

West Seneca Public Library
Board Meeting Agenda – July 17, 2024 @ 4:00pm in the Large Community Room

A. Call of the Roll.

B. Approval / Changes to Agenda.

C. Minutes of the Preceding Meeting – June 12, 2024

D. Nominations and Elections of Officers, if any.

E. Report of the Director – June 2024

F. Report of the Treasurer.

1. County account statement June 2024
2. Local account statement June 2024
3. Summary of accounts June 2024
4. Check abstract and approvals
5. Payroll Report through PP#11 & PP#13

G. Report of the Friends of the Library.

H. Report of the President.

I. Old Business.

J. New Business.

1. Grant Funds Expenditure – Nonfiction: \$2,000
2. Grant Funds Expenditure – Children’s Nonfiction: \$5,000
3. 2024 Annual System Contract Review/ Approval

K. Public Comment.

L. Adjournment.

Next Regular Meeting: Wednesday, September 18, 2024 @ 4:00pm

West Seneca Public Library

Library Board of Trustees Meeting Minutes

June 12th, 2024 @ 4:00pm in the Large Community Room

A. Call of the Roll

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

B. Approval / Changes to Agenda: none

C. Minutes of Preceding Meeting (May 2024)— none

Motion to approve: Jennifer Dobe

Second: William Josefiak

Ayes: all

Nays: none

D. Report of the Director

See May 2024 documents posted

- Jessica & Amanda reported on the success of the library outreach table at the Farmers Market 5/30/2024
- WNY Federal Credit union is going to sponsor the next movie night session (\$500)
- Amanda questioned why the significant change (decrease) in health care budget from 2023-2024; Director to inquire to Central to answer question. (Note 6/14/24: Decrease due to both staff and coverage changes)

E. Report of the Treasurer:

See May 2024 documents posted

- County account statement May 2024
- Local account statement May 2024
- Summary of accounts May 2024 (Rotary just donated \$1,000 to be reflected next month)
- Check abstract and approvals May 2024 (Rotary dues will now be annual rather than semi-annual)

Motion to approve: William Josefiak

Second: Cynthia Johnson

Ayes: all

Nays: none

F. Report of the Friends of the Library:

- Farmer's Market table was a success for library outreach. Handouts to recruit more friends were given out.
- Friends of the library wish to honor the library caretaker for going above and beyond in his library caretakers efforts with a Spot Coffee gift card.

G. Report of the President:

- No updates

H. Old Business:

- Human Library topic will continue through the system within the DEI committee.

I. New Business:

Annual compliance report: Amanda (secretary and compliance officer) reports zero complaints within the reporting period.

Motion to approve purchase of a new vacuum (attempts to repair failed) cleaner and 3 new desk chairs (from construction account)

Motion:

William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

J. Public Comment: none; no community members present

Adjournment @ 5:01 pm

Motion: William Josefiak

Second: Jessica Casamassa

Ayes: all

Nays: none

Next Regular Meeting: July 17th ,2024 @ 4pm

Respectfully submitted by Amanda Cleesattel, Secretary

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

June 2024

Circulation - June 2024

20,228

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

\$751.60

Library Visitors - June 2024

8,590

Programming - June 2024

(Youth/Teen)

| | | |
|----------------------------------|-----------|------------------|
| Make & Take Craft Bags | All month | 663 bags |
| Tutoring | All month | 148 sessions |
| Family Story Time | 6/4 | 7 attendees |
| Baby & Me (2) | 6/5, 6/26 | 52 attendees |
| Toddler Time (2) | 6/6, 6/27 | 37 attendees |
| Lego Club (2) | 6/8 | 28 attendees |
| Father's Day Card Making | 6/11 | 26 attendees |
| Fuse Beads | 6/13 | 8 attendees |
| Kids Craft: Paper Bag Kites | 6/18 | 13 attendees |
| Battle of the Books Info Meeting | 6/20 | 7 attendees |
| Music with Jessica: Parachutes | 6/29 | 20 attendees |
| Swamp Scavenger Hunt | 6/29 | 116 participants |
| Kickoff to Summer Reading | 6/29 | 60 attendees |

Programming - June 2024

(Adult)

| | | |
|---|----------------------|--------------|
| Mission Ignite Digital Navigator One-on-One Training (7 sessions) | 6/1, 6/6, 6/8, 6/10 | 7 attendees |
| Mission Ignite Tech360 Computer Training Class (4 sessions) | 6/3, 6/4, 6/15, 6/17 | 22 attendees |
| Knitting Club (3) | 6/3, 6/10, 6/17 | 19 attendees |
| Book A Technology Trainer (1 appointment) | 6/11 | 1 attendee |

| | | |
|-----------|------|-------------|
| Book Club | 6/24 | 5 attendees |
|-----------|------|-------------|

Collection Development

WSE - 2024 Funds-

AV= \$1,134.51

MAT= \$3,446.75 - \$818 (est. discount price) = \$2,628.75

Outreach/Meetings/Library Visits

- 6/12 Manager Meeting via Zoom
- 6/12 West Seneca Public Library Board of Trustees Meeting
- 6/13 Meeting with Tara Kaye, System Staff Development Coordinator
- 6/13 Workplace Violence Prevention - Conflict Resolution and De-Escalation Safety Training for any system staff - Ryan, Jordan, Emily, Jenn and Philomena all attended from WSE.
- 6/21 Rowan co-presented group capstone project for NYLA Developing Leaders Program in Albany
- 6/25 Rowan attended a Zoom session of Workplace Violence Prevention - Conflict Resolution and De-Escalation Safety Training

Misc.

- Annual harassment, workplace violence and technology training (cyber security) has officially been completed by all current staff as of the end of June.
- Rowan Narvaez has received a one-year membership for NYLA through the library system.
- Layout of the Non Fiction and Fiction collections in the Children's Room was completed 6/11 and 6/12
- Library Discards Book Sale began on June 26. The sale runs through July 9.

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Jun-24

| SAP Acct. | Description | Adopted Budget | Budget Transfers | Year-to-Date Expenditures | Available Budget | Projected Utilization at 12/31 | Projected Variance at 12/31 | Comments |
|-------------------------|-----------------------------|----------------|------------------|---------------------------|------------------|--------------------------------|-----------------------------|----------|
| 500000 | Salaries - Full-time | 0 | 0 | 0 | 0 | | 0 | |
| 502000 | Fringe Benefits | 0 | 0 | 0 | 0 | | 0 | |
| Utility Charges: | | | | | | | | |
| 515000 | Water | 0 | 0 | 0 | 0 | | 0 | |
| 515000 | Sewer | 0 | 0 | 0 | 0 | | 0 | |
| 515000 | Electric | 7,500 | 0 | 2,988 | 4,512 | 7,170 | 330 | |
| 515000 | Telephone - Maintenance | 0 | 0 | 0 | 0 | | 0 | |
| 510200 | Dues and Fees | 0 | 0 | 0 | 0 | | 0 | |
| 545000 | Rental Charges | 0 | 0 | 0 | 0 | | 0 | |
| 506200 | Repairs & Maintenance Chgs. | 700 | 0 | 60 | 640 | 700 | 0 | |
| 555050 | Insurance Charges | 0 | 0 | 0 | 0 | | 0 | |
| 510000 | Travel & Mileage Expenses | 100 | 0 | 12 | 88 | 100 | 0 | |
| 530000 | Other Expenses & Charges | 600 | 0 | 411 | 189 | 600 | 0 | |
| 530000 | Contingency (Bullet Aid) | 0 | 0 | 472 | (472) | | 0 | |
| TOTAL EXPENSES | | 8,900 | 0 | 3,943 | 4,957 | 8,570 | 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 | 234 | (134) | 234 | 134 | |
| Copy Machines | 2,000 | 0 | 1,237 | 763 | 2,200 | 200 | |
| Print Cost Recovery | 5,000 | 0 | 2,887 | 2,113 | 5,400 | 400 | |
| Other Income | 100 | 0 | 41 | 59 | 80 | (20) | |
| State Funding | 0 | 0 | 20,000 | (20,000) | 20,000 | 20,000 | |
| Municipal Support | 0 | 0 | 0 | 0 | | 0 | |
| Donations (priv. persons/foundations) | 0 | 0 | 0 | 0 | | 0 | |
| Fundraising (events/booksales) | 0 | 0 | 0 | 0 | | 0 | |
| Interest Income | 0 | 0 | 0 | 0 | | 0 | |
| Misc Income | 0 | 0 | 0 | 0 | | 0 | |
| Use of Fund Balance | 0 | 0 | 0 | 0 | | 0 | |
| TOTAL DIRECT INCOME | 7,200 | 0 | 24,399 | (17,199) | 27,914 | 20,714 | |

Local Account Check Register

| Number | Date | Description of Transaction | C | Debit (-) | Credit (+) | Balance |
|--------|---------|---|---|-----------|------------|-------------|
| | 6/6/24 | Donation deposit cash, from Anonymous | √ | | \$10.00 | \$18,767.00 |
| 1057 | 6/12/24 | Amazon Capital Services- Invoices: 13RT-JM1D-CKNL and 1OYQ-TC6T-DL3K for spring/summer program supplies | | \$317.20 | | \$18,449.80 |
| 1058 | 6/12/24 | Robert Alessi- Lowe's trip for paper for tables and wood glue | √ | \$92.00 | | \$18,357.80 |
| 1059 | 6/12/24 | Rotary Club of West Seneca- Annual Dues for 7/1/24-6/20/25 | | \$200.00 | | \$18,157.80 |

West Seneca Public Library Bank Account Balances June 2024

M&T County Account

Balance \$54,015.53 (Note: Includes \$35,843.49 Assemblyman Burke State Aid)

M&T Local Account

Balance \$18,157.80 (Note: Includes \$14,941.94 Rotary)

Local M&T CD (1)

Balance \$40,729.34

Local M&T CD (2)

Balance \$5,082.25

Local M&T CD (3)

Balance \$5,082.25

M&T Construction Fundraiser Account

Balance \$11,876.88

July 17, 2024 Abstract of Checks

| Voucher # | Date | Payee | Amount | Check# | Reason for expense | Date |
|------------------|-------------|----------------------------------|---------------|---------------|---|-------------|
| 2024-F3 | 7/17/2024 | Robert Alessi | 655.47 | 118 | New Office Depot chairs for circulation desk | 7/10/2024 |
| 2024-F4 | 7/17/2024 | Dobmeier Janitor Supply, Inc. | 1265.00 | 119 | Versamatic vacuum Invoice: 901822 | 7/11/2024 |
| 2024-C10 | 7/17/2024 | Hawk Creek Wildlife Center, Inc. | 125.00 | 6434 | Fur, Feathers and Scales final payment for 7/17/24 | 7/10/2024 |
| 2024-C11 | 7/17/2024 | Hawk Creek Wildlife Center, Inc. | 125.00 | 6435 | Harry Potter's Owls final payment for 8/5/24 | 7/10/2024 |
| 2024-C12 | 7/17/2024 | Dobmeier Janitor Supply, Inc. | 50.00 | 6436 | Attempted repair on old Versamatic vacuum. Invoice 901821 | 7/10/2024 |
| 2024-C13 | 7/17/2024 | Explore and More | 300.00 | 6437 | Mini-golf program on 7/26/24 | 7/10/2024 |
| 2024-C14 | 7/17/2024 | Town of West Seneca | 1195.00 | 6438 | Electric bills for June-July 2024 | 7/10/2024 |
| 2024-L24 | 7/17/2024 | Amazon Capital Services | 91.37 | 1060 | Invoice: 1GY-Y-H4LY-9H9J, for bluey party, brochure holder, corks, and paint sticks | 7/11/2024 |

2024 West Seneca Payroll Report_PP11



As of Pay Period 11

| FT PERSONNEL | | | |
|-----------------------|------------------|-------------------|-------------------|
| Title | YTD Expensed | Budgeted | Remaining |
| Librarian Director II | 34,017.50 | 81,356.00 | 47,338.50 |
| Librarian/Trainee | 17,998.63 | 93,693.00 | 75,694.37 |
| Library Assistant | 20,208.40 | 49,025.00 | 28,816.60 |
| Caretaker (RPT) | 14,577.24 | 34,595.00 | 20,017.76 |
| FT Totals | 86,801.77 | 258,669.00 | 171,867.23 |

| PT PERSONNEL | | | |
|------------------|------------------|-------------------|------------------|
| Title | YTD Expensed | Budgeted | Remaining |
| Clerk Typist PT | 12,540.89 | 31,251.00 | 18,710.11 |
| Librarian I PT | 13,762.64 | 34,447.00 | 20,684.36 |
| Page PT | 9,161.20 | 23,400.00 | 14,238.80 |
| Senior Page | 21,217.68 | 51,584.00 | 30,366.32 |
| PT Totals | 56,682.41 | 140,682.00 | 83,999.59 |

| TOTAL COMBINED | | | |
|------------------------|-------------------|-------------------|-------------------|
| | YTD Expensed | Budgeted | Remaining |
| Caretakers | 14,577.24 | 34,595.00 | 20,017.76 |
| Clerk Typists | 12,540.89 | 31,251.00 | 18,710.11 |
| Librarian/Trainee | 31,761.27 | 128,140.00 | 96,378.73 |
| Librarian Director II | 34,017.50 | 81,356.00 | 47,338.50 |
| Library Assistant | 20,208.40 | 49,025.00 | 28,816.60 |
| Pages | 9,161.20 | 23,400.00 | 14,238.80 |
| Senior Page | 21,217.68 | 51,584.00 | 30,366.32 |
| Other Payments | | 1,600.00 | 1,600.00 |
| Savings Goal | | (58,966.00) | (58,966.00) |
| Combined Totals | 143,484.18 | 341,985.00 | 198,500.82 |

| | | |
|---------------------------------|----|--------------------|
| ANNUAL BUDGET | \$ | 341,985.00 |
| PROJECTED ENDING BALANCE | \$ | 328,098.20 |
| Projected Ending Balance | | \$13,886.80 |

2024 West Seneca Payroll Report_PP13



As of Pay Period 13

| FT PERSONNEL | | | |
|-----------------------|-------------------|-------------------|-------------------|
| Title | YTD Expensed | Budgeted | Remaining |
| Librarian Director II | 40,227.90 | 81,356.00 | 41,128.10 |
| Librarian/Trainee | 21,279.11 | 93,693.00 | 72,413.89 |
| Library Assistant | 23,892.42 | 49,025.00 | 25,132.58 |
| Caretaker (RPT) | 17,238.35 | 34,595.00 | 17,356.65 |
| FT Totals | 102,637.78 | 258,669.00 | 156,031.22 |

| PT PERSONNEL | | | |
|------------------|------------------|-------------------|------------------|
| Title | YTD Expensed | Budgeted | Remaining |
| Clerk Typist PT | 14,963.10 | 31,251.00 | 16,287.90 |
| Librarian I PT | 16,104.89 | 34,447.00 | 18,342.11 |
| Page PT | 10,901.20 | 23,400.00 | 12,498.80 |
| Senior Page | 24,969.68 | 51,584.00 | 26,614.32 |
| PT Totals | 66,938.87 | 140,682.00 | 73,743.13 |

| TOTAL COMBINED | | | |
|------------------------|-------------------|-------------------|-------------------|
| | YTD Expensed | Budgeted | Remaining |
| Caretakers | 17,238.35 | 34,595.00 | 17,356.65 |
| Clerk Typists | 14,963.10 | 31,251.00 | 16,287.90 |
| Librarian/Trainee | 37,384.00 | 128,140.00 | 90,756.00 |
| Librarian Director II | 40,227.90 | 81,356.00 | 41,128.10 |
| Library Assistant | 23,892.42 | 49,025.00 | 25,132.58 |
| Pages | 10,901.20 | 23,400.00 | 12,498.80 |
| Senior Page | 24,969.68 | 51,584.00 | 26,614.32 |
| Other Payments | | 1,600.00 | 1,600.00 |
| Savings Goal | | (58,966.00) | (58,966.00) |
| Combined Totals | 169,576.65 | 341,985.00 | 172,408.35 |

| | | |
|---------------------------------|----|--------------------|
| ANNUAL BUDGET | \$ | 341,985.00 |
| PROJECTED ENDING BALANCE | \$ | 328,107.14 |
| Projected Ending Balance | | \$13,877.86 |



MEMORANDUM

TO: Contracting Library Directors and Managers
FROM: Emily Patronik Assistant Deputy Director - Controller
SUBJECT: 2024 Contracts
DATE: June 24, 2024

Please find attached two sets of your 2024 contracts which have been signed by the B&ECPL Board Chair along with one full set of the exhibits. Also find attached a copy of Resolution 2024-14 in which the Board of Trustees of the B&ECPL authorizes the Board Chair to execute 2024 contracts. An electronic version of this packet in PDF has been emailed to you so you can distribute to your board electronically for review.

Other than including 2024 budget amounts, the language is unchanged from your 2023 contracts. Exhibits are updated if the underlying policy was updated since the last contract.

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

/ma; Attachments

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 _____, 2024 at _____ o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the _____ Library, held at _____ on the _____ day of _____, 2024, a resolution was adopted of which the following is a true copy:

RESOLVED, that pursuant to Chapter 768 of the Laws of 1953 of the State of New York, this Board of Trustees does hereby approve the agreement submitted by the Buffalo and Erie County Public Library for the furnishing of free library privileges to the people of the County of Erie, by this Library for the year 2023, and

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

Board Secretary

_____ Ayes

_____ Noes

Signature

Print Name

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: June 20, 2024

AGENDA ITEM NUMBER: E.2.a.

RESOLUTION: 2024-14
Authorize Chair to Execute 2024
Contracts with Contracting Libraries

BACKGROUND:

During Erie County's 2024 budget process there was limited time to adopt annual contracts. Additionally, the timing and extent of the New York State budget process was not known at budget adoption time. As this situation is an all too frequent occurrence, the annual contracts with the contracting libraries contain an automatic extension provision. This provision was implemented when the Buffalo & Erie County Public Library (B&ECPL) Board of Trustees, on December 15, 2023, adopted Resolution 2023-41 implementing the extension provision until such time as a final 2024 contract is adopted, not to exceed July 31, 2024. Funding was based upon the allocation contained in the 2024 B&ECPL Board-adopted budget.

The County and New York State budgets are now in place. As has been the case for many years, the contract includes a provision to adjust the budget once the final state aid distribution schedules are finalized. Budget figures reflect the 2024 Board-adopted budget including adjustments subsequently approved by board resolution.

ACTION REQUIRED:

Motion to approve Resolution 2024-14.

RESOLUTION 2024-14

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

WHEREAS, Erie County's 2024 allocation was not known until early December, and New York State's overall allocation was adopted in early May, and

WHEREAS, this made it difficult for the B&ECPL and the contracting libraries to develop, consider, and approve a contract prior to the beginning of the 2024 fiscal year on January 1, 2024, and

WHEREAS, to meet 2024 operating expenditure needs of the contracting libraries, the B&ECPL Board of Trustees on December 15, 2023 adopted Resolution 2023-41 implementing the extension provision contained in the 2023 contract until such time as a final 2024 contract is adopted, not to exceed July 31, 2024, whichever was earlier, with budgetary amounts based upon the 2024 Board adopted budget and any subsequent modifications thereof, and

WHEREAS, Erie County's 2024 budget is now in place and the New York State budget has been adopted, and

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

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the Chair of the Board of Trustees to execute 2024 contracts subject to the terms and conditions noted above and with budget figures reflecting the 2024 Board-adopted budget as amended.

Approved unanimously at a meeting of the
Board of Trustees of the
Buffalo & Erie County Public Library on June 20, 2024.

Agreement between
the Buffalo & Erie County Public Library

and

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

2024

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- Exhibit A Public Library Budget
- Exhibit B Circulation Policy
- Exhibit C Internet Safety and Acceptable Use Policy
- Exhibit D Open Hours
- Exhibit E System wide policies
- Exhibit F Salary Scale
- Exhibit G Benefits Package for Non-represented Employees
- Exhibit H Equal Employment Opportunity and Anti-Harassment Policy;
Sexual Harassment Prevention Policy
- Exhibit I Volunteer Policy
- Exhibit J New Construction/Expansion Policy

THIS AGREEMENT

Made and entered into this _____ day of _____ 2024 by and between
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY (B&ECPL), a domestic corporation, with
head office in the City of Buffalo, County of Erie, State of New York, party of the first part and

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

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

WITNESSETH

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

WHEREAS, the Public Library is now furnishing library privileges to the people of the County of Erie, New York in calendar year 2024 (hereafter referred to as the “Current Year”), pursuant to the contract extension provision contained in Article I - TERM of the calendar year 2023 (hereafter referred to as the “Prior Year”) contract with the B&ECPL which was implemented via Resolution 2023-42 dated the 21 day of December 2023; and

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

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

ARTICLE I - TERM

A. Prior Year Contract Extension

Due to Erie County’s Current Year allocation not being finalized until December of the Prior Year and delays in determining New York State’s aid allocation, to meet the Current Year payroll and other operating expenditure needs of each contracting library, the Board of Trustees of the B&ECPL, on December 21, 2023 approved Resolution Res. 2023-41, implementing the contract extension provision contained in Article I of the contract for the Prior Year into the Current Year until replaced by this agreement, said replacement to be no later than July 31 of the Current Year.

B. Current Term

1. This agreement, including the sums for the Public Library as shown in Exhibit A, which is affixed to this agreement, replaces the contract for the Prior Year as extended.
2. This agreement shall continue in force for the remainder of the Current Year.

C. Next Year Contract Extension

1. For the next fiscal year beginning January 1, 2025 (hereafter referred to as the "Next Year), it is likely that Erie County's Next Year budget allocation may not be finalized until December of the Current Year and New York State's aid allocation is unlikely to be known until well into Next Year.
2. Both circumstances would make it very difficult for the B&ECPL and the Public Library to develop, consider and approve a complete annual contract prior to the beginning of the start of the Next Year.
4. Should such circumstances occur, the parties hereto agree to extend all terms and conditions of this contract unless modified herein until replaced by the successor to this agreement. Said replacement shall be no later than July 31 of the Next Year.
5. Notification implementing this provision will be by resolution adopted by the Board of Trustees of the B&ECPL and transmitted to the Public Library. The Public Library will have been deemed to accept this extension unless said Public Library notifies the B&ECPL in writing within 30 days of the date said Resolution is transmitted to the Public Library.

ARTICLE II – LIBRARY SERVICES

A. Library Privileges

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

1. **Circulation Policy**

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

2. **Acceptance of Issued Materials**

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

3. Acceptance of Returned Materials

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

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

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

B. Network and Automated Systems

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

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

C. Open Hours

The Public Library will submit to be affixed to this agreement as Exhibit D an addendum setting forth the scheduled weekly open hours, excluding holidays, that all branches of the Public Library will be open to the public including summer months if different as funded by the budget set forth in Exhibit A provided that the Public Library shall have the authority to adjust weekly open hours for each branch during the year if necessary to better serve Erie County residents, as long as the total weekly hours for each branch are not reduced from the totals as set forth in Exhibit D. The Public Library shall have the authority to make temporary adjustments in weekly open hours in the event closure is necessary due to weather or to allow for minor construction,

painting, carpeting, or other similar projects. The Public Library will not otherwise reduce the total of weekly open hours for each branch as set forth in Exhibit D without the written consent of the B&ECPL.

D. System-wide Policies

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

ARTICLE III -LIBRARY MATERIALS

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

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

B. Material Processing and Care

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

C. Annual Inventory of Fixed Assets

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

ARTICLE IV- HUMAN RESOURCES

A. Centralized Human Resources

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

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

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

1. **Authorization to Fill**

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

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

2. **Salary Rules**

- a. **Salary Scales** - All persons hereafter appointed to the staff of the Public Library, or promoted to a higher grade, shall receive for the year covered by this contract the minimum salary of the grade to which

appointment or promotion is made except as otherwise provided by the B&ECPL. The salary ranges for all grades are attached to and made a part of this contract and marked Exhibit F. The Public Library shall adhere to the salary scale contained in said Exhibit F unless permitted to depart therefrom by the B&ECPL.

- i. To the extent permitted by law and Civil Service Regulations, any employee of the B&ECPL or any library contracting with the B&ECPL may transfer from one library to another in the same grade of position and shall receive the same salary paid by the former library, including any earned increments.
 - ii. Prior approval to such transfer shall be given in writing by both libraries concerned and notice thereof given to the Director of the B&ECPL.
- b. Pay Periods - The Public Library recognizes its employees shall be paid in accordance with a biweekly pay period schedule. If the Public Library is not participating in the CHR program, said Public Library employees shall be paid pursuant to the salary scale contained in Exhibit F on the identical biweekly schedule as B&ECPL employees, thereby maintaining salary equity.

C. Collective Bargaining

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

D. Transfer of Librarians

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

E. Equal Employment Opportunity

During the performance of this contract the Public Library agrees to provide and ensure that equal opportunity is extended to all persons in employment, service and contracting matters without regard to gender, race, color, national origin, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, known relationship or association with member of a protected class, or any other basis protected by

federal state or local law. The Public Library acknowledges its legal and ethical obligation to protect the right of all persons to work in an environment free from discrimination, harassment, and retaliation. The Public Library will promote the realization of equal employment opportunity through the adoption of specific practices designed to ensure that all employment decisions shall be nondiscriminatory, including decisions regarding recruiting, hiring, promotions, terminations, and other terms and conditions of employment. Further the Public Library acknowledges its obligation to adhere to the B&ECPL Equal Employment Opportunity and Anti-Harassment Policy and Sexual Harassment Prevention Policy, attached as Exhibit H.

F. Volunteers

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

ARTICLE V - BUDGET

A. Annual Budget Request

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

B. Annual Budget Allocation

The B&ECPL examined the Public Library's itemized budget request as recited in Article V, Section 1 of this agreement, approved the same with modifications, and included the Public Library's modified budget request in the B&ECPL's operating budget request for the Current Year in the sum of \$33,105,584.

1. **Budget Allocation Process**

After review by the County Executive and Erie County Legislature, Erie County adopted a Current Year budget that provides the B&ECPL be allocated an annual operating County share budget consisting of \$29,675,375 from the Library Property Tax. On December 21, 2023, the B&ECPL adopted its Current Year operating budget of \$33,105,584 which includes the above noted Library Property Tax allocation, anticipated New York State aid, and other library revenue.

2. **Allocation of Budget Funds**

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

3. **Exhibit A**

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

C. Operating Expenses

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

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

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

| ACCOUNT TITLE BUDGET COLUMN | CURRENT YEAR "SYSTEM PAID" |
|--------------------------------|----------------------------|
| Salaries & Wages Full-Time | 225,674 |
| Wages, Regular Part-time | 34,595 |
| Wages, Part-time | 140,682 |
| Personnel Savings Goal | (58,966) |
| Contractual Salary Reserves | 0 |
| Employer FICA Total | 30,675 |
| Employee Health Insurance | 14,544 |
| Dental Plan | 236 |
| Health Insurance Waiver | 1,200 |
| NYS Retirement | 26,760 |
| Disability | 0 |
| National Gas | 0 |
| Electricity | 0 |
| TOTAL OF ABOVE ACCOUNTS | \$415,400 |

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

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

2. Retirement System Expenses

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

3. Opting Out of CHR

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

4. Remaining Revenue and Expenditures

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

D. Contractual Payments

1. Current Year Quarterly Contractual Payments

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

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

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

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

2. Next Year Contract Extension Quarterly Contractual Payments

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

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

E. Other Income

1. Local Library Services Aid (LLSA)

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

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

2. **Income from Endowment Funds, Fundraising, Donations, and Municipalities**
Income from endowment funds, principal, and interest from donations, fundraising, and municipal support provided directly to the Public Library for the Current Year may be expended by the Public Library for any library purpose, and if not so expended may be retained by the Public Library.
 - a. Should a Public Library chose to supplement the System Budgeted Personnel Costs, the Public Library should provide an estimate of the supported expenditures which includes the specific accounts listed in Art. V, Section C(1) which will be impacted.
 - b. The Public Library should also provide verification of the availability of the funding from Fundraising, Donations, and/or Municipal support to reimburse the B&ECPL for these additional Personnel Costs.

F. **Reporting Budget Transfers**

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

G. **Unencumbered Funds**

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

H. **Budgeting for Open Hours**

1. **Emergencies/Unforeseeable Circumstances**

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

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

2. Inability to Fund Open Hours

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

3. Request for Additional Funds

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

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

I. Building/Expansion Related Expenses

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

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

Reduction in Funding

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

ARTICLE VI - ADMINISTRATIVE REVIEW

A. Survey by B&ECPL

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

B. Erie County Comptroller

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

C. Erie County Fiscal Stability Authority (ECFSA)

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

THIS AGREEMENT is made and executed pursuant to a resolution of the Board of Trustees of the B&ECPL duly adopted on the 20th day of June 2024 and pursuant to a resolution of the Board of Trustees of the Public Library duly adopted on the _____ day of _____ 2024.

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


BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

By 
Chair, Board of Trustees

WEST SENECA PUBLIC LIBRARY

By _____
President, Board of Trustees

Approved as to Form:


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

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

EXHIBIT A

BUDGET: WEST SENECA PUBLIC LIBRARY

| DESCRIPTION | As per Res 2022-47 | | | As per Res 2023-42 | | |
|---|-------------------------|----------------|----------------|-------------------------|-----------------|-----------------|
| | 2023 | 2023 | 2023 | 2024 | 2024 | 2024 |
| | BUDGET | | | BUDGET | | |
| | Contract Library Direct | System Paid | Total | Contract Library Direct | System Paid | Total |
| PERSONAL SERVICES | | | | | | |
| SALARIES & WAGES, FULL TIME | | 183,684 | 183,684 | | 224,074 | 224,074 |
| WAGES, REGULAR PART-TIME | | 28,395 | 28,395 | | 34,595 | 34,595 |
| WAGES, PART TIME | | 124,854 | 124,854 | | 140,682 | 140,682 |
| OVERTIME (Sunday) | | | - | | | - |
| OTHER (Vacation Buyout) | | 2,944 | 2,944 | | 1,600 | 1,600 |
| TOTAL SALARIES & WAGES | - | 339,877 | 339,877 | - | 400,951 | 400,951 |
| REDUCTION FRM PERS. SVCS ACCT | | | - | | (58,966) | (58,966) |
| CONTRACTUAL SALARY RESERVES | | 17,543 | 17,543 | | | - |
| FRINGE BENEFITS | | | | | | |
| EMPLOYER FICA | | 26,002 | 26,002 | | 30,675 | 30,675 |
| EMPLOYEE HEALTH INSURANCE | | 26,172 | 26,172 | | 14,544 | 14,544 |
| DENTAL PLAN | | 962 | 962 | | 236 | 236 |
| WORKERS COMPENSATION | | 2,225 | 2,225 | | 2,476 | 2,476 |
| UNEMPLOYMENT INSURANCE | | 607 | 607 | | 561 | 561 |
| HOSPITAL & MEDICAL - RETIREES | | 23,858 | 23,858 | | 27,160 | 27,160 |
| HEALTH INSURANCE WAIVER | | 1,200 | 1,200 | | 1,200 | 1,200 |
| RETIREMENT | | 21,755 | 21,755 | | 26,760 | 26,760 |
| TOTAL FRINGE BENEFITS | - | 102,781 | 102,781 | - | 103,612 | 103,612 |
| OFFICE SUPPLIES | - | 3,841 | 3,841 | - | 5,201 | 5,201 |
| REPAIRS & MAINTENANCE CHARGES | | | | | | |
| OTHER SUPPLIES & MATERIALS | 200 | - | 200 | 200 | - | 200 |
| EQUIPMENT MAINTENANCE | 200 | | 200 | 200 | | 200 |
| REPAIRS & MAINT - MISC SYS | - | 1,931 | 1,931 | - | 1,731 | 1,731 |
| TOTAL REPAIRS & MAINTENANCE CHARGES | 400 | 1,931 | 2,331 | 400 | 1,731 | 2,131 |
| TRAVEL & MILEAGE EXPENSES | 100 | | 100 | 100 | | 100 |
| DUES & FEES | | | | | | |
| MEMBERSHIP & DUES | | - | - | | - | - |
| TRAINING & EDUCATION (NYSALB, etc.) | | 738 | 738 | | 789 | 789 |
| TOTAL DUES & FEES | - | 738 | 738 | - | 789 | 789 |
| UTILITY CHARGES | | | | | | |
| WATER | | | - | | | - |
| SEWER | | | - | | | - |
| TELECOMMUNICATIONS | | | - | | | - |
| - WIRELESS ACCESS | - | 207 | 207 | - | 462 | 462 |
| - DATA LINES | - | 345 | 345 | - | 345 | 345 |
| - INTERNET - Internet access | - | 43 | 43 | - | 45 | 45 |
| - EQUIPMENT MAINT | | | - | | | - |
| - LOCAL AND LD PHONE SERVICE | - | 930 | 930 | - | 930 | 930 |
| TELEPHONE SUB-TOTAL | - | 1,525 | 1,525 | - | 1,782 | 1,782 |
| TOTAL UTILITY CHARGES | - | 1,525 | 1,525 | - | 1,782 | 1,782 |
| PROFESSIONAL SERVICE CONTRACT & FEES | | | | | | |
| ADVERTISING & PROMOTION | | 3,398 | 3,398 | | 3,383 | 3,383 |
| MOVIE LICENSING AGREEMENT | | 235 | 235 | | 235 | 235 |
| OVERDRIVE DOWNLOADABLE LICENSE | - | 211 | 211 | - | 211 | 211 |
| SIRSI SOFTWARE MAINTENANCE | - | 4,124 | 4,124 | - | 4,641 | 4,641 |
| RFID EQUIPMENT MAINTENANCE | | 1,986 | 1,986 | | | - |
| COLLECTIONS AGENCY FEES | - | | - | - | | - |
| EAP SERVICES | - | 163 | 163 | - | | - |
| ONLINE CATALOG (OCLC) | - | 3,624 | 3,624 | - | 4,420 | 4,420 |
| VITEC SOLUTIONS/COMPUTER SUPPORT | - | 2,656 | 2,656 | - | 3,063 | 3,063 |
| LEGAL FEES | - | 1,737 | 1,737 | - | 1,894 | 1,894 |
| RFID/OCR LABELS | | 227 | 227 | | 226 | 226 |
| OTHER PRINTED SUPPLIES | - | 53 | 53 | - | 55 | 55 |
| CONTRACT PROFESSIONAL SERVICES (DIRECT) | | | - | | | - |
| TOTAL PROFESSIONAL SERVICE CONTRACTS | - | 18,414 | 18,414 | - | 18,128 | 18,128 |

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

EXHIBIT A

BUDGET: WEST SENECA PUBLIC LIBRARY

| DESCRIPTION | As per Res 2022-47 | | | As per Res 2023-42 | | |
|--|-------------------------|----------------|----------------|-------------------------|----------------|----------------|
| | 2023 | 2023 | 2023 | 2024 | 2024 | 2024 |
| | BUDGET | | | BUDGET | | |
| | Contract Library Direct | System Paid | Total | Contract Library Direct | System Paid | Total |
| MAINTENANCE CONTRACTS | | | | | | |
| OTHER SUP & MTLs - CONTRACT | 300 | - | 300 | 300 | - | 300 |
| EQUIPMENT CONTRACTS | | | - | | | - |
| MAINT CONTRACTS - SYS | | 290 | 290 | | 317 | 317 |
| TOTAL MAINTENANCE CONTRACTS | 300 | 290 | 590 | 300 | 317 | 617 |
| OTHER EXPENSES & CHARGES | | | | | | |
| LIBRARY MATERIALS PROCESSING SUPPLIES | - | 335 | 335 | - | | - |
| RFID LABEL (NON-PRINTED) | - | 1,133 | 1,133 | - | 1,353 | 1,353 |
| RESALE ITEMS (BAGS, DISK, HEADPHONES) | - | 240 | 240 | - | 234 | 234 |
| LIBRARY CARDS | - | | - | - | | - |
| DVD REPAIR | | 91 | 91 | | 45 | 45 |
| MISC PROGRAM EXPENSES | 500 | | 500 | 500 | | 500 |
| NYS DISABILITY | - | | - | - | | - |
| POSTAGE | 100 | | 100 | 100 | | 100 |
| PRINTING | | | - | | | - |
| ADVERTISING | | | - | | | - |
| TRAINING | | | - | | | - |
| REFUSE PICKUP | | | - | | | - |
| BANK CHARGES | | | - | | | - |
| JANITORIAL SERVICES | | | - | | | - |
| OTHER EXPENSES | | | - | | | - |
| TOTAL OTHER EXPENSES & CHARGES | 600 | 1,799 | 2,399 | 600 | 1,632 | 2,232 |
| CONTINGENCY | | | | | | |
| MISCELLANEOUS - State/Member Aid | | | - | | | - |
| TOTAL CONTINGENCY | - | - | - | - | - | - |
| RENTAL CHARGES | | | | | | |
| EQUIPMENT | | | - | | | - |
| OTHER | | | - | | | - |
| TOTAL RENTAL CHARGES | - | - | - | - | - | - |
| INSURANCE CHARGES | | | | | | |
| INSURANCE | | | - | | | - |
| GENERAL LIABILITY INSURANCE - SYS | | 3,356 | 3,356 | | 3,617 | 3,617 |
| TOTAL INSURANCE CHARGES | - | 3,356 | 3,356 | - | 3,617 | 3,617 |
| LAB & TECHNICAL EQUIP. | | 2,203 | 2,203 | | 2,340 | 2,340 |
| LIBRARY BOOKS & MEDIA | | | | | | |
| Serials (Magazines, Newspapers, Journals, Etc.) | - | 8,989 | 8,989 | - | 9,466 | 9,466 |
| On-line Databases (News, Health, Literary, Homework, Business, Etc.) | - | 10,180 | 10,180 | - | 10,080 | 10,080 |
| E-Content | | 63,648 | 63,648 | | 63,042 | 63,042 |
| Centrally Ordered Materials | - | 50,591 | 50,591 | - | 50,174 | 50,174 |
| Specialized Titles / Individual Orders | - | 14,168 | 14,168 | - | 13,766 | 13,766 |
| TOTAL LIBRARY BOOKS & MEDIA | - | 147,576 | 147,576 | - | 146,528 | 146,528 |
| INTERFUND UTILITY EXPENDITURES | | | | | | |
| NATURAL GAS | - | | - | - | | - |
| ELECTRICITY | 7,500 | | 7,500 | 7,500 | | 7,500 |
| TOTAL INTERFUND UTILITY EXPENDITURES | 7,500 | - | 7,500 | 7,500 | - | 7,500 |
| TOTAL INTERFUND EXP - COUNTY | | 2,227 | 2,227 | | 2,366 | 2,366 |

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

EXHIBIT A

BUDGET: WEST SENECA PUBLIC LIBRARY

| DESCRIPTION | As per Res 2022-47 | | | As per Res 2023-42 | | |
|--|--------------------------------|-------------------------------------|----------------|--------------------------------|-------------------------------------|----------------|
| | 2023 | 2023 BUDGET | 2023 | 2024 | 2024 BUDGET | 2024 |
| | Contract Library Direct | System Paid | Total | Contract Library Direct | System Paid | Total |
| TOTAL OPERATING EXPENSES | 8,900 | 644,101 | 653,001 | 8,900 | 630,028 | 638,928 |
| REVENUE SOURCES | | | | | | |
| COUNTY SHARE | - | 632,030 | 632,030 | - | 617,525 | 617,525 |
| STATE AID (Member Aid) | | - | - | | - | - |
| STATE AID (Pass through System) | 2,100 | 12,071 | 14,171 | 1,700 | 12,503 | 14,203 |
| SUB-TOTAL: SYSTEM APPROPRIATION | 2,100 | 644,101 | 646,201 | 1,700 | 630,028 | 631,728 |
| DIRECT LOCAL INCOME | Contract Library Direct | Return to System (CHR Share) | TOTAL | Contract Library Direct | Return to System (CHR Share) | TOTAL |
| FINES, LOST BOOKS, ETC | 100 | - | 100 | 100 | - | 100 |
| COPY MACHINES | 1,500 | - | 1,500 | 2,000 | - | 2,000 |
| PRINT COST RECOVERY | 5,000 | - | 5,000 | 5,000 | - | 5,000 |
| OTHER REVENUES | 200 | - | 200 | 100 | - | 100 |
| MUNICIPAL SUPPORT | - | - | - | - | - | - |
| DONATIONS | - | - | - | - | - | - |
| FUNDRAISING | - | - | - | - | - | - |
| INTEREST INCOME | - | - | - | - | - | - |
| USE OF FUND BALANCE | - | - | - | - | - | - |
| OTHER INCOME | - | - | - | - | - | - |
| TOTAL DIRECT INCOME | 6,800 | - | 6,800 | 7,200 | - | 7,200 |
| TOTAL REVENUE SOURCES | 8,900 | 644,101 | 653,001 | 8,900 | 630,028 | 638,928 |

| COUNTY SHARE vs OTHER REVENUE | | | | | | |
|-------------------------------|--------------|----------------|----------------|--------------|----------------|----------------|
| COUNTY SHARE | - | 632,030 | 632,030 | - | 617,525 | 617,525 |
| STATE AID | 2,100 | 12,071 | 14,171 | 1,700 | 12,503 | 14,203 |
| DIRECT INCOME | 6,800 | 0 | 6,800 | 7,200 | 0 | 7,200 |
| SUBTOTAL OTHER REVENUE | 8,900 | 12,071 | 20,971 | 8,900 | 12,503 | 21,403 |
| TOTAL REVENUE | 8,900 | 644,101 | 653,001 | 8,900 | 630,028 | 638,928 |

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

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

EXHIBIT A

BUDGET: WEST SENECA PUBLIC LIBRARY

| DESCRIPTION | As per Res 2022-47 | | | As per Res 2023-42 | | |
|---|-------------------------|----------------|----------------|-------------------------|-----------------|-----------------|
| | 2023 | 2023 | 2023 | 2024 | 2024 | 2024 |
| | BUDGET | | | BUDGET | | |
| | Contract Library Direct | System Paid | Total | Contract Library Direct | System Paid | Total |
| PERSONAL SERVICES | | | | | | |
| SALARIES & WAGES, FULL TIME | | 183,684 | 183,684 | | 224,074 | 224,074 |
| WAGES, REGULAR PART-TIME | | 28,395 | 28,395 | | 34,595 | 34,595 |
| WAGES, PART TIME | | 124,854 | 124,854 | | 140,682 | 140,682 |
| OVERTIME (Sunday) | | | - | | | - |
| OTHER (Vacation Buyout) | | 2,944 | 2,944 | | 1,600 | 1,600 |
| TOTAL SALARIES & WAGES | - | 339,877 | 339,877 | - | 400,951 | 400,951 |
| REDUCTION FRM PERS. SVCS ACCT | | | - | | (58,966) | (58,966) |
| CONTRACTUAL SALARY RESERVES | | 17,543 | 17,543 | | | - |
| FRINGE BENEFITS | | | | | | |
| EMPLOYER FICA | | 26,002 | 26,002 | | 30,675 | 30,675 |
| EMPLOYEE HEALTH INSURANCE | | 26,172 | 26,172 | | 14,544 | 14,544 |
| DENTAL PLAN | | 962 | 962 | | 236 | 236 |
| WORKERS COMPENSATION | | 2,225 | 2,225 | | 2,476 | 2,476 |
| UNEMPLOYMENT INSURANCE | | 607 | 607 | | 561 | 561 |
| HOSPITAL & MEDICAL - RETIREES | | 23,858 | 23,858 | | 27,160 | 27,160 |
| HEALTH INSURANCE WAIVER | | 1,200 | 1,200 | | 1,200 | 1,200 |
| RETIREMENT | | 21,755 | 21,755 | | 26,760 | 26,760 |
| TOTAL FRINGE BENEFITS | - | 102,781 | 102,781 | - | 103,612 | 103,612 |
| OFFICE SUPPLIES | - | 3,841 | 3,841 | - | 5,201 | 5,201 |
| REPAIRS & MAINTENANCE CHARGES | | | | | | |
| OTHER SUPPLIES & MATERIALS | 200 | - | 200 | 200 | - | 200 |
| EQUIPMENT MAINTENANCE | 200 | | 200 | 200 | | 200 |
| REPAIRS & MAINT - MISC SYS | - | 1,931 | 1,931 | - | 1,731 | 1,731 |
| TOTAL REPAIRS & MAINTENANCE CHARGES | 400 | 1,931 | 2,331 | 400 | 1,731 | 2,131 |
| TRAVEL & MILEAGE EXPENSES | 100 | | 100 | 100 | | 100 |
| DUES & FEES | | | | | | |
| MEMBERSHIP & DUES | | - | - | | - | - |
| TRAINING & EDUCATION (NYSALB, etc.) | | 738 | 738 | | 789 | 789 |
| TOTAL DUES & FEES | - | 738 | 738 | - | 789 | 789 |
| UTILITY CHARGES | | | | | | |
| WATER | | - | - | | - | - |
| SEWER | | - | - | | - | - |
| TELECOMMUNICATIONS | | - | - | | - | - |
| - WIRELESS ACCESS | - | 207 | 207 | - | 462 | 462 |
| - DATA LINES | - | 345 | 345 | - | 345 | 345 |
| - INTERNET - Internet access | - | 43 | 43 | - | 45 | 45 |
| - EQUIPMENT MAINT | | - | - | | - | - |
| - LOCAL AND LD PHONE SERVICE | - | 930 | 930 | - | 930 | 930 |
| TELEPHONE SUB-TOTAL | - | 1,525 | 1,525 | - | 1,782 | 1,782 |
| TOTAL UTILITY CHARGES | - | 1,525 | 1,525 | - | 1,782 | 1,782 |
| PROFESSIONAL SERVICE CONTRACT & FEES | | | | | | |
| ADVERTISING & PROMOTION | | 3,398 | 3,398 | | 3,383 | 3,383 |
| MOVIE LICENSING AGREEMENT | | 235 | 235 | | 235 | 235 |
| OVERDRIVE DOWNLOADABLE LICENSE | - | 211 | 211 | - | 211 | 211 |
| SIRSI SOFTWARE MAINTENANCE | - | 4,124 | 4,124 | - | 4,641 | 4,641 |
| RFID EQUIPMENT MAINTENANCE | | 1,986 | 1,986 | | | - |
| COLLECTIONS AGENCY FEES | - | | - | - | | - |
| EAP SERVICES | - | 163 | 163 | - | | - |
| ONLINE CATALOG (OCLC) | - | 3,624 | 3,624 | - | 4,420 | 4,420 |
| VITEC SOLUTIONS/COMPUTER SUPPORT | - | 2,656 | 2,656 | - | 3,063 | 3,063 |
| LEGAL FEES | - | 1,737 | 1,737 | - | 1,894 | 1,894 |
| RFID/OCR LABELS | | 227 | 227 | | 226 | 226 |
| OTHER PRINTED SUPPLIES | - | 53 | 53 | - | 55 | 55 |
| CONTRACT PROFESSIONAL SERVICES (DIRECT) | | | - | | | - |
| TOTAL PROFESSIONAL SERVICE CONTRACTS | - | 18,414 | 18,414 | - | 18,128 | 18,128 |

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

EXHIBIT A

BUDGET: WEST SENECA PUBLIC LIBRARY

| DESCRIPTION | As per Res 2022-47 | | | As per Res 2023-42 | | |
|--|-------------------------|----------------|----------------|-------------------------|----------------|----------------|
| | 2023 | 2023 | 2023 | 2024 | 2024 | 2024 |
| | BUDGET | | | BUDGET | | |
| | Contract Library Direct | System Paid | Total | Contract Library Direct | System Paid | Total |
| MAINTENANCE CONTRACTS | | | | | | |
| OTHER SUP & MTLs - CONTRACT | 300 | - | 300 | 300 | - | 300 |
| EQUIPMENT CONTRACTS | | | - | | | - |
| MAINT CONTRACTS - SYS | | 290 | 290 | | 317 | 317 |
| TOTAL MAINTENANCE CONTRACTS | 300 | 290 | 590 | 300 | 317 | 617 |
| OTHER EXPENSES & CHARGES | | | | | | |
| LIBRARY MATERIALS PROCESSING SUPPLIES | - | 335 | 335 | - | - | - |
| RFID LABEL (NON-PRINTED) | - | 1,133 | 1,133 | - | 1,353 | 1,353 |
| RESALE ITEMS (BAGS, DISK, HEADPHONES) | - | 240 | 240 | - | 234 | 234 |
| LIBRARY CARDS | - | - | - | - | - | - |
| DVD REPAIR | | 91 | 91 | | 45 | 45 |
| MISC PROGRAM EXPENSES | 500 | | 500 | 500 | | 500 |
| NYS DISABILITY | - | | - | - | | - |
| POSTAGE | 100 | | 100 | 100 | | 100 |
| PRINTING | | | - | | | - |
| ADVERTISING | | | - | | | - |
| TRAINING | | | - | | | - |
| REFUSE PICKUP | | | - | | | - |
| BANK CHARGES | | | - | | | - |
| JANITORIAL SERVICES | | | - | | | - |
| OTHER EXPENSES | | | - | | | - |
| TOTAL OTHER EXPENSES & CHARGES | 600 | 1,799 | 2,399 | 600 | 1,632 | 2,232 |
| CONTINGENCY | | | | | | |
| MISCELLANEOUS - State/Member Aid | | | - | 20,000 | | 20,000 |
| TOTAL CONTINGENCY | - | - | - | 20,000 | - | 20,000 |
| RENTAL CHARGES | | | | | | |
| EQUIPMENT | | - | - | | - | - |
| OTHER | | - | - | | - | - |
| TOTAL RENTAL CHARGES | - | - | - | - | - | - |
| INSURANCE CHARGES | | | | | | |
| INSURANCE | | - | - | | - | - |
| GENERAL LIABILITY INSURANCE - SYS | | 3,356 | 3,356 | | 3,617 | 3,617 |
| TOTAL INSURANCE CHARGES | - | 3,356 | 3,356 | - | 3,617 | 3,617 |
| LAB & TECHNICAL EQUIP. | | 2,203 | 2,203 | | 2,340 | 2,340 |
| LIBRARY BOOKS & MEDIA | | | | | | |
| Serials (Magazines, Newspapers, Journals, Etc.) | - | 8,989 | 8,989 | - | 9,466 | 9,466 |
| On-line Databases (News, Health, Literary, Homework, Business, Etc.) | - | 10,180 | 10,180 | - | 10,080 | 10,080 |
| E-Content | | 63,648 | 63,648 | | 63,042 | 63,042 |
| Centrally Ordered Materials | - | 50,591 | 50,591 | - | 50,174 | 50,174 |
| Specialized Titles / Individual Orders | - | 14,168 | 14,168 | - | 13,766 | 13,766 |
| TOTAL LIBRARY BOOKS & MEDIA | - | 147,576 | 147,576 | - | 146,528 | 146,528 |
| INTERFUND UTILITY EXPENDITURES | | | | | | |
| NATURAL GAS | - | | - | - | | - |
| ELECTRICITY | 7,500 | | 7,500 | 7,500 | | 7,500 |
| TOTAL INTERFUND UTILITY EXPENDITURES | 7,500 | - | 7,500 | 7,500 | - | 7,500 |
| TOTAL INTERFUND EXP - COUNTY | | 2,227 | 2,227 | | 2,366 | 2,366 |

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

EXHIBIT A

BUDGET: WEST SENECA PUBLIC LIBRARY

| DESCRIPTION | As per Res 2022-47 | | | As per Res 2023-42 | | |
|--|--------------------------------|-------------------------------------|----------------|--------------------------------|-------------------------------------|----------------|
| | 2023 | 2023 | 2023 | 2024 | 2024 | 2024 |
| | BUDGET | | | BUDGET | | |
| | Contract Library Direct | System Paid | Total | Contract Library Direct | System Paid | Total |
| TOTAL OPERATING EXPENSES | 8,900 | 644,101 | 653,001 | 28,900 | 630,028 | 658,928 |
| REVENUE SOURCES | | | | | | |
| COUNTY SHARE | - | 632,030 | 632,030 | - | 617,525 | 617,525 |
| STATE AID (Member Aid) | | - | - | 20,000 | - | 20,000 |
| STATE AID (Pass through System) | 2,100 | 12,071 | 14,171 | 1,700 | 12,503 | 14,203 |
| SUB-TOTAL: SYSTEM APPROPRIATION | 2,100 | 644,101 | 646,201 | 21,700 | 630,028 | 651,728 |
| DIRECT LOCAL INCOME | Contract Library Direct | Return to System (CHR Share) | TOTAL | Contract Library Direct | Return to System (CHR Share) | TOTAL |
| FINES, LOST BOOKS, ETC | 100 | - | 100 | 100 | - | 100 |
| COPY MACHINES | 1,500 | - | 1,500 | 2,000 | - | 2,000 |
| PRINT COST RECOVERY | 5,000 | - | 5,000 | 5,000 | - | 5,000 |
| OTHER REVENUES | 200 | - | 200 | 100 | - | 100 |
| MUNICIPAL SUPPORT | - | - | - | - | - | - |
| DONATIONS | - | - | - | - | - | - |
| FUNDRAISING | - | - | - | - | - | - |
| INTEREST INCOME | - | - | - | - | - | - |
| USE OF FUND BALANCE | - | - | - | - | - | - |
| OTHER INCOME | - | - | - | - | - | - |
| TOTAL DIRECT INCOME | 6,800 | - | 6,800 | 7,200 | - | 7,200 |
| TOTAL REVENUE SOURCES | 8,900 | 644,101 | 653,001 | 28,900 | 630,028 | 658,928 |

| COUNTY SHARE vs OTHER REVENUE | | | | | | |
|-------------------------------|--------------|----------------|----------------|---------------|----------------|----------------|
| COUNTY SHARE | - | 632,030 | 632,030 | - | 617,525 | 617,525 |
| STATE AID | 2,100 | 12,071 | 14,171 | 21,700 | 12,503 | 34,203 |
| DIRECT INCOME | 6,800 | 0 | 6,800 | 7,200 | 0 | 7,200 |
| SUBTOTAL OTHER REVENUE | 8,900 | 12,071 | 20,971 | 28,900 | 12,503 | 41,403 |
| TOTAL REVENUE | 8,900 | 644,101 | 653,001 | 28,900 | 630,028 | 658,928 |

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

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

| EEGroup | Current Count | Job Title | Hours | Hours per week | Salary | Total Fringes | Total Cost |
|--------------------|---------------|-------------------------------------|---------------|----------------|------------------|------------------|------------------|
| | 1 | LIBRARY DIRECTOR II Total | 2,096 | 40 | 81,356 | 26,428 | 107,784 |
| | 1 | LIBRARIAN I Total | 2,096 | 40 | 49,589 | 9,377 | 58,966 |
| | 1 | LIBRARIAN TRAINEE Total | 2,096 | 40 | 44,104 | 21,185 | 65,289 |
| | 1 | LIBRARY ASSISTANT (CL) Total | 2,096 | 40 | 49,025 | 22,476 | 71,501 |
| FT Total | 4 | | 8,384 | 160 | 224,074 | 79,466 | 303,540 |
| | 1 | CARETAKER (RPT) CL Total | 1,560 | 30 | 34,595 | 6,541 | 41,136 |
| RPT Total | 1 | | 1,560 | 30 | 34,595 | 6,541 | 41,136 |
| | 4 | SENIOR PAGE PT Total | 3,224 | 62 | 51,584 | 7,160 | 58,744 |
| | 3 | PAGE (P.T.) Total | 1,560 | 30 | 23,400 | 1,968 | 25,368 |
| | 2 | LIBRARIAN I PT Total | 1,456 | 28 | 34,447 | 5,726 | 40,173 |
| | 2 | CLERK-TYPIST (P.T.) CL Total | 1,716 | 33 | 31,251 | 2,629 | 33,880 |
| PT Total | 11 | | 7,956 | 153 | 140,682 | 17,483 | 158,165 |
| Grand Total | 16 | | 17,900 | 343 | 399,351 | 103,490 | 502,841 |
| | | | | | | | |
| | | FTE and Average Cost per FTE | 8.61 | | | | \$58,402 |
| | | Full Time Salaries | | | \$224,074 | | |
| | | RPT Wages | | | \$34,595 | | |
| | | Part Time Wages | | | \$140,682 | | |
| | | Total Salaries & Wages | | | \$399,351 | | |
| | | West Seneca - Other Payments | | | \$1,600 | \$122 | 1,722 |
| | | Grand Total | | | \$400,951 | \$103,612 | \$504,563 |

| Contract Library West Seneca | | | | |
|--|-------------|--------------|----------------|--------------|
| 2024 Schedule of Public Service Hours | | | | |
| Winter Hours | | | | |
| Total hours | | 55 | | |
| Sunday Hours start on: | | | | |
| Sunday Hours end on: | | | | |
| | Open | Close | Re-Open | Close |
| Sunday | | | | |
| Monday | 9 | 8 | | |
| Tuesday | 9 | 8 | | |
| Wednesday | 9 | 5 | | |
| Thursday | 9 | 8 | | |
| Friday | 9 | 5 | | |
| Saturday | 10 | 4 | | |
| Summer Hours | | | | |
| Total hours | | 55 | | |
| Summer Hours start on: | | | | |
| Summer Hours end on: | | | | |
| | Open | Close | Re-Open | Close |
| Sunday | | | | |
| Monday | 9 | 8 | | |
| Tuesday | 9 | 8 | | |
| Wednesday | 9 | 5 | | |
| Thursday | 9 | 8 | | |
| Friday | 9 | 5 | | |
| Saturday | 10 | 4 | | |

Exhibit E

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

CMU White Collar - 2024

| | 0 | 1 | 2 | 3 | 4 | 5 | A | B | C | D | E |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Grp 1 | 37881 | 39749 | 40903 | 42085 | 43256 | 44414 | 44997 | 45583 | 46157 | 46750 | 47324 |
| | 1456.96 | 1528.80 | 1573.20 | 1618.64 | 1663.68 | 1708.24 | 1730.64 | 1753.20 | 1775.28 | 1798.08 | 1820.16 |
| | 18.212 | 19.110 | 19.665 | 20.233 | 20.796 | 21.353 | 21.633 | 21.915 | 22.191 | 22.476 | 22.752 |
| Grp 2 | 38451 | 40346 | 41573 | 42777 | 43996 | 45200 | 45804 | 46430 | 47020 | 46750 | 48229 |
| | 1478.88 | 1551.76 | 1598.96 | 1645.28 | 1692.16 | 1738.48 | 1761.68 | 1785.76 | 1808.48 | 1798.08 | 1854.96 |
| | 18.486 | 19.397 | 19.987 | 20.566 | 21.152 | 21.731 | 22.021 | 22.322 | 22.606 | 22.476 | 23.187 |
| Grp 3 | 39557 | 41521 | 42798 | 44075 | 45342 | 46644 | 47280 | 47938 | 48568 | 49211 | 49847 |
| | 1521.44 | 1596.96 | 1646.08 | 1695.20 | 1743.92 | 1794.00 | 1818.48 | 1843.76 | 1868.00 | 1892.72 | 1917.20 |
| | 19.018 | 19.962 | 20.576 | 21.190 | 21.799 | 22.425 | 22.731 | 23.047 | 23.350 | 23.659 | 23.965 |
| Grp 4 | 40880 | 42940 | 44283 | 45637 | 47012 | 48381 | 49067 | 49724 | 50417 | 51093 | 51769 |
| | 1572.32 | 1651.52 | 1703.20 | 1755.28 | 1808.16 | 1860.80 | 1887.20 | 1912.48 | 1939.12 | 1965.12 | 1991.12 |
| | 19.654 | 20.644 | 21.290 | 21.941 | 22.602 | 23.260 | 23.590 | 23.906 | 24.239 | 24.564 | 24.889 |
| Grp 5 | 42742 | 44913 | 46419 | 47892 | 49400 | 50893 | 51703 | 52516 | 53337 | 54149 | 54966 |
| | 1643.92 | 1727.44 | 1785.36 | 1842.00 | 1900.00 | 1957.44 | 1988.56 | 2019.84 | 2051.44 | 2082.64 | 2114.08 |
| | 20.549 | 21.593 | 22.317 | 23.025 | 23.750 | 24.468 | 24.857 | 25.248 | 25.643 | 26.033 | 26.426 |
| Grp 6 | 45269 | 47595 | 49375 | 51139 | 52899 | 54687 | 55723 | 56757 | 57768 | 58804 | 59833 |
| | 1741.12 | 1830.56 | 1899.04 | 1966.88 | 2034.56 | 2103.36 | 2143.20 | 2182.96 | 2221.84 | 2261.68 | 2301.28 |
| | 21.764 | 22.882 | 23.738 | 24.586 | 25.432 | 26.292 | 26.790 | 27.287 | 27.773 | 28.271 | 28.766 |
| Grp 7 | 47942 | 50446 | 52614 | 54785 | 56950 | 59109 | 60287 | 61462 | 62643 | 63814 | 64998 |
| | 1843.92 | 1940.24 | 2023.60 | 2107.12 | 2190.40 | 2273.44 | 2318.72 | 2363.92 | 2409.36 | 2454.40 | 2499.92 |
| | 23.049 | 24.253 | 25.295 | 26.339 | 27.380 | 28.418 | 28.984 | 29.549 | 30.117 | 30.680 | 31.249 |
| Grp 8 | 50839 | 53527 | 56062 | 58602 | 61121 | 63638 | 64944 | 66233 | 67531 | 68838 | 70140 |
| | 1955.36 | 2058.72 | 2156.24 | 2253.92 | 2350.80 | 2447.60 | 2497.84 | 2547.44 | 2597.36 | 2647.60 | 2697.68 |
| | 24.442 | 25.734 | 26.953 | 28.174 | 29.385 | 30.595 | 31.223 | 31.843 | 32.467 | 33.095 | 33.721 |

- 1 Clerk typists/Library Clerks
- 3 Library Technology Clerk
- 4 Sr Library Clerks
- 5 Library Assistance/Associates
- 6 Principle Library Clerk

CMU Blue Collar - 2024

| | 0 | 1 | 2 | 3 | 4 | 5 | A | B | C | D | E |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Grp 1 | 36866 | 38840 | 40323 | 41800 | 42792 | 43778 | 44396 | 45005 | 45619 | 46232 | 46846 |
| | 1417.92 | 1493.84 | 1550.88 | 1607.68 | 1645.84 | 1683.76 | 1707.52 | 1730.96 | 1754.56 | 1778.16 | 1801.76 |
| | 17.724 | 18.673 | 19.386 | 20.096 | 20.573 | 21.047 | 21.344 | 21.637 | 21.932 | 22.227 | 22.522 |
| Grp 2 | 37471 | 39503 | 41030 | 42559 | 43574 | 44595 | 45238 | 45895 | 46523 | 47172 | 47815 |
| | 1441.20 | 1519.36 | 1578.08 | 1636.88 | 1675.92 | 1715.20 | 1739.92 | 1765.20 | 1789.36 | 1814.32 | 1839.04 |
| | 18.015 | 18.992 | 19.726 | 20.461 | 20.949 | 21.440 | 21.749 | 22.065 | 22.367 | 22.679 | 22.988 |
| Grp 3 | 38632 | 40774 | 42380 | 43986 | 45055 | 46126 | 46800 | 47497 | 48167 | 48845 | 49521 |
| | 1485.84 | 1568.24 | 1630.00 | 1691.76 | 1732.88 | 1774.08 | 1800.00 | 1826.80 | 1852.56 | 1878.64 | 1904.64 |
| | 18.573 | 19.603 | 20.375 | 21.147 | 21.661 | 22.176 | 22.500 | 22.835 | 23.157 | 23.483 | 23.808 |
| Grp 4 | 39618 | 41885 | 43584 | 45290 | 46424 | 47555 | 48273 | 48976 | 49706 | 50423 | 51137 |
| | 1523.76 | 1610.96 | 1676.32 | 1741.92 | 1785.52 | 1829.04 | 1856.64 | 1883.68 | 1911.76 | 1939.36 | 1966.80 |
| | 19.047 | 20.137 | 20.954 | 21.774 | 22.319 | 22.863 | 23.208 | 23.546 | 23.897 | 24.242 | 24.585 |
| Grp 5 | 41588 | 44050 | 45899 | 47746 | 48978 | 50209 | 51070 | 51931 | 52797 | 53656 | 54513 |
| | 1599.52 | 1694.24 | 1765.36 | 1836.40 | 1883.76 | 1931.12 | 1964.24 | 1997.36 | 2030.64 | 2063.68 | 2096.64 |
| | 19.994 | 21.178 | 22.067 | 22.955 | 23.547 | 24.139 | 24.553 | 24.967 | 25.383 | 25.796 | 26.208 |
| Grp 6 | 44260 | 47106 | 49238 | 51370 | 52797 | 54219 | 55322 | 56410 | 57491 | 58575 | 59663 |
| | 1702.32 | 1811.76 | 1893.76 | 1975.76 | 2030.64 | 2085.36 | 2127.76 | 2169.60 | 2211.20 | 2252.88 | 2294.72 |
| | 21.279 | 22.647 | 23.672 | 24.697 | 25.383 | 26.067 | 26.597 | 27.120 | 27.640 | 28.161 | 28.684 |
| Grp 7 | 47087 | 50467 | 53003 | 55538 | 57225 | 58914 | 60162 | 61402 | 62643 | 63893 | 65146 |
| | 1811.04 | 1941.04 | 2038.56 | 2136.08 | 2200.96 | 2265.92 | 2313.92 | 2361.60 | 2409.36 | 2457.44 | 2505.60 |
| | 22.638 | 24.263 | 25.482 | 26.701 | 27.512 | 28.324 | 28.924 | 29.520 | 30.117 | 30.718 | 31.320 |
| Grp 8 | 50157 | 54026 | 56925 | 59825 | 61759 | 63694 | 65075 | 66458 | 67827 | 69195 | 70583 |
| | 1929.12 | 2077.92 | 2189.44 | 2300.96 | 2375.36 | 2449.76 | 2502.88 | 2556.08 | 2608.72 | 2661.36 | 2714.72 |
| | 24.114 | 25.974 | 27.368 | 28.762 | 29.692 | 30.622 | 31.286 | 31.951 | 32.609 | 33.267 | 33.934 |

1 Cleaner
3 Caretaker

BUFFALO & ERIE COUNTY PUBLIC LIBRARY

PAGE & SR. PAGE HOURLY WAGE RATES

EFFECTIVE DATE: DECEMBER 31, 2023

PAGE and SENIOR PAGE WAGE SCALES December 31, 2023 - December 30, 2024

PAGE

Step 1

\$15.00

SENIOR PAGE

Step 1

\$16.00

NOTES:

Wage scales reflect rates approved as part of the 2024 Adopted Budget:

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

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



Benefits Package – Library Managers

| Benefits | |
|----------------------------|--|
| Holidays | 11 paid holidays per year: New Year's Day, Martin Luther King, Jr. Day, Patriot's (President's) Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans' Day, Thanksgiving, and Christmas Day. |
| Working on Holidays | Employees required to work on a holiday will be paid 8 hours of straight time for the holiday, plus receive 1.5 times the number of hours actually worked in compensatory time. |
| Vacation | <p>Employees will be eligible for vacation accruals based on years of service:</p> <ul style="list-style-type: none"> • 0-2 years: 3.08 hours/pay period (10 days/year); max bank at anniversary date of 160 hours (20 days) • 3-9 years: 4.62 hours/pay period (15 days/year); max bank at anniversary date of 240 hours (30 days) • 10-15 years: 6.16 hours/pay period (20 days/year); max bank at anniversary date of 320 hours (40 days) • 16-24 years: 7.70 hours/pay period (25 days/year); max bank at anniversary date of 400 hours (50 days) • 25 or more years: 9.24 hours/pay period (30 days/year); max bank at anniversary date of 480 hours (60 days) <p>Vacation is granted in 1 hour increments.</p> <p>Upon termination of employment, employees will be entitled to receive a cash payment equal to accrued vacation time. In no event will such payout exceed the maximum bank days.</p> |
| Vacation Sell-Back | Employees with 80 hours of vacation in their bank in the first week of November may sell back up to 40 hours of vacation time (in 1 hour increments) each year. Payment for such sell-back shall be made in payroll period 24. |
| Sick Leave Accrual | <p>Sick leave credit shall be earned at the rate of 4.62 hours/pay period. Such leave accumulation shall not exceed 1,800 hours.</p> <p>No credit for sick leave shall be granted for a pay period unless the employee has been on full pay status at least 50% of the working days of said pay period.</p> |
| Sick Leave Usage | <p>Sick leave with pay will be granted to an employee who is incapacitated or unable to perform the duties of their position by reasons of:</p> <ul style="list-style-type: none"> • Sickness or injury of the employee; • Pregnancy of the employee; |

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| | <ul style="list-style-type: none"> • Sickness, injury or pregnancy in the employee’s immediate family requiring care and attendance of the employee. Immediate family shall include parent, spouse, sibling, child, or grandparent, or an actual member of the employee’s household upon submission of sufficient proof to the employer; • Circumstances which require that medical or dental visits of the employee be made during working hours; • Medical or dental visits for members of the employees’ immediate family who cannot provide their own transportation and which cannot be scheduled outside of the employees working hours. <p>Sick leave is granted in 1 hour increments.</p> <p>Sick leave in excess of 5 consecutive workdays requires a physician’s note showing incapacity/inability of the employee to perform their work, including the nature of and dates of the illness. Also, at the discretion of the Contracting Library Board of Trustees, an employee may be notified that a physician’s note is required for absence of any duration.</p> <p>Once notice of resignation/retirement has been given, a physician’s note is required to substantiate sick leave or vacation time will be charged.</p> |
| <p>Sick Leave Bonuses</p> | <p>There will be a \$300 bonus for any employee who reaches a maximum of 1,800 hours of accumulated sick leave. Thereafter, an additional bonus of \$200 will be paid in any year in which the maximum amount of sick leave is maintained AND 5 or fewer sick days are utilized.</p> <p>Payment of the initial bonus will be in the first pay check after the 1,800 hours are reached. Payment of the yearly bonus will be in the first pay period of February in subsequent years.</p> |
| <p>Personal Leave</p> | <p>After 1 year of continuous service, employees shall be eligible for 4 days (32 hours) personal leave on their anniversary date.</p> <p>Personal leave is granted in 1 hour increments. Application for personal leave must be filed at least 5 working days in advance when the request is for 4 days or more, or 3 working days in advance when the request is for 3 days or less. Advance notice requirements may be waived at the discretion of the Contracting Library Board of Trustees.</p> <p>Unused personal leave days shall be added to the employee’s sick leave bank on the anniversary date of employment.</p> |
| <p>Comp Time</p> | <p>Compensatory time may be used in 15 minute increments.</p> <p>Employees may accumulate compensatory time up to 80 hours.</p> <p>Upon retirement, employees will be entitled to receive a cash payment equal to unused accrued compensatory time.</p> |
| <p>Other Paid Leave</p> | <p>Bereavement Leave – an employee who has a death in the immediate family (parent, spouse, brother, sister, child, grandparent, grandchild, son-in-law, daughter-in-law, parent-in-law, brother-in-law, sister-in-law, stepparent, stepchild, great-grandparent, or any other individual who is an actual member of the immediate household), upon submission of sufficient proof to the employer, shall be given time off</p> |

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| | <p>without loss of pay to a maximum of 5 consecutive calendar days commencing with the date of death. However, if the death occurs after the employee reports to work, that day will not be counted as one of the 5 consecutive calendar days and upon giving appropriate notice, such employee will be allowed to leave for the remainder of the shift without loss of pay.</p> <p>Extended Sick Leave – At the discretion of the Contracting Library Board of Trustees, additional sick leave, with pay, for a serious illness may be granted to an employee with at least 10 years continuous service. Prior to the granting of such leave, there must be a reasonable expectation that the employee will return to work. No extended sick leave with pay will be granted until all other accumulated leave time has been used, and no leave credits will be earned during the extended sick leave period. Maximum leave amounts are based on continuous service:</p> <ul style="list-style-type: none"> • 10 years: Up to 3 months extended sick leave • 15 years: Up to 5 months extended sick leave <p>Emergency Closing – In the event the Contracting Library Manager or Board of Trustees declares the closing of a certain library or libraries and/or operations and/or services due to any flood, fire, uncontrolled weather conditions or other cause beyond the Library’s control, affected employees will not be charged any accruals or lose any pay for the time closed.</p> <p>Jury Duty – Upon presenting proof of the necessity of jury service or attending court for non-personal matters, employees shall receive a paid leave of absence. Employees must indicate on the court’s questionnaire that they are placed on paid leave of absence during the jury service period. Employee will not be required to report to work prior to or subsequent to their court attendance/jury duty. Regular-part-time employees shall be paid on a pro-rated basis.</p> <p>Military Leave – Leaves of absence occasioned by service in the military shall be governed by the requirements of current Federal and New York State laws.</p> |
| <p>Unpaid Leave</p> | <p>Extended Illness – Contracting libraries shall follow the requirements of the Family and Medical Leave Act (FMLA).</p> <p>Maternity – An employee who is pregnant shall be granted a leave of absence without pay for the duration of their anticipated disability, as substantiated by their physician. After delivery, the employee may return on the date recommended by their physician, provided a written statement is submitted certifying they are capable of resuming full duties.</p> <p>Child Care - A leave of absence without pay to care for an child will be granted to:</p> <ul style="list-style-type: none"> • An employee who has given birth or whose spouse has given birth to a child, within the first year of said child’s birth for a period of up to 6 months; or • An employee who has adopted a child of less than 5 years of age or a hard-to-place or handicapped child as defined in Section 451 of the N.Y. Social Services Law who is under the age of 18, and |

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| | <p>who is principally responsible for the care of the child, for a period of 6 months after custody of the child is received. In the event both parents are employed by the Library, the Library is not compelled to grant a 6 month leave to both parents.</p> <p>Family Care – An employee may be granted a leave of absence without pay for up to 6 months to care for a parent, parent-in-law, child or spouse who is suffering from a serious health condition, illness or injury. It is understood that the employee shall be required to provide medical information supporting the need for their presence as a caregiver during normal hours of work and fully explaining the seriousness of the illness or injury, and any decision shall be at the discretion of the Contracting Library Board of Trustees. In addition, at the discretion of the Contracting Library Board of Trustees, leave may be granted for another individual who is an actual member of the employee’s household, upon sufficient proof to the employer.</p> |
| <p>Health & Dental Insurance</p> | <p>Health and dental insurance coverage is offered after one full calendar month of employment. Costs are deducted twice per month (24 of the 26 pay periods).</p> <p>Health Insurance – There are 4 plan levels to choose from (Bronze, Core, Value and Enhanced):</p> <ul style="list-style-type: none"> • Bronze Plan – High deductible plan; no employee contribution. • Value Plan - 85% employer contribution to monthly Value Plan premium; employee pays 15% of premium. • Core or Enhance Plan – Employer contribution equal to 85% of the monthly cost of the <u>Value</u> Plan premium. Employee pays 15% of Value Plan premium, plus additional cost associated with Core or Enhanced Plan. <p>Dental Insurance – There are 2 plan levels to choose from:</p> <ul style="list-style-type: none"> • Base Plan - Single coverage at no cost; family coverage employee pays 10% of premium. • Buy-Up Plan - If selected, employee pays the cost of the Base Plan plus the additional costs associated with the Buy-Up Plan. |
| <p>Health Insurance Waiver</p> | <p>Employees waiving single coverage will receive \$67 per month. Employees waiving family coverage will receive \$100 per month. Payment will be made twice per month (24 of the 26 pay periods).</p> |
| <p>Retiree Health Insurance Pre-Age 65</p> | <p>Retirees and eligible spouses are entitled to health insurance coverage under the following terms:</p> <ul style="list-style-type: none"> • Hired before 10/1/2014 with 15 or more years of continuous service at the time of retirement – 100% employer contribution of Value premium; • Hired before 10/1/2014 with 5-14 years of continuous service at the time of retirement – 75% employer contribution of Value premium; • Hired on or after 10/1/2014 - 0% employer contribution to health insurance. |

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| Retiree Health Insurance Post-Age 65 | <p>Retirees and eligible spouses are entitled to a designated Medicare Wraparound product under the following terms:</p> <ul style="list-style-type: none"> • Hired before 10/1/2014 with 15 or more years of continuous service at the time of retirement – 100% employer contribution of Value premium; • Hired before 10/1/2014 with 5-14 years of continuous service at the time of retirement – 75% employer contribution of Value premium; • Hired on or after 10/1/2014 - 0% employer contribution to health insurance. |
| Retiree Sick Leave Accrual Benefit | <p>Employees who retire with 10 years of service shall be eligible for the following:</p> <ul style="list-style-type: none"> • Employees who have a minimum of 800 hours of accumulated sick leave as of the date of retirement shall receive \$2,000 cash; • Employees who have a minimum of 1,200 hours of accumulated sick leave as of the date of retirement shall receive \$3,000 cash; • Employees who have a minimum of 1,800 hours of accumulated sick leave shall receive \$5,000 cash. |
| Retirement | <p>Full-time and RPT employees are required to join the New York State & Local Retirement System (NYSLRS), the statewide pension plan for public employees in NYS.</p> |
| Work Week | <p>The work week shall be Saturday through Friday.</p> |
| Pay Period | <p>Employees shall be paid every 2 weeks. All full-time employees shall work a minimum of 80 hours per pay period. All regular part-time employees shall work between 20 and 39 hours per week, constituting 40-78 hours per pay period.</p> |
| Lunch | <p>At least 1/2 hour lunch, unpaid</p> |
| Breaks | <p>Employees are eligible to receive a 15 minute paid break per 4 hours worked.</p> |
| Emergency Call-In Pay | <p>Should an employee be called into work when they are not scheduled, they shall be paid for a minimum of 3 hours.</p> <p>Call-in pay is not incorporated into the scheduled workweek.</p> |
| Overtime | <p>If an employee works over 40 hours in a predetermined workweek, excluding sick leave and personal leave, they shall receive time and one-half (1.5x) compensatory time for all overtime hours worked.</p> <p>Employees may request in writing monetary payment in lieu of compensatory time off. Written requests must be submitted to Human Resources by the third Monday in January. The election of cash payment shall remain in effect until the employee revokes it. Revocation may only occur during the month of December in each year.</p> |
| Flex-Time | <p>Employees may flex their work hours at the discretion and with the approval of their Library Board.</p> |

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

| Regular Part-Time Employees | |
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| RPT employees shall be entitled to receive all benefits provided to full-time employees, subject to the following modifications. | |
| Leave Accruals | Accruals for vacation, sick, and personal leave shall be pro-rated for RPT employees. |
| Holiday Pay | <p>RPT employees shall receive 4 hours pay on designated holidays.</p> <p>At the discretion of the Contracting Library Board of Trustees, an RPT employee's work schedule may be adjusted up to 4 hours at another time during the week in which the holiday falls so that the employee will actually receive pay for the number of hours for which they are normally scheduled.</p> |
| Working on Holidays | RPT employees required to work on a holiday will be paid straight time for every hour actually worked on such a holiday, plus receive 4 hours of compensatory time. |

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



Benefits Package – Unrepresented Part-Time Staff

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

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

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

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