

West Seneca Public Library
Board Meeting Agenda - September 17, 2025 @ 4:00pm in the Large Community Room

A. Call of the Roll.

B. Approval / Changes to Agenda.

C. Minutes of the Preceding Meeting – July 9, 2025

D. Nominations and Elections of Officers, if any.

E. Report of the Director – July and August 2025

1. Passing of John Spears (July 20)
2. Bookmark Contest
3. Halloween Program Friday, Oct 17 w/ Town of West Seneca Youth & Recreation

F. Report of the Treasurer.

1. County account statement June, July and August 2025
2. Local account statement June, July and August 2025
3. Summary of accounts June, July and August 2025
4. Check abstract and approvals

G. Report of the Friends of the Library.

H. Report of the President.

I. Old Business.

J. New Business.

K. Public Comment.

L. Adjournment.

Next Regular Meeting: Wednesday, October 15, 2025 @ 4:00pm

West Seneca Public Library

Library Board of Trustees Meeting Minutes

Thursday, July 9, 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)

B. Approval / Changes to Agenda: none

C. Minutes of Preceding Meeting (May 21, 2025):

Motion to approve preceding minutes: William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

D. Nominations and Elections of Officers: none

E. Report of the Director:

See May & June 2025 documents posted

- Positive comment sent to West Seneca Library branch thanking library for the collection, staff, and programming.
- Book sale has allowed for more storage space for discards, supplies and Makerspace items. Eventually this will lead to more access to the room for the public.

F. Report of the Treasurer:

See May 2025 documents posted

- County account statement May 2025
- Local account statement May 2025
- Summary of accounts May 2025
- Check abstract and approvals
- Payroll reports through PP11 and PP13
- System Paid Budget Analysis as of 4/30/2025

Motion to approve: William Josefiak

Second: Cynthia Johnson

Ayes: all

Nays: none

G. Report of the Friends of the Library:

- Friends of Library attended Farmer's Market
- 101 people attended the Art Carnival on 6/30
- Vintage jewelry sale upcoming 7/19 & 7/26
- Bluey birthday party upcoming (July 31st)
- Book sale was a success

H. Report of the President:

- ACT – re-cap of May 2025. Clarence shared their programming bringing new idea ie: various multicultural reading programs.

I. Old Business:

- None

J. New Business:

Resolved, that pursuant to Chapter 768 of the Laws of 1953 of the State of New York, this Board of Trustees does hereby approve the agreement submitted by the Buffalo & Erie County Public Library for the furnishing of free library privileges to the people of the County of Erie, by this Library for the year 2025, and be it further resolved, that the President of this Board be, and he is, hereby authorized and directed to execute the same on behalf of this Board.

Motion to approve 2025 Annual System Contract:

Motion:

Jennifer Dobe

Second: Cynthia Johnson

Ayes: all

Nays: none

West Seneca Library has motioned to adopt a sustainability policy that uses practices that are environmentally sound, economically feasible, and socially equitable. An example of this practice is looking into switching from plastic to paper bags for grab and go crafts at the library.

Motion to approve sustainability policy: William Josefiak

Second: Jessica Casamassa

Ayes: all

Nays: none

Annual compliance report: Amanda (secretary and compliance officer) reports zero complaints within the reporting period.

K. Public Comment: none; no community members present

Adjournment @ 4:47 pm

Motion to approve: William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

Next Regular Meeting: September 17th 2025 @ 5:02 pm

Respectfully submitted by Amanda Cleesattel, Secretary

DRAFT

West Seneca Public Library Board Meeting Director's Report

July 2025

Circulation - July 2025

22,503

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

\$1,092.76

Library Visitors - July 2025

11,561

Programming - July 2025

(Youth/Teen)

Make & Take Craft Bags	All month	306 bags
Tutoring	All month	206 sessions
Family Story Time (3)	7/2, 7/21	80 attendees
LEGO Club (2)	7/7, 7/26	61 attendees
Life-Size Candyland	7/8	18 sessions / 18 attendees
Baby & Me (4)	7/9, 7/30	49 attendees
Artist Series: Alma Woodsey Thomas	7/10	12 attendees
Stuffed Animal Sleepover Drop-Off	7/11	15 attendees
Toddler Art: Symmetry Painting	7/11	19 attendees
Stuffed Animal Sleepover Pickup	7/12	15 attendees
Family Storytime w/ WNYFCU	7/14	38 attendees
Painting for Fun for Teens w/ WS Art Society	7/15	4 attendees
Music w/ Jessica: Ukuleles P.1	7/16	11 attendees
Fuse Beads	7/17	25 attendees
Toddler Time (2)	7/17, 7/25	32 attendees
Teen Art: Pendulum Painting	7/19	7 attendees
Mark Carra: Bats	7/22	22 attendees
Music w/ Jessica: Scarves and Parachutes	7/23	19 attendees
Artist Series: Jackson Pollock	7/24	17 attendees
Teen Advisory Group	7/24	2 attendees

Music w/ Jessica: Ukuleles P.2	7/25	12 attendees
Baby Ice Painting	7/28	17 attendees
Bluey Party	7/31	100 attendees
Artist Scavenger Hunt	Various	493 participants
Bookmark Design Contest	Various	92 participants

Programming – July 2025
(Adult)

Handicraft Club (3)	7/7, 7/14, 7/28	16 attendees
Book A Technology Trainer	7/18	4 appointments / 4 attendees
Mocktails and Appetizers w/ Liz Bauld	7/19	7 attendees
Adult Fuse Beads	7/29	4 attendees
West Seneca Public Library Book Club	7/28	7 attendees

Collection Development

WSE – 2025 Funds-

AV= \$1,743.92

MAT= \$1,696.61 - \$459.62 (est. discount price) = \$1,236.99

Outreach/Meetings/Library Visits

- 7/3 Sustainable Libraries Initiative Webinar (Rowan)
- 7/9 West Seneca Public Library Board of Trustees Meeting

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

August 2025

Circulation - August 2025

22,581

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

\$1,004.52

Library Visitors - August 2025

9,964

Programming - August 2025

(Youth/Teen)

Make & Take Craft Bags	All month	200 bags
Tutoring	All month	150 sessions
Family Story Time (3)	8/4, 8/11, 8/25	60 attendees
Author Visit - Melissa Ruth Rotert	8/5	3 attendees
Baby & Me (4)	8/6, 8/13	53 attendees
Toddler Time (2)	8/7, 8/21	35 attendees
Artist Series: Andy Warhol	8/7	8 attendees
Giant Sorry	8/8	13 sessions / 13 attendees
LEGO Club (2)	8/9, 8/23	61 attendees
Book Bedazzling for Teens w/ Jessica	8/9	15 attendees
Toddler Rave	8/12	39 attendees
Watercolor Painting for Toddlers	8/14	18 attendees
Fuse Beads	8/14	11 attendees
Ticket to Read	8/15	24 participants
Family Story Time w/ WNYFCU	8/18	23 attendees
Mark Carra: Owls Out From the Shadows	8/19	22 attendees
Toddler Tummy Time Painting	8/21	18 attendees
Artist Series: Vincent Van Gogh	8/21	24 attendees
Family Escape Room (2)	8/22	8 attendees
Summer Reading Logs - Kids	8/23	15 participants

Baby Rave	8/26	44 attendees
Baby Sandpaper Art	8/27	25 attendees
Foam Painting for Toddlers	8/28	27 attendees
Artsy Scavenger Hunt	Various	388 participants

Programming - August 2025
(Adult)

Handicraft Club (4)	8/4, 8/11, 8/18, 8/25	26 attendees
Book Bedazzling w/ Jessica	8/4	10 attendees
West Seneca Public Library Book Club	8/25	9 attendees
Bad Art Night	8/28	5 attendees
University Express Book Club	8/28	15 attendees
Adult Summer Reading Logs	Various	2 participants

Collection Development

WSE - 2025 Funds-

AV= \$1,743.92

MAT= \$1,236.99

Outreach/Meetings/Library Visits

- 8/12 Meeting w/ Graphics Department (Emily)
- 8/14 Meeting w/ Judy Fachko (Emily)

Misc.

- Ryan gave notice in August effective September 3rd.
- Items from the Increasing Resources in Libraries Grant were received in late August. Rowan, Emily and Susan are just starting to go through the items and get them ready for use. The IT department will be involved in installation of the two new scanners for the public PCs.
- The second Bookmark Design Contest (with generous sponsorship from the Friends of the West Seneca Public Library) took place in July with voting being held in August. In all there were 92 participants that submitted a total of 167 entries!

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Jun-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	2,988	4,512	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	1,513	1,087	2,600	0	
530000	Contingency (Bullet Aid)	0	0	2,966	(2,966)		0	
TOTAL EXPENSES		10,900	0	7,467	3,433	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	277	(177)	277	177	
Copy Machines	2,000	0	1,113	887	2,025	25	
Print Cost Recovery	5,000	0	3,151	1,849	5,600	600	
Other Income	100	0	64	36	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	4,605	2,595	8,002	802	

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Jul-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	4,183	3,317	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	267	433	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	15,386	(4,486)	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	450	(350)	450	350	
Copy Machines	2,000	0	1,355	645	2,050	50	
Print Cost Recovery	5,000	0	3,827	1,173	6,000	1,000	
Other Income	100	0	66	34	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	5,698	1,502	8,600	1,400	

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Aug-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	4,183	3,317	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	267	433	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	15,386	(4,486)	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	505	(405)	505	405	
Copy Machines	2,000	0	1,660	340	2,100	100	
Print Cost Recovery	5,000	0	4,466	534	6,100	1,100	
Other Income	100	0	71	29	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	6,702	498	8,805	1,605	

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	7/8/25	Donation deposit cash leftover from \$50 from Charles Jarzyniecki towards children's programming supplies for Summer	✓		\$4.46	\$16,820.51
	7/8/25	Deposit cash from May/June 2025 Discards Booksale	✓		\$472.20	\$17,292.71
1094	7/9/25	B&ECPL - PVT Library Materials. Invoice 25024: Moser = 36.85, Horbett = 83.94, Rotary = 246.50	✓	\$367.29		\$16,925.42

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	8/8/25	Donation deposit check #5967 From Robert and Nancy Morey	√		\$500.00	\$17,425.42

West Seneca Public Library Bank Account Balances June 2025

M&T County Account

Balance \$42,803.40 (Note: Includes \$22,464.57 Assemblyman Burke State Aid)

M&T Local Account

Balance \$16,816.05 (Note: Includes \$14,813.00 Rotary)

Local M&T CD (1)

Balance \$40,741.56

Local M&T CD (2)

Balance \$5,083.77

Local M&T CD (3)

Balance \$5,083.77

M&T Construction Fundraiser Account

Balance \$7,220.41

West Seneca Public Library Bank Account Balances July 2025

M&T County Account

Balance \$35,977.73 (Note: Includes \$16,345.91 Assemblyman Burke State Aid)

M&T Local Account

Balance \$16,925.42 (Note: Includes \$14,566.50 Rotary)

Local M&T CD (1)

Balance \$40,744.60

Local M&T CD (2)

Balance \$5,083.77

Local M&T CD (3)

Balance \$5,083.77

M&T Construction Fundraiser Account

Balance \$7,220.41

West Seneca Public Library Bank Account Balances August 2025

M&T County Account

Balance \$37,041.61 (Note: Includes \$16,345.91 Assemblyman Burke State Aid)

M&T Local Account

Balance \$16,425.42 (Note: Includes \$14,566.50 Rotary)

Local M&T CD (1)

Balance \$40,744.60

Local M&T CD (2)

Balance \$5,083.77

Local M&T CD (3)

Balance \$5,083.77

M&T Construction Fundraiser Account

Balance \$7,220.41

September 17, 2025 Abstract of Checks

Voucher #	Date	Payee	Amount	Check#	Reason for expense	Date
2025-C22	7/9/2025	Town of West Seneca	\$ 597.50	6468	Electric bill for July 2025	7/8/2025
2025-C23	9/17/2025	Town of West Seneca	\$ 1,195.00	6469	Electric bills for August and September 2025	9/9/2025
2025-C24	9/17/2025	Corr Distributors	\$ 86.98	6470	A-Ben-A Qui Cleaning Paste tubs, invoice 152218	9/9/2025
2025-L14	9/17/2025	Emily Sieg	\$ 6.25	1095	Foam painting supplies for summer reading	9/9/2025
2025-L15	9/17/2025	Robert Alessi	\$ 14.68	1096	Tacky glue and 32oz black paint	9/9/2025
2025-L16	9/17/2025	West Seneca Chamber of Commerce	\$ 75.00	1097	Membership dues renewal- Member ID 3929	9/9/2025
2025-L17	9/17/2025	Amazon Capital Services	\$ 102.19	1098	Acrylic 4-tier brochure holder, USB splitter, key tags, C 1.5 volt batteries, 12-pack school glue, Invoices: 1GR1-N34F-N3NN and 194X-DKRX-7WWW	9/9/2025
2025-L18	9/17/2025	Amazon Capital Services	\$ 124.31	1099	pony beads, clothespins, trash can, streamers, glow sticks, cardstock- invoice: 1RWR-L1MY-LCCL	9/11/2025