

**West Seneca Public Library**  
**Board Meeting Agenda - February 18, 2026 @ 4:00pm in the Large Community Room**

- A. Call of the Roll.**
- B. Approval / Changes to Agenda.**
- C. Minutes of the Preceding Meeting - January 21, 2026**
- D. Nominations and Elections of Officers, if any.**
- E. Report of the Director - January 2026**
  - 1. Reminder: Trustee Oaths of Office
  - 2. Revised System Policy: Personnel Policies & Procedures Manual and Employee Handbook
- F. Report of the Treasurer**
  - 1. County account statement January 2026
  - 2. Local account statement January 2026
  - 3. Summary of accounts January 2026
  - 4. Check abstract and approvals
  - 5. Payroll Report through PP#26
  - 6. System Paid Budget Analysis through 12/31/2025
- G. Report of the Friends of the Library.**
- H. Report of the President.**
- I. Old Business.**
  - 1. Sign annual Conflict of Interest Policy statements
- J. New Business.**
  - 1. 2026 Operating Calendar Revision
    - a. OPEN Sat, June 20<sup>th</sup> - 10am-4pm. CLOSED Sat, June 27<sup>th</sup> - 10am-4pm
- K. Public Comment.**
- L. Adjournment.**

Next Regular Meeting: Wednesday, March 18, 2026 @ 4:00pm

West Seneca Public Library

Library Board of Trustees Meeting Minutes

Wednesday, January 21, 2026 @ 4:00pm in the Large Meeting Room

A. Call of the Roll

- o Present: William Josefiak, Cynthia Johnson, Lindsey Burgmaster
- o Excused: Jessica Casamassa, Jennifer Dobe
- o Guest(s): Robert Alessi (Director), Scott Robertson (W.S. Town Board Liaison)

B. Approval / Changes to Agenda: none

C. Minutes of Preceding Meeting (December 3, 2025):

**Motion to approve minutes:** William Josefiak

Second: Cindy Johnson

Ayes: all

Nays: none

Brief discussion for new meeting attendees on how funding comes to the West Seneca Public Library through Erie County and the B&ECPL System Board. Also discussed how there is an annual contract between the system and West Seneca Public Library and that some policies are system-wide while others are local policies.

D. Nominations and Elections of Officers: William Josefiak-President, Cynthia Johnson-Claims Auditor, Lindsey Burgmaster-Secretary, Jessica Casamassa-Vice President, Jennifer Dobe-Treasurer

**Motion to approve board positions:** William Josefiak

Second: Cindy Johnson

Ayes: all

Nays: none

E. Report of the Director:

November and December 2025, documents posted

- o 2026 System Budget Passed by Erie County Legislature
- o Reminder to all library board trustees to fill out and submit their Trustee Education Activity Completion Forms as they attend trainings such as ACT presentations. Minimum requirement of 2 hours annually.
- o Reminder to all library board trustees to complete their Trustee Oath of Office with the Town Clerk.
- o Free VITA tax prep assistance will begin on Mon, February 2<sup>nd</sup>. Appointments for Monday and Wednesday afternoons can be made on the [freetaxbuffalo.com](http://freetaxbuffalo.com) website or by calling 2-1-1

**F. Report of the Treasurer:**

See November and December 2025 documents posted

- County account statements November and December 2025
- Local account statements November and December 2025
- Summary of accounts November and December 2025
- Check abstract and approvals
- Payroll Report through PP#24

**Motion to approve:** William Josefiak

Second: Lindsey Burgmaster

Ayes: all

Nays: none

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

- Fall and Winter Carnivals supported by Friends of the Library. Positive feedback from community on events.
- Jewelry sale fundraiser took place Saturday December 6<sup>th</sup>, 2025.
- Friends assisted at Noon Years Party on Dec. 30th and will be holding the annual Seed Swap on Jan. 31st
- Feb 2nd will be the next Friends meeting at 4:30pm in the large community room

**H. Report of the President:**

- The annual ACT Meeting will be held in March at the Central Library – currently discussing program topics
- After a visit to the bank, it was determined that the three West Seneca Public Library CDs at M&T will be able to be changed at the end of March/beginning of April into CDs that will gain more interest (closer to 3-3 ½ %)

**I. Old Business:**

- None

**J. New Business: (documents posted)**

- 2026 Local Accounts Budgets
- Sign Annual Conflict of Interest Policy statements
- Review – Lost & Found Policy- no changes
- Review – Procurement Policy- primarily minor updates; largest change is the addition of a section on sustainable purchasing which goes along with our work towards being certified as part of the Sustainable Libraries Initiative

**Motion to approve the Lost & Found and Procurement Policies:** William Josefiak

Second: Cindy Johnson

Ayes: all

Nays: none

**Motion to approve the Local Accounts Budget: William Josefiak**

**Second: Lindsey Burgmaster**

**Ayes: all**

**Nays: none**

**K. Public Comment: none; no community members present**

**Adjournment @ 4:54 pm**

**Next Regular Meeting: February 18, 2026 @ 4 pm**

**Respectfully submitted by Robert Alessi, Director, West Seneca Public Library**

# West Seneca Public Library Board Meeting

## Director's Report

*January 2026*

Circulation - January 2026  
16,321

Revenue - County Account Fees, Copies, Print - January 2026  
\$674.50

Library Visitors - January 2026  
8,076

Programming - January 2026  
(Youth/Teen)

Tutoring	All month	97 sessions
Baby Rave	1/6	74 attendees
Toddler Foam Painting	1/8	45 attendees
LEGO Club	1/10	39 attendees
Toddler Rave	1/13	54 attendees
Tummy Time Painting	1/14	44 attendees
Fuse Beads	1/15	20 attendees
Stuffed Animal Sleepover Session 1 Drop-off	1/16	24 attendees
Stuffed Animal Sleepover Session 1 Pick-up	1/17	24 attendees
Teen Advisory Group	1/22	3 attendees
Stuffed Animal Sleepover Session 2 Drop-off	1/23	23 attendees
Stuffed Animal Sleepover Session 2 Pick-up	1/24	23 attendees
Alphabet Bingo	1/27	27 attendees
Kids STEM: Fake Snow	1/29	15 attendees
Winter Scavenger Hunt	Various	27 participants
Zootopia Scavenger Hunt	Various	415 participants

**Programming – January 2026**  
**(Adult)**

Handicraft Club (2)	1/5, 1/12	8 attendees
University Express: Let's Paint with Watercolors	1/13	29 attendees
Book A Technology Trainer	1/27	3 appointments / 3 attendees
Seed Swap	1/31	45 attendees

**Outreach/Meetings/Library Visits**

- 1/13 Heather Cruz - Library Foundation of Buffalo & Erie County meeting/tour
- 1/21 West Seneca Public Library Board of Trustees meeting
- 1/28 RSVP of Erie County meeting
- 1/28 John Teglash and Rebecca Baldauf re: VITA Tax Assistance Program

**Misc.**

- 1/3 SIRSI computer system down about 1.5 hours in the morning
- 1/20 Library closed early at 3pm due to weather
- 1/26 Library closed due to weather
- 1/27 Water leaking from roof into study rooms #1 & #2 and along pillar near main gate; Town was notified and repairs made 1/30
- Annual NYS Comptroller's Report extension approved and now due 4/30/2026

**Buffalo & Erie County Public Library**  
**Personnel Policies & Procedures Manual & Employee Handbook**  
**Updates 1/1/2026**

**Summary**

The proposed 2026 updates to the Buffalo & Erie County Public Library Personnel Policies and Procedures Manual and Employee Handbook reflect an effort to do a wholesale cleanup of the documents, some of which have not been updated since their original adoption on 1/1/2015.

The changes do not represent material changes in the conditions of employment for any Library staff. Changes were made for consistency of language, to update references and information to be in line with collective bargaining agreements' language and changes, and to update references to procedures and forms that have been updated in the course of normal business.

Special effort was also made to streamline the Employee Handbook to create a simple, easy-to-use guide for our employees to complement the more detailed Manual.

**Personnel Policies & Procedures Manual Changes**

***Throughout Full Manual***

- Convert to new font and update spacing for consistency
- Update reference to Buffalo & Erie County Public Library per new style guide

***Chapter 1 Introduction to Personnel Policies and Procedures Manual***

- Correct where manual is posted
- Standardize reference to Buffalo branches
- Gender neutral language
- Minor grammar changes

***Chapter 2 Civil Service***

***Ch 2 Sec 1 Introduction of Civil Service Administration (Informational)***

- Remove out-of-date language regarding part-time positions
- Reflect change in law regarding provisional appointments and probationary periods
- Minor grammar changes

**Ch 2 Sec 2 Civil Service Examinations (Informational)**

- Gender neutral language
- Minor grammar changes

**Ch 2 Sec 3 Time Off for Civil Service Examinations**

- Add reference to benefits packages for non-bargaining employees

**Ch 2 Sec 4 Disciplinary Action Under Section 75**

- Gender neutral language

***Chapter 3 Management, Labor and Unions*****Ch 3 Sec 1 Union Membership**

- Remove inaccurate sub-header
- Clarify process for union dues
- Remove reference to specific meeting room reservation system
- Use of more general language to account for differences in bargaining agreements

**Ch 3 Sec 2 Allocation of New Titles to Bargaining Units**

- Clarify who handles allocation process

**Ch 3 Sec 3 Management Rights**

- Add language inclusive of contracting libraries

**Ch 3 Sec 4 Seniority**

- Gender neutral language
- Correct language regarding part-time and temporary status
- Use of more general language to account for differences in bargaining agreements
- Add reference to benefits packages for non-bargaining employees

**Ch 3 Sec 5 Shift Preference**

- Add reference to benefits packages for non-bargaining employees

**Ch 3 Sec 6 Transfer Requests**

- Gender neutral language
- Add language inclusive of contracting libraries

**Ch 3 Sec 7 Progressive Discipline**

- Add list of work rule violations already included in Employee Handbook
- Gender neutral language

**Ch 3 Sec 8 Grievance Procedures/Arbitration**

- Gender neutral language

## **Chapter 4 Appointments and Employment**

### **Ch 4 Sec 1 Personnel Files**

- Updated 10/29/2024 - No additional changes

### **Ch 4 Sec 2 Building Access & Employee Identification Cards**

- Update based on changes in procedures & locations
- Minor clarity updates

### **Ch 4 Sec 3 Probationary Periods**

- Clarity updates due to part-time positions being permanent
- Gender neutral language

### **Ch 4 Sec 4 Employee Performance Evaluations**

- Updated out-of-date references (new forms rolled out in 2017)
- Clarify procedures based on current practice
- Gender neutral language
- Add language inclusive of contracting libraries

### **Ch 4 Sec 5 Part-time Employment in Library Service**

- Remove unnecessary footer

### **Ch 4 Sec 6 Dual Employment in Library Service**

- Gender neutral language
- Clarify level of approval
- Remove unnecessary footer

### **Ch 4 Sec 7 Promotions**

- Remove unclear language
- Gender neutral language
- Use of more general language to account for differences in bargaining agreements/benefits packages

### **Ch 4 Sec 8 Demotions**

- Add reference to benefits packages for non-bargaining employees

### **Ch 4 Sec 9 Reassignments within Title and Grade**

- Gender neutral language
- Minor grammar updates

### **Ch 4 Sec 10 Resignations**

- Gender neutral language
- Minor grammar updates

**Ch 4 Sec 11 Reinstatement to County Service after Resignation**

- Gender neutral language
- Minor grammar/formatting updates
- Use of more general language to account for differences in bargaining agreements/benefits packages

**Ch 4 Sec 12 Hiring Persons with Disabilities (55-a)**

- Person-first language

***Chapter 5 Hours of Work and Break Periods*****Ch 5 Sec 1 Recording and Reporting Time**

- Add language for clarity
- Gender neutral language

**Ch 5 Sec 2 Hours of Work**

- Gender neutral language
- Add language inclusive of contracting libraries

**Ch 5 Sec 3 Break Periods**

- Gender neutral language
- Add language inclusive of contracting libraries
- Clarify that breaks are paid
- Add section addressing break periods during overtime shifts

**Ch 5 Sec 4 Lunch Periods**

- Gender neutral language
- Add language inclusive of contracting libraries
- Remove out-of-date RPT lunch rule (now varies based on contract)
- Clarify partial lunches for those who normally have a 1-hr paid lunch

**Ch 5 Sec 5 Reporting Absence**

- Gender neutral language
- Add language inclusive of contracting libraries
- Clarify acceptable notification methods for call-ins
- Clarify unpaid leave procedures

**Ch 5 Sec 6 Tardiness**

- Clarifying language

**Ch 5 Sec 7 Medical/Dental Appointments**

- Gender neutral language
- Use of more general language to account for differences in bargaining agreements/benefits packages

- Clarify procedures for submission for approval, including sending medical documentation to HR

#### **Ch 5 Sec 8 Overtime**

- Add reference to collective bargaining agreements/benefits packages
- Add differentiation between exempt and non-exempt employees
- Add reference to Overtime Authorization Form
- Edits for clarity

#### **Ch 5 Sec 9 Telecommuting Policy**

- Remove reference to 6 months of service
- Minor grammar/clarity edits

#### **Ch 5 Sec 10 Nursing Mothers in the Workplace**

- *Updated 6/19/2024 - No additional changes*

#### **Ch 5 Sec 11 Variable Work Schedules (Managerial/Confidential Employees)**

- Update title to reflect applicability to M/C employees only
- Add clarity about exempt/non-exempt status
- Add clarity about approval process

#### **Ch 5 Sec 12 Emergency Closings**

- Gender neutral language
- Add language inclusive of contracting libraries

#### **Ch 5 Sec 13 Daylight Saving Time**

- No changes

### ***Chapter 6 Pay Periods, Wages and Salary***

#### **Ch 6 Sec 1 Pay Periods/Paydays**

- Gender neutral language
- Reflect updates to internal procedures for timesheets
- Reflect updates to Erie County procedures for paystubs/paychecks

#### **Ch 6 Sec 2 Salary Plan**

- No changes

#### **Ch 6 Sec 3 Salary Rules**

- Use of more general language to account for differences in bargaining agreements/benefits packages

#### **Ch 6 Sec 4 Salary Increments**

- Gender neutral language

- Add language inclusive of contracting libraries
- Use of more general language to account for differences in bargaining agreements/benefits packages
- Reflect current procedures for tracking increment eligibility

#### **Ch 6 Sec 5 Call-in Pay**

- Gender neutral language

#### **Ch 6 Sec 6 Shift Differential**

- Use of more general language to account for differences in bargaining agreements

#### **Ch 6 Sec 7 Temporary Assignments**

- Gender neutral language
- Add language inclusive of contracting libraries

#### **Ch 6 Sec 8 Out-of-Title Work**

- No changes

### ***Chapter 7 Types of Leave***

#### **Ch 7 Sec 1 Family and Medical Leave Act (FMLA)**

- Gender neutral language
- Minor grammar and clarity edits
- Remove specific phone number

#### **Ch 7 Sec 2 Sick Leave**

- Remove inaccurate sub-header
- Use of more general language to account for differences in bargaining agreements/benefits packages
- Gender neutral language
- Add language inclusive of contracting libraries
- Clarify acceptable notification methods for call-ins
- Clarify return to work procedures and where medical notes should be sent

#### **Ch 7 Sec 3 Leave of Absence Without Pay (LWOP)**

- Clarify when LWOP would apply
- Update references to forms (updated 2024)
- Gender neutral language

#### **Ch 7 Sec 4 Extended Sick Leave With Pay**

- Use of more general language to account for differences in bargaining agreements/benefits packages
- Gender neutral language
- Add language inclusive of contracting libraries

**Ch 7 Sec 5 Leave Without Pay (LWOP) Due to Extended Illness**

- Gender neutral language
- Minor clarity edit

**Ch 7 Sec 6 Pregnancy & Childbirth Leave**

- Gender neutral language
- Update title and references throughout to clarify the policy is related only to pregnancy/childbirth and not other types of maternity/paternity/infant bonding leave
- Remove out-of-date or unclear language

**Ch 7 Sec 7 Vacation**

- Gender neutral language
- Add language inclusive of contracting libraries
- Minor clarity edits

**Ch 7 Sec 8 Holidays**

- Minor clarity edits

**Ch 7 Sec 9 Personal Leave**

- Gender neutral language
- Add language inclusive of contracting libraries
- Use of more general language to account for differences in bargaining agreements/benefits packages

**Ch 7 Sec 10 Bereavement Leave**

- Gender neutral language
- Add language inclusive of contracting libraries
- Add clarifying language regarding applicability and type of time
- Update procedures for requesting/reporting time, including new form

**Ch 7 Sec 11 Jury Duty Leave**

- Gender neutral language
- Add language inclusive of contracting libraries
- Add clarifying language regarding return to work
- Update procedures for requesting/reporting time, including new form

**Ch 7 Sec 12 Military Leave**

- Gender neutral language
- Update procedures for requesting/reporting time, including new form

**Ch 7 Sec 13 Military Spouse Leave Law**

- No changes

**Ch 7 Sec 14 Leave for Cancer Screening**

- Add language inclusive of contracting libraries
- Clarify that medical documentation should be sent to HR

**Ch 7 Sec 15 Other Types of Leave**

- Gender neutral language
- Add reference to benefits packages

**Ch 7 Sec 16 Paid Leave Balances**

- Gender neutral language
- Remove reference to floating holidays
- Minor grammar edits

**Ch 7 Sec 17 State of Emergency/Disaster Leave Policy**

- *System Board-Approved Policy – No Changes (Updated 1/16/2025)*

***Chapter 8 Working Conditions and Employee Wellness*****Ch 8 Sec 1 Equal Employment Opportunity & Anti-Harassment Policy**

- *System Board-Approved Policy – Anticipated Changes 12/18/2025*

**Ch 8 Sec 2 Sexual Harassment Prevention Policy**

- *System Board-Approved Policy – Anticipated Changes 12/18/2025*

**Ch 8 Sec 3 Reasonable Accommodation**

- Gender neutral language
- Clarify request process, including available form and timeline
- Update designated contact person

**Ch 8 Sec 4 Bullying Policy**

- Gender neutral language
- Add language inclusive of contracting libraries
- Update phone number

**Ch 8 Sec 5 Workplace Violence**

- Library-specific language
- Update reporting procedures to reflect current practice
- Update designated contact person

**Ch 8 Sec 6 Health-Related Programs & Services**

- Add language inclusive of contracting libraries
- Minor clarity edits

**Ch 8 Sec 7 Smoking Policy**

- Update reference to Rules of Conduct
- Update language to match that used in latest Rules of Conduct

**Ch 8 Sec 8 Drug & Alcohol Free Workplace**

- Gender neutral language
- Edit wording for clarity

**Ch 8 Sec 9 Firearms & Weapons in Libraries**

- No changes

**Ch 8 Sec 10 Whistleblower Policy**

- *System Board-Approved Policy – No Changes*

**Ch 8 Sec 11 Conflict of Interest Policy**

- *System Board-Approved Policy – Anticipated Changes 11/20/2025*

**Ch 8 Sec 12 Ethics Policy**

- *System Board-Approved Policy – Anticipated Changes 11/20/2025*

**Ch 8 Sec 13 Political Activity**

- Update website reference

***Chapter 9 - Insurance and Retirement Benefits*****Ch 9 Sec 1 Employee Health and Dental Insurance Plans**

- Gender neutral and person-first language
- Add reference to dental plans
- Clarify family coverage parameters/requirements
- Use of more general language to account for differences in bargaining agreements/benefits packages
- Minor clarity updates

**Ch 9 Sec 2 New York State Employees' Retirement System**

- Clarify where enrollment form can be found/turned in
- Update plan information and contact information based on NYSLRS changes

**Ch 9 Sec 3 Workers' Compensation**

- Gender neutral language
- Update form name
- Update website

**Ch 9 Sec 4 Unemployment Insurance**

- Update contact information
- Clarity updates

***Chapter 10 - Professional Development, Library Business, and Travel*****Ch 10 Sec 1 Professional Development, Library Business, & Travel-Related Expenses**

- *Updated 9/5/2024 – No additional changes*

**Ch 10 Sec 2 Professional Development**

- *Updated 9/5/2024 – No additional changes*

**Ch 10 Sec 3 Library Business**

- *Updated 9/5/2024 – No additional changes*

**Ch 10 Sec 4 Library Business Expenses**

- *Updated 9/5/2024 – No additional changes*

**Ch 10 Sec 5 Mileage Policy**

- *Updated 9/5/2024 – No additional changes*

**Ch 10 Sec 6 Release Time**

- *Updated 9/5/2024 – No additional changes*

***Chapter 11 - Miscellaneous*****Ch 11 Sec 1 Computers, Communications, & Related Technology**

- Gender neutral language
- Minor grammar changes

**Ch 11 Sec 2 Telephones in the Workplace**

- Gender neutral language
- Remove reference to long distance calls

**Ch 11 Sec 3 Driver's Licenses**

- No changes

**Ch 11 Sec 4 Motor Vehicles**

- Gender neutral language
- Update references to forms

**Ch 11 Sec 5 Requests for Employment Verifications & References**

- Clarify procedures for references, including sending to HR and needing written authorization

## **Ch 11 Sec 6 Children in the Workplace**

- No changes

## **Employee Handbook Changes**

### ***Throughout Handbook***

- Convert to new font
- Update reference to Buffalo & Erie County Public Library per new style guide
- Style and grammar updates
- Use language inclusive of contracting libraries and non-bargaining staff
- Reflect changes to corresponding policies as noted above
- Simplify language and remove unnecessary excess verbiage
- Add reference to Management Rights
- Remove sections that only apply to rare circumstances, a small subset of employees, or separated employees (applicable policies remain in place)

## CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Jan-26

SAP Acct.	Description	Adopted Budget	Budget Transfers	Year-to-Date Expenditures	Available Budget	Projected Utilization at 12/31	Projected Variance at 12/31	Comments
500000	Salaries - Full-time	0	0	0	0		0	
502000	Fringe Benefits	0	0	0	0		0	
<b><u>Utility Charges:</u></b>								
515000	Water	0	0	0	0		0	
515000	Sewer	0	0	0	0		0	
515000	Electric	7,500	0	598	6,902	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	247	2,353	2,600	0	
530000	Contingency (Bullet Aid)	0	0	89	(89)		0	
<b>TOTAL EXPENSES</b>		<b>10,900</b>	0	<b>934</b>	<b>9,966</b>	<b>10,570</b>	<b>330</b>	
<b>DIRECT LOCAL INCOME</b>								
		Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.		100	0	57	43	400	300	
Copy Machines		2,000	0	217	1,783	2,500	500	
Print Cost Recovery		5,500	0	394	5,106	5,500	0	
Other Income		100	0	7	93	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	
<b>TOTAL DIRECT INCOME</b>		<b>7,700</b>	0	<b>675</b>	<b>7,025</b>	<b>8,500</b>	<b>800</b>	

## Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	1/8/26	Donation deposit- \$20 cash from Maria Hare			\$20.00	\$17,020.99
1104	1/21/26	DLK Trophies & Engraving- Two engraved bronze plates 1.5"x4" for donated children's rocking chairs		\$9.00		\$17,011.99
1105	1/21/26	B&EEPL- PVT Library Materials, invoice #25054. Rotary- \$408.04; Lions- \$294; Horbett- \$26.99		\$729.03		\$16,282.96

## **West Seneca Public Library Bank Account Balances January 2026**

### **M&T County Account**

**Balance \$36,207.51 (Note: Includes \$16,257.19 Assemblyman Burke State Aid)**

### **M&T Local Account**

**Balance \$16,282.96 (Note: Includes \$14,272.50 Rotary)**

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

**Balance \$40,750.77**

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

**Balance \$5,084.54**

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

**Balance \$5,084.54**

### **M&T Construction Fundraiser Account**

**Balance \$5,582.03**

**February 18, 2026 Abstract of Checks**

Voucher #	Date	Payee	Amount	Check#	Reason for expense	Date
2026-C5	2/18/2026	Emily Sieg	\$ 28.70	6483	Breakfast food for Stuffy Sleepovers	2/12/2026
2026-C6	2/18/2026	Town of West Seneca	\$ 597.50	6484	Electric bill for February 2026	2/12/2026
2026-C7	2/18/2026	Brodart Co.	\$ 96.36	6485	Color coding labels for CDs, crayons	2/12/2026
2026-C8	2/18/2026	Rob Alessi	\$ 15.96	6486	Wire track for self checkout	2/12/2026

## 2025 West Seneca Payroll Report



As of Pay Period 26

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian Director II	87,846.70	81,046.00	(6,800.70)
Librarian/Trainee	48,081.88	95,574.00	47,492.12
Library Assistant	51,524.06	51,866.00	341.94
Caretaker (RPT)	35,668.78	35,632.00	(36.78)
<b>FT Totals</b>	<b>223,121.42</b>	<b>264,118.00</b>	<b>40,996.58</b>

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Clerk Typist PT	31,897.41	31,213.00	(684.41)
Librarian I PT	34,562.24	33,217.00	(1,345.24)
Page PT	22,056.63	23,374.00	1,317.37
Senior Page	46,703.53	56,628.00	9,924.47
<b>PT Totals</b>	<b>135,219.81</b>	<b>144,432.00</b>	<b>9,212.19</b>

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretakers	35,668.78	35,632.00	(36.78)
Clerk Typists	31,897.41	31,213.00	(684.41)
Librarian/Trainee	82,644.12	128,791.00	46,146.88
Librarian Director II	87,846.70	81,046.00	(6,800.70)
Library Assistant	51,524.06	51,866.00	341.94
Pages	22,056.63	23,374.00	1,317.37
Senior Page	46,703.53	56,628.00	9,924.47
Other Payments/Reserves		15,256.00	15,256.00
Savings Goal		(53,960.00)	(53,960.00)
<b>Combined Totals</b>	<b>358,341.23</b>	<b>369,846.00</b>	<b>11,504.77</b>

ANNUAL BUDGET	\$ 369,846.00
PROJECTED ENDING BALANCE	\$ 361,127.39
<b>Projected Ending Balance</b>	<b>\$ 8,718.61</b>

Contract Library "System Paid" Budget Analysis

West Seneca Public Library

As of 12/31/2025

	"System Paid" Budget*	October	November	December	Actual 2025 Expenses	Year End Surplus/(Shortfall)
<b>Salaries &amp; Wages, Full Time</b>						
Salaries & Wages, Full Time	228,486.00	16,509.39	14,356.04	16,509.42	185,446.42	43,039.58
Other Payments	1,700.00		3,260.48		3,260.48	(1,560.48)
Overtime					0.00	0.00
Contractual Reserve	13,556.00				0.00	13,556.00
<b>Total Salaries &amp; Wages, Full Time</b>	<b>243,742.00</b>	<b>16,509.39</b>	<b>17,616.52</b>	<b>16,509.42</b>	<b>188,706.90</b>	<b>55,035.10</b>
Wages, Regular Part-Time	35,632.00	3,034.60	2,863.26	3,062.34	35,817.97	(254.40)
Wages, Part Time	144,432.00	10,658.58	11,571.54	11,712.89	136,602.52	7,829.48
Reduction from Personnel Svcs	(69,491.00)				0.00	(69,491.00)
Employer FICA Total	31,386.00	2,271.96	2,667.92	2,105.32	27,484.82	3,901.18
Employee Health Insurance	14,040.00	1,635.46	879.22	1,834.32	13,807.04	232.96
Dental Plan	478.00	43.12	41.11	73.91	533.79	(55.79)
Health Insurance Waiver	6,000.00				3,500.00	2,500.00
NYS Retirement	32,556.00	2,489.09	2,415.34	2,481.79	31,667.99	888.01
Disability	0.00				0.00	0.00
Natural Gas (NFG)	0.00				0.00	0.00
Electricity	0.00				0.00	0.00
<b>Bottom Line Total</b>	<b>438,775.00</b>	<b>36,642.20</b>	<b>38,054.91</b>	<b>37,779.99</b>	<b>438,121.03</b>	<b>585.54</b>

Notes:

System Paid Budget per Res 2024-27

## Appendix A

### DISCLOSURE STATEMENT OF THE WEST SENECA PUBLIC LIBRARY

The undersigned, being a trustee, officer, Key Person of the West Seneca Public Library, hereby acknowledges and confirms the following:

(1) I have received, read and understand the West Seneca Public Library's Conflict of Interest Policy in effect as of the date written below, and I agree to comply with the Conflict of Interest Policy.

(2) I understand that the West Seneca Public Library is a 501(c)(3) charitable organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

(3) **Personal Interests & Relationships.** I am an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which the West Seneca Public Library has a relationship: *[If none, please write "None." If such interests exist, please specify the capacity in which you hold such an interest (for example, employee, director, or owner). If an owner, please specify your percentage ownership.]*

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(4) **Interests & Relationships of Relatives.** A Relative (spouse or domestic partner, ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren and great-grandchildren) of mine is an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which the West Seneca Public Library has a relationship: *[If none, please write "None." If such interests exist, please specify the Relative (for example, sibling or spouse) and the Relative's position (for example, employee, director, or owner). If an owner, please specify the percentage ownership.]*

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(5) **Transactions.** The West Seneca Public Library is a participant in the following transactions in which I or my Relative may have a Financial Interest that may give rise to a Conflict of Interest or Related Party Transaction, as defined in the Conflict of Interest Policy. *[If none, please write "None." If such transaction(s) exists, please specify the transaction and the potential financial interest involved and whether you or a Relative has such an interest for any such transaction(s). Please specify the Relative and their position, if applicable.]*

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I certify that the above statements are true and correct to the best of my knowledge.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by the West Seneca Public Library Board of Trustees on October 16, 2019. Adopted on November 20, 2019. (Supersedes Article VII: Conflict of Interest from the Bylaws of the Trustees of the West Seneca Public Library.) Reviewed and approved October 28, 2020. Adopted December 2, 2020. Revised and re-approved December 3, 2025.