

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

A. Call of the Roll.

B. Approval / Changes to Agenda.

C. Minutes of the Preceding Meeting – October 23, 2024

D. Nominations and Elections of Officers, if any.

E. Report of the Director – October 2024

1. West Seneca Art Society Classes for November 2024-January 2025
2. Erie County Legislator Lindsay Lorigo Toiletries for Veterans Drive November 2024
3. 2025 System Budget Request to Erie County
4. WNYLRC Advocacy Meeting with Senator Patrick Gallivan @ Hilbert College

F. Report of the Treasurer.

1. County account statement October 2024
2. Local account statement October 2024
3. Summary of accounts October 2024
4. Check abstract and approvals
5. System Paid Budget Analysis through September 30, 2024
6. Payroll Report through PP#20

G. Report of the Friends of the Library.

H. Report of the President.

I. Old Business.

1. Volunteer Lanyards

J. New Business.

1. B&ECPL Personnel Policies and Procedures Manual Re-approval
2. 2025 Library Board Proposed Meeting Dates: 1/15, 2/19, 3/19, 4/16, 5/21, 6/18, 7/23, 9/17, 10/15, 12/3

K. Public Comment.

L. Adjournment.

Next Regular Meeting: TBD

West Seneca Public Library

Library Board of Trustees Meeting Minutes

October 23rd, 2024 @ 4:00pm in the Large Community Room

A. Call of the Roll

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

B. Approval / Changes to Agenda: none

C. Minutes of Preceding Meeting (September 18, 2024) – none

Motion to approve: Jennifer Dobe

Second: William Josefiak

Ayes: all

Nays: none

D. Report of the Director

See September 2024 documents posted

- Paint & Sip for teens was a success
- All material orders using Central funds have to be in by end of October
- Legislator Lorigo proclaimed September “Library Card Sign Up Month” during her visit
- Congratulations to Rowan on the regular West Seneca Bee articles – they are excellent!
Thank you!

E. Report of the Treasurer:

See September 2024 documents posted

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

Motion to approve: William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

F. Report of the Friends of the Library:

- Tuesday, October 29th Trick or Treat Event – several Friends will attend
- Possible custom buttons for friends and/or Volunteer lanyards
- Friend (Scott Dobe) has been sending emails to the group to help with minutes and information sharing.
- Next meeting 11/4/24, Zoom Meeting with Dorinda Darden Friday, November 8th

G. Report of the President:

- ACT October 19th @ East Aurora library Recap – summary: financial aspect of the Library – where do funds come from, fiscal year, operating budget, fund budget, ect.
- Discretionary funds: should not be spent on Gift Cards or gifts
- Auditing: Downtown Library and other branches have been audited in the past, make sure you are documenting everything
- Library Foundation: money for Library projects, working on ideas for special projects – survey sent to Directors for planning
- Possible meetings in January and March

H. Old Business:

I. New Business:

- 2025 Operating Calendar -
- Review: Claims Audit Policy & Payment Voucher Form
- Review: Lost & Found Policy
- Volunteer Lanyards

Motion to approve 2025 Operating Calendar, Claims Audit Policy & Payment Voucher and Lost & Found Policy:

Motion: Jennifer Dobe

Second: William Josefiak

Ayes: All

J. Public Comment: none; no community members present

Adjournment @ 4:37 pm

Motion to approve: William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

Next Regular Meeting: December 4th, 2024 @ 4pm

Respectfully submitted by Jessica Casamassa, Vice President/Temporary Secretary

West Seneca Public Library Board Meeting Director's Report

October 2024

Circulation - October 2024

20,125

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

\$709.05

Library Visitors - October 2024

9,245

Programming - October 2024

(Youth/Teen)

Make & Take Craft Bags	All month	770 bags
Tutoring	All month	97 sessions
Preschool Story Time (3)	10/1, 10/8, 10/15	31 attendees
Baby & Me Story Time (8)	10/2, 10/9, 10/16, 10/30	123 attendees
Toddler Time (8)	10/3, 10/10, 10/17, 10/31	158 attendees
Pumpkin Painting Contest (2)	10/7, 10/8	52 attendees
Fuse Beads	10/10	11 attendees
Hispanic Heritage Month Scavenger Hunt	10/10	102 participants
Lego Club (2)	10/12, 10/26	71 attendees
Family Story Time	10/17	14 attendees
Spooky Movie Saturday (2)	10/19	16 attendees
Halloween Trick or Treat Story Time	10/29	148 attendees
Halloween Scavenger Hunt	10/31	217 participants

Programming - October 2024

(Adult)

Knitting Club (3)	10/14, 10/21, 10/28	22 attendees
Book a Tech Trainer (5 sessions)	10/22	5 attendees
Book Club	10/28	8 attendees

Collection Development

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

Outreach/Meetings/Library Visits

- 10/10 New York State Library Webinar: 30 Favorite Story Time Books and How to Use Them (Emily)
- 10/22 Erie County Office for People with Disabilities: Disability Awareness Training webinar
- 10/23 Manager Meeting recording review

Misc.

- 10/1 New activity wall installed in the Children's Room that was generously funded by the Friends of the Library
- 10/7 New PT Librarian Susan Blake joined the West Seneca staff
- 10/18 Jen, Claire and Jessica volunteered to give out candy and goodie bags during the Town Halloween Trick or Treat event in the atrium of the Community Center from 6-7:30pm.
- The next Friends meeting will be Thursday, March 13th.

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Oct-24

SAP Acct.	Description	Adopted Budget	Budget Transfers	Year-to-Date Expenditures	Available Budget	Projected Utilization at 12/31	Projected Variance at 12/31	Comments
500000	Salaries - Full-time	0	0	0	0		0	
502000	Fringe Benefits	0	0	0	0		0	
Utility Charges:								
515000	Water	0	0	0	0		0	
515000	Sewer	0	0	0	0		0	
515000	Electric	7,500	0	5,975	1,525	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	(150)	160	390	700	(150)	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	100	(46)	12	42	100	(46)	
530000	Other Expenses & Charges	600	196	1,107	(311)	600	196	
530000	Contingency (Bullet Aid)	0	0	10,095	(10,095)		0	
TOTAL EXPENSES		8,900	0	17,349	(8,449)	8,570	330	

	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
DIRECT LOCAL INCOME							
Fines, Lost Books, etc.	100	0	451	(351)	451	351	
Copy Machines	2,000	0	2,235	(235)	2,400	400	
Print Cost Recovery	5,000	0	4,781	219	5,500	500	
Other Income	100	0	67	33	75	(25)	
State Funding	0	0	20,000	(20,000)	20,000	20,000	
Municipal Support	0	0	0	0		0	
Donations (priv. persons/foundations)	0	0	0	0		0	
Fundraising (events/booksales)	0	0	0	0		0	
Interest Income	0	0	0	0		0	
Misc Income	0	0	0	0		0	
Use of Fund Balance	0	0	0	0		0	
TOTAL DIRECT INCOME	7,200	0	27,534	(20,334)	28,426	21,226	

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
1070	10/23/24	Emily Sieg- Food/drink for Paint & Sip, paper bags for WS Rec Halloween		\$78.26		\$19,568.62
1071	10/23/24	Robert Alessi- Halloween pumpkin painting prizes		\$15.00		\$19,553.62
1072	10/23/24	Amazon Capital Services- LEGO Base Plates, invoice #1YHD-9T77-P1LQ		\$68.90		\$19,484.72
1073	10/23/24	B&ECPL- PVT Library Materials. Invoice 24033. \$376.28 from Lions, \$1,128.94 from Rotary		\$1,505.20		\$17,979.52
1074	10/23/24	Robert Alessi- paint, brushes, cardstock, ribbon, gel pens, pip cleaners from Michaels		\$71.74		\$17,907.78
1075	10/23/21	Emily Sieg- Spooky Movie Saturday popcorn		\$16.97		\$17,890.81
1076	10/23/24	Amazon Capital Services- pencil sharpeners and circ desk organizer- Invoice #1RGW-D1MQ-DGRN		\$56.01		\$17,834.80

West Seneca Public Library Bank Account Balances October 2024

M&T County Account

Balance \$43,994.03 (Note: Includes \$26,220.13 Assemblyman Burke State Aid)

M&T Local Account

Balance \$17,834.80 (Note: Includes \$14,813.00 Rotary)

Local M&T CD (1)

Balance \$40,735.46

Local M&T CD (2)

Balance \$5,082.63

Local M&T CD (3)

Balance \$5,082.63

M&T Construction Fundraiser Account

Balance \$7,220.41

December 4, 2024 Abstract of Checks

Voucher #	Date	Payee	Amount	Check#	Reason for expense	Date
2024-L40	12/4/2024	Amazon Capital Services	110.86	1077	Invoice: 1GLM-WM6Q-CDHY for hand sanitizer, balloons, cotton balls, paper plates (used credit memo: 17QJ-FY3L-N61C), and Invoice: 1HYG-PM6P-9G1M for new diaper trash can for children's room	11/25/2024
2024-L41	12/4/2024	Robert Alessi	57.90	1078	Michaels craft store trip for holiday card supplies, and watercolor supplies	11/25/2024
2024-L42	12/4/2024	Amazon Capital Services	154.96	1079	Invoice: 1WQL-W3TD-WMPN, for Superhero backdrop and Stainless Steel Hot Water/Coffee	12/3/2024
2024-L43	12/4/2024	Robert Alessi	9.50	1080	Urn - WNYFCU Movie Night Expenses	12/3/2024
2024-L44	12/4/2024	Emily Sieg	58.20	1081	Balloons, ribbon, and tablecloth from dollar store	12/3/2024
2024-L45	12/4/2024	Robert Alessi	13.28	1082	Cups and drink mixes - WNYFCU Movie Night	12/3/2024
2024-C21	12/4/2024	Town of West Seneca	597.50	6445	Reusable gel ice pack for employees and 2-pack of instant ice pack for first aid	12/4/2024
2024-C22	12/4/2024	Town of West Seneca	597.50	6446	Electric bill for November 2024	11/25/2024
					Electric bill for December 2024	12/4/2024

Contract Library "System Paid" Budget Analysis
West Seneca Public Library
As of 9/30/2024

	"System Paid" Budget*	January	February	March	April	May	June	July	August	September	Actual 2024 Expenses	2024 Year End Projection	Year End Surplus/(Shortfall)
Salaries & Wages, Full Time													
Salaries & Wages, Full Time	224,074.00	15,141.90	13,838.85	13,833.70	14,492.39	15,151.15	13,174.89	15,481.23	14,808.14	14,135.02	130,057.27	174,202.50	49,871.50
Other Payments	1,600.00										0.00	1,552.60	47.40
Overtime											0.00	0.00	0.00
Total Salaries & Wages, Full Time	225,674.00	15,141.90	13,838.85	13,833.70	14,492.39	15,151.15	13,174.89	15,481.23	14,808.14	14,135.02	130,057.27	175,755.10	49,918.90
Wages, Regular Part-Time	34,595.00	2,904.31	2,783.48	2,946.24	2,851.18	2,946.25	2,851.20	2,991.36	2,878.93	2,851.21	26,004.16	34,710.85	(115.85)
Wages, Part Time	140,682.00	10,688.11	10,259.95	12,495.65	11,048.80	11,518.08	11,044.33	11,262.39	12,513.26	11,544.02	102,374.59	135,738.95	4,943.05
Reduction from Personnel Svcs	(58,966.00)										0.00		(58,966.00)
Employer FICA Total	30,675.00	2,170.37	2,031.37	2,226.49	2,145.75	2,238.19	2,047.03	2,247.30	2,295.99	2,157.54	19,560.03	26,160.99	4,514.01
Employee Health Insurance	14,544.00	1,349.28	321.28	1,248.68	1,068.46	1,425.86	884.34	1,693.94	1,199.39	1,262.85	10,454.08	13,692.35	851.65
Dental Plan	236.00	44.28	38.20	41.03	42.64	45.09	39.82	44.93	40.51	40.15	376.65	496.21	(260.21)
Health Insurance Waiver	1,200.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	900.00	1,200.00	0.00
NYS Retirement	26,760.00	2,088.52	2,116.07	3,160.85	2,120.77	2,108.30	2,086.75	2,106.15	3,317.91	2,325.19	21,430.51	27,359.66	(599.66)
Disability	0.00										0.00		0.00
Natural Gas (NFG)	0.00										0.00	0.00	0.00
Electricity	0.00										0.00	0.00	0.00
Bottom Line Total	415,400.00	34,486.77	31,489.20	36,052.64	33,869.99	35,532.92	32,228.36	35,927.30	37,154.13	34,415.98	311,157.29	415,114.11	285.89

Notes:
System Paid Budget per Res 2024-4

2024 West Seneca Payroll Report_September (1)



As of Pay Period 20

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian Director II	61,964.36	81,356.00	19,391.64
Librarian/Trainee	33,273.91	93,693.00	60,419.09
Library Assistant	37,134.43	49,025.00	11,890.57
Caretaker (RPT)	26,530.10	34,595.00	8,064.90
FT Totals	158,902.80	258,669.00	99,766.20

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Clerk Typist PT	23,714.00	31,251.00	7,537.00
Librarian I PT	24,900.13	34,447.00	9,546.87
Page PT	16,691.20	23,400.00	6,708.80
Senior Page	39,213.52	51,584.00	12,370.48
PT Totals	104,518.85	140,682.00	36,163.15

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretakers	26,530.10	34,595.00	8,064.90
Clerk Typists	23,714.00	31,251.00	7,537.00
Librarian/Trainee	58,174.04	128,140.00	69,965.96
Librarian Director II	61,964.36	81,356.00	19,391.64
Library Assistant	37,134.43	49,025.00	11,890.57
Pages	16,691.20	23,400.00	6,708.80
Senior Page	39,213.52	51,584.00	12,370.48
Other Payments		1,600.00	1,600.00
Savings Goal		(58,966.00)	(58,966.00)
Combined Totals	263,421.65	341,985.00	78,563.35

ANNUAL BUDGET	\$	341,985.00
PROJECTED ENDING BALANCE	\$	331,427.33
Projected Ending Balance		\$10,557.67

B&ECPL Personnel Policies and Procedures Manual - Updates since February 15, 2023:

Chapter 4 Section 1 – Personnel Files - Rev 10/29/2024

The policy has been updated to reflect recent changes in NYS Public Officers Law Section 87 (FOIL Law), which now requires a policy regarding providing notification to an employee when an agency is replying to a FOIL request for their disciplinary records.

Chapter 5 Section 10 – Nursing Mothers in the Workplace - Rev 6/19/2024

The policy has been updated to reflect recent changes in NYS Labor Law Section 206-c, allowing for paid break time to express breast milk.

Chapter 10 has been renamed **Professional Development, Library Business, and Travel** and the previous Chapter 10, Section 3 has been split into 6 new sections addressing different aspects of this topic:

[Chapter 10 Section 1 – Professional Development, Library Business, & Travel-Related Expenses](#)

[Chapter 10 Section 2 – Professional Development](#)

[Chapter 10 Section 3 – Library Business](#)

[Chapter 10 Section 4 – Library Business Expenses](#)

[Chapter 10 Section 5 – Mileage Policy](#)

[Chapter 10 Section 6 – Release Time](#)

Each policy provides more focused consideration of an aspect of professional development, library business, and travel-related expenses to clearly define terminology and provide clarity on specific scenarios. Procedures have also been updated to improve the approval and expense process, including allowing those traveling on library business to be pre-paid for some anticipated valid expenses instead of only being reimbursed after the event. Associated forms have also been updated on the intranet and are linked within the policies.

Due to this change, other policies previously listed under Chapter 10 have been moved to a new **Chapter 11 – Miscellaneous** and renumbered as follows:

[Chapter 11 Section 1 – Computers, Communications, and Related-Technology](#)

[Chapter 11 Section 2 – Telephones in the Workplace](#)

[Chapter 11 Section 3 – Drivers Licenses](#)

[Chapter 11 Section 4 – Motor Vehicles](#)

[Chapter 11 Section 5 – Requests for Employment Verifications and References](#)

[Chapter 11 Section 6 – Children in the Workplace](#)

No changes were made to these policies except their chapter and section numbers.

PERSONNEL POLICIES AND PROCEDURES

WEST SENECA PUBLIC LIBRARY MEETING DATE: December 4, 2024

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 February 15, 2023.

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 December 4, 2024, this Board reviewed the changes made by the Human Resources Department to the policies since February 15, 2023 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 February 15, 2023, 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.

Buffalo & Erie County Public Library
PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Personnel Files

CHAPTER: IV

SECTION: 1

EFFECTIVE DATE: 1/81

**REVISION DATE: 9/06, 10/11, 7/13, Modified for the B&ECPL effective 1/1/15,
10/29/24**

I. STATEMENT OF POLICY

Under Centralized Human Resources there shall be only one (1) official personnel file for each employee. The official file will be maintained by Human Resources. It will contain written materials pertinent to the employee's work status and employment, including disciplinary records. These employee files are considered confidential and access to them is restricted.

II. GUIDELINES

A. Employee Access to Personnel Files

1. An employee may periodically review their own personnel file upon reasonable notice to Human Resources.
2. While there is no specific limit as to how often the file can be reviewed, it is expected that these requests will only be made at a reasonable frequency.
3. A representative of an employee may review the employee's personnel file, but only with the written authorization of the employee.

B. Supervisor Access to Personnel Files

1. A supervisory/administrative employee may review the personnel file of any employee that reports to them directly, or that reports to them directly through a subordinate supervisor.
2. Such review normally will be to review experience, educational background, or other pertinent information necessary to make

assignments, promotional appointments, or to complete other personnel transactions, etc.

C. Other Access to Personnel Files

1. Other persons may review personnel files only upon presentation of adequate justification and written authorization of the employee.
2. The B&ECPL reserve the right to deny access to personnel files if adequate justification is not presented, and will deny access to records exempted under the Freedom of Information Law, as necessary to protect the employee's right to privacy.

D. Protection of Personnel File Information

1. Any review of personnel files granted as outlined above, will be conducted in the presence of an authorized Human Resources employee to assure that all files will remain unaltered and intact.
2. Personnel files are considered confidential. Any employee who must work with personnel files in the course of their regular duties and who divulges or discusses the contents of any personnel file without proper authorization or who releases any content of any personnel file to any unauthorized person will be subject to immediate disciplinary action, up to and including discharge.

E. Notice of FOIL Disclosure

1. Pursuant to Freedom of Information Law requirements, in the event the library is responding to a FOIL request for an employee's disciplinary records, the employee will be provided notification.
2. Such notice will be sent in writing to the most recent home address on file for the employee.

Buffalo & Erie County Public Library
PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Nursing Mothers in the Workplace

CHAPTER: V

SECTION: 10

EFFECTIVE DATE: 8/07

REVISION DATE: Modified for the B&ECPL effective 1/1/15, 9/13/18, 6/19/24

I. STATEMENT OF POLICY

The Buffalo & Erie County Public Library (B&ECPL) is committed to supporting nursing mothers in the workplace in accordance with New York State Labor Law Section 206-c. The B&ECPL will provide written notification of the provisions of Labor Law 206-c to employees returning to work following the birth of a child.

No employee who chooses to express breast milk in the workplace will be discriminated against. Any employee who feels they have been discriminated against on this basis should contact Human Resources.

II. BREAK TIME

A paid break of thirty (30) minutes will be provided each time a nursing mother has a reasonable need to express breast milk for up to three (3) years after the birth of a child. Employees may use their regular paid or unpaid break and lunch periods for additional time needed beyond the initial thirty (30) minutes, or they may use accrued leave, unpaid leave, or the time can be made up before or after the normal shift time with supervisor approval.

An employee who wishes to use the benefit must give their supervisor advance notice in order to allow for scheduling adjustments, if needed. It is the joint responsibility of the employee and the supervisor to ensure that the employee only uses the allotted thirty (30) minutes of paid break time for expressing breast milk and any additional time is accounted for.

III. PROVISION OF SPACE

The B&ECPL will provide a clean, well lit, private space for employees to express milk. At minimum, this space will have a chair, table, nearby access to clean running water, an electrical outlet, and a "Do Not Disturb" sign.

A. Central Library

There is a private Lactation Room for B&ECPL employees and employees of partner organizations located within the Central Library. Said employees can contact Human Resources to obtain a key to access the Lactation Room. This space provides a chair, small table, electrical outlet, and a clean water supply. The nursing mother is responsible for storage of expressed breast milk. A "Do Not Disturb" sign and a door lock is provided to avoid interruption.

B. Buffalo Branches and Contract Libraries

Each Buffalo Branch Library and Contract Library shall have a plan in place to provide nursing mothers space to express milk during the work day. Such space(s) shall have adequate provisions as established by the standards set herein and in accordance with New York State law. All attempts shall be made to establish appropriate space within the library, however, in the event that space is unavailable within the library building, employee will be advised of community lactation resources in close proximity to the library. Additional time will be allowed for breaks to reasonably accommodate need to leave building.

C. Offsite Employees

Employees who work offsite or in other locations will be accommodated with a private area, as necessary.

Buffalo & Erie County Public Library
PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Professional Development, Library Business, and Travel-Related Expenses

CHAPTER: X

SECTION: 1

EFFECTIVE DATE: 1/1/14 (previously Work Related Travel, Continuing Education, and Library Business Requests Policy)

REVISION DATE: 9/5/2024

I. INTRODUCTION

The Buffalo & Erie County Public Library recognizes employees and trustees may engage in activities relating to library business, such as library conferences, trainings, outreach meetings with partner organizations, staff forums, and advocacy events; as well as professional development activities that enhance skills and knowledge of employees and benefit both the individual and Library. Some activities may be required as part of their position. Attendance at and travel to these events may occur outside of a B&ECPL location or outside an employee's regularly scheduled work location and/or hours and may result in costs incurred.

The policies and procedures within this Chapter have been established to provide all staff members and trustees the opportunity to engage in such activities and to compensate them when attendance is requested, required, or pre-approved by the B&ECPL within the budget for professional development and travel expenses. Employees and trustees are expected to exercise the same care in incurring expenses for official library business as a prudent person would in spending personal funds.

The policies contained in this Chapter supersede all pre-existing policies, procedures or guidelines related to professional development/library business requests and coverage of travel expenses.

II. POLICIES

[Professional Development](#)
[Library Business](#)
[Library Business Expenses](#)

[Mileage](#)
[Release Time](#)

III. LEGAL COMPLIANCE

The Buffalo & Erie County Public Library shall comply with all requirements of the Local Government Travel Expense Control Act, and any library policy, procedure, or resolution that conflicts with the provisions of the act is hereby repealed to the extent of such conflict.

Buffalo & Erie County Public Library
PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Professional Development

CHAPTER: X

SECTION: 2

EFFECTIVE DATE: 1/1/14 (previously incorporated in Work Related Travel, Continuing Education, and Library Business Requests Policy)

REVISION DATE: 9/5/2024

I. STATEMENT OF POLICY

The Buffalo & Erie County Public Library encourages all staff to participate in professional development opportunities. This policy is intended to ensure requests by an employee to attend a professional development opportunity are approved in a manner that ensures fairness for all employees while meeting the coverage and productivity needs of the Library.

A. Professional Development

Professional development is opportunities for all employee to improve themselves through learning and training. The Library may offer attendance at training sessions to further develop employees, or an employee may work on their own professional development independently. Professional development may also include staying up-to-date on new trends within an employee's field and applying new practices. Professional development improves an employee's skill set and knowledge and can also benefit the Library through growth of the employee.

B. Library Business

When the Library requests or requires an employee to attend a professional development event and there are costs associated with attendance, it shall be deemed "Library Business" and the [Library Business](#) policy shall apply.

II. EMPLOYEE REQUESTS

A. Supervisor Approval

1. Employees who are interested in attending a professional development opportunity hosted or sponsored by the B&ECPL during their

regularly scheduled work hours must receive permission from their supervisor to attend.

2. Employees who are interested in attending a professional development opportunity hosted or sponsored by an external organization that is one day or less and has no cost (ex. a free webinar or local workshop) must receive permission from their supervisor to attend.
3. Individual libraries and departments are expected to establish their own procedures for approving these requests and to apply them consistently. Supervisors are encouraged to consider the following:
 - a. Is the employee required to attend;
 - b. How will the employee's absence impact operations;
 - c. Does the program relate to the employee's position;
 - d. Has the employee attended other events recently;
 - e. How would the employee benefit from the opportunity; and
 - f. How would the library/department benefit from the employee's attendance?
4. If the event is within the employee's regularly scheduled hours and the event is free and/or employee will not seek financial reimbursement, no further approval is required. If not, additional approval is required as set forth below.

B. Coverage of Expenses

Employees who wish to request coverage of expenses associated with a professional development opportunity must follow the process and guidelines set forth in the [Library Business](#) and [Library Business Expenses](#) policies.

C. Compensable and Non-Compensable Time

1. Approved professional development done onsite during the course of an employee's normal working hours will be counted as regular hours worked.
2. An employee's schedule may be adjusted at the discretion of their supervisor to allow staff to attend professional development on work time. Supervisors should consult with Human Resources to ensure compliance with the respective collective bargaining agreement.

3. Time spent traveling for approved professional development during an employee's scheduled workday will be counted as hours worked.
4. Employees will be compensated for travel time when performed on a continuous workday basis from one business site to another. Employees will also be compensated for travel time in excess of their normal commute time when traveling to an event at the beginning of their workday or from an event at the end of their workday.
5. Travel time will not be compensated for travel time from a non-business site (including employee's home) to an event or from an event to a non-business site (including employee's home) if such travel is commensurate with the employee's normal commute.
6. Employees will not be paid for voluntarily attending professional development events that have not been approved.
7. Employees attending approved external professional development events during their regularly scheduled work hours should document their time as regular hours on their timesheet. A note regarding the activity, time attended, and location should be included in the Notes field.

III. RELATED POLICIES

[Library Business](#)

[Library Business Expenses](#)

[Release Time](#)

Buffalo & Erie County Public Library

PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Library Business

CHAPTER: X

SECTION: 3

EFFECTIVE DATE: 1/1/14 (previously incorporated in Work Related Travel, Continuing Education, and Library Business Requests)

REVISION DATE: 9/5/2024

I. STATEMENT OF POLICY

“Library Business” refers to offsite activities conducted by an employee as part of their duties or for the benefit of the library. Library business can occur inside or outside an employee’s regularly scheduled hours. Additionally, when the Library requests or requires an employee to attend a professional development event and there are costs associated with attendance, it shall be deemed “Library Business” for the purpose of this policy. This policy is intended to establish procedures for employees and trustees to attend such library business.

II. LIBRARY BUSINESS REQUESTS

A. Supervisor Approval

1. Employees attending library business must receive permission from their supervisor to attend.
2. If the activity or event is within the employee’s regularly scheduled hours and the event is free and/or employee will not seek financial reimbursement beyond local mileage, no further approval is required.
3. Employees who wish to obtain release time and/or coverage of expenses associated with an external opportunity must receive advance formal authorization as set forth below.

B. Coverage of Expenses

Employees who wish to request coverage of expenses associated with attending library business activities or events must follow the process and guidelines set forth in the [Library Business Expenses](#) policy.

III. COMPENSABLE AND NON-COMPENSABLE TIME

A. Local Travel & Single-Day Events

1. Library business done during the course of an employee's normal working hours will be counted as regular hours worked.
2. An employee's schedule may be adjusted at the discretion of their supervisor so they are able to attend library business on work time. Supervisors should consult with Human Resources to ensure compliance with the respective collective bargaining agreement.
3. Library business done on non-scheduled time may be paid but is subject to preapproval by the supervisor and Human Resources.
4. Time spent traveling to attend library business during an employee's scheduled workday will be counted as hours worked.
5. Employees will be compensated for travel time when performed on a continuous workday basis from one business site to another. Employees will also be compensated for travel time in excess of their normal commute time when traveling to an event at the beginning of their workday or from an event at the end of their workday.
6. Travel time will not be compensated for local travel from a non-business site (including employee's home) to an event or from an event to a non-business site (including employee's home) if such travel is commensurate with the employee's normal commute.
7. Approved local travel and library business done on work time should be documented as regular hours on the employee's timesheet. A note regarding the activity, time attended, and location should be included in the Notes field.

B. Non-Local Travel & Multi-Day Events

1. For multi-day external events and/or travel outside of Erie County's contiguous counties, release time will need to be requested using a [Library Business Request](#).
2. If approved, release time will be granted for working hours during the time of the event as well as travel time to and from the event.

3. Employees will not be compensated for travel time spent going to or from an event when such travel is performed outside of the employee's normal working hours. Exceptions may be made at the discretion of the Purchasing Office in consultation with HR.
4. Employees approved for release time for multi-day events and/or travel outside of Erie County or a contiguous county should document it as time off on their timesheet.
 - a. Employees should sign out for the time of the event/travel and use the Other field to select the number of hours and the "Other Absence Paid" code.
 - b. A note regarding the activity, time attended, and location should be included in the Notes field.
 - c. For full-day absences, "Library Business" should be inputted in the Signature field for that day.

IV. FORMS

[Library Business Request](#)

V. RELATED POLICIES

[Professional Development](#)

[Library Business Expenses](#)

[Release Time](#)

[Mileage](#)

Buffalo & Erie County Public Library
PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Library Business Expenses

CHAPTER: X

SECTION: 4

EFFECTIVE DATE: 1/1/14 (previously incorporated in Work Related Travel, Continuing Education, and Library Business Requests)

REVISION DATE: 9/5/2024

I. STATEMENT OF POLICY

This policy sets forth the process for requesting coverage for expenses incurred by Buffalo & Erie County Public Library employees and trustees while conducting library business. It also applies to an employee's attendance at a professional development activity that was requested or required by the Library and approved by their supervisor as such. This policy is intended to ensure proper control in expending Library resources within the budgeted resources.

II. EMPLOYEE PREAPPROVAL PROCESS

A. Library Business Request

1. Employees who wish to request release time and/or coverage of expenses associated with library business must receive advance formal authorization using a [Library Business Request](#).
2. The employee must complete Section I with information about the event, justification for the request, and whether the employee is requesting release time, coverage of registration, and/or coverage of travel expenses. Supporting documentation substantiating estimated costs should be attached when requesting coverage of expenses.
3. The employee's supervisor must complete Section II and return to employee.
4. After receiving approval from their supervisor, the employee must submit the [Library Business Request](#) form to Human Resources. Forms must be submitted at least 30 days prior to the event if possible. Human Resources may set earlier deadlines for specific events (e.g.

programs that have early bird pricing or require additional logistical coordination).

5. In reviewing the [Library Business Request](#) form, the following factors will be considered by Library Administration when determining final approval or disapproval:
 - a. Is attendance at the event required;
 - b. Is the employee presenting or speaking at the event;
 - c. Is the event relevant and significant to the accomplishment of the B&ECPL's mission;
 - d. Does the program relate to the employee's position;
 - e. Are the associated costs reasonable;
 - f. Are budget funds available;
 - g. Has the employee utilized release time or requested travel funds in the past year;
 - h. How would the employee benefit from attendance; and
 - i. How would the library/department benefit from the employee's attendance?
6. Once a determination has been made regarding approval of release time and/or coverage of expenses, a copy of the [Library Business Request](#) form will be returned to the employee. Additional instructions regarding expenses will be included, if applicable.
7. If the approved [Library Business Request](#) includes coverage of travel expenses, a [Travel Expense Report](#) must to be completed.

B. Travel Expense Report

1. If approved for coverage of travel expenses, the employee must schedule a time to complete a [Travel Expense Report](#) with a representative from the Purchasing Office.
2. Eligible prepaid, per diem, and reimbursable expenses for the approved event will be determined and documented on the [Travel Expense Report](#). Rates or methods of transportation may differ from those used to estimate costs on the [Library Business Request](#).
3. Once the [Travel Expense Report](#) is complete, the Purchasing Office will purchase eligible prepaid expenses.
4. The Purchasing Office will issue an advance check for eligible per diem expenses the Friday before the dates of travel.

5. If reimbursable expenses are identified on the [Travel Expense Report](#), a [Travel Reimbursement Request](#) will need to be submitted after returning from travel.
6. Employee travel expenses will not be covered or reimbursed if a [Travel Expense Report](#) is not on file.

III. TRUSTEE PREAPPROVAL PROCESS

A. Requests

1. Prior to attending an event that requires coverage of expenses by the B&ECPL System, the trustee or their director must inform the B&ECPL System Library Director or their designee of their intention to attend.
2. The System Library Director or designee will make a determination regarding approval of expenses and will inform the trustee and the Purchasing Office.

B. Expenses

1. The Purchasing Office will purchase eligible prepaid expenses at the direction of the Library Director or designee.
2. Other approved travel expenses may be reimbursed to the trustee after submission of a [Travel Reimbursement Request](#) following the procedures below.
3. Trustee travel expenses will not be covered or reimbursed if formal preapproval has not been given.

IV. REIMBURSEMENT PROCESS

1. When a traveler is approved for reimbursable expenses, a [Travel Reimbursement Request](#) must be submitted to the Purchasing Office within 14 days of return from travel.
2. Mileage reimbursement is based on the rate established by the Internal Revenue Service (IRS) for the dates of travel. See www.irs.gov/tax-professionals/standard-mileage-rates. A printed map which illustrates the number of miles from start to destination must be used to substantiate reimbursement.

3. For other expenses that have been pre-approved, itemized receipts must be attached to the form. Credit card receipts and/or statements will not be accepted as proof of payment.
4. Unanticipated or nominal additional expenses which fall within the guidelines for reimbursement but were not initially approved will be considered, but reimbursement is not guaranteed.

IV. TRAVEL COST GUIDELINES

A. General Guidelines

1. The traveler and the Library are expected to incur the lowest cost that reasonably meets travel needs.
2. Any indirect benefit of travel arrangements, such as airline or hotel points, will accrue to the traveler, not the Library, but maximizing such benefits will not be considered when determining specific arrangements.
3. Travel expenses must be approved using the proper forms.
4. Untimely, incomplete, unauthorized, or informal requests to cover travel expenses will not be considered.
5. Expenses may be purchased directly through the Purchasing Office, advanced before travel, or reimbursed after travel at the determination of Purchasing Office staff.
6. Any necessary changes to travel plans must be communicated as soon as possible between the traveler and the Purchasing Office.
7. The traveler is responsible to reimburse the Library for prepaid costs and advanced per diem expenses if they decide not to attend the event for sake of personal convenience without giving adequate notice for cancellation.

B. Maximum Allowable Expenses

1. Registration or Tuition
 - a. Registration or tuition will be paid at the base rate for the event. Early bird pricing must be obtained whenever possible.

- b. The attendee may be asked to make up the difference in cost if registration is completed after early bird pricing is closed or if they want to add social activities to their registration.

2. Lodging

- a. Lodging costs will be covered at the rate established by US General Services Administration for the location of the event or at the advertised conference rate where applicable. See www.gsa.gov/travel/plan-book/per-diem-rates.
- b. Lodging expenses may be adjusted based on occupancy at the discretion of the Purchasing Office.
- c. Neither the Library nor Erie County is required to pay taxes on lodging in New York State. When lodging within New York, the traveler should complete a [NYS Tax Exemption Certificate](#) and provide it to the hotel upon check-in. Contact HR or the Purchasing Office to obtain the Employer Identification Number.

3. Meals

- a. Meal costs will be covered at the rate established by US General Services Administration for the location of the event. See www.gsa.gov/travel/plan-book/per-diem-rates.
- b. Meals provided as part of the event being attended will be deducted from the per diem allowance.
- c. In cases where meal costs are reimbursed, itemized original receipts must be provided to substantiate reimbursement.

4. Transportation

- a. Purchasing Office staff will determine which method of transportation is the most cost effective for a particular event/location.
- b. Personal Vehicle
 - i. Mileage reimbursement is based on the rate established by the Internal Revenue Service (IRS) for the dates of travel. See www.irs.gov/tax-professionals/standard-mileage-rates.
 - ii. A printed map/directions which illustrates the number of miles from start to destination must be used to substantiate reimbursement.
 - iii. Tolls and parking fees may also be reimbursable upon submission of proper documentation.
- c. Air/Train/Bus Travel
 - i. Only coach or economy tickets will be purchased.

- ii. One checked bag will be covered if not included in the ticket price.
- d. Rental Car
 - i. A compact or standard car will be rented unless additional people are traveling, or the traveler is transporting materials.
 - ii. The traveler must note the name of the other passenger(s) if sharing a car. Additional drivers are not allowed except when sharing the car with another Library employee or trustee traveling on the same trip. All drivers must be registered with the rental car agency.
 - iii. If fuel is not prepaid, the traveler will be reimbursed for the cost of refueling the vehicle before returning it upon submission of original receipts.
- e. Public Transportation/Taxi/Rideshare Services
 - i. Use of the most economic transportation option is expected. Reimbursement will not be provided for luxury options.
 - ii. For travel from an airport/train station/bus station to lodging, the traveler should use hotel shuttle services or other shuttle services if available.

5. Exceptions

- a. Special circumstances may allow for exceptions to the above parameters, such as exceeding GSA per diem rates or covering unforeseen travel situations. Any such exceptions must be documented by the traveler and approved by the Purchasing Office.
- b. Purchasing Office staff have the right to refuse requests due to lack of sufficient justification, frequency of exception requests, lack of reasonable notice by the traveler, or their judgment on the reasonableness of the exception.

C. Non-Reimbursable Expenses

- 1. The following costs will not be covered or reimbursed by the Library:
 - a. Alcohol or other controlled substances;
 - b. Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion after deciding not to attend for sake of personal convenience;
 - c. Airline club memberships, airline upgrades, business class for domestic flights/first class for all flights;
 - d. Personal telephone calls;
 - e. Childcare, babysitting, housesitting, pet-sitting/kennel charges;
 - f. Haircuts and personal grooming, laundry and dry cleaning;

- g. Passports, vaccinations, and visas when not required as a specific and necessary condition of the travel assignment;
- h. Personal entertainment expenses including shows, amusements, sporting events, health club facilities, movies, social activities and related incidental costs;
- i. Travel accident insurance premiums and/or purchase of additional travel insurance;
- j. Other expenses not directly related to the business travel.

2. Accompanied Travel

- a. When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be covered by the Library.
- b. Accompanied travel must be disclosed to Purchasing Office staff.

3. Vacation in Conjunction with Business Travel

- a. In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified and paid for by the traveler.
- b. Release time will not be approved to cover this extra time; an employee must follow the established procedures for their location to request vacation time.

I. FORMS

[Library Business Request](#)
[Travel Expense Report](#)
[Travel Reimbursement Request](#)
[NYS Tax Exemption Certificate](#)

II. RELATED POLICIES

[Library Business](#)
[Professional Development](#)
[Mileage](#)

Buffalo & Erie County Public Library
PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Mileage

CHAPTER: X

SECTION: 5

EFFECTIVE DATE: 1/1/14 (previously incorporated in Work Related Travel, Continuing Education, and Library Business Requests)

REVISION DATE: 9/5/2024

I. STATEMENT OF POLICY

Library employees and trustees required to travel for library business using a privately owned vehicle may be entitled to reimbursement for the mileage and other expenses associated with said travel. This policy is intended to ensure appropriate and timely reimbursement of mileage and other related expenses.

II. LOCAL MILEAGE EXPENSES

A. General Guidelines

1. Local travel includes travel within Erie County or a contiguous county.
2. Mileage will only be reimbursed when using a privately-owned vehicle.
3. Employees will be reimbursed mileage for driving:
 - a. From one B&ECPL location to another as part of that employee's duties;
 - b. To present a library outreach program; or
 - c. To attend library business that has been preapproved by a supervisor.
4. Employees will also be reimbursed for tolls and parking fees associated with local travel.
5. Employees will be compensated for local travel from one business site to another. Employees will also be compensated for mileage in excess of their normal commute when traveling to an event at the beginning of their workday or from an event at the end of their workday.

6. Employees will not be reimbursed for mileage from a non-business site (including employee's home) to an event, or from an event to a non-business site (including employee's home) if such travel is commensurate with the employee's normal commute.

B. Reimbursement Requests

1. To be reimbursed for local travel, an employee must submit a [Claim for Mileage](#).
2. The employee must include the applicable distance, tolls, and parking fees and must attach supporting documentation in order to be reimbursed.
3. Mileage reimbursement is based on the rate established by the Internal Revenue Service (IRS) for the dates of travel (see www.irs.gov/tax-professionals/standard-mileage-rates) or the minimum daily rate established for the employee's bargaining unit, whichever is greater.
4. Employee must select the appropriate benefit area at the top of the [Claim for Mileage](#) in order for the form to calculate the reimbursement.
5. The [Claim for Mileage](#) must be signed by a supervisor and submitted by the employee to the Business Office no later than the tenth (10th) of the month following the date(s) when the travel occurred.
6. Untimely, incomplete, unauthorized, or informal requests for reimbursement will not be considered.

III. NON-LOCAL MILEAGE EXPENSES

The process and guidelines for coverage of mileage and related expenses for travel outside of Erie County's contiguous counties are detailed in the [Library Business Expenses Policy](#). Requests must be submitted using a [Library Business Request](#), [Travel Expense Report](#), and [Travel Reimbursement Request](#). Untimely, incomplete, unauthorized, or informal requests for reimbursement will not be considered.

IV. FORMS

[Claim for Mileage](#)
[Library Business Request](#)

[Travel Expense Report](#)
[Travel Reimbursement Request](#)

V. RELATED POLICIES

[Library Business](#)
[Library Business Expenses](#)

Buffalo & Erie County Public Library
PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Release Time

CHAPTER: X

SECTION: 6

EFFECTIVE DATE: 1/1/14 (previously incorporated in Work Related Travel, Continuing Education, and Library Business Requests)

REVISION DATE: 9/5/2024

I. STATEMENT OF POLICY

“Release time” is time off granted to employees from their ordinary work to participate in employer-approved activities. There are a variety of reasons an employee may request release time. This policy shall establish appropriate use of release time and how to request release time.

II. RELEASE TIME

A. General Provisions

1. All use of release time is subject to approval of the employee’s supervisor.
2. Additional approval may be required based on the type of release time being requested.
3. Employees must document release time on their timesheet in accordance with the guidelines for the type of release time used.

B. Professional Development

1. Employees may request time off from their ordinary work to participate in professional development activities.
2. Guidelines for requesting and documenting release time for professional development can be found in the [Professional Development](#) policy.

C. Library Business

1. Employees may request time off from their ordinary work to participate in library business.

2. Guidelines for requesting and documenting release time for library business can be found in the [Library Business](#) policy.

D. Union Release Time

1. The specific rules relating to union release time shall be governed by the respective bargaining agreement, where applicable.
2. Employees must provide their supervisor notice of their need for union release time to ensure appropriate coverage.

E. Other

1. Other types of release time may be specified by bargaining agreements or benefits packages.
2. Human Resources may also approve release time at their discretion for circumstances that require an employee's attendance at an event outside their normal work location.

III. RELATED POLICIES

[Professional Development](#)
[Library Business](#)