

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Agenda of the Board
Regular Monthly Meeting
October 25, 2022, 1:00 p.m.

1. Comments from the audience
2. Minutes of the Meetings: September 27, 2022
3. Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: September 2022
4. Director's Report: September 2022
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 has generously offered to donate 10% of proceeds raised from all orders from 11:00 a.m. – 7:00 p.m. to support ATPL.
 - 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.
 - 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.
 - 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.
 - g. Other
6. Personnel
 - a. Payroll Report: Pay Period 20
 - b. Cleaner, PT & Sr. Page, PT
 - c. Board May Enter Executive Session
 - d. Other
7. Old Business
 - a. Choose Work Session Date for Long Range Plan
 - a. Other
8. New Business
 - b. System Paid Budget Analysis (As of 7/31/2022)
 - c. Trustee Education Policy – Adopt System Policy
 - d. Reserving Library Tables Policy – Removal, No Longer Relevant
 - e. Other

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

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Minutes of the Board for September 28, 2022

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

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

1. No comments from the audience.
2. A motion (EC, MB) to approve the minutes of the meeting for June 28, 2022 was carried by a voice vote.
3. A motion (MB, EC) to approve the Treasurer's Report, including monthly financial statements & internal auditor reports of June, July, & August 2022, was carried by a voice vote.

4. Director's Report: June, July, & August 2022

Director Klocek explained higher circulation numbers for recent months, noting they were due to automatic renewals now that the entire library system is fine free. She said if materials are checked out at ATPL, gets the credit for circulation renewals. Circulation is still down (19.7%) from 2019/pre-pandemic levels, same with computer use (60.4% decrease from 2019) and patron count (37.8% decrease from 2019). Wi-Fi use continues to be popular, with it being up 31% from 2019.

Klocek said having no fines if materials are returned is going well, still have to explain to people what it means but most are happy with it.

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

5. Reports of Interest

- a. ATPL is highlighting Banned Books Week (9/18-9/24) for the whole month of September in celebration of everyone's right to read and intellectual freedom.
- b. The Friends of the Library's first Summer POP UP Sale was a success, raising \$197 (pre-tax). A Fall POP Up Sale is scheduled for October 1 from 11:00 a.m. – 2:00 p.m. outside of the Library.
- c. B&ECPL is reintroducing a new VIP (Very Important Perks) reciprocal benefits program for discounts to area merchants. Patrons can show their library card to receive a discount at local museums, theaters and more. Zaremski will follow up with EA Chamber of Commerce to see if some local efforts could be made to include Chamber members with VIP program through Central.
- d. Baubles & Bling raffle tickets available for purchase at the Aurora Town Public Library in October and November—one for \$1.00, or six for \$5.00. The drawing will be held on Monday, November 28 at 2 p.m.

6. Personnel

- a. Payroll Report 15 & 17
- b. Cleaner, PT

Klocek said ATPL again needs a part time cleaner, someone to work 13 hours a week, mostly morning but with some flexibility. Zaremski said he would ask Aurora Town Board liaisons to inquire if an option is available to have Town Hall cleaner work on ATPL.

c. Board May Enter Executive Session. The board entered into executive session later in the meeting, as noted in the minutes below.

7. Old Business

- a. Long Range Plan of Service, Develop / Revise by December 2023
- b. Committees

Spencer-Ching said she would like to form an ad hoc committee to come up with proposals to spend the remaining Volker funds that were last used to purchase an AED in 2019. She said it might be good to ask the community what they might be interested in, and run concepts by Klocek for considerations. Zaremski said

he would assist Spencer-Ching to discuss ideas and share with the rest of the board.
A motion (AZ, EC) to establish a committee to look at spending the Volker funds was carried by a voice vote.

8. New Business

a. A motion (MB, AZ) to approve, with amendments, the Ethics Policy was carried by a voice vote.

b. Program Equipment Facility Improvement Initiative Project: Final Report

c. Q & A Chapter 56 of the Laws of 2022.

Klocek suggested waiting until Central figures out a policy as it can be a cumbersome process.

d. ACT Meeting, September 24, 2022 @ 9:00 a.m.

The meeting was canceled following the passing of the ACT president. As vice president, Buyer assumed the role of ACT president. She said the meeting was postponed as the group was seeking a location to host the meeting.

e. Library Discard / Friends Book Donation Storage

Klocek discussed a recent meeting she had with the Aurora Town Board, along with volunteers of the Friends of the Library, to construct storage space for donated materials the friends group uses in book sales. One idea was to install a shed in the northern section of the library parking lot to hold the books. A permanent solution was sought as the Friends group uses free rental spaces in the community, but if a tenant is found the friends group has to move the materials. A permanent storage space would make it easier.

f. A motion (MB, EC) to establish special hours for Halloween, Monday October 31: 10:00 a.m. – 5:00 p.m. was carried by a voice vote.

g. Other

Buyer said the library phone system has poor sound quality and asked Klocek to look into the matter.

Klocek said a meeting will be held at Central for library board members on Dec. 14 at 5 p.m. as a casual, networking event.

Buyer and Spencer-Ching said they have located people who might be interested in an ATPL library board seat, will bring resumes to the board for future consideration.

A motion (MB, AZ) to enter into executive session for possible matters leading to the discipline of a particular person and/or persons was carried by a voice vote at 2:15 p.m.

A motion (MB, EC) to exit the executive session at 2:38 p.m. was carried by a voice vote.

The next regularly scheduled meeting will take place on October 25, 2022 at 1:00 p.m.

A motion (EC, AZ) to close the meeting at 2:40 p.m. was carried by a voice vote.

Respectfully submitted,
Adam Zaremski, secretary.

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

**DIRECTOR'S REPORT
September 2022**

CIRCULATION	Total-month	Average/day	Average/hour	YTD Total
2022	13,379*	535.16	67.23	101,480**
2021	7,407	296.3	37.98	62,620
2020	7,740	368.57	48.68	54,802
2019	10,642	425.9	49.8	110,030

45.2**% (6,046) via self-checkout

54.4%** (55,176) via self-checkout YTD

Note: Circulation for the contracting libraries was 82.1% this month (EAU was 80.6%) and 53.4% YTD (EAU was 62.1%). Auto Renewals totaled 6,500 this month, 48.6% of EAU circulation.

Library of Things	2022
Monthly	2
Year-to-date	60

SYSTEM e-BRANCH	Month 2022	Month 2021	Change	YTD 2022	YTD 2021	Change
Online Renewals	607	77,479	-99.2%	251,016	696,728	-64.0%
Interlibrary Loans	1,026	1,148	-10.6%	9,953	9,429	5.6%
eAudiobooks	47,586	39,328	21.0%	410,951	348,240	18.0%
eVideos	655	104	529.8%	3,612	941	283.8%
eBooks	75,182	71,647	4.9%	685,627	696,379	-1.5%
eMusic	213	21,396	-99.0%	1,256	218,874	-99.4%
eMagazines	6,350	N / A	N / A	27,275	N/A	N/A

YEAR	2022	2021	2020	2019
DAYS/HOURS OPEN	25/199	25/195	21/159	27/231

DAYS CLOSED: Labor Day-September 5

COMPUTER USE	2022	2021	% Change
Monthly	412	297	38.7%
Year-to-date	3,039	2,220	36.9%

Note: Computer use for the contracting libraries was 10.2% this month and 18.8% YTD.

WIFI USE	2022	2021	% Change
Monthly	2,175	1,777	22.4%
Year-to-date	18,670	14,002	33.3%

Note: Wifi use for the contracting libraries was 3.3% this month and 14.5% YTD.

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September 2022**

NEW LIBRARY CARD MEMBERSHIP	Total-month	YTD
Adults	17	167
Children	19	138

PATRON COUNTER	2022	2021	% Change
Monthly	4,678	4,113	13.7%
Year-to-date	42,452	32,007	32.6%

Note: Door counts for the contracting libraries were 8.8% this month and 19.9% YTD

Programs and Number of Sessions	Age group	Attendance
Aurora Book Club	19+	7
Local Author Talk: Dreaming in Ink	19+	12
Book A Tech Trainer (4)	19+	4
Family Story Time 6:30 pm	0-5 yrs. with caregiver	33
Family Story Time 11:30 am	0-5 yrs. with caregiver	26
College Application Readiness	17+ yrs.	6
Tutor (5)	0-11 yrs.	5
Tutor (5)	12-16 yrs.	5
Tutor (1)	19+ years	1

Friends Ongoing Book Sale	Month	YTD
Dollar Amount (Pre-Tax)	\$346.00	\$1,718.00

Display Case: East Aurora Art Show
Community Room Exhibits: East Aurora Art Show
Building condition: Nothing to report.
Meeting Room Uses: 7

Professional Development/Meetings
 10/12/22—Director's Meeting, Zoom

Programs: October 2022

Read to a Dog - Children and their Families, All Ages – October 1 @ 11:00 a.m., 11:20 a.m., 11:40 a.m.
****SORRY PROGRAM IS FULL****

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

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

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

"L" is for Library - Ages, Birth to 2 1/2 - October 5 - Participants will be called when program is ready for pick up. ****SORRY PROGRAM IS FULL****

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September 2022

Book Discussion with Robert Poczik: Destiny of a Republic: A Tale of Madness, Medicine and the Murder of a President by Candace Millard - Adults, 19+ - October 13 @ 6:30 p.m.

Book a Technology Trainer - Adults, 19+ - October 14 @ 10:00 a.m., 11:00 a.m., & 1:00 p.m. -One-on-One
Appointments are 45 minutes long

Trick-or-Read Storywalk - Families with Children, Ages 3-12 - October 24-29 During Regular Library Hours

Programs: November 2022

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

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

Family Story Time - 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

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

Book a Technology Trainer - 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**

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

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

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

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

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

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**DIRECTOR'S REPORT
September 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				
November				
December				
YEAR TOTAL				

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

12 out of 37 in circulation of materials (12th for September); +8.1% over September 2019 & +22.8% % over YTD 2019

12 out of 37 in patron visits (13th for September); -40.4% under September 2019 & -46.0% under YTD 2019

3 out of 37 in WI-FI (3rd for September); +26.3% over September 2019 & +22.1% over YTD 2019

23 out of 37 in computer use (23rd for September); -52.7% under September 2019 & -71.6% 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

Treasurer's Report

30-Sep-22

LOCAL CHECKING ACCOUNT

Beginning Balance:	1-Sep-22		\$28,564.81
Plus Receipts/Deposits		Total:	\$10.00
Less Checks/Debits		Total:	\$537.89
Ending Balance:	30-Sep-22		\$28,036.92

Transaction Details

Receipts:

Author Merchandise reimbursement		Total:	\$10.00
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DISBURSEMENTS:

Kathleen Brogan (Reimbursement for office supplies)		\$189.80
Greater East Aurora Chamber of Commerce (Dues)		\$117.00
Amazon (Dymo Label Maker)		\$231.09
	Total:	\$537.89

Volker Funds

Balance Forward	1-Sep-22	\$2,132.25
Receipts:	None	\$0.00
Disbursements:	None	\$0.00
Balance	30-Sep-22	\$2,132.25

Gallivan Funds

Balance Forward	1-Sep-22	\$0.00
Receipts:	None	\$0.00
Disbursements:	None	\$0.00
Balance	30-Sep-22	\$0.00

Internal Auditor's Report Elaine Chow

Voucher#	Amount	Approved	Check #	Reason
L85	\$189.80	9/27/2022	1042	K. Brogan (Reimburse for office supplies)
L86	\$117.00	9/27/2022	1043	East Aurora Chamber of Commerce (Dues)
L87	\$231.09	9/27/2022	1044	Amazon (Dymo Label Maker)
Friends Ongoing Book Sale SEPT \$346.00			YTD \$1718.00	
Contingency Funds		Counted On 9/15/2022 \$200.61		

Savings Account

Balance Forward	1-Sep-22	\$50,601.25
Interest Earned		\$0.89
Balance	30-Sep-22	\$50,602.14

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: SEPT

SAP Acct.	Description	Adopted Budget	Budget Transfers	Year-to-Date Expenditures	Available Budget	Projected Utilization at 12/31	Projected Variance at 12/31	Comments
500000	Salaries - Full-time	0	0	0	0		0	
502000	Fringe Benefits	0	0	0	0		0	
Utility Charges:								
515000	Water	500	(120)	281	99	380	0	
515000	Sewer	900	(174)	726	0	726	0	
515000	Telephone - Maintenance	250	324	594	(20)	594	(20)	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	193	2,643	0	2,643	0	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	200	(123)	57	20	77	0	
530000	Other Expenses & Charges	600	(100)	380	120	500	0	
530000	Contingency (Bullet Aid)	0	0	0	0		0	
TOTAL EXPENSES		4,920	0	4,701	219	4,940	(20)	

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	(1,598)	2,232	(330)	2,976	1,074	
Copy Machines	380	0	386	(6)	514	134	
Print Cost Recovery	1,500	0	1,386	114	1,848	348	
Other Income	100	0	0	100	0	(100)	Recording Under Fines, Lost
State Funding	0	0	0	0	0	0	
Municipal Support	0	0	0	0	0	0	
Donations (priv. persons/foundations)	0	0	0	0	0	0	
Fundraising (events/booksales)	0	0	0	0	0	0	
Interest Income	0	0	0	0	0	0	
Misc Income	0	0	0	0	0	0	
Use of Fund Balance	0	0	0	0	0	0	
TOTAL DIRECT INCOME	5,480	(1,598)	4,004	(122)	5,338	1,456	

AURORA TOWN PUBLIC LIBRARY

COUNTY LEDGER

COUNTY CHECKING ACCOUNT

30-Sep-22

Beginning Balance:	1-Sep-22		\$8,108.28
Plus Receipts/Deposits		Total:	\$285.80
Less Checks/Debits		Total:	\$843.22
Ending Balance:	30-Sep-22		\$7,550.86

Transaction Details

Receipts:

Fines		\$83.55
Fines		\$160.20
Copier		\$42.05
	Total:	\$285.80

Disbursements:

Dobmeier Janitor Supply (Vacuum)		\$745.00
Village of East Aurora (Water Bill)		\$98.22
	Total:	\$843.22

Internal Auditor's Report

Elaine Chow, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
C116	\$745.00	**	5874	Dobmeier Janitor Supply (vacuum)
C117	\$98.22	9/7/2022	5875	Village of East Aurora (Water Bill)

2022 Aurora Payroll Report_PP20



As of Pay Period 20

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian I	49,772.68	63,361.00	13,588.32
Library Director I	46,472.13	59,280.00	12,807.87
Senior Library Clerk	30,704.89	39,965.00	9,260.11
FT Totals	126,949.70	162,606.00	35,656.30

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Caretaker PT	9,619.99	14,068.00	4,448.01
Cleaner PT	3,114.08	9,495.00	6,380.92
Clerk Typist PT	20,265.96	28,656.00	8,390.04
Librarian I PT	20,443.01	28,104.00	7,660.99
Page PT	9,212.13	19,220.00	10,007.87
Senior Page	36,777.20	57,227.00	20,449.80
PT Totals	99,432.37	156,770.00	57,337.63

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretaker PT	9,619.99	14,068.00	4,448.01
Cleaner	3,114.08	9,495.00	6,380.92
Clerk Typists	20,265.96	28,656.00	8,390.04
Librarian I'S	70,215.69	91,465.00	21,249.31
Library Director I	46,472.13	59,280.00	12,807.87
Senior Library Clerk	30,704.89	39,965.00	9,260.11
Pages	9,212.13	19,220.00	10,007.87
Senior Pages	36,777.20	57,227.00	20,449.80
Savings Goal		(7,484.00)	(7,484.00)
Combined Totals	226,382.07	311,892.00	85,509.93

ANNUAL BUDGET	\$ 311,892.00
PROJECTED ANNUAL BUDGET SPENT	\$ 281,200.86
PROJECTED ENDING BALANCE	\$ 30,691.14

Contract Library "System Paid" Budget Analysis

Aurora Town Public Library

As of 7/31/2022

	"System Paid" Budget*	Jan-May 2022	April	May	June	July	Actual 2022 YTD Expenses	2022 Year End Projection	Projected Year End Surplus/(Shortfall)
Salaries & Wages, Full Time									
Salaries & Wages, Full Time	162,606.00	40,026.16	13,894.24	12,998.28	13,759.00	13,133.56	93,811.24	163,481.65	(875.65)
Other Payments		0.00					0.00	0.00	0.00
Overtime		0.00					0.00	0.00	0.00
Total Salaries & Wages, Full Time	162,606.00	40,026.16	13,894.24	12,998.28	13,759.00	13,133.56	93,811.24	163,481.65	(875.65)
Wages, Regular Part-Time	0.00	0.00					0.00	0.00	0.00
Wages, Part Time	156,770.00	33,483.98	9,700.78	10,528.80	10,141.43	10,283.03	74,138.02	130,626.81	26,143.19
Contractual Reserve	(7,484.00)								(7,484.00)
Employer FICA Total	24,433.00	5,479.38	2,129.57	1,401.06	1,778.83	1,744.17	12,533.01	21,911.33	2,521.67
Employee Health Insurance	31,560.00	8,429.20	2,565.78	2,517.75	2,452.92	2,376.77	18,342.42	32,103.97	(543.97)
Dental Plan	1,174.00	146.78	46.30	44.42	57.44	41.24	336.18	585.28	588.72
Health Insurance Waiver		0.00					0.00	0.00	0.00
NYS Retirement	23,329.00	6,165.54	3,932.16	1,659.83	2,182.87	1,796.31	15,736.71	23,022.85	306.15
Disability	0.00	0.00					0.00		0.00
Natural Gas (NFG)	4,150.00	2,300.52	510.31	337.79	108.47	(5.51)	3,251.58	4,342.40	(192.40)
Electricity	9,272.00	2,710.16	282.10	592.90	670.94	670.94	4,927.04	9,770.98	(498.98)
Bottom Line Total	405,810.00	98,741.72	33,061.24	30,080.83	31,151.90	30,040.51	223,076.20	385,845.27	19,964.73

Notes:

System Paid Budget per Res. 2022-12



Trustee Education Policy

This policy is for application to all libraries within the Buffalo & Erie County Public Library System.

I. STATEMENT OF POLICY

The Buffalo & Erie County Public Library System (B&ECPL System) recognizes the responsibility of its library trustees to participate in a minimum of two hours of trustee education annually. The B&ECPL shall abide by Title I, Article 5, Part 2, section 260-d of the New York State Education Law. This policy shall serve to establish a written policy and procedures related to trustee education and to demonstrate compliance with Section 260-d and applicable guidance of the New York State Education Department.

II. APPLICABILITY

This policy shall apply to all boards of trustees (library trustees), both public and association libraries, within the B&ECPL System.

III. REQUIREMENTS

A. Training

1. Beginning January 1, 2023, all library trustees shall be required to complete a minimum of two hours of trustee education annually on the financial oversight, accountability, fiduciary responsibilities or the general powers and duties of a library trustee.
2. Trustees may participate in trustee education online or in person.
3. Trustee education may include webinars, lectures, workshops, regional or national library association programs or any other format approved by the New York State Education Department, including those presented by the B&ECPL System.

B. Compliance

1. Each library trustee shall demonstrate compliance with the requirements of this section by filing with the chair/president of their board of trustees evidence of completion of trustee education from an approved provider.

2. Such evidence shall include one of the following:
 - a. a certificate of completion issued by an approved provider; or
 - b. a signed self-assurance of completion form which shall be made available to library trustees from the B&ECPL System.
3. Each chair/president of the board of trustees shall be responsible for ensuring compliance by all trustees on their board.
4. Failure to comply with the requirements of this section shall be deemed neglect of duty, and the noncompliant trustee may be subject to removal at the discretion of the board and in accordance with the library's bylaws.

Adopted September 15, 2022 per Res. 2022-37.

RESERVING LIBRARY TABLES POLICY

This policy is for application to the Aurora Town Public Library, a contracting member library of the Buffalo & Erie County Public Library.

I. OBJECTIVE

In response to COVID-19, the *Reserving Library Tables Policy* has been enacted for the safety of Library employees and patrons. As the circumstances of the pandemic change, this policy will be reviewed.

II. STATEMENT

The tables of the Aurora Town Public Library are intended primarily for activities conducted or sponsored by the Aurora Town Public Library, and secondarily, for organizations engaged in the educational, cultural, intellectual, or charitable activities of interest and / or benefit to the community.

III. USE OF TABLES

A. Availability

1. Tables may be reserved only in one-hour increments for the same organization, group, or person twice a week.
2. Reservations should be planned to begin no sooner than 15 minutes after the Library has opened, and end no later than 15 minutes prior to closing time.
3. Each reservation must be made 15 minutes apart, in order to give staff members enough time to set up, clean, and sanitize the area.
4. Table use by the Aurora Town Public Library takes precedence over that of outside groups.
5. The Library may accommodate four individual reservations per day.
6. Two tables (by the fireplace) are available to reserve in the Library. Each table will be allowed a maximum of two seats for two people.
7. Other tables may be available on a first come, first served basis without appointments. Limits on time sitting at tables may be enacted to give others a chance to sit at a table.

B. Priority Of Use

1. Tables may be reserved by non-profit, as well as for-profit organizations.
2. Table use by the Aurora Town Public Library takes precedence over use by outside groups. The Aurora Town Public Library reserves the right to pre-empt the use of a table for its own use.
3. In fairness to the numerous community groups requesting use of the Library's tables, reservations may be limited in frequency and are taken one week ahead of time.
4. Reservations will be held for 15 minutes; if no one arrives at the scheduled time the reservation may be given away.

C. Table Rules

1. All organizations, groups, and persons reserving tables must:
 - Be an adult, 18 years of age, or older;
 - Read and agree to adhere to the Aurora Town Public Library's *Rules of Conduct Policy*;
 - Complete and submit an *Application for Reserving Library Tables* with the Library Director, or Librarian-In-Charge;
 - Check in at the front desk. Tutors should sign in using the tutoring log;
 - Follow all safety standards for COVID-19 set forth by the Centers for Disease Control (CDC), Erie County Department of Health, New York State, and the Aurora Town Public Library must be adhered to by attendees of the reservation;
 - Conduct behavior in such a way as to not disturb Aurora Town Public Library operations;
 - Adhere to the Aurora Town Public Library's *Rules of Conduct Policy* and managing orderly behavior of all attendees, including supervising minors;
 - Accept liability for personal injury, damage to library facilities, and / or loss of library property arising from use of the tables by reserving organization, and hold harmless the Aurora Town Public Library for any and all liability which arises out of the use of the tables (The Aurora Town Public Library assumes no responsibility whatsoever for personal injury to or loss of property by any member, affiliated person, guest, invitee, or licensee of the using organization, its members, affiliated persons, guests, invitees, or licensees);
 - Abstain from eating and drinking;
 - Refrain from advertising, soliciting, or selling products, services, or memberships.

2. The Aurora Town Public Library does not discriminate on the basis of disability in any of its programs and services, and organizations / persons using the Library's tables are required and assume all responsibility to provide reasonable accommodations for persons with disabilities (e.g., assistive listening devices, interpreters, etc., when and if possible) as mandated by the Americans with Disabilities Act. The Aurora Town Public Library may be able to assist with some accommodations if requests are made at least five working days in advance of the reservation.

D. Aurora Town Public Library's Reservation Rights

1. Aurora Town Public Library personnel must have free access to the tables at all times. The Library retains the right to monitor all reservations conducted on the premises to ensure compliance with its regulations. Reservations that are observed to be in violation of Aurora Town Public Library policies will be terminated immediately and future use may be denied.
2. The Aurora Town Public Library reserves the right to close due to adverse weather conditions or other emergencies and will attempt to notify the organization's contact person.
3. The Aurora Town Public Library shall not assume responsibility for the security of items brought into reservations. The Aurora Town Public Library will not provide storage of materials or equipment for an organization or person.
4. The Aurora Town Public Library will use the applicant's designated contact for all inquiries. Except as a designation of location, the name of the Aurora Town Public Library may not be used in any publicity relating to use of the tables unless preapproved by the Library Director.
5. Permission to use the Library's tables does not constitute an endorsement by the Aurora Town Public Library of a point of view expressed.

IV. LIBRARY CONTACT INFORMATION

All groups seeking use of the Aurora Town Public Library facility space should see the contact information below:

Aurora Town Public Library

550 Main Street

East Aurora, NY 14052

Phone: 716-652-4440

eau@buffalolib.org

Adopted by the Aurora Town Public Library Board on September 29, 2020.

APPLICATION FOR RESERVING LIBRARY TABLES

ORGANIZATION INFORMATION

Organization Name _____

Organization Address _____

Purpose of Organization _____

APPLICANT INFORMATION

Name & Title of Applicant _____

Address _____

Telephone number: _____ Best time to call: _____

Email address: _____

RESERVATION INFORMATION

Date requested (day of week, month, date, year) _____

Is this a recurring meeting? (Note: reservations may be limited) _____

Reservation start time: _____ (All reservations must be start 15 minutes after the library opens)

Reservation end time: _____ (All reservations must conclude 15 minutes before the library closes)

Does your organization require any special accommodations? If yes, please list below:

- I agree that I have read the *Aurora Town Public Library Rules of Conduct* and the terms of the *Reserving Library Tables Policy* and agree, on behalf of the applying organization, to be bound by the terms of use set forth therein, including acceptance of liability for either damage to the tables or loss of library property arising from use of the tables by the applicant. I understand I do not have approval for use of the facility space until I receive a copy of this contract signed by the Library Director / Librarian-In-Charge.

NAME: _____ DATE: _____

SIGNATURE: _____ NAME OF ORGANIZATION: _____

FOR OFFICE USE ONLY: Application APPROVED / REJECTED (circle one) by: _____ Date: _____

Contract Library "System Paid" Budget Analysis

Aurora Town Public Library

As of 7/31/2022

	"System Paid" Budget*	Jan-May 2022	April	May	June	July	Actual 2022 YTD Expenses	2022 Year End Projection	Projected Year End Surplus/(Shortfall)
Salaries & Wages, Full Time									
Salaries & Wages, Full Time	162,606.00	40,026.16	13,894.24	12,998.28	13,759.00	13,133.56	93,811.24	163,481.65	(875.65)
Other Payments		0.00					0.00	0.00	0.00
Overtime		0.00					0.00	0.00	0.00
Total Salaries & Wages, Full Time	162,606.00	40,026.16	13,894.24	12,998.28	13,759.00	13,133.56	93,811.24	163,481.65	(875.65)
Wages, Regular Part-Time	0.00	0.00					0.00	0.00	0.00
Wages, Part Time	156,770.00	33,483.98	9,700.78	10,528.80	10,141.43	10,283.03	74,138.02	130,626.81	26,143.19
Contratual Reserve	(7,484.00)								(7,484.00)
Employer FICA Total	24,433.00	5,479.38	2,129.57	1,401.06	1,778.83	1,744.17	12,533.01	21,911.33	2,521.67
Employee Health Insurance	31,560.00	8,429.20	2,565.78	2,517.75	2,452.92	2,376.77	18,342.42	32,103.97	(543.97)
Dental Plan	1,174.00	146.78	46.30	44.42	57.44	41.24	336.18	585.28	588.72
Health Insurance Waiver		0.00					0.00	0.00	0.00
NYS Retirement	23,329.00	6,165.54	3,932.16	1,659.83	2,182.87	1,796.31	15,736.71	23,022.85	306.15
Disability	0.00	0.00					0.00		0.00
Natural Gas (NFG)	4,150.00	2,300.52	510.31	337.79	108.47	(5.51)	3,251.58	4,342.40	(192.40)
Electricity	9,272.00	2,710.16	282.10	592.90	670.94	670.94	4,927.04	9,770.98	(498.98)
Bottom Line Total	405,810.00	98,741.72	33,061.24	30,080.83	31,151.90	30,040.51	223,076.20	385,845.27	19,964.73

Notes:

System Paid Budget per Res. 2022-12



Trustee Education Policy

This policy is for application to all libraries within the Buffalo & Erie County Public Library System.

I. STATEMENT OF POLICY

The Buffalo & Erie County Public Library System (B&ECPL System) recognizes the responsibility of its library trustees to participate in a minimum of two hours of trustee education annually. The B&ECPL shall abide by Title I, Article 5, Part 2, section 260-d of the New York State Education Law. This policy shall serve to establish a written policy and procedures related to trustee education and to demonstrate compliance with Section 260-d and applicable guidance of the New York State Education Department.

II. APPLICABILITY

This policy shall apply to all boards of trustees (library trustees), both public and association libraries, within the B&ECPL System.

III. REQUIREMENTS

A. Training

1. Beginning January 1, 2023, all library trustees shall be required to complete a minimum of two hours of trustee education annually on the financial oversight, accountability, fiduciary responsibilities or the general powers and duties of a library trustee.
2. Trustees may participate in trustee education online or in person.
3. Trustee education may include webinars, lectures, workshops, regional or national library association programs or any other format approved by the New York State Education Department, including those presented by the B&ECPL System.

B. Compliance

1. Each library trustee shall demonstrate compliance with the requirements of this section by filing with the chair/president of their board of trustees evidence of completion of trustee education from an approved provider.

2. Such evidence shall include one of the following:
 - a. a certificate of completion issued by an approved provider; or
 - b. a signed self-assurance of completion form which shall be made available to library trustees from the B&ECPL System.
3. Each chair/president of the board of trustees shall be responsible for ensuring compliance by all trustees on their board.
4. Failure to comply with the requirements of this section shall be deemed neglect of duty, and the noncompliant trustee may be subject to removal at the discretion of the board and in accordance with the library's bylaws.

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APPLICATION FOR RESERVING LIBRARY TABLES

ORGANIZATION INFORMATION

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Organization Address _____

Purpose of Organization _____

APPLICANT INFORMATION

Name & Title of Applicant _____

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Email address: _____

RESERVATION INFORMATION

Date requested (day of week, month, date, year) _____

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NAME: _____ DATE: _____

SIGNATURE: _____ NAME OF ORGANIZATION: _____

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