

West Seneca Public Library
Board Meeting Agenda – January 21, 2025 @ 4:00pm in the Large Community Room

- A. Call of the Roll.**
- B. Approval / Changes to Agenda.**
- C. Minutes of the Preceding Meeting – December 3, 2025**
- D. Nominations and Elections of Officers, if any.**
- E. Report of the Director – November and December 2025**
 - 1. 2026 System Budget Updates
 - 2. Reminder: Trustee Education Activity Completion Forms
 - 3. Reminder: Trustee Oaths of Office
 - 4. VITA Tax Assistance Program appointments begin February 2
- F. Report of the Treasurer**
 - 1. County account statement November and December 2025
 - 2. Local account statement November and December 2025
 - 3. Summary of accounts November and December 2025
 - 4. Check abstract and approvals
 - 5. Payroll Report through PP#24
- G. Report of the Friends of the Library.**
- H. Report of the President.**
- I. Old Business.**
- J. New Business.**
 - 1. 2026 Local Accounts Budget
 - 2. Sign annual Conflict of Interest Policy statements
 - 3. Review: Lost & Found Policy
 - 4. Review: Procurement Policy
- K. Public Comment.**
- L. Adjournment.**

Next Regular Meeting: Wednesday, February 18, 2026 @ 4:00pm

West Seneca Public Library

Library Board of Trustees Meeting Minutes

Wednesday, December 3rd, 2025 @ 4:00pm in the Large Meeting Room

A. Call of the Roll

- o Present: William Josefiak, Jessica Casamassa, Cynthia Johnson, Jennifer Dobe, Amanda Cleesattel
- o Excused:
- o Guest(s): Robert Alessi (Director), Susan Kims (W.S. Town Board Liaison)

B. Approval / Changes to Agenda: none

C. Minutes of Preceding Meeting (October 15, 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:

October 2025, documents posted

- o Formal VITA tax prep support for community members solidified (qualified tax prep professionals). They will bring all their own supplies. Appointments to be scheduled using 211 when time slots/dates are confirmed.
- o Dedicated area for teens being set up near YA collection/makerspace
- o Library director (Rob Alessi) attended WNYLRC meeting with Senator Gallivan at the Lakeshore Library on Dec. 2 to advocate for library needs.
- o Hoopla discontinued by Library System due to rates that are not sustainable. Only approximately 2% of all system circulation is via Hoopla.
- o The board wishes to recognize Emily Sieg for her dedication and innovative programming drawing new patrons and receiving a great deal of positive feedback.

F. Report of the Treasurer:

See October 2025 documents posted

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

Motion to approve: William Josefiak

Second: Jennifer Dobe

Ayes: all
Nays: none

G. Report of the Friends of the Library:

- Diary of a Wimpy Kid and Fall Carnival supported by Friends of the Library. Positive feedback from community on events.
- Jewelry sale this coming Saturday December 6th, 2025.
- Friends will sponsor teen book boxes and 1,000 books before kindergarten programs as well as STEM/STEAM kits.

H. Report of the President:

- Suggestion for another Bee article to explain how ~~Rotary~~ fund are utilized. Will occur again in 2026.
- October 2025 ACT meeting at Kenmore branch:
- Discussed search for new system director
- ACT Meeting – discussion / review library building process for approval for murals

I. Old Business:

- None

J. New Business:

- Revisions to policies and updates:
 - i. Ethics Policy
 - ii. Conflict of Interest Policy
 - iii. B&ECPL Personnel Policies and Procedures Manual Re-approval
 - iv. 2026 Operating Calendar
 - v. 2026 Library Board of Trustees Proposed Meeting Dates: 1/21, 2/18, 3/18, 4/15, 5/20, 6/17, 7/15, 9/16, 10/21, 12/2

PERSONNEL POLICIES AND PROCEDURES

WEST SENECA PUBLIC LIBRARY MEETING DATE: December 3, 2025

RESOLUTION:

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

BACKGROUND:

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

Since January 1, 2015, a number of Personnel Policies and Procedures have been modified by the Human Resources Department at the direction of the Chief Operating Officer, several of

which were necessary based on changes to the applicable laws or governing collective bargaining agreements. Other changes were minor and incidental. As stated in the Introduction of the Manual, changes made by Human Resources are distributed electronically to all library departments and contract libraries. It is the recommendation of this Board for an annual review of the changes made by Human Resources to the Manual and Handbook in the months prior and subsequent adoption by this Board. The last review and approval of the Manual took place December 4, 2024.

ACTION REQUIRED: Motion to approve Resolution.

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

WHEREAS, on December 18, 2014, the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) approved and adopted the B&ECPL Personnel Policies and Procedures Manual (Manual) and the B&ECPL Employee Handbook (Handbook) to be effective January 1, 2015, and WHEREAS, thereafter, on January 14, 2015 this Library Board adopted same for application to its employees, and

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

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

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

WHEREAS, on December 3, 2025, this Board reviewed the changes made by the Human Resources Department to the policies since December 4, 2024 and recommends approval of same, and

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

RESOLVED, that the Board of Trustees of the West Seneca Public Library reaffirms its adoption of the B&ECPL Personnel Policies and Procedures Manual and Employee Handbook, and adopts the amendments made since December 4, 2024, and be it further

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

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

Motion to approve Ethics and Conflict of Interest Policy revisions: William Josefiak

Second: Jessica Casamassa

Ayes: all

Nays: none

Motion to approve Personnel Policies and Procedures Manual updates/revisions: William Josefiak

Second: Jessica Casamassa

Ayes: all

Nays: none

Motion to approve 2026 Operating Calendar and 2026 Library Board of Trustees Proposed

Meeting Dates: William Josefiak

Second: Jessica Casamassa

Ayes: all

Nays: none

K. Public Comment: none; no community members present

Adjournment @ 4:54 pm

Next Regular Meeting: January 21, 2026 @ 4 pm

Respectfully submitted by Amanda Cleesattel, Secretary

West Seneca Public Library Board Meeting

Director's Report

November 2025

Circulation - November 2025

17,719

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

\$695.93

Library Visitors - November 2025

7,699

Programming - November 2025

(Youth/Teen)

| | | |
|-------------------------------------|------------------------------|------------------|
| Make & Take Craft Bags | All month | 210 bags |
| Tutoring | All month | 86 sessions |
| Preschool Story Time (3) | 11/4, 11/18, 11/25 | 24 attendees |
| Baby & Me (8) | 11/5, 11/12, 11/19, 11/26 | 211 attendees |
| Toddler Time (6) | 11/6, 11/13, 11/20 | 160 attendees |
| Fall Carnival | 11/8 | 118 attendees |
| Teen Advisory Group | 11/13 | 3 attendees |
| Banned Books Bingo | 11/13 | 2 participants |
| WS East Middle School Class Visit | 11/14 | 27 attendees |
| Teen Jigsaw Puzzle Painting Program | 11/15 | 5 attendees |
| Kids Craft: Macy's Parade Balloons | 11/17 | 28 attendees |
| Fuse Beads | 11/20 | 13 attendees |
| St. John's Preschool Class Visit | 11/21 | 53 attendees |
| LEGO Club | 11/22 | 49 attendees |
| Spooky Scavenger Hunt | Various | 171 participants |
| Fall Scavenger Hunt | Various | 392 participants |

Programming - November 2025
(Adult)

| | | |
|------------------------------------------------------|------------------------------|--------------|
| Business of Music Workshop | 11/1 | 1 attendee |
| Handicraft Club (4) | 11/3, 11/10, 11/17, 11/24 | 22 attendees |
| University Express: Shirley Jackson's The Lottery | 11/3 | 9 attendees |
| University Express: Let's Talk Sports | 11/20 | 23 attendees |
| West Seneca Public Library Book Club | 11/24 | 7 attendees |

Collection Development

WSE - 2025 Funds- All AV and MAT material budget funds spent by Nov. 1 deadline.

Outreach/Meetings/Library Visits

- 11/13 NYS Department of Labor re: future job fairs
- 11/17 Friends of the West Seneca Public Library Meeting
- 11/17 B&ECPL Badging Program Zoom Meeting (Emily)
- 11/20 Youth Service Group Meeting @ JBR (Emily)

Misc.

- County Legislator Lindsay Lorigo hosted a Neighbors Helping Neighbors household essentials donation drive for the month of November.

West Seneca Public Library Board Meeting

Director's Report

December 2025

Circulation - December 2025

16,092

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

\$651.50

Library Visitors - December 2025

7,475

Programming - December 2025

(Youth/Teen)

| | | |
|------------------------------|--------------------|------------------|
| Make & Take Craft Bags | All month | 569 bags |
| Tutoring | All month | 76 sessions |
| Preschool Story Time (2) | 12/2, 12/9 | 19 attendees |
| Baby & Me (2) | 12/3 | 53 attendees |
| Toddler Time (6) | 12/4, 12/11, 12/18 | 120 attendees |
| LEGO Club (2) | 12/6, 12/27 | 69 attendees |
| Kids Craft: Make an Ornament | 12/8 | 27 attendees |
| Fuse Beads | 12/11 | 16 attendees |
| Make Your Own Snow Globe | 12/13 | 4 attendees |
| Winter Carnival | 12/16 | 65 attendees |
| Teen Advisory Group | 12/18 | 2 attendees |
| Noon Year's Eve Party | 12/30 | 62 attendees |
| Winter Scavenger Hunt | Various | 397 participants |

Programming - December 2025

(Adult)

| | | |
|--------------------------------------------------|--------------------------|--------------|
| University Express: Let's Paint with Watercolors | 12/1 | 28 attendees |
| Handicraft Club (4) | 12/1, 12/8, 12/15, 12/22 | 17 attendees |
| Wrapping Paper Swap | 12/6 | 10 attendees |
| University Express: When and How to Call 9-1-1 | 12/8 | 2 attendees |
| Local Author: P.A. Kane | 12/22 | 5 attendees |

| | | |
|---------------------------|-------|----------------------------|
| Book A Technology Trainer | 12/30 | 1 appointment / 1 attendee |
|---------------------------|-------|----------------------------|

Outreach/Meetings/Library Visits

- 12/2 WNYLRC Advocacy Meeting @ LSH with Senator Patrick Gallivan
- 12/3 West Seneca Public Library Board of Trustees Meeting

Misc.

- 12/1 All staff have completed their annual workplace violence, harassment and cyber security training.
- 12/20 SIRSI computer system down all day
- 12/29 Due to the weather, the library announced an early closing of 12pm. However, due to 3 power outages in less than 1/2 hour, the library closed at 10:45am.
- 12/31 Emily Sieg's appointment as Librarian Trainee extended

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

AGENDA ITEM NUMBER: J.2.

RESOLUTION: 2025-44
Adoption of 2026 Budget

BACKGROUND:

On December 5, the Erie County Legislature adopted a 2026 County Budget with amendments. The Legislature-approved amendments did not change the County Executive's 2026 Proposed Budget allocation for the Library Fund.

The 2026 Operating and Grants Budget sustains library operations and services. It prioritizes public access to resources, programs and services to help us serve our communities. A county funding increase of \$928,420 (3%) will help offset inflation related impacts on library operating costs, including contractually obligated labor costs, increase in the minimum wage, costs of supplies and utilities in this challenging fiscal environment.

The Library's overall operating budget, including State Aid and library revenue, increases 4% from 2025's \$34,669,428 to \$36,080,060 in 2026. Including recurring grants, the combined total increase is 4.1% from 2025's \$35,270,846 to \$36,719,941 in 2026.

While not part of the Library's operating budget, the County's Capital Budget provides: \$160,000 in bonded funds for Vehicle Replacements and \$2,000,000 in "bonded funds for a Various Improvements & Upgrades.

The minimum wage increase directly impacts Part-time Page wages, \$16.00 per hour. Further, it impacts the competitiveness and the Library's ability to hire in positions with wages scales near the new rate. Part-time Page, and Senior Page positions are not represented by a bargaining unit. That means they are not eligible to receive wage scale adjustments without approval by the System Board of Trustees, which occurred as part of the budget process in preparing the 2026 Proposed Budget. Senior Pages will be increased to \$17.00 per hour.

2026 Budget in Brief Charts are included for your review and action.

ACTION REQUIRED:
Motion to approve Resolution 2025-44

RESOLUTION 2025-44

WHEREAS, on December 5, the Erie County Legislature finalized the County's 2026 Budget allocation for the Library, and

WHEREAS, the County's enacted budget provides a 3% increase in County Library Property Tax allocation from 2025's \$30,947,322 to \$31,875,741 in 2026, and

WHEREAS, this funding will allow the Buffalo & Erie County Public Library (B&ECPL) to sustain operations, prioritizing public access to resources, programs and services to help us serve our communities, and

WHEREAS, it helps to offset inflation-related impacts on library operating costs, including contractually obligated labor costs, a \$0.50 per hour increase in the minimum wage, and costs of supplies and utilities in this challenging fiscal environment, and

WHEREAS, the Board of Trustees expresses its appreciation to the County Executive for recommending the funding and to the County Legislature in approving the recommended funding, and

WHEREAS, strong public support for the B&ECPL reinforces both the continuing need for innovative and responsive library services, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the 2026 Budget, utilizing the following sources to provide library services in 2026:

\$31,875,741 – County Property Tax for Library Purposes
\$ 2,570,458 – New York State Aid – Operating Budget
\$ 1,200,000 – Use of Fund Balance
\$ 433,861 – Library Fines, Fees and Other Revenue
\$36,080,060 – Total Operating Budget

\$ 639,881 – Library Recurring Grants Budget

\$36,719,941 – Combined Operating and Grants Budget, further detailed in the 2026 Budget in Brief Charts, and be it finally

RESOLVED, that the budget documents and schedules be promptly posted on the Library's website and the Library Director or designee(s) are authorized to execute all needed forms and accounting entries to implement this budget promptly.

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

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
West Seneca Public Library

BUDGET: WEST SENECA PUBLIC LIBRARY

| DESCRIPTION | As per Res 2024-27 | | | As per Res 2025-44 | | |
|-------------------------------------------------|--------------------|------------------------|----------|--------------------|------------------------|---------|
| | 2025 | 2025 BUDGET | 2025 | 2026 | 2026 BUDGET | 2026 |
| | Contract Direct | Library System Paid | Total | Contract Direct | Library System Paid | Total |
| PERSONAL SERVICES | | | | | | |
| SALARIES & WAGES, FULL TIME | | 228,486 | 228,486 | | 194,875 | 194,875 |
| WAGES, REGULAR PART-TIME | | 35,632 | 35,632 | | 36,977 | 36,977 |
| WAGES, PART TIME | | 144,432 | 144,432 | | 148,068 | 148,068 |
| OVERTIME (Sunday) | | - | - | | - | - |
| OTHER (Vacation Buyout) | | 1,700 | 1,700 | | 3,400 | 3,400 |
| TOTAL SALARIES & WAGES | - | 410,250 | 410,250 | - | 383,320 | 383,320 |
| REDUCTION FRM PERS. SVCS ACCT | | (69,491) | (69,491) | | - | - |
| CONTRACTUAL SALARY RESERVES | | 13,556 | 13,556 | | - | - |
| FRINGE BENEFITS | | | | | | |
| EMPLOYER FICA | | 31,386 | 31,386 | | 29,325 | 29,325 |
| EMPLOYEE HEALTH INSURANCE | | 14,040 | 14,040 | | 15,480 | 15,480 |
| DENTAL PLAN | | 478 | 478 | | 532 | 532 |
| WORKERS COMPENSATION | | 2,544 | 2,544 | | 2,108 | 2,108 |
| UNEMPLOYMENT INSURANCE | | 697 | 697 | | 690 | 690 |
| HOSPITAL & MEDICAL - RETIREES | | 27,732 | 27,732 | | 23,185 | 23,185 |
| HEALTH INSURANCE WAIVER | | 6,000 | 6,000 | | 6,000 | 6,000 |
| RETIREMENT | | 32,556 | 32,556 | | 31,231 | 31,231 |
| TOTAL FRINGE BENEFITS | - | 115,433 | 115,433 | - | 108,551 | 108,551 |
| OFFICE SUPPLIES | - | 4,815 | 4,815 | - | 4,747 | 4,747 |
| REPAIRS & MAINTENANCE CHARGES | | | | | | |
| OTHER SUPPLIES & MATERIALS | 200 | - | 200 | 200 | - | 200 |
| EQUIPMENT MAINTENANCE | 200 | - | 200 | 200 | - | 200 |
| REPAIRS & MAINT - MISC SYS | - | 1,693 | 1,693 | | 1,728 | 1,728 |
| TOTAL REPAIRS & MAINTENANCE CHARGES | 400 | 1,693 | 2,093 | 400 | 1,728 | 2,128 |
| TRAVEL & MILEAGE EXPENSES | 100 | - | 100 | 100 | - | 100 |
| DUES & FEES | | | | | | |
| MEMBERSHIP & DUES | | - | - | | - | - |
| TRAINING & EDUCATION (NYSALB, etc.) | | 1,064 | 1,064 | | 918 | 918 |
| TOTAL DUES & FEES | - | 1,064 | 1,064 | - | 918 | 918 |
| UTILITY CHARGES | | | | | | |
| WATER | | - | - | | - | - |
| SEWER | | - | - | | - | - |
| TELECOMMUNICATIONS | | | | | | |
| - WIRELESS ACCESS | - | 536 | 536 | - | 369 | 369 |
| - DATA LINES | - | 345 | 345 | - | 345 | 345 |
| - INTERNET - Internet access | - | 40 | 40 | - | 38 | 38 |
| - EQUIPMENT MAINT | | - | - | | - | - |
| - LOCAL AND LD PHONE SERVICE | - | 930 | 930 | - | 1,308 | 1,308 |
| TELEPHONE SUB-TOTAL | - | 1,851 | 1,851 | - | 2,060 | 2,060 |
| TOTAL UTILITY CHARGES | - | 1,851 | 1,851 | - | 2,060 | 2,060 |
| PROFESSIONAL SERVICE CONTRACT & FEES | | | | | | |
| ADVERTISING & PROMOTION | | 3,195 | 3,195 | | 3,165 | 3,165 |
| MOVIE LICENSING AGREEMENT | | 243 | 243 | | 243 | 243 |
| OVERDRIVE DOWNLOADABLE LICENSE | - | 211 | 211 | - | 211 | 211 |
| SIRSI SOFTWARE MAINTENANCE | - | 4,871 | 4,871 | - | 4,336 | 4,336 |
| LIBRARY SPEAKER CONSORTIUM | | - | - | | 338 | 338 |
| ONLINE CATALOG (OCLC) | - | 4,303 | 4,303 | - | 4,389 | 4,389 |
| VITEC SOLUTIONS/COMPUTER SUPPORT | - | 2,251 | 2,251 | - | 1,866 | 1,866 |
| LEGAL FEES | - | 1,956 | 1,956 | - | 1,901 | 1,901 |
| RFID/OCR LABELS | | - | - | | 127 | 127 |
| OTHER PRINTED SUPPLIES | - | 43 | 43 | - | 48 | 48 |
| CONTRACT PROFESSIONAL SERVICES (DIRECT) | | - | - | | - | - |
| TOTAL PROFESSIONAL SERVICE CONTRACTS | - | 17,073 | 17,073 | - | 16,624 | 16,624 |

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
West Seneca Public Library

BUDGET: WEST SENECA PUBLIC LIBRARY

| DESCRIPTION | As per Res 2024-27 | | | As per Res 2025-44 | | |
|----------------------------------------------------------------------|--------------------|------------------------|----------------|--------------------|------------------------|----------------|
| | 2025 | 2025 BUDGET | 2025 | 2026 | 2026 BUDGET | 2026 |
| | Contract Direct | Library System Paid | Total | Contract Direct | Library System Paid | Total |
| MAINTENANCE CONTRACTS | | | | | | |
| OTHER SUP & MTLs - CONTRACT | 300 | - | 300 | 300 | - | 300 |
| EQUIPMENT CONTRACTS | - | - | - | - | - | - |
| MAINT CONTRACTS - SYS | - | 397 | 397 | - | 381 | 381 |
| TOTAL MAINTENANCE CONTRACTS | 300 | 397 | 697 | 300 | 381 | 681 |
| OTHER EXPENSES & CHARGES | | | | | | |
| LIBRARY MATERIALS PROCESSING SUPPLIES | - | - | - | - | - | - |
| RFID LABEL (NON-PRINTED) | - | 1,065 | 1,065 | - | 1,266 | 1,266 |
| RESALE ITEMS (BAGS, DISK, HEADPHONES) | - | 355 | 355 | - | 388 | 388 |
| LIBRARY CARDS | - | 259 | 259 | - | - | - |
| DVD REPAIR | - | 43 | 43 | - | 63 | 63 |
| MISC PROGRAM EXPENSES | 1,500 | - | 1,500 | 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 | 1,000 | - | 1,000 |
| TOTAL OTHER EXPENSES & CHARGES | 2,600 | 1,722 | 4,322 | 2,600 | 1,717 | 4,317 |
| CONTINGENCY | | | | | | |
| MISCELLANEOUS - State/Member Aid | - | - | - | - | - | - |
| TOTAL CONTINGENCY | - | - | - | - | - | - |
| RENTAL CHARGES | | | | | | |
| EQUIPMENT | - | - | - | - | - | - |
| OTHER | - | - | - | - | - | - |
| TOTAL RENTAL CHARGES | - | - | - | - | - | - |
| INSURANCE CHARGES | | | | | | |
| INSURANCE | - | - | - | - | - | - |
| GENERAL LIABILITY INSURANCE - SYS | - | 3,479 | 3,479 | - | 3,071 | 3,071 |
| TOTAL INSURANCE CHARGES | - | 3,479 | 3,479 | - | 3,071 | 3,071 |
| LAB & TECHNICAL EQUIP. | | | | | | |
| - | 2,573 | 2,573 | - | 3,052 | 3,052 | - |
| LIBRARY BOOKS & MEDIA | | | | | | |
| Serials (Magazines, Newspapers, Journals, Etc.) | - | 8,946 | 8,946 | - | 8,857 | 8,857 |
| On-line Databases (News, Health, Literary, Homework, Business, Etc.) | - | 9,048 | 9,048 | - | 10,240 | 10,240 |
| E-Content | - | 67,210 | 67,210 | - | 70,266 | 70,266 |
| Centrally Ordered Materials | - | 55,380 | 55,380 | - | 46,948 | 46,948 |
| Specialized Titles / Individual Orders | - | 9,159 | 9,159 | - | 12,881 | 12,881 |
| TOTAL LIBRARY BOOKS & MEDIA | - | 149,743 | 149,743 | - | 149,192 | 149,192 |
| 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 | 2,760 | 2,760 | - | 2,737 | - | 2,737 |

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
West Seneca Public Library

BUDGET: WEST SENECA PUBLIC LIBRARY

| DESCRIPTION | As per Res 2024-27 | | | As per Res 2025-44 | | |
|----------------------------------------|----------------------------------------|---------------------------------------------|----------------|----------------------------------------|---------------------------------------------|----------------|
| | 2025 | 2025 BUDGET | 2025 | 2026 | 2026 BUDGET | 2026 |
| | Contract Library Direct | Library System Paid | Total | Contract Library Direct | Library System Paid | Total |
| TOTAL OPERATING EXPENSES | 10,900 | 656,918 | 667,818 | 10,900 | 678,098 | 688,998 |
| REVENUE SOURCES | | | | | | |
| COUNTY SHARE | - | 645,858 | 645,858 | - | 666,187 | 666,187 |
| STATE AID (Member Aid) | | - | - | | - | - |
| STATE AID (Pass through System) | 3,700 | 11,060 | 14,760 | 3,200 | 11,911 | 15,111 |
| SUB-TOTAL: SYSTEM APPROPRIATION | 3,700 | 656,918 | 660,618 | 3,200 | 678,098 | 681,298 |
| DIRECT LOCAL INCOME | Contract Library Direct | Return to System (CHR Share) | TOTAL | Contract Library Direct | Return to System (CHR Share) | TOTAL |
| FINES, LOST BOOKS, ETC | 100 | | 100 | 100 | - | 100 |
| COPY MACHINES | 2,000 | | 2,000 | 2,000 | - | 2,000 |
| PRINT COST RECOVERY | 5,000 | | 5,000 | 5,500 | - | 5,500 |
| 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 | 7,700 | - | 7,700 |
| TOTAL REVENUE SOURCES | 10,900 | 656,918 | 667,818 | 10,900 | 678,098 | 688,998 |
| COUNTY SHARE vs OTHER REVENUE | | | | | | |
| COUNTY SHARE | - | 645,858 | 645,858 | - | 666,187 | 666,187 |
| STATE AID | 3,700 | 11,060 | 14,760 | 3,200 | 11,911 | 15,111 |
| DIRECT INCOME | 7,200 | 0 | 7,200 | 7,700 | 0 | 7,700 |
| SUBTOTAL OTHER REVENUE | 10,900 | 11,060 | 21,960 | 10,900 | 11,911 | 22,811 |
| TOTAL REVENUE | 10,900 | 656,918 | 667,818 | 10,900 | 678,098 | 688,998 |

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 per week | | | Total Fringes | Total Cost |
|------------------------------|---------------|------------------------------|----------------|------|---------|---------------|------------|
| | | | Hours | week | Salary | | |
| FT Total | 1 | LIBRARY DIRECTOR II Total | 2,088 | 40 | 88,076 | 33,374 | 121,450 |
| | 1 | LIBRARIAN TRAINEE Total | 2,088 | 40 | 52,599 | 24,354 | 76,953 |
| | 1 | LIBRARY ASSISTANT (CL) Total | 2,088 | 40 | 54,200 | 24,851 | 79,051 |
| RPT Total | 3 | | 6,264 | 120 | 194,875 | 82,579 | 277,454 |
| | 1 | CARETAKER (RPT) CL Total | 1,560 | 30 | 36,977 | 6,797 | 43,774 |
| | 1 | | 1,560 | 30 | 36,977 | 6,797 | 43,774 |
| PT Total | 4 | SENIOR PAGE PT Total | 3,276 | 63 | 55,692 | 7,924 | 63,616 |
| | 3 | PAGE (P.T.) Total | 1,508 | 29 | 24,128 | 2,020 | 26,148 |
| | 2 | LIBRARIAN I PT Total | 1,404 | 27 | 36,098 | 6,251 | 42,349 |
| | 2 | CLERK-TYPIST (P.T.) CL Total | 1,664 | 32 | 32,150 | 2,695 | 34,845 |
| | 11 | | 7,852 | 151 | 148,068 | 18,890 | 166,958 |
| Grand Tot | 15 | | 15,676 | 301 | 379,920 | 108,266 | 488,186 |
| FTE and Average Cost per FTE | | | 7.54 | | | \$64,746 | |
| Full Time Salaries | | | \$194,875 | | | | |
| RPT Wages | | | \$36,977 | | | | |
| Part Time Wages | | | \$148,068 | | | | |
| Total Salaries & Wages | | | \$379,920 | | | | |
| West Seneca - Other Payments | | | \$3,400 | | | \$285 | 3,685 |
| Grand Total | | | \$383,320 | | | \$108,551 | \$491,871 |

SELF-ASSURANCE of Trustee Education Activity Completion

Beginning January 1, 2023, each library trustee, elected or appointed, of a board of trustees is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d as added by *Chapter 468 of the Laws of 2021*)

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the library board president for review and signature. Trustees should retain a copy of the signed form.

I give the following assurance:

I attended the following trustee education activity:

Trustee Name: _____

Approved Provider: _____

Title of Activity: _____

Topic/Content: _____

Format (e.g. workshop, webinar, online course): _____

Date of Activity: _____

Contact Hours: _____

Trustee Signature/Date

FREE TAX RETURN ASSISTANCE

APPOINTMENTS ARE REQUIRED – NO WALKINS

Volunteer Income Tax Assistance is provided with volunteers trained by the IRS. Assistance is provided to Senior Citizens and Low/Middle Income taxpayers.

Appointments **MUST** be made by calling **211** from any phone

The appointment line is very busy, so please be patient.

You may call 1-888-696-9211 but it goes to the same office.

DO NOT call the Community Center or Library as they do not have access to the appointment schedule.

BRING TO YOUR APPOINTMENT:

- * **IDENTIFICATION** – government ID, drivers license
- * **SOCIAL SECURITY CARDS** are REQUIRED for everyone on the return
- * **ALL** income information including Social Security Statements, interest and dividend
- * **Health Insurance form 1095**
- * **Day Care Payment Information**
- * **IRS Letters**
- * **Bank Information for Direct Deposit**
- * **Last year's tax return**
- * **Real Estate Tax Bill**

IMPORTANT you must bring a **Completed INTAKE FORM** – available at the Community Center or Library or on the web at <https://freetaxbuffalo.com>

FREE TAX RETURN PREPARATION AND ELECTRONIC FILING

Appointments Required – NO Walkin Assistance

NORTHWEST BUFFALO COMMUNITY CENTER
155 Lawn Ave. at Military Buffalo 14207
Mondays & Wednesdays 4pm-8pm
Saturdays 9am-2pm
Starting 1/31/26

RIVERSIDE LIBRARY
(ELAINE M. PANTY BRANCH LIBRARY)
820 Tonawanda St., Buffalo 14207
Thursdays 2pm-7pm
Starting 2/5/26

NORTH BUFFALO COMMUNITY CENTER
203 Sanders Rd., Buffalo 14216
Mondays & Wednesdays & Thursdays
9am-12 noon
Starting 1/31/26

WEST SENECA LIBRARY
1300 Union Rd., West Seneca 14224
Mondays & Wednesdays 1pm-4pm
Starting 2/2/26

APPOINTMENTS CAN ONLY BE MADE BY CALLING 211

On the Web:

Freetaxbuffalo.com

or bit.ly/4qaftw0

– or –

Scan this code



CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Nov-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 | 5,975 | 1,525 | 7,170 | 330 | |
| 515000 | Telephone - Maintenance | 0 | 0 | 0 | 0 | | 0 | |
| 510200 | Dues and Fees | 0 | 0 | 0 | 0 | | 0 | |
| 545000 | Rental Charges | 0 | 0 | 0 | 0 | | 0 | |
| 506200 | Repairs & Maintenance Chgs. | 700 | (72) | 354 | 274 | 628 | 0 | |
| 555050 | Insurance Charges | 0 | 0 | 0 | 0 | | 0 | |
| 510000 | Travel & Mileage Expenses | 100 | (18) | 0 | 82 | 82 | 0 | |
| 530000 | Other Expenses & Charges | 2,600 | 90 | 1,851 | 839 | 2,600 | 90 | |
| 530000 | Contingency (Bullet Aid) | 0 | 0 | 9,085 | (9,085) | 0 | 0 | |
| TOTAL EXPENSES | | 10,900 | (0) | 17,265 | (6,365) | 10,480 | 420 | |
| <hr/> | | | | | | | | |
| DIRECT LOCAL INCOME | | Adopted Budget | Budget Revisions | Y-T-D Revenues | To Be Realized | Projected Revenues | Projected Variance | Comments |
| Fines, Lost Books, etc. | | 100 | 0 | 604 | (504) | 604 | 504 | |
| Copy Machines | | 2,000 | 0 | 2,558 | (558) | 2,600 | 600 | |
| Print Cost Recovery | | 5,000 | 0 | 5,964 | (964) | 6,300 | 1,300 | |
| Other Income | | 100 | 0 | 86 | 14 | 92 | (8) | |
| State Funding | | 0 | 0 | 0 | 0 | | 0 | |
| Municipal Support | | 0 | 0 | 0 | 0 | | 0 | |
| Donations (priv. persons/foundations) | | 0 | 0 | 0 | 0 | | 0 | |
| Fundraising (events/booksales) | | 0 | 0 | 0 | 0 | | 0 | |
| Interest Income | | 0 | 0 | 0 | 0 | | 0 | |
| Misc Income | | 0 | 0 | 0 | 0 | | 0 | |
| Use of Fund Balance | | 0 | 0 | 0 | 0 | | 0 | |
| TOTAL DIRECT INCOME | | 7,200 | 0 | 9,212 | (2,012) | 9,596 | 2,396 | |

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Dec-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 | 7,170 | 330 | 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 | (72) | 354 | 274 | 354 | 274 | |
| 555050 | Insurance Charges | 0 | 0 | 0 | 0 | | 0 | |
| 510000 | Travel & Mileage Expenses | 100 | (18) | 0 | 82 | 82 | 0 | |
| 530000 | Other Expenses & Charges | 2,600 | 90 | 2,453 | 236 | 2,600 | 90 | |
| 530000 | Contingency (Bullet Aid) | 0 | 0 | 9,085 | (9,085) | 0 | 0 | |
| TOTAL EXPENSES | | 10,900 | (0) | 19,062 | (8,163) | 10,206 | 694 | |
| DIRECT LOCAL INCOME | | | | | | | | |
| | | Adopted Budget | Budget Revisions | Y-T-D Revenues | To Be Realized | Projected Revenues | Projected Variance | Comments |
| Fines, Lost Books, etc. | | 100 | 0 | 612 | (512) | 612 | 512 | |
| Copy Machines | | 2,000 | 0 | 2,799 | (799) | 2,799 | 799 | |
| Print Cost Recovery | | 5,000 | 0 | 6,342 | (1,342) | 6,342 | 1,342 | |
| Other Income | | 100 | 0 | 110 | (10) | 110 | 10 | |
| State Funding | | 0 | 0 | 0 | 0 | | 0 | |
| Municipal Support | | 0 | 0 | 0 | 0 | | 0 | |
| Donations (priv. persons/foundations) | | 0 | 0 | 0 | 0 | | 0 | |
| Fundraising (events/booksales) | | 0 | 0 | 0 | 0 | | 0 | |
| Interest Income | | 0 | 0 | 0 | 0 | | 0 | |
| Misc Income | | 0 | 0 | 0 | 0 | | 0 | |
| Use of Fund Balance | | 0 | 0 | 0 | 0 | | 0 | |
| TOTAL DIRECT INCOME | | 7,200 | 0 | 9,863 | (2,663) | 9,863 | 2,663 | |

Local Account Check Register

| Number | Date | Description of Transaction | C | Debit (-) | Credit (+) | Balance |
|--------|---------|------------------------------------------------|---|-----------|------------|-------------|
| | 11/7/25 | Donation deposit cash from Charles Jarzyniecki | ✓ | | \$50.00 | \$17,123.02 |

Local Account Check Register

| Number | Date | Description of Transaction | C | Debit (-) | Credit (+) | Balance |
|--------|---------|---------------------------------------------------------------------------------------------|---|-----------|------------|-------------|
| 1101 | 12/3/25 | Hand sanitizer and SoftSoap hand soap. Invoices 1RC3-KYGL-43CQ and 1MFP-1KTT-3K4H | ✓ | | \$28.88 | \$17,094.14 |
| 1102 | 12/3/25 | Desktop fan. Invoice: 1CDD-NY7Y-3Q4G | ✓ | | \$7.99 | \$17,086.15 |
| 1103 | 12/3/25 | Classification labels; New, Biography, Reference & 1,000 Books Before Kindergarten Supplies | ✓ | | \$90.16 | \$16,995.99 |
| | 12/5/25 | Donation deposit- \$5 cash from anonymous | ✓ | | \$5.00 | \$17,000.99 |

West Seneca Public Library Bank Account Balances November 2025

M&T County Account

Balance \$37,612.93 (Note: Includes \$16,345.91 Assemblyman Burke State Aid)

M&T Local Account

Balance \$17,123.02 (Note: Includes \$14,566.50 Rotary)

Local M&T CD (1)

Balance \$40,747.68

Local M&T CD (2)

Balance \$5,084.15

Local M&T CD (3)

Balance \$5,084.15

M&T Construction Fundraiser Account

Balance \$7,220.41

West Seneca Public Library Bank Account Balances December 2025

M&T County Account

Balance \$36,466.38 (Note: Includes \$16,345.91 Assemblyman Burke State Aid)

M&T Local Account

Balance \$17,000.99 (Note: Includes \$14,566.50 Rotary)

Local M&T CD (1)

Balance \$40,747.68

Local M&T CD (2)

Balance \$5,084.54

Local M&T CD (3)

Balance \$5,084.54

M&T Construction Fundraiser Account

Balance \$5,582.03

January 21, 2026 Abstract of Checks

| Voucher # | Date | Payee | Amount | Check# | Reason for expense | Date |
|-----------|-----------|--------------------------------------|-----------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 2025-C32 | 12/4/2025 | Amazon Capital Services | \$ 72.31 | 6478 | Thermal laminating pouches (200ct), tablecloth roll; white, multicolored, and confetti balloons. Invoice: 1CHY-K7F7-GKWW | |
| 2026-L1 | 1/21/2026 | DLK Trophies & Engraving | \$ 9.00 | 1104 | Two 1.5" x 4" brass plaques, engraved for donated children's rocking chairs | 12/4/2025 |
| 2026-L2 | 1/21/2026 | Buffalo & Erie County Public Library | \$ 729.03 | 1105 | PVT Library Materials, invoice: 25064. Rotary: \$294, Lions: \$408.04; Horbett: \$26.99 | 1/15/2026 |
| 2026-C1 | 1/21/2026 | Buffalo & Erie County Public Library | \$ 88.72 | 6479 | PVT Library Materials, invoice: 25064. Burke: \$79.75, Burke- Citizen Science: \$8.97 | 1/15/2026 |
| 2026-C2 | 1/21/2026 | Rowan Narvaez | \$ 8.28 | 6480 | Aleene's Tacky Glue and fake flower for pens | 1/15/2026 |
| | | | | | Invoice: 1NVK-3M73-1FQF and 1C9V-M3V4-LJG6 for hand sanitizer, Pokemon party supplies, glue sticks, fake flowers for book vases, shaving cream for various programs, mario party program supplies; hot glue sticks. (General program expenses: 24.89 and 160.68, other expenses: 50.31) | |
| 2026-C3 | 1/21/2026 | Amazon Capital Services | \$ 238.87 | 6481 | | |
| 2026-C4 | 1/21/2026 | Town of West Seneca | \$ 597.50 | 6482 | Electric bill for January 2026 | 1/15/2026 |
| | | | | | | 1/15/2026 |

2025 West Seneca Payroll Report_PP24



As of Pay Period 24

| FT PERSONNEL | | | |
|-----------------------|-------------------|-------------------|------------------|
| Title | YTD Expensed | Budgeted | Remaining |
| Librarian Director II | 81,325.73 | 81,046.00 | (279.73) |
| Librarian/Trainee | 44,279.16 | 95,574.00 | 51,294.84 |
| Library Assistant | 47,491.73 | 51,866.00 | 4,374.27 |
| Caretaker (RPT) | 32,939.28 | 35,632.00 | 2,692.72 |
| FT Totals | 206,035.90 | 264,118.00 | 58,082.10 |

| PT PERSONNEL | | | |
|------------------|-------------------|-------------------|------------------|
| Title | YTD Expensed | Budgeted | Remaining |
| Clerk Typist PT | 29,383.85 | 31,213.00 | 1,829.15 |
| Librarian I PT | 32,028.35 | 33,217.00 | 1,188.65 |
| Page PT | 20,312.88 | 23,374.00 | 3,061.12 |
| Senior Page | 43,015.78 | 56,628.00 | 13,612.22 |
| PT Totals | 124,740.86 | 144,432.00 | 19,691.14 |

| TOTAL COMBINED | | |
|-------------------------|-------------------|-------------------|
| | YTD Expensed | Budgeted |
| Caretakers | 32,939.28 | 35,632.00 |
| Clerk Typists | 29,383.85 | 31,213.00 |
| Librarian/Trainee | 76,307.51 | 128,791.00 |
| Librarian Director II | 81,325.73 | 81,046.00 |
| Library Assistant | 47,491.73 | 51,866.00 |
| Pages | 20,312.88 | 23,374.00 |
| Senior Page | 43,015.78 | 56,628.00 |
| Other Payments/Reserves | | 15,256.00 |
| Savings Goal | (53,960.00) | (53,960.00) |
| Combined Totals | 330,776.76 | 369,846.00 |
| | | 39,069.24 |

| | |
|---------------------------------|-------------------|
| ANNUAL BUDGET | \$ 369,846.00 |
| PROJECTED ENDING BALANCE | \$ 361,002.14 |
| Projected Ending Balance | \$8,843.86 |

West Seneca Public Library Local Account Budgets 2026

M&T Local Checking Account

Opening Balance: \$17,000.99 (Note: Includes \$14,566.50 Rotary)

Estimated Revenue: \$1,100

\$1,100 (Patron donations/Book Sale)

Estimated Expenses: \$5,000

\$300 (Dues/memberships)

\$200 (Building/cleaning supplies)

\$1,400 (Programming supplies)

\$200 (Material processing/labeling supplies)

\$2,900 (Material purchases-\$2,500 Rotary and \$400 future donations)

Estimated Closing Balance: \$13,100.99 (Rotary estimated closing balance \$12,066.50)

M&T Construction Fundraiser Account

Opening Balance: \$5,582.03

Estimated Revenue: \$0.00

Estimated Expenses: \$3,000.00 (Furnishings)

Estimated Closing Balance: \$2,582.03

Additional Local Accounts

Local M&T CD (1) - Balance \$40,750.77

Local M&T CD (2) - Balance \$5,084.54

Local M&T CD (3) - Balance \$5,084.54

Adopted by the West Seneca Public Library Board of Trustees at a regular meeting on January 21, 2026.

West Seneca Public Library

CONFLICT OF INTEREST POLICY

ARTICLE I Purpose

The purpose of this Conflict of Interest Policy is to protect the West Seneca Public Library when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, trustee, or Key Person of the West Seneca Public Library. It provides guidelines for handling perceived, potential or actual Conflicts of Interest and addresses procedures and disclosures of Related Party Transactions. This policy is intended to supplement but not replace any applicable state and federal laws governing Conflict of Interest applicable to nonprofit and charitable organizations.

ARTICLE II Definitions

2.1. Interested Person. An Interested Person is any trustee, officer, employee or member of a committee with powers delegated by the Board of Trustees, who (1) has a direct or indirect Financial Interest, as defined below, and/or (2) is a Related Party, as defined below.

2.2. Disinterested Trustee. A Disinterested Trustee is any trustee who is not an Interested Person.

2.3. Relative. A Relative of an individual means their spouse or domestic partner as defined in Section 2994-a of the Public Health Law, ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren and great-grandchildren.

2.4. Financial Interest. A person has a Financial Interest if the person has, directly or indirectly, through business, investment, or a Relative:

(A) An ownership or investment interest in any entity with which the West Seneca Public Library has a transaction or arrangement;

(B) A compensation arrangement with the West Seneca Public Library or with any entity or individual with which the West Seneca Public Library has a transaction or arrangement, except for compensation payable to a Trustee of the West Seneca Public Library for service on the Board that is to be made available or provided to all Trustees of the West Seneca Public Library on the same or substantially similar terms; or

(C) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the West Seneca Public Library is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

2.5. Substantial Financial Interest. A Financial Interest in a Related Party Transaction is a "Substantial Financial Interest" if, in the discretion of the Board of Trustees after giving due consideration to the material facts and circumstances of the Financial Interest as presented, the Board determines that such Financial Interest is substantial.

2.6. Related Party. A Related Party includes:

(A) any trustee, officer or Key Person of the West Seneca Public Library or any Affiliate of the West Seneca Public Library or any other person who exercises the powers of trustees, officers or Key Persons over the affairs of the West Seneca Public Library or any Affiliate of the West Seneca Public Library;

(B) any Relative of an individual described in clause (A) of this section; or

(C) any entity in which any individual described in clauses (A) and (B) of this section has a thirty-five (35) percent or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of five (5) percent.

2.7. Key Person. A Key Person means any person, other than a director or officer, whether or not an employee of the West Seneca Public Library, who:

(A) has responsibilities or exercises powers or influence over the West Seneca Public Library as a whole similar to the responsibilities, powers, or influence of directors and officers;

(B) manages the West Seneca Public Library, or a segment of the Library that represents a substantial portion of its activities, assets, income or expenses; or

(C) alone or with others controls or determines a substantial portion of the West Seneca Public Library's capital expenditures or operating budget.

2.8. Affiliate of the West Seneca Public Library. An Affiliate of the West Seneca Public Library means any entity controlled by or in control of the West Seneca Public Library.

2.9. Related Party Transaction. A Related Party Transaction means any transaction, agreement or any other arrangement in which a Related Party has a Financial Interest and in which the West Seneca Public Library or any Affiliate of the West Seneca Public Library is a participant, except that a transaction shall not be a Related Party Transaction if:

- (A) the transaction or the Related Party's Financial Interest in the transaction is de minimis; or
- (B) the transaction would not customarily be reviewed by the board or boards of similar organizations in the ordinary course of business and is available to others on the same or similar terms; or
- (C) the transaction constitutes a benefit provided to a Related Party solely as a member of a class of beneficiaries that the West Seneca Public Library intends to benefit as part of the accomplishment of its mission, which benefit is available to all similarly situated members of the same class on the same terms.

2.10. Conflict of Interest. A Conflict of Interest exists if an outside interest or activity influences or appears to influence the ability of an individual to exercise objectivity or impair the individual's ability to perform their responsibility in the best interests of the West Seneca Public Library.

ARTICLE III Disclosure

3.1. Initial Disclosure. Prior to the initial election of any trustee, officer, or member of a committee with powers delegated by the Board of Trustees or hiring of any Key Person, the prospective trustee, officer, committee member, or Key Person shall complete, sign and submit to the Chair of the Governance Committee a written Disclosure Statement, attached as Appendix A, identifying, to the best of his or her knowledge, the following information:

- (A) any entity of which such prospective trustee, officer, committee member, or Key Person is an officer, trustee, member, owner (either as a sole proprietor or a partner), or employee and with which the West Seneca Public Library has a relationship; and
- (B) any transaction in which the West Seneca Public Library is a participant and in which the prospective trustee, officer, committee member, or Key Person might have a Financial Interest that may give rise to a Conflict of Interest or Related Party Transaction.

3.2. Annual Disclosure. Each trustee officer, member of a committee with powers delegated by the Board of Trustees, and Key Person shall annually submit to the Chair of the Governance Committee the written Disclosure Statement, attached as Appendix A, in which such person:

- (A) identifies, to the best of his or her knowledge, the information specified in Paragraphs (A) and (B) of Section 3.1 of this Article;
- (B) affirms that he or she has received a copy of the Conflict of Interest policy, read and understands the policy, agrees to comply with the policy, and understands the West Seneca Public Library is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

3.3. Continuing Duty to Disclose. In connection with any actual or possible Conflict of Interest or Related Party Transaction which may arise in the ordinary course of the year and within Board or committee meetings, an Interested Person must disclose the existence of the Financial Interest and be given the opportunity to disclose all material facts to the Board of Trustees or the Governance Committee. Such disclosure may be made in a written statement or orally at a meeting of the Board, provided that such oral disclosure must be documented in the minutes of the meeting at which such disclosure is made and given to the Governance Committee for review in accordance with Article IV, Section 4.2.

ARTICLE IV General Procedures

4.1. General Prohibitions.

- (A) An Interested Person is precluded from being present at or participating in any Board or committee deliberation or vote related to the transaction or arrangement giving rise to a Conflict of Interest or Related Party Transaction. Notwithstanding the foregoing, the Board of Trustees or the Governance Committee, may request that an Interested Person present information to the Board or Governance Committee prior to the commencement of deliberations or voting relating thereto.
- (B) An Interested Person shall not directly or indirectly attempt to influence improperly the deliberation or voting on the transaction or arrangement giving rise to the conflict.

4.2. Determining Whether a Conflict of Interest or Related Party Transaction Exists.

- (A) After the Interested Person's disclosure of the existence of and all material facts relating to his or her Financial Interest as required under Article III, and after any discussion among the remaining members of the Board of Trustees or the Governance Committee and the Interested Person regarding the facts and circumstances of the Financial Interest, the Governance Committee shall discuss and make a recommendation to the Board as to each of the determinations required by Paragraphs (C) and (D) of this Section 4.2. Alternatively, if the existence of the Financial Interest initially arises at a meeting of the Board of Trustees, then the Board of Trustees can directly make the determinations required without seeking recommendations from the Governance Committee, provided the Interested Person leaves the meeting while the remaining members of the Board of Trustees discusses the information disclosed.

(B) Upon due discussion and consideration of the Governance Committee recommendations, the Board shall make each of the determinations required by Paragraphs (C) and (D) of this Section 4.2.

(C) Upon discussion, the remaining Board members shall decide and document in the meeting minutes if the transaction or arrangement constitutes a Related Party Transaction as defined in Article II, Section 2.9. If so, then the Board of Trustees must also determine and document in the meeting minutes whether the Related Party has a Substantial Financial Interest, as defined in Article II, Section 2.5, in the proposed Related Party Transaction. Regardless of whether or not the Financial Interest is a Substantial Financial Interest, a Related Party Transaction is subject to the procedures set forth in Article V.

(D) If the transaction or arrangement does not constitute a Related Party Transaction as defined in Article II, Section 2.9, then the remaining Board members in their discretion shall decide if a Conflict of Interest, as defined in Article II, Section 2.10, exists nonetheless, after giving due consideration to the material facts and circumstances presented. If the Board determines that the transaction or arrangement involves a Conflict of Interest, then such transaction or arrangement is subject to the procedures set forth in Article V.

ARTICLE V Procedures for Addressing Conflicts of Interest & Related Party Transactions

5.1. Consideration of Alternatives.

(A) If the transaction or arrangement is a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then consideration of alternatives in accordance with this section is mandatory. For Conflicts of Interest, consideration of alternatives is within the discretion of the Board of Trustees. After disclosure and discussions with the Interested Person, the Board of Trustees may appoint a Disinterested Trustee or committee of Disinterested Trustees to investigate alternatives to the proposed transaction or arrangement. Alternatives must be presented to the Board of Trustees and must be documented in the minutes of the meeting at which the determination is made.

(B) If alternatives are investigated and presented to the Board, then after exercising due diligence and giving due consideration for any such alternative transactions presented, the Board of Trustees shall determine whether the West Seneca Public Library can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a Conflict of Interest or Related Party Transaction.

5.2. Board Decision.

(A) If alternatives are considered, whether mandatory or discretionary, and if the Board of Trustees determines that a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a Conflict of Interest or Related Party Transaction, the Board of Trustees shall determine by a majority vote of the Board whether the transaction or arrangement is in the West Seneca Public

Library's best interest, for the West Seneca Public Library's own benefit, and whether it is fair and reasonable.

(B) In conformity with the above determination, in accordance with the West Seneca Public Library's bylaws, the Board of Trustees shall make its decision as to whether to enter into the transaction or arrangement.

(C) If the transaction or arrangement involves a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then a majority of the Board members present at the meeting is required to approve such transaction.

5.3. Documentation Required. In connection with all actual or possible Conflicts of Interest and Related Party Transactions, the Board of Trustees shall document in the minutes of the meeting at which such determinations are made the following:

(A) The names of the persons who disclosed or otherwise were found to have a Financial Interest in connection with an actual or possible Conflict of Interest or Related Party Transaction, the nature of the Financial Interest, any action taken to determine whether a Conflict of Interest or Related Party Transaction was present, and the Board's decision as to whether a Conflict of Interest, Related Party Transaction or Substantial Financial Interest in a Related Party Transaction in fact existed.

(B) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussions at the meeting regarding the proposed transaction or arrangement, including the alternatives to the proposed transaction or arrangement considered, if any.

(C) The determination as to whether the transaction or arrangement is fair, reasonable and in the West Seneca Public Library's best interest.

(D) The determination as to whether to enter into the transaction or arrangement which gives rise to the Conflict of Interest or Related Party Transaction. If the Board of Trustees approves a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then the minutes must also include the basis for such approval.

(E) A record of any votes taken in connection with the proceedings.

ARTICLE VI Oversight & Reviews

6.1. Oversight Responsibility. The designated Governance Committee of the Board of Trustees, as defined in the West Seneca Public Library's Bylaws, shall oversee the adoption of, implementation of, and compliance with this Conflict of Interest Policy in accordance with the procedures contained herein and within the process and authority granted under the Bylaws.

6.2. Violation of the Conflict of Interest Policy.

(A) If the Governance Committee has reasonable cause to believe a trustee, officer or Key Person has failed to disclose an actual or possible Conflict of Interest or Related Party Transaction, it shall inform such person of the basis for such belief and afford such person an opportunity to explain the alleged failure to disclose.

(B) If, after hearing the response of the trustee, officer or Key Person and after making further investigation as warranted by the circumstances, the Governance Committee determines that the trustee, officer or Key Person has failed to disclose an actual or possible Conflict of Interest or Related Party Transaction, it shall recommend to the Board of Trustees appropriate disciplinary and corrective action, up to and including dismissal or termination, and referral to the New York State Board of Regents for possible removal of a trustee, pursuant to New York State Education Law Section 226.

6.3. Periodic Reviews. To ensure the West Seneca Public Library operates in a manner consistent with its charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, the Board shall conduct periodic reviews. The periodic reviews shall, at a minimum, include the following subjects:

(A) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining; and

(B) Whether partnerships, joint ventures, and arrangements with management organizations conform to the West Seneca Public Library's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in impermissible or excessive benefit.

6.4. Use of Outside Experts. When conducting the periodic reviews as provided for in Article VI, Section 6.3, the West Seneca Public Library may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of Trustees of its responsibility for ensuring periodic reviews are conducted.

Approved by the West Seneca Public Library Board of Trustees on October 16, 2019. Adopted on November 20, 2019. (Supersedes Article VII: Conflict of Interest from the Bylaws of the Trustees of the West Seneca Public Library.) Reviewed and approved October 28, 2020. Adopted December 2, 2020. Revised and re-approved December 3, 2025.

Appendix A

DISCLOSURE STATEMENT OF THE WEST SENECA PUBLIC LIBRARY

The undersigned, being a trustee, officer, Key Person of the West Seneca Public Library, hereby acknowledges and confirms the following:

(1) I have received, read and understand the West Seneca Public Library's Conflict of Interest Policy in effect as of the date written below, and I agree to comply with the Conflict of Interest Policy.

(2) I understand that the West Seneca Public Library is a 501(c)(3) charitable organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

(3) **Personal Interests & Relationships.** I am an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which the West Seneca Public Library has a relationship: *[If none, please write "None." If such interests exist, please specify the capacity in which you hold such an interest (for example, employee, director, or owner). If an owner, please specify your percentage ownership.]*

(4) **Interests & Relationships of Relatives.** A Relative (spouse or domestic partner, ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren and great-grandchildren) of mine is an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which the West Seneca Public Library has a relationship: *[If none, please write "None." If such interests exist, please specify the Relative (for example, sibling or spouse) and the Relative's position (for example, employee, director, or owner). If an owner, please specify the percentage ownership.]*

(5) Transactions. The West Seneca Public Library is a participant in the following transactions in which I or my Relative may have a Financial Interest that may give rise to a Conflict of Interest or Related Party Transaction, as defined in the Conflict of Interest Policy. *[If none, please write "None." If such transaction(s) exists, please specify the transaction and the potential financial interest involved and whether you or a Relative has such an interest for any such transaction(s). Please specify the Relative and their position, if applicable.]*

I certify that the above statements are true and correct to the best of my knowledge.

Name: _____

Position: _____

Signature: _____

Date: _____

Approved by the West Seneca Public Library Board of Trustees on October 16, 2019. Adopted on November 20, 2019. (Supersedes Article VII: Conflict of Interest from the Bylaws of the Trustees of the West Seneca Public Library.) Reviewed and approved October 28, 2020. Adopted December 2, 2020. Revised and re-approved December 3, 2025.

Lost and Found Policy

The West Seneca Public Library (WSPL) is not responsible for any patron's lost or left behind items. Patrons are solely responsible for their own property.

As a courtesy to our patrons, the WSPL will retain and store lost and left behind items for approximately 30 days. In addition, the WSPL will make a reasonable attempt to determine and contact the rightful owner of the lost property if said property contains sufficient identifying information.

1. If the rightful owner cannot be located, a lost or left behind item that is still unclaimed after 30 days will become the property of the WSPL or be turned over to the West Seneca Police Department.
2. Perishable or hazardous items such as food and personal care items will be disposed of immediately.
3. The WSPL will dispose of unclaimed items as follows:
 - a. General items will become the property of WSPL and may be disposed of or given to a charity as appropriate;
 - b. Books will be placed in the Library's book sale;
 - c. Money will be deposited in the WSPL general fund or turned over to the West Seneca Police Department, as appropriate; and
 - d. Identification documents and items, including but not limited to, credit cards and wallets, will be turned over to the West Seneca Police Department.

Adopted by the West Seneca Public Library Board of Trustees December 12, 2018.
Confirmed January 16, 2019. Reviewed and re-approved on June 23, 2021. Reviewed and re-approved on October 23, 2024. Reviewed and re-approved on January 21, 2026.

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

I. STATEMENT OF PURPOSE

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

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

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

A. Bidding Procedures

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

B. Bidding Guidelines

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

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

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

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

C. Formal Competitive Bid Process

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

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

D. Informal Bidding Process

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

E. Special Purchase Situations

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

G. Exempted from GML 103, 104-b

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

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

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

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

H. Responsibilities/Exceptions

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

I. Updating Policies and Procedures

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

J. Unintentional Failure to Comply

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

III. SUSTAINABLE PURCHASING

The West Seneca Public Library strives to be a responsible steward of its resources, including decreasing its impact on the environment. Toward that end, the West Seneca Public Library shall, wherever practicable and efficient, endeavor to use sustainable and environmentally sound procurement practices in purchasing supplies and equipment for the library. West Seneca Public Library purchasing agents shall take factors such as

the following into consideration when making purchases for the library, although this is not an exhaustive list:

- Recyclability of the items
- Amount of post-consumer recycled content in the items and packaging
- Disposal of items such as batteries and hardware
- Transportation distances and impacts for delivery of the items
- Ability for an item to be repaired or repurposed rather than re-purchasing
- The environmentally friendly practices of the vendors under consideration

Nothing in this policy shall prohibit the West Seneca Public Library from considering a product or vendor that is more suitable for the intended use and/or available at a more competitive price that does not meet these aspirational standards.

IIIIV. DOCUMENTATION PROCEDURES

A. Quotes

1. Minimum Information Requirements - At a minimum, all quotations should include the date, item description, name of the vendor and vendor's representative, vendor contact information.

2. Verbal/Telephone Quotes - The information is recorded on the purchase order and becomes part of the purchasing document.

32. Single Source Quotes - The Director, or his/her designee, will solicit one written, faxed, emailed or verbal quotation. Written or faxed/ emailed quotations are attached to the file copy of the purchase order. All verbal quotations will be documented on the purchase order in accordance with the above verbal/telephone quotes procedure.

43. Written Quotes - When utilizing written quotes, where practicable a minimum of three quotations should be solicited and documented.

54. Fax/Email Quotes – Fax/email quotes may be accepted for any quotation under \$20,000 for commodities/services and under \$35,000 for contracts for public work.

B. Price Verification

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

C. Bid Language (Extensions/Alternate submissions)

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

D. Post Bid Negotiations

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

E. Request For Proposals

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

Approved by the West Seneca Public Library Board of Trustees on Oct 16, 2019.
Adopted November 20, 2019. Reviewed, amended and re-approved June 23, 2021.
Reviewed, amended and re-approved January 12, 2022. Reviewed, re-approved – no changes March 15, 2023. Reviewed, amended and re-approved January 21, 2026.