

**West Seneca Public Library**  
**Board Meeting Agenda - May 15, 2024 @ 4:00pm in the Large Community Room**

A. Call of the Roll.

B. Approval / Changes to Agenda.

C. Minutes of the Preceding Meeting - April 17, 2024

D. Nominations and Elections of Officers, if any.

E. Report of the Director - April 2024

1. Discards Book Sale
2. ACT Meeting Recap - May 4, 2024 at Grand Island

F. Report of the Treasurer.

1. County account statement April 2024
2. Local account statement April 2024
3. Summary of accounts April 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 Comptroller's Report
2. B&ECPL Annual System Contract
3. Grant Funds Expenditure - Nonfiction: \$2,000
4. DRAFT Revised Rules of Conduct
5. DRAFT Unattended Children Policy
6. DRAFT Revised Gift & Donor Recognition Policy

K. Public Comment.

L. Adjournment.

Next Regular Meeting: June 12, 2024 @ 4:00pm

**West Seneca Public Library**

**Library Board of Trustees Meeting Agenda**

**April 17<sup>th</sup>, 2024 @ 4:00pm in the Large Community Room**

**A. Call of the Roll**

- Present: Jessica Casamassa, Amanda Cleesattel, Cynthia Johnson, William Josefiak
- Excused: Jennifer Dobe
- Guest(s): Robert Alessi (Director)

**B. Approval / Changes to Agenda: none**

**C. Minutes of Preceding Meeting (March 20, 2024) – none**

**Motion to approve:** William Josefiak

**Second:** Jessica Casamassa

**Ayes:** all

**Nays:** none

**D. Report of the Director**

See March 2024 documents posted

- Reviewed flyers for tech training program
- Discard sale end of June; need to move inventory for space

**E. Report of the Treasurer:**

See March 2024 documents posted

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

**Motion to approve:** William Josefiak

**Second:** Amanda Cleesattel

**Ayes:** all

**Nays:** none

**F. Report of the Friends of the Library:**

- April 29<sup>th</sup> next meeting.
- Friends council meeting on zoom April 26<sup>th</sup>

- Farmers market table for end of May (May 30<sup>th</sup>) Jessica and Amanda to volunteer at the table

G. Report of the President:

- Next ACT meeting - May 4th at the Grand Island library with a dedication to the previous ACT president

H. Old Business: Amanda will gain content to answer board member questions from bringing up the idea of The Human Library (tabled for next month)

I. New Business:

**Motion to approve annual report submission and brochure:**

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

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

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

**Motion:**

William Josefiak  
Second: Jessica Casamassa  
Ayes: all  
Nays: none

**Motion to approve purchase of additional Vox/Wonderbooks and study room furniture. Funds for books to come from Assemblyman Burke grant. Funds for table and chairs to come out of the construction account. Will repurpose previous furniture in other parts of the library.**

**Motion:**

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

J. Public Comment: none; no community members present

Adjournment @ 4:59 pm

**Motion:** William Josefiak  
Second: Cynthia Johnson  
Ayes: all

Nays: none

**Next Regular Meeting: May 15th ,2024 @ 4pm**

Respectfully submitted by Amanda Cleesattel, Secretary

DRAFT

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

***April 2024***

**Circulation - April 2024**

21,842

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

\$725.54

**Library Visitors - April 2024**

10,250

**Programming - April 2024**

**(Youth/Teen)**

Make & Take Craft Bags	All month	278 bags
Tutoring	All month	122 sessions
Pipe Cleaner Flowers craft	4/3	19 attendees
Popsicle Stick Ferris Wheels	4/4	5 attendees
Pre-Eclipse Fun at the Library	4/5	35 attendees
Lego Club (3)	4/6, 4/20	75 attendees
Preschool Story Time (3)	4/9, 4/16, 4/30	32 attendees
Baby & Me (3)	4/10, 4/17, 4/24	41 attendees
Toddler Time (6)	4/11, 4/18, 4/25	115 attendees
Girl Scout Troop Visit	4/15	18 attendees
Fuse Beads	4/18	7 attendees
Earth Day Crafts	4/22-4/30	225 participants

**Programming - April 2024**

**(Adult)**

Knitting Club (4)	4/1, 4/15, 4/22, 4/29	24 attendees
Container Gardening w/ Jackie Albarella (2 sessions)	4/4, 4/18	95 attendees
Mission Ignite Tech360 Computer Training Class (2 sessions)	4/23, 4/25	12 attendees
Mission Ignite Digital Navigator One-on-One Training (2 sessions)	4/27	2 attendees

Book Club	4/29	5 attendees
Book A Technology Trainer (4 appointments)	4/30	4 attendees

### Collection Development

WSE - 2024 Funds-

AV= \$1,347

MAT= \$4,122.03 - \$400.66 (est. discount price) = \$3,721.37

### Outreach/Meetings/Library Visits

- 4/9 Meeting with Friends co-President Cindy Hager
- 4/16 Manager Meeting Zoom viewing
- 4/17 West Seneca Public Library Board of Trustees Meeting
- 4/25 Penguin Random House Spring Book & Author Festival Zoom Meeting (Jordan)
- 4/29 Friends of the Library Meeting

### Misc.

- Accepted position on the Library System Grants Committee
- Annual harassment, workplace violence and technology training (cyber security) has already been completed by Rob, Renee, Philomena, Kelly, Jenn, Jordan, Ryan, Rowan, Joanie and Pat. All staff must complete the training by the end of June.
- After distributing our final pairs of eclipse glasses on Sat 4/6 (courtesy of a donation from County Legislator Lindsay Lorigo and 2 local businesses), we accepted eclipse glasses for recycling from 4/9-4/19/2024.
- Burger King is now providing the West Seneca library with reading logs and certificates for children. Once a child has read 10 books, they can redeem a certificate here at the library to turn in for a free kids meal through the end of the year from the Burger King located on Ridge Rd.
- Supplied letter of support to serve as a host site for future programming by the West Seneca Art Society.

## CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Apr-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	2,390	5,110	7,170	330	
515000	Telephone - Maintenance	0	0	0	0		0	
510200	Dues and Fees	0	0	0	0		0	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	700	0	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	
<b>TOTAL EXPENSES</b>		<b>8,900</b>	<b>0</b>	<b>3,233</b>	<b>5,667</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	225	(125)	225	125	
Copy Machines	2,000	0	723	1,277	2,100	100	
Print Cost Recovery	5,000	0	1,953	3,047	5,300	300	
Other Income	100	0	26	74	100	0	
State Funding	0	0	20,000	(20,000)	20,000	20,000	
Municipal Support	0	0	0	0	0	0	
Donations (priv. persons/foundations)	0	0	0	0	0	0	
Fundraising (events/booksales)	0	0	0	0	0	0	
Interest Income	0	0	0	0	0	0	
Misc Income	0	0	0	0	0	0	
Use of Fund Balance	0	0	0	0	0	0	
<b>TOTAL DIRECT INCOME</b>	<b>7,200</b>	<b>0</b>	<b>22,927</b>	<b>(15,727)</b>	<b>27,725</b>	<b>20,525</b>	

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
3224	4/5/24	Donation Deposit check from West Seneca Lions Club for Large Print	√		\$400.00	\$19,069.75
223	4/5/24	Donation Deposit check from Michael and Pat Wass	√		\$500.00	\$19,569.75
1052	4/17/24	Rob Alessi- cardstock for poetry kits, glue for hot glue gun		\$26.58		\$19,543.17
1053	4/17/24	Invoices: 1GNR-RLX1-V3KV and 1V4F-71DX-4PMT for drawer organizer, perler beads, incentive stickers, craft rolls, cotton balls		\$222.43		\$19,320.74
1054	4/17/24	Invoices 11LD-DWRT-TGXX and 1MKL-9MPJ-1DQC for pipe cleaners, mod podge, bookmarks, dried flowers, Star Wars tattoos, construction paper, poetry stickers		\$144.28		\$19,176.46

**West Seneca Public Library Bank Account Balances April 2024**

**M&T County Account**

**Balance \$53,254.63 (Note: Includes \$35,843.49 Assemblyman Burke State Aid)**

**M&T Local Account**

**Balance \$19,176.46 (Note: Includes \$14,941.94 Rotary)**

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

**Balance \$40,729.34**

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

**Balance \$5,081.86**

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

**Balance \$5,081.86**

**M&T Construction Fundraiser Account**

**Balance \$10,876.88**

May 15, 2024 Abstract of Checks

Voucher #	Date	Payee	Amount	Check#	Reason for expense	Date
2024-L19	5/15/2024	Robert Alessi	123.69	1055	Coffee, tea, creamer for 5/8/24 manager's meeting at WSE	5/8/2024
2024-L20	5/15/2024	Amazon Capital Services	295.77	1056	Invoice: 1GP9-HJW4-PPMIN; for 6ft table, ziplocs, glue sticks, 1.5 and 1 inch pompoms, mouth guards, tie dye kit, book easels, plastic sign holders	5/8/2024
2024-C7	5/15/2024	Hawk Creek Wildlife Center, Inc.	100.00	6431	\$50 deposit each for two Hawk Creek summer programs- Fur, Feathers and Scales, and Harry Potter's Owls	5/8/2024
2024-C8	5/15/2024	Town of West Seneca	597.50	6432	Electric Bill for May 2024	5/10/2024

**SPU - Library of West Seneca Public Library  
Annual Financial Report  
For the Fiscal Period 01/01/2023 - 12/31/2023**

SPU - Library of West Seneca Public Library  
Annual Financial Report  
For the Fiscal Period 01/01/2023 - 12/31/2023

**Authorization**

Article 3, Section 30 of the General Municipal Law

1. **\*\*\*Every Municipal Corporation\*\*\* shall annually make a report of its financial condition to the Comptroller. Such report shall be made by the Chief Fiscal Officer of such Municipal Corporation\*\*\***
5. **All reports shall be certified by the officer making the same and shall be filed with the Comptroller\*\*\* it shall be the duty of the incumbent officer at the time such reports are required to be filed with the Comptroller to file such report\*\*\***

**Certification Statement**

I, Jennifer Dobe (LG144689700100A), hereby certify that I am the Chief Financial Officer of the SPU - Library of West Seneca Public Library, and that the information provided in the Annual Financial Report of the SPU - Library of West Seneca Public Library for the fiscal year ended 12/31/2023, is true and correct to the best of my knowledge and belief.

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SPU - Library of West Seneca Public Library  
Annual Financial Report  
For the Fiscal Period 01/01/2023 - 12/31/2023

**Financial Statements**

Financial information for the following funds and accounts groups are included in the Annual Financial Report filed by your government for the fiscal year ended 2023 and has been used by the OSC as the basis for preparing this Annual Financial Report for the fiscal year ended 2023:

List of funds being used

- A - General
- H - Capital Projects
- K - Schedule of Non-Current Government Assets

All amounts included in this Annual Financial Report for 2023 represent data filed by your government with OSC as reviewed and adjusted where necessary.

SPU - Library of West Seneca Public Library  
 Annual Financial Report  
 For the Fiscal Period 01/01/2023 - 12/31/2023

**A - General  
 Balance Sheet**

	12/31/2023	12/31/2022	12/31/2021
<b>Assets and Deferred Outflows</b>			
<b>Assets</b>			
<b>Cash and Cash Equivalents</b>			
200 - Cash	\$137,033.00	\$128,197.00	\$130,722.00
<b>Total for Cash and Cash Equivalents</b>	<b>\$137,033.00</b>	<b>\$128,197.00</b>	<b>\$130,722.00</b>
<b>Total for Assets</b>	<b>\$137,033.00</b>	<b>\$128,197.00</b>	<b>\$130,722.00</b>
<b>Total for Assets and Deferred Outflows</b>	<b>\$137,033.00</b>	<b>\$128,197.00</b>	<b>\$130,722.00</b>

SPU - Library of West Seneca Public Library  
 Annual Financial Report  
 For the Fiscal Period 01/01/2023 - 12/31/2023

**A - General  
 Balance Sheet**

	12/31/2023	12/31/2022	12/31/2021
<b>Liabilities, Deferred Inflows and Fund Balances</b>			
<b>Fund Balance</b>			
<b>Unassigned Fund Balance</b>			
917 - Unassigned Fund Balance	\$137,033.00	\$128,197.00	\$130,722.00
<b>Total for Unassigned Fund Balance</b>	<b>\$137,033.00</b>	<b>\$128,197.00</b>	<b>\$130,722.00</b>
<b>Total for Fund Balance</b>	<b>\$137,033.00</b>	<b>\$128,197.00</b>	<b>\$130,722.00</b>
<b>Total for Liabilities, Deferred Inflows and Fund Balances</b>	<b>\$137,033.00</b>	<b>\$128,197.00</b>	<b>\$130,722.00</b>

SPU - Library of West Seneca Public Library  
 Annual Financial Report  
 For the Fiscal Period 01/01/2023 - 12/31/2023

**A - General  
 Results of Operations**

	12/31/2023	12/31/2022	12/31/2021
<b>Revenues and Other Sources</b>			
<b>Revenues</b>			
<b>Departmental Income</b>			
2082 - Library Charges	\$8,737.00	\$9,408.00	\$16,267.00
<b>Total for Departmental Income</b>	<b>\$8,737.00</b>	<b>\$9,408.00</b>	<b>\$16,267.00</b>
<b>Use of Money and Property</b>			
2401 - Interest and Earnings	\$15.00	\$19.00	\$15.00
<b>Total for Use of Money and Property</b>	<b>\$15.00</b>	<b>\$19.00</b>	<b>\$15.00</b>
<b>Other Revenues</b>			
2705 - Gifts and Donations	\$4,495.00	\$4,059.00	\$6,616.00
2760 - Library System Grant	\$552,079.00	\$586,371.00	\$523,296.00
<b>Total for Other Revenues</b>	<b>\$556,574.00</b>	<b>\$590,430.00</b>	<b>\$529,912.00</b>
<b>State Aid</b>			
3840 - State Aid for Libraries	\$14,203.00	\$14,171.00	\$17,428.00
3889 - State Aid Other Culture and Recreation	\$20,000.00	\$0.00	\$25,000.00
<b>Total for State Aid</b>	<b>\$34,203.00</b>	<b>\$14,171.00</b>	<b>\$42,428.00</b>
<b>Total for Revenues</b>	<b>\$599,529.00</b>	<b>\$614,028.00</b>	<b>\$588,622.00</b>
<b>Total for Revenues and Other Sources</b>	<b>\$599,529.00</b>	<b>\$614,028.00</b>	<b>\$588,622.00</b>

SPU - Library of West Seneca Public Library  
 Annual Financial Report  
 For the Fiscal Period 01/01/2023 - 12/31/2023

**A - General  
 Results of Operations**

	12/31/2023	12/31/2022	12/31/2021
<b>Expenditures and Other Uses</b>			
<b>Expenditures</b>			
<b>Culture and Recreation</b>			
<b>Culture</b>			
74101 - Library - Personal Services	\$320,202.00	\$339,692.00	\$308,439.00
74102 - Library - Equipment and Capital Outlay	\$183,299.00	\$169,503.00	\$154,248.00
74108 - Library - Employee Benefits	\$87,192.00	\$107,358.00	\$101,528.00
<b>Total for Culture</b>	<b>\$590,693.00</b>	<b>\$616,553.00</b>	<b>\$564,215.00</b>
<b>Total for Culture and Recreation</b>	<b>\$590,693.00</b>	<b>\$616,553.00</b>	<b>\$564,215.00</b>
<b>Total for Expenditures</b>	<b>\$590,693.00</b>	<b>\$616,553.00</b>	<b>\$564,215.00</b>
<b>Total for Expenditures and Other Uses</b>	<b>\$590,693.00</b>	<b>\$616,553.00</b>	<b>\$564,215.00</b>

SPU - Library of West Seneca Public Library  
 Annual Financial Report  
 For the Fiscal Period 01/01/2023 - 12/31/2023

**A - General**  
**Changes in Fund Balance**

	12/31/2023	12/31/2022	12/31/2021
<b>Analysis of Changes in Fund Balance</b>			
8021 - Fund Balance - Beginning of Year	\$128,197.00	\$130,722.00	\$106,315.00
8022 - Restated Fund Balance - Beginning of Year	\$128,197.00	\$130,722.00	\$106,315.00
Add Revenues and Other Sources	\$599,529.00	\$614,028.00	\$588,622.00
Deduct Expenditures and Other Uses	\$590,693.00	\$616,553.00	\$564,215.00
8029 - Fund Balance - End of Year	\$137,033.00	\$128,197.00	\$130,722.00

SPU - Library of West Seneca Public Library  
 Annual Financial Report  
 For the Fiscal Period 01/01/2023 - 12/31/2023

**A - General  
 Adopted Budget Summary**

	12/31/2024	12/31/2023	12/31/2022
<b>Estimated Revenues and Other Sources</b>			
<b>Estimated Revenue</b>			
1299 - Est Rev - Departmental Income	-	\$6,800.00	\$11,300.00
2199 - Est Rev - Departmental Income	\$7,200.00	-	-
2799 - Est Rev - Other Revenues	\$917,525.00	\$632,030.00	\$573,586.00
3099 - Est Rev - State Aid	\$14,203.00	\$14,171.00	\$13,662.00
<b>Total for Estimated Revenue</b>	<b>\$938,928.00</b>	<b>\$653,001.00</b>	<b>\$598,548.00</b>
<b>Total for Estimated Revenues and Other Sources</b>	<b>\$938,928.00</b>	<b>\$653,001.00</b>	<b>\$598,548.00</b>

SPU - Library of West Seneca Public Library  
 Annual Financial Report  
 For the Fiscal Period 01/01/2023 - 12/31/2023

**A - General  
 Adopted Budget Summary**

	12/31/2024	12/31/2023	12/31/2022
<b>Estimated Appropriations and Other Uses</b>			
<b>Estimated Appropriations</b>			
7999 - App - Culture and Recreation	\$835,316.00	\$550,220.00	\$497,266.00
9199 - App - Employee Benefits	\$103,612.00	\$102,781.00	\$101,282.00
<b>Total for Estimated Appropriations</b>	<b>\$938,928.00</b>	<b>\$653,001.00</b>	<b>\$598,548.00</b>
<b>Total for Estimated Appropriations and Other Uses</b>	<b>\$938,928.00</b>	<b>\$653,001.00</b>	<b>\$598,548.00</b>

SPU - Library of West Seneca Public Library  
Annual Financial Report  
For the Fiscal Period 01/01/2023 - 12/31/2023

**H - Capital Projects  
Balance Sheet**

	12/31/2023	12/31/2022	12/31/2021
<b>Assets and Deferred Outflows</b>			
<b>Total for Assets and Deferred Outflows</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

SPU - Library of West Seneca Public Library  
Annual Financial Report  
For the Fiscal Period 01/01/2023 - 12/31/2023

**H - Capital Projects  
Balance Sheet**

	12/31/2023	12/31/2022	12/31/2021
<b>Liabilities, Deferred Inflows and Fund Balances</b>			
<b>Total for Liabilities, Deferred Inflows and Fund Balances</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

SPU - Library of West Seneca Public Library  
Annual Financial Report  
For the Fiscal Period 01/01/2023 - 12/31/2023

**H - Capital Projects  
Results of Operations**

	12/31/2023	12/31/2022	12/31/2021
<b>Revenues and Other Sources</b>			
<b>Total for Revenues and Other Sources</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

SPU - Library of West Seneca Public Library  
Annual Financial Report  
For the Fiscal Period 01/01/2023 - 12/31/2023

**H - Capital Projects  
Results of Operations**

	12/31/2023	12/31/2022	12/31/2021
<b>Expenditures and Other Uses</b>			
<b>Total for Expenditures and Other Uses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

SPU - Library of West Seneca Public Library  
 Annual Financial Report  
 For the Fiscal Period 01/01/2023 - 12/31/2023

**H - Capital Projects  
 Changes in Fund Balance**

	12/31/2023	12/31/2022	12/31/2021
<b>Analysis of Changes in Fund Balance</b>			
8021 - Fund Balance - Beginning of Year	\$0.00	\$0.00	\$0.00
8022 - Restated Fund Balance - Beginning of Year	\$0.00	-	-
Add Revenues and Other Sources	\$0.00	\$0.00	\$0.00
Deduct Expenditures and Other Uses	\$0.00	\$0.00	\$0.00
8029 - Fund Balance - End of Year	\$0.00	\$0.00	\$0.00

SPU - Library of West Seneca Public Library  
 Annual Financial Report  
 For the Fiscal Period 01/01/2023 - 12/31/2023

**K - Schedule of Non-Current Government Assets**  
**Schedule of Non-Current Government Assets**

	12/31/2023	12/31/2022	12/31/2021
<b>Non-Current Assets</b>			
<b>Depreciable Capital Assets</b>			
104 - Machinery and Equipment	\$25,757.00	\$25,757.00	\$25,757.00
<b>Total for Depreciable Capital Assets</b>	<b>\$25,757.00</b>	<b>\$25,757.00</b>	<b>\$25,757.00</b>
<b>Accumulated Depreciation</b>			
114 - Accumulated Depreciation Machinery and Equipment	(\$20,840.00)	(\$19,610.00)	(\$15,688.00)
<b>Total for Accumulated Depreciation</b>	<b>(\$20,840.00)</b>	<b>(\$19,610.00)</b>	<b>(\$15,688.00)</b>
<b>Total for Non-Current Assets</b>	<b>\$4,917.00</b>	<b>\$6,147.00</b>	<b>\$10,069.00</b>

SPU - Library of West Seneca Public Library  
Annual Financial Report  
For the Fiscal Period 01/01/2023 - 12/31/2023

**Supplemental Schedules**

The Supplemental Schedules includes the following schedules:

- Statement of Indebtedness
- Bond Repayment
- Bank Reconciliation
- Employee and Retiree Benefits

SPU - Library of West Seneca Public Library  
Annual Financial Report  
For the Fiscal Period 01/01/2023 - 12/31/2023

**Statement of Indebtedness**

You have indicated you have no debt data to report.

SPU - Library of West Seneca Public Library  
Annual Financial Report  
For the Fiscal Period 01/01/2023 - 12/31/2023

**Bond Repayment**

No Bonds Reported in the Statement of Indebtedness.

SPU - Library of West Seneca Public Library  
 Annual Financial Report  
 For the Fiscal Period 01/01/2023 - 12/31/2023

**Bank Reconciliation**

**Accounts**

Account No.	Account Type	Associated Fund(s)	Bank Balance	Deposits In Transit	Outstanding Checks	Adjustments	Total
1	Checking	A	\$34,440.08	\$20,000.00	(\$2,579.64)	\$0.00	\$51,860.44
2	Checking	A	\$21,651.37	\$0.00	\$0.00	\$0.00	\$21,651.37
3	Certificate of Deposit (CD)	A	\$40,723.21	\$0.00	\$0.00	\$0.00	\$40,723.21
4	Certificate of Deposit (CD)	A	\$5,081.48	\$0.00	\$0.00	\$0.00	\$5,081.48
5	Certificate of Deposit (CD)	A	\$5,081.48	\$0.00	\$0.00	\$0.00	\$5,081.48
6	Checking	A	\$12,635.54	\$0.00	\$0.00	\$0.00	\$12,635.54
<b>Total</b>			\$119,613.16	\$20,000.00	(\$2,579.64)	\$0.00	\$137,033.52
<b>Total Cash From Financials</b>							\$137,033.00

SPU - Library of West Seneca Public Library  
 Annual Financial Report  
 For the Fiscal Period 01/01/2023 - 12/31/2023

**Bank Reconciliation**

**Collateralization of Cash**

<b>Total Bank Balance</b>	\$119,613.16
FDIC Insurance	\$119,613.16
Collateralized with Securities held in possession of the municipality or its agent or otherwise secured	\$0.00
<b>Total of FDIC Insurance and Collateralized with securities held in possession of the municipality or its agent or otherwise secured</b>	<b>\$119,613.16</b>

**Investments and Collateralization of Investments**

<b>Investments From Financials</b>	\$0.00
Market Value as of Fiscal Year End Date	\$0.00
Collateralized with Securities held in possession of the municipality or its agent or otherwise secured	\$0.00

SPU - Library of West Seneca Public Library  
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**Employee and Retiree Benefits**

**Total Number**

Full Time Employees	Part Time Employees	Volunteers with Paid Benefits	Retirees with Paid Benefits
4	16	0	0

**Number Receiving Benefits**

Benefit	Amount	Full Time	Part Time	Volunteer	Retiree
State Retirement System	\$22,721.00	4	4		
Police Retirement					
Fire Retirement					
Local Pension Fund					
Social Security	\$24,150.00	4	16		
Worker's Compensation	\$1,880.00	4	16		
Life Insurance					
Unemployment Insurance	\$548.00	4	16		
Disability Insurance					
Hospital, Medical and Dental Insurance	\$37,893.00	4	0		
Union Welfare Benefits					
Supplemental Benefit Payments to Disabled Firefighters					
Employee Benefits, Other					
<b>Total Employee Benefits Paid</b>	<b>\$87,192.00</b>				

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## West Seneca Public Library Rules of Conduct

The Buffalo & Erie County Public Library (B&ECPL) serves as a public center for information, education and entertainment. Under applicable provisions of the New York State Education Law, including Article 5, Section 262 of New York State Education Law such law, the Board of Trustees of the West Seneca Public Library has adopted the these Rules of Conduct following rules to ensure a safe and welcoming environment for all library patrons.

Library patrons are expected to:

1. Respect other patrons and library staff.
2. Respect library property and property of others.
3. Obey the law and all library policies.
4. Comply with all lawful directives and requests from library staff.

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Failure to comply with these Rules of Conduct or any other established library policy, rule or regulation, or violations of local, state or federal law, may result in immediate suspension of library privileges, including removal from library property, and/or, where necessary, civil liability and/or criminal prosecution. Persons who enter or refuse to leave library property after being removed may be charged with trespassing.

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The following are examples of conduct-is prohibited conduct at the West Seneca Public Library:

1. Engaging in disorderly conduct, fighting, challenging another person to fight or provoking others to violence;
2. ~~Deliberately Disturbing or annoying~~ other patrons, staff or volunteers, including by engaging in noisy or boisterous activities, playing any audio device without earbuds; interfering with staff or volunteers in the performance of their duties; blocking or impairing another's passage; persistent, unwelcome attention, such as staring at or following another person; or making any obscene or threatening gesture;
3. ~~Interfering with staff or volunteers in the performance of their duties or interfering with another patron's use of library materials or facilities;~~
- 3-4. Carrying weapons of any kind;
5. ~~Vaping, smoking or otherwise using tobacco or marijuana products inside of the Library or within 100 feet of any entrances, exits or outdoor areas of the West Seneca Public Library (in accordance with New York State Public Health Law Section 1399-O).~~
- 4-6. Possessing, distributing or consuming alcohol or illegal drugs or being under the influence of alcohol or illegal drugs;
- 6-7. Engaging in sexual conduct, lewd behavior (e.g., exposure or inappropriate touching) or sexual harassment of another patron, staff member or volunteer;
- 6-8. ~~Harassment or discrimination Engaging in conduct~~ in violation of the B&ECPL Equal Employment Opportunity and Anti-Harassment Policy;
9. ~~Making unreasonable use of the restrooms, including bathing;~~
10. ~~Sleeping or lying down in the library;~~
11. ~~Impairing the ability of patrons or staff to enter or exit the library;~~
7. ~~Damaging, destroying, or stealing any Library property or the property of another patron, staff member or volunteer;~~
- 8-12. ~~Bringing animals or pets into the library except those required to assist persons with disabilities or those involved in library programs;~~
- 9-13. ~~Selling, soliciting, canvassing or petitioning without approval by the Library;~~
10. ~~Distributing or posting materials or literature that have not been approved by the Library;~~
- 11-1. ~~Vaping, smoking or otherwise using tobacco or marijuana products inside of the Library or within 100 feet of any entrances, exits or outdoor areas of the West Seneca Public Library (in accordance with New York State Public Health Law Section 1399-O).~~

~~12-14.~~ Eating or drinking in designated restricted areas; (Note: eating is not permitted in the library, covered beverages are acceptable)

~~13.1~~ Making unreasonable use of the restrooms, including bathing;

~~14.1~~ Sleeping or lying down in the library;

15. Photography or recording of library patrons without their permission; and,

16. Entering the library without appropriate clothing, including a shirt and shoes.

~~No children under six years of age may be left unattended in the library at any time. Library staff will not be responsible for children who have been left without adult supervision. Adult patrons who are not engaged in library activities that require materials from the children's area shall be asked to relocate to other areas of the library. The staff reserves the right to seek the intervention of appropriate law enforcement or social services agencies, as required by individual circumstances.~~

~~People who violate these rules will be advised of their infraction(s). Failure to comply with the Library's established policies, rules and regulations or violations of local, state or federal law may result in immediate suspension of library privileges, including removal from library property, and/or, where necessary, civil liability and/or criminal prosecution.~~

Adopted by West Seneca Public Library Board of Trustees December 12, 2018. Confirmed January 16, 2019.  
Amended June 26, 2019 and confirmed July 22, 2019. Reviewed and re-approved on July 21, 2021.  
Amended and re-approved May 18, 2022. Amended and re-approved September 21, 2022.

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## West Seneca Public Library Rules of Conduct

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Library patrons are expected to:

1. Respect other patrons and library staff.
2. Respect library property and property of others.
3. Obey the law and all library policies.
4. Comply with all lawful directives and requests from library staff.

Failure to comply with these Rules of Conduct or any other established library policy, rule or regulation, or violations of local, state or federal law, may result in immediate suspension of library privileges, including removal from library property, and/or, where necessary, civil liability and/or criminal prosecution. Persons who enter or refuse to leave library property after being removed may be charged with trespassing.

The following are examples of prohibited conduct at the West Seneca Public Library:

1. Engaging in disorderly conduct, fighting, challenging another person to fight or provoking others to violence;
2. Deliberately disturbing or annoying other patrons, staff or volunteers, including by engaging in noisy or boisterous activities, playing any audio device without earbuds
3. Interfering with staff or volunteers in the performance of their duties or interfering with another patron's use of library materials or facilities;
4. Carrying weapons of any kind;
5. Vaping, smoking or otherwise using tobacco or marijuana products inside of the Library or within 100 feet of any entrances, exits or outdoor areas of the West Seneca Public Library (in accordance with New York State Public Health Law Section 1399-O).
6. Possessing, distributing or consuming alcohol or illegal drugs or being under the influence of alcohol or illegal drugs;
7. Engaging in sexual conduct, lewd behavior (e.g., exposure or inappropriate touching) or sexual harassment of another patron, staff member or volunteer;
8. Harassment or discrimination in violation of the B&ECPL Equal Employment Opportunity and Anti-Harassment Policy;
9. Making unreasonable use of the restrooms, including bathing;
10. Sleeping or lying down in the library;
11. Impairing the ability of patrons or staff to enter or exit the library;
12. Bringing animals or pets into the library except those required to assist persons with disabilities or those involved in library programs;
13. Selling, soliciting, canvassing or petitioning without approval by the Library;
14. Eating or drinking in designated restricted areas; (Note: eating is not permitted in the library, covered beverages are acceptable)
15. Photography or recording of library patrons without their permission; and,
16. Entering the library without appropriate clothing, including a shirt and shoes.

**Adopted by West Seneca Public Library Board of Trustees December 12, 2018. Confirmed January 16, 2019. Amended June 26, 2019 and confirmed July 22, 2019. Reviewed and re-approved on July 21, 2021. Amended and re-approved May 18, 2022. Amended and re-approved September 21, 2022.**



## West Seneca Public Library Unattended Children Policy

### I. INTRODUCTION

The West Seneca Public Library welcomes and encourages children to visit, use library resources and services, and attend library programs. Staff members are available to help and support children; however, the West Seneca Public Library is not able to provide short- or long-term child care, or be responsible for unattended children.

### II. STATEMENT OF POLICY

#### A. Unattended Children

No children under eight (8) years of age may be left unattended in any library at any time. Library staff will not be responsible for children who have been left without adult supervision. The staff reserves the right to seek the intervention of appropriate law enforcement or social services agencies, as required by individual circumstances.

#### B. Adults Without Children

Adults who are not accompanying minor children shall not be in areas of the library designated for children. Adult patrons who are not engaged in library activities that require materials in areas designated for children shall be allowed 15 minutes to obtain library materials and then must relocate to other areas of the library.

Adopted by the West Seneca Public Library Board of Trustees May 15, 2024

# West Seneca Public Library Gift & Donor Recognition Policy

## 1. GENERAL STATEMENT OF POLICY

- a. The West Seneca Public Library (WSPL) actively encourages and welcomes gifts and contributions which will help the Library better serve the needs of the community. All donations and gifts to the Library are subject to New York State applicable laws as well as the Library's existing policies and guidelines.

The purpose of a formal recognition program is to thank donors, encourage others to give, and build healthy long-term relationships between the WSPL and its donors. Every effort will be made to ensure that recognition is timely, meaningful to the donor, appropriate and equitable.

- b. Monetary gifts, library materials, historic collections, and other gifts in kind in good condition may be donated to the West Seneca Public Library.
- c. All gifts (designated and undesignated) are subject to the terms of this policy. Undesignated gifts will be utilized at the discretion of the WSPL Board of Trustees or its designee in accordance with this policy and/or the Buffalo & Erie County Public Library Collection Development Policy.
- d. The WSPL will make every effort to honor the wishes of donors. Gifts on which a donor places restrictions or special conditions will be allowed only if those restrictions or conditions are accepted by the WSPL Board of Trustees or its designee.

## 2. GIFTS

- a. Monetary gifts in any amount including but not limited to onetime or recurring financial donations, bequests, memorials, stock options, and legacy gifts are accepted year-round.
- b. Gifts of traditional library materials will may be accepted with the understanding that the WSPL reserves the right to add items to the collection, distribute to other libraries, sell, donate, or discard them. Any items added to the collection will be evaluated and judged according to the selection standards in the Buffalo & Erie County Public Library Collection Development Policy.
- c. Personal property, real property, antiques, and all other gifts will be accepted at the discretion of the Library Director or his or hertheir designee. The Director may enlist the feedback of the WSPL Board of Trustees depending on the item or offer.

- d. An acknowledgement letter will be sent to the donor provided contact information is given. The WSPL will not appraise or estimate the value of gifts in kind. The responsibility for such fair market value appraisal lies with the donor.
- e. The WSPL may consider individual plaques, paving stones or equivalent acknowledgement for substantial donations at the discretion of the WSPL Board of Trustees and the owner of the building. The WSPL reserves the right to name or re-name designated facilities (with proper permissions), resources or collections if the terms of a donation are not honored, if the term (duration) of a donation expires, or if the WSPL Board of Trustees determines that continued association does not support the mission or image of the WSPL.
- f. The WSPL shall maintain donor confidentiality and/or anonymity when requested by the donor, subject to disclosure upon request for consent of the donor or pursuant to subpoena, court order or where otherwise required by law.

Adopted by West Seneca Public Library Board September 24, 2018. Reviewed, amended and re-approved July 21, 2021.