

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

**Agenda of the Board**  
**Annual Meeting**  
**April 27, 2020, 12:30 p.m.**  
*Held Via GoToMeeting*

1. Minutes of Annual Meeting April 21, 2020
2. Treasurer's Report, 2020 (See 2020 NYS Report & 2020 NYS Comptroller's Report)
  - a. Resolution to accept 2020 Treasurer's Report
3. Director's Report, 2020 (2020 NYS Report & 2020 Annual Report to the Community)
  - a. Resolution to accept 2020 NYS Report
4. Election of Officers
5. Other business
  - a. Conflict of Interest Policy & Disclosure Statements for Trustees/Director
  - b. Other

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

Minutes

Board of Trustees Annual Meeting

April 21, 2020

*Via GoToMeeting App.*

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

1. The meeting was called to order by President Alice Askew at 12:44p.m.
2. There were no comments by the public.
3. A motion (MB, RAW) to approve the Minutes of Annual Meeting April 23, 2019, as amended, carried by a voice vote.
4. A motion (RAW, MB) to approve the Treasurer's Report, 2019 carried by a voice vote.
5. A motion (RAW, MB) to accept the Director's Annual Report, 2019 carried by a unanimous vote. The Board also expressed appreciation and congratulations to the Director and staff for an outstanding job over the past year.

6. By a vote of 5 Ayes and 0 Noes the Board adopted the following:

*RESOLVED, that the Library operated under its plan of service in accordance with the provisions of Education law and the Regulations of the Commissioner, and be it further*

*RESOLVED, that the Library attests that the financial information provided to the Buffalo and Erie County Public Library and New York State as part of any and all reporting is true and complete, and be it further*

*RESOLVED, that the "Annual Report" was reviewed and accepted by the Board of Trustees.*

6. A motion that the following list of candidates for officers for 2020-21 be approved carried by a voice vote.

President: Alice Askew

Vice President: Elaine Chow

Treasurer: Kara Spencer-Ching

Secretary: Richard A. Wiesen

President Askew reminded trustees of the Conflict of Interest Policy and that the Disclosure Statements are due annually.

A motion (RAW, KSC) to adjourned passed by a voice vote. President Alice Askew adjourned the meeting at 12:50 p. m.

Respectively submitted,  
Richard A. Wiesen, Secretary

# Aurora Town Public Library Annual Report For Public And Association Libraries - 2020

## 1. GENERAL LIBRARY INFORMATION

### Library/Director Information

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2020, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	0800141870
1.2	Library Name	AURORA TOWN PUBLIC LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)

1.5	Community	East Aurora
1.6	Beginning Fiscal Reporting Year	01/01/2020
1.7	Ending Fiscal Reporting Year	12/31/2020
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	01/01/2020
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	12/31/2020
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2020
1.12	Ending <u>Local</u> Fiscal Year	12/31/2020
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	550 MAIN STREET
1.15	City	EAST AURORA
1.16	Zip Code	14052
1.17	Mailing Address	550 MAIN STREET

- 1.18 City EAST AURORA
- 1.19 Zip Code 14052
- 1.20 Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number) (716) 652-4440
- 1.21 Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number) (716) 655-5875
- 1.22 E-Mail Address to Contact the Library (Enter N/A if no e-mail address) eau@buffalolib.org
- 1.23 Library Home Page URL (Enter N/A if no home page URL) <https://www.buffalolib.org/locations-hours/aurora-town-public-library>
- 1.24 Population Chartered to Serve (per 2010 Census) 13,782
- 1.25 Indicate the type of library as stated in the library's charter (select one): PUBLIC
- 1.26 Indicate the area chartered to serve as stated in the library's charter (select one): Town
- 1.27 During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No. N

- 1.28 Indicate the type of charter the library currently holds (select one): Absolute
- 1.29 Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter 06/27/1969
- 1.30 Date the library was last registered 06/09/1969
- 1.31 Federal Employer Identification Number 160866260
- 1.32 County ERIE
- 1.33 School District East Aurora Union Free District # 1
- 1.34 Town/City Aurora
- 1.35 Library System Buffalo & Erie County Public Library

**THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.**

1.36a President/CEO Name N/A

1.36b President/CEO Phone Number N/A

1.36c President/CEO Email N/A

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37 First Name of Library Director/Manager Paula

- 1.38 Last Name of Library Director/Manager Klocek
- 1.39 NYS Public Librarian Certification Number 24842
- 1.40 What is the highest education level of the library manager/director? Master's Degree
- 1.41 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science? Y
- 1.42 Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note. Y
- 1.43 E-mail Address of the Director/Manager klocekp@buffalolib.org
- 1.44 Fax Number of the Director/Manager (716) 655-5875
- 1.45 Does the library charge fees for library cards to people residing outside the system's service area? Y

**Public Votes/Contracts**

- 1.46 Was all or part of the library's

funding subject to a public vote(s) held during Calendar Year 2020? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.

1. Name of municipality or district holding the public vote N/A
2. Indicate the type of municipality or district holding the public vote N/A
3. Date the vote was held (mm/cld/2020) N/A
4. Was the vote successful? Y/N N/A
5. What type of public vote was it? N/A
- 6a. Most recent prior year approved appropriation from a public vote: N/A
- 6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: N/A
- 6c. Total proposed appropriation (sum of 6a and 6b): N/A

**This question should only be answered if "No" was answered in**



**Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.**

1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2020) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48. N

1. Name of municipality or district holding the public vote N/A

2. Indicate the type of municipality or district holding the public vote

3. Date the last successful vote was held (mm/dd/yyyy) N/A

4. What type of public vote was it?

5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? N/A

**Unusual Circumstances**

1.48 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y N

for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49.

- |    |   |     |
|----|---|-----|
| 1. | Name of contracting municipality or district                            | N/A |
| 2. | Is this a written contractual agreement?                                | N/A |
| 3. | Population of the geographic area served by this contract               | N/A |
| 4. | Dollar amount of contract   | N/A |
| 5. | Enter the appropriate code for range of services provided (select one): | N/A |

- 1.49 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection. Y

## 2. LIBRARY COLLECTION

**Print/Electronic/Other Holdings**

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please read general information instructions below before completing this section.

**NOTE:** This section of the survey (2.1-2.25) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

## **PRINT MATERIALS**

### **Cataloged Books**

2.1	Adult Fiction Books	7,189
2.2	Adult Non-fiction Books	5,890
2.3	Total Adult Books (Total questions 2.1 & 2.2)	13,079
2.4	Children's Fiction Books	7,957
2.5	Children's Non-fiction Books	3,369
2.6	Total Children's Books (Total questions 2.4 & 2.5)	11,326
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	24,405

### **Other Print Materials**

2.8	Total Uncataloged Books	1,559
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2.9	Total Print Serials	1,280
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	2,839
2.12	Total Print Materials (Total questions 2.7 and 2.11)	27,244

## **ALL OTHER MATERIALS**

### **Electronic Materials**

2.13	Electronic Books	0
2.14	Local Electronic Collections	26
2.15	NOVELNY Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	41
2.17	Audio - Downloadable Units	0
2.18	Video - Downloadable Units	0
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools,	1

scores and maps.)

2.20 Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 42 and 2.19)

**Non-Electronic Materials**

2.21 Audio - Physical Units 3,696

2.22 Video - Physical Units 8,814

2.23 Other Non-Electronic Materials (includes films, slides, etc.) 22

2.24 Total Other Materials Holdings (Total questions 2.21 through 2.23) 12,532

**Grand Total/Additions to Holdings**

2.25 **GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24) 39,818

**ADDITIONS TO HOLDINGS** - Do not subtract withdrawals or discards.

2.26 Cataloged Books 2,077

2.27 All Other Print Materials 1,069

2.28 Electronic Materials 0

2.29 All Other Materials 917

2.30 Total Additions (Total questions 2.26 through 2.29) 4,063

### 3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

#### Visits/Borrowers/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.30 through 3.83 for the 2020 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

#### LIBRARY USE

- |      |   |                   |
|------|---|-------------------|
| 3.1  | Library visits (total annual attendance)  | 35,766            |
| 3.1a | Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks? | CT - Annual Count |
| 3.2  | Registered resident borrowers   | 10,579            |
| 3.3  | Registered non-resident borrowers   | 26                |

Please report information on WRITTEN POLICIES as of 12/31/20.

#### WRITTEN POLICIES (Answer Y for Yes, N for No)

- |     |   |   |
|-----|---|---|
| 3.4 | Does the library have an open meeting policy?                                     | Y |
| 3.5 | Does the library have a policy protecting the confidentiality of library records? | Y |
| 3.6 | Does the library have an  |   |

- Internet use policy? Y
- 3.7 Does the library have a disaster plan? Y
- 3.8 Does the library have a board-approved conflict of interest policy? Y
- 3.9 Does the library have a board-approved whistle blower policy? Y
- 3.10 Does the library have a board-approved sexual harassment prevention policy? Y

Please report information on ACCESSIBILITY as of 12/31/20.

**ACCESSIBILITY (Answer Y for Yes, N for No)**

- 3.11 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? Y
- 3.12 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)? N
- 3.13 Does the library have large print books? Y
- 3.14 Does the library have assistive technology for people who are visually impaired or blind? Y

3.15 - If so, what do you have?  
screen reader, such as JAWS,  
Windoweyes or NVDA Yes

refreshable Braille commonly  
referred to as a refreshable No  
Braille display

screen magnification software,  
such as Zoomtext Yes

electronic scanning and reading  
software, such as OpenBook No

3.16 Is the library registered for  
services from either the New  
York State Talking Book and  
Braille Library (New York State  
Library, Albany) or the Andrew N  
Heiskell Braille and Talking  
Book Library (The New York  
Public Library, New York)?

#### **Library Sponsored Programs/Summer Reading Program**

Please report information on LIBRARY SPONSORED PROGRAMS as of  
the end of the fiscal year reported in Part 1.

#### **LIBRARY SPONSORED PROGRAMS**

3.17 Adult Program Sessions 19

3.18 Young Adult Program Sessions 3

3.19 Children's Program Sessions 35

3.20 All Other Program Sessions 23



3.21	Total Number of Program Sessions (Total questions 3.17 through 3.20)	80
3.22	One-on-One Program Sessions	41
3.23	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.24	Adult Program Attendance	274
3.25	Young Adult Program Attendance	27
3.26	Children's Program Attendance	570
3.27	All Other Program Attendance	666
3.28	Total Program Attendance (Total questions 3.24 through 3.27)	1,537
3.29	One-on-One Program Attendance	41

Please report information on SUMMER READING PROGRAMS for the 2020 calendar year.

**SUMMER READING PROGRAM**

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2020 (check all that apply):

a.	Program(s) for children	Yes
b.	Program(s) for young adults	Yes
c.	Program(s) for Adults	Yes
d.	Summer Reading at New York Libraries name and/or logo used	Yes
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes
f.	N/A	No
3.31	Library outlets offering the summer reading program	1
3.32	Children registered for the library's summer reading program	67
3.33	Young adults registered for the library's summer reading program	4
3.34	Adults registered for the library's summer reading program	0
3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	71

3.36	Children's program sessions - Summer 2020	18
3.37	Young adult program sessions - Summer 2020	1
3.38	Adult program sessions - Summer 2020	1
3.39	Total program sessions - Summer 2020 (total 3.36 + 3.37 + 3.38)	20
3.40	Children's program attendance - Summer 2020	239
3.41	Young adult program attendance - Summer 2020	2
3.42	Adult program attendance - Summer 2020	3
3.43	Total program attendance - Summer 2020 (total 3.40 + 3.41 + 3.42)	244

**COLLABORATORS**

3.44	Public school district(s) and/or BOCES	0
3.45	Non-public school(s)	0
3.46	Childcare center(s)	0
3.47	Summer camp(s)	0
3.48	Municipality/Municipalities	0

- 3.49 Literacy provider(s) 0
- 3.50 Other (describe using the State note) 0
- 3.51 Total Collaborators (total 3.44 through 3.50) 0

**Early/Adult/English Speaker/Digital Literacy**

Please report information on EARLY LITERACY PROGRAMS for the 2020 calendar year.

**EARLY LITERACY PROGRAMS**

3.52 Did the library offer early literacy programs? (Enter Y for Yes, N for No)

3.53 - Indicate types of programs offered (check all that apply)

- a. Focus on birth - school entry (kindergarten) No
- b. Focus on parents & caregivers No
- c. Combined audience No
- d. N/A No

3.54 - Number of sessions

- a. Focus on birth - school entry (kindergarten) 15
- b. Focus on parents & caregivers 0
- c. Combined audience 0

d. N/A N/A

3.55 Total Sessions 15

3.56 - Attendance at sessions

a. Focus on birth - school entry (kindergarten) 351

b. Focus on parents & caregivers 0

c. Combined audience 0

d. N/A N/A

3.57 Total Attendance 351

3.58 - Collaborators (check all that apply):

a. Childcare center(s) No

b. Public School District(s) and/or BOCES No

c. Non-Public School(s) No

d. Health care providers/agencies No

e. Other (describe using the State note) No

Please report information on ADULT LITERACY for the 2020 calendar year.

ADULT LITERACY

3.59 Did the library offer adult literacy programs? Yes

3.60 Total group program sessions 0

3.61 Total one-on-one program sessions 2

3.62 Total group program attendance 0

3.63 Total one-on-one program attendance 2

3.64 - Collaborators (check all that apply)

a. Literacy NY (Literacy Volunteers of America) No

b. Public School District(s) and/or BOCES No

c. Non-Public Schools No

d. Other (see instructions and describe using Note) No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2020 calendar year.

**PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)**

3.65 Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No) N

3.66 Children's program sessions 0

3.67 Young adult program sessions 0

- 3.68 Adult program sessions 0
- 3.69 Total program sessions (total  
3.66 + 3.67 + 3.68) 0
- 3.70 One-on-one program sessions 0
- 3.71 Children's program attendance 0
- 3.72 Young adult program  
attendance 0
- 3.73 Adult program attendance 0
- 3.74 Total program attendance (total  
3.71 + 3.72 + 3.73) 0
- 3.75 One-on-one program  
attendance 0
- 3.76 - Collaborators (check all that apply):
- a. Literacy NY (Literacy  
Volunteers of America) No
- b. Public School District(s) and/or  
BOCES No
- c. Non-Public School(s) No
- d. Other (describe using the Note) No

Please report information on DIGITAL LITERACY for the 2020 calendar year.

**DIGITAL LITERACY**

- 3.77 Did the library offer digital  
literacy programs? Y

3.78	Total group program sessions	1
3.79	Total one-on-one program sessions	3
3.80	Total group program attendance	11
3.81	Total one-on-one program attendance	3
3.82	Did your library offer teen-led activities during the 2020 calendar year?	N

#### **4. LIBRARY TRANSACTIONS**

##### **Circulation/Electronic Use/Reference Transactions**

Report all transactions as of the end of the fiscal year reported in Part 1.  
(Please note: Internal Library usage is not considered part of circulation.)

##### **CATALOGED BOOK CIRCULATION**

4.1	Adult Fiction Books	13,999
4.2	Adult Non-fiction Books	6,422
4.3	Total Adult Books (Total questions 4.1 & 4.2)	20,421
4.4	Children's Fiction Books	16,318
4.5	Children's Non-fiction Books	3,799



4.6	Total Children's Books (Total questions 4.4 & 4.5)	20,117
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	40,538

### **CIRCULATION OF OTHER MATERIALS**

4.8	Circulation of Adult Other Materials	25,570
4.9	Circulation of Children's Other Materials	5,245
4.10	Total Circulation of Other Materials (Total questions 4.8, 4.9)	30,815
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	71,353

### **ELECTRONIC USE**

4.12	Use of Electronic Material	0
4.13	Successful Retrieval of Electronic Information	0
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	0
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	71,353
4.16	Total Collection Use (Total questions 4.13 & 4.15)	71,353

4.17 Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9) 25,362

**REFERENCE TRANSACTIONS**

4.18 Total Reference Transactions 2,429

4.18a Regarding the number of Reference Transactions entered, is this an annual count CT - Annual Count or an annual estimate based on a typical week or weeks?

4.19 Does the library offer virtual reference? Y

**Interlibrary Loan**

**INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)**

4.20 TOTAL MATERIALS RECEIVED 0

**INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)**

4.21 TOTAL MATERIALS PROVIDED 0

**5. TECHNOLOGY AND TELECOMMUNICATIONS**

Report all information as of December 31, 2020.

**SYSTEMS AND SERVICES**

5.1 Automated circulation system? Y

5.2 Online public access catalog (OPAC)? Y

5.3 Electronic access to the OPAC from outside the library? Y

- 5.4 Annual number of visits to the library's web site 11,700
- 5.5 Does the library use Internet filtering software on any computer? Y
- 5.6 Does your library use social media? Y
- 5.7 Does the library file for E-rate benefits? Y
- 5.8 Is the library part of a consortium for E-rate benefits? N
- 5.9 If yes, in which consortium are you participating? N/A
- 5.10 Name of the person responsible for the library's Information Technology (IT) services Stephen Hovey
- 5.11 IT contact's telephone number (enter 10 digits only and hit the Tab key) (716) 858-6004
- 5.12 IT contact's email address hoveys@buffalolib.org

## 6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted

positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

**FTE (FULL-TIME EQUIVALENT CALCULATION)**

6.1 The number of hours per  
workweek used to compute 35  
FTE for all paid library  
personnel in this section.

**BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS**

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	1.57
6.5	Vacant Librarian (certified)	0
6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	5.8
6.11	Vacant Other Staff	0.23
6.12	TOTAL PAID STAFF (Total	

- questions 6.2, 6.4, 6.6, 6.8 & 8.37  
6.10)
- 6.13 VACANT TOTAL PAID STAFF  
(Total questions 6.3, 6.5, 6.7, 0.23  
6.9 & 6.11)

**SALARY INFORMATION**

- 6.14 FTE - Entry Level Librarian 1  
(certified)
- 6.15 Salary - Entry Level Librarian \$44,801  
(certified)
- 6.16 FTE - Library Director (certified) 1
- 6.17 Salary - Library Director \$53,835  
(certified)
- 6.18 FTE - Library Manager (not 0  
certified)
- 6.19 Salary - Library Manager (not \$0  
certified)

**7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)**

Report all information as of December 31, 2020. Please click [here](#) to read general instructions before completing this section.

- 7.1 1. Is governed by board-  
approved written bylaws which  
outline the responsibilities and Y  
procedures of the library board  
of trustees.
- 7.2 2. Has a board-approved  
written long range plan of Y  
service.

- 7.3 3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives. Y
- 7.4 4. Has board-approved written policies for the operation of the library. Y
- 7.5 5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service. Y
- 7.6 6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs. Y
- 7.7 7. Is open the minimum standard number of public service hours for population served. (see instructions) Y
8. Maintains a facility to meet community needs, including adequate:
- 7.8 8a. space Y
- 7.9 8b. lighting Y
- 7.10 8c. shelving Y
- 7.11 8d. seating Y
- 7.12 8e. restroom (see instructions) Y

9. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following:

- |      |  |   |
|------|--|---|
| 7.13 | 9a. telephone  | Y |
| 7.14 | 9b. photocopier (see instructions)   | Y |
| 7.15 | 9c. microcomputer or terminal  | Y |
| 7.16 | 9d. printer  | Y |
| 7.17 | 9e. Fax capability (see instructions)  | Y |
| 7.18 | 10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number. | Y |
| 7.19 | 11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.   | Y |

## 7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

As of January 1, 2021 all public, free association and Indian libraries in New York State will be required to meet the minimum standards listed below. Please indicate which of these standards your library already meets as of **December 31, 2020**. This 2020 data will be helpful in informing statewide and regional efforts to ensure that all of New York's libraries are able to successfully comply with the new minimum standards. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website. Questions about the new standards should be directed to your library system.

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. Y
2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. Y
3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. Y
4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. Y
5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. Y
6. Periodically evaluates the effectiveness of the library's



- |      |   |   |
|------|---|---|
|      | programs, services and collections to address community needs, as outlined in the library's long-range plan of service.           | Y |
| 7.   | Is open the minimum standard number of public service hours for population served. (see instructions)                             | Y |
| 8.   | Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate: |   |
| 8a.  | space   | Y |
| 8b.  | lighting  | Y |
| 8c.  | shelving  | Y |
| 8d.  | seating   | Y |
| 8e.  | power infrastructure  | Y |
| 8f.  | data infrastructure   | Y |
| 8g.  | public restroom   | Y |
| 9.   | Provides programming to address community needs, as outlined in the library's long-range plan of service.                         | Y |
| 10.  | Provides  |   |
| 10a. | a circulation system that facilitates access to the local library collection and other library catalogs                           | Y |

10b. equipment, technology, and internet connectivity to address community needs and facilitate access to information. Y

11. Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above. Y

12. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. Y

13. Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service. Y

14. Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service. Y

## 8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1.  
Please click [here](#) to read general instructions before completing this section.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches

and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

**PUBLIC SERVICE HOURS - Report hours to two decimal places.**

8.6	Minimum Weekly Total Hours - Main Library	51.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	51.00
8.10	Annual Total Hours - Main Library	1,552.00
8.11	Annual Total Hours - Branch Libraries	0.00
8.12	Annual Total Hours - Bookmobiles	0.00

8.13 Annual Hours Open - Total  
Hours Open (Total questions 1,552.00  
8.10 through 8.12)

## 8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID-19 pandemic. Report all information in Part 8A from March 7, 2020 to December 31, 2020.

CV1 Were any of the library's outlets physically closed to the public for any period of time due to the Yes  
Coronavirus (COVID-19) pandemic?

CV2 Did library staff continue to provide services to the public during any portion of the period when the building was Yes  
physically closed to the public due to the Coronavirus (COVID-19) pandemic?

CV3 Did the library add or increase access to electronic collection materials due to the Yes  
Coronavirus (COVID-19) pandemic?

CV4 Did the library allow users to complete registration for library cards online without having to come to the library before the Yes  
Coronavirus (COVID-19) pandemic?

CV5 Did the library allow users to complete registration for library cards online without having to come to the library during the Yes  
Coronavirus (COVID-19) pandemic?

pandemic?

CV6 Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic? Yes

CV7 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic? Yes

CV8 Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic? Yes

CV9 Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic? Yes

CV10 Report total number of recordings of program content during COVID-19 pandemic. **Optional response. Responses to new questions requiring numerical data may be estimated or left blank the first year.** 54

CV11 Did the library provide Wi-Fi Internet access to users outside the building at one or Yes

more outlets before the  
Coronavirus (COVID-19)  
pandemic?

CV12 Did the library intentionally  
provide Wi-Fi Internet access to  
users outside the building at No  
one or more outlets during  
COVID-19 pandemic?

CV13 Did the library increase access  
to Wi-Fi Internet access to  
users outside the building at No  
one or more outlets during the  
Coronavirus (COVID-19)  
pandemic?

CV14 Did library staff work for other  
government agencies or  
nonprofit organizations instead No  
of, or in addition to, their normal  
duties during the Coronavirus  
(COVID-19) pandemic?

## 9. SERVICE OUTLET INFORMATION

Report all information as of the end of the fiscal year reported in Part 1.  
Please click [here](#) to read general instructions before completing this section.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com)

1. Outlet Name Aurora Town Public Library
2. Outlet Name Status 00 (for no change)
3. Street Address 550 Main Street
4. Outlet Street Address Status 00 (for no change)
5. City East Aurora
6. Zip Code 14052
7. Phone (enter 10 digits only) (716) 652-4440
8. Fax Number (enter 10 digits only) (716) 655-5875
9. E-mail Address eau@buffalolib.org
10. Outlet URL <https://www.buffalolib.org/locations-hours/aurora-town-public-library>
11. County Erie
12. School District East Aurora Union Free District # 1
13. Library System Buffalo & Erie County Public Library
14. Outlet Type Code (select one): CE
15. Public Service Hours Per Year for This Outlet 1,552
16. Number of Weeks This Outlet is Open 32

- 16a Number of weeks an outlet closed due to COVID-19 20
- 16b Number of weeks an outlet had limited occupancy due to COVID-19 20
17. Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)? Y
18. Is the meeting space available for public use even when the outlet is closed? N
19. Total number of non-library sponsored programs, meetings and/or events at this outlet 20
20. Enter the appropriate outlet code (select one): LRF
21. Who owns this outlet building? Town
22. Who owns the land on which this outlet is built? Town
23. Indicate the year this outlet was initially constructed 1964
24. Indicate the year this outlet underwent a major renovation costing \$25,000 or more 2013
25. Square footage of the outlet 6,818



26. Number of internet computers at this outlet used by general public 20
27. Number of uses (sessions) of public Internet computers per year 3,298
28. Type of connection on the outlet's public Internet computers Other (specify using the State note)
29. Maximum download speed of connection on the outlet's public Internet computers 10 Greater than or equal to 50 mbps and less than 100 mbps
30. Maximum upload speed of connection on the outlet's public Internet computers 10 Greater than or equal to 50 mbps and less than 100 mbps
31. Internet Provider Other (specify using the State note)
32. WiFi Access Password required
33. Number of wireless sessions provided by the library wireless service per year 10,055
34. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair? Y
35. Is every public part of the outlet accessible to a person in a wheelchair? Y
36. Does your **outlet** have a N

Makerspace?

37. *LIBID* 0800141870
38. *FSCSID* NY0013
39. *Number of Bookmobiles in the Bookmobile Outlet Record* 0
40. *Outlet Structure Status* 00 (for no change from previous year)

## 10. OFFICERS AND TRUSTEES

### Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2020. All public and association libraries are required by Education Law to hold at least four meetings a year.

### BOARD MEETINGS

- 10.1 Total number of board meetings held during calendar year (January 1, 2020 to December 31, 2020) 11

### NUMBER OF TRUSTEES AND TERMS

- 10.2 Does your library have a range of trustees stated in the library's charter documents (incorporation)? Yes
- 10.3 If yes, what is the range? 5-7
- 10.4 If your library has a range, how many voting positions are stated in the library's current by-laws? 5

10.6 Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note. **Yes**

10.7 If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)? **5 years**

### **BOARD MEMBER SELECTION**

10.8 Enter Board Member Selection Code (select one): **A - board members are appointed by municipality(ies)**

List Officers and Board Members as of February 1, 2021. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

### **BOARD PRESIDENT**

10.9 First Name **Alice**

10.10 Last Name **Askew**

10.11 Mailing Address **416 Oakwood Ave.**

10.12 City **East Aurora**

10.13 Zip Code (5 digits only) **14052**

10.14 Phone (enter 10 digits only) **(716) 652-0314**

10.15 E-mail Address **amaskew@gmail.com**

10.16 Term Begins - Month **January**

- 10.17 Term Begins - Year (yyyy) 2018
- 10.18 Term Expires - Month December
- 10.19 Term Expires - Year (yyyy) 2022
- 10.20 Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
- 10.21 The date the Oath of Office was taken (mm/dd/yyyy) 01/17/2018
- 10.22 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/17/2018
- 10.23 Is this a brand new trustee? N

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect (but do not include the Board President—this information should still be entered directly into the survey). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#). Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com).

1. Status Filled
2. First Name of Board Member Kara

3. Last Name of Board Member Spencer-Ching
4. Mailing Address 218 Walnut Ave.
5. City East Aurora
6. Zip Code (5 digits only) 14052
7. E-mail address karaspencerching@hotmail.com
8. Office Held or Trustee Financial Officer
9. Term Begins - Month January
10. Term Begins - Year (year) 2021
11. Term Expires December
12. Term Expires - Year (yyyy) 2025
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 01/26/2021
15. The date the Oath of Office

	was filed with town or county clerk (mm/dd/yyyy)	01/26/2021
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Elaine
3.	Last Name of Board Member	Chow
4.	Mailing Address	2000 Blakeley Rd.
5.	City	East Aurora, NY
6.	Zip Code (5 digits only)	14052
7.	E-mail address	eyc.msg@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2020
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2024
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the	Yes

beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

14. The date the Oath of Office (mm/dd/yyyy) was taken 02/13/2020
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 02/13/2020
16. Is this a brand new trustee? N
1. Status Filled
2. First Name of Board Member Martha
3. Last Name of Board Member Buyer
4. Mailing Address 110 Woodland Dr.
5. City East Aurora
6. Zip Code (5 digits only) 14052
7. E-mail address martha@marthabuyer.com
8. Office Held or Trustee Trustee
9. Term Begins - Month January
10. Term Begins - Year (year) 2019

11. Term Expires December

12. Term Expires - Year (yyyy) 2023

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes

14. The date the Oath of Office (mm/dd/yyyy) was taken 01/22/2019

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/22/2019

16. Is this a brand new trustee? N

1. Status Filled

2. First Name of Board Member Richard

3. Last Name of Board Member Wiesen

4. Mailing Address 424 Linden Ave.

5. City East Aurora



6. Zip Code (5 digits only) 14052
7. E-mail address wiesen.richard@yahoo.com
8. Office Held or Trustee Secretary
9. Term Begins - Month January
10. Term Begins - Year (year) 2017
11. Term Expires December
12. Term Expires - Year (yyyy) 2021
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 01/13/2017
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/13/2017
16. Is this a brand new trustee? N

## Trustee Education

Complete one record for each person serving as a trustee as of December 31, 2020. These trustees will not be exactly the same as the trustees listed in the section above.

1. Trustee Name Alice Askew

2. Has the trustee participated in trustee education in the last calendar year (2020)? Y

1. Trustee Name Kara Spencer-Ching

2. Has the trustee participated in trustee education in the last calendar year (2020)? Y

1. Trustee Name Elaine Chow

2. Has the trustee participated in trustee education in the last calendar year (2020)? Y

1. Trustee Name Richard Wiesen

2. Has the trustee participated in trustee education in the last calendar year (2020)? Y

1. Trustee Name Martha Buyer

2. Has the trustee participated in trustee education in the last calendar year (2020)? Y

## 11. OPERATING FUNDS RECEIPTS

### Local Public Funds/System Cash Grants/Other State

Report financial data based on the fiscal reporting year reported in Part 1.  
**ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

### LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

- 11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3. Y
- |    |   |           |
|----|---|-----------|
| 1. | Source of Funds   | County    |
| 2. | Name of funding County, Municipality or School District                           | Erie      |
| 3. | Amount  | \$422,026 |
| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | Y         |
| 5. | Written Contractual Agreement   | Y         |
- 11.2 **TOTAL LOCAL PUBLIC FUNDS** \$422,026

### SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$2,852
11.4	Central Library Aid (CLDA and/or CBA)	\$0
11.5	Additional State Aid received from the System	\$0
11.6	Federal Aid received from the System	\$0
11.7	Other Cash Grants	\$0
11.8	<b>TOTAL SYSTEM CASH GRANTS</b> (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$2,852

**OTHER STATE AID**

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0
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**Federal Aid/Other Receipts**

**FEDERAL AID FOR LIBRARY OPERATION**

11.10	LSTA	\$0
11.11	Other Federal Aid	\$0
11.12	<b>TOTAL FEDERAL AID</b> (Add Questions 11.10 and 11.11)	\$0
11.13	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY</b>	\$0

**SYSTEMS IN NEW YORK  
STATE**

**OTHER RECEIPTS**

11.14	Gifts and Endowments	\$4,359
11.15	Fund Raising	\$0
11.16	Income from Investments	\$36
11.17	Library Charges	\$7,914
11.18	Other	\$537
11.19	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$12,846
11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$437,724
11.21	<b>BUDGET LOANS</b>	\$0

**Transfers/Grant Total**

**TRANSFERS**

11.22	From Capital Fund (Same as Question 14.8)	\$0
11.23	From Other Funds	\$0
11.24	<b>TOTAL TRANSFERS</b> (Add Questions 11.22 and 11.23)	\$0

11.25 **BALANCE IN OPERATING FUND** - Beginning Balance for Fiscal Year Ending 2020 (Same as Question 12.40 of previous year if fiscal year has not changed) **\$79,195**

11.26 **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41) **\$516,919**

## 12. OPERATING FUND DISBURSEMENTS

**Staff/Collection/Capital/Operation and Maintenance**

**Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click [here](#) to read general instructions before completing this section.**

### STAFF EXPENDITURES

#### Salaries & Wages Paid from Library Funds

12.1 **Certified Librarians** **\$131,918**

12.2 **Other Staff** **\$103,489**

12.3 **Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2) **\$235,407**

12.4 **Employee Benefits Expenditures** **\$98,855**

12.5 **Total Staff Expenditures**  
(Add Questions 12.3 and 12.4) \$334,262

**COLLECTION EXPENDITURES**

12.6 Print Materials Expenditures \$32,662

12.7 Electronic Materials Expenditures \$21,200

12.8 Other Materials Expenditures \$12,122

12.9 **Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8) \$65,984

**CAPITAL EXPENDITURES FROM OPERATING FUNDS**

12.10 From Local Public Funds (71PF) \$0

12.11 From Other Funds (71OF) \$0

12.12 **Total Capital Expenditures** (Add Questions 12.10 and 12.11) \$0

**OPERATION AND MAINTENANCE OF BUILDINGS**

**Repairs to Building & Building Equipment**

12.13 From Local Public Funds (72PF) \$1,797

12.14 From Other Funds (72OF) \$99

12.15 **Total Repairs** (Add Questions 12.13 and 12.14) \$1,896

12.16	Other Disbursements for Operation & Maintenance of Buildings	\$9,355
12.17	<b>Total Operation &amp; Maintenance of Buildings</b> (Add Questions 12.15 and 12.16)	\$11,251

**MISCELLANEOUS EXPENSES**

12.18	Office and Library Supplies	\$6,062
12.19	Telecommunications	\$2,211
12.20	Binding Expenses	\$0
12.21	Postage and Freight	\$99
12.22	Professional & Consultant Fees	\$711
12.23	Equipment	\$0
12.24	Other Miscellaneous	\$6,832
12.25	<b>Total Miscellaneous Expenses</b> (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	\$15,915

**Contracts/Debt Service/Transfers/Grand Total**

12.26	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$0
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## DEBT SERVICE

### Capital Purposes Loans (Principal and Interest)

12.27 From Local Public Funds (73PF) \$0

12.28 From Other Funds (73OF) \$0

12.29 **Total** (Add Questions 12.27 and 12.28) \$0

### Other Loans

12.30 Budget Loans (Principal and Interest) \$0

12.31 Short-Term Loans \$0

12.32 **Total Debt Service** (Add Questions 12.29, 12.30 and 12.31) \$0

12.33 **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32) \$427,412

## TRANSFERS

### Transfers to Capital Fund

12.34 From Local Public Funds (76PF) \$0

12.35 From Other Funds (76OF) \$0

12.36 **Total Transfers to Capital Fund** (Add Questions 12.34) \$0

and 12.35; same as Question 13.8)

12.37	<b>Transfer to Other Funds</b>	\$3,316
12.38	<b>TOTAL TRANSFERS</b> (Add Questions 12.36 and 12.37)	\$3,316
12.39	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (Add Questions 12.33 and 12.38)	\$430,728
12.40	<b>BALANCE IN OPERATING FUND</b> - Ending Balance for the Fiscal Year Ending 2020	\$86,191
12.41	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS &amp; BALANCE</b> (Add Questions 12.39 and 12.40; same as Question 11.26)	\$516,919

#### **ASSURANCE**

12.42	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	04/27/2021
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#### **FISCAL AUDIT**

12.43	Last audit performed (mm/dd/yyyy)	N/A
12.44	Time period covered by this	

audit (mm/dd/yyyy) - N/A  
(mm/dd/yyyy)

12.45 Indicate type of audit (select one): N/A

### **CAPITAL FUND**

12.46 Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report. N

### **13. CAPITAL FUND RECEIPTS**

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

#### **REVENUES FROM LOCAL SOURCES**

13.1 Revenues from Local Government Sources \$0

13.2 All Other Revenues from Local Sources \$0

13.3 **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) \$0

#### **STATE AID FOR CAPITAL PROJECTS**

13.4 State Aid Received for Construction \$0

13.5 Other State Aid \$0

13.6 **Total State Aid** (Add Questions 13.4 and 13.5) \$0

**FEDERAL AID FOR CAPITAL PROJECTS**

13.7 **TOTAL FEDERAL AID** \$0

**INTERFUND REVENUE**

13.8 Transfer from Operating Fund (Same as Question 12.36) \$0

13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) \$0

13.10 **NON-REVENUE RECEIPTS** \$0

13.11 **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10) \$0

13.12 **BALANCE IN CAPITAL FUND -** Beginning Balance for Fiscal Year Ending 2020 (Same as Question 14.11 of previous year, if fiscal year has not changed) \$0

13.13 **TOTAL CASH RECEIPTS AND BALANCE** (Add Questions 13.11 and 13.12; same as Question 14.12) \$0

**14. CAPITAL FUND DISBURSEMENTS**

**Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click [here](#) to read general instructions before completing this section.**

**PROJECT EXPENDITURES**

14.1	Construction	\$0
14.2	Incidental Construction	\$0
<b>Other Disbursements</b>		
14.3	Purchase of Buildings	\$0
14.4	Interest	\$0
14.5	Collection Expenditures	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7	<b>TOTAL PROJECT EXPENDITURES</b> (Add Questions 14.1, 14.2 and 14.6)	\$0
14.8	<b>TRANSFER TO OPERATING FUND</b> (Same as Question 11.22)	\$0
14.9	<b>NON-PROJECT EXPENDITURES</b>	\$0
14.10	<b>TOTAL CASH DISBURSEMENTS AND TRANSFERS</b> (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11	<b>BALANCE IN CAPITAL FUND</b> - Ending Balance for the Fiscal Year Ending 2020	\$0
14.12	<b>TOTAL CASH</b>	

**DISBURSEMENTS AND  
BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13) \$0

## **15. CENTRAL LIBRARIES**

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY.  
PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND  
CONTINUE ON WITH YOUR SURVEY

## **16. FEDERAL TOTALS**

All questions in Part 16 are calculated, locked fields.

*Note:* See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	2.25
16.2	Total Librarians	2.25
16.3	All Other Paid Staff	5.28
16.4	Total Paid Employees	7.53
16.5	State Government Revenue	\$2,852
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$12,846
16.8	Total Operating Revenue	\$437,724
16.9	Other Operating Expenditures	\$27,166
16.10	Total Operating Expenditures	\$427,412
16.11	Total Capital Expenditures	\$0

16.12	Print Materials	27,244
16.13	Total Registered Borrowers	10,605
16.14	Other Capital Revenue and Receipts	\$0
16.15	Total Number of Internet Terminals Used by the General Public	20
16.16	Total Uses (sessions) of Public Internet Computers Per Year	3,298
16.17	Total Wireless Sessions Provided by the Library Wireless Service Per Year	10,055
16.18	Total Capital Revenue	\$0

**17. FOR NEW YORK STATE LIBRARY USE ONLY**

17.1	<i>LIB ID</i>	0800141870
17.2	<i>Interlibrary Relationship Code</i>	ME
17.3	<i>Legal Basis Code</i>	CI
17.4	<i>Administrative Structure Code</i>	SO
17.5	<i>FSCS Public Library Definition</i>	Y
17.6	<i>Geographic Code</i>	OTH

17.7 *FSCS ID* NY0013  
17.8 *SED CODE* 140301700076  
17.9 *INSTITUTION ID* 800000052966

### **SUGGESTED IMPROVEMENTS**

Library Name: AURORA TOWN PUBLIC LIBRARY  
Library System: Buffalo & Erie County Public Library  
Name of Person Completing Form: Paula Klocek  
Phone Number: (716) 652-4440

I am satisfied that this resource (Collect) is meeting library needs: Strongly Agree

Applying this resource (Collect) will help improve library services to the public: Strongly Agree

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to.  
Thank you!



RESOLUTION adopted by the Board of Trustees of the \_\_\_\_\_ Library at a regular (or special) meeting of said Board of Trustees held at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 2021 at \_\_\_\_\_ o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the \_\_\_\_\_ Library, held at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 2021, a resolution was adopted of which the following is a true copy:

RESOLVED, that the Library operated under its plan of service in accordance with the provisions of Education law and the Regulations of the Commissioner, and be it further

RESOLVED, that the Library attests that the financial information provided to the Buffalo & Erie County Public Library and New York State as part of any and all reporting is true and complete, and be it further

RESOLVED, that the "Annual Report" was reviewed and accepted by the Board of Trustees.

Clerk \_\_\_\_\_

Ayes \_\_\_\_\_

Noes \_\_\_\_\_

## FUNDRAISING

**Bullet Journal Raffle: \$100.00**  
**Friends Ongoing Book Sale:**  
\$885.00

*All proceeds benefit your library,  
allowing us to provide the  
community with materials,  
resources, information, programs,  
and services.*



## SPECIAL THANKS TO:

The Friends, who fund programs, books, materials, and more throughout the year.  
The volunteers, who donate their time in service of the Library.

Town of Aurora  
Alice Askew  
Constance Maloney  
County Executive Mark Poloncarz  
Senator Patrick Gallivan  
Assemblyman David DiPietro  
Roycroft Chamber Music  
Aurora Women's Club  
East Aurora Garden Club  
East Aurora Art Society  
East Aurora Lions Club  
Vidler's 5 & 10

The many whose time, donations and memorial gifts make a difference!

## DIRECTOR

Paula M. A. Klocek

## BOARD OF TRUSTEES

Alice Askew, President  
Martha Buyer, Trustee  
Elaine Chow, Vice President  
Kara Spencer-Ching, Treasurer  
Richard Wiesen, Secretary



*Winner of Family Summer Fun Pack*



*2020 Census My Community Counts  
Poster Contest Winner*

## Aurora Town Public Library

### 2020 Annual Report To The Community

550 Main St.

East Aurora, NY 14052

Phone: (716) 652-4440

E-Mail: [EAU@buffalolib.org](mailto:EAU@buffalolib.org)



## LIBRARY HOURS

Check [www.buffalolib.org](http://www.buffalolib.org) for current hours



## MISSION

Provide an opportunity for learning, personal growth, and recreation for all residents, utilizing traditional expertise and changing technologies.

## THE NUMBERS

*The statistics for 2020 have been drastically impacted by the COVID-19 health crisis.*

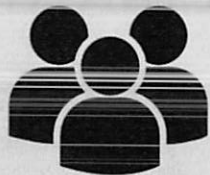


**71,353** items checked out  
**65.7%** of the materials borrowed went out via our efficient Radio Frequency Identification (RFID) self-checkout stations

**XX** holdings were added to our collection



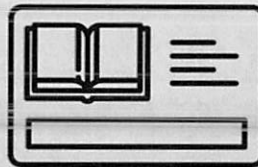
**35,766** people visited



**1,272** people attended **64** programs and  
**41** people attended **41** one-on-one sessions

## YOUR SOURCE FOR

Books – DVDs – BluRays – CDs – Audiobooks – eBooks, eAudiobooks, & eDownloads – Periodicals – A wide variety of programs for all ages – Lectures – Book Club – Author visits – Technology classes and assistance – Story Times – Programs – 12 Public computers with Internet access – 6 laptops for use in the library – Wireless Internet access – Reference – 28 Online databases – Informational displays – Artwork exhibitions – Community Meeting Room – Local history – Photocopier – 2 scanners for public use – Interlibrary loan – A toasty place to read by the fireplace – Year round book sale – Library of Things – And Smart Board 7000 Series Pro



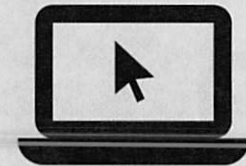
**10,556** residents of our service area out of **13,782** are registered as library card holders with ATPL as their home location – **76.6%** of our community!  
**26** more registrants are from outside of the area

## MORE NUMBERS

*The statistics for 2020 have been drastically impacted by the COVID-19 health crisis.*



**2,429** reference questions answered



**11,700** hits on our library website  
**3,298** computer sessions



**1,432** wifi uses



**15** Volunteers worked **565.25** hours to help the Library

## CONFLICT OF INTEREST POLICY

### ARTICLE I: Purpose

The purpose of this Conflict of Interest Policy is to protect the Aurora Town Public Library when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, trustee, or Key Person of the Aurora Town Public Library. It provides guidelines for handling perceived, potential or actual Conflicts of Interest and addresses procedures and disclosures of Related Party Transactions. This policy is intended to supplement but not replace any applicable state and federal laws governing Conflict of Interest applicable to nonprofit and charitable organizations.

### ARTICLE II: Definitions

**Section 2.1.** Interested Person. An Interested Person is any trustee, officer, employee or member of a committee with powers delegated by the Board of Trustees, who (1) has a direct or indirect Financial Interest, as defined below, and/or (2) is a Related Party, as defined below.

**Section 2.2** Disinterested Trustee. A Disinterested Trustee is any trustee who is not an Interested Person.

**Section 2.3** Relative. A Relative of an individual means his or her spouse or domestic partner as defined in Section 2994-a of the Public Health Law, ancestors, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren; great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren and great-grandchildren.

**Section 2.4** Financial Interest. A person has a Financial Interest if the person has, directly or indirectly, through business, investment, or a Relative:

(A) An ownership or investment interest of any entity with which the Aurora Town Public Library has a transaction or arrangement;

SPACE

(B) A compensation arrangement with the Aurora Town Public Library or with any entity or individual with which the Aurora Town Public Library has a transaction or arrangement, except for compensation payable to a Trustee of the Aurora Town Public Library for service on the Board that is to be made available or provided to all Trustees of the Aurora Town Public Library on the same or substantially similar terms; or

(C) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Aurora Town Public Library is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

Section 2.5 Substantial Financial Interest. A Financial Interest in a Related Party Transaction is a "Substantial Financial Interest" if, in the discretion of the Board after giving due consideration to the material facts and circumstances of the Financial Interest as presented, the Board determines that such Financial Interest is substantial.

Section 2.6 Related Party. A Related Party includes:

(A) any trustee, officer, or Key Person of the Aurora Town Public Library or any Affiliate of the Aurora Town Public Library or any other person who exercises the powers of trustees, officers or Key Persons over the affairs of the Aurora Town Public Library or any Affiliate of the Aurora Town Public Library;

SPACE

(B) any Relative of an individual described in clause (A) of this section; or

SPACE

(C) any entity in which any individual described in clauses (A) and (B) of this section has a thirty-five percent or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of five percent.

~~Section 2.7~~ Key Person. A Key Person means any person, other than a director or officer, whether or not an employee of the Buffalo & Erie County Public Library, who:

SPACE

(A) has responsibilities, or exercises powers or influence over the Buffalo & Erie County Public Library as a whole similar to the responsibilities, powers, or influence of directors and officers;

SPACE

(B) manages the Buffalo & Erie County Public Library, or a segment of the Library that represents a substantial portion of its activities, assets, income or expenses; or

SPACE

(C) alone or with others controls or determines a substantial portion of the Aurora Town Public Library's capital expenditures or operating budget.

Section 2.8 Affiliate of the Aurora Town Public Library. An Affiliate of the Aurora Town Public Library means any entity controlled by or in control of the Aurora Town Public Library.

Section 2.9 Related Party Transaction. A Related Party Transaction means any transaction, agreement or any other arrangement in which a Related Party has a Financial Interest and in which the Aurora Town Public Library or any Affiliate of Aurora Town Public Library is a participant, except that a transaction shall not be a Related Party Transaction if:

(A) the transaction or the Related Party's Financial Interest in the transaction is de minimis;

SPACE

(B) the transaction would not customarily be reviewed by the board or boards of similar organizations in the ordinary course of business and is available to others on the same or similar terms; or

SPACE

(C) the transaction constitutes a benefit provided to a Related Party solely as a member of a class of beneficiaries that the Aurora Town Public Library intends to benefit as part of the accomplishment of its mission, which benefit is available to all similarly situated members of the same class on the same terms.

~~Section~~ 2.10 Conflict of Interest. A Conflict of Interest exists if an outside interest or activity influences or appears to influence the ability of an individual to exercise objectivity or impair the individual's ability to perform his or her responsibility in the best interests of the Aurora Town Public Library.

### ARTICLE III: Disclosure

Section 3.1. Initial Disclosure. Prior to the initial election of any trustee, officer or member of a committee with powers delegated by the Board or hiring of any Key Person, the prospective trustee, officer, committee member or Key Person shall complete, sign, and submit to the Chair of the Governance Committee a written Disclosure Statement, attached as Appendix A, identifying, to the best of his or her knowledge, the following information:

(A) any entity of which such prospective trustee, officer, committee member, or Key Person is an officer, trustee, member, owner (either as a sole proprietor or a partner), or employee and with which the Aurora Town Public Library has a relationship; and

SPACE

(B) any transaction in which the Aurora Town Public Library is a participant and in which the prospective trustee, officer, committee member, or Key Person

might have a Financial Interest that may give rise to a Conflict of Interest or Related Party Transaction.

**Section 3.2.** Annual Disclosure. Each trustee officer, member of a committee with powers delegated by the Board of Trustees, and Key Person shall annually submit to the Chair of the Governance Committee the written Disclosure Statement, attached as Appendix A, in which such person:

(A) Identifies, to the best of his or her knowledge, the information specified in Paragraphs (A) and (B) of Section 3.1 of this Article;

SPACE

(B) Affirms that he or she has received a copy of the Conflict of Interest policy, read and understands the policy, agrees to comply with the policy, and understands the Aurora Town Public Library is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

**Section 3.3.** Continuing Duty to Disclose. In connection with any actual or possible Conflict of Interest or Related Party Transaction which may arise in the ordinary course of the year and within Board or committee meetings, an Interested Person must disclose the existence of the Financial Interest and be given the opportunity to disclose all material facts to the Board of Trustees or the Governance Committee. Such disclosure may be made in a written statement or orally at a meeting of the Board, provided that such oral disclosure must be documented in the minutes of the meeting at which such disclosure is made and given to the Governance Committee for review in accordance with Article IV, Section 4.2.

#### **ARTICLE IV: General Procedures**

**Section 4.1.** General Prohibitions.

(A) An Interested Person is precluded from being present at or participating in any Board or committee deliberation or vote related to the transaction or arrangement giving rise to a Conflict of Interest or Related Party Transaction.

Notwithstanding the foregoing, the Board of Trustees or the Governance Committee, may request that an Interested Person present information to the Board or Governance Committee prior to the commencement of deliberations or voting relating thereto.

SPACE

(B) An Interested Person shall not directly or indirectly attempt to influence improperly the deliberation or voting on the transaction or arrangement giving rise to the conflict.

**Section 4.2.** Determining Whether a Conflict of Interest or Related Party Transaction Exists.

**SPACE**

(A) After the Interested Person's disclosure of the existence of and all material facts relating to his or her Financial Interest as required under Article III, and after any discussion among the remaining members of the Board of Trustees or the Governance Committee and the Interested Person regarding the facts and circumstances of the Financial Interest, the Governance Committee shall discuss and make a recommendation to the Board as to each of the determinations required by Paragraphs (C) and (D) of this Section 4.2. Alternatively, if the existence of the Financial Interest initially arises at a meeting of the Board of Trustees, then the Board of Trustees can directly make the determinations required without seeking recommendations from the Governance Committee, provided the Interested Person leaves the meeting while the remaining members of the Board of Trustees discusses the information disclosed.

**SPACE**

(B) Upon due discussion and consideration of the Governance Committee recommendations, the Board shall make each of the determinations required by Paragraphs (C) and (D) of this Section 4.2.

**SPACE**

(C) Upon discussion, the remaining Board members shall decide and document in the meeting minutes if the transaction or arrangement constitutes a Related Party Transaction as defined in Article II, Section 2.9. If so, then the Board of Trustees must also determine and document in the meeting minutes whether the Related Party has a Substantial Financial Interest, as defined in Article II, Section 2.5, in the proposed Related Party Transaction. Regardless of whether or not the Financial Interest is a Substantial Financial Interest, a Related Party Transaction is subject to the procedures set forth in Article V.

**SPACE**

(D) If the transaction or arrangement does not constitute a Related Party Transaction as defined in Article II, Section 2.9, then the remaining Board members in their discretion shall decide if a Conflict of Interest, as defined in Article II, Section 2.10, exists nonetheless, after giving due consideration to the material facts and circumstances presented. If the Board determines that the transaction or arrangement involves a Conflict of Interest, then such transaction or arrangement is subject to the procedures set forth in Article V.

**ARTICLE V: Procedures for Addressing Conflicts of Interest & Related Party Transactions**

**Section 5.1** Consideration of Alternatives.



(A) If the transaction or arrangement is a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then consideration of alternatives in accordance with this section is mandatory. For Conflicts of Interest, consideration of alternatives is within the discretion of the Board of Trustees. ~~(B)~~ After disclosure and discussions with the Interested Person, the Board of Trustees may appoint a Disinterested Trustee or committee of Disinterested Trustees to investigate alternatives to the proposed transaction or arrangement. Alternatives must be presented to the Board of Trustees and must be documented in the minutes of the meeting at which the determination is made.

(B) If alternatives are investigated and presented to the Board, then after exercising due diligence and giving due consideration for any such alternative transactions presented, the Board of Trustees shall determine whether the Aurora Town Public Library can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a Conflict of Interest or Related Party Transaction.

**Section 5.2** Board Decision.

(A) If alternatives are considered, whether mandatory or discretionary, and if the Board of Trustees determines that a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a Conflict of Interest or Related Party Transaction, the Board of Trustees shall determine by a majority vote of the Board whether the transaction or arrangement is in the Aurora Town Public Library's best interest, for the Aurora Town Public Library's own benefit, and whether it is fair and reasonable.

(B) In conformity with the above determination, in accordance with the Aurora Town Public Library's bylaws, the Board of Trustees shall make its decision as to whether to enter into the transaction or arrangement.

**SPACE**

(C) If the transaction or arrangement involves a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then a majority of the Board members present at the meeting is required to approve such transaction.

**Section 5.3** Documentation Required. In connection with all actual or possible Conflicts of Interest and Related Party Transactions, the Board of Trustees shall document in the minutes of the meeting at which such determinations are made the following:

(A) The names of the persons who disclosed or otherwise were found to have a Financial Interest in connection with an actual or possible Conflict of Interest or

Related Party Transaction, the nature of the Financial Interest, any action taken to determine whether a Conflict of Interest or Related Party Transaction was present, and the Board's decision as to whether a Conflict of Interest, Related Party Transaction or Substantial Financial Interest in a Related Party Transaction in fact existed.

SPACE

(B) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussions at the meeting regarding the proposed transaction or arrangement, including the alternatives to the proposed transaction or arrangement considered, if any.

SPACE

(C) The determination as to whether the transaction or arrangement is fair, reasonable and in the Aurora Town Public Library's best interest.

SPACE

(D) The determination as to whether to enter into the transaction or arrangement which gives rise to the Conflict of Interest or Related Party Transaction. If the Board of Trustees approves a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then the minutes must also include the basis for such approval.

SPACE

(E) A record of any votes taken in connection with the proceedings.

## ARTICLE VI: Oversight & Reviews

**Section 6.1** Oversight Responsibility. The designated Governance Committee of the Board, as defined in the Aurora Town Public Library's bylaws, shall oversee the adoption of, implementation of, and compliance with this Conflict of Interest policy in accordance with the procedures contained herein and within the process and authority granted under the Bylaws.

**Section 6.2** Violation of the Conflict of Interest Policy.

(A) If the Governance Committee has reasonable cause to believe a trustee, officer or Key Person has failed to disclose an actual or possible Conflict of Interest or Related Party Transaction, it shall inform such person of the basis for such belief and afford such person an opportunity to explain the alleged failure to disclose.

(B) If, after hearing the response of the trustee, officer or Key Person and after making further investigation as warranted by the circumstances, the Governance Committee determines that the trustee, officer or Key Person has failed to disclose an actual or possible Conflict of Interest or Related Party Transaction, it shall recommend to the

Board appropriate disciplinary and corrective action, up to and including dismissal or termination, and referral to the New York State Board of Regents for possible removal of a trustee, pursuant to New York State Education Law Section 226.

~~Section~~ 6.3 Periodic Reviews. To ensure the Aurora Town Public Library operates in a manner consistent with its charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, the Board shall conduct periodic reviews. The periodic reviews shall, at a minimum, include the following subjects:

(A) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

(B) Whether partnerships, joint ventures, and arrangements with management organizations conform to the Aurora Town Public Library's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in impermissible or excessive benefit.

~~Section~~ 6.4 Use of Outside Experts. When conducting the periodic reviews as provided for in Article VI, Section 6.3, the Aurora Town Public Library may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of Trustees of its responsibility for ensuring periodic reviews are conducted.

Adopted by the Aurora Town Public Library Board of Trustees on June 24, 2014;  
effective July 1, 2014.

Amended May 24, 2016; Effective July 1, 2016.

Amended April 21, 2020.

Amended April 27, 2021.

Appendix A

**DISCLOSURE STATEMENT OF THE AURORA TOWN PUBLIC LIBRARY**

The undersigned, being a trustee, officer, Key Person of the Aurora Town Public Library, hereby acknowledges and confirms the following:

(1) I have received, read and understand the Aurora Town Public Library's Conflict of Interest Policy in effect as of the date written below, and I agree to comply with the Conflict of Interest Policy.

(2) I understand that the Aurora Town Public Library is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

(3) **Personal Interests & Relationships.** I am an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which the Aurora Town Public Library has a relationship: *[If none, please write "None." If such interests exist, please specify the capacity in which you hold such an interest (for example, employee, director, or owner). If an owner, please specify your percentage ownership].*

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(4) **Interests & Relationships of Relatives.** A Relative (spouse or domestic partner, ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren; great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren and great-grandchildren) of mine is an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which the Aurora Town Public Library has a relationship: *[If none, please write "None." If such interests exist, please specify the Relative (for example, sibling or spouse) and the Relative's position (for example, employee, director, or owner). If an owner, please specify the percentage ownership].*

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(5) **Transactions.** The Aurora Town Public Library is a participant in the following transactions in which I or my Relative may have a Financial Interest that may give rise to a Conflict of Interest or Related Party Transaction, as defined in the Conflict of Interest Policy. [If none, please write "None." If such transactions(s) exists, please specify the transaction and the potential financial interest involved and whether you or a Relative has such an interest for any such transaction(s). Please specify the Relative and their position, if applicable.]

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I certify that the above statements are true and correct to the best of my knowledge.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Adopted by the Aurora Town Public Library Board of Trustees on June 24, 2014;  
effective July 1, 2014

Amended May 24, 2016; Effective July 1, 2016.

Amended April 21, 2020.

Amended April 27, 2021.