

West Seneca Public Library
Board Meeting Agenda - October 15, 2025 @ 4:00pm in the Large Community Room

A. Call of the Roll.

B. Approval / Changes to Agenda.

C. Minutes of the Preceding Meeting – September 17, 2025

D. Nominations and Elections of Officers, if any.

E. Report of the Director – September 2025

1. Halloween Program Friday, Oct 17 w/ Town of West Seneca Youth & Recreation

F. Report of the Treasurer

1. County account statement September 2025
2. Local account statement September 2025
3. Summary of accounts September 2025
4. Check abstract and approvals
5. Payroll Report through PP#18

G. Report of the Friends of the Library.

H. Report of the President.

1. ACT Meeting @ Kenmore – Saturday, October 18th, 9:30-11:30am

I. Old Business.

J. New Business.

1. VITA/TCE Partner Sponsor Agreement for Tax Preparation Program
2. Austin Air Purifier Replacement Filters

K. Public Comment.

L. Adjournment.

Next Regular Meeting: Wednesday, December 3, 2025 @ 4:00pm

West Seneca Public Library

Library Board of Trustees Meeting Minutes

Wednesday, September 17, 2025 @ 4:00pm in the Makerspace

A. Call of the Roll

- Present: William Josefiak, Jessica Casamassa, Cynthia Johnson, Jennifer Dobe, Amanda Cleesattel
- Excused:
- Guest(s): Robert Alessi (Director), Susan Kims (W.S Town Board Liason)

B. Approval / Changes to Agenda: none

C. Minutes of Preceding Meeting (July 9, 2025 - no meeting August 2025):

Motion to approve preceding minutes: Jennifer Dobe

Second: Jessica Casamassa

Ayes: all

Nays: none

D. Nominations and Elections of Officers: none

E. Report of the Director:

See July & August 2025 documents posted

- The Board of Trustees in West Seneca wishes to express its condolences in the passing of Buffalo & Erie County Public Library System Director John Spears and acknowledge his contributions to local libraries.
- Items received and soon available to public from the "Increasing Resources in Libraries Grant"
- Upcoming Halloween event with the Town Youth & Recreation Department on October 17th

F. Report of the Treasurer:

See June, July & August 2025 documents posted

- County account statement June, July, August 2025
- Local account statement June, July, August 2025
- Summary of accounts June, July, August 2025
- Check abstract and approvals

Motion to approve: William Josefiak

Second: Cynthia Johnson

Ayes: all

Nays: none

G. Report of the Friends of the Library:

- Jewelry sale yielded about \$400
- Co-President Cindy Hager doing great job leading the friends
- Friends sponsored Bluey Birthday Party

H. Report of the President:

- ACT – next meeting October 18th, 2025 @ Town of Tonawanda/Kenmore branch Library

I. Old Business:

- None

J. New Business:

- None

K. Public Comment: none; no community members present

Adjournment @ 4:20 pm

Motion to approve: William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

Next Regular Meeting: October 15th 2025 @ 4 pm

Respectfully submitted by Amanda Cleesattel, Secretary

West Seneca Public Library Board Meeting Director's Report

September 2025

Circulation – September 2025

19,621

Revenue – County Account Fees, Copies, Print – September 2025

\$966.64

Library Visitors – September 2025

8,060

Programming – September 2025

(Youth/Teen)

Make & Take Craft Bags	All month	53 bags
Tutoring	All month	69 sessions
LEGO Club (2)	9/6, 9/20	59 attendees
Drop-In Football Craft	9/6	16 participants
Kids Craft: Button Making	9/8	6 attendees
Baby & Me (6)	9/10, 9/17, 9/24	183 attendees
BurchFest: Spinners w/ WS Art Society	9/13	12 attendees
Preschool Story Time (3)	9/16, 9/23, 9/30	29 attendees
Toddler Time (4)	9/18, 9/25	106 attendees
Fuse Beads	9/18	20 attendees
Teen Advisory Group	9/25	1 attendee
School Librarian Katie LaFever Activity & Storytime	9/29	60 attendees
Summer Reading Program Buttons/Lanyards – Ages 5 and Under	Various	8 participants
Summer Reading Program Buttons/Lanyards – Ages 6 to 11	Various	39 participants
Buffalo Scavenger Hunt	Various	298 participants

Programming –September 2025

(Adult)

Handicraft Club (4)	9/8, 9/15, 9/22, 9/29	14 attendees
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Book A Technology Trainer	9/9/2025	2 appointments / 2 attendees
BurchFest: Another Look at Charles Burchfield w/ Jackie Albarella	9/13/2025	18 attendees
Local Author Visit w/ Stephen Eoannou	9/15	3 attendees
West Seneca Public Library Book Club	9/30	9 attendees
Summer Reading Program Buttons/Lanyards - Adult	Various	4 participants

Collection Development

WSE - 2025 Funds-

AV= \$1,743.92

MAT= \$1,236.99 - \$798.82 (est. discount price) = \$438.17

Outreach/Meetings/Library Visits

- 9/10 Manager Meeting @ CEN
- 9/17 University Express Zoom Meeting
- 9/17 West Seneca Public Library Board of Trustees Meeting
- 9/19 & 9/22 Senior Page Job Interviews (w/ Emily)
- 9/22 Friends of the West Seneca Public Library Meeting

Misc.

- 9/24 Two new sheet-fed scanners were installed for public use on computer stations #7 and #8.
- New Senior Page starting effective October 18th.

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Sep-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	5,378	2,122	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	354	346	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	1,851	749	2,600	0	
530000	Contingency (Bullet Aid)	0	0	9,085	(9,085)		0	
TOTAL EXPENSES		10,900	0	16,668	(5,768)	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	574	(474)	574	474	
Copy Machines	2,000	0	2,010	(10)	2,250	250	
Print Cost Recovery	5,000	0	5,001	(1)	6,300	1,300	
Other Income	100	0	84	16	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	7,669	(469)	9,224	2,024	

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
1095	9/17/25	Emily Sieg- foam painting supplies for summer reading			\$6.25	\$17,419.17
1096	9/17/25	Rob Alessi- tacky glue and black paint			\$14.68	\$17,404.49
1097	9/17/25	West Seneca Chamber of Commerce- Membership Dues 2025-2026, member ID 3929			\$75.00	\$17,329.49
1098	9/17/25	Amazon Capital Services- Acrylic 4-tier brochure holder, USB splitter, key tags C 1.5 volt batteries, 12-pack school glue. Invoices 1GR1-N34F-N3NN and 194X-DKRR-7WWW			\$102.19	\$17,227.30
1099	9/17/25	Amazon Capital Services- pony beads, trash can, streamers, glow sticks, cardstock. Invoice- 1RWR-L1MY-LCCL (\$418.86 of invoice balance paid by Friends)			\$124.31	\$17,102.99

West Seneca Public Library Bank Account Balances September 2025

M&T County Account

Balance \$36,666.91 (Note: Includes \$16,345.91 Assemblyman Burke State Aid)

M&T Local Account

Balance \$17,102.99 (Note: Includes \$14,566.50 Rotary)

Local M&T CD (1)

Balance \$40,744.60

Local M&T CD (2)

Balance \$5,084.15

Local M&T CD (3)

Balance \$5,084.15

M&T Construction Fundraiser Account

Balance \$7,220.41

October 15, 2025 Abstract of Checks

Voucher #	Date	Payee	Amount	Check#	Reason for expense	Date
2025-L19	10/9/2025	Robert Alessi	\$ 29.97	1100	Goo Gone spray gel and Avery (8163) labels for citizen science kits (\$23.99 from Assemblyman Burke Funds)	10/15/2025
2025-C25	10/9/2025	Town of West Seneca	\$ 597.50	6471	Electric bill for October 2025	10/15/2025

2025 West Seneca Payroll Report_PP18



As of Pay Period 18

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian Director II	58,502.36	81,046.00	22,543.64
Librarian/Trainee	32,870.99	95,574.00	62,703.01
Library Assistant	35,394.75	51,866.00	16,471.25
Caretaker (RPT)	24,750.78	35,632.00	10,881.22
FT Totals	151,518.88	264,118.00	112,599.12

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Clerk Typist PT	21,941.63	31,213.00	9,271.37
Librarian I PT	24,091.30	33,217.00	9,125.70
Page PT	15,263.75	23,374.00	8,110.25
Senior Page	32,959.03	56,628.00	23,668.97
PT Totals	94,255.71	144,432.00	50,176.29

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretakers	24,750.78	35,632.00	10,881.22
Clerk Typists	21,941.63	31,213.00	9,271.37
Librarian/Trainee	56,962.29	128,791.00	71,828.71
Librarian Director II	58,502.36	81,046.00	22,543.64
Library Assistant	35,394.75	51,866.00	16,471.25
Pages	15,263.75	23,374.00	8,110.25
Senior Page	32,959.03	56,628.00	23,668.97
Other Payments/Reserves		15,256.00	15,256.00
Savings Goal		(53,960.00)	(53,960.00)
Combined Totals	245,774.59	369,846.00	124,071.41

ANNUAL BUDGET	\$	369,846.00
PROJECTED ENDING BALANCE	\$	358,665.42
Projected Ending Balance		\$11,180.58

VITA/TCE Partner Sponsor Agreement

We appreciate your willingness and commitment to serve as a sponsor in the Volunteer Income Tax Assistance (VITA) or Tax Counseling for the Elderly (TCE) volunteer tax return preparation programs.

To uphold taxpayers' civil rights, maintain program integrity and provide for reasonable protection of information provided by the taxpayers serviced through the VITA/TCE Programs, it is essential that partners and volunteers adhere to the strictest standards of ethical conduct and the following key principles be followed.

- Partners and volunteers must keep confidential the information provided for tax return preparation.
- Partners and volunteers must protect physical and electronic data gathered for tax return preparation both during and after filing season.
- Partners using or disclosing taxpayer data for purposes other than current, prior, or subsequent year tax return preparation must secure the taxpayer's consent to use or disclose their data.
- Partners and volunteers must delete taxpayer information on all computers (both partner owned and IRS loaned) after filing season tax return preparation activities are completed.
- Partners and site coordinators are expected to keep confidential any personal volunteer information provided.
- Partners will educate and enforce the Volunteer Standards of Conduct and Civil Rights Laws and the impact on volunteers, sites, taxpayers and the VITA/TCE Programs for not adhering to them.

1. Sponsor name

West Seneca Library

2. Street address

1300 Union Road

3. City

West Seneca

4. State

New York

5. Zip code

14224

6. Telephone number

716-674-2928

7. E-mail address

alessir@buffalolib.org

Please review this form and [Form 13615, Volunteer Standards of Conduct](#). By signing and dating this form, you are agreeing:

- To the key principles,
- All volunteers participating in your return preparation site will complete the volunteer standards of conduct training, and
- All volunteers will agree to the Volunteer Standards of Conduct by signing and dating Form 13615.
- To read, understand and follow the Statement of Assurance Concerning Civil Rights Compliance listed in [Publication 4299, Privacy, Confidentiality and Civil Rights](#).
- Form 13615 will be validated and signed by a partner designated official (Site Coordinator, partner, instructor or IRS contact).

The IRS may terminate this agreement and add you to a volunteer registry, effective immediately for disreputable conduct that could impact taxpayers' confidence in any VITA/TCE Programs operated by you or your coalition members.

Sponsor signature

Robert Alessi

Date

Print name

Director

Title

Privacy Act Notice

The Privacy Act of 1974 requires that when we ask for information we tell you our legal right to ask for the information, why we are asking for it, and how it will be used. We must also tell you what could happen if we do not receive it, and whether your response is voluntary, required to obtain a benefit, or mandatory. Our legal right to ask for information is 5 U.S.C. 301.

We are asking for this information to assist us in contacting you relative to your interest and/or participation in the IRS volunteer income tax preparation and outreach programs. The information you provide may be furnished to others who coordinate activities and staffing at volunteer return preparation sites or outreach activities. The information may also be used to establish effective controls, send correspondence and recognize volunteers.

Your response is voluntary. However, if you do not provide the requested information, the IRS may not be able to use your assistance in these programs.

Clark Air Systems

129 Elm Street
East Aurora, NY 14052

Quotation

Name / Address
WEST SENECA LIBRARY 1300 UNION RD ATTN: ACCOUNTS PAYABLE WEST SENECA, NY 14224

Ship To
WEST SENECA LIBRARY 1300 UNION RD ATTN: ROB WEST SENECA, NY 14224

Date	Estimate #	Rep	Terms	P.O. No.	Freight
10/9/2025	16861	House	Net 30	AA FILTERS	ALLOWED
Qty	U/M	Item	Description	Rate	Total
5	ea	AA FI	AUSTIN AIR HEALTHMATE FILTER COLOR: SANDSTONE * FREIGHT INCLUDED	290.00	1,450.00
Credit Card Policy: All payments made with a credit card will be charged a 3% fee. For full policy details please request a copy from your account rep. Quotes are valid for 10 days			Sales Tax (0.0%) \$0.00		
Phone #	Fax #	Web Site	Total		
716-652-7870	716-652-7928	www.clarkair.com	\$1,450.00		