

West Seneca Public Library
Board Meeting Agenda – September 16, 2026 @ 4:00pm in the Large Community Room

A. Call of the Roll.

B. Approval / Changes to Agenda.

C. Minutes of the Preceding Meeting – July 15, 2026

D. Nominations and Elections of Officers, if any.

E. Report of the Director – July and August 2026

1. Revised System Policy: Free Direct Access Plan
2. Revised System Policy: Internet Safety & Acceptable Use Policy
3. Bookmark Design Contest

F. Report of the Treasurer

1. County account statements July and August 2026
2. Local account statement July and August 2026
3. Summary of accounts July and August 2026
4. Check abstract and approvals
5. Payroll Report through PP#13

G. Report of the Friends of the Library.

H. Report of the President.

I. Old Business.

J. New Business.

1. Review: Bulletin Board & Print Material Distribution Policy
2. Review: Public Health Emergency Operations Plan
3. Assemblyman Burke Funds Expenditure: Citizen Science Kits \$175 birding binoculars

K. Public Comment.

L. Adjournment.

Next Regular Meeting: Wednesday, October 21, 2026 @ 4:00pm

West Seneca Public Library

Library Board of Trustees Meeting Minutes

Wednesday, July 15th, 2026 @ 4:00pm in the Large Meeting Room

A. Call of the Roll

- Present: William Josefiak, Cynthia Johnson, Jessica Casamassa, Jennifer Dobe, Lindsey Burgmaster
- Excused: none
- Guest(s): Robert Alessi (Director), Scott Robertson (W. S. Town Board Liaison)

B. Approval / Changes to Agenda: none

C. Minutes of Preceding Meeting (June 17, 2026):

Motion to approve preceding minutes: William Josefiak

Second: Jessica Casamassa

Ayes: all

Nays: none

D. Nominations and Elections of Officers: n/a

E. Report of the Director:

- See Report posted online
- Well attended June programs
- Senior Sunshine Senders club growing
- Joanie Wheaton long time page has given notice
- Library Discards Book Sale 2pm on May 20-June 5 – Income was \$542.95 before taxes

F. Report of the Treasurer:

- See June reports posted online
- County account statement June 2026
- Local account statement June 2026
- Summary of accounts June 2026
- Check abstract and approvals

Motion to approve: William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

G. Report of the Friends of the Library:

- Plant sale on June 13th went well
- In need of volunteers for several events coming up, especially three different larger events

- Bookmark contest is live
- Friends hosted a plant giveaway on June 13th
- Next Friends Meeting August 6th at 4:30pm

H. Report of the President:

- Planning next act meeting for Fall

I. Old Business:

- none

J. New Business:

- 2026 Annual Contract with the Buffalo & Erie County Public Library System

Resolved, that pursuant to Chapter 768 of the Laws of 1953 of the State of New York, this Board of Trustees does hereby approve the agreement submitted by the Buffalo & Erie County Public Library for the furnishing of free library privileges to the people of the County of Erie, by this Library for the year 2026, and be it further resolved, that the President of this Board be, and he is, hereby authorized and directed to execute the same on behalf of this Board.

Motion to approve 2026 Annual System Contract:

William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

- New tables and chairs in the makerspace will be funded by the Friends of the Library
- Amazing donation from West Elementary students and Friends of the library will match the donation.
- Compliance Officer Annual Report-approved (Nothing to report)
- Sept 12, 2026 – Potentially close the library due to large event being held between Main St and Center Rd along Union Rd (for which the street will be closed down) by the W.S. Civic and Patriotic Commission

Motion to approve: William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

K. Public Comment: none

L. Adjournment @ 4:40 pm

Next Regular Meeting: September 16, 2026 @ 4 pm

Respectfully submitted by Lindsey Burgmaster, Secretary

West Seneca Public Library Board Meeting Director's Report

July 2026

Circulation - July 2026
21,782

Revenue - County Account Fees, Copies, Print - July 2026
\$1,257.73

Library Visitors - July 2026
12,887

Programming - July 2026
(Youth/Teen)

Tutoring	All month	327 sessions
Baby & Me (6)	7/1, 7/15, 7/29	123 attendees
Toddler Time w/ Play Time	7/2, 7/23, 7/30	78 attendees
Family STEAM: Dino Discovery Eggs	7/7	35 attendees
Toddler Music w/ Jessica: Parachutes	7/8	18 attendees
Fuse Beads	7/9	15 attendees
Dinosaur Trading Cards	7/11	4 attendees
Music w/ Jessica: Ukuleles	7/14	24 attendees
Baby Music w/ Jessica	7/16	38 attendees
Sensory Friday: Taste-Safe Beach	7/17	76 attendees
LEGO Club	7/18	38 attendees
Storybook Cook: Kid's Cooking Class	7/18	26 attendees
WS Recreation Group Visit (2)	7/20	50 attendees
WS Recreation Group Visit (2)	7/21	48 attendees
Build a Monolophosaurus	7/21	32 attendees
Baby Finger Painting	7/22	35 attendees
Bluey Party	7/24	242 attendees
Bad Art Night: Dinosaur Edition	7/25	20 attendees
Sensory Friday: Taste-Safe Chia Slime	7/31	43 attendees
Make & Take Craft Bags	All Month	137 bags
Dinosaur Scavenger Hunt	Various	968 participants

Bluey Scavenger Hunt (start)	Various	147 participants
1,000 Books Before Kindergarten	Various	22 new participants
Bookmark Design Contest 2026	Various	66 participants /115 entries

Programming - July 2026
(Adult)

Handicraft Club (4)	7/6, 7/13, 7/20, 7/27	22 attendees
The Ebenezers w/ Jim Pace	7/13	37 attendees
Book A Technology Trainer (4 appointments)	7/14	4 attendees
Senior Sunshine Senders- Card Making	7/21	4 attendees
University Express: The Silver Age of Disney Part 2	7/21	22 attendees
University Express: Severe Weather Hazards Across WNY	7/22	18 attendees
University Express: The Birth of the Steel City	7/27	37 attendees
West Seneca Public Library Book Club	7/27	9 attendees

Outreach/Meetings/Library Visits

- 7/13 Friends of the West Seneca Public Library Meeting
- 7/15 West Seneca Public Library Board of Trustees Meeting
- 7/16 East Senior Class Visit (Emily)
- 7/20 & 7/21 West Seneca Youth & Recreation Summer Camp Visits (4) (Emily)
- 7/21 & 7/29 Reading Rover (Susan)

Misc.

- Interview for Page, PT position (Rob & Emily)

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

August 2026

Circulation - August 2026

22,146

Revenue - County Account Fees, Copies, Print - August 2026

\$1,279.68

Library Visitors - August 2026

10,642

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

Tutoring	All month	304 sessions
Baby & Me (4)	8/5, 8/12	68 attendees
Toddler Time w/ Play Time (2)	8/6, 8/13	64 attendees
Fuse Beads	8/6	21 attendees
Sensory Friday: Taste-Safe Mud	8/7	24 attendees
Family Fort Night	8/11	24 attendees
Sensory Friday: Taste-Safe Clay	8/14	19 attendees
LEGO Club	8/15	36 attendees
WNY Federal Credit Union Storytime	8/17	20 attendees
Jurassic Discovery Tour	8/18	58 attendees
Teen Advisory Group	8/20	2 attendees
Sensory Friday: Taste-Safe Kinetic Sand	8/22	22 attendees
Dinosaur Escape Room	8/22	10 attendees
Art Carnival	8/25	78 attendees
Make & Take Craft Bags	All Month	55 bags
Dinosaur Scavenger Hunt	Various	718 participants
Bluey Scavenger Hunt (end)	Various	335 participants
Ticket to Read	Various	19 entries
Summer Reading Logs: Children 0-5	Various	8 completed entries
Summer Reading Logs: Children 6-11	Various	8 completed entries
Summer Badging Program: Children 0-5	Various	36 participants

Summer Badging Program: Children 6-11	Various	61 participants
Summer Badging Program: Teens	Various	2 participants
Passport to Reading	Various	41 kids/adults (intergenerational)
1,000 Books Before Kindergarten	Various	21 Reading Logs completed

Programming – August 2026
(Adult)

Handicraft Club (5)	8/3, 8/10, 8/17, 8/24, 8/31	27 attendees
Painting for Fun w/ WS Art Society	8/4	7 attendees
How to Spot and Avoid Tech Scams w/ UB DART Collective	8/11	8 attendees
Senior Sunshine Senders- Card Making	8/18	4 attendees
West Seneca Public Library Book Club	8/31	11 attendees
Summer Reading Logs: Adult	Various	1 completed entry
Summer Badging Program: Adult	Various	1 participant

Outreach/Meetings/Library Visits

- 8/6 Friends of the West Seneca Public Library Meeting

Misc.

- 8/5 Received new tables and chairs for makerspace; Began shifting furniture the following week in main room in order to increase seating areas.
- 8/28 Received notification that our Pizza Hut Foundation – Slice of Literacy Grant application submitted at the end of July was reviewed but not approved for this round of funding
- 8/29 Interview/photos with Wendy Wasner for West Seneca Living magazine
- The third annual Bookmark Design Contest (with generous sponsorship from the Friends of the West Seneca Public Library) took place in July with public voting being held in August. In all there were 66 participants that submitted a total of 115 entries!

**BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: July 16, 2026**

AGENDA ITEM NUMBER: K.8

**RESOLUTION: 2026-17
Amend Free Direct Access Plan**

BACKGROUND:

The Buffalo & Erie County Public Library (the "Library") System is subject to New York Codes, Rules and Regulations – Title 8 Education. Commissioner's Regulation 90.3 requires public library systems to have a Free Direct Access Plan ("Plan").

Pursuant to the Regulation, "free direct access" requires all public libraries within a system to loan their materials to a library card holder from any other library within that system. The Buffalo & Erie County Public Library Board of Trustees adopted its initial Free Direct Access Plan on December 16, 1999.

The Plan has since been reviewed and amended periodically, most recently on July 15, 2021 in Resolution 2021-25.

The Board's Policy Committee met on June 18, 2026 to review the attached proposed amended Plan. Recommended changes include language for clarification purposes, location updates, and for consistency in wording and style. Recommendations for change and new language are shaded; strike-throughs are deleted text.

The amended Plan has been reviewed and approved by B&ECPL legal counsel.

The Policy Committee recommends the amended proposed Free Direct Access Plan for approval by the full Board.

**ACTION REQUIRED:
Motion to adopt Resolution 2026-18**

PROPOSED RESOLUTION 2026-18

WHEREAS, the Buffalo & Erie County Public Library (the "Library") System is required to follow New York Codes, Rules and Regulations – Title 8 Education, and

WHEREAS, Commissioner's Regulation 90.3 requires the Library to have a Free Direct Access Plan, and

WHEREAS, the Library has a Free Direct Access Plan, which was last amended July 15, 2021 in Resolution 2021-25, and

WHEREAS, the Library's Board of Trustees Policy Committee met to review recommended changes, which include language updates for clarification purposes and for consistency in wording and style, and

WHEREAS, the amended Free Direct Access Plan has been vetted and approved by the Library's legal counsel, and

WHEREAS, the Policy Committee recommends the attached proposed amended Free Direct Access Plan for approval by the full Board, now therefore be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees approves the amended Free Direct Access Plan to supersede and replace the prevailing policy last reviewed July 15, 2021 in Resolution 2021-25, and be it further

RESOLVED, that a copy of the approved Free Direct Access Plan be transmitted to all Library locations, Contract Library Directors, and Contract Library Trustees, and posted publicly on the Library's website.

DRAFT Revision – 7/16/2026

(Mark-Up in red: new language underlined, deletions ~~crossed out~~)



Free Direct Access Plan

For the Period 202~~62~~-203~~126~~ in Association with the Buffalo & Erie County Public Library's & ECPL System 5 Year Plan of Service

In Fulfillment of Commissioner's Regulation:
90.3 (a) through (d) (4)~~s~~

This Plan is a countysystem-wide policy that applies to all libraries within the Buffalo & Erie County Public Library System.

I. STATEMENT OF POLICY

The Regents Commission on Library Services requires public library systems in the State of New York to include in their service plans a provision guaranteeing free use of library resources to people residing within the system's boundaries. The following Plan explains in detail the history and present practice of the Buffalo & Erie County Public Library System (the "Library" or "B&ECPL" B&ECPL) of guaranteeing free direct access to library resources for all residents of Erie County and its commitment to continuing and improving on that principle in the 21st century.

II. FREE DIRECT ACCESS PLAN

A. Section 90.3 of the Regulations of the Commissioner of Education

The B&ECPL Library Free Direct Access Plan follows the Division of Library Development's Outline and Guidelines for developing a free direct access plan under the Commissioner's Regulations 90.3(a) through (d)(4), published in March 1999, and revised in February 2007.

As defined in the Commissioner's Regulation, free direct access is the ability of an individual, who resides within the boundaries of the B&ECPL Library's service area and who has a valid borrower's card issued by this System or any contract library (referred to as a "member library" in the Commissioner's Regulation) in the B&ECPL Buffalo & Erie County Public Library System, to borrow materials for home use directly from the premises of any such library on the same basis as that specified for cardholders in each individual library.

B. B&ECPL Buffalo & Erie County Public Library

1. Library services for all individuals residing within the boundaries of the B&ECPL Service Area

According to the special legislation that created the Buffalo & Erie County Public Library (Laws 1953, chapter 768), the ~~B&ECPL~~ Buffalo & Erie County Public Library Board of Trustees may contract with the trustees of any free library within Erie County registered by the Regents, or with any municipal or district body having control of such library, to furnish library privileges to the people of the County, under such terms and conditions as may be stated in such contract.

The Buffalo & Erie County Public Library ~~B&ECPL~~ Board of Trustees contracts annually with 22 libraries serving the residents of Erie County, each of which is referred to as the "Public Library" or "contract library" within said contract. Free direct access is guaranteed under the contract as follows:

- a. In ~~paragraph Article II, Section A FIRST~~ of the annual contract, the contract libraries agree to furnish free library privileges to the people of the County of Erie. Note that this is an all-encompassing statement giving the residents of the County equal access to any of the 37 library ~~buildings, locations, and one bookmobile, and one Library to Go vehicle~~ comprising the Buffalo & Erie County Public Library ~~B&ECPL~~.
- b. ~~In Article II, Section A(1), Paragraph SECOND~~ of the annual contract also supports the principle of free direct access when it states, "The books, pamphlets, periodicals, audio/video items, and other library materials constituting the circulating and reference library of the Public Library shall be loaned in accordance with the rules and regulations of the B&ECPL, presently in force or as amended, to any person holding a library card duly issued by the B&ECPL or any other library within the County of Erie, which, by contract with the B&ECPL, has agreed to furnish library privileges to the people of the County of Erie."
- c. In addition, the annual contract requires in Article II, Section A(4) that, "The printed books, pamphlets and other documents constituting the circulation and reference library of the Public Library shall be made available for use and distribution by the B&ECPL and other libraries within the County of Erie, which, by agreement with the B&ECPL, have contracted to furnish library privileges to the people of the County of Erie." ~~paragraph FIFTH of the annual contract states "The B&ECPL shall furnish to the Public Library all books, pamphlets, periodicals, audio/video and other library material [...]. All such purchases of books, pamphlets, periodicals, library materials and equipment of every nature and description whatsoever shall become the property of the County of Erie or the B&ECPL provided, however, that the Public Library shall have the custody and use thereof so long as it shall continue to render public library service to the people of the County of Erie."~~
- d. Further, Article III, Section A(4) of the annual contract states "All such purchases of books, pamphlets, periodicals, library materials and equipment of every nature and description whatsoever shall become the property of the County of Erie or the B&ECPL provided, however, that the Public Library shall have the custody and use thereof so long as it shall continue to render public library service to the people of the County of Erie." ~~the contract requires in paragraph SIXTH that "The printed books, pamphlets and other documents constituting the circulating and reference library of the Public Library shall be made available for use and distribution by the B&ECPL and other libraries within the County of~~

~~Erie, which, by agreement with said B&ECPL, have contracted to furnish library privileges to the people of the County of Erie."~~

Library services throughout the County are free to residents. In addition, ~~B&ECPL~~ the Library provides service via libraries at the Erie County Correctional Facility and Erie County Holding Center. The ~~B&ECPL~~ Library also provides library service to the other correctional facilities ~~at in Wende, and Collins, and Gowanda~~ through grants.

2. **Library services to persons living within the system boundaries in an area where a member library chooses to withdraw from the system, or where a chartered and registered library was never a member of the system.**

No contract library has withdrawn from the Buffalo & Erie County Public Library, and there are no public or free association libraries in Erie County, outside of the Native American reservations, that do not contract with Buffalo & Erie County Public Library ~~B&ECPL~~. While not part of the ~~B&ECPL~~ Library's chartered service area, residents of the Tonawanda and Cattaraugus Reservations in Erie County have free direct access to any of ~~B&ECPL~~ Library's resources.

3. **Serious inequities and hardships**

The Buffalo & Erie County Public Library ~~B&ECPL~~ Board of Trustees has determined that there are no serious inequities or hardships affecting resident borrowers in the ~~B&ECPL~~ Library's service area.

4. **Excessive borrowing**

The Buffalo & Erie County Public Library ~~B&ECPL~~ Board of Trustees has determined that excessive borrowing does not occur because all Erie County residents have the same borrowing privileges, ~~and the annual contract between the B&ECPL and the contract libraries states that the service area, for all libraries in the System, is the entire County.~~

5. **Unserved or underserved populations within the Buffalo & Erie County Public Library ~~B&ECPL~~ System**

~~B&ECPL~~ The Library is chartered to serve all of Erie County. All geographic areas within the County receive library services even if there are no library buildings within a given municipality or service area of a contract library.

The Angola Public Library is chartered to serve the village of Angola. In reality, the Angola Public Library serves the town of Evans as well as any other Erie County residents who choose to use it.

The towns of Brant, Colden, Holland, Sardinia, and Wales do not have library buildings. Their residents are served by libraries in neighboring towns (or in any other community in the County that the residents of these towns choose to use) and by the ~~B&ECPL~~ Library bookmobile.

The Central Library and eight branch libraries located within the Buffalo city limits provide library service to the residents of Buffalo. The City of Buffalo does not have a separate chartered library with an independent library board, and does not contract with the Buffalo &

Erie County Public LibraryB&ECPL. The 1953 special legislation that created the B&ECPLLibrary provides for representation on B&ECPLLibrary's Board of Trustees by nominees of the mayor of Buffalo.

In addition, the 1953 special legislation gives Erie County the authority to levy and raise by taxation and appropriation such sums as shall be necessary to establish, equip and maintain the Buffalo & Erie County Public LibraryB&ECPL and branches. An equalized countywide tax supports all the library locations within the Buffalo & Erie County Public Library System ies of the B&ECPL. Thus, all property owners in Erie County are contributing equitably to the B&ECPLLibrary locations libraries. Each contract library's budget request is included in the B&ECPLLibrary's annual operating budget request. The contract library's budget sum for the year is part of the annual contract with that library. Contract libraries may also raise and appropriate funds from other sources to supplement funds derived from Erie County.

The municipalities in Erie County without a chartered library are receiving library services from B&ECPLthe Library as explained above. In any of these municipalities, should the population increase to the point where a library building is warranted, and if the community expressed an interest in funding the construction of a library, the B&ECPLLibrary would respond accordingly. Currently, the low population density in these towns does not justify the establishment of a new library location and precludes designating an optimal location for a library building.

6. Modifications to the Free Direct Access Plan

B&ECPLThe Library does not require or anticipate any modifications to this Plan.

7. Compliance with the Plan by Contract Libraries

As B&ECPL's the Library's Plan for free direct access is included in the annual agreement between the B&ECPLLibrary and each contract library, those libraries are bound by the contract to abide by this Plan.

8. Input from Contract Libraries

Contract libraries ~~have were been~~ invited to raise questions and provide comments regarding the original development of the B&ECPLLibrary's Free Direct Access Plan by direct invitation and through an open public review process which affords all residents of Erie County an opportunity to participate.

Adopted December 16, 1999 per Resolution 99-73.

Amended September 18, 2014 per Resolution 2014-28

Amended December 15, 2016 per Resolution 2016-53.

Amended May 16, 2019 per Resolution 2019-17.

Amended December 19, 2019 per Resolution 2019-50.

Amended July 15, 2021 per Resolution 2021-25.



Free Direct Access Plan
For the Period 2026-2031 in Association with the Buffalo & Erie County Public Library's
5 Year Plan of Service

In Fulfillment of Commissioner's Regulation:
90.3 (a) through (d) (4)

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

I. STATEMENT OF POLICY

The Regents Commission on Library Services requires public library systems in the State of New York to include in their service plans a provision guaranteeing free use of library resources to people residing within the system's boundaries. The following Plan explains in detail the history and present practice of the Buffalo & Erie County Public Library System (the "Library" or "B&ECPL") of guaranteeing free direct access to library resources for all residents of Erie County and its commitment to continuing and improving on that principle in the 21st century.

II. FREE DIRECT ACCESS PLAN

A. Section 90.3 of the Regulations of the Commissioner of Education

The Library Free Direct Access Plan follows the Division of Library Development's Outline and Guidelines for developing a free direct access plan under the Commissioner's Regulations 90.3(a) through (d)(4), published in March 1999, and revised in February 2007.

As defined in the Commissioner's Regulation, free direct access is the ability of an individual, who resides within the boundaries of the Library's service area and who has a valid borrower's card issued by this System or any contract library (referred to as a "member library" in the Commissioner's Regulation) in the Buffalo & Erie County Public Library System, to borrow materials for home use directly from the premises of any such library on the same basis as that specified for cardholders in each individual library.

B. Buffalo & Erie County Public Library

1. Library services for all individuals residing within the boundaries of the Service Area

According to the special legislation that created the Buffalo & Erie County Public Library (Laws 1953, chapter 768), the Buffalo & Erie County Public Library Board of Trustees may contract with the trustees of any free library within Erie County registered by the Regents, or with any municipal or district body having control of such library, to furnish library privileges

to the people of the County, under such terms and conditions as may be stated in such contract.

The Buffalo & Erie County Public Library Board of Trustees contracts annually with 22 libraries serving the residents of Erie County, each of which is referred to as the "Public Library" or "contract library" within said contract. Free direct access is guaranteed under the contract as follows:

- a. In Article II, Section A of the annual contract, the contract libraries agree to furnish free library privileges to the people of the County of Erie. Note that this is an all-encompassing statement giving the residents of the County equal access to any of the 37 library locations, one bookmobile, and one Library to Go vehicle comprising the Buffalo & Erie County Public Library.
- b. In Article II, Section A(1) of the annual contract also supports the principle of free direct access when it states, "The books, pamphlets, periodicals, audio/video items, and other library materials constituting the circulating and reference library of the Public Library shall be loaned in accordance with the rules and regulations of the B&ECPL, presently in force or as amended, to any person holding a library card duly issued by the B&ECPL or any other library within the County of Erie, which, by contract with the B&ECPL, has agreed to furnish library privileges to the people of the County of Erie."
- c. In addition, the annual contract requires in Article II, Section A(4) that, "The printed books, pamphlets and other documents constituting the circulation and reference library of the Public Library shall be made available for use and distribution by the B&ECPL and other libraries within the County of Erie, which, by agreement with the B&ECPL, have contracted to furnish library privileges to the people of the County of Erie."
- d. Further, Article III, Section A(4) of the annual contract states "All such purchases of books, pamphlets, periodicals, library materials and equipment of every nature and description whatsoever shall become the property of the County of Erie or the B&ECPL provided, however, that the Public Library shall have the custody and use thereof so long as it shall continue to render public library service to the people of the County of Erie."

Library services throughout the County are free to residents. In addition, the Library provides service via libraries at the Erie County Correctional Facility and Erie County Holding Center. The Library also provides library service to the other correctional facilities in Wende and Collins through grants.

- 2. Library services to persons living within the system boundaries in an area where a member library chooses to withdraw from the system, or where a chartered and registered library was never a member of the system.**

No contract library has withdrawn from the Buffalo & Erie County Public Library, and there are no public or free association libraries in Erie County, outside of the Native American reservations, that do not contract with Buffalo & Erie County Public Library. While not part of the Library's chartered service area, residents of the Tonawanda and Cattaraugus Reservations in Erie County have free direct access to any of Library's resources.

- 3. Serious inequities and hardships**

The Buffalo & Erie County Public Library Board of Trustees has determined that there are no serious inequities or hardships affecting resident borrowers in the Library's service area.

4. Excessive borrowing

The Buffalo & Erie County Public Library Board of Trustees has determined that excessive borrowing does not occur because all Erie County residents have the same borrowing privileges.

5. Unserved or underserved populations within the Buffalo & Erie County Public Library System

The Library is chartered to serve all of Erie County. All geographic areas within the County receive library services even if there are no library buildings within a given municipality or service area of a contract library.

The Angola Public Library is chartered to serve the village of Angola. In reality, the Angola Public Library serves the town of Evans as well as any other Erie County residents who choose to use it.

The towns of Brant, Colden, Holland, Sardinia, and Wales do not have library buildings. Their residents are served by libraries in neighboring towns (or in any other community in the County that the residents of these towns choose to use) and by the Library bookmobile.

The Central Library and eight branch libraries located within the Buffalo city limits provide library service to the residents of Buffalo. The City of Buffalo does not have a separate chartered library with an independent library board, and does not contract with the Buffalo & Erie County Public Library. The 1953 special legislation that created the Library provides for representation on Library's Board of Trustees by nominees of the mayor of Buffalo.

In addition, the 1953 special legislation gives Erie County the authority to levy and raise by taxation and appropriation such sums as shall be necessary to establish, equip and maintain the Buffalo & Erie County Public Library and branches. An equalized countywide tax supports all the library locations within the Buffalo & Erie County Public Library System. Thus, all property owners in Erie County are contributing equitably to the Library locations. Each contract library's budget request is included in the Library's annual operating budget request. The contract library's budget sum for the year is part of the annual contract with that library. Contract libraries may also raise and appropriate funds from other sources to supplement funds derived from Erie County.

The municipalities in Erie County without a chartered library are receiving library services from the Library as explained above. In any of these municipalities, should the population increase to the point where a library building is warranted, and if the community expressed an interest in funding the construction of a library, the Library would respond accordingly. Currently, the low population density in these towns does not justify the establishment of a new library location and precludes designating an optimal location for a library building.

6. Modifications to the Free Direct Access Plan

The Library does not require or anticipate any modifications to this Plan.

7. Compliance with the Plan by Contract Libraries

As the Library's Plan for free direct access is included in the annual agreement between the Library and each contract library, those libraries are bound by the contract to abide by this Plan.

8. Input from Contract Libraries

Contract libraries were invited to raise questions and provide comments regarding the original development of the Library's Free Direct Access Plan by direct invitation and through an open public review process which affords all residents of Erie County an opportunity to participate.

Adopted December 16, 1999 per Resolution 99-73.

Amended September 18, 2014 per Resolution 2014-28

Amended December 15, 2016 per Resolution 2016-53.

Amended May 16, 2019 per Resolution 2019-17.

Amended December 19, 2019 per Resolution 2019-50.

Amended July 15, 2021 per Resolution 2021-25.

Amended July 16, 2026 per Resolution 2026-18.

**BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: July 16, 2026**

AGENDA ITEM NUMBER: K.7

**RESOLUTION: 2026-17
Amend Internet Safety and
Acceptable Use Policy**

BACKGROUND:

The Buffalo & Erie County Public Library (the "Library") Board of Trustees first adopted an Internet Safety and Acceptable Use Policy ("Policy") on June 20, 2002 to govern internet access and public computer use at all Library locations of the Buffalo & Erie County Public Library System.

The Policy has been reviewed and amended periodically, most recently on July 15, 2021 in Resolution 2021-24.

The Library has a structure for process and review of standing policies to ensure that they remain timely and effective. This procedure was used in the process to review the Internet Safety and Acceptable Use Policy.

The Board's Policy Committee met on June 18, 2026 to review the attached proposed amended Internet Safety and Acceptable Use Policy. Recommended changes include language for clarification purposes and for consistency in wording and style. Recommendations for change and new language are shaded; strike-throughs are deleted text.

The recommended changes were vetted by Buffalo & Erie County Public Library legal counsel.

The Policy Committee recommends the proposed amended Internet Safety and Acceptable Use Policy for approval by the full Board.

ACTION REQUIRED:

Motion to approve Resolution 2026-17

PROPOSED RESOLUTION 2026-17

WHEREAS, the Buffalo & Erie County Public Library (the "Library") has a structure for process and review of standing policies to ensure that they remain timely and effective, and

WHEREAS, the Library's Board of Trustees Policy Committee used this process to review and make recommendations which are reflected in the attached draft amended Internet Safety and Acceptable Use Policy which has been vetted by the Library's legal counsel, and

WHEREAS, recommended changes include language updates for clarification purposes and for consistency in wording and style, and

WHEREAS, the Policy Committee recommends the attached proposed amended Internet Safety and Acceptable Use Policy for approval by the full Board, now therefore be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees adopts the proposed amendments to the Library's Internet Safety and Acceptable Use Policy to supersede and replace the prevailing policy last reviewed July 15, 2021 in Resolution 2021-24, and be it further

RESOLVED, that the amended Internet Safety and Acceptable Use Policy replace the existing policy in each Contract Library's annual agreement, Exhibit C, and be it finally

RESOLVED, that a copy of the approved Internet Safety and Acceptable Use Policy be transmitted to all Library locations, Contract Library Directors, and Contract Library Trustees, and posted publicly on the Library's website.



Internet Safety and Acceptable Use Policy

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

I. GENERAL STATEMENT OF POLICY

1. As part of its mission, the Buffalo & Erie County Public Library (the "Library" B&ECPL) System provides internet access and computing resources for public use.
2. All internet access and computing resources provided by the B&ECPL Library are subject to the terms of this Ppolicy.
3. The Library B&ECPL provides wireless access at all locations, enabling patrons who visit local library locations to use their privately owned computer equipment or Wi-Fi- enabled devices to access the internet. Wireless access does require user acceptance of the B&ECPL's this Internet Safety and Acceptable Use Policy. All wireless access at any Library B&ECPL location or on a library-owned computing device is filtered.
4. Consistent with the BLibrary's &ECPL Circulation Policy, with the exception of the United States Government Publishing Office (GPO), parental permission for internet access using Library equipment is required for individuals who have not attained the age of 17. Individuals who have not attained the age of 17 may access the GPO website, and materials available on this site, from all Library B&ECPL public access computers. Restrictions have been put in place to prevent further access to the internet.
5. The Library B&ECPL assumes no responsibility for any loss or damages, direct, indirect, incidental, or consequential, arising from patron use of the Library's B&ECPL's internet connections or any other use of its computing resources.
6. The Library B&ECPL does not monitor and has no control over the information on the internet and does not warrant or guarantee the reliability or truthfulness of information obtained from the internet. As with all Library B&ECPL resources, patrons are advised to exercise their own critical judgment when evaluating the

validity and appropriateness of information found on the internet. Certain information may be inaccurate, misleading, or offensive to some individuals.

7. As a limited public forum under the First Amendment of the United States Constitution, the Library B&ECPL enforces reasonable "time, place and manner" restrictions on the public display of content, to ensure constitutionally protected access to information (including images) by users, while limiting unwanted exposure of that information to others.
8. Unauthorized access to the Library B&ECPL's computer resources, including hacking and all other unlawful computer activity, is strictly prohibited.
9. To comply with the Children's Internet Protection Act (CIPA) and restrict access to online content that may be considered harmful to minors or offensive to adults, the Library B&ECPL employs technology protection measures (including filters) on all Library-owned computing devices offering internet access. As required by the Children's Internet Protection Act CIPA, blocking shall be applied to visual depictions of material deemed to be obscene, child pornography, or harmful to minors. Users are cautioned that filters are not foolproof and due to technological limitations cannot obstruct access to all potentially harmful or offensive content. In addition, filters may block access to some legitimate or constitutionally protected material found on the internet. By law, individuals who have attained the age of 17 have the right to unfiltered internet access for bona fide research or other lawful purposes.

II. CHILDREN, PARENTS AND THE INTERNET

1. Parents/guardians have the sole right and responsibility to decide what is appropriate for their child. The Library B&ECPL does not act *in loco parentis* (i.e., in the place or role of the parent). Parents/guardians are responsible for the supervision of their child's internet activity. Children who use the internet unsupervised may be exposed to inappropriate or disturbing information and images.
2. The Library B&ECPL has taken the following measures designed to assist in the safe and effective use of these resources by all minors (defined for the purposes of this Policy, as individuals who have not attained the age of 17). The Library B&ECPL:
 - a. Employs technology protection measures (including filters) on all Library-owned computing devices offering internet access;
 - b. Develops and maintains special web pages for children and teens;
 - c. Develops and provides training programs on safe and effective internet use; and
 - d. Provides online and printed information about child safety and information on educational or recreational uses of the internet.
3. To address the issue of the safety and security of minors when using email, social networking sites, or other forms of direct electronic communications, the Library B&ECPL advises parents/~~and~~ guardians to encourage minors to:

- a. Never give out identifying information such as their full name, address, telephone number, or school name;
- b. Let parents/guardians decide if personal information such as first name or age should be revealed;
- c. Always tell their parents/guardians or another adult they trust if they see something online that is frightening or that they do not understand, or if they observe or experience something that might be cyberbullying;
- d. Never respond to messages that make them feel uncomfortable or uneasy;
- e. Never arrange to meet in person someone they have met online unless they discuss it with their parents/guardians and an adult accompanies them;
- f. Have parents/guardians report an incident to the National Center for Missing & Exploited Children at 1-800-843-5678 or [CyberTipline.org](https://www.cybertipline.org) if one becomes aware of the transmission of child pornography;
- g. Remember that people online may not be who they say they are; and
- h. Remember some things they read on the internet may not be true.

III. USER RESPONSIBILITIES

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

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

Adopted by the ~~B&ECPL~~Buffalo & Erie County Public Library's Board of Trustees at a public meeting, following normal public notice, on June 20, 2002.
Amended, July 18, 2002, December 18, 2003, February 16, 2006, September 28, 2006, July 19, 2012, May 21, 2015 and December 17, 2015.
Reviewed by Policy Committee September 22, 2016 – no changes.
Amended September 21, 2017.
Amended October 18, 2018.
Amended November 21, 2019.
Reviewed by Policy Committee November 19, 2020 – no changes.
Amended July 15, 2021.



Internet Safety and Acceptable Use Policy

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3. The Library provides wireless access at all locations, enabling patrons who visit library locations to use their privately owned computer equipment or Wi-Fi-enabled devices to access the internet. Wireless access does require user acceptance of this *Internet Safety and Acceptable Use Policy*. All wireless access at any Library location or on a library-owned computing device is filtered.
4. Consistent with the Library's *Circulation Policy*, with the exception of the United States Government Publishing Office (GPO), parental permission for internet access using Library equipment is required for individuals who have not attained the age of 17. Individuals who have not attained the age of 17 may access the GPO website, and materials available on this site, from all Library public access computers. Restrictions have been put in place to prevent further access to the internet.
5. The Library assumes no responsibility for any loss or damages, direct, indirect, incidental, or consequential, arising from patron use of the Library's internet connections or any other use of its computing resources.
6. The Library does not monitor and has no control over the information on the internet and does not warrant or guarantee the reliability or truthfulness of information obtained from the internet. As with all Library resources, patrons are advised to exercise their own critical judgment when evaluating the validity and appropriateness of information found on the internet. Certain information may be inaccurate, misleading, or offensive to some individuals.

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1. Parents, guardians, and designated adults have the sole right and responsibility to decide what is appropriate for their child and are solely responsible for the supervision of their child's internet activity. Children who use the internet unsupervised may be exposed to inappropriate or disturbing information and images. Parents, guardians, and designated adults are advised to discuss internet safety with their children and to supervise their internet usage to ensure their safety and privacy. The Library does not assume responsibility for protecting minors or any patrons from Internet material they might find obscene, offensive or objectionable.
2. The Library has taken the following measures designed to assist in the safe and effective use of these resources by all minors (defined, for the purposes of this Policy, as individuals who have not attained the age of 17). The Library:
 - a. Employs technology protection measures (including filters) on all Library-owned computing devices offering internet access;
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 - c. Develops and provides training programs on safe and effective internet use; and
 - d. Provides online and printed information about child safety and information on educational or recreational uses of the internet.
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- b. Let parents/guardians decide if personal information such as first name or age should be revealed;
- c. Always tell their parents/guardians or another adult they trust if they see something online that is frightening or that they do not understand, or if they observe or experience something that might be cyberbullying;
- d. Never respond to messages that make them feel uncomfortable or uneasy;
- e. Never arrange to meet in person someone they have met online unless they discuss it with their parents/guardians and an adult accompanies them;
- f. Have parents/guardians report an incident to the National Center for Missing & Exploited Children at 1-800-843-5678 or [CyberTipline.org](https://www.cybertipline.org) if one becomes aware of the transmission of child pornography;
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 - d. Using the internet for any illegal activity, criminal purposes or violating any federal, state or local law (e.g., copyright, child pornography);
 - e. Using or installing unauthorized software on Library equipment;
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Adopted by the Buffalo & Erie County Public Library's Board of Trustees at a public meeting, following normal public notice, on June 20, 2002.
Amended, July 18, 2002, December 18, 2003, February 16, 2006, September 28, 2006, July 19, 2012, May 21, 2015 and December 17, 2015.
Reviewed by Policy Committee September 22, 2016 – no changes.
Amended September 21, 2017.
Amended October 18, 2018.
Amended November 21, 2019.
Reviewed by Policy Committee November 19, 2020 – no changes.
Amended July 15, 2021.
Reviewed by Policy Committee June 18, 2026.
Amended July 16, 2026 per Resolution 2026-17.

**Bookmark Design Contest
2026 Winner
Age Range: 3 - 6**



West Seneca Public Library
1300 Union Road,
West Seneca, NY 14224
716-674-2928

**Bookmark Design Contest
2026 Winner
Age Range: 3 - 6**



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**Bookmark Design Contest
2026 Winner
Age Range: 3 - 6**



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**Bookmark Design Contest
2026 Winner
Age Range: 3 - 6**



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**Bookmark Design Contest
2026 Winner
Age Range: 7-10**



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**Bookmark Design Contest
2026 Winner
Age Range: 7-10**



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**Bookmark Design Contest
2026 Winner
Age Range: 7-10**



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**Bookmark Design Contest
2026 Winner
Age Range: 7-10**



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Bookmark Design Contest
2026 Winner
Age Range: 11-13



West Seneca Public Library
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716-674-2928

Bookmark Design Contest
2026 Winner
Age Range: 11-13



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Bookmark Design Contest
2026 Winner
Age Range: 11-13



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Bookmark Design Contest
2026 Winner
Age Range: 11-13



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**Bookmark Design Contest
2026 Winner
Age Range: 14-17**



West Seneca Public Library
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West Seneca, NY 14224
716-674-2928

**Bookmark Design Contest
2026 Winner
Age Range: 14-17**



West Seneca Public Library
1300 Union Road,
West Seneca, NY 14224
716-674-2928

**Bookmark Design Contest
2026 Winner
Age Range: 14-17**



West Seneca Public Library
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716-674-2928

**Bookmark Design Contest
2026 Winner
Age Range: 14-17**



West Seneca Public Library
1300 Union Road,
West Seneca, NY 14224
716-674-2928

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Jul-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	
Utility Charges:								
515000	Water	0	0	0	0		0	
515000	Sewer	0	0	0	0		0	
515000	Electric	7,500	0	4,183	3,317	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	209	491	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	2,191	409	2,600	0	
530000	Contingency (Bullet Aid)	0	0	89	(89)		0	
TOTAL EXPENSES		10,900	0	6,672	4,228	10,570	330	

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	654	(554)	654	554	
Copy Machines	2,000	0	1,468	532	2,500	500	
Print Cost Recovery	5,500	0	3,872	1,628	5,900	400	
Other Income	100	0	67	33	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	
TOTAL DIRECT INCOME	7,700	0	6,061	1,639	9,154	1,454	

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Aug-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	
Utility Charges:								
515000	Water	0	0	0	0		0	
515000	Sewer	0	0	0	0		0	
515000	Electric	7,500	0	4,183	3,317	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	209	491	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	2,191	409	2,600	0	
530000	Contingency (Bullet Aid)	0	0	89	(89)		0	
TOTAL EXPENSES		10,900	0	6,672	4,228	10,570	330	

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	782	(682)	782	682	
Copy Machines	2,000	0	1,800	200	2,500	500	
Print Cost Recovery	5,500	0	4,692	808	6,100	600	
Other Income	100	0	67	33	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	
TOTAL DIRECT INCOME	7,700	0	7,341	359	9,482	1,782	

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	7/6/26	Donation deposit \$165 cash from West Elementary and \$500 check #017672 from WNY FCU	✓		\$665.00	\$17,903.76
1111	7/15/26	Dominic Mendez- Bluey Party: Bluey mascot appearance with Event Preneur Pro, Invoice 1689 (paid for by \$500.00 from WNY FCU)	✓	\$300.00		\$17,603.76

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	8/6/26	Donation deposit checks from Mary K Quinlivan (\$200, check #1023), Robert and Nancy Morey (\$500, check #6120) and Blackbaud Giving Fund (\$50, check #9700414012)	✓		\$750.00	\$18,353.76
1112	8/17/26	Demco- Comfy Hugging Sensory Peapod and acrylic sign holder for windows, Invoice: 7832995			\$173.81	\$18,179.95

West Seneca Public Library Bank Account Balances July 2026

M&T County Account

Balance \$35,469.09 (Note: Includes \$16,136.12 Assemblyman Burke State Aid)

M&T Local Account

Balance \$17,603.76 (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

West Seneca Public Library Bank Account Balances August 2026

M&T County Account

Balance \$36,748.77 (Note: Includes \$16,136.12 Assemblyman Burke State Aid)

M&T Local Account

Balance \$18,179.95 (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

September 16, 2026 Abstract of Checks

Voucher #	Date	Payee	Amount	Check#	Reason for expense	Date
2026-L10	8/17/2026	Demco Inc.	\$ 173.81	1112	Comfy Hugging Sensory Peapod, and acrylic sign holder for windows. Invoice: 7832995	8/17/2026
2026-L11	9/16/2026	Emily Sieg	\$ 4.50	1113	10" squeegees for summer program	9/9/2026
2026-L12	9/16/2026	Rowan Narvaez	\$ 47.98	1114	Thermal laminating pouches	9/9/2026
2026-L13	9/16/2026	WS Chamber of Commerce	\$ 90.00	1115	WS Chamber of Commerce membership dues renewal 2026-2027	9/9/2026
2026-L14	9/16/2026	Rotary Club of West Seneca	\$ 200.00	1116	Rotary Club of WS annual dues 2026-2027	9/9/2026
2026-L15	9/16/2026	Amazon Capital Services	\$ 55.56	1117	Baking soda, 3-pack Aleene's tacky glue, electrical tape, ceiling screw hooks. Invoice: 1CLY-VXDC-493R	9/9/2026
2026-L16	9/16/2026	B&ECPL	\$ 2,146.53	1118	PVT library materials. Invoice 26025. Lions: \$410.21 and Rotary: \$1,736.32	9/9/2026
2026-C30	9/16/2026	B&ECPL	\$ 4,322.66	6508	PVT library materials. Invoice 26025. Burke: \$4,322.66	9/9/2026
2026-C31	9/16/2026	Emily Sieg	\$ 12.65	6509	Marshmallows, crackers, cornstarch, and chocolate for taste-safe mud	9/9/2026
2026-C32	9/16/2026	Town of West Seneca	\$ 1,195.00	6510	Electric bill for August and September 2026	9/9/2026

2026 West Seneca Payroll Report_PP13



As of Pay Period 13

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian Director II	43,721.05	88,076.00	44,354.95
Librarian/Trainee	25,496.45	52,599.00	27,102.55
Library Assistant	26,917.68	54,200.00	27,282.32
Caretaker (RPT)	18,162.66	36,977.00	18,814.34
FT Totals	114,297.84	231,852.00	117,554.16

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Clerk Typist PT	13,270.26	32,150.00	18,879.74
Librarian I PT	17,769.84	36,098.00	18,328.16
Page PT	9,382.00	24,128.00	14,746.00
Senior Page	25,327.00	55,692.00	30,365.00
PT Totals	65,749.10	148,068.00	82,318.90

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretakers	18,162.66	36,977.00	18,814.34
Clerk Typists	13,270.26	32,150.00	18,879.74
Librarian/Trainee	43,266.29	88,697.00	45,430.71
Librarian Director II	43,721.05	88,076.00	44,354.95
Library Assistant	26,917.68	54,200.00	27,282.32
Pages	9,382.00	24,128.00	14,746.00
Senior Page	25,327.00	55,692.00	30,365.00
Other Payments/Reserves		3,400.00	3,400.00
Savings Goal		0.00	0.00
Combined Totals	180,046.94	383,320.00	203,273.06

ANNUAL BUDGET	\$	383,320.00
PROJECTED ENDING BALANCE	\$	361,436.04
Projected Ending Balance		\$21,883.96

West Seneca Public Library Bulletin Board & Print Material Distribution Policy

The West Seneca Public Library (WSPL) recognizes its role as a source of sharing community information. It is the policy of the WSPL:

- That bulletin boards within the WSPL are available for the posting of notices related to Library business; Library-sponsored or -partnered activities; other community activities; and items of educational, cultural or civic interest to the Erie County community; and
- To accept print materials related to community activities or of educational, cultural, or civic interest to the Erie County community for distribution through the Library.

Posting/distribution of notices does not indicate WSPL endorsement of the ideas, issues or events promoted by those notices.

1. WSPL bulletin boards are intended for items such as announcements of educational, social, cultural, community, neighborhood or entertainment activities; flyers, brochures or schedules sponsored by nonprofit organizations or government agencies relating to services provided to the public; etc. Bulletin boards are not intended to be used as a forum for the expression of the views or opinions of individuals or groups. Bulletin boards are not intended to be used to promote commercial products or services.
2. Any notice to be considered for posting/distribution must be submitted to WSPL management for approval. Only authorized WSPL personnel may post or remove notices. Notices posted without authorization will be removed. Notices left without authorization will be discarded.
3. To maximize available bulletin board space, notices larger than 8.5" x 11" may not be accepted for posting.
4. In fairness to the numerous community groups, the WSPL may limit the frequency and volume of posting notices from the same group.
5. All notices posted on WSPL bulletin boards or intended for distribution must contain the name and contact information of the sponsoring group and/or its authorized representative. Notices intended for distribution must include contact information, including a phone number, email, website and/or QR code.
6. The Library is unable to make print copies of notices. Please supply the quantity desired for posting/distribution. Suggested size should be 8.5" x 11" or smaller.
7. Notices will be removed when they are no longer timely or when space is required for more current items.
8. The WSPL assumes no responsibility for the preservation or protection of any materials delivered for posting/distribution. Materials will not be returned.

9. The following will not be accepted for posting/distribution:

- Materials endorsing or opposing the election of any candidate for public office;
- Materials endorsing or opposing the adoption of federal, state or local legislation;
- Materials promoting commercial products or services.

10. Authorization for posting/distribution is based on the provisions of this Policy and not on the content, viewpoints, beliefs or affiliations providing print materials.

11. Failure to comply with this Policy may result in the denial of posting/distribution privileges.

Deliver or mail print materials to:

West Seneca Public Library
1300 Union Road
West Seneca, NY 14224

Adopted by the West Seneca Public Library Board of Trustees December 12, 2018. Confirmed January 16, 2019. Reviewed and re-approved June 23, 2021. Adopted Bulletin Board & Print Material Distribution Policy September 16, 2026.

West Seneca Public Library
1300 Union Rd, West Seneca, NY 14224
Public Health Emergency Operations Plan
March 17, 2021

I. Purpose and Scope of Plan

1. This Public Health ~~operations~~-Emergency Operations Plan ("Plan") has been developed by the West Seneca Public Library in order to comply with New York legislation (S8617B, A10832) signed into law by Governor Cuomo on September 7, 2020 (the "Health Emergency Operations Plan Law" or simply the "Law"). The Law requires public employers, including the West Seneca Public Library, to adopt a plan for the continuation of operations in the event of a Declared Health Emergency involving a communicable disease (a "Declared Health Emergency"). It is recognized that the West Seneca Public Library is an independent organization governed by its own Board of Trustees. It is further recognized the West Seneca Public Library is a member of the Buffalo & Erie County Public Library System (B&ECPL System)

2. The Plan includes provisions for the identification of essential positions by job title, the facilitation of remote work for non-essential positions, the provision of personal protective equipment (PPE), and protocols for contact tracing.

3. The Plan ~~has been~~ was originally developed with the input of the following unions that represent employees of the West Seneca Public Library:

- (a) The Clerical & Maintenance Union of the Buffalo & Erie County Public Library- Contracting Libraries, NYSUT/AFT, AFL/CIO (CMU);
- (b) The Librarians' Association of the Buffalo & Erie County Public Library (LA).

4. The Plan is applicable to the West Seneca Public Library, and to B&ECPL system services.

5. The Plan stated herein will apply in the event of a Declared Health Emergency in the State of New York which impacts, or may impact, West Seneca Public Library and/or B&ECPL operations.

II. Essential and Non-Essential Positions and Titles

1. Under the Law (1) an "essential employee" is defined as a public employee or contractor who is required to be physically present at a work site to perform their job; and (2) a "non-essential employee" is defined as a public employee or contractor who is not required to be physically present at a work site to perform their job.

2. The West Seneca Public Library has identified positions as either essential or non-essential in accordance to The Law, depending on whether or not the library is open to the public

for in-house services during a Declared Health Emergency. The essential and non-essential positions within the West Seneca Public Library are listed in Attachment 1.

III. Telecommuting Protocols

The West Seneca Public Library will attempt to implement the following protocols in order to enable non-essential employees and contractors to telecommute:

1. Positions requiring remote VPN access will be designated on the Essential/Non-Essential designation list (Attachment 1).

2. The West Seneca Public Library, in cooperation with the B&ECPL System, will use its reasonable best efforts to provide appropriate equipment, software and/or internet access to employees with non-essential designations who require remote VPN access, as determined by the West Seneca Public Library Director with approval from B&ECPL System Administration. Employees designated as essential and those non-essential employees who do not require VPN access (and do not have access to a home computer), who require specialized software or internet access may request such by contacting the West Seneca Public Library Director. The determination whether or not to provide requested equipment, software and/or internet access will be made by the West Seneca Public Library Director in cooperation with the B&ECPL System.

IV. Scheduling of Essential Employees

A. In the event of a Declared Health Emergency:

1. The West Seneca Public Library will abide by all Federal, State and Local laws pertaining to the Declared Health Emergency in the State of New York which impacts, or may impact, West Seneca Public Library and/or B&ECPL operations.

2. In addition, the West Seneca Public Library will abide by all contractual obligations regarding notification of schedule changes, as required by applicable laws.

3. The West Seneca Public Library may stagger the work shifts of some essential employees and contractors to reduce overcrowding at worksites and on public transportation systems. The following positions or job titles may have scheduled work shifts altered accordingly. Employees holding the following titles shall be provided with their typical or contracted minimum work hours:

- (a) Caretaker, RPT
- (b) Clerk-typist, part-time
- (c) Director
- (d) Librarian I
- (e) Librarian I, part-time

- (f) Librarian Trainee
- ~~(f)(g)~~ Library Assistant
- ~~(g)~~ Page, part-time
- (h) Senior Page, part-time

B. ~~Families First Coronavirus Response Act Requirements~~

~~1. While the Families First Coronavirus Response Act is in effect, the West Seneca Public Library will comply with its requirements, which includes the following:~~

~~(a) Employees will not be charged with leave time for coronavirus testing.~~

~~(b) Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.~~

~~(c) The West Seneca Public Library will provide up to two weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the Declared Health Emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.~~

~~(d) The West Seneca Public Library will provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days by name of public employer, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to the Declared Health Emergency. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.~~

~~2. Contractors, either independent or affiliated with a staffing agency or other contracted firm, are not classified as employees of the West Seneca Public Library, and as such are not provided with paid leave time, unless required by law.~~

C.B. ~~Other Protocols~~

During a Declared Health Emergency, the West Seneca Public Library will observe some or all of the following additional protocols in order to reduce overcrowding of essential employees at the West Seneca Public Library worksites and on public transportation systems:

1. The West Seneca Public Library will comply with any and all laws associated with future Declared Health Emergencies.

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2. Contractors, either independent or affiliated with a staffing agency or other contracted firm, are not classified as employees of the Library, and as such are not provided with paid leave time, unless required by law.

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4.3. Social Distancing.

(a) The West Seneca Public Library will mandate 6 feet (6') distance (or another minimum distance that B&ECPL Administrator deems appropriate) between personnel and patrons, unless safety or core functions of the work activities requires a shorter distance.

(b) Social distancing signage will be placed throughout the library, and floors will be marked with increment markers in areas such as the circulation desk and reference desk. One-way traffic flow will be mandated where practicable.

(c) Seating will be spaced so as to encourage social distancing, or seating may be removed if the West Seneca Public Library Director/Board of Trustees deems this appropriate.

(d) Computers will be spaced so as to encourage social distancing, and in computer labs, some or all computers will be made "unavailable for use."

(e) Patrons will not be allowed to socially gather.

(f) Teleconferencing or videoconferencing will be used for meetings to the extent practicable.

(g) In situations that may not allow for 6 feet (or other prescribed minimum distance) of separation, such as in connection with deliveries and pick-ups, the West Seneca Public Library will attempt to implement appropriate measures, which may include facial coverings.

2.4. Facial Coverings.

(a) Facial coverings or other appropriate protections mandated or recommended by New York State or another governmental authority may be required if personnel must work more closely together than the prescribed minimum distance. The West Seneca Public Library in cooperation with the B&ECPL System will attempt to furnish appropriate facial coverings to all staff and to require that they be worn whenever staff are in public areas or in workrooms and offices when 6 feet (or the prescribed minimum distance) of separation is not available.

(b) Patrons over the age of 2 entering and remaining in the building may be required to wear facial coverings. Signage will be placed at ~~library~~ West Seneca Public Library

entrances and throughout the building notifying patrons and visitors of the facial covering requirement.

3.5. Walk-Up and Curbside Service. As determined by the West Seneca Public Library Director/Board of Trustees, the West Seneca Public Library may provide walk-up or curbside pick-up service in addition to, or in lieu of, in-library services. Facial coverings and gloves will be required of staff at all times when providing walk-up and curbside pickup, and appropriate protocols will be followed.

V. Protocols for Acquiring and Storing Personal Protective Equipment

The West Seneca Public Library will observe the following protocols with respect to the acquisition and storage of personal protective equipment (PPE) for essential employees and contractors:

A. PPE

1. The West Seneca Public Library, in cooperation with the B&ECPL System, will attempt to provide PPE – which may include facial coverings (masks, face shields or goggles) and disposable gloves – to all essential employees working during a Declared Health Emergency.

1.(a) Employees may be allowed to wear their own facial coverings so long as it does not violate any Library dress code or policies.

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2. The B&ECPL System Business Office will attempt to ensure that there is maintain a minimum six (6) month supply (quantity of 2 per essential employee) of facial coverings - masks (disposable and reusable), face shields or goggles and polypropylene disposable gloves.

3. The PPE will be kept in the Shipping and Receiving storage room located at the Central Library.

(a) The Storage Room has been determined to be conducive (clean and dry) for storage of such materials.

(b) Supplies will be labeled with expiration dates.

(c) Shipping and Receiving will communicate inventory needs to the Business Office.

(d) PPE received for use at the West Seneca Public Library will be kept in the Workroom with additional supply kept in the Storage Room. The West Seneca Public Library will communicate inventory needs to the Central Library.

4. The B&ECPL System Business Office shall attempt to ensure there is a minimum of a six (6) month supply of facial coverings and polypropylene disposable gloves onsite.

5.4. The B&ECPL System Business Office will purchase materials pursuant to the B&ECPL Procurement Policy.

(a) The West Seneca Public Library may place orders for PPE using the B&ECPL Staff Intranet: <http://intranet.buffalolib.org/supplies>

(b) The following are ~~current~~ vendors from whom the B&ECPL System has previously purchased the identified PPE:

(i) Masks: Erie County Emergency Services – Homeland Security Preparedness ~~(716) 858-7109, (716) 858-2944, (716) 858-4909~~6578

(ii) Masks: www.amazon.com

~~(iii)~~ Face Shields: Erie County Emergency Services – Homeland Security Preparedness (716) 858-6578

~~(iii)(iv)~~ Face Shields: www.amazon.com; Also made internally in the Central Library's Launch Pad

~~(v)~~ Goggles: Erie County Emergency Services – Homeland Security Preparedness (716) 858-6578

~~(iv)(vi)~~ Goggles: www.amazon.com, CORR Distributors, Inc. (716) 873-8323

~~(vii)~~ Polypropylene Gloves: Erie County Emergency Services – Homeland Security Preparedness (716) 858-6578

~~(viii)~~ Polypropylene Gloves: Home Depot Pro (800) 466-3337

6.5. Additional PPE will be purchased as needed.

7.6. For emergency supplies, in addition to the Business Office and the Shipping and Receiving Department, Library Administration and their ~~or~~ designee(s) ~~will~~ may have access to and ~~may~~ distribute PPE.

B. Cleaning and Sanitizing Supplies

1. The West Seneca Public Library in cooperation with the B&ECPL System, ~~will~~ shall attempt to provide cleaning and sanitizing supplies to all essential employees during a Declared Health Emergency. The B&ECPL System Business Office shall ensure there is a minimum of a six (6) month supply of cleaning and sanitizing products onsite.

2. Cleaning and sanitizing products will be kept in the Shipping and Receiving storage room located at the Central Library.

~~2.(a)~~ The Storage Room has been determined to be conducive (clean and dry) for storage of such materials.

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~~(a)(b)~~ Supplies will be labeled with expiration dates.

~~(c)~~ Shipping and Receiving will communicate inventory needs to the Business Office.

~~(b)(d)~~ Cleaning and sanitizing products received for use at the West Seneca Public Library will primarily be kept in the Storage Room and at the main service desk.

3. ~~Shipping and Receiving will communicate inventory needs to the Business Office.~~ The Business Office will purchase cleaning and sanitizing products pursuant to the B&ECPL Procurement Policy.

(a) The West Seneca Public Library may place orders for cleaning and sanitizing products using the B&ECPL Staff Intranet: <http://intranet.buffalolib.org/supplies>.

(b) The following are ~~current~~ vendors from whom the Buffalo & Erie County Public Library System has ~~previously~~ purchased the identified cleaning and sanitizing products:

~~(i)~~ NY Clean Liquid Hand Sanitizer: Erie County Emergency Services
—Homeland Security Preparedness (716) 858-7109, (716) 858-2944,
(716) 858-4909

~~(ii)(i)~~ Hand Sanitizer (Gel): CORR Distributors, Inc. (716) 873-8323

~~(iii)(ii)~~ Kaivac Kaibosh Disinfectant Cleaner: CORR Distributors, Inc.
(716) 873-8323

~~(iv)(iii)~~ PFG04 Neutral Disinfectant Cleaner: CORR Distributors, Inc.
(716) 873-8323

~~(v)(iv)~~ Brutab 65: CORR Distributors, Inc. (716) 873-8323

~~(vi)(v)~~ MPC Fresh Breeze: CORR Distributors, Inc. (716) 873-8323

~~(vii)(vi)~~ MPC Lemon One Step: CORR Distributors, Inc. (716) 873-

8323

~~(viii)(vii)~~ Symmetry Foam Hand Sanitizer: CORR Distributors, Inc.
(716) 873-8323

~~(ix)(viii)~~ Toilet Paper: CORR Distributors, Inc. (716) 873-8323

~~(x)(ix)~~ Bleach: W.B. Mason (888) 926-2766

~~(xi)(x)~~ C-Fold Paper Towels: Chudy Paper Company (716) 825-1935

~~(xii)(xi)~~ Jumbo Brown Roll Paper Towels: New York State Industries for the Disabled (800) 221-5994

~~(xiii)(xii)~~ Round Roll Paper Towels: Regional Distributors, Inc. (585) 458-3300

~~(xiv)(xiii)~~ Facial Tissues: Regional Distributors, Inc. (585) 458-3300

~~(xv)(xiv)~~ Napkins: Regional Distributors, Inc. (585) 458-3300

4. Additional cleaning and sanitizing products will be purchased as needed.

5. For emergency supplies, in addition to the B&ECPL System Business Office and the Shipping and Receiving Department, B&ECPL Administration and their designees ~~will~~ may have access to and ~~may~~ distribute PPE, cleaning and sanitizing supplies.

VI. Protocols in the Event of Exposure, Symptomatic Employees or Positive Test

The West Seneca Public Library will observe appropriate protocols in the event an employee or contractor (1) is exposed to a known case of the communicable disease that is the subject of the Declared Health Emergency, (2) exhibits symptoms of such disease, or (3) tests positive for such disease, in order to prevent the spread or contraction of such disease in the workplace.

Such processes and protocols will be based on the processes and protocols which were implemented in connection with the COVID-19 Declared Health Emergency, **but will be modified as required or appropriate in connection with any new Declared Health Emergency.**

A. Screening. The West Seneca Public Library will:

~~The West Seneca Public Library has agreed to follow the B&ECPL's Personnel Policies and Procedures and will therefore:~~

~~Follow the B&ECPL's "Personnel Policies and Procedures: Protective Measures to Reduce Risk of Exposure to COVID-19";~~

1. Implement daily mandatory health screening for all employees prior to the beginning of the respective employees' workday. Health screening will be self-directed/reported unless otherwise noted, must be completed before or at the time of entry to the respective work location, and may include the following that includes:

- (a) Temperature check;

~~(i) The Temperature will be taken with a touchless thermometer by Human Resources staff and/or library administration, or by manager/supervisor, where applicable;~~

~~(ii)(i)~~ Temperature will be noted as either below 100.4 or above 100.4;

~~(iii)(ii)~~ If it is deemed necessary or if it is required that temperature checks be completed by a staff member or members, the staff member/members ~~erson/persons~~ conducting the temperature checks and distributing and collecting questionnaires shall be supplied with facial coverings and gloves.

(b) Completion of B&ECPL's "Pre-entry Questionnaire – ~~COVID-19~~Health Assessment";

~~(e)~~ 2. If used, ~~t~~Temperature logs and questionnaires shall be reviewed daily by the Human Resources Department;

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~~(i)~~ (a) All information will be kept confidential and secure pursuant to state and federal laws and regulations;

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B. Staff Exposures

~~The B&ECPL has established the following protocols, following current CDC guidelines. The West Seneca Public Library has agreed to follow these protocols:~~

If employees or contractors are exposed to a known case of communicable disease that is the subject of the Declared Health Emergency (defined as a "close contact" with someone who is confirmed infected, which is a prolonged presence within six feet with that person), the West Seneca Public Library will follow current CDC guidelines, which may include:

1. Exposures. Potentially exposed employees or contractors who do not have symptoms ~~should may be required to~~ remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question. The B&ECPL Assistant Deputy Director (A.D.D.) of Human Resources Manager or designee must be informed in these circumstances and will be responsible for ensuring the following protocols are followed:

(a) As possible, these employees will be permitted to work remotely during this period of time if they are not ill.

(b) ~~I~~Identify who, by title/position, in the organization must be notified and who is responsible for ensuring these protocols are followed

(c) See Section C, below for additional information on contact tracing.

2. Symptomatic Employees. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the Declared Health Emergency, the B&ECPL A.D.D. of Human Resources Manager or designee must be informed in these circumstances and will be responsible for ensuring the following protocols are followed:

(a) Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.

(b) Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.

(c) Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.

(d) The West Seneca Public Library will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.

(e) ~~The West Seneca Public Library will follow CDC criteria and other public health official guidance on when persons exhibiting symptoms of the communicable disease for COVID-19 provides that persons exhibiting symptoms may return to their worksite, if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.~~

3. Positive Tests. If an employee or contractor has tested positive for the communicable disease that is the subject of the Declared Health Emergency, the B&ECPL A.D.D. of Human Resources Manager or designee must be informed in these circumstances and will be responsible for ensuring the following protocols are followed:

(a) Apply the steps identified in Section B.2 above, as applicable.

(b) Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.

(i) ~~The West Seneca Public Library will follow CDC and other public health official guidance for COVID-19 indicates that a period of 24 hours is ideally given before for the appropriate cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.~~

(ii) Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately, in accordance with Section V (B) Cleaning and Sanitizing~~Disinfection~~.

(c) Identification of potential employee and contractor exposures will be conducted.

(i) If an employee or contractor is confirmed to have the disease in question, the B&ECPL A.D.D. of Human Resources appropriate position or title or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA) and other laws as applicable.

(ii) Apply the steps identified in item B.1A, above, as applicable, for all potentially exposed personnel.

C. Contact Tracing

1. The B&ECPL A.D.D. of Human Resources Manager—or designee will confidentially interview the staff member identified as testing positive for the communicable disease seeking the following:

- (a) Work-place location;
- (b) Where the staff member traveled in the work location;
- (c) With whom the staff member came in contact, as defined by the CDC, New York State Department of Health, or Erie County Department of Health.

2. All information will be kept confidential pursuant to state and federal laws and regulations;

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2.3. The B&ECPL A.D.D. of Human Resources Department will follow the guidance of the CDC, New York State Department of Health and/or Erie County Department of Health work with the Erie County Department of Health to in notifying staff and visitors that they may have been exposed to COVID-19 a communicable disease from the staff member identified as testing positive.

VII. Protocol for Documenting Precise Hours and Work Locations for Essential Employees

1. A. In the event of a Declared Health Emergency, essential employees will keep a log of their work hours, work locations, and duties performed including a description of the time of day specific duties were completed. positive test by a West Seneca Public Library employee, the B&ECPL Human Resources Department will confidentially interview the staff member identified as testing positive for the communicable disease seeking the following:

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- (a) Workplace location;
- (b) Where the staff member traveled in the work location; and
- (c) With whom the staff member came in contact.

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~~2. All information will be kept confidential pursuant to state and federal laws and regulations;~~

~~1. The log form shall be made accessible electronically on the Staff Intranet.~~

~~2. Staff shall be instructed on its use.~~

~~3. Supervisors will ensure logs are completed in a timely fashion.~~

~~4. The B&ECPL Human Resources Department shall keep an electronic file of completed logs.~~

~~3.5. All information will be kept confidential pursuant to state and federal laws and regulations. The B&ECPL Human Resources Department will work with the Erie County Department of Health to notify staff and visitors that they may have been exposed to COVID-19 from the staff member identified as testing positive.~~

VIII. Protocols for Identifying Emergency Housing

~~A. In a Declared Health Emergency there may be unusual circumstances when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease.~~

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~~B. If such an unusual need arises, the West Seneca Public Library Director/Board of Trustees in cooperation with B&ECPL System Administration will determine whether hotel rooms must be made available and, if required, will arrange for such lodging at no cost to the employee.~~

IX. Other

~~1. A. The West Seneca Public Library shall not take any retaliatory action or otherwise discriminate against any employee for making suggestions or recommendations regarding the content of the Plan.~~

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~~2. B. Nothing in the Plan shall be deemed to impede, infringe, diminish or impair the rights of the West Seneca Public Library, B&ECPL System or a West Seneca Public Library employee under any law, rule, regulation or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.~~

Adopted by the West Seneca Public Library Board of Trustees on March 17, 2021. Revised and reapproved September 16, 2026.