

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Agenda of the Board
Regular Monthly Meeting
September 28, 2022, 1:00 p.m.

1. Comments from the audience
2. Minutes of the Meetings: June 28, 2022
3. Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: June, July, & August 2022
4. Director's Report: June, July, & August 2022
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 \$197.00 (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.
 - 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.
 - e. Other
6. Personnel
 - a. Payroll Report 15 & 17
 - b. Cleaner, PT
 - c. Board May Enter Executive Session
 - d. Other
7. Old Business
 - a. Long Range Plan of Service, Develop / Revise by December 2023
 - b. Committees
 - c. Other
8. New Business
 - a. Ethics Policy Review
 - b. Program Equipment Facility Improvement Initiative Project: Final Report
 - c. Q & A Chapter 56 of the Laws of 2022
 - d. ACT Meeting, September 24, 2022 @ 9:00 a.m.
 - e. Library Discard / Friends Book Donation Storage
 - f. Special Hours for Halloween, Monday October 31: 10:00 a.m. – 5:00 p.m.
 - g. Other

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

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Minutes of the Board
Regular Monthly Meeting
June 28, 2022

Present: Alice Askew, Martha Buyers, Elaine Chow (virtual), Kara Spencer-Ching, Adam Zaremski, Director, Paula M. A. Klocek.

President Kara Spencer-Ching called the meeting to order at 1:14 p.m.

1. Comments from the audience: No one

2. A motion (MB, AA) to approve the minutes of the meetings: May 24, 2022 & June 13, 2022 was carried by a voice vote.

3. A motion (AA, AZ) to approve the Treasurer's Report was carried by a voice vote.

4. Director's Report: May 2022. During discussion of the Director's Report, questions were asked if there are ways to add more programming for high school aged students. It was noted this specific age group is often involved in many activities outside the library and there are many active school groups that would keep students busy. Trustee Buyer also thanked Director Klocek for the library's work in hosting a Roycroft Chamber Music event for patrons.

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

5. Reports of Interest

a. ATPL's Annual Discard Sale raised \$1,587.34 after taxes. 13 boxes were donated to St. Vincent de Paul. The leftover children's and young adult materials were donated to Parkdale Elementary School as well as Tapestry Charter School.

b. The streaming service, Hoopla, soft-launched on June 1. The TechKnow Lab team is working on printable information for staff and patrons that will be posted as soon as they are available. Klocek discussed the licensing agreement between the library and Hoopla, and how it was an exciting service to offer patrons.

c. Four libraries—Central, Clearfield, Isaías González Soto, and Lackawanna will now be lending Pocketalk Plus handheld voice and text translators that B&ECPL was able to purchase with grant funds. The devices are multi-sensory and capable of translating 82 languages.

d. On Saturday, July 30, from 11:00 a.m. – 2:00 p.m. the Friends of the Library will be holding a pop-up book sale outside of ATPL. This is during the annual Sidewalk Sale, hosted by the Greater East Aurora Chamber of Commerce.

e. Other

- Trustee Askew asked if ATPL would be open in summer, and Klocek said it would so the schedule is consistent for patrons.
- A discussion was also held regarding a recent complaint by a patron over certain books in circulation at ATPL. Klocek noted that our librarians and the Collection Development team that consider what materials to order, and patrons may request an item's removal

from circulation through a Request for Reconsideration of Library Materials process. She also noted the library is there for all patrons and will listen to all concerns.

6. Personnel

- a. Cleaner, PT: Klocek noted that orientation would soon begin for the new staff member.
- b. Payroll Report: Pay Period 11
- c. The board did not enter Executive Session
- d. Other

7. Old Business

- a. Other

8. New Business

- a. A motion (MB, AZ) to approve a Resolution: 2022-22 and to amend the 2022 Budge because of increased state aid and implementing the Fine Free initiative, with corrections regarding library hours and dollar pay difference between a Library Page position and a Senior Library Page position, was carried by a voice vote.
- b. A motion (MB, AA) to approve the System Budget Analysis, March 2022 was carried by a voice vote.
- c. Long Range Plan of Service, Develop/Revise By December 2023. The board will look over the current plan and each trustee will spend the summer considering changes to discuss at the Sept. 27 meeting.
- d. Committees

President Spencer-Ching asked if there was an interest by board members to form committees to discuss certain topics, such as using the Volker Funds. She said the money (\$2,132.25) has been in that account line for many years. It was last used in 2019 for an automated external defibrillator (AED). She wanted to see if there are places to best spend the money, noting some features found at other libraries and possibly bringing them to ATPL. The Volker Funds are not restricted to any specific expenses. Trustee Askew said a committee could include community members to gain greater understanding of what people would like to see at the library. Klocek said ATPL could leverage the Volker Funds for a larger purchase. Spencer-Ching asked board members to think it over during the summer months.

- e. Other

The next regularly scheduled meeting will take place on September 27, 2022 at 1 p.m.

A motion (AA, MB) was approved to close the meeting at 2:03 p.m.

Respectfully submitted,

Adam Zaremski, secretary.

AURORA TOWN PUBLIC LIBRARY

Treasurer's Report

30-Jun-22

LOCAL CHECKING ACCOUNT

Beginning Balance:	1-Jun-22		\$28,516.37
Plus Receipts/Deposits		Total:	\$200.00
Less Checks/Debits		Total:	\$764.56
Ending Balance:	30-Jun-22		\$27,951.81

Transaction Details

Receipts: NONE

Alice Askew Donation		\$200.00
	Total:	\$200.00

DISBURSEMENTS:

NYS Sales Tax (Discard Book Sale)		\$152.21
BECPL (Ingram-Books)		\$547.84
East Aurora Advertiser (Help Wanted Ad)		\$64.51
	Total:	\$764.56

Volker Funds

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

Gallivan Funds

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

Facility Improvements

Balance Forward	1-Jun-22	-\$787.00
Receipts:	None	\$0.00
Disbursements:	None	\$0.00
Balance	30-Jun-22	-\$787.00

Internal Auditor's Report Elaine Chow

Voucher#	Amount	Approved	Check #	Reason
L79	\$152.21	8/10/2022	1035	NYS Sales Tax (Discard Book Sale)
L80	\$547.84	8/10/2022	1036	BECPL (Ingram Books)
L81	\$64.51	8/10/2022	1037	East Aurora Advertiser (Help Wanted Ad)

Friends Ongoing Book Sale June \$179.00 YTD \$967.00

Contingency Funds Counted On 6/15/2022 \$185.31

Savings Account

Balance Forward	1-Jun-22	\$50,598.73
Interest Earned		\$0.86
Balance	30-Jun-22	\$50,599.59

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: JUNE

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	0	183	317	500	0	
515000	Sewer	900	(174)	726	0	726	0	
515000	Telephone - Maintenance	250	80	594	(264)	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	1,898	646	2,544	0	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	200	0	47	153	200	0	
530000	Other Expenses & Charges	600	0	380	220	600	0	
530000	Contingency (Bullet Aid)	0	0	0	0		0	
	TOTAL EXPENSES	4,920	0	3,848	1,072	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	(1,598)	1,989	(87)	3,978	2,076	
Copy Machines	380	0	260	120	520	140	
Print Cost Recovery	1,500	0	905	595	1,810	310	
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	(1,598)	3,154	728	6,308	2,426	

AURORA TOWN PUBLIC LIBRARY

COUNTY LEDGER

COUNTY CHECKING ACCOUNT

30-Jun-22

Beginning Balance:	1-Jun-22		\$7,925.14
Plus Receipts/Deposits		Total:	\$1,278.90
Less Checks/Debits		Total:	\$1,649.60
Ending Balance:	30-Jun-22		\$7,554.44

Transaction Details

Receipts:

Fines		\$72.35
Fines		\$116.05
Copier		\$52.50
Erie County-System Appropriation	(Assists w/ direct expenses of going Fine Free)	\$1,038.00
	Total:	\$1,278.90

Disbursements:

Rel Comm- Software Assurance		\$264.20
Marjorie Coyle-Mileage		\$16.96
Dennis Desmond-Mileage		\$20.59
Dennis Desmond-Reimbursement for Janitorial Supplies		\$873.30
Buffalo Museum of Science-Children's Program		\$174.64
Kimberly Strell-Seniors Program, Arty Time		\$205.00
Village of East Aurora-Water Bill		\$94.91
	Total:	\$1,649.60

Internal Auditor's Report

Elaine Chow, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
C108	\$264.20	8/10/2022	5866	RelComm (Software Assurance)
C109	\$16.96	8/10/2022	5867	Marjorie Coyle (Mileage)
C110	\$20.59	8/10/2022	5868	Dennis Desmond (Mileage)
C111	\$873.30	8/10/2022	5869	Dennis Desmond (Reimbursement for Janitorial Equip)
C112	\$174.64	8/10/2022	5870	Buffalo Museum of Science (Children's Program)
C113	\$205.00	8/10/2022	5871	Kimberly Stress (Seniors Program-Arty Time)
C114	\$94.91	8/10/2022	5872	Village of East Aurora (Water Bill)

AURORA TOWN PUBLIC LIBRARY

Treasurer's Rep

31-Jul-22

LOCAL CHECKING ACCOUNT

Beginning Balance:	1-Jul-22		\$27,951.81
Plus Receipts/Deposits		Total:	\$200.00
Less Checks/Debits		Total:	\$196.53
Ending Balance:	31-Jul-22		\$27,955.28

Transaction Details**Receipts:**

Alice Askew Donation			\$200.00
		Total:	\$200.00

DISBURSEMENTS:

Brodart Co (Office Supplies)			\$77.53
KwikBoost (Desk Top Module)			\$119.00
		Total:	\$196.53

Volker Funds

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

Gallivan Funds

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

Facility Improvements

Balance Forward	1-Jul-22		-\$787.00
Receipts:	None		\$0.00
Disbursements:	None		\$0.00
Balance	31-Jul-22		-\$787.00

Internal Auditor's Report Elaine Chow

Voucher #	Amount	Approved	Check #	Reason
L82	\$77.53	7/25/2022	1038	Brodart (Office Supplies)
L83	\$119.00	7/25/2022	1039	KwikBoost (Desktop Module)

Friends Ongoing Book Sale July \$217.00 YTD \$1,184.00

POP UP Sale July \$414.00

Contingency Funds Counted On 7/14/2022 \$220.26

Savings Account

Balance Forward	1-Jul-22		\$50,599.59
Interest Earned			\$0.83
Balance	31-Jul-22		\$50,600.42

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: JULY

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	0	183	317	500	0	
515000	Sewer	900	(174)	726	0	726	0	
515000	Telephone - Maintenance	250	80	594	(264)	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	1,898	646	2,544	0	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	200	0	47	153	200	0	
530000	Other Expenses & Charges	600	0	380	220	600	0	
530000	Contingency (Bullet Aid)	0	0	0	0		0	
TOTAL EXPENSES		4,920	0	3,848	1,072	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	(1,598)	2,014	(112)	3,453	1,551	
Copy Machines	380	0	299	81	513	133	
Print Cost Recovery	1,500	0	1,029	471	1,764	264	
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	(1,598)	3,342	540	5,729	1,847	

AURORA TOWN PUBLIC LIBRARY

COUNTY LEDGER

COUNTY CHECKING ACCOUNT

31-Jul-22

Beginning Balance:	1-Jul-22		\$7,554.44
Plus Receipts/Deposits		Total:	\$187.50
Less Checks/Debits		Total:	\$0.00
Ending Balance:	31-Jul-22		\$7,741.94

Transaction Details

Receipts:

Fines		\$148.20
Copier		\$39.30
	Total:	\$187.50

Disbursements:

None		\$0.00
	Total:	\$0.00

Internal Auditor's Report

Elaine Chow, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
C108	\$264.20		5866	RelComm (Software Assurance)
C109	\$16.96		5867	Marjorie Coyle (Mileage)
C110	\$20.59		5868	Dennis Desmond (Mileage)
C111	\$873.30		5869	Dennis Desmond (Reimbursement for Janitorial Equip)
C112	\$174.64		5870	Buffalo Museum of Science (Children's Program)
C113	\$205.00		5871	Kimberly Stress (Seniors Program-Arty Time)
C114	\$94.91		5872	Village of East Aurora (Water Bill)

AURORA TOWN PUBLIC LIBRARY

Treasurer's Report

31-Aug-22

LOCAL CHECKING ACCOUNT

Beginning Balance:	1-Aug-22		\$27,955.28
Plus Receipts/Deposits		Total:	\$740.00
Less Checks/Debits		Total:	\$130.47
Ending Balance:	31-Aug-22		\$28,564.81

Transaction Details**Receipts:**

Richard Wiesen Donation	\$200.00
Alice Askew Donation	\$400.00
Paul Wangler Donation	\$40.00
David Blesy I/M of Mary Flickinger	\$100.00
Total:	\$740.00

DISBURSEMENTS:

Brodart (Book Tape & Dots)	\$89.47
Buffalo Philharmonic Orchestra (11 CDs)	\$41.00
Total:	\$130.47

Volker Funds

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

Gallivan Funds

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

Internal Auditor's Report Elaine Chow

Voucher#	Amount	Approved	Check #	Reason
L83	\$89.47	8/22/2022	1040	Brodart Co (Book Tape, Dots)
L84	\$41.00	8/22/2022	1041	BPO (11 CDs)

Friends Ongoing Book Sale Aug \$188.00 YTD \$1372

Contingency Funds Counted On 8/16/2022 \$219.11

Savings Account

Balance Forward	1-Aug-22	\$50,600.42
Interest Earned		\$0.83
Balance	31-Aug-22	\$50,601.25

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: AUG

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	0	183	317	500	0	
515000	Sewer	900	(174)	726	0	726	0	
515000	Telephone - Maintenance	250	80	594	(264)	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	1,898	646	2,544	0	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	200	0	57	143	200	0	
530000	Other Expenses & Charges	600	0	380	220	600	0	
530000	Contingency (Bullet Aid)	0	0	0	0		0	
TOTAL EXPENSES		4,920	0	3,858	1,062	4,920	0	

	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
DIRECT LOCAL INCOME							
Fines, Lost Books, etc.	3,500	(1,598)	2,155	(253)	3,233	1,331	
Copy Machines	380	0	344	36	516	136	
Print Cost Recovery	1,500	0	1,219	281	1,829	329	
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	(1,598)	3,718	164	5,577	1,695	

AURORA TOWN PUBLIC LIBRARY

COUNTY LEDGER

COUNTY CHECKING ACCOUNT

31-Aug-22

Beginning Balance:	1-Aug-22		\$7,741.94
Plus Receipts/Deposits		Total:	\$376.40
Less Checks/Debits		Total:	\$10.06
Ending Balance:	31-Aug-22		\$8,108.28

Transaction Details

Receipts:

Fines	\$123.15
Fines	\$208.40
Copier	\$44.85
	Total: \$376.40

Disbursements:

Kathleen Brogan (Travel/Mileage)	\$10.06
	Total: \$10.06

Internal Auditor's Report

Elaine Chow, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
C115	\$10.06	8/22/2022	5773	Travel/Mileage

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

**DIRECTOR'S REPORT
June 2022**

CIRCULATION	Total-month	Average/day	Average/hour	YTD Total
2022	12,533*	482.04	62.67	56,400**
2021	6,803	309.23	36.19	39,413
2020	1,018	67.9	9.7	31,152
2019	11,042	441.7	52.8	71,819

49.6*% (6,213) via self-checkout

61.3%** (34,562) via self-checkout YTD

Note: Circulation for the contracting libraries was 63.4% this month (EAU was 84.2%) and 37.9% YTD (EAU was 43.1%).

Library of Things	2022
Monthly	10
Year-to-date	25

SYSTEM e-BRANCH	Month 2022	Month 2021	Change	YTD 2022	YTD 2021	Change
Online Renewals	799	74,057	-98.9%	248,891	448,756	-44.5%
Interlibrary Loans	1,128	1,026	9.9%	6,866	6,148	11.7%
eAudiobooks	45,934	38,751	18.5%	264,049	226,852	16.4%
eVideos	983	63	1460.3%	1,340	601	123.0%
eBooks	73,419	75,529	-2.8%	450,451	468,673	-3.9%
eMusic	425	23,747	-98.2%	425	150,400	-99.7%
eMagazines	7,384	N / A	N / A	7,384	N / A	N / A

YEAR	2022	2021	2020	2019
DAYS/HOURS OPEN	26/200	22/188	15/105	25/209

DAYS CLOSED: Juneteenth, June 20

COMPUTER USE	2022	2021	% Change
Monthly	338	260	30.0%
Year-to-date	1,863	1,295	43.9%

Note: Computer use for the contracting libraries was 11.7% this month and 23.2% YTD.

WIFI USE	2022	2021	% Change
Monthly	2,508	1,678	49.5%
Year-to-date	12,005	8,729	37.5%

Note: Wifi use for the contracting libraries was 180.9% this month and 23.2% YTD.

NEW LIBRARY CARD MEMBERSHIP	Total-month	YTD
Adults	22	95

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

DIRECTOR'S REPORT

June 2022

Children	16	52
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PATRON COUNTER	2022	2021	% Change
Monthly	4,702	4,220	11.4%
Year-to-date	27,190	19,109	42.3%

Note: Door counts for the contracting libraries were 12.9% this month and 24.7% YTD.

Programs and Number of Sessions	Age group	Attendance
Story Time Treasure Hunt (Friends)	5-11	11
Roycroft Chamber Music Festival	All	21
Book-A-Tech Trainer (2)	Adult	2
Summer Craft To-Go (Friends) (22)	4-12 years	22
Unwind & Design Macramé Patriotic Star (Friends) (20)	19+	20
Tutor (7)	6-11 years	7
Tutor (0)	12-16 years	0

Friends Ongoing Book Sale	Month	YTD
Dollar Amount	\$179.00	967.00

Display Case: Celebrating 150 Years of the East Aurora Advertiser

Community Room Exhibits: 4/23 - 6/18 East Aurora Art Society

Building condition: National Fuel replaced the exit apron. The Town Highway Department blacktopped and restriped the parking lot. Requested the street curb directly in front of the library to be repaired.

Meeting Room Uses: 4

Professional Development/Meetings

Protecting Yourself and Your Patrons—Various Dates—Library 2.0 (All Staff—except Pages & Maintenance)

Programs: June 2022

Penn Dixie Fossil Park & Nature Reserve Raffle - All Ages - June 1-29 During regular library hours - Winner will be selected by random drawing on Thursday, June 30

Roycroft Chamber Music Festival Concert - All Ages - June 9 @ 6:30 p.m.

Summer Craft - To Go - Children 4 - 12 - June 9 - Participants will be called to pick-up their take-home kit.

K-3 Story Time, Treasure Hunt: X Marks the Spot! - Children, Grades K-3 - June 11 @ 11:00 a.m.

Book a Technology Trainer - Adults, 19+ - June 13 @ 10:00 a.m., 11:00 a.m., 1:00 p.m. & 2:00 p.m. —One-on-One appointments are 45 minutes long

Unwind & Design: Macramé Patriotic Star Take-Home Kit - Adults, 19+ - June 21 – Participants will be called to pick-up their take-home kit the week of the program.

Ticket to Read - Teens, 13-17 - Return Ticket to Library by August 13 to be entered into a prize raffle drawing.

Online Summer Reading Contest - Children, Teens, and Adults - Submit book reviews for a chance to win prizes June 1 – August 13!

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

**DIRECTOR'S REPORT
June 2022**

Programs: July 2022

Set Sail for Adventure Raffle - Adults, 19+ - July 1 -28. The winner will be selected by random drawing at 10:00 a.m. on Friday, July 29.

Read Your Books, Keep Our Book! – Kids of all ages - July 5 through August 13

Digging Dinosaurs – Children entering grades K – 2 - Wednesday, July 6 @ 2:30 p.m.

Aurora Book Club - Adults, 19+ - July 7 @ 6:30 p.m.

Animal Tales! – Children 3 – 5 on Friday, July 8 @ 11:00 a.m.

Undersea Treasure Hunt Game - Children, 3-12 – 7/5 – 8/13 During Regular Library Hours

Family Storytime - Birth-5 Years with Caregivers - Tuesdays, 7/5, 7/12, 7/19, 7/26, 8/2, 8/9 @ 11:15 a.m.

Crafternoons – Children, Various Ages - Tuesdays, 7/5, 7/12, 7/19, 7/26, 8/2, 8/9 @ 2:30 p.m.

"Perfect Pairings" Challenge – Adults, 19+ – July 7 through August 13 – Winner will be drawn randomly at noon

LEGO Club – Children, 6-11 – July 7 @ 4:00 p.m.

Read to a Dog – Children and their Families, All Ages – July 9 @ 11:00 a.m., 11:20 a.m., 11:40 a.m.

Book a Technology Trainer – Adults, 19+ - July 11 @ 10:00 a.m., 11:00 a.m., 1:00 p.m. & 2:00 p.m. –One-on-One Appointments are 45 minutes long

Summer Reading Club – Children 6 – 12 - Wednesday, July 13 through August 3 @ 2:30 p.m.

Story & Craft: Woodland Creatures – Children, Ages 6-11 – July 14 @ 4:00 p.m.

Alzheimer's Association WNY: Healthy Living for Your Brain & Body - Adults, 19+ - July 15 @ 11:00 a.m.

In Jest with Nels Ross – Family presentation – Tuesday, July 19 @ 4:00 p.m.

Story & Craft: Butterflies – Children, Ages 6-11 – July 21 @ 4:00 p.m.

Art-y Time – Adults ages 55+ - Wednesday, July 27 @ 11:00 a.m.

Story & Craft: Spiders – Children, Ages 6-11 – July 28 @ 4:00 p.m.

Programs: August 2022

Undersea Treasure Hunt Game - Children, 3-12 – 7/5 – 8/13 During Regular Library Hours

Summer Reading Club – Children 6 – 12 - Wednesday, July 13 through August 3 @ 2:30 p.m.

Read Your Books, Keep Our Book! – Kids of all ages - July 5 through August 13

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Crafternoons – Children, Various Ages – Tuesdays, 8/2 & 8/9 @ 2:30 p.m.

"Perfect Pairings" Challenge – Adults, 19+ – July 7 through August 13 – Winner will be drawn randomly at noon

LEGO Club – Children, 6-11 – August 4 @ 4:00 p.m.

Read to a Dog – Children and their Families, All Ages – August 6 @ 11:00 a.m., 11:20 a.m., 11:40 a.m.

Super Scientist – Children entering grades 3-8 – Wednesday, August 10 @ 2:30 p.m.

Scrap Bag Challenge – Families – August 11 @ 6:15 p.m.

Ticket to Read - Teens, 13-17 - Return Ticket to Library by August 13 to be entered into a prize raffle drawing.

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**DIRECTOR'S REPORT
June 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				
August				
September				
October				
November				
December				
YEAR TOTAL				

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

11 out of 37 in circulation of materials (12th for June)

12 out of 37 in patron visits (13th for June)

2 out of 37 in WI-FI (2nd for June)

22 out of 37 in computer use (22nd for June)

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

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**DIRECTOR'S REPORT
July 2022**

CIRCULATION	Total-month	Average/day	Average/hour	YTD Total
2022	15,093*	603.7	77.8	71,493**
2021	8,091	385.3	45.20	47,504
2020	8,580	390	55.71	39,732
2019	14,402	554	65	86,221

48.4**% (7,304) via self-checkout

58.6%** (41,866) via self-checkout YTD

Note: Circulation for the contracting libraries was 62.0% this month (EAU was 86.5%) and 42.4% YTD (EAU was 50.5%).

Library of Things	2022
Monthly	15
Year-to-date	40

SYSTEM e-BRANCH	Month 2022	Month 2021	Change	YTD 2022	YTD 2021	Change
Online Renewals	799	84,397	-99.1%	249,690	533,153	-53.2%
Interlibrary Loans	948	994	-4.6%	7,814	7,142	9.4%
eAudiobooks	47,786	40,515	17.9%	311,835	267,367	16.6%
eVideos	741	103	619.4%	2,081	704	195.6%
eBooks	77,752	77,748	0.0%	528,203	353	-3.3%
eMusic	313	22,525	-98.6%	738	172,925	-99.6%
eMagazines	5,938	N / A	N / A	13,322	N/A	N/A

YEAR	2022	2021	2020	2019
DAYS/HOURS OPEN	25/194	21/179	22/154	26/222

DAYS CLOSED: Independence Day, July 4

COMPUTER USE	2022	2021	% Change
Monthly	336	308	9.1%
Year-to-date	2,199	1,603	37.2%

Note: Computer use for the contracting libraries was 4.1% this month and 23.2% YTD.

WIFI USE	2022	2021	% Change
Monthly	2,312	1,785	29.5%
Year-to-date	14,317	10,514	36.2%

Note: Wifi use for the contracting libraries was 9.0% this month and 16.4% YTD.

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DIRECTOR'S REPORT

July 2022

NEW LIBRARY CARD MEMBERSHIP	Total-month	YTD
Adults	31	126
Children	28	80

PATRON COUNTER	2022	2021	% Change
Monthly	5,402	4,512	19.7%
Year-to-date	32,592	23,621	38.0%

Note: Door counts for the contracting libraries were 7.9% this month and 21.5% YTD.

Programs and Number of Sessions	Age group	Attendance
Book-A-Tech Trainer (4)	Adult	4
Buffalo Museum of Science Digging Dinosaurs	5-8 years	20
Arty-Time	Adult	7
LEGO Club	6-11 years	19
Aquarium of Niagara Animal Tales (Friends)	3-5 years	29
Alzheimer's Association	Adult	4
Reading Club (Friends)	6-11 years	26
Family Storytime (4)	Birth-5 years w/parents or caregivers	75
Read To A Dog (6)	All	19
In Jest with Nels Ross (Friends)	All	88
Story & Craft (3) (Friends)	6-11 years	53
Adult Book Club "Where the Crawdads Sing"	19+ years	13
Crafternoons (4) (Friends)	6-11 years	105
Tutor (10)	6-11 years	10
Tutor (0)	12-16 years	0

Friends Ongoing Book Sale	Month	YTD
Dollar Amount (Pre-Tax)	\$217.00	\$1,184.00

Friends Pop Up Sale, 7/30/2022: \$197.00 (Pre-Tax)

Display Case: LEGO Bookshop-Jan Siebold, Deborah Radford Paintings

Community Room Exhibits: Deborah Radford Paintings

Building condition: The Town removed the pachysandra from the front garden as requested.

Meeting Room Uses: 2

Professional Development/Meetings

Handling Complaints About Content—7/6, 7/7, 7/8, 7/9, 7/14, 7/15, 7/16—Library 2.0 (Paula, Julia, Claudia, Kaysi, Karen, Sue, Jennifer, Jan)

Director's Meeting Recording—7/13/2022—BEC&PL (Paula)

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DIRECTOR'S REPORT
July 2022

Programs: July 2022

Set Sail for Adventure Raffle - Adults, 19+ - July 1 -28. The winner will be selected by random drawing at 10:00 a.m. on Friday, July 29.

Read Your Books, Keep Our Book! – Kids of all ages - July 5 through August 13

Digging Dinosaurs – Children entering grades K – 2 - Wednesday, July 6 @ 2:30 p.m.

Aurora Book Club - Adults, 19+ - July 7 @ 6:30 p.m.

Animal Tales! – Children 3 – 5 on Friday, July 8 @ 11:00 a.m.

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“Perfect Pairings” Challenge – Adults, 19+ – July 7 through August 13 – Winner will be drawn randomly at noon

LEGO Club – Children, 6-11 – July 7 @ 4:00 p.m.

Read to a Dog – Children and their Families, All Ages – July 9 @ 11:00 a.m., 11:20 a.m., 11:40 a.m.

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Art-y Time – Adults ages 55+ - Wednesday, July 27 @ 11:00 a.m.

Story & Craft: Spiders – Children, Ages 6-11 – July 28 @ 4:00 p.m.

Programs: August 2022

Undersea Treasure Hunt Game - Children, 3-12 – 7/5 – 8/13 During Regular Library Hours

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Read Your Books, Keep Our Book! – Kids of all ages - July 5 through August 13

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July 2022**

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February	6,895	4,018	268	1,571
March	7,435	4,539	330	2,028
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June	12,533	4,702	338	2,508
July	15,093	5,402	336	2,312
August				
September				
October				
November				
December				
YEAR TOTAL				

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

12 out of 37 in circulation of materials (12th for July)

12 out of 37 in patron visits (13th for July)

3 out of 37 in WI-FI (3rd for July)

22 out of 37 in computer use (22nd for July)

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
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YEAR TOTAL	141,463	88,320	8,578	19,219

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**DIRECTOR'S REPORT
August 2022**

CIRCULATION	Total-month	Average/day	Average/hour	YTD Total
2022	16,608*	615.1	76.9	88,101**
2021	7,709	350.4	40.6	55,213
2020	7,330	349.0	49.9	47,062
2019	13,167	470.3	58	109,634

43.8**% (7,267) via self-checkout

55.8%** (49,133) via self-checkout YTD

Note: Circulation for the contracting libraries was 96.2% this month (EAU was 115.4%) and 50.0% YTD (EAU was 59.6%).

Library of Things	2022
Monthly	18
Year-to-date	58

SYSTEM e-BRANCH	Month 2022	Month 2021	Change	YTD 2022	YTD 2021	Change
Online Renewals	719	86,096	-99.2%	250,409	619,249	-59.6%
Interlibrary Loans	1,113	1,139	-2.3%	8,927	8,281	7.8%
eAudiobooks	50,723	33,956	22.1%	363,365	308,912	17.6%
eVideos	878	24	560.2%	2,957	837	253.3%
eBooks	80,373	79,987	2.6%	610,445	624,729	-2.3%
eMusic	305	25,180	-98.8%	1,043	197,478	-99.5%
eMagazines	7,371	N / A	N / A	20,925	N/A	N/A

YEAR	2022	2021	2020	2019
DAYS/HOURS OPEN	27/218	22/190	21/147	28/227

DAYS CLOSED: NONE

COMPUTER USE	2022	2021	% Change
Monthly	428	320	33.8%
Year-to-date	2,267	1,923	36.6%

Note: Computer use for the contracting libraries was 20.3% this month and 20.0% YTD.

WIFI USE	2022	2021	% Change
Monthly	2,178	1,711	27.3%
Year-to-date	16,495	12,225	34.9%

Note: Wifi use for the contracting libraries was 14.0% this month and 16.1% YTD.

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DIRECTOR'S REPORT

August 2022

NEW LIBRARY CARD MEMBERSHIP	Total-month	YTD
Adults	24	150
Children	39	119

PATRON COUNTER	2022	2021	% Change
Monthly	5,182	4,273	21.3%
Year-to-date	37,774	27,894	35.4%

Note: Door counts for the contracting libraries were 21.1% this month and 21.4% YTD.

Programs and Number of Sessions	Age group	Attendance
Super Scientist (Friends)	3-8 years	10
Friends & Family Scrap Bag Challenge (Friends)	All	13
LEGO Club	6-11 years	17
Summer Reading Club (Friends)	6-11 years	2
Family Storytime (2)	Birth-5 years w/parents or caregivers	28
Read To A Dog (6) (SPCA)	All	14
Crafternoons (Friends)	6-11 years	31
Crafternoons (Friends)	All	32
Perfect Pairings (2) (Friends)	19+	2
Read your Book/Keep Our Book (27) (Friends)	All	27
Tutor (15)	0-11 years	15
Tutor (0)	12-16 years	0

Friends Ongoing Book Sale	Month	YTD
Dollar Amount (Pre-Tax)	\$188.00	\$1,372.00

Display Case: Next Generation Art Show: Susan Rudnick, Sarah Pratt and Deborah Radford

Community Room Exhibits: Next Generation Art Show: Susan Rudnick, Sarah Pratt and Deborah Radford

Building condition: Requested maintenance on the air conditioning units. Community Room was not cooling due to a flipped breaker and the filters needed to be replaced. Requested the Town hang art work in the Children's area. Requested a yellow jacket nest be removed from the front garden.

Meeting Room Uses: 3

Professional Development/Meetings

Handling Complaints About Content—8/8—Library 2.0 (Bethany, Kathy C.)

Director's Meeting—9/14—B&ECPL

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**DIRECTOR'S REPORT
August 2022**

Programs: September 2022

Library Card Sign Up Month Raffle for Children - Children, Ages Birth-12 - September 1 through September 29, During Regular Library Hours - Two winners will be randomly selected at 10:00 a.m. on September 30
Library Card Sign Up Month Raffle for Teens & Adults - Teens & Adults - September 1 through September 29, During Regular Library Hours - One winner will be randomly selected at 10:00 a.m. on September 30
Aurora Book Club - Adults, 19+ - September 1 @ 6:30 p.m.
Local Author Talk: Dreaming In Ink - Adults, 19+ September 10 @ 1:00 p.m.
Book a Technology Trainer - Adults, 19+ - September 23 @ 10:00 a.m., 11:00 a.m., & 1:00 p.m. - One-on-One Appointments are 45 minutes long
Family Story Time - Children Ages Birth to 5 years of Age with Their Caregivers - Thursdays @ 6:30 p.m. OR Fridays @ 11:30 a.m. - September 29 or 30 through December 1 or 2

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.
Story Time To Go - Children, Ages 3 to 5 years - Wednesdays - October 5 & 19, November 2 & 16, December 7 & 21.
LEGO Club - Children, 6-11 - Second Saturday of the Month: 10/8, 11/12, & 12/10 @ 11:00 a.m.
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.
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

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August 2022**

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July	15,093	5,402	336	2,312
August	16,608	5,182	428	2,178
September				
October				
November				
December				
YEAR TOTAL				

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

13 out of 37 in circulation of materials (12th for August)

13 out of 37 in patron visits (12th for August)

2 out of 37 in WI-FI (2nd for August)

22 out of 37 in computer use (22nd for August)

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January	11,994	6,410	648	1,455
February	12,674	7,028	646	1,162
March	12,663	8,011	762	1,662
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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

2022 Aurora Payroll Report_PP15



As of Pay Period 15

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian I	37,587.88	63,361.00	25,773.12
Library Director I	35,072.13	59,280.00	24,207.87
Senior Library Clerk	23,019.29	39,965.00	16,945.71
FT Totals	95,679.30	162,606.00	66,926.70

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Caretaker PT	8,194.67	14,068.00	5,873.33
Cleaner PT	2,301.52	9,495.00	7,193.48
Clerk Typist PT	14,921.95	28,656.00	13,734.05
Librarian I PT	15,228.37	28,104.00	12,875.63
Page PT	5,549.13	19,220.00	13,670.87
Senior Page	27,785.05	57,227.00	29,441.95
PT Totals	73,980.69	156,770.00	82,789.31

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretaker PT	8,194.67	14,068.00	5,873.33
Cleaner	2,301.52	9,495.00	7,193.48
Clerk Typists	14,921.95	28,656.00	13,734.05
Librarian I'S	52,816.25	91,465.00	38,648.75
Library Director I	35,072.13	59,280.00	24,207.87
Senior Library Clerk	23,019.29	39,965.00	16,945.71
Pages	5,549.13	19,220.00	13,670.87
Senior Pages	27,785.05	57,227.00	29,441.95
Savings Goal		(7,484.00)	(7,484.00)
Combined Totals	169,659.99	311,892.00	142,232.01

ANNUAL BUDGET	\$ 311,892.00
PROJECTED ANNUAL BUDGET SPENT	\$ 280,981.49
PROJECTED ENDING BALANCE	\$ 30,910.51

2022 Aurora Payroll Report_PP17



As of Pay Period 17

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian I	42,461.80	63,361.00	20,899.20
Library Director I	39,632.13	59,280.00	19,647.87
Senior Library Clerk	26,093.53	39,965.00	13,871.47
FT Totals	108,187.46	162,606.00	54,418.54

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Caretaker PT	8,194.67	14,068.00	5,873.33
Cleaner PT	2,975.87	9,495.00	6,519.13
Clerk Typist PT	17,002.99	28,656.00	11,653.01
Librarian I PT	17,541.54	28,104.00	10,562.46
Page PT	7,100.13	19,220.00	12,119.87
Senior Page	31,597.75	57,227.00	25,629.25
PT Totals	84,412.95	156,770.00	72,357.05

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretaker PT	8,194.67	14,068.00	5,873.33
Cleaner	2,975.87	9,495.00	6,519.13
Clerk Typists	17,002.99	28,656.00	11,653.01
Librarian I'S	60,003.34	91,465.00	31,461.66
Library Director I	39,632.13	59,280.00	19,647.87
Senior Library Clerk	26,093.53	39,965.00	13,871.47
Pages	7,100.13	19,220.00	12,119.87
Senior Pages	31,597.75	57,227.00	25,629.25
Savings Goal		(7,484.00)	(7,484.00)
Combined Totals	192,600.41	311,892.00	119,291.59

ANNUAL BUDGET	\$ 311,892.00
PROJECTED ANNUAL BUDGET SPENT	\$ 281,469.50
PROJECTED ENDING BALANCE	\$ 30,422.50

AURORA TOWN PUBLIC LIBRARY**Ethics Policy**

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

The Aurora Town Public Library is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Board members and Key Employees, as defined in the Bylaws, conduct business on behalf of the Aurora Town Public Library with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

Guiding Principles:

- Board members and Key Employees shall uphold the integrity of the Aurora Town Public Library and shall perform their duties impartially and diligently.
- Board members and Key Employees shall not engage in discrimination of any kind including that based on gender, race, color, national origin, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity or expression, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, or any other basis protected by federal, state or local law.
- Board members and Key Employees shall protect and uphold library patrons' right to privacy in their use of the library's resources.
- Board members and Key Employees shall not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as Board members or Key Employees.
- Board members and Key Employees shall not use or attempt to use their position with the Aurora Town Public Library to obtain unwarranted privileges or advantages for themselves or others.
- Board members and Key Employees shall not be swayed by partisan interests, public pressure, or fear of criticism.
- Board members and Key Employees shall not denigrate the organization or fellow Board members or Key Employees in any public arena.
- Board members and key employees shall distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the Board even if they personally disagree.
- A Board member and key employees shall respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Board members shall be prepared to support to the fullest, the efforts of librarians in resisting censorship of library materials by special interest groups or individuals.

- Board members who accept appointment to a library board are expected to perform all the functions of library Board members.
- Board members and Key Employees shall act in accordance with the Conflict of Interest Policy adopted and amended by the Board.

Compliance:

If any Board member appears to be in conflict of the "Guiding Principles" above, he or she will be asked to meet with the Governance Committee to discuss the issue. The Governance Committee will make a recommendation to the full Board based on ~~the~~ **their** findings. Key Employees who are or appear to be in conflict with the "Guiding Principles" will be asked to meet with the Governance Committee, in consultation with the Library Director as appropriate. ~~who~~ **The Governance Committee** will make a determination as to discipline or termination based on his or her findings.

Adopted by the Aurora Town Public Library Board September 26, 2017. Confirmed October 24, 2017. **Amended September 27, 2022.**

Program Equipment Facility Improvement Initiative Project: Final Report

Project Title: Furniture, Technology, & LED Lighting to Benefit the Patron Experience

Description of Project

This project updated the Aurora Town Public Library's furniture, technology, and lighting, improving upon the patron experience when visiting their library.

Impact of Project

This project furthered the Aurora Town Public Library's mission to provide an opportunity for learning, personal growth, and recreation for all residents, utilizing traditional expertise and changing technologies.

The Tiburon Oak Reading Tables with Carver Chairs provide a place for patrons to read, learn, and socialize in their community hub. The footprint of these 42"X 42" square tables and chairs are smaller than the outdated 36" X 60" conference tables. This size allows to free aisle space for browsing patrons and is more wheelchair and stroller friendly. Also, they are easier for staff to move when we have programs in the main area of the Library. Also, they are Arts& Crafts / Mission style, which reminds patrons of their hometown heritage.

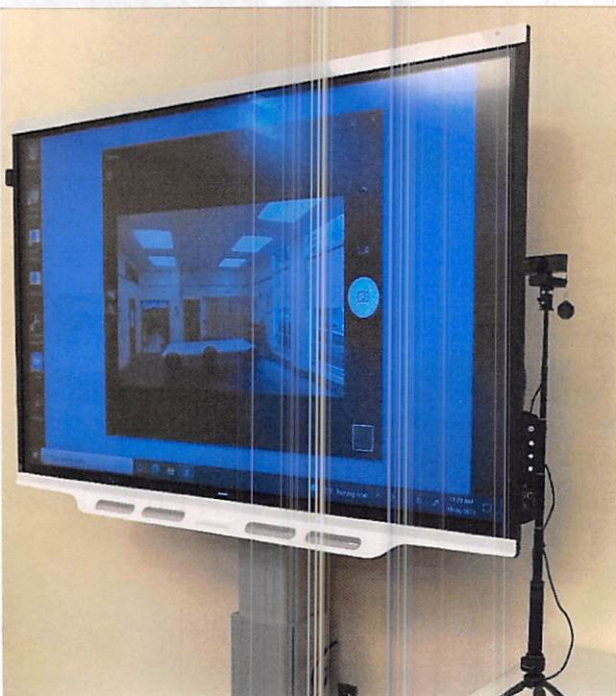


The National Public Seating Fan-Back Polyfold Chairs will be used for educational as well as entertaining programs for all ages. These are an upgrade over our older ones that are broken, stained, and on a cumbersome metal rack. The benefits of the selected chairs is that they can be effortlessly cleaned, easily transported around the Library in the National Public Seating Chair Dollies, and have a 480-lb. weight capacity.

The KwikBoost EdgePower Charging Stations and KwikBoost Standard Cable Bundle adds necessary power and charging capability patrons need for the laptops, phones, tablets, and other personal devices they bring into the Library. These charging stations clamp right onto tables and have rechargeable Li-ion batteries. This particular bundle will allow for six clamp on charging stations with nine swappable batteries. An advantage to the Edgepower options is that it has a proprietary connection system, it deters theft.



The Clear Touch 1080P Web Camera and Tripod maximizes functionality of our SmartBoard for the world of Zoom meetings, online training, and virtual programming. With this setup, the Library will increase the accessibility to our events. Additionally, staff will be able to attend more opportunities than normally would be possible. Further, travel costs will be dramatically reduced to be put to better use in the budget.



LED Lighting provides energy savings that will allow the Library to have more room in the budget to better the community, improve the quality of lighting in the building for patrons, and decrease our carbon foot print. The B&ECPL System will fund the all of the LED lightbulbs. Due to asbestos, ballast bypass lamps we used. The Town of Aurora covered 25% of the cost of installation. They quality of the Library's lighting has dramatically improved. Patrons as well as staff have noted a difference. Energy savings calculations have not yet been determined.

Total Program Equipment Facility Improvement Initiative Project Cost

\$24,427.00

ATPL paid \$3,482.00

Town of Aurora paid \$2,625.00 (Installation Possibly Reimbursed to Town Under Resolution 2017-16).

LED Bulbs Covered Under Resolution 2021-1.

B&ECPL paid \$18,320.00

Documentation of Project Costs

Please see attached EFII Request Listing by Library.

Total Amount of Funding from B&ECPL (75%)

\$18,320.00

Project Progress

1. Order Equipment / Furniture – DONE ✓
2. Relocate Old Furniture to County – DONE ✓
3. Complete LED Lighting Installation – DONE ✓
4. Submit Photos of Finished Project – DONE ✓

BUFFALO & ERIE COUNTY PUBLIC LIBRARY
PROGRAM EQUIPMENT & FACILITY IMPROVEMENT INITIATIVE, Round 1
Attachment 1 - Including Line Detail by Library

SAP #

Library	Description	Total Cost	BECPL	Match	Subtotal
	Grand Totals	\$805,623	\$667,950	\$137,673	\$667,950
East Aurora	Folding chair and reading table replacements				\$6,636
East Aurora	Fixed chair replacement				\$3,013
East Aurora	Portable power charging units for patron use				\$1,682
East Aurora	Web Camera Kit				\$187
East Aurora	LED Conversion Installation				\$10,500
East Aurora	LEDs for conversion project				\$2,409
East Aurora	Totals	\$24,427	\$18,320	\$6,107	

NEW YORK STATE COMMITTEE ON OPEN GOVERNMENT

QUESTIONS AND ANSWERS CHAPTER 56 OF THE LAWS OF 2022

On April 9, 2022, Governor Hochul signed Chapter 56 of the Laws of 2022 relating to the New York State budget for the 2022-2023 state fiscal year. Included in the bill is an amendment to the Open Meetings Law (OML) to make permanent (until July 1, 2024) the expanded use of videoconferencing by public bodies to conduct open meetings, *under extraordinary circumstances*, regardless of a declaration of emergency.

As a threshold matter, it is our understanding that the new law is not meant to change or curtail what has always been required of public bodies complying with the Open Meetings Law. Public bodies may continue to operate now as they did *before* the onset of the pandemic in early 2020 when the “in person” aspects of the Open Meetings Law were first suspended. In other words, we believe that if a public body was permitted to do it before the pandemic, this law does not change that. As noted above, this law is intended to expand, in extraordinary circumstances only, the ability of public bodies to meet using remote access technology.

Below we have identified areas of the law that may require clarification.

Q. Are public bodies required to comply with the new videoconferencing requirements right away?

A. No. For sixty days after the effective date of Chapter 56 (April 9, 2022; accordingly through June 8, 2022), public bodies are authorized to meet and take such action authorized by law without permitting in public-in-person access to meetings and authorize such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed. This language closely models the language of Chapter 417 of the Laws of 2021 and [Chapter 1 of the Laws of 2022](#), the requirements of which have been in effect since September 2021.

Q. What is considered an “extraordinary circumstance” under which a public body may permit a member to participate remotely by videoconference from a location not open to the public?

A. Each public body that wishes to allow for remote attendance by its members at locations that do not allow for in-person physical attendance by the public is required to adopt a local law (governing bodies of counties, cities, towns and villages), adopt a joint resolution (New York State Senate and Assembly), or adopt a resolution (any other public body) authorizing such remote attendance, and must establish written procedures that set forth what they determine to be “extraordinary circumstances.” The Law includes a non-exhaustive list of examples of such circumstances, “including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting.”

Q. Are public bodies permitted to conduct its meetings at multiple physical locations from which members of the body may participate if those locations are open to in-person public attendance, regardless of extraordinary circumstances?

A. Yes. We understand that the intent of the amendments to the OML was to *expand* the authority of a public body to allow its members to participate in a meeting using videoconferencing under limited circumstances when the member’s location is not open to in-person public attendance. Before the onset of the pandemic in 2020, public bodies routinely held proper open meetings by videoconference from



multiple physical locations identified in the meeting notice that were open to the public, connected virtually together by videoconference. This remains proper. It was not the intent to limit the existing authority to virtually connect multiple public locations from which members and the public may attend through the use of videoconferencing technology.

Q. Which members of the public body may count toward a quorum?

A. Any member who participates at a physical location that is open to in-person physical attendance by the public (and which location has been included in the meeting notice) may count toward a quorum and may fully participate and vote in the meeting. If there is a quorum of members at a physical location open to the public, the public body may properly convene a meeting; a member who is participating from a remote location that is *not* open to in-person physical attendance by the public may not be counted toward a quorum of the public body (but may participate and vote if there is a quorum of members at a physical location open to the public).

Q. Can members of a public body participate remotely in a meeting, for any reason, without convening at least a quorum of members at a physical location (or locations) open to the public?

A. No. Chapter 56 states that members of the public body “shall be physically present at any such meeting unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances.”

Q. Are public bodies *required* to allow their members to participate remotely, under extraordinary circumstances, at locations that do not allow for in-person physical attendance by the public?

A. No. Chapter 56 states that a public body “may, in its discretion” allow its members to participate remotely, under extraordinary circumstances and so long as there is a quorum of members gathered at a physical location or locations open to the public, at locations that do not allow for in-person physical attendance by the public.

Q. If a public body allows its members to participate remotely, under extraordinary circumstances, at locations that do not allow for in-person physical attendance by the public, must it afford members of the public the opportunity to view the meeting by videoconference as well?

A. Yes. If a public body uses videoconferencing to conduct a meeting, the public notice for the meeting must inform the public that videoconferencing will be used and must include directions for how the public can view and/or participate (if participation is permitted) in such meeting. The public body must provide the opportunity for members of the public to view the meeting, using remote technology or in person, in real time.

Q. If a public body allows for public comment or public participation by members of the public who attend its meetings in-person, must it allow the same for members who attend remotely?

A. Yes. The law requires public bodies to allow members of the public to participate in proceedings by videoconference in real time where public comment or participation is authorized and shall ensure that videoconferencing authorizes the same public participation or testimony as in person participation or testimony.

Q. Is participation by a member of a public body by teleconferencing (audio only) authorized by Chapter 56?

A. No. The Law requires that except in the case of executive sessions, a “public body shall ensure that members of the public body can be heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon.” (Note that an executive session may only be properly convened after a successful motion made during an open session, and that but for the requirement to permit the public to attend and view the session, all other requirements of the Law continue to apply to executive sessions.)

Q. Must the meeting minutes reflect which members of the public body participated remotely?

A. Yes. The Law requires that “minutes of the meetings involving videoconferencing shall include which, if any, members participated remotely.”

Q. Are public bodies required to record and/or transcribe open meetings conducted using videoconferencing?

A. Yes. The Law requires that “each meeting conducted using videoconferencing shall be recorded and such recordings posted or linked on the public website of the public body within five business days following the meeting and shall remain so available for a minimum of five years thereafter. Such recordings shall be transcribed upon request.”

Q. Are public bodies required to record and/or transcribe the executive session portions of meetings conducted using videoconferencing?

A. No. In our view the obligation to record and transcribe upon request only applies to the open portions of the meeting that the public is entitled to attend.

Q. What if a local public body does not maintain an official website for purposes of posting the recording of its meetings?

A. Any local public body electing to utilize the “extraordinary circumstances” videoconferencing described in the Law to conduct its meetings *must* maintain an official website.

Q. Does the Law address the ability of a public body to hold fully remote meetings during a state of emergency?

A. Yes. The Law states that the “in person” participation requirements of the Law shall not apply during a state disaster emergency declared by the governor pursuant to section twenty-eight of the executive law, or a local state of emergency proclaimed by the chief executive of a county, city, village or town pursuant to section twenty-four of the executive law, if the public body determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the public body to hold an in person meeting.

Resolution No. _____

[PUBLIC BODY]

WHEREAS, by passing Chapter 56 of the Laws of 2022 ("Chapter 56"), the New York State Legislature amended Section 103 of the Open Meetings Law; and

WHEREAS, Chapter 56 adds Section 103-a of the Open Meetings Law, permitting the [PUBLIC BODY] to authorize its members to attend meetings by videoconferencing under extraordinary circumstances; and

WHEREAS, Section 103-a(2)(a) requires the [PUBLIC BODY] to adopt a resolution following a public hearing authorizing the limited use of videoconferencing under such circumstances; and

WHEREAS, Section 103-a(2) allows for hybrid meetings by requiring "that a minimum number of members are present to fulfill the public body's quorum requirement in the same physical location or locations where the public can attend"; and

WHEREAS, Section 103-a(2)(c) requires that members be physically present at any such meeting "unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances . . . including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting"; and

WHEREAS, in accordance with Section 103-a(2)(d), any members attending by videoconference must, except during executive session, be "heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon"; and

WHEREAS, Section 103-a(2)(g) requires that any meeting where a member attends by videoconference be recorded, posted to the [PUBLIC BODY] webpage within five business days, and transcribed upon request; and

WHEREAS, Section 103-a(2)(h) requires that members of the public be permitted to attend and participate, if authorized, in any meeting by videoconference when a member attends by videoconference.

BE IT RESOLVED, that the [PUBLIC BODY] authorizes its members who experience an extraordinary circumstance, as described above and further defined by any rules or written procedures later adopted, to attend meetings by videoconference: (i) as long as a quorum of the members attend in-person at one or more locations open to the public; (ii) as long as the member can be seen, heard, and identified while the open portion of the meeting is being conducted; and (iii) as otherwise permitted under Chapter 56 of the Laws of 2022; and be it further

RESOLVED, that the [PUBLIC BODY] shall create written procedures further governing its use of videoconferencing by its members in compliance with Chapter 56 of the Laws of 2022.

MODEL Procedures for Member Videoconferencing
Pursuant to Public Officers Law § 103-a

In compliance with Public Officers Law (POL) § 103-a(2)(a), the [PUBLIC BODY], following a public hearing, authorized by resolution on [insert date] the use of videoconferencing as described in POL § 103-a.

The following procedures are hereby established to satisfy the requirement of POL § 103-a(2)(b) that any public body which in its discretion wishes to permit its members to participate in meetings by videoconferencing from private locations – under extraordinary circumstances – must establish written procedures governing member and public attendance.

1. [PUBLIC BODY] members shall be physically present at any meeting of the [PUBLIC BODY] unless such member is unable to be physically present at one of the designated public meeting locations due to extraordinary circumstances.
2. For purposes of these procedures, the term “extraordinary circumstances” includes disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting.
3. If a member is unable to be physically present at one of the designated public meeting locations and wishes to participate by videoconferencing from a private location due to extraordinary circumstances, the member must notify [REPRESENTATIVE OR CHAIR OF PUBLIC BODY] no later than four business days prior to the scheduled meeting in order for proper notice to the public to be given. If extraordinary circumstances present themselves on an emergent basis within four days of a meeting, the [PUBLIC BODY] shall update its notice as soon as practicable to include that information. If it is not practicable for the [PUBLIC BODY] to update its notice, the [PUBLIC BODY] may reschedule its meeting.
4. If there is a quorum of members participating at a physical location(s) open to the public, the [PUBLIC BODY] may properly convene a meeting. A member who is participating from a remote location that is not open to in-person physical attendance by the public *shall not* count toward a quorum of the [PUBLIC BODY] but may participate and vote if there is a quorum of members at a physical location(s) open to the public.
5. Except in the case of executive sessions conducted pursuant to POL § 105, the [PUBLIC BODY] shall ensure that its members can be heard, seen, and identified while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon. This shall include the use of first and last name placards physically placed in front of the members or, for members participating by videoconferencing from private locations due to extraordinary circumstances, such members must ensure that their full first and last name appears on their videoconferencing screen.
6. The minutes of the meetings involving videoconferencing based on extraordinary circumstances pursuant to POL § 103-a shall include which, if any, members participated by videoconferencing from a private location due to such extraordinary circumstances.

MODEL Procedures for Member Videoconferencing
Pursuant to Public Officers Law § 103-a

7. The public notice for the meeting shall inform the public: (i) that extraordinary circumstances videoconferencing will (or may) be used, (ii) where the public can view and/or participate in such meeting, (iii) where required documents and records will be posted or available, and (iv) the physical location(s) for the meeting where the public can attend.
8. The [PUBLIC BODY] shall provide that each open portion of any meeting conducted using extraordinary circumstances videoconferencing shall be recorded and such recordings posted or linked on the [PUBLIC BODY] website within five business days following the meeting, and shall remain so available for a minimum of five years thereafter. Such recordings shall be transcribed upon request.
9. If members of the [PUBLIC BODY] are authorized to participate by videoconferencing from a private location due to extraordinary circumstances, the [PUBLIC BODY] shall provide the opportunity for members of the public to view such meeting by video, and to participate in proceedings by videoconference in real time where public comment or participation is authorized. The [PUBLIC BODY] shall ensure that where extraordinary circumstances videoconferencing is used, it authorizes the same public participation or testimony as in person participation or testimony.
10. Choice 1:

Open meetings of the [STATE PUBLIC BODY OR AUTHORITY] conducted using extraordinary circumstances videoconferencing pursuant to the provisions of POL § 103-a shall be broadcast pursuant to the requirements of POL § 103(f) and shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and corresponding guidelines. For the purposes of this guideline, "disability" shall have the meaning defined in Executive Law § 292.

Choice 2:

Open meetings of the [ALL OTHER PUBLIC BODIES] conducted using extraordinary circumstances videoconferencing pursuant to the provisions of POL § 103-a shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and corresponding guidelines. For the purposes of this guideline, "disability" shall have the meaning defined in Executive Law § 292.
11. The in-person participation requirements of POL § 103-a(2)(c) shall not apply during a [state disaster emergency declared by the governor pursuant to Executive Law § 28 or a local state of emergency proclaimed by the chief executive of a county, city, village or town pursuant to § 24 of the Executive Law] if the [PUBLIC BODY] determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the [PUBLIC BODY] to hold an in-person meeting.
12. These procedures shall be conspicuously posted on the [PUBLIC BODY] website.

BOOK STORAGE

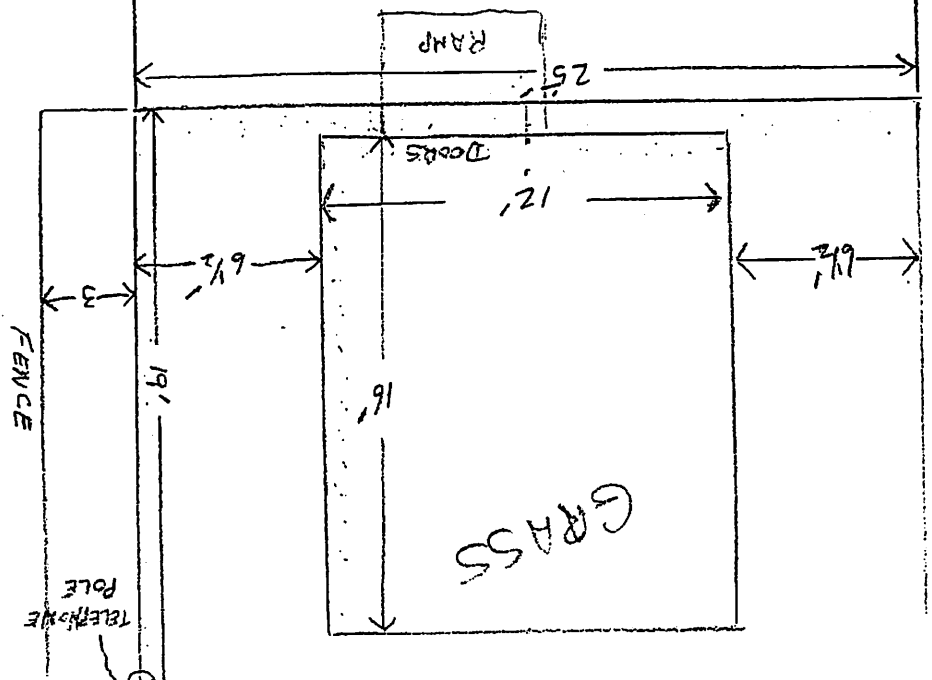
E.A.L.

OF

TOWN

← PARKING →

ASPHALT



59' = 1 FT