

West Seneca Public Library
Board Meeting Agenda - February 19, 2025 @ 4:00pm in the Large Community Room

A. Call of the Roll.

B. Approval / Changes to Agenda.

C. Minutes of the Preceding Meeting - January 15, 2025

D. Nominations and Elections of Officers, if any.

E. Report of the Director - January 2025

1. System Board implementing 2024 Contracting Library Contract Extension Provision
2. University Express Programs
3. Revised System Policy: Confidentiality of Library Records
4. Revised System Policy: Equal Employment Opportunity and Anti-Harassment
5. Revised System Policy: State of Emergency/Disaster Leave
6. Revised System Policy: Volunteer Program
7. Revised System Policy: Accessibility of Library Services

F. Report of the Treasurer.

1. County account statement January 2025
2. Local account statement January 2025
3. Summary of accounts January 2025
4. Check abstract and approvals

G. Report of the Friends of the Library.

H. Report of the President.

1. ACT Meeting - March 22, 2025 @ CEN 8:30am-1pm

I. Old Business.

J. New Business.

1. Review: Investment Policy

K. Public Comment.

L. Adjournment.

Next Regular Meeting: Wednesday, March 19, 2025 @ 4:00pm

West Seneca Public Library

Library Board of Trustees Meeting Minutes

January 15, 2025 @ 4:00pm in the Large Community Room

A. Call of the Roll

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

B. Approval / Changes to Agenda: none

C. Minutes of Preceding Meeting (December 4, 2024):

Motion to approve: William Josefiak

Second: Jessica Casamassa

Ayes: all

Nays: none

D. Nominations and Elections of Officers:

- William Josefiak, President; Jessica Casamassa, Vice President; Jennifer Dobe, Treasurer; Amanda Cleesattel, Secretary; Cindy Johnson, At-Large

Motion to approve board positions without changes from previous year:

Motion: William Josefiak

Second: Jennifer Dobe

Ayes: All

Nays: none

E. Report of the Director

See November & December 2024 documents posted

- Charcuterie was a success and presenter will be booked again for April
- Rowan attended NYLA conference and found it helpful
- First "noon-years eve" party was a success with 49 attendees
- 2025 county library budget approved

F. Report of the Treasurer:

See November & December 2024 documents posted

- County account statement November & December 2024
- Local account statement November & December 2024
- Summary of accounts November & December 2024
- Check abstract and approvals November & December 2024

Motion to approve: William Josefiak

Second: Jennifer Dobe

Ayes: all

Nays: none

G. Report of the Friends of the Library:

- Events coming up in January: Dogman party, seed swap, and Lissa Marie Redmond
- Next meeting: March 13th at 6:30pm

H. Report of the President:

- ACT – no meetings until May 2025 at Central Library

I. Old Business:

- Lanyards – Jessica will create a design in Canva

J. New Business:

- West Seneca branch exploring “bad art” night event to host (Central library has hosted)

Motions for review and approval:

- Approval of 2025 local accounts budget
- Request for \$300-350 application and about \$75 annual to join sustainable libraries initiative certification program
- Request to purchase additional citizen science kits due to demand with Assemblyman Burke funding (holds on current ones) - purchase: ie: space explorer kit, cloud observations, birdwatching, measuring light in the night, monitoring air quality etc
- Request for approval use Rotary funds to purchase additional board books (\$500) and juvenile paperbacks (\$500) to replace books that are no longer suitable for circulation.

Motion to approve: Jennifer Dobe

Second: William Josefiak

Ayes: All

Nays: none

K. Public Comment: none; no community members present

Adjournment @ 5:20 pm

Motion to approve: William Josefiak

Second: Amanda Cleesattel

Ayes: all

Nays: none

Next Regular Meeting: February 19th, 2025 @ 4pm

Respectfully submitted by Amanda Cleesattel, Secretary

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

January 2025

Circulation - January 2025
17,803

Revenue - County Account Fees, Copies, Print - January 2025
\$711.54

Library Visitors - January 2025
8,348

Programming - January 2025
(Youth/Teen)

Make & Take Craft Bags	All month	384 bags
Tutoring	All month	123 sessions
Kids Craft: Boat	1/7	11 attendees
Fuse Beads	1/9	21 attendees
Lego Club (2)	1/11, 1/28	80 attendees
Preschool Story Time	1/14	9 attendees
Baby & Me Story Time (4)	1/15, 1/29	89 attendees
Financial Literacy Story Time w/ WNY Federal Credit Union	1/16	10 attendees
Dogman Party	1/18	92 attendees
Teen Escape Room: Jack Frost	1/23	6 attendees
Painting for Fun (Teens) w/ West Seneca Art Society	1/25	6 attendees
Toddler Time (2)	1/30	52 attendees
Snowflake Craft	Various	18 participants
Winter Scavenger Hunt	Various	336 participants
Dogman Scavenger Hunt	Various	95 participants

Programming - January 2025
(Adult)

Knitting Club	1/13	2 attendees
Book A Technology Trainer (4)	1/14	4 appointments / 4 attendees
Seed Swap	1/25	55 attendees

Book Club	1/27	5 attendees
Lissa Marie Redmond Author Talk/Signing	1/30	59 attendees

Collection Development

WSE - 2025 Funds-
 AV= \$1,855
 MAT= \$5,169

Outreach/Meetings/Library Visits

- 1/8 Manager Meeting via Zoom (Rob & Rowan)
- 1/8 YSG Meeting via Zoom (Emily & Susan)
- 1/15 West Seneca Public Library Board of Trustees Meeting

Misc.

- 1/13 Annual NYS Comptroller's Report extension approved
- The library was closed due to the weather on Tuesday, January 21. Baby and Me was cancelled on Wednesday morning, January 22.
- The West Seneca Public Library will become a host site for select evening/weekend events with Erie County's University Express program as of the May-July semester.



CONFIDENTIALITY OF LIBRARY RECORDS

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

1. The Buffalo & Erie County Public Library is committed to user privacy and confidentiality. The Library observes the terms of the Code of Ethics of the American Library Association, which provides in part that "We protect each library's user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted."
2. In New York State, the confidentiality of library records is governed by Sections 2307 and 4509 of the New York State Civil Practice Law and Rules (CPLR). Section 2307 requires that a subpoena served on a library must be issued by a Justice of the Supreme Court in the library's district, and Section 4509 provides as follows:

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

3. Pursuant to these CPLR Sections, library records will not be released except pursuant to a proper judicial subpoena or court order which specifically identifies the information requested and the purpose for the request, or where otherwise required by law.
4. This confidentiality policy extends to information sought or received, and materials consulted, borrowed, acquired or transmitted, and includes database search records, circulation records, interlibrary loan records, video footage and other personally identifiable uses of library materials, facilities or services.
5. Throughout the year, the Library may issue surveys or conduct educational, fundraising and marketing campaigns to inform the community of library

services, programs and events. At those times, the Library may use patron email or postal addresses from the Library's internal mailing lists. The Library does not sell, lease or disclose the patron name, email, address, postal address, telephone number or other personal information for the benefit of outside parties.

Approved June 17, 1993.

Amended June 17, 2010 per Res. 2010-24.

Amended September 19, 2013 per Res. 2013-32.

Amended December 15, 2016 per Res. 2016-51.

Amended November 21, 2019 per Res. 2019-40.

Reviewed by Library Administration December 2, 2024 - changes.

Reviewed by the Policy Committee December 19, 2024.

Amended January 16, 2025 per Res. 2025-3.

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: January 16, 2025

AGENDA ITEM NUMBER: G.3.c.

RESOLUTION: 2025-4
Amend Equal
Employment Opportunity
and Anti-Harassment Policies

BACKGROUND:

The Buffalo & Erie County Public Library's (B&ECPL) Board of Trustees adopted an Anti-Harassment Policy on June 21, 2007 to maintain a work environment free of unlawful discrimination and harassment. B&ECPL will not tolerate unlawful harassment of its employees by any supervisor, coworker, volunteer, patron or any other person. The policy was last amended by the B&ECPL Board of Trustees on January 19, 2023.

On December 18, 2014, the B&ECPL Board of Trustees adopted the B&ECPL Employee Handbook and Personnel Policies and Procedures Manual. Incorporated therein was the B&ECPL's Equal Employment Opportunity (EEO) Policy. It is the policy of the B&ECPL to provide Equal Employment Opportunity in every aspect of employment to all applicants and employees, including Vietnam era and disabled veterans, without regard to race, color, creed, sex, age, marital status, disability, national origin, sexual orientation, military status, predisposing genetic characteristics, domestic violence victim's status, and any other basis protected by New York State or Federal laws.

The Policy Committee reviewed proposed changes at their meeting on December 19, 2024. These proposed changes include removing and updating language for clarity.

ACTION REQUIRED:

Motion to adopt Resolution 2025-4.

PROPOSED RESOLUTION 2025-4

WHEREAS, the Buffalo & Erie County Public Library's (B&ECPL) Board of Trustees adopted an Anti-Harassment Policy on June 21, 2007. The policy was last amended by the B&ECPL Board of Trustees on January 19, 2023; and

WHEREAS, the B&ECPL adopted the B&ECPL Employee Handbook and Personnel Policies and Procedures Manual on December 18, 2014 which included the B&ECPL's Equal Employment Opportunity (EEO) Policy; and

WHEREAS, in recognition of the importance of a diverse workforce and an organizational structure which supports the B&ECPL's service priorities, additional language and procedure was added to the EEO Policy to strengthen and clarify the B&ECPL's position on equal employment opportunity and discrimination in the workplace; and

WHEREAS, the Policy Committee met on December 19, 2024 and recommends the attached proposed amended and consolidated Equal Employment Opportunity and Anti-Harassment Policy for approval by the full Board; now therefore be it

RESOLVED, that copies of the approved Equal Employment Opportunity and Anti-Harassment Policy be included in future Contracting Library's annual agreements; and be it finally

RESOLVED, that the Board of Trustees of the B&ECPL authorizes this policy be transmitted to all B&ECPL libraries, Contract Library Directors, Contract Library Trustees and authorizes public posting on the Library's website.



Equal Employment Opportunity and Anti-Harassment Policy

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

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

I. Statement of Policy

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

A. Equal Employment Opportunity

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

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

B. Unlawful Harassment

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

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

C. Examples of Harassment

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

D. Sexual Harassment – See Sexual Harassment Prevention Policy.

E. Applicability of Policy

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

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

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

II. Procedure

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

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

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

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

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

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

2. Promptly Report Complaint

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

3. Prepare Written Report of Misconduct

- a. An accurate record of objectionable behavior or misconduct is needed to resolve a formal complaint of discrimination, retaliation and/or harassment.

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

B. Investigating the Complaint

1. Confidentiality

Any allegation of discrimination, retaliation or unlawful harassment ~~received by the Equality, Diversity and Inclusion Officer~~ will be investigated promptly. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

2. Investigation Process

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

C. Corrective Action

1. Employees

The B&ECPL will impose appropriate discipline or other corrective action, depending on the nature and seriousness of the offense, up to and including termination, against any manager, supervisor or employee found to have violated this policy, regardless of whether

such conduct is considered under the law to constitute unlawful discrimination or harassment or retaliation.

2. Non-employees

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

III. Protection Against Retaliation

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

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

A. Examples of Retaliation:

1. Treating someone who has reported an incident of discrimination and/or harassment or participated in an investigation differently from other individuals (e.g. cold shoulder).
2. Making negative comments or unreasonably disciplining, reducing responsibility, denying a transfer, giving unfavorable evaluations, or scrutinizing the work, etc. of an individual because that individual has reported an incident of discrimination and/or harassment or participated in an investigation.
3. Subjecting an individual to any adverse employment action for reporting an incident of discrimination and/or harassment or participating in an investigation.

4. Encouraging or ordering other staff to retaliate against an individual who has reported an incident of discrimination and/or harassment or participated in an investigation.
5. Engaging in other behavior that can reasonably be construed to be retaliatory.
6. Disclosing an employee's personnel files because they have opposed any practices forbidden under the New York State Human Rights Law ("NYS HRL"), filed a complaint, testified or assisted in any proceeding under NYS HRL, except where the disclosure is made in the course of commencing or responding to a complaint in any proceeding under the NYS HRL or any other civil or criminal action or other judicial or administrative proceeding as permitted by applicable law.

IV. Legal Remedies

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

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

Amended December 20, 2018 per Resolution 2018-40.

Amended November 21, 2019 per Resolution 2019-43.

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

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

Amended January 19, 2023 per Resolution 2023-1.

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

Reviewed by ~~Admin Team~~ Library Administration December 2, 2024 - no changes.

Reviewed by the Policy Committee December 19, 2024.



Buffalo & Erie County Public
LIBRARY

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

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

General Information:

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

Specific Information about Your Complaint:

1. WHO IS HARASSING YOU, DISCRIMINATING AGAINST YOU, AND/OR RETALIATING AGAINST YOU? (Include name(s) and job title(s))

2. WHAT HAPPENED TO YOU TO PROMPT THIS COMPLAINT? (Be as specific as possible in describing the harassment/discrimination/retaliation. Include names, dates, and locations. Try to describe the "who, what, where, when, why, and how" of the incident(s).)

3. DID ANYONE WITNESS THE INCIDENT(S) DESCRIBED ABOVE? IF SO, STATE THE NAME OF THE INDIVIDUAL WHO WITNESSED EACH INCIDENT.

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

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

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

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

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



Equal Employment Opportunity and Anti-Harassment Policy

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

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

I. Statement of Policy

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A. Equal Employment Opportunity

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

B. Unlawful Harassment

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

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

C. Examples of Harassment

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

D. Sexual Harassment - See Sexual Harassment Prevention Policy.

E. Applicability of Policy

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

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

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

II. Procedure

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

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

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

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

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

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

2. Promptly Report Complaint

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

3. Prepare Written Report of Misconduct

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

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

B. Investigating the Complaint

1. Confidentiality

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

2. Investigation Process

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

C. Corrective Action

1. Employees

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

2. Non-employees

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

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

III. Protection Against Retaliation

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

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

A. Examples of Retaliation:

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

IV. Legal Remedies

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

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

Amended December 20, 2018 per Resolution 2018-40.

Amended November 21, 2019 per Resolution 2019-43.

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

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

Amended January 19, 2023 per Resolution 2023-1.

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

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

Reviewed by the Policy Committee December 19, 2024.



Buffalo & Erie County Public
LIBRARY

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

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

General Information:

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

Specific Information about Your Complaint:

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

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

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

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

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

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

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: January 16, 2025

AGENDA ITEM NUMBER: G.3.e.

RESOLUTION: 2025-6
Amend State of Emergency Policy

BACKGROUND:

The Buffalo & Erie County Public Library Executive Committee adopted a State of Emergency/Quarantine Leave Policy on March 26, 2020.

The Library has a process for review of standing policies to ensure they remain timely and effective. On December 2, 2024, Library Administration reviewed proposed changes to the State of Emergency Policy. Language was changed for clarity and to change wording to reflect disasters generally rather than quarantine related to the COVID-19 pandemic.

The Board's Policy Committee met on December 19, 2024 to review the attached proposed amended State of Emergency/Disaster Leave Policy. Mark-up and clean versions of the amended policy are attached.

The Policy Committee recommends the proposed amended State of Emergency/Disaster Leave Policy for approval by the full Board.

ACTION:

Motion to approve Resolution
2025 6

PROPOSED RESOLUTION 2025-6

WHEREAS, the Buffalo & Erie County Public Library Board of Trustees adopted a State of Emergency/Quarantine Leave Policy on March 26, 2020, and

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

WHEREAS, as part of this review, System Administration has recommended changes which include language updates for clarity and wording changes to reflect disasters generally rather than quarantine related to the COVID-19 pandemic, and

WHEREAS, System Administration has also recommended changing the name of the policy to "State of Emergency/Disaster Leave Policy" in order to reflect disasters generally rather than quarantine related to the COVID-19 pandemic; and

WHEREAS, the attached draft amended State of Emergency/Disaster Leave Policy has been vetted by B&ECPL legal counsel, and

WHEREAS, the Policy Committee has reviewed and recommends the attached proposed amended State of Emergency/Disaster Leave Policy for approval by the full Board, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the proposed revisions to the B&ECPL's State of Emergency/Disaster Leave Policy to supersede and replace the prevailing policy adopted March 26, 2020, and be it further

RESOLVED, that the approved amended State of Emergency/Disaster Leave Policy replace the existing policy in the B&ECPL Personnel Policies and Procedures Manual as Chapter 7, Section 17, and be it finally

RESOLVED, that the Board of Trustees of the B&ECPL authorizes this policy be transmitted to all B&ECPL libraries, Contract Library Directors, and Contract Library Trustees and authorizes public posting on the Library's website.



State of Emergency/DisasterQuarantine Leave Policy

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

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

I. STATEMENT OF POLICY

The Buffalo & Erie County Public Library System recognizes it is a vital part of the community and is committed to ensuring public safety during periods of a government declared state of emergency or disasterquarantine. In such times, the System Board of Trustees and Library Administration shall act responsibly while identifying the budget considerations of reducing and/or restructuring operations and continuing regular pay of its employees.

II. APPLICABILITY

- A. This policy shall apply to part-time, regular part-time, and full-time employees who are not represented by a union, or who are represented but whose collective bargaining agreement does not provide for the payment of wages in the event of a government declared state of emergency (other than a weather-related emergency) or disaster. An employee must have been employed by the B&ECPL for at least 30 days prior to the closure of the library, pursuant to B. in this Section.
- B. This policy shall take effect upon the formal declaration of the B&ECPL Board of Trustees or its Executive Committee in response to a government declared non-weather-related state of emergency or disasteran order of quarantine or isolation.
- C. The System Board of Trustees shall set the effective date and end date of the application of this policy for any given period. Paid leave under this policy may terminate at any time should it be determined by the System Board to be fiscally necessary.

III. LEAVE WITH PAY

- A. An employee eligible under this policy will be granted paid leave in accordance with this policy for the following circumstances:
 1. The employee is required to be absent from work because of an order of quarantine or isolation imposed by a governing authority; OR

~~2. The employee is self-quarantined in accordance with the recommendations of a health care provider, and the employee presents a written statement of the health care provider recommending such self-quarantine; OR~~

~~3.2.~~ The employee is instructed by the B&ECPL System Board of Trustees, Library Director, or designee, ~~OR~~ or by the associated Contract Library Director, not to report to work due to a government issued, non-weather-related state of emergency.

- B. Such employee shall be granted leave with pay as applicable for the period of the required absence from work, as determined by the System Board, or as directed by the Library of the need for the employee to return to work, but unless otherwise determined by the System Board, no employee shall be entitled to paid leave for more than 2 pay periods for any single declared state of emergency or disaster pursuant to this policy.
- C. Paid leave under this policy will not start until the first full pay period after the later of the declaration by the System Board described in II.B or the employee's first day of absence under III.A.
- D. Such pay shall be based on the employee's regularly scheduled hours (part-time hours will be based on an average of the most recent 3 pay periods, not to exceed 19 hours/week or 38 hours/pay period) and rate of pay, or as determined by the System Board.

~~E. An employee described in III.A.2 who was absent due to a self-quarantine must submit to Human Resources a written statement from a health care provider prior to their return to work that they are able to return to work and that said return will not jeopardize the health of other employees or library patrons.~~

IV. OTHER PAID LEAVE

If an eligible employee is entitled to paid ~~sick~~-leave benefits under this policy and under an applicable federal or state law or collective bargaining agreement in connection with the same declared state of emergency or disaster, the total ~~sick~~-leave benefits available shall not be greater than the benefits under this policy.

Adopted March 26, 2020 per Resolution 2020-11.

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

Reviewed by the Policy Committee December 19, 2024.



State of Emergency/Disaster Leave Policy

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

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

I. STATEMENT OF POLICY

The Buffalo & Erie County Public Library System recognizes it is a vital part of the community and is committed to ensuring public safety during periods of a government declared state of emergency or disaster. In such times, the System Board of Trustees and Library Administration shall act responsibly while identifying the budget considerations of reducing and/or restructuring operations and continuing regular pay of its employees.

II. APPLICABILITY

- A. This policy shall apply to part-time, regular part-time, and full-time employees who are not represented by a union, or who are represented but whose collective bargaining agreement does not provide for the payment of wages in the event of a government declared state of emergency (other than a weather-related emergency) or disaster. An employee must have been employed by the B&ECPL for at least 30 days prior to the closure of the library, pursuant to B. in this Section.
- B. This policy shall take effect upon the formal declaration of the B&ECPL Board of Trustees or its Executive Committee in response to a government declared non-weather-related state of emergency or disaster.
- C. The System Board of Trustees shall set the effective date and end date of the application of this policy for any given period. Paid leave under this policy may terminate at any time should it be determined by the System Board to be fiscally necessary.

III. LEAVE WITH PAY

- A. An employee eligible under this policy will be granted paid leave in accordance with this policy for the following circumstances:
 - 1. The employee is required to be absent from work because of an order by a governing authority; OR
 - 2. The employee is instructed by the B&ECPL System Board of Trustees, Library Director or designee, or by the associated Contract Library Director not to report to work due to a government issued, non-weather-related state of emergency.
- B. Such employee shall be granted leave with pay as applicable for the period of the required absence from work, as determined by the System Board, or as directed by the Library of the need for the employee to return to work, but unless otherwise determined by the System Board, no employee shall be entitled to paid leave for more than 2 pay periods for any single declared state of emergency or disaster pursuant to this policy.
- C. Paid leave under this policy will not start until the first full pay period after the later of the declaration by the System Board described in II.B or the employee's first day of absence under III.A.
- D. Such pay shall be based on the employee's regularly scheduled hours (part-time hours will be based on an average of the most recent 3 pay periods, not to exceed 19 hours/week or 38 hours/pay period) and rate of pay, or as determined by the System Board.

IV. OTHER PAID LEAVE

If an eligible employee is entitled to paid leave benefits under this policy and under an applicable federal or state law or collective bargaining agreement in connection with the same declared state of emergency or disaster, the total leave benefits available shall not be greater than the benefits under this policy.

Adopted March 26, 2020 per Resolution 2020-11.

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

Reviewed by the Policy Committee December 19, 2024.

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: January 16, 2025

AGENDA ITEM NUMBER: G.3.f.

RESOLUTION: 2025-7
Amend Volunteer Program Policy

BACKGROUND:

The Buffalo & Erie County Public Library's (B&ECPL) Board of Trustees adopted the Volunteer Program Policy on October 20, 2005. The Policy has been reviewed and amended periodically, most recently on November 21, 2019.

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

The Board's Policy Committee met on December 19, 2024 to review the attached proposed amended Volunteer Program Policy. Input of proposed changes to the policy were provided by Library Administration.

The Policy Committee recommends the proposed amended Volunteer Program Policy for approval by the full Board.

ACTION REQUIRED:

Motion to adopt Resolution 2025-7.

PROPOSED RESOLUTION 2025-7

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

WHEREAS, the Policy Committee used this process to review and make recommendations which are reflected in the attached draft amended Volunteer Program Policy which has been vetted by B&ECPL legal counsel; and

WHEREAS, input of proposed changes to the policy were provided by Library Administration; and

WHEREAS, the Policy Committee recommends the attached proposed amended Volunteer Program Policy for approval by the full Board; now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the proposed revisions to the B&ECPL's Volunteer Program Policy to supersede and replace the prevailing policy last amended November 21, 2019; and be it further

RESOLVED, that copies of the approved Volunteer Program Policy be transmitted to all B&ECPL Contract Libraries and Contract Library Boards of Trustees; and be it finally

RESOLVED, that a copy of the approved Volunteer Program Policy be distributed to all B&ECPL libraries as well as be posted on the B&ECPL's website.



VOLUNTEER PROGRAM POLICY

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

I. STATEMENT OF POLICY

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

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

II. USE OF VOLUNTEERS

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

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

III. VOLUNTEER PROGRAM

A. Becoming a Volunteer

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

B. Volunteer Expectations

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

Adopted October 20, 2005.

Amended May 18, 2006.

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

Amended September 17, 2015 per Resolution 2015-27.

Amended March 17, 2016 per Resolution 2016-8.

Amended November 21, 2019 per Resolution 2019-45.

Reviewed by Library Administration December 2, 2024 - changes.

[Reviewed by the Policy Committee December 19, 2024.](#)



VOLUNTEER PROGRAM POLICY

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

I. STATEMENT OF POLICY

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

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

II. USE OF VOLUNTEERS

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

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

III. VOLUNTEER PROGRAM

A. Becoming a Volunteer

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

B. Volunteer Expectations

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

Adopted October 20, 2005.

Amended May 18, 2006.

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

Amended September 17, 2015 per Resolution 2015-27.

Amended March 17, 2016 per Resolution 2016-8.

Amended November 21, 2019 per Resolution 2019-45.

Reviewed by Library Administration December 2, 2024 – changes.

Reviewed by the Policy Committee December 19, 2024.

**BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: January 16, 2025**

AGENDA ITEM NUMBER: G.3.a.

**RESOLUTION: 2025-2
Amend Accessibility of
Library Services Policy**

BACKGROUND:

The Buffalo & Erie County Public Library (B&ECPL) has a process to review and update standing policies to ensure that they remain timely and effective.

This process was used to review and update the proposed system-wide Accessibility of Library Services Policy.

The B&ECPL recognizes that providing access to library services for all persons under the Americans with Disabilities Act of 1990 (ADA) is an integral part of the B&ECPL's mission and the American Library Association's Bill of Rights. The purpose of updating this policy is to solidify the B&ECPL's commitment to ensuring accessibility of B&ECPL services, programs, and activities to B&ECPL patrons.

The attached draft Accessibility of Library Services Policy was reviewed and approved by B&ECPL legal counsel.

The Policy Committee reviewed the proposed Policy at its meeting of December 19, 2024, and recommends the proposed Accessibility of Library Services Policy for approval by the full Board.

ACTION REQUIRED:

Motion to adopt Resolution 2025-2.

PROPOSED RESOLUTION 2025-2

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) has a process to review and update standing policies to ensure that they remain timely and effective; and

WHEREAS, the Policy Committee used this process to review and make recommendations which are reflected in the attached draft Accessibility of Library Services Policy which has been vetted by B&ECPL legal counsel; and

WHEREAS, the B&ECPL recognizes that providing access to library services for all persons under the Americans with Disabilities Act of 1990 (ADA) is an integral part of the B&ECPL's mission and the American Library Association's Bill of Rights; and

WHEREAS, the B&ECPL is committed to ensuring accessibility of B&ECPL services, programs, and activities to B&ECPL patrons; now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL amends the B&ECPL's Accessibility of Library Services Policy; and be it further

RESOLVED, that the Board of Trustees of the B&ECPL authorizes policy distribution to all B&ECPL libraries, Contract Library Directors, Contract Library Trustees and authorizes public posting on the Library's website.



ACCESSIBILITY OF LIBRARY SERVICES POLICY

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

I. STATEMENT OF POLICY

The Buffalo & Erie County Public Library (B&ECPL) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Each library within the B&ECPL will abide by the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), and all other applicable state and local laws relating to accessibility of services within each library.

II. APPLICABILITY

This Policy applies to accessibility of B&ECPL services, programs, or activities to B&ECPL patrons. The B&ECPL Equal Employment Opportunity and Anti-Harassment Policy governs employment-related complaints of disability discrimination. Services, programs, or activities provided by organizations other than the B&ECPL at the Central Library or Buffalo Branches are addressed in the Facility Use Policy.

III. ACCESSIBILITY OF LIBRARY SERVICES

A. Assistive Technology and Resources

1. A list of assistive technologies and resources will be made available on the B&ECPL website, www.BuffaloLib.org, in libraries, or by calling (716) 858-8900.
2. The list will include the library location(s) where the technologies and resources are available, as certain services may not be available at all locations.

B. Effective Communication

1. The B&ECPL will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its services, programs, and activities.
2. The B&ECPL has adopted the Web Content Accessibility Guidelines (WCAG 2.1 level AA) to ensure access to digital technology, including its webpages and social media.
3. The B&ECPL will, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in B&ECPL services, programs, and activities, and digital technology in accordance with the ADA.
4. Such aids may include but are not limited to: qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.
5. The B&ECPL will not charge the individual patron or group of patrons for the cost of providing auxiliary aids/services or reasonable modifications of policy necessary to ensure accessibility to B&ECPL services, programs, or activities.
6. The B&ECPL is not required, by law, to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

C. Requests for Accommodations

1. Patrons may contact either the ADA Coordinator or the Library Director/Manager at the library location where they seek service.

ADA Coordinator
Buffalo & Erie County Public Library

1 Lafayette Square
Buffalo, NY 14203-1887 (716)
858-8900
access@buffalolib.org

2. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the B&ECPL should contact the ADA Coordinator or the Library Director/Manager as soon as possible, but no later than 7 business days before the scheduled event.
3. If the patron contacts the ADA Coordinator, the ADA Coordinator will communicate the request for accommodation to the Library Director/Manager at the library location where service is being requested.
4. Arrangements for accommodations for a specific program or activity shall be made by the Library Director/Manager of the library hosting or sponsoring the program or activity.
5. The ADA Coordinator will be available, as necessary, to assist the Library Director/Manager in identifying resources and service providers.
6. At the time the patron is notified of the accommodation, the ADA Coordinator or Library Director/Manager will notify said patron of cancellation policies.

IV. GRIEVANCE PROCEDURE

Complaints that a service, program, or activity, or digital technology of the B&ECPL is not accessible to persons with disabilities should be directed to the ADA Coordinator, in accordance with the grievance procedure set forth below.

A. Complaint

1. The complaint should be in writing and should include: description of the complaint, as well as date, time, and location of occurrence. Complainants should include their name, address, phone number, best method of communication, and, where appropriate, the accessible

format in which the B&ECPL can submit a response. Alternative means of filing complaints, such as personal interviews or a recording of the complaint, will be made available for persons with disabilities upon request. Such complaints will be transcribed by the B&ECPL to create a written record.

2. The complaint should be submitted by the grievant and/or their designee as soon as possible, but no later than 60 calendar days after the alleged violation to:

ADA Coordinator
Buffalo & Erie County Public Library
1 Lafayette Square
Buffalo, NY 14203-1887 (716)
858-8900
access@buffalolib.org

3. Within 15 calendar days after receipt of the complaint, the ADA Coordinator or designee will meet with the complainant to discuss the complaint and possible resolutions. If the complainant does not respond to ADA Coordinator's attempt to schedule a meeting or fails to appear at the meeting without prior notification, the ADA Coordinator may treat the complaint as abandoned.
4. Within 15 calendar days of the meeting, the ADA Coordinator or designee will respond in writing or in a format accessible to the complainant as necessary, such as large print, Braille, or audio file. The response will explain the position of the B&ECPL and offer options for substantive resolution of the complaint.

B. Appeals

1. If the response by the ADA Coordinator or designee does not satisfactorily resolve the issue, the complainant or designee may appeal the decision within 15 calendar days after receipt of the response as follows:
 - i. Appeals arising from complaints at the Central Library or Buffalo Branches shall be directed to the B&ECPL Library Director.
 - ii. Appeals arising from complaints at a library outside of the City of

Buffalo shall be directed to the respective Library Director/ Manager at the applicable library location or the Chair of the respective library's Board of Trustees, as determined by the respective library's Board.

2. In either case as in i. or ii. above, within 15 calendar days after receipt of the appeal, the respective Library Director, Board Chair or designee will meet with the complainant to discuss the complaint and possible resolutions.
3. Within 15 calendar days after the meeting, the respective Library Director, Board Chair, or designee will respond in writing or in a format accessible to the complainant as necessary, with a final resolution of the complaint.

C. Retention of Records

All written complaints, appeals, and responses to said complaints will be retained by the B&ECPL for a minimum of three years.

Adopted September 19, 2019 per Resolution 2019-31.

Reviewed ed by Library Administration December 2, 2024 – changes.

Reviewed by the Policy Committee December 19, 2024 – amended.

Amended _____, 2024 per Resolution 2024-__.



ACCESSIBILITY OF LIBRARY SERVICES POLICY

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

I. STATEMENT OF POLICY

The Buffalo & Erie County Public Library (B&ECPL) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Each library within the B&ECPL will abide by the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), and all other applicable state and local laws relating to accessibility of services within each library.

II. APPLICABILITY

This Policy applies to accessibility of B&ECPL services, programs, or activities to B&ECPL patrons. The B&ECPL Equal Employment Opportunity and Anti-Harassment Policy governs employment-related complaints of disability discrimination. Services, programs, or activities provided by organizations other than the B&ECPL at the Central Library or Buffalo Branches are addressed in the Facility Use Policy.

III. ACCESSIBILITY OF LIBRARY SERVICES

A. Assistive Technology and Resources

1. A list of assistive technologies and resources will be made available on the B&ECPL website, www.BuffaloLib.org, in libraries, or by calling (716) 858-8900.
2. The list will include the library location(s) where the technologies and resources are available, as certain services may not be available at all locations.

B. Effective Communication

1. The B&ECPL will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its services, programs, and activities.
2. The B&ECPL has adopted the [Web Content Accessibility Guidelines \(WCAG 2.1 level AA\)](#) to ensure access to digital technology, including its webpages and social media.
3. The B&ECPL will, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in B&ECPL services, programs, activities, and digital technology in accordance with the ADA.
4. Such aids may include but are not limited to: qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.
5. The B&ECPL will not charge the individual patron or group of patrons for the cost of providing auxiliary aids/services or reasonable modifications of policy necessary to ensure accessibility to B&ECPL services, programs, or activities.
6. The B&ECPL is not required, by law, to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

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format in which the B&ECPL can submit a response. Alternative means of filing complaints, such as personal interviews or a recording of the complaint, will be made available for persons with disabilities upon request. Such complaints will be transcribed by the B&ECPL to create a written record.

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Adopted September 19, 2019 per Resolution 2019-31.

Reviewed by Library Administration December 2, 2024 - changes.

Reviewed by the Policy Committee December 19, 2024 - amended.

Amended _____, 2024 per Resolution 2024-__.

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Jan-25

SAP Acct.	Description	Adopted Budget	Budget Transfers	Year-to-Date Expenditures	Available Budget	Projected Utilization at 12/31	Projected Variance at 12/31	Comments
500000	Salaries - Full-time	0	0	0	0		0	
502000	Fringe Benefits	0	0	0	0		0	
Utility Charges:								
515000	Water	0	0	0	0		0	
515000	Sewer	0	0	0	0		0	
515000	Electric	7,500	0	598	6,902	7,170	330	
515000	Telephone - Maintenance	0	0	0	0		0	
510200	Dues and Fees	0	0	0	0		0	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	700	0	0	700	700	0	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	100	0	0	100	100	0	
530000	Other Expenses & Charges	2,600	0	0	2,600	2,600	0	
530000	Contingency (Bullet Aid)	0	0	0	0		0	
TOTAL EXPENSES		10,900	0	598	10,302	10,570	330	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	100	0	11	89	100	0	
Copy Machines	2,000	0	172	1,828	2,000	0	
Print Cost Recovery	5,000	0	525	4,475	5,200	200	
Other Income	100	0	3	97	100	0	
State Funding	0	0	0	0		0	
Municipal Support	0	0	0	0		0	
Donations (priv. persons/foundations)	0	0	0	0		0	
Fundraising (events/booksales)	0	0	0	0		0	
Interest Income	0	0	0	0		0	
Misc Income	0	0	0	0		0	
Use of Fund Balance	0	0	0	0		0	
TOTAL DIRECT INCOME	7,200	0	711	6,489	7,400	200	

Local Account Check Register

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
1083	1/15/25	Emily Sieg- popcorn for movie night			\$23.96	\$17,481.12
1084	1/15/25	Amazon Capital Services- lanyards/ID holders, 2" tape blade, toy disinfectant, soft soap, lights for NYE/Baby Rave. Invoice: 17FF-33CH-91KF			\$211.03	\$17,270.09

West Seneca Public Library Bank Account Balances January 2025

M&T County Account

Balance \$44,270.04 (Note: Includes \$26,220.13 Assemblyman Burke State Aid)

M&T Local Account

Balance \$17,270.09 (Note: Includes \$14,813.00 Rotary)

Local M&T CD (1)

Balance \$40,738.54

Local M&T CD (2)

Balance \$5,083.01

Local M&T CD (3)

Balance \$5,083.01

M&T Construction Fundraiser Account

Balance \$7,220.41

February 19, 2025 Abstract of Checks

Voucher #	Date	Payee	Amount	Check#	Reason for expense	Date
2025-L3	2/19/2025	Emily Sieg	\$ 8.75	1085	Baskets for organizing craft bag supplies	2/13/2025
2025-L4	2/19/2025	Association of the Boards of Trustees of the Contract Libraries of B&ECPL	\$ 20.00	1086	2025 ACT Member Library Dues	2/13/2025
2025-C2	2/19/2025	Amazon Capital Services	\$ 214.93	6448	Clipboards, Dymo label tape, rubber cement, Easter eggs, fuse beads, Mario stickers, fake moustaches, paper shredder, and Apakkai-brand stickers. Invoice: 19HR-JF6C-G3MJ	2/13/2025
2025-C3	2/19/2025	Town of West Seneca	\$ 597.50	6449	Electric Bill for February 2025	2/13/2025
2025-C4	2/19/2025	B&ECPL	\$ 1,743.84	6450	PVT Library materials, Invoice: 24055 - Assemblyman Burke Funds	2/13/2025
2025-C5	2/19/2025	Amazon Capital Services	\$ 631.21	6451	Citizen Science kit supplies: kids binoculars, Unihedron sky quality meter, Planisphere, Celestron sky maps, telescope, red LED flashlights. Invoices: 199Q-7P6GG-G9JP and 1QDN-GVP3-9R4R-ASSEMBLYMAN BURKE FUNDS	2/13/2025



WEST SENECA PUBLIC LIBRARY INVESTMENT POLICY

I. STATEMENT OF POLICY

A. Scope

This investment policy applies to all moneys and other financial resources available for deposit and investment by the West Seneca Public Library (WSPL) on its own behalf or on behalf of any other entity or individual.

B. Objectives

The primary objectives of the WSPL's investment activities are, in priority order:

1. To conform with all applicable federal, State and other legal requirements (legality);
2. To adequately safeguard principal (safety);
3. To provide sufficient liquidity to meet all operating requirements (liquidity);
and
4. To obtain a reasonable rate of return (yield).

II. DELEGATION OF AUTHORITY

The West Seneca Public Library Board's responsibility for the administration of the investment program is delegated to the Treasurer of the West Seneca Public Library's Board of Trustees who, in conjunction with the Library Director, shall establish written procedures for the operation of the investment program consistent with these investment policies. Such procedures shall include internal controls to provide a satisfactory level of accountability based upon records incorporating the description and amounts of investments, the fund(s) for which they are held, the place(s) where kept, and other relevant information, including dates of sale or other dispositions and amounts realized. In addition, the internal control procedures shall describe the responsibilities and levels of authority for key individuals involved in the investment program.

III. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the WSPL to operate effectively.

Investments shall be made with prudence, diligence, skill, judgment and care, under circumstances then prevailing, which knowledgeable and prudent persons acting in like capacity would use, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall remain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.

IV. DIVERSIFICATION

It is the policy of the WSPL to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

The WSPL Board shall establish appropriate limits for the amount of investments which can be made with each financial institution or dealer, and shall evaluate this listing at least annually.

V. INTERNAL CONTROLS

It is the policy of the WSPL for all moneys collected by any officer or employee of the WSPL to transfer those funds to accounts under the auspices of the Treasurer of the West Seneca Public Library Board on behalf of the WSPL as appropriate within fifteen business days of deposit, or within the time period specified in law, whichever is shorter.

The Treasurer of the West Seneca Public Library Board of Trustees is responsible for establishing and maintaining internal control procedures to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization, properly recorded, and managed in compliance with applicable laws and regulations.

VI. DESIGNATION OF DEPOSITARIES

The banks and trust companies that are authorized for the deposit of moneys, and the maximum amount which may be kept on deposit at any time, are:

<u>Depository Name</u>	<u>Maximum Amount</u>
<u>M&T Bank</u>	<u>\$250,000</u>
<u>Northwest</u>	<u>\$250,000</u>

VII. SECURING DEPOSITS AND INVESTMENTS

All deposits and investments at a bank or trust company, including all demand deposits, certificates of deposit and special time deposits (hereinafter, collectively, "deposits") made by officers of the WSPL that are in excess of the amount insured under the provisions of the Federal Deposit Insurance Act, including pursuant to a Deposit Placement Program in accordance with law, shall be secured by:

A pledge of "eligible securities" with an aggregate "market value" (as provided by the GML Section 10) that is at least equal to the aggregate amount of deposits by the officers. See Schedule A of this policy for a listing of "eligible securities."

VIII. COLLATERALIZATION AND SAFEKEEPING

Eligible securities used for collateralizing deposits made by officers of the WSPL shall be held by (the depository or a third party) bank or trust company subject to security and custodial agreements.

A. Security Agreement

The security agreement shall provide that eligible securities (or the pro rata portion of a pool of eligible securities) are being pledged to secure such deposits together with agreed-upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon a default. It shall also provide the conditions under which the securities (or pro rata portion of a pool of eligible securities) held may be sold, presented for payment, substituted or released and the events of default which will enable the WSPL to exercise its rights against the pledged securities.

In the event that the pledged securities are not registered or inscribed in the name of the WSPL, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the WSPL or the custodial bank or trust company. Whenever eligible securities delivered to the custodial bank or trust company are transferred by entries on the books of a federal reserve bank or other book-entry system operated by a federally regulated entity without physical delivery of the evidence of the obligations, then the records of the custodial bank or trust company shall be required to show, at all times, the interest of the WSPL in the securities (or the pro rata portion of a pool of eligible securities) as set forth in the security agreement.

B. Custodial Agreement

The custodial agreement shall provide that pledged securities (or the pro rata portion of a pool of eligible securities) will be held by the custodial bank or trust company as agent of, and custodian for, the WSPL, will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt, substitution or release of the collateral and it shall provide for the frequency of revaluation of collateral by the custodial bank or trust company and for the substitution of collateral when a change in the rating of a security causes ineligibility. The security and custodial agreements shall also include all other provisions necessary to provide the WSPL with a perfected security interest in the eligible securities and to otherwise secure the WSPL's interest in the collateral, and may contain other provisions that the WSPL Board deems necessary.

IX. PERMITTED INVESTMENTS

As provided by General Municipal Law Section 11, the WSPL Board of Trustees authorizes the Treasurer of the West Seneca Public Library to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

Special time deposit accounts in, or certificates of deposit issued by, a bank or trust company located and authorized to do business in the State of New York.

All investment obligations shall be payable or redeemable at the option of the WSPL within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable in any event at the option of the WSPL within two years of the date of purchase. Time deposit accounts and

certificates of deposit shall be payable within such times as the proceeds will be needed to meet expenditures for which the moneys were obtained, and shall be secured as provided in Sections VIII and IX herein.

Except as may otherwise be provided in a contract with bondholders or note holders, any moneys of the WSPL authorized to be invested may be commingled for investment purposes, provided that any investment of commingled moneys shall be payable or redeemable at the option of the WSPL within such time as the proceeds shall be needed to meet expenditures for which such moneys were obtained, or as otherwise specifically provided in General Municipal Law Section 11. The separate identity of the sources of these funds shall be maintained at all times and income received shall be credited on a pro rata basis to the fund or account from which the moneys were invested.

Any obligation that provides for the adjustment of its interest rate on set dates is deemed to be payable or redeemable on the date on which the principal amount can be recovered through demand by the holder.

X. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

All financial institutions and dealers with which the WSPL transacts business shall be creditworthy, and have an appropriate level of experience, capitalization, size and other factors that make the financial institution or the dealer capable and qualified to transact business with the WSPL.

The WSPL shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amounts of investments that can be made with each financial institution or dealer.

XI. PURCHASE OF INVESTMENTS

The Treasurer or their designee is authorized to contract for the purchase of investments:

Directly, a bank or trust company located and authorized to do business in the State of New York and limited to time deposit accounts in, or certificates of deposit issued by said bank or trust company located and authorized to do business in the State of New York.

XII. DONATIONS

If the WSPL receives any donations in the form of stocks, mutual funds, or bonds, the Treasurer or their designee will work with the appropriate parties to liquidate the assests immediately and tranfer the proceeds to a local WSPL account. The WSPL will provide the donor a written acknowledgement that complies wit IRS requirements, if applicable.

XIII. COURIER SERVICE

The Treasurer or their desginee may, subject to the approval of the WSPL Board by resolution, enter into a contract with a courier service for the purpose of causing the deposit of public funds with a bank or trust company. The courier service shall be required to obtain a surety bond for the full amount entrusted to the courier, payable to the WSPL and executed by an insurance company authorized to do business in the State of New York, with a claims-paying ability that is rated in the highest rating category by at least two nationally recognized statistical rating organizations, to insure against any loss of public deposits entrusted to the courier service for deposit or failure to deposit the full amount entrusted to the courier service.

The WSPL may agree with the depository bank or trust company that the bank or trust company will reimburse all or part of, but not more than, the actual cost incurred by the WSPL in transporting items for deposit through a courier service. Any such reimbursement agreement shall apply only to a specified deposit transaction, and may be subject to such terms, conditions and limitations as the bank or trust company deems necessary to ensure sound banking practices, including, but not limited to, any terms, conditions or limitations that may be required by the Department of Financial Services or other federal or State authority.

XIV. PRIOR RESOLUTIONS RECINDED, ANNUAL REVIEW AND AMENDMENTS

This policy replaces any and all prior policies or resolutions with respect to moneys and other financial resources available for deposit and investment by the WSPL. The WSPL shall review this investment policy annually, and it shall have the power to amend this policy at any time.

XV. DEFINITIONS

The terms “public funds,” “public deposits,” “bank,” “trust company,” “eligible securities,” “eligible surety bond,” and “eligible letter of credit” shall have the same meanings as set forth in General Municipal Law Section 10.

Approved by the West Seneca Public Library Board of Trustees on October 16, 2019.
Adopted on November 20, 2019. Revised & re-approved September 27, 2023. Revised & re-approved February 19, 2025.

DRAFT

Schedule A

Schedule of Eligible Securities for Collateralizing Deposits and Investments in Excess of FDIC Coverage (see Investment Policy, Section VIII)

"Eligible Securities" for Collateral	For purposes of determining aggregate "market value," eligible securities shall be valued at these percentages of "market value":
(i) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government-sponsored corporation.	100%
(ii) Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank and the African Development Bank.	100%
(iii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the market value of the obligation that represents the amount of the insurance or guaranty.	100%
(iv) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of this State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.	100%
(v) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.	100% if rated in the highest category; 90% for 2nd highest; 80% for 3rd highest.
(vi) Obligations of the Commonwealth of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.	100% if rated in the highest category; 90% for 2nd highest; 80% for 3rd highest.
(vii) Obligations of counties, cities and other governmental entities of another state having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.	100% if rated in the highest category; 90% for 2nd highest; 80% for 3rd highest.
(viii) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.	80%
(ix) Any mortgage-related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by federal bank regulatory agencies.	70%
(x) Commercial paper and bankers' acceptances issued by a bank (other than the bank with which the money is being deposited or invested) rated in the highest short-term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 60 days from the date they are pledged.	80%
(xi) Zero-coupon obligations of the United States government marketed as "Treasury STRIPS."	80%

Chart Source: NY State Comptroller's Office Publication, *Investing and Protecting Public Funds*, August 2014