

**West Seneca Public Library**  
**Board Meeting Agenda – March 20, 2024 @ 4:00pm in the Large Community Room**

A. Call of the Roll.

B. Approval / Changes to Agenda.

C. Minutes of the Preceding Meeting – February 21, 2024

D. Nominations and Elections of Officers, if any.

E. Report of the Director – February 2024

1. New public laptops
2. Monthly Statistics
3. Mario Day

F. Report of the Treasurer.

1. County account statement February 2024
2. Local account statement February 2024
3. Summary of accounts February 2024
4. Check abstract and approvals

G. Report of the Friends of the Library.

H. Report of the President.

1. ACT Meeting Recap from March 9, 2024

I. Old Business.

J. New Business.

1. Change to hours on Monday, April 8 and Wednesday, May 29, 2024
2. DRAFT Policy: Patron Suspension, Reinstatement and Appeal Processes & Reinstatement Request Form
3. Human Library

K. Public Comment.

L. Adjournment.

Next Regular Meeting: April 17, 2024 @ 4:00pm

**West Seneca Public Library  
Library Board of Trustees Meeting Minutes  
February 21<sup>st</sup>, 2024 4:00 pm in the Large Community Room**

- A. Call of the Roll– Meeting called to order 4:00pm
- Present: Amanda Cleesattel, Cynthia Johnson, Jessica Casamassa, William Josefiak, Jennifer Dobe
  - Excused: none
  - Guest(s): Robert Alessi (Library Director) and Susan Kims (town representative)

B. Approval / Changes to Agenda: none

C. Minutes of Preceding Meeting: (November 29, 2023)

- No changes

**Motion to approve: Bill Josefiak**

Second: Jennifer Dobe

Ayes: all

Nays: none

D. Officers of the Library Board of Trustees to remain the same for 2024.

William Josefiak – President

Jessica Casamassa – Vice President

Jennifer Dobe – Treasurer

Amanda Cleesattel – Secretary

**Motion to approve: William Josefiak**

Second: Amanda Cleesattel

Ayes: all

Nays: none

E. Report of the Director – (Nov 2023, Dec 2023, Jan 2024 (Jan mtg cancelled d/t weather) documents posted for details

F. Report of the Treasurer: See Nov 2023, Dec 2023, Jan 2024 documents posted

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

2023 year end budget within reasonable end as projected.

**Motion to approve:** William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

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

- Meeting January 22<sup>nd</sup>, 2024
- Continues to fund: something to do bags, adult programming, seed swap, egg hunt Bookmark contest coming, Lego brickmobile carriers funded.
- Next friends meeting April 29<sup>th</sup>.

H. Report of the President:

- Next ACT meeting March 9<sup>th</sup> at Central Library

I. Old Business:

- None

J. New Business:

- Signing conflict of interest policy

**Motion to approve local accounts budget and Rotary funds to purchase up to \$3,000 – children’s readers and picture books**

- Motion: Jennifer Dobe
- Second: Cynthia Johnson
- Ayes: all
- Nays: None

Adjournment @ 4:51pm

**Motion:** William Josefiak

Second: Amanda Cleesattel

Ayes: all

Nays: none

**Next Regular Meeting: March 20<sup>th</sup>, 2024 @ 4pm**

Respectfully submitted by Amanda Cleesattel, Secretary

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

*February 2024*

**Circulation - February 2024**

19,561

**Revenue - County Account Fees, Copies, Print - February 2024**

\$719.85

**Library Visitors - February 2024**

10,133

**Programming - February 2024**

**(Youth/Teen)**

Make & Take Craft Bags	All month	402 bags
Tutoring	All month	118 sessions
Snowflake Craft	All month	130 participants
Toddler Time (6)	2/1, 2/8, 2/15	105 attendees
Take Your Child to the Library Day Scavenger Hunt	2/3	20 participants
African Drum Workshop	2/3	10 attendees
Preschool Story Time (3)	2/6, 2/13, 2/20	41 attendees
Baby & Me (2)	2/7, 2/14	44 attendees
Lego Club (4)	2/10, 2/24	79 attendees
Valentine's Day Card Making	2/12	10 attendees
Fuse Bears	2/15	8 attendees
Race Car Craft	2/21	28 attendees
Valentine's Teen Escape Room (3)	2/22	10 attendees
Girl Scout Troop Visit	2/27	20 attendees

**Programming - February 2024**

**(Adult)**

Knitting Club (3)	2/5, 2/12, 2/26	20 attendees
West Seneca Art Society: Junk Mail Envelopes	2/17	3 attendees
Jim Pace - West Seneca History	2/22	111 attendees
Book Club	2/26	8 attendees

Rick Falkowski - Influential Buffalo Women	2/29	15 attendees
---	------	--------------

### Collection Development

WSE - 2024 Funds-

AV= \$1,855 - \$508 (est. discount price) = \$1,347

MAT= \$5,195 - \$786.80 (est. discount price) = \$4,408.20

### Outreach/Meetings/Library Visits

- 2/2 Chad Foster & Steve Hanavan re: security tags
- 2/8 Mission Ignite re: future computer training
- 2/9 Cindy Solly (West Seneca Art Society) & Emily Sieg re: Mario Day
- 2/9 Don Stribick re: Erie County Soil & Water Conservation District Healthy Lawn Campaign display through 3/8
- 2/15 Managers Meeting Recording Review from 2/14
- 2/21 West Seneca Public Library Board of Trustees Meeting

### Misc.

- Received 2 Jonti-Craft Lego Storage towers purchased courtesy of the Friends

## CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Feb-24

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	0	0	7,500	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	0	700	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	
	<b>TOTAL EXPENSES</b>	<b>8,900</b>	<b>0</b>	<b>783</b>	<b>8,117</b>	<b>8,570</b>	<b>330</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	80	20	100	0	
Copy Machines	2,000	0	297	1,703	2,000	0	
Print Cost Recovery	5,000	0	824	4,176	5,000	0	
Other Income	100	0	6	94	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	
<b>TOTAL DIRECT INCOME</b>	<b>7,200</b>	<b>0</b>	<b>1,207</b>	<b>5,993</b>	<b>7,200</b>	<b>0</b>	

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	2/8/24	Donation deposit check #20027 from BECPL (\$100 from Lois Jory, \$100 from Shirley Lupus)	√		\$200.00	\$21,662.86
1044	2/21/24	Jordan Roeder- gloss spray paint for Mario Day prep		\$38.88		\$21,623.98
1045	2/21/24	Robert Adler- 2024 Member Library Dues for the Association of the Board of Trustees of the Contract Libraries of B&ECPL		\$20.00		\$21,603.98
1046	2/21/24	Amazon Capital Services- Mario Day supplies, Baby & Me program cleaning supplies, "100 Years of Buffalo Broadcasting" book. Invoice 16KK-VDXF-KJFY and 1NY4-6M7C-KL71		\$137.00		\$21,466.98
1047	2/21/24	Amazon Capital Services- Mario Day supplies, Invoice 1NRT-DRPW-GHL7		\$358.16		\$21,108.82
1048	2/21/24	Amazon Capital Services- hooks for AED and soft soap. Invoice 1MFC-9LGH-KR3K AND CREDIT MEMO 13LL-DK6L-XQG4		\$39.28		\$21,069.54
1049	2/21/24	B&ECPL- Invoice #23101 for private library materials (Rotary: \$2030.76 and Moser/Buranich \$108.55)		\$2,139.31		\$18,930.23
1050	2/27/24	ACT and BECPL Trustee Workshop 2024 registration fees		\$60.00		\$18,870.23
	2/29/24	Direct withdrawal online for discard book sales tax		\$122.27		\$18,747.96

## **West Seneca Public Library Bank Account Balances February 2024**

**M&T County Account**

**Balance \$36,563.91 (Note: Includes \$15,843.49 Assemblyman Burke State Aid)**

**M&T Local Account**

**Balance \$18,747.96 (Note: Includes \$14,941.94 Rotary)**

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

**Balance \$40,726.29**

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

**Balance \$5,081.48**

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

**Balance \$5,081.48**

**M&T Construction Fundraiser Account**

**Balance \$11,045.54**



**March 20, 2024 Abstract of Checks**

<b>Voucher #</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>	<b>Check#</b>	<b>Reason for expense</b>	<b>Date</b>
2024-L13	2/27/2024	B&ECPL	\$60.00	1050	ACT and B&ECPL Trustee Workshop 3/9/2024 registration fees	2/27/2024
2024-L14	2/29/2024	New York Department of Taxation and Finance	122.27	direct withdrawal	Direct online withdrawal for 2023 discard book sales tax	3/6/2024
2024-L15	3/20/2024	Amazon Capital Services	53.63	1051	Fake moustaches for Mario Day, Logitech wireless remote. Invoice #1VW3-VN6G-T6T1	3/13/2024
2024-C3	3/20/2024	Corr Distributors	60.00	6427	Cleaning of vac shoe of Tornado carpet extractor, Invoice 117201	3/13/2024
2024-C4	3/20/2024	B&ECPL	2579.64	6428	Return to System 2023; invoice 23087	3/13/2024
2024-C5	3/20/2024	Town of West Seneca	1792.5	6429	Electric Bill for Jan-March 2024. Invoices: 202401, 202402, and 202403	3/14/2024



## WEST SENECA PUBLIC LIBRARY

### PATRON SUSPENSION, REINSTATEMENT AND APPEAL PROCESSES

All patrons of the West Seneca Public Library (WSPL) are expected to abide by the Rules of Conduct and all WSPL policies. Failure to do so may result in the suspension of Library privileges. It is the responsibility of the suspended patron to initiate the reinstatement process as detailed in this document.

#### SUSPENSION PROCEDURES:

- If a patron violates a WSPL policy, any Library staff member may ask them to leave for the day. The patron will be verbally notified of the reason and will be asked to depart the Library facility for the remainder of the day. The patron will be welcome to return on the next open day of business.
- Patrons who refuse to comply with the one-day notification, attempt to return to the facility the same day, or who engage in repeated violations will then have their Library privileges suspended.
- If a more serious violation of a WSPL policy occurs, the patron will have their Library privileges suspended. This includes access to all activities, services, and facilities.
- A patron whose Library privileges are suspended will be verbally notified of the reason for the suspension and given the Notice of Suspension with the WSPL's Reinstatement Request and Appeal processes.
- If a patron has been suspended and refuses to leave or returns for any reason other than to schedule a reinstatement meeting, that patron is trespassing.
- The WSPL will call law enforcement and request that any trespassing individuals are removed from the Library facility and the appropriate charges are filed if in violation of law.
- An incident report(s) will be completed; all available evidence such as photographs or recordings will be included and maintained by the Director.

## RIGHT OF REQUEST FOR REINSTATEMENT:

- It is the responsibility of the suspended patron to initiate the reinstatement process.
- A patron whose Library privileges have been suspended may request reinstatement by completing the **Reinstatement Request Form**. The form can be found at: <https://www.buffalolib.org/locations-hours/west-seneca-public-library>.
- The form can be completed and emailed to [WSE@buffalolib.org](mailto:WSE@buffalolib.org), dropped off at the West Seneca Public Library or mailed to:

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

- A staff member will contact the suspended patron once the request is received to advise them of the meeting date.
- Reinstatement meetings are scheduled at least once a month.
- The Library Director will appoint the Reinstatement Committee which shall be composed of 3 members from among the WSPL Board of Trustees and staff to conduct the reinstatement meetings.
- The Committee will hear the patron's presentation, the testimony of witnesses, and conduct questioning as necessary; all of which shall be considered in conjunction with the incident reports and other evidence when the Committee issues its decision regarding reinstatement.
- The decision of the Committee may be appealed to the WSPL Director in writing. The Director's decision is final.
- Suspended patrons whose reinstatement has been denied are welcome to resubmit a request for reinstatement through the process at a later time if they feel personal actions or other circumstances have been remedied or they have addressed the cause of the original suspension.

## APPEAL TO THE DIRECTOR:

- Upon receiving the decision from the Reinstatement Committee, the suspended patron may contest the decision by submitting a written request, within 5 business days, to the Library Director.
- The request may be emailed to [WSE@buffalolib.org](mailto:WSE@buffalolib.org) (attention: Library Director), dropped off at the West Seneca Public Library or mailed to:

Library Director  
West Seneca Public Library  
1300 Union Rd  
West Seneca, NY 14224

- The Library Director will review the written statements from the suspended patron and the Committee's decision and render a decision within 15 business days. The decision of the Library Director is final.

Adopted by the West Seneca Public Library Board of Trustees March 20, 2024.



**WEST SENECA PUBLIC LIBRARY  
PATRON REINSTATEMENT REQUEST FORM**

It is the responsibility of the suspended patron to initiate the reinstatement process. To request reinstatement, please complete this form in its entirety.

**1. Date of Incident:**

**2. Describe the incident that occurred leading to your suspension with as much detail as possible.**

**3. What could you have done differently?**

*Email to [WSE@buffalolib.org](mailto:WSE@buffalolib.org), drop off at the West Seneca Public Library or mail to: West Seneca Public Library, 1300 Union Rd, West Seneca, NY 14224.*

**4. What could library staff have done differently?**

Blank response area for question 4.

**5. Why should your library privileges should be reinstated?**

Blank response area for question 5.

**Contact Information:** *Reinstatement will not be considered without providing Contact Information.*

<b>Patron Name</b>		<b>Phone No.</b>	
<b>Address</b>			
<b>City</b>	<b>State</b>	<b>Zip</b>	
<b>Guardian Information (if applicable):</b>			
<b>Guardian Name</b>		<b>Phone No.</b>	
<b>Address</b>			
<b>City</b>	<b>State</b>	<b>Zip</b>	

*Email to [WSE@buffalolib.org](mailto:WSE@buffalolib.org), drop off at the West Seneca Public Library or mail to: West Seneca Public Library, 1300 Union Rd, West Seneca, NY 14224.*