

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Agenda of the Board
Regular Monthly Meeting
November 16, 2021, 1:00 p.m.

1. Comments from the audience
2. Minutes of the Meetings: October 26, 2021
3. Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: October 2021
4. Director's Report: October 2021
5. Reports of Interest
 - a. The Friends made \$4,005.30 (before taxes) at their Annual Book Sale. They are having a separate Specials Sale Thursday, April 7 through Saturday, April 9, 2022.
 - b. Thanks to Congressman Brian Higgins (NY-26) B&ECPL received \$17,816 in American Rescue Plan grant funding to support the loan of Chromebooks and hotspots.
 - c. Other
6. Personnel
 - a. Payroll Report (If Available at Time of Meeting)
 - b. Board May Enter Executive Session
 - c. Other
7. Old Business
 - a. Program Equipment & Facility Improvement Initiative
 - b. Other
8. New Business
 - a. Board of Trustee Candidates
 - b. ATPL Patron Picks & Staff Selections
 - c. Draft Schedule of Library Board Meetings
 - d. Other

Next regularly scheduled meeting: December 14, 2021 at 1:00 p.m.

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

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

President Alice Askew called the meeting to order at 1:05p.m.

1. There were no comments from the audience.
2. A motion (KSC, MB) to approve the minutes, as amended, of the meeting of September 28, 2021 carried by a voice vote.
3. A motion (EC,MB) to approve the Treasurer's Report, September 2021 Financial Statements, and the Internal Auditor Report carried by a voice vote.
4. Director's Report: September 2021
Statistics with comparable data from last year is misleading due to the COVID-19 pandemic shutdown, but patron visits and circulation is increasing slowly. ATPL is open more days and more hours each week. Increased programming should help.

Erie County Executive Mark Poloncarz recommended a funding increase of \$518,347 (2.0%) to B&ECPL in his 2022 Proposed Budget. Patrons will be encouraged to sign the letters to their legislators in support of this increase, which will be delivered in advance of the budget vote. The response in ATPL has been positive.

Erie County's 2022 Proposed Capital Budget will support improvements to the Central Library and to system-related improvements.

The Friends of the Library are holding a special Baubles & Bling raffle, beginning October 1st through November 29th at 2:00 p.m. Tickets are one for \$1.00 or six for \$5.00. The Baubles & Bling sale will take place Friday, November 26 10:00 a.m. – 4:00 p.m.; Saturday, November 27 10:00 a.m. – 2:00 p.m.; Monday, November 29 10:00 a.m. – 2:00 p.m.

The Friends of the Library sponsored a new coffee maker and microwave to be used for library programs, meetings, and staff.

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

5. Personnel
 - a. The Trustees reviewed the Payroll Report for Pay Period 19 for 2021. ATPL has hired a new PT Cleaner and they have begun work this week.
 - b. The Board did not enter into Executive Session.
6. Old Business
 - a. Comments were made by trustees attending the Zoom ACT Meeting: Saturday, October 2, 2021.
 - b. Program Equipment & Facility Improvement Initiative

ATPL has received most of the equipment ordered under the Initiative. The exceptions are the charging stations and their rechargeable batteries. Also, the LED conversion will take place in early 2022 in order to qualify for rebates. The table and chairs have been well-received and do make the reading room easier to use for patrons. The Director was commended for her excellent work in this project.

- c. Effective January 1, 2023 board of trustees of public, free association or Indian libraries shall be required to complete a minimum of two trustee education hours. Details have yet to be worked out on options for this education.
- d. Two Trustees will be leaving the Board—one at the end of the current year (12/21) and the other at the end of next year (12/22). Discussion of replacements and process took place.

8. New Business

- a. The Director proposed format changes in the current Gift and Donor Recognition Policy. A motion (RW, KSC) to approve the policy, as amended, carried by a voice vote.

A motion (KSC, EC) to adjourn the meeting was carried by a voice vote. President Alice Askew adjourned the meeting at 1:48 p.m. The next regularly scheduled meeting: November 16, 2021 at 1:00 p.m.

Respectfully submitted,

Richard Wiesen
Secretary

LOCAL CHECKING ACCOUNT

Beginning Balance:	1-Oct-21		\$33,505.75
Plus Receipts/Deposits		Total:	\$749.97
Less Checks/Debits		Total:	\$858.22
Ending Balance:	31-Oct-21		\$33,397.50

Transaction Details**Receipts:**

Martha Buyer Donation	\$100.00
Friends of the Library (Memorials I/M of Mary Flickinger)	\$150.00
Friends of the Library (Reimbursement for coffee maker & microwave)	\$224.97
Alice Askew Donation	\$200.00
Friends of the Library (Rosemary Colomaio I/M of Mary Flickinger)	\$50.00
Friends of the Library (I/M of Mary Flickinger)	\$25.00
Total:	\$749.97

DISBURSEMENTS:

Buffalo & Erie Co. Public Library (PVT materials- Ingram)	\$458.22
Cash (Replenish Contingency Fund)	\$400.00
Total:	\$858.22

Savings Account

Balance Forward	1-Oct-21	\$50,592.02
Interest Earned:		\$0.83
Balance	31-Oct-21	\$50,592.85

Volker Funds

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

Gallivan Funds

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

Facility Improvements

Balance Forward	1-Oct-21	\$7,088.00
Receipts:	None	\$0.00
Disbursements:	None	\$0.00
Balance	31-Oct-21	\$7,088.00

Internal Auditor's Report Martha Buyer

Voucher#	Amount	Approved	Check #	Reason
L69	\$9.40	RW 10/26/2021	1025	W.B Mason (Book tape)
L70	\$458.22	MB 10/8/2021	1026	B&ECPL (PVT materials-Ingram)
L71	\$400.00	RW 10/26/2021	1027	CASH (Reimburse contingency fund)
Friends Ongoing Book Sale OCTOBER \$90.00				YTD \$1,037.00
Contingency Funds Counted On 10/15/2021				Total \$205.19

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: OCT

SAP Acct.	Description	Adopted Budget	Budget Transfers	Year-to-Date Expenditures	Available Budget	Projected Utilization at 12/31	Projected Variance at 12/31	Comments
500000	Salaries - Full-time	0	0	0	0		0	
502000	Fringe Benefits	0	0	0	0		0	
Utility Charges:								
515000	Water	550	0	271	279	550	0	
515000	Sewer	850	38	888	0	888	0	
515000	Telephone - Maintenance	0	264	264	(0)	264	0	Rel Comm
510200	Dues and Fees	20	0	20	0	20	0	
510200	Professional Services	0	435	435	0	435	0	All American Security
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	2,100	(447)	1,185	468	1,653	0	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	400	(290)	81	29	110	0	
530000	Other Expenses & Charges	600	0	390	210	600	0	
530000	Contingency (Bullet Aid)	0	2,120	2,120	0	0	2,120	Bullet Aid - In Local
TOTAL EXPENSES		4,520	2,120	5,654	986	4,520	2,120	

	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
DIRECT LOCAL INCOME							
Fines, Lost Books, etc.	11,490	0	4,927	6,563	5,912	(5,578)	
Copy Machines	606	0	362	244	434	(172)	
Print Cost Recovery	2,333	0	1,398	935	1,678	(655)	
Other Income	304	0	0	304	0	(304)	Recording Under Fines, Lost
State Funding	0	0	0	0		0	
Municipal Support	0	0	0	0		0	
Donations (priv. persons/foundations)	0	0	0	0		0	
Fundraising (events/booksales)	0	0	0	0		0	
Interest Income	0	0	0	0		0	
Misc Income	0	2,120	0	2,120		(2,120)	Bullet Aid - In Local
Use of Fund Balance	0	0	0	0		0	
TOTAL DIRECT INCOME	14,733	2,120	6,687	10,166	8,024	(8,829)	

AURORA TOWN PUBLIC LIBRARY

COUNTY LEDGER

COUNTY CHECKING ACCOUNT

31-Oct-21

Beginning Balance:	1-Oct-21		\$9,626.99
Plus Receipts/Deposits		Total:	\$833.40
Less Checks/Debits		Total:	\$203.33
Ending Balance:	31-Oct-21		\$10,257.06

Transaction Details

Receipts:

Fines	\$315.65
Fines	\$212.60
Fines	\$254.15
Copier	\$51.00
Total:	\$833.40

Disbursements:

Julia Gelsomino (Reimburse for Program Materials)	\$60.20
Paula Klocek (Travel)	\$12.54
Kathleen Brogan (Travel)	\$11.59
Kingsley/Jackson Mfg. Inc. (Replacement book drop lock)	\$119.00
Total:	\$203.33

Internal Auditor's Report

Richard Wiesen, Martha Buyer, Internal Auditors

Voucher#	Amount	Approved	Check #	Reason
C83	\$60.20	MB 10/8/21	5841	Julia Gelsomino (Reimbursement for program materials)
C84	\$12.54	RW 10/15/21	5842	Paula Klocek (Travel)
C85	\$11.59	RW 10/15/21	5843	Kathleen Brogan (Travel)
C86	\$119.00	RW 10/20/21	5844	Kingsley/Jackson Mfg. Inc. (Replacement book drop lock)

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

**DIRECTOR'S REPORT
OCTOBER 2021**

CIRCULATION	Total-month	Average/day	Average/hr	YTD Total
2021	7,334*	282.1	40.0	69,954**
2020	7,959	361.8	47.1	62,761
2019	11,498	425.9	49.8	121,528
2018	13,310	493	57.5	134,784
2017	13,009	500.3	69.6	141,119

80.4%* (5,895) via self-checkout

71.1%** (49,744) via self-checkout YTD

Note: Circulation for the contracting libraries is -10.1% this month (EAU was at 22.5%) and -44.2% YTD (EAU is at 11.5%).

Library of Things	2021
Monthly	0
Year-to-date	30

SYSTEM e-BRANCH	Month 2021	Month 2020	Change	YTD 2021	YTD 2020	Change
Online Renewals	80,643	91,895	-12.2%	777,371	611,638	27.1%
Interlibrary Loans	1,294	909	42.4%	10,723	6,358	68.7%
D-Loadable Audio Books	40,489	33,520	20.8%	388,729	329,242	68.7%
D-loadable Streaming Videos	75	38	97.4%	1,016	449	126.3%
eBooks	73,072	71,916	1.6%	769,448	730,450	5.3%
Downloadable Music/Music Videos	21,986	28,487	-22.8%	240,860	277,955	-13.3%

Year	2021	2020	2019	2018	2017
DAYS/HOURS OPEN	26/204	22/169	27/231	27/232	26/187

COMPUTER USE	2021	2020	% Change
Monthly	283	324	-12.7%
Year-to-date	2,503	3,116	-19.7%

Note: Computer use for the contracting libraries is -1.9% this month and 4.4% YTD.

WIFI USE	2021	2020	% Change
Monthly	1,931	832	132.1%
Year-to-date	15,933	8,511	87.2%

Note: Wifi use for the contracting libraries is 57.8% this month and 62.2% YTD.

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**DIRECTOR'S REPORT
OCTOBER 2021**

NEW LIBRARY CARD MEMBERSHIP	Total-month	YTD
Adults	16	256
Children	6	126

Patron Counter	2021	2020	% Change
Monthly	4,570	3,884	17.7%
Year-to-date	36,577	31,788	15.5%

Note: Door counts for the contracting libraries were 6.1% this month and 21.3% YTD.

Friends Ongoing Book Sale	Month	YTD
Dollar Amount	\$90.00	\$1,050.00

Programs Name / Number of Sessions / Sponsor	Age Group	Attendance	Stat Category
Girl Scouts of WNY Informational Session	All	23	In Library Group
Rob Goller: East Aurora History Trivia: Family Edition (Friends)	All	9	In Library Group
Trick-or-Read: Storywalk® (Friends)	All	189	In Library Group
Read-To-A-Dog (SPCA) (6)	All	14	In Library Group
Secret Codes and Ciphers (Friends)	6-12	13	In Library Group
Fall Reading Club (Friends)	6-12	8	In Library Group
Lego Club (Friends)	6-12	14	In Library Group
Rob Goller: Aurora's Erie County Connections (Friends)	Adult	16	In Library Group
Thomas Rosenthal, MD: Bloodletting and Germs	Adult	17	In Library Group
Story Time – To Go (40) (Friends)	3-5	40	Self-Directed
Unwind & Design: Halloween Lantern (36) (Friends)	Adult	36	Self-Directed
Create-a-Card (Friends) (12)	Adult	12	Self-Directed
Read Down Your Fines (0)	0-5	0 min	In Library Group
Read Down Your Fines (5)	6-12	2130 min	In Library Group
Read Down Your Fines (3)	13-16	1955 min	In Library Group
Tutor (4)	0-12	4	One-on-One
Tutor (1)	13-16	1	One-on-One

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Display Case: Rob Goller, Erie County Maps / Holland Tuesday Painters Art Display

Community Room Exhibits: Marlene Coles Art Show / Holland Tuesday Painters Art Show

Building condition: Town reinforced of the curtain rod in the Community Room. Town picked up old projector that was installed in the Community Room. Waiting for National Fuel to repair gas line and replace parking lot exit apron.

Meeting Room Uses: 7

Programs: November 2021

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

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

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

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

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

DS Education Presents: College Application Process - Teens and their Parents - November 15 @ 6:30 p.m. - RSVP to Betsy DelleBovi: email betsyroger@dseducationservices.com or call (716) 480-7628

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

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

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

Programs: December 2021

Christina M. Abt, Local Author: "Money or Love, Internet Dating From the Far Side of 40" - Adults, 17+ - December 2 @ 6:30 p.m.

DS Education Presents: College Application Process - Teens and their Parents - November 15 @ 6:30 p.m. - RSVP to Betsy DelleBovi: email betsyroger@dseducationservices.com or call (716) 480-7628

Snow Gnomes - Children, 6-12 - December 2 @ 4:00 p.m.

K-3 Story Time: Elf Academy - Grades K-3 – December 7 @ 4:00 p.m.

LEGO Club - Children, 6-12 - December 9 @ 4:00 p.m. **Sorry Program is Full**

Read to a Dog - Children, All Ages - December 11 @ 3:30 p.m., 3:50 p.m., 4:10 p.m.

Unwind & Design: Embroidered Paper Snowflakes - Adults, 17+ - December 14 - Participants will be called to pick-up their take-home kit the week of the program.

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

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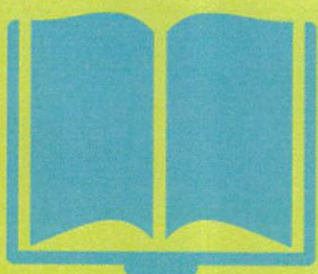
**DIRECTOR'S REPORT
OCTOBER 2021**

Story Time - To Go - Children, 3 - 5 - Wednesday, December 1 & December 15 - Participants will be called to pick-up their take-home kit the week of the program. **Sorry Program is Full**

Fall Reading Club - Kids, 6 - 12 - Wednesday December 8 @ 3:45pm - In person program.

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

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



ATPL Patron
Picks

**Patrons and staff of
ATPL are invited to
make reading
recommendations for
our rotating display!**

**If you would like to
share a favorite book that you have read
from our collection, come to the Library
to fill out a short form and return to the
front desk. Please use your first name
only, or if you prefer, remain
anonymous.**

Have fun and as always...

Happy Reading!



ATPL Staff
Selections



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**DRAFT SCHEDULE OF MEETINGS
OF THE LIBRARY BOARD**

2022

All dates are Tuesdays, unless otherwise noted:

January 25

February 22

March 22

April 26 (Includes annual meeting) @ 12:30pm

May 24

June 28

September 27

October 25

November 15

December 13

All meetings (unless otherwise noted) are scheduled for 1pm at the Library at 550 Main Street.

Meeting schedule is subject to change should emergencies arise, or if quorum will not be present.
Please call the Library to verify meeting dates.

The *East Aurora Advertiser* is the newspaper of record and will receive notice of all meetings.