

West Seneca Public Library
Board Meeting Agenda – September 18, 2024 @ 4:00pm in the Large Community Room

- A. Call of the Roll.
- B. Approval / Changes to Agenda.
- C. Minutes of the Preceding Meeting – July 17, 2024
- D. Nominations and Elections of Officers, if any.
- E. Report of the Director – July & August 2024
- F. Report of the Treasurer.
 - 1. County account statement July & August 2024
 - 2. Local account statement July & August 2024
 - 3. Summary of accounts July & August 2024
 - 4. Check abstract and approvals
 - 5. Payroll Report through PP#15
- G. Report of the Friends of the Library.
- H. Report of the President.
- I. Old Business.
- J. New Business.
 - 1. Volunteer Identification
- K. Public Comment.
- L. Adjournment.

Next Regular Meeting: Wednesday, October 16, 2024 @ 4:00pm

West Seneca Public Library

Library Board of Trustees Meeting Minutes

July 17th, 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 (June 2024)— none

Motion to approve: Jennifer Dobe
Second: Amanda Cleesattel
Ayes: all
Nayes: none

D. Report of the Director

See June 2024 documents posted

- Excellent results from book sale: exceeded anticipated revenue and community members purchased for the greater good (nursing homes, hospitals, schools, etc). Donated over 30 boxes of materials left over from sale to the Cazenovia Neighborhood Library.

E. Report of the Treasurer:

See June 2024 documents posted

- County account statement June 2024
- Local account statement June 2024
- Summary of accounts June 2024
- Check abstract and approvals June 2024

Motion to approve: William Josefiak
Second: Jessica Casamassa
Ayes: all
Nays: none

F. Report of the Friends of the Library:

- Summer programs going well
- Meeting coming up August 19th @ 6:30pm

G. Report of the President:

- o No ACT updates

H. Old Business:

I. New Business:

Motion to approve Grant Fund Expenditures (\$7,000) from Assemblymen Burke funds to update/replace weeded books (\$2,000 for Adult Nonfiction and \$5,000 for Children's Nonfiction.

Motion:

William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

Resolved, that pursuant to Chapter 768 of the Laws of 1953 of the State of New York, this Board of Trustees does hereby approve the agreement submitted by the Buffalo & Erie County Public Library for the furnishing of free library privileges to the people of the County of Erie, by this Library for the year 2024, and be it further resolved, that the President of this Board be, and he is, hereby authorized and directed to execute the same on behalf of this Board.

Motion to approve 2024 Annual System Contract:

Motion:

Jennifer Dobe

Second: Cynthia Johnson

Ayes: all

Nays: none

Discussion - Possible library t-shirts for library volunteers to ID volunteers at events – Amanda will provide an example for discussion at a future meeting

J. Public Comment: none; no community members present

Adjournment @ 5:01 pm

Motion: William Josefiak

Second: Jessica Casamassa

Ayes: all

Nays: none

Next Regular Meeting: September 18th, 2024 @ 4pm

Respectfully submitted by Amanda Cleesattel, Secretary

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

July 2024

Circulation - July 2024

23,098

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

\$648.19

Library Visitors - July 2024

10,845

Programming - July 2024

(Youth/Teen)

Make & Take Craft Bags	All month	419 bags
Tutoring	All month	184 sessions
Bookmark Design Contest	All month	63 participants
Movie Night: Wish	7/2	23 attendees
Independence Day Story Time	7/3	11 attendees
Yoga Ball Drumming w/ Jessica	7/9	12 attendees
Baby & Me (2)	7/10, 7/24	29 attendees
Scavenger Hunt - Adventure	7/10	29 participants
Toddler Time	7/11	28 attendees
Battle of the Books Meeting (3)	7/11, 7/18, 7/25	12 attendees
Kids STEM: Rockets	7/12	25 attendees
Teen STEM: Rockets	7/12	19 attendees
Lego Club (4)	7/13, 7/27	71 attendees
Movie Night: Wonka	7/16	27 attendees
SPCA Read to a Dog (8)	7/17	20 attendees
Hawk Creek: Fur, Feathers and Scales	7/17	84 attendees
Fuse Beads	7/18	13 attendees
Kids Craft: Sand Art	7/19	27 attendees
West Seneca Youth & Recreation Visit (4)	7/22, 7/23	95 attendees
Outdoor Game Day	7/24	37 attendees
Mini Golf w/ Explore & More	7/26	20 attendees
Flag Football w/ Kids Choice Sports (2)	7/29	20 attendees
Movie Night: Minions	7/30	27 attendees

Programming - July 2024
(Adult)

Mission Ignite Digital Navigator One-on-One Training (2 sessions)	7/1, 7/2	2 attendees
Mission Ignite Tech360 Computer Training Class (2 sessions)	7/6, 7/9	12 attendees
Liz Bauld / Storybook Cook: Summer Salads	7/8	20 attendees
Knitting Club (3)	7/15, 7/22, 7/29	17 attendees
Book Club	7/29	5 attendees

Collection Development

WSE - 2024 Funds-

AV= \$1,134.51

MAT= \$2,628.75 - \$1,061.45 (est. discount price) = \$1,567.30

Outreach/Meetings/Library Visits

- 7/3 West Seneca Art Society w/ Heidi Zanelli
- 7/9 Reading Rover at Fireman's Park (Emily)
- 7/12 Budget Meeting w/ John Spears, Emily Patronik, Tracy Palicki and Southtowns library directors via Zoom
- 7/17 West Seneca Public Library Board of Trustees Meeting
- 7/22 Tony Buttino re: Reading Rainbow book/programming
- 7/24 Rotary Club w/ Bill Josefiak

Misc.

- Library Discards Book Sale began on June 26. The sale was extended one additional day through July 10. Following the sale, all remaining children's materials and 5 boxes of adult materials and media were donated to the Cazenovia Neighborhood Library in South Buffalo.

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

August 2024

Circulation - August 2024

22,945

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

\$891.74

Library Visitors - August 2024

10,747

Programming - August 2024

(Youth/Teen)

Make & Take Craft Bags	All month	561 bags
Tutoring	All month	166 sessions
Summer Reading Logs	All month	15 participants
Summer Reading Bingo Boards	All month	19 participants
Music with Jessica: Ukuleles	8/1	26 attendees
Battle of the Books Meetings	8/1, 8/8, 8/15, 8/20	16 attendees
Hawk Creek: Harry Potter's Owls	8/5	70 attendees
Outdoor Game Day	8/7	32 attendees
Baby & Me (2)	8/7, 8/28	22 attendees
Toddler Time	8/8, 8/22	33 attendees
Bluey Birthday Party	8/9	230 attendees
Flag Football w/ Kids Choice Sports	8/10	4 attendees
Lego Club (4)	8/10, 8/31	51 attendees
Bubblepalooza	8/12	110 attendees
Movie Night: Trolls (w/ WNYFCU)	8/13	20 attendees
SPCA Read to a Dog (8)	8/14	13 attendees
Kids Craft: Under the Sea	8/14	38 attendees
Fuse Beads	8/15	15 attendees
Teen Escape Room	8/22	4 attendees
Family Escape Room (5)	8/23	17 attendees
Family Story Time	8/27	8 attendees
Drive-in Movie Night: Elemental (w/ WNYFCU)	8/29	17 attendees

Programming - August 2024
(Adult)

Mission Ignite Digital Navigator One-on-One Training (3 sessions)	8/3, 8/5, 8/26	3 attendees
Thomas Reigstad: The Illustrated Mark Twain and the Buffalo Express	8/5	11 attendees
Knitting Club (4)	8/5, 8/12, 8/19, 8/26	19 attendees
Book Club	8/26	5 attendees

Collection Development

WSE - 2024 Funds-

AV= \$1,134.51 - \$228.98 (est. discount price) = \$905.53

MAT= \$1,567.30

Outreach/Meetings/Library Visits

- 8/6 Heidi Zanelli (West Seneca Art Society) re: quarterly art show
- 8/6 Cindy Solly & Marjorie Kitchen (West Seneca Art Society) re: book cart project and introduction (Marjorie became Art Society President in September)
- 8/6 Reading Rover / National Night Out w/ Friends (Emily)
- 8/19 Friends of the Library Meeting
- 8/27 Capt. Urbanski re: meeting room programming
- 8/29 Voter Registration Storytimes w/ Brooklyn Public Library - Zoom (Emily)

Misc.

- 8/1 Received new table and four chairs for use in the library and makerspace
- 8/9 & 8/12 Conducted interviews to fill 2 Senior Page positions vacated in late August by Philomena and Kelly. Maggie De Witt and Brad Kaye have been hired as Senior Pages effective 8/26. They both completed the required annual Harassment, Workplace Violence and Technology training.
- 8/14 Carstar picked up 5 old bookcarts to clean and basecoat paint. Upon their return, the Art Society will be decorating the end panels of each cart.
- 8/27 Final date for Mission Ignite computer training programs
- The Bookmark contest has concluded and winners are being notified the week of Sept 9th. In all 63 kids participated with 111 entries received for grades PreK through 10th grade. Thank you to the Friends for sponsoring this program and purchasing the Target gift cards.
- The next Friends meeting will be Monday, November 4th.

West Seneca Public Library Bank Account Balances July 2024

M&T County Account

Balance \$53,068.72 (Note: Includes \$35,843.49 Assemblyman Burke State Aid)

M&T Local Account

Balance \$19,774.10 (Note: Includes \$15,941.94 Rotary)

Local M&T CD (1)

Balance \$40,732.38

Local M&T CD (2)

Balance \$5,082.25

Local M&T CD (3)

Balance \$5,082.25

M&T Construction Fundraiser Account

Balance \$9,956.41

West Seneca Public Library Bank Account Balances August 2024

M&T County Account

Balance \$53,960.46 (Note: Includes \$35,843.49 Assemblyman Burke State Aid)

M&T Local Account

Balance \$20,151.93 (Note: Includes \$15,941.94 Rotary)

Local M&T CD (1)

Balance \$40,732.38

Local M&T CD (2)

Balance \$5,082.25

Local M&T CD (3)

Balance \$5,082.25

M&T Construction Fundraiser Account

Balance \$7,220.41

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Jul-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	4,183	3,317	7,170	330	
515000	Telephone - Maintenance	0	0	0	0		0	
510200	Dues and Fees	0	0	0	0		0	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	700	0	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	5,738	3,162	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	285	(185)	285	185	
Copy Machines	2,000	0	1,358	642	2,200	200	
Print Cost Recovery	5,000	0	3,362	1,638	5,400	400	
Other Income	100	0	41	59	80	(20)	
State Funding	0	0	20,000	(20,000)	20,000	20,000	
Municipal Support	0	0	0	0		0	
Donations (priv. persons/foundations)	0	0	0	0		0	
Fundraising (events/booksales)	0	0	0	0		0	
Interest Income	0	0	0	0		0	
Misc Income	0	0	0	0		0	
Use of Fund Balance	0	0	0	0		0	
TOTAL DIRECT INCOME	7,200	0	25,046	(17,846)	27,965	20,765	

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Aug-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	4,183	3,317	7,170	330	
515000	Telephone - Maintenance	0	0	0	0		0	
510200	Dues and Fees	0	0	0	0		0	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	700	0	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	5,738	3,162	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	323	(223)	323	223	
Copy Machines	2,000	0	1,648	352	2,200	200	
Print Cost Recovery	5,000	0	3,923	1,077	5,500	500	
Other Income	100	0	44	56	75	(25)	
State Funding	0	0	20,000	(20,000)	20,000	20,000	
Municipal Support	0	0	0	0		0	
Donations (priv. persons/foundations)	0	0	0	0		0	
Fundraising (events/booksales)	0	0	0	0		0	
Interest Income	0	0	0	0		0	
Misc Income	0	0	0	0		0	
Use of Fund Balance	0	0	0	0		0	
TOTAL DIRECT INCOME	7,200	0	25,938	(18,738)	28,098	20,898	

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	7/5/24	Donation deposit check #s 6747 and 016529 from Rotary for child literacy (\$1000), and WNY FCU (\$4,000) for summer movie nights	√		\$1,400.00	\$19,557.80
	7/15/24	Discard Booksale Proceeds (6/26/24-7/10/24)	√		\$587.70	\$20,145.50
1060	7/17/24	Amazon Capital Services- Invoice: 1GYY-H4LY-9H9J, using Credit Memo: 16GL-PN7L-J4HW	√	\$91.37		\$20,054.13
1061	7/29/24	Amazon Capital Services- Invoice 1W7R-QCWJ-XX39 for soft soap, box cutters, and chalk markers	√	\$82.66		\$19,971.47
1062	7/29/24	VOID	√	\$0.00		\$19,971.47
1063	7/29/24	Demco- Invoice 7510394 for subject classification labels and acrylic sign holders	√	\$197.37		\$19,774.10

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	8/6/24	Donation deposit check #5815 from Robert and Nancy Morey - no restrictions	√		\$500.00	\$20,274.10
1064	8/30/24	Amazon Capital Services: Invoice 13KR-91GT-L3NR. Halloween stickers and coloring books, leaves, tacky glue, label removers, index cards, cardboard tubes, canvas		\$122.17		\$20,151.93

September 18, 2024 Abstract of Checks

Voucher #	Date	Payee	Amount	Check#	Reason for expense	Date
2024-C15	7/17/2024	Dobmeier Janitor Supply, Inc.- VOID	VOID	6439	VOID	7/11/2024
2024-L25	7/29/2024	Amazon Capital Services	82.66	1061	Invoice: 1W7R-QCWJ-XX39 for softsoap, safe box cutters, and chalk markers	7/29/2024
VOID	7/29/2024	VOID	VOID	1062	VOID	7/29/2024
2024-L26	7/29/2024	Demco	197.37	1063	Invoice: 7510394, for subject classification labels and acrylic sign holders	7/29/2024
2024-L27	8/16/2024	Amazon Capital Services	122.17	1064	Invoice: 13KR-91GT-L3NR for Halloween program supplies, tacky glue, label remover, index cards, canvas, craft tubes	8/16/2024
2024-C16	9/18/2024	Town of West Seneca	1195.00	6440	Electric Bill for August and September 2024	9/10/2024
2024-L28	9/18/2024	Robert Alessi	280.01	1065	soap refills, orange cones, labels, tissue paper, tablecloth, Michaels supplies (teen watercolor), DampRid, air duster spray, Lays for BotB	9/10/2024
2024-L29	9/18/2024	Emily Sieg	78.10	1066	Movie night popcorn and chocolate, BotB pizza and posterboards	9/10/2024
2024-L30	9/18/2024	West Seneca Chamber of Commerce	75.00	1067	Membership renewal dues	9/10/2024
2024-L31	9/18/2024	Amazon Capital Services	64.35	1068	Invoice #1RJC-HGM9-PYPR. Counterfeit bill detector, megaphone, thermometers, triple antibiotic ointment, and saline wipes	9/10/2024
2024-F5	9/18/2024	Midcity Office Furniture	2736.00	120	Quotation #3742-36484 and #3742-36483 for table and 4 chairs	9/10/2024

2024 West Seneca Payroll Report_PP15



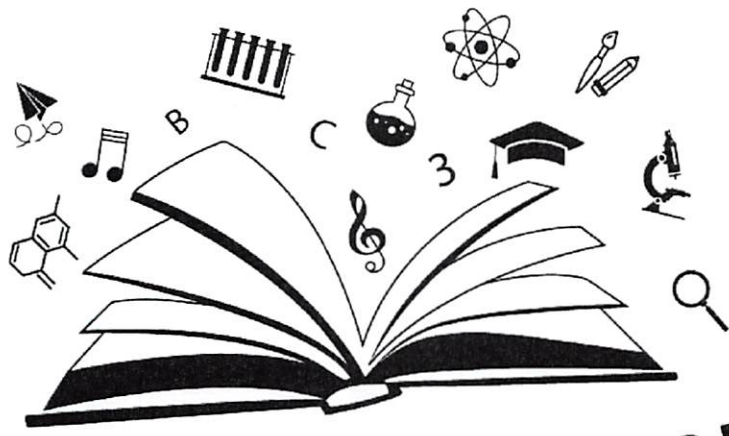
As of Pay Period 15

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian Director II	46,438.31	81,356.00	34,917.69
Librarian/Trainee	24,645.11	93,693.00	69,047.89
Library Assistant	27,634.43	49,025.00	21,390.57
Caretaker (RPT)	19,899.46	34,595.00	14,695.54
FT Totals	118,617.31	258,669.00	140,051.69

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Clerk Typist PT	17,403.52	31,251.00	13,847.48
Librarian I PT	18,529.94	34,447.00	15,917.06
Page PT	12,476.20	23,400.00	10,923.80
Senior Page	28,841.68	51,584.00	22,742.32
PT Totals	77,251.34	140,682.00	63,430.66

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretakers	19,899.46	34,595.00	14,695.54
Clerk Typists	17,403.52	31,251.00	13,847.48
Librarian/Trainee	43,175.05	128,140.00	84,964.95
Librarian Director II	46,438.31	81,356.00	34,917.69
Library Assistant	27,634.43	49,025.00	21,390.57
Pages	12,476.20	23,400.00	10,923.80
Senior Page	28,841.68	51,584.00	22,742.32
Other Payments		1,600.00	1,600.00
Savings Goal		(58,966.00)	(58,966.00)
Combined Totals	195,868.65	341,985.00	146,116.35

ANNUAL BUDGET	\$	341,985.00
PROJECTED ENDING BALANCE	\$	328,462.21
Projected Ending Balance		\$13,522.79



I support my library by:



**BEING A
TRUSTEE**





Buffalo & Erie County Public
LIBRARY



"More than just books..."