AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Agenda of the Board
Regular Monthly Meeting
April 25, 2023, 1:00 p.m.

1. Comments from the audience

2. Minutes of the Meetings: March 28, 2023

3. Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: March 2023

4. Director's Report: March 2023

5. Reports of Interest
   a. ATPL will hold its annual discarded book sale for gently used library materials from Friday, May 5 through Friday, May 26. The sale will take place in the Library's community room during regular business hours except on Friday, May 26 when the sale hours will be 10 a.m. to 4 p.m.
   b. Other

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

7. Old Business
   a. Long Range Plan
   b. Trustee Education Policy & Self-Assurance Form
   c. Other

8. New Business
   a. Other

The next regularly scheduled meeting will take place on May 23, 2023 at 1:00 p.m.

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

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

1. There were no comments from the audience

2. A motion (EC, SR) to approve the Minutes of the Meetings: February 28, 2023 was carried by a voice vote.

3. A motion (AZ, EC) to approve the Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: February 2023 was carried by a voice vote.
There was some discussion related to air purifier purchases and filters. Klocek said staff feel better with it and shows ATPL is looking out for employees and patrons.
Spencer-Ching said there is a maintenance budget line that covers the cost of the replacement filters for the four air purifiers in the building. Klocek also discussed other ongoing costs for ATPL, including the AED cartridges and batteries. Purchases of extra parts are spaced out to keep costs manageable on an annual basis as well as to avoid a situation where shipping is delayed and components expire.

4. A motion (EC, SR) to approve the Director's Report: February 2023 was carried by a voice vote.
Klocek noted that the WiFi use is down 10.7% year-to-date from 2022 to 2023. She was happy with the growth of various statistics seen throughout 2022 over 2021, but is looking forward to 2023 circulation and patron count numbers because many more programs have been scheduled than the last couple of years due to the pandemic.

Racho asked about online e-renewals. Klocek said the System used to get credit in 2022 for online renewals, but now checkout / owning libraries have absorbed those number through auto-renewals.

Zaremski asked if Central was happy with Hoopla service. Klocek said it appeared to be doing well. The e-magazine statistics are popular. e-videos saw higher usage than last year.

5. Reports of Interest
   a. CPR kits (2 Adult / Child and 1 Infant) are available at each B&ECPL location. Each one contains a CPR kit (Manikin, DVD, and instructions), bag, air pump. These kits were made possible through partnership with Buffalo Bills Foundation, Highmark Blue Cross Blue Shield of Western New York, Lawley Insurance and the American Heart Association.
   Klocek is letting people know that these are available through social media. She will work on signage in the future. These kits are stored with the Library of Things.

   b. The NY State Assembly and Senate released their proposed changes to the Governor's Budget Proposal, which reduced Library Operating Aid by $3.5 million and Construction Aid by $20.0 million over the prior year's enacted budget. However, the good news is that the Legislature's recommendations both restore and improve Library funding! Now is the time for constituents to let their legislators know what they think. The deadline to adopt a State Budget is April 1ST. Staff, patrons, trustees, and Friends may go to https://oneclickpolitics.global.ssl.fastly.net/messages/edit?promo_id=19892 for more information and customize a letter to their legislator. Letters also may be submitted to lawmakers by mail. (Erie County District 10: James Malczewski;NYS Senate District 60: Patrick Gallivan; NYS Assembly

District 147: David DiPietro; US Representative District 23 Nick Langworthy)
Spencer-Ching said the ability to reach out to legislators is easy with the link on a flyer handed out by Klocek.

c. Other
Klocek said Erie County Legislator James Malczewski visited the library on Tuesday, March 28. She gave him a tour, taking the chance to relay how the library can help patrons, even in unexpected ways, through technology, services, resources, and recommendations. Klocek also mentioned funding and the budget. He told her to reach out if he can be of any assistance.

6. Personnel
   a. Klocek said the Payroll Report has not been sent out yet.
   b. There was no reason for the board to enter into an executive session.
   c. Other
   A new part-time librarian has been hired and has eagerly stepped in to help out where needed. Klocek said that there will be a need to hire another part-time librarian as one is no longer at the library.

7. Old Business
   a. Proposed State Budget Update: Library Impacts
   b. Long Range Plan
   Klocek took initiative to start the process to make it easier for the board to review.
   Spencer-Ching, having been through the process before, said the last one was a complete overhaul then and thought this one should not be as time consuming. She asked if, once approved, there might be a way the board could continue to review the Long Range Plan and progress made on the goals during regular board meetings. Klocek said that once adopted it could be on the agenda to periodically review to make sure ATPL is working towards the goals in order to ensure ATPL is moving forward on plans that the community wants to see happen. Spencer-Ching suggested reviewing a different part of the plan each month on an ongoing basis. Several discussions were had on the current draft, including moving goals to different parts of the plan or making things more inclusive of other community groups.

8. New Business
   a. July 3rd Hours
   Klocek, asked if the library should adjust its hours due to the annual Independence Day parade on Monday, July 3. The library would have been open from 10 a.m. to 8 p.m. Klocek also noted that the library had been open in the past during the parade and did not have much foot traffic. The board agreed to closing the library earlier so staff could enjoy the festivities. A motion (AZ, SR) to close ATPL earlier for the Village of East Aurora Independence Day parade on July 3, with the library director deciding the time based on parade start time, was carried by a voice vote.
   b. Other
   Racho will not be here for the April 25 annual and regular meetings.
   Zaremski asked if the community room doors could stay open during ATPL board meetings, or place a sign saying that a board meeting is in progress that could welcome interested people into the room during the meetings. Klocek said doors could be left open.

   The board will hold its annual meeting on April 25, 2023 at 12:30 p.m. The next regularly scheduled meeting will take place after, on April 25, 2023, at 1:00 p.m.

A motion (EC, AZ) to adjourn at 2:10 p.m. was approved by a voice vote.

Respectfully submitted,
Adam Zaremski, Secretary

AURORA TOWN PUBLIC LIBRARY	Treasurer's Report		31-Mar-23

LOCAL CHECKING ACCOUNT

Beginning Balance:	1-Mar-23		$30,015.64
Plus Receipts/Deposits		Total:	$845.00
Less Checks/Debits		Total:	$0.00
Ending Balance:	31-Mar-23		$30,860.64

Transaction Details

Receipts:

ATPL to offeset A.C.T.	$20.00
Donald Owen I/M of Al Fontense	$250.00
Ruth Schatz I/M of Daniel Woyton	$25.00
Alice Askew Donation	$200.00
Alice Askew Donation	$200.00
Alice Askew Donation	$50.00
Martha Buyer Donation I/H of Staff	$100.00
Total:	**$845.00**

DISBURSEMENTS:

None

Total:	$0.00

Volker Funds

Balance Forward	1-Mar-23	$2,132.25
Receipts:	None	$0.00
Disbursements:	None	$0.00
Balance	31-Mar-23	$2,132.25

Internal Auditor's Report   Elaine Chow

Voucher#	Amount	Approved	Check #	Reason
None				

Friends Ongoing Book Sale March $435.00   YTD $1040.00

Contingency Funds   Counted On 3/15/2023 $188.69

Savings Account

Balance Forward	1-Mar-23	$50,606.38
Interest Earned		$0.78
Balance	31-Mar-23	$50,607.16

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY   MONTH: MAR

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	550	0	94	456	550	0	___
515000	Sewer	1,000	(250)	750	0	750	0	___
515000	Telephone - Maintenance	500	0	0	500	500	0	___
510200	Dues and Fees	20	0	20	0	20	0	___
545000	Rental Charges	0	0	0	0		0	___
506200	Repairs & Maintenance Chgs.	2,150	250	828	1,572	2,400	0	___
555050	Insurance Charges	0	0	0	0		0	___
510000	Travel & Mileage Expenses	200	0	24	176	200	0	___
530000	Other Expenses & Charges	600	0	0	600	600	0	___
530000	Contingency (Bullet Aid)	0	0	0	0		0	___
	TOTAL EXPENSES	5,020	0	1,716	3,304	5,020	0	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	50	100	73	77	292	142	___
Copy Machines	500	0	44	456	176	(324)	___
Print Cost Recovery	1,700	0	169	1,531	676	(1,024)	___
Other Income	100	(100)	0	0		0	Recorded Under Fines
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	2,350	0	286	2,064	1,144	(1,206)	

AURORA TOWN PUBLIC LIBRARY   **COUNTY LEDGER**

COUNTY CHECKING ACCOUNT   31-Mar-23

Beginning Balance:	1-Mar-23		$9,057.82
Plus Receipts/Deposits		Total:	$379.90
Less Checks/Debits		Total:	$274.26
Ending Balance:	31-Mar-23		$9,163.46

Transaction Details

Receipts:

Fines		$182.80
Fines		$147.45
Copier		$49.65
	Total:	$379.90

Disbursements:

Dennis Desmond (Maintenance Supply Reimbursement)	$104.17
Dobmeier Janitor Supply (Vacuum Repair-Belt)	$52.76
Paula Klocek (Travel)	$16.24
Kathleen Brogan (Travel)	$7.53
Village of East Aurora (Water Bill)	$93.56
Total:	$274.26

Internal Auditor's Report   **Elaine Chow, Internal Auditor**

Voucher#	Amount	Approved	Check #	Reason
C 132	$104.17	3/28/2023	5890	Dennis Desmond (Supply Reimbursement)
C 133	$52.76	3/28/2023	5891	Dobmeier Janitor Supply (Vacuum Repair-Belt)
C 134	$16.24	3/28/2023	5992	Paula Klocek (Travel)
C 135	$7.53	3/28/2023	5993	Kathleen Brogan (Travel)
C 136	$93.56	3/28/2023	5994	Village of East Aurora (Water Bill)

DIRECTOR'S REPORT
April 2023

CIRCULATION	Total-month	Average/day	Average/hour	YTD Total
2023	12,902*	537.6	67.9	54,370**
2022	11,004	440.16	55.86	31,972
2021	7,031	334.81	43.94	25,564
2020	85	N/A	N/A	30,076

43.2*% (5,574) via self-checkout
44.5%** (24,182) via self-checkout YTD
Note: Circulation for the contracting libraries was 19.5% this month over last year (EAU was 17.2%) and
60.8% over YTD (EAU was 70.1%). Original checkouts at EAU are 6,622 for this month. Original checkouts at
EAU are at 29,164 YTD. Original checkouts do not include auto-renewals. Auto-renewals are at 6,242 for this
month. Original circulations are truly down -39.8% over month 2022 and down -8.8% YTD.

Library of Things	2023
Monthly	3
Year-to-date	26

Chromebook Kits	2
Hotspots	8

SYSTEM e-BRANCH	Month 2023	Month 2022	Change	YTD 2023	YTD 2022	Change
Online Renewals	670	20,453	-96.7%	2,652	247,262	-98.9%
Interlibrary Loans	1,247	1,214	2.7%	5,135	4,621	11.1%
eAudiobooks	57,039	43,135	32.2%	223,203	172,487	29.4%
eVideos	690	43	1,504.7%	2,705	287	842.5%
eBooks	92,137	72,286	13.6%	338,324	303,249	11.6%
eMusic	203	0	N/A	871	0	N/A
eMagazines	7,291	0	N/A	28,322	0	N/A

YEAR	2023	2022	2021	2020
DAYS/HOURS OPEN	24/190	25/197	21/160	0/0

DAYS CLOSED: 4/7, Good Friday

COMPUTER USE	2023	2022	% Change
Monthly	363	296	22.6%
Year-to-date	1,511	1,174	28.7%

Note: Computer use for the contracting libraries was -0.2% this month and 4.2% YTD.

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

DIRECTOR'S REPORT
April 2023

WIFI USE	2023	2022	% Change
Monthly	1,618	2,010	-19.5%
Year-to-date	6,196	7,312	-15.3%

Note: Wifi use for the contracting libraries was 5.4% this month and 4.9% YTD.

NEW LIBRARY CARD MEMBERSHIP	Total-month	YTD
Adults	16	82
Children	10	39

PATRON COUNTER	2023	2022	% Change
Monthly	4,806	5,110	-5.9%
Year-to-date	19,603	17,956	9.2%

Note: Door counts for the contracting libraries were 10.3% this month and 10.0% YTD.

Programs Name / Number of Sessions / Sponsor	Age group	Attendance
Unwind & Design Poem in a Jar (25) (Friends)	Adult or 19+	25
Grace Meibohm- Postcards: A Pictorial History (Friends)	All Ages	23
LEGO Club	6-11 yrs.	21
Read to a Dog (SPCA) (6)	All Ages	17
Family Story Time (Wednesday10:30 am) (2)	0-5 yrs. w/caregiver	55
Family Story Time (Thursday 6:30 pm) (3)	0-5 yrs. w/caregiver	36
Family Story Time (Friday 10:30 am) (3)	0-5 yrs. w/caregiver	83
Butter Lambs (5:30 p.m.) (Friends)	All Ages	31
Butter Lambs (6:30 p.m.) (Friends)	19+	10
Build Your Own Birdhouse (Friends)	19+	19
Backyard Birding Hike (Friends)	19+	9
Preschool Story Time (2)	3-5 yrs.	33
Poem in Your Pocket Day	All Ages	76
After School Reading Club	6-11 yrs.	4
Extreme BINGO	6-11 yrs.	29
Outreach: EA Preschool	0-5 yrs. old	21
Tutor (9)	0-5 yrs.	9
Tutor (24)	12-18 yrs.	24
Tutor (4)	19+	4

DIRECTOR'S REPORT
April 2023

Friends Ongoing Book Sale	Month	YTD
Dollar Amount (Pre-Tax)	$288.00	$1,328.00

Display Case: East Aurora Art Society: Spring Show
Community Room Exhibits: East Aurora Art Society: Spring Show
Building Condition: Requested and received a new American flag
Meeting Room Uses: 10
Professional Development/Meetings
Director Meeting—B&ECPL, 4/12/2023

Programs: May 2023
Aurora Book Club - Adults, 19+ - May 4 @ 6:30 p.m.
Read to a Dog - Children and their Families, All Ages – May 6 @ 11:00 a.m., 11:20 a.m., 11:40 a.m.
Unwind & Design: Floral Greeting Card - Adults, 19+ - Wednesday, May 10 – Participants will be called to pick-up their take-home kit on the date of the program.

Programs: June 2023
Book a Technology Trainer - Adults, 19+ - June 5 @ 10:00 a.m., 11:00 a.m., & 1:00 p.m. –One-on-One Appointments are 45 minutes long
Unwind & Design To-Go Kit: Patriotic Wreath - Adults 19+ - Wednesday, June 7 - Participants will be called to pick-up their take-home kit on the date of the program.
Roycroft Chamber Music Festival Concert - All Ages - June 12 @ 6:30 p.m.
Andrea Peach: Backyard Chickens in the Village: Commonly Asked Questions -Adults, 19+ - June 8 @ 6:30 p.m.
Andrea Peach: Raising and Protecting your Chickens - Adults, 19+ - June 15 @ 6:30 p.m.

DIRECTOR'S REPORT
April 2023

ATPL Months at a Glance: 2023

Month of 2023	Circulation (Original Checkout)	Patron Count	Computer Use	Wi-Fi
January	13,670 (7,340)	4,534	371	1,509
February	12,943 (7,042)	4,689	377	1,415
March	14,855 (8,160)	5,574	400	1,654
April	12,902 (6,622)	4,806	363	1,618
May				
June				
July				
August				
September				
October				
November				
December				
YEAR TOTAL				

Out of all B&ECPL locations, ATPL ranks YTD:
12 out of 37 in circulation of materials (13th for month); Original Checkouts: **-45.3%** under month 2019 & **-41**% under YTD 2019)
12 out of 37 in patron visits (14th for month); **-37.6%** under month 2019 & **-32.8%** under YTD 2019
8 out of 37 in WI-FI (7th for month +**6.8%** over month 2019 & **+6.9%** over YTD 2019
19 out of 37 in computer use (20th for month); **-52.6%** under month 2019 &**-46.5%** 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

Long Range Plan of Service: January 2024-December 2027 DRAFT

MISSION STATEMENT

The Aurora Town Public Library exists to serve our community with the best library resources available to enrich, enlighten, and entertain.

VISION

Provide open, equal, and free access to information, as defined by the American Library Association's Library Bill of Rights.

Goal I: ~~Maintain~~ Foster an ~~welcoming,~~ inclusive and relevant public space for the whole community.

- A. Protect and provide free and equitable access to information and ideas, resisting censorship and restrictions.
- B. ~~Champion opportunities for the underserved.~~ Note: Covered in Goal II.
- C. ~~Apply traditional expertise and changing technology for equitable access to quality library services and materials in a 21st century facility.~~
- D. Evaluate the effectiveness of the library's programs, services, and collections through patron-feedback and statistics, ensuring something is offered for everyone's wants and needs.
- E. Regularly assess the library grounds, building, furnishings, and configurations for improvements.
- F. Implement dynamic shelving and genrefication techniques to create attractive collection areas that encourage the browsing and circulation of materials.
- G. Highlight parts of the collection through displays pertaining to timely and significant topics of interest and educational value.
- H. Meet New York State minimum standards of services according to Section 90.2 of the Commissioner of Education.

Goal II: Bolster services, resources, programming activities that ~~P~~ promote a literate, educated, and cultured citizenry.

- A. Develop a collection of materials and a variety of programs to meet the information, educational, and recreational needs of the community.
- B. Facilitate access to the local library collection, other library catalogs, as well as to library databases and other online resources.
- C. Provide updated equipment, emerging technology, and internet connectivity to address community needs and facilitate access to information. As required by the

Division of Library Development, all library employees shall complete annual technology training.

D. Build mutually beneficial relationships and partnerships with educational, cultural, and community organizations.

E. Involve youth and their families through programming, outreach, and class visits with their local public library by partnering with youth-focused community organizations as well as public and private schools.

F. Nurture next generation skills by putting digital literacy at the forefront.

G. Support economic development by assisting job seekers and small business owners use ~~employment~~ available resources.

H. Close the opportunity gaps for education and employment of underrepresented populations.

Goal III: Encourage engagement of the community with their library.

A. Provide access to current library information in print and online, ~~facilitating~~ promoting the understanding of library services, operations and governance.

B. Deliver a board-approved, written annual report to the community on the library's progress in meeting its mission, goals, and objectives.

C. Encourage community feedback and participation through surveys and focus groups to shape future library services, programs, materials, and resources.

Goal IV: Grow membership and advocacy through an active service model.

A. ~~Partner~~ Collaborate and maintain partnerships with local ~~services, educational, cultural, and youth~~ organizations and services.

B. Increase public awareness of library services to both established users and underserved/nonuser groups in the community.

C. Advertise services, programs, resources, and materials through the library website, social media outlets, press in the newspaper, and outreach at local institutions as well as events.

Goal V: Obtain adequate funding for operation and enhancement of the library.

A. Be a contributing member of the B&ECPL system to petition elected officials to actively support funding the library's vital role in the community.

B. Garner grants to modernize as well as enhance the library's offerings and physical plant.

C. Approach local service organizations and other possible funding sources to underwrite special collections or projects.

Goal VI: Maintain rapport and communication constituencies.

A. Communicate with the Town of Aurora Supervisor and Town Board, County Legislature, State Representatives, and B&ECPL Board.

B. Have a representative attend all Association of Contracting Library Trustees meetings.

C. Support the Friends of the Aurora Town Public Library in augmenting the library's activities and needs.

Adopted by the Aurora Town Public Library Board December 19, 2023.

Buffalo & Erie County Public
LIBRARY

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. <u>Training</u>

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. <u>Compliance</u>

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.

SELF-ASSURANCE of Trustee Education Activity Completion

Beginning January 1, 2023, each library trustee, elected or appointed, of a board of trustees is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d as added by *Chapter 468 of the Laws of 2021*)

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the library board president for review and signature. Trustees should retain a copy of the signed form.

I give the following assurance:

I attended the following trustee education activity:

Trustee Name: _____

Approved Provider: _____

Title of Activity: _____

Topic/Content: _____

Format (e.g. workshop, webinar, online course): _____

Date of Activity: _____

Contact Hours: _____

_____

Trustee Signature/Date