

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

Agenda of the Board
Annual Meeting
April 26, 2022, 12:30 p.m.

1. Minutes of Annual Meeting April 27, 2021
2. Treasurer's Report, 2021 (See 2021 NYS Report & 2021 NYS Comptroller's Report)
 - a. Resolution to accept 2021 Treasurer's Report
3. Director's Report, 2021 (2021 NYS Report & 2021 Annual Report to the Community)
 - a. Resolution to accept 2021 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

Annual Meeting
April 27, 2021, 12:30 p.m.
Held Via GoToMeeting

Minutes

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 12:35p.m.
2. There were no comments by the public.
3. A motion (KSC, MB) to approve the Minutes of Annual Meeting April 21, 2020 carried by a voice vote.
4. A motion (RW, MB) to approve the 2020 Treasurer's report and the 2020 NYS Comptroller's Report carried by a voice vote.

A motion (RW, MB) to accept the 2020 Director's Annual Report and 2020 Annual Report to the Community carried by a voice vote.

5. 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 (KSC, MB) that the following list of candidates for officers for 2021-22 be approved carried by a voice vote.

President: Alice Askew
Vice President: Elaine Chow
Treasurer: Kara Spencer-Ching
Secretary: Richard A. Wiesen

7. Other business

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

Director Paula Klocek expressed appreciation for the dedication of the Board, her staff, and the community during what has been a very stress filled year of the COVID 19 crisis. Given so very many constraints, the public has been well-served because everyone did their part exceptionally well.

Trustee Martha Buyer expressed the sentiment of the Board in a commendation of the Director for her stellar work over the past year in managing the Library during some very trying times.

President Alice Askew adjourned the meeting at 12: 42 p. m.

Respectively submitted,

Richard A. Wiesen, Secretary

All Numbers in This Report
Have Been Rounded To
The Nearest Dollar

ANNUAL FINANCIAL REPORT
UPDATE DOCUMENT
For The
SPU - LIBRARY of Aurora Town Public Library
County of Erie
For the Fiscal Year Ended 12/31/2021

AUTHORIZATION

ARTICLE 3, SECTION 30 of the GENERAL MUNICIPAL LAW:

1. ***Every Municipal Corporation *** shall annually make a report of its financial condition to the Comptroller. Such report shall be made by the Chief Fiscal Officer of such Municipal Corporation ***

5. All reports shall be certified by the officer making the same and shall be filed with the Comptroller *** It shall be the duty of the incumbent officer at the time such reports are required to be filed with the Comptroller to file such report ***

State of NEW YORK
Office of The State Comptroller
Division of Local Government and School Accountability
Albany, New York 12236

SPU - LIBRARY OF Aurora Town Public Library

*** FINANCIAL SECTION ***

Financial Information for the following funds and account groups are included in the Annual Financial Report filed by your government for the fiscal year ended 2020 and has been used by the OSC as the basis for preparing this update document for the fiscal year ended 2021:

- (A) GENERAL
- (H) CAPITAL PROJECTS
- (K) GENERAL FIXED ASSETS

All amounts included in this update document for 2020 represent data filed by your government with OSC as reviewed and adjusted where necessary.

*** SUPPLEMENTAL SECTION ***

The Supplemental Section includes the following sections:

- 1) Statement of Indebtedness
- 2) Schedule of Time Deposits and Investments
- 3) Bank Reconciliation
- 4) Local Government Questionnaire
- 5) Schedule of Employee and Retiree Benefits
- 6) Schedule of Energy Costs and Consumption

All numbers in this report will be rounded to the nearest dollar.

Aurora Town Public Library
Annual Update Document
For the Fiscal Year Ending 2021

(A) GENERAL

Balance Sheet

Code Description	2020	EdpCode	2021
Assets			
Cash	86,191	A200	91,952
TOTAL Cash	86,191		91,952
TOTAL Assets and Deferred Outflows of Resources	86,191		91,952

Aurora Town Public Library
 Annual Update Document
 For the Fiscal Year Ending 2021

(A) GENERAL

Balance Sheet

Code Description	2020	EdpCode	2021
Fund Balance			
Unassigned Fund Balance	86,191	A917	91,952
TOTAL Unassigned Fund Balance	86,191		91,952
TOTAL Fund Balance	86,191		91,952
TOTAL Liabilities, Deferred Inflows And Fund Balance	86,191		91,952

Aurora Town Public Library
Annual Update Document
For the Fiscal Year Ending 2021

(A) GENERAL

Results of Operation

Code Description	2020	EdpCode	2021
Revenues			
Library Charges	7,914	A2082	8,141
Other Culture & Recreation Income	537	A2089	7,088
TOTAL Departmental Income	8,451		15,229
Interest And Earnings	36	A2401	13
TOTAL Use of Money And Property	36		13
Gifts And Donations	4,359	A2705	8,864
Library System Grant	422,026	A2760	459,528
TOTAL Miscellaneous Local Sources	426,385		468,392
St Aid For Libraries	2,852	A3840	3,937
TOTAL State Aid	2,852		3,937
TOTAL Revenues	437,724		487,571
TOTAL Detail Revenues And Other Sources	437,724		487,571

Aurora Town Public Library
Annual Update Document
For the Fiscal Year Ending 2021

(A) GENERAL

Results of Operation

Code Description	2020	EdpCode	2021
Expenditures			
Library, Pers Serv	235,407	A74101	260,186
Library, Equip & Cap Outlay	96,466	A74102	119,249
Library, Empl Bnfts	98,855	A74108	102,375
TOTAL Library	430,728		481,810
TOTAL Culture And Recreation	430,728		481,810
TOTAL Expenditures	430,728		481,810
TOTAL Detail Expenditures And Other Uses	430,728		481,810

Aurora Town Public Library
 Annual Update Document
 For the Fiscal Year Ending 2021

(A) GENERAL

Analysis of Changes in Fund Balance

Code Description	2020	EdpCode	2021
Analysis of Changes in Fund Balance			
Fund Balance - Beginning of Year	79,195	A8021	86,191
Restated Fund Balance - Beg of Year	79,195	A8022	86,191
ADD - REVENUES AND OTHER SOURCES	437,724		487,571
DEDUCT - EXPENDITURES AND OTHER USES	430,728		481,810
Fund Balance - End of Year	86,191	A8029	91,952

Aurora Town Public Library
 Annual Update Document
 For the Fiscal Year Ending 2021

(A) GENERAL

Budget Summary

Code Description	2021	EdpCode	2022
Estimated Revenues			
Est Rev - Departmental Income	14,733	A1299N	5,480
Est Rev - Miscellaneous Local Sources	527,136	A2799N	554,601
Est Rev - State Aid	3,543	A3099N	3,937
TOTAL Estimated Revenues	545,412		564,018
TOTAL Estimated Revenues and Other Sources	545,412		564,018

Aurora Town Public Library
Annual Update Document
For the Fiscal Year Ending 2021

(A) GENERAL

Budget Summary

Code Description	2021	EdpCode	2022
Appropriations			
App - Culture And Recreation	440,197	A7999N	460,987
App - Employee Benefits	105,215	A9199N	103,031
TOTAL Appropriations	545,412		564,018
TOTAL Appropriations And Other Uses	545,412		564,018

Aurora Town Public Library
Annual Update Document
For the Fiscal Year Ending 2021

Balance Sheet

Code Description		2020	EdpCode	2021
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Aurora Town Public Library
Annual Update Document
For the Fiscal Year Ending 2021

Balance Sheet

Code Description	2020	EdpCode	2021
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Aurora Town Public Library
Annual Update Document
For the Fiscal Year Ending 2021

Results of Operation

Code Description		2020	EdpCode	2021
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Aurora Town Public Library
Annual Update Document
For the Fiscal Year Ending 2021

Results of Operation

Code Description	2020	EdpCode	2021
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Aurora Town Public Library
Annual Update Document
For the Fiscal Year Ending 2021

(H) CAPITAL PROJECTS

Analysis of Changes in Fund Balance

Code Description	2020	EdpCode	2021
Analysis of Changes in Fund Balance			
Fund Balance - Beginning of Year		H8021	
Restated Fund Balance - Beg of Year		H8022	
Fund Balance - End of Year		H8029	

Aurora Town Public Library
Annual Update Document
For the Fiscal Year Ending 2021

(K) GENERAL FIXED ASSETS

Balance Sheet

Code Description	2020	EdpCode	2021
Assets			
Machinery And Equipment	8,477	K104	8,477
Other Capital Assets	25,000	K107	25,000
Accum Depr, Machinery & Equip	-2,422	K114	-3,633
TOTAL Fixed Assets (net)	31,055		29,844
TOTAL Assets and Deferred Outflows of Resources	31,055		29,844

Aurora Town Public Library
Annual Update Document
For the Fiscal Year Ending 2021

(K) GENERAL FIXED ASSETS

Balance Sheet

Code Description	2020	EdpCode	2021
Liabilities, Deferred Inflows And Fund Balance			
Total Non-Current Govt Assets	31,055	K159	29,844
TOTAL Investments in Non-Current Government Assets	31,055		29,844
TOTAL Fund Balance	31,055		29,844
TOTAL	31,055		29,844

Aurora Town Public Library
Statement of Indebtedness
For the Fiscal Year Ending 2021

First Year	Debt Code	Description	Cops Flag	Comp Flag	Date of Issue	Date of Maturity	Int. Rate	Var?	Amt. Orig. Issued	O/S Beg. of Year	Paid Dur. Year	Redeemed Bond Proc.	Prior Yr. Adjust.	Accreted Interest	O/S End of Year
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Aurora Town Public Library
 Schedule of Time Deposits and Investments
 For the Fiscal Year Ending 2021

	EDP Code	Amount
CASH:		
On Hand	9Z2001	
Demand Deposits	9Z2011	\$91,951.07
Time Deposits	9Z2021	
Total		\$91,951.07
 COLLATERAL:		
- FDIC Insurance	9Z2014	
Collateralized with securities held in possession of municipality or its agent	9Z2014A	
Total		\$0.00
 INVESTMENTS:		
- Securities (450)		
Book Value (cost)	9Z4501	
Market Value at Balance Sheet Date	9Z4502	
Collateralized with securities held in possession of municipality or its agent	9Z4504A	
- Repurchase Agreements (451)		
Book Value (cost)	9Z4511	
Market Value at Balance Sheet Date	9Z4512	
Collateralized with securities held in possession of municipality or its agent	9Z4514A	

Aurora Town Public Library
Bank Reconciliation
For the Fiscal Year Ending 2021

Include All Checking, Savings and C.D. Accounts

Bank Account Number	Bank Balance	Add: Deposit In Transit	Less: Outstanding Checks	Adjusted Bank Balance
*****-0442	\$50,595	\$0	\$0	\$50,595
*****-0544	\$34,147	\$0	\$0	\$34,147
*****-5020	\$10,910	\$0	\$3,700	\$7,210
Total Adjusted Bank Balance				\$91,951
Petty Cash				\$.00
Adjustments				\$.00
Total Cash			9ZCASH *	\$91,951
Total Cash Balance All Funds			9ZCASHB *	\$91,952
* Must be equal				

Aurora Town Public Library
Local Government Questionnaire
For the Fiscal Year Ending 2021

	<u>Response</u>
1) Does your municipality have a written procurement policy?	<u>Yes</u>
2) Have the financial statements for your municipality been independently audited? If not, are you planning on having an audit conducted?	<u>No</u> <u>No</u>
3) Does your local government participate in an insurance pool with other local governments?	<u>Yes</u>
4) Does your local government participate in an investment pool with other local governments?	<u>Yes</u>
5) Does your municipality have a Length of Service Award Program (LOSAP) for volunteer firefighters?	<u>No</u>
6) Does your municipality have a Capital Plan?	<u>Yes</u>
7) Has your municipality prepared and documented a risk assessment plan? If yes, has your municipality used the results to design the system of internal controls?	<u>Yes</u> <u>Yes</u>
8) Have you had a change in chief executive or chief fiscal officer during the last year?	<u>No</u>
9) Has your Local Government adopted an investment policy as required by General Municipal Law, Section 39?	<u>Yes</u>

Aurora Town Public Library
Employee and Retiree Benefits
For the Fiscal Year Ending 2021

Total Full Time Employees:		3			
Total Part Time Employees:		18			
Account Code	Description	Total Expenditures (All Funds)	# of Full Time Employees	# of Part Time Employees	# of Retirees
90108	State Retirement System	\$27,175.00			
90158	Police and Fire Retirement				
90258	Local Pension Fund				
90308	Social Security	\$19,528.00			
90408	Worker's Compensation Insurance	\$1,755.00			
90458	Life Insurance				
90508	Unemployment Insurance				
90558	Disability Insurance				
90608	Hospital and Medical (Dental) Insurance	\$53,917.00			
90708	Union Welfare Benefits				
90858	Supplemental Benefit Payment to Disabled Fire Fighters				
91890	Other Employee Benefits				
Total		\$102,375.00			
Computed Total From Financial Section (comparative purposes only)		\$102,375.00			

Aurora Town Public Library
Energy Costs and Consumption
For the Fiscal Year Ending 2021

Energy Type

**Total
Expenditures**

Total Volume

**Units Of
Measure**

**Alternative
Units Of
Measure**

DEMOGRAPHICS

Postal or Mailing Address:

550 Main Street Street Address or PO Box	East Aurora City	NY State	14052 Zip
(6) 652-4440 Official Telephone Number	(716) 655-5875 Official Fax Number		
EAU@buffalolib.org Official Email Address	www.buffalolib.org Website		

Physical Address: (If Different From Postal Address)

Street Address	City	State	Zip
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CHIEF FISCAL OFFICER

Kara Spencer-Ching Name	Treasurer Title		
550 Main Street Street Address or PO Box	East Aurora City	NY State	14052 Zip
(716) 652-4440 Telephone Number	(716) 655-5875 Fax Number		
EAU@buffalolib.org Email Address			

I, Kara Spencer-Ching hereby certify that I am the Chief Fiscal Officer of the Aurora Town Public Library, and that the information provided in the annual financial report of the Aurora Town Public Library, for the fiscal year ended 12/31/2021, is true and correct to the best of my knowledge and belief. By entering the personal identification number assigned by the Office of the State Comptroller to me as the Chief Fiscal Officer of the Aurora Town Public Library, and adopted by me as my signature for use in conjunction with the filing of the Aurora Town Public Library's annual financial report, I am evidencing my express intent to authenticate my certification of the Aurora Town Public Library's annual financial report report for the fiscal year ended 12/31/2021 and filed by means of electronic data transmission.

<u>Paula Klocek</u> Name of Report Preparer if different than Chief Fiscal Officer	<u>*****</u> Personal Identification Number of Chief Fiscal Officer	<u>00/00/0000</u> Date
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**Aurora Town Public Library
Financial Comments
For the Fiscal Year Ending 2021**

Aurora Town Public Library

Annual Report For Public And Association Libraries - 2021

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, 2021, 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	01/01/2021
1.7	Ending Fiscal Reporting Year	12/31/2021
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.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2021
1.12	Ending <u>Local</u> Fiscal Year	12/31/2021
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 <u>or</u> 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	Y

Degree, is it a Master's Degree in Library/Information Science?

- 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 Y and e-mail address of each staff member without an active certificate in a Note.
- 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 2021? (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. 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 N/A
3. Date the vote was held (mm/dd/2021) 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 2021) 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 N/A

from tax dollars resulting from the last successful vote?

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

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	6,856
2.2	Adult Non-fiction Books	5,804
2.3	Total Adult Books (Total questions 2.1 & 2.2)	12,660
2.4	Children's Fiction Books	7,240
2.5	Children's Non-fiction Books	3,198
2.6	Total Children's Books (Total questions 2.4 & 2.5)	10,438
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	23,098

Other Print Materials

2.8	Total Uncataloged Books	1,480
2.9	Total Print Serials	1,179
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	2,659
2.12	Total Print Materials (Total questions 2.7 and 2.11)	25,757

ALL OTHER MATERIALS**Electronic Materials**

2.13	Electronic Books	0
2.14	Local Electronic Collections	24
2.15	NOVEL _{NY} Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	39
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, scores and maps.)	1
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	40

Non-Electronic Materials

2.21	Audio - Physical Units	3,071
2.22	Video - Physical Units	8,889
2.23	Other Circulating Physical Items	22
2.24	Total Physical Items in Collection (Total questions 2.21 through 2.23)	11,982

Grand Total/Additions to Holdings

2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	37,779
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	2,274
2.27	All Other Print Materials	1,294
2.28	Electronic Materials	0

2.29	All Other Materials	1,174
2.30	Total Additions (Total questions 2.26 through 2.29)	4,742

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 3.82 for the 2021 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)	45,048
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	10,806
3.3	Registered non-resident borrowers	25

Please report information on WRITTEN POLICIES as of 12/31/21.

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 12/31/21.

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 Braille display	No
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 Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	N

Library Sponsored Programs/Summer Reading Program

SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

For Questions 3.19, 3.19a, 3.19b,

- If you have broken out Synchronous Program Sessions for Children by age group, 0–5 and 6–11, please complete Q3.19a and Q3.19b. Enter the total in Q3.19.
- If you have not broken out Synchronous Program Sessions by age group, enter the Number of Children's Programs in Q3.19, and enter N/A in Q3.19a and Q3.19b.

For Questions 3.26, 3.26a, 3.26b,

- If you have broken out Synchronous Children's Program Attendance by age group, 0–5 and 6–11, please complete Q3.26a and Q3.26b. Enter that total in Q3.26.
- If you have not broken out Synchronous Children's Program Attendance by age group, enter the Children's Program Attendance in Q3.26, and enter N/A in Q3.26a and Q3.26b.

3.17	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older	5
3.18	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18	12
3.19	Number of Children's Programs	31
3.19a	Number of Synchronous Program Sessions Targeted at Children Ages 0-5	0
3.19b	Number of Synchronous Program Sessions Targeted at Children Ages 6-11	31
3.20	Number of Synchronous General Interest Program Sessions	24
3.20a	Total Number of Synchronous Program Sessions for those libraries who are not reporting the number of Children's Programs in Q3.19a and Q3.19b (Total questions 3.17, 3.18, 3.19, 3.20)	
3.21	Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20). This is the Total Number for those libraries who are	72

	breaking out Children's Programming questions by age.	
3.21a	Number of Synchronous In-Person Onsite Program Sessions	71
3.21b	Number of Synchronous In-Person Offsite Program Sessions	0
3.21c	Number of Synchronous Virtual Program Sessions	1
3.22	One-on-One Program Sessions	1,274
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	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older	62
3.25	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	20
3.26	Children's Program Attendance	158
3.26a	Attendance at Synchronous Programs Targeted at Children Ages 0-5	0
3.26b	Attendance at Synchronous Programs Targeted at Children Ages 6-11	158
3.27	Attendance at Synchronous General Interest Programs	302
3.27a	Total Attendance at Synchronous Programs for those libraries who are not reporting the Children's Program Attendance in Q3.26a and Q3.26b (Total questions 3.24, 3.25, 3.26, 3.27)	
3.28	Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27). This is the Total Number for those libraries who are breaking out Children's Programming questions by age.	542
3.28a	Synchronous In-Person Onsite Program Attendance	536
3.28b	Synchronous In-Person Offsite Program Attendance	0
3.28c	Synchronous Virtual Program Attendance	6
3.29	One-on-One Program Attendance	1,274
3.29a	Total Number of Asynchronous Program Presentations	0
3.29b	Total Views of Asynchronous Program Presentations within 7 Days	0

Please report information on SUMMER READING PROGRAMS for the 2021 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 2021 (check all that apply):

- | | | |
|----|-----------------------------|-----|
| a. | Program(s) for children | Yes |
| b. | Program(s) for young adults | Yes |

c.	Program(s) for Adults	No
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	80
3.33	Young adults registered for the library's summer reading program	3
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)	83
3.36	Children's program sessions - Summer 2021	1
3.37	Young adult program sessions - Summer 2021	1
3.38	Adult program sessions - Summer 2021	0
3.39	Total program sessions - Summer 2021 (total 3.36 + 3.37 + 3.38)	2
3.40	Children's program attendance - Summer 2021	7
3.41	Young adult program attendance - Summer 2021	2
3.42	Adult program attendance - Summer 2021	0
3.43	Total program attendance - Summer 2021 (total 3.40 + 3.41 + 3.42)	9
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 2021 calendar year.

EARLY LITERACY PROGRAMS

3.52	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	N
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)	0
b. Focus on parents & caregivers	0
c. Combined audience	0
d. N/A	0
3.55 Total Sessions	0
3.56 - Attendance at sessions	
a. Focus on birth - school entry (kindergarten)	0
b. Focus on parents & caregivers	0
c. Combined audience	0
d. N/A	0
3.57 Total Attendance	0
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 2021 calendar year.

ADULT LITERACY

3.59 Did the library offer adult literacy programs?	No
3.60 Total group program sessions	0
3.61 Total one-on-one program sessions	0
3.62 Total group program attendance	0
3.63 Total one-on-one program attendance	0
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 2021 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 2021 calendar year.

DIGITAL LITERACY

3.77	Did the library offer digital literacy programs?	N
3.78	Total group program sessions	0
3.79	Total one-on-one program sessions	0
3.80	Total group program attendance	0
3.81	Total one-on-one program attendance	0
3.82	Did your library offer teen-led activities during the 2021 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	16,974
4.2	Adult Non-fiction Books	8,280
4.3	Total Adult Books (Total questions 4.1 & 4.2)	25,254
4.4	Children's Fiction Books	20,858
4.5	Children's Non-fiction Books	4,242
4.6	Total Children's Books (Total questions 4.4 & 4.5)	25,100
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	50,354

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	27,587
4.9	Circulation of Children's Other Materials	6,008
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	33,595
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	83,949

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)	83,949
4.16	Total Collection Use (Total questions 4.13 & 4.15)	83,949
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	31,108

REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	3,496
4.18a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
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, 2021.

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	14,503
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 FTE for all paid library personnel in this section. 35

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	1.69
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	5.61
6.11	Vacant Other Staff	0.37
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	8.30
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.37

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1
6.15	Salary - Entry Level Librarian (certified)	\$45,698
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	\$54,912
6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	\$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2021 all public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2021**. 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 <u>two</u> decimal places.		
8.6	Minimum Weekly Total Hours - Main Library	38.00
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)	38.00
8.10	Annual Total Hours - Main Library	2,146.00
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 8.10 through 8.12)	2,146.00

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 January 1, 2021 to December 31, 2021.

- CV1 Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic? No
- CV2 Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic? No
- CV3 Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic? Yes
- CV4 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?
- CV5 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic? Yes
- CV6 Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic? Yes
- CV7 Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic? No
- CV8 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic? No
- CV9 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19 0

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible. br> 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

- 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	2,146
16.	Number of Weeks This Outlet is Open	52
16a	Number of weeks an outlet closed due to COVID-19	0
16b	Number of weeks an outlet had limited occupancy due to COVID-19	0
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	34
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	7,495
26.	Number of Internet Computers Used by General Public	20
27.	Number of uses (sessions) of public Internet computers per year	3,125
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Other (specify using the State note)
29.	Maximum <u>download</u> 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 <u>upload</u> 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.	Wireless Sessions	19,929
33a	Reporting Method for Wireless Sessions	CT - Annual Count
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 Makerspace?	N
37.	<i>LIBID</i>	0800141870
38.	<i>FSCSID</i>	NY0013
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	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, 2021. 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, 2021 to December 31, 2021) 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, 2022. 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. Yes
 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.

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.

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
6.	Zip Code (5 digits only)	14052
7.	E-mail address	eyc.msg@gmail.com
8.	Office Held or Trustee	Vice President
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 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	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	Adam
3.	Last Name of Board Member	Zaremski
4.	Mailing Address	28 Woodside Ave.
5.	City	East Aurora
6.	Zip Code (5 digits only)	14052
7.	E-mail address	adam.zaremski@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2022
11.	Term Expires	December

12. Term Expires - Year (yyyy) 2026
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 01/10/2022
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/10/2022
16. Is this a brand new trustee? Y

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 Kara
3. Last Name of Board Member Spencer-Ching
4. Mailing Address 218 Walnut St.
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 |

Trustee Education

Complete one record for each person serving as a trustee as of December 31, 2021. 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 (2021)? | Y |
| 1. | Trustee Name | Elaine Chow |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | Y |
| 1. | Trustee Name | Kara Spencer-Ching |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | Y |
| 1. | Trustee Name | Richard Wiesen |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | Y |
| 1. | Trustee Name | Martha Buyer |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | 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 | \$459,528 |
| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | N |
| 5. | Written Contractual Agreement | Y |

11.2	TOTAL LOCAL PUBLIC FUNDS	\$459,528
------	---------------------------------	-----------

SYSTEM CASH GRANTS TO MEMBER LIBRARY

- | | | |
|------|--|----------|
| 11.3 | Local Library Services Aid (LLSA) | \$3,937 |
| 11.4 | Record all Central Library Services Aid monies received from system headquarters | \$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 | \$7,088 |
| 11.8 | TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7) | \$11,025 |

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 |
|------|---|-----|

Federal Aid/Other Receipts**FEDERAL AID FOR LIBRARY OPERATION**

- | | | |
|-------|--|-----|
| 11.10 | LSTA | \$0 |
| 11.11 | Other Federal Aid | \$0 |
| 11.12 | TOTAL FEDERAL AID (Add Questions 11.10 and 11.11) | \$0 |
| 11.13 | CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE | \$0 |

OTHER RECEIPTS

- | | | |
|-------|--|----------|
| 11.14 | Gifts and Endowments | \$5,742 |
| 11.15 | Fund Raising | \$3,122 |
| 11.16 | Income from Investments | \$13 |
| 11.17 | Library Charges | \$8,141 |
| 11.18 | Other | \$0 |
| 11.19 | TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18) | \$17,018 |

11.20 **TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19) \$487,571

11.21 **BUDGET LOANS** \$0

Transfers/Grant Total

TRANSFERS

11.22 From Capital Fund (Same as Question 14.8) \$0

11.23 From Other Funds \$0

11.24 **TOTAL TRANSFERS** (Add Questions 11.22 and 11.23) \$0

11.25 **BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2021** (Same as Question 12.40 of previous year if fiscal year has not changed) \$86,191

11.26 **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40) \$573,762

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 \$128,774

12.2 Other Staff \$131,412

12.3 **Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2) \$260,186

12.4 **Employee Benefits Expenditures** \$102,375

12.5 **Total Staff Expenditures** (Add Questions 12.3 and 12.4) \$362,561

COLLECTION EXPENDITURES

12.6 Print Materials Expenditures \$32,891

12.7 Electronic Materials Expenditures \$19,498

12.8 Other Materials Expenditures \$14,892

12.9 **Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8) \$67,281

CAPITAL EXPENDITURES FROM OPERATING FUNDS

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

12.11	From Other Funds (71OF)	\$11,211
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$11,211

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$1,183
12.14	From Other Funds (72OF)	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$1,183
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$12,594
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$13,777

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$4,147
12.19	Telecommunications	\$1,589
12.20	Postage and Freight	\$104
12.21	Professional & Consultant Fees	\$0
12.22	Equipment	\$552
12.23	Other Miscellaneous	\$16,888
12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	\$23,280

Contracts/Debt Service/Transfers/Grand Total

12.25	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	\$0
12.27	From Other Funds (73OF)	\$0
12.28	Total (Add Questions 12.26 and 12.27)	\$0

Other Loans

12.29	Budget Loans (Principal and Interest)	\$0
12.30	Short-Term Loans	\$0
12.31	Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$0

12.32	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$478,110
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TRANSFERS

Transfers to Capital Fund

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

12.35	Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0
12.36	Transfer to Other Funds	\$3,700
12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$3,700
12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$481,810
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2021	\$0
12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$481,810

ASSURANCE

12.41	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).	04/26/2022
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FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	N/A
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	N/A
12.44	Indicate type of audit (select one):	N/A

CAPITAL FUND

12.45	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
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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
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INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	\$0
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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 2021 (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
Other Disbursements		
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	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$0
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
14.9	NON-PROJECT EXPENDITURES	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2021	\$0
14.12	TOTAL CASH 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	2.35
16.2	Total Librarians	2.35
16.3	All Other Paid Staff	5.23
16.4	Total Paid Employees	7.58
16.5	State Government Revenue	\$3,937
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$24,106
16.8	Total Operating Revenue	\$487,571
16.9	Other Operating Expenditures	\$37,057
16.10	Total Operating Expenditures	\$466,899
16.11	Total Capital Expenditures	\$11,211
16.12	Print Materials	25,757
16.13	Total Registered Borrowers	10,831
16.14	Other Capital Revenue and Receipts	\$0
16.15	Number of Internet Computers Used by General Public	20
16.16	Total Uses (sessions) of Public Internet Computers Per Year	3,125
16.17	Wireless Sessions	19,929
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	<i>FSCS ID</i>	NY0013
17.8	<i>SED CODE</i>	140301700076
17.9	<i>INSTITUTION ID</i>	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	No suggestions.

the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!

FUNDRAISING
Library Discard Sale:
\$2,848.82

Friends Book Sale:
\$3,515.30

Friends Ongoing Book Sale:
\$1,610.03

Amazon Book Sales:
\$1404.44

Baubles & Bling:
\$2,801.00

*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
Town Historian, Robert L. Goller
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

The many whose time, donations
and memorial gifts make the Library
a wonderful place in our
community!

DIRECTOR

Paula M. A. Kloczek

BOARD OF TRUSTEES

Alice Askew, President
Martha Buyer, Trustee
Elaine Chow, Vice President
Kara Spencer-Ching, Treasurer
Adam Zaremski, Trustee



StoryTime—To Go



Trick-or-Read StoryWalk®



*Get Reading Recommendations Through
Staff Selections & Paton Picks*

Aurora Town Public Library
2021 Annual Report
To The Community

550 Main St.
East Aurora, NY 14052
Phone: (716) 652-4440
E-Mail: EAU@buffalolib.org



LIBRARY HOURS

Mon & Thurs 10:00 a.m.—8:00 p.m.
Tues & Weds 10:00 a.m.—6:00 p.m.
Fri 10:00 a.m.—5:00 p.m.
Saturday 10:00 a.m.—3:00 p.m.

OUR MISSION

The Aurora Town Public Library
exists to serve our community with
the best library resources available
to enrich, enlighten, and entertain.



www.buffalolib.org

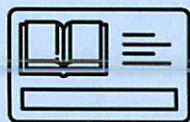
BY THE NUMBERS

The statistics for 2021 have been drastically impacted by the COVID-19



83,949 items checked out

72.9% of the materials borrowed were via our self-checkout stations
4,742 holdings were added to our collection for a total of **37,740** items in our collection!



10,806 residents of our service area out of **13,782** are registered as library card holders with ATPL as their home location – **78.4%** of our community! **Up 1.8%** from 2020!
25 more registrants are from outside of the area



45,048 patron visited
542 attended **72** programs
&
1,274 attended **1,274**
one-on-one sessions

YOUR SOURCE FOR



Books – DVDs – BluRays – CDs – Audiobooks – eBooks, eAudiobooks, & eDownloads – Vox Books – Periodicals – Wide Variety of Programs for All Ages – Lectures – Book Club – Author Visits – Take-Home Kits – Technology Classes & Assistance – Story Times – 14 Public computers – 6 In-Library Use Laptops – Wireless Internet Access – Reference – 24 Online Databases – Informational Displays – Exhibits – Community Meeting Room – Local History – Photocopier – 2 Scanners – Interlibrary Loan – Fireplace – Ongoing Book Sale – Library of Things – Smart Board 7000 Series Pro – 1080p



CAPITAL IMPROVEMENTS

Roycroft-Style Tables & Chairs, Folding Chairs with Dollies, HD Webcam with Tripod Kit & Charging Stations with Cables
Made possible by the B&ECPL Program Equipment & Facility Improvement Grant & the Friends of the Library

MORE NUMBERS

The statistics for 2021 have been drastically impacted by the COVID-19



14,503 hits on our library website
3,125 computer sessions



19,929 Wi-Fi logins
Up 98.2% from 2020



3,496 reference questions answered



22 Volunteers worked **500** hours to help the Library



Out of all 37 B&ECPL locations, ATPL Ranks...
12 in circulation
13 in patron visits
5 in Wi-Fi use
20 in computer use

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 _____ 2022 at _____ o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the _____ Library, held at _____ on the _____ day of _____ 2022, 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 attest 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 _____

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

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.

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

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.

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;

(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.

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.

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;

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

(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.

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:

(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;

(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

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

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.

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;

(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

(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.

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

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

(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.

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;

(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.

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

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.

(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.

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

(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.

(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.

(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.

(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

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. 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.

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.

(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.

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.

(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.

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

(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.

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

ARTICLE VI: Oversight & Reviews

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.

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.

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.

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].*

(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].*

(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.]*

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.