

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Agenda of the Board
Regular Monthly Meeting
September 28, 2021, 1:00 p.m.

1. Comments from the audience
2. Minutes of the Meetings: June 15, 2021
3. Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: June, July, August 2021
4. Director's Report: June, July, August 2021
5. Reports of Interest
 - a. Effective September 1, 2021, the Library is open all Saturdays, for a total of 48 business hrs / wk.
 - b. After taxes, the Discard Sale brought in a total of \$2,848.82 (\$617.39 more than in 2019) with thanks to the support of our community.
 - c. Wireless printing for patrons to print off of personal devices is now available at libraries.
 - d. Other
6. Personnel
 - a. Payroll Reports: PP 15 & 17 (2021)
 - b. New Senior Page and Cleaner
 - c. Board May Enter Executive Session
 - d. Other
7. Old Business
 - a. Program Equipment & Facility Improvement Initiative
 - b. Other
8. New Business
 - a. 2021 Contract
 - b. Freedom of Information Law (FOIL) Policy – For Review
 - c. Internet Safety and Acceptable Use Policy – Amended July 15, 2021
 - d. System Paid Budget Analysis (As of 6/30/2021)
 - e. Trustee Handbook Book Club
 - f. ACT Meeting: Saturday, October 2, 2021 Held Via Zoom
 - g. Other

Next regularly scheduled meeting: October 26, 2021 at 1:00 p.m.

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Next regularly scheduled meeting: October 26, 2021 at 1:00 p.m.

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

Regular Monthly Meeting
June 15, 2021, 1:00 p.m.

Held Via GoToMeeting App

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

President Alice Askew called the meeting to order at 1:11 p.m.

1. There were no comments from the audience.
2. A motion (KSC, MB) to approve the minutes, as amended, of the meeting of May 25, 2021 carried by a voice vote.
3. A motion (MB, EC) to approve the Treasurer's Report, May 2021 Financial Statements, and the Internal Auditor Report carried by a voice vote.
4. Director's Report: May 2021

The Library Discard Sale is doing well and it may be extended to move more books at the end of June. The revenue likely will exceed the 2019 totals. The Natural Fuel Gas repair of gas lines at the exit of the driveway will impact parking for up to two weeks. There will more staff education on downloadables as well as instructional materials developed to enhance patrons' access to online and stream music and videos. Since ATPL was closed a year ago, comparisons are not appropriate. We are not back to 2019 levels; however, we are open fewer hours per week.

A motion (RW, KSC) to accept the May 2020 Director's Report carried by a voice vote.

5. Reports of Interest
 - a. As result of the decrease in COVID-19 cases in New York and an announcement by the Governor, ATPL will not require masks for vaccinated patrons and staff beginning tomorrow. ATPL will not be asking patrons if they have been vaccinated.
 - b. The *Sports Equipment Lending Program* and *Play Down Your Fines*, a Wilson Foundation funded initiative, has expanded from its 2019 pilot program at the Isaias González-Soto Branch to seven other B&ECPL libraries and the *Library on Wheels* bookmobile. The equipment for loan includes Kid-sized soccer, lacrosse, tennis, and basketball kits. ATPL is not part of the program, as of yet.
 - c. B&ECPL libraries are Erie County Bicentennial Heritage Passport distribution sites only. The Passport is also available digitally to print out on Erie.gov/EC200. The public is encouraged to visit the Passport sites between June and December 2021. This fall, an announcement will be made by Erie County regarding prizes for Passport holders.
6. Personnel
 - a. The Trustees reviewed the Payroll Report for Pay Period 11 (May 2021). The hiring freeze is over, ATPL has an opening for a Senior Page. There will be an increase in hours for existing staff as the library increases hours of service.

- b. The Board did not enter into Executive Session.
- c. Other

7. Old Business

a. Program Equipment & Facility Improvement Initiative

The Director presented the proposal and discussion followed. A motion (RW, MB) to authorize the signing of the Certificate of Resolution contained on Page 34 of the proposal carried by a voice vote. The Resolution reads as follows:

At a regular meeting of the Board of Trustees of the Aurora Town Public Library on June 15, 2021, the following CERTIFICATE OF RESOLUTION was moved, seconded, and unanimously adopted:

BE IT RESOLVED

That the Aurora Town Public Library on 550 Main Street East Aurora, fully intends that its property will continue to be available for such use for at least ten years from the date of the anticipated B&ECPL Program Equipment and Facility Improvement Initiative.

That Aurora Town Public Library will share up to \$11,518.14 of the project amount submitted under the B&ECPL Program Equipment and Facility Improvement Initiative.

That the Aurora Town Public Library is committed to adhere to the NYS law governing procurement and report documenting project activities, results, and expenditures.

b. Approval to Close the Library if needed for LED Lighting project.

A part of the Facility Innovation Initiative is the replacement of the current fluorescent lighting with LED lighting. This will require electrical power disruption to the building for a period of time and thus the closing of the building. A motion (RW, KSC) to leave to the Director the discretion of closing the building to permit the replacement of lighting carried by a voice vote.

8. New Business

- a. A motion (RW, KSC) to approve, as amended, Board of Trustees Bylaws carried by a voice vote.
- b. The Director present a schedule for ATPL Library Hours of Operation, beginning September 1, 2021 that included Saturday hours as well as an extension of some evening hours. After discussion, a motion (MB, KSC) to approved the new schedule carried by a voice vote.

A motion (RW, MB) to adjourn the meeting was carried by a voice vote. President Alice Askew adjourned the meeting at 2:13 p.m. The next regularly scheduled meeting: September 28, 2021 at 1:00 p.m.

Respectfully submitted

Richard Wiesen,
Secretary

LOCAL CHECKING ACCOUNT

Beginning Balance:	1-Jun-21		\$22,770.76
Plus Receipts/Deposits		Total:	\$3,322.00
Less Checks/Debits		Total:	\$389.75
Ending Balance:	30-Jun-21		\$25,703.01

Transaction Details

Receipts:

Discard Book Sale Deposit		\$660.00
Discard Book Sale Deposit		\$455.00
Discard Book Sale Deposit		\$374.00
Discard Book Sale Deposit		\$422.00
Discard Book Sale Deposit		\$583.00
Discard Book Sale Deposit		\$362.00
Alice Askew Donation		\$200.00
Discard Book Sale Deposit		\$266.00
	Total:	\$3,322.00

DISBURSEMENTS:

DEMCO-Book Plates		\$116.57
Discard Book Sale-NYS Sales Tax		\$273.18
	Total:	\$389.75

Savings Account

Balance Forward	1-Jun-21	\$50,588.23
Interest Earned:		\$1.18
Balance	30-Jun-21	\$50,589.41

Volker Funds

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

Gallivan Funds

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

Internal Auditor's Report Richard Wiesen, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
L64	\$116.57	6/30/2021	1020	DEMCO-Book Plates
L65	\$273.18	7/2/2021	1021	NYS Sales Tax from Discard Sale

Friends Ongoing Book Sale	JUNE \$61.00	YTD \$610.00
Contingency Funds	Counted On 6/14/2021	Total \$393.37

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: JUNE

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	550	0	175	375	550	0	
515000	Sewer	850	0	888	(38)	888	(38)	
515000	Telephone - Maintenance	0	0	264	(264)		0	
510200	Dues and Fees	20	0	20	0	20	0	
510200	Professional Services	0	0	435	(435)		0	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	2,100	0	377	1,723	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	
TOTAL EXPENSES		4,520	2,120	4,543	2,361	4,558	2,082	

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	2,088	9,402	4,176	(7,314)	
Copy Machines	606	0	189	417	378	(228)	
Print Cost Recovery	2,333	0	793	1,540	1,586	(747)	
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	
TOTAL DIRECT INCOME	14,733	2,120	3,070	13,783	6,140	(10,713)	

AURORA TOWN PUBLIC LIBRARY

COUNTY LEDGER

COUNTY CHECKING ACCOUNT

30-Jun-21

Beginning Balance:	1-Jun-21		\$7,526.55
Plus Receipts/Deposits		Total:	\$843.39
Less Checks/Debits		Total:	\$354.34
Ending Balance:	30-Jun-21		\$8,015.60

Transaction Details

Receipts:

Fines		\$284.95
Fines		\$271.29
Fines		\$253.45
Copier		\$33.70
	Total:	\$843.39

Disbursements:

Rel Comm (Software Assurance)		\$264.20
Village of East Aurora (Water Bill)		\$90.14
	Total:	\$354.34

Internal Auditor's Report Richard Wiesen, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
C71	\$264.20	6/3/2021	5829	Rel Comm-Software Assurance
C72	\$90.14	6/30/2021	5830	Village of East Aurora-Water Bill

LOCAL CHECKING ACCOUNT

Beginning Balance:	1-Jul-21		\$25,703.01
Plus Receipts/Deposits		Total:	\$545.00
Less Checks/Debits		Total:	\$339.41
Ending Balance:	31-Jul-21		\$25,908.60

Transaction Details

Receipts:

Richard Cox I/M of Margaret D. Cox		\$100.00
Anonymous Donation		\$200.00
Lee Ainsworth Mahaney Donation		\$20.00
Lions Club of East Aurora Donation		\$225.00
	Total:	\$545.00

DISBURSEMENTS:

East Aurora Chamber of Commerce-Dues		\$111.00
Buffalo & Erie County Public Library-Ingram Books		\$228.41
	Total:	\$339.41

Savings Account

Balance Forward	1-Jul-21	\$50,589.41
Interest Earned:		\$0.89
Balance	31-Jul-21	\$50,590.30

Volker Funds

Balance Forward	1-Jul-21	\$2,132.25
Receipts:	None	\$0.00
Disbursements:	None	\$0.00
Balance	31-Jul-21	\$2,132.25

Gallivan Funds

Balance Forward	1-Jul-21	\$0.00
Receipts:	None	\$0.00
Disbursements:	None	\$0.00
Balance	31-Jul-21	\$0.00

Internal Auditor's Report Richard Wiesen, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
L66	\$111.00	7/2/2021	1022	EA Chamber of Commerce- Dues
L67	\$228.41	7/12/2021	1023	B&ECPL-Ingram Books

Friends Ongoing Book Sale	JULY \$129.00	YTD \$739.00
Contingency Funds	Counted On 7/19/2021	Total \$349.46

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: JULY

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	550	0	175	375	550	0	
515000	Sewer	850	0	888	(38)	888	(38)	
515000	Telephone - Maintenance	0	0	264	(264)		0	
510200	Dues and Fees	20	0	20	0	20	0	
510200	Professional Services	0	0	435	(435)		0	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	2,100	0	479	1,621	2,100	0	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	400	0	57	343	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	
TOTAL EXPENSES		4,520	2,120	4,702	2,202	4,558	2,082	

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	2,891	8,599	4,956	(6,534)	
Copy Machines	606	0	209	397	358	(248)	
Print Cost Recovery	2,333	0	999	1,334	1,713	(620)	
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	
TOTAL DIRECT INCOME	14,733	2,120	4,099	12,754	7,027	(9,826)	

AURORA TOWN PUBLIC LIBRARY

COUNTY LEDGER

COUNTY CHECKING ACCOUNT

31-Jul-21

Beginning Balance:	1-Jul-21		\$8,015.60
Plus Receipts/Deposits		Total:	\$1,028.31
Less Checks/Debits		Total:	\$158.92
Ending Balance:	31-Jul-21		\$8,884.99

Transaction Details

Receipts:

Fines			\$361.80
Fines			\$323.67
Fines			\$322.84
Copier			\$20.00
		Total:	\$1,028.31

Disbursements:

Dennis Desmond- Reimbursement for Lowe's Paint			\$50.23
Dennis Desmond- Travel			\$36.18
Kathleen Brogan-Travel			\$20.61
Dobmeier Janitor Supply (Replacement vacuum brush and filter)			\$51.90
		Total:	\$158.92

Internal Auditor's Report Richard Wiesen, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
C73	\$50.23	7/22/2021	5831	Dennis Desmond-Reimburse for Lowe's Paint & Supplies
C74	\$36.18	7/22/2021	5832	Dennis Desmond-Travel
C75	\$20.61	7/22/2021	5833	Kathleen Brogan-Travel
C76	\$51.90	***	5834	Dobmeier Janitor Supply-Replacement brush and filter

LOCAL CHECKING ACCOUNT

Beginning Balance:	1-Aug-21		\$25,908.60
Plus Receipts/Deposits		Total:	\$7,488.00
Less Checks/Debits		Total:	\$0.00
Ending Balance:	31-Aug-21		\$33,396.60

Transaction Details

Receipts:

Office of the Comptroller (Faculty Improvement Initiative for LED Conversion)			\$7,088.00
Alice Askew Donation			\$400.00
		Total:	\$7,488.00

DISBURSEMENTS:

NONE			
		Total:	\$0.00

Savings Account

Balance Forward	1-Aug-21		\$50,590.30
Interest Earned:			\$0.86
Balance	31-Aug-21		\$50,591.16

Volker Funds

Balance Forward	1-Aug-21		\$2,132.25
Receipts:	None		\$0.00
Disbursements:	None		\$0.00
Balance	31-Aug-21		\$2,132.25

Gallivan Funds

Balance Forward	1-Aug-21		\$0.00
Receipts:	None		\$0.00
Disbursements:	None		\$0.00
Balance	31-Aug-21		\$0.00

Internal Auditor's Report Richard Wiesen, Internal Auditor

Voucher# Amount Approved Check # Reason

Friends Ongoing Book Sale	AUGUST	\$133.00	YTD \$872.00
Contingency Funds	Counted On 8/17/2021		Total \$366.31

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: AUG

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	550	0	175	375	550	0	
515000	Sewer	850	0	888	(38)	888	(38)	
515000	Telephone - Maintenance	0	0	264	(264)		0	
510200	Dues and Fees	20	0	20	0	20	0	
510200	Professional Services	0	0	435	(435)		0	All American Security
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	2,100	0	479	1,621	2,100	0	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	400	0	57	343	86	315	
530000	Other Expenses & Charges	600	0	0	600	600	0	
530000	Contingency (Bullet Aid)	0	2,120	2,120	0	0	2,120	
TOTAL EXPENSES		4,520	2,120	4,702	2,202	4,244	2,397	

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	3,559	7,931	5,339	(6,152)	
Copy Machines	606	0	244	362	366	(240)	
Print Cost Recovery	2,333	0	1,138	1,195	1,707	(626)	
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	
TOTAL DIRECT INCOME	14,733	2,120	4,941	11,912	7,412	(9,442)	

AURORA TOWN PUBLIC LIBRARY

COUNTY LEDGER

COUNTY CHECKING ACCOUNT

31-Aug-21

Beginning Balance:	1-Aug-21		\$8,884.99
Plus Receipts/Deposits		Total:	\$842.62
Less Checks/Debits		Total:	\$0.00
Ending Balance:	31-Aug-21		\$9,727.61

Transaction Details

Receipts:

Fines		\$256.71
Fines		\$311.57
Fines		\$239.84
Copier		\$34.50
	Total:	\$842.62

Disbursements:

NONE		
	Total:	\$0.00

Internal Auditor's Report Richard Wiesen, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
C76	\$51.90	9/1/2021	5834	Dobmeier Janitor Supply (Replacement vacuum brush & filter)

**AURORA TOWN PUBLIC LIBRARY
550 MAIN STREET
EAST AURORA, NEW YORK 14052
716-652-4440/fax 716-655-5875**

**DIRECTOR'S REPORT
June 2021**

CIRCULATION	Total-month	Average/day	Average/hour	YTD Total
2021	6,803*	309.23	36.19	39,413**
2020	1,018	67.9	9.7	31,152
2019	11,042	441.7	52.8	71,819
2018	12,529	481.9	57.7	79,508

76.8*% (5,216) via self-checkout

65.3%** (25,724) via self-checkout YTD

Note: Circulation for the contracting libraries was 151.2% this month (EAU was 568.3%) and 41.5% YTD (EAU was 26.5%).

Library of Things	2021
Monthly	3
Year-to-date	8

SYSTEM e-BRANCH	Month 2021	Month 2020	Change	YTD 2021	YTD 2020	Change
Online Renewals	74,057	23,350	217.2%	448,756	273,783	63.9%
Interlibrary Loans	1,026	247	315.4%	6,148	3,279	87.5%
D-Loadable Audio Books	38,751	33,525	15.6%	226,852	193,673	17.1%
D-loadable Streaming Videos	63	37	70.3%	601	329	82.7%
eBooks	75,529	78,957	-4.3%	468,673	429,859	9.0%
Downloadable Music/Music Videos	23,747	25,302	-6.1%	150,400	174,183	-13.3%

YEAR	2021	2020	2019	2018
DAYS/HOURS OPEN	22/188	15/105	25/209	26/217

DAYS CLOSED: All Saturdays

COMPUTER USE	2021	2020	% Change
Monthly	260	9	2,788.9%
Year-to-date	1,295	1,880	-31.1%

Note: Computer use for the contracting libraries was 315.9% this month and 0.7% YTD.

WIFI USE	2021	2020	% Change
Monthly	1,678	611	174.6%
Year-to-date	8,729	1,727	62.8%

Note: Wifi use for the contracting libraries was 180.9% this month and 50.4% YTD.

**AURORA TOWN PUBLIC LIBRARY
550 MAIN STREET
EAST AURORA, NEW YORK 14052
716-652-4440/fax 716-655-5875**

**DIRECTOR'S REPORT
June 2021**

NEW LIBRARY CARD MEMBERSHIP	Total-month	YTD
Adults	15	69
Children	3	29

PATRON COUNTER	2021	2020	% Change
Monthly	4,220	294	1,335.4%
Year-to-date	19,109	17,851	7.0%

Note: Door counts for the contracting libraries were 213.7% this month and 18.7% YTD.

Programs and Number of Sessions	Age group	Attendance
Create a Reading Journal (Friends) (15)	Adult	15
Meow! Woof! (Friends) (15)	6-12 years	15
Read Down Your Fines (3)	0-12 years	285 min
Read Down Your Fines (1)	13-16 years	405 min
Tutor	0-12 years	3
Tutor	13-16 years	2

Friends Ongoing Book Sale	Month	YTD
Dollar Amount	\$61.00	\$610.00

Display Case: Rob Goller-Town Historian-Pandemics in East Aurora

Building condition: Highway department removed furniture from the Community room and took to storage.

Community Room: Discard Book Sale

Meeting Room Uses: 1

Discard Sale: \$2,848.82 (after taxes—\$617.39 more than in 2019)

Professional Development/Meetings

7/8—15 Internet Search Techniques 96% of People Do Not Know, Tech-Talk (Claudia Newton)

7/14—Directors Meeting @ Zoom, CEN

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

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DIRECTOR'S REPORT
June 2021

Programs: July 2021

Crateemoons – Kids of various ages - Each week from July 6 through August 10 - Participants will be called to pick-up their kit the week of the program.

Read Your Books! – Kids of all ages - July 12 through August 13

Summer Reading Club –To Go - Ages 6 – 12 - Each week from July 14 through August 4 - Participants will be called to pick-up their kit the week of the program.

"I Red it at the Library" Collaborative Op-Art Project - Children, 6-17 & Adults - July 8-29 - Participants will be called to pick-up their take-home kit the week of the program.

Hand-Bound "Great Wave" Journal - Teens, 13-17 - July 22 - Participants will be called to pick-up their take-home kit week of the program.

Japanese Folder Paper Wall Hanging - Adults, 17 - July 29 - Participants will be called to pick-up their take-home the week of the program.

Programs: August 2021

Crateemoons – Kids of various ages - Each week from July 6 through August 10 - Participants will be called to pick-up their kit the week of the program.

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Read to a Dog - Children, All Ages - August 6 @ 3:30 p.m., 3:50 p.m., 4:10 p.m. - IN-PERSON EVENT

Lunch Bag Gift Wrap Ideas - Adults, 17+ - August 12 - Participants will be called to pick-up their take-home kit the week of the program.

**AURORA TOWN PUBLIC LIBRARY
550 MAIN STREET
EAST AURORA, NEW YORK 14052
716-652-4440/fax 716-655-5875**

**DIRECTOR'S REPORT
July 2021**

CIRCULATION	Total-month	Average/day	Average/hour	YTD Total
2021	8,091*	385.3	45.20	47,504**
2020	8,580	390	55.71	39,732
2019	14,402	554	65	86,221
2018	15,150	606	70.1	94,658

76.8**% (6,727) via self-checkout

65.3%** (32,541) via self-checkout YTD

Note: Circulation for the contracting libraries was 28.7% this month (EAU was -5.7%) and 39.0% YTD (EAU was 19.6%).

Library of Things	2021
Monthly	17
Year-to-date	25

SYSTEM e-BRANCH	Month 2021	Month 2020	Change	YTD 2021	YTD 2020	Change
Online Renewals	84,397	72,570	16.3%	533,153	346,353	53.9%
Interlibrary Loans	994	595	67.1%	7,142	3,874	84.4%
D-Loadable Audio Books	40,515	33,956	19.3%	267,367	227,629	17.5%
D-loadable Streaming Videos	103	24	329.2%	704	353	99.4%
eBooks	77,748	79,987	-2.8%	353	509,846	7.2%
Downloadable Music/Music Videos	22,525	25,180	-10.5%	172,925	199,363	-13.3%

YEAR	2021	2020	2019	2018
DAYS/HOURS OPEN	21/179	22/154	26/222	25/216

DAYS CLOSED: All Saturdays

COMPUTER USE	2021	2020	% Change
Monthly	308	290	6.2%
Year-to-date	1,603	2,170	-26.1%

Note: Computer use for the contracting libraries was 28.7% this month and 4.6% YTD.

WIFI USE	2021	2020	% Change
Monthly	1,785	740	141.2%
Year-to-date	10,514	1,561	72.3%

Note: Wifi use for the contracting libraries was 116.6% this month and 59.0% YTD.

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**DIRECTOR'S REPORT
July 2021**

NEW LIBRARY CARD MEMBERSHIP	Total-month	YTD
Adults	32	101
Children	27	56

PATRON COUNTER	2021	2020	% Change
Monthly	4,512	3,356	34.4%
Year-to-date	23,621	21,207	11.4%

Note: Door counts for the contracting libraries were 56.3% this month and 24.5% YTD.

Programs and Number of Sessions	Age group	Attendance
Crafternoon (Friends) (18)	6-12 years	18
Crafternoon (Friends) (23)	All Ages	23
Crafternoon (Friends) (20)	6-12 years	20
Crafternoon (Friends) (20)	All Ages	20
Read Your Book-Keep Our Book (Friends) (10)	All Ages	10
Hand-Bound "Great Wave" Journal (Friends) (15)	All Ages	15
Red it @ the Library (Friends) (40)	All Ages	40
Reading Club (Friends) (60)	6-12 years	60
Japanese Folded Paper Wall Hanging (Friends) (15)	Adult	15
Read Down Your Fines (7)	0-12 years	645 min
Read Down Your Fines (2)	13-16 years	840 min
Tutor	0-12 years	5
Tutor	13-16 years	0

Friends Ongoing Book Sale	Month	YTD
Dollar Amount	\$129.00	\$739.00

Professional Development/Meetings

8/3, 8/12, 8/16, 8/25, 8/26—Excel/G-Sheets: Be Spreadsheet Savvy – The Basics, Tech-Talk (Alison, Kathy C., Sue, Kathy B., Bethany, Marj)

8/5, 8/8, 8/12, 8/31—15 Internet Search Techniques 96% of People Do Not Know, Tech-Talk (Sue, Kathy C., Bethany, Marj, Kathy B., Karen)

8/11—Directors Meeting @ Zoom, CEN

8/19, 8/24—Word/G-Docs: Setting Up a Document to Save Time Later, Tech-Talk (Claudia, Alison, Jennifer, Karen)

Programs: July 2021

Crafternoons – Kids of various ages - Each week from July 6 through August 10 - Participants will be called to pick-up their kit the week of the program.

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DIRECTOR'S REPORT

July 2021

Read Your Books! – Kids of all ages - July 12 through August 13

Summer Reading Club –To Go - Ages 6 – 12 - Each week from July 14 through August 4 - Participants will be called to pick-up their kit the week of the program.

“I Red it at the Library” Collaborative Op-Art Project - Children, 6-17 & Adults - July 8-29 - Participants will be called to pick-up their take-home kit the week of the program.

Hand-Bound “Great Wave” Journal - Teens, 13-17 - July 22 - Participants will be called to pick-up their take-home kit week of the program.

Japanese Folder Paper Wall Hanging - Adults, 17 - July 29 - Participants will be called to pick-up their take-home the week of the program.

Programs: August 2021

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Read to a Dog - Children, All Ages - August 6 @ 3:30 p.m., 3:50 p.m., 4:10 p.m. - IN-PERSON EVENT

Lunch Bag Gift Wrap Ideas - Adults, 17+ - August 12 - Participants will be called to pick-up their take-home kit the week of the program.

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**DIRECTOR'S REPORT
August 2021**

CIRCULATION	Total-month	Average/day	Average/hour	YTD Total
2021	7,709*	350.4	40.6	55,213**
2020	7,330	349.0	49.9	47,062
2019	13,167	470.3	58	109,634
2018	14,976	555	65	109,808

81.0**% (6,241) via self-checkout

70.2%** (38,782) via self-checkout YTD

Note: Circulation for the contracting libraries was 7.0% this month (EAU was 5.2%) and 33.3% YTD (EAU was 17.3%).

Library of Things	2021
Monthly	3
Year-to-date	28

SYSTEM e-BRANCH	Month 2021	Month 2020	Change	YTD 2021	YTD 2020	Change
Online Renewals	84,397	72,570	16.3%	533,153	346,353	53.9%
Interlibrary Loans	994	595	67.1%	7,142	3,874	84.4%
D-Loadable Audio Books	40,515	33,956	19.3%	267,367	227,629	17.5%
D-loadable Streaming Videos	103	24	329.2%	704	353	99.4%
eBooks	77,748	79,987	-2.8%	546,421	509,846	7.2%
Downloadable Music/Music Videos	22,525	25,180	-10.5%	172,925	199,363	-13.3%

YEAR	2021	2020	2019	2018
DAYS/HOURS OPEN	22/190	21/147	28/227	27/230

DAYS CLOSED: All Saturdays

COMPUTER USE	2021	2020	% Change
Monthly	320	317	0.9%
Year-to-date	1,923	2,487	-22.7%

Note: Computer use for the contracting libraries was 14.2% this month and 6.0% YTD.

WIFI USE	2021	2020	% Change
Monthly	1,711	775	120.8%
Year-to-date	12,225	609	77.8%

Note: Wifi use for the contracting libraries was 84.1% this month and 62.1% YTD.

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DIRECTOR'S REPORT

August 2021

NEW LIBRARY CARD MEMBERSHIP	Total-month	YTD
Adults	21	222
Children	32	88

PATRON COUNTER	2021	2020	% Change
Monthly	4,273	3,217	32.8%
Year-to-date	27,894	24,424	14.2%

Note: Door counts for the contracting libraries were 30.7% this month and 25.4% YTD.

Programs and Number of Sessions	Age group	Attendance
Crafternoon (Friends) (20)	6-12 years	20
Crafternoon (Friends) (20)	6-12 years	20
Crafternoon (Friends) (20)	6-12 years	20
Crafternoon (Friends) (20)	6-12 years	20
Read Your Book-Keep Our Book (Friends) (16)	All Ages	16
Reading Club (Friends) (20)	6-12 years	20
Lunch Bag Wrap Ideas (Friends) (15)	Adult	15
Read-To-A-Dog (SPCA) (6)	All Ages	6
Read Down Your Fines (6)	0-12 years	945 min
Read Down Your Fines (1)	13-16 years	360 min
Tutor	0-12 years	10
Tutor	13-16 years	0

Display Case: I "Red" It at the Library –Collaborative art project spearheaded by librarian, Jan Siebold

Building condition: Town adjusted foyer door lock mechanism so it could be locked. Town adjusted front door so it would not scrape on threshold and would not have to be forced closed. Gave paint sample to the Town for the 2 gallons needed for a project. Requested assistance from the Town with cleaning our restrooms, in the absence of a cleaner and a caretaker. Staff is assisting with other janitorial duties. Waiting for National Fuel to replace pipe and for the driveway apron to be paved. Requested the Town spread a load of gravel on our driveway apron to prevent car damage.

Meeting Room Uses: 3

Friends Ongoing Book Sale	Month	YTD
Dollar Amount	\$133.00	\$872.00

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**DIRECTOR'S REPORT
August 2021**

Professional Development/Meetings

8/3, 8/6, 8/12, 8/16, 8/25, 8/26—Excel/G-Sheets: Be Spreadsheet Savvy – The Basics, Tech-Talk (Alison, Kathy C., Sue, Kathy B., Bethany, Marj)
8/5, 8/9, 8/12, 8/24, 8/26, 8/31—15 Internet Search Techniques 96% of People Do Not Know, Tech-Talk (Sue, Karen, Kathy C., Bethany, Marj, Kathy B.)
8/11—Directors Meeting @ Zoom, CEN
8/19, 8/24—Word/G-Docs: Setting Up a Document to Save Time Later, Tech-Talk (Claudia, Alison, Jennifer, Karen)
8/23—TechKnowLab: Freegal @ Zoom, CEN (Paula, Sue, Karen)

Programs: September 2021

Unwind & Design - Autumn Book Page Wreath To-Go Kit - Adults, 17+ - September 14 - Participants will be called to pick-up their take-home kit the week of the program. **Sorry Program is Full**

Create-a-Card Club To-Go Kit - Adults, 17+ - Weeks of 9/16, 10/21, 11/18, 12/16 - Participants will be called to pick-up their kit the week of the program. **Sorry Program is Full**

LEGO Club - Children, 6-12 - September 23 @ 4:00 p.m.

Medicare Community Workshop - Seniors and Caregivers - 9/23 & 9/27 @ 6:00 p.m. - Call 655-5901 to register for this free informational session

Read to a Dog - Families with Children of All Ages – September 25 @ 3:30 p.m., 3:50 p.m., 4:10 p.m.

Robert Poczik: Destiny of a Republic - Adults, 17+ - September 30 @ 6:30 p.m.

Programs: October 2021

Rob Goller: Aurora's Erie County Connections - Adults, 17+ - October 7 @ 6:30 p.m.

Unwind & Design: Halloween Lantern - Adults, 17+ - October 12 - Participants will be called to pick-up their take-home kit the week of the program.

Secret Codes and Ciphers - Children, 6-12 - October 9 at 11:00 a.m.

LEGO Club - Children, 6-12 - October 14 @ 4:00 p.m.

Rob Goller: East Aurora History Trivia: Family Edition – Families with children 8-13 – October 19 @ 4:00 p.m.

Thomas Rosenthal, MD: Bloodletting and Germs - Adults, 17+ - October 21 @ 6:30 p.m.

Create-a-Card Club - Adults, 17+ - Weeks of 9/16, 10/21, 11/18, 12/16—Participants will be called to pick-up their kit the week of the program. **Sorry Program is Full**

Read to a Dog - Children, All Ages - October 23 @ 3:30 p.m., 3:50 p.m., 4:10 p.m.

Trick-or-Read: Storywalk® - Children, Ages 3-12 with their Families - October 25 through October 30 During Regular Library Hours

2021 Aurora Payroll Report_PP15



As of Pay Period 15

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian I	34,203.58	59,514.00	25,310.42
Library Director I	31,058.39	54,042.00	22,983.61
Senior Library Clerk	22,461.14	39,140.00	16,678.86
FT Totals	87,723.11	152,696.00	64,972.89

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Caretaker PT	7,765.16	13,476.00	5,710.84
Cleaner PT	5,363.28	9,309.00	3,945.72
Clerk Typist PT	7,530.89	27,956.00	20,425.11
Librarian I PT	11,922.00	26,880.00	14,958.00
Page PT	4,602.95	15,600.00	10,997.05
Senior Page	14,951.65	56,446.00	41,494.35
PT Totals	52,135.93	149,667.00	97,531.07

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretaker PT	7,765.16	13,476.00	5,710.84
Cleaner	5,363.28	9,309.00	3,945.72
Clerk Typists	7,530.89	27,956.00	20,425.11
Librarian I'S	46,125.58	86,394.00	40,268.42
Library Director I	31,058.39	54,042.00	22,983.61
Senior Library Clerk	22,461.14	39,140.00	16,678.86
Pages	4,602.95	15,600.00	10,997.05
Senior Pages	14,951.65	56,446.00	41,494.35
		3,785.00	3,785.00
Combined Totals	139,859.04	306,148.00	166,288.96

ANNUAL BUDGET	\$ 306,148.00
PROJECTED ANNUAL BUDGET SPENT	\$ 243,217.58
PROJECTED ENDING BALANCE	\$ 62,930.42

2021 Aurora Payroll Report_PP17



As of Pay Period 17

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian I	38,764.06	59,514.00	20,749.94
Library Director I	35,199.52	54,042.00	18,842.48
Senior Library Clerk	25,460.34	39,140.00	13,679.66
FT Totals	99,423.92	152,696.00	53,272.08

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Caretaker PT	8,802.26	13,476.00	4,673.74
Cleaner PT	6,079.38	9,309.00	3,229.62
Clerk Typist PT	9,115.46	27,956.00	18,840.54
Librarian I PT	13,790.31	26,880.00	13,089.69
Page PT	5,684.20	15,600.00	9,915.80
Senior Page	17,337.15	56,446.00	39,108.85
PT Totals	60,808.76	149,667.00	88,858.24

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretaker PT	8,802.26	13,476.00	4,673.74
Cleaner	6,079.38	9,309.00	3,229.62
Clerk Typists	9,115.46	27,956.00	18,840.54
Librarian I'S	52,554.37	86,394.00	33,839.63
Library Director I	35,199.52	54,042.00	18,842.48
Senior Library Clerk	25,460.34	39,140.00	13,679.66
Pages	5,684.20	15,600.00	9,915.80
Senior Pages	17,337.15	56,446.00	39,108.85
		3,785.00	3,785.00
Combined Totals	160,232.68	306,148.00	145,915.32

ANNUAL BUDGET	\$ 306,148.00
PROJECTED ANNUAL BUDGET SPENT	\$ 245,958.51
PROJECTED ENDING BALANCE	\$ 60,189.49

 Buffalo & Erie County Public
LIBRARY
AURORA TOWN PUBLIC LIBRARY

FREEDOM of INFORMATION LAW (FOIL) POLICY

This policy is for application to the Aurora Town Public Library.

I. Purpose and Scope

This Policy provides information about how members of the public can access records of the Aurora Town Public Library (ATPL). This Policy applies to the Aurora Town Public Library in East Aurora, NY.

The Aurora Town Public Library (ATPL or Library) will furnish to the public the information and records required to be disclosed by the New York State Freedom of Information Law (Article 6, Sections 84-90, of the Public Officers Law), and other applicable laws. FOIL allows members of the public the right to access government records, with certain exceptions. The full text of the FOIL law, guidance issued by the New York State Committee on Open Government, and other information about the law can be found on the Committee's website, <http://www.dos.ny.gov/coog/index.html>.

II. Designation of Records Access Officers

- A. The Library shall designate an appropriate employee or employees as "Records Access Officers" for the ATPL, and shall identify the Records Access Officers as such in materials available to the public.
- B. The records access officers are responsible for insuring that the ATPL appropriately responds to public requests for access to Library records. The designation of records access officers shall not be construed to prohibit other Library officials, including those who may have been authorized to make records or information available to the public in the past, from continuing to do so.

III. Requests for Public Access to ATPL Records

- A. All requests for records must be in writing, either in letter format or using the ATPL's FOIL Application Form. Requests can be:
 - Mailed to the Records Access Officer(s) at the following address:

Aurora Town Public Library
Director's Office, Records Access Officer
550 Main Street
East Aurora, NY 14052; ~~or~~

- Faxed to (716) 655-5875; or
- E-mailed to the Records Access Officer at EAU@buffalolib.org.

B. All requests for access to records must include contact information of the requestor, including a telephone number and mailing address.

C. All requests must include a detailed description of the records that are being sought including, but not limited to, dates, titles, file designations, or any other information that will assist the ATPL in locating the requested records.

IV. B&ECPL Response to Requests for Public Records

A. Within five (5) business days of the receipt of a compliant written request, the ATPL will:

1. Make the record available to the requestor;
2. Furnish a written acknowledgement of the receipt of the request and a statement of the approximate date when the information will be made available; or
3. Deny access in writing, and state the basis for denying access.

B. A denial of access to any record will be sent in writing, and will summarize the reason for the denial, and provide information on how to appeal such denial.

C. If the ATPL does not respond to a request in accordance with Section IV.A, the request should be considered to have been denied.

V. Appealing a Denial of Access

A. All appeals of a denial of a request for an ATPL record must be submitted in writing within 30 days of the denied request, either in letter format or using the ATPL's FOIL Appeal Form. An appeal may be

1. Mailed to:

Aurora Town Public Library
Library Board President, FOIL Appeals Officer
550 Main Street
East Aurora, NY 14052; ~~or~~

2. Faxed to (716) 655-5875; or

3. E-mailed to the FOIL Appeals Officer at EAU@buffalolib.org

- B. The ATPL's FOIL Appeals Officer shall be the Library Board President.
- C. An appeal must include the date of the original FOIL request, a detailed description of the records that are being sought including but not limited to dates, titles, file designations, or any other information that will help the ATPL to find the requested records, and the reason provided for the denial.
- D. The ATPL FOIL Appeals Officer will independently review the withheld records and the basis for withholding them. The ATPL FOIL Appeals Officer will respond in writing to the appealing party within ten (10) business days after the appeal is perfected with his or her determination as to whether the requested records were properly withheld or must be released.
- E. Copies of all appeals and the determinations will be sent by the ATPL to the Committee on Open Government pursuant to Section 89(4)(a) of the Public Officers Law.

VI. Fees

- A. The ATPL reserves the right to charge the requestor for costs in accordance with Sections 87(1)(b)(iii) and 87(1)(b) and (c) of the Public Officers law.
- B. There shall be no fee charged for merely inspecting or searching for records.

Adopted by the Aurora Town Public Library Board of Trustees on September 27, 2016,
Confirmed Oct 18, 2016. Amended September 28, 2021.

Buffalo & Erie County Public
LIBRARY
AURORA TOWN PUBLIC LIBRARY

**FREEDOM OF INFORMATION LAW (FOIL)
APPLICATION FOR PUBLIC ACCESS TO RECORDS**

This Form is for application to the Aurora Town Public Library.

MAIL TO: Director, Aurora Town Public Library
FOIL Records Access Officer
550 Main Street
East Aurora, NY 14052

I hereby apply to (1) inspect () OR (2) obtain a copy of () the following record:

Signature

Date

()

Print Name

Telephone

Representing

e-mail

Mailing Address

FOR AGENCY USE ONLY

Approved ()

Denied (for the reason(s) checked below)

() Confidential Disclosure

() Part of investigatory files

() Unwarranted invasion of personal privacy

() Record of which the Aurora Town Public Library is legal custodian cannot be found

() Record is not maintained by the Aurora Town Public Library

() Exempted by statute other than the Freedom of Information Act

() Other (Specify) _____

Signature

Date

Title

Received by

Date



AURORA TOWN PUBLIC LIBRARY

FREEDOM OF INFORMATION LAW (FOIL)
APPEAL REQUEST FORM

This Form is for application to the Aurora Town Public Library.

MAIL TO: Aurora Town Public Library
Attn: Library Board President/FOIL Appeals Officer
550 Main Street
East Aurora, NY 14052

I hereby appeal:

Signature, Date, Print Name, Telephone, Representing, e-mail

Mailing Address

Date of Original Request:

Records Requested:

Reason Provided for Denial:

FOR AGENCY USE ONLY
Denial Upheld () Signature:
Denial Reversed () Title:
Date:



Internet Safety and Acceptable Use Policy

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

I. GENERAL STATEMENT OF POLICY

1. As part of its mission, the Buffalo & Erie County Public Library (B&ECPL) System provides internet access and computing resources for public use.
2. All internet access and computing resources provided by the B&ECPL are subject to the terms of this policy.
3. The B&ECPL provides wireless access at all locations, enabling patrons who visit local libraries to use their privately owned computer equipment or Wi-Fi-enabled devices to access the internet. Wireless access does require user acceptance of the B&ECPL's *Internet Safety and Acceptable Use Policy*. All wireless access at any B&ECPL location or on a library-owned computing device is filtered.
4. Consistent with B&ECPL Circulation Policy, with the exception of the United States Government Publishing Office (GPO), parental permission for internet access using Library equipment is required for individuals who have not attained the age of 17. Individuals who have not attained the age of 17 may access the GPO website, and materials available on this site, from all B&ECPL public access computers. Restrictions have been put in place to prevent further access to the internet.
5. The B&ECPL assumes no responsibility for any loss or damages, direct, indirect, incidental, or consequential, arising from patron use of the B&ECPL's internet connections or any other use of its computing resources.
6. The B&ECPL does not monitor and has no control over the information on the internet and does not warrant or guarantee the reliability or truthfulness of information obtained from the internet. As with all B&ECPL resources, patrons are advised to exercise their own critical judgment when evaluating the validity and appropriateness of information found on the internet. Certain information may be inaccurate, misleading or offensive to some individuals.
7. As a limited public forum under the First Amendment of the United States Constitution, the B&ECPL enforces reasonable "time, place and manner" restrictions on the public display of content, to ensure constitutionally protected access to information (including images) by users, while limiting unwanted exposure of that information to others.

8. Unauthorized access to B&ECPL's computer resources, including hacking and all other unlawful computer activity, is strictly prohibited.
9. To comply with the Children's Internet Protection Act (CIPA) and restrict access to online content that may be considered harmful to minors or offensive to adults, the B&ECPL employs technology protection measures (including filters) on all Library-owned computing devices offering internet access. As required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed to be obscene, child pornography, or harmful to minors. Users are cautioned that filters are not foolproof and due to technological limitations cannot obstruct access to all potentially harmful or offensive content. In addition, filters may block access to some legitimate or constitutionally protected material found on the internet. By law, individuals who have attained the age of 17 have the right to unfiltered internet access for bona fide research or other lawful purposes.

II. CHILDREN, PARENTS AND THE INTERNET

1. Parents/guardians have the sole right and responsibility to decide what is appropriate for their child. The B&ECPL does not act *in loco parentis* (i.e., in the place or role of the parent). Parents/guardians are responsible for the supervision of their child's internet activity. Children who use the internet unsupervised may be exposed to inappropriate or disturbing information and images.
2. The B&ECPL has taken the following measures designed to assist in the safe and effective use of these resources by all minors (individuals who have not attained the age of 17). The B&ECPL:
 - a. Employs technology protection measures (including filters) on all Library-owned computing devices offering internet access;
 - b. Develops and maintains special web pages for children and teens;
 - c. Develops and provides training programs on safe and effective internet use; and
 - d. Provides online and printed information about child safety and information on educational or recreational uses of the internet.
3. To address the issue of the safety and security of minors when using email, social networking sites, or other forms of direct electronic communications, the B&ECPL advises parents and guardians to encourage minors to:
 - a. Never give out identifying information such as their full name, address, telephone number, or school name;
 - b. Let parents/guardians decide if personal information such as first name or age should be revealed;

- c. Always tell their parents or another adult they trust if they see something online that is frightening or that they do not understand, or if they observe or experience something that might be cyberbullying;
- d. Never respond to messages that make them feel uncomfortable or uneasy;
- e. Never arrange to meet in person someone they have met online unless they discuss it with their parents/guardians and an adult accompanies them;
- f. Have parents/guardians report an incident to the National Center for Missing & Exploited Children at 1-800-843-5678 or CyberTipline.org if one becomes aware of the transmission of child pornography;
- g. Remember that people online may not be who they say they are; and
- h. Remember some things they read on the internet may not be true.

III. USER RESPONSIBILITIES

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

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

Adopted by the B&ECPL Board of Trustees at a public meeting, following normal public notice, on June 20, 2002.

Amended, July 18, 2002, December 18, 2003, February 16, 2006, September 28, 2006, July 19, 2012, May 21, 2015 and December 17, 2015.

Reviewed by Policy Committee September 22, 2016 - no changes.
Amended September 21, 2017.
Amended October 18, 2018.
Amended November 21, 2019.
Reviewed by Policy Committee November 19, 2020 - no changes.
Amended July 15, 2021.

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: July 15, 2021

AGENDA ITEM NUMBER: E.3.a.

RESOLUTION: 2021-24
Amend Internet Safety and
Acceptable Use Policy

BACKGROUND:

The Buffalo & Erie County Public Library's (B&ECPL) Board of Trustees adopted an Internet Safety and Acceptable Use Policy on June 20, 2002 to govern internet access and public computer use at all libraries of the B&ECPL System. The Policy has been reviewed and amended periodically, most recently on November 19, 2020.

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

The Board's Policy Committee met on June 17, 2021 to review the attached proposed amended Internet Safety and Acceptable Use Policy. Changes were recommended due to a new B&ECPL program that allows for lending of Wi-Fi hotspots and Chromebooks. Language has been updated to clarify the policy applies on library-owned devices used outside of library buildings. Recommendations for change and new language are shaded; strike-throughs are deleted text.

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

ACTION REQUIRED:
Motion to adopt Resolution 2021-24.

RESOLUTION 2021-24

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 Internet Safety and Acceptable Use Policy which has been vetted by B&ECPL legal counsel, and

WHEREAS, recommended changes include updating language to clarify the policy applies on library-owned devices used outside of library buildings, and

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

RESOLVED, that the Board of Trustees of the B&ECPL adopts the proposed revisions to the B&ECPL's Internet Safety and Acceptable Use Policy to supersede and replace the prevailing policy last reviewed November 19, 2020, and be it further

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

RESOLVED, that a copy of the approved Internet Safety and Acceptable Use Policy be distributed to all B&ECPL libraries, Contract Libraries and Contract Library Trustees as well as posted on the B&ECPL's website.

Approved unanimously at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on July 15, 2021.



Internet Safety and Acceptable Use Policy

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

I. GENERAL STATEMENT OF POLICY

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

access to information (including images) by users, while limiting unwanted exposure of that information to others.

8. Unauthorized access to B&ECPL's computer resources, including hacking and all other unlawful computer activity, is strictly prohibited.
9. To comply with the Children's Internet Protection Act (CIPA) and restrict access to online content that may be considered harmful to minors or offensive to adults, the B&ECPL employs technology protection measures (including filters) on all library-owned computing devices offering internet access. As required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed to be obscene, child pornography, or harmful to minors. Users are cautioned that filters are not foolproof and due to technological limitations cannot obstruct access to all potentially harmful or offensive content. In addition, filters may block access to some legitimate or constitutionally protected material found on the Internet. By law, individuals who have attained the age of 17 have the right to unfiltered Internet access for bona fide research or other lawful purposes.

II. CHILDREN, PARENTS AND THE INTERNET

1. Parents/guardians have the sole right and responsibility to decide what is appropriate for their child. The B&ECPL does not act *in loco parentis* (i.e., in the place or role of the parent). Parents/guardians are responsible for the supervision of their child's Internet activity. Children who use the Internet unsupervised may be exposed to inappropriate or disturbing information and images.
2. The B&ECPL has taken the following measures designed to assist in the safe and effective use of these resources by all minors (individuals who have not attained the age of 17). The B&ECPL:
 - a. Employs technology protection measures (including filters) on all library-owned computing devices offering Internet access;
 - b. Develops and maintains special web pages for children and teens;
 - c. Develops and provides training programs on safe and effective Internet use; and
 - d. Provides online and printed information about child safety and information on educational or recreational uses of the Internet.
3. To address the issue of the safety and security of minors when using e-mail, social networking sites, or other forms of direct electronic communications, the B&ECPL advises parents and guardians to encourage minors to:
 - a. Never give out identifying information such as their full name, address, telephone number, or school name;

- b. Let parents/guardians decide if personal information such as first name or age should be revealed;
- c. Always tell their parents or another adult they trust if they see something online that is frightening or that they do not understand, or if they observe or experience something that might be cyberbullying;
- d. Never respond to messages that make them feel uncomfortable or uneasy;
- e. Never arrange to meet in person someone they have met online unless they discuss it with their parents/guardians and an adult accompanies them;
- f. Have parents/guardians report an incident to the National Center for Missing & Exploited Children at 1-800-843-5678 or CyberTipline.org if one becomes aware of the transmission of child pornography;
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Contract Library "System Paid" Budget Analysis

Aurora Town Public Library

As of 6/30/2021

	"System Paid" Budget*	Jan-May 2021	April	May	June	Actual 2021 YTD Expenses	2021 Year End Projection	Projected Year End Surplus/(Shortfall)
Salaries & Wages, Full Time								
Salaries & Wages, Full Time	152,696.00	37,541.83	12,870.92	12,285.82	12,870.90	75,569.47	153,353.31	(657.31)
Other Payments		0.00				0.00	0.00	0.00
Overtime		0.00				0.00	0.00	0.00
Total Salaries & Wages, Full Time	152,696.00	37,541.83	12,870.92	12,285.82	12,870.90	75,569.47	153,353.31	(657.31)
Wages, Regular Part-Time	0.00	0.00				0.00	0.00	0.00
Wages, Part Time	149,667.00	18,874.39	7,438.38	8,894.29	8,777.75	43,984.81	90,796.77	58,870.23
Contratual Reserve	3,785.00							3,785.00
Employer FICA Total	23,132.00	4,200.69	1,533.87	1,585.32	1,619.69	8,939.57	18,264.01	4,867.99
Employee Health Insurance	34,020.00	7,546.68	2,669.32	2,873.14	3,417.17	16,506.31	32,373.43	1,646.57
Dental Plan	1,174.00	264.45	18.22	110.83	82.26	475.76	1,072.36	101.64
Health Insurance Waiver		0.00				0.00	0.00	0.00
NYS Retirement	24,901.00	5,378.51	2,708.67	1,833.63	2,011.13	11,931.94	24,797.66	103.34
Disability	0.00	0.00				0.00		0.00
Natural Gas (NFG)	4,546.00	1,548.69	333.58	161.93	71.38	2,115.58	2,504.57	2,041.43
Electricity	9,226.00	827.18	546.89	465.32	517.31	2,356.70	6,065.83	3,160.17
Bottom Line Total	403,147.00	76,182.42	28,119.85	28,210.28	29,367.59	161,880.14	329,227.94	73,919.06

Notes:

System Paid Budget per Res. 2021-14



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Trustee Handbook Book Club

Home Trustee Handbook Book Club



Trustee Handbook Book Club

Join co-authors of the Handbook for Library Trustees of New York State Jerry Nichols and Rebekkah Smith Aldrich for this fun and informative series! Each month trustees are encouraged to read a chapter of the Trustee Handbook and send in questions that the authors will address at live events later this year.

Tuesday, October 19, 2021 from 5:00-6:30pm: Duties & Responsibilities | Register Here

Before the event:

1) Read the chapter: Duties & Responsibilities

2) Thoughts to consider before the program:

- What is your purpose as a Library Trustee?
- What do you believe is the mission of your Library in the community?
- Have you received a thorough orientation about the Library, it's services and how it functions?
- How can the Board be most effective as the public body entrusted with the future of the community's library?

3) Submit your questions here.

Tuesday, November 16, 2021 from 5:00-6:30pm: Library Board Meetings | Register Here

Before the event:

1) Read the chapter: Library Board Meetings

2) Thoughts to consider before the program:

- Are your meetings well organized with a standard agenda and materials distributed well in advance?
- Do all Board members regularly attend and are well prepared?
- Are you familiar with and faithfully follow the Open Meetings Law?
- Do you review and approve all bills and personnel actions?
- Are you fully apprised of all library activities from the various departments?

3) Submit your questions here.

Tuesday, December 14, 2021 from 5:00-6:30pm: Personnel | Register Here

Before the event:

1) Read the chapter: Personnel

2) Thoughts to consider before the program:

- Do you abide by the Best Practices rubric: "Director selects; Board appoints"?
- Do you approve all personnel actions (even retroactively), including salary increases, promotions and terminations?

- If applicable, do you understand your responsibilities under NYS Civil Service Law?
- Does your Board treat the director as the CEO and avoid micromanagement?
- Do you provide sufficient compensation to attract quality staff and a competent library director?
- Do you avoid all appearances of nepotism in the hiring and promotional process?

3) Submit your questions here.

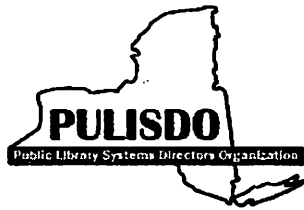
The live events will include a brief introduction to the chapter topic, tackle questions sent in advance by attendees, as well as address questions that come in live during the event.

Co-Moderators for the series:

- Brian M. Hildreth, Executive Director, Southern Tier Library System
- Ron Kirsop, Executive Director, Pioneer Library System.

Submit Your Questions Here

Promotional Partners



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Up