

West Seneca Public Library
Board Meeting Agenda – March 27, 2025 @ 4:00pm in the Large Community Room

A. Call of the Roll.

B. Approval / Changes to Agenda.

C. Minutes of the Preceding Meeting – February 19, 2025

D. Nominations and Elections of Officers, if any.

E. Report of the Director – February 2025

1. University Express Programs

F. Report of the Treasurer.

1. County account statement February 2025
2. Local account statement February 2025
3. Summary of accounts February 2025
4. Check abstract and approvals
5. Payroll Report PP26 (2024), PP3 and PP5 (2025)
6. System Paid Budget Analysis through 12/31/2024

G. Report of the Friends of the Library.

H. Report of the President.

1. Recap: ACT Meeting – March 22, 2025 @ CEN 8:30am-1pm

I. Old Business.

J. New Business.

1. Assemblyman Burke Funds Expenditure – Vox/Wonderbooks \$5,000
2. Assemblyman Burke Funds Expenditure – Adult Nonfiction \$1,000
3. TV & Mobile Stand Purchase - \$1,100

K. Public Comment.

L. Adjournment.

Next Regular Meeting: Wednesday, April 30, 2025 @ 4:00pm

West Seneca Public Library

Library Board of Trustees Meeting Minutes

Wednesday, February 19, 2025 @ 4:00pm in the Large Community Room

A. Call of the Roll

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

B. Approval / Changes to Agenda: none

C. Minutes of Preceding Meeting (January 15, 2025):

Motion to approve: Jessica Casamassa

Second: Jennifer Dobe

Ayes: all

Nays: none

D. Nominations and Elections of Officers: none

E. Report of the Director

See January 2025 documents posted

- See system policy updates

F. Report of the Treasurer:

See January 2025 documents posted

- County account statement January 2025
- Local account statement January 2025
- Summary of accounts January 2025
- Check abstract and approvals January/February 2025

Motion to approve: Amanda Cleesattel

Second: Jennifer Dobe

Ayes: all

Nays: none

G. Report of the Friends of the Library:

- Next meeting: March 13th at 6:30pm

H. Report of the President:

- ACT – next meeting March 22nd @ Central Library

I. Old Business:

- none

J. New Business:

- Investment policy for West Seneca adopted to mirror the Central Library System policy

Motions for review and approval:

- Investment policy

Motion to approve: Jessica Casamassa

Second: Cynthia Johnson

Ayes: All

Nays: none

K. Public Comment: none; no community members present

Adjournment @ 4:31 pm

Motion to approve: Jessica Casamassa

Second: Jennifer Dobe

Ayes: all

Nays: none

Next Regular Meeting: March 19th, 2025 @ 4pm

Respectfully submitted by Amanda Cleesattel, Secretary

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

February 2025

Circulation - February 2025

17,849

Revenue - County Account Fees, Copies, Print - February 2025

\$4,500.18

Library Visitors - February 2025

8,759

Programming - February 2025

(Youth/Teen)

Make & Take Craft Bags	All month	76 bags
Tutoring	All month	117 sessions
Baby Rave	2/3	83 attendees
Girl Scout Troop Visit/Tour	2/4	18 attendees
Baby & Me (8)	2/5, 2/12, 2/19, 2/26	173 attendees
Toddler Time (8)	2/6, 2/13, 2/20, 2/27	191 attendees
Lisa Chrapowicz Local Author Visit	2/8	21 attendees
Lego Club (3)	2/8, 2/22	105 attendees
Kids Craft: Valentines Dino	2/10	18 attendees
Preschool Story Time (3)	2/11, 2/18, 2/25	37 attendees
Fuse Beads	2/13	12 attendees
Teen STEM: Rollercoasters	2/20	11 attendees
Life Sized Candyland (8)	2/21	28 attendees
Pete the Cat Scavenger Hunt	Various	338 participants

Programming - February 2025

(Adult)

Book A Technology Trainer (2)	2/11	2 appointments / 2 attendees
Painting for Fun w/ West Seneca Art Society	2/11	8 attendees
Knitting Club	2/10, 2/24	10 attendees
Book Club	2/24	7 attendees

Creating Reading Rainbow w/ Barb Irwin, Tony Buttino Sr and Pam Johnson	2/27	43 attendees
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Collection Development

WSE - 2025 Funds-

AV= \$1,855

MAT= \$5,169 - \$771.94 (est. discount price) = \$4,397.06

Outreach/Meetings/Library Visits

- 2/7 Creating Reading Rainbow: The Untold Story of a Beloved Children's Series (NYSED Webinar)
- 2/10 YSG Summer Badge Program Zoom (Emily)
- 2/19 Library Equipment & Technology Grant Committee Meeting
- 2/19 West Seneca Public Library Board of Trustees Meeting
- 2/24 Meeting with Tony Buttino re: Reading Rainbow program
- 2/28 Libraries Working with Vulnerable Patrons: Practices to Ensure Staff and Patron Safety Webinar (Rowan)
- 2/28 Moderator for Creating Reading Rainbow author visit

Misc.

- Board books were shifted to the low shelving under the benches in the Children's Room. Young Adult collection was shifted to rotate most of the shelves and add more space for the graphic novel collection.

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Feb-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	1,195	6,305	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	846	1,754	2,600	0	
530000	Contingency (Bullet Aid)	0	0	1,744	(1,744)		0	
TOTAL EXPENSES		10,900	0	3,785	7,115	10,570	330	

	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
DIRECT LOCAL INCOME							
Fines, Lost Books, etc.	100	0	134	(34)	134	34	
Copy Machines	2,000	0	325	1,675	2,000	0	
Print Cost Recovery	5,000	0	1,050	3,950	5,000	0	
Other Income	100	0	3	97	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	1,512	5,688	7,234	34	

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
1085	2/19/25	Emily Sieg- baskets for organizing craft bag items			\$8.75	\$17,261.34
1086	2/19/25	Association of the Boards of Trustees of the Contract Libraries of B&CPL dues (ACT- check made out to Peggy Snajczuk)			\$20.00	\$17,241.34
1087	2/28/25	ACT Trustee Workshop 2025 registration fees			\$90.00	\$17,151.34

West Seneca Public Library Bank Account Balances February 2025

M&T County Account

Balance \$41,882.74 (Note: Includes \$23,845.08 Assemblyman Burke State Aid)

M&T Local Account

Balance \$17,151.34 (Note: Includes \$14,813.00 Rotary)

Local M&T CD (1)

Balance \$40,738.54

Local M&T CD (2)

Balance \$5,083.01

Local M&T CD (3)

Balance \$5,083.01

M&T Construction Fundraiser Account

Balance \$7,220.41

March 27, 2025 Abstract of Checks

Voucher #	Date	Payee	Amount	Check#	Reason for expense	Date
2025-L5	2/28/2025	B&ECPL	\$ 90.00	1087	ACT Trustee Workshop 2025 registration fees for 5 Trustees+Director	2/28/2025
2025-L6	3/27/2025	Rob Alessi	\$ 10.00	1088	Two 1"x4" brass name plates	3/20/2025
2025-L7	3/27/2025	Rob Alessi	\$ 55.16	1089	Laminating pouches and masking tape	3/20/2025
2025-L8	3/27/2025	Amazon Capital Services	\$ 206.04	1090	Rave lights, Easter eggs, plant stakes, ziploc and paper bags, baby changing station liners, yellow paint, glitter glue. Invoice 197K-67CD-7YXM	3/20/2025
2025-L9	3/27/2025	New York Department of Taxation and Finance	\$ 48.88	online	Direct online withdrawal for 2024 sales tax for discards book sale	3/20/2025
2025-C6	3/27/2025	Town of West Seneca	\$ 597.50	6452	Electric Bill for March 2025	3/20/2025
2025-C7	3/27/2025	B&ECPL	\$ 2,190.54	6453	2024 Return to System. Invoice: 24075	3/20/2025
2025-C8	3/27/2025	Amazon Capital Services	\$ 104.54	6454	Rubbermaid wall file holder and adult binoculars (binoculars for cit. sci. kits- used Assemblyman Burke funds). Invoice: 16GK-661W-PMM9	3/27/2025

2025 West Seneca Payroll Report_PP3 (4)



As of Pay Period 26

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian Director II	82,148.22	81,356.00	(792.22)
Librarian/Trainee	43,628.47	93,693.00	50,064.53
Library Assistant	48,534.43	49,025.00	490.57
Caretaker (RPT)	34,513.46	34,595.00	81.54
FT Totals	208,824.58	258,669.00	49,844.42

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Clerk Typist PT	30,652.81	31,251.00	598.19
Librarian I PT	32,719.45	34,447.00	1,727.55
Page PT	21,551.20	23,400.00	1,848.80
Senior Page	50,570.80	51,584.00	1,013.20
PT Totals	135,494.26	140,682.00	5,187.74

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretakers	34,513.46	34,595.00	81.54
Clerk Typists	30,652.81	31,251.00	598.19
Librarian/Trainee	76,347.92	128,140.00	51,792.08
Librarian Director II	82,148.22	81,356.00	(792.22)
Library Assistant	48,534.43	49,025.00	490.57
Pages	21,551.20	23,400.00	1,848.80
Senior Page	50,570.80	51,584.00	1,013.20
Other Payments		1,600.00	1,600.00
Savings Goal		(49,589.00)	(49,589.00)
Combined Totals	344,318.84	351,362.00	7,043.16

ANNUAL BUDGET	\$	351,362.00
PROJECTED ENDING BALANCE	\$	346,408.26
Projected Ending Balance		\$4,953.74

2025 West Seneca Payroll Report_PP3 (4)



As of Pay Period 3

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian Director II	9,315.63	81,046.00	71,730.37
Librarian/Trainee	5,177.30	95,574.00	90,396.70
Library Assistant	5,802.67	51,866.00	46,063.33
Caretaker (RPT)	3,965.48	35,632.00	31,666.52
FT Totals	24,261.08	264,118.00	239,856.92

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Clerk Typist PT	3,127.41	31,213.00	28,085.59
Librarian I PT	3,690.81	33,217.00	29,526.19
Page PT	2,158.50	23,374.00	21,215.50
Senior Page	4,899.43	56,628.00	51,728.57
PT Totals	13,876.15	144,432.00	130,555.85

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretakers	3,965.48	35,632.00	31,666.52
Clerk Typists	3,127.41	31,213.00	28,085.59
Librarian/Trainee	8,868.11	128,791.00	119,922.89
Librarian Director II	9,315.63	81,046.00	71,730.37
Library Assistant	5,802.67	51,866.00	46,063.33
Pages	2,158.50	23,374.00	21,215.50
Senior Page	4,899.43	56,628.00	51,728.57
Other Payments/Reserves		15,256.00	15,256.00
Savings Goal		(53,605.00)	(53,605.00)
Combined Totals	38,137.23	370,201.00	332,063.77

ANNUAL BUDGET	\$	370,201.00
PROJECTED ENDING BALANCE	\$	339,406.85
Projected Ending Balance		\$30,794.15

2025 West Seneca Payroll Report_PP5



As of Pay Period

5

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian Director II	15,526.05	81,046.00	65,519.95
Librarian/Trainee	8,628.82	95,574.00	86,945.18
Library Assistant	9,716.74	51,866.00	42,149.26
Caretaker (RPT)	6,797.76	35,632.00	28,834.24
FT Totals	40,669.37	264,118.00	223,448.63

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Clerk Typist PT	5,612.85	31,213.00	25,600.15
Librarian I PT	6,139.52	33,217.00	27,077.48
Page PT	3,879.00	23,374.00	19,495.00
Senior Page	8,772.81	56,628.00	47,855.19
PT Totals	24,404.18	144,432.00	120,027.82

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretakers	6,797.76	35,632.00	28,834.24
Clerk Typists	5,612.85	31,213.00	25,600.15
Librarian/Trainee	14,768.34	128,791.00	114,022.66
Librarian Director II	15,526.05	81,046.00	65,519.95
Library Assistant	9,716.74	51,866.00	42,149.26
Pages	3,879.00	23,374.00	19,495.00
Senior Page	8,772.81	56,628.00	47,855.19
Other Payments/Reserves		15,256.00	15,256.00
Savings Goal		(53,960.00)	(53,960.00)
Combined Totals	65,073.55	369,846.00	304,772.45

ANNUAL BUDGET	\$	369,846.00
PROJECTED ENDING BALANCE	\$	345,701.52
Projected Ending Balance		\$24,144.48

Contract Library "System Paid" Budget Analysis

West Seneca Public Library

As of 12/31/2024

	"System Paid" Budget*	Jan-Sept 2024	October	November	December	Actual 2024 Expenses	Year End Surplus/(Shortfall)
Salaries & Wages, Full Time							
Salaries & Wages, Full Time	224,074.00	130,057.27	15,481.25	14,135.03	14,808.13	174,481.68	49,592.32
Other Payments	1,600.00	0.00		1,552.60		1,552.60	47.40
Overtime		0.00				0.00	0.00
Total Salaries & Wages, Full Time	225,674.00	130,057.27	15,481.25	15,687.63	14,808.13	176,034.28	49,639.72
Wages, Regular Part-Time	34,595.00	26,004.16	2,946.24	2,851.20	2,946.24	34,747.84	(152.84)
Wages, Part Time	140,682.00	102,374.59	12,184.58	11,037.32	10,029.65	135,626.14	5,055.86
Reduction from Personnel Svcs	(58,966.00)	0.00				0.00	(58,966.00)
Employer FICA Total	30,675.00	19,560.03	2,288.37	2,368.81	1,980.40	26,197.61	4,477.39
Employee Health Insurance	15,336.00	10,454.08	2,410.65	1,223.90	927.86	15,016.49	319.51
Dental Plan	472.00	376.65	76.83	39.95	43.84	537.27	(65.27)
Health Insurance Waiver	1,200.00	900.00	100.00	100.00	100.00	1,200.00	0.00
NYS Retirement	26,760.00	21,430.51	2,341.10	2,324.56	2,873.54	28,969.71	(2,209.71)
Disability	0.00	0.00				0.00	0.00
Natural Gas (NFG)	0.00	0.00				0.00	0.00
Electricity	0.00	0.00				0.00	0.00
Bottom Line Total	416,428.00	311,157.29	37,829.02	35,633.37	33,709.66	418,329.34	(1,901.34)

Notes:

System Paid Budget per Res 2024-4

Hold Harmless - Overage in Retirement Expense due to Budget issues