

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Agenda of the Board
Regular Monthly Meeting
January 24, 2023, 1:00 p.m.

1. Comments from the audience: Trustee Candidates
2. Minutes of the Meetings: December 13, 2022
3. Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: November 2022 & December 2022
4. Director's Report: December 2022
5. Reports of Interest
 - a. B&ECPL is potentially applying for a grant to increase awareness of a government program Mission Ignite to become enrollment partners through Americor. Funding could allow for in-house tech training at all member libraries. Patrons who complete program will receive a free desktop PC.
 - b. New computers were purchased with the Library Fund Balance for member libraries. These savings came from when libraries were not operating fully during the pandemic. ATPL's computers have been upgraded.
 - c. The NYSEG Rebate for ATPL's 2022 LED project has been received by the System. Once ATPL receives the check, the Town will be completely reimbursed for the entire \$2,625 expended on the installation. The amount is significantly higher than anticipated, since NYSEG restructured their incentive program mid-year 2022.
 - d. With the Town's assistance, the Library has secured a temporary storage site at Southside Commerce Center for discarded materials being saved for the annual sale and donated items for the Friends Ongoing Book Sale. The Highway Department will help with the heavy lifting.
 - e. Other
6. Personnel
 - a. Board May Enter Executive Session
 - b. Other
7. Old Business
 - a. ACT Meeting: January 21 @ 8:30 a.m.
 - b. Work Session Date for Long Range Plan
 - c. Other
8. New Business
 - a. Staff Appreciation Day: March 3
 - b. Other

The next regularly scheduled meeting will take place on February 21, 2023 at 1:00 p.m.

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Agenda of the Board
Regular Monthly Meeting
December 13, 2022, 1:00 p.m.

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

President Kara Spencer-Ching called the meeting to order at 1:04 p.m.

1. Comments from the audience: Trustee Candidates

Sashi Racho said she is very interested in the position, loves to help the community, has a financial background, and believes in the importance of libraries for the community.

2. A motion (AA, EC) to approve the Minutes of the Meetings: November 15, 2022 was approved by a voice vote.

3. A motion (AZ, EC) to approve the Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: October 2022 was approved by a voice vote. The November 2022 report was tabled until the next meeting.

Spencer-Ching asked about the lost and damaged fees revenue line. Klocek said there is still some money brought in through lost and damaged materials and there will be some revenue in that line.

4. A motion (EC, AA) to approve the Director's Report: November 2022 was approved by a voice vote. Spencer-Ching asked about the interest in hotspot devices from patrons. Klocek explained that they are popular and wishes the library had more. She said some patrons use them while traveling or camping. People in rural regions without reliable internet use this device for service, or to try it out before purchasing one of their own. Teachers have used this technology to hold class outdoors. Each comes with a charger and power supply. Klocek said the library does not have enough to satisfy the demand of patrons. ATPL currently has two individual hot spots, and one Chromebook with a hotspot kit. She said most just want the Chromebook for the hotspot. B&ECPL pays a monthly fee at a bulk rate to T-Mobile. Spencer-Ching also asked about the Oasis Senior Advisor program. Klocek said she was able to bring the group in to talk to senior citizens and their family members to discuss ways to find a place to live that is suitable to their particular needs. She sent the information to the Aurora Senior Center.

5. Reports of Interest

a. 247 ATPL patrons turned in letters to their legislators encouraging them to support libraries by voting in favor of the 2023 Proposed County Budget. Klocek thought this was comparable to last year.

b. Pizza Del Aureo's donated 10% of proceeds from all orders from 11:00 a.m. – 7:00 p.m. on November, 21 to the Friends of the Library, which totaled to \$955.92. Klocek said the pizzeria gave ATPL the busiest Monday of the year for the business. Part of it was leading up to the Baubles & Bling fundraiser. Both ATPL and Del Aureo's did quite well. Klocek said the business owners continue to show a community minded support for organizations. They will aim to help ATPL again in the future.

c. The Baubles & Bling raised \$1,929.00 and the raffle made \$427.00 for a total of \$2,356.00. Klocek said this close to on par with last year, though raising a little less. The Friends group might do a different fundraiser next year. President Carole Orłowski has told Klocek that she would like to keep things fresh, new, and fun for volunteers and patrons alike.

d. Other

Klocek reported that Aurora Town Councilman Joseph McCann reached out to her to ask to

set up a book drive for PS 17 Early Childhood Center, which is going well. Patrons are donating books that will then be taken to students in need. Zaremski noted that Councilman McCann had sent his compliments in working with Klocek to get the book collection started. Also, the Rural Outreach Center has an ornament tree at the Library where people could take a ROC tree ornament to help children in need through December 23. The ATPL is also hosting a drop off spot for the Sleep in Heavenly Peace organization. Patrons can donate blankets, etc. Klocek said that the community has responded well to this giving opportunity.

6. Personnel

- a. Payroll Report: Pay Period 22 & 24
- b. The board did not enter into executive session.

7. Old Business

- a. A motion (AZ, EC) to approve the Regular Meeting Dates & Times 2023 was carried by a voice vote.
- b. The Work Session Date for Long Range Plan will be set at a future meeting.
- c. A motion (AA, AZ) to approve a recommendation letter for Sashi Racho to be the new ATPL trustee, with a term to begin January 2023, was carried by a voice vote, with Trustee Chow abstaining as she did not get a chance to review each candidate. The final vote was 3-0-1. Spencer-Ching noted that there were three total candidates and each was qualified to join the board. She thanked each person for their interest. Klocek noted that Racho seemed to have great experience to bring to the table, was a dynamic individual who wanted to serve the community.

d. Meeting with Senator Gallivan Changed to December 9 @ 10:30 a.m. Klocek said the meeting went well. There were many library directors there and Gallivan was receptive to what they had to say. He noted that the library system might have better final budgetary results decided at the legislature level if the issue is pressed through "11th hour". Often the advocacy drops off then, while other organizations have continued to push. The library system is not often at the table in those later discussions and might benefit more from being present. Spencer-Ching stated that the ACT Board should be notified of this information.

8. New Business

- a. Department of Health Air Sampling Results
Klocek said there was nothing to worry about based on the report. Testing will continue in the future and the library will be made aware if there is any need for concern.
- b. Review Schedule for Board Adopted Policies
- c. A motion (AZ, EC) was made to approve the Resolution for Contract Library Boards of Trustees Personnel Policies and Procedures and was carried by a voice vote.
- d. Other
Spencer-Ching thanked Trustee Askew for her 11 years on the ATPL board. She called her a great role model and had been a dedicated person towards the library. Askew said her time was a labor of love and she will always love the library. She was thankful for the opportunity to be on the board. Spencer-Ching presented Askew with a gift on behalf of the ATPL board.

The next regularly scheduled meeting will take place on January 24, 2023 at 1:00 p.m.

A motion (EC, AZ) to adjourn the meeting at 1:47 p.m. was carried by a voice vote.

Respectfully submitted,
Adam Zaremski
Secretary

**AURORA TOWN PUBLIC LIBRARY
LOCAL CHECKING ACCOUNT**

Treasurer's Report

30-Nov-22

Beginning Balance:	1-Nov-22		\$28,011.77
Plus Receipts/Deposits		Total:	\$1,381.78
Less Checks/Debits		Total:	\$49.47
Ending Balance:	30-Nov-22		\$29,344.08

Transaction Details

Receipts:

Alice Askew Donation	\$200.00
Sigrid Weinschreider I/M of A. Fontanese	\$25.00
Jens Hoeg I/M of A. Fontanese	\$50.00
Alice Askew I/M of A. Fontanese	\$50.00
Dr. and Mrs. Gerald E. Patterson I/M of A. Fontanese	\$100.00
Clark Goetzmann I/M of A. Fontanese	\$100.00
Patrick Reilly Donation	\$100.00
Alice Askew Donation	\$200.00
Sharon Aubrecht I/M of A. Fontanese	\$100.00
Alison Hyde I/M of A. Fontanese	\$50.00
George Janofsky I/M of A. Fontanese	\$50.00
H. Joseph Depriest I/M of A. Fontanese	\$100.00
Delia Bush Greanier I/M of Sally Gay Lewke	\$250.00
Amazon Smile Donation	\$6.78
	Total: \$1,381.78

DISBURSEMENTS:

Kathleen Brogan (Reimbursement for Office Depot-Supplies)	
	Total: \$49.47

Volker Funds

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

Internal Auditor's Report Elaine Chow

Voucher#	Amount	Approved	Check #	Reason
L89	\$49.47	11/15/2022	1046	K. Brogan (Reimbursement for Office Depot)

Friends Ongoing Book Sale NOV 295.00 YTD \$2226.00

Contingency Funds Counted On 11/16/2022 \$170.45

Savings Account

Balance Forward	1-Nov-22	\$50,602.97
Interest Earned		\$0.80
Balance	30-Nov-22	\$50,603.77

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: NOV

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)	493	7	500	0	
530000	Contingency (Bullet Aid)	0	0	0	0		0	
	TOTAL EXPENSES	4,920	0	4,814	106	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)	2,314	(412)	2,524	622	
Copy Machines	380	0	435	(55)	475	95	
Print Cost Recovery	1,500	0	1,676	(176)	1,828	328	
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)	4,425	(543)	4,827	945	

AURORA TOWN PUBLIC LIBRARY

COUNTY LEDGER

COUNTY CHECKING ACCOUNT

30-Nov-22

Beginning Balance:	1-Nov-22		\$7,713.14
Plus Receipts/Deposits		Total:	\$145.60
Less Checks/Debits		Total:	
Ending Balance:	30-Nov-02		\$7,858.74

Transaction Details

Receipts:

Fines			\$120.10
Copier			\$25.50
		Total:	\$145.60

Disbursements:

NONE			
		Total:	\$0.00

Internal Auditor's Report

Elaine Chow, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
NONE				

AURORA TOWN PUBLIC LIBRARY

Treasurer's Report

31-Dec-22

LOCAL CHECKING ACCOUNT

Beginning Balance:	1-Dec-22		\$29,344.08
Plus Receipts/Deposits		Total:	\$525.00
Less Checks/Debits		Total:	\$0.00
Ending Balance:	31-Dec-22		\$29,869.08

Transaction Details

Receipts:

M. Pitt I/Mof A. Fontanese			\$100.00
A. Klippert I/M of A. Fontanese			\$25.00
D. Abernathy I/M of A. Fontanese			\$200.00
A. Askew Donation			\$200.00
		Total:	\$525.00

DISBURSEMENTS:

NONE		Total:	NONE
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Volker Funds

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

Internal Auditor's Report Elaine Chow

Voucher#	Amount	Approved	Check #	Reason
NONE				
Friends Ongoing Book Sale DEC	\$450.00			YTD \$2676.00
Contingency Funds		Counted On 12/14/2022		\$161.94

Savings Account

Balance Forward	1-Dec-22		\$50,603.77
Interest Earned			\$0.89
Balance	31-Dec-22		\$50,604.66

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: DEC

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)	372	8	372	8	
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)	102	(25)	102	(25)	
530000	Other Expenses & Charges	600	(100)	499	1	499	1	
530000	Contingency (Bullet Aid)	0	0	0	0		0	
TOTAL EXPENSES		4,920	0	4,957	(37)	4,956	(36)	

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)	2,387	(485)	2,387	485	
Copy Machines	380	0	469	(89)	469	89	
Print Cost Recovery	1,500	0	1,761	(261)	1,761	261	
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)	4,617	(735)	4,617	735	

**AURORA TOWN PUBLIC LIBRARY
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**DIRECTOR'S REPORT
December 2022**

CIRCULATION	Total-month	Average/day	Average/hour	YTD Total
2022	12,255*	510.63	65.89	140,261**
2021	6,461	269.21	31.83	83,949
2020	2,395	114.0	15.4	71,353
2019	9,512	396.3	47.0	141,463

42.5**% (5,206) via self-checkout

51.4%** (72,076) via self-checkout YTD

Note: Circulation for the contracting libraries was 73.7% this month (EAU was 89.7%) and 58.8% YTD (EAU was 67.1%). EAU had 81,835 original checkouts in 2022. Original checkouts at EAU was at 76,920. This means EAU original checkout circulation (not including auto-renewals) increased 6.4% over 2021.

Library of Things	2022
Monthly	12
Year-to-date	98

Chromebook Kits	0
Hotspots	7

SYSTEM e-BRANCH	Month 2022	Month 2021	Change	YTD 2022	YTD 2021	Change
Online Renewals	487	74,987	-99.4%	252,688	929,586	-72.8%
Interlibrary Loans	856	818	4.6%	12,664	12,549	0.9%
eAudiobooks	49,200	40,628	21.1%	558,182	468,831	19.1%
eVideos	613	74	725.6%	5,582	1,176	374.7%
eBooks	78,610	74,350	5.7%	918,475	913,868	0.5%
eMusic	182	27,458	-99.3%	1,867	291,372	-99.4%
eMagazines	5,512	N / A	N / A	44,599	N / A	N/A

YEAR	2022	2021	2020	2019
DAYS/HOURS OPEN	24/186	24/203	21/156	24/203

DAYS CLOSED: Intense Weather Conditions (December 23); Christmas Eve Day (December 24); Christmas Day Observed (December 26); Early Closing (December 27 10:00 a.m. – 12:00 p.m.)

COMPUTER USE	2022	2021	% Change
Monthly	278	294	-5.4%
Year-to-date	3,954	3,125	26.5%

Note: Computer use for the contracting libraries was -13.5% this month and 12.5% YTD.

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**DIRECTOR'S REPORT
December 2022**

WIFI USE	2022	2021	% Change
Monthly	1,521	2,032	-25.1%
Year-to-date	24,334	19,929	22.1%

Note: Wifi use for the contracting libraries was -17.4% this month and 8.7% YTD.

NEW LIBRARY CARD MEMBERSHIP	Total-month	YTD
Adults	18	227
Children	4	165

PATRON COUNTER	2022	2021	% Change
Monthly	3,914	3,960	-1.2%
Year-to-date	55,668	45,048	23.6%

Note: Door counts for the contracting libraries were -2.0% this month and 15.2% YTD

Programs Name / Number of Sessions / Sponsor	Age group	Attendance
SPCA Read-To-A Dog (6)	All	19
Book A Tech Trainer (3)	19+	3
Who Would Win?	6-11 years	12
Reindeer Games (Friends)	6-11 years	14
Judi Greer: In the Dark Streets (Friends)	Adult	21
Lake Erie Watershed: Septic Maintenance	Adult	39
Painted Snowflake (Friends)	All	34
LEGO Club	6-11 years	20
Story Time To Go (Friends) (40)	3-5 years	40
Gingerbread Houses to Go (Friends) (44)	4-12 years	44
Reading Club	6-11 years	6
Tutor (7)	0-11 yrs.	7
Tutor (5)	12-18 yrs.	5
Tutor (4)	19+	4

Friends Ongoing Book Sale	Month	YTD
Dollar Amount (Pre-Tax)	\$450.00	\$2,558.00

Display Case: None

Community Room Exhibits: None

Building condition: Nothing to report

Meeting Room Uses: 15

Professional Development/Meetings

12/7/22—Remembering Your patrons Living with Memory Loss, Webjunction (Jennifer Lewis-Drew)

12/15/2022—Director's Meeting, B&ECPL (Recording)

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**DIRECTOR'S REPORT
December 2022**

1/11/2023—Director's Meeting, B&ECPL (Zoom)

1/25/2023—Advanced Excel, Tech Talk (Kathleen Brogran)

Programs: January 2023

Aurora Book Club - Adults, 19+ - January 5 @ 6:30 p.m.

Oasis Senior Advisors – Seniors & Their Families / Caregivers – January 18 @ 11:00 a.m.

Unwind & Design: Mindful Doodling Take-Home Kit - Adults, 19+ - January 5 – Participants will be called to pick-up their take-home kit the week of the program.

Afterschool Reading Club - Children, 6-11 - 1/18, 2/15, 3/15, 4/19, 5/17

Preschool Story Time - Children, 3 ½ - 5 - January 26 through April 28 @ 1:00 p.m.

Family Story Time – Children, Ages Birth to 5 years of Age with Their Caregiver – Thursdays @ 6:30 p.m. or Fridays @ 10:30 a.m. – January 26 / 27 through April 27 / 28

Programs: February 2023

Unwind & Design: Birch Trees Take-Home Kit - Adults, 19+ - February 2 – Participants will be called to pick-up their take-home kit the week of the program.

Read to a Dog - Children and their Families, All Ages – February 4 @ 11:00 a.m., 11:20 a.m., 11:40 a.m.

K-3 Story Time: Best Friends - Grades K-3 – February 8 @ 4:00 p.m.

Buffalo Bisons Baseball: Past, Present, & Future with Mike Buczkowski, President of Rich Baseball Operations - Adults – February 9 @ 6:30 p.m.

LEGO Club – Children, 6-11 – 2/11, 3/11, & 4/15 @ 11:00 a.m.

Book a Technology Trainer - Adults, 19+ - February 13 @ 10:00 a.m., 11:00 a.m., & 1:00 p.m. –One-on-One Appointments are 45 minutes long

Afterschool Reading Club - Children, 6-11 – 1/18, 2/15, 3/15, 4/19, 5/17

Preschool Story Time Children - 3 ½ - 5 - Thursdays, January 26 through April 28 @ 1:00 p.m.

Family Story Time – Children, Ages Birth to 5 years of Age with Their Caregiver – Thursdays @ 6:30 p.m. or Fridays @ 10:30 a.m. – January 26 / 27 through April 27 / 28

Help Solve a Cold Case @ the Library – Grades K-4 – February 21-25 During Regular Library Hours

Do I Need a Camera if I Have a Cell Phone - Teens & Adults - February 25 @ 11:00 a.m.

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**DIRECTOR'S REPORT
December 2022**

ATPL Months at a Glance: 2022

Month of 2022	Circulation	Patron Count	Computer Use	Wi-Fi
January	6,638	4,289	280	1,703
February	6,895	4,018	268	1,571
March	7,435	4,539	330	2,028
April	11,004	5,110	296	2,010
May	11,895	4,532	351	2,185
June	12,533	4,702	338	2,508
July	15,093	5,402	336	2,312
August	16,608	5,182	428	2,178
September	13,379	4,678	412	2,175
October	13,556	4,945	324	2,283
November	12,970	4,357	313	1,860
December	12,255	3,914	278	1,521
YEAR TOTAL	140,261	55,668	3,954	24,334

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

12 out of 37 in circulation of materials (11th for December); +28.8% over November 2019 & -0.85% under YTD 2019

12 out of 37 in patron visits (11th for December); -33.5% under November 2019 & -36.9% under YTD 2019

3 out of 37 in WI-FI (4th for December); +6.2% over December 2019 & +26.6% over YTD 2019

22 out of 37 in computer use (20th for December); -56.9% under December 2019 & -53.9% 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