AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Agenda of the Board
Regular Monthly Meeting
November 15, 2022, 1:00 p.m.

1. Comments from the audience: Trustee Candidates

2. Minutes of the Meetings: October 25, 2022

3. Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: October 2022

4. Director's Report: October 2022

5. Reports of Interest
    a. County Executive Mark Poloncarz has proposed a county funding increase of $1,849,674 (7%) for B&ECPL in 2023.
    b. Library users may thank their legislators for past support and encourage them to approve the County Executive's 2023 Proposed Budget by filling out a form letter and submitting to staff at the front desk. These letters will be delivered to the legislators. A virtual survey can be completed at https://www.surveymonkey.com/r/CDDKNWY.
    c. B&ECPL is conducting a system-wide survey to plan services for the coming year. They may also access the survey online at www.surveymonkey.com/r/Q5BNG56.
    d. Other

6. Personnel
    a. Payroll Report: Pay Period
    b. Cleaner, PT
    c. Board May Enter Executive Session
    d. Other

7. Old Business
    a. Library Storage
    b. Regular Meeting Dates & Times 2023 to Be Approved at December 2022 Meeting
    c. Work Session Date for Long Range Plan
    a. Other

8. New Business
    a. Exhibits and Displays Policy—Review
    b. Lost and Found Policy—Review
    c. Meeting with Director of Education of Beaver Meadow Audubon Center
    d. Recommendation Letter for New Trustee to Begin Term in January 2023
    e. Other

The next regularly scheduled meeting will take place on December 13, 2022 at 1:00 p.m.

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Minutes of the Board for October 25, 2022

Present: Alice Askew, Kara Spencer-Ching, Elaine Chow, Adam Zaremski, Aurora Town Public Library Director, Paula M. A. Klocek. Excused: Martha Buyer

President Kara Spencer-Ching called the meeting to order at 1:02 p.m.

1. Comments from the audience: Buffalo & Erie County Public Library Trustee Sharon M. Kelly attended to see if there are ideas or concerns from the ATPL board. She asked if there were any additional book selection issues from the public. Director Klocek said nothing recently. Kelly said she was not aware of similar issues at other community libraries.

2. A motion (EC, AZ) to approve the minutes of the meeting for September 27, 2022 was carried by a voice vote.

3. A motion (AZ, EC) to approve the Treasurer's Report, including monthly financial statements & internal auditor's report, for September 2022 was carried by a voice vote.

4. A motion (EC, AZ) to approve the Director's report was carried by a voice vote.

5. Reports of Interest
   a. The Friends Fall POP-UP Sale was a success, raising $341.25 (pre-tax).
   b. On Monday, November 21, Pizza Del Aureo's generously offered to donate 10% of proceeds raised from all orders from 11:00 a.m. – 7:00 p.m. to support ATPL. Del Aureo's helped the library and friends group last year to promote the Baubles and Bling fundraiser, too.
   c. ATPL received 90 COVID-19 home test kits to distribute to staff and patrons. The FDA extended the expiration date on them six months. Klocek said they were gone within a few days, noting there is still a demand for the tests.
   d. The East Aurora Art Society has generously sponsored the purchase of clay plant pots for a fundraiser in collaboration with the Friends of the Aurora Town Public Library. Each one will be painted and embellished by a different local artist. Klocek said this is similar to the painted bird house fundraiser from last year.
   e. From February 24 through March 24, the painted pots will be on display at the ATPL. The community will be invited to buy votes to judge and earn a chance to win their favorite birdhouses. One vote is $1.00 or 6 votes are $5.00.
   f. The 2023 Discard Sale is scheduled to take place during regular library hours, starting May 5 through May 26 at 4:00 p.m. A special pre-sale is planned for Friends of the Library on May 4, during library hours.

6. Personnel
   a. Payroll Report
   b. Cleaner, PT & Sr. Page, PT Starting Nov.
   Klocek said finding a part time cleaning has been difficult. Spencer-Ching asked if the library could hire a cleaning service to do the work. Klocek said in that situation the Town of Aurora would have to pay for the service. She is still working to find someone, though.
   Klocek also said ATPL hired a senior page and the person lives locally.
   c. There was no need for the board to enter into executive session.

7. Old Business
   a. Choosing a work session date for the Long Range Plan was tabled until a later date.

Spencer-Ching noted that with Askew leaving at the end of the year, the board would need to appoint a new board member. She said she had two people interested. She circulated a resume for one candidate. It was also discussed that to accommodate a new board member, the ATPL board may need to consider new meeting times. Nothing was finalized as discussions would continue in the future.

Zaremski noted that Aurora Town Supervisor James Bach confirmed that space would be available at the end of the year at 300 Gleed Avenue as a book storage location for the Aurora friends group. It would be available as long as it is not rented out.

8. New Business

a. System Paid Budget Analysis (As of 7/31/2022) Klocek said ATPL was not projected to owe anything as far as when it was done.

b. A motion (AZ, EC) was made to discuss and adopt the new Trustee Education Policy.
It will take place in 2023 and trustees will need to keep track of education hours earned. A shared, virtual document was discussed as a way to keep track of the hours.
Klocek also noted that the next ACT meeting is January 21, 2023, at the West Seneca Public Library at 8:30 a.m. Attendance at this meeting would fulfill the new education policy requirement, Klocek said.
The motion was carried by a voice vote.

c. A motion (EC, AZ) to remove the Reserving Library Tables Policy was carried by a voice vote. Klocek had noted that it was no longer needed and had been put in place for pandemic purposes.

The Erie County 2023 budget proposal was discussed in regards to the library. Audience member Kelly said the proposal would allow the library to keep things at a status quo. Increases in energy costs and personnel salaries meant a raise was needed in the county budget to keep up to date with expenses. She said salary increases were to make adjustments due to minimum wage increases and inflation costs.
Klocek said the library has been asking patrons to fill out a letter if they want and the letter is then sent to local Erie County legislators to show there is continued support for ATPL and its services.

Spencer-Ching noted that she and Zaremski had met the week prior for the ad-hoc committee to discuss options for spending money in the budget line called Volker Funds. It was an introductory meeting with plans created to do additional research on the matter. Some of the focus has been on expanding the Library of Things that can circulate for the community. Ideas will be collected and shared with the board and Klocek. Patrons would also be asked how likely they would use the proposed item to see if it will be worth the cost. Meetings will continue each month, with the next ad-hoc meeting set for Nov. 10 at 3 p.m.

A motion (EC, AZ) was made to adjourn the meeting at 1:47 p.m. motion to adjourn.

The next regularly scheduled meeting will take place on November 15, 2022 at 1:00 p.m.

Respectfully submitted,
Adam Zaremski, secretary.

DIRECTOR'S REPORT
October 2022

CIRCULATION	Total-month	Average/day	Average/hour	YTD Total
2022	13,556*	521.4	66.5	115,036**
2021	7,334	282.1	40.0	69,954
2020	7,959	361.8	47.1	62,761
2019	11,498	425.9	49.8	121,528

43.8*% (5,943) via self-checkout
53.1%** (61,119) via self-checkout YTD
Note: Circulation for the contracting libraries was 79.9% this month (EAU was 84.8%) and 56.0% YTD (EAU was 64.4%). Auto Renewals totaled 6,913 this month, 50.9% of EAU circulation.

Library of Things	2022
Monthly	18
Year-to-date	78

Chromebook Kits	6
Hotspots	10

SYSTEM e-BRANCH	Month 2022	Month 2021	Change	YTD 2022	YTD 2021	Change
Online Renewals	542	80,643	-99.3%	251,558	777,371	-67.6%
Interlibrary Loans	945	1,294	-27.0%	10,898	10,723	1.6%
eAudiobooks	49,908	40,489	23.3%	460,859	388,729	18.6%
eVideos	647	75	762.7%	4,259	1,016	319.2%
eBooks	77,147	73,072	5.6%	762,774	769,448	-0.9%
eMusic	234	22,171	-98.9%	1,490	241,045	-99.4%
eMagazines	6,033	N /A	N /A	33,308	N/A	N/A

YEAR	2022	2021	2020	2019
DAYS/HOURS OPEN	26/204	26/204	22/169	27/231

DAYS CLOSED: Halloween Special Hours 10:00 a.m. – 5:00 p.m.

COMPUTER USE	2022	2021	% Change
Monthly	324	283	14.5%
Year-to-date	3,363	2,503	34.4%

Note: Computer use for the contracting libraries was 4.5% this month and 17.2% YTD.

WIFI USE	2022	2021	% Change
Monthly	2,283	1,931	18.2%
Year-to-date	20,953	15,933	31.5%

Note: Wifi use for the contracting libraries was 2.0% this month and 13.1% YTD.

DIRECTOR'S REPORT
October 2022

NEW LIBRARY CARD MEMBERSHIP	Total-month	YTD
Adults	24	191
Children	13	151

PATRON COUNTER	2022	2021	% Change
Monthly	4,945	4,570	8.2%
Year-to-date	47,397	36,577	29.6%

Note: Door counts for the contracting libraries were 5.4% this month and 18.3% YTD

Programs and Number of Sessions	Age group	Attendance
SPCA Read-To-A Dog (6)	All	12
Book Discussion: Robert Poczik (Friends)	Adult	37
Book A Tech Trainer-TechKnowLab (2)	19+	2
Family Story Time 6:30 pm (4)	0-5 yrs. with caregiver	50
Family Story Time 11:30 am (3)	0-5 yrs. with caregiver	116
LEGO Club	6-11 years old	13
Story Time To Go (Friends) (40)	3-5 years	40
"L" is for Library (Friends) (10)	0-2.5 years old	10
Fall Reading Club (Friends)	6-12 years	7
Trick-Or-Read Storywalk (Friends)	All	179
Tutor (6)	0-11 yrs.	6
Tutor (7)	12-16 yrs.	7
Tutor (0)	17+ years	0

Friends Ongoing Book Sale	Month	YTD
Dollar Amount (Pre-Tax)	213.00	$1,931.00

Display Case East Aurora Art Society (9/17-10/29)
Community Room Exhibits: East Aurora Art Society (9/17-10/29))
Building condition: The leak in the public bathroom sink was repaired. The Town repaired the concrete on the front steps, porch and wheelchair access.
Meeting Room Uses: 9

Professional Development/Meetings
11/21/22—Getting Started with Libby, Overdrive (Ken Swiatek)

DIRECTOR'S REPORT
October 2022

Programs: November 2022

<u>Aurora Book Club</u> - Adults, 19+ - November 3 @ 6:30 p.m.

<u>Read to a Dog</u> - Children and their Families, All Ages – November 5 @ 11:00 a.m., 11:20 a.m., 11:40 a.m.

<u>Family Story Time</u> - Children, Ages Birth to 5 years of Age w / Caregivers - Thursdays @ 6:30 p.m. OR Fridays @ 11:30 a.m. - September 29 / 30 through December 1 / 2

<u>Story Time To Go</u> - Children, Ages 3 to 5 years - Wednesdays - October 5 & 19, November 2 & 16, December 7 & 21. **SORRY PROGRAM IS FULL**

<u>Book a Technology Trainer</u> - Adults, 19+ - November 7 @ 10:00 a.m., 11:00 a.m., & 1:00 p.m. –One-on-One Appointments are 45 minutes long **SORRY PROGRAM IS FULL**

<u>LEGO Club</u> – Children, 6-11 – Second Saturday of the Month: 10/8, 11/12, & 12/10 @ 11:00 a.m. **SORRY PROGRAM IS FULL**

<u>Reading Club</u> - Children, Ages 6 to 12 years - Wednesdays - 10/12, 11/9, 12/14 @ 3:45 p.m.

<u>"L" is for Library</u> - Ages, Birth to 2 1/2 – November 16 - Participants will be called when program is ready for pick up.

<u>Judi Geer: In the Dark Streets: Christmas 1941 / The Glad Tidings Christmas 1945</u> – Adults, 19+ - November 17 @ 6:30 p.m.

<u>K-3 Story Time: "Who Would Win?"</u> - Grades K-3 – November 19 @ 11:00 a.m.

Programs: December 2022

<u>Family Story Time</u> - Children, Ages Birth to 5 years of Age w / Caregivers - Thursdays @ 6:30 p.m. OR Fridays @ 11:30 a.m. - September 29 / 30 through December 1 / 2 **SORRY PROGRAM IS FULL**

<u>Story Time To Go</u> - Children, Ages 3 to 5 years - Wednesdays - October 5 & 19, November 2 & 16, December 7 & 21. **SORRY PROGRAM IS FULL**

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<u>Reading Club</u> - Children, Ages 6 to 12 years - Wednesdays - 10/12, 11/9, 12/14 @ 3:45 p.m.

<u>Read to a Dog</u> - Children and their Families, All Ages – December 3 @ 11:00 a.m., 11:20 a.m., 11:40 a.m.

<u>Book a Technology Trainer</u> - Adults, 19+ - December 5 @ 10:00 a.m., 11:00 a.m., & 1:00 p.m. –One-on-One Appointments are 45 minutes long

<u>K-3 Story Time: Reindeer Games</u> - Grades K-3 – December 8 @ 6:30 p.m.

<u>Painted Snowflake Ornaments</u> – All Ages – Thursday, December 15 @ 6:30 p.m.

AURORA TOWN PUBLIC LIBRARY
550 MAIN STREET
EAST AURORA, NEW YORK 14052
716-652-4440/fax 716-655-5875

DIRECTOR'S REPORT
October 2022

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	7,435	4,539	330	2,028
April	11,004	5,110	296	2,010
May	11,895	4,532	351	2,185
June	12,533	4,702	338	2,508
July	15,093	5,402	336	2,312
August	16,608	5,182	428	2,178
September	13,379	4,678	412	2,175
October	13,556	4,945	324	2,283
November				
December				
YEAR TOTAL				

Out of all B&ECPL locations, ATPL ranks YTD:
<u>12</u> out of 37 in circulation of materials (12th for October); <u>+17.9%</u> over October 2019 & -5.3 % under YTD 2019
<u>12</u> out of 37 in patron visits (12th for October); <u>-37.7%</u> under October 2019 & <u>-37.7%</u> under YTD 2019
<u>3</u> out of 37 in WI-FI (3rd for October); <u>+28.5%</u> over October 2019 & <u>+30.1%</u> over YTD 2019
<u>21</u> out of 37 in computer use (22nd for October); <u>-60.8%</u> under October 2019 & <u>-53.6%</u> under YTD 2019

Month of 2019	Circulation	Patron Count	Computer Use	Wi-Fi
January	11,994	6,410	648	1,455
February	12,674	7,028	646	1,162
March	12,663	8,011	762	1,662
April	12,114	7,707	766	1,515
May	11,332	7,658	703	1,866
June	11,042	7,195	676	1,727
July	14,402	8,477	702	1,561
August	13,167	8,245	819	1,641
September	10,642	7,043	707	1,742
October	11,498	7,940	826	1,777
November	10,423	6,719	677	1,679
December	9,512	5,887	646	1,432
YEAR TOTAL	141,463	88,320	8,578	19,219

AURORA TOWN PUBLIC LIBRARY

Lost and Found Policy

This policy is for application to the Aurora Town Public Library.

The Aurora Town Public Library (ATPL) is not responsible for any patron's lost or left behind items. Patrons are solely responsible for their own property.

As a courtesy to our patrons, the ATPL will retain and store lost and left behind items for approximately 30 days. In addition, the ATPL will make a reasonable attempt to determine and contact the rightful owner of the lost property if said property contains sufficient identifying information.

1. If the rightful owner cannot be located, a lost or left behind item that is still unclaimed after 30 days will become the property of the ATPL or be turned over to the Village of East Aurora/Town of Aurora Police Department.

2. Perishable or hazardous items such as food and personal care items will be disposed of immediately.

3. The ATPL will dispose of unclaimed items as follows:

    a. General items will become the property of ATPL and may be disposed of or given to a charity as appropriate;

    b. Books will be placed in the Library's book sale;

    c. Money will be deposited in the ATPL general fund or turned over to the Village of East Aurora/Town of Aurora Police Department, as appropriate; and

    d. Identification documents and items, including but not limited to, credit cards and wallets, will be turned over to the Village of East Aurora/Town of Aurora Police Department.

Adopted by the Aurora Town Public Library Board September 26, 2017. To be confirmed Oct. 24, 2017. No Changes—November 15, 2022.

AURORA TOWN PUBLIC LIBRARY

Exhibits and Displays Policy

The Aurora Town Public Library (ATPL) display case and exhibit space are intended for exhibits or displays related to library business or library-sponsored activities and public service items of educational, cultural or civic interest to the community. Mounting of exhibits or displays does not indicate ATPL endorsement of the ideas, issues or events promoted by those exhibits or displays.

1. Potential exhibitors must complete the Exhibits and Displays Application and Release Form a minimum of 7 days in advance for consideration by ATPL management. No installations are permitted without authorization of ATPL management.

2. ATPL reserves the right to review the content of any exhibit or display before it is displayed to ensure compliance with this Policy and the ATPL Rules of Conduct.

3. The duration of any approved exhibit/display is subject to the discretion of ATPL management. The needs of the library take precedence over those of exhibitors. Should the ATPL require a display case or exhibit space for its own use, the ATPL reserves the right to pre-empt such space upon written notice to the exhibitor.

4. The sponsor/exhibitor must supply information for a standard display card that may be produced by the ATPL. Information is to include the name and contact information of the sponsoring agency and/or its authorized representative and the title of the exhibit/display.

5. In fairness to numerous community groups, the ATPL may limit the frequency with which exhibits/displays may be mounted by the same organization.

6. Exhibits/displays that are not removed on or prior to the date established by ATPL management will be removed by the library. Any expense for such removal becomes the responsibility of the exhibitor.

7. Exhibits/displays must be installation-ready. Installation and removal of the exhibit/display will be under the guidance of ATPL personnel. Expenses incurred for insurance, installation, materials, mounting, removal or security are the sole responsibility of the exhibitor.

8. Exhibits/displays should be appropriate in scale, material, form and content for the library environment.

9. Neither the ATPL nor the ATPL Board of Trustees accepts responsibility for loss or damage to any exhibit/display.

10. Exhibit/display space may not be used for commercial purposes.

11. Permission to mount an exhibit/display is based on the provisions of ATPL policies and not on the content, viewpoints, beliefs or affiliations of the organizations responsible for those exhibits/displays. Failure to comply with ATPL policies may result in denial of exhibit/display privilege.

Buffalo & Erie County Public
LIBRARY
AURORA TOWN PUBLIC LIBRARY

Exhibits and Displays Application and Release Form

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I agree that I have read and will abide by the rules of the Aurora Town Public Library Exhibits and Displays Policy. I hereby release, indemnify and hold harmless the ATPL and the ATPL Board of Trustees from any claim, suit, or loss related to this exhibit/display.

Print Name: _____

Signature: _____

Organization Name: _____

Org. Address: _____

City: _____ State: _____ Zip: _____

Date: _____

Phone # Day: _____ Evening: _____

E-mail Address: _____

Description and Title of the Exhibit / Display: _____

_____

Number of Items to be Displayed: _____

Exhibit/Display Format: <u>circle all that apply</u>

      Tabletop   Freestanding panels

      On easels   Separate 3 – dimensional objects

      Framed artwork   Prints

      Photos   Other: _____

Library Name: _____

Location in the Library: _____

Exhibit Set Up Date: _____ Exhibit Take Down Date: _____

Approval By: _____

Date of Approval: _____ Library Phone #: <u>652-4440</u>

The signed original form should be kept with the library. A copy of the signed form should go to exhibitor.

Adopted by Aurora Town Public Library Board March 27, 2012. Revised Sept. 26, 2017. Confirmed Oct. 24, 2017. No Changes – November 15, 2022.

# Artwork & Display Case Specifications

Artwork Hanging System

- Each full 6 ft. track length is rated to support 300 lbs.

- Each hanging rod is rated to support a total of 70 lbs.

- Large or heavy items should be supported by 2 rods, each with their own hook.

- Multiple small and/or lightweight items can be placed on the same rod using more than 1 hook and frame stabilizer (when desired).

- Twenty (28) hanging rods, twenty-six (26) frame stabilizers and forty-one (41) hooks are available for use with the hanging system

Installation:
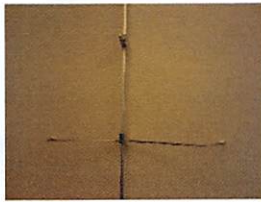
1   2   3a   3b

1. Slide hook(s) onto the bottom end of the hanging rod. Hooks will be held in position on the rod by gravity and the weight of the artwork.

2. Frame stabilizers can be used to prevent the hanging rods from swaying too much. They also keep the artwork from moving around a lot and help the frame to remain more parallel to the wall. Slide stabilizer(s) onto the bottom end of the hanging rod (after a hook), position where desired behind the artwork, and tighten screw.

3. Insert hook on the top end of the hanging rod directly into the wall track.

Display Case

- Dimensions: 53" W x 45" H x 14 ½" D

- Two adjustable glass shelves 53" W x 14 ½" D

Please ask the Library Director if you have any questions regarding the artwork hanging system or display case.