West Seneca Public Library
Board Meeting Agenda – April 19, 2023 @ 4:00pm in the Large Community Room

A. Call of the Roll.

B. Approval / Changes to Agenda.

C. Minutes of the Preceding Meeting – March 15, 2023

D. Nominations and Elections of Officers, if any.

E. Report of the Director – March 2023

F. Report of the Treasurer.
1. County account statement March 2023
2. Local account statement March 2023
3. Summary of accounts March 2023
4. Check abstract and approvals

G. Report of the Friends of the Library.

H. Report of the President.

I. Old Business.

J. New Business.
1. 2022 NYS Annual Report Board Resolution/Approval
2. 2022 Annual Report Brochure
3. 2022 NYS Comptroller's Report
4. Change to hours of operation on Wednesday, June 7, 2023
5. Grant Funds Expenditure – Vox/Wonderbooks: $5,000
6. Rotary Funds Expenditure - Children's Board Books: $1,000

K. Public Comment.

L. Adjournment.

Next Regular Meeting: Wednesday, May 24, 2023 at 4:00pm

West Seneca Public Library
Library Board of Trustees Meeting Minutes
March 15, 2023 @ 4:02 pm in the Large Community Room

A. <u>Call of the Roll</u>– Meeting called to order at 4:01pm
   - Present: Amanda Cleesattel, Jennifer Dobe, Cynthia Johnson, William Josefiak, Jessica Casamassa
   - Excused: None
   - Guest(s): Robert Alessi (Library Director), Susan Kims

B. <u>Approval / Changes to Agenda:</u> none

C. <u>Minutes of Preceding Meeting:</u> (February 15, 2023)
   - No changes.

   Motion to approve: William Josefiak
   Second: Jennifer Dobe
   Ayes: all
   Nays: none

D. Officers of the Library Board of Trustees to remain the same for 2023.

   President- William Josefiak
   Vice President- Jessica Casamassa (new and approved March 15, 2023)
   Treasurer- Jennifer Dobe
   Secretary- Amanda Cleesattel

   Motion to approve Vice President position: William Josefiak
   Second: Amanda Cleesattel
   Ayes: all
   Nays: none

E. <u>Report of the Director</u> – See February 2023 documents posted for details
   - Power outages/ice storm caused library to delay opening on 2/23 until noon. A few power outages were experienced after opening lasting 5-10 minutes each. Did discuss closing after third such brief outage. Power flickered on/off a few more times in the evening, resulting in gates and computers having to be restarted, but did remain open.
   - Currently fully staffed (as of 3/15/23) at West Seneca Library
   - Review of "Library Educator Card" with application enclosed in board packet (also on B&ECPL website)
      - Jessica will introduce/promote among within her network of school librarian colleagues (possibly Erie 1 Boces)
   - Lego program growing in popularity- may increase sessions if demand persists

F. <u>Report of the Treasurer:</u> See February 2023 documents posted
   - County account statements February 2023

- o Local account statement February 2023
- o Summary of accounts February 2023
- o Check abstract and approvals February 2023
  - Six February checks for board approval (see documents posted for details)

Motion to approve: William Josefiak
Second: Amanda Cleesattel
Ayes: all
Nays: none

G. <u>Report of the Friends of the Library (from Cynthia Johnson):</u>
- o Sponsored local author in March (Joan Albarella)
- o Cindy attempted to contact Chef Shannon. Library Director found current email address. She is interested in doing another event at the West Seneca Library again. She will also be doing the farmer's markets at West Seneca.

H. <u>Report of the President:</u>
- o Relationship between Friends of the Library and Library Board of Trustees- exploring formal written guidance/"mission statement." Updating and clarifying for future reference and possible recruitment
- o Thinking through engaging local students with participation in government to promote education on library system/local library
- o May 20th 2023 large ACT meeting at Central Library. Agenda in process. Lunch provided
- o The board of trustees would like to acknowledge the displays within the library that draw patrons and engage the community. These are creative and engaging

I. <u>Old Business:</u>
- o None to review

J. <u>New Business:</u>
- o Trustee bylaws distributed for review for update in next 2 months
- o Long range plan review likely summer/fall
- o Procurement policy review (based on Central library which was reviewed by an attorney) (most procurement through Central library)

Motion to approve Procurement Policy:
- o Motion: William Josefiak
- o Second: Jennifer Dobe
- o Ayes: all
- o Nays: None

K. Public Comment: none

Adjournment @ 5:07 pm

Motion: William Josefiak
Second: Jennifer Dobe
Ayes: all
Nays: none

Next Regular Meeting: April 19, 2023 @ 4pm
Respectfully submitted by Amanda Cleesattel, Secretary

West Seneca Public Library Board Meeting
Director's Report

March 2023

Circulation – March 2023
21,150

Revenue – County Account Fees, Copies, Print – March 2023
$680.00

Library Visitors – March 2023
9,065

Programming – March 2023
(Youth)

Make & Take Craft Bags	All month	306 bags
Tutoring	All month	157 sessions
Class visit – Just Kids Early Child Care Center (West Seneca UPK Classes)	3/3	36 attendees (across 2 sessions)
Scrape Painting	3/9	2 attendees
Lego Club (2)	3/11, 3/25	67 attendees
Fuse Beads	3/16	16 attendees
St. Patrick's Day Scavenger Hunt	3/16-18	68 attendees

Programming – March 2023
(Adult)

Remembering the Burchfields with Joan Albarella	3/2	26 attendees
Knitting Club (4)	3/6, 3/13, 3/20, 3/27	22 attendees
Book Club	3/27	6 attendees
Book A Technology Trainer (5 appointments)	3/28	5 attendees

Collection Development

WSE – 2023 Funds-
AV= $1,855 - $240.67 (est. discount price) = $1614.33
MAT= $3,848.76 - $819.38 (est. discount price) = $3,029.38

Outreach/Meetings/Library Visits

- 3/8 Managers Meeting @ Central
- 3/14 Staff Forum via Zoom (Rowan)
- 3/15 West Seneca Public Library Board of Trustees Meeting
- 3/20 Staff Forum Zoom Recording from 3/14 (Rob)

Misc.

- 3/1 Louise Koessler starts as Senior Page, pt
- 3/15 Philomena Kern starts as Senior Page, pt
- WSE had grand prize and branch prize winners for the Adult Online Winter Reading Contest

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: **WEST SENECA PUBLIC LIBRARY**   MONTH: Mar-23

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	2,390	5,110	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	29	671	700	0	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	100	0	0	100		100	
530000	Other Expenses & Charges	600	0	59	541	600	0	
530000	Contingency (Bullet Aid)	0	0	2,540	(2,540)		0	
	TOTAL EXPENSES	8,900	0	5,018	3,882	8,470	430	

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	111	(11)	111	11	
Copy Machines	1,500	0	351	1,149	1,600	100	
Print Cost Recovery	5,000	0	797	4,203	5,000	0	
Other Income	200	0	12	188	200	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	6,800	0	1,271	5,529	6,911	111	

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
direct deposit	3/2/23	Sales Tax for 2022 booksale	✓	$112.38		$22,116.79
	3/7/23	Donation deposit check 4926 (from Pat Wass)	✓		$700.00	$22,816.79
1004	3/15/23	Programming supplies- Perler beads, white boxes, LEGO Figurines and LEGO Baseplates (invoices: 1DVX-4226-4MH4 and 13FD-J9GG-G6MP)	✓	$219.58		$22,597.21

West Seneca Public Library Bank Account Balances March 2023

M&T County Account
Balance $38,896.81 (Note: Includes $22,460.02 Assemblyman Burke State Aid)

M&T Local Account
Balance $22,597.21 (Note: Includes $16,997.99 Rotary)

Local M&T CD (1)
Balance $40,714.07

Local M&T CD (2)
Balance $5,080.34

Local M&T CD (3)
Balance $5,080.34

Northwest Construction Grant Phase II
Balance $0.00

M&T Construction Fundraiser Account
Balance $14,319.36

Northwest Makerspace/Tech Account
Balance $0.00

April 19, 2023 Abstract of Checks

Voucher #	Date	Payee	Amount	Check#	Reason for expense	Date
2023-L7	4/19/2023	Emily Sieg	22.97	1005	Program supplies (St. Patrick's Day scavenger hunt prizes - rings and candy)	4/19/2023
2023-L8	4/19/2023	Amazon Capital Services, Inc.	26.96	1006	Program supplies (Easter Egg Hunts- stickers and mini erasers; Invoice: 1DLM-QJFF-HX9X)	4/19/2023
2023-L9	4/19/2023	ODP Business Solutions, LLC	51.56	1007	Picture book and reader processing labels/color coding dot stickers - Office Depot (Invoices: 306171674001 and 306169368001)	4/19/2023
2023-C9	4/19/2023	Robert Alessi	63.00	6411	Postage stamp roll of 100	4/19/2023

West Seneca Public Library
Annual Report For Public And Association Libraries - 2022

1. GENERAL LIBRARY INFORMATION

Library/Director Information

Outline of Major Changes

Report all information in Part 1 as of December 31, 2022, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	0800146980
1.2	Library Name	WEST SENECA PUBLIC LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	West Seneca
1.6	Beginning Fiscal Reporting Year	01/01/2022
1.7	Ending Fiscal Reporting Year	12/31/2022
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A

1.11	Beginning Local Fiscal Year	01/01/2022
1.12	Ending Local Fiscal Year	12/31/2022
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	1300 UNION ROAD
1.15	City	WEST SENECA
1.16	Zip Code	14224
1.17	Mailing Address	1300 UNION ROAD
1.18	City	WEST SENECA
1.19	Zip Code	14224
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(716) 674-2928
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(716) 674-9206
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	wse@buffalolib.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	https://www.buffalolib.org/locations-hours/west-seneca-public-library
1.24	Population Chartered to Serve (per 2020 Census)	45,500
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Town

1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	06/26/1964
1.30	Date the library was last registered	04/25/1974
1.31	Federal Employer Identification Number	166008113
1.32	County	ERIE
1.33	School District	West Seneca
1.34	Town/City	West Seneca
1.35	Library System	Buffalo & Erie County Public Library

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a	President/CEO Name	n/a
1.36b	President/CEO Phone Number	n/a
1.36c	President/CEO Email	n/a

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37	First Name of Library Director/Manager	Robert
1.38	Last Name of Library Director/Manager	Alessi
1.39	NYS Public Librarian Certification Number	20407

1.40	What is the highest education level of the library manager/director?	Master's Degree
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y
1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y
1.43	E-mail Address of the Director/Manager	alessir@buffalolib.org
1.44	Fax Number of the Director/Manager	(716) 674-9206
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	Y
1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2022? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.	N

Public Votes/Contracts

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Name of municipality or district holding the public vote	N/A
2.	Indicate the type of municipality or district holding the public vote	N/A

3. Date the vote was held
    (mm/dd/2022)   N/A

4. Was the vote successful? Y/N   N/A

5. What type of public vote was it?   N/A

6a. Most recent prior year approved   N/A
    appropriation from a public vote:

6b. Proposed increase in appropriation
    as a result of the vote held on the   N/A
    date reported in question number
    3:

6c. Total proposed appropriation (sum   N/A
    of 6a and 6b):

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47 Did the library receive funding
      from an appropriation which was
      approved by public vote in a prior
      year? (Prior to Calendar Year
      2022) Enter Y for Yes, N for No. If   N
      Yes, complete one record for the
      vote from each funding source. If
      No, go to question 1.48.

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of municipality or district   N/A
    holding the public vote

2. Indicate the type of municipality or
    district holding the public vote

3. Date the last successful vote was   N/A
    held (mm/dd/yyyy)

4. What type of public vote was it?

5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?   N/A

1.48 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49.   N

Unusual Circumstances

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of contracting municipality or district   N/A

2. Is this a written contractual agreement?   N/A

3. Population of the geographic area served by this contract   N/A

4. Dollar amount of contract   N/A

5. Enter the appropriate code for range of services provided (select one):   N/A

1.49 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.   Y

Note: System-Wide, fine free with autorenewals was implemented 4/2022. System-wide - All libraries impacted by winter storm 11/17/2022-11/22/2022, including partial and full day closings. During this time period, the West Seneca Public Library was closed 11/17/2022-11/19/2022. System-wide - All libraries impacted by winter storm and storm cleanup 12/23/2022-12/31/2022, including partial and full day closings. Erie County was under a State of Emergency at this time. During this time period, the West Seneca Public Library was closed 12/23/2022-12/27/2022.

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please read general information instructions below before completing this section.

NOTE: This section of the survey (2.1-2.25) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS
Cataloged Books

2.1	Adult Fiction Books	11,483
2.2	Adult Non-fiction Books	7,977
2.3	Total Adult Books (Total questions 2.1 & 2.2)	19,460
2.4	Children's Fiction Books	16,463
2.5	Children's Non-fiction Books	5,052
2.6	Total Children's Books (Total questions 2.4 & 2.5)	21,515
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	40,975

Other Print Materials

2.8	Total Uncataloged Books	3,128
2.9	Total Print Serials	1,579

2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	4,707
2.12	Total Print Materials (Total questions 2.7 and 2.11)	45,682

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	0
2.14	Local Electronic Collections	21
2.15	NOVELₙᵧ Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	36
2.17	Audio - Downloadable Units	0
2.18	Video - Downloadable Units	0
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	0
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	36

Non-Electronic Materials

2.21	Audio - Physical Units	3,895
2.22	Video - Physical Units	11,679
2.23	Other Circulating Physical Items	14

| 2.24 | Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23) | 15,588 |

Grand Total/Additions to Holdings

| 2.25 | **GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24) | 61,306 |

ADDITIONS TO HOLDINGS - Do <u>not</u> subtract withdrawals or discards.

2.26	Cataloged Books	3,181
2.27	All Other Print Materials	1,423
2.28	Electronic Materials	0
2.29	All Other Materials	1,513
2.30	Total Additions (Total questions 2.26 through 2.29)	6,117

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits/Borrowers/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the <u>fiscal</u> year reported in Part 1; report information on questions 3.32 through 3.84 for the 2022 <u>calendar</u> year. Please click here to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	89,857
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
3.2	Registered resident borrowers	22,029
3.3	Registered non-resident borrowers	5

Please report information on WRITTEN POLICIES as of 12/31/22.
WRITTEN POLICIES (Answer Y for Yes, N for No)

3.4   Does the library have an open meeting policy?   Y

3.5   Does the library have a policy protecting the confidentiality of library records?   Y

3.6   Does the library have an Internet use policy?   Y

3.7   Does the library have a disaster plan?   Y

3.8   Does the library have a board-approved conflict of interest policy?   Y

3.9   Does the library have a board-approved whistle blower policy?   Y

3.10   Does the library have a board-approved sexual harassment prevention policy?   Y

Please report information on ACCESSIBILITY as of 12/31/22.
ACCESSIBILITY (Answer Y for Yes, N for No)

3.11   Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?   Y

Note: Library by Mail offered at the System level.

3.12   Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?   Y

3.13   Does the library have large print books?   Y

3.14   Does the library have assistive technology for people who are visually impaired or blind?   Y

3.15 - If so, what do you have?

screen reader, such as JAWS, Windoweyes or NVDA	Yes
refreshable Braille commonly referred to as a refreshable Braille display	No
screen magnification software, such as Zoomtext	Yes
electronic scanning and reading software, such as OpenBook	No

3.16   Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?   Y

Library Sponsored Programs/Summer Reading Program

SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

Synchronous Program Sessions

A synchronous (live) program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.

Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples, please refer to the chart in Instructions.

3.17   Number of Synchronous Program Sessions Targeted at Adults Age 19   66 or Older

3.18   Number of Synchronous Program Sessions Targeted at Young Adults   14 Ages 12-18

3.19a   Number of Synchronous Program Sessions Targeted at Children Ages   62 0-5

| 3.19b | Number of Synchronous Program Sessions Targeted at Children Ages 6-11 | 67 |

Note: Increase in number of program sessions due to more in-person programs and attendees following a decrease in COVID restrictions.

| 3.20 | Number of Synchronous General Interest Program Sessions | 57 |

| 3.21 | Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20) | 266 |

| 3.21a | Number of Synchronous In-Person Onsite Program Sessions | 260 |

| 3.21b | Number of Synchronous In-Person Offsite Program Sessions | 6 |

| 3.21c | Number of Synchronous Virtual Program Sessions | 0 |

| 3.21d | Total number of synchronous programs (3.21a + 3.21b + 3.21c) | 266 |

| 3.22 | One-on-One Program Sessions | 4,837 |

| 3.23 | Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library? | Yes |

| 3.24 | Attendance at Synchronous Programs Targeted at Adults Age 19 or Older | 589 |

| 3.25 | Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 | 87 |

| 3.26a | Attendance at Synchronous Programs Targeted at Children Ages 0-5 | 1,661 |

Note: Increase in number of program sessions due to more in-person programs and attendees following a decrease in COVID restrictions.

3.26b   Attendance at Synchronous Programs Targeted at Children Ages 6-11   1,542

Note: Increase in number of program sessions due to more in-person programs and attendees following a decrease in COVID restrictions.

3.27   Attendance at Synchronous General Interest Programs   2,306

3.28   Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27).   6,185

Note: Increase in number of program sessions due to more in-person programs and attendees following a decrease in COVID restrictions.

3.28a   Synchronous In-Person Onsite Program Attendance   4,906

3.28b   Synchronous In-Person Offsite Program Attendance   1,205

3.28c   Synchronous Virtual Program Attendance   74

Note: These were simultaneous in-person/live virtual programs, so program numbers were counted in 3.21a, but the live virtual attendees are listed here.

3.28d   Total synchronous program attendance (3.28a + 3.28b + 3.28c)   6,185

3.29   One-on-One Program Attendance   4,882

Note: One-on-one programs include the Book a Technology Trainer program as well as tutoring. On occasion, a second or third person attends these appointments, but the library still considers them one-on-one programs rather than planned group programs.

3.29a   Total Number of Asynchronous Program Presentations   0

3.29b   Total Views of Asynchronous Program Presentations within 30 Days   0

3.30   Total Number of Children's Programs (sum of Q3.19a and Q3.19b)   129

| 3.31 | Total Children's Program Attendance (sum of Q3.26a and Q3.26b) | 3,203 |

Please report information on SUMMER READING PROGRAMS for the 2022 calendar year.

SUMMER READING PROGRAM

3.32 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2022 (check all that apply):

a.	Program(s) for children	Yes
b.	Program(s) for young adults	Yes
c.	Program(s) for Adults	No
d.	Summer Reading at New York Libraries name and/or logo used	Yes
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes
f.	N/A	No
3.33	Library outlets offering the summer reading program	1
3.34	Children registered for the library's summer reading program	139
3.35	Young adults registered for the library's summer reading program	0
3.36	Adults registered for the library's summer reading program	0
3.37	Total number registered for the library's summer reading program (total 3.34 + 3.35 + 3.36)	139
3.38	Children's program sessions - Summer 2022	29

3.39	Young adult program sessions - Summer 2022	2
3.40	Adult program sessions - Summer 2022	0
3.41	Total program sessions - Summer 2022 (total 3.38 + 3.39 + 3.40)	31
3.42	Children's program attendance - Summer 2022	1,016
3.43	Young adult program attendance - Summer 2022	17
3.44	Adult program attendance - Summer 2022	0
3.45	Total program attendance - Summer 2022 (total 3.42 + 3.43 + 3.44)	1,033

COLLABORATORS

3.46	Public school district(s) and/or BOCES	0
3.47	Non-public school(s)	0
3.48	Childcare center(s)	0
3.49	Summer camp(s)	0
3.50	Municipality/Municipalities	0
3.51	Literacy provider(s)	0
3.52	Other (describe using the State note)	0
3.53	Total Collaborators (total 3.46 through 3.52)	0

Please report information on EARLY LITERACY PROGRAMS for the 2022 calendar year.

EARLY LITERACY PROGRAMS

3.54	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y

3.55 - Indicate types of programs offered (check all that apply)

a.	Focus on birth - school entry (kindergarten)	Yes
b.	Focus on parents & caregivers	No
c.	Combined audience	Yes
d.	N/A	No

3.56 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	62
b.	Focus on parents & caregivers	0
c.	Combined audience	2
d.	N/A	0
3.57	Total Sessions	64

3.58 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	1,661
b.	Focus on parents & caregivers	0
c.	Combined audience	40
d.	N/A	0
3.59	Total Attendance	1,701

3.60 - Collaborators (check all that apply):

a.	Childcare center(s)	No
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public School(s)	No
d.	Health care providers/agencies	No
e.	Other (describe using the State note)	No

Please report information on ADULT LITERACY for the 2022 calendar year.

ADULT LITERACY

3.61	Did the library offer adult literacy programs?	No
3.62	Total group program sessions	0
3.63	Total one-on-one program sessions	0
3.64	Total group program attendance	0
3.65	Total one-on-one program attendance	0

3.66 - Collaborators (check all that apply)

a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public Schools	No
d.	Other (see instructions and describe using Note)	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2022 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.67	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N
3.68	Children's program sessions	0
3.69	Young adult program sessions	0
3.70	Adult program sessions	0
3.71	Total program sessions (total 3.68 + 3.69 + 3.70)	0
3.72	One-on-one program sessions	0
3.73	Children's program attendance	0
3.74	Young adult program attendance	0
3.75	Adult program attendance	0
3.76	Total program attendance (total 3.73 + 3.74 + 3.75)	0
3.77	One-on-one program attendance	0

3.78 - Collaborators (check all that apply):

a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Other (describe using the Note)	No

Please report information on DIGITAL LITERACY for the 2022 calendar year.

DIGITAL LITERACY

3.79	Did the library offer digital literacy programs?	Y

3.80	Total group program sessions	0
3.81	Total one-on-one program sessions	33
3.82	Total group program attendance	0
3.83	Total one-on-one program attendance	39

Note: One-on-one digital literacy programs include the Book a Technology Trainer program. On occasion, a second or third person attends these appointments, but the library still considers them one-on-one programs rather than planned group programs.

| 3.84 | Did your library offer teen-led activities during the 2022 calendar year? | N |

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference Transactions

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	46,685
4.2	Adult Non-fiction Books	18,651
4.3	Total Adult Books (Total questions 4.1 & 4.2)	65,336

Note: System-Wide, fine free with autorenewals was implemented 4/2022.

4.4	Children's Fiction Books	58,237
4.5	Children's Non-fiction Books	9,366
4.6	Total Children's Books (Total questions 4.4 & 4.5)	67,603

Note: System-Wide, fine free with autorenewals was implemented 4/2022.

| 4.7 | Total Cataloged Book Circulation (Total question 4.3 & 4.6) | 132,939 |

Note: System-Wide, fine free with autorenewals was implemented 4/2022.

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	59,296

4.9	Circulation of Children's Other Materials	15,158

4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	74,454

Note: System-Wide, fine free with autorenewals was implemented 4/2022.

4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	207,393

Note: System-Wide, fine free with autorenewals was implemented 4/2022.

ELECTRONIC USE

4.12	Use of Electronic Material	0

Note: Note: This is being reported at the System level.

4.13	Successful Retrieval of Electronic Information	0

Note: Note: This is being reported at the System level.

4.14	Electronic Content Use (Total questions 4.12 & 4.13)	0

4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	207,393

Note: System-Wide, fine free with autorenewals was implemented 4/2022.

4.16	Total Collection Use (Total questions 4.13 & 4.15)	207,393

Note: System-Wide, fine free with autorenewals was implemented 4/2022.

4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	82,761

Note: System-Wide, fine free with autorenewals was implemented 4/2022.

4.18	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No

Note: System-Wide, fine free with autorenewals was implemented 4/2022.

REFERENCE TRANSACTIONS

4.19   Total Reference Transactions   2,683

Note: Weather-related closings, patron self-searching of catalog and staffing changes interrupted tracking via LibStats.

4.19a   Regarding the number of
         Reference Transactions entered, is
         this an annual count or an annual   CT - Annual Count
         estimate based on a typical week
         or weeks?

4.20   Does the library offer virtual
         reference?   Y

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21   TOTAL MATERIALS
         RECEIVED   0

Note: Note: This is being reported at the System level.

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22   TOTAL MATERIALS
         PROVIDED   0

Note: Note: This is being reported at the System level.

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2022.
SYSTEMS AND SERVICES

5.1   Automated circulation system?   Y

5.2   Online public access catalog
         (OPAC)?   Y

5.3   Electronic access to the OPAC
         from outside the library?   Y

5.4   Annual number of visits to the
         library's web site   18,564

5.5   Does the library use Internet
         filtering software on any   Y
         computer?

5.6   Does your library use social
         media?   Y

| 5.7 | Does the library file for E-rate benefits? | Y |

Note: Included as a component unit of B&ECPL.

| 5.8 | Is the library part of a consortium for E-rate benefits? | N |

| 5.9 | If yes, in which consortium are you participating? | N/A |

| 5.10 | Name of the person responsible for the library's Information Technology (IT) services | Stephen Hovey IT Administrator |

| 5.11 | IT contact's telephone number (enter 10 digits only and hit the Tab key) | (716) 858-6004 |

| 5.12 | IT contact's email address | hoveys@buffalolib.org |

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

| 6.1 | The number of hours per workweek used to compute FTE for all paid library personnel in this section. | 35 |

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	1.77
6.5	Vacant Librarian (certified)	0
6.6	Library Manager (not certified)	0

6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	4.83
6.11	Vacant Other Staff	.51
6.12	**TOTAL PAID STAFF** (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	7.60
6.13	**VACANT TOTAL PAID STAFF** (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.51

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1
6.15	Salary - Entry Level Librarian (certified)	$46,840
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	$75,221
6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2023 all public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2022**. Please click here to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website. Questions about the new standards should be directed to your library system.

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.   Y

2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.   Y

3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.   Y

4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.   Y

5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.   Y

6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.   Y

7.   Is open the minimum standard
number of public service hours for   Y
population served. (see
instructions)

8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

8a.	space	Y
8b.	lighting	Y
8c.	shelving	Y
8d.	seating	Y
8e.	power infrastructure	Y
8f.	data infrastructure	Y
8g.	public restroom	Y

9.   Provides programming to address
community needs, as outlined in   Y
the library's long-range plan of
service.

10. Provides

10a.   a circulation system that facilitates
access to the local library
collection and other library   Y
catalogs

10b.   equipment, technology, and
internet connectivity to address
community needs and facilitate   Y
access to information.

11.   Provides access to current library
information in print and online,
facilitating the understanding of
library services, operations and   Y
governance; information provided
online shall include the standards
referenced in numbers (1) through
(5) above.

12.	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y

13.	Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y

14.	Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	55.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00

8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	55.00
8.10	Annual Total Hours - Main Library	2,691.00
8.11	Annual Total Hours - Branch Libraries	0.00
8.12	Annual Total Hours - Bookmobiles	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,691.00

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID–19 pandemic. Report all information in Part 8A from January 1, 2022 to December 31, 2022.

CV1	Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?	No
CV2	Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?	No

Note: N/A

CV3	Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?	Yes

CV4   Did the library provide reference
       service via the Internet or
       telephone when the building was
       physically closed to the public   No
       during the Coronavirus
       (COVID-19) pandemic?

Note: N/A

CV5   Did the library provide 'outside'
       service for circulation of physical
       materials at one or more outlets   Yes
       during the Coronavirus
       (COVID-19) pandemic?

CV6   Did the library intentionally
       provide Wi-Fi Internet access to
       users outside the building at one or   Yes
       more outlets during COVID-19
       pandemic?

Note: External WiFi was in place prior to pandemic.

CV7   Did the library increase access to
       Wi-Fi Internet access to users
       outside the building at one or more   No
       outlets during the Coronavirus
       (COVID-19) pandemic?

CV8   Did library staff work for other
       government agencies or nonprofit
       organizations instead of, or in   No
       addition to, their normal duties
       during the Coronavirus
       (COVID-19) pandemic?

CV9   Number of Weeks an Outlet Had
       Limited Occupancy Due to   0
       COVID-19

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.
Report all information as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.
NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.
If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking a link to an Excel sheet listing prior year outlets is located in section 9. Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

1.	Outlet Name	West Seneca Public Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	1300 UNION ROAD
4.	Outlet Street Address Status	00 (for no change)
5.	City	West Seneca
6.	Zip Code	14224
7.	Phone (enter 10 digits only)	(716) 674-2928
8.	Fax Number (enter 10 digits only)	(716) 674-9206
9.	E-mail Address	WSE@BUFFALOLIB.ORG
10.	Outlet URL	https://www.buffalolib.org/locations-hours/west-seneca-public-library
11.	County	Erie
12.	School District	West Seneca Central
13.	Library System	Buffalo & Erie County Public Library
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	2,691

16.	Number of Weeks This Outlet is Open	52
16a	Number of weeks an outlet closed due to COVID-19	0
16b	Number of weeks an outlet had limited occupancy due to COVID-19	0
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	Y
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	30
20.	Enter the appropriate outlet code (select one):	LRF
21.	Who owns this outlet building?	Town
22.	Who owns the land on which this outlet is built?	Town
23.	Indicate the year this outlet was initially constructed	1959
24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2018
25.	Square footage of the outlet	19,162
26.	Number of Internet Computers Used by General Public	30
27.	Number of uses (sessions) of public Internet computers per year	11,815

27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Other (specify using the State note)

Note: Ethernet connections to central

29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps
31.	Internet Provider	Crown Castle Fiber
32.	WiFi Access	Password required
33.	Wireless Sessions	20,963
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your **outlet** have a Makerspace?	Y
37.	*LIBID*	0800146980
38.	*FSCSID*	NY0028
39.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0
40.	*Outlet Structure Status*	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2022. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1   Total number of board meetings held during calendar year (January 1, 2022 to December 31, 2022)   11

NUMBER OF TRUSTEES AND TERMS

10.2   Does your library have a range of trustees stated in the library's charter documents (incorporation)?   No

10.5   If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)?   5

10.6   Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note.   Yes

10.7   If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)?   5 years

BOARD MEMBER SELECTION

10.8   Enter Board Member Selection Code (select one):   A - board members are appointed by municipality(ies)

List Officers and Board Members as of February 1, 2023. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

10.9   First Name   William

10.10   Last Name   Josefiak

10.11   Mailing Address

10.12	City	West Seneca
10.13	Zip Code (5 digits only)	14224
10.14	Phone (enter 10 digits only)	
10.15	E-mail Address	
10.16	Term Begins - Month	January
10.17	Term Begins - Year (yyyy)	2022
10.18	Term Expires - Month	December
10.19	Term Expires - Year (yyyy)	2026
10.20	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
10.21	The date the Oath of Office was taken (mm/dd/yyyy)	01/19/2023

Note: Trustees retake oath of office each year per town policy.

10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/19/2023
10.23	Is this a brand new trustee?	N

Please Note: last year's answers for repeating groups cannot be displayed.

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect (but do not include the Board President—this information should still be entered directly into the survey). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available here. Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to collectconnect@baker-taylor.com.

1.	Status	Filled
2.	First Name of Board Member	Amanda
3.	Last Name of Board Member	Cleesattel
4.	Mailing Address	
5.	City	West Seneca
6.	Zip Code (5 digits only)	14224
7.	E-mail address	
8.	Office Held or Trustee	Secretary
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2022
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2025
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No

Note: Note: Trustee Cleesattel is filling the remainder of Kelly Clifford's term, which was originally to run from 1/1/2021 to 12/31/2025. Ms. Clifford resigned effective 1/1/2022.

14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/30/2023

Note: Trustees retake oath of office each year per town policy.

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/30/2023

16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Jessica
3.	Last Name of Board Member	Casamassa
4.	Mailing Address	
5.	City	West Seneca
6.	Zip Code (5 digits only)	14224
7.	E-mail address	
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	October
10.	Term Begins - Year (year)	2022
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2023
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No

Note: Note: Trustee Casamassa is filling the remainder of Patricia Wass's term, which was originally to run from 1/1/2019 to 12/31/2023. Ms. Wass resigned effective 7/4/2022 and Ms. Casamassa was appointed to fill the remainder of the term on 10/24/2022.

| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 01/31/2023 |

Note: Trustees retake oath of office each year per town policy.

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/31/2023
16.	Is this a brand new trustee?	Y
1.	Status	Filled
2.	First Name of Board Member	Jennifer
3.	Last Name of Board Member	Dobe
4.	Mailing Address	
5.	City	West Seneca
6.	Zip Code (5 digits only)	14224
7.	E-mail address	
8.	Office Held or Trustee	Financial Officer
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2023
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2027
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes

14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/23/2023

Note: Trustees retake oath of office each year per town policy.

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/23/2023

16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name of Board Member	Cynthia
3.	Last Name of Board Member	Johnson
4.	Mailing Address	
5.	City	West Seneca
6.	Zip Code (5 digits only)	14224
7.	E-mail address	
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2020
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2024

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

Yes

14. The date the Oath of Office (mm/dd/yyyy) was taken

01/27/2023

Note: Trustees retake oath of office each year per town policy.

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)

01/27/2023

16. Is this a brand new trustee?

N

Trustee Education

Please Note: last year's answers for repeating groups cannot be displayed.

Complete one record for each person serving as a trustee as of December 31, 2022. These trustees will not be exactly the same as the trustees listed in the section above.

1. Trustee Name

William Josefiak

2. Has the trustee participated in trustee education in the last calendar year (2022)?

Y

1. Trustee Name

Jessica Casamassa

2. Has the trustee participated in trustee education in the last calendar year (2022)?

N

1. Trustee Name

Amanda Cleesattel

| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y |

| 1. | Trustee Name | Jennifer Dobe |

| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y |

| 1. | Trustee Name | Cynthia Johnson |

| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | N |

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR.* Please click here to read general instructions before completing this section.

LOCAL PUBLIC FUNDS
Specify by name the municipalities or school districts which are the source of funds.

| 11.1 | Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3. | Y |

Please Note: last year's answers for repeating groups cannot be displayed.

| 1. | Source of Funds | County |

| 2. | Name of funding County, Municipality or School District | Erie County |

| 3. | Amount | $586,371 |

| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | N |

5.   Written Contractual Agreement   Y

11.2   TOTAL LOCAL PUBLIC FUNDS $586,371

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3   Local Library Services Aid (LLSA) $14,171

11.4   Record all Central Library Services Aid monies received from system headquarters $0

11.5   Additional State Aid received from the System $0

11.6   Federal Aid received from the System $0

11.7   Other Cash Grants $0

11.8   TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7) $14,171

OTHER STATE AID

11.9   State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants $0

Federal Aid/Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10   LSTA $0

11.11   Other Federal Aid $0

11.12   TOTAL FEDERAL AID (Add Questions 11.10 and 11.11) $0

| 11.13 | CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE | $0 |

OTHER RECEIPTS

11.14	Gifts and Endowments	$2,707
11.15	Fund Raising	$1,352
11.16	Income from Investments	$19
11.17	Library Charges	$9,408
11.18	Other	$0
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$13,486
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$614,028
11.21	**BUDGET LOANS**	$0

Transfers/Grant Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	$0
11.23	From Other Funds	$0
11.24	**TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)	$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 12.39 of previous year if fiscal year has not changed)	$130,721

11.26 **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40) $744,749

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1 Certified Librarians $193,120

12.2 Other Staff $146,572

12.3 **Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2) $339,692

12.4 **Employee Benefits Expenditures** $107,358

12.5 **Total Staff Expenditures (Add Questions 12.3 and 12.4)** $447,050

COLLECTION EXPENDITURES

12.6 Print Materials Expenditures $42,064

12.7 Electronic Materials Expenditures $70,087

12.8 Other Materials Expenditures $20,360

12.9 **Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8) $132,511

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10 From Local Public Funds (71PF) $0

12.11 From Other Funds (71OF) $0

| 12.12 | **Total Capital Expenditures** (Add Questions 12.10 and 12.11) | $0 |

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	$315
12.14	From Other Funds (72OF)	$0
12.15	**Total Repairs** (Add Questions 12.13 and 12.14)	$315
12.16	Other Disbursements for Operation & Maintenance of Buildings	$7,170
12.17	**Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)	$7,485

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$7,428
12.19	Telecommunications	$1,301
12.20	Postage and Freight	$0
12.21	Professional & Consultant Fees	$0
12.22	Equipment	$1,711
12.23	Other Miscellaneous	$16,523
12.24	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	$26,963

Contracts/Debt Service/Transfers/Grand Total

| 12.25 | **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** | $0 |

DEBT SERVICE
Capital Purposes Loans (Principal and Interest)

12.26   From Local Public Funds (73PF) $0

12.27   From Other Funds (73OF) $0

12.28   **Total** (Add Questions 12.26 and 12.27) $0

Other Loans

12.29   Budget Loans (Principal and Interest) $0

12.30   Short-Term Loans $0

12.31   **Total Debt Service** (Add Questions 12.28, 12.29 and 12.30) $0

12.32   **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31) $614,009

TRANSFERS
Transfers to Capital Fund

12.33   From Local Public Funds (76PF) $0

12.34   From Other Funds (76OF) $0

12.35   **Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8) $0

12.36   **Transfer to Other Funds** $2,543

12.37   **TOTAL TRANSFERS** (Add Questions 12.35 and 12.36) $2,543

12.38   **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37) $616,552

12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2022	$128,197
12.40	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26)	$744,749

ASSURANCE

12.41	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	04/19/2023

FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	10/01/1988
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	N/A
12.44	Indicate type of audit (select one):	State

CAPITAL FUND

12.45	Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	N

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click here to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	$0
13.2	All Other Revenues from Local Sources	$0

13.3   **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) $0

STATE AID FOR CAPITAL PROJECTS

13.4   State Aid Received for Construction $0

13.5   Other State Aid $0

13.6   **Total State Aid** (Add Questions 13.4 and 13.5) $0

FEDERAL AID FOR CAPITAL PROJECTS

13.7   **TOTAL FEDERAL AID** $0

INTERFUND REVENUE

13.8   Transfer from Operating Fund (Same as Question 12.35) $0

13.9   **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) $0

13.10   **NON-REVENUE RECEIPTS** $0

13.11   **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10) $0

13.12   BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 14.11 of previous year, if fiscal year has not changed) $0

13.13   **TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12) $0

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click here to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1   Construction $0

| 14.2 | Incidental Construction | $0 |

Other Disbursements

14.3	Purchase of Buildings	$0
14.4	Interest	$0
14.5	Collection Expenditures	$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	$0
14.7	**TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6)	$0
14.8	**TRANSFER TO OPERATING FUND** (Same as Question 11.22)	$0
14.9	**NON-PROJECT EXPENDITURES**	$0
14.10	**TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9)	$0
14.11	**BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2022	$0
14.12	**TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13)	$0

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.
Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	2.42
16.2	Total Librarians	2.42
16.3	All Other Paid Staff	4.67
16.4	Total Paid Employees	7.09
16.5	State Government Revenue	$14,171
16.6	Federal Government Revenue	$0
16.7	Other Operating Revenue	$13,486
16.8	Total Operating Revenue	$614,028
16.9	Other Operating Expenditures	$34,448
16.10	Total Operating Expenditures	$614,009
16.11	Total Capital Expenditures	$0
16.12	Print Materials	45,682
16.12a	Total Physical Items in Collection	61,270
16.13	Total Registered Borrowers	22,034
16.14	Other Capital Revenue and Receipts	$0
16.15	Number of Internet Computers Used by General Public	30
16.16	Total Uses (sessions) of Public Internet Computers Per Year	11,815
16.17	Wireless Sessions	20,963
16.18	Total Capital Revenue	$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	0800146980
17.2	*Interlibrary Relationship Code*	ME
17.3	*Legal Basis Code*	CI
17.4	*Administrative Structure Code*	SO
17.5	*FSCS Public Library Definition*	Y
17.6	*Geographic Code*	CD1
17.7	*FSCS ID*	NY0028
17.8	*SED CODE*	142801700005
17.9	*INSTITUTION ID*	800000051916

SUGGESTED IMPROVEMENTS

Library Name:	WEST SENECA PUBLIC LIBRARY
Library System:	Buffalo & Erie County Public Library
Name of Person Completing Form:	Robert Alessi
Phone Number:	(716) 674-2928
I am satisfied that this resource (Collect) is meeting library needs:	Agree
Applying this resource (Collect) will help improve library services to the public:	Agree

Please share with us your
suggestions for improving the
Annual Report. When providing
feedback, if applicable please   No additional comment.
indicate the question number each
comment/suggestion refers to.
Thank you!

RESOLUTION adopted by the Board of Trustees of the

_____ Library at a

regular (or special) meeting of said Board of Trustees held at

_____ on the _____

day of _____ 2023 at _____ o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees

of the _____ Library, held

at _____ on the _____ day of

_____2023, a resolution was adopted of

which the following is a true copy:

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 attest 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.

Clerk _____

Ayes _____

Noes _____

LIBRARY HOURS

Monday	9-8
Tuesday	9-8
Wednesday	9-5
Thursday	9-8
Friday	9-5
Saturday	10-4

2023 Board of Trustees

William Josefiak, President

Jessica Casamassa, Vice President

Amanda Cleesattel, Secretary

Jennifer Dobe, Treasurer

Cynthia Johnson, Trustee

West Seneca Public Library

1300 Union Road
West Seneca, NY 14224

Phone: 716-674-2928
Fax: 716-674-9206
E-mail: WSE@buffalolib.org
Website: www.buffalolib.org

West Seneca Public Library 2022 Annual Report

Buffalo & Erie County Public **LIBRARY**


OUR MISSION
Connecting our diverse community with library resources that enrich, enlighten and entertain.

OUR VISION
To be deeply rooted in the community: promoting partnerships, fostering the development of a literate and informed citizenry through free and equal access to cultural, intellectual, recreational and informational resources, planning for the future, and making the most effective use of funding

By the numbers.....

⇒ **22,034** registered borrowers

⇒ **207,393** items borrowed

⇒ **11,815** computer sessions

⇒ **20,963** wifi uses

⇒ **89,857** people visited

⇒ **6,185** people attended **266** group programs

⇒ **4,882** people participated in **4,837** one-on-one programs or take-and-make activities

⇒ **2,683** reference questions answered

⇒ **34** years at the West Seneca Public Library for Miss Emily! We wish you a happy & healthy retirement!!!
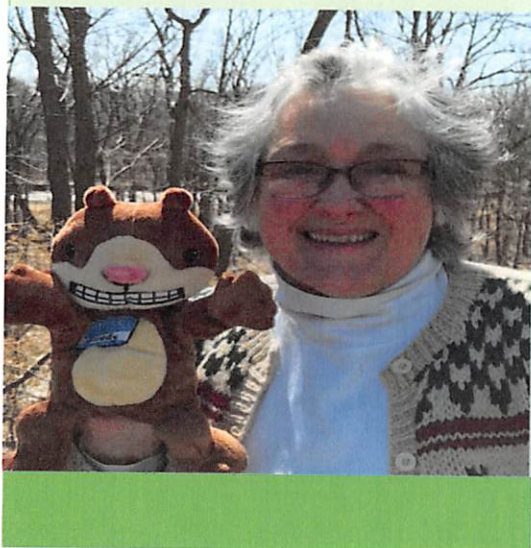
The West Seneca Public Library is your source for...

Books — DVDs — CDs — Audiobooks — E-books and digital downloads — Family activities — Wide variety of programs — Story hours — 18 Public computers with Internet access — Maker space activities — 6 laptops for use in the library — Wireless Internet access — Reference — Online databases — Computer classes — Informational displays — Lectures — Author visits — Local artwork exhibitions — Interlibrary loan — Local history collection — Chromebooks & Hotspots — Photocopier and three scanners for public use — FAX machine — And so much more!

THANK YOU to the:

Friends of the West Seneca Public Library who provided volunteer hours and funding for programs, furnishings, books and materials throughout the year.

Special THANKS to :

Rotary Club of West Seneca
for sponsoring the children's section of the library with their generous donation

Thank you also to:
Town of West Seneca
Wegmans — West Seneca
West Seneca Art Society
West Seneca Bee
West Seneca Chamber of Commerce
West Seneca Lions Club
West Seneca School District
West Seneca Woman's Club

AND to the many individuals and groups whose time, donations and memorial gifts make a difference!