

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
Orchard Park Public Library

EXHIBIT A

BUDGET: ORCHARD PARK PUBLIC LIBRARY

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
PERSONAL SERVICES						
SALARIES & WAGES, FULL TIME		295,391	295,391		267,793	267,793
WAGES, REGULAR PART-TIME		35,632	35,632		36,701	36,701
WAGES, PART TIME		185,379	185,379		194,932	194,932
OVERTIME (Sunday)		8,388	8,388		8,676	8,676
OTHER (Vacation Buyout)			-			-
TOTAL SALARIES & WAGES	-	524,790	524,790	-	508,102	508,102
REDUCTION FRM PERS. SVCS ACCT		(72,724)	(72,724)			-
CONTRACTUAL SALARY RESERVES		15,611	15,611			-
FRINGE BENEFITS						
EMPLOYER FICA		40,145	40,145		38,875	38,875
EMPLOYEE HEALTH INSURANCE		56,808	56,808		38,520	38,520
DENTAL PLAN		2,048	2,048		1,404	1,404
WORKERS COMPENSATION		3,254	3,254		2,795	2,795
UNEMPLOYMENT INSURANCE		892	892		915	915
HOSPITAL & MEDICAL - RETIREES		34,757	34,757		30,449	30,449
HEALTH INSURANCE WAIVER		2,400	2,400		8,400	8,400
RETIREMENT		55,890	55,890		54,747	54,747
TOTAL FRINGE BENEFITS	-	196,194	196,194	-	176,105	176,105
OFFICE SUPPLIES	-	5,793	5,793	-	5,936	5,936
REPAIRS & MAINTENANCE CHARGES						
OTHER SUPPLIES & MATERIALS	3,000	-	3,000	3,000		3,000
EQUIPMENT MAINTENANCE	1,500		1,500	1,500		1,500
REPAIRS & MAINT - MISC SYS	-	2,139	2,139		2,268	2,268
TOTAL REPAIRS & MAINTENANCE CHARGES	4,500	2,139	6,639	4,500	2,268	6,768
TRAVEL & MILEAGE EXPENSES	200		200	200		200
DUES & FEES						
MEMBERSHIP & DUES	125	-	125	135		135
TRAINING & EDUCATION (NYSALB, etc.)		1,806	1,806		1,703	1,703
TOTAL DUES & FEES	125	1,806	1,931	135	1,703	1,838
UTILITY CHARGES						
WATER	700		700	1,000		1,000
SEWER			-			-
TELECOMMUNICATIONS			-			-
- WIRELESS ACCESS	-	536	536		369	369
- DATA LINES	-	345	345		345	345
- INTERNET - Internet access	-	74	74		73	73
- EQUIPMENT MAINT	-		-			-
- LOCAL AND LD PHONE SERVICE	-	936	936		1,308	1,308
TELEPHONE SUB-TOTAL	-	1,891	1,891	-	2,095	2,095
TOTAL UTILITY CHARGES	700	1,891	2,591	1,000	2,095	3,095
PROFESSIONAL SERVICE CONTRACT & FEES						
ADVERTISING & PROMOTION		4,223	4,223		4,193	4,193
MOVIE LICENSING AGREEMENT		243	243		243	243
OVERDRIVE DOWNLOADABLE LICENSE	-	211	211		211	211
SIRSI SOFTWARE MAINTENANCE	-	4,180	4,180		4,336	4,336
LIBRARY SPEAKER CONSORTIUM			-		338	338
ONLINE CATALOG (OCLC)	-	5,686	5,686		5,814	5,814
VITEC SOLUTIONS/COMPUTER SUPPORT	-	2,706	2,706		2,333	2,333
LEGAL FEES	-	2,471	2,471		2,495	2,495
RFID/OCR LABELS			-		168	168
OTHER PRINTED SUPPLIES	-	54	54		63	63
CONTRACT PROFESSIONAL SERVICES (DIRECT)			-			-
TOTAL PROFESSIONAL SERVICE CONTRACTS	-	19,774	19,774	-	20,194	20,194

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	BUDGET			BUDGET		
	Contract Direct	Library System Paid	Total	Contract Direct	Library System Paid	Total
MAINTENANCE CONTRACTS						
OTHER SUP & MTLs - CONTRACT	1,200	-	1,200	1,200	-	1,200
EQUIPMENT CONTRACTS	-	-	-	-	-	-
MAINT CONTRACTS - SYS	-	325	325	-	326	326
TOTAL MAINTENANCE CONTRACTS	1,200	325	1,525	1,200	326	1,526
OTHER EXPENSES & CHARGES						
LIBRARY MATERIALS PROCESSING SUPPLIES	-	-	-	-	-	-
RFID LABELS (NON-PRINTED)	-	1,408	1,408	-	1,677	1,677
RESALE ITEMS (BAGS, DISK, HEADPHONES)	-	120	120	-	131	131
LIBRARY CARDS	-	304	304	-	-	-
DVD REPAIR	-	56	56	-	84	84
MISC PROGRAM EXPENSES	1,500	-	1,500	1,500	-	1,500
NYS DISABILITY	-	-	-	-	-	-
POSTAGE	100	-	100	100	-	100
PRINTING	-	-	-	-	-	-
ADVERTISING	-	-	-	-	-	-
TRAINING	-	-	-	-	-	-
REFUSE PICKUP	2,000	-	2,000	2,000	-	2,000
BANK CHARGES	-	-	-	-	-	-
JANITORIAL SERVICES	-	-	-	-	-	-
OTHER EXPENSES	1,000	-	1,000	1,000	-	1,000
TOTAL OTHER EXPENSES & CHARGES	4,600	1,888	6,488	4,600	1,892	6,492
CONTINGENCY						
MISCELLANEOUS - State/Member Aid	-	-	-	-	-	-
TOTAL CONTINGENCY	-	-	-	-	-	-
RENTAL CHARGES						
EQUIPMENT	-	-	-	-	-	-
OTHER	-	-	-	-	-	-
TOTAL RENTAL CHARGES	-	-	-	-	-	-
INSURANCE CHARGES						
INSURANCE	150	-	150	150	-	150
GENERAL LIABILITY INSURANCE - SYS	-	4,394	4,394	-	4,030	4,030
TOTAL INSURANCE CHARGES	150	4,394	4,544	150	4,030	4,180
LAB & TECHNICAL EQUIP.		3,020	3,020		3,681	3,681
LIBRARY BOOKS & MEDIA						
Serials (Magazines, Newspapers, Journals, Etc.)	-	11,823	11,823	-	11,733	11,733
On-line Databases (News, Health, Literary, Homework, Business, Etc.)	-	10,640	10,640	-	12,340	12,340
E-Content	-	79,040	79,040	-	84,676	84,676
Centrally Ordered Materials	-	73,190	73,190	-	62,189	62,189
Specialized Titles / Individual Orders	-	12,105	12,105	-	17,063	17,063
TOTAL LIBRARY BOOKS & MEDIA	-	186,798	186,798	-	188,001	188,001
INTERFUND UTILITY EXPENDITURES						
NATURAL GAS	-	9,081	9,081	-	9,944	9,944
ELECTRICITY	-	13,307	13,307	-	17,352	17,352
TOTAL INTERFUND UTILITY EXPENDITURES	-	22,388	22,388	-	27,296	27,296
TOTAL INTERFUND EXP - COUNTY		3,486	3,486		3,592	3,592

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	2025	2025	2025	2026	2026	2026
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
TOTAL OPERATING EXPENSES	11,475	917,573	929,048	11,785	945,221	957,006
REVENUE SOURCES						
COUNTY SHARE	-	913,917	913,917	-	941,427	941,427
STATE AID (Member Aid)	-	-	-	-	-	-
STATE AID (Pass through System)	5,505	3,656	9,161	5,585	3,794	9,379
SUB-TOTAL: SYSTEM APPROPRIATION	5,505	917,573	923,078	5,585	945,221	950,806
DIRECT LOCAL INCOME						
	Contract Library Direct	Return to System (CHR Share)	TOTAL	Contract Library Direct	Return to System (CHR Share)	TOTAL
FINES, LOST BOOKS, ETC	200	-	200	200	-	200
COPY MACHINES	1,200	-	1,200	1,400	-	1,400
PRINT COST RECOVERY	4,500	-	4,500	4,500	-	4,500
OTHER REVENUES	70	-	70	100	-	100
MUNICIPAL SUPPORT	-	-	-	-	-	-
DONATIONS	-	-	-	-	-	-
FUNDRAISING	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-
USE OF FUND BALANCE	-	-	-	-	-	-
OTHER INCOME	-	-	-	-	-	-
TOTAL DIRECT INCOME	5,970	-	5,970	6,200	-	6,200
TOTAL REVENUE SOURCES	11,475	917,573	929,048	11,785	945,221	957,006

COUNTY SHARE vs OTHER REVENUE

COUNTY SHARE	-	913,917	913,917	-	941,427	941,427
STATE AID	5,505	3,656	9,161	5,585	3,794	9,379
DIRECT INCOME	5,970	0	5,970	6,200	0	6,200
SUBTOTAL OTHER REVENUE	11,475	3,656	15,131	11,785	3,794	15,579
TOTAL REVENUE	11,475	917,573	929,048	11,785	945,221	957,006

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.

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EEGroup	Current Count	Job Title	Hours	Hours per week	Salary	Total Fringes	Total Cost
	1	LIBRARY DIRECTOR II Total	2,088	40	84,366	32,219	116,585
	1	LIBRARIAN I Total	2,088	40	75,715	47,444	123,159
	1	LIBRARY ASSISTANT (CL) Total	2,088	40	56,186	25,470	81,656
	1	SENIOR LIBRARY CLERK CL Total	2,088	40	51,526	24,021	75,547
FT Total	4		8,352	160	267,793	129,154	396,947
	1	CARETAKER (RPT) CL Total	1,560	30	36,701	13,806	50,507
RPT Total	1		1,560	30	36,701	13,806	50,507
	7	SENIOR PAGE PT Total	3,432	66	58,344	8,483	66,827
	9	PAGE (P.T.) Total	3,796	73	60,736	9,745	70,481
	4	LIBRARIAN I PT Total	1,872	36	50,656	10,342	60,998
	1	CARETAKER (PT) CL Total	208	4	4,098	343	4,441
	3	CLERK-TYPIST (P.T.) CL Total	1,092	21	21,098	2,406	23,504
PT Total	24		10,400	200	194,932	31,319	226,251
Grand Total	29		20,312	390	499,426	174,279	673,705
		FTE and Average Cost per FTE	9.77				68,956
		Full Time Wages			\$267,793		
		RPT Wages			\$36,701		
		Part Time Wages			\$194,932		
		Total Salaries & Wages			\$499,426		
Orchard Park - Sunday Hours			198		8,676	1,826	10,502
		Grand Total			\$508,102	\$176,105	\$684,207



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 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.

Contract Library Orchard Park				
2026 Schedule of Public Service Hours				
Winter Hours				
Total hours		60		
Sunday Hours start on:		1/4/2026	9/13/2026	
Sunday Hours end on:		6/14/2026	12/20/2026	
	Open	Close	Re-Open	Close
Sunday	12	5		
Monday	9	8		
Tuesday	9	8		
Wednesday	1	8		
Thursday	9	8		
Friday	9	5		
Saturday	10	5		
Summer Hours				
Total hours		55		
Summer Hours start on:		6/15/2026		
Summer Hours end on:		9/12/2026		
	Open	Close	Re-Open	Close
Sunday				
Monday	9	8		
Tuesday	9	8		
Wednesday	1	8		
Thursday	9	8		
Friday	9	5		
Saturday	10	5		

EXHIBIT E

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

Payscale Type: Librarians

For: 01/01/2026

[illegible]

EXHIBIT F

Report: ZTMR_PAYSCALE_REPORT
 System: PRD/100/2HR_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 1545.68 19.321	42168 1621.84 20.273	43395 1669.04 20.863	44647 1717.20 21.465	45891 1765.04 22.063	47120 1812.32 22.654	47736 1836.00 22.950	48358 1859.92 23.249	48969 1883.44 23.543	49598 1907.60 23.845	50207 1931.04 24.138
GRP 02	40793 1568.96 19.612	42802 1646.24 20.578	44106 1696.40 21.205	45381 1745.44 21.818	46677 1795.28 22.441	47952 1844.32 23.054	48593 1868.96 23.362	49259 1894.56 23.682	49885 1918.64 23.983	50523 1943.20 24.290	51166 1967.92 24.599
GRP 03	41968 1614.16 20.177	44050 1694.24 21.178	45404 1746.32 21.829	46760 1798.48 22.481	48104 1850.16 23.127	49485 1903.28 23.791	50159 1929.20 24.115	50856 1956.00 24.450	51528 1981.84 24.773	52208 2008.00 25.100	52884 2034.00 25.425
GRP 04	43370 1668.08 20.851	45554 1752.08 21.901	46981 1806.96 22.587	48416 1862.16 23.277	49874 1918.24 23.978	51328 1974.16 24.677	52056 2002.16 25.027	52755 2029.04 25.363	53487 2057.20 25.715	54205 2084.80 26.060	54922 2112.40 26.405
GRP 05	45344 1744.00 21.800	47649 1832.64 22.908	49248 1894.16 23.677	50808 1954.16 24.427	52410 2015.76 25.197	53993 2076.64 25.958	54852 2109.68 26.371	55713 2142.80 26.785	56584 2176.32 27.204	57445 2209.44 27.618	58315 2242.88 28.036
GRP 06	48027 1847.20 23.090	50492 1942.00 24.275	52383 2014.72 25.184	54255 2086.72 26.084	56120 2158.48 26.981	58017 2231.44 27.893	59118 2273.76 28.422	60214 2315.92 28.949	61285 2357.12 29.464	62385 2399.44 29.993	63477 2441.44 30.518
GRP 07	50860 1956.16 24.452	53518 2058.40 25.730	55819 2146.88 26.836	58121 2235.44 27.943	60418 2323.76 29.047	62710 2411.92 30.149	63960 2460.00 30.750	65204 2507.84 31.348	66460 2556.16 31.952	67700 2603.84 32.548	68956 2652.16 33.152
GRP 08	53934 2074.40 25.930	56786 2184.08 27.301	59478 2287.60 28.595	62171 2391.20 29.890	64844 2494.00 31.175	67513 2596.64 32.458	68900 2650.00 33.125	70267 2702.56 33.782	71644 2755.52 34.444	73031 2808.88 35.111	74412 2862.00 35.775

EXHIBIT F

Report: ZTMR Payscale Report
 System: PRD/100/ZHR_PAYSCALES
 User: SCHLOSSK

Payscale Type: CMU Blue

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

For: 01/01/2026

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

	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
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SENIOR PAGE	\$17.00
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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 - 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.

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

Optional Benefits	
Supplemental Retirement	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. Representatives from Corebridge Financial made available to staff throughout the year or can be contacted directly; contact information is on the intranet.
Flexible Spending Accounts (FSAs)	Employees are able to enroll in pre-tax deduction FSAs for medical, dependent care, adoption, and parking expenses through P&A Group. Forms for such accounts must be submitted for each calendar year. More information can be found on the intranet.

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.

EXHIBIT H

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

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

COMPLAINANT INFORMATION

Name:	
Job Title:	
Work Address:	
Work Phone:	
Email:	
Select Preferred Communication Method: ☐ Email ☐ Phone ☐ In person	

SUPERVISORY INFORMATION

Immediate Supervisor's Name:
Title:
Work Address:
Work Phone:

COMPLAINT INFORMATION

1. Your complaint of harassment is made about:

Name:
Title:
Work Address:
Work Phone:
Relationship to you: ☐ Supervisor ☐ Supervisee ☐ Co-Worker ☐ Other (please specify):

2. Please describe what happened and include as many details as possible. You may use additional sheets of paper if necessary. If you have any relevant documents, please include them.

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.