

**West Seneca Public Library
Board Meeting Agenda – July 9, 2025 @ 4:00pm in the Large Community Room**

A. Call of the Roll.

B. Approval / Changes to Agenda.

C. Minutes of the Preceding Meeting – May 21, 2025

D. Nominations and Elections of Officers, if any.

E. Report of the Director – May and June 2025

1. New B&ECPL System Policy: Records Management

F. Report of the Treasurer.

1. County account statement May 2025
2. Local account statement May 2025
3. Summary of accounts May 2025
4. Check abstract and approvals
5. Payroll Reports through PP#11 and PP#13
6. System Paid Budget Analysis as of 4/30/2025

G. Report of the Friends of the Library.

H. Report of the President.

1. Recap: ACT Meeting @ Clarence

I. Old Business.

J. New Business.

1. B&ECPL Annual System Contract Review/ Approval
2. DRAFT Sustainability Policy
3. Compliance Officer Annual Report

K. Public Comment.

L. Adjournment.

Next Regular Meeting: Wednesday, September 17, 2025 @ 4:00pm

West Seneca Public Library

Library Board of Trustees Meeting Minutes

Thursday, May 21, 2025 @ 4:00pm in the Large Community Room

A. Call of the Roll

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

B. Approval / Changes to Agenda: none

C. Minutes of Preceding Meeting (April 30, 2025):

Motion to approve preceding minutes: William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

D. Nominations and Elections of Officers: none

E. Report of the Director:

See April 2025 documents posted

- Very busy month—Spring scavenger hunt 412 participants
- Town Historian Jim Pace event – 68 attendees
- Discard Book Sale starts this Friday at 2:00pm with Trojans Take Action (WS East High School) helping with set up
- Possible IRS VITA Tax program for 2026 – in the planning stages right now

F. Report of the Treasurer:

See April 2025 documents posted

- County account statement April 2025
- Local account statement April 2025
- Summary of accounts April 2025
- Check abstract and approvals

Motion to approve: William Josefiak

Second: Cynthia Johnson

Ayes: all

Nays: none

G. Report of the Friends of the Library:

- Upcoming book sale May 23rd @2pm through June 7th
- Farmer's Market June 5th

- Friends meeting May 19th – several attendees – impressed with the circulation numbers, programs, activities and craft bags.
- Tentative dates for jewelry sale July 19th and 26th 10:00am – 4:00pm
- Bookmark contest – month of July – public and staff will vote
- Friends zoom meeting April 28th – Lancaster made \$12,000 on their used book sale

H. Report of the President:

- ACT – next meeting May 31 at Clarence Library

I. Old Business:

- Community room use; 10 year MOU in place; adheres to regulations around NYS construction grant requirements. Possible meeting upcoming.

J. New Business:

- 2024 NYS Comptroller's Report

K. Public Comment: none; no community members present

Adjournment @ 4:47 pm

Motion to approve: William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

Next Regular Meeting: June 18th 2025 @ 4pm

Respectfully submitted by Jessica Casamassa, Vice President

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

May 2025

Circulation - May 2025

18,652

Revenue - County Account Fees, Copies, Print - May 2025

\$624.50

Library Visitors - May 2025

11,086

Programming - May 2025

(Youth/Teen)

Make & Take Craft Bags	All month	298 bags
Tutoring	All month	183 sessions
Toddler Time (2)	5/1	38 attendees
Teen Paint 'n Sip: Star Wars	5/3	5 attendees
Baby Rave	5/6	74 attendees
Star Wars Drop-in Craft Station	5/6	72 participants
Class Visit: Queen of Heaven Pre-K	5/9	35 attendees
Class Visit: Winchester Potters (2)	5/9	54 attendees
LEGO Club	5/10	42 attendees
Local Author: Johnny Stanz	5/10	10 attendees
Kids Craft: Mini-Flower Gardens	5/12	6 attendees
Fuse Beads	5/15	19 attendees
Class Visit: Queen of Heaven Kindergarten	5/16	26 attendees
Teen Advisory Group	5/22	5 attendees
Life-Size Candyland (7)	5/24	29 attendees
Mother's Day Drop-in Craft Station	Various	128 participants
Star Wars Scavenger Hunt	Various	447 participants

Programming - May 2025
(Adult)

University Express: Beginner Watercolor	5/5	23 attendees
Credit & Money Workshop	5/12	5 attendees
Handicraft Club	5/19	8 attendees
West Seneca Public Library Book Club	5/19	6 attendees
Book A Tech Trainer	5/20	1 appointment / 1 attendee
University Express: Cards for Wishes	5/21	24 attendees

Collection Development

WSE - 2025 Funds- AV= \$1,855

MAT= \$2928.50 - \$621.91 (est. discount price) = \$2,306.59

Outreach/Meetings/Library Visits

- 5/10 Midwest Collection Development/Ordering Training (Emily)
- 5/14 IRS VITA Tax Prep Meeting
- 5/19 Friends of the West Seneca Public Library Meeting
- 5/19 Reviewed Manager Meeting recording
- 5/21 West Seneca Public Library Board of Trustees Meeting
- 5/22 Youth Services Group meeting @ CLA (Emily)
- 5/24 Accompanying the Young Reader: Helping to Choose Appropriate Books Webinar - WebJunction (Emily)
- 5/30 Libraries Working w/ Vulnerable Patrons webinar - NYS Library (Rowan)

Misc.

- 5/3 WNY Integrated Care Collaborative table event in afternoon
- 5/22 Kids Escaping Drugs table event in evening
- 5/23 Trojans Take Action volunteer event with WS East High School
- 5/29 Erie County Cancer Services - Colorectal Screening table event in afternoon
- The first issue of the brand new online newsletter "Public Periodical" (May issue) from the B&ECPL System featured a listing for the Toddler Rave held at WSE!
- Online comment: I was browsing the catalog and noticed the link to give comments. I just want to say that the library is an absolute lifesaver, it has genuinely made me so happy on too many occasions to count. I super appreciate the hard work of distributing holds, buying books, providing programs and a place to be, and so much more- you guys are incredible and we're all the better for having you around :D

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

June 2025

Circulation – June 2025

18,073

Revenue – County Account Fees, Copies, Print – June 2025

\$845.18

Library Visitors – June 2025

8,724

Programming – June 2025

(Youth/Teen)

Make & Take Craft Bags	All month	311 bags
Tutoring	All month	171 sessions
LEGO Club (2)	6/7, 6/28	36 attendees
Fuse Beads	6/12	7 attendees
Painting for Fun for Kids w/ WS Art Society	6/14	2 attendees
Kids Craft: Pipe Cleaner Statues	6/16	14 attendees
Summer Reading Kickoff: Art Carnival	6/30	101 attendees
Disney Scavenger Hunt	Various	504 participants

Programming – June 2025

(Adult)

University Express: USS The Sullivans	6/2	24 attendees
Handicraft Club (5)	6/2, 6/9, 6/16, 6/23, 6/30	31 attendees
Alzheimer's Association: Healthy Living for Your Brain and Body	6/3	4 attendees
Painting for Fun w/ WS Art Society	6/10	9 attendees
Genius of Frank Lloyd Wright w/ Tim Totten	6/16	47 attendees

Book A Tech Trainer	6/23	1 appointment / 1 attendee
West Seneca Public Library Book Club	6/30	3 attendees

Collection Development

WSE - 2025 Funds-

AV= \$1,855 - \$111.08 (est. discount price) = \$1743.92

MAT= \$2,306.59 - \$609.98 (est. discount price) = \$1,696.61

Outreach/Meetings/Library Visits

- 6/2 Empowering Teens webinar with Webjunction (Emily)
- 6/9 Dealing with Difficult Situations webinar with Webjunction (Susan)
- 6/11 Manager Meeting via Zoom
- 6/20 Youth Services Basics webinar with NYS Library (Emily)

Misc.

- Library Discards Book Sale began on May 23 and ran through June 7. A total of \$472 was collected (\$430.70 after taxes). Following the sale, all remaining materials (27 boxes) were donated to Hearts for the Homeless Thrift Store in West Seneca.

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: June 18, 2025

AGENDA ITEM NUMBER: E.2.a.

RESOLUTION: 2025-18
Adopt Records Management
Policy

BACKGROUND:

The Buffalo & Erie County Public Library (B&ECPL) creates and receives many records in the course of fulfilling its mission. It is the policy of the B&ECPL to manage records in such a way as to facilitate the work performed by the organization and meet the requirements set forth by the State Government Archives and Records Management regulations [8 NYCRR 188] and the B&ECPL's records retention schedules.

In order to ensure that records are maintained in accordance with the B&ECPL's legal and institutional needs, staff must apply sound records management practices to those records in their possession. Such practices greatly expedite staff efforts to locate the records that they need to perform their duties and to respond to discovery demands or Freedom of Information Law (FOIL) requests in a timely manner.

The B&ECPL Board of Trustees adopted the Retention and Disposition Schedule for New York Local Government Records (LGS-1) schedule in Resolution 2020-32, unanimously approved on October 15, 2030. In accordance with New York State regulations, the B&ECPL Board of Trustees named Erin Vest as the Library's Records Management Officer in Resolution 2022-50, unanimously approved on December 15, 2022.

The Records Management Officer convened a Records Management Committee to draft the Records Management Policy in the attached resolution. This Policy was vetted by B&ECPL legal counsel and was reviewed by the Board's Policy Committee at their meeting on May 22, 2025. The Policy Committee recommends the Records Management Policy for approval by the full Board of Trustees.

ACTION REQUIRED:

Motion to approve Resolution 2025-18

RESOLUTION 2025-18

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) creates and receives many records in the course of fulfilling its mission, and

WHEREAS, it is the policy of the B&ECPL to manage records in such a way as to facilitate the work performed by the organization and meet the requirements set forth by the State Government Archives and Records Management regulations [8 NYCRR 188] and the B&ECPL's records retention schedules, and

WHEREAS, the Records Management Officer in coordination with the Records Management Committee drafted the proposed Records Management Policy for clarity and transparency in the managing of records in accordance with New York State regulations and B&ECPL's records retention schedules, and

WHEREAS, the Policy Committee reviewed the proposed Records Retention Policy, which has been vetted by B&ECPL legal counsel, and recommends its adoption, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the proposed Records Management Policy to supersede, and be it further

RESOLVED, that a copy of the approved Records Management Policy be distributed to all B&ECPL libraries, Contracting Libraries, and Contracting Library Trustees as well as be posted on the B&ECPL's website.



Records Management Policy

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

I. Statement of Policy

The Buffalo & Erie County Public Library (B&ECPL) creates and receives many records in the course of fulfilling its mission. It is the policy of the B&ECPL to manage records in such a way as to facilitate the work performed by the organization and meet the requirements set forth by the State Government Archives and Records Management regulations [8 NYCRR 188] and the B&ECPL's records retention schedules.

In order to ensure that records are maintained in accordance with the B&ECPL's legal and institutional needs, staff must apply sound records management practices to those records in their possession. Such practices greatly expedite staff efforts to locate the records that they need to perform their duties and to respond to discovery demands or Freedom of Information Law (FOIL) requests in a timely manner.

II. Responsibilities

A. All Employees

All employees are responsible for ensuring that the records that they generate, receive, and maintain in their individual files are retained and disposed of in accordance with the appropriate retention schedules.

B. Management

Contracting library directors and trustees, Buffalo branch managers, and Central Library department heads and administrators are responsible for maintaining records related to the specific business functions and projects at their location. They are responsible for ensuring the records maintained at their location and by their employees are retained and disposed of in accordance with the appropriate retention schedules.

C. Records Management Officer

The Records Management Officer is responsible for developing records management policies and procedures and supporting all employees in the appropriate retention and disposition of library business records. They act as the contact person for records management processes and issues.

D. Records Management Committee

The B&ECPL Records Management Committee provides direction and support to the records management program and assists the Records Management Officer in implementing records management processes and resolving issues.

III. **Procedures**

A. Records Management Program

The Records Management Officer is directed to develop suitable records management procedures, revise those procedures periodically as may be necessary, and provide access to the most current version of the procedures through the Records Management page on the B&ECPL staff intranet.

B. Retention Schedule

The Buffalo & Erie County Public Library System Board of Trustees has adopted the [Retention and Disposition Schedule for New York Local Government Records \(LGS-1\)](#) as the schedule covering all B&ECPL records.

C. Records Disposition

Disposal of records must be documented on appropriate forms as determined by the Records Management Officer. Secure destruction methods should be used.

D. Exceptions to General Retention Rules

1. In the event of legal proceedings, FOIL requests, and audits, the B&ECPL must retain the corresponding records until the event has totally concluded, including the time frame for appeals.
2. Some records may be subject to internal policies that dictate periods of retention beyond the minimum established by the *LGS-1 Schedule*. These policies should be well-documented and consistently followed.
3. If records are appraised as historically significant, they may be deemed archival and not subject to normal disposition requirements.
4. If a record is not covered by an item on the *LGS-1 Schedule*, the location retaining the record should contact the Records Management Officer, who will work with the State Archives to develop a retention schedule item covering such record type.

Reviewed by Policy Committee May 15, 2025.

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: May-25

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	2,988	4,512	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	0	700	700	0	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	100	0	0	100	100	0	
530000	Other Expenses & Charges	2,600	0	1,513	1,087	2,600	0	
530000	Contingency (Bullet Aid)	0	0	2,966	(2,966)		0	
TOTAL EXPENSES		10,900	0	7,467	3,433	10,570	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	201	(101)	201	101	
Copy Machines	2,000	0	859	1,141	2,025	25	
Print Cost Recovery	5,000	0	2,640	2,360	5,500	500	
Other Income	100	0	59	41	100	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	7,200	0	3,759	3,441	7,826	626	

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	5/8/25	Donation deposit check and cash (check 003531 from WS Lions Club for large print and \$50 from John Buranich in memory of Bruce Moser)	✓		\$450.00	\$17,016.05
1093	5/21/25	Rotary Club of West Seneca dues for July 1, 2025-June 30, 2026	✓	\$200.00		\$16,816.05

West Seneca Public Library Bank Account Balances May 2025

M&T County Account

Balance \$41,958.22 (Note: Includes \$22,464.57 Assemblyman Burke State Aid)

M&T Local Account

Balance \$16,816.05 (Note: Includes \$14,813.00 Rotary)

Local M&T CD (1)

Balance \$40,741.56

Local M&T CD (2)

Balance \$5,083.39

Local M&T CD (3)

Balance \$5,083.39

M&T Construction Fundraiser Account

Balance \$7,220.41

July 9, 2025 Abstract of Checks

Voucher #	Date	Payee	Amount	Check#	Reason for expense	Date
2025-C15	7/9/2025	Amazon Capital Services	\$ 165.32	6461	DumDums, spray bottles, laminating pouches, pencil boxes, storage trays, HDMI cord, utility knives. Invoice 11N7-RTW7-NR9T (this invoice is split with a check from the Friends for \$234.00 for the DumDums	7/1/2025
2025-C16	7/9/2025	Emily Sieg	\$ 21.35	6462	Supplies for Summer Reading Kickoff: Art Carnival	7/1/2025
2025-C17	7/9/2025	Dennis Zywczyński	\$ 59.36	6463	High gloss floor finish from Home Depot	7/1/2025
2025-C18	7/9/2025	Corr Distributors	\$ 207.62	6464	1 case each of carpet extraction cleaner, carpet rinse and neutralizer, and defoamer. Invoice 149784	7/1/2025
2025-C19	7/9/2025	Town of West Seneca	\$ 597.50	6465	Electric bill for June 2025	7/1/2025
2025-C20	7/9/2025	Amazon Capital Services	\$ 151.12	6466	Command hooks, 3-ring sheet protectors, mini-canvases, stickers, foam mat puzzle, masking tape, mini-trophies. Invoice 19TQ-9NYR-VTYC	7/1/2025
2025-C21	7/9/2025	B&ECPL	\$ 6,118.66	6467	PVT Library Materials, Invoice, 25024. (From Assemblyman Burke Funds. \$142.18 for Citizen Science Kits	7/1/2025
2025-L13	7/9/2025	B&ECPL	\$ 367.29	1094	PVT Library Materials, Invoice 25024. Moser- \$36.85, Horbett- \$83.94, Rotary- \$246.50	7/1/2025

2025 West Seneca Payroll Report PP11



As of Pay Period 11

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian Director II	35,678.99	81,046.00	45,367.01
Librarian/Trainee	19,829.31	95,574.00	75,744.69
Library Assistant	21,458.98	51,866.00	30,407.02
Caretaker (RPT)	15,111.88	35,632.00	20,520.12
FT Totals	92,079.16	264,118.00	172,038.84

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Clerk Typist PT	13,059.75	31,213.00	18,153.25
Librarian I PT	14,616.03	33,217.00	18,600.97
Page PT	9,265.25	23,374.00	14,108.75
Senior Page	19,899.27	56,628.00	36,728.73
PT Totals	56,840.30	144,432.00	87,591.70

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretakers	15,111.88	35,632.00	20,520.12
Clerk Typists	13,059.75	31,213.00	18,153.25
Librarian/Trainee	34,445.34	128,791.00	94,345.66
Librarian Director II	35,678.99	81,046.00	45,367.01
Library Assistant	21,458.98	51,866.00	30,407.02
Pages	9,265.25	23,374.00	14,108.75
Senior Page	19,899.27	56,628.00	36,728.73
Other Payments/Reserves		15,256.00	15,256.00
Savings Goal		(53,960.00)	(53,960.00)
Combined Totals	148,919.46	369,846.00	220,926.54

ANNUAL BUDGET	\$	369,846.00
PROJECTED ENDING BALANCE	\$	357,188.53
Projected Ending Balance		\$12,657.47

2025 West Seneca Payroll Report_PP13 (1)



As of Pay Period 13

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian Director II	42,199.95	81,046.00	38,846.05
Librarian/Trainee	23,453.47	95,574.00	72,120.53
Library Assistant	25,373.07	51,866.00	26,492.93
Caretaker (RPT)	17,852.80	35,632.00	17,779.20
FT Totals	108,879.29	264,118.00	155,238.71

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Clerk Typist PT	15,357.60	31,213.00	15,855.40
Librarian I PT	16,951.19	33,217.00	16,265.81
Page PT	11,063.25	23,374.00	12,310.75
Senior Page	23,607.65	56,628.00	33,020.35
PT Totals	66,979.69	144,432.00	77,452.31

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretakers	17,852.80	35,632.00	17,779.20
Clerk Typists	15,357.60	31,213.00	15,855.40
Librarian/Trainee	40,404.66	128,791.00	88,386.34
Librarian Director II	42,199.95	81,046.00	38,846.05
Library Assistant	25,373.07	51,866.00	26,492.93
Pages	11,063.25	23,374.00	12,310.75
Senior Page	23,607.65	56,628.00	33,020.35
Other Payments/Reserves		15,256.00	15,256.00
Savings Goal		(53,960.00)	(53,960.00)
Combined Totals	175,858.98	369,846.00	193,987.02

ANNUAL BUDGET	\$	369,846.00
PROJECTED ENDING BALANCE	\$	356,159.20
Projected Ending Balance		\$13,686.80

Contract Library "System Paid" Budget Analysis

West Seneca Public Library

As of 4/30/2025

	"System Paid" Budget*	January	February	March	April	Actual 2025 Expenses	2025 Year End Projection	Projected Year End Surplus/(Shortfall)
Salaries & Wages, Full Time								
Salaries & Wages, Full Time	228,486.00	15,612.47	13,575.99	14,254.83	17,011.32	60,454.61	184,629.30	43,856.70
Other Payments	1,700.00					0.00	1,700.00	0.00
Overtime						0.00		0.00
Contractual Reserve	13,556.00					0.00	0.00	13,556.00
Total Salaries & Wages, Full Time	243,742.00	15,612.47	13,575.99	14,254.83	17,011.32	60,454.61	186,329.30	57,412.70
Wages, Regular Part-Time	35,632.00	2,940.01	2,877.95	2,988.90	3,106.37	11,913.23	35,923.16	(291.16)
Wages, Part Time	144,432.00	10,268.55	10,763.36	11,329.72	12,173.98	44,535.61	136,303.35	8,128.65
Reduction from Personnel Svcs	(69,491.00)					0.00		(69,491.00)
Employer FICA Total	31,386.00	2,186.92	2,056.33	2,259.67	2,475.58	8,978.50	27,398.01	3,987.99
Employee Health Insurance	14,040.00	1,433.60	1,433.60	(848.72)	1,475.03	3,493.51	13,815.43	224.57
Dental Plan	478.00	44.28	44.28	33.99	45.42	167.97	504.50	(26.50)
Health Insurance Waiver	6,000.00	100.00	100.00	1,300.00	500.00	2,000.00	6,000.00	0.00
NYS Retirement	32,556.00	3,464.37	2,334.27	2,254.14	2,644.09	10,696.87	31,110.11	1,445.89
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	438,775.00	36,050.20	33,185.78	33,572.53	39,431.79	142,240.30	437,383.86	1,391.14

Notes:

System Paid Budget per Res 2024-27



MEMORANDUM

TO: Contracting Library Directors and Managers
FROM: Emily Patronik Assistant Deputy Director - Controller
SUBJECT: 2025 Contracts
DATE: June 20, 2025

Attached the 2025 Member Library contracts that have been signed by the B&ECPL Board Chair along with one full set of the exhibits. In addition, find attached a copy of Resolution 2025-21 in which the Board of Trustees of the B&ECPL authorizes the Board Chair to execute 2025 contracts.

Included are two (2) original signature pages for the contract. Please sign and retain one copy for your records, and the other is to be signed and returned to the System with the completed Resolution form.

An electronic version of this packet in PDF has been emailed to you so you can distribute to your board electronically for review.

Other than including 2025 budget amounts, the language is unchanged from your 2024 contracts. Exhibits are updated if the underlying policy was updated since the last contract.

After your board acts upon the contract, please have both sets of the contract signed, retain one contract set and the full exhibit set for your records. Please return the other signed contract, along with the signed certification page (showing date and vote of your board's action) to my office. They will be effective upon your returning the signed contract.

**BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: June 18, 2025**

AGENDA ITEM NUMBER: 1.2

**RESOLUTION: 2025-21
Authorize Chair to Execute 2025
Contracts with Contracting Libraries**

BACKGROUND:

During Erie County's 2025 budget process there was limited time to adopt annual contracts. Additionally, the timing and extent of the New York State budget process was not known at budget adoption time. As this situation is an all too frequent occurrence, the annual contracts with the contracting libraries contain an automatic extension provision. Funding was based upon the allocation contained in the 2025 Budget (Resolution 2024-27) which was adopted by the Board of Trustees on December 19, 2024.

The County and New York State budgets are now in place. As has been the case for many years, the contract includes a provision to adjust the budget once the final state aid distribution schedules are finalized. Budget figures reflect the 2025 Board-adopted budget including adjustments subsequently approved by board resolution.

ACTION REQUIRED:

Motion to approve Resolution 2025-21.

RESOLUTION 2025-21

WHEREAS, budgetary allocations from Erie County and New York State to the Buffalo & Erie County Public Library (B&ECPL) constitute the vast majority of the financial resources supporting the contract with the "Public Library," and

WHEREAS, Erie County's 2025 allocation was not known until early December, and New York State's overall allocation was adopted in early May, and

WHEREAS, this made it difficult for the B&ECPL and the contracting libraries to develop, consider, and approve a contract prior to the beginning of the 2025 fiscal year on January 1, 2025, and

WHEREAS, to meet 2025 operating expenditure needs of the contracting libraries, the B&ECPL Board of Trustees implemented the automatic extension provision contained in the 2024 contract until such time as a final 2025 contract is adopted, not to exceed July 31, 2025, whichever was earlier, with budgetary amounts based upon the 2025 Board adopted budget and any subsequent modifications thereof, and

WHEREAS, Erie County's 2025 budget is now in place and the New York State budget has been adopted, and

WHEREAS, the impact of these changes is now known, allowing necessary budget adjustments to be made, now, therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the Chair of the Board of Trustees to execute 2025 contracts subject to the terms and conditions noted above and with budget figures reflecting the 2025 Board-adopted budget as amended.

Approved unanimously at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on June 18, 2025

RESOLUTION adopted by the Board of Trustees of the
_____ Library at a regular (or special) meeting of
said Board of Trustees held at _____ on the _____ day of
_____, 2025 at _____ o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the
_____ Library, held at _____ on
the _____ day of _____, 2025, a resolution was adopted of which
the following is a true copy:

RESOLVED, that pursuant to Chapter 768 of the
Laws of 1953 of the State of New York, this Board of
Trustees does hereby approve the agreement submitted
by the Buffalo and Erie County Public Library for the
furnishing of free library privileges to the people of the
County of Erie, by this Library for the year 2025, and

BE IT FURTHER RESOLVED, that the
President of this Board be, and he/she is, hereby
authorized and directed to execute the same on behalf of
this Board.

Board Secretary

_____ Ayes

Signature

_____ Noes

Print Name

Agreement between
the Buffalo & Erie County Public Library
and
WEST SENECA PUBLIC LIBRARY, a public library
of the Town of West Seneca, County of Erie and
State of New York

2025

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THIS AGREEMENT

Made and entered into this _____ day of _____ 2025 by and between
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY (B&ECPL), a domestic corporation, with
head office in the City of Buffalo, County of Erie, State of New York, party of the first part and

WEST SENECA PUBLIC LIBRARY, a public library,
a public library of the Town of West Seneca,
County of Erie and State of New York

Hereinafter known as the "Public Library," party of the second part.

WITNESSETH

WHEREAS, the Public Library also known as "Contract Library," was granted a charter by the Board of Regents of the State of New York on the 26th day of June 1964 and said Public Library was duly registered with the Board of Regents of the State of New York on the 25th day of April 1958; and

WHEREAS, the Public Library is now furnishing library privileges to the people of the County of Erie, New York in calendar year 2025 (hereafter referred to as the "Current Year"), pursuant to the contract in Article I - TERM of the calendar year 2024 (hereafter referred to as the "Prior Year") contract with the B&ECPL which was implemented via Resolution 2024-14 dated the 20 day of June 2024; and

WHEREAS the B&ECPL was organized pursuant to the provisions of Chapter 768 of the Laws of 1953 of the State of New York and has received its charter from the Board of Regents of the State of New York and is authorized by the provisions of said Chapter 768 of the Laws of 1953 of the State of New York to enter into this contract with the Public Library.

NOW THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, the parties hereto agree as follows:

ARTICLE I - TERM

A. Current Term

1. This agreement, including the sums for the Public Library as shown in Exhibit A, which is affixed to this agreement, replaces the contract for the Prior Year based upon the 2025 System Budget as implemented via Resolution 2024-27, on December 19, 2024.
2. This agreement shall continue in force for the remainder of the Current Year.

B. Next Year Contract Extension

1. For the next fiscal year beginning January 1, 2026 (hereafter referred to as the "Next Year"), it is likely that Erie County's Next Year budget allocation may not be

finalized until December of the Current Year and New York State's aid allocation is unlikely to be known until well into Next Year.

2. Both circumstances would make it very difficult for the B&ECPL and the Public Library to develop, consider and approve a complete annual contract prior to the beginning of the start of the Next Year.
4. Should such circumstances occur, the parties hereto agree to extend all terms and conditions of this contract unless modified herein until replaced by the successor to this agreement. Said replacement shall be no later than July 31 of the Next Year.
5. Notification implementing this provision will be by resolution adopted by the Board of Trustees of the B&ECPL and transmitted to the Public Library. The Public Library will have been deemed to accept this extension unless said Public Library notifies the B&ECPL in writing within 30 days of the date said Resolution is transmitted to the Public Library.

ARTICLE II – LIBRARY SERVICES

A. Library Privileges

The Public Library will furnish free library privileges to the people of the County of Erie during the term of this agreement as set forth in Article One.

1. Circulation Policy

The books, pamphlets, periodicals, audio/video items, and other library materials constituting the circulating and reference library of the Public Library shall be loaned in accordance with the rules and regulations of the B&ECPL, presently in force or as amended, to any person holding a library card duly issued by the B&ECPL or any other library within the County of Erie which, by contract with the B&ECPL, has agreed to furnish library privileges to the people of the County of Erie. A copy of the existing B&ECPL Circulation Policy is attached as Exhibit B.

2. Acceptance of Issued Materials

The Public Library will cooperate with the B&ECPL by accepting for return, under such rules and regulations as may be promulgated by the B&ECPL, books and other library materials issued by the B&ECPL or any library within the County of Erie which has by agreement, contracted with said B&ECPL to furnish library privileges to the people of the County of Erie.

3. Acceptance of Returned Materials

The Public Library will cooperate with the B&ECPL by accepting for return, under such rules and regulations as may be promulgated by the B&ECPL, books and other library materials of said Public Library returned to the B&ECPL or any other library within the County of Erie which has by agreement contracted with said B&ECPL to furnish library privileges to the people of the County of Erie.

4. Loan and Use of Materials Within B&ECPL System

The printed books, pamphlets, and other documents constituting the circulation and reference library of the Public Library shall be made available for use and distribution by the B&ECPL and other libraries within the County of Erie which, by agreement with the B&ECPL, have contracted to furnish library privileges to the people of the County of Erie. The loan and use of the aforesaid books, pamphlets, and other documents of the Public Library shall at all times be subject to the decisions, rules and regulations of the B&ECPL. The Public Library may accept books from the aforesaid libraries on loan or otherwise to augment the various services it now renders to the public.

B. Network and Automated Systems

The Public Library agrees that access to and use of the B&ECPL's network and automated systems, including but not limited to the Online Public Access Catalog (OPAC), circulation system, networked databases, and the Internet are contingent upon the Public Library complying with the rules and regulations pertaining to network and automated system use as promulgated by the B&ECPL. Said rules and regulations include the B&ECPL's Internet Safety and Acceptable Use Policy which is attached as Exhibit C.

1. Failure to comply with said rules and regulations, particularly those concerning system security and unauthorized modification to any networked computer system operating and application files and other software may result, upon notification by the Director of the B&ECPL, in the B&ECPL revoking connection to networked automated services.
2. In the event the B&ECPL has revoked connection to its networked automated services for failure of the Public Library to comply with said rules and regulations, networked automated services will be restored when the Director of the B&ECPL has determined that the Public Library is in full compliance with the B&ECPL's said rules and regulations.

C. Open Hours

The Public Library will submit to be affixed to this agreement as Exhibit D an addendum setting forth the scheduled weekly open hours, excluding holidays, that all branches of the Public Library will be open to the public including summer months if different as funded by the budget set forth in Exhibit A provided that the Public Library shall have the authority to adjust weekly open hours for each branch during the year if necessary to better serve Erie County residents, as long as the total weekly hours for each branch are not reduced from the totals as set forth in Exhibit D. The Public Library shall have the authority to make temporary adjustments in weekly open hours in the event closure is necessary due to weather or to allow for minor construction, painting, carpeting, or other similar projects. The Public Library will not otherwise reduce the total of weekly open hours for each branch as set forth in Exhibit D without the written consent of the B&ECPL.

D. System-wide Policies

The Public Library will adhere to the system-wide policies adopted by the B&ECPL. A list of all system-wide policies is set forth in Exhibit E. The B&ECPL shall maintain current policies on the B&ECPL website. Should the policies change during the course of this Agreement the B&ECPL will update the website.

ARTICLE III -LIBRARY MATERIALS

**A. Requisition, Furnishment, Use and Ownership of Materials/Equipment/Supplies
Furnished by B&ECPL**

1. The B&ECPL shall furnish to the Public Library all books, pamphlets, periodicals, audio/video and other library material as may be requisitioned from time to time during the period of this agreement to the extent of that portion of the funds set forth in SAP Account Code #561450, Library Books and Media, as included in the budget of the B&ECPL for such purpose and as approved by the B&ECPL Director.
2. The B&ECPL shall furnish to the Public Library equipment requisitioned from time to time during the term of this agreement to the extent of that portion of the funds set forth in SAP Account Code #561430 (Building & Grounds Equipment), #561420 (Furniture, Fixtures and Office Equipment), and #561410 (Lab and Technical Equipment) as included in the budget of the B&ECPL and as approved by the B&ECPL Director.
3. The B&ECPL also shall furnish to the Public Library necessary supplies (such as office, janitorial and electrical supplies) requisitioned from time to time during the term of this agreement and as permitted by the budget of the B&ECPL and as approved by the B&ECPL Director.
4. All such purchases of books, pamphlets, periodicals, library materials and equipment of every nature and description whatsoever shall become the property of the County of Erie or the B&ECPL provided, however, that the Public Library shall have the custody and use thereof so long as it shall continue to render public library service to the people of the County of Erie.
5. The acquisition of goods and services authorized by the B&ECPL to the Public Library shall conform to the requirements set forth by New York State Law governing use of public funds.

B. Material Processing and Care

It is mutually agreed by the parties hereto that the B&ECPL shall order, catalogue, classify, finish and, as funds permit, restore, bind and repair the books and periodicals for use by the Public Library.

C. Annual Inventory of Fixed Assets

The Public Library will provide to the B&ECPL an annual inventory account of fixed assets owned by the County of Erie or the B&ECPL and in possession of the Public Library with the exception of library materials (i.e., books, media etc.).

ARTICLE IV- HUMAN RESOURCES

A. Centralized Human Resources

The Public Library participates in the Centralized Human Resources ("CHR") program.

1. Either party may opt out of the CHR program by providing written notice via certified mail/return receipt no later than 180 days prior to the date desired to opt out, to the other party.
2. Such written notice shall state the reasons for opting out and shall further show how existing service levels can be maintained during and after the transition from CHR and any cost differential associated therewith.
3. Such notice and service level plan shall also be transmitted to the Erie County Fiscal Stability Authority ("ECFSA") for review if required as a result of Erie County and the B&ECPL as a "covered organization" being in a "control period" subject to NYS Law governing the ECFSA and action pursuant to the provisions of Article VI, Section 1 of this agreement. See Article V, 3(a) and 7.

B. Filling Full-Time or Regular Part-Time Positions

1. **Authorization to Fill**

Before any Full-time or Regular Part-time (RPT) position listed in the Public Library's budget under Full-time Salaries or Regular Part-time Wages shall be filled, said Public Library shall apply to the Director of the B&ECPL for authorization.

- a. The Director of the B&ECPL shall, if he/she deems it necessary, because the nature of the position to be investigated and the Public Library, if requested provide a list of the duties of the position.
- b. The Director of the B&ECPL shall either grant or deny the request by certificate in writing within ten days provided, however, that in the event he/she denied the request, the Public Library may appeal to the Board of Trustees of the B&ECPL which may, after a hearing either grant or deny such request.

2. **Salary Rules**

- a. **Salary Scales** - All persons hereafter appointed to the staff of the Public Library, or promoted to a higher grade, shall receive for the year covered by this contract the minimum salary of the grade to which appointment or promotion is made except as otherwise provided by the B&ECPL. The salary ranges for all grades are attached to and made a part of this contract and marked Exhibit F. The Public Library shall adhere to the salary scale contained in said Exhibit F unless permitted to depart therefrom by the B&ECPL.
 - i. To the extent permitted by law and Civil Service Regulations, any employee of the B&ECPL or any library contracting with the B&ECPL may transfer from one library to another in the same grade of position and shall receive the same salary paid by the former library, including any earned increments.

- ii. Prior approval to such transfer shall be given in writing by both libraries concerned and notice thereof given to the Director of the B&ECPL.
- b. Pay Periods - The Public Library recognizes its employees shall be paid in accordance with a biweekly pay period schedule. If the Public Library is not participating in the CHR program, said Public Library employees shall be paid pursuant to the salary scale contained in Exhibit F on the identical biweekly schedule as B&ECPL employees, thereby maintaining salary equity.

C. Collective Bargaining

- 1. The Public Library agrees that it is bound by all the terms and conditions of the current collective bargaining negotiations agreement covering those employees represented by the Librarians Association and the Clerical and Maintenance Union of the Buffalo and Erie County Public Library- Contracting Libraries, NYSUT/AFT (hereinafter the "CMU"). These contracts are available on the Trustee website.
- 2. The Public Library further agrees that it is bound by all the terms and conditions stated in Exhibit G for those employees not represented by the Librarians Association or CMU.

D. Transfer of Librarians

The Public Library accepts the principle of transferability of librarians throughout the B&ECPL System for promotional purposes (it being understood that appointments to librarian positions for service in the Public Library are to be made by the Public Library) and accordingly authorizes the B&ECPL to ask the County Personnel Commissioner to place all professional librarians in the B&ECPL system (whether now or hereafter employed by the B&ECPL, the Public Library or any other library within the County of Erie which has by agreement contracted with said B&ECPL to furnish library privileges to the people of the County of Erie) in a common promotion pool.

E. Equal Employment Opportunity

During the performance of this contract the Public Library agrees to provide and ensure that equal opportunity is extended to all persons in employment, service and contracting matters without regard to gender, race, color, national origin, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, known relationship or association with member of a protected class, or any other basis protected by federal state or local law. The Public Library acknowledges its legal and ethical obligation to protect the right of all persons to work in an environment free from discrimination, harassment, and retaliation. The Public Library will promote the realization of equal employment opportunity through the adoption of specific practices designed to ensure that all employment decisions shall be nondiscriminatory, including decisions regarding recruiting, hiring, promotions, terminations, and other terms and conditions of employment. Further the Public Library acknowledges its obligation to adhere to the B&ECPL Equal Employment Opportunity and Anti-Harassment Policy and Sexual Harassment Prevention Policy, attached as Exhibit H.

F. Volunteers

The Public Library further agrees that it is bound by all the terms and conditions of the Volunteer Policy as stated in Exhibit I.

ARTICLE V - BUDGET

A. Annual Budget Request

The Public Library submitted budget requests and answered questions as needed by the B&ECPL in developing a Current Year itemized budget request in the form required by the B&ECPL and the Erie County Budget Director of the sum of money deemed necessary to meet the expenditures of the Public Library for the Current Year. Such request, submitted by the Public Library, sets forth in detail all estimated public income of said Public Library.

B. Annual Budget Allocation

The B&ECPL examined the Public Library's itemized budget request as recited in Article V, Section 1 of this agreement, approved the same with modifications, and included the Public Library's modified budget request in the B&ECPL's operating budget request for the Current Year in the sum of \$34,669,428.

1. **Budget Allocation Process**

After review by the County Executive and Erie County Legislature, Erie County adopted a Current Year budget that provides the B&ECPL be allocated an annual operating County share budget consisting of \$30,947,322 from the Library Property Tax. On December 19, 2024, the B&ECPL adopted its Current Year operating budget of \$34,669,428 which includes the above noted Library Property Tax allocation, anticipated New York State aid, and other library revenue.

2. **Allocation of Budget Funds**

The Director of the B&ECPL shall cause to be affixed to this agreement as Exhibit A addenda setting forth the approved sums to be allocated on behalf of the Public Library in the Current Year which is that portion of the overall B&ECPL Current Year operating budget to be allocated to the Public Library in line-item format for the purposes of funding library services.

3. **Exhibit A**

The sums shown in Exhibit A are based upon the Public Library's budget request and have been the basis for determination of Current Year service levels to be funded by the B&ECPL during the contract period.

C. Operating Expenses

1. **Expenses Paid by B&ECPL**

The "System Paid" column of Exhibit A shows the personnel expense paid directly by the B&ECPL on behalf of the Public Library, as long as the Public Library continues to participate in the CHR program. Regardless of whether the Public Library does or does not participate in the CHR program, the "System Paid" column of Exhibit A also details sums allocated within B&ECPL budget accounts to support other costs associated with the operations of the Public Library but incurred and paid by the B&ECPL.

The Current Year budget amounts for the System Paid accounts are as follows:

ACCOUNT TITLE BUDGET COLUMN	CURRENT YEAR "SYSTEM PAID"
Salaries & Wages Full-Time	230,186
Wages, Regular Part-time	35,632
Wages, Part-time	144,432
Personnel Savings Goal	(69,491)
Contractual Salary Reserves	13,556
Employer FICA Total	31,386
Employee Health Insurance	14,040
Dental Plan	478
Health Insurance Waiver	6,000
NYS Retirement	32,556
Disability	0
National Gas	0
Electricity	0
TOTAL OF ABOVE ACCOUNTS	438,775

- a. Demand on several of these accounts can be impacted by services supported by fundraising, donations, and/or municipal support received directly by the Public Library.
- b. B&ECPL shall provide the Public Library with periodic reports on the expenditures listed above which will include a Year-End Projection for the accounts.
 - i. Should the Public Library be projected to exceed the "System Paid" Budget Total for these accounts, the B&ECPL shall send the Director and Board of Trustees of the Public Library a written invoice via email for a pro-rated share of the projected overage.
 - ii. Should the projected overage be due to unforeseen issues, the Public Library can request additional assistance as outlined below in Art. V, Section H(3).
 - iii. Should the Public Library fail to pay the invoice or demonstrate to the satisfaction of the B&ECPL Director that sufficient corrective action has been implemented to eliminate the projected excess expense within 30 days of receipt of said invoice, the Public Library accepts that the B&ECPL may suspend providing a sufficient number of the services supported by these accounts to offset the projected excess expense, returning the obligation to pay for said services to the Public Library.
 - iv. If the Public Library believes there is an error in calculation or exceptional circumstances to be considered, said Public Library may within 30 days of receipt of said invoice appeal in writing to the Board of Trustees of the B&ECPL, which may, after a hearing

waive, modify or reaffirm the invoiced amount and subsequent service suspension.

2. Retirement System Expenses

It is mutually agreed by the parties hereto that payment of the appropriate and County-employer approved percentage of the employees' gross salaries shall be made by the County of Erie to the New York State and Local Employees' Retirement System for all employees of the Public Library who have elected to participate in said System to the New York State and Local Employees' Retirement System. Appropriate and County-employee approved percentage deductions of the gross salary shall be taken from the salary of those employees required to contribute said percentage under New York State and Local Employees' Retirement System rules by the B&ECPL if the Public Library is participating in the CHR program, otherwise such deduction of appropriate and County-employer approved percentage of the employees' gross salaries shall be made by the Public Library at which he/she is employed and a single check therefore shall be mailed by said Public Library directly to the New York State and Local Employees' Retirement System. Former employees of the Public Library who have retired shall have the same benefits as those retired employees of the B&ECPL.

3. Opting Out of CHR

Upon receipt of confirmed delivery of notice of the Public Library opting out of CHR as set forth in Article IV, Section 1, the B&ECPL will calculate remaining unexpended balances at the date of transition shown for personnel expenses in the System Paid column of Exhibit A and, subsequent to ECFSA approval if applicable, transfer those balances that would from that point forward be paid by the Public Library to the "Contract Library Direct" column of Exhibit A for use by the Public Library subsequent to the transition. A contract amendment will be processed and executed by both parties to complete the transition.

4. Remaining Revenue and Expenditures

The "Contract Library Direct" column of Exhibit A details the remaining revenues and expenditures to be collected and expended directly by the Public Library.

D. Contractual Payments

1. Current Year Quarterly Contractual Payments

The B&ECPL has or shall pay or cause to be paid to the Public Library the contract sum as shown in SAP Account Code #516010, Contractual Payments, as adjusted if necessary, pursuant to this Agreement in advance in equal quarterly installments on or about January 1, April 1, July 1, and October 1 of the Current Year unless the Current Year contract payment allocation to the Public Library is less than \$10,000, in which case said allocation may be distributed in one installment coincident with what would have been the first quarterly payment.

- a. The Public Library shall use funds paid under this paragraph for the express requisite purposes set forth in the annexed Current Year budget

summary, Exhibit A, for the Current Year commencing January 1st and ending December 31st as specified in the accounts as detailed in Exhibit A.

- b. The Public Library shall adhere at all times to the year-to-date and annual uniform financial reporting procedures established by the B&ECPL and the County of Erie. This shall include but not be limited to attesting that the financial information provided to the B&ECPL and New York State as part of any and all reporting is true and complete.

2. Next Year Contract Extension Quarterly Contractual Payments

In the event of an extension of Term pursuant to Art. I, Section C, quarterly contract payments shall be distributed in the same manner as described above, and the quarterly amount shall be based upon one fourth of the Current Year B&ECPL estimated base budget contract payment allocation shown in SAP Account #516010, Contractual Payments, to the Public Library as requested by the Board of Trustees of the B&ECPL pursuant to Erie County's budget process except that, should local funds for library services be modified from those projected in the above request, then the quarterly amount shall be based upon the modified estimate.

- a. The Public Library shall adhere to the salary scale contained in said Exhibit F for the Current Year, unless permitted to depart therefrom by the B&ECPL.
- b. Notwithstanding any other provision of this agreement, the Public Library and the B&ECPL may amend Exhibit D of this agreement to reflect any hourly change required to adjust to a change from the requested allocation through the B&ECPL that may occur as a result of a change in local funds for library services and library materials allocated in Erie County's Current Year budget upon adoption, and subsequently through B&ECPL's Current Year budget or state library aid allocated in New York State's budget for aid to be provided to the B&ECPL in the Current Year.

E. Other Income

1. Local Library Services Aid (LLSA)

Distributions under the Local Library Services Aid ("LLSA") provisions of section 273 of the Education Law have been provided for in this budget. State aid paid directly to the Public Library shall be reported to the B&ECPL and shall be expended by the Public Library in accordance with the uniform financial reporting procedures of the B&ECPL. Should receipts under the LLSA provisions exceed the amount estimated in the Erie County budget, the unanticipated aid will be distributed under a plan subject to the provisions of the Education Law and the relevant regulations of the Commissioner of Education. Should said receipts under the LLSA provisions fall short of said estimated amount, a reduction in the LLSA funds provided for by this agreement shall be made subject to the provisions of the Education Law and the relevant regulations of the Commissioner of Education. Any reduction amount per this paragraph is included in, not in addition to, any

reduction amount determined in the calculation in the third paragraph of this section.

2. Income from Endowment Funds, Fundraising, Donations, and Municipalities

Income from endowment funds, principal, and interest from donations, fundraising, and municipal support provided directly to the Public Library for the Current Year may be expended by the Public Library for any library purpose, and if not so expended may be retained by the Public Library.

- a. Should a Public Library chose to supplement the System Budgeted Personnel Costs, the Public Library should provide an estimate of the supported expenditures which includes the specific accounts listed in Art. V, Section C(1) which will be impacted.
- b. The Public Library should also provide verification of the availability of the funding from Fundraising, Donations, and/or Municipal support to reimburse the B&ECPL for these additional Personnel Costs.

F. Reporting Budget Transfers

The Public Library shall inform the B&ECPL of all transfers made within its budget lines on a monthly basis except that written approval of the B&ECPL is required in advance of any transfer after said transfers cumulatively exceed \$5,000 for the Current Year.

G. Unencumbered Funds

Except as provided in Art. V, Section E(2) above, all unencumbered funds, in the custody of the Public Library, and/or including interest generated from the deposit or investment of funds provided by this contract, revenue generated by late charges and other fines, and photocopy machine revenues, shall be returned to the B&ECPL before January 31st of the Next Year. As the Public Library is participating in the CHR program, the B&ECPL will be directly paying the personnel expenses shown in the "System Paid" column of Exhibit A, and the revenues directly collected by the Public Library may be expected to exceed the expenditures directly paid by the Public Library. This difference, if any, shall be referred to as the balance owed the B&ECPL. The balance owed will be adjusted to reflect the net of actual revenues directly collected and actual expenditures directly made by the Public Library pursuant to the provisions of this section.

H. Budgeting for Open Hours

1. Emergencies/Unforeseeable Circumstances

The Public Library agrees to monitor and manage its budget in such a manner as to provide the open hours as stated in Exhibit D and not request additional appropriations from the Erie County Legislature or the B&ECPL during the contract period, or cause the B&ECPL to request additional funds from the Erie County Legislature for operating purposes unless unforeseeable circumstances or emergencies occur which would otherwise require that the Public Library allocate those funds as set forth in Exhibit A for weekly open hours for said emergencies. Unforeseeable circumstances or emergencies are those circumstances whose materiality and unanticipated nature could not reasonably be expected to be accommodated by internal transfers within the approved Public Library's operating budget without affecting open hours, including but not limited to floor/fire damage and major failure of building equipment such as heating and

ventilation, changes in labor pay grades or civil service adjustments mandated by labor agreement or civil service rules but not anticipated at the time the Current Year budget was adopted.

2. Inability to Fund Open Hours

In the event unforeseeable circumstances require the Public Library to authorize expenditures that result in a material impact on the Public Library's operating budget and the Public Library anticipates it will be unable to sustain the weekly open hours as set forth in Exhibit D because of lack of sufficient funds, the Public Library agrees to immediately notify the B&ECPL in order to seek assistance or to seek approval of the B&ECPL to a change in weekly open hours as set forth in Exhibit D. The Public Library agrees to only request additional operating funds in the event of said emergencies and will not request additional funds from the Erie County Legislature without prior written notification of said emergency and request for assistance to the B&ECPL. The Public Library agrees that such notification is to occur not less than fifteen days preceding a regularly scheduled meeting of the B&ECPL Board of Trustees. The B&ECPL Board of Trustees agrees to consider such notification and request for assistance at said regularly scheduled meeting and respond to the Public Library no later than fifteen days following said meeting.

3. Request for Additional Funds

When situations arise where the B&ECPL desires to provide additional funds to the Public Library, such as to address unforeseeable circumstances, emergencies or to implement a grant of funds awarded subsequent to execution of this contract. This may be accomplished by transmitting to the Public Library a copy of the B&ECPL Board of Trustees resolution specifying the amount of funds and their purpose, together with a revised Exhibit A showing the accounts affected.

- a. The resolution and revised Exhibit A shall be affixed to this agreement. By endorsing and depositing the check containing the additional funds, the Public Library agrees to use the funds for the purpose identified in the resolution, which are subject to the provisions of this agreement. Because the uncertainty of the budget process, as described above, resulted in extending the Prior Year contract with Public Library into the Current Year, and because during said extension state, county, or other additional aid may have been approved for the Public Library, the amount of change in funding (if any) as of the meeting of the B&ECPL Board of Trustees in which this agreement is approved is included in Exhibit A.
- b. All other provisions of this agreement shall remain in full force and effect.

I. Building/Expansion Related Expenses

If the Public Library intends to request the B&ECPL to provide funds for equipment, book collections, and increased operating expenses for a new or expanded building, the Public Library shall consult with the B&ECPL concerning site, size, floor plans, design and equipment. Failure to receive prior approval in such matters shall relieve the B&ECPL from any financial obligations in the provision of equipment, library materials, and operational costs for said new or expanded

Public Library's building. The Public Library shall adhere to B&ECPL's New Construction/Library Expansion Policy which is attached as Exhibit J.

Reduction in Funding

Notwithstanding any contrary provision of this agreement or any provision of the Current Year budget adopted by the Erie County Legislature, the B&ECPL may, if required by a shortfall in its anticipated appropriations or revenues or an excess in its anticipated expenses, and after pursuing supplemental appropriations and/or other remedies, reduce the total amount of funds provided for in this agreement. Such reduction shall be made in consultation with the Public Library after giving to the Public Library at least twenty (20) days' written notice of such reduction either personally or by email or registered or certified mail. No such reduction shall be made for the purpose of increasing the budget service level of another library.

ARTICLE VI - ADMINISTRATIVE REVIEW

A. Survey by B&ECPL

The B&ECPL may survey the work of the Public Library and may make recommendations with respect to personnel, book collections, space, and scope and character of its service to the public so that all libraries in the County of Erie will be coordinated and duplication of services eliminated. The Public Library shall assist in making any such survey by furnishing necessary personnel and making available its records. No such recommendations, however, shall be enforceable unless accepted and acted upon by the Board of Trustees of the Public Library.

B. Erie County Comptroller

The Comptroller of the County of Erie and his/her deputies and the Director of the B&ECPL and his/her deputies shall at all times have access to the books, records and accounts of the Public Library for the purpose of examinations and audit.

C. Erie County Fiscal Stability Authority (ECFSA)

This agreement may be subject to review by the ECFSA pursuant to Chapter 182 of the New York Laws of 2005 and Public Authorities Law Section 3959(1)(e). The ECFSA may impose a control period over the County of Erie and covered organizations, which it has determined includes the B&ECPL and the Public Library. During such a control period and any subsequent control period ordered by the ECFSA under said sections of law, the ECFSA may review and approve or disapprove contracts or other obligations binding or purporting to bind Erie County or any covered organization pursuant to Public Authorities Law section 3959(2)(h). Should ECFSA enter a control period, ECFSA will determine the extent and value that any contract settlement or other obligation binds or purports to bind the County of Erie or a covered organization shall be reviewed and approved by the ECFSA before it takes effect. Further, should the ECFSA impose a hiring freeze during a control period pursuant to New York Public Authorities Law section 3959(2)(c) and determines that the Public Library is subject and must adhere to the rules and procedures pursuant to this and any extension modification or re-imposition of a hiring freeze by the ECFSA, the Public Library shall comply and adhere to said rules and procedures.

THIS AGREEMENT is made and executed pursuant to a resolution of the Board of Trustees of the B&ECPL duly adopted on the 18th day of June 2025 and pursuant to a resolution of the Board of Trustees of the Public Library duly adopted on the _____ day of _____ 2025

IN WITNESS WHEREOF the parties hereto have caused this agreement to be executed by their duly authorized officers the day and year first above written.

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

By


Chair, Board of Trustees

WEST SENECA PUBLIC LIBRARY

By

President, Board of Trustees



Approved as to Form:



Counsel for the Buffalo and Erie County
Public Library Board of Trustees

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
West Seneca Public Library

Exhibit A

BUDGET: WEST SENECA PUBLIC LIBRARY

DESCRIPTION	As per Res 2023-42			As per Res 2024-27		
	2024	2024	2024	2025	2025	2025
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
PERSONAL SERVICES						
SALARIES & WAGES, FULL TIME		224,074	224,074		228,486	228,486
WAGES, REGULAR PART-TIME		34,595	34,595		35,632	35,632
WAGES, PART TIME		140,682	140,682		144,432	144,432
OVERTIME (Sunday)			-			-
OTHER (Vacation Buyout)		1,600	1,600		1,700	1,700
TOTAL SALARIES & WAGES	-	400,951	400,951	-	410,250	410,250
REDUCTION FRM PERS. SVCS ACCT		(58,966)	(58,966)		(69,491)	(69,491)
CONTRACTUAL SALARY RESERVES			-		13,556	13,556
FRINGE BENEFITS						
EMPLOYER FICA		30,675	30,675		31,386	31,386
EMPLOYEE HEALTH INSURANCE		14,544	14,544		14,040	14,040
DENTAL PLAN		236	236		478	478
WORKERS COMPENSATION		2,476	2,476		2,544	2,544
UNEMPLOYMENT INSURANCE		561	561		697	697
HOSPITAL & MEDICAL - RETIREES		27,160	27,160		27,732	27,732
HEALTH INSURANCE WAIVER		1,200	1,200		6,000	6,000
RETIREMENT		26,760	26,760		32,556	32,556
TOTAL FRINGE BENEFITS	-	103,612	103,612	-	115,433	115,433
OFFICE SUPPLIES	-	5,201	5,201	-	4,815	4,815
REPAIRS & MAINTENANCE CHARGES						
OTHER SUPPLIES & MATERIALS	200	-	200	200	-	200
EQUIPMENT MAINTENANCE	200		200	200		200
REPAIRS & MAINT - MISC SYS	-	1,731	1,731	-	1,693	1,693
TOTAL REPAIRS & MAINTENANCE CHARGES	400	1,731	2,131	400	1,693	2,093
TRAVEL & MILEAGE EXPENSES	100		100	100		100
DUES & FEES						
MEMBERSHIP & DUES		-	-		-	-
TRAINING & EDUCATION (NYSALB, etc.)		789	789		1,064	1,064
TOTAL DUES & FEES	-	789	789	-	1,064	1,064
UTILITY CHARGES						
WATER		-	-		-	-
SEWER		-	-		-	-
TELECOMMUNICATIONS		-	-		-	-
- WIRELESS ACCESS	-	462	462	-	536	536
- DATA LINES	-	345	345	-	345	345
- INTERNET - Internet access	-	45	45	-	40	40
- EQUIPMENT MAINT		-	-		-	-
- LOCAL AND LD PHONE SERVICE	-	930	930	-	930	930
TELEPHONE SUB-TOTAL	-	1,782	1,782	-	1,851	1,851
TOTAL UTILITY CHARGES	-	1,782	1,782	-	1,851	1,851
PROFESSIONAL SERVICE CONTRACT & FEES						
ADVERTISING & PROMOTION		3,383	3,383		3,195	3,195
MOVIE LICENSING AGREEMENT		235	235		243	243
OVERDRIVE DOWNLOADABLE LICENSE	-	211	211	-	211	211
SIRSI SOFTWARE MAINTENANCE	-	4,641	4,641	-	4,871	4,871
ONLINE CATALOG (OCLC)	-	4,420	4,420	-	4,303	4,303
VITEC SOLUTIONS/COMPUTER SUPPORT	-	3,063	3,063	-	2,251	2,251
LEGAL FEES	-	1,894	1,894	-	1,956	1,956
RFID/OCR LABELS		226	226		-	-
OTHER PRINTED SUPPLIES	-	55	55	-	43	43
CONTRACT PROFESSIONAL SERVICES (DIRECT)			-			-
TOTAL PROFESSIONAL SERVICE CONTRACTS	-	18,128	18,128	-	17,073	17,073

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
West Seneca Public Library

Exhibit A

BUDGET: WEST SENECA PUBLIC LIBRARY

DESCRIPTION	As per Res 2023-42			As per Res 2024-27		
	2024	2024	2024	2025	2025	2025
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
MAINTENANCE CONTRACTS						
OTHER SUP & MTL - CONTRACT	300	-	300	300	-	300
EQUIPMENT CONTRACTS			-			-
MAINT CONTRACTS - SYS		317	317		397	397
TOTAL MAINTENANCE CONTRACTS	300	317	617	300	397	697
OTHER EXPENSES & CHARGES						
LIBRARY MATERIALS PROCESSING SUPPLIES	-	-	-	-	-	-
RFID LABEL (NON-PRINTED)	-	1,353	1,353	-	1,065	1,065
RESALE ITEMS (BAGS, DISK, HEADPHONES)	-	234	234	-	355	355
LIBRARY CARDS	-	-	-	-	259	259
DVD REPAIR		45	45		43	43
MISC PROGRAM EXPENSES	500		500	1,500		1,500
NYS DISABILITY	-	-	-	-	-	-
POSTAGE	100		100	100		100
PRINTING		-	-		-	-
ADVERTISING		-	-		-	-
TRAINING		-	-		-	-
REFUSE PICKUP		-	-		-	-
BANK CHARGES		-	-		-	-
JANITORIAL SERVICES		-	-		-	-
OTHER EXPENSES			-	1,000		1,000
TOTAL OTHER EXPENSES & CHARGES	600	1,632	2,232	2,600	1,722	4,322
CONTINGENCY						
MISCELLANEOUS - State/Member Aid	20,000		20,000			-
TOTAL CONTINGENCY	20,000	-	20,000	-	-	-
RENTAL CHARGES						
EQUIPMENT		-	-		-	-
OTHER		-	-		-	-
TOTAL RENTAL CHARGES	-	-	-	-	-	-
INSURANCE CHARGES						
INSURANCE		-	-		-	-
GENERAL LIABILITY INSURANCE - SYS		3,617	3,617		3,479	3,479
TOTAL INSURANCE CHARGES	-	3,617	3,617	-	3,479	3,479
LAB & TECHNICAL EQUIP.		2,340	2,340		2,573	2,573
LIBRARY BOOKS & MEDIA						
Serials (Magazines, Newspapers, Journals, Etc.)	-	9,466	9,466	-	8,946	8,946
On-line Databases (News, Health, Literary, Homework, Business, Etc.)	-	10,080	10,080	-	9,048	9,048
E-Content		63,042	63,042		67,210	67,210
Centrally Ordered Materials	-	50,174	50,174	-	55,380	55,380
Specialized Titles / Individual Orders	-	13,766	13,766	-	9,159	9,159
TOTAL LIBRARY BOOKS & MEDIA	-	146,528	146,528	-	149,743	149,743
INTERFUND UTILITY EXPENDITURES						
NATURAL GAS	-		-	-		-
ELECTRICITY	7,500		7,500	7,500		7,500
TOTAL INTERFUND UTILITY EXPENDITURES	7,500	-	7,500	7,500	-	7,500
TOTAL INTERFUND EXP - COUNTY		2,366	2,366		2,760	2,760

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
West Seneca Public Library**

Exhibit A

BUDGET: WEST SENECA PUBLIC LIBRARY

DESCRIPTION	As per Res 2023-42			As per Res 2024-27		
	2024	2024	2024	2025	2025	2025
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
TOTAL OPERATING EXPENSES	28,900	630,028	658,928	10,900	656,918	667,818
REVENUE SOURCES						
COUNTY SHARE	-	617,525	617,525	-	645,858	645,858
STATE AID (Member Aid)	20,000	-	20,000	-	-	-
STATE AID (Pass through System)	1,700	12,503	14,203	3,700	11,060	14,760
SUB-TOTAL: SYSTEM APPROPRIATION	21,700	630,028	651,728	3,700	656,918	660,618
DIRECT LOCAL INCOME						
FINES, LOST BOOKS, ETC	100	-	100	100	-	100
COPY MACHINES	2,000	-	2,000	2,000	-	2,000
PRINT COST RECOVERY	5,000	-	5,000	5,000	-	5,000
OTHER REVENUES	100	-	100	100	-	100
MUNICIPAL SUPPORT	-	-	-	-	-	-
DONATIONS	-	-	-	-	-	-
FUNDRAISING	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-
USE OF FUND BALANCE	-	-	-	-	-	-
OTHER INCOME	-	-	-	-	-	-
TOTAL DIRECT INCOME	7,200	-	7,200	7,200	-	7,200
TOTAL REVENUE SOURCES	28,900	630,028	658,928	10,900	656,918	667,818

COUNTY SHARE vs OTHER REVENUE						
COUNTY SHARE	-	617,525	617,525	-	645,858	645,858
STATE AID	21,700	12,503	34,203	3,700	11,060	14,760
DIRECT INCOME	7,200	0	7,200	7,200	0	7,200
SUBTOTAL OTHER REVENUE	28,900	12,503	41,403	10,900	11,060	21,960
TOTAL REVENUE	28,900	630,028	658,928	10,900	656,918	667,818

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

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
West Seneca Public Library**

EEGroup	Current Count	Job Title	Hours	Hours per week	Salary	Total Fringes	Total Cost
	1	LIBRARY DIRECTOR II Total	2,088	40	81,046	31,481	112,527
	1	LIBRARIAN I Total	2,088	40	49,400	15,531	64,931
	1	LIBRARIAN TRAINEE Total	2,088	40	46,174	21,776	67,950
	1	LIBRARY ASSISTANT (CL) Total	2,088	40	51,866	23,566	75,432
FT Total	4		8,352	160	228,486	92,354	320,840
	1	CARETAKER (RPT) CL Total	1,560	30	35,632	6,749	42,381
RPT Total	1		1,560	30	35,632	6,749	42,381
	4	SENIOR PAGE PT Total	3,432	66	56,628	5,853	62,481
	3	PAGE (P.T.) Total	1,508	29	23,374	1,973	25,347
	2	LIBRARIAN I PT Total	1,404	27	33,217	5,726	38,943
	2	CLERK-TYPIST (P.T.) CL Total	1,664	32	31,213	2,636	33,849
PT Total	11		8,008	154	144,432	16,188	160,620
Grand Total	16		17,920	344	408,550	115,291	523,841
		FTE and Average Cost per FTE	8.62				\$60,770
		Full Time Salaries			\$228,486		
		RPT Wages			\$35,632		
		Part Time Wages			\$144,432		
		Total Salaries & Wages			\$408,550		
		West Seneca - Other Payments			\$1,700	\$142	1,842
		Grand Total			\$410,250	\$115,433	\$525,683



COLLECTION DEVELOPMENT POLICY

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

I. STATEMENT OF POLICY

The Buffalo & Erie County Public Library (B&ECPL) collection (collection) consists of physical and electronic materials, including downloadables and streaming content, at its 37 locations and Mobile Services

The responsibility for the collection rests with the B&ECPL Board of Trustees. The responsibility for selection of materials and collection maintenance rests with the System Director, who delegates this task to qualified professional staff throughout the System.

This Policy is intended to set forth the principles for selection, evaluation, and maintenance of the collection, and supporting tenets of the B&ECPL. It shall also provide guidance for the selection of materials to the general collection to meet the needs of the geographically and demographically diverse communities served by the B&ECPL within budgetary and space limitations.

II. COLLECTION DEVELOPMENT

A. Selection and Acquisition

1. The goal of collection development is to create and maintain a collection of relevant, popular, and useful library materials for the residents of Erie County.
2. The selection of library materials is based on a comprehensive knowledge of the nature and special characteristics of the various communities of Erie County.
3. The collection will include subjects of lasting value as well as subjects of current interest.
4. Materials may be acquired on the basis of their artistic, historical, literary, or scientific merit, and/or to satisfy the cultural, educational, informational, or recreational interests of the community.

5. Materials are acquired for individuals of all abilities, ages, backgrounds, and educational levels.
6. Materials are acquired in accordance with the principles of the freedom to read, view, or hear.
7. The B&ECPL acquires a wide range of materials in a variety of formats and languages.
8. Each type of material is considered in terms of its own merit and its intended audience. General criteria for selection may include, but are not limited to the following:
 - a. Accuracy of content;
 - b. Authoritative reviews;
 - c. Availability;
 - d. Community demand/interest;
 - e. Contribution to subject balance of the entire collection;
 - f. Cost;
 - g. Current and/or anticipated demand;
 - h. Diversity and balance of viewpoint;
 - i. Patterns of use for existing materials;
 - j. Physical quality, durability, and suitability;
 - k. Qualifications and/or reputation of the author, publisher, or producer; and/or
 - l. Relevance and timeliness.

B. Maintenance/Deaccession

The collection is maintained by retaining or replacing essential materials and removing, on a routine basis, those works that are worn, outdated, or no longer in demand.

C. Requests for Addition or Reconsideration

1. Patrons may request to add specific items to the collection using the Purchase Suggestions form.
2. Patron requests to reconsider specific items already in the B&ECPL's collection may be made using the [Request for Reconsideration of Library Materials](#) form.
3. No material shall be removed from the collection, except for routine

collection maintenance or for conditions as determined by the staff and/or System Board of Trustees, pursuant to [Request for Reconsideration of Library Materials Procedures](#).

D. Supporting Tenets

1. The B&ECPL does not stand *in loco parentis*. Parents and/or legal guardians, not library staff, are responsible for monitoring their children's use of reading, viewing, and listening material.
2. The B&ECPL does not endorse particular beliefs or views, nor does the selection of an item express or imply endorsement of the viewpoint of the author or content of the item.
3. The B&ECPL Board of Trustees has adopted and declared that it shall adhere to and support the B&ECPL Mission Statement and the American Library Association's [Library Bill of Rights](#), [Freedom to Read](#), and [Freedom to View](#) statements.
4. The B&ECPL supports the individual's freedom to read and the individual's freedom to choose.

III. SPECIAL COLLECTIONS

- A. Policies related to management and ownership of special collections at the Central Library and/or Buffalo Branches shall be contained in a separate policy which does not apply system-wide (See [Special Collections Development Policy](#).)
- B. Contract Libraries within the B&ECPL System that maintain ownership of special collections shall establish policies as their Boards of Trustees deem appropriate.

Adopted January 18, 2001.

Amended June 17, 2010 Resolution 2010-23.

Amended September 19, 2013 Resolution 2013-31.

Amended July 21, 2016 Resolution 2016-28.

Amended September 19, 2019 Resolution 2019-32.

Amended July 20, 2023 Resolution 2023-19.



Internet Safety and Acceptable Use Policy

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

I. GENERAL STATEMENT OF POLICY

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

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

II. CHILDREN, PARENTS AND THE INTERNET

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

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

III. USER RESPONSIBILITIES

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

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

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

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

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

Contract Library West Seneca				
2025 Schedule of Public Service Hours				
Winter Hours				
Total hours		55		
Sunday Hours start on:				
Sunday Hours end on:				
	Open	Close	Re-Open	Close
Sunday				
Monday	9	8		
Tuesday	9	8		
Wednesday	9	5		
Thursday	9	8		
Friday	9	5		
Saturday	10	4		
Summer Hours				
Total hours		55		
Summer Hours start on:				
Summer Hours end on:				
	Open	Close	Re-Open	Close
Sunday				
Monday	9	8		
Tuesday	9	8		
Wednesday	9	5		
Thursday	9	8		
Friday	9	5		
Saturday	10	4		

Exhibit E

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

Appendix A-1		Librarians Association Pay Scale Effective 1/1/2025						Exhibit F			
	1	2	3	4	5	A	B	C	D	E	F
Grp 7	44,778	47,114	49,435	51,755	54,078	55,340	56,613	57,864	59,136	60,399	61,670
	1,722.24	1,812.08	1,901.36	1,990.56	2,079.92	2,128.48	2,177.44	2,225.52	2,274.48	2,323.04	2,371.92
	21.528	22.651	23.767	24.882	25.999	26.606	27.218	27.819	28.431	29.038	29.649
Grp 9	51,671	54,719	57,755	60,790	63,831	65,343	66,878	68,378	69,898	71,413	72,929
	1,987.36	2,104.56	2,221.36	2,338.08	2,455.04	2,513.20	2,572.24	2,629.92	2,688.40	2,746.64	2,804.96
	24.842	26.307	27.767	29.226	30.688	31.415	32.153	32.874	33.605	34.333	35.062
Grp 10	55,467	58,781	62,092	65,395	68,719	70,381	72,022	73,682	75,340	76,991	78,643
	2,133.36	2,260.80	2,388.16	2,515.20	2,643.04	2,706.96	2,770.08	2,833.92	2,897.68	2,961.20	3,024.72
	26.667	28.260	29.852	31.440	33.038	33.837	34.626	35.424	36.221	37.015	37.809
Grp 11	63,299	66,862	70,458	74,031	77,617	79,408	81,201	82,982	84,772	86,559	88,350
	2,434.56	2,571.60	2,709.92	2,847.36	2,985.28	3,054.16	3,123.12	3,191.60	3,260.48	3,329.20	3,398.08
	30.432	32.145	33.874	35.592	37.316	38.177	39.039	39.895	40.756	41.615	42.476
Grp 12	67,696	71,660	75,643	79,589	83,560	85,550	87,518	89,517	91,510	93,492	95,478
	2,603.68	2,756.16	2,909.36	3,061.12	3,213.84	3,290.40	3,366.08	3,442.96	3,519.60	3,595.84	3,672.24
	32.546	34.452	36.367	38.264	40.173	41.130	42.076	43.037	43.995	44.948	45.903
Grp 13	73,900	78,231	82,599	86,954	91,279	93,471	95,643	97,839	100,027	102,222	104,408
	2,842.32	3,008.88	3,176.88	3,344.40	3,510.72	3,595.04	3,678.56	3,763.04	3,847.20	3,931.60	4,015.68
	35.529	37.611	39.711	41.805	43.884	44.938	45.982	47.038	48.090	49.145	50.196
Grp 14	82,370	87,283	92,140	97,026	101,912	104,356	106,820	109,283	111,733	114,184	116,636
	3,168.08	3,357.04	3,543.84	3,731.76	3,919.68	4,013.68	4,108.48	4,203.20	4,297.44	4,391.68	4,486.00
	39.601	41.963	44.298	46.647	48.996	50.171	51.356	52.540	53.718	54.896	56.075
Sunday in Charge	42.390		Sunday Reference	37.263		PT in Charge	28.260				

Report: ZTMR_PAYSCALE_REPORT
System: PRD/100/ZHR_PAYSCALES
User: SCHLOSSK

Payscale Type: CMU White

Erie County
Pay Scale Report
Pay Area: 30: CMU

For: 01/01/2025

Page: 1
Date: 06/30/2024
Time: 10:44:24

	0	1	2	3	4	5	A	B	C	D	E
GRP 01	39017 1500.64 18.758	40941 1574.64 19.683	42130 1620.40 20.255	43347 1667.20 20.840	44554 1713.60 21.420	45748 1759.52 21.994	46347 1782.56 22.282	46950 1805.76 22.572	47543 1828.56 22.857	48152 1852.00 23.150	48745 1874.80 23.435
GRP 02	39605 1523.28 19.041	41556 1598.32 19.979	42821 1646.96 20.587	44061 1694.64 21.183	45317 1742.96 21.787	46557 1790.64 22.383	47179 1814.56 22.682	47823 1839.36 22.992	48431 1862.72 23.284	49053 1886.64 23.583	49677 1910.64 23.883
GRP 03	40745 1567.12 19.589	42767 1644.88 20.561	44081 1695.44 21.193	45398 1746.08 21.826	46702 1796.24 22.453	48044 1847.84 23.098	48699 1873.04 23.413	49375 1899.04 23.738	50026 1924.08 24.051	50688 1949.52 24.369	51343 1974.72 24.684
GRP 04	42108 1619.52 20.244	44227 1701.04 21.263	45612 1754.32 21.929	47006 1807.92 22.599	48422 1862.40 23.280	49833 1916.64 23.958	50540 1943.84 24.298	51218 1969.92 24.624	51929 1997.28 24.966	52626 2024.08 25.301	53323 2050.88 25.636
GRP 05	44023 1693.20 21.165	46261 1779.28 22.241	47813 1838.96 22.987	49329 1897.28 23.716	50883 1957.04 24.463	52420 2016.16 25.202	53254 2048.24 25.603	54090 2080.40 26.005	54937 2112.96 26.412	55773 2145.12 26.814	56616 2177.52 27.219
GRP 06	46627 1793.36 22.417	49021 1885.44 23.568	50856 1956.00 24.450	52674 2025.92 25.324	54486 2095.60 26.195	56328 2166.48 27.081	57396 2207.52 27.594	58460 2248.48 28.106	59500 2288.48 28.606	60568 2329.52 29.119	61628 2370.32 29.629
GRP 07	49379 1899.20 23.740	51960 1998.48 24.981	54192 2084.32 26.054	56428 2170.32 27.129	58658 2256.08 28.201	60884 2341.68 29.271	62096 2388.32 29.854	63305 2434.80 30.435	64524 2481.68 31.021	65728 2528.00 31.600	66947 2574.88 32.186
GRP 08	52364 2014.00 25.175	55132 2120.48 26.506	57745 2220.96 27.762	60360 2321.52 29.019	62955 2421.36 30.267	65547 2521.04 31.513	66893 2572.80 32.160	68220 2623.84 32.798	69557 2675.28 33.441	70903 2727.04 34.088	72245 2778.64 34.733

Report: ZTMR_PAYSCALE_REPORT
System: PRD/100/ZHR_PAYSCALES
User: SCHLOSSK

Payscale Type: CMU Blue

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

For: 01/01/2025

Page: 1
Date: 06/30/2024
Time: 10:43:34

	0	1	2	3	4	5	A	B	C	D	E
GRP 01	37972	40005	41533	43054	44075	45090	45727	46355	46987	47620	48252
	1460.48	1538.64	1597.44	1655.92	1695.20	1734.24	1758.72	1782.88	1807.20	1831.52	1855.84
	18.256	19.233	19.968	20.699	21.190	21.678	21.984	22.286	22.590	22.894	23.198
GRP 02	38594	40689	42264	43836	44880	45933	46594	47272	47919	48587	49250
	1484.40	1564.96	1625.52	1686.00	1726.16	1766.64	1792.08	1818.16	1843.04	1868.72	1894.24
	18.555	19.562	20.319	21.075	21.577	22.083	22.401	22.727	23.038	23.359	23.678
GRP 03	39790	41997	43651	45304	46407	47509	48204	48926	49612	50309	51006
	1530.40	1615.28	1678.88	1742.48	1784.88	1827.28	1854.00	1881.76	1908.16	1934.96	1961.76
	19.130	20.191	20.986	21.781	22.311	22.841	23.175	23.522	23.852	24.187	24.522
GRP 04	40805	43141	44897	46648	47817	48982	49720	50446	51197	51936	52672
	1569.44	1659.28	1726.80	1794.16	1839.12	1883.92	1912.32	1940.24	1969.12	1997.52	2025.84
	19.618	20.741	21.585	22.427	22.989	23.549	23.904	24.253	24.614	24.969	25.323
GRP 05	42836	45371	47276	49180	50446	51715	52603	53489	54380	55266	56148
	1647.52	1745.04	1818.32	1891.52	1940.24	1989.04	2023.20	2057.28	2091.52	2125.60	2159.52
	20.594	21.813	22.729	23.644	24.253	24.863	25.290	25.716	26.144	26.570	26.994
GRP 06	45587	48518	50715	52911	54380	55846	56982	58109	59216	60332	61454
	1753.36	1866.08	1950.56	2035.04	2091.52	2147.92	2191.60	2234.96	2277.52	2320.48	2363.60
	21.917	23.326	24.382	25.438	26.144	26.849	27.395	27.937	28.469	29.006	29.545
GRP 07	48499	51981	54588	57204	58941	60682	61967	63247	64524	65811	67101
	1865.36	1999.28	2099.52	2200.16	2266.96	2333.92	2383.36	2432.56	2481.68	2531.20	2580.80
	23.317	24.991	26.244	27.502	28.337	29.174	29.792	30.407	31.021	31.640	32.260
GRP 08	51661	55646	58631	61620	63613	65605	67028	68440	69861	71271	72700
	1986.96	2140.24	2255.04	2370.00	2446.64	2523.28	2578.00	2632.32	2686.96	2741.20	2796.16
	24.837	26.753	28.188	29.625	30.583	31.541	32.225	32.904	33.587	34.265	34.952

BUFFALO & ERIE COUNTY PUBLIC LIBRARY

PAGE & SR. PAGE HOURLY WAGE RATES

EFFECTIVE DATE: DECEMBER 31, 2024

PAGE and SENIOR PAGE WAGE SCALES

December 31, 2024 - December 30, 2025

PAGE

Step 1

\$15.50

SENIOR PAGE

Step 1

\$16.00

NOTES:

Wage scales reflect rates approved as part of the 2025 Adopted Budget:

Page rates are consistent with mandated increases in the New York State Minimum Wage Law and Sr.

Page rates are budgeted at \$0.50 above the minimum wage.



Benefits Package – Unrepresented Part-Time Staff

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

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

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

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



Equal Employment Opportunity and Anti-Harassment Policy

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

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

I. Statement of Policy

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

A. Equal Employment Opportunity

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

The B&ECPL will take affirmative action as called for by all applicable federal, state and local laws and executive orders to ensure that underrepresented groups are introduced into the workforce and provided promotional opportunities. Employment decisions will be made without regard to unlawful considerations.

B. Unlawful Harassment

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

1. The B&ECPL prohibits all forms of unlawful harassment. Generally, unlawful harassment includes any unwelcome conduct, whether verbal, written, physical or visual, that is based upon a person's gender, race, color, national origin, citizenship or immigration status, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity or expression, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, or any other basis protected by federal, state or local law.

C. Examples of Harassment

1. Offensive comments such as racial or ethnic slurs, jokes, epithets and innuendo;
2. Verbal or physical kidding, teasing or practical jokes based on a person's gender, race, color, national origin, citizenship or immigration status, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity or expression, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, or any other basis protected by federal, state or local law;
3. Harassing conduct based on gender, race, color, national origin, citizenship or immigration status, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity or expression, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, or any other basis protected by federal, state or local law that unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive working environment; or
4. Any action taken because of an individual's gender, race, color, national origin, citizenship or immigration status, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity or expression, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, or any other basis protected by federal, state or local law that alters the terms, conditions and/or privileges of employment.

D. Sexual Harassment – See Sexual Harassment Prevention Policy.

E. Applicability of Policy

1. The prohibition against discrimination and unlawful harassment applies to everyone: managers, supervisors, salaried and hourly employees, temporary employees, volunteers, contractors, trustees,

public officials, appointed administrative officers, patrons or any other non-employee.

2. The B&ECPL will not allow unlawful harassment of any kind by anyone. This policy will be reviewed with all staff. It is the responsibility of each supervisor to ensure affirmative implementation of this policy to avoid discrimination, unlawful harassment or retaliation in employment and to report all violations they may become aware of. All employees are expected to be cognizant of this policy and cooperate with its implementation.
3. The B&ECPL has zero tolerance for the types of conduct described in this policy. The B&ECPL may treat instances of inappropriate conduct as a violation of this policy, regardless of the specific wording of this policy or technical definitions in the applicable laws; and the B&ECPL may deal with such conduct with disciplinary action or other forms of corrective action as deemed appropriate. Such conduct may also be treated as a violation of the applicable library's Rules of Conduct.
4. Any harassment based on a protected class violates this policy regardless of whether such harassment would be considered severe or pervasive under legal precedent applied to harassment claims.

II. Procedure

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

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

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

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

1. Notify Appropriate Staff
 - a. Employees, supervisors and managers must report any incident of discrimination, retaliation, sexual harassment or other harassment.
 - b. Employees who believe they have been subject to or witnessed conduct which violates this policy should immediately report the incident to their direct supervisor.

- c. If the supervisor is the alleged offender or the employee is uncomfortable reporting the incident of discrimination, harassment or retaliation to the supervisor, the incident should be reported directly to the Department Head or contract Library Director.
- d. In the event that the circumstances of the situation make it inappropriate to report the incident to the individual's supervisor, Department Head or contract Library Director, the incident should be reported directly to Human Resources.
- e. Supervisors and managers must immediately report any incident or report of discrimination, retaliation, sexual harassment or unlawful harassment even if they are not the target or victim of such harassment to Human Resources.
- f. If the circumstances of the situation make it inappropriate to report the incident to Human Resources or in the event the individual is not an employee, the incident should be reported to the System Library Director.
- g. In the event that the complaint is against a contract Library Director, the applicable Board President will be notified.

2. Promptly Report Complaint

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

3. Prepare Written Report of Misconduct

- a. An accurate record of objectionable behavior or misconduct is needed to resolve a formal complaint of discrimination, retaliation and/or harassment.
- b. Any and all verbal and written reports must be submitted to Human Resources or the System Library Director for investigation.
- c. Upon receipt of a complaint under this policy, Human Resources or the System Library Director will complete a formal written report of the complaint, if not already done by the complainant or their supervisor.

- d. Individuals who believe they have been or are currently being subjected to discrimination, retaliation or harassment should maintain a record of objectionable conduct in order to prepare effectively for the investigation.

B. Investigating the Complaint

1. Confidentiality

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

2. Investigation Process

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

C. Corrective Action

1. Employees

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

2. Non-employees

When a patron, volunteer or other person not employed by the B&ECPL is found to have engaged in unlawful harassment, discrimination or retaliation against a B&ECPL employee, the B&ECPL will advise the person of the B&ECPL's policy against such conduct,

and will take such other actions as are appropriate under the circumstances, up to and including suspension of library privileges.

III. Protection Against Retaliation

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

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

A. Examples of Retaliation:

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

IV. Legal Remedies

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

Adopted April 20, 2017 per Resolution 2017-11 (supersedes independently adopted EEO Policy contained in the B&ECPL Employee Handbook and Personnel Policies and Procedures Manual on December 18, 2014 and the Anti-Harassment Policy last amended March 17, 2016). (Administration Revised July 2018 – updated phone number Section II.A.1.d).

Amended December 20, 2018 per Resolution 2018-40.

Amended November 21, 2019 per Resolution 2019-43.

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

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

Amended January 19, 2023 per Resolution 2023-1.

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

Reviewed by Library Administration December 2, 2024 – no changes.

Reviewed by the Policy Committee December 19, 2024.

Amended January 16, 2025 per Resolution 2025-4.



Buffalo & Erie County Public

LIBRARY

COMPLAINT OF HARASSMENT, DISCRIMINATION, OR RETALIATION

The Buffalo & Erie County Public Library prohibits harassment or discrimination because of gender, race, color, national origin, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity or expression, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, known relationship or association with member of a protected class, or any other basis protected by federal, state or local law. The B&ECPL acknowledges its legal and ethical obligation to protect the right of all persons to an environment free from discrimination, harassment, and retaliation. If you believe you have been harassed, discriminated against, or retaliated against in violation of B&ECPL policy, please complete this complaint form.

General Information:

Date:		
Name:		
Address:		
City:	State:	Zip:
Home Phone No.:	Work Phone No.:	
Department:		
Supervisor's Name:		
Supervisor's Phone No.:		

Specific Information about Your Complaint:

1. WHO IS HARASSING YOU, DISCRIMINATING AGAINST YOU, AND/OR RETALIATING AGAINST YOU? (Include name(s) and job title(s))
2. WHAT HAPPENED TO YOU TO PROMPT THIS COMPLAINT? (Be as specific as possible in describing the harassment/discrimination/retaliation. Include names, dates, and locations. Try to describe the "who, what, where, when, why, and how" of the incident(s).)
3. DID ANYONE WITNESS THE INCIDENT(S) DESCRIBED ABOVE? IF SO, STATE THE NAME OF THE INDIVIDUAL WHO WITNESSED EACH INCIDENT.

4. WITH WHOM (if anyone) HAVE YOU DISCUSSED THE INCIDENT(S)?

5. HAVE YOU PREVIOUSLY BEEN SUBJECTED TO HARASSMENT, DISCRIMINATION, OR RETALIATION BY THE INDIVIDUALS IDENTIFIED IN YOUR RESPONSE TO QUESTION 1? IF SO, PLEASE DESCRIBE EACH PRIOR INCIDENT IN DETAIL. (Include names, dates, and locations. Try to describe the "who, what, where, when, why, and how" of the incident(s).)

6. DO YOU HAVE WRITTEN DOCUMENTATION (e.g. cards, letters, text messages, or journals) RELEVANT TO YOUR COMPLAINT? IF SO, DESCRIBE THE DOCUMENT(S).

7. ARE YOU AWARE OF OTHER PERSONS WHO HAVE EXPERIENCED HARASSMENT, DISCRIMINATION, OR RETALIATION BY THE PERSON HARASSING, DISCRIMINATING, OR RETALIATING AGAINST YOU? IF SO, STATE THE NAME AND THE DETAILS OF THEIR EXPERIENCES, IF KNOWN TO YOU.

8. HOW DO YOU SUGGEST OR PREFER THAT YOUR COMPLAINT BE RESOLVED?



VOLUNTEER PROGRAM POLICY

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

I. STATEMENT OF POLICY

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

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

II. USE OF VOLUNTEERS

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

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

III. VOLUNTEER PROGRAM

A. Becoming a Volunteer

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

B. Volunteer Expectations

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

Adopted October 20, 2005.

Amended May 18, 2006.

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

Amended September 17, 2015 per Resolution 2015-27.

Amended March 17, 2016 per Resolution 2016-8.

Amended November 21, 2019 per Resolution 2019-45.

Reviewed by Library Administration December 2, 2024 - changes.

Reviewed by the Policy Committee December 19, 2024.

Amended January 16, 2025 per Resolution 2025-7.



NEW CONSTRUCTION/LIBRARY EXPANSION POLICY

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

I. Introduction

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

II. Criteria for Approval

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

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

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

All projects must meet the following conditions and criteria:

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

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

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

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

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

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

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

IV. Review

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

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

V. Approval

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

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

VI. Appeal

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

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

VII. Priority Ranking of Projects

The Building Oversight Committee will give preference to projects that:

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

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

Amended December 20, 2018.

Amended July 20, 2023 Resolution 2023-20.

WEST SENECA PUBLIC LIBRARY SUSTAINABILITY POLICY

The West Seneca Public Library (WSPL) has adopted the “triple bottom line” definition of sustainability: using practices that are environmentally sound, economically feasible, and socially equitable.

Environmentally Sound

The WSPL is committed to reducing our environmental footprint and promoting environmental stewardship within our organization. By limiting our impact on the environment, our goal is to maximize future generations’ ability to live, work, and play in our shared natural environment, with equal access to clean air, clean water, and natural resources.

We will strive to minimize pollution and waste, conserve energy and water, protect habitat, support renewable energy resources, buy environmentally friendly products, and encourage environmentally preferable transportation.

Economically Feasible

The WSPL is committed to making good use of the public and local dollars invested in our organization. Our goal is to leverage funds to the maximum benefit of the community served by our library, while honoring our commitment to environmental stewardship and equity, diversity, and inclusion.

Socially Equitable

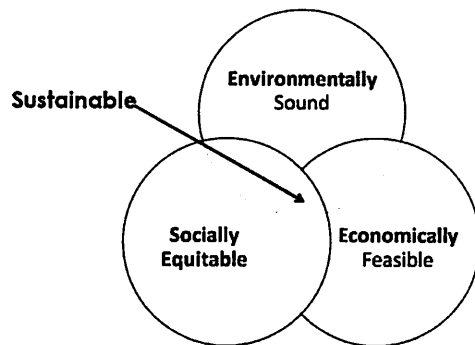
The WSPL is committed to a culture of fairness and mutual respect that welcomes the differences and variety of background, perspectives, interests and talents represented by the community served and our staff members.

These efforts will extend to contractor and supplier relationships.

Employee understanding and involvement are essential to the implementation of this policy. All employees will have access to information about our organization’s efforts to dedicate our work to creating a more equitable society and improve our environmental performance. Employees at all levels will be involved in supporting our goals.

Adopted by the West Seneca Public Library Board of Trustees July 9, 2025.

Triple Bottom Line



Triple Bottom Line: A concept that is best depicted by the Venn diagram above. To be truly sustainable, an organization must embody practices that are environmentally sound AND economically feasible AND socially equitable.

Whole Systems Thinking (or Systems Thinking): A process of understanding how things/parts/systems behave, interact with their environments and influence each other.