

West Seneca Public Library
Board Meeting Agenda - October 23, 2024 @ 4:00pm in the Large Community Room

A. Call of the Roll.

B. Approval / Changes to Agenda.

C. Minutes of the Preceding Meeting - September 18, 2024

D. Nominations and Elections of Officers, if any.

E. Report of the Director - September 2024

F. Report of the Treasurer.

1. County account statement September 2024
2. Local account statement September 2024
3. Summary of accounts September 2024
4. Check abstract and approvals

G. Report of the Friends of the Library.

H. Report of the President.

1. ACT Meeting Recap: October 19, 2024 at Aurora

I. Old Business.

J. New Business.

1. 2025 Operating Calendar
2. Review: Claims Audit Policy & Payment Voucher Form
3. Review: Lost & Found Policy
4. Volunteer Lanyards

K. Public Comment.

L. Adjournment.

Next Regular Meeting: Wednesday, December 4, 2024 @ 4:00pm

West Seneca Public Library

Library Board of Trustees Meeting Minutes

September 18th, 2024 @ 4:00pm in the Large Community Room

A. Call of the Roll

- Present: Jessica Casamassa, Amanda Cleesattel, Cynthia Johnson, William Josefiak, Jennifer Dobe
- Excused:
- Guest(s): Robert Alessi (Director)

B. Approval / Changes to Agenda: none

C. Minutes of Preceding Meeting (July 17, 2024) – none

Motion to approve: William Josefiak

Second: Amanda Cleesattel

Ayes: all

Nays: none

*** Note-** no scheduled meeting August 2024

D. Report of the Director

See July & August 2024 documents posted

- Capacity increased to 49 people in Makerspace (35 max capacity prior)

E. Report of the Treasurer:

See July & August 2024 documents posted

- County account statement July & August 2024
- Local account statement July & August 2024
- Summary of accounts July & August 2024
- Check abstract and approvals July & August 2024
 - Add \$107.59 check for hole punch and walkie talkies just received and due by October board meeting

Motion to approve: William Josefiak

Second: Jessica Casamassa

Ayes: all

Nays: none

F. Report of the Friends of the Library:

- Low attendance at August meeting
- Possible custom buttons for friends

- Friend (Scott Dobe) has been sending emails to the group to help with minutes and information sharing.
- Next meeting 11/4/24

G. Report of the President:

- ACT October 19th @ East Aurora library 9-11:30am

H. Old Business:

I. New Business:

- T shirts to identify volunteers for safety and patron convenience. Amanda to simplify design and send to friends group. Order placed after friends decide how many t shirts they would like if any.
- October 29th @ 6pm library Halloween story time and trick or treat party

Next meeting changed from 10/16/24 to be held now 10/23/24 at 4pm

Motion to approve meeting date change:

Jennifer Dobe

Second: Cynthia Johnson

Ayes: all

Nays: none

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

Adjournment @ 5:05 pm

Motion: William Josefiak

Second: Jessica Casamassa

Ayes: all

Nays: none

Next Regular Meeting: October 23th, 2024 @ 4pm

Respectfully submitted by Amanda Cleesattel, Secretary

West Seneca Public Library Board Meeting Director's Report

September 2024

Circulation - September 2024

20,775

Revenue - County Account Fees, Copies, Print - September 2024

\$886.38

Library Visitors - September 2024

7,727

Programming - September 2024

(Youth/Teen)

Make & Take Craft Bags	All month	70 bags
Tutoring	All month	45 sessions
Summer Reading Logs	All month	3 participants
Family Story Time	9/3	5 attendees
Lego Club (4)	9/14, 9/28	76 attendees
Library Card Signup Scavenger Hunt	9/16	96 participants
Kids Craft - Parachute Person	9/16	20 attendees
Fuse Beads	9/19	9 attendees
Burchfest - Bookmark Making w/ West Seneca Art Society	9/21	15 attendees
Baby & Me (2)	9/25	29 attendees
Teen Art Night - Paint n Sip	9/26	8 attendees

Programming - September 2024

(Adult)

Knitting Club (4)	9/9, 9/16, 9/23, 9/30	24 attendees
Burchfest - The Genius of Charles Burchfield w/ Mary Marino Kozub	9/21	23 attendees
Book a Tech Trainer (3 sessions)	9/24	3 attendees
John Koerner (Local Author)	9/28	11 attendees
Book Club	9/30	7 attendees

Collection Development

WSE - 2024 Funds- All AV and MAT material budget funds spent.

Outreach/Meetings/Library Visits

- 9/4 NYSEG re: community room use for event on 9/26
- 9/11 Managers Meeting @ CEN
- 9/30 Erie County Legislator Lindsay Lorigo Library Tour and Library Card Signup Month Proclamation

Misc.

- 9/16-9/18 Conducted interviews to fill PT Librarian position to be vacated after Oct. 4 by Jordan. Susan Blake has been hired to fill the position effective 10/5.
- 9/16 Carstar returned 5 old bookcarts which were cleaned and received a basecoat of paint. The Art Society is currently working on decorating the end panels of each cart.
- Rowan contributed an article to the West Seneca Bee about the children's area featuring the generous donation of \$25,000 from the Rotary Club of West Seneca.
- The next Friends meeting will be Monday, November 4th.

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Sep-24

SAP Acct.	Description	Adopted Budget	Budget Transfers	Year-to-Date Expenditures	Available Budget	Projected Utilization at 12/31	Projected Variance at 12/31	Comments
500000	Salaries - Full-time	0	0	0	0		0	
502000	Fringe Benefits	0	0	0	0		0	
Utility Charges:								
515000	Water	0	0	0	0		0	
515000	Sewer	0	0	0	0		0	
515000	Electric	7,500	0	5,378	2,122	7,170	330	
515000	Telephone - Maintenance	0	0	0	0		0	
510200	Dues and Fees	0	0	0	0		0	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	700	0	110	590	700	0	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	100	0	12	88	100	0	
530000	Other Expenses & Charges	600	0	961	(361)	600	0	
530000	Contingency (Bullet Aid)	0	0	472	(472)		0	
TOTAL EXPENSES		8,900	0	6,933	1,967	8,570	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	447	(347)	447	347	
Copy Machines	2,000	0	1,986	14	2,300	300	
Print Cost Recovery	5,000	0	4,336	664	5,500	500	
Other Income	100	0	55	45	75	(25)	
State Funding	0	0	20,000	(20,000)	20,000	20,000	
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	7,200	0	26,824	(19,624)	28,322	21,122	

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
1065	9/18/24	Rob Alessi- Soap refills, orange cones, labels, tissue paper, tablecloth, watercolor supplies, DampRid, air duster spray, chips for BotB event			\$280.01	\$19,871.92
1066	9/18/24	Emily Sieg- Movie night popcorn and chocolate, BotB pizza, posterboard			\$78.10	\$19,793.82
1067	9/18/24	West Seneca Chamber of Commerce- 2024-2025 membership dues renewal			\$75.00	\$19,718.82
1068	9/18/24	Amazon Capital Services- Invoice: 1RJC-HGM9-PYPR, bill detector, megaphone, thermometers, triple antibiotic ointment, and saline wipes for first aid kit.			\$65.35	\$19,653.47
1069	9/18/24	Amazon Capital Services- Invoice: 1LD6-F713-Y6T7, for 3 hole punches and walkie talkies			\$107.59	\$19,545.88

West Seneca Public Library Bank Account Balances September 2024

M&T County Account

Balance \$53,651.84 (Note: Includes \$35,843.49 Assemblyman Burke State Aid)

M&T Local Account

Balance \$19,545.88 (Note: Includes \$15,941.94 Rotary)

Local M&T CD (1)

Balance \$40,732.38

Local M&T CD (2)

Balance \$5,082.63

Local M&T CD (3)

Balance \$5,082.63

M&T Construction Fundraiser Account

Balance \$7,220.41

October 23, 2024 Abstract of Checks

Voucher #	Date	Payee	Amount	Check#	Reason for expense	Date
2024-L32	9/18/2024	Amazon Capital Services	\$107.59	1069	Hole punches and walkie talkies. Invoice: 1LD6-F713-Y6T7	9/18/2024
2024-L33	10/23/2024	Emily Sieg	\$78.26	1070	Food/drink for Teen Paint and Sip, paper bags for goodies for WS Rec Halloween	10/16/2024
2024-L34	10/23/2024	Robert Alessi	\$15.00	1071	Prizes for pumpkin painting contest	10/16/2024
2024-L35	10/23/2024	Amazon Capital Services	\$68.90	1072	LEGO Club base plates, Invoice: 1YHD-9T77-P1LQ	10/16/2024
2024-L36	10/23/2024	B&ECPL	\$1,505.22	1073	Private library materials- invoice 24033. \$376.28 from Lions and \$1,128.94 from Rotary	10/16/2024
2024-L37	10/23/2024	Robert Alessi	\$71.74	1074	Paint, brushes, cardstock, ribbon, gel pens, and pipe cleaners from Michaels	10/16/2024
2024-L38	10/23/2024	Emily Sieg	\$16.97	1075	Spooky Movie Saturday popcorn	10/18/2024
2024-C17	10/23/2024	B&ECPL	\$9,623.36	6441	Private Library materials- Invoice 24033. \$9,623.36 from Assemblyman Burke Grant Funds	10/16/2024
2024-C18	10/23/2024	Town of West Seneca	\$597.50	6442	October 2024 electric bill	10/16/2024
2024-C19	10/23/2024	Robert Alessi	\$146.00	6443	Stamps for mailing- 2 rolls of 100	10/16/2024
2024-C20	10/23/2024	Dobmeier Janitor Supply, Inc.	\$50.00	6444	NEW CHECK FOR Attempted repair on old Versamatic vacuum. Invoice 901821 (Stop payment submitted 10/16/24 for check #6436 which was not received by Dobmeier)	10/16/2024

2025

Holidays & Observances

January

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Jan 01 New Year's Day
- Jan 20 Martin Luther King Day
- Jan 29 Chinese New Year
- Feb 14 Valentine's Day
- Feb 17 President's Day
- Mar 01 Ramadan, 1st day
- Mar 05 Ash Wednesday
- Mar 17 St. Patrick's Day
- Mar 20 March equinox (GMT)
- Apr 01 April Fool's Day
- Apr 13 Passover
- Apr 20 Easter
- Apr 22 Earth Day
- Apr 23 Admin Assistants Day
- May 05 Cinco de Mayo
- May 11 Mother's Day
- May 26 Memorial Day
- Jun 08 Pentecost
- Jun 14 Flag Day
- Jun 15 Father's Day
- Jun 19 Juneteenth
- Jun 21 June Solstice (GMT)
- Jul 04 Independence Day
- Sep 01 Labor Day
- Sep 22 September equinox (GMT)
- Sep 23 Rosh Hashanah
- Oct 13 Federal Holiday
- Oct 31 Halloween
- Nov 11 Veterans Day
- Nov 27 Thanksgiving
- Dec 14 Hanukkah begins
- Dec 21 December Solstice (GMT)
- Dec 25 Christmas Day
- Dec 26 Kwanzaa begins
- Dec 31 New Year's Eve

CLAIMS AUDIT POLICY ESTABLISHMENT AND FUNCTIONS OF CLAIMS AUDITOR

The West Seneca Public Library Board of Trustees is responsible for establishing an adequate system of internal controls over processing claims to ensure taxpayer moneys are safeguarded.

The Board of Trustees may, by resolution, establish the position of a Claims Auditor. The Board may appoint the Claims Auditor at its annual Organizational Meeting or whenever the appointment becomes necessary. The Claims Auditor shall hold the position subject to the pleasure of the Board and report directly to the Board on the results of audits of claims approved and released for payment. The Claims Auditor may be required to work with the Treasurer for administrative matters such as work time, attendance and the creation of reports for the Board.

Qualifications

The Claims Auditor must have the necessary knowledge and skills to effectively audit claims. The Claims Auditor is a voluntary appointment and will not receive compensation. The Claims Auditor is not required to be a resident of the Library's service area.

No person shall be eligible for appointment to the position of Claims Auditor who shall be:

- A member of the Board who has any involvement in the library's accounting, procurement and/or check signing.
- An employee or volunteer responsible for procurement or accounting.
- The individual or entity responsible for the internal audit function (the Internal Auditor).
- The External (Independent) Auditor responsible for the external audit of the financial statements.
- A close or immediate family member of an employee, officer, or contractor providing services to the library. A "close family member" is defined as a parent, sibling or nondependent child; an "immediate family member" is a spouse, spouse equivalent, or dependent (whether or not related).
- An individual with an interest in any other contracts of the library and/or who provides any goods or services to the library.

Duties

The Claims Auditor shall certify that claims against the Library listed on the warrant were audited and payment is authorized. The Claims auditor shall:

1. Examine all claims to determine they are valid claims against the library.
2. Inspect receipts/packing slips to ensure goods or services were received by the library and that an appropriate staff member has confirmed receipt of goods and services.
3. Meet such other requirements as may be established by the Regulations of the Commissioner of Education and/or the Comptroller of the State of New York.

Only claims certified by the Claims Auditor pursuant to this policy shall be paid unless exempt by NYS law.

Review of Claims

Claims for payment must be accompanied by the following:

- Purchase orders or order forms listing goods purchased.
- Receipts and/or packing slips verifying underlying goods or services have been received.
- A sequentially numbered claim form initialed by appropriate staff member verifying goods or services have been received.

All claims submitted for approval will be summarized on an abstract of claims presented with above documentation, to the Board, or its appointed claims auditor, for audit.

Payments Not Requiring Pre-Audit

- Fixed salaries of officers or employees regularly engaged at agreed- upon wages by the hour, day, week, month, year, or other authorized period, including any payroll withholdings.
- Principal or interest payments on debt.
- Payments made pursuant to a court order.
- Amounts due upon lawful contracts for periods exceeding one year.
- Retirement contributions by a participating employer in the New York State and Local Retirement System as billed by the State Comptroller.

These types of payments should not be included on the abstract of audited claims.

Payments Allowed in Advance of Audit

- The Board of Trustees may, by resolution, authorize payment in advance for public utility services, postage, freight, and express charges.

Approval of Claims

Upon completing the review of claims, the Claims Auditor may approve said claims for payment. At its regular monthly meeting or special meeting, the Board shall review the payment of claims approved and paid pursuant to the signed recommendation of its Claims Auditor. All claims, including supporting documentation and the abstract, approved by the Claims Auditor will be available for Board inspection at each meeting.

Absence of Claims Auditor

The Board of Trustees will audit all claims in the event that the Claims Auditor position is vacant or unavailable. Such audit by the Board will be completed at a regular monthly meeting or special meeting.

Adopted by the West Seneca Public Library Board of Trustees on October 19, 2016. Revised and re-approved on November 20, 2019 and adoption confirmed January 15, 2020. Reviewed and re-approved June 23, 2021. Reviewed and re-approved October 23, 2024.

West Seneca Public Library Disbursement Form / Payment Voucher

Attach receipt(s)/invoice(s)

Voucher #	Date
Account	Payee
\$ Amount	Check #
Event/Activity Date(s)	
Reason for expense (library materials, programming, supplies, etc)	
Received by	Date

I certify that the above amount is true and correct; that the items, services and disbursements charged were rendered to or for the West Seneca Public Library on the dates stated; that no part has been paid or satisfied; that taxes, from which the library is exempt, are not included, and that the amount claimed is actually due.

Director Signature	Claims Auditor Signature
Date	Date

Lost and Found Policy

The West Seneca Public Library (WSPL) is not responsible for any patron's lost or left behind items. Patrons are solely responsible for their own property.

As a courtesy to our patrons, the WSPL will retain and store lost and left behind items for approximately 30 days. In addition, the WSPL will make a reasonable attempt to determine and contact the rightful owner of the lost property if said property contains sufficient identifying information.

1. If the rightful owner cannot be located, a lost or left behind item that is still unclaimed after 30 days will become the property of the WSPL or be turned over to the West Seneca Police Department.
2. Perishable or hazardous items such as food and personal care items will be disposed of immediately.
3. The WSPL will dispose of unclaimed items as follows:
 - a. General items will become the property of WSPL and may be disposed of or given to a charity as appropriate;
 - b. Books will be placed in the Library's book sale;
 - c. Money will be deposited in the WSPL general fund or turned over to the West Seneca Police Department, as appropriate; and
 - d. Identification documents and items, including but not limited to, credit cards and wallets, will be turned over to the West Seneca Police Department.

Adopted by the West Seneca Public Library Board of Trustees December 12, 2018.
Confirmed January 16, 2019. Reviewed and re-approved on June 23, 2021. Reviewed and re-approved on October 23, 2024.