

West Seneca Public Library
Board Meeting Agenda - June 17, 2026 @ 4:00pm in the Large Community Room

A. Call of the Roll.

B. Approval / Changes to Agenda.

C. Minutes of the Preceding Meeting - May 20, 2026

D. Nominations and Elections of Officers, if any.

E. Report of the Director - May 2026

1. Discards Book Sale

F. Report of the Treasurer

1. County account statement May 2026

2. Local account statement May 2026

3. Summary of accounts May 2026

4. Check abstract and approvals

5. Payroll Report through PP#11

G. Report of the Friends of the Library.

H. Report of the President.

I. Old Business.

J. New Business.

1. Rotary Club Funds Expenditure - Penworthy Kid/STEAM Kits \$800

2. Assemblyman Burke Funds - Penworthy Adult Kits \$1,200

3. Compliance Officer Annual Report

K. Public Comment.

L. Adjournment.

Next Regular Meeting: Wednesday, July 15, 2026 @ 4:00pm

West Seneca Public Library

Library Board of Trustees Meeting Minutes

Wednesday, May 20th, 2026 @ 4:00pm in the Large Meeting Room

A. Call of the Roll

- Present: William Josefiak, Cynthia Johnson, Jessica Casamassa, Lindsey Burgmaster, Jennifer Dobe
- Excused: none
- Guest(s): Robert Alessi (Director), Scott Robertson (W.S Town Board Liaison)

B. Approval / Changes to Agenda: none

C. Minutes of Preceding Meeting (March 18th, 2026):

Motion to approve preceding minutes: William Josefiak

Second: Cindy Johnson

Ayes: all

Nays: none

D. Nominations and Elections of Officers: n/a

E. Report of the Director:

- See March and April 2026 documents posted
- March and April Programs well attended
- Both March and April had over 11,000 visitors each month
- Neighborhood Forest Tree Program - 148 participated
- DOL Job fair Great Turnout 106 attendees
- Senior Sunshine Senders – card makers new group featured by Channel 7
- Some Electricity issues on a few days in early April
- VITA tax assistance served 331 people, will increase service next year
- New server installed for public computers
- Updated System policies for Equal Employment Opportunity & Anti-Harassment and Sexual Harassment Prevention
- Library Discards Book Sale 2pm on May 20th-June 5th
- Donated 75 inch television going into the maker space, computer and audio equipment – All supplied by Erie County as we are now part of the University Express program

F. Report of the Treasurer:

- County account statement March and April 2026
- Local account statement March and April 2026
- Summary of accounts March and April 2026
- Check abstract and approvals
- Payroll reports through PP#7 and PP#9

Motion to approve: William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

G. Report of the Friends of the Library:

- Jewelry sale was a success
- Discard book sale – Friends will help by volunteering to help
- Stuffed animal Vet Clinic May 26th booked full - added second session
- June 4th Farmers Market table
- Next Meeting July 13 at 4:30pm

H. Report of the President:

- ACT Meeting Recap
- CD accounts updated so interest rates will be 2.71% rather than .03%

I. Old Business:

- none

J. New Business:

- Review and approve Annual Report 2025

Motion to approve/received Annual Report for Public and Association Libraries

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.

Motion to approve: William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

Motion to approve Annual Report to the Community brochure: William Josefiak

Second: Cindy Johnson

Ayes: all

Nays: none

- Accept proposal of book purchases of board books and juvenile paperbacks up to \$1,000 from Rotary funding.

Motion to approve: William Josefiak

Second: Cindy Johnson

Ayes: all

Nays: none

K. Public Comment: none

L. Adjournment @ 4:45 pm

Next Regular Meeting: June 17th, 2026 @ 4 pm

Respectfully submitted by Lindsey Burgmaster, Secretary

DRAFT

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

May 2026

Circulation - May 2026

18,421

Revenue - County Account Fees, Copies, Print - May 2026

\$809.54

Library Visitors - May 2026

9,835

Programming - May 2026

(Youth/Teen)

Make & Take Craft Bags	All month	203 bags
Tutoring	All month	249 sessions
Megan Ross and the ABCs of Pitties (Local Author)	5/2	40 attendees
Star Wars Day	5/4	109 attendees
Independent Preschool Story Time (2)	5/5, 5/12	22 attendees
LEGO Club (2)	5/9, 5/23	72 attendees
Fuse Beads	5/7	18 attendees
Queen of Heaven Pre-K Class Visit	5/8	36 attendees
Kid's Yoga with Christina Marie	5/11	10 attendees
Winchester Potters Pre-K Class Visit	5/13	23 attendees
Teen Advisory Group	5/14	3 attendees
Northwood Pre-K Class Visit	5/20	38 attendees
Queen of Heaven Kindergarten Class Visit	5/21	32 attendees
Stuffie Vet Clinic (2)	5/26	97 attendees
Teen Art: Make Your Own Fidget Toy	5/30	15 attendees
Star Wars Scavenger Hunt	Various	560 participants
1,000 Books Before Kindergarten (Jan-May 2026 signups)	Various	181 participants

Programming - May 2026
(Adult)

Handicraft Club (3)	5/4, 5/11, 5/18	14 attendees
Let's Paint With Watercolors (University Express)	5/4	22 attendees
Painting For Fun (West Seneca Art Society)	5/5	9 attendees
Traditional Foods of India and Bangladesh: Nutrition, Healing and Culture (University Express)	5/7	30 attendees
Gardening for Wildlife and You	5/9	5 attendees
Tim Bohan (Local Author)	5/18	16 attendees
West Seneca Public Library Book Club	5/18	6 attendees
Senior Sunshine Senders Card Making	5/19	6 attendees

Outreach/Meetings/Library Visits

- 5/15 Cynthia Stewart, Executive Director of DART Collective and founding Program Manager for the Center for Information Integrity at the UB re: future programming collaboration (via Zoom)
- 5/20 West Seneca Public Library Board of Trustees Meeting
- 5/21 Reviewed recording of the Manger Meeting at CEN from 5/13

Misc.

- 5/14 National Grid scheduled a brief (less than a minute), planned power outage in the West Seneca area for a repair - Library computers were shut down at 11:50am and returned to service by about 12:05pm.
- 5/15 Rowan received a 1-year paid NYLA membership through the B&ECPL system
- New B&ECPL Director Christine Schonhart will start with the system in early August

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: May-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	
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	63	637	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	1,452	1,148	2,600	0	
530000	Contingency (Bullet Aid)	0	0	89	(89)		0	
TOTAL EXPENSES		10,900	0	4,592	6,308	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	462	(362)	462	362	
Copy Machines	2,000	0	1,086	914	2,500	500	
Print Cost Recovery	5,500	0	2,596	2,904	5,800	300	
Other Income	100	0	34	66	100	0	
State Funding	0	0	0	0	0	0	
Municipal Support	0	0	0	0	0	0	
Donations (priv. persons/foundations)	0	0	0	0	0	0	
Fundraising (events/booksales)	0	0	0	0	0	0	
Interest Income	0	0	0	0	0	0	
Misc Income	0	0	0	0	0	0	
Use of Fund Balance	0	0	0	0	0	0	
TOTAL DIRECT INCOME	7,700	0	4,178	3,522	8,862	1,162	

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
1110	5/20/26	Magnetic whiteboard and magnets (from Wass TAG donation) Invoice: 17DK-FFXW-4MYD			\$55.94	\$16,675.81

West Seneca Public Library Bank Account Balances May 2026

M&T County Account

Balance \$35,666.75 (Note: Includes \$16,152.50 Assemblyman Burke State Aid)

M&T Local Account

Balance \$16,675.81 (Note: Includes \$14,272.50 Rotary)

Local M&T CD (1)

Balance \$40,753.78

Local M&T CD (2)

Balance \$5,084.91

Local M&T CD (3)

Balance \$5,084.91

M&T Construction Fundraiser Account

Balance \$5,582.03

June 17, 2026 Abstract of Checks

Voucher #	Date	Payee	Amount	Check#	Reason for expense	Date
2026-C21	6/17/2026	Emily Sieg	\$ 49.51	6499	Craft and art supplies: streamers, cardstock, x-acto knives, spray paint, dinosaur decorations, clips, colorful spinny wheel	6/11/2026
2026-C22	6/17/2026	Town of West Seneca	\$ 597.50	6500	Electric bill for June 2026	6/11/2026
2026-C23	6/17/2026	Corr Distributors	\$ 145.72	6501	Blue scrub pad and 1 case (4 gallons) of floor finisher. Invoice 172252	6/11/2026
2026-C24	6/17/2026	Amazon Capital Services	\$ 351.58	6502	Invoice: 1WRF-QNF3-VYCD - parchment paper, toy disinfectant, foil pans, mini-irons, paper cups, huggies wipes, recycle bins, paper bags, perler beads (white, red, dark blue, butterscotch orange). Invoice 1TJY-WLRW-CL6D - Birds of the Great Lakes (cit. sci. kit- Burke funds)	6/11/2026
2026-C25	6/17/2026	Amazon Capital Services	\$ 124.62	6503	Invoice: 1XXL-3LWF-7NKR - white cardstock (11x17" and 8.5x11"), 8x5.5" note books, play tunnel, cardboard cutter tool, ball bearings, toy stethoscopes	6/11/2026

2026 West Seneca Payroll Report_PP11



As of Pay Period 11

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian Director II	36,971.93	88,076.00	51,104.07
Librarian/Trainee	21,560.61	52,599.00	31,038.39
Library Assistant	22,764.40	54,200.00	31,435.60
Caretaker (RPT)	15,363.06	36,977.00	21,613.94
FT Totals	96,660.00	231,852.00	135,192.00

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Clerk Typist PT	11,106.31	32,150.00	21,043.69
Librarian I PT	14,998.96	36,098.00	21,099.04
Page PT	13,483.00	24,128.00	10,645.00
Senior Page	15,705.00	55,692.00	39,987.00
PT Totals	55,293.27	148,068.00	92,774.73

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretakers	15,363.06	36,977.00	21,613.94
Clerk Typists	11,106.31	32,150.00	21,043.69
Librarian/Trainee	36,559.57	88,697.00	52,137.43
Librarian Director II	36,971.93	88,076.00	51,104.07
Library Assistant	22,764.40	54,200.00	31,435.60
Pages	13,483.00	24,128.00	10,645.00
Senior Page	15,705.00	55,692.00	39,987.00
Other Payments/Reserves		3,400.00	3,400.00
Savings Goal		0.00	0.00
Combined Totals	151,953.27	383,320.00	231,366.73

ANNUAL BUDGET	\$	383,320.00
PROJECTED ENDING BALANCE	\$	360,448.51
Projected Ending Balance		\$22,871.49