

AURORA TOWN PUBLIC LIBRARY  
550 Main Street, East Aurora, New York 14052  
Agenda of the Board  
Regular Monthly Meeting  
February 22, 2022, 1:00 p.m.

1. Comments from the audience:
2. Minutes of the Meetings: January 25, 2022
3. Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: January 2022
4. Director's Report: January 2022
5. Reports of Interest
  - a. Effective, 2/10/2022, ATPL rescinded the requirement for patrons and staff to wear face masks.
  - b. The County sent ATPL 1,440 COVID-19 at-home antigen tests for distribution to the public.
  - c. Patrons are able to conveniently charge mobile devices, tablets, and laptops via KwikBoost EdgePower™ clamp-on desktop charging stations found at each of our square tables. They are Apple / Mac, Android / PC, and Chromebook compatible, offering a standard AC outlet, a USB-A charging port with quick charge 3.0 technology, and a USB-C charging port.
  - d. The East Aurora Art Society has generously sponsored the purchase of unfinished birdhouses for a fundraiser in collaboration with the Friends. Each birdhouse will be painted and embellished by a different local artist. March 15 - April 18, the birdhouses will be on display. The community is invited to buy votes to judge and earn a chance to win their favorite birdhouses. One vote is \$1.00 or six votes are \$5.00. All proceeds will benefit the Library.
  - e. For the sake of inclusivity, paper and online library card applications have been updated to give patrons an option to give the names they prefer to be called, in addition to their legal names.
  - f. All B&ECPL locations will receive two hotspots and a Chromebook-hotspot kit. ETA unknown.
  - g. Other
6. Personnel
  - a. Payroll Report: Pay Period 26
    - The System set aside a Contractual Reserve (\$3,875) to help offset hazard pay to Senior Library Clerk and contract signing bonuses to full and part-time librarians.
    - Caretaker overages are due to him covering Cleaner duties while ATPL was without one.
    - ATPL operated well-within the personnel budget for 2021.
  - b. Board May Enter Executive Session
  - c. Other
7. Old Business
  - a. Rules of Conduct for Review
  - b. Other
8. New Business
  - a. Photography and Filming Guidelines & Approval Form Draft for Review
  - b. Disaster Plan Draft for Review
  - c. System Paid Budget Analysis (As of 12/31/2021)
  - d. NYLA Library Advocacy Day: 1. Senator Patrick Gallivan @ 10:30 a.m.; 2. Assemblyman David DiPietro @ 11:00 a.m.; 3. Senator Sean Ryan @ 11:30 a.m.
  - e. Other

Next regularly scheduled meeting: March 22, 2022 at 1:00 p.m.

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

**Minutes**  
**Board of Trustees**  
**Regular Monthly Meeting**  
January 25, 2022, 1:00 p.m.

**Present:** Alice Askew, Martha Buyer, Elaine Chow, Paula Klocek, Director, Adam Zaremski and  
**Guest:** Councilman James Granville

President Alice Askew called the meeting to order at 1:06pm.

1. **Comments from the audience: Councilman & Library Liaison, James Granville**
  - a. recently elected to Aurora Town Board, encouraged open communication to the board and public sessions
2. **A motion (MB, EC) to approve the Minutes of the Meetings: December 14, 2021 carried by a voice vote.**
3. **A motion (AZ, MB) to approve the Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: December 2021 carried by a voice vote.**
4. **Director's Report: December 2021**
  - a. ATPL is still in recovery mode but has managed to stay open for the full year, slowly increasing hours.
  - b. WI-FI usage has increased significantly.
  - c. Hotspots/Chromebooks are anticipated to be available for checkout sometime in the future.
  - d. Rankings and statistics within B&ECPL System will be included in Annual Report to the Community.
  - e. reminder that large % of users are outside of Town of Aurora residents
  - f. The Whaley gas line repair has been completed, apron awaiting better weather.

The Board (AZ, MB) approved the Director's report by a voice vote.

5. **Reports of Interest**
  - a. ATPL's partnership with Revive Wesleyan East Aurora Campus to support the ROC Squad with the Holiday Giving Tree Program helped more than 100 gifts reach children in need.
  - b. In celebration of the latest title being published in the Outlander series, ATPL is holding a free raffle from December 15, 2021 – January 31, 2022. The winner will be selected on February 1. To enter, patrons get one ticket for every five items they check out.
  - c. Erie County was designated B&ECPL locations as distribution centers for KN-95 masks. ATPL's first shipment of KN-95 masks (5 packages of 10) were gone within 40 minutes of their arrival. Testing kits will be available at the library. Prior interest is high, per many library phone calls.
  - d. The non-financial section of the State Report, along with the Report to the Community is due to B&ECPL by February 28, 2022.
  - e. The Friends of the Aurora Town Public Library will hold their Specials Sale in the Library's community room starting Thursday, April 7 from 10:00 a.m.–6:00 p.m. On Friday, April 8, the sale will continue from 10:00 a.m.–4:00 p.m. Then on Saturday, April 9, 10:00 a.m.–2:00 p.m.
  - f. The Aurora Town Public Library will hold its Annual Discard Sale for gently used library materials from Friday, May 6 through Friday, May 27. The sale will take place during regular business hours except on Friday, May 27 when the sale hours will be 10 a.m.–4 p.m.

## 6. Personnel

- a. Page Wages Adjusted to \$13.20 per hr / Sr. Page Wages Increased \$1.20 per hr (\$14.20)
- b. The Board entered into Executive Session at 1:26pm (MB, AZ) was approved by a voice vote. James Granville was excused. Personnel issues were discussed including the need for ongoing documentation. The Board returned from Executive Session at 1:46pm (MB, AZ) by a voice vote and Mr. Granville returned to the meeting.

## 7. Old Business

- a. A summary of the virtual ACT Meeting on Saturday, January 8, 2022, was shared by Alice Askew.
  1. There is a committee to simplify language of contract.
  2. Libraries can help town historians and vice versa - Rob Lowell Goller is working on a digitized local history card catalog file expected to launch at ATPL sometime in the Summer of 2022.

## 8. New Business

- a. Town vs. County Role
  1. B&ECPL system funding through county supports library services, staffing, supplies, technology, etc. vs. Town of Aurora financially supports the physical building as the owner, keeping up with maintenance, repairs and other improvements.
  2. Town of Aurora Highway Department has provided labor support through moving books for sales, acting as back-up cleaners when short on staff, etc. ATPL appreciates all of the additional support provided and is grateful that the Town values the Library.
  3. The Town of Aurora agreed to pay 25% (B&ECPL 75%) towards updating light fixtures to be all LED. Awaiting 2022 rebate pool to open for the project to proceed. Working and user experience will be improved due to lighting upgrades.
- b. 2021 Contract Extension and 2022 Budget Schedules
  1. Allotted personnel hours were reduced only by 1.5 hours for 2022 from 2021 which was helped by the additional Federal funding and the 2% increase from the County budget.
- c. Incidents—Rules of Conduct for Review, Central's Photography and Filming Guidelines & Approval Form, Confidentiality of Library Records, ALA Bill of Rights, & ALA Articles
  1. Four reported incidents since the end of December 2021.
  2. ATPL staff has worked beyond to support the NYS / Erie County mask mandates, and the Board expresses appreciation for their dedication.
  3. Patron have rights to privacy in their library usage as supported NYS law, the Library's Rules of Conduct, and B&ECPL System's Confidentiality of Library Records policy. The incidents were reviewed. A new draft of the Rules of Conduct will be discussed at next meeting.
  4. ATPL staff has been informed / trained by the Director on how to respond in case of future incidents.

A motion (EC, AZ) to adjourn the meeting was carried by a voice vote. President Alice Askew adjourned the meeting at 2:34pm. The next regularly scheduled meeting: February 22, 2022 at 1:00 p.m.

Respectfully submitted,

Elaine Chow

Vice President (acting Secretary)

AURORA TOWN PUBLIC LIBRARY

Treasurer's Report

31-Jan-22

LOCAL CHECKING ACCOUNT

Beginning Balance:	1-Jan-22		\$34,146.88
Plus Receipts/Deposits		Total:	\$0.00
Less Checks/Debits		Total:	\$384.91
Ending Balance:	31-Jan-22		\$33,761.97

Transaction Details

<b>Receipts:</b>			
None		Total:	\$0.00
<b>DISBURSEMENTS:</b>			
B&ECPL (Ingram Children's Books)			\$384.91
		Total:	\$384.91

Volker Funds

Balance Forward	1-Jan-22		\$2,132.25
Receipts:	None		\$0.00
Disbursements:	None		\$0.00
Balance	31-Jan-22		\$2,132.25

Gallivan Funds

Balance Forward	1-Jan-22		\$0.00
Receipts:	None		\$0.00
Disbursements:	None		\$0.00
Balance	31-Jan-22		\$0.00

Facility Improvements

Balance Forward	1-Jan-22		\$7,088.00
Receipts:	None		\$0.00
Disbursements:	None		\$0.00
Balance	31-Jan-22		\$7,088.00

Internal Auditor's Report Richard Wiesen

Voucher#	Amount	Approved	Check #	Reason
L74	\$384.91	1/25/2022	1030	Ingram-Children's Books
<b>Friends Ongoing Book Sale January \$149.00</b>				YTD \$149.00
<b>Contingency Funds</b>				Total \$304.98

Savings Account

Balance Forward	1-Jan-22		\$50,594.54
Interest Earned			0.86
Balance	31-Jan-22		\$50,595.40

## CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: JAN

SAP Acct.	Description	Adopted Budget	Budget Transfers	Year-to-Date Expenditures	Available Budget	Projected Utilization at 12/31	Projected Variance at 12/31	Comments
500000	Salaries - Full-time	0	0	0	0		0	
502000	Fringe Benefits	0	0	0	0		0	
<b>Utility Charges:</b>								
515000	Water	500	0	0	500	500	0	
515000	Sewer	900	(174)	726	0	726	0	
515000	Telephone - Maintenance	250	80	330	0	330	0	Overage-Phone Training Bill
510200	Dues and Fees	20	0	20	0	20	0	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	2,450	94	0	2,544	2,544	0	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	200	0	0	200	200	0	
530000	Other Expenses & Charges	600	0	0	600	600	0	
530000	Contingency (Bullet Aid)	0	0	0	0		0	
	<b>TOTAL EXPENSES</b>	<b>4,920</b>	<b>0</b>	<b>1,076</b>	<b>3,844</b>	<b>4,920</b>	<b>0</b>	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	3,500	0	742	2,758	8,904	5,404	
Copy Machines	380	0	47	333	564	184	
Print Cost Recovery	1,500	0	140	1,360	1,680	180	
Other Income	100	0	0	100	0	(100)	Recording Under Fines, Lost
State Funding	0	0	0	0		0	
Municipal Support	0	0	0	0		0	
Donations (priv. persons/foundations)	0	0	0	0		0	
Fundraising (events/booksales)	0	0	0	0		0	
Interest Income	0	0	0	0		0	
Misc Income	0	0	0	0		0	
Use of Fund Balance	0	0	0	0		0	
<b>TOTAL DIRECT INCOME</b>	<b>5,480</b>	<b>0</b>	<b>929</b>	<b>4,551</b>	<b>11,148</b>	<b>5,668</b>	

AURORA TOWN PUBLIC LIBRARY

COUNTY LEDGER

COUNTY CHECKING ACCOUNT

31-Jan-22

Beginning Balance:	1-Jan-22		\$10,909.65
Plus Receipts/Deposits		Total:	\$929.23
Less Checks/Debits		Total:	\$1,075.80
Ending Balance:	31-Jan-22		\$10,763.08

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Transaction Details

Receipts:

Fines		\$275.09
Fines		\$363.05
Fines		\$243.69
Copier		\$47.40
	Total:	\$929.23

Disbursements:

RelComm ( Admin Training)		\$330.00
Bob Adler ( ACT Dues)		\$20.00
Martha Librock (County & Town Taxes)		\$725.80
	Total:	\$1,075.80

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Internal Auditor's Report

Martha Buyer, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
C97	\$330.00	1/24/2022	5855	Rel Comm Phone Training
C98	\$20.00	1/24/2022	5856	ACT Dues
C99	\$725.80	1/24/2022	5857	County & Town Taxes



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

**DIRECTOR'S REPORT  
January 2022**

<b>CIRCULATION</b>	<b>Total-month</b>	<b>Average/day</b>	<b>Average/hr</b>	<b>YTD Total</b>
<b>2022</b>	6,638*	288.6	36.5	6,638**
<b>2021</b>	4,688	246.7	32.6	4,688
<b>2020</b>	11,441	440.0	52.0	11,441
<b>2019</b>	11,994	499.8	58.2	11,994
<b>2018</b>	13,394	535.8	63.2	13,394

82.9%\* (5,502) via self-checkout

82.9%\*\* (5,502) via self-checkout YTD

Note: Circulation for the contracting libraries is 39.5% this month (EAU was at 41.6%) and 39.5% YTD (EAU is at 41.6%).

<b>Library of Things</b>	<b>2022</b>
<b>Monthly</b>	0
<b>Year-to-date</b>	0

<b>SYSTEM e-BRANCH</b>	<b>Month 2022</b>	<b>Month 2021</b>	<b>Change</b>	<b>YTD 2022</b>	<b>YTD 2021</b>	<b>Change</b>
Online Renewals	73,545	29,014	153.5%	73,545	29,014	153.5%
Interlibrary Loans	1,056	926	14.0%	1,056	926	14.0%
D-Loadable Audio Books	44,022	37,505	17.4%	44,022	37,505	17.4%
D-loadable Streaming Videos	76	176	-56.8%	76	176	-56.8%
eBooks	82,035	83,225	-1.4%	82,035	83,225	-1.4%
Downloadable Music/Music Videos	0	28,088	-100.0%	0	28,974	-100.0%

<b>Year</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
<b>DAYS/HOURS OPEN</b>	23/182	19/144	26/220	24/206	25/212

Jan. 1 - New Year's; 6 - Whaley Gas Line Repair; Jan. 17 - Martin Luther King, Jr. Day

<b>COMPUTER USE</b>	<b>2022</b>	<b>2021</b>	<b>% Change</b>
<b>Monthly</b>	280	120	133.3%
<b>Year-to-date</b>	280	120	133.3%

Note: Computer use for the contracting libraries is 97.0% this month and 97.0% YTD.

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**DIRECTOR'S REPORT**  
**January 2022**

<b>WIFI USE</b>	<b>2022</b>	<b>2021</b>	<b>% Change</b>
<b>Monthly</b>	1,703	1,187	43.5%
<b>Year-to-date</b>	1,703	1,187	43.5%

Note: Wifi use for the contracting libraries is 59.9% this month and 59.9% YTD.

<b>NEW LIBRARY CARD MEMBERSHIP</b>	<b>Total-month</b>	<b>YTD</b>
<b>Adults</b>	11	11
<b>Children</b>	8	8

<b>Patron Counter</b>	<b>2022</b>	<b>2021</b>	<b>% Change</b>
<b>Monthly</b>	4,289	2,009	11.5%
<b>Year-to-date</b>	4,289	2,009	11.5%

Note: Door counts for the contracting libraries were 68.2% this month and 68.2% YTD.

<b>Friends Ongoing Book Sale (Before Tax)</b>	<b>Month</b>	<b>YTD</b>
<b>Dollar Amount</b>	\$149.00	\$149.00

<b>Programs Name / Number of Sessions / Sponsor</b>	<b>Age Group</b>	<b>Attendance</b>
Let It Snow Wall Hanging (Friends)	6-11	13
LEGO Club	6-11	15
Find the Snowman Game	All Ages	92
Aurora Book Club	Adults	7
Create-a-Card Club (15) (Friends)	Adults	15
Unwind & Design Marble Paper (25) (Friends)	Adults	25
Read Down Your Fines	0-5	0 min
Read Down Your Fines	6-11 years	(3) 665 min
Read Down Your Fines	12-16 years	(1) 740 min
Tutoring	0-5	0
Tutoring (1)	6-11 years	1
Tutoring (4)	12-16 years	4

**Display Case:** East Aurora Art Society

**Community Room Exhibits:** East Aurora Art Society

**Building condition:** National Fuel repaired Whaley gas line. Waiting for warmer weather to replace parking lot exit apron.

**Meeting Room Uses:** 8



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**DIRECTOR'S REPORT  
January 2022**

**Professional Development**

1/12/22—Directors & Managers Meeting, B&ECPL  
2/2, 3, 7/22—The Librarian's Guide to Homelessness, Ryan Dowd—Webinarjam (Paula, Kathy Brogan, Jan Siebold, & Jennifer Lewis-Drew)  
2/9/22—Directors & Managers Meeting, B&ECPL  
2/9/22—Unattended Children: How to talk to parents about their children's behavior—Webinarjam (Paula & Jennifer)

**Programs: February 2022**

Postage Stamp Art - Children, 6-11 - February 3 @ 4:00 p.m. **\*\*Sorry Program Registration is Full\*\***

Snowy Winter Tree Craft To Go - 4-12 - February 3 - Participants will be called to pick-up their take-home kit the week of the program. **\*\*Sorry Program Registration is Full\*\***

Story Time To Go - Children, 3 - 5 - 2/2, 2/16, 3/2, 3/16, 4/6, 4/20 - Participants will be called to pick-up their take-home kit the week of the program. **\*\*Sorry Program Registration is Full\*\***

Postage Stamp Art - Adults, 19+ - February 3 @ 6:30 p.m.

Unwind & Design To-Go Kit: Collaged Bird Art - Adults, 17+ - February 8 - Participants will be called to pick-up their take-home kit the week of the program. **\*\*Sorry Program Registration is Full\*\***

Reading Club - Children - 6 - 11 - February 9 @ 3:45 p.m.

"L" is for Library - Children, Birth - 2 ½ - February 16 - Participants will be called to pick-up their take-home kit the week of the program. **\*\*Sorry Program Registration is Full\*\***

Create-a-Card Club - Adults, 17+ - 1/20, 2/17, 3/17, 4/7 - Participants will be called to pick-up their kit the week of the program. **\*\*Sorry Program Registration is Full\*\***

LEGO Club - Children, 6-11 - 1/20, 2/17, 3/17, 4/7, 5/12 @ 4:00 p.m. **\*\*Sorry Program Registration is Full\*\***

Read to a Dog - Children and their Families, All Ages - February 26 @ 11:00 a.m., 11:20 a.m., 11:40 a.m. **\*\*Sorry Program Registration is Full\*\***

**Programs: March 2022**

Story Time To Go - Children, 3 - 5 - 2/2, 2/16, 3/2, 3/16, 4/6, 4/20 - Participants will be called to pick-up their take-home kit the week of the program. **\*\*Sorry Program Registration is Full\*\***

Aurora Book Club - Adults, 19+ - March 3 @ 6:30 p.m.

Unwind & Design To-Go Kit: Balloon Garland - Adults, 19+ - March 8 - Participants will be called to pick-up their take-home kit the week of the program.

Reading Club - Children - 6 - 12 - March 9 @ 3:45 p.m.

Anita Conron, Local Author: Clamdigger - Adults, 19+ - March 10 @ 6:30 p.m.

K-3 Story Time: March Magic - Grades K-3 - March 12 @ 11:00 a.m.

Painted Birdhouses Raffle - All Ages - March 15 - April 18 - During Regular Library Hours

Create-a-Card Club - Adults, 19+ - 1/20, 2/17, 3/17, 4/7 - Participants will be called to pick-up their kit the week of the program. **\*\*Sorry Program Registration is Full\*\***

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**DIRECTOR'S REPORT**

**January 2022**

LEGO Club – Children, 6-11 – 1/20, 2/17, 3/17, 4/7, 5/12 @ 4:00 p.m. **\*\*Sorry Program Registration is Full\*\***

Graphing Greats – Children, 8-12 – March 24 @ 4:00 p.m.

Book a Technology Trainer– Adults, 19+ - March 25 @ 10:00 a.m. – 2:00 p.m. –One-on-One  
Appointments are 45 minutes long

Read to a Dog - Children and their Families, All Ages – March 26 @ 11:00 a.m., 11:20 a.m., 11:40 a.m.

**ATPL Months at a Glance: 2022**

<b>Month of 2022</b>	<b>Circulation</b>	<b>Patron Count</b>	<b>Computer Use</b>	<b>Wi-Fi</b>
January	6,638	4,289	280	1,703
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
<b>YEAR TOTAL</b>				

**Out of all B&ECPL locations, ATPL ranks YTD:**

12 out of 37 in circulation of materials

11 out of 37 in patron visits

3 out of 37 in WI-FI

22 out of 37 in computer use

2021 Aurora Payroll Report\_PP26 (1)



As of Pay Period 26

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian I	61,301.22	59,514.00	(1,787.22)
Library Director I	55,874.58	54,042.00	(1,832.58)
Senior Library Clerk	39,241.75	39,140.00	(101.75)
<b>FT Totals</b>	<b>156,417.55</b>	<b>152,696.00</b>	<b>(3,721.55)</b>

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Caretaker PT	13,696.22	13,476.00	(220.22)
Cleaner PT	7,486.37	9,309.00	1,822.63
Clerk Typist PT	17,482.86	27,956.00	10,473.14
Librarian I PT	22,891.70	26,880.00	3,988.30
Page PT	10,143.60	15,600.00	5,456.40
Senior Page	32,066.80	56,446.00	24,379.20
<b>PT Totals</b>	<b>103,767.55</b>	<b>149,667.00</b>	<b>45,899.45</b>

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretaker PT	13,696.22	13,476.00	(220.22)
Cleaner	7,486.37	9,309.00	1,822.63
Clerk Typists	17,482.86	27,956.00	10,473.14
Librarian I'S	84,192.92	86,394.00	2,201.08
Library Director I	55,874.58	54,042.00	(1,832.58)
Senior Library Clerk	39,241.75	39,140.00	(101.75)
Pages	10,143.60	15,600.00	5,456.40
Senior Pages	32,066.80	56,446.00	24,379.20
		3,785.00	3,785.00
<b>Combined Totals</b>	<b>260,185.10</b>	<b>306,148.00</b>	<b>45,962.90</b>

ANNUAL BUDGET	\$ 306,148.00
PROJECTED ANNUAL BUDGET SPENT	\$ 264,752.24
<b>PROJECTED ENDING BALANCE</b>	<b>\$ 41,395.76</b>



## AURORA TOWN PUBLIC LIBRARY

### Rules of Conduct

The Buffalo & Erie County Public Library (B&ECPL) serves as a center for information, education and entertainment. Under Article 5, Section 262 of New York State Education Law, the Board of Trustees of the Aurora Town Public Library has adopted the following rules to ensure an atmosphere conducive to appropriate use of the services and facilities of the Aurora Town Public Library. Library users are required to comply with these Rules and Regulations.

The following conduct is prohibited:

1. Engaging in disorderly conduct, fighting or challenging to fight, or using offensive words likely to provoke violence or using language that offends others;
2. Disturbing other patrons, staff or volunteers including but not limited to disruptive behavior such as any loud, unreasonable and/or bothersome noises created by persons or devices; interfering with staff or volunteers in the performance of their duties and persistent, unwelcome attention; obscene or threatening gestures such as staring at another person; or following another person on or around the premises;
3. Carrying weapons of any kind;
4. Possessing, distributing or consuming alcohol or illegal drugs or being under the influence of alcohol or drugs;
5. Engaging in sexual conduct and/or lewd behavior (e.g., exposure, offensive or inappropriate touching, or sexual harassment of other patrons, staff or volunteers);
6. Damaging, destroying, or stealing any Library property or the property of another patron, staff or volunteer;
7. Bringing animals or pets into the library except those required to assist persons with disabilities or those involved in library programs;
8. Selling and/or soliciting; petitioning;
9. Distributing or posting materials/literature that have not been approved by the Library;
10. Vaping, smoking cigarettes, cigars, pipes, smokeless electronic cigarettes or using tobacco products inside of the Library, **on the Library steps as well as ramps, or within one hundred (100) feet of any entrances, exits or outdoor areas of the Library (in accordance with New York State Public Health Law Section 1399-O). and no closer than 100 feet to the side of any point of entry to Library property.**
11. Eating or drinking in designated restricted areas;
12. Making unreasonable use of the restrooms including bathing;
13. Sleeping **or lying down**;
14. Photography or recording on Library premises without Library permission; and,
15. Absence of **appropriate clothing, including shirts and shoes shirts and / or shoes.**



No children under six years of age may be left unattended in any library at any time. Library staff will not be responsible for children who have been left without adult supervision. Adult patrons who are not engaged in library activities that require materials from the children's area shall be asked to relocate to other areas of the library. The staff reserves the right to seek the intervention of appropriate law enforcement or social services agencies, as required by individual circumstances.

People who violate these rules will be advised of their infraction(s). Failure to comply with the Library's established policies, rules and regulations or violations of local, state or federal law may result in immediate suspension of library privileges and, where necessary, civil liability and/or criminal prosecution.

Adopted by the Aurora Town Public Library Board on September 11, 2012. Amended by the Aurora Town Public Library Board Nov. 24, 2015. Amended January 23, 2018 and confirmed February 27, 2018. Amended March 14, 2019 and confirmed on March 26, 2019. Amended February 22, 2022.

## Photography and Filming Guidelines & Approval Form **DRAFT**

### Filming and Photography Guidelines

#### **Introduction**

The Aurora Town Public Library (ATPL) provides library services to the community. Fulfilling the Library's mission is the first priority of the ATPL, herein referred to as "Library", and the filming and photography described below is permitted so long as it is consistent with the Library's Mission Statement and Rules of Conduct.

#### **News Media Photography**

ATPL has an open door policy for news media photographers and reporters who are doing stories or projects that directly involve the Library and its programs. Advance authorization for such photography may be obtained from the Director's Office by calling 652-4440.

Media outlets filming or photographing on Library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed. The Library undertakes no responsibility in obtaining these releases.

News media may use Library facilities for stories or projects directly related to the Library or when the Library is used as a resource to support a story or project; however, research photography of the Library's materials and resources are permitted within certain limitations (see "Research Photography" section below).

Using Library facilities as interview venues for unrelated stories, opinion polls or "man on the street" interviews within its facilities is not permitted.

#### **Documentary-Type Photography for Publication or Broadcast**

The ATPL permits photography of its premises and activities when the use of the photographs involves the Library directly, i.e. books, articles, or videos about the Library, the Library's position in Erie County as a tourist or learning destination, or as part of a piece used to describe our county's environs. Advance authorization must be obtained from the Director's Office by calling 652-4440.

#### **Commercial Photography**

The ATPL does not permit commercial photography on or in its facilities. This includes, but is not limited to, using Library buildings, grounds or interiors as a stage set for portraiture, model photography, product photography, or photography or filming used to advertise goods or services unrelated to the ATPL for commercial sale or promotion.

#### **Research Photography**

The ATPL permits research photography of its materials and resources within certain limitations. Researchers and journalists are responsible for obtaining their own permissions

when photographing copyrighted material in the Library. Advance authorization for such photography may be obtained from the Director's Office by calling 652-4440.

### **Amateur Photography**

Casual amateur photography and videotaping is permitted in the Library. A permission slip (Amateur Filming & Photography Guidelines Form) must be obtained from the Director's Office or the Librarian-in-Charge prior to taking photos. The name and contact information of the photographer will be kept on file at the Library.

Photos/videos are limited to the Library buildings and/or inanimate objects for personal use. Photography of materials in ATPL collections\*, taking photos of other patrons or the use of additional equipment such as lighting is not permitted.

\*Permission to photograph individual book pages, maps and other items in the Library collection for artistic or educational purposes may be granted.

### **Movie Industry**

ATPL will permit use of its facilities by the movie or music industry for filming major entertainment projects where a Library setting is called for, if the project is in accordance with the rest of these guidelines. Filming cannot create a link between the Library and political campaigns, religious affiliation or partisan issues. Projects such as these must be approved in advance through the Director's Office at 652-4440 and are subject to legal review, with logistics planned in advance with the Library. Filming done outside of the Library's normal operating hours and involving Library personnel such as are necessary to open, secure, and remain on the premises during a shoot must be paid at overtime rates by the production company.

### **Photography for Groups and/or Non-Library Events in the Community Room**

Groups arranging meetings in the ATPL meeting facilities may arrange for photographers and news media during the event. Photography for such events is restricted to the space reserved by the group and may not take place in other areas of the Library.

### **Photography by Library Staff for Internal and Promotional Purposes**

ATPL staff must have the consent of each individual photographed. Permission forms will be kept on file.





AURORA TOWN PUBLIC LIBRARY

**Amateur Filming & Photography Guidelines**

I understand that casual amateur photography and videotaping is permitted in the Library provided I follow the following guidelines:

1. I certify that I have read the two page guideline policy and have received permission from the Director or Librarian-in-Charge prior to taking photos. My name and contact information is on file.
2. I understand that photos/videos are limited to the Library buildings and/or inanimate objects for personal use. I also understand that photography of materials in ATPL collections\*, taking photos of other patrons or the use of additional equipment such as lighting is not permitted. \*Permission to photograph individual book pages, maps and other items in the Library collection for artistic or educational purposes may be granted.

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

Phone #: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Approved by: \_\_\_\_\_

## **Disaster Plan Draft**

*In the event that an emergency situation should arise at the Aurora Town Public Library (ATPL), staff must notify the Director, or in her absence, the Librarian-in-Charge, immediately. If the Director is not present, contact her as soon as it is safely possible to do so.*

### **Bomb Threats**

In the event of a bomb threat, staff should always:

1. Notify the Director, or in her absence, the Librarian-in-Charge right away. If the Director is not present, she should be contacted as soon as safely possible.
2. Write down as many details as you can remember.
3. Promptly complete a Bomb Threat Report (located on the staff Intranet).
4. Call the Police at (716) 652-1111 or if there is clear immediate danger, call 911 or press a panic button (only use during emergencies which absolutely require immediate police involvement, such as a violent patron threatening or going after another patron or staff member).
5. Be available for interviews with law enforcement.
6. The Director or the Librarian-in-Charge will notify pertinent personnel, Board of Trustees, the IT Help Desk, the Town Highway Department, and media / social media outlets, referring to the "Safety Folder" underneath the service desk.
7. The "Closing Procedures" should be followed when determined necessary.

Additionally, the following procedures are recommended for specific types of threats:

### **Phone Threat**

- Remain calm and do not hang up.
- If possible, signal other staff members to call 911 while you are still on the phone; if no staff members are around, call 911 as soon as the call ends.
- If the phone has a display, copy the number and/or letters on the window display.
- Be calm and courteous.
- Listen and do not interrupt the caller.
- Write down the exact wording of the threat.
- Keep the caller on the line for as long as possible and use the checklist on the Bomb Threat Report to gather as much information as you can.
- Record the phone conversation if possible.
- The Director or the Librarian-in-Charge will notify pertinent personnel, Board of Trustees, the IT Help Desk, the Town Highway Department, and media / social media outlets, referring to the "Safety Folder" underneath the service desk.
- The "Closing Procedures" should be followed when determined necessary.

### **Verbal Threat**

- If the perpetrator leaves, note which direction they went.
- Write down the threat exactly as it was communicated.
- Note the description of the person who made the threat on the Bomb Threat Report.





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- The Director or the Librarian-in-Charge will notify pertinent personnel, Board of Trustees, the IT Help Desk, the Town Highway Department, and media / social media outlets, referring to the "Safety Folder" underneath the service desk.
- The "Closing Procedures" should be followed when determined necessary.

### Written Threat

- Do not handle the document; notify the Librarian in charge right away.
- If visible without handling, rewrite the threat exactly as is on another sheet of paper.
- Note the following on the Bomb Threat Report: date/time/location document was found, any situations or conditions surrounding the discovery/delivery, and full names of any other staff who saw the threat.
- The Director or the Librarian-in-Charge will notify pertinent personnel, Board of Trustees, the IT Help Desk, the Town Highway Department, and media / social media outlets, referring to the "Safety Folder" underneath the service desk.
- The "Closing Procedures" should be followed when determined necessary.

### Threat on Computer

- Leave the message open on the computer.
- If on a public computer, take steps necessary to avoid automatic log off.
- Print, photograph, or copy the message and the subject line; note the date and time.
- Use the checklist on the Bomb Threat Report to gather as much information as you can.
- The Director, or in her absence, the Librarian-in-Charge, will coordinate with local law enforcement to ensure smooth handling of a bomb threat.
- The Director or the Librarian-in-Charge will notify pertinent personnel, Board of Trustees, the IT Help Desk, the Town Highway Department, and media / social media outlets, referring to the "Safety Folder" underneath the service desk.
- The "Closing Procedures" should be followed when determined necessary.

### Carbon Monoxide Detectors

- Multiple Carbon Monoxide (CO) detectors are installed throughout the ATPL building.
- They are not connected to or part of a fire alarm system.
- In the event a Carbon Monoxide alarm is activated, staff should take the following actions:
  1. Employees and patrons should leave the Library and move to fresh air immediately. The designated assembly point for staff is the on the sidewalk on the northwest corner of Main Street and Whaley Avenue.
  2. The Director or Librarian-in-Charge will call 911 and inform emergency services that a Carbon Monoxide detector has been activated and the location of the alarm.
  3. The East Aurora Fire Department will inspect the Library for carbon monoxide and make recommendations on how to proceed.
  4. The Director, Board Trustees, and Town Highway Department should be kept informed.
  5. The Director or the Librarian-in-Charge will notify pertinent personnel, Board of Trustees, the IT Help Desk, the Town Highway Department, and media / social media outlets, referring to the "Safety Folder" underneath the service desk.
  6. The "Closing Procedures" should be followed when determined necessary.



## Chemical Spills, Gas Leaks & Suspicious Odors

All chemical spills and suspicious odors must be reported to the Director, Board President, Town Highway Department, and Caretaker.

### **Chemical Spills**

- Note the extent and location of the spill.
- Do not touch or handle spilled materials.
- In the event of strong fumes, staff and patrons may be relocated temporarily until the Town Highway Department has had an opportunity to assess the spill.
- The Director or the Librarian-in-Charge will notify pertinent personnel, Board of Trustees, the IT Help Desk, the Town Highway Department, and media / social media outlets, referring to the "Safety Folder" underneath the service desk.
- The "Closing Procedures" should be followed when determined necessary.

### **Gas Leaks & Suspicious Odors**

- In the event of strong fumes, staff and patrons may be relocated temporarily until the Town Highway Department has had an opportunity to assess the spill.
- The Director or the Librarian-in-Charge will notify pertinent personnel, Board of Trustees, the IT Help Desk, the Town Highway Department, and media / social media outlets, referring to the "Safety Folder" underneath the service desk.
- The "Closing Procedures" should be followed when determined necessary.

### Emergency Closing: Weather

In case of threatening weather conditions, the Library Director will determine whether to close. If the Library Director is not available, then the Librarian-in-Charge should contact the Director when making a determination on closing. If the Director cannot be reached, the Board President should be contacted.

- The Director or the Librarian-in-Charge will notify pertinent personnel, Board of Trustees, the IT Help Desk, the Town Highway Department, and media / social media outlets, referring to the "Safety Folder" underneath the service desk.
- The "Closing Procedures" should be followed when determined necessary.
- The Director or Librarian-in-Charge will notify CEN via Open Hours Calendars/Emergency of Planned Building Closings at <http://intranet.buffalolib.org/statistics/becpl-calendar>
- Information Technology staff will send all B&ECPL libraries e-mail notification. In addition, the information will be posted in a red banner on the website and on the Intranet home page. Related staff, security or administrators will be notified, when appropriate (if the Information Technology staff and the network are available to do so).
- If closing occurs after Library has opened and computers are available, signs should be made and posted to the front door.

e.g. The Aurora Town Public Library is closed today due to the weather. We plan to reopen for our regularly scheduled hours on Friday, January 28, 2022. The material drop box will remain open and all request items will remain at the library for an additional day for pick-up when the building reopens. We apologize for any inconvenience.



### Emergency Evacuation

- The Director or Librarian-in-Charge will announce to employees and patrons of the need to evacuate.
- All patrons and staff should exit the building through the nearest emergency exit.
- The designated assembly point for staff is the on the sidewalk on the northwest corner of Main Street and Whaley Avenue.
- The Director or Librarian-in-Charge will take a count of all employees that were working at the assembly point.
- If staff members are missing, the Director or Librarian-in-Charge will notify the law enforcement.
- Note that the Director is not expected to remain in the building and wait for/gather staff.
- The Director or the Librarian-in-Charge will notify pertinent personnel, Board of Trustees, the IT Help Desk, the Town Highway Department, and media / social media outlets, referring to the "Safety Folder" underneath the service desk.
- The "Closing Procedures" should be followed when determined necessary.

### Evacuation of Persons in Need of Assistance

Evacuating a person with a disability or injury yourself is a last resort. Security and first responders are trained to successfully assist individuals in the case of an emergency.

Consider your options and risks of injuring yourself and others in an evacuation attempt. Evacuation may be difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly.

If you determine that it is safe and necessary to do so, the following procedures are suggested for individuals who can safely assist a person with a disability:

- Always ask how you can help before attempting any rescue technique or giving assistance.
- Ask how he or she can best be assisted or moved, and whether they have any special considerations.
- Once you have assisted an individual with an impairment or injury to the designated location for first responders to locate persons needing assistance, it is recommended to evacuate yourself.

### Assisting Deaf Persons/ Persons with Hearing Difficulties

- Alert the person with hearing impairment to the emergency and assist with their evacuation.
- A person with a hearing impairment will not need to wait for first responders, unless they also have a mobility impairment. Doing so would likely be a last choice when there is an imminent threat to people in the building.

### Assisting Persons with Blindness or Visual Impairment

- Alert the person with visual impairment to the emergency and assist with their evacuation.
- A person with a visual impairment will not need to wait for first responders, unless they also have a mobility impairment. Doing so would likely be a last choice when there is an imminent threat to people in the building.
- Do not grasp the person's arm; ask if he or she would like to hold onto your arm as you exit.



- Give verbal instructions about the evacuation route using estimated distances and directional terms (ex. twenty feet forward, turn right).

### **Fire**

The Director or the Librarian-in-Charge should follow the "Fire Safety System Procedures" as outlined in the "Safety Folder" underneath the service desk.

- Pull fire alarm pull station to notify the Fire Department. ATPL has **five** fire alarm pull stations: one by the entrance to the front foyer, one near the security gates at the public entrance to the Library, one in Community Room by the Emergency Exit, one by the Emergency Exit by the Fiction Section, and one by the staff entrance door by the Locker Room.
- If the fire alarm goes off, the Central Monitoring Station will call the library to verify there is a true emergency. Unless staff answers within 2-3 rings, Central Station will call 9-1-1 and all first responders will be dispatched to the Library.
- Unless 100% certain there is a false alarm, the Director or Librarian-in-Charge must to announce to the patrons and staff that: THIS IS AN EMERGENCY. LEAVE THE BUILDING IMMEDIATELY!
- Evacuate the building and call 911 from a cell phone.
- Do not attempt to fight the fire yourself.
- If the fire is on library property outside the building, call 911.
- ATPL has **three** fire extinguishers: one by the Utility Room door, one inside the Utility Room, and one in the Kitchenette. All the Library's extinguishers will work on any type of fire.
- The designated assembly point for staff is the on the sidewalk on the northwest corner of Main Street and Whaley Avenue.
- The Director or Librarian-in-Charge will verify that all employees have made it to the assembly point.
- The Director or the Librarian-in-Charge will notify pertinent personnel, Board of Trustees, the IT Help Desk, the Town Highway Department, and media / social media outlets, referring to the "Safety Folder" underneath the service desk.
- The "Closing Procedures" should be followed when determined necessary.

### **False Alarm: Fire**

- Follow the "Fire Safety System Procedures" as found in the "Safety Folder" underneath the service desk.

### **False Alarm: Panic Buttons**

- Follow the "Panic Button Procedures" as found in the "Safety Folder" underneath the service desk.

### **Lockdown**

When there is an imminent concern inside of the Library building requiring the Library to take extra security measures, the Director or Librarian-in-Charge may determine that a lockdown is an appropriate response.

A lockdown means staff and patrons are secured in designated rooms throughout the building and are not allowed to leave until the situation has been resolved. Situations may include an active shooter, explosion inside the building, or a violent situation inside of the Library.



In the event of a lockdown:

- Comply immediately locking down the building.
- Listen for instructions regarding the situation and your actions.
- Move patrons to a safe part of the building away from door and windows.
- Remain alert and listen for updates.
- Remain and encourage patrons to remain in safe locations until emergency personnel or state that the situation has been resolved.
- The Director or the Librarian-in-Charge will coordinate with local law enforcement to ensure that lockdown procedures are followed and all personnel and patrons are safe and informed.
- When safe to do so, the Director or the Librarian-in-Charge will notify Board President, Town Highway Department at (716) 652-4050, and pertinent staff. In her absence, the Librarian-in-Charge will inform the Director in addition to the other necessary contacts.

### Lockout

When there is an imminent concern outside of the Library building that requires the Library to take extra security measures, the Director or Librarian-in-Charge may determine that a lockout is the appropriate response. A lockout refers to securing the building so that no one may enter. Staff and visitors are secured in designated rooms throughout the building and are not allowed to leave until the situation has been resolved. Situations may include an explosion outside the building, a hazardous materials leak outside the building, or a violent situation near the library.

In the event of a lockout:

- Comply immediately with the request to lockout the building, listen for instructions regarding the situation and your actions.
- Move patrons to a safe part of the building away from door and windows.
- Remain alert and listen for updates.
- Remain and encourage patrons to remain in safe locations until emergency personnel or Security tell you the situation has been resolved.
- When safe to do so, the Director will notify Board President, Town Highway Department at (716) 652-4050, and pertinent staff. In her absence, the Librarian-in-Charge will inform the Director in addition to the other necessary contacts.

### Medical Emergencies

- When medical assistance that requires more than use of a first aid kit, call 911.
- In the event of sudden cardiac arrest, there is a fully equipped and monthly inspected AED at the front entrance of the building by the security gates. ATPL staff are not required as part of their jobs description to receive training to use this device.
- Employees should not give medical assistance unless they are a properly trained professional. This includes giving over the counter medication.
- Do not attempt to move a person who has fallen and who appears to be in pain.
- Avoid unnecessary conversation with, or about, the ill or injured person. This interaction might add to the person's distress or fears, increasing the risk of medical shock. Limit any communication to quiet reassurances.



- Do not discuss the possible cause of the accident or any conditions that may have contributed to the cause.
- Do not discuss any insurance information.
- If the injured party is a patron, immediately complete a [Library Accident/Incident Report](#) (located on the staff Intranet). Print and sign two copies and place them on the Library Director's Desk. One copy remains at the library and one is sent to the Central Library.
- If the injured party is a library employee, immediately complete an [Employee Injury Report](#) (located on the staff Intranet) no matter how minor the injury. Print and sign two copies and place them on the Library Director's Desk. One copy remains at ATPL and one is sent to the Central Library.

### News Media and Public Inquiries

- The Director or Director's designee are the only persons authorized to release information on behalf of ATPL. This spokesperson will coordinate information and information release with law enforcement, emergency medical personnel, and government officials as required.

During and after an emergency situation, staff should:

- Not respond to media or public information requests.
- Refer all public and media inquiries and information requests to the Library Director or Director's designee.
- Not discuss or speculate on the cause, consequences, events, impact, or personnel involved with the situation. This includes communicating via social media.

### Panic Buttons

The location and information about panic buttons is in the "Panic Button Procedures" located inside the "Safety Folder" underneath the service desk.

- The panic buttons are only for use during emergencies which absolutely require immediate police involvement, such as a violent patron threatening or going after another patron or staff member. Otherwise, it is preferable that if we can handle the situation in a subtle manner (i.e a discreet phone call to the police non-emergency line at 652-1111 from the back office).
- The panic alarm can be activated using either one of the two panic buttons or by pressing the blue police button on the keypad at the back staff entrance. Hold in any of these buttons until you hear the siren sound.
- If staff presses a panic button, an actual siren will sound and the Central Monitoring Station will call the library to verify there is a true emergency. Unless staff answers within 2-3 rings, Central Station will call 911 and the East Aurora Police will be dispatched to the Library.

### Personal Safety & Workplace Violence

- If confronted with an unruly patron:
  - Remain calm and keep your composure. Don't argue. Speak slowly and quietly no matter how loud or confrontational the patron becomes.
  - Walk away, if you are uncomfortable in the situation or the patron's behavior is escalating.
  - Give the Director or Librarian-in-Charge a description of the problem, so they may handle the situation as needed.





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- If a patron refuses to adhere to the Library's Rules of Conduct, call local police at 652-1111.
- If you fear for your personal safety, reach for a panic button or call 911.
- When safe to do so, the Director or Librarian-in-Charge a [Workplace Violence Incident Report](#) should be filled out within 24 hours of the event.

**In the event of an active shooter:**

Follow the Active Shooter Response Plan found in the "Safety Folder" underneath the service desk.

**Power Outage**

Assess the situation. Many times the power will come on again after a short time.

- Call the Town of Aurora Highway Department. Ask them if we should call NYSEG at (800) 572-1111 if the electrical failure cannot be resolved.
- If the Library phone system is down, use a cell phone or plug the jack from the fax machine into the corded landline phone.
- Flash lights can be found hanging in the Utility Room and in the back office hallway.
- If the power outage is temporary and the computers are down, patrons may still check out and renew items. Manual "Charge" and "Renewal" slips are located inside of the service desk. Take the patron's name, card number, and write down the item ID of each item.
- Keep track of patron material returns. Check condition as usual and put them on a cart with a note stating: "Items returned during power outage on month/date/year" with staff initials.
- Assure patrons that all items will be checked out to them, renewed, or discharged from their accounts after we regain power. If the power outage lasts for longer than the day it started, all materials will be backdated to when the power originally went out.
- The Director or the Librarian-in-Charge will notify pertinent personnel, Board of Trustees, the IT Help Desk, the Town Highway Department, and media / social media outlets, referring to the "Safety Folder" underneath the service desk.
- The "Closing Procedures" should be followed when determined necessary.
- If the power has been out for some time the Fire Safety System may need to be reset by following the "Fire Safety System Procedures". For questions about the alarm refer to the "Safety Folder" located under the service desk. Contact American Security and contact the Director.
- If the computers remain down, call the Information Technology Help Desk.

**Suspicious Item**

• A suspicious item is an object (e.g. package, bag, vehicle) that is reasonably believed to contain explosives, an IED (improvised explosive device), bomb, or other hazardous material that requires a bomb technician to further evaluate it. Potential indicators of a suspicious item are threats, placement, and proximity of the item to people and valuable assets. Example include: unexplainable wires or electronics, other visible bomb-like components, and unusual sounds, vapors, mists, or odors. Generally anything that is hidden, obviously suspicious, unattended, and not typical should be deemed suspicious.

- If a suspicious item is found:
  - o Do not touch, tamper with, or move the item.
  - o Immediately notify local police at 652-1111.

### Telephone Outage

- If the Library phone system is down, use a cell phone or plug the jack from the fax machine into the corded landline phone to contact Information Technology Help Desk or e-mail the IT Administrator.

### Thefts

- Thefts of Library Property: Notify local police at 652-1111, the Library Director, and the Board President.
  - Immediately complete a [Library Accident/Incident Report](#) (located on the staff Intranet). Print and sign two copies and place them on the Library Director's Desk. One copy remains at the library and one is sent to the Central Library.
- Thefts of Patron Property: Notify local police at 652-1111 and the Library Director.
  - Immediately complete a [Library Accident/Incident Report](#) (located on the staff Intranet). Print and sign two copies and place them on the Library Director's Desk. One copy remains at the library and one is sent to the Central Library.

Adopted by the Aurora Town Public Library Board on February 22, 2022.



**Contract Library "System Paid" Budget Analysis**

**Aurora Town Public Library**

**As of 12/31/2021**

	"System Paid" Budget*	Jan-Sept 2021	October	November	December	Actual 2021 YTD Expenses	Year End Surplus/(Shortfall)
<b>Salaries &amp; Wages, Full Time</b>							
Salaries & Wages, Full Time	152,696.00	114,182.12	12,285.86	12,870.87	15,727.66	155,066.51	(2,370.51)
Other Payments		0.00		4,750.00	370.00	5,120.00	(5,120.00)
Overtime		0.00				0.00	0.00
<b>Total Salaries &amp; Wages, Full Time</b>	<b>152,696.00</b>	<b>114,182.12</b>	<b>12,285.86</b>	<b>17,620.87</b>	<b>16,097.66</b>	<b>160,186.51</b>	<b>(7,490.51)</b>
Wages, Regular Part-Time	0.00	0.00				0.00	0.00
Wages, Part Time	149,667.00	72,808.91	10,543.72	10,594.41	10,618.69	104,565.73	45,101.27
Contratual Reserve	3,785.00						3,785.00
Employer FICA Total	23,132.00	13,989.18	1,728.19	2,144.33	1,824.24	19,685.94	3,446.06
Employee Health Insurance	34,020.00	24,522.44	2,512.05	1,805.90	4,569.81	33,410.20	609.80
Dental Plan	1,174.00	773.98	66.75	44.58	55.15	940.46	233.54
Health Insurance Waiver		0.00				0.00	0.00
NYS Retirement	24,901.00	18,571.78	3,237.59	2,755.13	2,610.97	27,175.47	(2,274.47)
Disability	0.00	0.00				0.00	0.00
Natural Gas (NFG)	4,546.00	2,142.27	61.95	303.52	691.59	3,199.33	1,346.67
Electricity	9,226.00	5,106.51	1,083.01	773.05	738.79	7,701.36	1,524.64
<b>Bottom Line Total</b>	<b>403,147.00</b>	<b>252,097.19</b>	<b>31,519.12</b>	<b>36,041.79</b>	<b>37,206.90</b>	<b>356,865.00</b>	<b>46,282.00</b>

**Notes:**

System Paid Budget per Res. 2021-14