

AURORA TOWN PUBLIC LIBRARY  
550 Main Street, East Aurora, New York 14052

Agenda of the Board  
Regular Monthly Meeting  
May 25, 2021, 1:00 p.m.  
*Held Via GoToMeeting App*

1. Comments from the audience
2. Minutes of the Meetings: April 27, 2021
3. Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: April 2021
4. Director's Report: April 2021
5. Reports of Interest
  - a. Effective 5/17, the system-wide quarantine of library materials ended. Materials are once again being discharged from patron accounts upon return or after the drop boxes is emptied.
  - b. 181 patrons participated in the Welcome to Your Library raffle.
  - c. Holds are now available for patrons to pick-up across from the New, 7-Day Fiction, instead of behind the desk. This decision was made to improve traffic flow, create more work space for staff, and allow patrons to access their ordered items themselves.
  - d. Other
6. Personnel
  - a. Payroll Report: PP (2021)
  - b. Board May Enter Executive Session
  - c. Other
7. Old Business
  - a. ACT Meeting: May 1, 2021
  - b. Program Equipment & Facility Improvement Initiative
  - c. Other
8. New Business
  - a. System Paid Budget Analysis (as of March 31)
  - b. Distribution Policy Review
  - c. LED Lighting
  - d. Other

Next regularly scheduled meeting: June 15, 2021 at 1:00 p.m.

AURORA TOWN PUBLIC LIBRARY  
550 Main Street, East Aurora, New York 14052  
Board of Trustees Regular Monthly  
Meeting  
April 27, 2021  
*Held Via GoToMeeting App*

**Minutes**

**Present:** Alice Askew, Martha Buyer, Elaine Chow, Kara Spencer-Ching, Richard Wiesen, Paula Klocek, Director

President Alice Askew called the meeting to order at 12:45 p.m.

1. There were no comments from the audience.
2. A motion (MB, KSC) to approve the minutes, as amended, of the meeting of March 23, 2021 carried by a voice vote.
3. A motion (MB, EC) to approve the Treasurer's Report, March 2021 Financial Statements, and the Internal Auditor Report carried by a voice vote.
4. Director's Report: March 2021
  - The e-Branch continues to post large gains in patron use over 2019 while contracting libraries continue to post declines due to restrictions of the pandemic.
  - ATPL and other Contracting Libraries show increased WIFI use over a year ago.
  - The Friends Ongoing Book Sale continues to show good sales--\$117 this month.
  - Take-home program kits continue to be very popular and ATPL will continue them into summer. Two Read to a Dog programs will take place, in-person, at the Library.
5. Reports of Interest
  - a. The System Director, Mary Jean Jakubowski, has announced her retirement effective June 20, 2021.
  - b. National Library Week took place April 4-10; but Buffalo & Erie County Public Libraries will celebrate for the entire month. This year's theme is "Welcome to Your Library," promoting the idea that libraries extend beyond the four walls of a building and everyone is always welcome. ATPL is holding a family raffle to celebrate. For every five books checked out, patrons of all ages earn one raffle ticket. The winner will be selected May 3, 2021.
  - c. The Bicentennial Year of Erie County (April 2021-April 2022) will be celebrated with displays and programming in collaboration with Town Historian, Robert Goller. The possibility of an Elbert Hubbard Impersonator was discussed.
  - d. ATPL partnered with Kenny Arnold, industrial designer, to assist the virtual Play Path Design Workshop by publicizing the free event and being a pickup site for the program kits. Play Path is a winning project of the Play Everywhere Design Challenge from Kaboom! and the Ralph C. Wilson Jr. Foundation in collaboration with Kenny Arnold Design and the Rural Outreach Center. There were a number of creative concepts developed by our participants.

- e. Effective April 5, 2021, B&ECPL has reduced the quarantine of returned library materials to 2 days (48 hours).
- f. Effective March 23, 2021, New York State law requires gender neutral signage for single use bathrooms. The bathrooms must be clearly designated as gender neutral by a posting on or near the entry door. The CEN will be providing permanent signage—a temporary sign is currently in use.

6. Personnel

- a. The Trustees reviewed the Payroll Report for Pay Period 4 (March 2021).
- b. The Board did not enter into Executive Session.

7. Old Business

- a. The Summer Reading program schedule for July and part of August 2021 was given to the Trustees in advance of the public release. There are three programs each week for that six weeks period.

8. New Business

- a. The NYS 2021-22 Budget will provide financial opportunities for B&ECPL and for ATPL. The final budget restores the 7.5% cut (\$7.1 M) proposed by the Governor's Budget. During the last FY the Governor paced a hold on 20% of the Library's budget. Those funds (\$573,427) have been released. Those funds along with the approved budget funds (\$286,714) gives B&ECPL a total of \$810,141, some of which is one year funding. In addition, Library Construction Funding has been raised to \$1.559 M from the 642 M last year.
- b. B&ECPL has created a Program Equipment & Facility Improvement Initiative (\$500,000) for improvements that add to the patron experience, can be implemented in the near future, and would not typically qualify for NYS Library Construction Aid. After a discussion, the Trustees authorized the Director to prepare a proposal to present to the Board at its next meeting. The plan will include a renovation to the "front desk" area with the goal of enhancing patron service and overall functionality.
- c. The Director proposed a five hour increase to 43 hours each week beginning May 3. There would be an adjustment in personnel scheduling commensurate with coverage needs. A motion (RW, MB) to authorize the Director to increase library as proposed carried by a voice vote.
- d. The ACT Meeting via ZOOM will be held on Saturday, May 1, 2021, beginning at 9:00 a.m. The Agenda has been send to all trustees. The meeting is expected to last 2 hours.

A motion (RW, KSC)) to adjourn the meeting was carried by a voice vote. President Alice Askew adjourned the meeting at 2:19 p.m. The next regularly scheduled meeting: May 25, 2021 at 1:00 p.m.

Respectfully submitted

Richard Wiesen,  
Secretary

**LOCAL CHECKING ACCOUNT**

Beginning Balance:	1-Apr-21		\$22,342.89
Plus Receipts/Deposits		<b>Total:</b>	\$400.00
Less Checks/Debits		<b>Total:</b>	<b>\$477.13</b>
Ending Balance:	30-Apr-21		\$22,265.76

**Transaction Details**

**Receipts:**

Alice Askew Donation		\$200.00
Anonymous Donation		\$200.00
	<b>Total:</b>	<b>\$400.00</b>

**DISBURSEMENTS:**

B&ECPL-PVT-Ingram Books		\$477.13
	<b>Total:</b>	<b>\$477.13</b>

**Savings Account**

Balance Forward	1-Apr-21	\$50,585.66
Interest Earned:		\$1.33
Balance	30-Apr-21	\$50,586.99

**Volker Funds**

Balance Forward	1-Apr-21	\$2,132.25
Receipts:	None	\$0.00
Disbursements:	None	\$0.00
Balance	30-Apr-21	\$2,132.25

**Gallivan Funds**

Balance Forward	1-Apr-21	\$0.00
Receipts:	None	\$0.00
Disbursements:	None	\$0.00
Balance	30-Apr-21	\$0.00

**Internal Auditor's Report Richard Wiesen, Internal Auditor**

Voucher#	Amount	Approved	Check #	Reason
L63	\$477.13	421/21	1019	B&ECPL-PVT-Ingram Books

<b>Friends Ongoing Book Sale</b>	APRIL \$118.00	YTD \$444.00
<b>Contingency Funds</b>	Counted On 4/15/2021	Total \$492.52

## CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: APRIL

SAP Acct.	Description	Adopted Budget	Budget Transfers	Year-to-Date Expenditures	Available Budget	Projected Utilization at 12/31	Projected Variance at 12/31	Comments
500000	Salaries - Full-time	0	0	0	0		0	
502000	Fringe Benefits	0	0	0	0		0	
<b>Utility Charges:</b>								
515000	Water	550	0	85	465	550	0	
515000	Sewer	850	0	888	(38)	888	(38)	
515000	Telephone - Maintenance	0	0	0	0		0	
510200	Dues and Fees	20	0	20	0	20	0	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	2,100	0	68	2,032	2,100	0	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	400	0	0	400	400	0	
530000	Other Expenses & Charges	600	0	0	600	600	0	
530000	Contingency (Bullet Aid)	0	2,120	2,120	0	0	2,120	
<b>TOTAL EXPENSES</b>		<b>4,520</b>	<b>2,120</b>	<b>3,181</b>	<b>3,459</b>	<b>4,558</b>	<b>2,082</b>	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	11,490	0	1,054	10,436	3,162	(8,328)	
Copy Machines	606	0	127	479	381	(225)	
Print Cost Recovery	2,333	0	507	1,826	1,521	(812)	
Other Income	304	0	0	304	0	(304)	Recording Under Fines, Lost
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	2,120	0	2,120		(2,120)	
Use of Fund Balance	0	0	0	0		0	
<b>TOTAL DIRECT INCOME</b>	<b>14,733</b>	<b>2,120</b>	<b>1,688</b>	<b>15,165</b>	<b>5,064</b>	<b>(11,789)</b>	

AURORA TOWN PUBLIC LIBRARY

COUNTY LEDGER

COUNTY CHECKING ACCOUNT

30-Apr-21

Beginning Balance:	1-Apr-21		\$7,228.82
Plus Receipts/Deposits		Total:	\$502.83
Less Checks/Debits		Total:	\$0.00
Ending Balance:	30-Apr-21		\$7,731.65

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Transaction Details

Receipts:

Fines			\$115.70
Fines			\$231.90
Fines			\$114.78
Copier			\$40.45
		Total:	\$502.83

Disbursements: NONE

Total: \$0.00

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Internal Auditor's Report Richard Wiesen, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
NONE				

**AURORA TOWN PUBLIC LIBRARY  
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716-652-4440/fax 716-655-5875**

**DIRECTOR'S REPORT  
April 2021**

<b>CIRCULATION</b>	<b>Total-month</b>	<b>Average/day</b>	<b>Average/hour</b>	<b>YTD Total</b>
<b>2021</b>	7,031*	334.81	43.94	25,564**
<b>2020</b>	85	N/A	N/A	30,076
<b>2019</b>	12,114	484.6	56.1	49,445
<b>2018</b>	14,518	580.7	67.8	54,909

\*65.2% (4,584) via self-checkout

\*\*60.9% (15,574) via self-checkout YTD

Note: Circulation for the contracting libraries was 66903.3% this month (EAU was 8171.8%) and 2.1% YTD (EAU was -15.0%).

<b>Library of Things</b>	<b>2021</b>
<b>Monthly</b>	3
<b>Year-to-date</b>	5

<b>SYSTEM e-BRANCH</b>	<b>Month 2021</b>	<b>Month 2020</b>	<b>Change</b>	<b>YTD 2021</b>	<b>YTD 2020</b>	<b>Change</b>
Online Renewals	82,751	528	15572.5%	294,681	249,793	18.0%
Interlibrary Loans	1,021	0	#DIV/0%	4,072	3,022	34.7%
D-Loadable Audio Books	37,873	30,999	22.2%	148,939	126,408	17.8%
D-loadable Streaming Videos	72	78	-7.7%	464	218	112.8%
eBooks	76,983	80,163	-4.0%	315,405	267,110	18.1%
Downloadable Music/Music Videos	22,601	32,883	-31.1%	105,189	120,271	-12.5%

<b>YEAR</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
<b>DAYS/HOURS OPEN</b>	21/160	0/0	25/216	25/214

**DAYS CLOSED:** All Saturdays

<b>COMPUTER USE</b>	<b>2021</b>	<b>2020</b>	<b>% Change</b>
<b>Monthly</b>	232	0	#DIV/0%
<b>Year-to-date</b>	786	1,871	-58.0%

Note: Computer use for the contracting libraries was #DIV/0% this month and -33.6% YTD.

<b>WIFI USE</b>	<b>2021</b>	<b>2020</b>	<b>% Change</b>
<b>Monthly</b>	1,486	355	318.5%
<b>Year-to-date</b>	5,396	4,364	23.6%

Note: Wifi use for the contracting libraries was 493.2% this month and 8.5% YTD.

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**DIRECTOR'S REPORT**

April 2021

<b>NEW LIBRARY CARD MEMBERSHIP</b>	<b>Total-month</b>	<b>YTD</b>
<b>Adults</b>	5	42
<b>Children</b>	4	23

<b>PATRON COUNTER</b>	<b>2021</b>	<b>2020</b>	<b>% Change</b>
<b>Monthly</b>	3,512	0	#DIV/0%
<b>Year-to-date</b>	11,731	17,557	-33.2%

Note: Door counts for the contracting libraries were #DIV/0% this month and -19.4% YTD.

<b>Programs and Number of Sessions</b>	<b>Age group</b>	<b>Attendance</b>
Create-A-Card Club (12) (Friends)	Adult	12
Unwind & Design Banner (21) (Friends)	Adult	21
"L" is for Library (10) (Friends)	0-2 ½ years	10
Reading Club to Go (20) (Friends)	6-12 years	20
Story Time to (60) (Friends)	3-5 years	60
Play Path Design Kits (2)	6-12	2
Play Path Workshop (Virtual)	6-12	6
Read Down Your Fines (4)	0-12 years	1050 minutes
Read Down Your Fines (1)	13-16 years	300 minutes
Tutor (3)	0-12 years	3
Tutor (3)	13-16 years	3

<b>Friends Ongoing Book Sale</b>	<b>Month</b>	<b>YTD</b>
<b>Dollar Amount</b>	\$118.00	\$444.00

**Display Case:** Rob Goller-Town Historian-Pandemic related topic

**Building condition:** Request for Book Sale book delivery sent, continue to paint the interior of the building.

**Community Room:** Quarantined book drop

**Professional Development/Meetings**

5/1—ACT Meeting @ Zoom

5/12—Directors Meeting @ Zoom



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**DIRECTOR'S REPORT  
April 2021**

**Programs: May 2021**

**Create-a-Card Club** — Adults, 17 and up — Weeks of 2/8, 3/8, 4/12, 5/10 — Participants will be called to pick-up their kit the week of the program. \*\*\*\*SORRY PROGRAM IS FULL\*\*\*\*

**Bees, Birds & Butterflies** — Families — May 4 — Participants will be called to pick-up their kit the week of the program. \*\*\*\*SORRY PROGRAM IS FULL\*\*\*\*

**Unwind and Design: Decoupage Trinket Tray** — Adults, 17 and up — May 4 — Participants will be called to pick-up their kit the week of the program. \*\*\*\*SORRY PROGRAM IS FULL\*\*\*\*

**READING CLUB** - Ages - 6 - 12 - Weeks of March 16 & April 20 & May 18, 2021 - Participants will be called to pick-up their kit the week of the program.\*\*\*\*SORRY PROGRAM IS FULL\*\*\*\*

**Programs: June 2021**

**Create a Reading Journal** - Adults, 17 and up - June 7 - Participants will be called to pick-up their kit the week of the program.

**Meow! Woof!** - Children, 6-12 - June 29 -Participants will be called to pick-up their kit the week of the program

Contract Library "System Paid" Budget Analysis

Aurora Town Public Library

As of 3/31/2021

	"System Paid" Budget*	January	February	March	Actual 2021 YTD Expenses	2021 Year End Projection	Projected Year End Surplus/(Shortfall)
<b>Salaries &amp; Wages, Full Time</b>							
Salaries & Wages, Full Time	152,696.00	12,385.11	11,700.80	13,455.92	37,541.83	153,313.47	(617.47)
Other Payments					0.00	0.00	0.00
Overtime					0.00	0.00	0.00
<b>Total Salaries &amp; Wages, Full Time</b>	<b>152,696.00</b>	<b>12,385.11</b>	<b>11,700.80</b>	<b>13,455.92</b>	<b>37,541.83</b>	<b>153,313.47</b>	<b>(617.47)</b>
Wages, Regular Part-Time	0.00				0.00	0.00	0.00
Wages, Part Time	149,667.00	5,454.17	5,861.38	7,558.84	18,874.39	80,204.47	69,462.53
Contratual Reserve	3,785.00						3,785.00
Employer FICA Total	23,132.00	1,320.78	1,310.42	1,569.49	4,200.69	17,470.79	5,661.21
Employee Health Insurance	34,020.00	3,111.20	895.06	3,540.42	7,546.68	31,347.36	2,672.64
Dental Plan	1,174.00	116.98	(46.36)	193.83	264.45	1,159.35	14.65
Health Insurance Waiver					0.00	0.00	0.00
NYS Retirement	24,901.00	1,772.16	1,774.19	1,832.16	5,378.51	23,377.41	1,523.59
Disability	0.00				0.00		0.00
Natural Gas (NFG)	4,546.00	149.04	468.55	931.10	1,548.69	2,962.05	1,583.95
Electricity	9,226.00	439.28	387.90	0.00	827.18	5,384.81	3,841.19
<b>Bottom Line Total</b>	<b>403,147.00</b>	<b>24,748.72</b>	<b>22,351.94</b>	<b>29,081.76</b>	<b>76,182.42</b>	<b>315,219.71</b>	<b>87,927.29</b>

**Notes:**

System Paid Budget per Res. 2020-39

## Distribution Policy

The Aurora Town Public Library (ATPL) recognizes its role as a source of community information. It is the policy of the ATPL to accept printed materials of educational, cultural or civic interest to the community. Distribution of materials does not indicate ATPL endorsement of the ideas, issues or events promoted by those materials.

Library materials receive priority for distribution.

1. Any materials to be considered for distribution must be submitted to ATPL management for approval. Materials left without authorization will be discarded.
2. Materials to be distributed must include contact information including a phone number or e-mail address.
3. Display of materials depends on space available for such purposes. The ATPL reserves the right to limit quantities. The volume and frequency with which materials may be distributed by the same organization may be limited.
4. Materials will be removed when they are no longer timely or when space is required for more current items.
5. The ATPL assumes no responsibility for the preservation or protection of any materials delivered for distribution. Materials will not be returned.
6. The following will not be accepted for distribution:
  - Materials endorsing or opposing the election of any candidate for public office;
  - Materials endorsing or opposing the adoption of federal, state or local legislation;
  - Materials promoting commercial products or services.
7. Distribution of community information is based on the provisions of this Policy and not on the content, viewpoints, beliefs or affiliations of the organizations that generate that information.
8. Failure to comply with this Policy may result in denial of distribution privileges.

Adopted by the Aurora Town Public Library Board October 23, 2012. Amended May 23, 2017.