

West Seneca Public Library
Board Meeting Agenda - March 15, 2023 @ 4:00pm in the Large Community Room

A. Call of the Roll.

B. Approval / Changes to Agenda.

C. Minutes of the Preceding Meeting - February 15, 2023

D. Nominations and Elections of Officers, if any.

E. Report of the Director - February 2023

1. Staff updates
2. New Educator Library Card

F. Report of the Treasurer.

1. County account statement February 2023
2. Local account statement February 2023
3. Summary of accounts February 2023
4. Check abstract and approvals

G. Report of the Friends of the Library.

H. Report of the President.

I. Old Business.

J. New Business.

1. Bylaws
2. Long Range Plan of Service 2019-2023
3. Review: Procurement Policy

K. Public Comment.

L. Adjournment.

Next Regular Meeting: Wednesday, April 19, 2023 at 4:00pm

**West Seneca Public Library
Library Board of Trustees Meeting Minutes
February 15, 2023 @ 4:00 pm in the Large Community Room**

A. Call of the Roll– Meeting called to order at 4:01pm

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

B. Approval / Changes to Agenda: none

C. Minutes of Preceding Meeting: (January 18, 2023)

- No changes.

Motion to approve: Jennifer Dobe

Second: Cynthia Johnson

Ayes: all

Nays: none

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

William Josefiak – President

Jennifer Dobe - Treasurer

Amanda Cleesattel - Secretary

Motion to approve: William Josefiak

Second: Amanda Cleesattel

Ayes: all

Nays: none

E. Report of the Director – See January 2023 documents posted for details

- Dungeons & Dragons on pause due to lack of facilitator and some decreased interest
- West Seneca Art Society moving to quarterly installations
- Susan Kims witnessed/experienced noise levels and is working with Library Director to regarding need for front doors
- Onboarding new staff with plan for longevity and growth regarding Librarian position – Emily Sieg is now our new Children’s Librarian Trainee. Priority on developing story time programming.
- Decrease in state wide operational budgeted funding (decrease of about \$145,000)
 - Additionally, state aid for library construction is decreased by \$20 million from \$34 million down to \$14 million. This would lower the funding allocation for the B&ECPL system by \$914,226 (from \$1,551,184 to \$639,958)
- West Seneca Art Society collaboration: They will hold a meeting here that public will have access to as well. Art society is interested in hearing public input on community desires for collaboration with the library. Art Society’s intention is to use maker space in March for a public activity to be determined.

- Reviewed system wide library survey results. Good feedback about current state of libraries and initiative. West Seneca Library had a great response rate.
- Strategic plan will end in 2023. Library interest survey can help direct updated strategic plan. Library director has begun preliminary brainstorming based on survey results.
- Educator cards now available so that educators can take out books for classroom purposes and they don't count against your personal limit and have extended limits and due dates. Hope that board member (Jessica) and others with contacts will assist us in spreading the word about this card in the West Seneca school district.

F. Report of the Treasurer: See January 2023 documents posted

- County account statements January 2023
- Local account statement January 2023
- Summary of accounts January 2023
- Check abstract and approvals November & December 2022
 - Six January checks for board approval (see documents posted for details)

Motion to approve: William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

G. Report of the Friends of the Library (from Cynthia Johnson):

- 2022 report of expenditures and income
 - Baskets and book sales generate the most revenue
- Explore business relationship between Library Board of Trustees and Friends of the Library (West Seneca)
- Will continue "something to do bags"
- Discontinue selling T-shirts and bags
- Two author events/speakers coming up

H. Report of the President:

- ACT meeting was at West Seneca Library January 21st and successful
 - i. Reminder to complete continuing education form for those who attended

I. Old Business:

- None to review

J. New Business:

- Personnel policy and procedures manual approval

PERSONNEL POLICIES AND PROCEDURES

WEST SENECA PUBLIC LIBRARY MEETING DATE: February 15, 2023

RESOLUTION:

Amendments to B&ECPL Employee Handbook and Personnel Policies and Procedures Manual

BACKGROUND:

On December 18, 2014, the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) approved and adopted the B&ECPL Personnel Policies and Procedures Manual (Manual), which contained approximately 100 policies drafted by the Human Resources Department, and the B&ECPL Employee Handbook (Handbook) to be effective January 1, 2015. Thereafter, this Board adopted the Manual at its meeting on January 14, 2015 for application to its employees.

Since January 1, 2015, a number of Personnel Policies and Procedures have been modified by the Human Resources Department at the direction of the Chief Operating Officer, several of which were necessary based on changes to the applicable laws or governing collective bargaining agreements. Other changes were minor and incidental. As stated in the Introduction of the Manual, changes made by Human Resources are distributed electronically to all library departments and contract libraries. It is the recommendation of this Board for an annual review of the changes made by Human Resources to the Manual and Handbook in the months prior and subsequent adoption by this Board. The last review and approval of the Manual took place November 17, 2021.

ACTION REQUIRED: Motion to approve Resolution.

WHEREAS, the Board of Trustees of the West Seneca Public Library (WSE) has the power and duty to determine and carry out all policies and principles pertaining to operations of the library(ies); and the exclusive power and duty to control library personnel, and

WHEREAS, on December 18, 2014, the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) approved and adopted the B&ECPL Personnel Policies and Procedures Manual (Manual) and the B&ECPL Employee Handbook (Handbook) to be effective January 1, 2015, and

WHEREAS, thereafter, on January 14, 2015 this Library Board adopted same for application to its employees, and

WHEREAS, the Human Resources Department reviews the policies and procedures in the Manual throughout the year and makes changes as necessary, and

WHEREAS, changes to said policies and procedures are incidental or based on changes to applicable laws or collectively bargained agreements, and

WHEREAS, changes to said policies and procedures may require corresponding updates to the Handbook, and

WHEREAS, on February 15, 2023, this Board reviewed the changes made by the Human Resources Department to the policies since November 17, 2021 and recommends approval of same, and

WHEREAS, this Board recommends the review of the changes annually with subsequent reaffirmation of adoption of the Manual, and adoption of the amendments, now therefore be it

RESOLVED, that the Board of Trustees of the West Seneca Public Library reaffirms its adoption of the B&ECPL Personnel Policies and Procedures Manual and Employee Handbook, and adopts the amendments made since November 17, 2021, and be it further

RESOLVED, that the Human Resources Department will continue to update the B&ECPL Personnel Policies and Procedures Manual and the Employee Handbook, as necessary, and will distribute same to all departments and contract libraries as set forth in the Introduction to the Personnel Policies and Procedures Manual, and be it further

RESOLVED, that the Board of Trustees of the West Seneca Public Library endorses the annual review of the revisions made by the Human Resources Department to the B&ECPL Personnel Policies and Procedures Manual and the Employee Handbook in the months prior to review for adoption by the Board.

- **Motion to approve:**
 - Motion: William Josefiak
 - Second: Jennifer Dobe
 - Ayes: all
 - Nays: None

K. Public Comment: none

Adjournment @ 5:16 pm

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

Next Regular Meeting: March 15, 2023 @ 4pm
Respectfully submitted by Amanda Cleesattel, Secretary

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

February 2023

Circulation - February 2023

17,884

Revenue - County Account Fees, Copies, Print - February 2023

\$721.79

Library Visitors - February 2023

7,997

Programming - February 2023

(Youth)

Make & Take Craft Bags	All month	165 bags
Tutoring	All month	115 sessions
Lego Club (2)	2/11, 2/25	65 attendees
Fuse Beads	2/16	22 attendees

Programming - February 2023

(Adult)

Seed Swap	1/25	45 attendees
Knitting Club (3)	2/6, 2/13, 2/27	13 attendees
Book A Technology Trainer (4 appointments)	2/28	6 attendees
Book Club	2/27	6 attendees

Collection Development

WSE - 2023 Funds-

AV= \$1,855 - \$240.67 (est. discount price) = \$1614.33

MAT= \$5,276 - \$1,427.24 (est. discount price) = \$3,848.76

Outreach/Meetings/Library Visits

- 2/7 Cindy Solly re: West Seneca Art Society programming in the makerspace
- 2/8 Managers Meeting via Zoom
- 2/10, 2/17 and 2/21 Job interviewing

- 2/15 West Seneca Public Library Board of Trustees Meeting

Misc.

- 2/1, 2/13 and 2/24 Received covid test kits for public distribution - 12 boxes in total
- 2/23 Delayed opening until 12pm due to ice storm/power outages. Experienced several brief power outages during the day after opening.

Buffalo & Erie County Public Library Educator Card

The B&ECPL offers Educator Library Cards to educators in Erie County. If you are a teacher, home school educator or day care provider living or working in our service area, and you have a personal library card in good standing, you are eligible for an Educator Card.

Benefits:

- Check out up to 100 items.
- Classroom and personal use material on separate library records.
- Six (6) week loan periods on selected materials used in the classroom.
- Use your Educator Card at any Buffalo & Erie County Public Library.

Educator Library Card Application

Name: _____
Last
First
Middle

Preferred Name: _____

Home Address: _____
Street
City
Zip Code

Phone: _____ Email: _____

School Name: _____ Grade: _____

School Address: _____
Street
City
Zip Code

Personal Library Card Number: _____

How to apply: Please complete the above form and bring it, along with your personal library card, to any B&ECPL location. Your Educator Card may be used for classroom materials only and is not for personal use. You are responsible for any lost or damaged materials checked out to your Educator Card.

I agree to follow all library rules and to be responsible for all materials checked out to my Educator Card.

Signature: _____ Date: _____

Staff Use Only		
Educator ID # 10001 _____	Staff Initials _____	Date _____

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Feb-23

SAP Acct.	Description	Adopted Budget	Budget Transfers	Year-to-Date Expenditures	Available Budget	Projected Utilization at 12/31	Projected Variance at 12/31	Comments
500000	Salaries - Full-time	0	0	0	0		0	
502000	Fringe Benefits	0	0	0	0		0	
Utility Charges:								
515000	Water	0	0	0	0		0	
515000	Sewer	0	0	0	0		0	
515000	Electric	7,500	0	1,195	6,305	7,170	330	
515000	Telephone - Maintenance	0	0	0	0		0	
510200	Dues and Fees	0	0	0	0		0	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	700	0	29	671	700	0	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	100	0	0	100		100	
530000	Other Expenses & Charges	600	0	30	570	600	0	
530000	Contingency (Bullet Aid)	0	0	2,540	(2,540)		0	
TOTAL EXPENSES		8,900	0	3,794	5,106	8,470	430	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	100	0	111	(11)	111	11	
Copy Machines	1,500	0	351	1,149	1,600	100	
Print Cost Recovery	5,000	0	797	4,203	5,000	0	
Other Income	200	0	12	188	200	0	
State Funding	0	0	0	0	0	0	
Municipal Support	0	0	0	0	0	0	
Donations (priv. persons/foundations)	0	0	0	0	0	0	
Fundraising (events/booksales)	0	0	0	0	0	0	
Interest Income	0	0	0	0	0	0	
Misc Income	0	0	0	0	0	0	
Use of Fund Balance	0	0	0	0	0	0	
TOTAL DIRECT INCOME	6,800	0	1,271	5,529	6,911	111	

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	2/7/23	Donation deposit check #3093 (from West Seneca Lions Club)	√		\$400.00	\$22,940.60
1000	2/15/23	VOIDED CHECK				
1001	2/15/23	BECPL- Order for private materials paid for donations by Lions Club (408.93), Bliemeister (27.50), Bigelow (57.15), Seel (42.85), and Rotary (5.77)	√	\$0.00		\$22,940.60
1002	2/15/23	Robert Adler- 2023 Member Library Dues for Association of the Boards of Trustees of the Contract Libraries of BECPL		\$542.20		\$22,398.40
1003	2/15/23	Amazon Capital Services- Plastic aprons, paint palette knives, 16 oz black paint and white paint, Velcro dots, tower fan, USB 4-port charger station		\$20.00		\$22,378.40
direct deposit	3/2/23	Sales Tax for 2022 booksale		\$149.23		\$22,229.17
	3/7/23	Donation deposit check 4926 (from Pat Wass)		\$112.38		\$22,116.79
					\$700.00	\$22,816.79

West Seneca Public Library Bank Account Balances February 2023

M&T County Account

Balance \$42,663.96 (Note: Includes \$22,460.02 Assemblyman Burke State Aid)

M&T Local Account

Balance \$22,816.79 (Note: Includes \$16,997.99 Rotary)

Local M&T CD (1)

Balance \$40,714.07

Local M&T CD (2)

Balance \$5,079.96

Local M&T CD (3)

Balance \$5,079.96

Northwest Construction Grant Phase II

Balance \$0.00

M&T Construction Fundraiser Account

Balance \$14,319.36

Northwest Makerspace/Tech Account

Balance \$0.00

March 15, 2023 Abstract of Checks

Voucher #	Date	Payee	Amount	Check#	Reason for expense	Date
2023-L5	3/15/2023	Amazon Capital Services, Inc.	219.58	1004	Perler beads, white boxes, LEGO figurines and baseplates- Invoices: 1DVX-4336-4MH4 and 13FD-J9GG-G6MP	3/9/2023
2023-L6	3/2/2023	NYS Department of Taxation and Finance	112.38	Direct W/D	Sales tax for August 2022 Book Sale	3/9/2023
2023-C5	3/15/2023	Town of West Seneca	1,195.00	6407	Electric bill for March/April 2023- Invoices: 202303 and 202304	3/9/2023
2023-C6	3/15/2023	Robert Alessi	20.16	6408	Hand soap from Lowe's	3/9/2023
2023-C7	3/15/2023	BECPL	9.28	6409	Blue round labels and white square DVD letter labels. Invoice- 23005	3/9/2023
2023-C8	3/15/2023	BECPL	2542.71	6410	2022 Return to System	3/9/2023

BYLAWS OF THE WEST SENECA PUBLIC LIBRARY BOARD OF TRUSTEES

ARTICLE I Tenure of Office and Powers and Duties of Trustees

1. The Board of Trustees of the West Seneca Public Library shall consist of 5 members who shall be appointed by the Town Board of the Town of West Seneca and serve in accordance with the provisions of Chapter 768 of the Laws of 1953 of the State of New York, known as "An Act authorizing the consolidation of city and county public libraries, etc." and shall have all of the powers and duties as prescribed therein.
2. Vacancies for unexpired terms on the Board of Trustees shall be filled for the balance of the unexpired term by the Town Board of the Town of West Seneca.
3. The funds of the Corporation shall be deposited, drawn upon, invested and otherwise administered as determined by the Board of Trustees, all as subject to the requirements of NY State General Municipal Law sections 10 - 11 and other applicable law.
4. The Board of Trustees may authorize, on behalf of the Corporation, execution of all receipts, releases, and discharges of all moneys received by the Corporation through gift or bequest or otherwise, and execution of all contracts, leases and other agreements of the Corporation.
5. Any Trustee who has served at least one full term and one year as President, may, upon expiration of a final term, be appointed a Trustee Emeritus by a vote of a majority of the entire Board of Trustees. A Trustee Emeritus shall not have a vote and shall not be counted in determining whether a quorum is present. A Trustee Emeritus shall receive notice of all meetings of the Board and shall be entitled to participate in its deliberations and to serve as a non-voting member on any Committee to which the Trustee Emeritus may be appointed.
6. All Trustees shall abide by the Conflict of Interest Policy, Whistleblower Policy, and Ethics Policy adopted by the Board and as amended from time to time.
7. The President shall act as the official spokesperson for the Board of Trustees and is authorized to represent the interests of the Board to all outside parties.
8. Request for review of any matter by West Seneca Public Library legal counsel shall be communicated to legal counsel only by the President and/or the Director of the West Seneca Public Library, or their specifically authorized designee(s).

ARTICLE II Meetings

1. Regular monthly meetings of the Board shall be held on a day selected by the Board at its organizational meeting each January, and at such place and hour as may, from time to time, be prescribed by the Board; provided that the Board may, by resolution, intermit meetings for a particular month or months. The President or Executive Committee may postpone meetings because of holidays or similar special reason, except that only one such postponement may be made without action of a majority of the Board.
2. Special meetings shall be held on the call of the President or of any three Trustees. Notices of regular and special meetings shall be posted on the library web site and notices of special meetings shall state the subject proposed for consideration.
3. Three Trustees shall constitute a quorum, provided that any Trustee who is present at a meeting but not present at the time of a vote in accordance with the procedures set forth in the West Seneca Public Library's Conflict of Interest Policy due to a Conflict of Interest or Related Party Transaction shall be considered present at the time of the vote for purposes of a quorum. In the absence of a quorum, the Trustees present shall adjourn the meeting to a day fixed, notice of which shall be given by the Secretary or her/his designee.
4. Proceedings shall be conducted in the manner usual in deliberative bodies. The presiding officer shall decide all questions of order, subject to appeal without debate. The "ayes" and "nays" on any vote shall be entered on the minutes at the request of any Trustee present.
5. The order of business shall be as follows:
 - A. Call of the Roll.
 - B. Approval / Changes to Agenda.
 - C. Minutes of Preceding Meeting.
 - D. Nominations and Elections of Officers, if any.
 - E. Report of the Director.
 - F. Report of the Treasurer.
 - G. Report of the Friends of the Library.
 - H. Report of the President.
 - I. Old Business
 - J. New Business.
 - K. Public Comment.
 - L. Adjournment.

6. Any one or more members of the Board or any Committee may participate in a meeting of such Board or Committee in person or by means of videoconferencing, if all locations of the latter are open to the public, have been identified as such in the notice of the meeting, and all persons participating in the meeting are able to see and hear each other at the same time. Participation by such means shall constitute presence in person at the meeting.

ARTICLE III Officers

1. The officers of the Board shall be a President, a Vice President, a Secretary and a Treasurer, all of whom shall be members of the Board, and shall serve for one year or until their successors are elected.
2. An employee of the West Seneca Public Library shall not be the President or hold any other title with similar responsibilities.

ARTICLE IV Duties. Election and Qualifications of Officers

1. The President shall be elected at the regular meeting of the Board in January of each year. The President shall be a member ex officio of all Committees, except the Governance Committee. The President shall preside at all meetings and shall execute, on behalf of the Corporation, any and all instruments which are authorized by the Board of Trustees to be so executed.
2. The Vice President shall be elected at the regular meeting in January of each year, and shall act as President, with all powers of the President, in the absence or disability of the President, or when the Board of Trustees shall so direct.
3. The Secretary shall be elected at the regular meeting in January of each year. The Secretary or her/his designee shall send notices of meetings of the Board, record its transactions, and conduct its correspondence.
4. The Treasurer shall be elected at the regular meeting in January of each year. The Treasurer shall have powers and duties as determined by the Board of Trustees consistent with Article I, Sections 3 and 4.
5. In the absence or disability at a meeting of the President and Vice President, the Secretary shall preside at the selection by majority vote of the Trustees present and voting thereon of a President pro tem, and said President pro tem shall thereupon preside at said meeting with all the powers and duties of the office of President.

6. Vacancies among the officers shall be filled by an election by ballot at a regular meeting or special meeting, and a vote of a majority of the Trustees present shall be necessary to hold an election. No such vacancies shall be filled except after nomination at a preceding regular meeting or special meeting.

ARTICLE V Committees

1. In addition to any Committees created by the Board from time to time, there shall be the following Committees: A. Governance Committee.

2. The Governance Committee shall consist of not less than three and not more than five Trustees to be appointed by the President, subject to the approval of the Board. All members of the Governance Committee, including the Chairperson of the Committee, must be Trustees and must qualify as Independent Trustees, as defined below, and such independence must be documented in the Board minutes. Each Trustee selected for membership on the Governance Committee must disclose at the time he or she is selected to the Committee and any time thereafter during his or her service on the Committee any circumstances which would disqualify him or her from serving on the Governance Committee. In the event a Trustee is rendered ineligible during the time of his or her service on the Governance Committee, he or she must resign from the Committee immediately and the President of the Board may fill the vacancy with an Independent Trustee, subject to the approval of the Board and provided the appropriate documentation of such Independent Trustee's qualifications is included in the minutes of the Board meeting where such vacancy is filled.

A. "Independent Trustee" means a Trustee who:

(i) is not, and has not been within the last three years, an employee of the West Seneca Public Library or an Affiliate of the West Seneca Public Library, and does not have a Relative who is, or has been within the last three years, a Key Person of the West Seneca Public Library or an Affiliate of the West Seneca Public Library;

(ii) has not received, and does not have a Relative who has received, in any of the last three fiscal years, more than \$10,000.00 in direct compensation from the West Seneca Public Library or an Affiliate of the West Seneca Public Library (other than reimbursement for expenses reasonably incurred as a Trustee or reasonable compensation for service as a Trustee); or

(iii) is not a current employee of or does not have a Substantial Financial Interest in, and does not have a Relative who is a current officer of or has a

Substantial Financial Interest in, any entity that has made Payments to, or received payments from, the West Seneca Public Library or an Affiliate of the West Seneca Public Library for property or services in an amount which, in any of the last three fiscal years, exceeds:

(I) if the entity's consolidated gross revenues were less than \$500,000: the lesser of \$10,000 or 2% of such entity's consolidated gross revenues entity;

(II) if the entity's consolidated gross revenues were \$500,000 or more but less than \$10 million dollars, \$25,000, or

(III) if the entity's consolidated gross revenues were \$10 million dollars or more, \$100,000; and

(iv) is not and does not have a Relative who is a current owner (whether wholly or partially), director, officer or employee of the West Seneca Public Library's outside auditor or who has worked on the West Seneca Public Library's audit at any time during the past three years.

B. For purposes of this paragraph:

(i) "Payment" shall not include:

(I) charitable contributions,

(II) fees paid to the West Seneca Public Library for services performed as part of its nonprofit purposes, or

(III) payments made by the West Seneca Public Library at fixed or non-negotiable rates or amounts for services received, provided that such services by and to the West Seneca Public Library are available to individual members of the public on the same terms, and such services received by the West Seneca Public Library are not available from another source.

(ii) "Affiliate" of the West Seneca Public Library means any entity controlled by, in control of, or under common control with the West Seneca Public Library.

(iii) "Key Person" means any person, other than a director or officer, whether or not an employee of the West Seneca Public Library, who (A) has responsibilities, or exercises powers or influence over the West Seneca

Public Library as a whole similar to the responsibilities, powers, or influence of directors and officers; (B) manages the West Seneca Public Library, or a segment of the Library that represents a substantial portion of its activities, assets, income or expenses; or (C) alone or with others controls or determines a substantial portion of the West Seneca Public Library's capital expenditures or operating budget.

(iv) "Relative" means his or her (i) spouse, ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren, and great-grandchildren; or (ii) domestic partner as defined in Section 2994-a of the Public Health Law.

(v) "Substantial Financial Interest" includes all forms of direct or indirect financial interests, which in the discretion of the Board constitutes a substantial interest, given due consideration to the material facts and circumstances of the interest as disclosed by the Trustee.

3. All vacancies occurring in the Committees shall be filled by the President, subject to the approval of the Board.

4. A majority of any Committee shall constitute a quorum. The actions of all Committees shall be subject to the approval of the Board of Trustees and no Committee shall authorize any expenditure of money without authorization by the Board of Trustees.

5. A Nominating Committee shall be selected at the December meeting in each year. It shall consist of five members, two of whom shall be appointed by the President from the Board of Trustees, and three of whom shall be elected by the Board of Trustees from its members.

The President of the Board of Trustees shall appoint the President of this Nominating Committee. It shall be the duty of the Nominating Committee to present to the January meeting next following nominations for President, Vice President, Secretary, Treasurer and three members of the Executive Committee.

6. Special Committees may be appointed by the President at any time, subject to the approval of the Board. A Trustee Emeritus may also be appointed to such Committee.

7. All Committees shall report their actions or recommendations for action on matters referred to them at the time and in the manner prescribed by the Board of Trustees.

ARTICLE VI Duties of Committees

The Governance Committee shall oversee matters relating to governance of the West Seneca Public Library, including but not limited to, the Bylaws, Ethics Policy, Conflict of Interest Policy and Whistleblower Policy, as adopted and amended by the Board from time to time.

ARTICLE VII Director

1. The Director shall be the administrative, executive, and fiscal officer of the West Seneca Public Library and subject to the supervision and control of the Board of Trustees, have general control and direction of the employees, business affairs and administration of the West Seneca Public Library. The Director shall perform such other duties as may be assigned from time to time by the Board of Trustees.
2. All communications to the Board and matters of administration to be considered by the Board or its Committees shall be submitted to the Board or Committees by the Director with such information or recommendation with respect thereto as the Director may deem necessary.
3. It shall be the duty of the Director to attend all meetings of the Board and Committees of the Board, including Budget hearings, or other municipal meetings where action may be taken affecting the interests of the West Seneca Public Library.

ARTICLE VIII Amendments

No Bylaws shall be made, altered or repealed except by majority vote of the entire Board of Trustees. Notice of a meeting to conduct such business shall identify any and all proposed actions. For purposes of amendments, the "entire board" shall consist of the fixed number of Trustees as of the most recent appointment of Trustees.

ARTICLE IX

Nothing contained in these Bylaws shall be construed and interpreted as being contrary to the letter and spirit of Chapter 768 of the Laws of 1953 of the State of New York, under which Act the West Seneca Public Library has been incorporated.

Approved by the West Seneca Public Library Board of Trustees on October 16, 2019.
Adopted on November 20, 2019.

**WEST SENECA PUBLIC LIBRARY
LONG RANGE PLAN OF SERVICE
2019-2023**

MISSION STATEMENT

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

VISION

The vision of the West Seneca Public Library is to be deeply rooted in the community: promoting partnerships, fostering the development of a literate and informed citizenry through free and equal access to cultural, intellectual, recreational and informational resources, planning for the future, and making the most effective use of funding.

LIBRARY PRINCIPLES

The West Seneca Public Library will:

- Provide open, equal and free access to information in accordance with the American Library Association's "Library Bill of Rights."
- Deliver timely, confidential and customer-oriented service to meet the informational and educational needs of the community.
- Promote lifelong learning by encouraging all children and adults in the enjoyment of reading and discovery.
- Be a welcoming space for all members of our community;
- Contribute to the region's economic vitality by assisting individuals, businesses and government.
- Listen to the entire community in pursuit of the Library's Mission.
- Manage resources effectively and be accountable to its funding sources.
- Pursue the private and public funding necessary to fulfill the Library's Mission.

GOALS AND OBJECTIVES

Goal I:

To provide materials in a variety of formats to meet the informational, educational and recreational needs of all members of our community.

- A. Maintain a collection of popular materials, including current, high-demand and high-interest materials in a variety of formats for persons of all ages.
- B. Conduct regular analysis of usage patterns which will inform collection review, maintenance and purchasing.
- C. Encourage the community to suggest specific materials for purchase both online and in-person, fostering a strong connection between people, materials and the library.

Goal II:

To focus programming, public services and collaborations towards community needs.

- A. Analyze attendance patterns and encourage community feedback.
- B. Provide educational and/or entertaining programming of interest to the community.
 - a. Early Literacy: Provide birth to school-age children with diverse programs and services designed to enrich, enlighten, educate and prepare children for school.
 - b. Youth Services: Ensure innovative youth programs and services to provide diverse experiences, respond to current interests, and support education.
 - c. Adult Literacy: Create a lifelong learning environment where adults can reach a level of literacy allowing them to achieve their personal, family, and work goals through education, empowerment, and engagement.
- C. Work with local organizations (i.e. schools, senior citizens center, etc) on a regular basis to coordinate rather than duplicate community service efforts.
- D. Offer activities, programs and resources of interest to the community in the Makerspace.

Goal III:

To establish partnerships with local organizations in order to foster collaborative relationships

- A. Create relationships which fill a need for a potential partner and in turn enable the library to offer a new or enhanced service to our users and the community.
- B. Reduce duplication of efforts between the library and potential partners.
- C. Promote library services to both established users and underserved/nonuser groups in our community.
- D. Explore possible partnerships with organizations, educators or individuals who would make use of or offer instruction within the Makerspace.

Goal IV:

To be a welcoming and useful physical space for the community.

- A. Continue to assess, analyze and reorganize the library building and facilities to provide for and meet the needs of our community.
- B. Offer activities, programs and resources of interest to the community in the Makerspace.

Goal V:

To promote public awareness of library activities, services and needs.

- A. Produce an annual report to the community on activities and programming.
- B. Regularly inform and showcase for the community library events, successes, news and needs through a current and timely online presence (via the library web page, events calendar, social media and news outlets).
- C. Continue to issue and expand the monthly e-newsletter/calendar, including current hours, upcoming events, promotion of noteworthy library resources, etc.

Goal VI:

To secure adequate funding.

- A. Communicate needs to the B&ECPL Administration, Central Library Board and elected officials for adequate funding.
- B. Explore potential sources of funding, i.e. grants, donations, collaborations, etc.
- C. Keep the Friends of the West Seneca Public Library informed of library activities and needs.

Goal VII:

Maintain exemplary communications with officials associated with or responsible for the Library.

- A. Encourage elected officials (local, county and state), to actively support the Library's mission and roles and secure adequate funding.
- B. To maintain an open line of communication with the Central Library Board and B&ECPL Administration.
- C. To have representation attend all Association of Contracting Library Trustees (ACT) meetings.

ALA Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980,

inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Approved by the West Seneca Public Library Board of Trustees on May 16, 2019. Adopted on June 26, 2019.

**WEST SENECA PUBLIC LIBRARY
PROCUREMENT POLICIES AND PROCEDURES
AS REQUIRED UNDER GENERAL MUNICIPAL LAW SECTIONS 103 and 104-B.**

I. STATEMENT OF PURPOSE

The purpose of these policies and procedures is to protect taxpayers by assuring that competition is sought in a reasonable, cost-effective manner for all West Seneca Public Library (WSPL) procurements where practicable and required by law. Goods and services that are not required by law to be procured pursuant to competitive bidding must be procured in a manner to assure the prudent and economical use of public moneys, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost and to "guard against favoritism, improvidence, extravagance, fraud and corruption" as required by New York State (NYS) General Municipal Law (GML) §104-b.

The WSPL at its discretion may utilize the services of the Buffalo & Erie County Public Library Business Office, following Buffalo & Erie County Public Library Procurement Policies, to undertake procurement on behalf of the WSPL for some or all of the situations addressed in this policy. The policies and procedures below apply when the WSPL itself undertakes a procurement activity.

II. PROCUREMENT PROCEDURES (REF. GML §§ 103,104,104-b)

A. Bidding Procedures

When analyzing a request for acquisition of goods and services, an initial determination must be made as to whether a particular procurement is subject to competitive bidding. Some preliminary issues should be considered: Is the proposed procurement a purchase contract or a contract for public work? Is the amount requested above the applicable limit provided by law? Do any exceptions apply (e.g. state contract, sole source, and/or public emergency)? If the amount requested is less than the bidding limits required, what procedures apply that promote competition and maintain a level of efficiency consistent with WSPL requirements?

B. Bidding Guidelines

NYS GML §103 requires advertised bidding for procurements over \$20,000 for general commodities/services (Purchase Contract), and \$35,000 for public work. Although not defined in GML §103, the Office of the State Comptroller has expressed the opinion that

the term "purchase contract" applies to the procurement of commodities (e.g. equipment, materials, supplies, and some services), while the term "contract for public work" encompasses contracts for services, labor and construction (see 1987 Opns St Comp No. 87-46, p 70; 1979 Opns St Comp No. 79-762, p 160). If it is determined that competitive bidding (GML §103) is not applicable for an acquisition, documentation must justify how the decision was reached.

For procurements less than \$5,000, verbal, telephone, email, fax, written, or single source quotations may be used. Procurements of commodities/services between \$5,000 and \$20,000 and contracts for public work between \$5,000 and \$35,000 are subject to the informal bid process. Procurements under \$2,500 may be undertaken using the Library requisition for equipment and non-stock items process.

Consideration must be given to acquisitions made of the same or similar items over the course of the fiscal year where the aggregate value may exceed the competitive bidding threshold. Orders that may exceed \$5,000 over the course of the year must follow the informal bid process unless those purchases are made off current available County, State, Federal or other Municipal contracts or for other reasons bidding is not practical. Multiple purchase orders to one vendor will be allowed if that vendor has an existing SAP Outline Agreement and/or Contract with the WSPL. All others need to comply with the applicable procedures herewith.

C. Formal Competitive Bid Process

On purchases of \$20,000 and greater for commodities/services, and contracts for public work greater than \$35,000, the formal sealed bid process must be used. Bid specifications are prepared by the requesting unit and the WSPL Director. Each formal bid is advertised in a newspaper with a circulation of 50,000 or greater covering the WSPL's chartered service area. In addition, all formal bids are advertised on the Internet and can be downloaded by interested parties and prospective bidders accordingly.

In determining the necessity for competitive bidding, the aggregate amount to be expended in a fiscal year for an item or commodity to be purchased, or for the same type or similar public work, must be considered. It is established that the purpose of the bidding statutes may not be frustrated or avoided by artificially splitting or breaking up contracts into lesser agreements, or entering into a series of agreements, for sums below the bidding limitations. As a general rule, items or work of the same or similar nature which are customarily provided by the same vendor or contractor should be treated as a single item for the purposes of determining whether the dollar threshold will be exceeded (see, e.g., 1992 Opns St Comp No. 92-46, p 115).

D. Informal Bidding Process

Purchases of commodities and/or services between \$5,000 and \$20,000 and contracts for public work between \$5,000 and \$35,000 will be procured by the WSPL Director using bids first obtained from three sources where practical. Deviations from this policy must be approved by the WSPL Board of Trustees in writing, which shall become part of the purchase documentation. Purchase requisitions and/or inquiry bid files or items within this threshold will include a notation indicating the names of all vendors who were contacted, the name of the individuals quoting for the firm, the date contacted, and the prices quoted by the vendors. A contract award will be to the lowest responsible bidder. Informal bids may be sealed (written), email, facsimile (fax), or telephone quotes at the Director's discretion. Any exceptions to this process must be documented pursuant to the Responsibilities/Exceptions section of this policy.

E. Special Purchase Situations

In other instances where it is determined competitive bidding is not required, such as emergencies, sole source procurements, or professional services, written justification must be attached to the file. The following is a description of procedures for making these types of procurements.

1. Sole Source (No-Bid) Contracts: When circumstances are presented to the Director, which serves the public interest indicating valid reasons that a request can be met by only one qualified vendor, the Director may waive the bidding requirement. Goods and services, which may be procured from only one source, are defined as "sole source" items. It is important to note that there must be a single supplier of the item or service and there are no substantial equivalents. Sole source situations generally exist when an item is manufactured by only one firm, and a vendor has the exclusive franchise or distributorship for an item.

To initiate a sole source purchase, the Director must be confident that conditions exist in the marketplace such that the requested goods or services are available from only one supplier and no substantial equivalents exist. In making these determinations, the Director will document the unique benefits to the WSPL of the item or service as compared to other products available in the marketplace. (See, gen., 1988 Opns St Comp No. 88-35, p 65)

Even though there is only one source of supply, the Director must still obtain a quotation for the vendor. Upon receipt of the properly executed quotation (written, fax, e-mail), the staff will then proceed to write the purchase order.

Since market conditions change over the years, a previously substantiated sole source may find new entrants to a formerly monopolized market. All sole sources should be verified. It can be a situation where the staff knows the marketplace has changed or it simply may be the need to verify the marketplace has not changed. It is understood that the mere likelihood that only one firm will bid is insufficient to justify sole source procurement. (1983 Opns St. Comp. No 83-124, p 156)

2. Emergencies: GML 103(4), provides that purchases may be made without competitive bidding in the event that a public emergency arises due to an accident or other unforeseen occurrence. Emergencies do not include situations caused by a lack of planning on the part of the WSPL. While it will be the WSPL staff that requests an emergency purchase, the Director with approval of the WSPL's legal counsel will determine if it qualifies as an actual emergency. WSPL legal counsel will determine if the statutory criteria are met on a case-by-case basis. If approved, the Director may issue an emergency declaration.

When circumstances support an emergency procurement, the WSPL Director must submit the required written emergency declaration to the WSPL Board of Trustees. The WSPL staff and/or Director must then locate a source for the required goods or service. The goal must always be to obtain the lowest price from the vendor who can best meet the delivery requirements. If the item is included in a WSPL and/or Buffalo & Erie County or Erie County contract listing, the contract vendor should be contacted first. Once the sources and price have been established, an emergency purchase order will be processed. It should be noted that in the event of a contract for services, the emergency contract will not exist for a term beyond the reasonable limits of the existence of the emergency situation. Similarly, in the case of an emergency involving the acquisition of commodities, the quantity acquired will be no more than needed to address the emergency situation at the time.

The procurement procedure will be the same as a routine informal or formal bid except that advertising and bidding is not required. The purchase order must state "Emergency purchase approved by (Name), WSPL Director." A copy of the WSPL Director's written emergency declaration must be attached to the purchase order.

3. Professional Services: Professional, technical or consulting services are not the type of services which may properly be the subject of competition based solely on the compliance with the objective, uniform standards of the bid specification, pursuant to a bid being awarded to the lowest responsible bidder. The determination of whether the professional service exemption is applicable must be made on a case-by-case basis, examining the particular services needed. Generally professional services include, but are not limited to, the specialized expertise of interpreters, consultants, attorneys, engineers or architects.

Contracts for professional, technical or other consultant services having a value of \$25,000 or more are procured by the use of Requests for Proposals (RFP). The WSPL staff, subject to the review and approval of the Director, shall advertise the Request for Proposals (RFP), and designate a committee of three to review the proposals and choose a vendor. RFPs are distributed to interested parties and are advertised on the Internet and can be downloaded by interested parties and prospective proposers accordingly. Though not required, the WSPL may also advertise in trade publications. The review committee or staff designee will select a vendor from the responses received and create a proposal to submit to the WSPL Director for review and recommendation to the WSPL Board of Trustees, which upon review and by resolution may provide approval to contract.

Contracts for legal counsel and professional, technical or other consultant services related to the WSPL legal issues having a value of \$25,000 or more shall be subject to review by the WSPL Director, who may utilize an RFP process or submit written justification for the contract which shall be reviewed by the WSPL Board of Trustees, which upon review and by Resolution may provide approval to contract.

Contracts for professional, technical or other consultant services having a value of less than \$25,000 shall be subject to review and approval by the WSPL Director, who may, within the limits of the appropriations provided therefore, contract for said services.

4. True Lease: Leases for real property shall not be considered a purchase or contract. True lease agreements are neither purchases nor contracts for public works and, thus, are not subject to competitive bidding under GML 103 (Exley v Village of Endicott, 21NY2d 426, 434 NYS2d992). Lease agreements require the WSPL Director's authorization before any procurement activity can begin. Documentation for the leasing versus purchasing decision should be made and should include a cost benefit analysis. Final approval to authorize entering into a lease with an annual value of under \$20,000 shall be by the WSPL Director. Final approval to authorize entering into a lease with an annual value of \$20,000 or more shall be by resolution adopted by the

WSPL Board of Trustees. The competitive bidding statutes cannot be circumvented by casting an agreement which is truly a purchase or a contract for public work in terms of a lease.

5. Insurance: Insurance requirements for vendors are to be reviewed and approved by the WSPL's legal counsel on a periodic basis. The purchase of insurance is to be conducted through the WSPL Director or her/his designee in consultation with the WSPL's legal counsel.

6. Second Hand Equipment acquired from other government agencies: The requesting WSPL unit must have approval from the appropriate outside government official as well as budgetary approval from the Director before the purchase of surplus and second hand supplies, material or equipment is initiated. The WSPL Director will verify that the purchase price is fair through market price comparisons via industry publications and other procurement sources. Competitive bidding is not required according to GML §103 (6) (21 Opns St Comp, 1965, p 615).

F. Single Source Purchases (\$2,500 to \$5,000)

For purchases between \$2,500 and \$5,000, the WSPL Director has the option to award a purchase order to a single source vendor, usually recommended by the requesting unit. It is the Director's responsibility to ensure that the purchase price is fair through price comparisons from available sources. If there is reason to believe that the price quote is not within an acceptable range for the product or products in question, the Director may request an informal quote or bid using the Informal Bidding Process.

G. Exempted from GML 103, 104-b

Procurements from Industries for the Blind or Industries for the Disabled (NYSID - See also State Finance Law, §162), New York State Correctional Industries (CORCRAFT - See also Correction Law, §§ 184,186), and Federal, State, or Local contracts or Approved Purchasing Cooperative Agreements are exempted from GML 103 competitive bidding and GML 104-b purchasing policies. Although General Municipal Law exempts these types of purchases from the requirements of written or verbal quotations, use of the exemption must be documented with relevant information and/or copies of Federal, State or Local contracts.

Approved Purchasing Cooperative Agreements include those created by the National Cooperative Purchasing Alliance, OMNIA Partners, Public Sector (formerly US Communities and the National Intergovernmental Purchasing Alliance), The

Cooperative Purchasing Network, Connecticut Consortium Cooperative Purchasing, National Association of State Procurement Officials (NASPO), Sourcewell (formerly National Joint Powers Alliance), PEPPM Technology Bidding and Purchasing Program, and the National Purchasing Partners (NPP) to provide materials, equipment, supplies or services. Additional Purchasing Cooperative Agreements not listed above that are approved for use by Erie County shall also qualify for use by the WSPL.

Requirements of section II.e.3, professional services, may also be waived by use of such cooperative agreements.

H. Responsibilities/Exceptions

The Director is the responsible Purchasing Agent for the WSPL. The Director and WSPL staff are responsible for following the policies and procedures described herein and all relevant laws as they pertain to competitive bidding. (GML §104-b (2)(f)). If an award is made to a vendor other than the lowest price offered, written documentation stating the basis for such award and a justification that the award is in the best interest of the WSPL, must be provided to and retained by the WSPL Director.

I. Updating Policies and Procedures

The West Seneca Public Library Board of Trustees shall review this policy and procedures at least annually and shall solicit comments from the WSPL Director (GML §104-b (3),(4)).

J. Unintentional Failure to Comply

The unintentional failure to comply with the provisions of GML 104-b shall not be grounds to void action taken or give rise to a cause of action against the West Seneca Public Library or any officer or employee thereof. (GML §104-b (5))

III. DOCUMENTATION PROCEDURES

A. Quotes

1. Minimum Information Requirements - At a minimum, all quotations should include the date, item description, name of the vendor and vendor's representative, vendor contact information.
2. Verbal/Telephone Quotes - The information is recorded on the purchase order and becomes part of the purchasing document.
3. Single Source Quotes - The Director, or his/her designee, will solicit one written, faxed, emailed or verbal quotation. Written or faxed/emailed quotations are attached to the file copy of the purchase order. All verbal quotations will be documented on the purchase order in accordance with the above verbal/telephone quotes procedure.
4. Written Quotes - When utilizing written quotes, where practicable a minimum of three quotations should be solicited and documented.
5. Fax/Email Quotes - Fax/email quotes may be accepted for any quotation under \$20,000 for commodities/services and under \$35,000 for contracts for public work.

B. Price Verification

WSPL staff is required to verify New York State contract and/or cooperative purchasing agreement pricing when applicable and practical. If price lists are not available through NYS OGS and/or the respective cooperative purchasing agreement sponsor, WSPL staff must receive pricing from the vendors and shall include some written affidavit of price validity.

C. Bid Language (Extensions/Alternate submissions)

When bids are to be used in multiple time periods and/or for multiple orders requiring the vendor to hold pricing, it is mandatory that language in the bid document states the intention to do the same. The language must be clear and concise and should leave no doubt with respect to its intended use. The same holds true for the alternative bid submissions. The language must be clear and if the alternates are to be accepted, the Director should make every effort to notify all potential vendors of our acceptance of the same.

D. Post Bid Negotiations

Post bid negotiations are the responsibility of the Director or his/her designee. WSPL units are not permitted to assume this responsibility.

E. Request For Proposals

RFPs are used for obtaining professional, technical and consulting services (which may or may not include legal services). The requesting WSPL staff is responsible for submitting specifications to the WSPL Director for review. If it is determined that the service is not biddable, the WSPL Director may proceed in accordance with State and local laws. Evaluations are conducted in accordance with process described in the Professional Services section of this policy.

Approved by the West Seneca Public Library Board of Trustees on Oct 16, 2019.
Adopted November 20, 2019. Reviewed, amended and re-approved June 23, 2021.
Reviewed, amended and re-approved January 12, 2022. Reviewed, re-approved - no changes March 15, 2023.

DRAFT