AURORA TOWN PUBLIC LIBRARY 550 Main Street, East Aurora, New York 14052 Agenda of the Board Regular Monthly Meeting March 29, 2022, 1:00 p.m.

- 1. Comments from the audience:
- 2. Minutes of the Meetings: February 22, 2022 & March 4, 2022
- 3. Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: February 2022
- 4. Director's Report: February 2022
- 5. Reports of Interest
 - a. Senator Patrick Gallivan sent out a letter to legislators and the Chairman of Committee on Libraries, requesting their support for increased funding of libraries in the amount of \$123.1 million for Operating Aid and \$45 million in Construction Aid in the FY 2021 enacted budget.
 - b. NYS Assembly members wrote a letter requesting an increase in funding for our public libraries in the Assembly FY22-23 one-house budget proposal.
 - c. The LED conversion of the Library's interior lighting has been completed as of 3/11/2022.
 - d. B&ECPL will be acquiring Hoopla, a streaming platform for TV, music, movies, e-books, and e-audiobooks.
 - e. Other
- 6. Personnel
 - a. ATPL is hiring a Part-Time Cleaner
 - b. Board May Enter Executive Session
 - c. Other
- 7. Old Business
 - a. Filming and Photography Guidelines & Approval Form
 - b. Disaster Pan
 - c. Rules of Conduct
 - d. NYLA Library Advocacy Day, March 2, 2022: 1. Senator Patrick Gallivan @ 10:30 a.m.; 2. Assemblyman David DiPietro @ 11:00 a.m.; 3. Senator Sean Ryan moved to March 3 @ 9:00 a.m.
 - e. Other
- 8. New Business
 - a. QR Codes
 - b. Nomination of Officers
 - c. Other

The annual and regularly scheduled meeting will take place on April 26, 2022 at 12:30 p.m. and 1:00 p.m.

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

Present: Alice Askew (via GoToMeeting), Martha Buyer, Elaine Chow (via GoToMeeting), Paula Klocek, Director, Kara Spencer-Ching, and Adam Zaremski

President Alice Askew called the meeting to order at 1:03 pm.

- 1. There were no comments from the audience.
- 2. A motion (MB, KSC) to approve the Minutes of the Meeting: January 25, 2022 carried by a voice vote.
- 3. A motion (AZ, EC) to approve the Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: January 2022 carried by a voice vote.
- 4. A motion (KSC, MB) to approve the Director's Report: January 2022 carried by a voice vote.
 - a. Staff participating in many professional development opportunities, including technology training.
 - b. LED lightbulbs will be delivered on February 25, 2022. The Program Equipment and Facility Improvement Initiative project is moving forward.
 - c. ATPL's ranking among the 37 B&ECPL locations was discussed, relative to library size, based on population served.
- 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, tables, 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.

6. Personnel

- a. The trustees reviewed the 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. The Board did not enter Executive Session.

7. Old Business

- a. Rules of Conduct for Review
 - a. Item 10, revised to "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)."
 - b. Item 14, revised to "Photography or recording on Library premises without permission from the Library Director's Office."
 - c. Item 16, revised to "Absence of clothing and / or shoes."
 - d. Acceptance of amendments for further review was carried by a voice vote.
- 8. New Business
 - a. Photography and Filming Guidelines & Approval Form Draft for Review
 - a. Removal of "Amateur" to guidelines and approval form.
 - b. Tabled for next meeting.
 - b. Disaster Plan Draft for Review
 - a. Staff are aware Safety Folders where the Disaster Plan will be kept.
 - b. Reorganization of plan was discussed.
 - c. Tabled for next meeting.
 - c. System Paid Budget Analysis (As of 12/31/2021)
 - a. Staffing will be scaled as appropriate to remain fiscally responsible.
 - b. Staff appreciation
 - d. NYLA Library Advocacy Day March 2, 2022: 1. Senator Patrick Gallivan @ 10:30 a.m.; 2. Assemblyman David DiPietro @ 11:00 a.m.; 3. Senator Sean Ryan @ 11:30 a.m.
 - a. The Library Director will attend.
 - e. Other
 - a. Ideas suggested by trustee, Adam Zaremski: Aurora Community Development Block Grant; a child play area near computer stations (classification of adult vs. children); flexible space for tutors; Ormsby School local community project; QR Codes; putting up artwork or posters on the walls of Children's area.

A motion (MB, AZ) to adjourn was carried by a voice vote. President Alice Askew adjourned the meeting at 2:25pm. The next regularly scheduled meeting: March 22, 2022 at 1:00 p.m.

Respectfully submitted,

Elaine Chow

Vice President (acting Secretary)

AURORA TOWN PUBLIC LIBRARY 550 Main Street, East Aurora, New York 14052 Minutes of the Board Special Meeting March 4, 2022, 1:00 p.m. Held At the Aurora Town Public Library and Via GoToMeeting

Present: Alice Askew (via GoToMeeting), Elaine Chow (via GoToMeeting), Paula Klocek, Director, Kara Spencer-Ching, and Adam Zaremski

President Alice Askew called the meeting to order at 1:02 pm.

- 1. There were no comments from the audience.
- 2. Minutes of the Meeting: N / A
- 3. Treasurer's Report, Monthly Financial Statements & Internal Auditor Report: N / A
- 4. Director's Report: N / A
- 5. Reports of Interest: N / A
- 6. Personnel
 - a. The Board did not enter Executive Session.
- 7. Old Business: N / A
- 8. New Business
 - a. The following Resolution was approved and carried by a voice vote:

The Aurora Town Public Library Board of Trustees hereby approves the Aurora Town Public Library to offer walk-up service and phone reference to patrons during normal business hours from Monday, March 7 through Friday, March 11, 2022, while the physical plant is closed expressly for the LED lighting conversion project to be completed safely and efficiently. The Library will reopen for full service again beginning on Saturday, March 12, 2022.

A motion to adjourn the meeting was carried by a voice vote. President Alice Askew adjourned the meeting at 1:05pm. The next scheduled meeting: March 22, 2022 at 1:00 p.m.

Respectfully submitted,

Elaine Chow

Vice-President (acting Secretary)

AURORA TOWN PUBLIC			Treasurer's Rep	ort	28-Feb-21
LOCAL CHECKING ACCO					
Beginning Balance:	1-Feb-21				\$33,761.97
Plus Receipts/Deposits				Total:	\$200.00
Less Checks/Debits				Total:	\$88.03
Ending Balance:	28-Feb-21				\$33,873.94
	Transaction Detai	s			
Receipts:					
Alice Askew Donation					\$200.00
				Total:	\$200.00
DISBURSEMENTS:					
Brodart (Labels & Lamin	ation pouches)				\$88.03
				Total:	\$88.03
Volker Funds	_				
Balance Forward	1-Feb-21				\$2,132.25
Receipts:	None				\$0.00
Disbursements:	None				\$0.00
Balance	28-Feb-21				\$2,132.25
Gallivan Funds	-				
Balance Forward	- 1-Feb-21				\$0.00
Receipts:	None				\$0.00
Disbursements:	None				\$0.00
Balance	28-Feb-21				\$0.00
Facility Improvements	-				
Balance Forward	1-Feb-21				\$7,088.00
Receipts:	None				\$0.00
Disbursements:	None				\$0.00
Balance	28-Feb-21				\$7,088.00
Internal Auditor's Repor	- rt Martha Buyer				
Voucher# Amount	Approved C	heck #	Reason		
L75 \$88.03	2/9/2022	1031	Brodart (Labels & Lar	mination Po	ouches)
Friends Ongoing Book Sa	ale February \$148.0	00	YTD \$297.00		
Contingency Funds	Counted On 2/15/	2022	Total \$292.98		
Savings Account		Anna (Alternational Anna Anna Anna Anna Anna Anna Anna A			
Balance Forward	1-Feb-21				\$50,595.40
Interest Earned					\$0.80
Balance	28-Feb-21				\$50,596.20
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LIBRARY: AURORA TOWN PUBLIC LIBRARY

SAP Acct.	Description	Adopted Budget	Budget Transfers	Year-to-Date Expenditures	Available Budget	Projected Utilization at 12/31	Projected Variance at 12/31	Comments
500000	Salaries - Full-time	0	0	0	0		0	
502000	Fringe Benefits	0	0	0	0		0	
Utility C	harges:		MC SERVICE THE	Children and the states of				
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	255	2,289	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	
	TOTAL EXPENSES	4,920	0	1,331	3,589	4,920	0	

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	1,389	2,111	8,334	4,834	
Copy Machines	380	0	87	293	522	142	
Print Cost Recovery	1,500	0	261	1,239	1,566	66	
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	
TOTAL DIRECT INCOME	5,480	0	1,737	3,743	10,422	4,942	

MONTH: FEB

AURORA TOWN PUBLIC LIBRA	ARY	COUNTY LEDGER		
COUNTY CHECKING ACCOUNT	г			28-Feb-22
Beginning Balance:	1-Feb-22			\$10,763.08
Plus Receipts/Deposits			Total:	\$808.70
Less Checks/Debits			Total:	\$3,955.00
Ending Balance:	28-Feb-22			\$7,616.78
Receipts: Fines	tion Details			\$415.40
Fines				\$353.30
Copier				\$40.00
			Total:	\$808.70
Disbursements:				
Pro Fireplace (Service & Repai	r)			\$255.00
B&ECPL (Return to System)				\$3,700.00
			Total:	\$3,955.00

Internal	Auditor's Re	port	Martha Buyer, Internal Auditor		
Voucher# Amount Approved		Check #	Reason		
C100	\$255.00	2/23/2022	5858	Pro Fireplace (Service & Repair)	
C101	\$3,700.00	2/23/2022	5859	B&ECPL (Return to System)	

DIRECTOR'S REPORT February 2022

CIRCULATION	Total-month	Average/day	Average/hr	YTD Total
2022	6,895*	299.8	37.8	13,533**
2021	6,481	341.1	45.0	11,169
2020	10,622	462.0	56.2	22,063
2019	12,674	551.0	65.3	24,668
2018	12,659	550.4	65.3	26,053

82.9%* (5,717) via self-checkout

82.9%** (11,219) 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%).

Library of Things	2022
Monthly	5
Year-to-date	5

SYSTEM e-	Month	Month	Change	YTD	YTD	Change
BRANCH	2022	2021		2022	2021	
Online	68,954	88,781	-22.3%	142,499	117,795	21.0%
Renewals						
Interlibrary	1,057	951	11.1%	2,113	1,877	12.6%
Loans						
D-Loadable	40,358	34,393	17.3%	84,380	71,898	17.4%
Audio Books						
D-loadable	89	110	-19.1%	165	286	-42.3%
Streaming						
Videos						
eBooks	72,300	74,780	-3.3%	154,335	158,005	-2.3%
Downloadable	0	27,621	-100.0%	0	55,709	-100.0%
Music/Music						
Videos						

Year	2022	2021	2020	2019	2018
DAYS/HOURS OPEN	23/182	19/144	23/189	23/194	23/194

Feb. 22-President's Day

COMPUTER USE	2022	2021	% Change
Monthly	268	184	45.7%
Year-to-date	548	304	80.3%

Note: Computer use for the contracting libraries is 22.0% this month and 49.9% YTD.

DIRECTOR'S REPORT February 2022

WIFI USE	2022	2021	% Change
Monthly	1,571	1,231	27.6%
Year-to-date	3,274	2,418	35.4%

Note: Wifi use for the contracting libraries is 25.1% this month and 40.4% YTD.

NEW LIBRARY CARD MEMBERSHIP	Total-month	YTD
Adults	16	27
Children	6	14

Patron Counter	2022	2021	% Change
Monthly	4,018	2,670	50.5%
Year-to-date	8,307	4,679	77.5%

Note: Door counts for the contracting libraries were 24.5% this month and 42.6% YTD.

Friends Ongoing Book Sale (Before Tax)	Month	YTD
Dollar Amount	\$148.00	\$297.00

Programs Name / Number of Sessions / Sponsor	Age Group	Attendance
Find the Snowman Game	Intergenerational	107
Reading Club (Friends)	6-11 years	5
Lego Club	6-11 years	15
Read to a Dog (6) (Paws for Love Program)	All	8
Snowy Winter Tree Craft (22)	4-12 years	22
Story Time to Go (40) (Friends)	3-5 years	40
"L" is for Library (10)	Birth-2 ¹ / ₂ years	10
Unwind & Design: Bird Collage Kits(25) (Friends)	Adult	25
Create a Card Club (15) (Friends)	Adult	15
Read Down Your Fines (2)	0-5	65 min
Read Down Your Fines (4)	6-11 years	1575 min
Read Down Your Fines (1)	12-16 years	170 min
Tutor (5)	0-11 years	5
Tutor (2)	12-16 years	2

Display Case: 2/17/2022 Girl Scouts

Community Room Exhibits: Lions Club

<u>Building condition</u>: Requested a driveway cleanup, especially along the fence line where staff park. Town stated that is as close as they can get without damaging the fence. The NYS

DIRECTOR'S REPORT February 2022

Department of Environmental Conservation sent a Property Owner Acknowledgment/Consent form for Soil Vapor Intrusion Sampling. The Town will sign off for this testing to be done. The Director will coordinate timeframe with DEC. Meeting Room Uses: 11

Professional Development / Meetings

3/2/22—Basic Computer Maintenance, TechknowLab (Kaysi Dulak)

3/9/22—Directors & Managers Meeting, B&ECPL

3/23/22—Lunchtime Learning: Google Drive, TechknowLab (Bethany Whitehead)

3/30/22-Lunchtime Learning: Google Docs, TechknowLab (Bethany Whitehead)

Programs: March 2022

<u>Story Time To Go</u> - 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**** <u>Aurora Book Club</u> - Adults, 19+ - March 3 @ 6:30 p.m.

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

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 Reading Club - Children - 6 - 12 - March 16 @ 3:45 p.m.

<u>Create-a-Card Club</u> - 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****

<u>LEGO Club</u> – 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.

Anita Conron, Local Author: Clamdigger – Adults, 19+ - March 24 @ 6:30 p.m.

<u>Book a Technology Trainer</u>– 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.

Programs: April 2022

<u>Create-a-Card Club</u> - 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**

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

<u>Unwind & Design To-Go Kit: Silk</u> Scarf - Adults, 19+ - April 12 - Participants will be called to pick-up their take-home kit the week of the program.

<u>Spring Bird Nest Craft To Go</u> - 4-12 - April 14 - Participants will be called to pick-up their takehome kit the week of the program.

K-3 Story Time: Earth Protectors - Grades K-3 – April 19 @ 4:00 p.m.

DIRECTOR'S REPORT February 2022

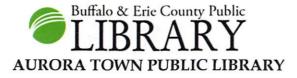
<u>"L" IS FOR LIBRARY</u> - Birth- 2 1/2 - April 20 - Participants will be called to pick-up their kit the week of the program.
<u>Reading Club</u> - Children, 6-12 - April 20, May 11 @ 3:45 p.m.
<u>A Trip to the Moon!</u> - Children, 6-12 - April 21 @ 4:00 p.m.
<u>Book a Technology Trainer</u> - Adults, 19+ - April 22 @ 10:00 a.m. - 2:00 p.m. -One-on-One Appointments are 45 minutes long
<u>Read to a Dog</u> - Children and their Families, All Ages - April 23 @ 11:00 a.m., 11:20 a.m., 11:40 a.m.
<u>Screen-Free Fund Day</u> - Children Ages 3-12 and their Families, All Ages - April 30 @ 11:00 a.m., -1:00 p.m.

ATPL Months at a Glance: 2022

Month of 2022	Circulation	Patron Count	Computer Use	Wi-Fi
January	6,638	4,289	280	1,703
February	6,895	4,018	268	1,571
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
YEAR TOTAL				

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

13 out of 37 in circulation of materials
11 out of 37 in patron visits
3 out of 37 in WI-FI
16 out of 37 in computer use



Filming and Photography Guidelines & Approval Form 2nd Draft

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.

Filming & Photography

Filming and photography is permitted in the Library. <u>A permission slip (Filming & Photography Guidelines Form) must be obtained from the Library Director's Office or the Librarian-in-Charge prior to taking photos</u>. 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.

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.

Documentary-Type Photography for Publication or Broadcast

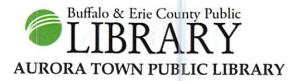
The ATPL permits photography of its premises and activities when the use of the photographs involves the Library directly, i.e. books, articles, or videos about the Library, the Library's position in Erie County as a tourist or learning destination, or as part of a piece used to describe our county's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

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.

Library Staff for Internal and Promotional Purposes

ATPL staff must have the consent of each individual photographed with a signed Photo Release Form. Permission forms will be kept on file.



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. <u>Projects such as these must be approved in advance through the Director's Office at 652-4440 and are subject to legal</u> <u>review, with logistics planned in advance with the Library</u>. 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.

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. <u>Advance authorization for such photography must be obtained from the Library Director's Office by calling 652-4440.</u>

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.

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. <u>Advance authorization for such photography may be obtained from the Library Director's Office by calling 652-4440</u>.



Filming & Photography Guidelines

I understand that filming and photography is permitted in the Library provided I follow the following guidelines:

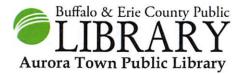
1. I certify that I have read the two page guideline policy and have received permission from the Director's Office or Librarian-in-Charge prior to taking photos. My name and contact information is on file.

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 2nd 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.

Active Shooter

I. <u>Alert</u>

- a. Press nearest panic button.
- b. When safe, call 9-1-1 to report the incident. Information to provide dispatcher:
 - Location of the active shooter
 - Number of and physical description of shooter(s)
 - Number and type of weapons held by the shooter(s)
 - Number of potential victims

II. <u>Escape</u>

- a. Evacuate using an emergency exits or any available entrances, or windows.
- b. Leave belongings behind.
- c. Assist others in evacuating if possible. Do not attempt to remove wounded people.

III. <u>Hide</u>

a. If unable to evacuate, secure people in an area that provides cover against gun fire. Hide out of the sight line of the shooter.

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- b. Lock the door, shut off lights, shut blinds, and silence cell phones.
- c. Barricade the door with heavy furniture.

VI. Fight

- a. If an active shooter enters a locked down area, or is encountered while evacuating, you must use extreme physical force to overcome the threat.
- b. Throw or strike the attacker with any objects nearby.
- c. Continue to fight until the attacker is completely disabled.

IV. Respond

- a. When police arrive, remain calm, and follow their instructions. Keep hands visible and over your head. Avoid sudden movements, pointing, and yelling.
- b. Do not ask law enforcement for help, or for directions just proceed in the direction from which officers are entering the premises.

VI. Assist

- a. Upon escape, the Aurora Town Public Library Director, or most senior staff member present, must lead staff to a remote site, establish a count of employees, safe and missing for first responders, and provide information to police.
- b. If the Aurora Town Public Library Director is not present at the time of incident, the most senior staff member must inform the Library Director of the event.
- c. The Aurora Town Public Library Director will notify the President of the Aurora Town Public Library Board of Trustees, the Assistant Deputy Director, Human Resources/Labor Relations, and emergency contacts of employees. In the event the Library Director is missing, the most senior staff member must make contact.
- d. Aurora Town Public Library staff should stay together until the situation is under control, and all witnesses have been identified and questioned. All employees must cooperate with



police and emergency services, and must not leave without the instruction of law enforcement.

Building Threats

I. Bomb

- 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 in her absence, 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. If the Director is not present during the incident, she must be notified.
- 7. The "Closing Procedures" should be followed when determined necessary.

II. Computer

- 1. Leave the message open on the computer.
- 2. If on a public computer, take steps necessary to avoid automatic log off.
- 3. Print, photograph, or copy the message and the subject line; note the date and time.
- 4. Use the checklist on the Bomb Threat Report to gather as much information as you can.
- 5. The Director, or in her absence, the Librarian-in-Charge, will coordinate with local law enforcement to ensure smooth handling of a bomb threat.
- 6. The Director, or in her absence, 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. If the Director is not present during the incident, she must be notified.
- 7. The "Closing Procedures" should be followed when determined necessary.

IV. Phone

- 1. Remain calm and do not hang up.
- 2. 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.
- 3. If the phone has a display, copy the number and/or letters on the window display.
- 4. Be calm and courteous.
- 5. Listen and do not interrupt the caller.
- 6. Write down the exact wording of the threat.
- 7. 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.
- 8. Record the phone conversation if possible.



- 9. The Director, or in her absence, 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. If the Director is not present during the incident, she must be notified.
- 10. The "Closing Procedures" should be followed when determined necessary.

VI. Verbal & Workplace Violence

If confronted with an unruly patron:

- 1. Remain calm and keep your composure. Don't argue. Speak slowly and quietly no matter how loud or confrontational the patron becomes.
- 2. Note the person's description, approximate age, mannerisms, exact words, and movements.
- 3. Walk away, if you are uncomfortable in the situation or the patron's behavior is escalating.
- 4. Give the Director, or in her absence, the Librarian-in-Charge a description of the problem, so they may handle the situation as needed.
- 5. If a patron refuses to adhere to the Library's Rules of Conduct, discreetly call the local police in the back office at 652-1111.
- 6. If you fear for your personal safety, reach for a panic button or call 911.
- 7. When safe to do so, the Director or Librarian-in-Charge a <u>Workplace Violence Incident</u> <u>Report</u> should be filled out within 24 hours of the event.
- 8. The Director or in her absence, 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. If the Director is not present during the incident, she must be notified.
- 9. The "Closing Procedures" should be followed when determined necessary.

VII. Written

- 1. Do not handle the document; notify the Librarian in charge right away.
- 2. 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.
- 4. 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. If the Director is not present during the incident, she must be notified.
- 5. The "Closing Procedures" should be followed when determined necessary.

Carbon Monoxide

I. Carbon Monoxide

Multiple Carbon Monoxide (CO) detectors are installed throughout the ATPL building. They are not connected to or part of a fire alarm system. All Carbon Monoxide alarm is activations must be reported to Director, Board President, Town Highway Department, and Caretaker. In the event Carbon Monoxide detectors activate, 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 & Odors

I. Chemical Spills

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

- 1. Note the extent and location of the spill.
- 2. Do not touch or handle spilled materials.
- 3. 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.
- 4. 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.
- 5. The "Closing Procedures" should be followed when determined necessary.

II. Gas Leaks & Suspicious Odors

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

- 1. 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.
- 2. 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.
- 3. The "Closing Procedures" should be followed when determined necessary.

Emergency Closings

- I. Evacuation
 - 1. The Director or Librarian-in-Charge will announce to employees and patrons of the need to evacuate.
 - 2. All patrons and staff should exit the building through the nearest emergency exit.
 - 3. The designated assembly point for staff is the on the sidewalk on the northwest corner of Main Street and Whaley Avenue.
 - 4. The Director or Librarian-in-Charge will take a count of all employees that were working at the assembly point.



- 5. If staff members are missing, the Director or Librarian-in-Charge will notify the law enforcement.
- 6. Note that the Director is not expected to remain in the building and wait for/gather staff.
- 7. 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.
- 8. The "Closing Procedures" should be followed when determined necessary.

Persons in Need of Assistance

Evacuating a person with a disability or injury yourself is a last resort. 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:

- 1. Always ask how you can help before attempting any rescue technique or giving assistance.
- 2. Ask how he or she can best be assisted or moved, and whether they have any special considerations.
- 3. 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.

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.

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).

II. 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.



- 1. 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.
- 2. 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 <u>http://intranet.buffalolib.org/statistics/becpl-calendar</u>
- 4. 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 will be notified, when appropriate (if the Information Technology staff and the network are available to do so).
- 5. 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.

Fire, Alarms, & Panic Buttons

I. 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.

- 1. Pull fire alarm pull station to notify the Fire Department. ATPL has <u>five</u> 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.
- 2. 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.
- 3. 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!
- 4. Evacuate the building and call 911 from a cell phone.
- 5. Do not attempt to fight the fire yourself.
- 6. If the fire is on library property outside the building, call 911.
- ATPL has <u>three</u> 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.
- 8. 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.



- 10. 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.
- 11. The "Closing Procedures" should be followed when determined necessary.

II. False Alarm: Fire

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

III. False Alarm: Panic Buttons

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

IV. 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.

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:

- 1. Comply immediately locking down the building.
- 2. Listen for instructions regarding the situation and your actions.
- 3. Move patrons to a safe part of the building away from door and windows.
- 4. Remain alert and listen for updates.
- 5. Remain and encourage patrons to remain in safe locations until emergency personnel state that the situation has been resolved.



- 6. 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.
- 7. 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:

- 1. Comply immediately with the request to lockout the building, listen for instructions regarding the situation and your actions.
- 2. Move patrons to a safe part of the building away from door and windows.
- 3. Remain alert and listen for updates.
- 4. Remain and encourage patrons to remain in safe locations until emergency personnel tell you the situation has been resolved.
- 5. 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

- 1. When medical assistance that requires more than use of a first aid kit, call 911.
- 2. 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.
- 3. Employees should not give medical assistance unless they are a properly trained professional. This includes giving over the counter medication.
- 4. Do not attempt to move a person who has fallen and who appears to be in pain.
- 5. 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.
- 6. Do not discuss the possible cause of the accident or any conditions that may have contributed to the cause.
- 7. Do not discuss any insurance information.
- 8. If the injured party is a patron, immediately complete a <u>Library Accident/Incident Report</u> (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 <u>Employee Injury</u> <u>Report</u> (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.

Power Outage

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

- 1. 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.
- 2. If the Library phone system is down, use a cell phone or plug the jack from the fax machine into the corded landline phone.
- 3. Flash lights can be found hanging in the Utility Room and in the back office hallway.
- 4. 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.
- 5. 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.
- 6. 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.
- 7. 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.
- 8. The "Closing Procedures" should be followed when determined necessary.
- 9. 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.
- 10. 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:

- Do not touch, tamper with, or move the item.
- 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

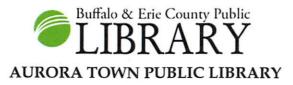
Thefts of Library Property: Notify local police at 652-1111, the Library Director, and the Board President.

• Immediately complete a <u>Library Accident/Incident Report</u> (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 <u>Library Accident/Incident Report</u> (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 March 22, 2022.



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).
- 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 permission from the Library Director's Office; and,
- 15. Absence of clothing 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.

Open a Camera App on Your Smart Device, Hover Over the QR Code, and Tap the Link to...

- Search the Catalog
- See Library Events Calendar
- Find Library Locations & Hours
- Explore Resources & Services
- Access Downloadable Materials
- Apply for a Library Card
- And More!



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