

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Agenda of the Board
Regular Monthly Meeting
October 26, 2021, 1:00 p.m.

1. Comments from the audience
2. Minutes of the Meetings: September 28, 2021
3. Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: September 2021
4. Director's Report: September 2021
5. Reports of Interest
 - a. Erie County Executive Mark Poloncarz recommended a funding increase of \$518,347 (2.0%) to B&ECPL in his 2022 Proposed Budget through funds generated by growth in the equalized full value property tax base.
 - b. Patrons will be encouraged to sign the letters to their legislators in support of this increase, which will be delivered in advance of the budget vote. A public hearing on the overall County Budget is expected to be scheduled later in November.
 - c. Erie County's 2022 Proposed Capital Budget will support improvements to the County-owned downtown Central Library and to system related improvements, specifically:
 - \$500,000 for Central Library Improvements/Upgrades; and
 - \$ 90,000 to support the Shipping and Maintenance Vehicle Replacement Program.
 - d. The Friends of the Library are holding a special Baubles & Bling raffle, beginning October 1 through November 29 at 2:00 p.m. Tickets are one for \$1.00 or six for \$5.00.
 - e. The Baubles & Bling sale will take place Friday, November 26 10:00 a.m. – 4:00 p.m.; Saturday, November 27 10:00 a.m. – 2:00 p.m.; Monday, November 29 10:00 a.m. – 2:00 p.m.
 - f. The Friends of the Library sponsored a new coffee maker and microwave to be used for library programs, meetings, and staff.
 - g. Other
6. Personnel
 - a. Payroll Reports: PP 19
 - b. Board May Enter Executive Session
 - c. Other
7. Old Business
 - a. ACT Meeting: Saturday, October 2, 2021 Held Via Zoom
 - b. Program Equipment & Facility Improvement Initiative
 - c. Effective January 1, 2023 board of trustees of public, free association or Indian libraries shall be required to complete a minimum of two trustee education hours.
 - d. Board Member Terms Ending in 12/21 and 12/22
 - e. Other
8. New Business
 - a. Gift and Donor Recognition Policy Review
 - b. Other

Next regularly scheduled meeting: November 16, 2021 at 1:00 p.m.

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.

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

President Alice Askew called the meeting to order at 1:10pm.

1. There were no comments from the audience.
2. A motion (MB, KSC) to approve the minutes of the meeting of June 15, 2021 carried by a voice vote.
3. A motion (MB, EC) to approve the Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: June, July, August 2021 carried by a voice vote. Request made (KSC) for LED conversion money to be added to future line items of financial reports if being carried for significant length of time.
4. Director's Report: June, July, August 2021

Library service, Freegal, allows for five music downloads per week. There is a Erie County map display in conjunction with Rob Goller's talk for the Erie County Bicentennial. Read to a Dog with SPCA Paws for Love is now a family program. New adult and children's library card memberships benefited by being on local school supply lists. The Trick-or Read StoryWalk® is a week-long event with a free book for all children who participate, sponsored by the Friends of the Aurora Town Public Library. Robert Poczik's Destiny of a Republic program was cancelled due to personal reasons and will be rescheduled for a future date.

A motion (KSC, MB) to accept the June, July, August 2021 Director's Report carried by a voice vote.

5. Reports of Interest
 - a. Effective September 1, 2021, the Library is open all Saturdays, for a total of 48 business hrs / wk. Read to a Dog will occur monthly on a Saturday.
 - 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 and extended sale dates.
 - c. Wireless printing for patrons to print off of personal devices is now available at libraries via SavaPage. Black and white copies are \$0.10 and color are \$0.25 per page.
 - d. In April 2021, a letter was sent to Senator Patrick Gallivan, expressing our appreciation of his advocacy during state budget negotiations. ATPL requested him to keep us in mind for future Bullet Aid awards.
6. Personnel
 - a. The Trustees reviewed the Payroll Reports: PP 15 & 17 (2021). The considerable projected balance must be returned to the library fund balance, since any surplus is needed for pandemic conservation. Personnel are being scheduled as needed and scaling back of staff hours for October is based on September's numbers.

- b. A new Senior Page was hired who can assist with special projects (Library of Things, marking circulation, weeding collection, etc.) and a job search for a Cleaner continues. The current caretaker, Dennis, has increased his hours from 16 to 19 in order to facilitate the necessary required for library operations. The County determines the pay structure for all cleaners, which unfortunately, is lower than market rate, which exacerbates the hiring difficulties.
- c. The Board entered Executive Session at 1:37pm and ended at 1:55pm.

7. Old Business

- a. As part of the Program Equipment & Facility Improvement Initiative, new furniture: folding chairs with push dollies, tables, wooden chairs, charging stations / cords, and webcam with tripod have been ordered, but many items are backordered or face shipping delays.
- b. When Warning Electric does the work for LED conversion, the building will be closed to the public. Walk-Up Service will be offered for patrons to access library materials and services.

8. New Business

- a. 2021 Contract was signed by AA and EC.
- b. A motion (KSC, EC) to approve the Freedom of Information Law (FOIL) Policy carried by a voice vote.
- c. A motion (KSC, EC) to approve the Internet Safety and Acceptable Use Policy – Amended July 15, 2021 carried by a voice vote.
- d. The System Paid Budget Analysis (As of 6/30/2021) shows that ATPL is not projected to owe anything back to the System..
- e. Future requirement for mandatory board of education of 2 hours annually may be fulfilled by attending the Trustee Handbook Book Club.
- f. ACT Meeting: Saturday, October 2, 2021 Held Via Zoom.
- g. The gas line on Whaley Ave is expected to be repaired with the parking lot exit apron and sidewalk in October.

A motion (EC, KSC) to adjourn the meeting was carried by a voice vote. President Alice Askew adjourned the meeting at 2:11pm. The next regularly scheduled meeting: October 26, 2021 at 1:00 p.m.

Respectfully submitted,

Elaine Chow

Vice-President (acting Secretary due to Richard Wiesen's absence)

LOCAL CHECKING ACCOUNT

Beginning Balance:	1-Sep-21		\$33,396.60
Plus Receipts/Deposits		Total:	\$200.00
Less Checks/Debits		Total:	\$90.85
Ending Balance:	30-Sep-21		\$33,505.75

Transaction Details**Receipts:**

Alice Askew Donation			\$200.00
		Total:	\$200.00

DISBURSEMENTS:

DEMCO (Classification Labels)			\$81.45
W.B. Mason (4 Rolls of Book Tape)			\$9.40
		Total:	\$90.85

Savings Account

Balance Forward	1-Sep-21		\$50,591.16
Interest Earned:			\$0.86
Balance	30-Sep-21		\$50,592.02

Volker Funds

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

Gallivan Funds

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

Facility Improvements

Balance Forward	1-Sep-21		\$7,088.00
Receipts:	None		\$0.00
Disbursements:	None		\$0.00
Balance	30-Sep-21		\$7,088.00

Internal Auditor's Report Martha Buyer

Voucher#	Amount	Approved	Check #	Reason
L68	\$81.45	9/24/2021	1024	DEMCO (Classification Labels)

Friends Ongoing Book Sale	SEPTEMBER \$75.00	YTD \$947.00
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Contingency Funds	Counted On 9/15/2021	Total \$377.30
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CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: SEPT

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	271	279	550	0	
515000	Sewer	850	0	888	(38)	888	(38)	
515000	Telephone - Maintenance	0	0	264	(264)		0	Rel Comm
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	1,066	1,034	2,100	0	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	400	0	57	343	76	324	
530000	Other Expenses & Charges	600	0	330	270	600	0	
530000	Contingency (Bullet Aid)	0	2,120	2,120	0	0	2,120	Bullet Aid - In Local
TOTAL EXPENSES		4,520	2,120	5,715	1,189	4,234	2,406	

	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
DIRECT LOCAL INCOME							
Fines, Lost Books, etc.	11,490	0	4,259	7,231	5,679	(5,811)	
Copy Machines	606	0	311	295	415	(191)	
Print Cost Recovery	2,333	0	1,283	1,050	1,711	(622)	
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)	Bullet Aid - In Local
Use of Fund Balance	0	0	0	0		0	
TOTAL DIRECT INCOME	14,733	2,120	5,853	11,000	7,804	(9,049)	

AURORA TOWN PUBLIC LIBRARY

COUNTY LEDGER

COUNTY CHECKING ACCOUNT

30-Sep-21

Beginning Balance:	1-Sep-21		\$9,727.61
Plus Receipts/Deposits		Total:	\$912.07
Less Checks/Debits		Total:	\$1,012.69
Ending Balance:	30-Sep-21		\$9,626.99

Transaction Details

Receipts:

Fines	\$219.23
Fines	\$296.49
Fines	\$214.40
Fines	\$114.65
Copier	\$67.30
Total:	\$912.07

Disbursements:

Corr Distributors (Bio Mop Sheets)	\$112.50
Scholastic , Inc. (Books for Trick-or-Read Program)	\$329.80
Dennis Desmond (Reimbursement for Curtains, Wasp Killer, Magic Eraser)	\$142.96
Clark Air Systems (Replacement filter for Austin Air Purifier)	\$290.00
Allied 100 LLC (Replacement Adult Electrode Pad for AED)	\$41.37
Village of East Aurora (Water Bill)	\$96.06
Total:	\$1,012.69

Internal Auditor's Report

Richard Wiesen & Martha Buyer, Internal Auditors

Voucher Amount	Approved	Check #	Reason
C77 \$112.50	8/21/2021 RW	5835	Corr Distributors (Bio Mop Sheets)
C78 \$329.80	9/13/2021 MB	5836	Scholastic Book Order (Books for Trick-or-Read Program)
C79 \$142.96	9/24/2021 MB	5837	Dennis Desond (Reimbursement for Curtains, Wasp Killer, Magic Eraser)
C80 \$290.00	9/24/2021 MB	5838	Clark Air Systems (Replacement filter for Austin Air Purifier)
C81 \$41.37	10/1/2021 MB	5839	Allied 100 LLC (Replacement Adult Electrode Pad for AED)
C82 \$96.06	10/1/2021 MB	5840	Village of East Aurora (Water Bill)

AURORA TOWN PUBLIC LIBRARY
550 MAIN STREET
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716-652-4440/fax 716-655-5875

DIRECTOR'S REPORT
September 2021

CIRCULATION	Total-month	Average/day	Average/hour	YTD Total
2021	7,407*	296.3	37.98	62,620**
2020	7,740	368.57	48.68	54,802
2019	10,642	425.9	49.8	110,030
2018	13,310	493	57.5	134,784

68.4**% (5,067) via self-checkout

70.0%** (43,849) via self-checkout YTD

Note: Circulation for the contracting libraries was -6.1% this month (EAU was -4.3%) and 27.6% YTD (EAU was 14.3%).

Library of Things	2021
Monthly	2
Year-to-date	30

SYSTEM e-BRANCH	Month 2021	Month 2020	Change	YTD 2021	YTD 2020	Change
Online Renewals	77,479	84,543	-8.4%	696,728	519,743	34.1%
Interlibrary Loans	1,148	801	43.3%	9,429	5,449	73.0%
D-Loadable Audio Books	39,328	32,804	19.9%	348,240	295,722	17.8%
D-loadable Streaming Videos	104	25	316.0%	941	411	129.0%
eBooks	71,647	70,610	1.5%	696,379	658,534	5.7%
Downloadable Music/Music Videos	21,396	25,739	-16.9%	218,874	249,468	-12.3%

YEAR	2021	2020	2019	2018
DAYS/HOURS OPEN	25/195	21/159	27/231	27/232

DAYS CLOSED: Labor Day-September 6, 2021

COMPUTER USE	2021	2020	% Change
Monthly	297	305	-2.6%
Year-to-date	2,220	707	-20.5%

Note: Computer use for the contracting libraries was 0.3% this month and 5.2% YTD.

WIFI USE	2021	2020	% Change
Monthly	1,777	802	121.6%
Year-to-date	14,002	7,679	82.3%

Note: Wifi use for the contracting libraries was 67.3% this month and 62.7% YTD.

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**DIRECTOR'S REPORT
September 2021**

NEW LIBRARY CARD MEMBERSHIP	Total-month	YTD
Adults	18	240
Children	32	120

PATRON COUNTER	2021	2020	% Change
Monthly	4,113	3,480	18.2%
Year-to-date	32,007	27,904	14.7%

Note: Door counts for the contracting libraries were 10.5% this month and 23.5% YTD.

Programs Name / Number of Sessions / Sponsor	Age group	Attendance	Stat Category
Medicare Workshop (2) (Hartloff Benefit Solutions)	Adult	6	In Library Group
Lego Club (1) (Friends)	6-12 years	13	In Library Group
Read-To-A-Dog (SPCA) (6)	All Ages	19	In Library Group
Read Down Your Fines (0)	0-5	0 min	In Library Group
Read Down Your Fines (8)	6-12 years	1,813 min	In Library Group
Read Down Your Fines (2)	13-16 years	555 min	In Library Group
Create-a-Card (Friends) (12)	Adult	12	Self-Directed
Unwind & Design Autumn Book Page Wreath (Friends) (25)	Adult	25	Self-Directed
Tutor (0)	0-5 years	0	One-on-One
Tutor (3)	6-12 years	3	One-on-One
Tutor (1)	13-16 years	1	One-on-One

Display Case: Rob Goller, Town Historian: Erie Country Connections & Early Maps

Community Room Exhibits: Sharon Bartell & Nancy Cerny-Chautauqua: Charming and Beautiful Grace Art show and East Aurora Garden Club Table top displays

Building condition: Good. No work requested. Waiting for National Fuel to repair gas line and replace parking lot.

Meeting Room Uses: 8

Friends Ongoing Book Sale	Month	YTD
Dollar Amount	\$75.00	\$947.00

Professional Development/Meetings

9/20/21-EXCEL/G-Sheets: Be Spreadsheet Saavy, Tech-Talk—Ashlyn Houghton

9/27/21-EXCEL/G-SHEETS: Manipulating Rows, Columns, Data, Tech-Talk—Ashlyn Houghton

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DIRECTOR'S REPORT
September 2021

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. **Sorry Program is Full**

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

Programs: November 2021

Story Time - To Go - Children, 3 - 5 - Wednesday, November 3 & November 17 - Participants will be called to pick-up their take-home kit the week of the program.

Rob Goller: Becoming Your Own Historian - Adults, 17+ - November 4 @ 6:30 p.m.

Unwind & Design: Gratitude Journal - Adults, 17+ - November 9 - Participants will be called to pick-up their take-home kit the week of the program.

Fall Reading Club - Kids, 6 - 12 - Wednesday November 10 @ 3:45pm - In person program.

Read to a Dog - Children, All Ages - November 13 @ 3:30 p.m., 3:50 p.m., 4:10 p.m.

LEGO Club - Children, 6-12 - 9/23, 10/14, 11/18, 12/18 @ 4:00 p.m. **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**

K-3 Story Time: Thanksgiving Parade - Grades K-3 – November 20 @ 11:00 a.m.

2021 Aurora Payroll Report_PP19



As of Pay Period

19

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian I	43,324.54	59,514.00	16,189.46
Library Director I	39,340.65	54,042.00	14,701.35
Senior Library Clerk	28,459.54	39,140.00	10,680.46
FT Totals	111,124.73	152,696.00	41,571.27

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Caretaker PT	9,983.51	13,476.00	3,492.49
Cleaner PT	6,079.38	9,309.00	3,229.62
Clerk Typist PT	10,915.79	27,956.00	17,040.21
Librarian I PT	15,595.27	26,880.00	11,284.73
Page PT	6,859.20	15,600.00	8,740.80
Senior Page	20,086.65	56,446.00	36,359.35
PT Totals	69,519.80	149,667.00	80,147.20

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretaker PT	9,983.51	13,476.00	3,492.49
Cleaner	6,079.38	9,309.00	3,229.62
Clerk Typists	10,915.79	27,956.00	17,040.21
Librarian I'S	58,919.81	86,394.00	27,474.19
Library Director I	39,340.65	54,042.00	14,701.35
Senior Library Clerk	28,459.54	39,140.00	10,680.46
Pages	6,859.20	15,600.00	8,740.80
Senior Pages	20,086.65	56,446.00	36,359.35
		3,785.00	3,785.00
Combined Totals	180,644.53	306,148.00	125,503.47

ANNUAL BUDGET	\$ 306,148.00
PROJECTED ANNUAL BUDGET SPENT	\$ 248,176.69
PROJECTED ENDING BALANCE	\$ 57,971.31

AURORA TOWN PUBLIC LIBRARY**Gift and Donor Recognition Policy****1. ~~GENERAL STATEMENT OF POLICY~~ GENERAL STATEMENT OF POLICY**

- A. The Aurora Town Public Library (ATPL) actively encourages and welcomes gifts and contributions which will help the Library better serve the needs of the community. All donations and gifts to the Library are subject to New York State applicable laws as well as the Library's existing policies and guidelines.

The purpose of a formal recognition program is to thank donors, to encourage others to give, and build healthy long-term relationships between the ATPL and its donors. Every effort will be made to ensure that recognition is timely, meaningful to the donor, appropriate and equitable.

- B. Monetary gifts as well as library and other materials in good condition may be donated to the ~~Aurora Town Public Library~~ ATPL.
- C. All gifts (designated and undesignated) are subject to the terms of this policy. Undesignated gifts will be utilized at the discretion of the ATPL Board of Trustees or its designee in accordance with this policy and/or the Buffalo & Erie County Public Library (B&ECPL) Collection Development Policy.
- D. The ATPL will make every effort to honor the wishes of donors. Gifts on which a donor places restrictions or special conditions will be allowed only if those restrictions or conditions are accepted by the ATPL Board of Trustees or its designee.

2. ~~GIFTS~~ GIFTS

- A. Monetary gifts in any amount including but not limited to onetime or recurring financial donations, bequests, memorials, stock options, and legacy gifts are accepted year-round.
- B. Gifts of traditional library materials will be accepted with the understanding that the ATPL reserves the right to add items to the collection, distribute to other libraries, sell, donate, or discard them. Any items added to the collection will be evaluated and judged according to the selection standards in the B&ECPL Collection Development Policy.
- C. Personal property, real property, antiques, and all other gifts will be accepted at the discretion of the Library Director or his or her designee. The Director may enlist the feedback of the ATPL Board of Trustees depending on the item or offer.

- D. An acknowledgement letter will be sent to the donor provided contact information is given. The ATPL will not appraise or estimate the value of gift donations. The responsibility for such appraisal lies with the donor.
- E. The ATPL may consider individual plaques, paving stones or equivalent acknowledgement for substantial donations at the discretion of the ATPL Board of Trustees and the owner of the building. The ATPL reserves the right to name or re-name designated facilities (with proper permissions), resources or collections if the terms of a donation are not honored, if the term (duration) of a donation expires, or if the ATPL Board of Trustees determines that continued association does not support the mission or image of the ATPL.
- F. The ATPL shall maintain donor confidentiality when requested by the donor, subject to disclosure upon request for consent of the donor or pursuant to subpoena, court order or where otherwise required by law.

Adopted by Aurora Town Public Library Board November 18, 2002; Revised January 19, 2010; Revised October 22, 2013; Revised September 27, 2016, Confirmed October 18, 2016. Amended October 26, 2021.

STATE OF NEW YORK

4435--B

Cal. No. 804

2021-2022 Regular Sessions

IN SENATE

February 4, 2021

Introduced by Sens. MAY, JORDAN, SKOUFIS -- read twice and ordered printed, and when printed to be committed to the Committee on Education -- committee discharged and said bill committed to the Committee on Libraries -- reported favorably from said committee, ordered to first and second report, ordered to a third reading, amended and ordered reprinted, retaining its place in the order of third reading -- again amended and ordered reprinted, retaining its place in the order of third reading

AN ACT to amend the education law, in relation to requiring members of a board of trustees of public, free association and Indian libraries to complete two hours of trustee education annually

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

1 Section 1. The education law is amended by adding a new section 260-d
2 to read as follows:

3 § 260-d. Board of trustees continuing education. 1. Beginning January
4 first, two thousand twenty-three, each member, elected or appointed, of
5 a board of trustees of a public, free association or Indian library
6 shall be required to complete a minimum of two hours of trustee educa-
7 tion annually, from a provider approved by the commissioner on the
8 financial oversight, accountability, fiduciary responsibilities and the
9 general powers and duties of a library trustee. Such trustee education
10 may be delivered online or in person, and may include lectures, work-
11 shops, regional or national library association programs, or any other
12 format approved by the commissioner.

13 2. Each member shall demonstrate compliance with the requirements of
14 this section by filing with the president of the board of trustees
15 evidence of completion of trustee education from an approved provider.
16 Actual and necessary expenses incurred by a member in complying with
17 this section shall be a charge against the library. Such evidence shall
18 include one of the following:

EXPLANATION--Matter in italics (underscored) is new; matter in brackets
[-] is old law to be omitted.

LBD04722-05-1

1 (a) certificates of completion issued by one or more approved provid-
2 ers; or

3 (b) a signed self-assurance of completion. Such assurance shall iden-
4 tify the approved trustee education providers, a description of the
5 format and content of the completed instruction activities, the date and
6 time such member began and completed each instruction activity and an
7 explanation of why a certificate of completion was not available from
8 such approved providers.

9 § 2. This act shall take effect immediately.