West Seneca Public Library
Board Meeting Agenda – April 30, 2025 @ 4:00pm in the Large Community Room

A. Call of the Roll.

B. Approval / Changes to Agenda.

C. Minutes of the Preceding Meeting – March 27, 2025

D. Nominations and Elections of Officers, if any.

E. Report of the Director – March 2025
1. Self-Assurance of Trustee Education Activity Completion Forms

F. Report of the Treasurer.
1. County account statement March 2025
2. Local account statement March 2025
3. Summary of accounts March 2025
4. Check abstract and approvals

G. Report of the Friends of the Library.

H. Report of the President.
1. Next ACT Meeting @ Clarence

I. Old Business.

J. New Business.
1. Community Rooms
2. 2024 NYS Annual Report Board Resolution/Approval
3. 2024 Annual Report Brochure

K. Public Comment.

L. Adjournment.

Next Regular Meeting: Wednesday, May 21, 2025 @ 4:00pm

West Seneca Public Library

Library Board of Trustees Meeting Minutes

Thursday, March 27, 2025 @ 4:00pm in the Large Community Room

A. **Call of the Roll**
   o Present: William Josefiak, Jessica Casamassa, Cynthia Johnson, Jennifer Dobe, Amanda Cleesattel
   o Excused:
   o Guest(s): Robert Alessi (Director)

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

C. **Minutes of Preceding Meeting (February 19, 2025):**

   Motion to approve (with an update to the next meeting date which was changed on 3/7 to 3/27): Jessica Casamassa
   Second: Jennifer Dobe
   Ayes: all
   Nayes: none

D. **Nominations and Elections of Officers:** none

E. **Report of the Director**

   See February 2025 documents posted
   o University Express holding 3 book club events here in 2025 with the first one being April 11th at 10:30am

F. **Report of the Treasurer:**

   See February 2025 documents posted

   o County account statement February 2025
   o Local account statement February 2025
   o Summary of accounts February 2025
   o Check abstract and approvals
   o Payroll Repot PP26 (2024), PP3 and PP5 (2025)
   o System Paid Budget Analysis through 12/31/2024

   Motion to approve: William Josefiak
   Second: Cindy Johnson
   Ayes: all
   Nays: none

G. **Report of the Friends of the Library:**
   o Good turnout at the March 13 meeting

- o Friends could potentially partner with the Amana Garden Club (a group the library already does collaborate with each year)
- o Vintage jewelry sale coming during "Christmas in July" – donations of costume jewelry are being accepted; please clean if possible
- o Potential fundraiser of a bottle return event was proposed to be discussed next Friends meeting
- o Need volunteers for April 8th Easter egg hunt
- o An updated Friends brochure has been created

H. <u>Report of the President:</u>
- o ACT – next meeting May 31 at Clarence; the Annual ACT meeting at Central on March 22nd was well attended and very informative

I. <u>Old Business:</u>
- o none

J. <u>New Business:</u>
- o Assemblyman Burke Funds Expenditure – Vox/Wonderbooks $5,000
- o Assemblyman Burke Funds Expenditure – Adult Nonfiction $1,000
- o TV & Mobile Stand Purchase estimated $1,100

Motion to approve expenses of $5,000 for Vox/Wonderbooks and $1,000 for Adult Nonfiction from the Assemblyman Burke funds, along with an estimated $1,100 for a tv and mobile stand

Motion to approve: William Josefiak
Second: Jessica Casamassa
Ayes: All
Nays: none

K. Public Comment: none; no community members present

Adjournment @ 5:00 pm

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

Next Regular Meeting: April 30th, 2025 @ 4pm

Respectfully submitted by Amanda Cleesattel, Secretary

West Seneca Public Library Board Meeting
Director's Report

March 2025

Circulation – March 2025
19,929

Revenue – County Account Fees, Copies, Print – March 2025
$850.90

Library Visitors – March 2025
9,412

Programming – March 2025
(Youth/Teen)

Make & Take Craft Bags	All month	342 bags
Tutoring	All month	171 sessions
Mario Party	3/1	140 attendees
Painting for Fun w/ West Seneca Art Society	3/8	6 attendees
Kids Craft: Shamrock Guy	3/10	20 attendees
Fuse Beads	3/13	15 attendees
Baby & Me (4)	3/19, 3/26	84 attendees
Toddler Time (4)	3/20, 3/27	83 attendees
Lego Club	3/22	48 attendees
Preschool Story Time (2)	3/18, 3/25	15 attendees
Teen Art Night: Melted Crayons	3/27	11 attendees
Mario Scavenger Hunt	Various	137 participants
St. Patrick's Day Scavenger Hunt	Various	244 participants

Programming – March 2025
(Adult)

Knitting Club (5)	3/3, 3/10, 3/17, 3/24, 3/31	24 attendees
German Speaking Aliens in the Library w/ Dr. Chris Heffner	3/15	5 attendees
Book A Technology Trainer (4)	3/18	4 appointments / 4 attendees

Local Author: Rachelle Moyer Francis	3/20	12 attendees
Local Author: MaryJean Zajac	3/27	7 attendees
Book Club	3/31	9 attendees

Collection Development

WSE – 2025 Funds-
AV= $1,855
MAT= $4,397.06 – $917.15 (est. discount price) = $3,479.91

Outreach/Meetings/Library Visits

- 3/10 Buttino Family re: Reading Rainbow archival materials & music collections
- 3/12 Manger Meeting @ CEN
- 3/22 ACT Annual Meeting @ CEN
- 3/27 West Seneca Public Library Board of Trustees Meeting
- 3/28 Midwest Tape Zoom Meeting
- 3/21 Libraries Working with Vulnerable Patrons Webinar (Rowan)

Misc.

- 3/6 Received notice of award of a $1,678 grant from the Central Library for equipment and technology purchases
- 3/28 Town had Legion Pkwy side door threshold plate replaced.
- Library of Things expanded to include learning boxes. Learning boxes are kits that parents or children can checkout to work on a specific skill. We currently have Cookie Paths (writing), Emotions (Fine Motor), Apple Counting (Counting 1-10) and Rainbow Matching (Matching uppercase and lowercase letters).

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Mar-25

SAP Acct.	Description	Adopted Budget	Budget Transfers	Year-to-Date Expenditures	Available Budget	Projected Utilization at 12/31	Projected Variance at 12/31	Comments
500000	Salaries - Full-time	0	0	0	0		0	
502000	Fringe Benefits	0	0	0	0		0	
Utility Charges:								
515000	Water	0	0	0	0		0	
515000	Sewer	0	0	0	0		0	
515000	Electric	7,500	0	1,793	5,707	7,170	330	
515000	Telephone - Maintenance	0	0	0	0		0	
510200	Dues and Fees	0	0	0	0		0	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	700	0	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	2,600	0	868	1,732	2,600	0	
530000	Contingency (Bullet Aid)	0	0	1,826	(1,826)		0	
	TOTAL EXPENSES	10,900	0	4,487	6,413	10,570	330	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	100	0	161	(61)	161	61	
Copy Machines	2,000	0	539	1,461	2,025	25	
Print Cost Recovery	5,000	0	1,650	3,350	5,200	200	
Other Income	100	0	13	87	100	0	
State Funding	0	0	0	0		0	
Municipal Support	0	0	0	0		0	
Donations (priv. persons/foundations)	0	0	0	0		0	
Fundraising (events/booksales)	0	0	0	0		0	
Interest Income	0	0	0	0		0	
Misc Income	0	0	0	0		0	
Use of Fund Balance	0	0	0	0		0	
TOTAL DIRECT INCOME	7,200	0	2,363	4,837	7,486	286	

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	3/6/25	NYS Sales Tax Payment- direct deposit	√	$48.88		$17,102.46
1088	3/27/25	Rob Alessi- two 1"x4" brass name plates for Jane A. Gorman and William J. Gorman III	√	$10.00		$17,092.46
1089	3/27/25	Rob Alessi- laminating pouches and masking tape	√	$55.16		$17,037.30
1090	3/27/25	Amazon Capital Services- rave lights, Easter eggs, plants takes, ziploc and paper bags, baby changing station liners, yellow paint, and glitter glue. Invoice: 197K-67CD-7YXM	√	$206.04		$16,831.26

West Seneca Public Library Bank Account Balances March 2025

M&T County Account
Balance $43,541.06 (Note: Includes $23,762.49 Assemblyman Burke State Aid)

M&T Local Account
Balance $16,831.26 (Note: Includes $14,813.00 Rotary)

Local M&T CD (1)
Balance $40,738.54

Local M&T CD (2)
Balance $5,083.39

Local M&T CD (3)
Balance $5,083.39

M&T Construction Fundraiser Account
Balance $7,220.41

April 30, 2025 Abstract of Checks

Voucher #	Date	Payee	Amount	Check#	Reason for expense	Date
2025-L10	4/30/2025	SCLS- Sustainable Libraries Initiative	$ 350.00	1091	Sustainable Libraries Initiative- Certification Program. Invoice #880	4/23/2025
2025-L11	4/30/2025	Amazon Capital Services	$ 65.21	1092	Left handed scissors, hand sanitizer, squeeze bottle for envelopes, SoftSoap handsoap. Invoices: 13CL-FF7L-XQHN, 111T-3HR3-1WHH, and 1YNW-NN9G-HP6H	4/23/2025
2025-C9	4/30/2025	Rob Alessi	$ 13.98	6455	SoftSoap hand soap	4/23/2025
2025-C10	4/30/2025	Town of West Seneca	$ 597.50	6456	Electric Bill for April 2025	4/23/2025
2025-C11	4/30/2025	Amazon Capital Services	$ 485.54	6457	Sandpaper, legal size cardstock, small traffic cones, SoftSoap, Perler beads, 2-shelf storage, paper grocery bags, washable paint, rare earth magnets, Storage bins (BURKE), 10 pack disposable tablecloths, Celestron 40" telescope bag (BURKE). Invoice: 1PY1-TQYV-3PRY; credit memo # 174Y-16Q6-9GTM applied to SoftSoap.	4/23/2025

West Seneca Public Library
Annual Report For Public And Association Libraries - 2024

1. GENERAL LIBRARY INFORMATION

Library / Director Information

[Outline of Major Changes](#)

Please be advised of two improvements that have been implemented:

- The report now saves automatically after every new entry or change.
- Multiple users can now view and edit reports at the same time. When logging in, you will receive a pop-up message notifying you if someone else is also using the report to enable coordination.

Report all information in Part 1 as of December 31, 2024, <u>except</u> for questions related to the <u>current</u> library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	0800146980
1.2	Library Name	WEST SENECA PUBLIC LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	West Seneca
1.6	Beginning Fiscal Reporting Year	01/01/2024
1.7	Ending Fiscal Reporting Year	12/31/2024
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A

1.10   Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.

N/A

1.11   Beginning Local Fiscal Year

01/01/2024

1.12   Ending Local Fiscal Year

12/31/2024

1.13   Address Status

00 (for no change from previous year)

1.14   Street Address

1300 UNION ROAD

1.15   City

WEST SENECA

1.16   Zip Code

14224

1.17   Mailing Address

1300 UNION ROAD

1.18   City

WEST SENECA

1.19   Zip Code

14224

1.20   Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)

(716) 674-2928

1.21   Fax Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)

(716) 674-9206

1.22   E-Mail Address (enter M (Missing) if no E-Mail)

wse@buffalolib.org

1.23   Library Home Page URL (Enter M (Missing) if no home page URL)

https://www.buffalolib.org/locations-hours/west-seneca-public-library

1.24   Population Chartered to Serve (per 2020 Census)

45,500

1.25   Indicate the type of library as stated in the library's charter (select one): PUBLIC

1.26   Indicate the area chartered to serve as stated in the library's charter (select one): Town

1.27   During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.   N

1.28   Indicate the type of charter the library currently holds (select one): Absolute

1.29   Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter   06/26/1964

1.30   Date the library was last registered   04/25/1974

1.31   Federal Employer Identification Number   166008113

1.32   County   ERIE

1.33   School District   West Seneca

1.34   Town/City   West Seneca

1.35   Library System   Buffalo & Erie County Public Library

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

1.36a   President/CEO Name   n/a

1.36b   President/CEO Phone Number   n/a

1.36c   President/CEO Email   n/a

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

1.37   First Name of Library   Robert
Director/Manager

1.38   Last Name of Library   Alessi
Director/Manager

1.39   NYS Public Librarian   20407
Certification Number

1.40   What is the highest education   Master's Degree
level of the library manager/director?

1.41   If the library manager/director   Y
holds a Master's Degree, is it a Master's
Degree in Library/Information Science?

1.42   Do all staff working in the   Y
budgeted Librarian (certified) positions
reported in 6.4 have an active NYS
Public Librarian Certificate? If No, list
the name and e-mail address of each
staff member without an active
certificate in a Note.

1.43   E-mail Address of the   alessir@buffalolib.org
Director/Manager

1.44   Fax Number of the   (716) 674-9206
Director/Manager

1.45   Does the library charge fees for   N
library cards to people residing outside
the system's service area?

Note: Out of county fees were discontinued beginning March, 2024.

Public Votes / Contracts

1.46 Was all or part of the library's N
funding subject to a public vote(s) held
during Calendar Year 2024? (Please
respond even if the vote was
unsuccessful). Enter Y for Yes, N for
No. If Yes, complete one record for the
public vote from each funding source. If
no, go to question 1.47.

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

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

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

3. Date the vote was held N/A
(mm/dd/2024)

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

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

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

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

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

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

1.47 Did the library receive funding N
from an appropriation which was
approved by public vote in a prior year?
(Prior to Calendar Year 2024) Enter Y
for Yes, N for No. If Yes, complete one
record for the vote from each funding
source. If No, go to question 1.48.

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

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

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

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

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

Unusual Circumstances

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

1.   Name of contracting   N/A
municipality or district

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

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

4.   Dollar amount of contract   N/A

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

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

2. LIBRARY COLLECTION

Physical Holdings

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

This section of the survey (2.1-2.16) collects data on selected types of materials.

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

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	11,118
2.2	Adult Non-fiction Books	6,669
2.3	Total Adult Books (Total questions 2.1 & 2.2)	17,787
2.4	Children's Fiction Books	14,266
2.5	Children's Non-fiction Books	3,558

2.6   Total Children's Books (Total   17,824
questions 2.4 & 2.5)

2.7   Total Cataloged Books (Total   35,611
questions 2.3 & 2.6)

Other Print Materials

2.8   Total Uncataloged Books   2,700

2.9   Total Print Serials   1,108

2.10   All Other Print Materials   0

2.11   Total Other Print Materials   3,808
(Total questions 2.8 through 2.10)

2.12   Total Print Materials (Total   39,419
questions 2.7 and 2.11)

ALL OTHER MATERIALS

2.13   Audio - Physical Units   3,541

2.14   Video - Physical Units   10,623

2.15   Other Circulating Physical Items 254

2.16   Total Other Physical Materials   14,418
(Total questions 2.13 through 2.15)

Grand Total / Additions to Holdings

2.17   **GRAND TOTAL HOLDINGS** 53,837
(Total questions 2.12 and 2.16)

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.18   Cataloged Books   3,321

2.19   All Other Print Materials   1,250

| 2.20 | All Other Materials | 1,035 |

| 2.21 | Total Additions (Total questions 2.18 through 2.20) | 5,606 |

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2024 <u>calendar</u> year. Please click here to read general instructions before completing this section.

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

LIBRARY USE

| 3.1 | Library visits (total annual attendance) | 110,560 |

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

| 3.2 | Registered resident borrowers | 22,898 |

| 3.3 | Registered non-resident borrowers | 75 |

Please report information on WRITTEN POLICIES as of 12/31/24.

WRITTEN POLICIES (Answer Y for Yes, N for No)

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

| 3.4 | Does the library have an open meeting policy? | Y |

| 3.5 | Does the library have a policy protecting the confidentiality of library records? | Y |

3.6   Does the library have an Internet   Y
use policy?

3.7   Does the library have a disaster   Y
plan?

3.8   Does the library have a board-   Y
approved conflict of interest policy?

3.9   Does the library have a board-   Y
approved whistle blower policy?

3.10   Does the library have a board-   Y
approved sexual harassment prevention
policy?

Please report information on ACCESSIBILITY as of 12/31/24.

ACCESSIBILITY (Answer Y for Yes, N for No)

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

Note: Library by Mail offered at the System level.

3.12   Does the library have assistive   Y
devices for persons who are deaf and
hearing impaired (TTY/TDD)?

3.13   Does the library have large print   Y
books?

3.14   Does the library have assistive   Y
technology for people who are visually
impaired or blind?

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

        screen reader, such as JAWS,   Yes
Windoweyes or NVDA

refreshable Braille commonly referred to as a refreshable Braille display	No
screen magnification software, such as Zoomtext	Yes
electronic scanning and reading software, such as OpenBook	No
3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	Y

LIVE PROGRAM SESSIONS and ATTENDANCE

Report information on Library Program Sessions and Attendance based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Live Program Sessions

- A live program session is any planned event which introduces the group attending to library services or which provides information to participants.
- Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.
- Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.
- For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

IMPORTANT: If no programs within a category were offered/attended, enter 0. If they were offered/attended but that data is not available, enter M (Missing). N/A should not be entered for any programs.

NOTE: Summer Reading, Early Literacy, Adult Literacy, ESOL, and Digital Literacy programs are subsets of Live and Prerecorded programs and should be entered in those sections as well as in the appropriate subsequent section.

3.17a Number of Sessions Targeted at Children Ages 0-5	108

3.17b   Attendance at Sessions Targeted   1,981
at Children Ages 0-5

3.18a   Number of Sessions Targeted at   74
Children Ages 6-11

3.18b   Attendance at Sessions Targeted   1,401
at Children Ages 6-11

3.19a   Number of Sessions Targeted at   23
Young Adults Ages 12-18

3.19b   Attendance at Sessions Targeted   169
at Young Adults Ages 12-18

3.20a   Number of Sessions Targeted at   78
Adults Age 19 or Older

3.20b   Attendance at Sessions Targeted   735
at Adults Age 19 or Older

3.21a   Number of General Interest   41
Program Sessions

3.21b   Attendance at General Interest   1,684
Program Sessions

3.22   Total Sessions of Live Programs   324
Categorized by Age (sum of 3.17a,
3.18a, 3.19a, 3.20a, 3.21a)

3.23   Total Attendance at Live   5,970
Programs Categorized by Age (sum of
3.17b, 3.18b, 3.19b, 3.20b, 3.21b)

Live Programs Categorized by Venue

3.24a   Total Live Onsite Program   324
Sessions

3.24b   Total Live Onsite Program   5,970
Attendance

3.25a   Total Live Offsite Program Sessions   0

3.25b   Total Live Offsite Program Attendance   0

3.26a   Total Live Virtual Program Sessions   0

3.26b   Total Live Virtual Program Attendance   0

3.27   Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)   324

3.28   Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)   5,970

Prerecorded and One-on-One Programs

3.29   Total Number of Prerecorded Program Presentations   0

3.30   Total Views of Prerecorded Program Presentations within 30 Days   0

3.31   One-on-One Program Sessions   7,293

3.32   Attendance at One-on-One Program Sessions   7,310

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

Teen-Led / Promotion / Summer Reading

3.33   Did your library offer teen-led   N
activities during the 2024 calendar year?

3.34a   Do library staff, trustees and/or   Yes
volunteers reach outside of the library to
promote library programs and services
through group presentations,
information tables and/or other similar
educational activities sponsored by the
Library?

3.34b   Does your library use Facebook   Yes
for promotion?

3.34c   Does your library use Instagram   Yes
for promotion?

3.34d   Does your library use Twitter/X   No
for promotion?

3.34e   Does your library use TikTok   No
for promotion?

Please report information on SUMMER READING PROGRAMS for the 2024 calendar year. These are
a subset of Library Sponsored Programs and should *also* be entered there.

SUMMER READING PROGRAM

3.35   Did the library offer a summer   Y
reading program in 2024? (Enter Y for
Yes, N for No) If entering no, proceed
to the next section.

3.36   Library outlets offering the   1
summer reading program

3.37   Children registered for the   918
library's summer reading program

3.38   Young adults registered for the   7
library's summer reading program

3.39   Adults registered for the   0
library's summer reading program

3.40 Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39) — 925

3.41a Children's program sessions - Summer 2024 — 41

3.41b Children's program attendance - Summer 2024 — 1,170

3.42a Young adult program sessions - Summer 2024 — 10

3.42b Young adult program attendance - Summer 2024 — 58

3.43a Adult program sessions - Summer 2024 — 0

3.43b Adult program attendance - Summer 2024 — 0

3.44 Total program sessions - Summer 2024 (total 3.41a + 3.42a + 3.43a) — 51

3.45 Total program attendance - Summer 2024 (total 3.41b + 3.42b + 3.43b) — 1,228

3.46 Did the library use the Summer Reading at New York Libraries name and/or logo? — Y

3.47 Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library? — Y

COLLABORATORS

3.48 Public school district(s) and/or BOCES — 0

3.49	Non-public school(s)	0
3.50	Childcare center(s)	0
3.51	Summer camp(s)	0
3.52	Municipality/Municipalities	0
3.53	Literacy provider(s)	0
3.54	Other (describe using the State note)	5

Note: Hawk Creek Wildlife Center, Explore & More Children's Museum, Kids Choice Sports, WNY Federal Credit Union, SPCA

| 3.55 | Total Collaborators (total 3.48 through 3.54) | 5 |

Early Literacy

Please report information on EARLY LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

EARLY LITERACY PROGRAMS

3.56	Did the library offer early literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.57a	Focus on birth - school entry (kindergarten) sessions	108
3.57b	Focus on birth - school entry (kindergarten) attendance	1,981
3.58a	Focus on parents & caregivers sessions	0

3.58b Focus on parents & caregivers attendance   0

3.59a Combined audience sessions   0

3.59b Combined audience attendance   0

3.60 Total Sessions   108

3.61 Total Attendance   1,981

3.62 - Collaborators (check all that apply):

a.   Childcare center(s)   Yes

Note: Just Kids WNY

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

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

c.   Non-Public School(s)   Yes

Note: Queen of Heaven Preschool

d.   Health care providers/agencies   No

e.   Other (describe using the State   No
note)

Adult Literacy

Please report information on ADULT LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ADULT LITERACY

3.63 Did the library offer adult   N
literacy programs in 2024? (Enter Y for
Yes, N for No) If entering no, proceed
to the next section.

3.64a Total group program sessions

3.64b Total group program attendance

3.65a Total one-on-one program
sessions

3.65b Total one-on-one program
attendance

3.66 - Collaborators (check all that apply)

a.   Literacy NY (Literacy   No
Volunteers of America)

b.   Public School District(s) and/or   No
BOCES

c.   Non-Public Schools   No

d.   Other (see instructions and   No
describe using Note)

ESOL / Digital Literacy

Please report information on ESOL, for the 2024 calendar year. These are a subset of Library Sponsored
Programs and should *also* be entered there.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67 Did the library offer English for N Speakers of Other Languages (ESOL) programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.

3.68a Children's program sessions

3.68b Children's program attendance

3.69a Young adult program sessions

3.69b Young adult program attendance

3.70a Adult program sessions

3.70b Adult program attendance

3.71 Total program sessions (total 0 3.68a + 3.69a + 3.70a)

3.72 Total program attendance (total 0 3.68b + 3.69b + 3.70b)

3.73a One-on-one program sessions

3.73b One-on-one program attendance

3.74 - Collaborators (check all that apply):

a. Literacy NY (Literacy No Volunteers of America)

b. Public School District(s) and/or No BOCES

c. Non-Public School(s) No

d. Other (describe using the Note) No

Please report information on DIGITAL LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

DIGITAL LITERACY

3.75	Did the library offer digital literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.76a	Total group program sessions	9
3.76b	Total group program attendance	50
3.77a	Total one-on-one program sessions	56
3.77b	Total one-on-one program attendance	56

4. LIBRARY TRANSACTIONS

Circulation / Reference Transactions

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

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	54,830
4.2	Adult Non-fiction Books	21,065
4.3	Total Adult Books (Total questions 4.1 & 4.2)	75,895
4.4	Children's Fiction Books	67,016
4.5	Children's Non-fiction Books	9,360
4.6	Total Children's Books (Total questions 4.4 & 4.5)	76,376

| 4.7 | Total Cataloged Book Circulation (Total question 4.3 & 4.6) | 152,271 |

CIRCULATION OF OTHER MATERIALS

| 4.8 | Circulation of Adult Other Materials | 69,438 |

| 4.9 | Circulation of Children's Other Materials | 22,541 |

| 4.10 | Circulation of Other Physical Items (Total questions 4.8, 4.9) | 91,979 |

| 4.11 | Physical Item Circulation (Total questions 4.7 & 4.10) | 244,250 |

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

4.13   Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.   Yes

REFERENCE TRANSACTIONS

4.14   Total Reference Transactions   2,703

4.14a   Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?   CT - Annual Count

4.15   Does the library offer virtual reference?   Y

Interlibrary Loan / E-Rate

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16   TOTAL MATERIALS   0
RECEIVED

Note: This is being reported at the System level.

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17   TOTAL MATERIALS   0
PROVIDED

Note: This is being reported at the System level.

E-RATE

4.18   Does the library file for E-rate   Y
benefits?

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

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

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

5. ELECTRONIC USE

Electronic Holdings

These are new questions added by IMLS that will be required to be answered for the 2025 report, and are voluntary for this year. All questions are simply reformulated methods of gathering data that has been previously required; no new data gathering should be needed by libraries to answer these questions.

For all questions: Answer *Missing* if the answer is unknown

Report information for Electronic Use based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

5.1   Did the library provide access to   No
e-books purchased solely by the library?

Note: Answered Yes at System Level.

5.2   Did the library provide access to   No
e-books purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.3   Did the library provide access to   No
e-books provided by the New York State
Library at no or minimal cost to the
library?

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.4   Did the library provide access to   No
e-serials purchased solely by the
library?

Note: Answered Yes at System Level.

5.5   Did the library provide access to   No
e-serials purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.6   Did the library provide access to   No
e-serials provided by the New York
State Library at no or minimal cost to
the library?

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.7   Did the library provide access to   No
e-audio purchased solely by the library?

Note: Answered Yes at System Level.

5.8   Did the library provide access to No
e-audio purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.9   Did the library provide access to No
e-audio provided by the New York State
Library at no or minimal cost to the
library?

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Examples include Hoopla, Kanopy, and cloudlibrary. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.10   Did the library provide access to No
e-videos purchased solely by the
library?

Note: Answered Yes at System Level.

5.11   Did the library provide access to No
e-videos purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level? (Do
not include New York State Library-
provided content here; that should be
entered in 5.12.)

5.12   Did the library provide access to No
e-videos provided by the New York
State Library at no or minimal cost to
the library?

Databases / Online Learning / E-Material Circulation

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.13   Did the library provide access to   No
research databases purchased solely by
the library?

Note: Answered Yes at System Level.

5.14   Did the library provide access to   No
research databases purchased via a
consortium, cooperative, or other
similar group at the local, regional, or
state level?

5.15   Did the library provide access to   Yes
research databases provided by the New
York State Library at no or minimal cost
to the library (e.g., NOVELny)?

Online Learning

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Answer Yes if library provided access to a platform even if the platform itself is not owned by the library (e.g., paying for access to Ryan Dowd's Homeless Library). Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.16   Did the library provide access to   No
online learning platforms purchased
solely by the library?

5.17   Did the library provide access to   No
online learning platforms purchased via
a consortium, cooperative, or other
similar group at the local, regional, or
state level?

5.18   Did the library provide access to   No
online learning platforms provided by
the New York State Library at no or
minimal cost to the library?

E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

5.19   The total circulation of e-books   0
during the reporting period

Note: Reported at system level.

5.20   The total circulation of e-serials   0
during the reporting period.

Note: Reported at system level.

5.21   The total circulation of e-audio   0
during the reporting period

Note: Reported at system level.

5.22   The total circulation of e-videos   0
during the reporting period.

Note: Reported at system level.

6. STAFF INFORMATION

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

FTE (FULL-TIME EQUIVALENT CALCULATION)

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

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2   Library Director (certified)   1

6.3   Vacant Library Director   0
(certified)

6.4   Library Manager (not certified)   0

6.5	Vacant Library Manager (not certified)	0
6.6	Librarian	.77
6.7	Vacant Librarian	1
6.8	Library Specialist/Paraprofessional	0
6.9	Vacant Library Specialist/Paraprofessional	0
6.10	Other Staff	6.49
6.11	Vacant Other Staff	0
6.12	**TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)**	8.26
6.13	**VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)**	1.00

SALARY INFORMATION

6.14	FTE - Library Director (certified)	1
6.15	Salary - Library Director (certified)	$80,735
6.16	FTE - Library Manager (not certified)	0
6.17	Salary - Library Manager (not certified)	$0
6.18	FTE - Librarian	1
6.19	Salary - Librarian	$49,211

7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2024**. Please click here to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website.

1.   Is governed by written bylaws   Y
which define the structure and
governing functions of the library board
of trustees, and which shall be reviewed
and re–approved by the board of
trustees at least once every five years or
earlier if required by law.

2.   Has a community-based, board-   Y
approved, written long-range plan of
service developed by the library board
of trustees and staff.

3.   Provides a board-approved   Y
written annual report to the community
on the library's progress in meeting its
mission, goals and objectives, as
outlined in the library's long-range plan
of service.

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

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

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

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

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

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

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

10. Provides

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

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

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

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

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

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

8. PUBLIC SERVICE INFORMATION

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

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

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

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6   Minimum Weekly Total Hours - 55.00
Main Library

8.7   Minimum Weekly Total Hours - 0.00
Branch Libraries

8.8   Minimum Weekly Total Hours - 0.00
Bookmobiles

8.9   Minimum Weekly Total Hours -   55.00
Total Hours Open (Total questions 8.6 -
8.8)

8.10   Annual Total Hours - Main   2,693.00
Library

8.11   Annual Total Hours - Branch   0.00
Libraries

8.12   Annual Total Hours -   0.00
Bookmobiles

8.13   Annual Hours Open - Total   2,693.00
Hours Open (Total questions 8.10
through 8.12)

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

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

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

NEW OUTLETS: If a new outlet was open in the reporting year for any amount of time, it must be entered here. For locked fields, use the note to input information; enter *New* in the note for Question 40.

CLOSED OUTLETS: Even if an outlet was closed for the entire year it still must be reported and not simply left out of reporting. In these cases, enter either *Closed, will reopen or Closed permanently* in the note for Question 40. Permanently closed outlets will be removed and not appear in subsequent reports.

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

Outlet fields 5–6, 11–14, and 20–23 should be locked.

1.   Outlet Name   WEST SENECA PUBLIC LIBRARY

2.	Outlet Name Status	00 (for no change)
3.	Street Address	1300 UNION ROAD
4.	Outlet Street Address Status	00 (for no change)
5.	City	WEST SENECA
6.	Zip Code	14224
7.	Phone (enter 10 digits only)	(716) 674-2928
8.	Fax Number (enter 10 digits only)	(716) 674-9206
9.	E-mail Address	WSE@BUFFALOLIB.ORG
10.	Outlet URL	https://www.buffalolib.org/locations-hours/west-seneca-public-library
11.	County	ERIE
12.	School District	West Seneca Central
13.	Library System	Buffalo & Erie County Public Library
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	2,693
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y

18. Is the meeting space available for public use even when the outlet is closed?   Y

19. Total number of non-library sponsored programs, meetings and/or events at this outlet   37

20. Enter the appropriate outlet code (select one):   LRF

21. Who owns this outlet building?   Town

22. Who owns the land on which this outlet is built?   Town

23. Indicate the year this outlet was initially constructed   1959

24. Indicate the year this outlet underwent a major renovation costing $25,000 or more   2018

25. Square footage of the outlet   19,162

26. Number of Internet Computers Used by General Public   23

27. Number of uses (sessions) of public Internet computers per year   12,489

27a Reporting Method for Number of Uses of Public Internet Computers Per Year   CT - Annual Count

28. Type of connection on the outlet's public Internet computers   Other (specify using the State note)

Note: Ethernet connections to central

29. Maximum <u>download</u> speed of connection on the outlet's public Internet computers   10 Greater than or equal to 50 mbps and less than 100 mbps

30.	Maximum upload speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps
31.	Internet Provider	Crown Castle Fiber
32.	WiFi Access	Password required
33.	Wireless Sessions	28,152
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your **outlet** have a Makerspace?	Y
37.	*LIBID*	0800146980
38.	*FSCSID*	NY0028
39.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0
40.	*Outlet Structure Status*	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2024. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1   Total number of board meetings   9
held during calendar year (January 1,
2024 to December 31, 2024)

NUMBER OF TRUSTEES AND TERMS

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

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

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

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

10.6   I attest that all trustees   Y
participated in trustee education in the
last calendar year (2024). If entering
No, provide explanation in a Note.

BOARD MEMBER SELECTION

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

List Officers and Board Members as of February 1 of the CURRENT year.

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

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

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

14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/31/2025

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

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/31/2025
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Jessica
3.	Last Name of Board Member	Casamassa
4.	Mailing Address	
5.	City	West Seneca
6.	Zip Code (5 digits only)	14224
7.	E-mail address	
8.	Office Held or Trustee	Vice President
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2024
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2028
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes

14. The date the Oath of Office (mm/dd/yyyy) was taken   02/06/2025

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

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   02/06/2025

16. Is this a brand new trustee?   N

1. Status   Filled

2. First Name of Board Member   William

3. Last Name of Board Member   Josefiak

4. Mailing Address

5. City   West Seneca

6. Zip Code (5 digits only)   14224

7. E-mail address

8. Office Held or Trustee   President

9. Term Begins - Month   January

10. Term Begins - Year (year)   2022

11. Term Expires   December

12. Term Expires - Year (yyyy)   2026

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

14. The date the Oath of Office (mm/dd/yyyy) was taken 01/10/2025

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

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/10/2025

16. Is this a brand new trustee? N

1. Status Filled

2. First Name of Board Member Jennifer

3. Last Name of Board Member Dobe

4. Mailing Address

5. City West Seneca

6. Zip Code (5 digits only) 14224

7. E-mail address

8. Office Held or Trustee Financial Officer

9. Term Begins - Month January

10. Term Begins - Year (year) 2023

11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2027
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	02/05/2025

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

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/05/2025
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Cynthia
3.	Last Name of Board Member	Johnson
4.	Mailing Address	
5.	City	West Seneca
6.	Zip Code (5 digits only)	14224
7.	E-mail address	
8.	Office Held or Trustee	Trustee

9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2025
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2029

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

Yes

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

01/29/2025

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

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

01/29/2025

16. Is this a brand new trustee?

N

11. OPERATING FUNDS RECEIPTS

Local Public Funds / System Cash
Grants / Other State

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

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

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

1.	Source of Funds	County
2.	Name of funding County, Municipality or School District	Erie County
3.	Amount	$590,300
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	Y

11.2   TOTAL LOCAL PUBLIC FUNDS $590,300

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3   Local Library Services Aid (LLSA) $14,760

11.4   Record all Central Library Services Aid monies received from system headquarters $0

11.5   Additional State Aid received from the System $0

11.6   Federal Aid received from the System $0

11.7   Other Cash Grants $0

11.8   TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7) $14,760

OTHER STATE AID

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

Federal Aid / Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10 LSTA $0

11.11 Other Federal Aid $0

11.12 **TOTAL FEDERAL AID** (Add Questions 11.10 and 11.11) $0

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

OTHER RECEIPTS

11.14 Gifts and Endowments $4,310

11.15 Fund Raising $593

11.16 Income from Investments $15

11.17 Library Charges $8,890

11.18 Other $0

11.19 **TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18) $13,808

11.20 **TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19) $618,868

11.21   **BUDGET LOANS** $0

Transfers / Grand Total

TRANSFERS

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

11.23   From Other Funds $0

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

11.25   BALANCE IN OPERATING $137,033
FUND - Beginning Balance for Fiscal
Year Ending 2024 (Same as Question
12.39 of previous year if fiscal year has
not changed)

11.26   **GRAND TOTAL RECEIPTS,** $755,901
BUDGET LOANS, TRANSFERS
AND BALANCE (Add Questions
11.20, 11.21, 11.24 and 11.25; Same as
Question 12.40)

12. OPERATING FUND DISBURSEMENTS

Staff / Collection / Capital
Operation and Maintenance

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

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1   Certified Librarians $161,263

12.2	Other Staff	$186,345

12.3 Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2) — $347,608

12.4 Employee Benefits Expenditures — $98,641

12.5 Total Staff Expenditures (Add Questions 12.3 and 12.4) — $446,249

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$54,352
12.7	Electronic Materials Expenditures	$65,304
12.8	Other Materials Expenditures	$24,044

12.9 Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8) — $143,700

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	$0
12.11	From Other Funds (71OF)	$0

12.12 Total Capital Expenditures (Add Questions 12.10 and 12.11) — $0

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	$0
12.14	From Other Funds (72OF)	$0

12.15 **Total Repairs** (Add Questions 12.13 and 12.14) $0

12.16   Other Disbursements for Operation & Maintenance of Buildings $7,170

12.17 **Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16) $7,170

MISCELLANEOUS EXPENSES

12.18   Office and Library Supplies $11,049

12.19   Telecommunications $1,656

12.21   Professional & Consultant Fees $0

12.22   Equipment $6,581

12.23   Other Miscellaneous $19,713

12.24 **Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23) $38,999

Contracts / Debt Service / Transfers / Grand Total

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

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26   From Local Public Funds (73PF) $0

12.27   From Other Funds (73OF) $0

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

Other Loans

12.29   Budget Loans (Principal and Interest) $0

12.30   Short-Term Loans $0

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

12.32   **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31) $636,118

TRANSFERS

Transfers to Capital Fund

12.33   From Local Public Funds (76PF) $0

12.34   From Other Funds (76OF) $0

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

12.36   **Transfer to Other Funds** $2,191

12.37   **TOTAL TRANSFERS** (Add Questions 12.35 and 12.36) $2,191

12.38   **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37) $638,309

12.39   BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2024 $117,592

12.40 GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26) $755,901

ASSURANCE

12.41   The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).   04/30/2025

Note: Pending Board approval on this date.

FISCAL AUDIT

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

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

12.44   Indicate type of audit (select one):   State

CAPITAL FUND

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

13. CAPITAL FUND RECEIPTS

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

REVENUES FROM LOCAL SOURCES

13.1   Revenues from Local Government Sources $0

13.2 All Other Revenues from Local $0
Sources

13.3 Total Revenues from Local $0
Sources (Add Questions 13.1 and 13.2)

STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for $0
Construction

13.5 Other State Aid $0

13.6 Total State Aid (Add Questions $0
13.4 and 13.5)

FEDERAL AID FOR CAPITAL PROJECTS

13.7 TOTAL FEDERAL AID $0

INTERFUND REVENUE

13.8 Transfer from Operating Fund $0
(Same as Question 12.35)

13.9 TOTAL REVENUES (Add $0
Questions 13.3, 13.6, 13.7 and 13.8)

13.10 NON-REVENUE RECEIPTS $0

13.11 TOTAL CASH RECEIPTS $0
(Add Questions 13.9 and 13.10)

13.12 BALANCE IN CAPITAL $0
FUND - Beginning Balance for Fiscal
Year Ending 2024 (Same as Question
14.11 of previous year, if fiscal year has
not changed)

13.13 TOTAL CASH RECEIPTS $0
AND BALANCE(Add Questions 13.11
and 13.12; same as Question 14.12)

14. CAPITAL FUND DISBURSEMENTS

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

PROJECT EXPENDITURES

14.1	Construction	$0
14.2	Incidental Construction	$0

Other Disbursements

14.3	Purchase of Buildings	$0
14.4	Interest	$0
14.5	Collection Expenditures	$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	$0
14.7	**TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6)	$0
14.8	**TRANSFER TO OPERATING FUND** (Same as Question 11.22)	$0
14.9	**NON-PROJECT EXPENDITURES**	$0
14.10	**TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9)	$0
14.11	**BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2024	$0

14.12 **TOTAL CASH** $0
DISBURSEMENTS AND BALANCE
(Add Questions 14.10 and 14.11; same
as Question 13.13)

15. CENTRAL LIBRARIES

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

16. FEDERAL TOTALS

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

16.1	Total ALA-MLS	2.42
16.2	Total Librarians	2.42
16.3	All Other Paid Staff	5.68
16.4	Total Paid Employees	8.10
16.5	State Government Revenue	$14,760
16.6	Federal Government Revenue	$0
16.7	Other Operating Revenue	$13,808
16.8	Total Operating Revenue	$618,868
16.9	Other Operating Expenditures	$46,169
16.10	Total Operating Expenditures	$636,118
16.11	Total Capital Expenditures	$0
16.12	Print Materials	39,419
16.12a	Total Physical Items in Collection	53,837

16.13	Circulation of Children's Physical Material	98,917
16.14	Total Registered Borrowers	22,973
16.15	Other Capital Revenue and Receipts	$0
16.16	Number of Internet Computers Used by General Public	23
16.17	Total Uses (sessions) of Public Internet Computers Per Year	12,489
16.18	Wireless Sessions	28,152
16.19	Total Capital Revenue	$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

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

SUGGESTED IMPROVEMENTS

Library Name: WEST SENECA PUBLIC LIBRARY

Library System: Buffalo & Erie County Public Library

Name of Person Completing Form: Robert Alessi

Phone Number: (716) 674-2928

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

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

Please share with us your suggestions for improving the *Annual Report.* When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!

RESOLUTION adopted by the Board of Trustees of the

_____ Library at a

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

_____ on the _____

day of _____ 2025 at _____ o'clock.

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

of the _____ Library, held

at _____ on the _____ day of

_____2025, a resolution was adopted of

which the following is a true copy:

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

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

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

                              Clerk _____

Ayes _____

Noes _____

LIBRARY HOURS

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

West Seneca Public Library

1300 Union Road

West Seneca, NY 14224

Phone: 716-674-2928

Fax: 716-674-9206

E-mail: WSE@buffalolib.org

Website: www.buffalolib.org

West Seneca
Public Library
2024 Annual Report

Buffalo & Erie County Public
LIBRARY

OUR MISSION

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

OUR VISION

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

By the numbers.....

⇒ **22,973** registered borrowers

⇒ **244,250** items borrowed

⇒ **12,489** computer sessions

⇒ **28,152** wifi uses

⇒ **110,560** people visited

⇒ **2,703** reference questions answered

⇒ **5,970** people attended **324** group programs

⇒ **7,008** people participated in **7,025** one-on-one programs or take-and-make activities

The West Seneca Public Library is your source for...

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

THANK YOU to the:

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

Special THANKS to :

Rotary Club of West Seneca
for sponsoring the children's section of the library with their generous $25,000 donation

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

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