

AURORA TOWN PUBLIC LIBRARY  
550 Main Street, East Aurora, New York 14052

Agenda of the Board  
Annual Meeting  
April 23, 2024, 12:30 p.m.

1. Minutes of Annual Meeting April 25, 2023
2. Treasurer's Report, 2023 (See 2023 NYS Report & 2023 NYS Comptroller's Report)
  - a. Resolution to accept 2023 Treasurer's Report
3. Director's Report, 2023 (2023 NYS Report & 2023 Annual Report to the Community)
  - a. Resolution to accept 2023 NYS Report
4. Election of Officers
5. Other business
  - a. Conflict of Interest Policy & Disclosure Statements for Trustees / Director
  - b. Other



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

Present: Martha Buyer, 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 12:33 p.m.

1. A motion (MB, EC) was made to approve the Minutes of Annual Meeting April 26, 2022 meeting and carried by a voice vote.

2. A motion (AZ, MB) was made to accept the Treasurer's Report, 2022 (See 2022 NYS Report & 2022 NYS Comptroller's Report) and the Resolution to accept 2022 Treasurer's Report and carried by a voice vote.

3. A motion (MB, AZ) was made to accept the Director's Report, 2022 (2022 NYS Report & 2022 Annual Report to the Community) and carried by a voice vote.

a. A motion (AZ, EC) was made to approve the Resolution to accept 2022 NYS Report and carried by a voice vote.

4. Election of Officers

A nomination (MB, EC) was made to appoint Spencer-Ching as President.

A nomination (KSC, MB) was made to nominate Chow as Vice-President.

A nomination (KSC, EC) was made to nominate Racho for Treasurer.

A nomination (EC, MB) was made to nominate Zaremski as Secretary.

A motion (MB, EC) was made to approve the nominations and carried by a voice vote.

5. Other business

a. Conflict of Interest Policy & Disclosure Statements for Trustees / Director

b. Other

A motion (EC, AZ) was made to adjourn at 12:51 p.m. and carried by a voice vote.

Respectfully submitted,  
Adam Zaremski  
Secretary



# Aurora Town Public Library

## Annual Report For Public And Association Libraries - 2023

### 1. GENERAL LIBRARY INFORMATION

#### Library / Director Information

##### Outline of Major Changes

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2023, except for questions related to the current library director/manager (questions 1.37 through 1.44).

- |     |   |                                       |
|-----|---|---------------------------------------|
| 1.1 | Library ID Number   | 0800141870                            |
| 1.2 | Library Name  | AURORA TOWN PUBLIC LIBRARY            |
|     | Name Status (State use only)  | 00 (for no change from previous year) |
| 1.4 | Structure Status (State use only)   | 00 (for no change from previous year) |
| 1.5 | Community   | East Aurora                           |
| 1.6 | Beginning Fiscal Reporting Year   | 01/01/2023                            |
| 1.7 | Ending Fiscal Reporting Year  | 12/31/2023                            |
| 1.8 | Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?                | No                                    |
| 1.9 | If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8. | N/A                                   |
| 2.0 | Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.            | N/A                                   |

1.11 Beginning Local Fiscal Year 01/01/2023

1.12 Ending Local Fiscal Year 12/31/2023

1.13 Address Status 00 (for no change from previous year)

1.14 Street Address 550 MAIN STREET

1.15 City EAST AURORA

1.16 Zip Code 14052

1.17 Mailing Address 550 MAIN STREET

1.18 City EAST AURORA

1.19 Zip Code 14052

1.20 Telephone Number (enter 10 digits only and hit the Tab key; enter N/A (716) 652-4440 if no telephone number)

1.21 Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number) (716) 655-5875

1.22 E-Mail Address to Contact the Library (Enter N/A if no e-mail address) eau@buffalolib.org

1.23 Library Home Page URL (Enter N/A if no home page URL) <https://www.buffalolib.org/locations-hours/aurora-town-public-library>

1.24 Population Chartered to Serve (per 2020 Census) 13,943

1.25 Indicate the type of library as stated in the library's charter (select one): PUBLIC

1.26 Indicate the area chartered to serve as stated in the library's charter (select one): Town

- 1.27 During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No. N
- 1.28 Indicate the type of charter the library currently holds (select one): Absolute
- 1.29 Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter 06/27/1969
- 1.30 Date the library was last registered 06/09/1969
- 1.31 Federal Employer Identification Number 160866260
- 1.32 County ERIE
- 1.33 School District East Aurora Union Free District # 1
- 1.34 Town/City Aurora
- 1.35 Library System Buffalo & Erie County Public Library

**THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.**

- 1.36a President/CEO Name N/A
- 1.36b President/CEO Phone Number N/A
- 1.36c President/CEO Email N/A

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

- 1.37 First Name of Library Director/Manager Paula
- 1.38 Last Name of Library Director/Manager Klocek
- 1.39 NYS Public Librarian Certification Number 24842

- 1.40 What is the highest education level of the library manager/director? Master's Degree
- 1.41 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science? Y
- 1.42 Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note. Y
- 1.43 E-mail Address of the Director/Manager klocekp@buffalolib.org
- 1.44 Fax Number of the Director/Manager (716) 655-5875
- 1.45 Does the library charge fees for library cards to people residing outside the system's service area? Y
- 1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2023? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.

**Public Votes / Contracts**

**Please Note: last year's answers for repeating groups cannot be displayed.**

1. Name of municipality or district holding the public vote N/A
2. Indicate the type of municipality or district holding the public vote N/A



- |     |  |     |
|-----|--|-----|
| 3.  | Date the vote was held<br>(mm/dd/2023)   | N/A |
| 4.  | Was the vote successful? Y/N   | N/A |
| 5.  | What type of public vote was it?   | N/A |
| 6a. | Most recent prior year approved appropriation from a public vote:  | N/A |
| 6b. | Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: | N/A |
| 6c. | Total proposed appropriation (manually sum of 6a and 6b):  | N/A |

**This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.**

- 1.7 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2023) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48. N

**Please Note: last year's answers for repeating groups cannot be displayed.**

- |                  |   |     |
|------------------|---|-----|
| 1.               | Name of municipality or district holding the public vote              | N/A |
| 2.               | Indicate the type of municipality or district holding the public vote |     |
| <b>Note:</b> N/A |   |     |
| 3.               | Date the last successful vote was held (mm/dd/yyyy)                   | N/A |
| 4.               | What type of public vote was it?                                      |     |
| <b>Note:</b> N/A |   |     |

5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? N/A

1.48 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49. N

#### Unusual Circumstances

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of contracting municipality or district N/A

2. Is this a written contractual agreement? N/A

3. Population of the geographic area served by this contract N/A

4. Dollar amount of contract N/A

5. Enter the appropriate code for range of services provided (select one): N/A

1.49 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection. N

## 2. LIBRARY COLLECTION

### Print / Electronic / Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [read](#) general information instructions below before completing this section.

This section of the survey (2.1-2.25) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

### PRINT MATERIALS

#### Cataloged Books

2.1	Adult Fiction Books	6,926
2.2	Adult Non-fiction Books	5,225
2.3	Total Adult Books (Total questions 2.1 & 2.2)	12,151
2.4	Children's Fiction Books	6,827
2.5	Children's Non-fiction Books	2,806
2.6	Total Children's Books (Total questions 2.4 & 2.5)	9,633
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	21,784

#### Other Print Materials

2.8	Total Uncataloged Books	1,195
2.9	Total Print Serials	1,039
2.10	All Other Print Materials	0
1	Total Other Print Materials (Total questions 2.8 through 2.10)	2,234

2.12	Total Print Materials (Total questions 2.7 and 2.11)	24,018
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## **ALL OTHER MATERIALS**

### **Electronic Materials**

2.13	Electronic Books	0
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2.14	Local Electronic Collections	21
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2.15	NOVELSY Electronic Collections	15
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2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	36
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2.17	Audio - Downloadable Units	0
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2.18	Video - Downloadable Units	0
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2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	1
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2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	37
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### **Non-Electronic Materials**

2.21	Audio - Physical Units	3,036
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2.22	Video - Physical Units	8,142
------	------------------------	-------

2.23	Other Circulating Physical Items	42
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2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	11,220
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## Grand Total / Additions to Holdings

5 **GRAND TOTAL HOLDINGS**  
(Total questions 2.12, 2.20 and 2.24) 35,275

### ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26 Cataloged Books 2,432

2.27 All Other Print Materials 1,125

2.28 Electronic Materials 0

2.29 All Other Materials 743

2.30 **Total Additions** (Total questions 2.26 through 2.29) 4,300

## 3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

### Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.32 as of the end fiscal year reported in Questions 1.6 and 1.7 in Part 1; report information on questions 3.33 through 3.77 for the 2023 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.  
**LIBRARY USE**

3.1 Library visits (total annual attendance) 64,417

3.1a Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks? CT - Annual Count

3.2 Registered resident borrowers 11,165

3.3 Registered non-resident borrowers 23

Please report information on WRITTEN POLICIES as of 12/31/23.

### WRITTEN POLICIES (Answer Y for Yes, N for No)

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

- |      |   |   |
|------|---|---|
| 3.4  | Does the library have an open meeting policy?                                     | Y |
| 3.5  | Does the library have a policy protecting the confidentiality of library records? | Y |
| 3.6  | Does the library have an Internet use policy?                                     | Y |
| 3.7  | Does the library have a disaster plan?  | Y |
| 3.8  | Does the library have a board-approved conflict of interest policy?               | Y |
| 3.9  | Does the library have a board-approved whistle blower policy?                     | Y |
| 3.10 | Does the library have a board-approved sexual harassment prevention policy?       | Y |

Please report information on ACCESSIBILITY as of 12/31/23.

**ACCESSIBILITY (Answer Y for Yes, N for No)**

- |      |  |   |
|------|--|---|
| 3.11 | Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? | Y |
| 3.12 | Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?   | N |
| 3.13 | Does the library have large print books?   | Y |
| 3.14 | Does the library have assistive technology for people who are visually impaired or blind?  | Y |

- |  |   |     |
|--|---|-----|
| 3.15 - If so, what do you have? If no, go to next question | screen reader, such as JAWS, Windoweyes or NVDA | Yes |
|--|---|-----|

refreshable Braille commonly referred to as a refreshable Braille display No

screen magnification software, such as Zoomtext Yes

electronic scanning and reading software, such as OpenBook No

3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)? N

#### Library Sponsored Programs

### LIVE PROGRAM SESSIONS and ATTENDANCE

#### Live Program Sessions

A live program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.

Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

#### Live Programs Categorized by Age

3.17a Number of Sessions Targeted at Children Ages 0-5 18

**Note:** Increased in-person children's programming for 2023 with the help of new staff.

3.17b [Attendance at Sessions Targeted at Children Ages 0-5](#) 287

**Note:** Increased in-person children's programming for 2023 with the help of new staff.

3.18a Number of Sessions Targeted at Children Ages 6-11 29

3.18b [Attendance at Sessions Targeted at Children Ages 6-11](#) 375

3.19a Number of Sessions Targeted at Young Adults Ages 12-18 2

**Note:** Increased in-person teen programming for 2023 with the help of new staff.

3.19b Attendance at Sessions Targeted at Young Adults Ages 12-18 24

**Note:** Increased in-person children's programming for 2023 with the help of new staff.

3.20a Number of Sessions Targeted at Adults Age 19 or Older 39

3.20b Attendance at Sessions Targeted at Adults Age 19 or Older 523

3.21a Number of General Interest Program Sessions 141

3.21b Attendance at General Interest Program Sessions 2,697

3.22 Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a) 229

3.23 Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b) 3,906

#### Live Programs Categorized by Venue

3.24a Total Live Onsite Program Sessions 220

3.24b Total Live Onsite Program Attendance 3,751

3.25a Total Live Offsite Program Sessions 9

3.25b Total Live Offsite Program Attendance 155

3.26a Total Live Virtual Program Sessions 0

3.26b Total Live Virtual Program Attendance 0



3.27 Total Sessions of Live Programs  
Categorized by Venue (sum of 229  
3.24a, 3.25a, 3.26a)

3.28 Total Attendance at Live Programs  
Categorized by Venue (sum of 3,906  
3.24b, 3.25b, 3.26b)

Prerecorded and One-on-One Programs

3.29 Total Number of Prerecorded  
Program Presentations 0

3.30 Total Views of Prerecorded  
Program Presentations within 30 0  
Days

3.31 One-on-One Program Sessions 1,332

3.32 Attendance at One-on-One  
Program Sessions 1,335

**Note:** On occasion, a second or third person attends these appointments, but the library still considers them one-on-one programs rather than planned group programs.

**Teen-Led / Promotion / Summer Reading**

3.33 Did your library offer teen-led  
activities during the 2023 calendar N  
year?

3.34 Do library staff, trustees and/or  
volunteers reach outside of the  
library to promote library  
programs and services through  
group presentations, information Yes  
tables and/or other similar  
educational activities sponsored by  
the Library?

Please report information on SUMMER READING PROGRAMS for the 2023 calendar year  
**SUMMER READING PROGRAM**

3.35	Did the library offer a summer reading program in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.36	Library outlets offering the summer reading program	1
3.37	Children registered for the library's summer reading program	407
3.38	Young adults registered for the library's summer reading program	24
3.39	Adults registered for the library's summer reading program	12
3.40	Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	443
3.41a	Children's program sessions - Summer 2023	37
3.41b	Children's program attendance - Summer 2023	623
3.42a	Young adult program sessions - Summer 2023	0
3.42b	Young adult program attendance - Summer 2023	0
3.43a	Adult program sessions - Summer 2023	1
3.43b	Adult program attendance - Summer 2023	12
3.44	Total program sessions - Summer 2023 (total 3.41a + 3.42a + 3.43a)	38
3.45	Total program attendance - Summer 2023 (total 3.41b + 3.42b + 3.43b)	635

3.46 Did the library use the Summer Reading at New York Libraries name and/or logo? Y

3.47 Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library? Y

### COLLABORATORS

3.48 Public school district(s) and/or BOCES 0

3.49 Non-public school(s) 0

3.50 Childcare center(s) 0

3.51 Summer camp(s) 0

3.52 Municipality/Municipalities 0

3.53 Literacy provider(s) 0

3.54 Other (describe using the State note) 1

**Note:** SPCA Paws for Love is an animal visitation therapy program of the SPCA Serving Erie County.

3.55 Total Collaborators (total 3.48 through 3.54) 1

### Early Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2023 calendar year.

#### EARLY LITERACY PROGRAMS

3.56 Did the library offer early literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y

3.57a Focus on birth - school entry (kindergarten) sessions 18

3.57b	Focus on birth - school entry (kindergarten) attendance	287
3.58a	Focus on parents & caregivers sessions	0
3.58b	Focus on parents & caregivers attendance	0
3.59a	Combined audience sessions	73
3.59b	Combined audience attendance	1,528
3.60	Total Sessions	91
3.61	Total Attendance	1,815
3.62 - Collaborators (check all that apply):		
a.	Childcare center(s)	Yes
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public School(s)	Yes
d.	Health care providers/agencies	No
e.	Other (describe using the State note)	No

#### Adult Literacy

Please report information on ADULT LITERACY for the 2023 calendar year.

#### ADULT LITERACY

3.63	Did the library offer adult literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
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3.64a	Total group program sessions	0
3.64b	Total group program attendance	0
3.65a	Total one-on-one program sessions	16
3.65b	Total one-on-one program attendance	16
3.66 - Collaborators (check all that apply)		
a.	Literacy NY (Literacy Volunteers of America)	Yes
b.	Public School District(s) and/or BOCES	No
c.	Non-Public Schools	No
d.	Other (see instructions and describe using Note)	No

#### ESOL / Digital Literacy

Please report information on ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS for the 2023 calendar year.

#### ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.

3.68a	Children's program sessions	0
3.68b	Children's program attendance	0
3.69a	Young adult program sessions	0
3.69b	Young adult program attendance	0

3.70a	Adult program sessions	0
3.70b	Adult program attendance	0
3.71	Total program sessions (total 3.68a + 3.69a + 3.70a)	0
3.72	Total program attendance (total 3.68b + 3.69b + 3.70b)	0
3.73a	One-on-one program sessions	4
3.73b	One-on-one program attendance	4
3.74 - Collaborators (check all that apply):		
a.	Literacy NY (Literacy Volunteers of America)	Yes
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Other (describe using the Note)	No

Please report information on DIGITAL LITERACY for the 2023 calendar year.

**DIGITAL LITERACY**

3.75 Did the library offer digital literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y

3.76a	Total group program sessions	0
3.76b	Total group program attendance	0
3.77a	Total one-on-one program sessions	25
3.77b	Total one-on-one program attendance	28

Note: More than one person attended some sessions.

## 4. LIBRARY TRANSACTIONS

### Circulation / Electronic Use Reference Transactions

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

#### CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	32,771
4.2	Adult Non-fiction Books	18,973
4.3	Total Adult Books (Total questions 4.1 & 4.2)	51,744
4.4	Children's Fiction Books	42,943
4.5	Children's Non-fiction Books	10,069
4.6	Total Children's Books (Total questions 4.4 & 4.5)	53,012
	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	104,756

#### CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	51,575
4.9	Circulation of Children's Other Materials	12,563
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	64,138
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	168,894

#### ELECTRONIC USE

4.12	Use of Electronic Material	0
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Note: This is being reported at the System level.

4.13	Successful Retrieval of Electronic Information	0
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Note: This is being reported at the System level.

4.14	Electronic Content Use (Total questions 4.12 & 4.13)	0
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	168,894
4.16	Total Collection Use (Total questions 4.13 & 4.15)	168,894
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	65,575
4.18	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No

#### REFERENCE TRANSACTIONS

4.19	Total Reference Transactions	5,969
4.19a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
4.20	Does the library offer virtual reference?	Y

#### Interlibrary Loan

##### INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21	TOTAL MATERIALS RECEIVED	0
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Note: Note: This is being reported at the System level.

##### INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22	TOTAL MATERIALS PROVIDED	0
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Note: Note: This is being reported at the System level.



## 5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2023.

### SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y
5.2	Online public access catalog (OPAC)?	Y
5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	26,441
5.5	Does the library use Internet filtering software on any computer?	Y
5.6	Does your library use social media?	Y
5.7	Does the library file for E-rate benefits?	Y
Note: Included as a component unit of B&ECPL.		
5.8	Is the library part of a consortium for E-rate benefits?	N
5.9	If yes, in which consortium are you participating?	N/A
5.10	Name of the person responsible for the library's Information Technology (IT) services	Stephen Hovey
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(716) 858-6004
5.12	IT contact's email address	hoveys@buffalolib.org

### STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

### FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1 The number of hours per  
workweek used to compute FTE 35  
for all paid library personnel in this  
section.

### BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Library Manager (not certified)	0
6.5	Vacant Library Manager (not certified)	0
6.6	Librarian	2
6.7	Vacant Librarian	0
6.8	Library Specialist/Paraprofessional	0
6.9	Vacant Library Specialist/Paraprofessional	0
6.10	Other Staff	5.36
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	8.36
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

### SALARY INFORMATION

6.14 FTE - Library Director (certified) 1

6.15	Salary - Library Director (certified)	\$63,852
6.16	FTE - Library Manager (not certified)	0
6.17	Salary - Library Manager (not certified)	\$0
6.18	FTE - Librarian	1
6.19	Salary - Librarian	\$48,011

## 7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2023**. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website.

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.

Y
2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.

Y
3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.

Y
4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.

Y

5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. Y
6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. Y
7. Is open the minimum standard number of public service hours for population served. (see instructions) Y
8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:
- 8a. space Y
- 8b. lighting Y
- 8c. shelving Y
- 8d. seating Y
- 8e. power infrastructure Y
- 8f. data infrastructure Y
- 8g. public restroom Y
9. Provides programming to address community needs, as outlined in the library's long-range plan of service. Y
10. Provides
- 10a. a circulation system that facilitates access to the local library collection and other library catalogs Y

- 10b. equipment, technology, and internet connectivity to address community needs and facilitate access to information. Y
11. Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above. Y
12. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. Y
13. Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service. Y
14. Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service. Y

## 8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

**PUBLIC SERVICE OUTLETS** - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

- 8.1 Main Library 1
- 8.2 Branches 0
- 8.3 Bookmobiles 0
- 8.4 Other Outlets 0

8.5 TOTAL PUBLIC SERVICE  
OUTLETS (Total questions 8.1 - 1  
8.4)

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6 Minimum Weekly Total Hours - 48.00  
Main Library

8.7 Minimum Weekly Total Hours - 0.00  
Branch Libraries

8.8 Minimum Weekly Total Hours - 0.00  
Bookmobiles

8.9 Minimum Weekly Total Hours -  
Total Hours Open (Total questions 48.00  
8.6 - 8.8)

8.10 Annual Total Hours - Main Library 2,380.50

8.11 Annual Total Hours - Branch 0.00  
Libraries

8.12 Annual Total Hours - Bookmobiles 0.00

8.13 Annual Hours Open - Total Hours  
Open (Total questions 8.10 through 2,380.50  
8.12)

## 9. SERVICE OUTLET INFORMATION

**Please Note: last year's answers for repeating groups cannot be displayed.**

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 1-14, 20-25, and 34-36 are pre-filled with prior year answers but not locked to allow updating.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles.

Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking [a link to an Excel sheet listing prior year outlets is located in section 9](#). Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com) and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

1. Outlet Name Aurora Town Public Library

2. Outlet Name Status 00 (for no change)
3. Street Address 550 Main Street
4. Outlet Street Address Status 00 (for no change)
5. City East Aurora
6. Zip Code 14052
7. Phone (enter 10 digits only) (716) 652-4440
8. Fax Number (enter 10 digits only) (716) 655-5875
9. E-mail Address eau@buffalolib.org
10. Outlet URL <https://www.buffalolib.org/locations-hours/aurora-town-public-library>
11. County Erie
12. School District East Aurora Union Free District #1
13. Library System Buffalo & Erie County Public Library
14. Outlet Type Code (select one): CE
15. Public Service Hours Per Year for This Outlet 2,381
16. Number of Weeks This Outlet is Open 52
17. Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)? Y
18. Is the meeting space available for public use even when the outlet is closed? N

19. Total number of non-library sponsored programs, meetings and/or events at this outlet 118
20. Enter the appropriate outlet code (select one): LRF
21. Who owns this outlet building? Town
22. Who owns the land on which this outlet is built? Town
23. Indicate the year this outlet was initially constructed 1964
24. Indicate the year this outlet underwent a major renovation costing \$25,000 or more 2013
25. Square footage of the outlet 7,495
26. Number of Internet Computers Used by General Public 20
27. Number of uses (sessions) of public Internet computers per year 4,541
- 27a Reporting Method for Number of Uses of Public Internet Computers Per Year CT - Annual Count
28. Type of connection on the outlet's public Internet computers Other (specify using the State note)
- Note:** Note: Ethernet connections to Central Library.
29. Maximum download speed of connection on the outlet's public Internet computers 10 Greater than or equal to 50 mbps and less than 100 mbps
30. Maximum upload speed of connection on the outlet's public Internet computers 10 Greater than or equal to 50 mbps and less than 100 mbps
31. Internet Provider Crown Castle Fiber



32.	WiFi Access	Password required
33.	Wireless Sessions	21,497
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	N
37.	<i>LIBID</i>	0800141870
38.	<i>FSCSID</i>	NY0013
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)

## 10. OFFICERS AND TRUSTEES

### Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2023. All public and association libraries are required by Education Law to hold at least four meetings a year.

### BOARD MEETINGS

10.1 Total number of board meetings held during calendar year (January 1, 2023 to December 31, 2023) 9

### NUMBER OF TRUSTEES AND TERMS

1^2 If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A. 5-7

- 10.3 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A. 5
- 10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here. N/A
- 10.5 What is the **trustee term length, as stated in your library's charter documents (incorporation)**? If a term length is not stated, please explain in a Note. 5 years
- 10.6 I attest that all trustees participated in trustee education in the last calendar year (2023). If entering No, provide explanation in a Note. Y

#### BOARD MEMBER SELECTION

- 10.7 Enter Board Member Selection Code (select one): A - board members are appointed by municipality(ies)

**Please Note: last year's answers for repeating groups cannot be displayed.**

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#). Please Note: It is customized and contains previously entered data in need of updating. Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com).

- |    |                            |                  |
|----|----------------------------|------------------|
| 1. | Status                     | Filled           |
| 2. | First Name of Board Member | Martha           |
| 3. | Last Name of Board Member  | Buyer            |
| 4. | Mailing Address            | 110 Woodland Dr. |
| 5. | City                       | East Aurora      |
| 6. | Zip Code (5 digits only)   | 14052            |

7. E-mail address martha@marthabuyer.com

8. Office Held or Trustee Trustee

9. Term Begins - Month January

10. Term Begins - Year (year) 2024

11. Term Expires December

12. Term Expires - Year (yyyy) 2028

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes

14. The date the Oath of Office (mm/dd/yyyy) was taken 01/22/2024

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/22/2024

16. Is this a brand new trustee? N

1. Status Filled

2. First Name of Board Member Adam

3. Last Name of Board Member Zaremski

4. Mailing Address 28 Woodside Ave.

5. City East Aurora

6. Zip Code (5 digits only) 14052
7. E-mail address adam.zaremski@gmail.com
8. Office Held or Trustee Secretary
9. Term Begins - Month January
10. Term Begins - Year (year) 2022
11. Term Expires December
12. Term Expires - Year (yyyy) 2026
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 01/10/2022
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/10/2022
16. Is this a brand new trustee? N
1. Status Filled
2. First Name of Board Member Kara
3. Last Name of Board Member Spencer-Ching
4. Mailing Address 218 Walnut St.

5. City East Aurora
6. Zip Code (5 digits only) 14052
7. E-mail address karaspencerching@hotmail.com
8. Office Held or Trustee President
9. Term Begins - Month January
10. Term Begins - Year (year) 2021
11. Term Expires December
12. Term Expires - Year (yyyy) 2025
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 01/26/2021
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/26/2021
16. Is this a brand new trustee? N
1. Status Filled
2. First Name of Board Member Sashi
3. Last Name of Board Member Racho

4. Mailing Address 357 Prospect Ave
5. City East Aurora
6. Zip Code (5 digits only) 14052
7. E-mail address sashiracho@gmail.com
8. Office Held or Trustee Financial Officer
9. Term Begins - Month: January
10. Term Begins - Year (year) 2023
11. Term Expires December
12. Term Expires - Year (yyyy) 2027
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 01/23/2023
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/23/2023
16. Is this a brand new trustee? N
1. Status Filled
2. First Name of Board Member Elaine

3. Last Name of Board Member Chow
4. Mailing Address 2000 Blakeley Rd.
5. City East Aurora
6. Zip Code (5 digits only) 14052
7. E-mail address eyc.msg@gmail.com
8. Office Held or Trustee Vice President
9. Term Begins - Month January
10. Term Begins - Year (year) 2020
11. Term Expires December
12. Term Expires - Year (yyyy) 2024

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes

14. The date the Oath of Office (mm/dd/yyyy) was taken 02/13/2020

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 02/13/2020

16. Is this a brand new trustee? N

## 11. OPERATING FUNDS RECEIPTS

Local Public Funds / System Cash  
Grants / Other State

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

**LOCAL PUBLIC FUNDS**

Specify by name the municipalities or school districts which are the source of funds.

11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3. **Y**

**Please Note: last year's answers for repeating groups cannot be displayed.**

1.	Source of Funds	County
2.	Name of funding County, Municipality or School District	Erie
3.	Amount	\$487,345
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	Y
11.2	<b>TOTAL LOCAL PUBLIC FUNDS</b>	\$487,345

**SYSTEM CASH GRANTS TO MEMBER LIBRARY**

11.3	Local Library Services Aid (LLSA)	\$4,140
11.4	Record all Central Library Services Aid monies received from system headquarters	\$0
11.5	Additional State Aid received from the System	\$0
11.6	Federal Aid received from the System	\$0



11.7	Other Cash Grants	\$0
<b>3</b>	<b>TOTAL SYSTEM CASH GRANTS</b> (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$4,140

**OTHER STATE AID**

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0
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**Federal Aid / Other Receipts**

**FEDERAL AID FOR LIBRARY OPERATION**

11.10	LSTA	\$0
11.11	Other Federal Aid	\$0
11.12	<b>TOTAL FEDERAL AID</b> (Add Questions 11.10 and 11.11)	\$0
11.13	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$0

**OTHER RECEIPTS**

11.14	Gifts and Endowments	\$4,072
11.15	Fund Raising	\$2,198
11.16	Income from Investments	\$9
11.17	Library Charges	\$3,601
11.18	Other	\$2,625
11.19	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$12,505

11.20 **TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19) \$503,990

11.21 **BUDGET LOANS** \$0

**Transfers / Grant Total**

**TRANSFERS**

11.22 From Capital Fund (Same as Question 14.8) \$0

11.23 From Other Funds \$0

11.24 **TOTAL TRANSFERS** (Add Questions 11.22 and 11.23) \$0

11.25 **BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2023** (Same as Question 12.39 of previous year if fiscal year has not changed) \$87,684

11.26 **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40) \$591,674

**12. OPERATING FUND DISBURSEMENTS**

**Staff / Collection / Capital Operation and Maintenance**

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

**STAFF EXPENDITURES**

**Salaries & Wages Paid from Library Funds**

12.1 Certified Librarians \$142,470

12.2 Other Staff \$169,479

12.3	<b>Total Salaries &amp; Wages Expenditures</b> (Add Questions 12.1 and 12.2)	\$311,949
12.4	<b>Employee Benefits Expenditures</b>	\$75,838
12.5	<b>Total Staff Expenditures</b> (Add Questions 12.3 and 12.4)	\$387,787

#### COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$39,433
12.7	Electronic Materials Expenditures	\$23,483
12.8	Other Materials Expenditures	\$12,262
12.9	<b>Total Collection Expenditures</b> (Add Questions 12.6, 12.7 and 12.8)	\$75,178

#### CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$0
12.11	From Other Funds (71OF)	\$0
12.12	<b>Total Capital Expenditures</b> (Add Questions 12.10 and 12.11)	\$0

#### OPERATION AND MAINTENANCE OF BUILDINGS

##### Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$4,401
12.14	From Other Funds (72OF)	\$0
12.15	<b>Total Repairs</b> (Add Questions 12.13 and 12.14)	\$4,401
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$10,377
12.17	<b>Total Operation &amp; Maintenance of Buildings</b> (Add Questions 12.15 and 12.16)	\$14,778

**MISCELLANEOUS EXPENSES**

12.18	Office and Library Supplies	\$7,387
12.19	Telecommunications	\$1,994
12.21	Professional & Consultant Fees	\$0
12.22	Equipment	\$571
12.23	Other Miscellaneous	\$14,153
12.24	<b>Total Miscellaneous Expenses</b> (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$24,105

**Contracts / Debt Service / Transfers / Grand Total**

12.25	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$0
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**DEBT SERVICE****Capital Purposes Loans (Principal and Interest)**

12.26	From Local Public Funds (73PF)	\$0
12.27	From Other Funds (73OF)	\$0
12.28	<b>Total</b> (Add Questions 12.26 and 12.27)	\$0

**Other Loans**

12.29	Budget Loans (Principal and Interest)	\$0
12.30	Short-Term Loans	\$0
12.31	<b>Total Debt Service</b> (Add Questions 12.28, 12.29 and 12.30)	\$0

12.32 **TOTAL OPERATING FUND  
DISBURSEMENTS** (Add  
Questions 12.5, 12.9, 12.12, 12.17,  
12.24, 12.25 and 12.31) \$501,848

#### TRANSFERS

##### Transfers to Capital Fund

12.33 From Local Public Funds (76PF) \$0

12.34 From Other Funds (76OF) \$0

12.35 **Total Transfers to Capital Fund**  
(Add Questions 12.33 and 12.34;  
same as Question 13.8) \$0

12.36 **Transfer to Other Funds** \$1,231

12.37 **TOTAL TRANSFERS** (Add  
Questions 12.35 and 12.36) \$1,231

12.38 **TOTAL DISBURSEMENTS  
AND TRANSFERS** (Add  
Questions 12.32 and 12.37) \$503,079

12.39 **BALANCE IN OPERATING  
FUND - Ending Balance for the  
Fiscal Year Ending 2023** \$88,595

12.40 **GRAND TOTAL  
DISBURSEMENTS,  
TRANSFERS & BALANCE** \$591,674  
(Add Questions 12.38 and 12.39;  
same as Question 11.26)

#### ASSURANCE

12.41 The Library operated in  
accordance with all provisions of  
Education Law and the  
Regulations of the Commissioner,  
and assures that the "Annual  
Report" was reviewed and  
accepted by the Library Board on  
(date - mm/dd/yyyy). 04/23/2024

**Note:** Note: Pending board approval on 04/23/2024.

#### FISCAL AUDIT

- 12.42 Last audit performed (mm/dd/yyyy) N/A
- 12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) N/A
- 12.44 Indicate type of audit (select one): N/A

**CAPITAL FUND**

- 12.45 Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report. N

**13. CAPITAL FUND RECEIPTS**

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click [here](#) to read general instructions before completing this section.

**REVENUES FROM LOCAL SOURCES**

- 13.1 Revenues from Local Government Sources \$0
- 13.2 All Other Revenues from Local Sources \$0
- 13.3 **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) \$0

**STATE AID FOR CAPITAL PROJECTS**

- 13.4 State Aid Received for Construction \$0
- 13.5 Other State Aid \$0
- 13.6 **Total State Aid** (Add Questions 13.4 and 13.5) \$0

**FEDERAL AID FOR CAPITAL PROJECTS**

- 13.7 **TOTAL FEDERAL AID** \$0

**INTERFUND REVENUE**

- 13.8 Transfer from Operating Fund (Same as Question 12.35) \$0

13.9	<b>TOTAL REVENUES</b> (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$0
13.10	<b>NON-REVENUE RECEIPTS</b>	\$0
13.11	<b>TOTAL CASH RECEIPTS</b> (Add Questions 13.9 and 13.10)	\$0
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$0
13.13	<b>TOTAL CASH RECEIPTS AND BALANCE</b> (Add Questions 13.11 and 13.12; same as Question 14.12)	\$0

#### 14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

##### PROJECT EXPENDITURES

14.1 Construction \$0

14.2 Incidental Construction \$0

##### Other Disbursements

14.3 Purchase of Buildings \$0

14.4 Interest \$0

14.5 Collection Expenditures \$0

14.6 Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5) \$0

14.7 **TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6) \$0

14.8 **TRANSFER TO OPERATING FUND** (Same as Question 11.22) \$0

14.9	<b>NON-PROJECT EXPENDITURES</b>	\$0
14.10	<b>TOTAL CASH DISBURSEMENTS AND TRANSFERS</b> (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11	<b>BALANCE IN CAPITAL FUND</b> - Ending Balance for the Fiscal Year Ending 2023	\$0
14.12	<b>TOTAL CASH DISBURSEMENTS AND BALANCE</b> (Add Questions 14.10 and 14.11; same as Question 13.13)	\$0

## 15. CENTRAL LIBRARIES

**PART 15 EXISTS FOR THE CENTRAL CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY**

## 16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

*Note:* See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	2.63
16.2	Total Librarians	2.63
16.3	All Other Paid Staff	4.69
16.4	Total Paid Employees	7.32
16.5	State Government Revenue	\$4,140
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$12,505
16.8	Total Operating Revenue	\$503,990
16.9	Other Operating Expenditures	\$38,883



16.10	Total Operating Expenditures	\$501,848
16.11	Total Capital Expenditures	\$0
16.12	Print Materials	24,018
16.12a	Total Physical Items in Collection	35,238
16.13	Total Registered Borrowers	11,188
16.14	Other Capital Revenue and Receipts	\$0
16.15	Number of Internet Computers Used by General Public	20
16.16	Total Uses (sessions) of Public Internet Computers Per Year	4,541
16.17	Wireless Sessions	21,497
16.18	Total Capital Revenue	\$0

#### 17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	0800141870
17.2	<i>Interlibrary Relationship Code</i>	ME
17.3	<i>Legal Basis Code</i>	CI
17.4	<i>Administrative Structure Code</i>	SO
17.5	<i>FSCS Public Library Definition</i>	Y
17.6	<i>Geographic Code</i>	CD1
17.7	<i>FSCS ID</i>	NY0013
17.8	<i>SED CODE</i>	140301700076

17.9 *INSTITUTION ID*

800000052966

**SUGGESTED IMPROVEMENTS**

Library Name: AURORA TOWN PUBLIC LIBRARY

Library System: Buffalo & Erie County Public Library

Name of Person Completing Form: Paula Klocek

Phone Number: (716) 652-4440

I am satisfied that this resource  
(Collect) is meeting library needs: Strongly Agree

Applying this resource (Collect)  
will help improve library services  
to the public: Strongly Agree

Please share with us your  
suggestions for improving the  
*Annual Report*. When providing  
feedback, if applicable please  
indicate the question number each  
comment/suggestion refers to.  
Thank you!

No additional comments.

# Thank You to Our Donors & Supporters

The Friends, who fund programs, books, furnishings, and more throughout the year.

Our volunteers, who are always there to lend a hand.

Aurora Women's Club  
East Aurora Art Society  
East Aurora Lions Club  
Roycroft Chamber Music Festival  
Town of Aurora & Highway Dept

Our Holiday Basket Raffle Donors:

Aurora Ice Association, Aurora Liquor, Inc., Aurora Players, Aurora Theater, Bar-Bill Tavern, The Book Worm & BW Gifts LLC, Buffalo Bandits, Buffalo Bills, Bulldogs Feed Company, Cielo Salon, Fisher-Price, Friends of the Library, 42 North Brewing Company, Hotel West Falls & Dog Bar, Inc., The Iron Kettle Landmark Restaurant, Kornerstone Café & Juice Bar, Local Artists: Amy Harts, Joseph Orlowski, and Donna Reilly, Leo's Pizzeria, Mighty Taco, Mr. Pot Pie McDuffies Bakery, 189 Burger, Pizza Del Aureo's, Roycroft Inn, The Toy Loft, and Vidler's 5 & 10, Inc.

The many whose time, donations, and memorial gifts make the Library a wonderful place in our community!



Anything Can Happen Day—Deputy Moore & Deputy Howard with Horses

## Volunteers

26 volunteers worked 552.50 hours

## Fundraising

Library Discard Sale  
\$1,812.22—\$225.43 More than 2022

National Humor Month Raffle  
\$262.00

Friends Ongoing Book Sale (Pre-Tax)  
\$3,598.75

Friends Pop-Up Sale (Pre-Tax)  
\$654.55

Friends Plant Pots with EA Art Society  
\$1,226.00

Friends Hockey Stick Raffle  
\$134.00

Friends Holiday Gift Basket Raffle  
\$1,783.00

Friends Membership  
\$5,433.00

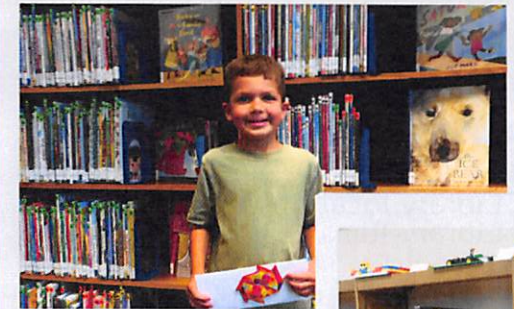
Friends "Browsery Books"  
\$200.62



Friends Holiday Gift Basket Raffle

# Aurora Town Public Library 2023

550 Main Street,  
East Aurora, NY  
14052



Summer Reading



National Humor Month

MON 10 a.m.-8 p.m.  
TUES 10 a.m.-8 p.m.  
WED 10 a.m.-6 p.m.  
FRI 10 a.m.-5 p.m.  
SAT 10 a.m.-3 p.m.  
SUN Closed

## Connect with Us



@auroratownpubliclibrary



www.facebook.com/auroratownpubliclibrary



www.buffalolib.org/locations-hours/aurora-town-public-library



eau@buffalolib.org



(716) 652-4440

## Who We Are

Martha Buyer, Trustee  
Elaine Chow, Vice President  
Sashi Racho, Treasurer  
Kara Spencer-Ching, President  
Adam Zaremski, Secretary  
Paula M.A. Klocek, Director  
& Library Team of 18

## What We Do

Our mission is to serve our community with the best library resources available to enrich, enlighten, and entertain.

## Where We Stand

Out of all 37 Buffalo & Erie County Public Library locations, Aurora Town Public Library Ranks...

12 in circulation  
12 in patron visits  
8 in Wi-Fi use  
18 in computer use

## Improvements

- 10 x 26 Storage Shed Funded by the Town of Aurora
- Wonderbook Collection In Memory of Alvin Fontanese, former library trustee
- Subject Matter Dividers for juvenile Non-Fiction to assist children and families locate materials funded by the Friends
- A-Z Dividers for Adult Fiction funded by the Friends
- Fillable Online forms: Book Class Visit / Outreach; Donate a Gift, Honor, or Memorialize Someone; Community Meeting Room Use; Exhibits & Displays
- Vox Books funded by the Friends
- Additional Library of Things funded by former Senator Dale Volker
- Expanded juvenile Graphic Novels Collection
- Early Learning Kits: ABC, 123, Ready to Write
- Ralph Wilson, JR. Foundation Snowshoe Kits



Outreach-Start Smart



Crafternoons-Peeking Pandas



Trick-or-Read Winner



Graham Cracker Houses

## Statistics



- 168,894 items checked out—20.4% over 2022
- 4,300 holdings were added for a total of 35,239 items in our collection



- 11,165 residents of our service area out of 13,943 are registered as library card holders with our library as their home location—That's 359 more users added since 2022!

- 23 more registrants are from outside of the area



- 64,417 patrons visited—Up 15.7% from 2022
- 3,906 patrons attended 229 programs With an attendance increase of 108% over 2022

- 1,332 one-on-one sessions

- 9 outreach programs

- 118 Meeting Room uses

- 21,497 Wi-Fi logins



- 26,441 hits on our library website—Up 5,370 from 2022

- 4,541 computer sessions—Up 14.8% from 2022



- 5,969 reference questions were answered—Up 47.9% from 2022

- For a comprehensive review of the Library's statistics and programming, scan this QR code or visit <https://www.buffalolib.org/aurora-town-public-library-board-info>



RESOLUTION adopted by the Board of Trustees of the \_\_\_\_\_ Library at a regular (or special) meeting of said Board of Trustees held at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 2024 at \_\_\_\_\_ o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the \_\_\_\_\_ Library, held at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 2024, a resolution was adopted of which the following is a true copy:

RESOLVED, that the Library operated under its plan of service in accordance with the provisions of Education law and the Regulations of the Commissioner, and be it further

RESOLVED, that the Library attests that the financial information provided to the Buffalo & Erie County Public Library and New York State as part of any and all reporting is true and complete, and be it further

RESOLVED, that the "Annual Report" was reviewed and accepted by the Board of Trustees.

Clerk \_\_\_\_\_

Ayes \_\_\_\_\_

Noes \_\_\_\_\_

## CONFLICT OF INTEREST POLICY

### ARTICLE I: Purpose

The purpose of this Conflict of Interest Policy is to protect the Aurora Town Public Library when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, trustee, or Key Person of the Aurora Town Public Library. It provides guidelines for handling perceived, potential or actual Conflicts of Interest and addresses procedures and disclosures of Related Party Transactions. This policy is intended to supplement but not replace any applicable state and federal laws governing Conflict of Interest applicable to nonprofit and charitable organizations.

### ARTICLE II: Definitions

2.1. Interested Person. An Interested Person is any trustee, officer, employee or member of a committee with powers delegated by the Board of Trustees, who (1) has a direct or indirect Financial Interest, as defined below, and/or (2) is a Related Party, as defined below.

2.2 Disinterested Trustee. A Disinterested Trustee is any trustee who is not an Interested Person.

2.3 Relative. A Relative of an individual means his or her spouse or domestic partner as defined in Section 2994-a of the Public Health Law, ancestors, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren; great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren and great-grandchildren.

2.4 Financial Interest. A person has a Financial Interest if the person has, directly or indirectly, through business, investment, or a Relative:

(A) An ownership or investment interest of any entity with which the Aurora Town Public Library has a transaction or arrangement;

(B) A compensation arrangement with the Aurora Town Public Library or with any entity or individual with which the Aurora Town Public Library has a transaction or arrangement, except for compensation payable to a Trustee of the Aurora Town Public Library for service on the Board that is to be made available or provided to all Trustees of the Aurora Town Public Library on the same or substantially similar terms; or

(C) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Aurora Town Public Library is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

2.5 Substantial Financial Interest. A Financial Interest in a Related Party Transaction is a "Substantial Financial Interest" if, in the discretion of the Board after giving due consideration to the material facts and circumstances of the Financial Interest as presented, the Board determines that such Financial Interest is substantial.

2.6 Related Party. A Related Party includes:

(A) any trustee, officer, or Key Person of the Aurora Town Public Library or any Affiliate of the Aurora Town Public Library or any other person who exercises the powers of trustees, officers or Key Persons over the affairs of the Aurora Town Public Library or any Affiliate of the Aurora Town Public Library;

(B) any Relative of an individual described in clause (A) of this section; or

(C) any entity in which any individual described in clauses (A) and (B) of this section has a thirty-five percent or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of five percent.

2.7 Key Person. A Key Person means any person, other than a director or officer, whether or not an employee of the Buffalo & Erie County Public Library, who:

(A) has responsibilities, or exercises powers or influence over the Buffalo & Erie County Public Library as a whole similar to the responsibilities, powers, or influence of directors and officers;

(B) manages the Buffalo & Erie County Public Library, or a segment of the Library that represents a substantial portion of its activities, assets, income or expenses; or

(C) alone or with others controls or determines a substantial portion of the Aurora Town Public Library's capital expenditures or operating budget.

2.8 Affiliate of the Aurora Town Public Library. An Affiliate of the Aurora Town Public Library means any entity controlled by or in control of the Aurora Town Public Library.

2.9 Related Party Transaction. A Related Party Transaction means any transaction, agreement or any other arrangement in which a Related Party has a Financial Interest and in which the Aurora Town Public Library or any Affiliate of Aurora Town Public Library is a participant, except that a transaction shall not be a Related Party Transaction if:

(A) the transaction or the Related Party's Financial Interest in the transaction is de minimis;

(B) the transaction would not customarily be reviewed by the board or boards of similar organizations in the ordinary course of business and is available to others on the same or similar terms; or

(C) the transaction constitutes a benefit provided to a Related Party solely as a member of a class of beneficiaries that the Aurora Town Public Library intends to benefit as part of the accomplishment of its mission, which benefit is available to all similarly situated members of the same class on the same terms.

2.10 Conflict of Interest. A Conflict of Interest exists if an outside interest or activity influences or appears to influence the ability of an individual to exercise objectivity or impair the individual's ability to perform his or her responsibility in the best interests of the Aurora Town Public Library.

### **ARTICLE III: Disclosure**

3.1. Initial Disclosure. Prior to the initial election of any trustee, officer or member of a committee with powers delegated by the Board or hiring of any Key Person, the prospective trustee, officer, committee member or Key Person shall complete, sign, and submit to the Chair of the Governance Committee a written Disclosure Statement, attached as Appendix A, identifying, to the best of his or her knowledge, the following information:

(A) any entity of which such prospective trustee, officer, committee member, or Key Person is an officer, trustee, member, owner (either as a sole proprietor or a partner), or employee and with which the Aurora Town Public Library has a relationship; and

(B) any transaction in which the Aurora Town Public Library is a participant and in which the prospective trustee, officer, committee member, or Key Person



might have a Financial Interest that may give rise to a Conflict of Interest or Related Party Transaction.

3.2. Annual Disclosure. Each trustee officer, member of a committee with powers delegated by the Board of Trustees, and Key Person shall annually submit to the Chair of the Governance Committee the written Disclosure Statement, attached as Appendix A, in which such person:

(A) Identifies, to the best of his or her knowledge, the information specified in Paragraphs (A) and (B) of Section 3.1 of this Article;

(B) Affirms that he or she has received a copy of the Conflict of Interest policy, read and understands the policy, agrees to comply with the policy, and understands the Aurora Town Public Library is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

3.3. Continuing Duty to Disclose. In connection with any actual or possible Conflict of Interest or Related Party Transaction which may arise in the ordinary course of the year and within Board or committee meetings, an Interested Person must disclose the existence of the Financial Interest and be given the opportunity to disclose all material facts to the Board of Trustees or the Governance Committee. Such disclosure may be made in a written statement or orally at a meeting of the Board, provided that such oral disclosure must be documented in the minutes of the meeting at which such disclosure is made and given to the Governance Committee for review in accordance with Article IV, Section 4.2.

#### **ARTICLE IV: General Procedures**

##### **4.1. General Prohibitions.**

(A) An Interested Person is precluded from being present at or participating in any Board or committee deliberation or vote related to the transaction or arrangement giving rise to a Conflict of Interest or Related Party Transaction. Notwithstanding the foregoing, the Board of Trustees or the Governance Committee, may request that an Interested Person present information to the Board or Governance Committee prior to the commencement of deliberations or voting relating thereto.

(B) An Interested Person shall not directly or indirectly attempt to influence improperly the deliberation or voting on the transaction or arrangement giving rise to the conflict.

4.2. Determining Whether a Conflict of Interest or Related Party Transaction Exists.

(A) After the Interested Person's disclosure of the existence of and all material facts relating to his or her Financial Interest as required under Article III, and after any discussion among the remaining members of the Board of Trustees or the Governance Committee and the Interested Person regarding the facts and circumstances of the Financial Interest, the Governance Committee shall discuss and make a recommendation to the Board as to each of the determinations required by Paragraphs (C) and (D) of this Section 4.2. Alternatively, if the existence of the Financial Interest initially arises at a meeting of the Board of Trustees, then the Board of Trustees can directly make the determinations required without seeking recommendations from the Governance Committee, provided the Interested Person leaves the meeting while the remaining members of the Board of Trustees discusses the information disclosed.

(B) Upon due discussion and consideration of the Governance Committee recommendations, the Board shall make each of the determinations required by Paragraphs (C) and (D) of this Section 4.2.

(C) Upon discussion, the remaining Board members shall decide and document in the meeting minutes if the transaction or arrangement constitutes a Related Party Transaction as defined in Article II, Section 2.9. If so, then the Board of Trustees must also determine and document in the meeting minutes whether the Related Party has a Substantial Financial Interest, as defined in Article II, Section 2.5, in the proposed Related Party Transaction. Regardless of whether or not the Financial Interest is a Substantial Financial Interest, a Related Party Transaction is subject to the procedures set forth in Article V.

(D) If the transaction or arrangement does not constitute a Related Party Transaction as defined in Article II, Section 2.9, then the remaining Board members in their discretion shall decide if a Conflict of Interest, as defined in Article II, Section 2.10, exists nonetheless, after giving due consideration to the material facts and circumstances presented. If the Board determines that the transaction or arrangement involves a Conflict of Interest, then such transaction or arrangement is subject to the procedures set forth in Article V.

**ARTICLE V: Procedures for Addressing Conflicts of Interest & Related Party Transactions**

5.1 Consideration of Alternatives.

(A) If the transaction or arrangement is a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then consideration of alternatives in accordance with this section is mandatory. For Conflicts of Interest, consideration of alternatives is within the discretion of the Board of Trustees. After disclosure and discussions with the Interested Person, the Board of Trustees may appoint a Disinterested Trustee or committee of Disinterested Trustees to investigate alternatives to the proposed transaction or arrangement. Alternatives must be presented to the Board of Trustees and must be documented in the minutes of the meeting at which the determination is made.

(B) If alternatives are investigated and presented to the Board, then after exercising due diligence and giving due consideration for any such alternative transactions presented, the Board of Trustees shall determine whether the Aurora Town Public Library can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a Conflict of Interest or Related Party Transaction.

## 5.2 Board Decision.

(A) If alternatives are considered, whether mandatory or discretionary, and if the Board of Trustees determines that a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a Conflict of Interest or Related Party Transaction, the Board of Trustees shall determine by a majority vote of the Board whether the transaction or arrangement is in the Aurora Town Public Library's best interest, for the Aurora Town Public Library's own benefit, and whether it is fair and reasonable.

(B) In conformity with the above determination, in accordance with the Aurora Town Public Library's bylaws, the Board of Trustees shall make its decision as to whether to enter into the transaction or arrangement.

(C) If the transaction or arrangement involves a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then a majority of the Board members present at the meeting is required to approve such transaction.

5.3 Documentation Required. In connection with all actual or possible Conflicts of Interest and Related Party Transactions, the Board of Trustees shall document in the minutes of the meeting at which such determinations are made the following:

(A) The names of the persons who disclosed or otherwise were found to have a Financial Interest in connection with an actual or possible Conflict of Interest or

Related Party Transaction, the nature of the Financial Interest, any action taken to determine whether a Conflict of Interest or Related Party Transaction was present, and the Board's decision as to whether a Conflict of Interest, Related Party Transaction or Substantial Financial Interest in a Related Party Transaction in fact existed.

(B) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussions at the meeting regarding the proposed transaction or arrangement, including the alternatives to the proposed transaction or arrangement considered, if any.

(C) The determination as to whether the transaction or arrangement is fair, reasonable and in the Aurora Town Public Library's best interest.

(D) The determination as to whether to enter into the transaction or arrangement which gives rise to the Conflict of Interest or Related Party Transaction. If the Board of Trustees approves a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then the minutes must also include the basis for such approval.

(E) A record of any votes taken in connection with the proceedings.

## **ARTICLE VI: Oversight & Reviews**

6.1 Oversight Responsibility. The designated Governance Committee of the Board, as defined in the Aurora Town Public Library's bylaws, shall oversee the adoption of, implementation of, and compliance with this Conflict of Interest policy in accordance with the procedures contained herein and within the process and authority granted under the Bylaws.

### 6.2 Violation of the Conflict of Interest Policy.

(A) If the Governance Committee has reasonable cause to believe a trustee, officer or Key Person has failed to disclose an actual or possible Conflict of Interest or Related Party Transaction, it shall inform such person of the basis for such belief and afford such person an opportunity to explain the alleged failure to disclose.

(B) If, after hearing the response of the trustee, officer or Key Person and after making further investigation as warranted by the circumstances, the Governance Committee determines that the trustee, officer or Key Person has failed to disclose an actual or possible Conflict of Interest or Related Party Transaction, it shall recommend to the

Board appropriate disciplinary and corrective action, up to and including dismissal or termination, and referral to the New York State Board of Regents for possible removal of a trustee, pursuant to New York State Education Law Section 226.

6.3 Periodic Reviews. To ensure the Aurora Town Public Library operates in a manner consistent with its charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, the Board shall conduct periodic reviews. The periodic reviews shall, at a minimum, include the following subjects:

(A) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

(B) Whether partnerships, joint ventures, and arrangements with management organizations conform to the Aurora Town Public Library's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in impermissible or excessive benefit.

6.4 Use of Outside Experts. When conducting the periodic reviews as provided for in Article VI, Section 6.3, the Aurora Town Public Library may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of Trustees of its responsibility for ensuring periodic reviews are conducted.

Adopted by the Aurora Town Public Library Board of Trustees on June 24, 2014; effective July 1, 2014.

Amended May 24, 2016; Effective July 1, 2016.

Amended April 21, 2020.

Amended April 27, 2021.

Appendix A

**DISCLOSURE STATEMENT OF THE AURORA TOWN PUBLIC LIBRARY**

The undersigned, being a trustee, officer, Key Person of the Aurora Town Public Library, hereby acknowledges and confirms the following:

(1) I have received, read and understand the Aurora Town Public Library's Conflict of Interest Policy in effect as of the date written below, and I agree to comply with the Conflict of Interest Policy.

(2) I understand that the Aurora Town Public Library is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

(3) **Personal Interests & Relationships.** I am an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which the Aurora Town Public Library has a relationship: *[If none, please write "None." If such interests exist, please specify the capacity in which you hold such an interest (for example, employee, director, or owner). If an owner, please specify your percentage ownership].*

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(4) **Interests & Relationships of Relatives.** A Relative (spouse or domestic partner, ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren; great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren and great-grandchildren) of mine is an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which the Aurora Town Public Library has a relationship: *[If none, please write "None." If such interests exist, please specify the Relative (for example, sibling or spouse) and the Relative's position (for example, employee, director, or owner). If an owner, please specify the percentage ownership].*

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(5) **Transactions.** The Aurora Town Public Library is a participant in the following transactions in which I or my Relative may have a Financial Interest that may give rise to a Conflict of Interest or Related Party Transaction, as defined in the Conflict of Interest Policy. *[If none, please write "None." If such transactions(s) exists, please specify the transaction and the potential financial interest involved and whether you or a Relative has such an interest for any such transaction(s). Please specify the Relative and their position, if applicable.]*

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I certify that the above statements are true and correct to the best of my knowledge.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Adopted by the Aurora Town Public Library Board of Trustees on June 24, 2014;  
effective July 1, 2014.

Amended May 24, 2016; Effective July 1, 2016.

Amended April 21, 2020.

Amended April 27, 2021.