

**West Seneca Public Library**  
**Board Meeting Agenda – May 20, 2026 @ 4:00pm in the Large Community Room**

A. Call of the Roll.

B. Approval / Changes to Agenda.

C. Minutes of the Preceding Meeting – March 18, 2026

D. Nominations and Elections of Officers, if any.

E. Report of the Director – March & April 2026

1. Revised System Policy: Equal Employment Opportunity and Anti-Harassment Policy
2. Revised System Policy: Sexual Harassment Prevention Policy
3. Discards Book Sale
4. University Express Class Technology
5. Volunteer Income Tax Preparation Program

F. Report of the Treasurer

1. County account statement March & April 2026
2. Local account statement March & April 2026
3. Summary of accounts March & April 2026
4. Check abstract and approvals
5. Payroll Report through PP#7 & PP#9

G. Report of the Friends of the Library.

H. Report of the President.

1. Recap: ACT Annual Meeting @ CEN – Saturday, March 21, 2026
2. Recap: ACT General Meeting @ Collins – Saturday, May 16, 2026

I. Old Business.

J. New Business.

1. 2025 NYS Annual Report Board Resolution/ Approval
2. 2025 Annual Report Brochure
3. 2025 NYS Comptroller's Report
4. Rotary Club Funds Expenditure – Children's Board Books and Paperbacks \$1,000

K. Public Comment.

L. Adjournment.

Next Regular Meeting: Wednesday, June 17, 2026 @ 4:00pm

**West Seneca Public Library**

**Library Board of Trustees Meeting Minutes**

**Wednesday, March 18, 2026 @ 4:00pm in the Large Meeting Room**

**A. Call of the Roll**

- Present: William Josefiak, Cynthia Johnson, Lindsey Burgmaster, Jennifer Dobe, Scott Robertson (W.S Town Board Liason)
- Excused: Jessica Casamassa
- Guest(s): Robert Alessi (Director)

**B. Approval / Changes to Agenda: none**

**C. Minutes of Preceding Meeting (February 18th, 2026):**

**Motion to approve preceding minutes: William Josefiak**

**Second: Cindy Johnson**

**Ayes: all**

**Nays: none**

**D. Nominations and Elections of Officers: n/a**

**E. Report of the Director:**

- February programs were very well attended, the children's programs particularly.
- New data line for the fax machine
- West Seneca Library featured in article in Buffalo Spree March 2026
- The Seed Swap was a very popular event as well

**F. Report of the Treasurer:**

See February 2026 documents posted

- County account statement February 2026
- Local account statement February 2026
- Summary of accounts February 2026
- Check abstract and approvals

**Motion to approve: William Josefiak**

**Second: Cindy Johnson**

**Ayes: all**

**Nays: none**

**G. Report of the Friends of the Library:**

- Approved money for the flex space teaching furniture for use during children's programs
- Purchased Popcorn Machine
- Jewelry sale fundraiser coming up on Sat, April 25<sup>th</sup> from 10am-3pm

- Friends plan to help during discards book sale that will take place later in May
- Planning for potential donation-only plant sale
- Next Meeting April 20<sup>th</sup> at 4:30pm

H. Report of the President:

- ACT Meeting March 21<sup>st</sup> at Central Library - reviewed the agenda for ACT meeting
- Will renew CD's with M&T for better interest rate

I. Old Business:

- none

J. New Business:

- Approve allocation of Assemblyman Burke Funds \$4,000 for Vox/Wonderbooks and \$200 for Citizen Science Kit material purchases

**Motion to approve:** Jennifer Dobe

Second: William Josefiak

Ayes: all

Nays: none

- Review: West Seneca Public Library Meeting Room Policy
- Review: Emergency & Disaster Procedures Policy

**Motion to approve:** William Josefiak

Second: Cindy Johnson

Ayes: all

Nays: none

- Upgrade of M&T Certificate of Deposit Accounts for better interest rates
- Working with new computer program to update State Report- not yet open for data entry; reports may not be ready for originally scheduled April 15<sup>th</sup> meeting - change April meeting date to 29th

**Motion to approve:** William Josefiak

Second: Cindy Johnson

Ayes: all

Nays: none

K. Public Comment: none; one community member present

L. Adjournment @ 4:50 pm

**Next Regular Meeting: April 29, 2026 @ 4 pm**

Respectfully submitted by Lindsey Burgmaster, Secretary

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

*March 2026*

**Circulation - March 2026**

19,560

**Revenue - County Account Fees, Copies, Print - March 2026**

\$987.15

**Library Visitors - March 2026**

11,184

**Programming - March 2026**

**(Youth/Teen)**

Make & Take Craft Bags	All month	165 bags
Tutoring	All month	331 sessions
Preschool Story Time (4)	3/3, 3/10, 3/17, 3/24	37 attendees
Baby & Me (8)	3/4, 3/11, 3/18, 3/25	240 attendees
Toddler Time (8)	3/5, 3/12, 3/19, 3/26	266 attendees
LEGO Club (2)	3/7, 3/21	81 attendees
Fuse Beads	3/12	23 attendees
Mario Day	3/14	113 attendees
Kid's STEM: Leprechaun Traps	3/16	35 attendees
Teen Advisory Group	3/19	3 attendees
Teen Mini-Canvas Painting	3/28	9 attendees
Baby Rave	3/30	43 attendees
Toddler Rave	3/31	42 attendees
Pokemon Scavenger Hunt (end)	Various	97 participants
Spring Flowers Scavenger Hunt	Various	561 participants

**Programming - March 2026**

**(Adult)**

Handicraft Club (5)	3/2, 3/9, 3/16, 3/23, 3/30	18 attendees
Book A Technology Trainer	3/5	5 appointments / 5 attendees
Birds in Winter	3/5	18 attendees

Sudhir Suchak Local Author Visit	3/7	8 attendees
West Seneca Public Library Book Club	3/30	6 attendees

**Outreach/Meetings/Library Visits**

- 3/11 Manager Meeting @ CEN
- 3/16 Friends of the West Seneca Public Library Meeting
- 3/18 West Seneca Public Library Board of Trustees meeting
- 3/21 Association of Contracting Library Trustees Annual Meeting @ CEN
- 3/26 Allendale Elementary Literacy Night Outreach (Emily)

**Misc.**

- 3/30 Outreach table by Together For Youth Fostering
- 3/31 3 x CD accounts upgraded from 3-6 month periods for 2.71% interest rate'

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

*April 2026*

**Circulation - April 2026**

18,730

**Revenue - County Account Fees, Copies, Print - April 2026**

\$998.30

**Library Visitors - April 2026**

11,064

**Programming - April 2026**  
**(Youth/Teen)**

Make & Take Craft Bags	All month	216 bags
Tutoring	All month	230 sessions
LEGO Club (2)	4/4, 4/18	61 attendees
Baby & Me (8)	4/8, 4/15, 4/22, 4/29	248 attendees
Toddler Time (8)	4/9, 4/16, 4/23, 4/30	240 attendees
Fuse Beads	4/9	23 attendees
Spring Carnival & Egg Hunt	4/10	128 attendees
Parent Network - Recreational Festival Outreach (Susan)	4/11	107 attendees
Independent Preschool Story Time (2)	4/14, 4/21	21 attendees
Teen Advisory Group	4/16	2 attendees
Baby Rave	4/20	47 attendees
Neighborhood Forest Tree Program	4/22, 4/23	148 participants
Girl Scout Visit/Tour (Emily)	4/28	12 attendees
Spring Flower Scavenger Hunt (end)	Various	67 participants
Picture Book Scavenger Hunt	Various	592 participants

**Programming - April 2026**  
**(Adult)**

Handicraft Club (4)	4/6, 4/13, 4/20, 4/27	16 attendees
Book A Technology Trainer	4/7	1 appointment / 1 attendee

NYS Department of Labor Job Fair	4/17	106 attendees
Senior Sunshine Senders Card Making	4/21	3 attendees
West Seneca Public Library Book Club	4/27	6 attendees
The Senecas of West Seneca w/ Town Historian Jim Pace	4/27	32 attendees
University Express Book Club	4/29	16 attendees

### Outreach/Meetings/Library Visits

- 4/9 Meeting re Week of the Young Child Press Conference
- 4/13 Week of the Young Child Erie County Press Conference in the children's room with County Executive Mark Poloncarz (Rob & Emily)
- 4/17 NYLA Youth Services Section conference (Emily)
- 4/20 Friends of the West Seneca Public Library Meeting
- 4/22 West Elementary Class Visit (Rob & Emily)
- 4/24 Fellowship Wesleyan Class Visit (Susan)
- 4/28 System Director Zoom Interviews

### Misc.

- 4/1 System computer network outage from approximately 10am-3:30pm
- 4/6 Library Closed due to power outage
- 4/7 Library Open 9am-5pm on generator; closed early at 5pm due to need to shut off power for repairs
- 4/7 Erie County Cancer Services outreach table
- 4/10 Submitted updated external partners listings to CEN
- 4/13 Cindy Hager, Co-President of the Friends, presented at a Chamber of Commerce meeting featuring West Seneca service organizations
- 4/15 Final VITA Tax Assistance Session from 1pm-4pm (extended from original end date of 4/13 )
- 4/29 New server installed for public computers

**BOARD OF TRUSTEES  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
MEETING DATE: March 19, 2026**

**AGENDA ITEM NUMBER: J.1**

**RESOLUTION: 2025-45 Amend  
Equal Employment Opportunity  
and Anti-Harassment Policy**

**BACKGROUND:**

The Buffalo & Erie County Public Library Board of Trustees adopted an Equal Employment Opportunity (EEO) and Anti-Harassment Policy on April 20, 2017. The Policy was last amended on January 16, 2025.

The Library has a process for review of standing policies to ensure they remain timely and effective. This procedure was used to review the EEO and Anti-Harassment Policy. Recommended changes include updates to reflect recent style guide changes, to add reference to offsite and remote workspaces, and clarifying language. These changes were vetted by Buffalo & Erie County Public Library legal counsel.

The Board's Policy Committee met on February 19, 2026 to review the attached proposed amended EEO & Anti-Harassment Policy. Mark-up and clean versions of the amended policy are attached. The Policy Committee recommends the proposed amended Sexual Harassment Prevention Policy for approval by the full Board.

**ACTION REQUIRED:**

**Motion to approve Resolution 2025-45.**

## PROPOSED RESOLUTION 2025-45

WHEREAS, the Buffalo & Erie County Public Library Board of Trustees adopted an Equal Employment Opportunity (EEO) and Anti-Harassment Policy on April 20, 2017, and the policy has been reviewed and/or amended periodically, most recently on January 16, 2025, and

WHEREAS, Library System Administration has recommended updates to the policy to reflect recent style guide changes, to add reference to offsite and remote workspaces, and to make minor clarifying edits, and

WHEREAS, these changes have been vetted by Buffalo & Erie County Public Library legal counsel, and

WHEREAS, the Policy Committee recommends the attached proposed amended EEO and Anti-Harassment Policy for approval by the full Board, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed revisions to the Equal Employment Opportunity and Anti-Harassment Policy to supersede and replace the existing policy last amended January 16, 2025, and be it further

RESOLVED, that copies of the approved amended EEO and Anti-Harassment Policy replace the existing policy in the Buffalo & Erie County Public Library Personnel Policies and Procedures Manual as Chapter 8, Section 1, and be it further

RESOLVED, that the amended EEO and Anti-Harassment Policy replace the existing policy in each Contract Library's annual agreement, Exhibit G, and be it finally

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes this policy be transmitted to all Buffalo & Erie County Public Library locations, Contract Library Directors, and Contract Library Trustees and authorizes public posting on the Library's website.



## 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~~ "Library") is committed to maintaining an environment free of discrimination and unlawful harassment.

#### A. Equal Employment Opportunity

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

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

1.2. Unlawful harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer-sponsored events. Harassment can occur when employees are working remotely as well. Calls, texts, emails and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

### C. Examples of Harassment

1. Offensive comments such as racial or ethnic slurs, jokes, epithets, and innuendo;
2. Verbal or physical kidding, teasing or practical jokes based on a person's protected characteristic 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 a protected characteristic 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 protected characteristic 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 Library 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 Library has zero tolerance for the types of conduct described in this policy. The B&ECPL Library may treat instances of inappropriate conduct as a violation of this policy, regardless of the specific wording of this policy or technical definitions in the applicable laws; and the B&ECPL Library may deal with such conduct with disciplinary action or other forms of corrective action as deemed appropriate. Such conduct may also be treated as a violation of the applicable library's Rules of Conduct.
4. Any harassment based on a protected class violates this policy regardless of whether such harassment would be considered unlawful under relevant federal, state, or local laws. 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 Library facilities and services are encouraged to promptly report any conduct that they are subject to, or that they witness, which may violate this policy. If the Library 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 Library recognizes that such a

confrontation may be uncomfortable or even impossible. Therefore, notifying the offender is not required.

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

1. Notify Appropriate Staff

- a. Employees, supervisors, and managers must report any incident of discrimination, retaliation, sexual harassment, or other harassment.
- b. Employees who believe they have been subject to or witnessed conduct which violates this policy should immediately report the incident to their direct supervisor.
- c. If the direct supervisor is the alleged offender or the employee is uncomfortable reporting the incident of discrimination, harassment, or retaliation to their direct supervisor, the incident should be reported ~~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 direct 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~~The Library encourages the prompt reporting of complaints so that a rapid response and appropriate action may be taken.
- b. Failure to promptly report a complaint can hinder an effective investigation.
- c. A prompt report not only aids the complainant but also helps to maintain an environment free from discrimination for all.
- d. Reports of harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this policy, and all individuals are encouraged to use this complaint form. Individuals who are reporting harassment on behalf of another person should use the complaint form and note that it is on another person's behalf.

3. Prepare Written Report of Misconduct

- a. An accurate record of objectionable behavior or misconduct is needed to resolve a formal complaint of discrimination, retaliation, and/or harassment.
- b. Any and all verbal and written reports must be submitted to Human Resources or the System Library Director for investigation.
- c. Upon receipt of a complaint under this policy, Human Resources or the System Library Director will complete a formal written report of the complaint, if not already done by the complainant or their supervisor.
- d. Individuals who believe they have been or are currently being subjected to discrimination, retaliation, or harassment should maintain a record of objectionable conduct in order to prepare effectively for the investigation.

B. Investigating the Complaint

1. Confidentiality

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

2. Investigation Process

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

C. Corrective Action

1. Employees

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

## 2. Non-employees

When a patron, volunteer, or other person not employed by the B&ECPLLibrary is found to have engaged in unlawful harassment, discrimination, or retaliation against a B&ECPLLibrary employee, the B&ECPLLibrary will advise the person of the B&ECPLLibrary'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&ECPLLibrary 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&ECPLLibrary 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 Library](#), as described above. If an individual is dissatisfied with the response, they may file a complaint with the Equal Employment Opportunity Commission (EEOC) at (716)551-4441 and/or the New York State Division of Human Rights at (716)847-7632, which are authorized to investigate the allegations in the complaint. Individuals also may contact a private attorney or union representative should they believe they have been subjected to any form of discrimination, harassment, or retaliation.

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

*Amended December 20, 2018 per Resolution 2018-40.*

*Amended November 21, 2019 per Resolution 2019-43.*

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

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

*Amended January 19, 2023 per Resolution 2023-1.*

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

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

*Reviewed by the Policy Committee December 19, 2024.*

*Amended January 16, 2025 per Resolution 2025-4.*

[Amendments Proposed for Review at the November 20, 2025 Meeting of the Buffalo & Erie County Public Library Board of Trustees' Policy Committee.](#)

[Amendments Proposed for Review at the February 19, 2026 Meeting of the Buffalo & Erie County Public Library Board of Trustees' Policy Committee.](#)



Buffalo & Erie County Public  
**LIBRARY**



## **COMPLAINT OF HARASSMENT, DISCRIMINATION, OR RETALIATION**

The Buffalo & Erie County Public Library (the 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 Library 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 Library B&ECPL policy, please complete this complaint form.

### **General Information:**

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

**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?**



## Equal Employment Opportunity and Anti-Harassment Policy

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

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

### I. Statement of Policy

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

#### A. Equal Employment Opportunity

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

#### B. Unlawful Harassment

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

1. The Library prohibits all forms of unlawful harassment. Generally, unlawful harassment includes any unwelcome conduct, whether verbal, written, physical, or visual, that is based upon a person's protected characteristic, such as gender, race, color, national origin, citizenship or immigration status, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity or expression, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, or any other basis protected by federal, state or local law.
2. Unlawful harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer-sponsored events. Harassment can occur when employees are working remotely as well. Calls, texts, emails and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

C. Examples of Harassment

1. Offensive comments such as racial or ethnic slurs, jokes, epithets, and innuendo;
2. Verbal or physical kidding, teasing or practical jokes based on a person's protected characteristic;
3. Harassing conduct based on a protected characteristic that unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive working environment; or
4. Any action taken because of an individual's protected characteristic that alters the terms, conditions and/or privileges of employment.

D. Sexual Harassment – See *Sexual Harassment Prevention Policy*.

E. Applicability of Policy

1. The prohibition against discrimination and unlawful harassment applies to everyone: managers, supervisors, salaried and hourly employees, temporary employees, volunteers, contractors, trustees, public officials, appointed administrative officers, patrons, or any other non-employee.
2. The Library will not allow unlawful harassment of any kind by anyone. This policy will be reviewed with all staff. It is the responsibility of each supervisor to ensure affirmative implementation of this policy to avoid discrimination, unlawful harassment or retaliation in employment, and to report all violations they may become aware of. All employees are expected to be cognizant of this policy and cooperate with its implementation.

3. The Library has zero tolerance for the types of conduct described in this policy. The Library may treat instances of inappropriate conduct as a violation of this policy, regardless of the specific wording of this policy or technical definitions in the applicable laws; and the Library may deal with such conduct with disciplinary action or other forms of corrective action as deemed appropriate. Such conduct may also be treated as a violation of the applicable library's Rules of Conduct.
4. Any harassment based on a protected class violates this policy regardless of whether such harassment would be considered unlawful under relevant federal, state, or local laws. .

## **II. Procedure**

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

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

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

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

1. Notify Appropriate Staff
  - a. Employees, supervisors, and managers must report any incident of discrimination, retaliation, sexual harassment, or other harassment.
  - b. Employees who believe they have been subject to or witnessed conduct which violates this policy should immediately report the incident to their direct supervisor.
  - c. If the direct supervisor is the alleged offender or the employee is uncomfortable reporting the incident of discrimination, harassment, or retaliation to their direct supervisor, the incident should be reported to the Department Head or contract Library Director.
  - d. In the event that the circumstances of the situation make it inappropriate to report the incident to the individual's direct supervisor, Department Head, or contract Library Director, the incident should be reported to Human Resources.
  - e. Supervisors and managers must immediately report any incident or report of discrimination, retaliation, sexual harassment, or unlawful harassment even if they are not the target or victim of such harassment to Human Resources.

- f. If the circumstances of the situation make it inappropriate to report the incident to Human Resources or in the event the individual is not an employee, the incident should be reported to the System Library Director.
- g. In the event that the complaint is against a contract Library Director, the applicable Board President will be notified.

## 2. Promptly Report Complaint

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

## 3. Prepare Written Report of Misconduct

- a. An accurate record of objectionable behavior or misconduct is needed to resolve a formal complaint of discrimination, retaliation, and/or harassment.
- b. Any and all verbal and written reports must be submitted to Human Resources or the System Library Director for investigation.
- c. Upon receipt of a complaint under this policy, Human Resources or the System Library Director will complete a formal written report of the complaint, if not already done by the complainant or their supervisor.
- d. Individuals who believe they have been or are currently being subjected to discrimination, retaliation, or harassment should maintain a record of objectionable conduct in order to prepare effectively for the investigation.

## B. Investigating the Complaint

### 1. Confidentiality

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

### 2. Investigation Process

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

C. Corrective Action

1. Employees

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

2. Non-employees

When a patron, volunteer, or other person not employed by the Library is found to have engaged in unlawful harassment, discrimination, or retaliation against a Library employee, the Library will advise the person of the Library's policy against such conduct, and will take such other actions as are appropriate under the circumstances, up to and including suspension of library privileges.

**III. Protection Against Retaliation**

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

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

**A. Examples of Retaliation:**

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

**IV. Legal Remedies**

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

*Adopted April 20, 2017 per Resolution 2017-11 (supersedes independently adopted EEO Policy contained in the Library Employee Handbook and Personnel Policies and Procedures Manual on December 18, 2014 and the Anti-Harassment Policy last amended March 17, 2016).*

*(Administration Revised July 2018 - updated phone number Section II.A.1.d).*

*Amended December 20, 2018 per Resolution 2018-40.*

*Amended November 21, 2019 per Resolution 2019-43.*

*Reviewed by Policy Committee November 19, 2020 - no changes.*

*Reviewed by Policy Committee November 18, 2021 - no changes.*

*Amended January 19, 2023 per Resolution 2023-1.*

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

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

*Reviewed by the Policy Committee December 19, 2024.*

*Amended January 16, 2025 per Resolution 2025-4.*

*Amendments Proposed for Review at the November 20, 2025 Meeting of the Buffalo & Erie  
County Public Library Board of Trustees' Policy Committee.*

*Amendments Proposed for Review at the February 19, 2026 Meeting of the Buffalo & Erie  
County Public Library Board of Trustees' Policy Committee.*

**BOARD OF TRUSTEES  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
MEETING DATE: March 19, 2026**

**AGENDA ITEM NUMBER: J.2**

**RESOLUTION: 2025-49  
Amend Sexual Harassment  
Prevention Policy**

**BACKGROUND:**

The Buffalo & Erie County Public Library Board of Trustees adopted a Sexual Harassment Prevention Policy on December 20, 2018. The Policy was last amended on July 20, 2023 and last reviewed on July 18, 2024.

The Library has a process for review of standing policies to ensure they remain timely and effective. This procedure was used to review the Sexual Harassment Prevention Policy. Recommended changes include updates to reflect recent style guide changes, to add reference to volunteers and offsite and remote workspaces, to update procedures based on current practice, and other minor updates and clarifications. These changes were vetted by Buffalo & Erie County Public Library legal counsel.

The Board's Policy Committee met on February 19, 2026 to review the attached proposed amended Sexual Harassment Prevention Policy. Mark-up and clean versions of the amended policy are attached, as well as, Complaint of Harassment, Discrimination, or Retaliation forms. The Policy Committee recommends the proposed amended Sexual Harassment Prevention Policy and the forms for approval by the full Board.

**ACTION REQUIRED:  
Motion to approve Resolution 2025-49.**

## PROPOSED RESOLUTION 2025-49

WHEREAS, the Buffalo & Erie County Public Library Board of Trustees adopted a Sexual Harassment Prevention Policy on December 18, 2018, and the policy has been reviewed and/or amended periodically, most recently on July 18, 2024, and

WHEREAS, Library System Administration has recommended updates to reflect recent style guide changes, to add reference to volunteers and offsite and remote workspaces, to update procedures based on current practice, and other minor updates and clarifications, and

WHEREAS, these changes have been vetted by Buffalo & Erie County Public Library legal counsel, and

WHEREAS, the Policy Committee recommends the attached proposed amended Sexual Harassment Prevention Policy and Complaint of Harassment, Discrimination, or Retaliation forms for approval by the full Board, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed revisions to the Sexual Harassment Prevention Policy to supersede and replace the existing policy last amended July 20, 2023, and be it further

RESOLVED, that copies of the approved amended Sexual Harassment Prevention Policy replace the existing policy in the Buffalo & Erie County Public Library Personnel Policies and Procedures Manual as Chapter 8, Section 2, and be it further

RESOLVED, that the amended Sexual Harassment Prevention Policy replace the existing policy in each Contract Library's annual agreement, Exhibit I, and be it finally

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes this policy be transmitted to all Buffalo & Erie County Public Library locations, Contract Library Directors, and Contract Library Trustees and authorizes public posting on the Library's website.



## Sexual Harassment Prevention 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 from sexual harassment. Sexual harassment is a form of workplace discrimination and it is against the law. This policy is one component of B&ECPL's commitment to a discrimination-free environment. Everyone has a legal right to a workplace free from sexual harassment. All employees working in B&ECPL locations are required to work in a manner that prevents sexual harassment and are urged to report sexual harassment by filing a complaint internally with the B&ECPL. Complaints may also be filed with a government agency or in court under federal, state or local antidiscrimination laws.

#### A. Applicability

1. This policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business with B&ECPL, without regard to immigration status.
2. All employees, paid or unpaid interns, and non-employees are expected to follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable and be provided to employees upon hiring.
3. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
4. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

5. Patrons and other non-employees who engage in sexual harassment will be addressed in accordance with each library's Rules of Conduct and applicable laws.
6. Sexual harassment may subject B&ECPL to liability for harm to targets of sexual harassment; and harassers may also be individually subject to liability.
7. Harmless intent is not a defense for harassment or discrimination.

B. What Is "Sexual Harassment"?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

1. Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:
  - a. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
  - b. Such conduct is made either explicitly or implicitly a term or condition of employment; or
  - c. Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.
2. A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, or cause the recipient discomfort or humiliation, or interfere with the recipient's job performance.
3. Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Anyone covered by this policy who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy, regardless of whether such

harassment would be considered severe or pervasive under precedent applied to harassment claims.

**C. Examples of Sexual Harassment**

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

1. Physical acts of a sexual nature, such as:
  - a. Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
  - b. Rape, sexual battery, molestation or attempts to commit these assaults.
2. Unwanted sexual advances or propositions, such as:
  - a. Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
  - b. Subtle or obvious pressure for unwelcome sexual activities.
3. Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
4. Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
5. Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - a. Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
6. Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
  - a. Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
  - b. Sabotaging an individual's work;
  - c. Bullying, yelling, name-calling;
  - d. Stereotyping or treating individuals differently because they identify as cisgender, transgender, or non-binary.

D. Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

E. Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

## II. **Prohibition Against Retaliation**

No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. B&ECPL will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of B&ECPL who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager or the Human Resources Office. All employees, paid or unpaid interns, or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained under Section 5 Legal Protections.

A. What is retaliation?

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours). Retaliation may also include, but is not limited to, 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.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The NYS HRL protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

1. Made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
2. Testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
3. Opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
4. Reported that another employee has been sexually harassed; or
5. Encouraged a fellow employee to report harassment.

#### **B. Good Faith Claims**

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful; however, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

### **III. Reporting Sexual Harassment**

#### **A. Who Should Report**

Preventing sexual harassment is everyone’s responsibility. B&ECPL cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern, or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the Human Resources Office. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Human Resources Office.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of another person should use the complaint form and note that it is on another person’s behalf.

#### **B. Supervisory Responsibilities**

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior

or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the Human Resources Office. In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

#### **IV. Complaint and Investigation of Sexual Harassment**

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

##### **A. Complaint**

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form.

##### **B. Witnesses**

All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment. B&ECPL will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this Policy.

##### **C. Investigation Process**

While the process may vary from case to case, the following steps of the investigation process will ensure a thorough and complete investigation:

1. Upon receipt of complaint, the Human Resources Office will conduct an immediate review of the allegations, and take any interim actions, as appropriate.
2. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If they refuse, the Human Resources Office will prepare a Complaint Form based on the verbal complaint.
3. If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.

4. Request and review all relevant documents, including all electronic communications.
5. Interview all parties involved, including any relevant witnesses.
6. Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - a. A list of all documents reviewed, along with a detailed summary of relevant documents;
  - b. A list of names of those interviewed, along with a detailed summary of their statements;
  - c. A timeline of events;
  - d. A summary of prior relevant incidents, reported or unreported; and
  - e. The basis for the decision and final resolution of the complaint, together with any corrective action(s).
7. Keep the written documentation and associated documents in a secure and confidential location.
8. Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
9. Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

## V. Legal Protections and External Remedies

Sexual harassment is not only prohibited by B&ECPL but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at B&ECPL, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

### A. State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, Art. 15, § 290, et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns, and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Effective August 12, 2020, complaints may be filed with the DHR any time **within 3 years** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged

sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to B&ECPL does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, Main Place Tower, 350 Main Street 10<sup>th</sup> Fl. Suite 1000B, Buffalo, New York 14202. You may call (716) 847-7632 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov) or you can call DHR's toll-free sexual harassment hotline at 1-800-HARASS-3 Monday through Friday, 9:00 AM to 5:00 PM.

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

#### B. Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

C. Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

D. Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Adopted December 20, 2018 per Resolution 2018-41.

Amended November 21, 2019 per Resolution 2019-44.

Amended August 12, 2020 per Resolution 2019-44.

Amended December 16, 2021 per Resolution 2021-44.

Amended January 19, 2023 per Resolution 2023-2.

Amended July 20, 2023 per Resolution 2023-21.

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



**COMPLAINT OF  
HARASSMENT, DISCRIMINATION, OR RETALIATION**

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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:**

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

**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?**



## **Sexual Harassment Prevention 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.*

### **Purpose and Goals:**

The Library is committed to maintaining a workplace free from harassment and discrimination. Sexual harassment is a form of workplace discrimination that subjects an employee to inferior conditions of employment due to their gender, gender identity, gender expression (perceived or actual), and/or sexual orientation. Sexual harassment is often viewed simply as a form of gender-based discrimination, but the Library recognizes that discrimination can be related to or affected by other identities beyond gender. Under the New York State Human Rights Law, it is illegal to discriminate based on sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or status as a victim of domestic violence. Our different identities impact our understanding of the world and how others perceive us. For example, an individual's race, ability, or immigration status may impact their experience with gender discrimination in the workplace. While this policy is focused on sexual harassment and gender discrimination, the methods for reporting and investigating discrimination based on other protected identities are the same. The purpose of this policy is to teach employees to recognize discrimination, including discrimination due to an individual's intersecting identities, and provide the tools to take action when it occurs. All employees, managers, and supervisors are required to work in a manner designed to prevent sexual

harassment and discrimination in the workplace. This policy is one component of the Library's commitment to a discrimination-free work environment.

### **Goals of this Policy**

Sexual harassment and discrimination are against the law. After reading this policy, employees will understand their right to a workplace free from harassment. Employees will also learn what harassment and discrimination look like, what actions they can take to prevent and report harassment, and how they are protected from retaliation after taking action. The policy will also explain the investigation process into any claims of harassment. Employees are encouraged to report sexual harassment or discrimination by filing a complaint internally with the Library. Employees can also file a complaint with a government agency or in court under federal, state, or local antidiscrimination laws. To file an employment complaint with the New York State Division of Human Rights, please visit <https://dhr.ny.gov/complaint>. To file a complaint with the United States Equal Employment Opportunity Commission, please visit <https://www.eeoc.gov/filing-charge-discrimination>.

### **Sexual Harassment and Discrimination Prevention Policy**

1. The Library's policy applies to all employees and applicants for employment. The policy also applies to additional covered individuals. It applies to anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in our workplace. These individuals include persons commonly referred to as independent contractors, gig workers, and temporary workers. Also included are persons providing equipment repair, cleaning services, or any other services through a contract with the Library. For the remainder of this policy, we will use the term "covered individual" to refer to these individuals who are not direct employees of the Library.
2. Sexual harassment is unacceptable. Any employee or covered individual who engages in sexual harassment, discrimination, or retaliation will be subject to action, including appropriate discipline for employees. In New York, harassment does not need to be severe or pervasive to be illegal. Employees and covered individuals should not feel discouraged from reporting harassment because they do not believe it is bad enough, or conversely because they do not want to see a colleague fired over less severe behavior. Just as harassment can happen in different degrees, potential discipline for engaging in sexual harassment will depend on the degree of harassment and might include education and counseling. It may lead to suspension or termination when appropriate.

3. Retaliation is prohibited. Any employee or covered individual that reports an incident of sexual harassment or discrimination, provides information, or otherwise assists in any investigation of a sexual harassment or discrimination complaint is protected from retaliation. No one should fear reporting sexual harassment if they believe it has occurred. So long as a person reasonably believes that they have witnessed or experienced such behavior, they are protected from retaliation. Any employee of the Library who retaliates against anyone involved in a sexual harassment or discrimination investigation will face disciplinary action, up to and including termination. All employees and covered individuals working in the workplace who believe they have been subject to such retaliation should inform Human Resources. All employees and covered individuals who believe they have been a target of such retaliation may also seek relief from government agencies, as explained below in the section on Legal Protections.
4. Discrimination of any kind, including sexual harassment, is a violation of our policies, is unlawful, and may subject the Library to liability for the harm experienced by targets of discrimination. Harassers may also be individually subject to liability and employers or supervisors who fail to report or act on harassment may be liable for aiding and abetting such behavior. Employees at every level who engage in harassment or discrimination, including managers and supervisors who engage in harassment or discrimination or who allow such behavior to continue, will be penalized for such misconduct.
5. The Library will conduct a prompt and thorough investigation that is fair to all parties. An investigation will happen whenever management receives a complaint about discrimination or sexual harassment, or when it otherwise knows of possible discrimination or sexual harassment occurring. The Library will keep the investigation confidential to the extent possible. If an investigation ends with the finding that discrimination or sexual harassment occurred, the Library will act as required. In addition to any required discipline, the Library will also take steps to ensure a safe work environment for the employee(s) who experienced the discrimination or harassment. All employees, including managers and supervisors, are required to cooperate with any internal investigation of discrimination or sexual harassment.
6. All employees and covered individuals are encouraged to report any harassment or behaviors that violate this policy. All employees will have access to a complaint form to report harassment and file complaints. Use of this form is not required. For

anyone who would rather make a complaint verbally, or by email, these complaints will be treated with equal priority. An employee or covered individual who prefers not to report harassment to their manager or employer may instead report harassment to the New York State Division of Human Rights and/or the United States Equal Employment Opportunity Commission. Complaints may be made to both the employer and a government agency.

Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe or become aware of, to Human Resources.

7. This policy applies to all employees and covered individuals, such as contractors, subcontractors, vendors, consultants, or anyone providing services in the workplace, and all must follow and uphold this policy. This policy must be provided to all employees in person or digitally through email upon hiring and will be posted prominently in all work locations. For those offices operating remotely, in addition to sending the policy through email, it will also be available on the organization's shared network.

### **What Is Sexual Harassment?**

Sexual harassment is a form of gender-based discrimination that is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender. Sexual harassment is not limited to sexual contact, touching, or expressions of a sexually suggestive nature. Sexual harassment includes all forms of gender discrimination including gender role stereotyping and treating employees differently because of their gender.

Understanding gender diversity is essential to recognizing sexual harassment because discrimination based on sex stereotypes, gender expression and perceived identity are all forms of sexual harassment. The gender spectrum is nuanced, but the three most common ways people identify are cisgender, transgender, and non-binary. A cisgender person is someone whose gender aligns with the sex they were assigned at birth. Generally, this gender will align with the binary of male or female. A transgender person is someone whose gender is different than the sex they were assigned at birth. A non-binary person does not identify exclusively as a man or a woman. They might identify as both, somewhere in between, or completely outside the gender binary. Some may identify as transgender, but not all do. Respecting an individual's gender identity is a necessary first step in establishing a safe workplace.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment does not need to be severe or pervasive to be illegal. It can be any harassing behavior that rises above petty slights or trivial inconveniences. Every instance of harassment is unique to those experiencing it, and there is no single boundary between petty slights and harassing behavior. However, the Human Rights Law specifies that whether harassing conduct is considered petty or trivial is to be viewed from the standpoint of a reasonable victim of discrimination with the same protected characteristics. Generally, any behavior in which an employee or covered individual is treated worse because of their gender (perceived or actual), sexual orientation, or gender expression is considered a violation of Library policy. The intent of the behavior, for example, making a joke, does not neutralize a harassment claim. Not intending to harass is not a defense. The impact of the behavior on a person is what counts. Sexual harassment includes any unwelcome conduct which is either directed at an individual because of that individual's gender identity or expression (perceived or actual), or is of a sexual nature when:

- The purpose or effect of this behavior unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. The impacted person does not need to be the intended target of the sexual harassment;
- Employment depends implicitly or explicitly on accepting such unwelcome behavior; or
- Decisions regarding an individual's employment are based on an individual's acceptance to or rejection of such behavior. Such decisions can include what shifts and how many hours an employee might work, project assignments, as well as salary and promotion decisions.

There are two main types of sexual harassment:

- Behaviors that contribute to a hostile work environment include, but are not limited to, words, signs, jokes, pranks, intimidation, or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex, gender identity, or gender expression. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory, or discriminatory statements which an employee finds offensive or objectionable, causes an employee discomfort or humiliation, or interferes with the employee's job performance.

- Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions, or privileges of employment. This is also called quid pro quo harassment.

Any employee or covered individual who feels harassed is encouraged to report the behavior so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be discrimination and is covered by this policy.

### **Examples of Sexual Harassment**

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited. This list is just a sample of behaviors and should not be considered exhaustive. Any employee who believes they have experienced sexual harassment, even if it does not appear on this list, should feel encouraged to report it:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body, or poking another employee's body; or
  - Rape, sexual battery, molestation, or attempts to commit these assaults, which may be considered criminal conduct outside the scope of this policy (please contact local law enforcement if you wish to pursue criminal charges).
- Unwanted sexual comments, advances, or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits;
    - This can include sexual advances/pressure placed on a service industry employee by customers or clients, especially those industries where hospitality and tips are essential to the customer/employee relationship;
  - Subtle or obvious pressure for unwelcome sexual activities; or
  - Repeated requests for dates or romantic gestures, including gift-giving.
- Sexually oriented gestures, noises, remarks or jokes, or questions and comments about a person's sexuality, sexual experience, or romantic history which create a hostile work environment. This is not limited to interactions in person. Remarks made over virtual platforms and in messaging apps when employees are working remotely can create a similarly hostile work environment.
- Sex stereotyping, which occurs when someone's conduct or personality traits are judged based on other people's ideas or perceptions about how individuals of a particular sex should act or look:

- Remarks regarding an employee's gender expression, such as wearing a garment typically associated with a different gender identity; or
  - Asking employees to take on traditionally gendered roles, such as asking a woman to serve meeting refreshments when it is not part of, or appropriate to, her job duties.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
    - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace;
    - This also extends to the virtual or remote workspace and can include having such materials visible in the background of one's home during a virtual meeting.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or gender expression, such as:
    - Interfering with, destroying, or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
    - Sabotaging an individual's work;
    - Bullying, yelling, or name-calling;
    - Intentional misuse of an individual's preferred pronouns; or
    - Creating different expectations for individuals based on their perceived identities:
      - Dress codes that place more emphasis on women's attire;
      - Leaving parents/caregivers out of meetings.

### **Who Can be a Target of Sexual Harassment?**

Sexual harassment can occur between any individuals, regardless of their sex or gender. Harassment does not have to be between members of the opposite sex or gender. New York Law protects employees, and all covered individuals described earlier in the policy. Harassers can be anyone in the workplace. A supervisor, a supervisee, or a coworker can all be harassers. Anyone else in the workplace can also be harassers including an independent contractor, contract worker, vendor, client, customer, patient, constituent, or visitor.

Sexual harassment does not happen in a vacuum and discrimination experienced by an employee can be impacted by biases and identities beyond an individual's gender. For example:

- Placing different demands or expectations on black women employees than white women employees can be both racial and gender discrimination;
- An individual's immigration status may lead to perceptions of vulnerability and increased concerns around illegal retaliation for reporting sexual harassment; or
- Past experiences as a survivor of domestic or sexual violence may lead an individual to feel re-traumatized by someone's behaviors in the workplace.

Individuals bring personal history with them to the workplace that might impact how they interact with certain behavior. It is especially important for all employees to be aware of how words or actions might impact someone with a different experience than their own in the interest of creating a safe and equitable workplace.

### **Where Can Sexual Harassment Occur?**

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer or industry sponsored events or parties. Calls, texts, emails, and social media usage by employees or covered individuals can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices, or during non-work hours.

Sexual harassment can occur when employees are working remotely from home as well. Any behaviors outlined above that leave an employee feeling uncomfortable, humiliated, or unable to meet their job requirements constitute harassment even if the employee or covered individual is at home when the harassment occurs. Harassment can happen on virtual meeting platforms, in messaging apps, and after working hours between personal cell phones.

### **Retaliation**

Retaliation is unlawful and is any action by an employer or supervisor that punishes an individual upon learning of a harassment claim, that seeks to discourage a worker or covered individual from making a formal complaint or supporting a sexual harassment or discrimination claim, or that punishes those who have come forward. These actions need not be job-related or occur in the workplace to constitute unlawful retaliation. For example, threats of physical violence outside of work hours or disparaging someone on social media would be covered as retaliation under this policy.

Examples of retaliation may include, but are not limited to:

- Demotion, termination, denying accommodations, reduced hours, or the assignment of less desirable shifts;
- Publicly releasing personnel files;
- Refusing to provide a reference or providing an unwarranted negative reference;
- Labeling an employee as “difficult” and excluding them from projects to avoid “drama”;
- Undermining an individual’s immigration status; or
- Reducing work responsibilities, passing over for a promotion, or moving an individual’s desk to a less desirable office location.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- Made a complaint of sexual harassment or discrimination, either internally or with any government agency;
- Testified or assisted in a proceeding involving sexual harassment or discrimination under the Human Rights Law or any other anti-discrimination law;
- Opposed sexual harassment or discrimination by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of suspected harassment;
- Reported that another employee has been sexually harassed or discriminated against; or
- Encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

### **Reporting Sexual Harassment**

Everyone must work toward preventing sexual harassment, but leadership matters. Supervisors and managers have a special responsibility to make sure employees feel safe at work and that workplaces are free from harassment and discrimination. Any employee or covered individual is encouraged to report harassing or discriminatory behavior to Human Resources. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to Human Resources.

Reports of sexual harassment may be made verbally or in writing. A written complaint form is attached at the end of this handbook if an employee would like to use it, but the

complaint form is not required. Employees who are reporting sexual harassment on behalf of other employees may use the complaint form and should note that it is on another employee's behalf. A verbal or otherwise written complaint (such as an email) on behalf of oneself or another employee is also acceptable.

Employees and covered individuals who believe they have been a target of sexual harassment may at any time seek assistance in additional available forums, as explained below in the section on Legal Protections.

### **Supervisory Responsibilities**

Supervisors and managers have a responsibility to prevent sexual harassment and discrimination. All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing or discriminatory behavior, or for any reason suspect that sexual harassment or discrimination is occurring, are required to report such suspected sexual harassment to Human Resources. Managers and supervisors should not be passive and wait for an employee to make a claim of harassment. If they observe such behavior, they must act.

Supervisors and managers can be disciplined if they engage in sexually harassing or discriminatory behavior themselves. Supervisors and managers can also be disciplined for failing to report suspected sexual harassment or allowing sexual harassment to continue after they know about it.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

While supervisors and managers have a responsibility to report harassment and discrimination, supervisors and managers must be mindful of the impact that harassment and a subsequent investigation has on victims. Being identified as a possible victim of harassment and questioned about harassment and discrimination can be intimidating, uncomfortable and re-traumatizing for individuals. Supervisors and managers must accommodate the needs of individuals who have experienced harassment to ensure the workplace is safe, supportive, and free from retaliation for them during and after any investigation.

### **Bystander Intervention**

Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is required to report it. There are five standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help.

1. A bystander can interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior;
2. A bystander who feels unsafe interrupting on their own can ask a third party to help intervene in the harassment;
3. A bystander can record or take notes on the harassment incident to benefit a future investigation;
4. A bystander might check in with the person who has been harassed after the incident, see how they are feeling and let them know the behavior was not ok; and
5. If a bystander feels safe, they can confront the harassers and name the behavior as inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

Though not exhaustive, and dependent on the circumstances, the guidelines above can serve as a brief guide of how to react when witnessing harassment in the workplace. Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is required to report it.

### **Complaints and Investigations of Sexual Harassment**

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. An investigation of any complaint, information, or knowledge of suspected sexual harassment will be prompt, thorough, and started and completed as soon as possible. The investigation will be kept confidential to the extent possible. All individuals involved, including those making a harassment claim, witnesses, and alleged harassers deserve a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The Library will take disciplinary action against anyone engaging in retaliation against employees who file complaints, support another's complaint, or participate in harassment investigations.

The Library recognizes that participating in a harassment investigation can be uncomfortable and has the potential to retraumatize an employee. Those receiving claims and leading investigations will handle complaints and questions with sensitivity toward those participating.

While the process may vary from case to case, investigations will be done in accordance with the following steps. Upon receipt of a complaint, Human Resources:

1. Will conduct a prompt review of the allegations, assess the appropriate scope of the investigation, and take any interim actions (for example, instructing the individual(s) about whom the complaint was made to refrain from communications

- with the individual(s) who reported the harassment), as appropriate. If complaint is verbal, request that the individual completes the complaint form in writing. If the person reporting prefers not to fill out the form, Human Resources will prepare a complaint form or equivalent documentation based on the verbal reporting;
2. Will take steps to obtain, review, and preserve documents sufficient to assess the allegations, including documents, emails or phone records that may be relevant to the investigation. Human Resources will consider and implement appropriate document request, review, and preservation measures, including for electronic communications;
  3. Will seek to interview all parties involved, including any relevant witnesses;
  4. Will create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
    - a) A list of all documents reviewed, along with a detailed summary of relevant documents;
    - b) A list of names of those interviewed, along with a detailed summary of their statements;
    - c) A timeline of events;
    - d) A summary of any prior relevant incidents disclosed in the investigation, reported or unreported; and
    - e) The basis for the decision and final resolution of the complaint, together with any corrective action(s).
  5. Will keep the written documentation and associated documents in a secure and confidential location;
  6. Will promptly notify the individual(s) who reported the harassment and the individual(s) about whom the complaint was made that the investigation has been completed and implement any corrective actions identified in the written document; and
  7. Will inform the individual(s) who reported of the right to file a complaint or charge externally as outlined in the next section.

### **Legal Protections and External Remedies**

Sexual harassment is not only prohibited by the Library, but it is also prohibited by state, federal, and, where applicable, local law.

The internal process outlined in the policy above is one way for employees to report sexual harassment. Employees and covered individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may also seek the legal advice of an attorney.

## **New York State Division of Human Rights**

The New York State Human Rights Law (HRL), N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State and protects employees and covered individuals, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the New York State Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints of sexual harassment filed with DHR may be submitted any time within three years of the harassment. If an individual does not file a complaint with DHR, they can bring a lawsuit directly in state court under the Human Rights Law, within three years of the alleged sexual harassment. An individual may not file with the DHR if they have already filed a Human Rights Law (“HRL”) complaint in state court.

Complaining internally to the Library does not extend your time to file with the DHR or in court. The three years are counted from the date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

The DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases receive a public hearing before an administrative law judge. If sexual harassment is found at the hearing, the DHR has the power to award relief. Relief varies but it may include requiring your employer to take action to stop the harassment, or repair the damage caused by the harassment, including paying of monetary damages, punitive damages, attorney’s fees, and civil fines.

The DHR’s main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov).

Go to [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint with DHR. The website has a digital complaint process that can be completed on your computer or mobile device from start to finish. The website has a complaint form that can be downloaded, filled out, and mailed to the DHR as well as a form that can be submitted online. The website also contains contact information for the DHR’s regional offices across New York State.

Call the DHR sexual harassment hotline at 1(800) HARASS3 for more information about filing a sexual harassment complaint. This hotline can also provide you with a referral to a

volunteer attorney experienced in sexual harassment matters who can provide you with limited free assistance and counsel over the phone.

### **The United States Equal Employment Opportunity Commission**

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act, 42 U.S.C. § 2000e et seq. An individual can file a complaint with the EEOC anytime within 300 days from the most recent incident of harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred. If the EEOC determines that the law may have been violated, the EEOC will try to reach a voluntary settlement with the employer. If the EEOC cannot reach a settlement, the EEOC (or the Department of Justice in certain cases) will decide whether to file a lawsuit. The EEOC will issue a Notice of Right to Sue permitting workers to file a lawsuit in federal court if the EEOC closes the charge, is unable to determine if federal employment discrimination laws may have been violated, or believes that unlawful discrimination occurred but does not file a lawsuit.

Individuals may obtain relief in mediation, settlement or conciliation. In addition, federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual filed an administrative complaint with the New York State Division of Human Rights, DHR will automatically file the complaint with the EEOC to preserve the right to proceed in federal court.

### **Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment or discrimination with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade Street, 1st Floor, New York, New York; call 311 or (212) 306-7450; or visit [www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml).

### **Contact the Local Police Department**

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Those wishing to pursue criminal charges are encouraged to contact their local police department.

### **Conclusion**

The policy outlined above is aimed at providing employees at the Library and covered individuals an understanding of their right to a discrimination and harassment free workplace. All employees should feel safe at work. Though the focus of this policy is on sexual harassment and gender discrimination, the New York State Human Rights law protects against discrimination in several protected classes including sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or domestic violence survivor status. The prevention policies outlined above should be considered applicable to all protected classes.

**SALE STARTS @ 2PM ON  
WEDNESDAY, MAY 20 -  
FRIDAY, JUNE 5, 2026**

# **LIBRARY DISCARDS BOOK SALE**

**Takes place in the Library  
Makerspace. Books, DVDs, CDs  
and more available for purchase!  
Buy by the bag or purchase  
individual items! More materials  
will be added throughout the sale!!!**

**\$2 / bag  
or  
\$0.25 / item**

**SALE DURING LIBRARY HOURS:**

**Mon\*\*, Tues & Thurs 9am-8pm**

**Wed\* & Fri from 9am-5pm**

**Sat from 10am-4pm**

**\*STARTS 2PM WED, MAY 20TH**

**\*\*CLOSED MAY 25TH**



## CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Mar-26

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	
<b>Utility Charges:</b>								
515000	Water	0	0	0	0		0	
515000	Sewer	0	0	0	0		0	
515000	Electric	7,500	0	2,390	5,110	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	63	637	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	844	1,756	2,600	0	
530000	Contingency (Bullet Aid)	0	0	89	(89)		0	
<b>TOTAL EXPENSES</b>		<b>10,900</b>	<b>0</b>	<b>3,386</b>	<b>7,514</b>	<b>10,570</b>	<b>330</b>	

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	267	(167)	400	300	
Copy Machines	2,000	0	596	1,404	2,500	500	
Print Cost Recovery	5,500	0	1,485	4,015	5,600	100	
Other Income	100	0	22	78	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	
<b>TOTAL DIRECT INCOME</b>	<b>7,700</b>	<b>0</b>	<b>2,370</b>	<b>5,330</b>	<b>8,600</b>	<b>900</b>	

## CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Apr-26

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	
<b>Utility Charges:</b>								
515000	Water	0	0	0	0		0	
515000	Sewer	0	0	0	0		0	
515000	Electric	7,500	0	2,390	5,110	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	63	637	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	844	1,756	2,600	0	
530000	Contingency (Bullet Aid)	0	0	89	(89)		0	
<b>TOTAL EXPENSES</b>		<b>10,900</b>	<b>0</b>	<b>3,386</b>	<b>7,514</b>	<b>10,570</b>	<b>330</b>	

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	439	(339)	439	339	
Copy Machines	2,000	0	797	1,203	2,500	500	
Print Cost Recovery	5,500	0	2,107	3,393	5,700	200	
Other Income	100	0	25	75	100	0	
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	
<b>TOTAL DIRECT INCOME</b>	<b>7,700</b>	<b>0</b>	<b>3,368</b>	<b>4,332</b>	<b>8,739</b>	<b>1,039</b>	

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	3/6/26	Deposit- donation check #003611 from WS Lions for \$400, donation check from Pat Wass for \$150, \$20 cash donation from Margaret Schultzy, and \$10 cash from Local Author Booksale (2/28/26)	✓		\$580.00	\$16,862.96
1106	3/18/26	Amazon Capital Services- X-ACTO Pencil Sharpener- Invoice 1P4P-7337-JKDW (remainder from Friends and County)	✓	\$16.89		\$16,846.07
1107	3/18/26	SCLS- Sustainable Libraries Initiative membership renewal, Invoice 1354	✓	\$75.00		\$16,771.07
	3/13/26	NYS Sales Tax Payment- direct deposit	✓	\$39.32		\$16,731.75
1108	3/18/26	B&ECPL- ACT Trustee Workshop 2026 (lunches for 2 board members)	✓	\$30.00		\$16,701.75

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	4/10/26	Donation deposit cash from Charles Jarzyniecki	√		\$50.00	\$16,751.75
1109	4/13/26	Association of the Board of Trustees of the Contract Libraries of B&ECPL ("ACT") 2026 member dues		\$20.00		\$16,731.75

## **West Seneca Public Library Bank Account Balances March 2026**

**M&T County Account**

**Balance \$35,961.31 (Note: Includes \$16,257.19 Assemblyman Burke State Aid)**

**M&T Local Account**

**Balance \$16,776.75 (Note: Includes \$14,272.50 Rotary)**

**Local M&T CD (1)**

**Balance \$40,750.77**

**Local M&T CD (2)**

**Balance \$5,084.91**

**Local M&T CD (3)**

**Balance \$5,084.91**

**M&T Construction Fundraiser Account**

**Balance \$5,582.03**

## **West Seneca Public Library Bank Account Balances April 2026**

### **M&T County Account**

**Balance \$36,063.54 (Note: Includes \$16,152.50 Assemblyman Burke State Aid)**

### **M&T Local Account**

**Balance \$16,731.75 (Note: Includes \$14,272.50 Rotary)**

### **Local M&T CD (1)**

**Balance \$40,753.78**

### **Local M&T CD (2)**

**Balance \$5,084.91**

### **Local M&T CD (3)**

**Balance \$5,084.91**

### **M&T Construction Fundraiser Account**

**Balance \$5,582.03**

May 20, 2026 Abstract of Checks

Voucher #	Date	Payee	Amount	Check#	Reason for expense	Date
2026-C14	4/13/2026	The Audubon Shop	\$ 48.80	6492	4 Sibley's bird guides for citizen science kit- \$ from Burke fund	4/13/2026
2026-C15	4/13/2026	Amazon Capital Services	\$ 223.87	6493	tablecloth, egg fillers, paper plates, tweezers, tissue paper, mini-dinosaurs, craft tubes, pipettes, sponges, balloons. Cit. Sci. kit- MATEIN backpack (\$29.99 from Burke). Invoices 16J1-YG6T-MKQG and 13DM-3C44-17DJ	4/13/2026
2026-C16	4/13/2026	Town of West Seneca	\$ 597.50	6494	2026 April electric bill	4/13/2026
2026-L7	4/13/2026	Peggy Snajczuk (Treasurer of ACT)	\$ 20.00	1109	2026 Member Library Dues for Association of the Boards of Trustees of the Contract Libraries of B&ECPL (ACT)	4/13/2026
2026-C17	4/30/2026	Acorn Naturalists	\$ 25.90	6495	Great Lakes Nature Set pamphlets for Bird Watching Kit- Burke (citizen science)- Invoice: 484578A	4/30/2026
2026-C18	5/20/2026	Town of West Seneca	\$ 597.50	6496	2026 May Electric Bill	5/13/2026
2026-C19	5/20/2026	Amazon Capital Services	\$ 105.52	6497	Flashlights, Avery labels, space heater. Invoice: 17DK-FFXW-4MYD	5/13/2026
2026-C20	5/20/2026	Amazon Capital Services	\$ 503.31	6498	Rubber cement, Joy-Con Switch Charging Dock, plastic bugs, vegan finger paints, Switch storage case, 2-shelf stackable storage, canvas boards, SoftSoap handsoap, Crayola washable paint, bandages, sticky-tack putty, paper straws, rulers, foam mat puzzle, stickers. Invoice: 11DT-V93W-YQDK	5/13/2026
2026- L8	5/20/2026	Amazon Capital Services	\$ 55.94	1110	Magnetic white-board and magnets (from Wass TAG money). Invoice: 17DK-FFXW-4MYD	5/13/2026

2026 West Seneca Payroll Report\_PP7



As of Pay Period 7

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian Director II	23,473.66	88,076.00	64,602.34
Librarian/Trainee	13,688.93	52,599.00	38,910.07
Library Assistant	14,457.84	54,200.00	39,742.16
Caretaker (RPT)	9,752.11	36,977.00	27,224.89
<b>FT Totals</b>	<b>61,372.54</b>	<b>231,852.00</b>	<b>170,479.46</b>

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Clerk Typist PT	7,889.35	32,150.00	24,260.65
Librarian I PT	9,692.62	36,098.00	26,405.38
Page PT	8,273.50	24,128.00	15,854.50
Senior Page	10,120.50	55,692.00	45,571.50
<b>PT Totals</b>	<b>35,975.97</b>	<b>148,068.00</b>	<b>112,092.03</b>

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretakers	9,752.11	36,977.00	27,224.89
Clerk Typists	7,889.35	32,150.00	24,260.65
Librarian/Trainee	23,381.55	88,697.00	65,315.45
Librarian Director II	23,473.66	88,076.00	64,602.34
Library Assistant	14,457.84	54,200.00	39,742.16
Pages	8,273.50	24,128.00	15,854.50
Senior Page	10,120.50	55,692.00	45,571.50
Other Payments/Reserves		3,400.00	3,400.00
Savings Goal		0.00	0.00
<b>Combined Totals</b>	<b>97,348.51</b>	<b>383,320.00</b>	<b>285,971.49</b>

ANNUAL BUDGET	\$	383,320.00
<b>PROJECTED ENDING BALANCE</b>	\$	<b>363,678.32</b>
<b>Projected Ending Balance</b>		<b>\$19,641.68</b>

2026 West Seneca Payroll Report\_PP9



As of Pay Period 9

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian Director II	30,222.79	88,076.00	57,853.21
Librarian/Trainee	17,624.77	52,599.00	34,974.23
Library Assistant	18,611.11	54,200.00	35,588.89
Caretaker (RPT)	12,598.74	36,977.00	24,378.26
<b>FT Totals</b>	<b>79,057.41</b>	<b>231,852.00</b>	<b>152,794.59</b>

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Clerk Typist PT	9,579.94	32,150.00	22,570.06
Librarian I PT	12,520.84	36,098.00	23,577.16
Page PT	11,053.00	24,128.00	13,075.00
Senior Page	12,934.00	55,692.00	42,758.00
<b>PT Totals</b>	<b>46,087.78</b>	<b>148,068.00</b>	<b>101,980.22</b>

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretakers	12,598.74	36,977.00	24,378.26
Clerk Typists	9,579.94	32,150.00	22,570.06
Librarian/Trainee	30,145.61	88,697.00	58,551.39
Librarian Director II	30,222.79	88,076.00	57,853.21
Library Assistant	18,611.11	54,200.00	35,588.89
Pages	11,053.00	24,128.00	13,075.00
Senior Page	12,934.00	55,692.00	42,758.00
Other Payments/Reserves		3,400.00	3,400.00
Savings Goal		0.00	0.00
<b>Combined Totals</b>	<b>125,145.19</b>	<b>383,320.00</b>	<b>258,174.81</b>

ANNUAL BUDGET	\$	383,320.00
<b>PROJECTED ENDING BALANCE</b>	\$	<b>363,325.86</b>
<b>Projected Ending Balance</b>		<b>\$19,994.14</b>

**Annual Report For Public And Association Libraries**

The State Library due date for the annual reports will be April 16, 2026.

[Instructions](#)

**1. GENERAL LIBRARY INFORMATION**

Library / Director Information

The report saves automatically after every new entry or change.

Multiple users can view and edit reports at the same time.

Report all information in Part 1 as of December 31, 2025, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1Library ID Number	800146980
1.2Library Name	WEST SENECA PUBLIC LIBRARY
1.3Name Status (State use only)	no change from the prior year
1.4Structure Status (State use only)	no change
1.5Community	West Seneca
1.6Beginning Fiscal Reporting Year	01/01/2025
1.7Ending Fiscal Reporting Year	12/31/2025
1.8Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11Beginning Local Fiscal Year	01/01/2025
1.12Ending Local Fiscal Year	12/31/2025
1.13Address Status	no change from the prior year

**West Seneca Public Library 2025**

1.14 Street Address	1300 UNION ROAD
1.15 City	WEST SENECA
1.16 Zip Code	14224
1.17 Mailing Address	1300 UNION ROAD
1.18 City	WEST SENECA
1.19 Zip Code	14224
1.20 Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	7166742928
1.21 E-Mail Address (enter M (Missing) if no E-Mail)	wse@buffalolib.org
1.22 Library Home Page URL (Enter M (Missing) if no home page URL)	<a href="https://www.buffalolib.org/locations-hours/west-seneca-public-library">https://www.buffalolib.org/locations-hours/west-seneca-public-library</a>
1.23 Population Chartered to Serve (per 2020 Census)	45,500
1.24 Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.25 Indicate the area chartered to serve as stated in the library's charter (select one):	Town
1.26 During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.27 Indicate the type of charter the library currently holds (select one):	Absolute
1.28 Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	06/26/1964
1.29 Date the library was last registered	04/25/1974
1.30 Federal Employer Identification Number	166008113
1.31 County	ERIE
1.32 School District	West Seneca
1.33 Town/City	West Seneca
1.34 Library System	Buffalo & Erie County Public Library

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.35a President/CEO Name	N/A
1.35b President/CEO Phone Number	N/A
1.35c President/CEO Email	N/A

**West Seneca Public Library 2025**

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For questions 1.36 through 1.42, report all information for the current library director/manager.

1.36 First Name of Library Director/Manager	Robert
1.37 Last Name of Library Director/Manager	Alessi
1.38 NYS Public Librarian Certification Number	20407
1.39 What is the highest education level of the library manager/director?	Master's Degree
1.40 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Yes
1.41 Do all staff working in the budgeted Librarian (certified) positions reported in 6.6 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Yes
1.42 E-mail Address of the Director/Manager	alessir@buffalolib.org
1.43 Does the library charge fees for library cards to people residing outside the system's service area?	N

**Public Votes / Contracts**

1.44 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2025? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.45.	N
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-  
Please Note: last year's answers for repeating groups cannot be displayed.

1.44a Name of municipality or district holding the public vote	1.44b Indicate the type of municipality or district holding the public vote	1.44c Date the vote was held(mm/dd/2025 )	1.44d Was the vote successful? Y/N	1.44e What type of public vote was it?	1.44f.i Most recent prior year approved appropriation from a public vote:	1.44f.ii Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	1.44f.iii Total proposed appropriation (manually sum of 6a and 6b):
N/A		N/A	N/A	N/A			

**West Seneca Public Library 2025**

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This question should only be answered if "No" was answered in Q1.44 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.45 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2025) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.46.	N
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Please Note: last year's answers for repeating groups cannot be displayed.

1.45a Name of municipality or district holding the public vote	1.45b Indicate the type of municipality or district holding the public vote	1.45c Date the last successful vote was held (mm/dd/yyyy)	1.45d What type of public vote was it?	1.45e What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?
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**Contractual Agreements**

1.46 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for each contract. If no, go to question 1.47.	N
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-  
Please Note: last year's answers for repeating groups cannot be displayed.

1.46a Name of contracting municipality or district	1.46b Is this a written contractual agreement?	1.46c Population of the geographic area served by this contract	1.46d Dollar amount of contract	1.46e Enter the appropriate code for range of services provided
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(select one):

**Unusual Circumstances**

1.47 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.	N
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**2. LIBRARY COLLECTION**

**Physical Holdings**

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please read general information instructions below before completing this section.

<https://ny.countingopinions.com/docs/ny/Instructions2025AnnualReportPublicAssociationLibraries.pdf>

This section of the survey (2.1-2.16) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available online.

**PRINT MATERIALS**

**West Seneca Public Library 2025**

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**Cataloged Books**

2.1Adult Fiction Books	11,052
2.2Adult Non-fiction Books	6,586
2.3Total Adult Books (Total questions 2.1 & 2.2)	17,638
2.4Children's Fiction Books	14,220
2.5Children's Non-fiction Books	3,063
2.6Total Children's Books (Total questions 2.4 & 2.5)	17,283
2.7Total Cataloged Books (Total questions 2.3 & 2.6)	34,921

**Other Print Materials**

2.8Total Uncataloged Books	2,652
2.9Total Print Serials	1,076
2.10All Other Print Materials	0
2.11Total Other Print Materials (Total questions 2.8 through 2.10)	3,728
2.12Total Print Materials (Total questions 2.7 and 2.11)	38,649

**ALL OTHER MATERIALS**

2.13Audio - Physical Units	3,207
2.14Video - Physical Units	9,953
2.15Other Circulating Physical Items	368
2.16Total Other Physical Materials (Total questions 2.13 through 2.15)	13,528

**Grand Total / Additions to Holdings**

2.17GRAND TOTAL HOLDINGS (Total questions 2.12 and 2.16)	52,177
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**ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.**

2.18Cataloged Books	2,854
2.19All Other Print Materials	1,080
2.20All Other Materials	1,077
2.21Total Additions (Total questions 2.18 through 2.20)	5,011

**3. LIBRARY PROGRAMS, POLICIES, AND SERVICES**

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2025 calendar year. Please [click here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

**LIBRARY USE**

3.1Library visits (total annual attendance)	111,668
3.1aRegarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	Annual Count
3.2Registered resident borrowers	22,866
3.3Registered non-resident borrowers	314

**WRITTEN POLICIES (Answer Y for Yes, N for No)**

Please report information on WRITTEN POLICIES as of 12/31/25.

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

3.4 Does the library have an open meeting policy?	Y
3.5 Does the library have an Internet use policy?	Y
3.6 Does the library have a board-approved conflict of interest policy?	Y
3.7 Does the library have a board-approved whistle blower policy?	Y
3.8 Does the library have a board-approved sexual harassment prevention policy?	Y

**ACCESSIBILITY (Answer Y for Yes, N for No)**

Please report information on ACCESSIBILITY as of 12/31/25.

3.11 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? <sup>1</sup>	Y
3.12 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	Y
3.13 Does the library have large print books?	Y
3.14 Does the library have assistive technology for people who are visually impaired or blind?	Y

**3.15 - If so, what do you have? If no, go to next question**

screen reader, such as JAWS, Windoweyes or NVDA	Y
refreshable Braille commonly referred to as a refreshable Braille display	N
screen magnification software, such as Zoomtext	Y
electronic scanning and reading software, such as OpenBook	N
3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	Y

**Library Sponsored Programs**

**West Seneca Public Library 2025**

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**LIVE PROGRAM SESSIONS and ATTENDANCE**

Report information on Library Program Sessions and Attendance based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

**Live Program Sessions**

A live program session is any planned event which introduces the group attending to library services or which provides information to participants. Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

**IMPORTANT:** If no programs within a category were offered/attended, enter 0. If they were offered/attended but that data is not available, enter M (Missing). N/A should not be entered for any programs.

**NOTE:** Summer Reading, Early Literacy, Adult Literacy, ESOL, and Digital Literacy programs are subsets of Live and Prerecorded programs and should be entered in those sections as well as in the appropriate subsequent section.

3.17aNumber of Sessions Targeted at Children Ages 0-5	141
3.17bAttendance at Sessions Targeted at Children Ages 0-5	3,141
3.18aNumber of Sessions Targeted at Children Ages 6-11	60
3.18bAttendance at Sessions Targeted at Children Ages 6-11	1,411
3.19aNumber of Sessions Targeted at Young Adults Ages 12-18	24
3.19bAttendance at Sessions Targeted at Young Adults Ages 12-18	162
3.20aNumber of Sessions Targeted at Adults Age 19 or Older	88
3.20bAttendance at Sessions Targeted at Adults Age 19 or Older	893
3.21aNumber of General Interest Program Sessions	55
3.21bAttendance at General InterestProgram Sessions	1,397
3.22Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	368
3.23Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	7,004

**Live Programs Categorized by Venue**

3.24a Total Live Onsite Program Sessions	368
3.24b Total Live Onsite Program Attendance	7,004
3.25a Total Live Offsite Program Sessions	0
3.25b Total Live Offsite Program Attendance	0
3.26a Total Live Virtual Program Sessions	0
3.26b Total Live Virtual Program Attendance	0
3.27 Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	368
3.28 Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	7,004

**Prerecorded and One-on-One Programs**

3.29 Total Number of Prerecorded Program Presentations	0
3.30 Total Views of Prerecorded Program Presentations within 30 Days	0
3.31 One-on-One Program Sessions	10,580
3.32 Attendance at One-on-One Program Sessions <sup>2</sup>	10,582

**Teen-Led Promotions**

3.33 Did your library offer teen-led activities during the 2025 calendar year?	Y
3.34a Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.34b Does your library use Facebook for promotion?	Yes
3.34c Does your library use Instagram for promotion?	Yes
3.34d Does your library use Twitter/X for promotion?	No
3.34e Does your library use TikTok for promotion?	No

**West Seneca Public Library 2025**

**SUMMER READING PROGRAM**

Please report information on SUMMER READING PROGRAMS for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.35Did the library offer a summer reading program in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.36Library outlets offering the summer reading program	1
3.37Children registered for the library's summer reading program	87
3.38Young adults registered for the library's summer reading program	3
3.39Adults registered for the library's summer reading program	9
3.40Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	99
3.41aChildren's program sessions - Summer 2025	46
3.41bChildren's program attendance - Summer 2025	1,026
3.42aYoung adult program sessions - Summer 2025	3
3.42bYoung adult program attendance - Summer 2025	35
3.43aAdult program sessions - Summer 2025	3
3.43bAdult program attendance - Summer 2025	11
3.44Total program sessions - Summer 2025 (total 3.41a + 3.42a + 3.43a)	52
3.45Total program attendance - Summer 2025 (total 3.41b + 3.42b + 3.43b)	1,072
3.46Did the library use the Summer Reading at New York Libraries name and/or logo?	Y
3.47Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y

**COLLABORATORS**

3.48Public school district(s) and/or BOCES	0
3.49Non-public school(s)	0
3.50Childcare center(s)	0
3.51Summer camp(s)	0
3.52Municipality/Municipalities	0
3.53Literacy provider(s)	0
3.54Other (describe using the State note) <sup>3</sup>	2
3.55Total Collaborators (total 3.48 through 3.54)	2

**West Seneca Public Library 2025**

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**Early Literacy**

Please report information on EARLY LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.56 Did the library offer early literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
---	---

**EARLY LITERACY PROGRAMS**

3.57a Focus on birth - school entry (kindergarten) sessions	141
3.57b Focus on birth - school entry (kindergarten) attendance	3,141
3.58a Focus on parents & caregivers sessions	0
3.58b Focus on parents & caregivers attendance	0
3.59a Combined audience sessions	0
3.59b Combined audience attendance	0
3.60 Total Sessions	141
3.61 Total Attendance	3,141

**3.62 - Collaborators (check all that apply):**

3.62a. Childcare center(s)	No
3.62b. Public School District(s) and/or BOCES	No
3.62c. Non-Public School(s)	No
3.62d. Health care providers/agencies	No
3.62e. Other (describe using the State note)	No

**Adult Literacy**

Please report information on ADULT LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

**ADULT LITERACY**

3.63 Did the library offer adult literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	N
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**West Seneca Public Library 2025**

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**ESOL / Digital Literacy**

Please report information on ESOL, for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS**

3.67Did the library offer English for Speakers of Other Languages (ESOL) programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	N
---	---

**DIGITAL LITERACY**

Please report information on DIGITAL LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.75Did the library offer digital literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.76aTotal group program sessions	2
3.76bTotal group program attendance	2
3.77aTotal one-on-one program sessions	20
3.77bTotal one-on-one program Attendance <sup>4</sup>	22

**4. LIBRARY TRANSACTIONS**

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

**Circulation / Reference Transactions**

- The total annual circulation of all physical library materials of all types, including renewals.
- Count all physical materials in all formats that are charged out for use outside the library. Circulation of uncataloged books, and other non-book materials should be reported in the appropriate category - Adult or Children's Other Materials. Include non-traditional items that are charged out, such as cake pans, tools, Roku sticks, etc. under Circulation of Other Materials.
- Interlibrary loan transactions included are only items borrowed for users. Include items borrowed for users of the reporting library through interlibrary loan (materials received) and charged out for home use by the reporting library's patrons.
- Items loaned in bulk (bulk loans) by your library to schools or other institutions for circulation by the school or institution are counted as one circulation per item (the initial loan from your library to the school or institution).
- Do not include items checked out to another library. Items sent to another autonomous library as interlibrary loan are not counted as circulation by the reporting library.
- Items sent from one outlet of the reporting library to another, i.e., from main library to a branch, are not counted as circulation.
- Items packaged together as a unit which are generally checked out as a unit, should be counted once for each loan of the unit ( e.g., two compact discs, two films, two videocassettes, a kit or a set of 25slides).

**CATALOGED BOOK CIRCULATION**

4.1Adult Fiction Books	52,695
4.2Adult Non-fiction Books	20,777
4.3Total Adult Books (Total questions 4.1 & 4.2)	73,472
4.4Children's Fiction Books	61,236
4.5Children's Non-fiction Books	8,842
4.6Total Children's Books (Total questions 4.4 & 4.5)	70,078
4.7Total Cataloged Book Circulation (Total question 4.3 & 4.6)	143,550

**CIRCULATION OF OTHER MATERIALS**

4.8aCirculation of Adult Other Materials - Non-Audio/Visual	8,410
4.8bCirculation of Adult Other Materials - Audio/Visual	55,171
4.9aCirculation of Children's Other Materials - Non-Audio/Visual	11,537
4.9bCirculation of Children's Other Materials - Audio/Visual	11,754
4.10Circulation of Other Physical Items (Total questions 4.8a, 4.9a)	19,947
4.11Physical Item Circulation (Total questions 4.7 & 4.8 b & 4.9b & 4.10)	230,422
4.12As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No
4.13Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.	Yes

**REFERENCE TRANSACTIONS**

4.14Total Reference Transactions	2,840
4.14aRegarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	Annual Count
4.15Does the library offer virtual reference?	Y

**INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)**

4.16TOTAL MATERIALS RECEIVED <sup>5</sup>	0
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**INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)**

4.17TOTAL MATERIALS PROVIDED <sup>6</sup>	0
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**E-RATE**

4.18Does the library file for E-ratebenefits? <sup>7</sup>	Y
4.19Is the library part of a consortium for E-rate benefits?	N
4.20If yes, in which consortium are you participating?	N/A

**5. ELECTRONIC USE**

**Electronic Holdings**

For all questions: Answer Missing if the answer is unknown

Report information for Electronic Use based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

**Electronic Books**

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

5.1 Did the library provide access to e-books purchased solely by the library? <sup>8</sup>	No
5.2 Did the library provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	No
5.3 Did the library provide access to e-books provided by the New York State Library at no or minimal cost to the library?	No

**Electronic Serials**

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.4 Did the library provide access to e-serials purchased solely by the library? <sup>9</sup>	No
5.5 Did the library provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	No
5.6 Did the library provide access to e-serials provided by the New York State Library at no or minimal cost to the library?	No

## West Seneca Public Library 2025

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### Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.7Did the library provide access to e-audio purchased solely by the library? <sup>10</sup>	No
5.8Did the library provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	No
5.9Did the library provide access to e-audio provided by the New York State Library at no or minimal cost to the library?	No

### Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Examples include Hoopla, Kanopy, and cloudlibrary. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.10Did the library provide access to e-videos purchased solely by the library? <sup>11</sup>	No
5.11Did the library provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? (Do not include New York State Library-provided content here; that should be entered in 5.12.)	No
5.12Did the library provide access to e-videos provided by the New York State Library at no or minimal cost to the library?	No

### Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.13Did the library provide access to research databases purchased solely by the library? <sup>12</sup>	No
5.14Did the library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	No
5.15Did the library provide access to research databases provided by the New York State Library at no or minimal cost to the library (e.g., NOVELny)?	Yes

**Online Learning**

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Answer Yes if library provided access to a platform even if the platform itself is not owned by the library (e.g., paying for access to Ryan Dowd's Homeless Library). Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.16 Did the library provide access to online learning platforms purchased solely by the library?	No
5.17 Did the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	No
5.18 Did the library provide access to online learning platforms provided by the New York State Library at no or minimal cost to the library?	No

**E-Material Circulation**

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

5.19 The total circulation of e-books during the reporting period <sup>13</sup>	0
5.20 The total circulation of e-serials during the reporting period. <sup>14</sup>	0
5.21 The total circulation of e-audio during the reporting period <sup>15</sup>	0
5.22 The total circulation of e-videos during the reporting period. <sup>16</sup>	0

**6. STAFF INFORMATION**

All staff questions refer to PAID staff.

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

**West Seneca Public Library 2025**

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**FTE (FULL-TIME EQUIVALENT CALCULATION)**

6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section.	35.00
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**BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS**

6.2 Library Director (certified)	1.00
6.3 Vacant Library Director (certified)	0.00
6.4 Library Manager (not certified)	0.00
6.5 Vacant Library Manager (not certified)	0.00
6.6 Librarian	0.77
6.7 Vacant Librarian	0.00
6.8 Library Specialist/Paraprofessional	0.00
6.9 Vacant Library Specialist/Paraprofessional	0.00
6.10 Other Staff	6.40
6.11 Vacant Other Staff	0.00
6.12 TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	8.17
6.13 VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

**SALARY INFORMATION**

6.14 FTE - Library Director (certified)	1.00
6.15 Salary - Library Director (certified)	\$80,735
6.16 FTE - Library Manager (not certified)	0.00
6.17 Salary - Library Manager (not certified)	\$0
6.18 FTE - Librarian	1.00
6.19 Salary - Librarian	\$51,671

**7. MINIMUM PUBLIC LIBRARY STANDARDS**

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your

**West Seneca Public Library 2025**

library meets as of December 31, 2025. Please [click here](#) to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website. <https://nyslibrary.libguides.com/publiclibrarystandards>

7.1.Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.	Y
7.2.Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y
7.3.Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.	Y
7.4.Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.	Y
7.4.a.Does the Library have a Board-approved policy for the selection of library materials and reconsideration of such selection? <sup>17</sup>	Y
7.4.b.Does the Library have a Board-approved policy explaining the public usage of library space and meeting rooms?	Y
7.4.c.Does the Library have Board-approved Codes of conduct?	Y
7.4.d.Does the library have a policy protecting the confidentiality of library records? <sup>18</sup>	Y
7.4.e.Does the library have Board-approved personnel policies ensuring consistent staff management and fair employment practices? <sup>19</sup>	Y
7.4.f.Does the library have a disaster plan? <sup>20</sup>	N
7.4.g.Does the Library have Board-approved financial control policies that fulfill the legal and fiduciary responsibilities of the governing body and promote fiscal oversight, accountability, and sustainable management?	Y
7.5.Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.	Y
7.6.Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.	Y
7.7.Is open the minimum standard number of public service hours for population served. (see instructions)	Y

**7.8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:**

7.8a.space	Y
7.8b.lighting	Y
7.8c.shelving	Y
7.8d.seating	Y
7.8e.power infrastructure	Y
7.8f.data infrastructure	Y
7.8g.public restroom	Y

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7.9.Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y
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**7.10. Provides**

7.10a.a circulation system that facilitates access to the local library collection and other library catalogs	Y
7.10b.equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y

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7.11.Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y
7.12.Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y
7.13.Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y
7.14.Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y

**8. PUBLIC SERVICE INFORMATION**

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [click here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1Main Library	1
8.2Branches	0
8.3Bookmobiles	0
8.4Other Outlets	0
8.5TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

**West Seneca Public Library 2025**

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**PUBLIC SERVICE HOURS - Report hours to two decimal places.**

8.6Minimum Weekly Total Hours - Main Library	55.00
8.7Minimum Weekly Total Hours - Branch Libraries	0.00
8.8Minimum Weekly Total Hours - Bookmobiles	0.00
8.9Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	55.00
8.10Annual Total Hours - Main Library	2,715.00
8.11Annual Total Hours - Branch Libraries	0.00
8.12Annual Total Hours - Bookmobiles	0.00
8.13Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,715.00

**9. SERVICE OUTLET INFORMATION**

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [click here](#) to read general instructions before completing this section. Questions 1-14, 20-25, and 34-36 are pre-filled with prior year answers but not locked to allow updating.

**NOTE:** Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for each main library, branch or bookmobile.

**NEW OUTLETS:** If a new outlet was open in the reporting year for any amount of time, it must be entered here. For locked fields, use the note to input information; enter New in the note for Question 40.

**CLOSED OUTLETS:** Even if an outlet was closed for the entire year it still must be reported and not simply left out of reporting. In these cases, enter either Closed, will reopen or Closed permanently in the note for Question 40. Permanently closed outlets will be removed and not appear in subsequent reports.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Counting Opinions the data for this section to be uploaded into LibPAS. If you choose to send your data for uploading, you will enter the data into the spreadsheet that Counting Opinions will provide. Complete this spreadsheet and email it to support@countingopinions.com and your data will be uploaded into LibPAS within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

Outlet fields 5-6, 11-14, and 20-23 should be locked.

**Name**

Location	1. Outlet Name	2. Outlet Name Status
WEST SENECA PUBLIC LIBRARY	WEST SENECA PUBLIC LIBRARY	no change from the prior year

**Address**

Location	3. Street Address	4. Outlet Street Address Status
WEST SENECA PUBLIC LIBRARY	1300 UNION ROAD	no change from the prior year

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**Address / Phone**

Location	5. City	6. Zip Code	7. Phone (enter 10 digits only)
WEST SENECA PUBLIC LIBRARY	WEST SENECA	14224	(716) 674-2928

**Contact**

Location	8. E-mail Address	9. Outlet URL
WEST SENECA PUBLIC LIBRARY	WSE@BUFFALOLIB.ORG	<a href="https://www.buffalolib.org/locations-hours/west-seneca-public-library">https://www.buffalolib.org/locations-hours/west-seneca-public-library</a>

Location	10. County	11. School District	12. Library System	13. Outlet Type Code (select one):
WEST SENECA PUBLIC LIBRARY	ERIE	West Seneca Central	Buffalo & Erie County Public Library	Central Library

**Hours / Meetings**

Location	14. Public Service Hours Per Year for This Outlet	15. Number of Weeks This Outlet is Open	16. Total number of meeting spaces available to the public	17. How many of the above meeting spaces are reservable?	18. Number of times members of the public reserved meeting spaces	19. Is the meeting space available for public use even when the outlet is closed?
WEST SENECA PUBLIC LIBRARY	2,715	52	8	7	2,629	Y

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**Building**

Location		20. Enter the appropriate outlet code (select one):	21. Who owns this outlet building?	22. Who owns the land on which this outlet is built?	23. Indicate the year this outlet was initially constructed	24. Indicate the year this outlet underwent a major renovation costing \$25,000 or more
WEST SENECA PUBLIC LIBRARY		LRF	Town	Town	1959	2018

**Space / Use**

Location		25. Square footage of the outlet	26. Number of Internet Computers Used by General Public	27. Number of uses (sessions) of public Internet computers per year	27a Reporting Method for Number of Uses of Public Internet Computers Per Year
WEST SENECA PUBLIC LIBRARY		19,162	23	12,363	Annual Count

**Internet Connection**

Location		28. Type of connection on the outlet's public Internet computers	29. Maximum download speed of connection on the outlet's public Internet computers	30. Maximum upload speed of connection on the outlet's public Internet computers
WEST SENECA PUBLIC LIBRARY		<sup>21</sup> Other (specify using the State note)	11 Greater than or equal to 100 mbps and less than 1 gbps	11 Greater than or equal to 100 mbps and less than 1 gbps

**Internet / WiFi**

Location		31. Internet Provider	32. WiFi Access	33. Wireless Sessions	33a Reporting Method for Wireless Sessions
WEST SENECA PUBLIC LIBRARY		Crown Castle Fiber	Password required	31,554	Annual Count

**West Seneca Public Library 2025**

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**Accessibility / Makerspace**

Location		34. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	35. Is every public part of the outlet accessible to a person in a wheelchair?	36. Does your outlet have a Makerspace?
WEST SENECA PUBLIC LIBRARY		Y	Y	Y

**ID**

Questions 35-39 37-40 are locked fields for New York State Library use only.

Location		37. LIBID	38. FSCSID	39. Number of Bookmobiles in the Bookmobile Outlet Record	40. Outlet Structure Status
WEST SENECA PUBLIC LIBRARY		0800146980	NY0028	0	no change

**10. OFFICERS AND TRUSTEES**

Guidance at the start of the section has been updated to clarify that entries should reflect Officers and Board Members as of February 1, 2026.

**Trustees and Terms / Trustee Names**

Report information about trustee meetings as of December 31, 2025. All public and association libraries are required by Education Law to hold at least four meetings a year.

**BOARD MEETINGS**

10.1 Total number of board meetings held during calendar year (January 1, 2025 to December 31, 2025)	9
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**NUMBER OF TRUSTEES AND TERMS**

10.2 If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, select N/A.	N/A
10.3 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, select N/A.	N/A
10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, select N/A here.	5
10.5 What is the trustee term length, as stated in your library's charter documents (incorporation)? If a term length is not stated, please explain in a Note.	5 years
10.6 I attest that all trustees participated in trustee education in the last calendar year (2025). If entering No, provide explanation in a Note.	Y

**BOARD MEMBER SELECTION**

10.7 Enter Board Member Selection Code (select one):	A - board members are appointed by municipality(ies)
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List Officers and Board Members as of February 1, 2026.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Counting Opinions the data for this section to be uploaded into LibPAS. If you choose to send your data for uploading, you must enter the data into the spreadsheet that Counting Opinions will send you. Please Note: It is customized and contains previously entered data in need of updating. Complete this spreadsheet and email it to [support@countingopinions.com](mailto:support@countingopinions.com).

10 .7a Status	10 .7b First Name of Board Member	10. 7c Last Name of Board Member	10 .7d Mailing Address	10 .7e City	10. 7f Zip Code (5 digits only)	10 .7g E- mail address	10 .7h Office Held or Trustee	10. 7i Term Begins - Month	10. 7j Term Begins - Year (year)	10. 7k Term Expires	10. 7l Term Expires - Year (yyyy)	10.7m Is the trustee serving a full term? If No, add a Note. The	10 .7n The date the Oath of Office (	10 .7o The date the Oath of Office was filed with town or	10.7p Is this a brand new trustee?
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										Note should identify the previous trustee whose u nexpired term is being filled, and should identify the begi nning and ending date of the unex pired previous trustee? s term. Exampl e: Trustee is filli	county clerk (m m/dd/yy yy)	
Filled	Jessica	Casamas	789 Main St	West Seneca	14224	jessicaca	Vice President	January 2024	December 2028	Yes	22 02/13/2026	02/13/202N
Filled	William	Josefiak	874 Main St	West Seneca	14224	wrij322@	President	January 2022	December 2026	Yes	6 02/13/2026	02/13/202N

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Filled	Jennifer Dobe	327 Borden Rd	West Seneca	14224	jendobe3 Oster@mail.com	Financial Officer	January 2023	December 2027	Yes	01/22/2020	1/22/202N
Filled	Cynthia Johnson	94 Creek view Dr	West Seneca	14224	boblane1 049@aol.com	Trustee	January 2025	December 2029	Yes	02/06/2020	2/06/202N
Filled	Lindsey Burgmaster	94 Chamberlin Dr	West Seneca	14210	lindsey.burgmaster@gmail.com	Secretary	January 2026	December 2030	Yes	01/29/2020	1/29/202Y

**11. OPERATING FUNDS RECEIPTS**

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

**LOCAL PUBLIC FUNDS**

11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	Y
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11.1.a Source of Funds	11.1.b Name of funding County, Municipality or School District	11.1.c Amount	11.1.d Subject to public vote held in reporting year or in a previous reporting year(s).	11.1.e Written Contractual Agreement
County	Erie County	\$620,958	N	Y

**West Seneca Public Library 2025**

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Please Note: last year's answers for repeating groups cannot be displayed.

11.2TOTAL LOCAL PUBLIC FUNDS	\$620,958
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**SYSTEM CASH GRANTS TO MEMBER LIBRARY**

11.3Local Library Services Aid (LLSA)	\$15,111
11.4Record all Central Library Services Aid monies received from system headquarters	\$0
11.5Additional State Aid received from the System	\$0
11.6Federal Aid received from the System	\$0
11.7Other Cash Grants	\$3,700
11.8TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$18,811

**OTHER STATE AID**

11.9State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0
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**FEDERAL AID FOR LIBRARY OPERATION**

11.10LSTA	\$0
11.11Other Federal Aid	\$0
11.12TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0
11.13CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0

**OTHER RECEIPTS**

11.14 Gifts and Endowments	\$1,159
11.15 Fund Raising	\$472
11.16 Income from Investments	\$16
11.17 Library Charges	\$9,863
11.18 Other	\$0
11.19 TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$11,510
11.20 TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$651,279
11.21 BUDGET LOANS	\$0

**Transfers / Grand Total**

**TRANSFERS**

11.22 From Capital Fund (Same as Question 14.8)	\$0
11.23 From Other Funds	\$0
11.24 TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0
11.25 BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2025 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$117,592
11.26 GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$768,871

**12. OPERATING FUND DISBURSEMENTS**

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

**West Seneca Public Library 2025**

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**STAFF EXPENDITURES**

**Salaries & Wages Paid from Library Funds**

12.1 Certified Librarians	\$174,957
12.2 Other Staff	\$189,671
12.3 Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$364,628
12.4 Employee Benefits Expenditures	\$101,995
12.5 Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$466,623

**COLLECTION EXPENDITURES**

12.6 Print Materials Expenditures	\$51,114
12.7 Electronic Materials Expenditures	\$67,722
12.8 Other Materials Expenditures	\$25,120
12.9 Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$143,956

**CAPITAL EXPENDITURES FROM OPERATING FUNDS**

12.10 From Local Public Funds (71PF)	\$0
12.11 From Other Funds (71OF)	\$0
12.12 Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$0

**OPERATION AND MAINTENANCE OF BUILDINGS**

**West Seneca Public Library 2025**

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**Repairs to Building & Building Equipment**

12.13From Local Public Funds (72PF)	\$0
12.14From Other Funds (72OF)	\$0
12.15Total Repairs (Add Questions 12.13 and 12.14)	\$0
12.16Other Disbursements for Operation & Maintenance of Buildings	\$7,524
12.17Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$7,524

**MISCELLANEOUS EXPENSES**

12.18Office and Library Supplies	\$13,223
12.19Telecommunications	\$1,980
12.21Professional & Consultant Fees	\$0
12.22Equipment	\$4,274
12.23Other Miscellaneous	\$17,625
12.24Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$37,102

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12.25CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0
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**DEBT SERVICE**

**West Seneca Public Library 2025**

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**Capital Purposes Loans (Principal and Interest)**

12.26From Local Public Funds (73PF)	\$0
12.27From Other Funds (73OF)	\$0
12.28Total (Add Questions 12.26 and 12.27) Other Loans	\$0
12.29Budget Loans (Principal and Interest)	\$0
12.30Short-Term Loans	\$0
12.31Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$0
12.32TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$655,205

**Transfers to Capital Fund**

12.33From Local Public Funds (76PF)	\$0
12.34From Other Funds (76OF)	\$0
12.35Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0
12.36Transfer to Other Funds	\$3,586
12.37TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$3,586
12.38TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$658,791
12.39BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2025	\$106,380
12.40GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$765,171

**ASSURANCE**

12.41The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the Annual Report was reviewed and accepted by the Library Board on (date - mm/dd/yyyy). <sup>23</sup>	5/20/2026
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**FISCAL AUDIT**

12.42 Last audit performed (mm/dd/yyyy)	10/01/1988
12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	N/A
12.44 Indicate type of audit (select one):	State

**CAPITAL FUND**

12.45 Does the library have a separate Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	N
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**13. CAPITAL FUND RECEIPTS**

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

**REVENUES FROM LOCAL SOURCES**

13.1 Revenues from Local Government Sources	\$0
13.2 All Other Revenues from Local Sources	\$0
13.3 Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$0

**STATE AID FOR CAPITAL PROJECTS**

13.4 State Aid Received for Construction	\$0
13.5 Other State Aid	\$0
13.6 Total State Aid (Add Questions 13.4 and 13.5)	\$0

**FEDERAL AID FOR CAPITAL PROJECTS**

13.7 TOTAL FEDERAL AID	\$0
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**INTERFUND REVENUE**

13.8Transfer from Operating Fund(Same as Question 12.35)	\$0
13.9TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$0
13.10NON-REVENUE RECEIPTS	\$0
13.11TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$0
13.12BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2025 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$0
13.13TOTAL CASH RECEIPTS AND BALANCE(Add Questions 13.11 and 13.12; same as Question 14.12)	\$0

**14. CAPITAL FUND DISBURSEMENTS**

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

**PROJECT EXPENDITURES**

14.1Construction	\$0
14.2Incidental Construction	\$0

**Other Disbursements**

14.3Purchase of Buildings	\$0
14.4Interest	\$0
14.5Collection Expenditures	\$0
14.6Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$0
14.8TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
14.9NON-PROJECT EXPENDITURES	\$0
14.10TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2025	\$0
14.12TOTAL CASH DISBURSEMENTS AND BALANCE	\$0

**West Seneca Public Library 2025**

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**16. FEDERAL TOTALS**

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1Total ALA-MLS	1.55
16.2Total Librarians	1.55
16.3All Other Paid Staff	5.60
16.4Total Paid Employees <sup>24</sup>	7.15
16.5State Government Revenue	\$15,111
16.6Federal Government Revenue	\$0
16.7Other Operating Revenue	\$15,210
16.8Total Operating Revenue	\$651,279
16.9Other Operating Expenditures	\$44,626
16.10Total Operating Expenditures	\$655,205
16.11Total Capital Expenditures	\$0
16.12Print Materials	38,649
16.12aTotal Physical Items in Collection	48,970
16.13Circulation of Children's Physical Material	93,369
16.14Total Registered Borrowers	23,180
16.15Other Capital Revenue and Receipts	0
16.16Number of Internet Computers Used by General Public	23
16.17Total Uses (sessions) of Public Internet Computers Per Year	12,363
16.18Wireless Sessions	31,554
16.19Total Capital Revenue	\$0

**17. FOR NEW YORK STATE LIBRARY USE ONLY**

17.1LIB ID	800146980
17.2Interlibrary Relationship Code	Member of a Federation or Cooperative
17.3Legal Basis Code	Municipal Government (city, town or village)
17.4Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
17.5FSCS Public Library Definition	Yes
17.6Geographic Code	Minor Civil Division [MCD] (e.g., town, township), entirety
17.7FSCS ID	NY0028
17.8SED CODE	
17.9INSTITUTION ID	
User defined ID. used to link two or more AEs together.	
Old FSCSKEY	

**SUGGESTED IMPROVEMENTS**

Library Name:	WEST SENECA PUBLIC LIBRARY
Library System:	Buffalo & Erie County Public Library
Name of Person Completing Form:	Robert Alessi
Phone Number:	(716) 674-2928
I am satisfied that this resource (LibPAS) is meeting library needs:	Agree
Applying this resource (LibPAS) will help improve library services to the public:	Yes
Please share with us your suggestions for improving the Annual Report. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!	No additional comments. Thank you.

<sup>1</sup>, 3.11 Library by Mail offered at the System level.(0-2026-04-09)

<sup>2</sup>, 3.32 On occasion, a second or third person attends these appointments, but the library still considers them one-on-one programs rather than planned group programs.(0-2026-04-09)

<sup>3</sup>, 3.54 Western New York Federal Credit Union- contact: Janelle Acenowr; West Seneca Art Society- contact: Deborah Terzian(0-2026-04-09)

<sup>4</sup>, 3.77b One-on-one digital literacy programs include the Book a Technology Trainer program. On occasion, a second or third person attends these appointments, but the library still considers them one-on-one programs rather than planned group programs.(0-2026-04-09)

<sup>5</sup>, 4.16 This is being reported at the System level.(0-2026-04-11)

<sup>6</sup>, 4.17 This is being reported at the System level.(0-2026-04-11)

<sup>7</sup>, 4.18 Included as a component unit of B&ECPL(0-2026-04-11)

<sup>8</sup>, 5.1 Answered Yes at System level.(0-2026-04-11)

<sup>9</sup>, 5.4 Answered Yes at System level.(0-2026-04-11)

<sup>10</sup>, 5.7 Answered Yes at System level.(0-2026-04-11)

<sup>11</sup>, 5.10 Answered Yes at System level.(0-2026-04-11)

<sup>12</sup>, 5.13 Answered Yes at System level.(0-2026-04-11)

<sup>13</sup>, 5.19 Reported at System level.(0-2026-04-11)

<sup>14</sup>, 5.20 Reported at System level.(0-2026-04-11)

<sup>15</sup>, 5.21 Reported at System level.(0-2026-04-11)

<sup>16</sup>, 5.22 Reported at System level.(0-2026-04-11)

<sup>17</sup>, 7.4.a. This is a System-wide policy.(0-2026-04-11)

<sup>18</sup>, 7.4.d. This is a System-wide policy.(0-2026-04-11)

<sup>19</sup>, 7.4.e. These are System-wide policies.(0-2026-04-11)

<sup>20</sup>, 7.4.f. Current Emergency & Disaster Procedures Plan being revised in 2026 to include additional content on collections and critical records.(0-2026-04-24)

<sup>21</sup>, 30. Ethernet connections to central(0-2026-04-11)

<sup>22</sup>, 10.7p Trustees retake oath of office each year per town policy.(0-2026-04-17)

<sup>23</sup>, 12.41 Pending Board approval on this meeting date(0-2026-04-16)

<sup>24</sup>, 16.4 Question 16.2 = 1.55, Question 16.3 = 5.60 . Total = 7.15(0-2026-04-16)

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 \_\_\_\_\_ 2026 at \_\_\_\_\_ o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the \_\_\_\_\_ Library, held at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 2026, a resolution was adopted of which the following is a true copy:

RESOLVED, that the Library operated under its plan of service in accordance with the provisions of Education law and the Regulations of the Commissioner, and be it further

RESOLVED, that the Library attests that the financial information provided to the Buffalo & Erie County Public Library and New York State as part of any and all reporting is true and complete, and be it further

RESOLVED, that the "Annual Report" was reviewed and accepted by the Board of Trustees.

Clerk \_\_\_\_\_

Ayes \_\_\_\_\_

Noes \_\_\_\_\_



## LIBRARY HOURS

<b>Monday</b>	<b>9-8</b>
<b>Tuesday</b>	<b>9-8</b>
<b>Wednesday</b>	<b>9-5</b>
<b>Thursday</b>	<b>9-8</b>
<b>Friday</b>	<b>9-5</b>
<b>Saturday</b>	<b>10-4</b>



### 2026 Board of Trustees

William Josefiak, President  
 Jessica Casamassa, Vice President  
 Lindsey Burgmaster, Secretary  
 Jennifer Dobe, Treasurer  
 Cynthia Johnson, Trustee  
**Director** Robert Alessi



### **West Seneca Public Library**

1300 Union Road  
 West Seneca, NY 14224

Phone: 716-674-2928

Fax: 716-674-9206

E-mail: [WSE@buffalolib.org](mailto:WSE@buffalolib.org)

Website: [www.buffalolib.org](http://www.buffalolib.org)

# West Seneca Public Library 2025 Annual Report



### **OUR MISSION**

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

### **OUR VISION**

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

## By the numbers.....

- ⇒ **23,180** registered borrowers
- ⇒ **230,422** items borrowed
- ⇒ **12,363** computer sessions
- ⇒ **31,554** wifi uses
- ⇒ **111,668** people visited
- ⇒ **2,840** reference questions answered
- ⇒ **7,004** people attended **368** group programs
- ⇒ **10,582** people participated in **10,580** one-on-one programs or take-and-make activities



## The West Seneca Public Library is your source for...

Books—DVDs—CDs—Audiobooks—E-books and digital downloads—Family activities—Wide variety of programs—Story hours—18 Public computers with Internet access—Maker space activities—5 laptops for use in the library—Wireless Internet access—Reference—Online databases—Computer classes—Informational displays—Lectures—Author visits—Local artwork exhibitions—Interlibrary loan—Local history collection—Wifi hotspots—Sports equipment for kids—Hands-free CPR learning kits—Photocopier and five scanners for public use— FAX machine—Citizen Science kits—STEM Learning Kits —NYS Parks Pass —And so much more!



## THANK YOU to the:

**Friends of the West Seneca Public Library** who provided volunteer hours and funding for programs, furnishings, books and materials throughout the year.

## Special THANKS to :

**Rotary Club of West Seneca** for sponsoring the children's section of the library with their generous \$25,000 donation

Thank you also to:

Amana Garden Club  
CarStar - West Seneca  
Town of West Seneca  
Wegmans—West Seneca  
West Seneca Art Society  
West Seneca Bee  
West Seneca Chamber of Commerce  
West Seneca Lions Club  
West Seneca School District  
West Seneca Woman's Club  
WNY Federal Credit Union

AND to the many individuals and groups whose time, donations and memorial gifts make a difference!

**SPU - Library of West Seneca Public Library  
Annual Financial Report  
For the Fiscal Period 01/01/2025 - 12/31/2025**

SPU - Library of West Seneca Public Library  
Annual Financial Report  
For the Fiscal Period 01/01/2025 - 12/31/2025

**Authorization**

Article 3, Section 30 of the General Municipal Law

1. **\*\*\*Every Municipal Corporation\*\*\* shall annually make a report of its financial condition to the Comptroller. Such report shall be made by the Chief Fiscal Officer of such Municipal Corporation\*\*\***
5. **All reports shall be certified by the officer making the same and shall be filed with the Comptroller\*\*\* it shall be the duty of the incumbent officer at the time such reports are required to be filed with the Comptroller to file such report\*\*\***

**Certification Statement**

I, Jennifer Dobe (LG144689700100A), hereby certify that I am the Chief Financial Officer of the SPU - Library of West Seneca Public Library, and that the information provided in the Annual Financial Report of the SPU - Library of West Seneca Public Library for the fiscal year ended 12/31/2025, is true and correct to the best of my knowledge and belief.

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SPU - Library of West Seneca Public Library  
Annual Financial Report  
For the Fiscal Period 01/01/2025 - 12/31/2025

**Financial Statements**

Financial information for the following funds and accounts groups are included in the Annual Financial Report filed by your government for the fiscal year ended 2025 and has been used by the OSC as the basis for preparing this Annual Financial Report for the fiscal year ended 2025:

List of funds being used

- A - General
- H - Capital Projects
- K - Schedule of Non-Current Government Assets

All amounts included in this Annual Financial Report for 2025 represent data filed by your government with OSC as reviewed and adjusted where necessary.

SPU - Library of West Seneca Public Library  
 Annual Financial Report  
 For the Fiscal Period 01/01/2025 - 12/31/2025

**A - General  
 Balance Sheet**

	12/31/2025	12/31/2024	12/31/2023
<b>Assets and Deferred Outflows</b>			
<b>Assets</b>			
<b>Cash and Cash Equivalents</b>			
200 - Cash	\$106,380.00	\$117,592.00	\$137,033.00
<b>Total for Cash and Cash Equivalents</b>	<b>\$106,380.00</b>	<b>\$117,592.00</b>	<b>\$137,033.00</b>
<b>Total for Assets</b>	<b>\$106,380.00</b>	<b>\$117,592.00</b>	<b>\$137,033.00</b>
<b>Total for Assets and Deferred Outflows</b>	<b>\$106,380.00</b>	<b>\$117,592.00</b>	<b>\$137,033.00</b>

SPU - Library of West Seneca Public Library  
 Annual Financial Report  
 For the Fiscal Period 01/01/2025 - 12/31/2025

**A - General  
 Balance Sheet**

	12/31/2025	12/31/2024	12/31/2023
<b>Liabilities, Deferred Inflows and Fund Balances</b>			
<b>Fund Balance</b>			
<b>Unassigned Fund Balance</b>			
917 - Unassigned Fund Balance	\$106,380.00	\$117,592.00	\$137,033.00
<b>Total for Unassigned Fund Balance</b>	<b>\$106,380.00</b>	<b>\$117,592.00</b>	<b>\$137,033.00</b>
<b>Total for Fund Balance</b>	<b>\$106,380.00</b>	<b>\$117,592.00</b>	<b>\$137,033.00</b>
<b>Total for Liabilities, Deferred Inflows and Fund Balances</b>	<b>\$106,380.00</b>	<b>\$117,592.00</b>	<b>\$137,033.00</b>

SPU - Library of West Seneca Public Library  
Annual Financial Report  
For the Fiscal Period 01/01/2025 - 12/31/2025

**A - General  
Results of Operations**

	12/31/2025	12/31/2024	12/31/2023
<b>Revenues and Other Sources</b>			
<b>Revenues</b>			
<b>Departmental Income</b>			
2082 - Library Charges	\$9,863.00	\$8,890.00	\$8,737.00
<b>Total for Departmental Income</b>	<b>\$9,863.00</b>	<b>\$8,890.00</b>	<b>\$8,737.00</b>
<b>Use of Money and Property</b>			
2401 - Interest and Earnings	\$16.00	\$15.00	\$15.00
<b>Total for Use of Money and Property</b>	<b>\$16.00</b>	<b>\$15.00</b>	<b>\$15.00</b>
<b>Other Revenues</b>			
2705 - Gifts and Donations	\$1,631.00	\$4,903.00	\$4,495.00
2760 - Library System Grant	\$620,958.00	\$590,300.00	\$552,079.00
<b>Total for Other Revenues</b>	<b>\$622,589.00</b>	<b>\$595,203.00</b>	<b>\$556,574.00</b>
<b>State Aid</b>			
3840 - State Aid for Libraries	-	-	\$14,203.00
3889 - State Aid Other Culture and Recreation	\$15,111.00	\$14,760.00	\$20,000.00
<b>Total for State Aid</b>	<b>\$15,111.00</b>	<b>\$14,760.00</b>	<b>\$34,203.00</b>
<b>Total for Revenues</b>	<b>\$647,579.00</b>	<b>\$618,868.00</b>	<b>\$599,529.00</b>
<b>Total for Revenues and Other Sources</b>	<b>\$647,579.00</b>	<b>\$618,868.00</b>	<b>\$599,529.00</b>

SPU - Library of West Seneca Public Library  
 Annual Financial Report  
 For the Fiscal Period 01/01/2025 - 12/31/2025

**A - General  
 Results of Operations**

	12/31/2025	12/31/2024	12/31/2023
<b>Expenditures and Other Uses</b>			
<b>Expenditures</b>			
<b>Culture and Recreation</b>			
<b>Culture</b>			
74101 - Library - Personal Services	-	\$347,608.00	\$320,202.00
74102 - Library - Equipment and Capital Outlay	\$192,168.00	\$221,030.00	\$183,299.00
74104 - Library - Contractual	\$466,623.00	-	-
74108 - Library - Employee Benefits	-	\$69,671.00	\$87,192.00
<b>Total for Culture</b>	<b>\$658,791.00</b>	<b>\$638,309.00</b>	<b>\$590,693.00</b>
<b>Total for Culture and Recreation</b>	<b>\$658,791.00</b>	<b>\$638,309.00</b>	<b>\$590,693.00</b>
<b>Total for Expenditures</b>	<b>\$658,791.00</b>	<b>\$638,309.00</b>	<b>\$590,693.00</b>
<b>Total for Expenditures and Other Uses</b>	<b>\$658,791.00</b>	<b>\$638,309.00</b>	<b>\$590,693.00</b>

SPU - Library of West Seneca Public Library  
 Annual Financial Report  
 For the Fiscal Period 01/01/2025 - 12/31/2025

**A - General  
 Changes in Fund Balance**

	12/31/2025	12/31/2024	12/31/2023
<b>Analysis of Changes in Fund Balance</b>			
8021 - Fund Balance - Beginning of Year	\$117,592.00	\$137,033.00	\$128,197.00
8022 - Restated Fund Balance - Beginning of Year	\$117,592.00	\$137,033.00	\$128,197.00
Add Revenues and Other Sources	\$647,579.00	\$618,868.00	\$599,529.00
Deduct Expenditures and Other Uses	\$658,791.00	\$638,309.00	\$590,693.00
8029 - Fund Balance - End of Year	\$106,380.00	\$117,592.00	\$137,033.00

SPU - Library of West Seneca Public Library  
 Annual Financial Report  
 For the Fiscal Period 01/01/2025 - 12/31/2025

**A - General  
 Adopted Budget Summary**

	12/31/2026	12/31/2025	12/31/2024
<b>Estimated Revenues and Other Sources</b>			
<b>Estimated Revenue</b>			
2199 - Est Rev - Departmental Income	\$7,700.00	\$7,200.00	\$7,200.00
2799 - Est Rev - Other Revenues	\$666,187.00	\$645,858.00	\$917,525.00
3099 - Est Rev - State Aid	\$15,111.00	\$14,760.00	\$14,203.00
<b>Total for Estimated Revenue</b>	<b>\$688,998.00</b>	<b>\$667,818.00</b>	<b>\$938,928.00</b>
<b>Total for Estimated Revenues and Other Sources</b>	<b>\$688,998.00</b>	<b>\$667,818.00</b>	<b>\$938,928.00</b>

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**A - General  
 Adopted Budget Summary**

	12/31/2026	12/31/2025	12/31/2024
<b>Estimated Appropriations and Other Uses</b>			
<b>Estimated Appropriations</b>			
7999 - App - Culture and Recreation	\$688,998.00	\$584,941.00	\$835,316.00
9199 - App - Employee Benefits	-	\$82,877.00	\$103,612.00
<b>Total for Estimated Appropriations</b>	<b>\$688,998.00</b>	<b>\$667,818.00</b>	<b>\$938,928.00</b>
<b>Total for Estimated Appropriations and Other Uses</b>	<b>\$688,998.00</b>	<b>\$667,818.00</b>	<b>\$938,928.00</b>

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**H - Capital Projects  
Balance Sheet**

	12/31/2025	12/31/2024	12/31/2023
<b>Assets and Deferred Outflows</b>			
<b>Total for Assets and Deferred Outflows</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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**H - Capital Projects  
Balance Sheet**

	12/31/2025	12/31/2024	12/31/2023
<b>Liabilities, Deferred Inflows and Fund Balances</b>			
<b>Total for Liabilities, Deferred Inflows and Fund Balances</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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**H - Capital Projects  
Results of Operations**

	12/31/2025	12/31/2024	12/31/2023
<b>Revenues and Other Sources</b>			
<b>Total for Revenues and Other Sources</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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**H - Capital Projects  
Results of Operations**

	12/31/2025	12/31/2024	12/31/2023
<b>Expenditures and Other Uses</b>			
<b>Total for Expenditures and Other Uses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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**H - Capital Projects  
 Changes in Fund Balance**

	12/31/2025	12/31/2024	12/31/2023
<b>Analysis of Changes in Fund Balance</b>			
8021 - Fund Balance - Beginning of Year	\$0.00	\$0.00	\$0.00
8022 - Restated Fund Balance - Beginning of Year	\$0.00	\$0.00	\$0.00
Add Revenues and Other Sources	\$0.00	\$0.00	\$0.00
Deduct Expenditures and Other Uses	\$0.00	\$0.00	\$0.00
8029 - Fund Balance - End of Year	\$0.00	\$0.00	\$0.00

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**K - Schedule of Non-Current Government Assets**  
**Schedule of Non-Current Government Assets**

	12/31/2025	12/31/2024	12/31/2023
<b>Non-Current Assets</b>			
<b>Depreciable Capital Assets</b>			
104 - Machinery and Equipment	\$25,757.00	\$25,757.00	\$25,757.00
<b>Total for Depreciable Capital Assets</b>	<b>\$25,757.00</b>	<b>\$25,757.00</b>	<b>\$25,757.00</b>
<b>Accumulated Depreciation</b>			
114 - Accumulated Depreciation Machinery and Equipment	(\$23,300.00)	(\$22,070.00)	(\$20,840.00)
<b>Total for Accumulated Depreciation</b>	<b>(\$23,300.00)</b>	<b>(\$22,070.00)</b>	<b>(\$20,840.00)</b>
<b>Total for Non-Current Assets</b>	<b>\$2,457.00</b>	<b>\$3,687.00</b>	<b>\$4,917.00</b>

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**Supplemental Schedules**

The Supplemental Schedules includes the following schedules:

- **Statement of Indebtedness**
- **Bond Repayment**
- **Bank Reconciliation**
- **Employee and Retiree Benefits**

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**Statement of Indebtedness**

You have indicated you have no debt data to report.

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**Bond Repayment**

No Bonds Reported in the Statement of Indebtedness.

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**Bank Reconciliation**

**Accounts**

Account No.	Account Type	Associated Fund(s)	Bank Balance	Deposits In Transit	Outstanding Checks	Adjustments	Total
2	Checking	A	\$17,000.99	\$0.00	\$0.00	\$0.00	\$17,000.99
1	Checking	A	\$36,466.38	\$0.00	(\$3,586.00)	\$0.00	\$32,880.38
3	Certificate of Deposit (CD)	A	\$40,747.68	\$0.00	\$0.00	\$0.00	\$40,747.68
4	Certificate of Deposit (CD)	A	\$5,084.54	\$0.00	\$0.00	\$0.00	\$5,084.54
5	Certificate of Deposit (CD)	A	\$5,084.54	\$0.00	\$0.00	\$0.00	\$5,084.54
6	Checking	A	\$5,582.03	\$0.00	\$0.00	\$0.00	\$5,582.03
<b>Total</b>			\$109,966.16	\$0.00	(\$3,586.00)	\$0.00	\$106,380.16
<b>Total Cash From Financials</b>							\$106,380.00

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**Bank Reconciliation**

**Collateralization of Cash**

<b>Total Bank Balance</b>	\$109,966.16
FDIC Insurance	\$109,966.16
Collateralized with Securities held in possession of the municipality or its agent or otherwise secured	\$0.00
<b>Total of FDIC Insurance and Collateralized with securities held in possession of the municipality or its agent or otherwise secured</b>	<b>\$109,966.16</b>

**Investments and Collateralization of Investments**

<b>Investments From Financials</b>	\$0.00
Market Value as of Fiscal Year End Date	\$0.00
Collateralized with Securities held in possession of the municipality or its agent or otherwise secured	\$0.00

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**Employee and Retiree Benefits**

You have indicated you have no employee benefits data to report.