AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Agenda of the Board
Regular Monthly Meeting
May 23, 2023, 1:00 p.m.

1. Comments from the audience

2. Minutes of the Meetings: April 25, 2023

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

4. Director's Report: April 2023

5. Reports of Interest
   a. A checkout history option is now available that has long been awaited by patrons. In order to take advantage of this new feature, patrons will need to opt-in first.
   b. Other

6. Personnel
   a. Payroll Report: Pay Period 7
   b. Board May Enter Executive Session
   c. Other

7. Old Business
   a. Long Range Plan
   b. NY State FY 2024 (2023-24) Budget - B&ECPL 2023 Budget Impact
   c. Other

8. New Business
   a. Claims Audit Policy Review
   b. Fontanese Folts Aubrecht Ernst Architects Proposed Floor Plans
   c. ACT Workshop: May 20, 2023 @ 8:30 a.m.
   d. Other

The next regularly scheduled meeting will take place on June 27, 2023 at 1:00 p.m.

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Minutes for the April 25, 2023 Meeting

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

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

1. There were no comments from the audience.

2. A motion (MB, EC) was made to accept the Minutes of the Meetings: March 28, 2023 and carried by a voice vote.

3. A motion (AZ, EC) was made to approve the Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: March 2023 and carried by a voice vote.
Prior to the vote, Klocek noted that recent donations to the library allowed her to purchase books for children that can read alongside a child and pose questions about the story being read. She informed the wife of Al Fontanese of the many of the donations came in his memory, and will be sending her another letter about the purchase.
Klocek also noted that the Friends of the Library book sale within the library sales are going strong with the new mobile shelving units, allowing more of a selection for the public.

4. A motion (EC, AZ) was made to approve the Director's Report: March 2023 and carried by a voice vote.
Buyer asked about the Library of Things selection, wondering if there are ways circulation could be improved. She noted a person in Connecticut who runs a Library of Things that is popular. Spencer-Ching asked to contact this person to gain suggestions for making adjustments at ATPL.

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. There were no other reports for this meeting.

6. Personnel
a. Klocek said the Payroll Report will be available at the May meeting.
b. There was no reason for the board to enter into executive session.
c. No other personnel discussions

7. Old Business
a. Long Range Plan
Spencer-Ching said she was happy with the adjustments made by Klocek and asked board members to keep looking at the document for future discussions.

b. Trustee Education Policy & Self-Assurance Form
The board discussed what upcoming meetings will count towards the policy. Buyer noted an ACT workshop on May20 will count as education credit to fulfill the requirement.
c. Other

8. New Business
a. Other
There were discussions about who should be informed when an ATPL trustee is not going to attend an ATPL meeting. Spencer-Ching asked that trustees contact her and Klocek to make sure the board

has a quorum.

Klocek informed the board that Central was going to add a new feature where library patrons can choose to opt in to see their checkout history. She said people would not automatically be added as the patron would have to actually request this feature. She said people have requested it over the years in order to remember what they already read. She said it is not available yet but would be on the way. She will tell trustees when it is functional.

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

A motion (MB, EC) was made to adjourn at 1:35 p.m. and carried by a voice vote.

Respectfully submitted,
Adam Zaremski
Secretary

AURORA TOWN PUBLIC LIBRARY **Treasurer's Report** **30-Apr-23**

LOCAL CHECKING ACCOUNT

Beginning Balance:	**1-Apr-23**		**$30,860.64**
Plus Receipts/Deposits		**Total:**	**$325.00**
Less Checks/Debits		**Total:**	**$0.00**
Ending Balance:	**30-Apr-23**		**$31,185.64**

Transaction Details

Receipts:

Lions Club Annual Donation		$250.00
Mark Bindig Donation		$75.00
	Total:	**$325.00**

DISBURSEMENTS:

None

	Total:	$0.00

Volker Funds

Balance Forward	**1-Apr-23**	**$2,132.25**
Receipts:	None	$0.00
Disbursements:	None	$0.00
Balance	**30-Apr-23**	**$2,132.25**

Internal Auditor's Report **Elaine Chow**

Voucher#	**Amount**	**Approved**	**Check #**	**Reason**
None				

Friends Ongoing Book Sale April $288.00 YTD $1,328.00

Contingency Funds Counted On 4/14/2023 $199.69

Savings Account

Balance Forward	**1-Apr-23**	$50,607.16
Interest Earned		$0.86
Balance	**30-Apr-23**	$50,608.02

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: APRIL

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	219	69	
Copy Machines	500	0	44	456	132	(368)	
Print Cost Recovery	1,700	0	169	1,531	507	(1,193)	
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	858	(1,492)	

AURORA TOWN PUBLIC LIBRARY **COUNTY LEDGER**

COUNTY CHECKING ACCOUNT **30-Apr-23**

Beginning Balance:	**1-Apr-23**		**$9,163.46**
Plus Receipts/Deposits		**Total:**	**$301.54**
Less Checks/Debits		**Total:**	**$0.00**
Ending Balance:	**30-Apr-23**		**$9,465.00**

Transaction Details

Receipts:		
Fines		$99.79
Fines		$171.65
Copier		$30.10
	Total:	**$301.54**
Disbursements:		
None		
	Total:	**$0.00**

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

Voucher#	**Amount**	**Approved**	**Check #**	**Reason**

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

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.

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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

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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.

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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% under month 2019 & -8.8% 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

2023 Aurora Payroll Report_PP7

As of Pay Period 7

FT PERSONNEL			
Title	**YTD Expensed**	**Budgeted**	**Remaining**
Library Director I	17,015.04	63,852.00	46,836.96
Librarian I	13,749.23	64,946.00	51,196.77
Senior Library Clerk	12,349.99	39,965.00	27,615.01
FT Totals	**26,099.22**	**104,911.00**	**78,811.78**

PT PERSONNEL			
Title	**YTD Expensed**	**Budgeted**	**Remaining**
Caretaker PT	4,482.13	14,345.00	9,862.87
Cleaner PT	2,880.15	9,599.00	6,718.85
Clerk Typist PT	7,334.05	28,656.00	21,321.95
Librarian I PT	5,718.70	29,655.00	23,936.30
Page PT	2,764.52	20,676.00	17,911.48
Senior Page	11,561.68	59,281.00	47,719.32
PT Totals	**34,741.23**	**162,212.00**	**127,470.77**

TOTAL COMBINED			
	YTD Expensed	**Budgeted**	**Remaining**
Caretaker PT	4,482.13	14,345.00	9,862.87
Cleaner	2,880.15	9,599.00	6,718.85
Clerk Typists	7,334.05	28,656.00	21,321.95
Librarian I'S	19,467.93	94,601.00	75,133.07
Library Director I	17,015.04	63,852.00	46,836.96
Senior Library Clerk	12,349.99	39,965.00	27,615.01
Pages	2,764.52	20,676.00	17,911.48
Senior Pages	11,561.68	59,281.00	47,719.32
Contractual Reserve		19,098.00	19,098.00
Combined Totals	**77,855.49**	**350,073.00**	**272,217.51**

ANNUAL BUDGET	$ 350,073.00
PROJECTED ANNUAL BUDGET SPENT	$ 276,959.56
PROJECTED ENDING BALANCE	**$ 73,113.44**

New York State Library Operating Aid

NY State FY 2024 (2023-24) Budget - B&ECPL 2023 Budget Impact

	FY 2019-20 Enacted Budget	FY 2020-21 Enacted Budget S-7503C / A-9503C Pg 175	FY 2021-22 Enacted Budget S-2503C / A-3003C Pg 197	FY 2022-23 Enacted Budget S8003D / A9004D Pg 214	FY 2023-24 Exec Prop. Budget S4003 / A3003 Pg 161	As of 5-3-2023 FY 2023-24 Legislature Delivered to Gov. S4003-D / A3003-D Pg 203	B&ECPL 2023 Budget	Change: Legislature Passed vs B&ECPL 2023 Adopted Budget*	
NY State Library Operating Aid STATEWIDE	**$96,627,000**	**$94,127,000**	**$94,127,000**	**$99,627,000**	**$96,127,000**	**$99,627,000**			
Change from 2022-23 Enacted:					**($3,500,000)**	**$0**			
					-3.7%	0.0%			
B&ECPL OPERATING BUDGET									
Revenue									
STATE AID-FR LIB INCL INCENT AID	$1,963,844	$1,910,897	$1,910,897	$1,990,517	$1,916,502	$1,990,517	$2,022,554	($32,037)	-1.6% *
STATE AID-TO MEMBER LIBRARIES	$287,648	$282,849	$282,849	$298,203	$287,115	$298,203	$299,376	($1,173)	-0.4% *
Total State Aid Operating Budget	**$2,251,492**	**$2,193,746**	**$2,193,746**	**$2,288,720**	**$2,203,617**	**$2,288,720**	**$2,321,930**	**($33,210)**	**-1.4%** *
B&ECPL RECURRING GRANTS BUDGET									
Central Library Book Aid	$67,633	$65,890	$65,881	Book & Development Aid Merged in 2022-23					
Central Library Development Aid	$293,185	$285,630	$285,589						
Subtotal Central Library Services Aid	$360,818	$351,520	$351,470	$364,582	$351,025	$364,582	$364,582	$0	0.0%
Continuity of Service	$47,296	$46,077	$46,071	$47,789	$46,012	$47,789	$47,789	$0	0.0%
NYS Library Automation	$72,359	$70,495	$70,487	$74,124	$71,368	$74,124	$73,956	$168	0.2%
Coordinated Outreach	$159,781	$155,664	$155,641	$183,431	$176,610	$183,431	$183,431	$0	0.0%
Library Services to County Correctional Facilities	$8,294	$8,080	$8,079	$8,380	$8,068	$8,380	$8,380	$0	0.0%
Library Services to State Correctional Facilities **	$43,250	$42,136	$42,130	$43,701	$42,076	$43,701	$43,701	$0	0.0%
Subtotal Grant Programs	**$691,798**	**$673,972**	**$673,878**	**$722,007**	**$695,160**	**$722,007**	**$721,839**	**$168**	**0.0%**
TOTAL B&ECPL OPERATING & GRANTS	**$2,943,290**	**$2,867,718**	**$2,867,624**	**$3,010,727**	**$2,898,777**	**$3,010,727**	**$3,043,769**	**($33,042)**	**-1.1%**

NOTES:

* Difference in 2023 operating budget impacted by application of 2020 census data to the distribution. Grant charts were adjusted for the population impact at time of 2023 budget submission.

** Amounts subject to change as prison population count changes.

New York State Library Construction Aid

NY State FY 2024 (2023-24) Budget - Est. B&ECPL Impact

	FY 2020-21 Enacted Budget S-7504C / A-9504C Pg 100	% of Total	FY 2021-22 Enacted Budget S-2504D / A-3004D Page 104	% of Total	FY 2022-23 Enacted Budget S-8004D/ A-9004D Pg 115	% of Total	FY 2023-24 Exec. Prop. Budget S-4004 / A-3004 Pg 100	FY 2023-24 Delivered to Gov. Budget S-4004-D / A-3004-D Pg 118	FY 2023-24 Change from FY 2022-23	
Brooklyn	$1,329,213	9.49%	$3,228,089	9.49%	$3,353,465	9.86%	$1,380,839	$3,353,465	$0	0.0%
New York	$1,734,521	12.39%	$4,212,407	12.39%	$4,289,825	12.62%	$1,766,399	$4,289,825	$0	0.0%
Queens	$1,210,449	8.65%	$2,939,662	8.65%	$3,020,945	8.89%	$1,243,919	$3,020,945	$0	0.0%
Subtotal NYC	**$4,274,183**	**30.53%**	**$10,380,158**	**30.53%**	**$10,664,235**	**31.37%**	**$4,391,157**	**$10,664,235**	**$0**	**0.0%**
Balance of NY State	**$9,725,817**	**69.47%**	**$23,619,842**	**69.47%**	**$23,335,765**	**68.63%**	**$9,608,843**	**$23,335,765**	$0	0.0%
Total STATEWIDE Budget	**$14,000,000**	**100.00%**	**$34,000,000**	**100.00%**	**$34,000,000**	**100.00%**	**$14,000,000**	**$34,000,000**	**$0**	**0.0%**
B&ECPL Allocation	**$641,863**	**4.58%**	**$1,558,809**	**4.58%**	**$1,554,184**	**4.57%**	**$639,958**	**$1,554,184**	**$0**	**0.0%**

2022-23 forward incorporates changes in population per 2020 Census Data

Buffalo & Erie County Public LIBRARY

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, and 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

AURORA TOWN PUBLIC LIBRARY

Claims Audit Policy

Establishment and Functions of Claims Auditor

The Aurora Town Public Library Board of Trustees is responsible for establishing an adequate system of internal controls over processing claims to ensure taxpayer moneys are safeguarded.

The Board of Trustees may, by resolution, establish the position of a Claims Auditor. The Board may appoint the Claims Auditor at its annual Organizational Meeting or whenever the appointment becomes necessary. The Claims Auditor shall report to the entire Board on the results of audits of claims approved and released for payment. The Claims Auditor may be required to work with the Treasurer for administrative matters such as work time, attendance and the creation of reports for the Board. The Board of Trustees shall review this claims audit policy as necessary, and it shall have the power to amend this policy at any time.

Qualifications

The Claims Auditor must have the necessary knowledge and skills to effectively audit claims. The Claims Auditor is a voluntary appointment and will not receive compensation.

No person shall be eligible for appointment to the position of Claims Auditor who shall be:

- A member of the Board who has any involvement in the library's check signing.
- An employee or volunteer responsible for procurement or accounting.
- The individual or entity responsible for the internal audit function (the Internal Auditor).
- The External (Independent) Auditor responsible for the external audit of the financial statements.
- A close or immediate family member of an employee, officer, or contractor providing services to the library. A "close family member" is defined as a parent, sibling or nondependent child; an "immediate family member" is a spouse, spouse equivalent, or dependent (whether or not related).
- An individual with an interest in any other contracts of the library and/or who provides any goods or services to the library.

Duties

The Claims Auditor shall certify that claims against the Library listed on the warrant were audited and payment is authorized. The Claims auditor shall:

1. Examine all claims to determine they are valid claims against the library.

2. Inspect receipts/packing slips to ensure goods or services were received by the library and that an appropriate staff member has confirmed receipt of goods and services.
3. Meet such other requirements as may be established by the Regulations of the Commissioner of Education and/or the Comptroller of the State of New York.

Only claims certified by the Claims Auditor pursuant to this policy shall be paid unless exempt by NYS law.

Review of Claims

Claims for payment must be accompanied by the following:

- Purchase orders or order forms listing goods purchased.
- Receipts and/or packing slips verifying underlying goods or services have been received.
- A sequentially numbered claim form initialed by appropriate staff member verifying goods or services have been received.

All claims submitted for approval will be summarized on an abstract of claims presented with above documentation, to the Board, or its appointed claims auditor, for audit.

Payments Not Requiring Pre-Audit

- Fixed salaries of officers or employees regularly engaged at agreed-upon wages by the hour, day, week, month, year, or other authorized period, including any payroll withholdings.
- Principal or interest payments on debt.
- Payments made pursuant to a court order.
- Amounts due upon lawful contracts for periods exceeding one year.
- Retirement contributions by a participating employer in the New York State and Local Retirement System as billed by the State Comptroller.

These types of payments should not be included on the abstract of audited claims.

Payments Allowed in Advance of Audit

- The Board of Trustees may, by resolution, authorize payment in advance for public utility services, postage, freight, and express charges.
- Payments discharged from petty cash.

Approval of Claims

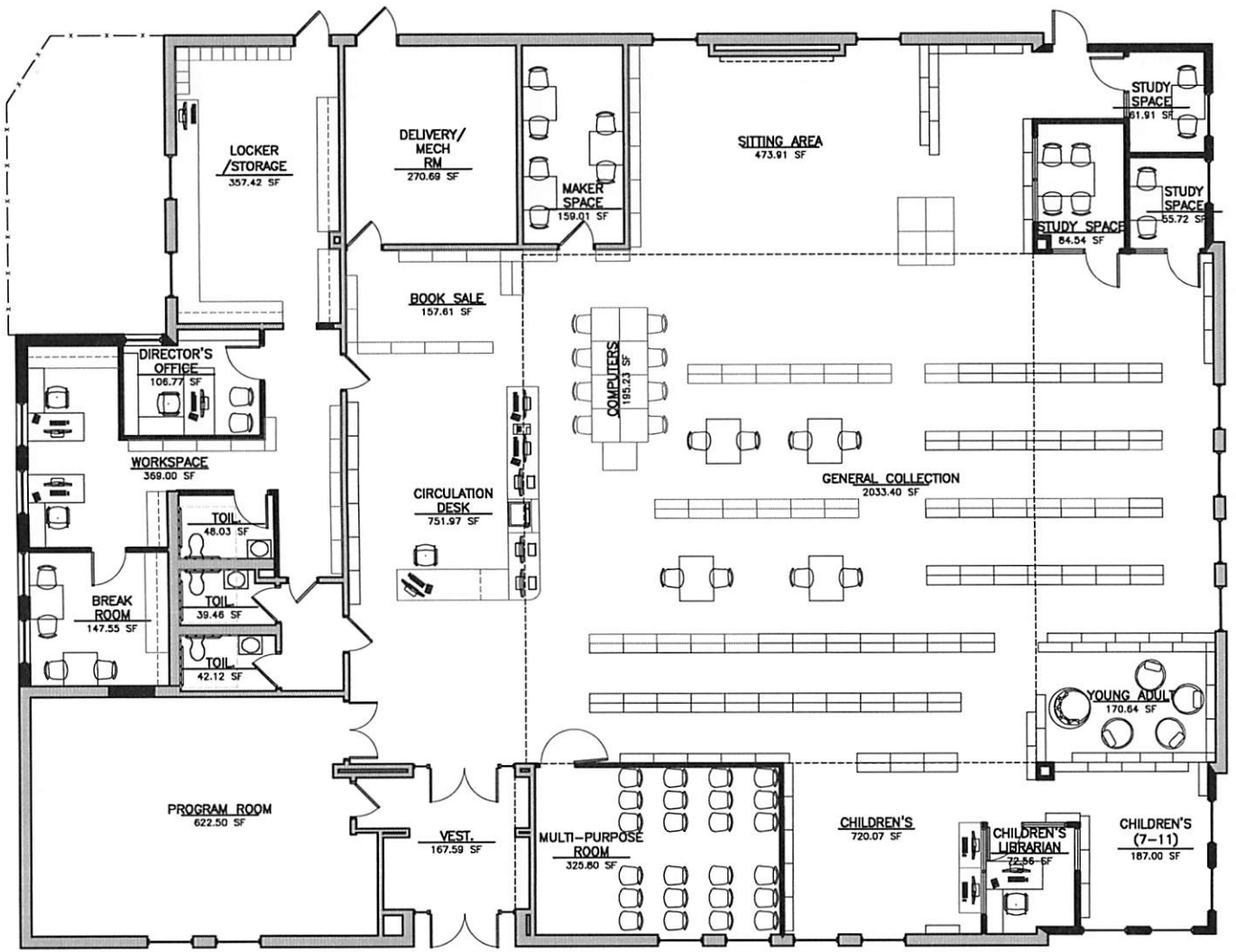
Upon completing the review of claims, the Claims Auditor may approve said claims for payment. At its regular monthly meeting or special meeting, the Board shall review the

payment of claims approved and paid pursuant to the signed recommendation of its Claims Auditor. All claims, including supporting documentation and the abstract, approved by the Claims Auditor will be available for Board inspection at each meeting.

Absence of Claims Auditor

The Board of Trustees will audit all claims in the event that the Claims Auditor position is vacant or unavailable. Such audit by the Board will be completed at a regular bi-monthly meeting or special meeting.

Approved by the Board of Trustees of the Aurora Town Public Library on May 22, 2018. Confirmed June 26, 2018. Reviewed, No Changes—May 23, 2023.

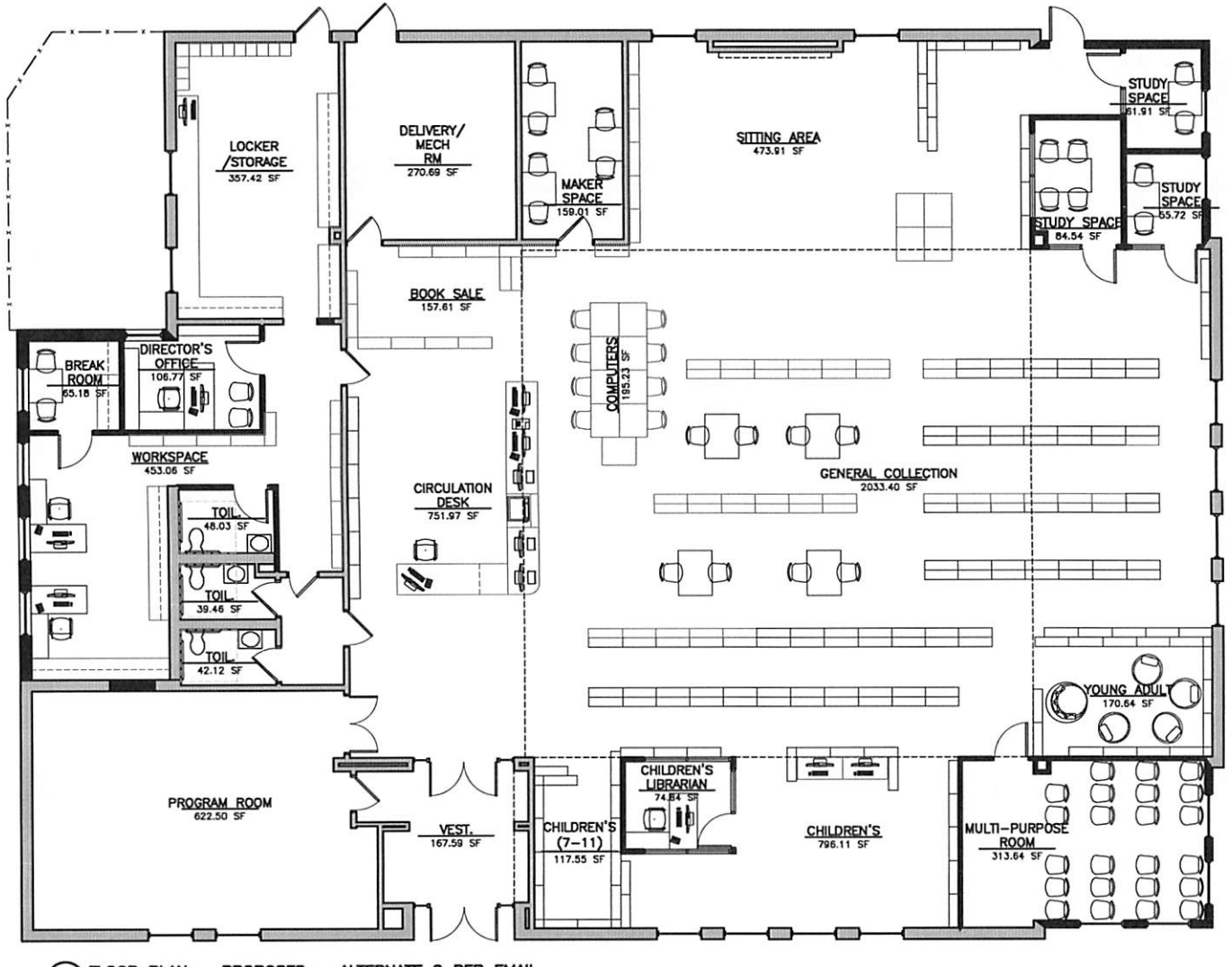


1 FLOOR PLAN – PROPOSED – ALTERNATE PER EMAIL
1" = 10'-0"

MAY 3, 2023

FONTANESE
FOLTS
AUBRECHT
ERNST
A PROFESSIONAL CORPORATION
ARCHITECTS

(716) 662-2200
6395 WEST QUAKER STREET
ORCHARD PARK, N.Y. 14127

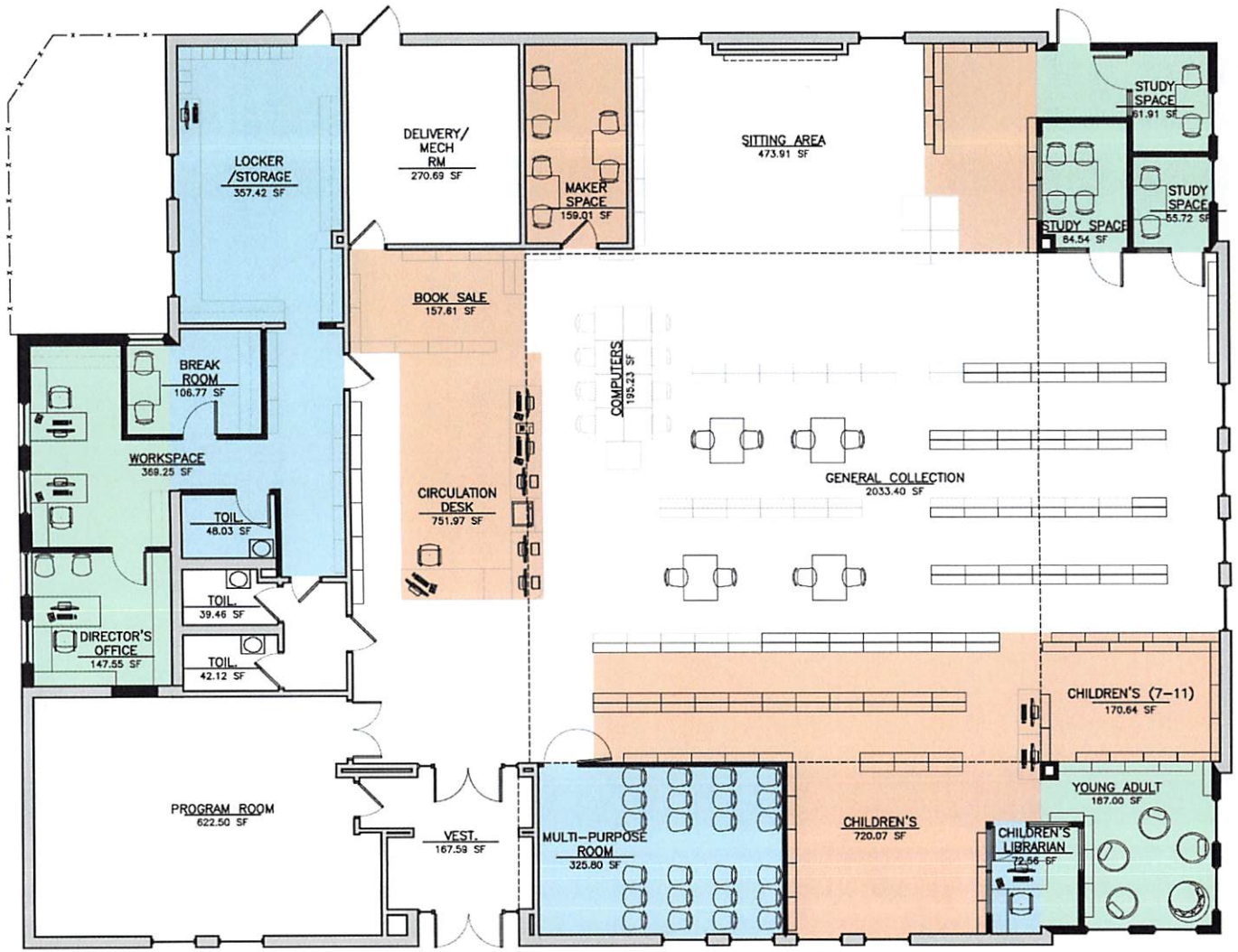


1 FLOOR PLAN – PROPOSED – ALTERNATE 2 PER EMAIL
1" = 10'-0"

MAY 3, 2023

FONTANESE
FOLTS
AUBRECHT
ERNST
A PROFESSIONAL CORPORATION
ARCHITECTS

(716) 662-2200
6395 WEST QUAKER STREET
ORCHARD PARK, N.Y. 14127



New Work

Renovation

Rearranged Furniture

FONTANESE FOLTS AUBRECHT ERNST
A PROFESSIONAL CORPORATION
ARCHITECTS

1 FLOOR PLAN – PROPOSED - SCOPE OF WORK DIAGRAM
1" = 10'-0"

FEBRUARY 14, 2023