/30	34 attendees
Christmas Movie Night & Hot Cocoa	12/18	40 attendees
Christmas Story Time	12/21	40 attendees
Escape Room (4)	12/27, 12/28	16 attendees
Snowman Craft	12/29	20 attendees

**Programming - December 2023**

**(Adult)**

Knitting Club (2)	12/4, 12/11	7 attendees
West Seneca Art Society : Watercolors with Stencils (2)	12/4, 12/11	20 attendees
West Seneca Art Society: Negative Painting in Watercolor (2)	12/6, 12/13	18 attendees
Book A Tech Trainer (2 appointments)	12/20	2 attendees

Book Club	12/18	5 attendees
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### **Collection Development**

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

### **Outreach/Meetings/Library Visits**

- 12/8 Patron De-Escalation Techniques: Using the Science of Human Communications to Get Better Results webinar
- 12/13 State budget advocacy meeting at HAM with Senator Patrick Gallivan, Assemblyman Jonathan Rivera and representative for Assemblyman Patrick Burke
- 12/15 Reviewed Manager Meeting Recording from 12/13

### **Misc.**

- 12/8 Started an Instagram account for the West Seneca Public Library
- Requested and received AED from CEN; currently awaiting brackets for installation
- The West Seneca Library served as a drop off site for WNY Foster Closet, an organization located in the McKinley Mall which provides clothing, toys and other supplies to children.

**Digital Collections** - Special Collections Librarian **Adam Rubin** added three items to the digital collections: *Manny Fried: Life Reflections* and *Manny Fried: A Guiding Presence* to the Rich Newberg Reports collection and the 1917 *Farm Journal Illustrated Rural Directory of Erie County, New York*. The *Directory* was digitized by Rare Book Clerk **Nicole Kondziela**.

**Genealogy Collection** - In order to support the diverse needs of the library's genealogical community, **Rhonda Hoffman** has developed a circulating genealogy collection for the Grosvenor Room. This growing collection, mainly consisting of how-to books, is now accessible on a display unit in the Grosvenor Room. The materials are also available to fulfill patron holds and Interlibrary Loan requests.

**Manuscript Collection** - Rare Book and Map Librarian **Charles Alaimo** completed work on an Index to the B&ECPL Manuscript Collection. This project, which began years ago with various staff from the Rare Book Room, presents a comprehensive list of all of the library's donated handwritten letters, cards, notes, signatures, etc., beyond the collections held before the library merger. Over 1,700 items are present, including items by Ray Bradbury, Charles Burchfield, Booker T. Washington, Grover Cleveland, Oliver Wendell Holmes, Willa Cather, Lars Gustav Sellstedt, and Woodrow Wilson.

### 3. Funding/Fundraising

#### **Funding:**

**The Erie County Legislature has passed the 2024 County Budget.** The Library will receive a funding increase of \$1,614,197 (4.9%). The additional funding will help offset inflation related impacts on library operating costs, including contractually obligated labor costs and the escalating cost of supplies in this challenging fiscal environment.

County funding of \$29,675,375, combined with New York State operating aid funding of \$2,415,951, use of \$716,119 in Library fund balance, and \$298,139 in other library revenue, brings the Library's 2024 proposed operating budget to \$33,105,584; a 5.4% increase over the 2023 County Adopted Budget. In addition to the operating budget, \$601,418 in estimated state aid is included in the Library Grants Budget.

Erie County's 2024 Capital Budget supports improvements to the county owned downtown Central Library and to system related improvements, specifically:

\$ 700,000 in bond funds for "Various Improvements & Upgrades"

\$ 130,000 in "Pay As You Go" funds for a Shipping and Maintenance Vehicle Replacement



BOARD OF TRUSTEES  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
MEETING DATE: December 21, 2023

AGENDA ITEM NUMBER: E.2.b.

RESOLUTION: 2023-42  
Implementing 2023 Contracting  
Library Contract Extension  
Provision

BACKGROUND:

On June 15, 2023, the Board adopted Resolution 2023-17, which authorized executing 2023 contracting member library contracts. That resolution and the resulting 2023 contracts incorporated items to simplify 2024 start-up. They include the ability to extend the 2023 contract into 2024, avoiding the November-December rush to adopt new contracts.

The extension capability recognized many years' recurring pattern of final budget allocations, particularly from New York State, being in flux at the normal contract adoption time. The contract extension provides for allocations based upon the 2024 requested budget amount as may be amended by the Board (for example by adopting the 2024 System budget) until such time as a final 2024 contract is adopted, not to exceed July 31, 2024.

The option to implement the contract extension provision may be made by Board-adopted resolution notifying contracting member libraries of said extension. This resolution would provide the needed notification.

ACTION REQUIRED:

Motion to approve Resolution 2023-42.

## RESOLUTION 2023-42

WHEREAS, on June 15, 2023, the Board of Trustees of the Buffalo & Erie County Public Library adopted Resolution 2023-17, which authorized executing 2023 contracting member library contracts, and

WHEREAS, the resolution and the resulting 2023 contracts incorporated a provision to extend the 2023 contract into 2024, thus avoiding the November-December rush to adopt new contracts given many years' recurring pattern of final budget allocations, particularly from New York State, being in flux at the normal contract adoption time, and

WHEREAS, budgetary allocations from Erie County and New York State to the B&ECPL constitute over 95% of the financial resources supporting the contract with each contracting member library, and

WHEREAS, Erie County's 2024 budget allocation was not finalized until December 7, 2023 and New York State's allocation likely will not be finalized before April 2024, and

WHEREAS, this makes it difficult for the B&ECPL and the contracting member libraries to develop, consider and approve a full contract prior to the beginning of the 2024 fiscal year on January 1, 2024, and

WHEREAS, the contract extension provision provides for allocations based upon the 2024 requested budget except that, should the local funds for library services be modified from those projected in the budget request, the allocation shall be based upon the modified estimate, and

WHEREAS, the extension provision will remain in effect until such time as a final 2024 contract is adopted, not to exceed July 31, 2024, and

WHEREAS, implementing the contract extension provision may be made by Board adopted resolution notifying contracting member libraries of said extension, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes implementing the 2023 contract extension as described above, with budgetary amounts based upon the 2024 Board-adopted budget and any subsequent modifications thereof, and be it further

RESOLVED, that the Library Director or his designee is authorized to transmit this resolution to each contracting library.

## **SELF-ASSURANCE of Trustee Education Activity Completion**

Beginning January 1, 2023, each library trustee, elected or appointed, of a board of trustees is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d as added by *Chapter 468 of the Laws of 2021*)

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the library board president for review and signature. Trustees should retain a copy of the signed form.

I give the following assurance:

I attended the following trustee education activity:

Trustee Name: \_\_\_\_\_

Approved Provider: \_\_\_\_\_

Title of Activity: \_\_\_\_\_

Topic/Content: \_\_\_\_\_

Format (e.g. workshop, webinar, online course): \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Contact Hours: \_\_\_\_\_

\_\_\_\_\_  
**Trustee Signature/Date**

## CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Nov-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	
<b>Utility Charges:</b>								
515000	Water	0	0	0	0		0	
515000	Sewer	0	0	0	0		0	
515000	Electric	7,500	7,250	7,170	7,580	7,170	7,580	
515000	Telephone - Maintenance	0	250	250	0		250	
510200	Dues and Fees	0	0	0	0		0	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	700	0	176	524	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	8,685	(8,685)		0	
<b>TOTAL EXPENSES</b>		<b>8,900</b>	<b>7,500</b>	<b>16,853</b>	<b>(453)</b>	<b>8,470</b>	<b>7,930</b>	

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	394	(294)	394	294	
Copy Machines	1,500	0	2,003	(503)	2,050	550	
Print Cost Recovery	5,000	0	5,644	(644)	5,800	800	
Other Income	200	0	88	112	92	(108)	
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	
<b>TOTAL DIRECT INCOME</b>	<b>6,800</b>	<b>0</b>	<b>8,129</b>	<b>(1,329)</b>	<b>8,336</b>	<b>1,536</b>	

## CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Dec-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	
<b>Utility Charges:</b>								
515000	Water	0	0	0	0		0	
515000	Sewer	0	0	0	0		0	
515000	Electric	7,500	7,250	7,170	7,580	7,170	7,580	
515000	Telephone - Maintenance	0	250	250	0		250	
510200	Dues and Fees	0	0	0	0		0	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	700	0	265	435	700	0	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	100	(2)	0	98		98	
530000	Other Expenses & Charges	600	2	572	30	600	2	
530000	Contingency (Bullet Aid)	0	0	8,685	(8,685)		0	
<b>TOTAL EXPENSES</b>		<b>8,900</b>	<b>7,500</b>	<b>16,942</b>	<b>(542)</b>	<b>8,470</b>	<b>7,930</b>	

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	435	(335)	435	335	
Copy Machines	1,500	0	2,223	(723)	2,223	723	
Print Cost Recovery	5,000	0	5,982	(982)	5,982	982	
Other Income	200	0	97	103	97	(103)	
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	
<b>TOTAL DIRECT INCOME</b>	<b>6,800</b>	<b>0</b>	<b>8,737</b>	<b>(1,937)</b>	<b>8,737</b>	<b>1,937</b>	

# Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	11/7/23	Donation Deposit Check #2758 from Susan and David Kims	✓		\$100.00	\$22,672.08
	11/7/23	Donation Deposit Cash from John Buranich in memory of Bruce Moser	✓		\$100.00	\$22,772.08
	11/7/23	Deposit of Library Discards Book Sale: October 2023	✓		\$551.50	\$23,323.58
1033	11/29/23	Robert Alessi - Halloween pumpkin painting prizes, program supplies for marble painting, fuse beads, and craft roll snowmen		\$58.92		\$23,264.66
1034	11/29/23	Amazon Capital Services: Citizen Science Kit items- CO2 Monitor, case, book. Program supplies: cotton balls, and paper bags. Sticky traps for plants. Invoices #1G1D-FN6C-DGO6 and 19TG-CX3P-6NgF		\$230.64		\$23,034.02
1035	11/29/23	Rotary Club of West Seneca- Semi-annual dues for Jan-June 2024		\$100.00		\$22,934.02
1036	11/29/23	B&ECPL- Invoice #23048 for library materials: 1,025-29- Rotary, 56.65- Buranich in memory of Moser		\$1,081.94		\$21,852.08
1037	11/29/23	Amazon Capital Services- Halloween decorations, feathers, pom-poms, coffee cups, softsoap, DVD/Blu-Ray Player. Invoices 1CGQ-X9TF-RLQQ and 1GRY-69YL-6VGF and 1WDP-YG6V-H3VW		\$200.71		\$21,651.37

## **West Seneca Public Library Bank Account Balances November 2023**

### **M&T County Account**

**Balance \$33,921.03 (Note: Includes \$16,315.11 Assemblyman Burke State Aid)**

### **M&T Local Account**

**Balance \$21,651.37 (Note: Includes \$16,972.70 Rotary)**

### **Local M&T CD (1)**

**Balance \$40,723.21**

### **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**

## **West Seneca Public Library Bank Account Balances December 2023**

### **M&T County Account**

**Balance \$34,440.08 (Note: Includes \$16,315.11 Assemblyman Burke State Aid)**

### **M&T Local Account**

**Balance \$21,651.37 (Note: Includes \$16,972.70 Rotary)**

### **Local M&T CD (1)**

**Balance \$40,723.21**

### **Local M&T CD (2)**

**Balance \$5,081.48**

### **Local M&T CD (3)**

**Balance \$5,081.48**

### **M&T Construction Fundraiser Account**

**Balance \$12,635.54**



# January 17, 2024 Abstract of Checks

Voucher #	Date	Payee	Amount	Check#	Reason for expense	Date
2023-C23	12/19/2023	Dobmeier Janitor Supply, Inc	\$ 88.80	6424	Vacuum bags, invoice #891582	12/19/2023
2023-F2	12/4/2023	VSP Graphic Group	\$ 1,590.00	115	50% down payment for Invoice # 47075 for new whiteboard material in study rooms 1-	12/4/2023
2024-L1	1/17/2024	Robert Alessi	\$ 12.18	1038	Plates for water marbling and fuse beads programs	1/10/2024
2024-L2	1/17/2024	Jordan Roeder	\$ 35.00	1039	Fake snow for escape room program	1/10/2024
2024-L3	1/17/2024	Amazon Capital Services	\$ 53.43	1040	Program supplies- popsicle sticks. Tree storage bag. Invoice #1PTW-VYJQ-FCYP	1/10/2024
2024-C1	1/17/2024	B&ECPL	\$ 311.49	6425	Display order from Amazon, classification labels from Demco- Invoice 23065	1/10/2024
2024-L4	1/17/2024	Jordan Roeder	\$ 27.40	1041	Mario Party Program Supplies from Lowes	1/12/2024
2024-L5	1/17/2024	Amazon Capital Services	\$ 59.37	1042	Program supplies for toddler time (glue, cars) and thermometers to monitor room temps (Amazon invoice 14MP-KMQV-9XHY)	1/12/2024

# 2023 West Seneca Payroll Report\_PP24



As of Pay Period 24

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian Director II	72,580.92	77,101.00	4,520.08
Librarian/Trainee	54,653.26	67,762.00	13,108.74
Library Assistant	41,883.60	38,821.00	(3,062.60)
Caretaker (RPT)	30,926.05	28,395.00	(2,531.05)
<b>FT Totals</b>	<b>200,043.83</b>	<b>212,079.00</b>	<b>12,035.17</b>

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Clerk Typist PT	24,840.14	21,724.00	(3,116.14)
Librarian I PT	29,646.38	33,607.00	3,960.62
Page PT	19,404.35	22,890.00	3,485.65
Senior Page	38,244.77	46,633.00	8,388.23
<b>PT Totals</b>	<b>112,135.64</b>	<b>124,854.00</b>	<b>12,718.36</b>

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretakers	30,926.05	28,395.00	(2,531.05)
Clerk Typists	24,840.14	21,724.00	(3,116.14)
Librarian/Trainee	84,299.64	101,369.00	17,069.36
Librarian Director II	72,580.92	77,101.00	4,520.08
Library Assistant	41,883.60	38,821.00	(3,062.60)
Pages	19,404.35	22,890.00	3,485.65
Senior Page	38,244.77	46,633.00	8,388.23
Other Payments		2,944.00	2,944.00
Contractual Reserve		17,543.00	17,543.00
<b>Combined Totals</b>	<b>312,179.47</b>	<b>357,420.00</b>	<b>45,240.53</b>

ANNUAL BUDGET	\$	357,420.00
PROJECTED ENDING BALANCE	\$	306,711.83
<b>Projected Ending Balance</b>		<b>\$50,708.17</b>

## **West Seneca Public Library Local Account Budgets 2024**

### **M&T Local Checking Account**

Opening Balance: \$21,651.37 (Note: Includes \$16,972.70 Rotary)  
Estimated Revenue: \$3,000  
\$3,000 (\$1,000 Rotary/Additional Donations/Book Sale)  
Estimated Expenses: \$6,370  
\$370 (Dues/memberships)  
\$200 (Building/cleaning supplies)  
\$2,000 (Programming supplies)  
\$300 (Material processing/labeling supplies)  
\$3,500 (Material purchases-\$3,000 Rotary and \$500 future donations)  
Estimated Closing Balance: \$18,281.37 (Rotary estimated closing balance \$13,972.70)

### **M&T Construction Fundraiser Account**

Opening Balance: \$12,635.54  
Estimated Revenue: \$0.00  
Estimated Expenses: \$3,000.00 (Furnishings)  
Estimated Closing Balance: \$9,635.54

### **Additional Local Accounts**

Local M&T CD (1) - Balance \$40,723.21  
Local M&T CD (2) - Balance \$5,081.48  
Local M&T CD (3) - Balance \$5,081.48

Adopted by the West Seneca Public Library Board of Trustees at a regular meeting on January 17, 2024.

# **West Seneca Public Library**

## **CONFLICT OF INTEREST POLICY**

### **ARTICLE I Purpose**

The purpose of this Conflict of Interest policy is to protect the West Seneca Public Library when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, trustee, or Key Person of the West Seneca Public Library. It provides guidelines for handling perceived, potential or actual Conflicts of Interest and addresses procedures and disclosures of Related Party Transactions. This policy is intended to supplement but not replace any applicable state and federal laws governing Conflict of Interest applicable to nonprofit and charitable organizations.

### **ARTICLE II Definitions**

2.1. Interested Person. An Interested Person is any trustee, officer, employee or member of a committee with powers delegated by the Board of Trustees, who (1) has a direct or indirect Financial Interest, as defined below, and/or (2) is a Related Party, as defined below.

2.2. Disinterested Trustee. A Disinterested Trustee is any trustee who is not an Interested Person.

2.3. Relative. A Relative of an individual means his or her spouse or domestic partner as defined in Section 2994-a of the Public Health Law, ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren; great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren and great-grandchildren.

2.4. Financial Interest. A person has a Financial Interest if the person has, directly or indirectly, through business, investment, or a Relative:

(A) An ownership or investment interest in any entity with which the West Seneca Public Library has a transaction or arrangement;

(B) A compensation arrangement with the West Seneca Public Library or with any entity or individual with which the West Seneca Public Library has a transaction or arrangement, except for compensation payable to a Trustee of the West Seneca Public Library for service on the Board that is to be made available or provided to all Trustees of the West Seneca Public Library on the same or substantially similar terms; or

(C) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the West Seneca Public Library is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

2.5. Substantial Financial Interest. A Financial Interest in a Related Party Transaction is a "Substantial Financial Interest" if, in the discretion of the Board after giving due consideration to the material facts and circumstances of the Financial Interest as presented, the Board determines that such Financial Interest is substantial.

2.6. Related Party. A Related Party includes:

(A) any trustee, officer or Key Person of the West Seneca Public Library or any Affiliate of the West Seneca Public Library or any other person who exercises the powers of trustees, officers or Key Persons over the affairs of the West Seneca Public Library or any Affiliate of the West Seneca Public Library;

(B) any Relative of an individual described in clause (A) of this section; or

(C) any entity in which any individual described in clauses (A) and (B) of this section has a thirty-five percent or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of five percent.

2.7. 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.

2.8. Affiliate of the West Seneca Public Library. An Affiliate of the West Seneca Public Library means any entity controlled by or in control of the West Seneca Public Library.

**2.9. Related Party Transaction.** A Related Party Transaction means any transaction, agreement or any other arrangement in which a Related Party has a Financial Interest and in which the West Seneca Public Library or any Affiliate of the West Seneca Public Library is a participant, except that a transaction shall not be a Related Party Transaction if:

(A) the transaction or the Related Party's Financial Interest in the transaction is de minimis;

(B) the transaction would not customarily be reviewed by the board or boards of similar organizations in the ordinary course of business and is available to others on the same or similar terms; or

(C) the transaction constitutes a benefit provided to a Related Party solely as a member of a class of beneficiaries that the West Seneca Public Library intends to benefit as part of the accomplishment of its mission, which benefit is available to all similarly situated members of the same class on the same terms.

**2.10. Conflict of Interest.** A Conflict of Interest exists if an outside interest or activity influences or appears to influence the ability of an individual to exercise objectivity or impair the individual's ability to perform his or her responsibility in the best interests of the West Seneca Public Library.

### **ARTICLE III Disclosure**

**3.1. Initial Disclosure.** Prior to the initial election of any trustee, officer, or member of a committee with powers delegated by the Board or hiring of any Key Person, the prospective trustee, officer, committee member, or Key Person shall complete, sign and submit to the Chair of the Governance Committee a written Disclosure Statement, attached as Appendix A, identifying, to the best of his or her knowledge, the following information:

(A) any entity of which such prospective trustee, officer, committee member, or Key Person is an officer, trustee, member, owner (either as a sole proprietor or a partner), or employee and with which the West Seneca Public Library has a relationship; and

(B) any transaction in which the West Seneca Public Library is a participant and in which the prospective trustee, officer, committee member, or Key Person might have a Financial Interest that may give rise to a Conflict of Interest or Related Party Transaction.

**3.2. Annual Disclosure.** Each trustee officer, member of a committee with powers delegated by the Board of Trustees, and Key Person shall annually submit to the Chair of the Governance Committee the written Disclosure Statement, attached as Appendix A, in which such person:

(A) identifies, to the best of his or her knowledge, the information specified in Paragraphs (A) and (B) of Section 3.1 of this Article;

(B) affirms that he or she has received a copy of the Conflict of Interest policy, read and understands the policy, agrees to comply with the policy, and understands the West Seneca Public Library is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

3.3. Continuing Duty to Disclose. In connection with any actual or possible Conflict of Interest or Related Party Transaction which may arise in the ordinary course of the year and within Board or committee meetings, an Interested Person must disclose the existence of the Financial Interest and be given the opportunity to disclose all material facts to the Board of Trustees or the Governance Committee. Such disclosure may be made in a written statement or orally at a meeting of the Board, provided that such oral disclosure must be documented in the minutes of the meeting at which such disclosure is made and given to the Governance Committee for review in accordance with Article IV, Section 4.2.

#### **ARTICLE IV General Procedures**

##### **4.1. General Prohibitions.**

(A) An Interested Person is precluded from being present at or participating in any Board or committee deliberation or vote related to the transaction or arrangement giving rise to a Conflict of Interest or Related Party Transaction. Notwithstanding the foregoing, the Board of Trustees or the Governance Committee, may request that an Interested Person present information to the Board or Governance Committee prior to the commencement of deliberations or voting relating thereto.

(B) An Interested Person shall not directly or indirectly attempt to influence improperly the deliberation or voting on the transaction or arrangement giving rise to the conflict.

##### **4.2. Determining Whether a Conflict of Interest or Related Party Transaction Exists.**

(A) After the Interested Person's disclosure of the existence of and all material facts relating to his or her Financial Interest as required under Article III, and after any discussion among the remaining members of the Board of Trustees or the Governance Committee and the Interested Person regarding the facts and circumstances of the Financial Interest, the Governance Committee shall discuss and make a recommendation to the Board as to each of the determinations required by Paragraphs (C) and (D) of this Section 4.2. Alternatively, if the existence of the Financial Interest initially arises at a meeting of the Board of Trustees, then the Board of Trustees can directly make the determinations required without seeking recommendations from the Governance Committee, provided the Interested Person leaves the meeting while the remaining members of the Board of Trustees discusses the information disclosed.

(B) Upon due discussion and consideration of the Governance Committee recommendations, the Board shall make each of the determinations required by Paragraphs (C) and (D) of this Section 4.2.

(C) Upon discussion, the remaining Board members shall decide and document in the meeting minutes if the transaction or arrangement constitutes a Related Party Transaction as defined in Article II, Section 2.9. If so, then the Board of Trustees must also determine and document in the meeting minutes whether the Related Party has a Substantial Financial Interest, as defined in Article II, Section 2.5, in the proposed Related Party Transaction. Regardless of whether or not the Financial Interest is a Substantial Financial Interest, a Related Party Transaction is subject to the procedures set forth in Article V.

(D) If the transaction or arrangement does not constitute a Related Party Transaction as defined in Article II, Section 2.9, then the remaining Board members in their discretion shall decide if a Conflict of Interest, as defined in Article II, Section 2.10, exists nonetheless, after giving due consideration to the material facts and circumstances presented. If the Board determines that the transaction or arrangement involves a Conflict of Interest, then such transaction or arrangement is subject to the procedures set forth in Article V.

## **ARTICLE V Procedures for Addressing Conflicts of Interest & Related Party Transactions**

### **5.1. Consideration of Alternatives.**

(A) If the transaction or arrangement is a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then consideration of alternatives in accordance with this section is mandatory. For Conflicts of Interest, consideration of alternatives is within the discretion of the Board of Trustees. After disclosure and discussions with the Interested Person, the Board of Trustees may appoint a Disinterested Trustee or committee of Disinterested Trustees to investigate alternatives to the proposed transaction or arrangement. Alternatives must be presented to the Board of Trustees and must be documented in the minutes of the meeting at which the determination is made.

(B) If alternatives are investigated and presented to the Board, then after exercising due diligence and giving due consideration for any such alternative transactions presented, the Board of Trustees shall determine whether the West Seneca Public Library can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a Conflict of Interest or Related Party Transaction.

### **5.2. Board Decision.**

(A) If alternatives are considered, whether mandatory or discretionary, and if the Board of Trustees determines that a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a Conflict of Interest or Related Party Transaction, the Board of Trustees shall determine by a majority vote of the Board whether the transaction or arrangement is in the West Seneca Public



Library's best interest, for the West Seneca Public Library's own benefit, and whether it is fair and reasonable.

(B) In conformity with the above determination, in accordance with the West Seneca Public Library's bylaws, the Board of Trustees shall make its decision as to whether to enter into the transaction or arrangement.

(C) If the transaction or arrangement involves a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then a majority of the Board members present at the meeting is required to approve such transaction.

**5.3. Documentation Required.** In connection with all actual or possible Conflicts of Interest and Related Party Transactions, the Board of Trustees shall document in the minutes of the meeting at which such determinations are made the following:

(A) The names of the persons who disclosed or otherwise were found to have a Financial Interest in connection with an actual or possible Conflict of Interest or Related Party Transaction, the nature of the Financial Interest, any action taken to determine whether a Conflict of Interest or Related Party Transaction was present, and the Board's decision as to whether a Conflict of Interest, Related Party Transaction or Substantial Financial Interest in a Related Party Transaction in fact existed.

(B) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussions at the meeting regarding the proposed transaction or arrangement, including the alternatives to the proposed transaction or arrangement considered, if any.

(C) The determination as to whether the transaction or arrangement is fair, reasonable and in the West Seneca Public Library's best interest.

(D) The determination as to whether to enter into the transaction or arrangement which gives rise to the Conflict of Interest or Related Party Transaction. If the Board of Trustees approves a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then the minutes must also including the basis for such approval.

(E) A record of any votes taken in connection with the proceedings.

## **ARTICLE VI Oversight & Reviews**

**6.1. Oversight Responsibility.** The designated Governance Committee of the Board, as defined in the West Seneca Public Library's bylaws, shall oversee the adoption of, implementation of, and compliance with this Conflict of Interest policy in accordance with the procedures contained herein and within the process and authority granted under the Bylaws.

**6.2. Violation of the Conflict of Interest Policy.**

(A) If the Governance Committee has reasonable cause to believe a trustee, officer or Key Person has failed to disclose an actual or possible Conflict of Interest or Related Party Transaction, it shall inform such person of the basis for such belief and afford such person an opportunity to explain the alleged failure to disclose.

(B) If, after hearing the response of the trustee, officer or Key Person and after making further investigation as warranted by the circumstances, the Governance Committee determines that the trustee, officer or Key Person has failed to disclose an actual or possible Conflict of Interest or Related Party Transaction, it shall recommend to the Board appropriate disciplinary and corrective action, up to and including dismissal or termination, and referral to the New York State Board of Regents for possible removal of a trustee, pursuant to New York State Education Law Section 226.

**6.3. Periodic Reviews.** To ensure the West Seneca Public Library operates in a manner consistent with its charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, the Board shall conduct periodic reviews. The periodic reviews shall, at a minimum, include the following subjects:

(A) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

(B) Whether partnerships, joint ventures, and arrangements with management organizations conform to the West Seneca Public Library's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in impermissible or excessive benefit.

**6.4. Use of Outside Experts.** When conducting the periodic reviews as provided for in Article VI, Section 6.3, the West Seneca Public Library may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of Trustees of its responsibility for ensuring periodic reviews are conducted.

Approved by the West Seneca Public Library Board of Trustees on October 16, 2019. Adopted on November 20, 2019. (Supersedes Article VII: Conflict of Interest from the Bylaws of the Trustees of the West Seneca Public Library.) Reviewed and approved October 28, 2020. Adopted December 2, 2020.

Appendix A

**DISCLOSURE STATEMENT  
OF THE  
WEST SENECA PUBLIC LIBRARY**

The undersigned, being a trustee, officer, Key Person of the West Seneca Public Library, hereby acknowledges and confirms the following:

(1) I have received, read and understand the West Seneca Public Library's Conflict of Interest Policy in effect as of the date written below, and I agree to comply with the Conflict of Interest Policy.

(2) I understand that the West Seneca Public Library is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

(3) **Personal Interests & Relationships.** I am an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which the West Seneca Public Library has a relationship: *[If none, please write "None." If such interests exist, please specify the capacity in which you hold such an interest (for example, employee, director, or owner). If an owner, please specify your percentage ownership].*

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(4) **Interests & Relationships of Relatives.** A Relative (spouse or domestic partner, ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren; great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren and great-grandchildren) of mine is an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which the West Seneca Public Library has a relationship: *[If none, please write "None." If such interests exist, please specify the Relative (for example, sibling or spouse) and the Relative's position (for example, employee, director, or owner). If an owner, please specify the percentage ownership].*

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**(5) Transactions.** The West Seneca Public Library is a participant in the following transactions in which I or my Relative may have a Financial Interest that may give rise to a Conflict of Interest or Related Party Transaction, as defined in the Conflict of Interest Policy. *[If none, please write "None." If such transaction(s) exists, please specify the transaction and the potential financial interest involved and whether you or a Relative has such an interest for any such transaction(s). Please specify the Relative and their position, if applicable.]*

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I certify that the above statements are true and correct to the best of my knowledge.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by the West Seneca Public Library Board of Trustees on October 16, 2019. Adopted on November 20, 2019. (Supersedes Article VII: Conflict of Interest from the Bylaws of the Trustees of the West Seneca Public Library.) Reviewed and approved October 28, 2020. Adopted December 2, 2020.