

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Agenda of the Board
Regular Monthly Meeting
February 27, 2024, 1:00 p.m.

1. Comments from the audience:
2. Minutes of the Meetings: January 23, 2024
3. Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: January 2024
4. Director's Report January 2024
5. Reports of Interest
 - a. The East Aurora Art Society has generously sponsored the purchase of wooden mushrooms for a fundraiser in collaboration with the Friends of the Aurora Town Public Library. Each one will be painted and embellished by a different local artist. From February 23 through March 22, the community is invited to buy votes to judge and earn a chance to win their favorite mushrooms. One vote is \$1.00 or 6 votes are \$5.00. Winners will be drawn at random on March 22 at noon. Votes will be tallied to determine which mushroom placed 1st, 2nd, and 3rd.
 - b. On Monday, March 4, Pizza Del Aureo's has generously offered to donate 10% of proceeds raised from all orders from 11:00 a.m. – 7:00 p.m. to support the Aurora Town Public Library. Visit 615 Oakwood Ave, call (716) 655-3345, or go online to www.pizzadelaureos.com to place an order.
 - c. On March 16, 2024, ATPL will be present for the It Takes A Community Drug & Alcohol Prevention Coalition Health & Wellness Fair. ITAC works toward preventing youth substance use and providing equal access to services for all populations and reducing health disparities.
 - d. The Library will be at Literacy Night for Parkdale Elementary on March 14, 2024.
 - e. On March 19, 2024, East Aurora Preschool will be coming for a class visit.
 - f. ATPL is participating in EAclipse at Knox State Park on April 8, 2024.
 - g. The non-financial section of the Library's 2023 NYS Report and Report to the Community have been completed, pending Board approval at the annual meeting on April 23 at 12:30 p.m.
 - h. The picture book section is undergoing the genrefication process. The goals are to help children as well as parents and caregivers easily identify what they are seeking to read, make the area more approachable, and encourage exploration of books by making browsing easier. Further, accessibility will improve and circulation likely will be positively impacted.
 - i. Other
6. Personnel
 - a. Payroll Report: Pay Period 26
 - b. Board May Enter Executive Session
 - c. Other
7. Old Business
 - a. Library Storage
 - b. Girl Scout Gold Award Project
 - c. Staff Appreciation Day: March 1, 2024
 - d. ACT Meeting, Annual Workshop: March 9, 2024 @ 8:30 a.m.
 - e. Other
8. New Business
 - a. 2023 Contract Extension and 2024 Budget Schedules
 - b. Contract Library "System Paid" Budget Analysis
 - c. Other

The next regularly scheduled meeting will take place on March 26, 2024 @ 1:00 p.m.

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Minutes for the Jan. 23, 2024 Meeting

Present: Martha Buyer, Kara Spencer-Ching, Adam Zaremski and Aurora Town Public Library Director, Paula M. A. Klocek. Excused: Elaine Chow and 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, KSP) was made to approve the Minutes of the December 19, 2023 meeting and it was carried by a voice vote.

3. A motion (AZ, MB) was made to approve the Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: December 2023 and it was carried by a voice vote.

4. A motion (MB, AZ) was made to accept the Director's Report: December 2023 and it was carried by a voice vote.

During discussion, Spencer-Ching noted that she was impressed with the patron count numbers, and Buyer commended the library director and staff for the "remarkable job of getting people in the library, not only for books, but for programs."

Klocek said staff have helped in that regard and social media is reaching more people. She also read a positive Google review that had come in before the meeting and had two letters by patrons who were complementing the library staff.

Klocek also said the Friends of the Aurora Library were donating over \$700 for shelving in the new shed. The Aurora Town Highway department will install the shelves at a later date.

Buyer also noted that she had taken her oath of office and was all set to serve another 5-year term on the board.

Buyer asked Klocek if ATPL could obtain snowshoes for adults to rent. Klocek noted the library has youth-sized snowshoes and those were popular, she is looking at adult-sized snowshoes.

5. Reports of Interest

a. At the start of the New Year, the library sent outreach letters to EA Preschool Center, EA Community Nursery, Baker Preschool, Duck Duck Goose, First Presbyterian Preschool, EA Montessori, Immaculate Conception School, Nativity, Waldorf, and Holland UPK.

b. The East Aurora Art Society has generously sponsored the purchase of wooden mushrooms for a fundraiser in collaboration with the Friends of the Aurora Town Public Library. Each one will be painted and embellished by a different local artist. From February 23 through March 22, the community is invited to buy votes to judge and earn a chance to win their favorite mushroom.

One vote is \$1 or 6 votes are \$5. Winners will be drawn at random on March 22 at noon.

Votes will be tallied to determine which mushroom placed 1st, 2nd, and 3rd.

c. Other

6. Personnel

- a. Payroll Report: Pay Period 24
- b. There was no reason for the board to enter into an Executive Session.
- c. Other

7. Old Business

- a. Klocek followed up by saying that the new library storage was not ready to use yet, but will be once the highway department is able to install shelves.
- b. Girl Scout Gold Award Project: Klocek has reached out to the Girl Scout seeking to do this project and is waiting to hear back for additional details.
- c. Other

8. New Business

- a. Staff Appreciation Day: March 1, 2024
- b. Review Schedule for Board Adopted Policies
- c. A motion was made (MB, AZ) to approve Special Hours at ATPL for 2024: 10/31, 12/31 and 7/3 will have hours of 10 am to 5 pm and will be closed 12/24, and this motion was carried by a voice vote.
- d. Library Advocacy Day: February 7, 2024
- e. Other

Zaremski asked about a recent Aurora Town Board meeting regarding an eminent domain action for property in West Falls that was supposedly owned by ATPL. He said he would follow up on what this meant.

Buyer said the next ACT workshop is on March 9.

The next regularly scheduled ATPL board meeting will take place on February 27, 2024 at 1 p.m.

A motion was made (MB, AZ) to close the meeting at 1:43 pm and it was carried by a voice vote.

Respectfully Submitted,

Adam Zaremski
Secretary

AURORA TOWN PUBLIC LIBRARY

Treasurer's Report

31-Jan-24

LOCAL CHECKING ACCOUNT

Beginning Balance:	1-Jan-24		\$30,761.96
Plus Receipts/Deposits		Total:	\$2,456.00
Less Checks/Debits		Total:	\$0.00
Ending Balance:	31-Jan-24		

Transaction Details

Receipts:

Author Merchandise Reimbursement, Janis Lane			\$5.00
A. Floyd Donation I/M of Nancy Fontanese			\$50.00
Mary Whitford Donation			\$100.00
Aurora Liquor Donation			\$201.00
Linda Gonzalez Donation			\$50.00
Constance Maloney Donation I/H of Alice Askew			\$500.00
Alice Askew Donation I/M of Nancy Fontanese			\$50.00
Alice Askew Donation			\$200.00
Alison Hyde Donation I/M of Nancy Fontanese			\$50.00
Marybeth Shaw Donation I/M of Nancy Fontanese			\$100.00
Sigrid Weinschreider Donation I/M of Nancy Fontanese			\$25.00
Ryan & Kelly Kamp Donation			\$1,000.00
Kathleen Patterson Donation I/M of Nancy Fontanese			\$100.00
J. Graham Donation I/M of Nancy Fontanese			\$25.00
		Total:	\$2,456.00

Disbursements:

None		Total:	\$0.00
------	--	---------------	---------------

Volker Funds

Balance Forward:	1-Jan-24		\$1,128.76
Receipts:	None		\$0.00
Disbursements:	None		\$0.00
Balance:	31-Jan-24		\$1,128.76

Internal Auditor's Report

Elaine Chow, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
None				
Friends Ongoing Book Sale JAN	\$255.00			YTD \$255.00
Friends Pop-Up Sale				YTD

Contingency Funds Counted 1/16/2024 \$195.19

Savings Account

Balance Forward	1-Jan-24		\$614.34
Interest Earned			\$0.01
Balance	31-Jan-24		\$614.35

Certificate of Deposit	12-Dec-23	12 month term .02%
Beginning Balance: \$50,000		Ending Balance: \$50,000

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: JAN

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	0	550	550	0	
515000	Sewer	800	(40)	760	0	760	0	
515000	Telephone - Maintenance	500	0	0	500	500	0	
510200	Dues and Fees	20	0	0	20	20	0	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	2,550	40	36	2,554	2,590	0	
555050	Insurance Charges	0	0	0	0	0	0	
510000	Travel & Mileage Expenses	200	0	0	200	200	0	
530000	Other Expenses & Charges	600	0	0	600	600	0	
530000	Contingency (Bullet Aid)	0	0	0	0	0	0	
	TOTAL EXPENSES	5,220	0	796	4,424	5,220	0	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	100	0	59	41	708	608	
Copy Machines	400	0	29	371	348	(52)	
Print Cost Recovery	1,500	0	197	1,303	2,364	864	
Other Income	100	0	0	100		(100)	
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	2,100	0	285	1,815	3,420	1,320	

AURORA TOWN PUBLIC LIBRARY

COUNTY LEDGER

COUNTY CHECKING ACCOUNT

31-Jan-24

Beginning Balance:	1-Jan-24		\$8,449.54
Plus Receipts/Deposits		Total:	\$285.53
Less Checks/Debits		Total:	\$795.73
Ending Balance:	31-Jan-24		\$7,939.34

Transaction Details

Receipts:

Fines		\$104.28
Fines		\$151.90
Copier		\$29.35
	Total:	\$285.53

Disbursements:

Martha Librock/Town Clerk (Town Taxes)		\$760.16
Dennis Desmond (Lowe's Reimbursement)		\$35.57
	Total:	\$795.73

Internal Auditor's Report

Elaine Chow, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
C165	\$760.16		5923	Martha Librock (Town Taxes)
C166	\$35.57		5924	Dennis Desmond (Lowe's Reimbursement)

Aurora Town Public Library
550 Main Street, East Aurora, New York 14052
Director's Report: January 2024

Monthly Statistics

Circulation	Total-Month	Average / Day	Average / Hour	YTD Total
2024	14,515*	580.6	78.46	14,515**
2023	13,670	569.58	71.95	13,670
2022	6,638	288.61	36.47	6,638

Note: Circulation for the contracting libraries was 2.6% this month from last year (EAU was 6.2%) and 2.6% over YTD (EAU was 6.2%). *Original checkouts at EAU are 7,862 for this month. **Original checkouts at EAU are at 7,862.

Library of Things (Including Chromebook Kit, Hotspots & Wilson Sports Equipment) 2024	
Monthly	33
Year-to-date	33

System e-Branch	Month 2024	Month 2023	Change	YTD 2024	YTD 2023	Change
Online Renewals	690	794	-13.1%	690	794	-13.1%
Interlibrary Loans	1,413	1,331	6.2%	1,413	1,331	6.2%
eAudiobooks	69,524	56,422	23.2%	69,524	56,422	23.2%
eVideos	932	636	46.5%	932	636	46.5%
eBooks	98,058	87,962	11.5%	98,058	87,962	11.5%
eMusic	217	176	23.3%	217	176	23.3%
eMagazines	31,766	7,192	341.7%	31,766	7,192	341.7%

Open for Operation	2024	2023	2022	2021
Days / Hours	25/185	24/190	23/182	19/144

Days Closed: January 1 for New Year's Day, 15 for Martin King Luther, Jr. Day, 17 & 18 due to inclement weather, and 9 & 16 5:00 p.m. – 8:00 p.m. due to Inclement Weather

Computer Use	2024	2023	% Change
Monthly	368	371	-0.8%
Year-to-date	368	371	-0.8%

Note: Computer use for the contracting libraries was 0.3% this month and 0.3% YTD.

Wi-Fi	2024	2023	% Change
Monthly	1,696	1,509	12.4%
Year-to-date	1,696	1,509	12.4%

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

Patron Visits	2024	2023	% Change
Monthly	5,090	4,534	12.3%
Year-to-date	5,090	4,534	12.3%

Note: Door counts for the contracting libraries were 6.7% this month and 6.7% YTD.

Aurora Town Public Library
 550 Main Street, East Aurora, New York 14052
 Director's Report: January 2024

New Library Card Memberships	Total-month	YTD
Adults	13	13
Children	9	9

Programs Name / Number of Sessions / Sponsor	Age group	Attendance
Find the Snowman Game (202)	3 ½-5 yrs.	202
Fitness Fridays: Chair Yoga (3) (Friends)	Adults	22
Unwind & Design To-Go Kit: Playing Card Heart Wreath (25) (Friends)	Adults	25
Family Story Time (Wednesday) (2)	Birth-5 yr. w caregiver	51
Family Story Time (Thursday)	Birth -5 yr. w Caregiver	8
Family Story Time (Friday)	Birth-5 yrs. w caregiver	26
Preschool Story Time	3 ½-5	9
Book Buddies (Friends)	6-11	5
Aurora Book Club	19+	9
Tutors	6-11	13
Tutors	Teens	13

At a Glance: Month of 2024	Circulation (Original Checkout-Not Including Auto-Renewals)	Patron Count	Computer Use	Wi-Fi
January	14,515 (7,862)	5,090	3681,696	1,696
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Total				

Out of all B&ECPL locations, ATPL ranks YTD
11 out of 37 in circulation of materials (11th for month); 12 out of 37 in patron visits (12th for month)
8 out of 37 in WI-FI (8th for month); 19 out of 37 in computer use (19th for month)

Cumulative Statistics

Programs, Outreach, Meeting Rm Use, Training, Book Displays, Exhibits, Fundraisers & Improvements

Programs (Not Including Tutoring & Outreach)	Names, Age Group, Date & Time
January 2024	<p>Find the Snowman Game - Children - Monday, January 1 - Wednesday, January 31, during all open hours.</p> <p>Aurora Book Club - Adults, 19+ - January 4 @ 6:30 p.m.</p> <p>Fitness Fridays: Chair Yoga – Seniors, 55+ - Fridays, January 12 through February 16 @ 1:30 p.m.</p> <p>Unwind & Design To-Go Kit: Playing Card Heart Wreath- Adults, 19+ - Wednesday, January 17, 2024. Participants will be called to pick-up their take-home kit the day of the program.</p> <p>Family Story Time - Children, Ages Birth-5 with a Caregiver - Week of January 22 through Week of April 22 - Wednesdays @ 10:30 a.m., Fridays @ 10:30 a.m., OR Thursdays @ 6:30 p.m.</p> <p>Preschool Story Time - Children, Ages 3 1/2 - 5, Thursdays, January 25 - April 25 @ 1:15 p.m.</p> <p>Can You Escape? Library Game Night – Teens, 12-18 – Thursday, January 18 @ 6:00 p.m. - TO BE RESCHEDULED DUE TO WEATHER</p> <p>Book Buddies - Children, Grades 5-7 – Tuesday, January 23 @ 3:15 p.m.</p>
February 2024	<p>Family Story Time - Children, Ages Birth-5 with a Caregiver - Week of January 22 through Week of April 22 - Wednesdays @ 10:30 a.m., Fridays @ 10:30 a.m., OR Thursdays @ 6:30 p.m.</p> <p>Preschool Story Time - Children, Ages 3 1/2 - 5, Thursdays, January 25 - April 25 @ 1:15 p.m.</p> <p>LEGO Club - Children, Ages 6-11 - First Saturday of the Month February 3, March 2, & April 6 @ 11:00 a.m.</p> <p>Fitness Fridays: Chair Yoga – Seniors, 55+ - Fridays, January 12 through February 16 @ 1:30 p.m.</p> <p>New Sky Coaching: BAM - Heart Health Seminar - Seniors, 55+ - Tuesday, February 6 @ 11:00 a.m.</p> <p>Creating with Canva - Teens & Adults - Monday, February 12 @ 3:00 p.m. – 5:00 p.m.</p> <p>Book Bites Take-Home Box – Grades 5-8 – Pickup Beginning on Friday, February 16, 2024</p> <p>Can You Escape? Library Game Challenge – Teens, 12-18 – Saturday, February 17 @ 1:00 p.m.</p> <p>Pajama Games- Children, Ages 6-11, Tuesday, February 20 @ 6:30 p.m.</p> <p>Dance Party- Children, Ages 6-11, Wednesday, February 21 @ 11:00 a.m.</p> <p>Cupcake Challenge- Children, Ages 8-12, Friday, February 23 @ 1:00</p>

Aurora Town Public Library
 550 Main Street, East Aurora, New York 14052
 Director's Report: January 2024

	<p>p.m. Paint & Sip Night – Teens, 12-18 – Thursday, February 22 @ 6:00 p.m. Book Buddies - Children, Grades 5-7 – Tuesday, February 27 @ 3:15 p.m. Emergency Response & CPR Introduction - Teens & Adults - Thursday, February 29 @ 6:15 p.m.</p>
<p>March 2024</p>	<p>Family Story Time - Children, Ages Birth-5 with a Caregiver - Week of January 22 through Week of April 22 - Wednesdays @ 10:30 a.m., Fridays @ 10:30 a.m., OR Thursdays @ 6:30 p.m. Preschool Story Time - Children, Ages 3 1/2 - 5, Thursdays, January 25 - April 25 @ 1:15 p.m. LEGO Club - Children, Ages 6-11 - First Saturday of the Month February 3, March 2, & April 6 @ 11:00 a.m. Fitness Fridays: BAM—Balance & Mobility – Seniors, 55+ - Fridays, March 1, 8, 15, 22, April 12 & 19 @ 1:30 p.m. Job Seeking 101 – Adults, 19+ - Tuesday, March 5 @ 6:00 p.m. Aurora Book Club - Adults, 19+ - March 7 @ 6:30 p.m. Mindfulness for Teens - Teens, 12-18 - Tuesday, March 12 & 19 @ 4:00 p.m. Canva One-on-One Sessions- Adults, 19+ - March 8 @ 10:00 a.m., 11:00 a.m., 1:00 p.m., 2:00 p.m., 3:00 p.m., & 4:00 p.m. –One-on-One Appointments are 45 minutes long Book a Technology Trainer - Adults, 19+ - March 11 @ 10:00 a.m., 11:00 a.m., & 12:00 p.m. –One-on-One Appointments are 45 minutes long Beaded Bracelet Craft – Teens, 12-18 – Thursday, March 14 @ 6:00 p.m.-7:00 p.m. Buffalo Science Museum: Solar Eclipse – Families, All Ages – Monday, March 18 @ 6:30 p.m. Butter Lambs – Families with children 6 and up, groups of 3 maximum – Monday, March 25 @ 6:30 p.m. Butter Lambs – Adults, 19+, groups of 2 maximum – Monday, March 26 @ 6:30 p.m. Take a (Spring) Break Teen Book Bag – Teens, 12-18 – Pickup Beginning on Thursday, March 28, 2024</p>
<p>April 2024</p>	
<p>May 2024</p>	
<p>June 2024</p>	
<p>July 2024</p>	
<p>August 2024</p>	
<p>September 2024</p>	
<p>October 2024</p>	
<p>November 2024</p>	

Aurora Town Public Library
 550 Main Street, East Aurora, New York 14052
 Director's Report: January 2024

December 2024

Outreach	Class Visit (In-Library)	Other Outreach (Outside)	Monthly Total
January 2024		Outreach letters sent to EA Preschool Center, EA Community Nursery, Baker Preschool, Duck Duck Goose, First Presbyterian Preschool, EA Montessori, Immaculate Conception School, Nativity, Waldorf, and Holland UPK	
February 2024			
March 2024			
April 2024			
May 2024			
June 2024			
July 2024			
August 2024			
September 2024			
October 2024			
November 2024			
December 2024			
Total			

Meeting Room Use	Organization	Monthly Total
January 2024	Lions Club (2); Patron (6); Girl Scout Silver Award; Liberty Post Early Intervention; Board	11
February 2024	East Aurora Portrait Group (2); Patron (1); Paragon Investigation; Board	
March 2024	Board	
April 2024	EA Art Society; Realism Drawing (3); Giving Circle; Board	
May 2024	EA Art Society; Realism Drawing (4); Board	
June 2024	Realism Drawing; Board	
July 2024	Realism Drawing (4); Giving Circle	
August 2024	Realism Drawing (4)	
September 2024	Roycroft Campus Antiques & Friends of the Library Antique Appraisal Fundraiser; Board	
October 2024	EA Art Society; Realism Drawing (3); Giving Circle; Board	
November 2024	Realism Drawing (5); EA Art Society; Board	
December 2024	Local Artist, Amy Harts (2); Board	
Total		

Aurora Town Public Library
550 Main Street, East Aurora, New York 14052

Director's Report: January 2024

Exhibits	Display Case	Meeting Room Exhibit
January 2024	Warm Up at the Library (Librarian Made Display)	Lions Club Poster Contest
February 2024	East Aurora Portrait Group	East Aurora Portrait Group
March 2024	Rob Goller, Town Historian: 60 th Anniversary of Current Library Building Opening to the Public	
April 2024	East Aurora Art Society	East Aurora Art Society
May 2024	East Aurora Art Society	East Aurora Art Society
June 2024	Holland Tuesday Painters	Holland Tuesday Painters
July 2024	Girl Scouts of WNY Brownie Summit Award with Seed Bombs	
August 2024		
September 2024	Holland Tuesday Painters League of Women Voters Display in Main Library	Holland Tuesday Painters
October 2024	East Aurora Art Society League of Women Voters Display in Main Library	East Aurora Art Society
November 2024	East Aurora Art Society League of Women Voters Display in Main Library	East Aurora Art Society
December 2024	Amy Harts	Amy Harts

Education, Tech Training, Mtgs	Public—Name of Class & Date	Staff—Name of Class(es), Sponsor, Date(s), Employee(s)
January 2024		Supervisor Snyder – 1/9/24-Paula Klocek; Director's Meeting – 1/10/24-Paula Klocek; Town Board Meeting 1/22/24-Paula Klocek; Patron De-escalation, 1/26/24-Bethany Whitehead, Library 2.0 Fundraiser Photo at Pizza Del Aureo's- 1/31/24-Paula Klocek
February 2024	Creating with Canva, February 12 @ 3:00 p.m. – 5:00 p.m. – TechknowLab	Excel / G-Sheets: Simple Formulas, 2/6/2024, Rachael Vella-Garrido, Tech-Talk Creating with Canva, 2/12/24 - Kathy Brogan, Kathy Castle, and Marjorie Coyle, TechknowLab Director's Meeting, B&ECPL, 2/14/24— Paula Klocek
March 2024	Book a Technology Trainer,	

Aurora Town Public Library
550 Main Street, East Aurora, New York 14052

Director's Report: January 2024

	March 11 @ 10 a.m., 11 a.m., & 12 p.m. –TechknowLab	
April 2024	Book a Technology Trainer, April 15 @ 10 a.m., 11 a.m., & 12 p.m. –TechknowLab	Friends Meeting, 4/17/24-Paula Klocek
May 2024		
June 2024		
July 2024		
August 2024		
September 2024		
October 2024		
November 2024		
December 2024		

Book Displays	Theme(s)
January 2024	Read Away Those Winter Blues; Try to Solve a Mystery; New Year New Me vs Comfortable & Relaxed; NEW Year, NEW Books; We've Got the Winter Blues; Warm Up at the Library; Patron Picks & Staff Selections
February 2024	Love to Read About Love? Check Out These Books; Sweet Reads; Celebrating Black History (3); Heart Health Awareness; These Romance Novels are Sweet as Candy; I Love Reading; Patron Picks & Staff Selections
March 2024	May the Books of the Irish Be With You; Patron Picks & Staff Selections
April 2024	Patron Picks & Staff Selections
May 2024	Patron Picks & Staff Selections
June 2024	Patron Picks & Staff Selections
July 2024	Patron Picks & Staff Selections
August 2024	Patron Picks & Staff Selections
September 2024	Patron Picks & Staff Selections
October 2024	Patron Picks & Staff Selections
November 2024	Patron Picks & Staff Selections
December 2024	Patron Picks & Staff Selections

Friends Ongoing Book Sale	Month	YTD
Dollar Amount (Pre-Tax)	\$255.00	\$255.00

Other Fundraisers	Money Raised
Painted Wooden Mushroom Fundraiser	
Raising Some Dough (Del Aureo's)	
Antique Appraisal	
Total Other Fundraiser Money	

Aurora Town Public Library
550 Main Street, East Aurora, New York 14052
Director's Report: January 2024

Improvements / Repairs to the Library	Project	Funded / Work Done By
January 2024	Shelving for Shed	Funded by Friends, Work to Be Done by Highway Dept
February 2024	Mobile Shelving for Ongoing Discard Sale	Funded by Friends
March 2024		
April 2024		
May 2024		
June 2024		
July 2024		
August 2024		
September 2024		
October 2024		
November 2024		
December 2024		

2023 Aurora Payroll Report



As of Pay Period 26

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Library Director I	63,675.95	63,852.00	176.05
Librarian I	50,633.68	64,946.00	14,312.32
Senior Library Clerk	46,676.14	39,965.00	(6,711.14)
FT Totals	97,309.82	104,911.00	7,601.18

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Caretaker PT	18,079.02	14,345.00	(3,734.02)
Cleaner PT	11,903.70	9,599.00	(2,304.70)
Clerk Typist PT	31,520.07	28,656.00	(2,864.07)
Librarian I PT	28,102.52	29,655.00	1,552.48
Page PT	13,941.06	20,676.00	6,734.94
Senior Page	45,383.04	59,281.00	13,897.96
PT Totals	148,929.41	162,212.00	13,282.59

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretaker PT	18,079.02	14,345.00	(3,734.02)
Cleaner	11,903.70	9,599.00	(2,304.70)
Clerk Typists	31,520.07	28,656.00	(2,864.07)
Librarian I'S	78,736.20	94,601.00	15,864.80
Library Director I	63,675.95	63,852.00	176.05
Senior Library Clerk	46,676.14	39,965.00	(6,711.14)
Pages	13,941.06	20,676.00	6,734.94
Senior Pages	45,383.04	59,281.00	13,897.96
Contractual Reserve		19,098.00	19,098.00
Combined Totals	309,915.18	350,073.00	40,157.82

ANNUAL BUDGET	\$ 350,073.00
PROJECTED ANNUAL BUDGET SPENT	\$ 311,948.49
PROJECTED ENDING BALANCE	\$ 38,124.51





MEMORANDUM

TO: Contract Library Directors
FROM: Emily Patronik, Assistant Deputy Director - Controller
SUBJECT: 2023 Contract Extension and 2024 Budget Schedules
DATE: January 29, 2024

Enclosed please find a copy of Buffalo & Erie County Public Library (B&ECPL) Board Resolution 2023-42, implementing the contract extension provision, and your 2023 budget schedules based upon this resolution. As you may recall, the 2023 contract contains an automatic extension provision that extends the current contract into 2024.

The extension will be in force until final 2024 contracts are adopted, although not to extend past July 31, 2024. Budget amounts are based upon the 2024 System budget as adopted on December 21, 2023. The Library's 2024 adopted budget may be viewed at: <https://www.buffalolib.org/about-becpl/budget-information> See the 2024 B&ECPL *Adopted Budget by Cost Center* for the details.

Items to note:

1. 2024 Page wages are adjusted to reflect the 12/31/2023 New York State minimum wage \$1.00 per hour increase (to \$15.00 per hour), while Sr. Page wages are increased by \$1.00 per hour (to \$16.00 per hour), also effective 12/31/2023, to maintain a \$1.00 per hour differential from Page rates.

Please call me 716-858-6095 if you have any questions.

A handwritten signature in cursive script that reads "Emily Patronik".

/ma; Enclosures;
cc: E. Patronik

**BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: December 21, 2023**

AGENDA ITEM NUMBER: E.2.a

**RESOLUTION: 2023-41
Adoption of 2024 Budget**

BACKGROUND:

On December 7, the Erie County Legislature adopted a 2024 County Budget with amendments. The Legislature-approved amendments did not change the County Executive's 2024 Proposed Budget allocation for the Library Fund.

The 2024 Operating and Grants Budget sustains library operations and services in an evolving post-COVID world. It prioritizes public access to resources, programs and services to help us serve our communities. A county funding increase of \$1,390,013 (4.9%) will help offset inflation related impacts on library operating costs, including contractually obligated labor costs, a \$0.80 per hour increase in the minimum wage, costs of supplies and utilities in this challenging fiscal environment.

The Library's overall operating budget, including State Aid and library revenue, increases 5.4% from 2023's \$31,491,387 to \$33,105,584 in 2024. Including recurring grants, the combined total increase is 4.0% from 2023's \$32,213,226 to \$33,707,002 in 2024.

While not part of the Library's operating budget, the County's Capital Budget provides: \$700,000 in bond funds for Central Library Improvements & Upgrades and \$130,000 in "Pay As You Go" funds for Central Library Shipping & Maintenance Vehicle Replacement.

The minimum wage increase directly impacts Part-time Page wages, presently \$14.20 per hour. Further, it impacts the competitiveness and the Library's ability to hire in positions with wages scales near the new rate. Specifically, Senior Pages, presently at \$15.20 per hour. Part-time Page, and Senior Page positions are not represented by a bargaining unit. That means they are not eligible to receive wage scale adjustments without approval by the System Board of Trustees, which occurred as part of the budget process in preparing the 2024 Proposed Budget.

2024 Budget in Brief Charts are included for your review and action.

RESOLUTION 2023-41

WHEREAS, on December 7, the Erie County Legislature finalized the County's 2024 Budget allocation for the Library, and

WHEREAS, the County's enacted budget provides a 4.9% increase in County Library Tax funding from 2023's \$28,285,362 to \$29,675,375, and

WHEREAS, this funding will allow the Buffalo & Erie County Public Library (B&ECPL) to sustain operations, prioritizing public access to resources, programs and services to help us serve our communities, and

WHEREAS, it helps to offset inflation-related impacts on library operating costs, including contractually obligated labor costs, a \$0.80 per hour increase in the minimum wage, and costs of supplies and utilities in this challenging fiscal environment, and

WHEREAS, the Board of Trustees expresses its appreciation to the County Executive for recommending the funding and to the County Legislature in approving the recommended funding, and

WHEREAS, strong public support for the B&ECPL reinforces both the continuing need for innovative and responsive library services in an evolving post-COVID environment, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the 2024 Budget, utilizing the following sources to provide library services in 2024:

\$29,675,375 - County Property Tax for Library Purposes
\$ 2,415,951 - New York State Aid - Operating Budget
\$ 716,119 - Use of Fund Balance
\$ 298,139 - Library Fines, Fees and Other Revenue
\$33,105,584 - Total Operating Budget

\$ 601,418 - Library Recurring Grants Budget

\$33,707,002 - Combined Operating and Grants Budget, further detailed in the 2024 Budget in Brief Charts and the accompanying 2024 Budget Operating and Grants by Line Item document, and be it finally

RESOLVED, that the budget documents and schedules be promptly posted on the Library's website and the Library Director or designee(s) are authorized to execute all needed forms and accounting entries to implement this budget promptly.

Approved unanimously as amended at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on December 21, 2023.

**BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: December 21, 2023**

AGENDA ITEM NUMBER: E.2.b.

**RESOLUTION: 2023-42
Implementing 2023 Contracting
Library Contract Extension
Provision**

BACKGROUND:

On June 15, 2023, the Board adopted Resolution 2023-17, which authorized executing 2023 contracting member library contracts. That resolution and the resulting 2023 contracts incorporated items to simplify 2024 start-up. They include the ability to extend the 2023 contract into 2024, avoiding the November-December rush to adopt new contracts.

The extension capability recognized many years' recurring pattern of final budget allocations, particularly from New York State, being in flux at the normal contract adoption time. The contract extension provides for allocations based upon the 2024 requested budget amount as may be amended by the Board (for example by adopting the 2024 System budget) until such time as a final 2024 contract is adopted, not to exceed July 31, 2024.

The option to implement the contract extension provision may be made by Board-adopted resolution notifying contracting member libraries of said extension. This resolution would provide the needed notification.

ACTION REQUIRED:

Motion to approve Resolution 2023-42.

RESOLUTION 2023-42

WHEREAS, on June 15, 2023, the Board of Trustees of the Buffalo & Erie County Public Library adopted Resolution 2023-17, which authorized executing 2023 contracting member library contracts, and

WHEREAS, the resolution and the resulting 2023 contracts incorporated a provision to extend the 2023 contract into 2024, thus avoiding the November-December rush to adopt new contracts given many years' recurring pattern of final budget allocations, particularly from New York State, being in flux at the normal contract adoption time, and

WHEREAS, budgetary allocations from Erie County and New York State to the B&ECPL constitute over 95% of the financial resources supporting the contract with each contracting member library, and

WHEREAS, Erie County's 2024 budget allocation was not finalized until December 7, 2023 and New York State's allocation likely will not be finalized before April 2024, and

WHEREAS, this makes it difficult for the B&ECPL and the contracting member libraries to develop, consider and approve a full contract prior to the beginning of the 2024 fiscal year on January 1, 2024, and

WHEREAS, the contract extension provision provides for allocations based upon the 2024 requested budget except that, should the local funds for library services be modified from those projected in the budget request, the allocation shall be based upon the modified estimate, and

WHEREAS, the extension provision will remain in effect until such time as a final 2024 contract is adopted, not to exceed July 31, 2024, and

WHEREAS, implementing the contract extension provision may be made by Board adopted resolution notifying contracting member libraries of said extension, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes implementing the 2023 contract extension as described above, with budgetary amounts based upon the 2024 Board-adopted budget and any subsequent modifications thereof, and be it further

RESOLVED, that the Library Director or his designee is authorized to transmit this resolution to each contracting library.

**Approved unanimously at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on December 21, 2023.**

BUFFALO & ERIE COUNTY PUBLIC LIBRARY
PAGE & SR. PAGE HOURLY WAGE RATES
EFFECTIVE DATE: DECEMBER 31, 2023

PAGE and SENIOR PAGE WAGE SCALES
December 31, 2023 - December 30, 2024

PAGE

Step 1
\$15.00

SENIOR PAGE

Step 1
\$16.00

NOTES:

Wage scales reflect rates approved as part of the 2024 Adopted Budget.
Page rates are consistent with mandated increases in the New York State Minimum Wage Law and Sr.
Page rates are budgeted at \$0.50 above the minimum wage.

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: AURORA TOWN PUBLIC LIBRARY

DESCRIPTION	Per Res 2022-47			As per Res 2023-42		
	2023	2023 BUDGET	2023	2024	2024 BUDGET	2024
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
PERSONAL SERVICES						
SALARIES & WAGES, FULL TIME	-	168,763	168,763	-	169,378	169,378
WAGES, REGULAR PART-TIME			-			-
WAGES, PART TIME		162,212	162,212		178,724	178,724
OVERTIME (Sunday)			-			-
OTHER (Vacation Buyout)			-			-
TOTAL SALARIES & WAGES	-	330,975	330,975	-	348,102	348,102
REDUCTION FRM PERS. SVCS ACCT			-			-
CONTRACTUAL SALARY RESERVES		19,088	19,088			-
FRINGE BENEFITS						
EMPLOYER FICA		25,318	25,318		26,630	26,630
EMPLOYEE HEALTH INSURANCE		33,443	33,443		36,516	36,516
DENTAL PLAN		638	638		472	472
WORKERS COMPENSATION		2,188	2,188		2,160	2,160
UNEMPLOYMENT INSURANCE		596	596		490	490
HOSPITAL & MEDICAL - RETIREES		18,885	18,885		17,785	17,785
HEALTH INSURANCE WAIVER			-			-
RETIREMENT		23,160	23,160		29,379	29,379
TOTAL FRINGE BENEFITS	-	104,324	104,324	-	113,432	113,432
OFFICE SUPPLIES		2,945	2,945		3,268	3,268
REPAIRS & MAINTENANCE CHARGES						
OTHER SUPPLIES & MATERIALS	1,500	-	1,500	1,700	-	1,700
EQUIPMENT MAINTENANCE	50		50	250		250
REPAIRS & MAINT - MISC SYS	-	1,901	1,901	-	1,509	1,509
TOTAL REPAIRS & MAINTENANCE CHARGES	1,550	1,901	3,451	1,950	1,509	3,459
TRAVEL & MILEAGE EXPENSES	200		200	200		200
DUES & FEES						
MEMBERSHIP & DUES	20	-	20	20	-	20
TRAINING & EDUCATION (NYSALB, etc.)		904	904		847	847
TOTAL DUES & FEES	20	904	924	20	847	867
UTILITY CHARGES						
WATER	550		550	550		550
SEWER	1,000		1,000	800		800
TELECOMMUNICATIONS			-			-
- WIRELESS ACCESS	-	207	207	-	482	482
- DATA LINES	-	345	345	-	345	345
- INTERNET - Internet access	-	54	54	-	53	53
- EQUIPMENT MAINT	500		500	500		500
- LOCAL AND LD PHONE SERVICE	-	936	936	-	936	936
TELEPHONE SUB-TOTAL	500	1,542	2,042	500	1,798	2,296
TOTAL UTILITY CHARGES	2,050	1,542	3,592	1,850	1,798	3,646
PROFESSIONAL SERVICE CONTRACT & FEES						
ADVERTISING & PROMOTION		2,535	2,535		2,588	2,588
MOVIE LICENSING AGREEMENT		235	235		235	235
OVERDRIVE DOWNLOADABLE LICENSE		211	211		211	211
SIRSI SOFTWARE MAINTENANCE		2,875	2,875		3,048	3,048
RFID EQUIPMENT MAINTENANCE		888	888			-
COLLECTIONS AGENCY FEES			-			-
EAP SERVICES		207	207			-
ONLINE CATALOG (OCLC)		2,704	2,704		3,381	3,381
VITEC SOLUTIONS/COMPUTER SUPPORT		2,000	2,000		1,844	1,844
LEGAL FEES		1,710	1,710		1,651	1,651
RFID/OCR LABELS		169	169		173	173
OTHER PRINTED SUPPLIES		46	46		45	45
CONTRACT PROFESSIONAL SERVICES (DIRECT)			-			-
TOTAL PROFESSIONAL SERVICE CONTRACTS	-	13,880	13,880	-	13,176	13,176

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: AURORA TOWN PUBLIC LIBRARY

DESCRIPTION	2023		2024	
	Per Res 2022-47	BUDGET 2023	Contract Library Direct	System Paid
MAINTENANCE CONTRACTS	500	500	500	-
OTHER SUP & MTLB - CONTRACT	-	100	100	100
EQUIPMENT CONTRACTS	100	100	100	100
MAINT CONTRACTS - SYS	-	141	141	118
TOTAL MAINTENANCE CONTRACTS	600	741	600	718
OTHER EXPENSES & CHARGES	-	250	-	-
LIBRARY MATERIALS PROCESSING SUPPLIES	-	250	-	-
RFID LABELS (NON-PRINT)	-	845	-	1,035
RESALE ITEMS (BAGS, DISK, HEADPHONES)	-	245	-	250
LIBRARY CARDS	-	-	-	-
DVD REPAIR	-	68	-	35
MISC PROGRAM EXPENSES	500	500	500	500
NYS DISABILITY	-	-	-	-
POSTAGE	100	100	100	100
PRINTING	-	-	-	-
ADVERTISING	-	-	-	-
TRAINING	-	-	-	-
REFUSE PICKUP	-	-	-	-
BANK CHARGES	-	-	-	-
JANITORIAL SERVICES	-	-	-	-
OTHER EXPENSES	-	-	-	-
TOTAL OTHER EXPENSES & CHARGES	600	1,408	2,008	1,920
CONTINGENCY	-	-	-	-
MISCELLANEOUS-Additional System Ad	-	-	-	-
TOTAL CONTINGENCY	-	-	-	-
RENTAL CHARGES	-	-	-	-
EQUIPMENT	-	-	-	-
OTHER	-	-	-	-
TOTAL RENTAL CHARGES	-	-	-	-
INSURANCE CHARGES	-	-	-	-
INSURANCE	-	-	-	-
GENERAL LIABILITY INSURANCE - SYS	3,305	3,305	3,305	3,154
TOTAL INSURANCE CHARGES	-	3,305	-	3,154
LAB & TECHNICAL EQUIP.	-	1,591	1,591	1,565
LIBRARY BOOKS & MEDIA	-	6,707	6,707	7,241
Serials (Magazines, Newspapers, Journals, Etc.)	-	6,560	6,560	6,820
On-line Databases (News, Health, Literary, Homework, Business, Etc.)	-	41,015	41,015	42,654
E-Content	-	37,748	37,748	38,381
Centrally Ordered Materials	-	10,571	10,571	10,531
Specialized Titles / Individual Orders	-	102,601	102,601	105,627
TOTAL LIBRARY BOOKS & MEDIA	-	102,601	102,601	105,627
INTERFUND UTILITY EXPENDITURES	-	6,532	6,532	4,326
NATURAL GAS	-	11,654	11,654	7,808
ELECTRICITY	-	18,186	18,186	12,134
TOTAL INTERFUND UTILITY EXPENDITURES	-	27,472	27,472	20,268
TOTAL INTERFUND EXP - COUNTY	-	27,472	27,472	20,268

As per Res 2023-42

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: AURORA TOWN PUBLIC LIBRARY

DESCRIPTION	Per Res 2022-47			As per Res 2023-42		
	2023		2023	2024		2024
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
TOTAL OPERATING EXPENSES	5,020	604,694	609,714	5,220	608,110	613,330
REVENUE SOURCES						
COUNTY SHARE		603,233	603,233		607,090	607,090
STATE AID (Member Aid)		-	-		-	-
STATE AID (Pass through System)	2,670	1,461	4,131	3,120	1,020	4,140
SUB-TOTAL: SYSTEM APPROPRIATION	2,670	604,694	607,364	3,120	608,110	611,230
DIRECT LOCAL INCOME						
FINES, LOST BOOKS, ETC	50	-	50	100	-	100
COPY MACHINES	500	-	500	400	-	400
PRINT COST RECOVERY	1,700	-	1,700	1,500	-	1,500
OTHER REVENUES	100	-	100	100	-	100
MUNICIPAL SUPPORT	-	-	-	-	-	-
DONATIONS	-	-	-	-	-	-
FUNDRAISING	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-
USE OF FUND BALANCE	-	-	-	-	-	-
OTHER INCOME	-	-	-	-	-	-
TOTAL DIRECT INCOME	2,350	-	2,350	2,100	-	2,100
TOTAL REVENUE SOURCES	5,020	604,694	609,714	5,220	608,110	613,330

COUNTY SHARE vs OTHER REVENUE						
	Contract Library Direct	Return to System (CHR Share)	TOTAL	Contract Library Direct	Return to System (CHR Share)	TOTAL
COUNTY SHARE	-	603,233	603,233	-	607,090	607,090
STATE AID	2,670	1,461	4,131	3,120	1,020	4,140
DIRECT INCOME	2,350	0	2,350	2,100	0	2,100
SUBTOTAL OTHER REVENUE	5,020	1,461	6,481	5,220	1,020	6,240
TOTAL REVENUE	5,020	604,694	609,714	5,220	608,110	613,330

NOTE: Libraries participating in the Centralized Human Resources (CHR) program have their employees' salaries/wages and fringe benefits paid through the system, using Erie County's payroll system. Amounts paid by the contracting library directly are correspondingly reduced. This results in state aid and local revenues collected exceeding local expenses paid. The excess revenues over local expenses is returned to the system to help meet the contract library's payroll needs.

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
Aurora Town Public Library**

EEGroup	Current Count	Job Title	Hours	Hours per week	Salary	Total Fringes	Total Cost
	1	LIBRARY DIRECTOR I Total	2,096	40	65,951	28,139	94,090
	1	LIBRARIAN I Total	2,096	40	53,982	37,909	91,891
	1	SENIOR LIBRARY CLERK CL To	2,096	40	49,445	23,466	72,911
FT Total	3		6,288	120	169,378	89,514	258,892
	6	SENIOR PAGE PT Total	3,198	62	51,168	6,167	57,335
	4	PAGE (P.T.) Total	1,248	24	18,720	2,142	20,862
	2	LIBRARIAN I PT Total	1,820	35	43,059	6,449	49,508
	1	CARETAKER (PT) CL Total	832	16	17,810	1,497	19,307
	1	CLEANER (PT) CL Total	676	13	11,981	2,458	14,439
	2	CLERK-TYPIST (P.T.) CL Total	1,976	38	35,986	5,205	41,191
PT Total	11		7,488	144	142,532	19,011	161,543
Grand Total	19		16,038	308	348,102	113,432	461,534
		FTE and Average Cost per FTE	7.71				59,862
		Full Time Salaries			\$169,378		
		RPT Wages			\$0		
		Part Time Wages			\$142,532		
		Total Salaries & Wages			\$311,910		
		Grand Total			\$311,910	\$113,432	\$461,534

Contract Library "System Paid" Budget Analysis

Aurora Town Public Library

As of 12/31/2023

	"System Paid" Budget*	Jan-Sept 2023	October	November	December	Actual 2023 YTD Expenses	Year End Surplus/(Shortfall)
Salaries & Wages, Full Time							
Salaries & Wages, Full Time	168,763.00	119,975.14	13,679.42	13,679.38	13,057.65	160,391.59	8,371.41
Other Payments		0.00				0.00	0.00
Overtime		0.00				0.00	0.00
Total Salaries & Wages, Full Time	168,763.00	119,975.14	13,679.42	13,679.38	13,057.65	160,391.59	8,371.41
Wages, Regular Part-Time	0.00	0.00				0.00	0.00
Wages, Part Time	162,212.00	109,246.82	15,002.29	12,710.27	14,597.52	151,556.90	10,655.10
Contractual Reserve	19,098.00	0.00				0.00	19,098.00
Employer FICA Total	25,318.00	17,010.77	2,126.83	1,951.51	2,051.48	23,140.59	2,177.41
Employee Health Insurance	33,443.00	25,643.61	1,709.02	3,819.64	2,882.00	34,054.27	(611.27)
Dental Plan	636.00	386.50	38.04	43.23	45.04	512.81	123.19
Health Insurance Waiver		0.00				0.00	0.00
NYS Retirement	23,160.00	18,869.76	2,571.05	2,428.65	2,216.52	26,085.98	(2,925.98)
Disability	0.00	0.00				0.00	0.00
Natural Gas (NFG)	6,532.00	2,635.91	81.53	248.30	437.37	3,403.11	3,128.89
Electricity	11,654.00	4,726.78	419.50	395.31		5,541.59	6,112.41
Bottom Line Total	450,816.00	298,495.29	35,627.68	35,276.29	35,287.58	404,686.84	46,129.16

Notes:

System Paid Budget per Res. 2022-48

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Agenda of the Board
Regular Monthly Meeting
February 27, 2024, 1:00 p.m.

1. Comments from the audience:
2. Minutes of the Meetings: January 23, 2024
3. Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: January 2024
4. Director's Report January 2024
5. Reports of Interest
 - a. The East Aurora Art Society has generously sponsored the purchase of wooden mushrooms for a fundraiser in collaboration with the Friends of the Aurora Town Public Library. Each one will be painted and embellished by a different local artist. From February 23 through March 22, the community is invited to buy votes to judge and earn a chance to win their favorite mushrooms. One vote is \$1.00 or 6 votes are \$5.00. Winners will be drawn at random on March 22 at noon. Votes will be tallied to determine which mushroom placed 1st, 2nd, and 3rd.
 - b. On Monday, March 4, Pizza Del Aureo's has generously offered to donate 10% of proceeds raised from all orders from 11:00 a.m. – 7:00 p.m. to support the Aurora Town Public Library. Visit 615 Oakwood Ave, call (716) 655-3345, or go online to www.pizzadelaureos.com to place an order.
 - c. On March 16, 2024, ATPL will be present for the It Takes A Community Drug & Alcohol Prevention Coalition Health & Wellness Fair. ITAC works toward preventing youth substance use and providing equal access to services for all populations and reducing health disparities.
 - d. The Library will be at Literacy Night for Parkdale Elementary on March 14, 2024.
 - e. On March 19, 2024, East Aurora Preschool will be coming for a class visit.
 - f. ATPL is participating in EAclipse at Knox State Park on April 8, 2024.
 - g. The non-financial section of the Library's 2023 NYS Report and Report to the Community have been completed, pending Board approval at the annual meeting on April 23 at 12:30 p.m.
 - h. The picture book section is undergoing the genrefication process. The goals are to help children as well as parents and caregivers easily identify what they are seeking to read, make the area more approachable, and encourage exploration of books by making browsing easier. Further, accessibility will improve and circulation likely will be positively impacted.
 - i. Other
6. Personnel
 - a. Payroll Report: Pay Period 26
 - b. Board May Enter Executive Session
 - c. Other
7. Old Business
 - a. Library Storage
 - b. Girl Scout Gold Award Project
 - c. Staff Appreciation Day: March 1, 2024
 - d. ACT Meeting, Annual Workshop: March 9, 2024 @ 8:30 a.m.
 - e. Other
8. New Business
 - a. 2023 Contract Extension and 2024 Budget Schedules
 - b. Contract Library "System Paid" Budget Analysis
 - c. Other

The next regularly scheduled meeting will take place on March 26, 2024 @ 1:00 p.m.

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Agenda of the Board
Regular Monthly Meeting
February 27, 2024, 1:00 p.m.

1. Comments from the audience:
2. Minutes of the Meetings: January 23, 2024
3. Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: January 2024
4. Director's Report January 2024
5. Reports of Interest
 - a. The East Aurora Art Society has generously sponsored the purchase of wooden mushrooms for a fundraiser in collaboration with the Friends of the Aurora Town Public Library. Each one will be painted and embellished by a different local artist. From February 23 through March 22, the community is invited to buy votes to judge and earn a chance to win their favorite mushrooms. One vote is \$1.00 or 6 votes are \$5.00. Winners will be drawn at random on March 22 at noon. Votes will be tallied to determine which plant pot placed 1st, 2nd, and 3rd.
 - b. On Monday, March 24, Pizza Del Aureo's has generously offered to donate 10% of proceeds raised from all orders from 11:00 a.m. – 7:00 p.m. to support the Aurora Town Public Library. Visit 615 Oakwood Ave, call (716) 655-3345, or go online to www.pizzadelaureos.com to place an order.
 - c. On March 16, 2024, ATPL will be present for the It Takes A Community Drug & Alcohol Prevention Coalition Health & Wellness Fair. ITAC works toward preventing youth substance use and providing equal access to services for all populations and reducing health disparities.
 - d. The Library will be at Literacy Night for Parkdale Elementary on March 14, 2024.
 - e. On March 19, 2024, East Aurora Preschool will be coming for a class visit.
 - f. ATPL is participating in EAclipse at Knox State Park on April 8, 2024.
 - g. The non-financial section of the Library's 2023 NYS Report and Report to the Community have been completed, pending Board approval at the annual meeting on April 23 at 12:30 p.m.
 - h. The picture book section is undergoing the generfication process. The goals are to help children as well as parents and caregivers easily identify what they are seeking to read, make the area more approachable, and encourage exploration of books by making browsing easier. Further, accessibility will improve and circulation likely will be positively impacted.
 - i. Other
6. Personnel
 - a. Payroll Report: Pay Period 26
 - b. Board May Enter Executive Session
 - c. Other
7. Old Business
 - a. Library Storage
 - b. Girl Scout Gold Award Project
 - c. Staff Appreciation Day: March 1, 2024
 - d. ACT Meeting, Annual Workshop: March 9, 2024 @ 8:30 a.m.
 - e. Other
8. New Business
 - a. 2023 Contract Extension and 2024 Budget Schedules
 - b. Contract Library "System Paid" Budget Analysis
 - c. Other

The next regularly scheduled meeting will take place on March 26, 2024 @ 1:00 p.m.

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Minutes for the Jan. 23, 2024 Meeting

Present: Martha Buyer, Kara Spencer-Ching, Adam Zaremski and Aurora Town Public Library Director, Paula M. A. Klocek. Excused: Elaine Chow and 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, KSP) was made to approve the Minutes of the December 19, 2023 meeting and it was carried by a voice vote.

3. A motion (AZ, MB) was made to approve the Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: December 2023 and it was carried by a voice vote.

4. A motion (MB, AZ) was made to accept the Director's Report: December 2023 and it was carried by a voice vote.

During discussion, Spencer-Ching noted that she was impressed with the patron count numbers, and Buyer commended the library director and staff for the "remarkable job of getting people in the library, not only for books, but for programs."

Klocek said staff have helped in that regard and social media is reaching more people. She also read a positive Google review that had come in before the meeting and had two letters by patrons who were complementing the library staff.

Klocek also said the Friends of the Aurora Library were donating over \$700 for shelving in the new shed. The Aurora Town Highway department will install the shelves at a later date.

Buyer also noted that she had taken her oath of office and was all set to serve another 5-year term on the board.

Buyer asked Klocek if ATPL could obtain snowshoes for adults to rent. Klocek noted the library has youth-sized snowshoes and those were popular, she is looking at adult-sized snowshoes.

5. Reports of Interest

a. At the start of the New Year, the library sent outreach letters to EA Preschool Center, EA Community Nursery, Baker Preschool, Duck Duck Goose, First Presbyterian Preschool, EA Montessori, Immaculate Conception School, Nativity, Waldorf, and Holland UPK.

b. The East Aurora Art Society has generously sponsored the purchase of wooden mushrooms for a fundraiser in collaboration with the Friends of the Aurora Town Public Library. Each one will be painted and embellished by a different local artist. From February 23 through March 22, the community is invited to buy votes to judge and earn a chance to win their favorite mushroom.

One vote is \$1 or 6 votes are \$5. Winners will be drawn at random on March 22 at noon.

Votes will be tallied to determine which mushroom placed 1st, 2nd, and 3rd.

c. Other

6. Personnel

- a. Payroll Report: Pay Period 24
- b. There was no reason for the board to enter into an Executive Session.
- c. Other

7. Old Business

- a. Klocek followed up by saying that the new library storage was not ready to use yet, but will be once the highway department is able to install shelves.
- b. Girl Scout Gold Award Project: Klocek has reached out to the Girl Scout seeking to do this project and is waiting to hear back for additional details.
- c. Other

8. New Business

- a. Staff Appreciation Day: March 1, 2024
- b. Review Schedule for Board Adopted Policies
- c. A motion was made (MB, AZ) to approve Special Hours at ATPL for 2024: 10/31, 12/31 and 7/3 will have hours of 10 am to 5 pm and will be closed 12/24, and this motion was carried by a voice vote.
- d. Library Advocacy Day: February 7, 2024
- e. Other

Zaremski asked about a recent Aurora Town Board meeting regarding an eminent domain action for property in West Falls that was supposedly owned by ATPL. He said he would follow up on what this meant.

Buyer said the next ACT workshop is on March 9.

The next regularly scheduled ATPL board meeting will take place on February 27, 2024 at 1 p.m.

A motion was made (MB, AZ) to close the meeting at 1:43 pm and it was carried by a voice vote.

Respectfully Submitted,

Adam Zaremski
Secretary

AURORA TOWN PUBLIC LIBRARY

Treasurer's Report

31-Jan-24

LOCAL CHECKING ACCOUNT

Beginning Balance:	1-Jan-24		\$30,761.96
Plus Receipts/Deposits		Total:	\$2,456.00
Less Checks/Debits		Total:	\$0.00
Ending Balance:	31-Jan-24		

Transaction Details

Receipts:

Author Merchandise Reimbursement, Janis Lane			\$5.00
A. Floyd Donation I/M of Nancy Fontanese			\$50.00
Mary Whitford Donation			\$100.00
Aurora Liquor Donation			\$201.00
Linda Gonzalez Donation			\$50.00
Constance Maloney Donation I/H of Alice Askew			\$500.00
Alice Askew Donation I/M of Nancy Fontanese			\$50.00
Alice Askew Donation			\$200.00
Alison Hyde Donation I/M of Nancy Fontanese			\$50.00
Marybeth Shaw Donation I/M of Nancy Fontanese			\$100.00
Sigrid Weinschreider Donation I/M of Nancy Fontanese			\$25.00
Ryan & Kelly Kamp Donation			\$1,000.00
Kathleen Patterson Donation I/M of Nancy Fontanese			\$100.00
J. Graham Donation I/M of Nancy Fontanese			\$25.00
		Total:	\$2,456.00

Disbursements:

None		Total:	\$0.00
------	--	---------------	---------------

Volker Funds

Balance Forward:	1-Jan-24		\$1,128.76
Receipts:	None		\$0.00
Disbursements:	None		\$0.00
Balance:	31-Jan-24		\$1,128.76

Internal Auditor's Report

Elaine Chow, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
None				
Friends Ongoing Book Sale JAN	\$255.00			YTD \$255.00
Friends Pop-Up Sale				YTD

Contingency Funds Counted 1/16/2024 \$195.19

Savings Account

Balance Forward	1-Jan-24		\$614.34
Interest Earned			\$0.01
Balance	31-Jan-24		\$614.35

Certificate of Deposit	12-Dec-23	12 month term .02%
Beginning Balance: \$50,000		Ending Balance: \$50,000

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: JAN

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	0	550	550	0	
515000	Sewer	800	(40)	760	0	760	0	
515000	Telephone - Maintenance	500	0	0	500	500	0	
510200	Dues and Fees	20	0	0	20	20	0	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	2,550	40	36	2,554	2,590	0	
555050	Insurance Charges	0	0	0	0	0	0	
510000	Travel & Mileage Expenses	200	0	0	200	200	0	
530000	Other Expenses & Charges	600	0	0	600	600	0	
530000	Contingency (Bullet Aid)	0	0	0	0	0	0	
	TOTAL EXPENSES	5,220	0	796	4,424	5,220	0	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	100	0	59	41	708	608	
Copy Machines	400	0	29	371	348	(52)	
Print Cost Recovery	1,500	0	197	1,303	2,364	864	
Other Income	100	0	0	100		(100)	
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	2,100	0	285	1,815	3,420	1,320	

AURORA TOWN PUBLIC LIBRARY

COUNTY LEDGER

COUNTY CHECKING ACCOUNT

31-Jan-24

Beginning Balance:	1-Jan-24		\$8,449.54
Plus Receipts/Deposits		Total:	\$285.53
Less Checks/Debits		Total:	\$795.73
Ending Balance:	31-Jan-24		\$7,939.34

Transaction Details

Receipts:

Fines		\$104.28
Fines		\$151.90
Copier		\$29.35
	Total:	\$285.53

Disbursements:

Martha Librock/Town Clerk (Town Taxes)		\$760.16
Dennis Desmond (Lowe's Reimbursement)		\$35.57
	Total:	\$795.73

Internal Auditor's Report

Elaine Chow, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
C165	\$760.16		5923	Martha Librock (Town Taxes)
C166	\$35.57		5924	Dennis Desmond (Lowe's Reimbursement)

Aurora Town Public Library
550 Main Street, East Aurora, New York 14052
Director's Report: January 2024

Monthly Statistics

Circulation	Total-Month	Average / Day	Average / Hour	YTD Total
2024	14,515*	580.6	78.46	14,515**
2023	13,670	569.58	71.95	13,670
2022	6,638	288.61	36.47	6,638

Note: Circulation for the contracting libraries was 2.6% this month from last year (EAU was 6.2%) and 2.6% over YTD (EAU was 6.2%). *Original checkouts at EAU are 7,862 for this month. **Original checkouts at EAU are at 7,862.

Library of Things (Including Chromebook Kit, Hotspots & Wilson Sports Equipment) 2024	
Monthly	33
Year-to-date	33

System e-Branch	Month 2024	Month 2023	Change	YTD 2024	YTD 2023	Change
Online Renewals	690	794	-13.1%	690	794	-13.1%
Interlibrary Loans	1,413	1,331	6.2%	1,413	1,331	6.2%
eAudiobooks	69,524	56,422	23.2%	69,524	56,422	23.2%
eVideos	932	636	46.5%	932	636	46.5%
eBooks	98,058	87,962	11.5%	98,058	87,962	11.5%
eMusic	217	176	23.3%	217	176	23.3%
eMagazines	31,766	7,192	341.7%	31,766	7,192	341.7%

Open for Operation	2024	2023	2022	2021
Days / Hours	25/185	24/190	23/182	19/144

Days Closed: January 1 for New Year's Day, 15 for Martin King Luther, Jr. Day, 17 & 18 due to inclement weather, and 9 & 16 5:00 p.m. – 8:00 p.m. due to Inclement Weather

Computer Use	2024	2023	% Change
Monthly	368	371	-0.8%
Year-to-date	368	371	-0.8%

Note: Computer use for the contracting libraries was 0.3% this month and 0.3% YTD.

Wi-Fi	2024	2023	% Change
Monthly	1,696	1,509	12.4%
Year-to-date	1,696	1,509	12.4%

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

Patron Visits	2024	2023	% Change
Monthly	5,090	4,534	12.3%
Year-to-date	5,090	4,534	12.3%

Note: Door counts for the contracting libraries were 6.7% this month and 6.7% YTD.

Aurora Town Public Library
 550 Main Street, East Aurora, New York 14052
 Director's Report: January 2024

New Library Card Memberships	Total-month	YTD
Adults	13	13
Children	9	9

Programs Name / Number of Sessions / Sponsor	Age group	Attendance
Find the Snowman Game (202)	3 ½-5 yrs.	202
Fitness Fridays: Chair Yoga (3) (Friends)	Adults	22
Unwind & Design To-Go Kit: Playing Card Heart Wreath (25) (Friends)	Adults	25
Family Story Time (Wednesday) (2)	Birth-5 yr. w caregiver	51
Family Story Time (Thursday)	Birth -5 yr. w Caregiver	8
Family Story Time (Friday)	Birth-5 yrs. w caregiver	26
Preschool Story Time	3 ½-5	9
Book Buddies (Friends)	6-11	5
Aurora Book Club	19+	9
Tutors	6-11	13
Tutors	Teens	13

At a Glance: Month of 2024	Circulation (Original Checkout-Not Including Auto-Renewals)	Patron Count	Computer Use	Wi-Fi
January	14,515 (7,862)	5,090	3681,696	1,696
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Total				

Out of all B&ECPL locations, ATPL ranks YTD
11 out of 37 in circulation of materials (11th for month); 12 out of 37 in patron visits (12th for month)
8 out of 37 in WI-FI (8th for month); 19 out of 37 in computer use (19th for month)

Cumulative Statistics

Programs, Outreach, Meeting Rm Use, Training, Book Displays, Exhibits, Fundraisers & Improvements

Programs (Not Including Tutoring & Outreach)	Names, Age Group, Date & Time
January 2024	<p>Find the Snowman Game - Children - Monday, January 1 - Wednesday, January 31, during all open hours.</p> <p>Aurora Book Club - Adults, 19+ - January 4 @ 6:30 p.m.</p> <p>Fitness Fridays: Chair Yoga – Seniors, 55+ - Fridays, January 12 through February 16 @ 1:30 p.m.</p> <p>Unwind & Design To-Go Kit: Playing Card Heart Wreath- Adults, 19+ - Wednesday, January 17, 2024. Participants will be called to pick-up their take-home kit the day of the program.</p> <p>Family Story Time - Children, Ages Birth-5 with a Caregiver - Week of January 22 through Week of April 22 - Wednesdays @ 10:30 a.m., Fridays @ 10:30 a.m., OR Thursdays @ 6:30 p.m.</p> <p>Preschool Story Time - Children, Ages 3 1/2 - 5, Thursdays, January 25 - April 25 @ 1:15 p.m.</p> <p>Can You Escape? Library Game Night – Teens, 12-18 – Thursday, January 18 @ 6:00 p.m. - TO BE RESCHEDULED DUE TO WEATHER</p> <p>Book Buddies - Children, Grades 5-7 – Tuesday, January 23 @ 3:15 p.m.</p>
February 2024	<p>Family Story Time - Children, Ages Birth-5 with a Caregiver - Week of January 22 through Week of April 22 - Wednesdays @ 10:30 a.m., Fridays @ 10:30 a.m., OR Thursdays @ 6:30 p.m.</p> <p>Preschool Story Time - Children, Ages 3 1/2 - 5, Thursdays, January 25 - April 25 @ 1:15 p.m.</p> <p>LEGO Club - Children, Ages 6-11 - First Saturday of the Month February 3, March 2, & April 6 @ 11:00 a.m.</p> <p>Fitness Fridays: Chair Yoga – Seniors, 55+ - Fridays, January 12 through February 16 @ 1:30 p.m.</p> <p>New Sky Coaching: BAM - Heart Health Seminar - Seniors, 55+ - Tuesday, February 6 @ 11:00 a.m.</p> <p>Creating with Canva - Teens & Adults - Monday, February 12 @ 3:00 p.m. – 5:00 p.m.</p> <p>Book Bites Take-Home Box – Grades 5-8 – Pickup Beginning on Friday, February 16, 2024</p> <p>Can You Escape? Library Game Challenge – Teens, 12-18 – Saturday, February 17 @ 1:00 p.m.</p> <p>Pajama Games- Children, Ages 6-11, Tuesday, February 20 @ 6:30 p.m.</p> <p>Dance Party- Children, Ages 6-11, Wednesday, February 21 @ 11:00 a.m.</p> <p>Cupcake Challenge- Children, Ages 8-12, Friday, February 23 @ 1:00</p>

Aurora Town Public Library
 550 Main Street, East Aurora, New York 14052
 Director's Report: January 2024

	<p>p.m. Paint & Sip Night – Teens, 12-18 – Thursday, February 22 @ 6:00 p.m. Book Buddies - Children, Grades 5-7 – Tuesday, February 27 @ 3:15 p.m. Emergency Response & CPR Introduction - Teens & Adults - Thursday, February 29 @ 6:15 p.m.</p>
<p>March 2024</p>	<p>Family Story Time - Children, Ages Birth-5 with a Caregiver - Week of January 22 through Week of April 22 - Wednesdays @ 10:30 a.m., Fridays @ 10:30 a.m., OR Thursdays @ 6:30 p.m. Preschool Story Time - Children, Ages 3 1/2 - 5, Thursdays, January 25 - April 25 @ 1:15 p.m. LEGO Club - Children, Ages 6-11 - First Saturday of the Month February 3, March 2, & April 6 @ 11:00 a.m. Fitness Fridays: BAM—Balance & Mobility – Seniors, 55+ - Fridays, March 1, 8, 15, 22, April 12 & 19 @ 1:30 p.m. Job Seeking 101 – Adults, 19+ - Tuesday, March 5 @ 6:00 p.m. Aurora Book Club - Adults, 19+ - March 7 @ 6:30 p.m. Mindfulness for Teens - Teens, 12-18 - Tuesday, March 12 & 19 @ 4:00 p.m. Canva One-on-One Sessions- Adults, 19+ - March 8 @ 10:00 a.m., 11:00 a.m., 1:00 p.m., 2:00 p.m., 3:00 p.m., & 4:00 p.m. –One-on-One Appointments are 45 minutes long Book a Technology Trainer - Adults, 19+ - March 11 @ 10:00 a.m., 11:00 a.m., & 12:00 p.m. –One-on-One Appointments are 45 minutes long Beaded Bracelet Craft – Teens, 12-18 – Thursday, March 14 @ 6:00 p.m.-7:00 p.m. Buffalo Science Museum: Solar Eclipse – Families, All Ages – Monday, March 18 @ 6:30 p.m. Butter Lambs – Families with children 6 and up, groups of 3 maximum – Monday, March 25 @ 6:30 p.m. Butter Lambs – Adults, 19+, groups of 2 maximum – Monday, March 26 @ 6:30 p.m. Take a (Spring) Break Teen Book Bag – Teens, 12-18 – Pickup Beginning on Thursday, March 28, 2024</p>
<p>April 2024</p>	
<p>May 2024</p>	
<p>June 2024</p>	
<p>July 2024</p>	
<p>August 2024</p>	
<p>September 2024</p>	
<p>October 2024</p>	
<p>November 2024</p>	

Aurora Town Public Library
550 Main Street, East Aurora, New York 14052
Director's Report: January 2024

December 2024

Outreach	Class Visit (In-Library)	Other Outreach (Outside)	Monthly Total
January 2024		Outreach letters sent to EA Preschool Center, EA Community Nursery, Baker Preschool, Duck Duck Goose, First Presbyterian Preschool, EA Montessori, Immaculate Conception School, Nativity, Waldorf, and Holland UPK	
February 2024			
March 2024			
April 2024			
May 2024			
June 2024			
July 2024			
August 2024			
September 2024			
October 2024			
November 2024			
December 2024			
Total			

Meeting Room Use	Organization	Monthly Total
January 2024	Lions Club (2); Patron (6); Girl Scout Silver Award; Liberty Post Early Intervention; Board	11
February 2024	East Aurora Portrait Group (2); Patron (1); Paragon Investigation; Board	
March 2024	Board	
April 2024	EA Art Society; Realism Drawing (3); Giving Circle; Board	
May 2024	EA Art Society; Realism Drawing (4); Board	
June 2024	Realism Drawing; Board	
July 2024	Realism Drawing (4); Giving Circle	
August 2024	Realism Drawing (4)	
September 2024	Roycroft Campus Antiques & Friends of the Library Antique Appraisal Fundraiser; Board	
October 2024	EA Art Society; Realism Drawing (3); Giving Circle; Board	
November 2024	Realism Drawing (5); EA Art Society; Board	
December 2024	Local Artist, Amy Harts (2); Board	
Total		

Aurora Town Public Library
550 Main Street, East Aurora, New York 14052

Director's Report: January 2024

Exhibits	Display Case	Meeting Room Exhibit
January 2024	Warm Up at the Library (Librarian Made Display)	Lions Club Poster Contest
February 2024	East Aurora Portrait Group	East Aurora Portrait Group
March 2024	Rob Goller, Town Historian: 60 th Anniversary of Current Library Building Opening to the Public	
April 2024	East Aurora Art Society	East Aurora Art Society
May 2024	East Aurora Art Society	East Aurora Art Society
June 2024	Holland Tuesday Painters	Holland Tuesday Painters
July 2024	Girl Scouts of WNY Brownie Summit Award with Seed Bombs	
August 2024		
September 2024	Holland Tuesday Painters League of Women Voters Display in Main Library	Holland Tuesday Painters
October 2024	East Aurora Art Society League of Women Voters Display in Main Library	East Aurora Art Society
November 2024	East Aurora Art Society League of Women Voters Display in Main Library	East Aurora Art Society
December 2024	Amy Harts	Amy Harts

Education, Tech Training, Mtgs	Public—Name of Class & Date	Staff—Name of Class(es), Sponsor, Date(s), Employee(s)
January 2024		Supervisor Snyder – 1/9/24-Paula Klocek; Director's Meeting – 1/10/24-Paula Klocek; Town Board Meeting 1/22/24-Paula Klocek; Patron De-escalation, 1/26/24-Bethany Whitehead, Library 2.0 Fundraiser Photo at Pizza Del Aureo's- 1/31/24-Paula Klocek
February 2024	Creating with Canva, February 12 @ 3:00 p.m. – 5:00 p.m. – TechknowLab	Excel / G-Sheets: Simple Formulas, 2/6/2024, Rachael Vella-Garrido, Tech-Talk Creating with Canva, 2/12/24 - Kathy Brogan, Kathy Castle, and Marjorie Coyle, TechknowLab Director's Meeting, B&ECPL, 2/14/24— Paula Klocek
March 2024	Book a Technology Trainer,	

Aurora Town Public Library
550 Main Street, East Aurora, New York 14052

Director's Report: January 2024

	March 11 @ 10 a.m., 11 a.m., & 12 p.m. –TechknowLab	
April 2024	Book a Technology Trainer, April 15 @ 10 a.m., 11 a.m., & 12 p.m. –TechknowLab	Friends Meeting, 4/17/24-Paula Klocek
May 2024		
June 2024		
July 2024		
August 2024		
September 2024		
October 2024		
November 2024		
December 2024		

Book Displays	Theme(s)
January 2024	Read Away Those Winter Blues; Try to Solve a Mystery; New Year New Me vs Comfortable & Relaxed; NEW Year, NEW Books; We've Got the Winter Blues; Warm Up at the Library; Patron Picks & Staff Selections
February 2024	Love to Read About Love? Check Out These Books; Sweet Reads; Celebrating Black History (3); Heart Health Awareness; These Romance Novels are Sweet as Candy; I Love Reading; Patron Picks & Staff Selections
March 2024	May the Books of the Irish Be With You; Patron Picks & Staff Selections
April 2024	Patron Picks & Staff Selections
May 2024	Patron Picks & Staff Selections
June 2024	Patron Picks & Staff Selections
July 2024	Patron Picks & Staff Selections
August 2024	Patron Picks & Staff Selections
September 2024	Patron Picks & Staff Selections
October 2024	Patron Picks & Staff Selections
November 2024	Patron Picks & Staff Selections
December 2024	Patron Picks & Staff Selections

Friends Ongoing Book Sale	Month	YTD
Dollar Amount (Pre-Tax)	\$255.00	\$255.00

Other Fundraisers	Money Raised
Painted Wooden Mushroom Fundraiser	
Raising Some Dough (Del Aureo's)	
Antique Appraisal	
Total Other Fundraiser Money	

Aurora Town Public Library
550 Main Street, East Aurora, New York 14052
Director's Report: January 2024

Improvements / Repairs to the Library	Project	Funded / Work Done By
January 2024	Shelving for Shed	Funded by Friends, Work to Be Done by Highway Dept
February 2024	Mobile Shelving for Ongoing Discard Sale	Funded by Friends
March 2024		
April 2024		
May 2024		
June 2024		
July 2024		
August 2024		
September 2024		
October 2024		
November 2024		
December 2024		

2023 Aurora Payroll Report



As of Pay Period 26

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Library Director I	63,675.95	63,852.00	176.05
Librarian I	50,633.68	64,946.00	14,312.32
Senior Library Clerk	46,676.14	39,965.00	(6,711.14)
FT Totals	97,309.82	104,911.00	7,601.18

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Caretaker PT	18,079.02	14,345.00	(3,734.02)
Cleaner PT	11,903.70	9,599.00	(2,304.70)
Clerk Typist PT	31,520.07	28,656.00	(2,864.07)
Librarian I PT	28,102.52	29,655.00	1,552.48
Page PT	13,941.06	20,676.00	6,734.94
Senior Page	45,383.04	59,281.00	13,897.96
PT Totals	148,929.41	162,212.00	13,282.59

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretaker PT	18,079.02	14,345.00	(3,734.02)
Cleaner	11,903.70	9,599.00	(2,304.70)
Clerk Typists	31,520.07	28,656.00	(2,864.07)
Librarian I'S	78,736.20	94,601.00	15,864.80
Library Director I	63,675.95	63,852.00	176.05
Senior Library Clerk	46,676.14	39,965.00	(6,711.14)
Pages	13,941.06	20,676.00	6,734.94
Senior Pages	45,383.04	59,281.00	13,897.96
Contractual Reserve		19,098.00	19,098.00
Combined Totals	309,915.18	350,073.00	40,157.82

ANNUAL BUDGET	\$ 350,073.00
PROJECTED ANNUAL BUDGET SPENT	\$ 311,948.49
PROJECTED ENDING BALANCE	\$ 38,124.51





MEMORANDUM

TO: Contract Library Directors
FROM: Emily Patronik, Assistant Deputy Director - Controller
SUBJECT: 2023 Contract Extension and 2024 Budget Schedules
DATE: January 29, 2024

Enclosed please find a copy of Buffalo & Erie County Public Library (B&ECPL) Board Resolution 2023-42, implementing the contract extension provision, and your 2023 budget schedules based upon this resolution. As you may recall, the 2023 contract contains an automatic extension provision that extends the current contract into 2024.

The extension will be in force until final 2024 contracts are adopted, although not to extend past July 31, 2024. Budget amounts are based upon the 2024 System budget as adopted on December 21, 2023. The Library's 2024 adopted budget may be viewed at: <https://www.buffalolib.org/about-becpl/budget-information> See the 2024 B&ECPL *Adopted Budget by Cost Center* for the details.

Items to note:

1. 2024 Page wages are adjusted to reflect the 12/31/2023 New York State minimum wage \$1.00 per hour increase (to \$15.00 per hour), while Sr. Page wages are increased by \$1.00 per hour (to \$16.00 per hour), also effective 12/31/2023, to maintain a \$1.00 per hour differential from Page rates.

Please call me 716-858-6095 if you have any questions.

A handwritten signature in cursive script that reads "Emily Patronik".

/ma; Enclosures;
cc: E. Patronik

**BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: December 21, 2023**

AGENDA ITEM NUMBER: E.2.a

**RESOLUTION: 2023-41
Adoption of 2024 Budget**

BACKGROUND:

On December 7, the Erie County Legislature adopted a 2024 County Budget with amendments. The Legislature-approved amendments did not change the County Executive's 2024 Proposed Budget allocation for the Library Fund.

The 2024 Operating and Grants Budget sustains library operations and services in an evolving post-COVID world. It prioritizes public access to resources, programs and services to help us serve our communities. A county funding increase of \$1,390,013 (4.9%) will help offset inflation related impacts on library operating costs, including contractually obligated labor costs, a \$0.80 per hour increase in the minimum wage, costs of supplies and utilities in this challenging fiscal environment.

The Library's overall operating budget, including State Aid and library revenue, increases 5.4% from 2023's \$31,491,387 to \$33,105,584 in 2024. Including recurring grants, the combined total increase is 4.0% from 2023's \$32,213,226 to \$33,707,002 in 2024.

While not part of the Library's operating budget, the County's Capital Budget provides: \$700,000 in bond funds for Central Library Improvements & Upgrades and \$130,000 in "Pay As You Go" funds for Central Library Shipping & Maintenance Vehicle Replacement.

The minimum wage increase directly impacts Part-time Page wages, presently \$14.20 per hour. Further, it impacts the competitiveness and the Library's ability to hire in positions with wages scales near the new rate. Specifically, Senior Pages, presently at \$15.20 per hour. Part-time Page, and Senior Page positions are not represented by a bargaining unit. That means they are not eligible to receive wage scale adjustments without approval by the System Board of Trustees, which occurred as part of the budget process in preparing the 2024 Proposed Budget.

2024 Budget in Brief Charts are included for your review and action.

RESOLUTION 2023-41

WHEREAS, on December 7, the Erie County Legislature finalized the County's 2024 Budget allocation for the Library, and

WHEREAS, the County's enacted budget provides a 4.9% increase in County Library Tax funding from 2023's \$28,285,362 to \$29,675,375, and

WHEREAS, this funding will allow the Buffalo & Erie County Public Library (B&ECPL) to sustain operations, prioritizing public access to resources, programs and services to help us serve our communities, and

WHEREAS, it helps to offset inflation-related impacts on library operating costs, including contractually obligated labor costs, a \$0.80 per hour increase in the minimum wage, and costs of supplies and utilities in this challenging fiscal environment, and

WHEREAS, the Board of Trustees expresses its appreciation to the County Executive for recommending the funding and to the County Legislature in approving the recommended funding, and

WHEREAS, strong public support for the B&ECPL reinforces both the continuing need for innovative and responsive library services in an evolving post-COVID environment, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the 2024 Budget, utilizing the following sources to provide library services in 2024:

\$29,675,375 - County Property Tax for Library Purposes
\$ 2,415,951 - New York State Aid - Operating Budget
\$ 716,119 - Use of Fund Balance
\$ 298,139 - Library Fines, Fees and Other Revenue
\$33,105,584 - Total Operating Budget

\$ 601,418 - Library Recurring Grants Budget

\$33,707,002 - Combined Operating and Grants Budget, further detailed in the 2024 Budget in Brief Charts and the accompanying 2024 Budget Operating and Grants by Line Item document, and be it finally

RESOLVED, that the budget documents and schedules be promptly posted on the Library's website and the Library Director or designee(s) are authorized to execute all needed forms and accounting entries to implement this budget promptly.

**Approved unanimously as amended at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on December 21, 2023.**

**BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: December 21, 2023**

AGENDA ITEM NUMBER: E.2.b.

**RESOLUTION: 2023-42
Implementing 2023 Contracting
Library Contract Extension
Provision**

BACKGROUND:

On June 15, 2023, the Board adopted Resolution 2023-17, which authorized executing 2023 contracting member library contracts. That resolution and the resulting 2023 contracts incorporated items to simplify 2024 start-up. They include the ability to extend the 2023 contract into 2024, avoiding the November-December rush to adopt new contracts.

The extension capability recognized many years' recurring pattern of final budget allocations, particularly from New York State, being in flux at the normal contract adoption time. The contract extension provides for allocations based upon the 2024 requested budget amount as may be amended by the Board (for example by adopting the 2024 System budget) until such time as a final 2024 contract is adopted, not to exceed July 31, 2024.

The option to implement the contract extension provision may be made by Board-adopted resolution notifying contracting member libraries of said extension. This resolution would provide the needed notification.

ACTION REQUIRED:

Motion to approve Resolution 2023-42.

RESOLUTION 2023-42

WHEREAS, on June 15, 2023, the Board of Trustees of the Buffalo & Erie County Public Library adopted Resolution 2023-17, which authorized executing 2023 contracting member library contracts, and

WHEREAS, the resolution and the resulting 2023 contracts incorporated a provision to extend the 2023 contract into 2024, thus avoiding the November-December rush to adopt new contracts given many years' recurring pattern of final budget allocations, particularly from New York State, being in flux at the normal contract adoption time, and

WHEREAS, budgetary allocations from Erie County and New York State to the B&ECPL constitute over 95% of the financial resources supporting the contract with each contracting member library, and

WHEREAS, Erie County's 2024 budget allocation was not finalized until December 7, 2023 and New York State's allocation likely will not be finalized before April 2024, and

WHEREAS, this makes it difficult for the B&ECPL and the contracting member libraries to develop, consider and approve a full contract prior to the beginning of the 2024 fiscal year on January 1, 2024, and

WHEREAS, the contract extension provision provides for allocations based upon the 2024 requested budget except that, should the local funds for library services be modified from those projected in the budget request, the allocation shall be based upon the modified estimate, and

WHEREAS, the extension provision will remain in effect until such time as a final 2024 contract is adopted, not to exceed July 31, 2024, and

WHEREAS, implementing the contract extension provision may be made by Board adopted resolution notifying contracting member libraries of said extension, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes implementing the 2023 contract extension as described above, with budgetary amounts based upon the 2024 Board-adopted budget and any subsequent modifications thereof, and be it further

RESOLVED, that the Library Director or his designee is authorized to transmit this resolution to each contracting library.

**Approved unanimously at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on December 21, 2023.**

BUFFALO & ERIE COUNTY PUBLIC LIBRARY
PAGE & SR. PAGE HOURLY WAGE RATES
EFFECTIVE DATE: DECEMBER 31, 2023

PAGE and SENIOR PAGE WAGE SCALES
December 31, 2023 - December 30, 2024

PAGE

Step 1
\$15.00

SENIOR PAGE

Step 1
\$16.00

NOTES:

Wage scales reflect rates approved as part of the 2024 Adopted Budget.
Page rates are consistent with mandated increases in the New York State Minimum Wage Law and Sr.
Page rates are budgeted at \$0.50 above the minimum wage.

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: AURORA TOWN PUBLIC LIBRARY

DESCRIPTION	Per Res 2022-47			As per Res 2023-42		
	2023	2023 BUDGET	2023	2024	2024 BUDGET	2024
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
PERSONAL SERVICES						
SALARIES & WAGES, FULL TIME	-	168,763	168,763	-	169,378	169,378
WAGES, REGULAR PART-TIME			-			-
WAGES, PART TIME		162,212	162,212		178,724	178,724
OVERTIME (Sunday)			-			-
OTHER (Vacation Buyout)			-			-
TOTAL SALARIES & WAGES	-	330,975	330,975	-	348,102	348,102
REDUCTION FRM PERS. SVCS ACCT			-			-
CONTRACTUAL SALARY RESERVES		19,088	19,088			-
FRINGE BENEFITS						
EMPLOYER FICA		25,318	25,318		26,630	26,630
EMPLOYEE HEALTH INSURANCE		33,443	33,443		36,516	36,516
DENTAL PLAN		638	638		472	472
WORKERS COMPENSATION		2,188	2,188		2,160	2,160
UNEMPLOYMENT INSURANCE		596	596		490	490
HOSPITAL & MEDICAL - RETIREES		18,885	18,885		17,785	17,785
HEALTH INSURANCE WAIVER			-			-
RETIREMENT		23,160	23,160		29,379	29,379
TOTAL FRINGE BENEFITS	-	104,324	104,324	-	113,432	113,432
OFFICE SUPPLIES	-	2,945	2,945	-	3,268	3,268
REPAIRS & MAINTENANCE CHARGES						
OTHER SUPPLIES & MATERIALS	1,500	-	1,500	1,700	-	1,700
EQUIPMENT MAINTENANCE	50		50	250		250
REPAIRS & MAINT - MISC SYS	-	1,901	1,901	-	1,509	1,509
TOTAL REPAIRS & MAINTENANCE CHARGES	1,550	1,901	3,451	1,950	1,509	3,459
TRAVEL & MILEAGE EXPENSES	200		200	200		200
DUES & FEES						
MEMBERSHIP & DUES	20	-	20	20	-	20
TRAINING & EDUCATION (NYSALB, etc.)		904	904		847	847
TOTAL DUES & FEES	20	904	924	20	847	867
UTILITY CHARGES						
WATER	550		550	550		550
SEWER	1,000		1,000	800		800
TELECOMMUNICATIONS			-			-
- WIRELESS ACCESS	-	207	207	-	482	482
- DATA LINES	-	345	345	-	345	345
- INTERNET - Internet access	-	54	54	-	53	53
- EQUIPMENT MAINT	500		500	500		500
- LOCAL AND LD PHONE SERVICE	-	936	936	-	936	936
TELEPHONE SUB-TOTAL	500	1,542	2,042	500	1,798	2,296
TOTAL UTILITY CHARGES	2,050	1,542	3,592	1,850	1,798	3,646
PROFESSIONAL SERVICE CONTRACT & FEES						
ADVERTISING & PROMOTION		2,535	2,535		2,588	2,588
MOVIE LICENSING AGREEMENT		235	235		235	235
OVERDRIVE DOWNLOADABLE LICENSE	-	211	211	-	211	211
SIRSI SOFTWARE MAINTENANCE	-	2,875	2,875	-	3,048	3,048
RFID EQUIPMENT MAINTENANCE		888	888			-
COLLECTIONS AGENCY FEES	-		-	-		-
EAP SERVICES	-	207	207	-		-
ONLINE CATALOG (OCLC)	-	2,704	2,704	-	3,381	3,381
VITEC SOLUTIONS/COMPUTER SUPPORT	-	2,000	2,000	-	1,844	1,844
LEGAL FEES	-	1,710	1,710	-	1,651	1,651
RFID/OCR LABELS		169	169		173	173
OTHER PRINTED SUPPLIES	-	46	46	-	45	45
CONTRACT PROFESSIONAL SERVICES (DIRECT)			-			-
TOTAL PROFESSIONAL SERVICE CONTRACTS	-	13,880	13,880	-	13,176	13,176

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: AURORA TOWN PUBLIC LIBRARY

DESCRIPTION	2023		2024	
	Per Res 2022-47	BUDGET 2023	Contract Library Direct	System Paid
MAINTENANCE CONTRACTS	500	500	500	-
OTHER SUP & MTLB - CONTRACT	-	500	500	-
EQUIPMENT CONTRACTS	100	100	100	100
MAINT CONTRACTS - SYS	-	141	141	118
TOTAL MAINTENANCE CONTRACTS	600	141	741	118
OTHER EXPENSES & CHARGES	-	250	250	-
LIBRARY MATERIALS PROCESSING SUPPLIES	-	250	250	-
RFID LABELS (NON-PRINT)	-	845	845	1,035
RESALE ITEMS (BAGS, DISK, HEADPHONES)	-	245	245	250
LIBRARY CARDS	-	-	-	-
DVD REPAIR	-	68	68	35
MISC PROGRAM EXPENSES	500	500	500	500
NYS DISABILITY	-	-	-	-
POSTAGE	100	100	100	100
PRINTING	-	-	-	-
ADVERTISING	-	-	-	-
TRAINING	-	-	-	-
REFUSE PICKUP	-	-	-	-
BANK CHARGES	-	-	-	-
JANITORIAL SERVICES	-	-	-	-
OTHER EXPENSES	-	-	-	-
TOTAL OTHER EXPENSES & CHARGES	600	1,408	2,008	1,920
CONTINGENCY	-	-	-	-
MISCELLANEOUS-Additional System Ad	-	-	-	-
TOTAL CONTINGENCY	-	-	-	-
RENTAL CHARGES	-	-	-	-
EQUIPMENT	-	-	-	-
OTHER	-	-	-	-
TOTAL RENTAL CHARGES	-	-	-	-
INSURANCE CHARGES	-	-	-	-
INSURANCE	-	-	-	-
GENERAL LIABILITY INSURANCE - SYS	3,305	3,305	3,305	3,154
TOTAL INSURANCE CHARGES	-	3,305	3,305	3,154
LAB & TECHNICAL EQUIP.	-	1,591	1,591	1,565
LIBRARY BOOKS & MEDIA	-	6,707	6,707	7,241
Serials (Magazines, Newspapers, Journals, Etc.)	-	6,560	6,560	6,820
On-line Databases (News, Health, Literary, Homework, Business, Etc.)	-	41,015	41,015	42,654
E-Content	-	37,748	37,748	38,381
Centrally Ordered Materials	-	10,571	10,571	10,531
Specialized Titles / Individual Orders	-	102,601	102,601	105,627
TOTAL LIBRARY BOOKS & MEDIA	-	102,601	102,601	105,627
INTERFUND UTILITY EXPENDITURES	-	6,532	6,532	4,326
NATURAL GAS	-	6,532	6,532	4,326
ELECTRICITY	-	11,654	11,654	7,808
TOTAL INTERFUND UTILITY EXPENDITURES	-	18,186	18,186	12,134
TOTAL INTERFUND EXP - COUNTY	2,193	2,193	2,193	2,082
Total	600	1,408	2,008	1,920

As per Res 2023-42

BUDGET 2024

System Paid

2024

Contract Library Direct

2023

System Paid

2023

Contract Library Direct

2024

System Paid

2024

Contract Library Direct

2023

System Paid

2023

Contract Library Direct

2024

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: AURORA TOWN PUBLIC LIBRARY

DESCRIPTION	Per Res 2022-47			As per Res 2023-42		
	2023	2023	2023	2024	2024	2024
	Contract Library Direct	BUDGET System Paid	Total	Contract Library Direct	BUDGET System Paid	Total
TOTAL OPERATING EXPENSES	5,020	604,694	609,714	5,220	608,110	613,330
REVENUE SOURCES						
COUNTY SHARE		603,233	603,233		607,090	607,090
STATE AID (Member Aid)		-	-		-	-
STATE AID (Pass through System)	2,670	1,461	4,131	3,120	1,020	4,140
SUB-TOTAL: SYSTEM APPROPRIATION	2,670	604,694	607,364	3,120	608,110	611,230
DIRECT LOCAL INCOME						
FINES, LOST BOOKS, ETC	50	-	50	100	-	100
COPY MACHINES	500	-	500	400	-	400
PRINT COST RECOVERY	1,700	-	1,700	1,500	-	1,500
OTHER REVENUES	100	-	100	100	-	100
MUNICIPAL SUPPORT	-	-	-	-	-	-
DONATIONS	-	-	-	-	-	-
FUNDRAISING	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-
USE OF FUND BALANCE	-	-	-	-	-	-
OTHER INCOME	-	-	-	-	-	-
TOTAL DIRECT INCOME	2,350	-	2,350	2,100	-	2,100
TOTAL REVENUE SOURCES	5,020	604,694	609,714	5,220	608,110	613,330

COUNTY SHARE vs OTHER REVENUE						
	Contract Library Direct	Return to System (CHR Share)	TOTAL	Contract Library Direct	Return to System (CHR Share)	TOTAL
COUNTY SHARE	-	603,233	603,233	-	607,090	607,090
STATE AID	2,670	1,461	4,131	3,120	1,020	4,140
DIRECT INCOME	2,350	0	2,350	2,100	0	2,100
SUBTOTAL OTHER REVENUE	5,020	1,461	6,481	5,220	1,020	6,240
TOTAL REVENUE	5,020	604,694	609,714	5,220	608,110	613,330

NOTE: Libraries participating in the Centralized Human Resources (CHR) program have their employees' salaries/wages and fringe benefits paid through the system, using Erie County's payroll system. Amounts paid by the contracting library directly are correspondingly reduced. This results in state aid and local revenues collected exceeding local expenses paid. The excess revenues over local expenses is returned to the system to help meet the contract library's payroll needs.

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
Aurora Town Public Library**

EEGroup	Current Count	Job Title	Hours	Hours per week	Salary	Total Fringes	Total Cost
	1	LIBRARY DIRECTOR I Total	2,096	40	65,951	28,139	94,090
	1	LIBRARIAN I Total	2,096	40	53,982	37,909	91,891
	1	SENIOR LIBRARY CLERK CL Total	2,096	40	49,445	23,466	72,911
FT Total	3		6,288	120	169,378	89,514	258,892
	6	SENIOR PAGE PT Total	3,198	62	51,168	6,167	57,335
	4	PAGE (P.T.) Total	1,248	24	18,720	2,142	20,862
	2	LIBRARIAN I PT Total	1,820	35	43,059	6,449	49,508
	1	CARETAKER (PT) CL Total	832	16	17,810	1,497	19,307
	1	CLEANER (PT) CL Total	676	13	11,981	2,458	14,439
	2	CLERK-TYPIST (P.T.) CL Total	1,976	38	35,986	5,205	41,191
PT Total	11		7,488	144	142,532	19,011	161,543
Grand Total	19		16,038	308	348,102	113,432	461,534
		FTE and Average Cost per FTE	7.71				59,862
		Full Time Salaries			\$169,378		
		RPT Wages			\$0		
		Part Time Wages			\$142,532		
		Total Salaries & Wages			\$311,910		
		Grand Total			\$311,910	\$113,432	\$461,534

Contract Library "System Paid" Budget Analysis

Aurora Town Public Library

As of 12/31/2023

	"System Paid" Budget*	Jan-Sept 2023	October	November	December	Actual 2023 YTD Expenses	Year End Surplus/(Shortfall)
Salaries & Wages, Full Time							
Salaries & Wages, Full Time	168,763.00	119,975.14	13,679.42	13,679.38	13,057.65	160,391.59	8,371.41
Other Payments		0.00				0.00	0.00
Overtime		0.00				0.00	0.00
Total Salaries & Wages, Full Time	168,763.00	119,975.14	13,679.42	13,679.38	13,057.65	160,391.59	8,371.41
Wages, Regular Part-Time	0.00	0.00				0.00	0.00
Wages, Part Time	162,212.00	109,246.82	15,002.29	12,710.27	14,597.52	151,556.90	10,655.10
Contractual Reserve	19,098.00	0.00				0.00	19,098.00
Employer FICA Total	25,318.00	17,010.77	2,126.83	1,951.51	2,051.48	23,140.59	2,177.41
Employee Health Insurance	33,443.00	25,643.61	1,709.02	3,819.64	2,882.00	34,054.27	(611.27)
Dental Plan	636.00	386.50	38.04	43.23	45.04	512.81	123.19
Health Insurance Waiver		0.00				0.00	0.00
NYS Retirement	23,160.00	18,869.76	2,571.05	2,428.65	2,216.52	26,085.98	(2,925.98)
Disability	0.00	0.00				0.00	0.00
Natural Gas (NFG)	6,532.00	2,635.91	81.53	248.30	437.37	3,403.11	3,128.89
Electricity	11,654.00	4,726.78	419.50	395.31		5,541.59	6,112.41
Bottom Line Total	450,816.00	298,495.29	35,627.68	35,276.29	35,287.58	404,686.84	46,129.16

Notes:

System Paid Budget per Res. 2022-48