

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Agenda of the Board
Regular Monthly Meeting
April 27, 2021, 1:00 p.m.
Held Via GoToMeeting App

1. Comments from the audience
2. Minutes of the Meetings: March 23, 2021
3. Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: March 2021
4. Director's Report: March 2021
5. Reports of Interest
 - a. System Director, Mary Jean Jakubowski has announced her retirement – effective June 20, 2021.
 - b. National Library Week took place April 4-10, and Buffalo & Erie County Public Libraries will celebrate 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.
 - c. April 2021-April 2022 marks the Bicentennial year of Erie County. ATPL is collaborating with the Town Historian to develop displays and (hopefully) in-person programs.
 - d. ATPL partnered with Kenny Arnold (an industrial designer) to help put on 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.
 - e. Effective April 5, 2021, the B&ECPL reduced the quarantine of returned library materials to 2 days (48 hours).
 - f. As of 3/23/2021, New York State law now requires by law that gender neutral signage be used for single use bathrooms. Single-occupancy bathrooms must be clearly designated as gender neutral by posting on or near the entry door of each bathroom.
 - g. Other
6. Personnel
 - a. Payroll Report: PP:6 (March 2021)
 - b. Board May Enter Executive Session
 - c. Other
7. Old Business
 - a. Summer Reading 2021
 - b. Other
8. New Business
 - a. NYS 2021-22 Budget—Finalized April 7, 2021: Impact on B&ECPL
 - b. Program Equipment & Facility Improvement Initiative
 - c. Library Hours of Operation Expansion
 - d. ACT Meeting via ZOOM: May 1, 2021
 - e. Other

Next regularly scheduled meeting: May 25, 2021

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Minutes of Board of Trustees Meeting
March 23, 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 1:02 p.m.

1. There were no comments from the audience.
2. A motion (MB, KSC) to approve the minutes of the meeting of February 23, 2021, as amended, carried by a voice vote.
3. A motion (RW, MB) to approve the Treasurer's Report, February 2021 Financial Statements, and the Internal Auditor Report carried by a voice vote.
4. Director's Report: February 2021
 - Circulation is strengthening, though patron visits and circulation statistics remain below last year (prior to the pandemic shutdown).
 - WI-FI use is improving.
 - New library card membership sign up are steady.
 - The Read Down Your Fines program saw about 1400 minutes this month.
 - This past month, the Friends Ongoing Book Sale totaled \$116.00.
 - Take-home kit programs have been received positively by patrons. This innovation that grew out of the pandemic, will surely continue (in addition to in-person programs) after the current restrictions are lifted.

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

5. Reports of Interest
 - The Financial Section of the State Report has been submitted to the System. The 2020 Report to the Community has also been completed. Both pend Board approval at the Annual Meeting.
 - Director, Paula Klocek and Trustee, Martha Buyer virtually attended Library Advocacy Day.
 - ATPL reached out to local schools about Student Digital Library Cards. This invited a collaboration with Parkdale's Library Media Specialist. ATPL will provide a temporary capsule collection of books by Jarrett Krosoczka for students, who are looking forward to the author visiting their school.
 - The Library's Discard Sale will take place Tuesday, June 1—Friday, June 25 in the Community Room during regular hours of operation. On the last day of the sale, it will end at 4:00 p.m.
 - The Friends of the Library will be accepting donations of gently-used purses, wallets, scarves, hats, jewelry and accessories during their book collection on April 10 at their storage site at 42 Riley St. for their upcoming *Baubles and Bling* fundraiser.
 - The Friends of the Library plan to have their Annual Used Book Sale for October 14-16.

6. Personnel

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

7. Old Business

- The Board discussed the Draft Public Health Emergency Operations Plan and a motion (RW, KSC) to adopt the plan carried by a voice vote.
- A copy of the latest version of the Minimum Standards for Libraries was distributed.

8. New Business

- During the weeks of July 4 through August 9, the Summer Reading Program will take place be offered in a take home-kit format this year from July 4 to August 9. A Community Art Project is to be part of the effort.
- In preparation for the Annual Meeting in April, a slate of officers was discussed.

A motion (RW, EC) to adjourn the meeting was carried by a voice vote. President Alice Askew adjourned the meeting at 1:45 p.m. The next regularly scheduled meeting: April 27, 2021 at 1:00 p.m. The Annual Meeting of the Board will precede that meeting and will begin at 12:30 PM.

Respectfully submitted,

Richard Wiesen
Secretary

LOCAL CHECKING ACCOUNT

Beginning Balance:	1-Mar-21		\$22,487.54
Plus Receipts/Deposits		Total:	\$285.00
Less Checks/Debits		Total:	\$429.65
Ending Balance:	31-Mar-21		\$22,342.89

Transaction Details

Receipts:

Friends (Bees, Birds & Butterflies Craft Reimbursement)	\$85.00
Alice Askew Donation	\$200.00
Total:	\$285.00

DISBURSEMENTS:

Alison Lawrence (Program Reimbursement)	\$28.70
Martyn Printing & Graphics (5000 Neon green stickers)	\$270.00
Alison Lawrence (Program Reimbursement)	\$36.19
DEMCO (Book Tape/Labels)	\$94.76
Total:	\$429.65

Savings Account

Balance Forward	1-Mar-21	\$50,584.49
Interest Earned:		\$1.17
Balance	31-Mar-21	\$50,585.66

Volker Funds

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

Gallivan Funds

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

Internal Auditor's Report Richard Wiesen, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
L59	\$28.70	3/5/2021	1015	Program reimbursement
L60	\$270.00	3/17/2021	1016	5000 Neon green stickers
L61	\$36.19	3/17/2021	1017	Program reimbursement
L62	\$94.76	3/24/2021	1018	DEMCO Book Tape/labels
Friends Ongoing Book Sale		MAR	\$117.00	YTD \$326.00
Contingency Funds		Counted On	3/15/2021	Total \$483.52

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: MARCH

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	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	
TOTAL EXPENSES		4,520	2,120	3,181	3,459	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	752	10,738	3,008	(8,482)	
Copy Machines	606	0	86	520	344	(262)	
Print Cost Recovery	2,333	0	346	1,987	1,384	(949)	
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	1,184	15,669	4,736	(12,117)	

AURORA TOWN PUBLIC LIBRARY

COUNTY LEDGER

COUNTY CHECKING ACCOUNT

31-Mar-21

Beginning Balance:	1-Mar-21		\$6,782.51
Plus Receipts/Deposits		Total:	\$531.30
Less Checks/Debits		Total:	\$84.99
Ending Balance:	31-Mar-21		\$7,228.82

Transaction Details

Receipts:

Fines		\$214.98
Fines		\$241.07
Fines		\$38.40
Copier		\$36.85
	Total:	\$531.30

Disbursements:

Village of East Aurora (Water Bill)		\$84.99
	Total:	\$84.99

Internal Auditor's Report Richard Wiesen, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
C67	\$84.99	3/24/2021	5825	Village of East Aurora-Water Bill

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

**DIRECTOR'S REPORT
March 2021**

CIRCULATION	Total-month	Average/day	Average/hour	YTD Total
2021	7,364*	320.2	42.1	18,533**
2020	7,928	609.8	70.8	29,991
2019	12,663	487.0	58.4	40,391
2018	14,338	551.5	65.5	40,391

*60.9% (4,485) via self-checkout

**59.3% (10,990) via self-checkout YTD

Note: Circulation for the contracting libraries was 27.0% this month (EAU was -7.1%) and -25.8% YTD (EAU was -38.2%).

Library of Things	2021
Monthly	0
Year-to-date	2

SYSTEM e-BRANCH	Month 2021	Month 2020	Change	YTD 2021	YTD 2020	Change
Online Renewals	94,135	54,978	71.2%	211,930	249,265	-15.0%
Interlibrary Loans	1,174	615	90.9%	3,051	3,022	1.0%
D-Loadable Audio Books	39,168	29,771	31.6%	111,066	95,409	16.4%
D-loadable Streaming Videos	106	84	26.2%	392	140	180.0%
eBooks	80,417	64,980	23.8%	238,422	186,947	27.5%
Downloadable Music/Music Videos	31,649	31,649	0.0%	87,358	87,388	0.0%

YEAR	2021	2020	2019	2018	2017
DAYS/HOURS OPEN	23/175	13/112	26/217	26/219	27/193

DAYS CLOSED: All Saturdays

COMPUTER USE	2021	2020	% Change
Monthly	250	429	-41.7%
Year-to-date	554	1,871	-70.4%

Note: Computer use for the contracting libraries was -7.5% this month and -53.0% YTD.

WIFI USE	2021	2020	% Change
Monthly	1,492	1,054	41.6%
Year-to-date	3,910	4,009	-2.5%

Note: Wifi use for the contracting libraries was 47.2% this month and -19.3% YTD.

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

**DIRECTOR'S REPORT
March 2021**

NEW LIBRARY CARD MEMBERSHIP	Total-month	YTD
Adults	14	37
Children	10	19

PATRON COUNTER	2021	2020	% Change
Monthly	3,540	3,945	-10.3%
Year-to-date	8,219	17,557	-53.2%

Note: Door counts for the contracting libraries were 14.9% this month and -42.1% YTD.

Programs and Number of Sessions	Age group	Attendance
Create-A-Card Club (Friends)	Adult	12
Unwind & design Floral Chalkboard Plaque (Friends)	Adult	23
"L" is for Library	0-2 ½ years	10
Reading Club to Go (Friends)	6-12 years	20
Story Time to Go (Friends) (3)	3-5 years	59
Read Down Your Fines	0-12 years	0
Read Down Your Fines (2)	13-16 years	570 minutes
Tutor	0-12 years	0
Tutor	13-16 years	2

Friends Ongoing Book Sale	Month	YTD
Dollar Amount	\$117.00	\$326.00

Display Case: Rob Goller-Town Historian

Building condition: Request for help with book sale sent, continuing painting interior of the building, concrete being repaired on top step

Community Room: Quarantined book drop

Meeting Room Uses: 0

Professional Development/Meetings

4/14—Directors Meeting @ CEN

Programs: April 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****

Unwind and Design: Papel Picado Banner— 4/13—Adults, 17 and up— Participants will be called to pick-up their kit the week of the program.

"L" IS FOR LIBRARY - Birth - 2 1/2 - Weeks of March 16 & April 20, 2021 - Participants will be called to pick-up their kit the week of the program. ****SORRY PROGRAM IS FULL****

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

DIRECTOR'S REPORT

March 2021

STORY TIME - TO GO - Ages 3 -5 - Weeks of March 16, 23, 30, & April 13, 20, 27, 2021 - 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****

Play Path Design Workshop— April 25 (Held Virtually on Zoom) — Children, 6-12+ — Participants will be able to pick up their kits for the FREE virtual program during regular library hours from April 16 through April 23. Register here: https://www.eventbrite.com/e/the-playpath-design-workshop-tickets-147498083739?fbclid=IwAR2Hy9FGc1uNpT0tUfgmlVKe7CeM8CcpptiqxCaAds_t_uPUOHqEc2wjvcM. Any questions? Contact hello@playpath.co!

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****

2021 Aurora Payroll Report_PP6



As of Pay Period 6




FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian I	13,681.44	59,514.00	45,832.56
Library Director I	12,423.36	54,042.00	41,618.64
Senior Library Clerk	8,964.69	39,140.00	30,175.31
FT Totals	35,069.49	152,696.00	117,626.51

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Caretaker PT	3,099.63	13,476.00	10,376.37
Cleaner PT	2,141.13	9,309.00	7,167.87
Clerk Typist PT	2,536.65	27,956.00	25,419.35
Librarian I PT	3,847.57	26,880.00	23,032.43
Page PT	1,409.07	15,600.00	14,190.93
Senior Page	4,681.00	56,446.00	51,765.00
PT Totals	17,715.05	149,667.00	131,951.95


TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretaker PT	3,099.63	13,476.00	10,376.37
Cleaner	2,141.13	9,309.00	7,167.87
Clerk Typists	2,536.65	27,956.00	25,419.35
Librarian I'S	17,529.01	86,394.00	68,864.99
Library Director I	12,423.36	54,042.00	41,618.64
Senior Library Clerk	8,964.69	39,140.00	30,175.31
Pages	1,409.07	15,600.00	14,190.93
Senior Pages	4,681.00	56,446.00	51,765.00
		3,785.00	3,785.00
Combined Totals	52,784.54	306,148.00	253,363.46

ANNUAL BUDGET	\$ 306,148.00
PROJECTED ANNUAL BUDGET SPENT	\$ 229,001.74
PROJECTED ENDING BALANCE	\$ 77,146.26

July 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																															
<p><i>Thank You to the Friends of the Aurora Town Public Library for Sponsoring our Summer Reading Programs!</i> Participants will be called when their take-home kits are ready to pick up. Registration is required for ALL programs. <u>*Read to a Dog will take place inside the Library.</u></p>				1	2	3																															
4	5	6 Crafternoons: Rainy Day Games (Families, Ages 6-12)	7	8 I Red It @ the Library (Children & Adults, Ages 6+)	9 Read to a Dog @ 3:30 p.m. (Kids, All Ages)*	10																															
11	12 Read Your Books, Keep Our Book Begins (Kids, All Ages)	13 Crafternoons: Koinobori Streamer (Kids, All Ages)	14 Summer Reading Club (Ages 7-12)	15	16	17																															
18	19	20 Crafternoons: Fairy Garden Swing (Ages 6-12)	21 Summer Reading Club (Ages 7-12)	22 Hand-Bound "Great Wave" Journal (Teens, 13-17)	23	24																															
25	26	27 Crafternoons: Fingerprint Animals (All Ages, Best for 4-8)	28 Summer Reading Club (Ages 7-12)	29 Japanese Folded Paper Wall Hanging (Adults, 17+)	30	31																															
<table border="0" style="width: 100%;"> <tr> <td rowspan="5" style="vertical-align: middle;">  </td> <td colspan="3" style="text-align: center;">Hours of Operation</td> <td colspan="3" style="text-align: right;">Aurora Town Public Library</td> </tr> <tr> <td>Monday & Thursday</td> <td>10:00 a.m. – 8:00 p.m.</td> <td colspan="4" style="text-align: right;">550 Main Street East Aurora, NY 14052</td> </tr> <tr> <td>Tuesday & Wednesday</td> <td>10:00 a.m. – 6:00 p.m.</td> <td colspan="4" style="text-align: right;">Phone: 652-4440 e-Mail: eau@buffalolib.org</td> </tr> <tr> <td>Friday</td> <td>10:00 a.m. – 5:00 p.m.</td> <td colspan="4"></td> </tr> <tr> <td>Saturday & Sunday</td> <td>CLOSED</td> <td colspan="4"></td> </tr> </table>								Hours of Operation			Aurora Town Public Library			Monday & Thursday	10:00 a.m. – 8:00 p.m.	550 Main Street East Aurora, NY 14052				Tuesday & Wednesday	10:00 a.m. – 6:00 p.m.	Phone: 652-4440 e-Mail: eau@buffalolib.org				Friday	10:00 a.m. – 5:00 p.m.					Saturday & Sunday	CLOSED				
	Hours of Operation			Aurora Town Public Library																																	
	Monday & Thursday	10:00 a.m. – 8:00 p.m.	550 Main Street East Aurora, NY 14052																																		
	Tuesday & Wednesday	10:00 a.m. – 6:00 p.m.	Phone: 652-4440 e-Mail: eau@buffalolib.org																																		
	Friday	10:00 a.m. – 5:00 p.m.																																			
	Saturday & Sunday	CLOSED																																			

August 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
1	2	3 Craftermoons: Animal Silhouette Painting (Ages 13+)	4 Summer Reading Club (Ages 7-12)	5	6 Read to a Dog @ 3:30 p.m. (Kids, All Ages)*	7	
8	9	10 Craftermoons: Friendly Cactus (Ages 5-10)	11	12 Lunch Bag Gift Wrap Ideas (Adults, 17+)	13 Read Your Books, Keep Our Book Ends (Kids, All Ages)	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31	<p><i>Thank You to the Friends of the Aurora Town Public Library for Sponsoring our Summer Reading Programs!</i> Participants will be called when their take-home kits are ready to pick up. Registration is required for ALL programs. <i>*Read to a Dog will take place inside the Library.</i></p>				
		<p>Hours of Operation Monday & Thursday Tuesday & Wednesday Friday Saturday & Sunday</p>		<p>Aurora Town Public Library 550 Main Street East Aurora, NY 14052 Phone: 652-4440 e-Mail: eau@buffalolib.org</p>		<p>10:00 a.m. - 8:00 p.m. 10:00 a.m. - 6:00 p.m. 10:00 a.m. - 5:00 p.m. CLOSED</p>	