



Western New York Library Resources Council

Bylaws

LOSA revision September 11, 2024

1. Formation

- 1.1 The Western New York Library Resources Council (the “Council” or “WNYLRC”) is a reference and research library system (a “3R” created by the New York State Education Department’s Board of Regents per a charter initiated in 1966 and fully granted in 1971 (the “Charter”).

2. Purpose and Area of Service

- 2.1 As a 3R, WNYLRC is a chartered educational institution resulting from the association of a group of institutions of higher education, libraries, non-profit educational institutions, hospitals, and other institutions organized to improve reference and research library resources service.
- 2.2 The purpose of WNYLRC is to provide services to members within its chartered area of area of service, which are the counties of: Cattaraugus, Chautauqua, Erie, Genesee, Niagara, and Orleans (the “Service Area”).

3. Mission of WNYLRC

- 3.1 Within its chartered purpose, the mission of WNYLRC is to help libraries build connections with each other, library users, and the larger community.

4. Registration

- 4.1 WNYLRC is registered with the New York State Education Department (the “Department”) as required by Education Law 272.
- 4.2 The conditions of registration are set by the Department, and WNYLRC adopts a Plan of Service and takes other action to ensure it continually meets the requirements.

5. Powers and Authority

- 5.1 As an education corporation chartered by the Regents, WNYLRC, together with its governing board of trustees (the “Board”) and officers, has all the powers and authority granted by New York Education Law and the New York Not-for-Profit Corporation Law.
- 5.2 These powers include, but are not limited to, the power to enter into contracts and to own property.

6. Membership

- 6.1 The membership composition and privileges of WNYLRC that must meet the requirements of Education Law Sections 272(2) and 8 NYCRR 90.5(b).
- 6.2 This combination of law and regulations means the following *must* be members:
- 6.2.1 At least four chartered degree-granting institutions of higher education of the four-year level whose libraries meet departmental standards.
- 6.2.2 Either:
- i. at least one chartered degree-granting institution of higher education offering graduate programs for a master’s degree whose library holds not less than two hundred seventy-five thousand volumes and currently receives not less than three thousand periodical titles, or;
 - ii. a public library which holds not less than four hundred thousand adult volumes and currently receives not less than one thousand five hundred periodical titles.
- 6.3 This combination of law and regulations means the following *may* be members, provided they meet membership criteria set by the Board and have applied for membership:
- 6.3.1 Approved public and school library systems which are within the Service Area.
- 6.3.2 Any chartered institution of higher education within the Service Area whose library meets the departmental standards.

- 6.3.3 Any hospital whose library meets the standards established by the regents in accordance with Education Law Section 254.
- 6.3.4 All Department-chartered libraries, libraries of educational agencies, libraries of nonprofit organizations, and other special libraries that provide service within Service Area.
- 6.4 WNYLRC may also, from time to time, set policy its own minimum standards for membership and affiliation consistent with regulations of the commissioner; such standards will clearly set out the different criteria, obligations, and privileges of such members and affiliates.
- 6.5 When setting minimum standards for membership, the Board shall be mindful that Education Law 272 requires that the membership of a 3R shall be broadly representative of the chartered educational agencies, nonprofit organizations, hospitals, and other special libraries in the Service Area.
- 6.6 As required by Education Law Section 272, such Board-approved minimum standards for membership shall be included in the Council's annual report to the Department.
- 6.7 The Board shall no less than annually review and confirm all voting members to ensure they continue to meet the criteria for a Governing Member and shall confirm the list at the regular meeting prior to sending notice of the Annual Meeting of members.
- 6.8 The Board may create other types of membership and affiliation as determined by board policy.

7. Powers of Members

- 7.1 Voting members may designate a representative to attend the meetings of the members to cast votes on behalf of a member and to have such other powers as set by the Board through these bylaws, policy, or contract.
- 7.2 Other members shall have powers as set by the Board through policy or contract.

8. Privileges and Obligations of Members



- 8.1 WNYLRC is committed to questioning existing practices and testing new ideas, so the privileges of members will vary as services evolve.
- 8.2 Membership may contract with WNYLRC and/or its members for special services and activities consistent with the policies and goals of WNYLRC.
- 8.3 Voting members are:
 - 8.3.1 Eligible to designate a representative to be nominated to serve on the WNYLRC Board of Trustees.
 - 8.3.2 Eligible to designate a representative to serve on WNYLRC Standing Committees.
 - 8.3.3 Eligible to participate in training and other services at rates that only apply to voting members.
 - 8.3.4 Eligible to apply for grants when available.
 - 8.3.5 Eligible to utilize all other member services.
- 8.4 Non-voting members and are:
 - 8.4.1 Eligible to designate a representative to be nominated to serve on the WNYLRC Board of Trustees.
 - 8.4.2 Eligible to designate a representative to be considered for service on a committee.
 - 8.4.3 Eligible to participate in training and other services at rates set by the Council.
 - 8.4.4 Eligible to apply for grants when available.
 - 8.5 Other members, including “Patron” members and “Affiliate” members, may have such privileges as set by the Board from time to time; such terms will be attached to these Bylaws as “A” for member and trustee convenience, but shall not be a part of the Bylaws.
- 8.6 Dues
 - 8.6.1 Each member will be assessed annual membership dues.
 - 8.6.2 The Board shall recommend a dues scale from time to time but no less than every three years.



8.6.3 No dues scale shall be effective until passed by a majority vote of the voting members; the resolution to adopt the scale shall include the formula or method of assessing the fee.

8.6.4 The dues scale and other membership terms shall be attached to these Bylaws as “B” for convenience but shall not be a part of the Bylaws.

8.7 Membership Term

8.7.1 The annual term of membership runs from July 1 through June 31.

9. Annual Meeting of Members

9.1 As required by Education Law 255(3)(b), WNYLRC shall hold an Annual Meeting of the designated representatives of each member institution (the “Annual Meeting”).

9.1.1 As required by Education Law 255(3)(b), the Secretary of WNYLRC shall call the Annual Meeting and shall give notice by mail at least five days prior. The Board may adopt a policy setting out additional notice times and methods as it deems appropriate.

10. Composition of the Board of Trustees

10.1 WNYLRC is governed by an independent board of trustees (already designated in these Bylaws as the “Board”).

10.2 The trustees, by law, include representatives from:

10.2.1 The Buffalo & Erie County Public Library System, as a library system in the Service Area.

10.2.2 The Cattaraugus-Chautauqua County Public Library System, as a library system in the Service Area.

- 10.2.3 The NIOGA Library System, as a library system in the Service Area.
- 10.2.4 The academic library member with the largest collection.
- 10.3 Also by law, the Board must include two non-librarians from the research community in the Service Area; one of these positions may be specifically nominated and elected to represent the cultural heritage community.
- 10.4 WNYLRC also chooses to require that membership on the Board must also include:
 - 10.4.1 One (1) representative from three (3) of the five (5) school library system members.
 - 10.4.2 Two (2) representatives from member academic libraries other than one with the largest collection, one (1) of which must be a private college or university library.
 - 10.4.3 Three (3) representatives from special library members.
 - 10.4.4 One (1) representative from the full-time faculty or administration of the Information and Library Science MS at SUNY Buffalo's Graduate School of Education.

11. Nomination and Election of Trustees

- 11.1 The Board (or a body designated by the board) shall solicit names of candidate(s) from the trustees and the WNYLRC membership and then recommend a slate of nominees to the Board President and Executive Director.
- 11.2 The Board or its designee shall reconvene as needed to recommend individuals to fill unexpected vacancies on the Board until a new committee is appointed the following Spring.
- 11.3 The slate of nominees, with biographical information, shall be distributed to the membership along with the official notices of the Annual Meeting.
- 11.4 Voting to elect trustees shall be conducted electronically and concluded within three weeks of the Annual Meeting.

12. Terms of Trustees

- 12.1 Trustees shall serve 5-year terms.
- 12.2 One-fifth (1/5) of the board membership shall be elected annually.
- 12.3 The term of office shall begin on the 1st of January.
- 12.4 By law, consecutive service shall be limited to two (2) terms.
- 12.5 Any midterm vacancy shall be filled by a majority vote of the board and a newly appointed trustee completing another's term shall serve until the completion of the former trustee's term.
- 12.6 Removal or suspension shall be made according to Education Law 226.

13. Meetings of the Board of Trustees

- 13.1 By law, the Board shall meet no less than six times per year.
- 13.2 The date of regular meetings for a year shall be set by the president at the first meeting of the year, in consultation with the Executive Director and the full board.
- 13.3 The Board will endeavor to schedule regular meetings well in advance, with no less than one month's written notice.
- 13.4 In addition to regular meetings scheduled in advance, the president, executive committee, or any three trustees may call a special meeting upon three business days' notice. The purpose of a special meeting shall be limited to the purposes included in the notice.
- 13.5 The president, in consultation with the Executive Director and Executive Committee, confirms the draft agenda for a regular meeting.

- 13.6 Consistent with Education Law 226(1), a majority of the full board shall constitute a quorum for purposes of doing business.
- 13.7 Unless otherwise required by law or these bylaws, all resolutions may be passed by a majority of those in attendance at a meeting with a quorum.
- 13.8 The board may not vote to dissolve the Council, sell property in excess of 50% of WNYLRC's total assets, sell or buy any real estate, or take other action requiring the full body without a vote of all trustees.
- 13.9 The board may conduct business between meetings via resolutions with unanimous consent via email. Such votes shall be ratified and noted in the minutes of the next regular meeting following the vote.
- 13.10 WNYLRC is not subject to the Open Meetings Law but shall endeavor to make meetings open and accessible to every member institution. If the Board wishes to discuss a matter confidentially, it shall pass a resolution to move into "executive session," at which point only trustees and those invited by them in the resolution shall remain.
- 13.11 Guests may speak at meetings either by being included on the agenda, after the board passes a resolution allowing the input, or upon invitation by the President.
- 13.12 As allowed by the Not-for-Profit Corporation Law, trustees may attend and participate fully by teleconference or telephone so long as each speaker is identifiable by all attendees.
- 13.13 Trustees may not vote by proxy.
- 13.14 To enable orderly conduct of business, the Board shall maintain a list of routine duties, deadlines, and responsibilities and attach it to these Bylaws as "C."

14. The Executive Committee

- 14.1 As allowed by the Education Law, the Board shall have a standing "Executive Committee" authorized to conduct all business between meetings, comprised of the president, vice president, secretary, treasurer,

and the most recent past president. By law, the Executive Committee must have five (5) members who are all trustees.

- 14.2 Any action taken by the Executive Committee between meetings shall be reported by a member of the Committee and noted in the minutes of the next regular meeting following the vote.
- 14.3 Other Board committees may be established as needed.

15. Member Standing Committees

- 15.1 All committees aside from the Executive Committee and other designated Board Committees shall be “committees of the corporation” without the power to bind the Board (by contract or otherwise); such committees shall be called “Member Standing Committees”.
- 15.2 The Board of Trustees may create additional Member Standing Committees or task groups as needed through a resolution adopted by the majority of the entire Board of Trustees; such committees may be composed of staff from member libraries and organizations including trustees, or a combination, as designated by the board.
- 15.3 The Board shall review all Member Standing Committees annually.
- 15.5 All committees are composed of staff from member libraries and member organizations determined by the Executive Committee in consultation with the Executive Director and confirmed by the Executive Committee.
- 15.6 Unless specified otherwise in the resolution appointing a committee member, the term of service is a maximum of two 3-year terms unless completing an existing term.
- 15.7 The charge, scope, and purpose of standing committees is reviewed no less than annually by the Board.

16. Officers

- 16.1 The officers of the Board shall be: president, vice president, secretary, treasurer, and immediate past president.
- 16.2 All officer terms shall be for one (1) year.
- 16.3 The president shall be responsible for: developing the draft agenda, presiding over meetings, signing contracts, and speaking for the Board when authorized by the Board or per policy.
 - 16.3.1 The president shall typically be confirmed by a majority vote into the office after their term as vice president expires, but another trustee may be elected by a majority of the Board if the vice president is unwilling or unable to accept the role, or the Board does not confirm the appointment.
- 16.4 The vice president shall be responsible for performing the duties of the president when the president is unable to do so and may sign contracts as authorized by Board-approved policy.
 - 16.4.1 The vice president shall be elected with the understanding that after their term as vice president expires, they are automatically nominated for president.
- 16.5 The secretary shall be responsible for: ensuring minutes of meetings are duly generated and approved, certifying resolutions, and signing as an officer as needed per law or board policy.
- 16.6 The treasurer shall be responsible for performing the position as set out by 8 NYCRR 90.6, and in so doing, shall be bonded as required by 8 NYCRR 90.5(a)(2).
 - 16.6.1 The treasurer does not need to be a trustee.
- 16.7 The immediate past president shall be a voting member of the Executive Committee and shall coordinate the annual evaluation of the Executive Director.
- 16.8 No officer, except the treasurer, shall hold the same position consecutively for more than two (2) years.

17. Duties of the Board, Trustees, Officers, and Committee Members

- 17.1 Each trustee, officer, and committee member is required to perform their duties for WNYLRC to the degree required by law, policy, or the terms of the appointment.
- 17.2 Trustees shall endeavor to govern with transparency unless a matter is discussed in executive session or is required to be kept confidential by law or policy, in which case it shall be regarded as confidential.
- 17.3 Committee members shall endeavor to perform their service with transparency unless specifically instructed otherwise.

18. Executive Director

- 18.1 As required by 8 NYCRR 90.5, the Executive Director of WNYLRC shall be a full-time employee who is a trained professional librarian with at least eight full years of postgraduate professional library experience, at least two years of which shall have been in an administrative capacity, or equivalent experience is determined by the commissioner, and who holds or is eligible for a certification under 8 NYCRR 90.57.
- 18.2 The Executive Director is the chief administrative officer who shall have, subject to the direction of the board, general charge, oversight and direction of the affairs and business of the council, and sole responsibility for the employment and discharge of staff in accordance with board established policies.
- 18.3 The Executive Director shall be the principal administrative officer of the organization charged with the duties of effectuating the purposes of the organization, carrying out the directors of the board of trustees and performing any and all functions necessary and proper to ensure that the policies, objectives and aims of the council are carried out.
- 18.4 The Executive Director is not trustee but is invited and expected to attend all regular board meetings, every executive session, every meeting of the Executive Committee, and every special meeting, unless specified otherwise in the notice or resolution calling the meeting.
- 18.5 Appointment, change in terms, and termination of the Executive Director can only be effected by a majority vote of the full Board.

- 18.6 In the event of a concern meriting investigation, the Executive Director may be suspended with pay by the Executive Committee.
- 18.7 The Board shall evaluate the Executive Director no less than annually. The immediate past president shall coordinate the evaluation.

19. Amendment of Bylaws

- 19.1 Written copies of proposed amendments to the organization bylaws shall be sent to the membership with an official notice of a meeting.
- 19.2 Ratification requires a majority vote of the established quorum of the voting members.

Revisions

- 1967: Bylaws of the Members were adopted December 9, 1967.
- 1988: Bylaws revised September 20, 1988.
- 1991: Proposed changes in Article V, Section 2 were approved by the Board of Trustees at the regular meeting of April 16, 1991. Bylaws revised October 22, 1991.
- 2000: Retyped for electronic format by 10/02/00.
- 2001: Bylaws revised October 24, 2001.
- 2001: Bylaws revised to reflect changes in Dues Structure and Membership Categories as approved by WNYLRC membership at Annual Meeting on October 24, 2001.
- 2003: Bylaws updated on 10/22/03 to reflect the current name of the library school at the University at Buffalo to: University at Buffalo.
- 2005: Bylaws updated on 10/19/05 to reflect dues structure extension for the next 3 years as approved by the WNYLRC membership at the Annual Meeting on October 19, 2005.
- 2007: Bylaws revised July 16, 2007, to reflect changes in Article II, Section B, Article III, Section 4.b., Article IV, Section 2 and Section 3, Article V, Section 2.d. 1 and 4 and Article V, Section 3. a. and as approved by the WNYLRC membership at the Annual Meeting on October 3, 2007.
- 2008: Bylaws revised May 20, 2008, to reflect changes in Article II, Section 2.a. and as approved by the WNYLRC membership at the Annual Meeting on October 22, 2008.
- 2009: Bylaws revised February 10, 2009, to reflect changes in Article II, Section 1 B, line a-c and as approved by the WNYLRC membership at the Annual Meeting on October 28, 2009.
- 2011: Bylaws revised April 13, 2011, and approved by the WNYLRC Board of Trustees at their meeting on April 27, 2011. Approved by the WNYLRC membership at the Annual Meeting on October 5, 2011.
- 2012: Bylaws revised August 6, 2012, and approved by the WNYLRC Board of Trustees at their meeting on September 18, 2012. Approved by the WNYLRC membership at the Annual Meeting on October 17, 2013.
- 2014: Minor clarification of language, Article IV, Member Privileges and Responsibilities – f 3. Reviewed by WNYLRC Board of Trustees at their meeting on September 23, 2014.



- 2016 Combined Board and Member bylaws into a single document. Approved by the WNYLRC Board of Trustees at their meeting on March 3, 2016. Approved by the WNYLRC membership in the Annual Meeting of the Membership in October 2016, by electronic vote.
- 2017 Revised changes to Member bylaws. Approved by the WNYLRC Board of Trustees at their meeting on May 24, 2017. Approved by the WNYLRC membership at the Annual Meeting of the Membership on October 31, 2017, by electronic vote.
- 2018 Revised changes to Member bylaws. Approved by the WNYLRC Board of Trustees at their meeting on June 20, 2018. Approved by the WNYLRC membership at the Annual Meeting of the Membership on September 20, 2018, by electronic vote.
- Revised and approved new fiscal year July 1 to June 30 in September 2021. Bylaws amended.
- 2022 Revision. Approved by the WNYLRC membership introduced at the Annual Meeting of the Membership on September 27, 2022.
- Revised and approved by the Membership at the 2024 Annual Meeting to conform to requirements of Education Laws 226, 255, 272, 8 NYCRR 90.5 and 90.6, and the Not-for-Profit Corporation Law.

Attachment A: Membership Categories and Benefits

- a. Governing Membership The following criteria will determine eligibility for Governing Membership in WNYLRC:
 1. Eligible Library and Cultural Organizations
 - a. Governing Members must have an MLS degree library professional on staff.
 - b. Any library that meets current State Education Department (SED) standards that resides within a degree-granting **chartered** institution of higher education or has submitted an appropriate five-year plan for the realization of those standards (see Commissioner’s Regulations 90.5)
 - c. Hospital libraries that meet the standards established by the regents in accordance with section §254
 - d. Any school library system meeting the current SED standards including New York State Educational Law and Commissioner’s Regulations. Individual public and school libraries that are members of a school or public library system are considered an affiliate and are eligible for some WNYLRC benefits under this category but concede their voting rights to the system headquarters
 - e. Any public library systems meeting the current SED standards including New York State Educational Law and Commissioner’s Regulations. Individual public and school libraries that are members of a school or public library system are considered an affiliate and are eligible for some WNYLRC benefits under this category but concede their voting rights to the system headquarters
 - f. Any individual public library who is a member of a public library system but wishes to be an individual member
 - g. Any individual school library who is a member of a school library system but wishes to be an individual member
 - h. Any special reference and research library that is or resides in a **chartered** educational agency or non-profit chartered organization such as a museum or historical society
 - i. Any special reference and research library that is non-chartered or resides in a non-chartered educational agency but who has a MLS degreed professional on staff
 2. Governing Members agree to the extent possible to share resources freely and willingly with other WNYLRC members onsite, onsite by appointment, and/or via interlibrary loan at no cost to the borrower
 3. Eligible Individuals or Groups Served Through Governing Membership

- a. All staff of member organizations including student workers
 - b. All Board of Trustee appointees of member organizations
 - c. All faculty working in the Governing Member organization
- 4. Ineligible Individuals or Groups Not Served Through Governing Membership
 - a. Friends of Libraries groups
 - b. Departments outside of the member library or archives including another department faculty
 - c. Library patrons or users
- b. Standard Membership. The Standard Membership is for non-chartered organizations and/or who do not have a MLS degreed professional on staff.
 - 1. Eligible Library and Cultural Organizations
 - a. Any special reference and research library in the private or public sector within an organization such as a correctional facility
 - b. A non-chartered historical society or not-for-profit
 - c. Any free Association Library who is a member of a public or school library system
 - d. Any Native American Library who is a member of a public or school library system

Non-chartered, non-profit organizations and private corporations providing serious reference and research library services in the WNYLRC service area, which house a collection or repository of resources of interest to a broad audience used to support the institution's primary clients and/or community
 - 2. Standard Members agree to the extent possible to share resources freely and willingly with other WNYLRC members onsite, onsite by appointment, and/or via interlibrary loan at no cost to the borrower
 - 3. Eligible Individuals or Groups Served Through Standard Membership
 - a. All staff of member organizations including student workers
 - b. All Board of Trustee appointees of member organizations
 - c. All faculty working in the Standard Member organization
 - 4. Ineligible Individuals or Groups Not Served Through Governing Membership
 - a. Friends of Libraries groups
 - b. Departments outside of the member library or archives including another department faculty
 - c. Library patrons or users
- c. Patron Membership. The Patron Membership is for those organizations that do not meet the Governing or Standard Membership level. These members have limited benefits and **are non-voting.**
 - 1. Eligible Library and Cultural Organizations
 - i. Organizational Membership

Organizations that do not have a physical collection per se to resource share but may have expertise to share in the area of library and information science, or may work on behalf of WNYLRC members in other venues in support of libraries and/or resource sharing OR
 - b. Individual Membership



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- i. Personal – Retirees from the field of librarianship, individual librarians and library assistants who prefer to keep current with issues affecting the WNY library community
 - ii. Consultant - Individual consultants that provide services in the field of librarianship
- Student – Students who are currently obtaining their MLS or graduates who have had their MLS less than 12 months



Attachment B: Member Dues Schedule

Proposed Dues Table 2023-2026 for Governing Members

- A 10% increase for most member categories in 2023/2024 and then static for the next two years.
- Historically, the membership year ran from January 1 to December 31. This year we are changing the membership year to coincide with our fiscal year, July 1 to June 30.
- We have also added a new budget range category to break up one of the ranges.
- We will pro-rate the first six months (January to June) for 2023 and bill in November 2022.
- We will then bill members again in June for the fiscal year July 1, 2023 to June 30, 2024 to have the membership year work with our fiscal year.
- However, you have the option to be billed for the full 18 months (January 1, 2023 to June 30, 2024 in November 2022).

Materials Budget Range	2022 Proposed and Approved 11/2018 Billed November 2021	Pro-rated January 1 – June 30, 2023 based on 2022 dues and Billed November 2022	Total Dues 2023/2024 Proposed (July 1, 2023 to June 30, 2024) Billed in June, 2023	Total Dues 2024/2025 Proposed (July 1, 2024 to June 30, 2025) Billed in June 2024	Total Dues 2025/2026 Proposed (July 1, 2025 to June 30, 2026) Billed in June 2025
\$0-\$499	\$110	\$55	\$121	\$121	\$121
\$500-\$999	\$215	\$108	\$237	\$237	\$237
\$1,000 - \$10,000	\$275	\$138	\$302	\$302	\$302
\$10,001 – 19,999		\$138	\$350	\$350	\$350
\$20,000-\$49,999	\$363	\$182	\$400	\$400	\$400
\$50,000-\$99,999	\$441	\$220	\$485	\$485	\$485
\$100,000-\$249,999	\$573	\$287	\$630	\$630	\$630
\$250,000-\$499,999	\$882	\$441	\$970	\$970	\$970



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\$500,000- \$999,999	\$1,499	\$750	\$1,649	\$1,649	\$1,649
\$1 million +	\$1,901	\$950	\$2,091	\$2,091	\$2,091

Approved Dues Table 2023-2025 for Patron Membership

Membership Category	2022 Approved Billed November 2021	Pro-rated January – June 2023 based on 2022 dues and Billed November 2022	2023/2024 Proposed (July 1, 2023 to June 30, 2024) Billed in June	2024/2025 Proposed (July 1, 2024 to June 30, 2025) Billed in June	2025/2026 Proposed (July 1, 2025 to June 30, 2026) Billed in June
Organizational	\$287	\$144	\$300	\$300	\$300
Personal	\$32	\$16	\$35	\$35	\$35
Student	\$15	\$7.50	\$15	\$15	\$15

* Approved by the Board March 16, 2021.

*Approved by the Membership_____

G:/Membership/Dues/2018/revision dues 2023-2025

Attachment C: Basic Routine Calendar

Obligation or Important Date	Basis	Responsibility
Annual Meeting notice must be sent at least 5 days in advance.	Education Law Section 255(3)(b)	Secretary
Trustee Nominations	Bylaws Section 11	Nominating Committee, Board
Trustee Elections (at Annual Meeting)	Education Law Section 255	Board with assistance from Executive Director and employees
Officer Elections at first regular meeting	Bylaws Section 16	Presided over by president-nominee (former vice president)
At least 6 Regular Meetings per year	Education law 255(3)(c)	Scheduled by board as guided by President and Executive Director
Special Meetings	Bylaws Section 13.4	Can be called by President, three board members, or Executive Committee with 3 business days' notice
Review scope of standing committees and revise as needed: First regular meeting	Bylaws Section 15.4.1	Board
Committee Appointments First or second regular meeting and as needed	Bylaws Section 15.6	President
Annual Report on the agenda to be approved by board so it may be filed no later than September	8 NYCRR 90.5(d)	Executive Director, President, Board
Annual Evaluation of Executive Director	Bylaws Section 18.7	Board
Approve Plan of Service	Bylaws Section 4.2	Board
Annual Audit	NY Executive Law US Internal Revenue Code	Executive Director



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Obligation or Important Date	Basis	Responsibility
Review Annual 990 Form	NY NFPCL US Internal Revenue Code	Board
File Annual 990 to IRS	NY NFPCL US Internal Revenue Code	Executive Director
Regular meeting before membership meeting: confirm Governing Members	Bylaws Section 6	Board
Board-approved minimum standards for membership included in annual report to NYSED	Education Law Section 272 Bylaws Section 6.6	Executive Director
The charge, scope, and purpose of standing committees is reviewed no less than annually by the Board	Bylaws Section 15.7	Board