

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**  
**Angola Public Library**

EXHIBIT A

BUDGET: ANGOLA PUBLIC LIBRARY

DESCRIPTION	As per Res 2024-27			As per Res 2025-44		
	2025	2025	2025	2026	2026	2026
	Contract Library Direct	System Paid BUDGET	Total	Contract Library Direct	System Paid BUDGET	Total
<b>PERSONAL SERVICES</b>						
SALARIES & WAGES, FULL TIME			-			-
WAGES, REGULAR PART-TIME		49,677	49,677		51,168	51,168
WAGES, PART TIME		71,016	71,016		73,165	73,165
OVERTIME (Sunday)			-			-
OTHER (Vacation Buyout)		1,200	1,200			-
<b>TOTAL SALARIES &amp; WAGES</b>	-	<b>121,893</b>	<b>121,893</b>	-	<b>124,333</b>	<b>124,333</b>
<b>REDUCTION FRM PERS. SVCS ACCT</b>		<b>(1,346)</b>	<b>(1,346)</b>			-
<b>CONTRACTUAL SALARY RESERVES</b>			-			-
<b>FRINGE BENEFITS</b>						
EMPLOYER FICA		9,324	9,324		9,510	9,510
EMPLOYEE HEALTH INSURANCE		7,020	7,020		7,740	7,740
DENTAL PLAN		239	239		266	266
WORKERS COMPENSATION		756	756		684	684
UNEMPLOYMENT INSURANCE		207	207		224	224
HOSPITAL & MEDICAL - RETIREES		5,216	5,216		5,117	5,117
HEALTH INSURANCE WAIVER			-			-
RETIREMENT		8,447	8,447		8,839	8,839
<b>TOTAL FRINGE BENEFITS</b>	-	<b>31,209</b>	<b>31,209</b>	-	<b>32,380</b>	<b>32,380</b>
<b>OFFICE SUPPLIES</b>	-	<b>980</b>	<b>980</b>	-	<b>1,175</b>	<b>1,175</b>
<b>REPAIRS &amp; MAINTENANCE CHARGES</b>						
OTHER SUPPLIES & MATERIALS	800	-	800	800		800
EQUIPMENT MAINTENANCE			-			-
REPAIRS & MAINT - MISC SYS		501	501		567	567
<b>TOTAL REPAIRS &amp; MAINTENANCE CHARGES</b>	<b>800</b>	<b>501</b>	<b>1,301</b>	<b>800</b>	<b>567</b>	<b>1,367</b>
<b>TRAVEL &amp; MILEAGE EXPENSES</b>	<b>200</b>		<b>200</b>	<b>100</b>		<b>100</b>
<b>DUES &amp; FEES</b>						
MEMBERSHIP & DUES	20	-	20	20		20
TRAINING & EDUCATION (NYSALB, etc.)	-	476	476		450	450
<b>TOTAL DUES &amp; FEES</b>	<b>20</b>	<b>476</b>	<b>496</b>	<b>20</b>	<b>450</b>	<b>470</b>
<b>UTILITY CHARGES</b>						
WATER	320		320	330		330
SEWER			-			-
TELECOMMUNICATIONS			-			-
- WIRELESS ACCESS		536	536		369	369
- DATA LINES		345	345		345	345
- INTERNET - Internet access		22	22		23	23
- EQUIPMENT MAINT			-			-
- LOCAL AND LD PHONE SERVICE		624	624		864	864
<b>TELEPHONE SUB-TOTAL</b>	-	<b>1,527</b>	<b>1,527</b>	-	<b>1,601</b>	<b>1,601</b>
<b>TOTAL UTILITY CHARGES</b>	<b>320</b>	<b>1,527</b>	<b>1,847</b>	<b>330</b>	<b>1,601</b>	<b>1,931</b>
<b>PROFESSIONAL SERVICE CONTRACT &amp; FEES</b>						
ADVERTISING & PROMOTION		578	578		533	533
MOVIE LICENSING AGREEMENT		243	243		243	243
OVERDRIVE DOWNLOADABLE LICENSE		211	211		211	211
SIRSI SOFTWARE MAINTENANCE		2,090	2,090		1,602	1,602
LIBRARY SPEAKER CONSORTIUM			-		338	338
ONLINE CATALOG (OCLC)		778	778		738	738
VITEC SOLUTIONS/COMPUTER SUPPORT		455	455		467	467
LEGAL FEES		579	579		624	624
RFID/OCR LABELS			-		21	21
OTHER PRINTED SUPPLIES		13	13		16	16
CONTRACT PROFESSIONAL SERVICES (DIRECT)			-			-
<b>TOTAL PROFESSIONAL SERVICE CONTRACTS</b>	-	<b>4,947</b>	<b>4,947</b>	-	<b>4,793</b>	<b>4,793</b>

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DESCRIPTION	As per Res 2024-27			As per Res 2025-44		
	2025	2025	2025	2026	2026	2026
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
<b>MAINTENANCE CONTRACTS</b>						
OTHER SUP & MTLs - CONTRACT	-	-	-	-	-	-
EQUIPMENT CONTRACTS	-	-	-	-	-	-
MAINT CONTRACTS - SYS	-	137	137	-	122	122
<b>TOTAL MAINTENANCE CONTRACTS</b>	-	137	137	-	122	122
<b>OTHER EXPENSES &amp; CHARGES</b>						
LIBRARY MATERIALS PROCESSING SUPPLIES	-	-	-	-	-	-
RFID LABELS (NON-PRINTED)	-	193	193	-	213	213
RESALE ITEMS (BAGS, DISK, HEADPHONES)	-	43	43	-	49	49
LIBRARY CARDS	-	39	39	-	-	-
DVD REPAIR	-	8	8	-	11	11
MISC PROGRAM EXPENSES	1,500	-	1,500	1,500	-	1,500
NYS DISABILITY	-	-	-	-	-	-
POSTAGE	60	-	60	60	-	60
PRINTING	-	-	-	-	-	-
ADVERTISING	220	-	220	220	-	220
TRAINING	50	-	50	50	-	50
REFUSE PICKUP	-	-	-	-	-	-
BANK CHARGES	-	-	-	-	-	-
JANITORIAL SERVICES	-	-	-	-	-	-
OTHER EXPENSES	1,000	-	1,000	1,000	-	1,000
<b>TOTAL OTHER EXPENSES &amp; CHARGES</b>	<b>2,830</b>	<b>283</b>	<b>3,113</b>	<b>2,830</b>	<b>273</b>	<b>3,103</b>
<b>CONTINGENCY</b>						
MISCELLANEOUS-Additional System Aid	-	-	-	-	-	-
<b>TOTAL CONTINGENCY</b>	-	-	-	-	-	-
<b>RENTAL CHARGES</b>						
EQUIPMENT	-	-	-	-	-	-
OTHER	-	-	-	-	-	-
<b>TOTAL RENTAL CHARGES</b>	-	-	-	-	-	-
<b>INSURANCE CHARGES</b>						
INSURANCE	-	-	-	-	-	-
GENERAL LIABILITY INSURANCE - SYS	-	1,029	1,029	-	1,008	1,008
<b>TOTAL INSURANCE CHARGES</b>	-	<b>1,029</b>	<b>1,029</b>	-	<b>1,008</b>	<b>1,008</b>
<b>LAB &amp; TECHNICAL EQUIP.</b>	-	<b>629</b>	<b>629</b>	-	<b>722</b>	<b>722</b>
<b>LIBRARY BOOKS &amp; MEDIA</b>						
Serials (Magazines, Newspapers, Journals, Etc.)	-	1,617	1,617	-	1,490	1,490
On-line Databases (News, Health, Literary, Homework, Business, Etc.)	-	1,365	1,365	-	1,420	1,420
E-Content	-	10,140	10,140	-	9,744	9,744
Centrally Ordered Materials	-	10,010	10,010	-	7,899	7,899
Specialized Titles / Individual Orders	-	1,656	1,656	-	2,167	2,167
<b>TOTAL LIBRARY BOOKS &amp; MEDIA</b>	-	<b>24,788</b>	<b>24,788</b>	-	<b>22,720</b>	<b>22,720</b>
<b>INTERFUND UTILITY EXPENDITURES</b>						
NATURAL GAS	-	1,784	1,784	-	1,899	1,899
ELECTRICITY	-	4,145	4,145	-	4,626	4,626
<b>TOTAL INTERFUND UTILITY EXPENDITURES</b>	-	<b>5,929</b>	<b>5,929</b>	-	<b>6,525</b>	<b>6,525</b>
<b>TOTAL INTERFUND EXP - COUNTY</b>	-	<b>816</b>	<b>816</b>	-	<b>898</b>	<b>898</b>

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DESCRIPTION	As per Res 2024-27			As per Res 2025-44		
	2025	2025	2025	2026	2026	2026
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
<b>TOTAL OPERATING EXPENSES</b>	<b>4,170</b>	<b>193,798</b>	<b>197,968</b>	<b>4,080</b>	<b>197,567</b>	<b>201,647</b>
<b>REVENUE SOURCES</b>						
COUNTY SHARE		193,425	193,425		196,918	196,918
STATE AID (Member Aid)		-	-		-	-
STATE AID (Pass through System)	1,120	373	1,493	880	649	1,529
<b>SUB-TOTAL: SYSTEM APPROPRIATION</b>	<b>1,120</b>	<b>193,798</b>	<b>194,918</b>	<b>880</b>	<b>197,567</b>	<b>198,447</b>
<b>DIRECT LOCAL INCOME</b>						
	Contract Library Direct	Return to System (CHR Share)	TOTAL	Contract Library Direct	Return to System (CHR Share)	TOTAL
FINES, LOST BOOKS, ETC	100	-	100	100	-	100
COPY MACHINES	1,500	-	1,500	1,500	-	1,500
PRINT COST RECOVERY	1,400	-	1,400	1,500	-	1,500
OTHER REVENUES	50	-	50	100	-	100
MUNICIPAL SUPPORT	-	-	-	-	-	-
DONATIONS	-	-	-	-	-	-
FUNDRAISING	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-
USE OF FUND BALANCE	-	-	-	-	-	-
OTHER INCOME	-	-	-	-	-	-
<b>TOTAL DIRECT INCOME</b>	<b>3,050</b>	<b>-</b>	<b>3,050</b>	<b>3,200</b>	<b>-</b>	<b>3,200</b>
<b>TOTAL REVENUE SOURCES</b>	<b>4,170</b>	<b>193,798</b>	<b>197,968</b>	<b>4,080</b>	<b>197,567</b>	<b>201,647</b>

COUNTY SHARE vs OTHER REVENUE						
COUNTY SHARE	-	193,425	193,425	-	196,918	196,918
STATE AID	1,120	373	1,493	880	649	1,529
DIRECT INCOME	3,050	0	3,050	3,200	0	3,200
<b>SUBTOTAL OTHER REVENUE</b>	<b>4,170</b>	<b>373</b>	<b>4,543</b>	<b>4,080</b>	<b>649</b>	<b>4,729</b>
<b>TOTAL REVENUE</b>	<b>4,170</b>	<b>193,798</b>	<b>197,968</b>	<b>4,080</b>	<b>197,567</b>	<b>201,647</b>

NOTE: Libraries participating in the Centralized Human Resources (CHR) program have their employees' salaries/wages and fringe benefits paid through the system, using Erie County's payroll system. Amounts paid by the contracting library directly are correspondingly reduced. This results in state aid and local revenues collected exceeding local expenses paid. The excess revenues over local expenses is returned to the system to help meet the contract library's payroll needs.

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY  
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EXHIBIT A

EEGroup	Current Count	Job Title	Hours	Hours per week	Salary	Total Fringes	Total Cost
	1	<b>LIBRARY MANAGER (RPT) CL Total</b>	1,664	32	51,168	23,909	75,077
<b>RPT Total</b>	<b>1</b>		<b>1,664</b>	<b>32</b>	<b>51,168</b>	<b>23,909</b>	<b>75,077</b>
	1	<b>SENIOR PAGE PT Total</b>	468	9	7,956	666	8,622
	1	<b>PAGE (P.T.) Total</b>	468	9	7,488	627	8,115
	1	<b>SR LIBRARY CLERK (PT) CL Total</b>	884	17	18,432	3,885	22,317
	1	<b>CARETAKER (PT) CL Total</b>	416	8	8,197	687	8,884
	1	<b>CLEANER (PT) CL Total</b>	104	2	1,956	164	2,120
	2	<b>CLERK-TYPIST (P.T.) CL Total</b>	780	15	15,070	1,264	16,334
	1	<b>CLEANER (PT) CL Total</b>	728	14	14,066	1,178	15,244
<b>PT Total</b>	<b>7</b>		<b>3,848</b>	<b>74</b>	<b>73,165</b>	<b>8,471</b>	<b>66,392</b>
<b>Grand Total</b>	<b>8</b>		<b>5,512</b>	<b>106</b>	<b>124,333</b>	<b>32,380</b>	<b>156,713</b>
		<b>FTE and Average Cost per FTE</b>	<b>2.65</b>				<b>59,137</b>
		<b>Full Time Salaries</b>			<b>\$0</b>		
		<b>RPT Wages</b>			<b>\$51,168</b>		
		<b>Part Time Wages</b>			<b>\$73,165</b>		
		<b>Total Salaries &amp; Wages</b>			<b>\$124,333</b>		
		<b>Angola - Other Payments</b>			<b>\$0</b>	<b>-</b>	<b>-</b>



## Circulation Policy

*This policy is a system-wide policy for application to all libraries within the Buffalo & Erie County Public Library System.*

### I. INTRODUCTION

This is the Circulation Policy of the Buffalo & Erie County Public Library System (B&ECPL). All B&ECPL Libraries, including any Contract Member, Buffalo Branch, Library Outlet and the Central Library, are required to follow the policies delineated herein.

#### A. Definitions

Terms that are used in the document are defined below:

1. **Circulation** - Checking out material on a borrower's card for a prescribed loan period or downloading electronic content. Any item listed in the B&ECPL Catalog is subject to all terms of B&ECPL Circulation Policy.
2. **Traditional Library Card** - Cardholder can check out books, music, videos and use a library computer to access the internet. Cardholder can also borrow digital content.
3. **Digital content** - Services available online in a variety of formats, including, but not limited to: downloadable and streaming eBooks, eAudiobooks, eVideos, music, digital magazines, etc.
4. **Blocked** - Library card cannot be used to borrow physical materials.
5. **Barred** - Library cardholder is unable to visit library. All in-library services suspended and cannot borrow physical materials.
6. **Good Standing** - Account of library cardholder is not blocked and cardholder is not barred from visiting library.
7. **Board of Trustees** - The Board of Trustees of the Buffalo & Erie County Public Library.
8. **Administration** - The Director, Deputy Directors, Assistant Deputy Directors and other members of the Administrative Team of the Buffalo & Erie County Public Library.

## II. REGISTRATION

### A. Eligible Borrowers

Erie County residents and specified non-residents are eligible for borrowing privileges, provided they meet identification requirements as established by the Administration. Some restrictions may apply.

1. All persons who live, work, own property or attend school in Erie County are eligible for borrowing privileges at no charge, except as noted herein.
2. Other residents of New York State are eligible for borrowing privileges at a charge (effective April 18, 2005). "Other" New York State borrower privileges will expire every 12 months.

### B. Types of Library Cards

1. **Traditional** - Both in-library and digital content
  - a. **Youth** - 16 and under; parent/guardian permission required
  - b. **Adult** - persons age 17 and older
2. **Student Digital Card** - Limited to digital content; available to children through grade 12 enrolled in Erie County schools

Library cards are further defined by borrower profiles, which identify the quantities and types of material that a borrower may check out or other privileges a library patron may enjoy.

### C. Application

Eligible borrowers must complete the appropriate application.

1. Erie County Residents:
  - a. To obtain a traditional library card, the applicant may apply online or appear in person or qualify for a Proxy Application.
  - b. A valid Erie County address and an email address are required to complete the online application.
  - c. Youth must have the consent of parent/legal guardian to obtain a traditional card. Absent consent, a Student Digital Card may be issued.
2. Non-Residents:
  - a. To obtain a traditional library card, the applicant must appear in person or qualify for a Proxy Application and provide required identification and documentation.

- b. To obtain a Student Digital Card, the applicant may apply online and provide a valid address and email address. Proof of enrollment in Erie County school may be requested.

D. Registration Term

Unless otherwise specified, B&ECPL library cards do not expire. Library cardholders are subject to periodic verification of their contact information.

III. BORROWER PRIVILEGES AND RESPONSIBILITIES

A. General

1. A valid B&ECPL library card will be honored at all B&ECPL locations. A valid library card includes photocopies of the card as well as barcodes on smart devices and mobile apps. Possession of a valid card implies authorized use.
2. The borrower is responsible for all use of the library card and assumes liability for charges incurred for lost, stolen, or damaged items. The borrower is responsible for returning all borrowed items in clean condition, free from insects, pests or other contaminants.
3. Borrowers must immediately report lost or stolen cards to any B&ECPL location. Failure to do so will result in the borrower being held financially responsible for any charges incurred due to lost, stolen, or damaged items.
4. Borrowers are responsible for notifying the B&ECPL of any change of contact information including mailing address, email address or telephone number.

B. Circulation

1. Borrowers may check out material from any B&ECPL location. Unless otherwise specified, the material may be returned to any B&ECPL location.
2. Items may be renewed in accordance with B&ECPL policy provided the borrower's account is in good standing, the items are not overdue and/or are not on a request list.
3. Circulating material is shared on a system-wide basis. The B&ECPL will provide access to any circulating item listed in the B&ECPL Catalog.
4. Most circulating material may be requested from and delivered to the borrower's preferred B&ECPL location.
5. The length of the loan period, number of renewals, special regulations on returns and types and quantities of materials that can be checked out will be determined by B&ECPL System Administration.

C. Youth Accounts

1. The borrower or the parent/legal guardian who has authorized the issuance of a library card by co-signing or consenting online to an application for a youth (16 and under) is responsible for compliance with all B&ECPL rules, all use made of the card and all charges incurred on it.
2. As with all library materials, programs and services, parents/legal guardians have the sole right and responsibility to decide what is appropriate for their child, except as otherwise prohibited by law.

D. Charges

1. The borrower is responsible for all library material checked out on their library card. Pursuant to New York State Education Law Section 265, willful failure to return material may result in civil and criminal penalties.
2. Charges will be assessed for:
  - a. Lost or stolen materials; and
  - b. Any material damaged beyond normal wear and tear.
3. Other charges may include, but are not limited to, charges for missing media cases and returned checks.
4. Charges are also assessed for specified library services or items, including but not limited to, printing, making copies, flash drives, headphones and applicable maker space materials.
5. The B&ECPL will take appropriate action to collect charges, including possible referral to a third party debt recovery service, which will result in the assessment of an additional charge.
6. The B&ECPL partners with a third party debt recovery service to assist with the recovery of outstanding materials and charges. After a prescribed time period with excessive outstanding balances, borrower account information will be transmitted to a third party debt recovery service.
7. Account notifications are available but not a legal requirement. Non-receipt of a notice does not eliminate borrower liability for outstanding materials or charges.

E. Borrower Account Status

It is the borrower's responsibility to ensure their account remains in good standing. Reasons a borrower's account and/or other library privileges may be blocked or barred include, but are not limited to:

1. Failure to return library materials;
2. Accumulating charges on borrower's account that exceed prescribed limits in accordance with B&ECPL procedure;

3. Other abuses of library privileges, including but not limited to inappropriate conduct on library premises or infractions against or attempts to circumvent any B&ECPL policy; or
4. Returning items in damaged or unclean condition, including but not limited to infestation or contamination.

#### IV. CONFIDENTIALITY

Pursuant to applicable New York State laws, library records that contain names or other personally identifying details of users, including but not limited to the circulation of library materials, computer use, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the in-house use of library materials, shall be confidential and shall not be disclosed except that such records may be disclosed for the proper operation of the library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

Access to borrower information is restricted to authorized staff, and, with appropriate identification, to the borrower, custodial parent or legal guardian.

#### V. AUTHORIZATION

By adopting this policy, the Board of Trustees authorizes the Administration to develop rules and regulations to implement and enforce it.

Adopted January 18, 2001.

Amended March 17, 2005.

Amended July 21, 2005.

Amended September 16, 2010 per Resolution 2010-33.

Amended December 20, 2012 per Resolution 2012-46. (Administration Revised January 2, 2014:  
Registration Term – Library cards valid 3 years.)

Amended March 17, 2016 per Resolution 2016-7. (Administration Revised June 2018:  
Registration Term – Library cards do not expire. Library card holders are subject to periodic verification of the borrower record.)

Amended October 18, 2018 per Resolution 2018-28.

Amended December 17, 2020 per Resolution 2020-43.

Amended April 21, 2022 per Resolution 2022-16.



## Internet Safety and Acceptable Use Policy

*This policy is a system-wide policy for application to all libraries within the Buffalo & Erie County Public Library System.*

### I. GENERAL STATEMENT OF POLICY

1. As part of its mission, the Buffalo & Erie County Public Library (B&ECPL) System provides internet access and computing resources for public use.
2. All internet access and computing resources provided by the B&ECPL are subject to the terms of this policy.
3. The B&ECPL provides wireless access at all locations, enabling patrons who visit local libraries to use their privately owned computer equipment or Wi-Fi-enabled devices to access the internet. Wireless access does require user acceptance of the B&ECPL's *Internet Safety and Acceptable Use Policy*. All wireless access at any B&ECPL location or on a library-owned computing device is filtered.
4. Consistent with B&ECPL Circulation Policy, with the exception of the United States Government Publishing Office (GPO), parental permission for internet access using Library equipment is required for individuals who have not attained the age of 17. Individuals who have not attained the age of 17 may access the GPO website, and materials available on this site, from all B&ECPL public access computers. Restrictions have been put in place to prevent further access to the internet.
5. The B&ECPL assumes no responsibility for any loss or damages, direct, indirect, incidental, or consequential, arising from patron use of the B&ECPL's internet connections or any other use of its computing resources.
6. The B&ECPL does not monitor and has no control over the information on the internet and does not warrant or guarantee the reliability or truthfulness of information obtained from the internet. As with all B&ECPL resources, patrons are advised to exercise their own critical judgment when evaluating the validity and appropriateness of information found on the internet. Certain information may be inaccurate, misleading or offensive to some individuals.
7. As a limited public forum under the First Amendment of the United States Constitution, the B&ECPL enforces reasonable "time, place and manner" restrictions on the public display of content, to ensure constitutionally protected access to information (including images) by users, while limiting unwanted exposure of that information to others.

8. Unauthorized access to B&ECPL's computer resources, including hacking and all other unlawful computer activity, is strictly prohibited.
9. To comply with the Children's Internet Protection Act (CIPA) and restrict access to online content that may be considered harmful to minors or offensive to adults, the B&ECPL employs technology protection measures (including filters) on all Library-owned computing devices offering internet access. As required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed to be obscene, child pornography, or harmful to minors. Users are cautioned that filters are not foolproof and due to technological limitations cannot obstruct access to all potentially harmful or offensive content. In addition, filters may block access to some legitimate or constitutionally protected material found on the internet. By law, individuals who have attained the age of 17 have the right to unfiltered internet access for bona fide research or other lawful purposes.

## II. CHILDREN, PARENTS AND THE INTERNET

1. Parents/guardians have the sole right and responsibility to decide what is appropriate for their child. The B&ECPL does not act *in loco parentis* (i.e., in the place or role of the parent). Parents/guardians are responsible for the supervision of their child's internet activity. Children who use the internet unsupervised may be exposed to inappropriate or disturbing information and images.
2. The B&ECPL has taken the following measures designed to assist in the safe and effective use of these resources by all minors (individuals who have not attained the age of 17). The B&ECPL:
  - a. Employs technology protection measures (including filters) on all Library-owned computing devices offering internet access;
  - b. Develops and maintains special web pages for children and teens;
  - c. Develops and provides training programs on safe and effective internet use; and
  - d. Provides online and printed information about child safety and information on educational or recreational uses of the internet.
3. To address the issue of the safety and security of minors when using email, social networking sites, or other forms of direct electronic communications, the B&ECPL advises parents and guardians to encourage minors to:
  - a. Never give out identifying information such as their full name, address, telephone number, or school name;
  - b. Let parents/guardians decide if personal information such as first name or age should be revealed;

- c. Always tell their parents or another adult they trust if they see something online that is frightening or that they do not understand, or if they observe or experience something that might be cyberbullying;
- d. Never respond to messages that make them feel uncomfortable or uneasy;
- e. Never arrange to meet in person someone they have met online unless they discuss it with their parents/guardians and an adult accompanies them;
- f. Have parents/guardians report an incident to the National Center for Missing & Exploited Children at 1-800-843-5678 or [CyberTipline.org](http://CyberTipline.org) if one becomes aware of the transmission of child pornography;
- g. Remember that people online may not be who they say they are; and
- h. Remember some things they read on the internet may not be true.

### III. USER RESPONSIBILITIES

1. All patrons must abide by the Rules of Conduct in effect at the library they are visiting and are expected to use internet and/or computing resources in a responsible and orderly manner. Failure to comply with the policies and regulations that govern the use of the B&ECPL's internet access and personal computing resources may result in immediate suspension of library privileges including but not limited to eviction from library buildings and notification of disciplinary process and, where necessary, civil liability and/or criminal prosecution. The following are prohibited:
  - a. Damaging equipment, software, or data;
  - b. Violating system security;
  - c. Violating any legal agreement (e.g., software licenses);
  - d. Using the internet for any illegal activity, criminal purposes or violating any federal, state or local law (e.g., copyright, child pornography);
  - e. Using or installing personal software on B&ECPL equipment;
  - f. Engaging in any activity that is cyberbullying, harassing or defamatory; and
  - g. Engaging in activities that may be judged as disruptive by library staff or patrons.

User responsibilities are not limited to the above and may be subject to change.

Adopted by the B&ECPL Board of Trustees at a public meeting, following normal public notice, on June 20, 2002.

Amended, July 18, 2002, December 18, 2003, February 16, 2006, September 28, 2006, July 19, 2012, May 21, 2015 and December 17, 2015.

Reviewed by Policy Committee September 22, 2016 - no changes.  
Amended September 21, 2017.  
Amended October 18, 2018.  
Amended November 21, 2019.  
Reviewed by Policy Committee November 19, 2020 - no changes.  
Amended July 15, 2021.

<b>Contract Library Angola</b>				
<b>2026 Schedule of Public Service Hours</b>				
<b>Total hours</b>		<b>38</b>		
<b>Sunday Hours start on:</b>				
<b>Sunday Hours end on:</b>				
	<b>Open</b>	<b>Close</b>	<b>Re-Open</b>	<b>Close</b>
<b>Sunday</b>				
<b>Monday</b>	11	7		
<b>Tuesday</b>	9	5		
<b>Wednesday</b>	12	3		
<b>Thursday</b>	11	7		
<b>Friday</b>	9	5		
<b>Saturday</b>	12	3		

SYSTEM POLICIES

1. Accessibility of Library Services Policy
2. Circulation Policy
3. Collection Development Policy
4. Confidentiality of Library Records
5. EEO & Anti-Harassment Policy
6. Free Direct Access Plan
7. Internet Safety and Acceptable Use Policy
8. New Construction/Library Expansion Policy
9. Personnel Policies and Procedures Manual
10. Records Management Policy
11. Sexual Harassment Prevention Policy
12. Trustee Education Policy
13. Volunteer Program Policy

Report: ZTMR PAYSCALE  
 System: PRD/100/ZHR PAYSCALES  
 User: SCHLOSS

Payscale Type: CSEA

Erie County  
 Pay Scale Report  
 Pay Area:

31: Library Manager

For: 01/01/2026

Page: 1  
 Date: 06/28/2025  
 Time: 14:51:48

		0	1	2	3	4	5	A	B	C	D	E	F
GRP	06	48027	50492	52383	54255	56120	58017	59118	60214	61285	62385	63477	64624
		1847.20	1942.00	2014.72	2086.72	2158.48	2231.44	2273.76	2315.92	2357.12	2399.44	2441.44	2485.52
		23.090	24.275	25.184	26.084	26.981	27.893	28.422	28.949	29.464	29.993	30.518	31.069
GRP	07	50860	53518	55819	58121	60418	62710	63960	65204	66460	67700	68956	70271
		1956.16	2058.40	2146.88	2235.44	2323.76	2411.92	2460.00	2507.84	2556.16	2603.84	2652.16	2702.72
		24.452	25.730	26.836	27.943	29.047	30.149	30.750	31.348	31.952	32.548	33.152	33.781
GRP	08	53934	56786	59478	62171	64844	67513	68900	70267	71644	73031	74412	75862
		2074.40	2184.08	2287.60	2391.20	2494.00	2596.64	2650.00	2702.56	2755.52	2808.88	2862.00	2917.76
		25.930	27.301	28.595	29.890	31.175	32.458	33.125	33.782	34.444	35.111	35.775	36.472

Report: ZTMR\_PAYSCALE\_REPORT  
System: PRD/100/ZHR\_PAYSCALES  
User: SCHLOSSK

Payscale Type: CMU White

Erie County  
Pay Scale Report  
Pay Area: 30: CMU

For: 01/01/2026

Page: 1  
Date: 06/28/2025  
Time: 14:54:32

	0	1	2	3	4	5	A	B	C	D	E
GRP 01	40188	42168	43395	44647	45891	47120	47736	48358	48969	49598	50207
	1545.68	1621.84	1669.04	1717.20	1765.04	1812.32	1836.00	1859.92	1883.44	1907.60	1931.04
	19.321	20.273	20.863	21.465	22.063	22.654	22.950	23.249	23.543	23.845	24.138
GRP 02	40793	42802	44106	45381	46677	47952	48593	49259	49885	50523	51166
	1568.96	1646.24	1696.40	1745.44	1795.28	1844.32	1868.96	1894.56	1918.64	1943.20	1967.92
	19.612	20.578	21.205	21.818	22.441	23.054	23.362	23.682	23.983	24.290	24.599
GRP 03	41968	44050	45404	46760	48104	49485	50159	50856	51528	52208	52884
	1614.16	1694.24	1746.32	1798.48	1850.16	1903.28	1929.20	1956.00	1981.84	2008.00	2034.00
	20.177	21.178	21.829	22.481	23.127	23.791	24.115	24.450	24.773	25.100	25.425
GRP 04	43370	45554	46981	48416	49874	51328	52056	52755	53487	54205	54922
	1668.08	1752.08	1806.96	1862.16	1918.24	1974.16	2002.16	2029.04	2057.20	2084.80	2112.40
	20.851	21.901	22.587	23.277	23.978	24.677	25.027	25.363	25.715	26.060	26.405
GRP 05	45344	47649	49248	50808	52410	53993	54852	55713	56584	57445	58315
	1744.00	1832.64	1894.16	1954.16	2015.76	2076.64	2109.68	2142.80	2176.32	2209.44	2242.88
	21.800	22.908	23.677	24.427	25.197	25.958	26.371	26.785	27.204	27.618	28.036
GRP 06	48027	50492	52383	54255	56120	58017	59118	60214	61285	62385	63477
	1847.20	1942.00	2014.72	2086.72	2158.48	2231.44	2273.76	2315.92	2357.12	2399.44	2441.44
	23.090	24.275	25.184	26.084	26.981	27.893	28.422	28.949	29.464	29.993	30.518
GRP 07	50860	53518	55819	58121	60418	62710	63960	65204	66460	67700	68956
	1956.16	2058.40	2146.88	2235.44	2323.76	2411.92	2460.00	2507.84	2556.16	2603.84	2652.16
	24.452	25.730	26.836	27.943	29.047	30.149	30.750	31.348	31.952	32.548	33.152
GRP 08	53934	56786	59478	62171	64844	67513	68900	70267	71644	73031	74412
	2074.40	2184.08	2287.60	2391.20	2494.00	2596.64	2650.00	2702.56	2755.52	2808.88	2862.00
	25.930	27.301	28.595	29.890	31.175	32.458	33.125	33.782	34.444	35.111	35.775

Report: ZTMR\_PAYSCALE\_REPORT  
System: PRD/100/ZHR\_PAYSCALES  
User: SCHLOSSK

Erie County  
Pay Scale Report  
Pay Area: 33: AFSCME CMU

Page: 1  
Date: 06/28/2025  
Time: 15:07:07

Payscale Type: CMU Blue

For: 01/01/2026

	0	1	2	3	4	5	A	B	C	D	E
GRP 01	39112 1504.32 18.804	41205 1584.80 19.810	42779 1645.36 20.567	44346 1705.60 21.320	45398 1746.08 21.826	46442 1786.24 22.328	47100 1811.52 22.644	47746 1836.40 22.955	48397 1861.44 23.268	49048 1886.48 23.581	49700 1911.52 23.894
GRP 02	39753 1528.96 19.112	41910 1611.92 20.149	43532 1674.32 20.929	45151 1736.56 21.707	46226 1777.92 22.224	47310 1819.60 22.745	47992 1845.84 23.073	48691 1872.72 23.409	49356 1898.32 23.729	50045 1924.80 24.060	50727 1951.04 24.388
GRP 03	40984 1576.32 19.704	43258 1663.76 20.797	44961 1729.28 21.616	46663 1794.72 22.434	47798 1838.40 22.980	48934 1882.08 23.526	49650 1909.60 23.870	50394 1938.24 24.228	51101 1965.44 24.568	51819 1993.04 24.913	52537 2020.64 25.258
GRP 04	42031 1616.56 20.207	44435 1709.04 21.363	46245 1778.64 22.233	48048 1848.00 23.100	49252 1894.32 23.679	50450 1940.40 24.255	51212 1969.68 24.621	51960 1998.48 24.981	52732 2028.16 25.352	53493 2057.44 25.718	54253 2086.64 26.083
GRP 05	44121 1696.96 21.212	46731 1797.36 22.467	48695 1872.88 23.411	50654 1948.24 24.353	51960 1998.48 24.981	53267 2048.72 25.609	54182 2083.92 26.049	55093 2118.96 26.487	56010 2154.24 26.928	56923 2189.36 27.367	57832 2224.32 27.804
GRP 06	46956 1806.00 22.575	49974 1922.08 24.026	52235 2009.04 25.113	54498 2096.08 26.201	56010 2154.24 26.928	57520 2212.32 27.654	58691 2257.36 28.217	59852 2302.00 28.775	60992 2345.84 29.323	62142 2390.08 29.876	63296 2434.48 30.431
GRP 07	49955 1921.36 24.017	53541 2059.28 25.741	56224 2162.48 27.031	58920 2266.16 28.327	60709 2334.96 29.187	62502 2403.92 30.049	63827 2454.88 30.686	65144 2505.52 31.319	66460 2556.16 31.952	67785 2607.12 32.589	69114 2658.24 33.228
GRP 08	53211 2046.56 25.582	57316 2204.48 27.556	60391 2322.72 29.034	63469 2441.12 30.514	65520 2520.00 31.500	67573 2598.96 32.487	69039 2655.36 33.192	70493 2711.28 33.891	71958 2767.60 34.595	73409 2823.44 35.293	74882 2880.08 36.001

**BUFFALO & ERIE COUNTY PUBLIC LIBRARY**  
**PAGE & SR. PAGE HOURLY WAGE RATES**  
EFFECTIVE DATE: DECEMBER 31, 2025

**PAGE and SENIOR PAGE WAGE SCALES**  
December 31, 2025 - December 30, 2026

**PAGE** \$16.00

**SENIOR PAGE** \$17.00

**NOTES:**

Wage scales reflect rates approved as part of the 2026 Adopted Budget:

Page rates are consistent with mandated increases in the New York State Minimum Wage Law and Sr. Page rates are budgeted at \$1.00 above the minimum wage.



## Benefits Package – Library Managers

<b>Benefits</b>	
<b>Holidays</b>	11 paid holidays per year: New Year's Day, Martin Luther King, Jr. Day, Patriot's (President's) Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans' Day, Thanksgiving, and Christmas Day.
<b>Working on Holidays</b>	Employees required to work on a holiday will be paid 8 hours of straight time for the holiday, plus receive 1.5 times the number of hours actually worked in compensatory time.
<b>Vacation</b>	<p>Employees will be eligible for vacation accruals based on years of service:</p> <ul style="list-style-type: none"> <li>• 0-2 years: 3.08 hours/pay period (10 days/year); max bank at anniversary date of 160 hours (20 days)</li> <li>• 3-9 years: 4.62 hours/pay period (15 days/year); max bank at anniversary date of 240 hours (30 days)</li> <li>• 10-15 years: 6.16 hours/pay period (20 days/year); max bank at anniversary date of 320 hours (40 days)</li> <li>• 16-24 years: 7.70 hours/pay period (25 days/year); max bank at anniversary date of 400 hours (50 days)</li> <li>• 25 or more years: 9.24 hours/pay period (30 days/year); max bank at anniversary date of 480 hours (60 days)</li> </ul> <p>Vacation is granted in 1 hour increments.</p> <p>Upon termination of employment, employees will be entitled to receive a cash payment equal to accrued vacation time. In no event will such payout exceed the maximum bank days.</p>
<b>Vacation Sell-Back</b>	Employees with 80 hours of vacation in their bank in the first week of November may sell back up to 40 hours of vacation time (in 1 hour increments) each year. Payment for such sell-back shall be made in payroll period 24.
<b>Sick Leave Accrual</b>	<p>Sick leave credit shall be earned at the rate of 4.62 hours/pay period. Such leave accumulation shall not exceed 1,800 hours.</p> <p>No credit for sick leave shall be granted for a pay period unless the employee has been on full pay status at least 50% of the working days of said pay period.</p>
<b>Sick Leave Usage</b>	<p>Sick leave with pay will be granted to an employee who is incapacitated or unable to perform the duties of their position by reasons of:</p> <ul style="list-style-type: none"> <li>• Sickness or injury of the employee;</li> <li>• Pregnancy of the employee;</li> <li>• Sickness, injury or pregnancy in the employee's immediate family requiring care and attendance of the employee. Immediate family</li> </ul>

	<p>shall include parent, spouse, sibling, child, or grandparent, or an actual member of the employee's household upon submission of sufficient proof to the employer;</p> <ul style="list-style-type: none"> <li>• Circumstances which require that medical or dental visits of the employee be made during working hours;</li> <li>• Medical or dental visits for members of the employees' immediate family who cannot provide their own transportation and which cannot be scheduled outside of the employees working hours.</li> </ul> <p>Sick leave is granted in 1 hour increments.</p> <p>Sick leave in excess of 5 consecutive workdays requires a physician's note showing incapacity/inability of the employee to perform their work, including the nature of and dates of the illness. Also, at the discretion of the Contracting Library Board of Trustees, an employee may be notified that a physician's note is required for absence of any duration.</p> <p>Once notice of resignation/retirement has been given, a physician's note is required to substantiate sick leave or vacation time will be charged.</p>
<b>Sick Leave Bonuses</b>	<p>There will be a \$300 bonus for any employee who reaches a maximum of 1,800 hours of accumulated sick leave. Thereafter, an additional bonus of \$200 will be paid in any year in which the maximum amount of sick leave is maintained AND 5 or fewer sick days are utilized.</p> <p>Payment of the initial bonus will be in the first pay check after the 1,800 hours are reached. Payment of the yearly bonus will be in the first pay period of February in subsequent years.</p>
<b>Personal Leave</b>	<p>After 1 year of continuous service, employees shall be eligible for 4 days (32 hours) personal leave on their anniversary date.</p> <p>Personal leave is granted in 1 hour increments. Application for personal leave must be filed at least 5 working days in advance when the request is for 4 days or more, or 3 working days in advance when the request is for 3 days or less. Advance notice requirements may be waived at the discretion of the Contracting Library Board of Trustees.</p> <p>Unused personal leave days shall be added to the employee's sick leave bank on the anniversary date of employment.</p>
<b>Comp Time</b>	<p>Compensatory time may be used in 15 minute increments.</p> <p>Employees may accumulate compensatory time up to 80 hours.</p> <p>Upon retirement, employees will be entitled to receive a cash payment equal to unused accrued compensatory time.</p>
<b>Other Paid Leave</b>	<p><b>Bereavement Leave</b> – an employee who has a death in the immediate family (parent, spouse, brother, sister, child, grandparent, grandchild, son-in-law, daughter-in-law, parent-in-law, brother-in-law, sister-in-law, stepparent, stepchild, great-grandparent, or any other individual who is an actual member of the immediate household), upon submission of sufficient proof to the employer, shall be given time off without loss of pay to a maximum of 5 consecutive calendar days commencing with the date of death. However, if the death occurs after</p>

	<p>the employee reports to work, that day will not be counted as one of the 5 consecutive calendar days and upon giving appropriate notice, such employee will be allowed to leave for the remainder of the shift without loss of pay.</p> <p><b>Extended Sick Leave</b> – At the discretion of the Contracting Library Board of Trustees, additional sick leave, with pay, for a serious illness may be granted to an employee with at least 10 years continuous service. Prior to the granting of such leave, there must be a reasonable expectation that the employee will return to work. No extended sick leave with pay will be granted until all other accumulated leave time has been used, and no leave credits will be earned during the extended sick leave period. Maximum leave amounts are based on continuous service:</p> <ul style="list-style-type: none"> <li>• 10 years: Up to 3 months extended sick leave</li> <li>• 15 years: Up to 5 months extended sick leave</li> </ul> <p><b>Emergency Closing</b> – In the event the Contracting Library Manager or Board of Trustees declares the closing of a certain library or libraries and/or operations and/or services due to any flood, fire, uncontrolled weather conditions or other cause beyond the Library’s control, affected employees will not be charged any accruals or lose any pay for the time closed.</p> <p><b>Jury Duty</b> – Upon presenting proof of the necessity of jury service or attending court for non-personal matters, employees shall receive a paid leave of absence. Employees must indicate on the court’s questionnaire that they are place on paid leave of absence during the jury service period. Employee will not be required to report to work prior to or subsequent to their court attendance/jury duty. Regular-part-time employees shall be paid on a pro-rated basis.</p> <p><b>Military Leave</b> – Leaves of absence occasioned by service in the military shall be governed by the requirements of current Federal and New York State laws.</p>
<p><b>Unpaid Leave</b></p>	<p><b>Extended Illness</b> – Contracting libraries shall follow the requirements of the Family and Medical Leave Act (FMLA).</p> <p><b>Maternity</b> – An employee who is pregnant shall be granted a leave of absence without pay for the duration of their anticipated disability, as substantiated by their physician. After delivery, the employee may return on the date recommended by their physician, provided a written statement is submitted certifying they are capable of resuming full duties.</p> <p><b>Child Care</b> - A leave of absence without pay to care for an child will be granted to:</p> <ul style="list-style-type: none"> <li>• An employee who has given birth or whose spouse has given birth to a child, within the first year of said child’s birth for a period of up to 6 months; or</li> <li>• An employee who has adopted a child of less than 5 years of age or a hard-to-place or handicapped child as defined in Section 451 of the N.Y. Social Services Law who is under the age of 18, and who is principally responsible for the care of the child, for a period of 6 months after custody of the child is received.</li> </ul>

	<p>In the event both parents are employed by the Library, the Library is not compelled to grant a 6 month leave to both parents.</p> <p><b>Family Care</b> – An employee may be granted a leave of absence without pay for up to 6 months to care for a parent, parent-in-law, child or spouse who is suffering from a serious health condition, illness or injury. It is understood that the employee shall be required to provide medical information supporting the need for their presence as a caregiver during normal hours of work and fully explaining the seriousness of the illness or injury, and any decision shall be at the discretion of the Contracting Library Board of Trustees. In addition, at the discretion of the Contracting Library Board of Trustees, leave may be granted for another individual who is an actual member of the employee’s household, upon sufficient proof to the employer.</p>
<p><b>Health &amp; Dental Insurance</b></p>	<p>Health and dental insurance coverage is offered after one full calendar month of employment. Costs are deducted twice per month (24 of the 26 pay periods).</p> <p><b>Health Insurance</b> – There are 4 plan levels to choose from (Bronze, Core, Value and Enhanced):</p> <ul style="list-style-type: none"> <li>• Bronze Plan – High deductible plan; no employee contribution.</li> <li>• Value Plan - 85% employer contribution to monthly Value Plan premium; employee pays 15% of premium.</li> <li>• Core or Enhance Plan – Employer contribution equal to 85% of the monthly cost of the <u>Value</u> Plan premium. Employee pays 15% of Value Plan premium, plus additional cost associated with Core or Enhanced Plan.</li> </ul> <p><b>Dental Insurance</b> – There are 2 plan levels to choose from:</p> <ul style="list-style-type: none"> <li>• Base Plan - Single coverage at no cost; family coverage employee pays 10% of premium.</li> <li>• Buy-Up Plan - If selected, employee pays the cost of the Base Plan plus the additional costs associated with the Buy-Up Plan.</li> </ul>
<p><b>Health Insurance Waiver</b></p>	<p>Employees waiving single coverage will receive \$67 per month. Employees waiving family coverage will receive \$100 per month. Payment will be made twice per month (24 of the 26 pay periods).</p>
<p><b>Retiree Health Insurance Pre-Age 65</b></p>	<p>Retirees and eligible spouses are entitled to health insurance coverage under the following terms:</p> <ul style="list-style-type: none"> <li>• Hired before 10/1/2014 with 15 or more years of continuous service at the time of retirement – 100% employer contribution of Value premium;</li> <li>• Hired before 10/1/2014 with 5-14 years of continuous service at the time of retirement – 75% employer contribution of Value premium;</li> <li>• Hired on or after 10/1/2014 - 0% employer contribution to health insurance.</li> </ul>

<b>Retiree Health Insurance Post-Age 65</b>	<p>Retirees and eligible spouses are entitled to a designated Medicare Wraparound product under the following terms:</p> <ul style="list-style-type: none"> <li>• Hired before 10/1/2014 with 15 or more years of continuous service at the time of retirement – 100% employer contribution of Value premium;</li> <li>• Hired before 10/1/2014 with 5-14 years of continuous service at the time of retirement – 75% employer contribution of Value premium;</li> <li>• Hired on or after 10/1/2014 - 0% employer contribution to health insurance.</li> </ul>
<b>Retiree Sick Leave Accrual Benefit</b>	<p>Employees who retire with 10 years of service shall be eligible for the following:</p> <ul style="list-style-type: none"> <li>• Employees who have a minimum of 800 hours of accumulated sick leave as of the date of retirement shall receive \$2,000 cash;</li> <li>• Employees who have a minimum of 1,200 hours of accumulated sick leave as of the date of retirement shall receive \$3,000 cash;</li> <li>• Employees who have a minimum of 1,800 hours of accumulated sick leave shall receive \$5,000 cash.</li> </ul>
<b>Retirement</b>	<p>Full-time and RPT employees are required to join the New York State &amp; Local Retirement System (NYSLRS), the statewide pension plan for public employees in NYS.</p>
<b>Work Week</b>	<p>The work week shall be Saturday through Friday.</p>
<b>Pay Period</b>	<p>Employees shall be paid every 2 weeks. All full-time employees shall work a minimum of 80 hours per pay period. All regular part-time employees shall work between 20 and 39 hours per week, constituting 40-78 hours per pay period.</p>
<b>Lunch</b>	<p>At least 1/2 hour lunch, unpaid</p>
<b>Breaks</b>	<p>Employees are eligible to receive a 15 minute paid break per 4 hours worked.</p>
<b>Emergency Call-In Pay</b>	<p>Should an employee be called into work when they are not scheduled, they shall be paid for a minimum of 3 hours.</p> <p>Call-in pay is not incorporated into the scheduled workweek.</p>
<b>Overtime</b>	<p>If an employee works over 40 hours in a predetermined workweek, excluding sick leave and personal leave, they shall receive time and one-half (1.5x) compensatory time for all overtime hours worked.</p> <p>Employees may request in writing monetary payment in lieu of compensatory time off. Written requests must be submitted to Human Resources by the third Monday in January. The election of cash payment shall remain in effect until the employee revokes it. Revocation may only occur during the month of December in each year.</p>
<b>Flex-Time</b>	<p>Employees may flex their work hours at the discretion and with the approval of their Library Board.</p>

<b>Provisional Employees</b>	Provisionally appointed employees will be eligible for the same benefits and accruals as permanently appointed employees.
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<b>Optional Benefits</b>	
<b>Supplemental Retirement</b>	<p>Employees may opt to participate in the Erie County Deferred Compensation Plan (457(b)). This is a tax-deferred retirement account administered by VALIC (member company of AIG).</p> <p>Representatives from VALIC are made available to staff throughout the year or can be contacted directly; contact information is on the intranet.</p>
<b>Flexible Spending Accounts (FSAs)</b>	<p>Employees are able to enroll in pre-tax deduction FSAs for medical, dependent care, adoption, and parking expenses through P&amp;A Group. Forms for such accounts must be submitted for each calendar year. More information can be found on the intranet.</p>

<b>Regular Part-Time Employees</b>	
<b>RPT employees shall be entitled to receive all benefits provided to full-time employees, subject to the following modifications.</b>	
<b>Leave Accruals</b>	Accruals for vacation, sick, and personal leave shall be pro-rated for RPT employees.
<b>Holiday Pay</b>	<p>RPT employees shall receive 4 hours pay on designated holidays.</p> <p>At the discretion of the Contracting Library Board of Trustees, an RPT employee's work schedule may be adjusted up to 4 hours at another time during the week in which the holiday falls so that the employee will actually receive pay for the number of hours for which they are normally scheduled.</p>
<b>Working on Holidays</b>	RPT employees required to work on a holiday will be paid straight time for every hour actually worked on such a holiday, plus receive 4 hours of compensatory time.

*Library Manager benefits are at the discretion of the B&ECPL Board of Trustees. Content is subject to change. Please direct specific questions about wages and benefits to Human Resources.*



## Benefits Package - Unrepresented Part-Time Staff

Part-time employees not covered by a collective bargaining agreement are not eligible for most benefits. The B&ECPL will follow all applicable federal, state and local laws and statutes as they apply to employment.

<b>Benefits</b>	
<b>Work Week</b>	Part-time employees will be scheduled for not more than 19 hours per week.
<b>Pay Period</b>	Employees shall be paid every 2 weeks.
<b>Lunch</b>	Employees scheduled to work more than 6 hours in a single shift will be provided with a 1/2 hour unpaid lunch.
<b>Breaks</b>	Employees are eligible to receive a 15 minute paid break per 4 hours worked.
<b>Retirement</b>	Part-time employees are eligible to join the New York State & Local Retirement System (NYSLRS), the statewide pension plan for public employees in NYS.

<b>Optional Benefits</b>	
<b>Supplemental Retirement</b>	<p>Employees may opt to participate in the Erie County Deferred Compensation Plan (457(b)). This is a tax-deferred retirement account administered by Corebridge Financial.</p> <p>Representatives from Corebridge Financial made available to staff throughout the year or can be contacted directly; contact information is on the intranet.</p>
<b>Flexible Spending Accounts (FSAs)</b>	<p>Employees are able to enroll in pre-tax deduction FSAs for medical, dependent care, adoption, and parking expenses through P&amp;A Group. Forms for such accounts must be submitted for each calendar year. More information can be found on the intranet.</p>

*Benefits are at the discretion of the B&ECPL Board of Trustees. Content is subject to change. Please direct any specific questions about wages and benefits to Human Resources.*



## **Equal Employment Opportunity and Anti-Harassment Policy**

*This policy is a system-wide policy for application to all libraries within the Buffalo & Erie County Public Library System.*

*This policy is also part of the Buffalo & Erie County Public Library Personnel Policies and Procedures Manual.*

### **I. Statement of Policy**

The Buffalo & Erie County Public Library ("Library") is committed to maintaining an environment free of discrimination and unlawful harassment.

#### **A. Equal Employment Opportunity**

It is the policy of the Library to provide Equal Employment Opportunity in every aspect of employment to all applicants and employees without regard to gender, race, color, national origin, citizenship or immigration status, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity or expression, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, known relationship or association with member of a protected class, or any other basis protected by federal, state or local law.

#### **B. Unlawful Harassment**

The Library will not tolerate unlawful harassment of its employees by any supervisor, coworker, volunteer, patron, or any other person with whom employees may come into contact during work. Similarly, the Library will not tolerate its employees engaging in unlawful harassment of co-workers or of non-employees with whom they come into contact during work, including but not limited to job applicants, vendors, contractors, patrons, and volunteers.

1. The Library prohibits all forms of unlawful harassment. Generally, unlawful harassment includes any unwelcome conduct, whether verbal, written, physical, or visual, that is based upon a person's protected characteristic, such as gender, race, color, national origin, citizenship or immigration status, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity or expression, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, or any other basis protected by federal, state or local law.
2. Unlawful harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer-sponsored events. Harassment can occur when employees are working remotely as well. Calls, texts, emails and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

C. Examples of Harassment

1. Offensive comments such as racial or ethnic slurs, jokes, epithets, and innuendo;
2. Verbal or physical kidding, teasing or practical jokes based on a person's protected characteristic;
3. Harassing conduct based on a protected characteristic that unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive working environment; or
4. Any action taken because of an individual's protected characteristic that alters the terms, conditions and/or privileges of employment.

D. Sexual Harassment – See *Sexual Harassment Prevention Policy*.

E. Applicability of Policy

1. The prohibition against discrimination and unlawful harassment applies to everyone: managers, supervisors, salaried and hourly employees, temporary employees, volunteers, contractors, trustees, public officials, appointed administrative officers, patrons, or any other non-employee.
2. The Library will not allow unlawful harassment of any kind by anyone. This policy will be reviewed with all staff. It is the responsibility of each supervisor to ensure affirmative implementation of this policy to avoid discrimination, unlawful harassment or retaliation in employment, and to report all violations they may become aware of. All employees are expected to be cognizant of this policy and cooperate with its implementation.
3. The Library has zero tolerance for the types of conduct described in this policy. The Library may treat instances of inappropriate conduct as a

violation of this policy, regardless of the specific wording of this policy or technical definitions in the applicable laws; and the Library may deal with such conduct with disciplinary action or other forms of corrective action as deemed appropriate. Such conduct may also be treated as a violation of the applicable library's Rules of Conduct.

4. Any harassment based on a protected class violates this policy regardless of whether such harassment would be considered unlawful under relevant federal, state, or local laws. .

## II. Procedure

### A. Reporting Discrimination, Harassment or Other Violations of This Policy

All employees, volunteers, patrons, and other persons utilizing or working in Library facilities and services are encouraged to promptly report any conduct that they are subject to, or that they witness, which may violate this policy. If the Library does not know about the discriminatory or harassing conduct, it cannot act.

Prior to making a report, individuals who believe they have been discriminated against or harassed may choose to firmly and promptly notify the offender that their behavior is unwelcome. However, the Library recognizes that such a confrontation may be uncomfortable or even impossible. Therefore, notifying the offender is not required.

To make a report, individuals should follow the steps set forth below:

1. Notify Appropriate Staff
  - a. Employees, supervisors, and managers must report any incident of discrimination, retaliation, sexual harassment, or other harassment.
  - b. Employees who believe they have been subject to or witnessed conduct which violates this policy should immediately report the incident to their direct supervisor.
  - c. If the direct supervisor is the alleged offender or the employee is uncomfortable reporting the incident of discrimination, harassment, or retaliation to their direct supervisor, the incident should be reported to the Department Head or contract Library Director.
  - d. In the event that the circumstances of the situation make it inappropriate to report the incident to the individual's direct supervisor, Department Head, or contract Library Director, the incident should be reported to Human Resources.
  - e. Supervisors and managers must immediately report any incident or report of discrimination, retaliation, sexual harassment, or unlawful harassment even if they are not the target or victim of such harassment to Human Resources.
  - f. If the circumstances of the situation make it inappropriate to report the incident to Human Resources or in the event the individual is not

an employee, the incident should be reported to the System Library Director.

- g. In the event that the complaint is against a contract Library Director, the applicable Board President will be notified.

## 2. Promptly Report Complaint

- a. The Library encourages the prompt reporting of complaints so that a rapid response and appropriate action may be taken.
- b. Failure to promptly report a complaint can hinder an effective investigation.
- c. A prompt report not only aids the complainant but also helps to maintain an environment free from discrimination for all.
- d. Reports of harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this policy, and all individuals are encouraged to use this complaint form. Individuals who are reporting harassment on behalf of another person should use the complaint form and note that it is on another person's behalf.

## 3. Prepare Written Report of Misconduct

- a. An accurate record of objectionable behavior or misconduct is needed to resolve a formal complaint of discrimination, retaliation, and/or harassment.
- b. Any and all verbal and written reports must be submitted to Human Resources or the System Library Director for investigation.
- c. Upon receipt of a complaint under this policy, Human Resources or the System Library Director will complete a formal written report of the complaint, if not already done by the complainant or their supervisor.
- d. Individuals who believe they have been or are currently being subjected to discrimination, retaliation, or harassment should maintain a record of objectionable conduct in order to prepare effectively for the investigation.

## B. Investigating the Complaint

### 1. Confidentiality

Any allegation of discrimination, retaliation, or unlawful harassment will be investigated promptly. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

### 2. Investigation Process

- a. The Library will investigate thoroughly and quickly any incident of discrimination, retaliation, or harassment and will make every effort to take the wishes of the complainant into consideration, keeping the complainant informed as to the status of the investigation.
- b. Depending on the circumstances of the complaint, Human Resources or the System Library Director will determine if the investigation will be completed internally or if it is more appropriate to forward the complaint to a third party for investigation.

C. Corrective Action

1. Employees

The Library will impose appropriate discipline or other corrective action, depending on the nature and seriousness of the offense, up to and including termination, against any manager, supervisor, or employee found to have violated this policy, regardless of whether such conduct is considered under the law to constitute unlawful discrimination or harassment or retaliation.

2. Non-employees

When a patron, volunteer, or other person not employed by the Library is found to have engaged in unlawful harassment, discrimination, or retaliation against a Library employee, the Library will advise the person of the Library's policy against such conduct, and will take such other actions as are appropriate under the circumstances, up to and including suspension of library privileges.

**III. Protection Against Retaliation**

The Library will not, in any way, retaliate against an individual who makes a complaint of discrimination or harassment or against any participant in the investigation; nor will it permit any manager, supervisor, or employee to do so. Retaliation is defined as discriminating against an individual because they opposed discrimination and/or harassment; made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing related to prohibited conduct under this policy; or exercised any other legal right protected by federal, state, or local law requiring equal opportunity.

Retaliation is a serious violation of this policy and should be reported immediately by following the reporting procedure set forth above. Depending on the nature and seriousness of the offense, the Library will impose appropriate discipline, up to and including termination, against any manager, supervisor, or employee found to have retaliated against another individual for reporting discrimination and/or harassment.

A. Examples of Retaliation:

1. Treating someone who has reported an incident of discrimination and/or harassment or participated in an investigation differently from other individuals (e.g. cold shoulder).
2. Making negative comments or unreasonably disciplining, reducing responsibility, denying a transfer, giving unfavorable evaluations, or scrutinizing the work, etc. of an individual because that individual has reported an incident of discrimination and/or harassment or participated in an investigation.
3. Subjecting an individual to any adverse employment action for reporting an incident of discrimination and/or harassment or participating in an investigation.
4. Encouraging or ordering other staff to retaliate against an individual who has reported an incident of discrimination and/or harassment or participated in an investigation.
5. Engaging in other behavior that can reasonably be construed to be retaliatory.
6. Disclosing an employee's personnel files because they have opposed any practices forbidden under the New York State Human Rights Law ("NYS HRL"), filed a complaint, testified, or assisted in any proceeding under NYS HRL, except where the disclosure is made in the course of commencing or responding to a complaint in any proceeding under the NYS HRL or any other civil or criminal action or other judicial or administrative proceeding as permitted by applicable law.

#### **IV. Legal Remedies**

Individuals who believe they have been discriminated against, harassed, or retaliated against in violation of this policy should first file an internal complaint with the Library, as described above. If an individual is dissatisfied with the response, they may file a complaint with the Equal Employment Opportunity Commission (EEOC) at (716)551-4441 and/or the New York State Division of Human Rights at (716)847-7632, which are authorized to investigate the allegations in the complaint. Individuals also may contact a private attorney or union representative should they believe they have been subjected to any form of discrimination, harassment, or retaliation.

*Adopted April 20, 2017 per Resolution 2017-11 (supersedes independently adopted EEO Policy contained in the Library Employee Handbook and Personnel Policies and Procedures Manual on December 18, 2014 and the Anti-Harassment Policy last amended March 17, 2016).*

*(Administration Revised July 2018 – updated phone number Section II.A.1.d).*

*Amended December 20, 2018 per Resolution 2018-40.*

*Amended November 21, 2019 per Resolution 2019-43.*

*Reviewed by Policy Committee November 19, 2020 – no changes.*

*Reviewed by Policy Committee November 18, 2021 – no changes.*

*Amended January 19, 2023 per Resolution 2023-1.*

*Reviewed by Board of Trustees July 18, 2024 – no changes.*

*Reviewed by Library Administration December 2, 2024 - no changes.*

*Reviewed by the Policy Committee December 19, 2024.*

*Amended January 16, 2025 per Resolution 2025-4.*

*Amendments Proposed for Review at the November 20, 2025 Meeting of the Buffalo & Erie  
County Public Library Board of Trustees' Policy Committee.*

*Amendments Proposed for Review at the February 19, 2026 Meeting of the Buffalo & Erie  
County Public Library Board of Trustees' Policy Committee.*

*Amended March 19, 2026 per Resolution 2025-45.*



## COMPLAINT OF HARASSMENT, DISCRIMINATION, OR RETALIATION

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New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment. This form has been adopted as part of both the Buffalo & Erie County Public Library Sexual Harassment Prevention Policy and Equal Employment Opportunity & Anti-Harassment Policy. If you believe that you have been subjected to harassment or discrimination, you are encouraged, but not required, to complete this form and submit it to Human Resources in person, by email, or by regular mail:

**Central Library - Human Resources**  
**1 Lafayette Square**  
**Buffalo, NY 14203**  
**hr@buffalolib.org**

No employee will be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer will complete this form, provide you with a copy, and follow the applicable harassment policy by investigating the claims.

**For additional resources, visit: [ny.gov/programs/combating-sexual-harassment-workplace](http://ny.gov/programs/combating-sexual-harassment-workplace)**

### COMPLAINANT INFORMATION

Name:	
Job Title:	
Work Address:	
Work Phone:	
Email:	
Select Preferred Communication Method:	<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> In person



3. Date(s) harassment occurred:

Is the harassment continuing?  Yes  No

4. If possible, please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

*The last question is optional, but may help the investigation.*

5. Have you previously provided information (verbal or written) about related incidents? If yes, when and to whom did you provide information?

This is not required, but if you have retained legal counsel and would like us to work with them, please provide their contact information.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## VOLUNTEER PROGRAM POLICY

This policy is a system-wide policy for application to all libraries within the Buffalo & Erie County Public Library System.

### I. STATEMENT OF POLICY

The Buffalo & Erie County Public Library System (B&ECPL) is committed to fulfilling its mission through building and strengthening relationships throughout the community, including providing opportunities for direct community participation in library services. Volunteer time, energy and goodwill are invaluable assets to the B&ECPL. Volunteering at a library also offers individuals and groups a way to contribute to their community, fulfill personal goals and achieve a sense of satisfaction. Volunteering for a library in the B&ECPL can be a rewarding and exciting experience for all involved.

The B&ECPL shall accept volunteers without regard to any individual's gender, race, color, national origin, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity or expression, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, known relationship or association with member of a protected class, or any other basis protected by federal, state or local law.

### II. USE OF VOLUNTEERS

- A. The B&ECPL will support the effective utilization of volunteers to:
  - 1. Welcome talented and dedicated community members who wish to serve the B&ECPL;
  - 2. Add value to new and existing programs;
  - 3. Promote public awareness of library services;
  - 4. Increase involvement in and support of the B&ECPL by the public; and
  - 5. Connect with the community.
- B. The B&ECPL will not use volunteers to replace or augment its paid staff.
- C. Volunteers shall not be permitted to perform activities that could reveal confidential patron information; including but not limited to use of the B&ECPL circulation/borrower services database (Integrated Library System).

- D. The B&ECPL does not provide volunteers with compensation, medical or health benefits, accident or worker's compensation.
- III. VOLUNTEER PROGRAM

A. Becoming a Volunteer

1. Individuals interested in volunteering at the B&ECPL must fill out a [Volunteer Application](#) and a [Volunteer Liability Waiver and Release form](#).
2. Volunteers under the age of 17 must have guardian approval to volunteer. Volunteers under the age of 17 must be overseen by a staff member or an adult volunteer who has successfully completed the volunteer application process.
3. Volunteers will be accepted based on the library's needs. Submitting an application does not guarantee acceptance into a library's volunteer program.

B. Volunteer Expectations

1. Volunteers are expected to adhere to any applicable policies and practices regarding schedules, attendance, conduct, performance, safety procedures, proper attire, etc.
  - a. Each volunteer will have a staff member assigned as an on-site supervisor and is required to follow the procedures established by the library where they volunteer.
  - b. The supervisor and/or supervisor's designee is available for guidance and assistance of volunteer activities and is responsible for establishing the volunteer's schedule and tracking volunteer hours.
  - c. Volunteers are expected to keep their supervisor and/or supervisor's designee informed of their projects and service status, and of any schedule changes.
2. Volunteers can be released from volunteer duties at any time at the discretion of the B&ECPL.
3. Volunteers are expected to maintain the confidentiality of all patrons' use and records.

Adopted October 20, 2005.

Amended May 18, 2006.

Reviewed by Policy Committee April 23, 2009 - no changes.

Amended September 17, 2015 per Resolution 2015-27.

Amended March 17, 2016 per Resolution 2016-8.

Amended November 21, 2019 per Resolution 2019-45.

Reviewed by Library Administration December 2, 2024 - changes.

Reviewed by the Policy Committee December 19, 2024.

Amended January 16, 2025 per Resolution 2025-7.



## NEW CONSTRUCTION/LIBRARY EXPANSION POLICY

*This policy is a system-wide policy for application to all libraries within the Buffalo & Erie County Public Library System.*

### I. Introduction

This policy provides direction for the approval and planning of new construction and/or expansion projects for all libraries within the Buffalo & Erie County Public Library (B&ECPL) System, including the Central Library, Buffalo Branches and Contract Libraries.

### II. Criteria for Approval

B&ECPL libraries (Central Library, Buffalo Branches and Contract Libraries) and/or municipal government(s) must obtain approval from the B&ECPL System Board of Trustees for all new construction and/or expansion projects.

Approval for new construction and/or expansion must be obtained prior to introducing local referenda, presenting bond issues to the electorate or submitting applications for publicly funded grants.

Final approval for any project rests with the B&ECPL System Board of Trustees.

All projects must meet the following conditions and criteria:

- A. The library must be a member of the B&ECPL System by virtue of a signed annual contract or a local library subject to the governmental authority of the B&ECPL System Board of Trustees;
- B. The library must meet the minimum standards for hours of service established by the New York State Commissioner of Education (Commissioner's Regulation §90.2) and additional standards as may be established by the B&ECPL;
- C. The library must meet the staffing requirements established by the New York State Commissioner of Education (Commissioner's Regulation §90.8), the New York State Civil Service Commission (where applicable) and the County of Erie;
- D. The library must meet other minimum standards of service as established by the New York State Commissioner of Education;

- E. Operational cost neutrality. Any new construction and/or expansion project must be expenditure neutral (when adjusted for inflation) in the context of the B&ECPL's overall operating budget. If operating cost neutrality is not obtainable, a New Construction/Library Expansion Waiver/Partial Waiver of Operating Cost Neutrality Request Form is required. SEE Section III (F);
- F. New facilities must be strategically located, in areas frequently trafficked/recognized by local/regional residents, and designed to serve regions;
- G. Proposed new facilities and/or expansions must clearly identify the unmet service needs to be addressed and how the new facility and/or expansion will allow the library to meet those needs and provide j higher levels of service;
- H. New facilities and/or expanded facilities must include cost saving initiatives such as energy efficiencies, utility savings and green processes, if available;
- I. The B&ECPL System Board of Trustees will not consider any project unless it is submitted at least 60 days prior to the deadline for applicants to file with the Library System a request for State Aid for Library Construction funds;
- J. The B&ECPL System Board of Trustees will not consider and/or approve any proposed project that might enhance the quality of library service in one area at the expense of service in another.

### III. **REQUIRED: Application for Approval of New Construction/Expansion Projects**

Using the [Request for New Construction/Library Expansion Approval Form](#), the Contract Library Board of Trustees and/or municipal government must provide the following information to the B&ECPL System Board of Trustees:

- A. Complete description of the expansion/new construction project incorporating required criteria/conditions as indicated in Section II of this policy;
- B. Estimated cost of project;
- C. Resolutions of support from municipality, or for association libraries, letters of support from association members;
- D. List of project funders, including committed funding amounts;
- E. Fundraising plan (where applicable);
- F. Written statement estimating operational costs. Include recognition that cost neutrality is optimal. NOTE: If cost neutrality is not obtainable, provide a completed [New Construction/Library Expansion Waiver/Partial Waiver of Operating Cost Neutrality Request Form](#). The Waiver/Partial Waiver Request of Operating Cost Neutrality Form should be submitted

with the completed New Construction/Library Expansion Approval Form. The Waiver/Partial Waiver Request of Operating Cost Neutrality shall not apply to any other provision of this Policy nor any other provision of the Request for New Construction/Library Expansion Approval Form, the terms of which shall remain in full force and effect;

- G. For new library construction, a written statement demonstrating the strategic placement of the facility including how/why the new location will better serve the community;
- H. Written statement of commitment to meet/exceed all New York State Education laws and regulations;
- I. Written statement of commitment to meet all New York State Civil Service laws and regulations (where applicable);
- J. Written statement of understanding that construction of a new library facility and/or expansion of a library facility, and equipping the same, is the responsibility of local or regional authorities or association members (for association libraries);
- K. Conceptual drawings and/or architectural renderings providing visual support specific to the project.

#### IV. Review

Within 45 days of receipt of a completed Request for New Construction/Library Expansion Approval Form, the B&ECPL Board of Trustees Building Oversight Committee (Building Oversight Committee) will meet and determine:

- A. If all required criteria have been met;
- B. If a presentation of the project to the System Board of Trustees is needed. In that case:
  - 1. Contract Library Board and Contract Library Director, or in the case for the Central Library or Buffalo Branches, members of B&ECPL's Administration, will be asked to present the project to the B&ECPL System Board of Trustees;
  - 2. All presentations will be made during a regularly scheduled meeting of the System Board of Trustees;
  - 3. All presentations will include conceptual drawings or architectural renderings providing visual support specific to the project;
  - 4. The Building Oversight Committee or designee will notify the Contract Library Board of Trustees/Director or B&ECPL Administration of presentation date.
- C. If/when the project will be recommended to the B&ECPL System Board of Trustees for approval.

**V. Approval**

Following review by the Building Oversight Committee and within 90 days of receipt of the Request for New Construction/Library Expansion Approval Form, the B&ECPL System Board of Trustees will respond to the Contract Library Board of Trustees and/or municipal government, in writing, on the status of the new construction/library expansion approval request.

- A. All approvals will be made via resolution by the B&ECPL System Board of Trustees;
- B. Projects that are not approved will receive no financial, technical or professional support from the B&ECPL as stated in the current annual contract between the B&ECPL and the Contract Library.

**VI. Appeal**

Any/all appeals must be submitted to the B&ECPL Board of Trustees, in writing, within 90 days of declination of support determination.

The B&ECPL Building Oversight Committee will review any/all appeals and make a recommendation to the B&ECPL System Board of Trustees within 90 days of receipt of said appeal. The B&ECPL System Board of Trustees will respond to the Contract Library Board of Trustees and/or municipal government, in writing, on the determination of the appeal within 60 days of receipt of the Committee's recommendation.

**VII. Priority Ranking of Projects**

The Building Oversight Committee will give preference to projects that:

- A. Serve a region rather than a single municipality, resulting in improved levels of service. Such improvements may include: increased hours of service, enhanced technology, meeting room and storage space, parking, etc.;
- B. Show evidence of sufficient capitalization to furnish the new facility;
- C. Demonstrate operational cost neutrality including a comprehensive funding analysis that determines long-term operational needs OR have received approval of a New Construction/Library Expansion Waiver/Partial Waiver of Operating Cost Neutrality Request.

Adopted December 15, 2016. Supersedes the *Guidelines and Procedures for Approval of New Library Construction, April 18, 2002.*

Amended December 20, 2018.

Amended July 20, 2023 Resolution 2023-20.