

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

1. Comments from the audience:
2. Minutes of the Meetings: September 26, 2023
3. Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: September 2023
4. Director's Report: September 2023
5. Reports of Interest
 - a. Friends of the Library Pop-Up Book Sale on September 30 raised \$133.75, for a total of \$771.55 this year.
 - b. ATPL was recognized by Erie County Legislator James Malczewski with a letter regarding the Library's new collection of Wonderbooks purchased in Memory of Alvin Fontanese, which he read about in the EA Bee.
 - c. Erie County Executive, Mark Poloncarz thanked ATPL for assisting with distributing Emergency Homecare Kits in September.
 - d. The Friends of ATPL are raffling off a hockey stick signed by Kyle Okposo of the Buffalo Sabres. Tickets will be available for purchase on November 1 through November 29, one for \$1.00 or six for \$5.00. The winner will be selected at random on Thursday, November 30 at 10:00 a.m. All proceeds benefit the Friends.
 - e. B&ECPL libraries are distribution sites for solar eclipse glasses, provided courtesy of Erie County for the partial eclipse on October 14, 2023 and the full eclipse on April 8, 2024.
 - f. Absolut Care will be holding a job fair in ATPL's community room on October 30, from 10:30 a.m. – 3:00 p.m.
 - g. Other
6. Personnel
 - a. Payroll Report: Pay Period 17
 - b. Board May Enter Executive Session
 - c. Other
7. Old Business
 - a. Long Range Plan
 - b. Library Storage
 - c. Library Trustee Education
 - d. Patron Suspension, Reinstatement and Appeal Process & Patron Reinstatement Request Draft
 - e. Other
8. New Business
 - a. Schedule of Meetings of the Library Board 2024 Draft
 - b. Expand Tuesday Open Hours to 10:00 a.m. – 8:00 p.m. Beginning January 2, 2024
 - c. Library Advocacy Day with Sen. Gallivan on Wednesday, February 7, 2024 at Hamburg
 - d. Other

The next regularly scheduled meeting will take place on November 28, 2023

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Minutes of the September 26, 2023 Board Meeting

Present: Kara Spencer-Ching, Martha Buyer, Sashi Racho, Elaine Chow, and Aurora Town Public Library Director, Paula Klocek. Special Guest: System Trustee, Sharon Kelly. Excused Adam Zaremski.

Kara Spencer-Ching called the meeting to order at 1:02pm.

1. Comments from the audience: Special Guest Sharon M. Kelly, Esq., System Trustee - annual visit to local libraries and offered to pass along comments to Central.
2. A motion (MB, EC) to approve the minutes of the June 27, 2023 meeting was carried by a voice vote.
3. A motion (MB, EC) to approve the Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: June, July, August 2023 was carried by a voice vote.
4. A motion (SC,MB) to approve the Director's Report for June, July, August 2023 was carried by a voice vote.

Library of Things increased circulation. Most popular items so far have been laser tag, pickleball, and metal detector. President Spencer-Ching thought seasonal items like snowshoes could be added to the collection.

Two Citizen Science Kits were added to the Library of Things with funding provided by an anonymous donor.

Cumulative statistics will be included in Director's Report to reference when measuring success in meeting goals outlined in the Long Range Plan (President Spencer-Ching suggested a QR code linking to this comprehensive information on Report to the Community).

5. Reports of Interest

- a. Friends of the Library Pop-Up Book Sales scheduled for Saturdays, June 24 (\$292.50), July 28 (\$161.30), and August 26 (\$184.00) raised a total of \$637.80. There is one more Pop-Up scheduled for September 30, 2023 during the Roycroft Festival.
- b. Umbrellas were donated by East Aurora Middle School student, Genevieve Fisher, through the EAMS "LEAP" program for community use. The Middle School and Boys and Girls Club were recipients.
- c. Laser Tag, Pickleball, Bocce Ball, Spikeball, Jumbo Pong, Cornhole, Kan Jam, metal detector, Magna-tiles with storage play-mat were added to the Library of Things courtesy of former Senator Dale Volker. Acknowledgement of Senator Volker in publicity, etc.
- d. On September 7 from 2:00 p.m. – 4:00 p.m, The Aurora Town Public Library served as a pickup location for free Emergency Homecare Kits for Erie County residents. In planning stages for future Emergency Preparedness Corps program with additional kits to distribute to participants.
- e. Adults, 19+ who check out a banned / challenged book from our display from October 1 through 7, will earn a free chance to win a prize. A winner will be randomly selected on October 9 at 10:00 a.m. Free pins, bracelets, and bookmarks will be available to the public while supplies last. The top list of banned books has been ordered for ATPL's collection for display and for readers to check out. The Library is championing everyone's freedom to read and receiving patron support.
- f. The Library now has an Instagram account. Patrons are welcome to keep up to date with the latest news on programs, services, and resources by following @auroratownpubliclibrary. Like and share.
- g. Other

Libraries as social spaces and possible activities.

6. Personnel

- a. Payroll Report: Pay Period 11 & 15, expenses reflect new hires, turnover, and times when positions were vacant. Some staff have been offered extra hours in order to complete special projects.
- b. There was no reason for the Board to enter into Executive Session.
- c. Other

7. Old Business

- a. Long Range Plan
Keep on agenda and change the deadline to November instead of December.
Goal II D. President Spencer-Ching suggested job seeking assistance programs, such as resume building (she has a contact) and job fairs. The Library has offered job recruiting events in recent history and plans to continue to do so.
- b. Library Storage for books (for discarded and donated materials)
Vereka Builders bid rescinded due to not meeting project specifications. Ingelfinger Custom Contractor was awarded the contract to build the shed instead. Ingelfinger plans to perform much of the construction in pieces, off-site in order to avoid parking interference. The goal for the completion date of the project is prior to Nov 1, 2023. Director Klocek attended a couple of town board meetings in support of the project. Additionally, throughout the stages, she has met with Supervisor Bach and Councilman Charles Snyder.
- c. Library Trustee Education
ACT board training Nov 18, 2023 (to be confirmed) at Frank E Merriweather Jr Library, one of the City Branches.
Trustee education and forms to be completed by December and filed for library records.
- d. Patron Suspension, Reinstatement and Appeal Process & Patron Reinstatement Request Draft
Tabled until next meeting.

8. New Business

- a. System Paid Budget Analysis (as of 5/31/2023)
- b. Other
When Treasurer Racho met with Kathleen Brogan, Senior Library Clerk, to look over financials, it was requested to have online access to M&T statements only (no transactions), which would be sent to the Library's general email account. Whereas the Library requires online access to its bank account statements, resolved to authorize the Treasurer to request online access of bank statements. (MB, EC)
Consider CD rates for increase in interest for Savings Account.

The next regularly scheduled meeting will take place on October 24, 2023

A motion (SC, MB) was made to end the meeting at 1:45pm and approved by a voice vote.

Respectfully submitted,

Elaine Chow

Vice-President

**AURORA TOWN PUBLIC LIBRARY
LOCAL CHECKING ACCOUNT**

Treasurer's Report

30-Sep-23

| | | | |
|------------------------|-----------|--------|--------------------|
| Beginning Balance: | 1-Sep-23 | | \$30,954.51 |
| Plus Receipts/Deposits | | Total: | \$200.00 |
| Less Checks/Debits | | Total: | \$0.00 |
| Ending Balance: | 30-Sep-23 | | <u>\$31,154.51</u> |

Transaction Details

| | | | |
|----------------------|--|--------|----------|
| Receipts: | | | |
| Alice Askew Donation | | | \$200.00 |
| | | Total: | |

DISBURSEMENTS:

NONE **\$0.00**

Volker Funds

| | | | |
|-----------------|-----------|--|-------------------|
| Balance Forward | 1-Sep-23 | | \$1,304.74 |
| Receipts: | | | \$0.00 |
| Disbursements: | None | | <u>\$0.00</u> |
| Balance | 30-Sep-23 | | <u>\$1,304.74</u> |

Internal Auditor's Report Elaine Chow

Voucher# Amount Approved Check # Reason

NONE

Friends Ongoing Book Sale SEPT \$184.00 YTD \$2,692.75

Friends Pop-Up Sale SEPT \$133.75 YTD \$771.55

Contingency Funds Counted 9/14/2023 \$372.48

Savings Account

| | | | |
|-----------------|-----------|--|-------------|
| Balance Forward | 1-Sep-23 | | \$50,611.34 |
| Interest Earned | | | \$0.92 |
| Balance | 30-Sep-23 | | \$50,612.26 |

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: SEPT

| 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 | 120 | 578 | 92 | 670 | 0 | |
| 515000 | Sewer | 1,000 | (250) | 750 | 0 | 750 | 0 | |
| 515000 | Telephone - Maintenance | 500 | (140) | 360 | 0 | 360 | 0 | |
| 510200 | Dues and Fees | 20 | 0 | 20 | 0 | 20 | 0 | |
| 545000 | Rental Charges | 0 | 0 | 0 | 0 | | 0 | |
| 506200 | Repairs & Maintenance Chgs. | 2,150 | 170 | 2,320 | 0 | 2,320 | 0 | |
| 555050 | Insurance Charges | 0 | 0 | 0 | 0 | | 0 | |
| 510000 | Travel & Mileage Expenses | 200 | 3 | 160 | 43 | 203 | 0 | Uncashed Check |
| 530000 | Other Expenses & Charges | 600 | 106 | 350 | 356 | 706 | 0 | Uncashed Check |
| 530000 | Contingency (Bullet Aid) | 0 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL EXPENSES | | 5,020 | 9 | 4,538 | 491 | 5,029 | 0 | |

| DIRECT LOCAL INCOME | Adopted Budget | Budget Revisions | Y-T-D Revenues | To Be Realized | Projected Revenues | Projected Variance | Comments |
|---------------------------------------|----------------|------------------|----------------|----------------|--------------------|--------------------|----------------------|
| Fines, Lost Books, etc. | 50 | 100 | 298 | (148) | 397 | 247 | |
| Copy Machines | 500 | 0 | 244 | 256 | 325 | (175) | |
| Print Cost Recovery | 1,700 | 0 | 1,249 | 451 | 1,665 | (35) | |
| Other Income | 100 | (100) | 0 | 0 | 0 | 0 | Recorded Under Fines |
| State Funding | 0 | 0 | 0 | 0 | | 0 | |
| Municipal Support | 0 | 0 | 0 | 0 | | 0 | |
| Donations (priv. persons/foundations) | 0 | 0 | 0 | 0 | | 0 | |
| Fundraising (events/booksales) | 0 | 0 | 0 | 0 | | 0 | |
| Interest Income | 0 | 0 | 0 | 0 | | 0 | |
| Misc Income | 0 | 0 | 0 | 0 | | 0 | |
| Use of Fund Balance | 0 | 0 | 0 | 0 | | 0 | |
| TOTAL DIRECT INCOME | 2,350 | 0 | 1,791 | 559 | 2,388 | 38 | |

AURORA TOWN PUBLIC LIBRARY

COUNTY LEDGER

COUNTY CHECKING ACCOUNT

30-Sep-23

| | | | |
|------------------------|-----------|--------|------------|
| Beginning Balance: | 1-Sep-23 | | \$8,968.16 |
| Plus Receipts/Deposits | | Total: | \$238.44 |
| Less Checks/Debits | | Total: | \$975.03 |
| Ending Balance: | 30-Sep-23 | | \$8,231.57 |

Transaction Details

Receipts:

| | | |
|--------|--------|----------|
| Fines | | \$111.69 |
| Fines | | \$96.35 |
| Copier | | \$30.40 |
| | Total: | \$238.44 |

Disbursements:

| | |
|---|-----------------|
| Manny's Ace Hardware Store (Sandpaper; Wasp Spray; Rubbing Alcohol) | \$26.77 |
| Paula Klocek (Travel) | \$1.31 |
| Buffalo & Erie Co Public Library (Amazon-Shark Vacuum) | \$196.00 |
| Kathleen Brogan (Travel) | \$32.62 |
| Melissa Flynn (Conference & Travel) | \$35.00 |
| Hawk Creek Wild Life Center (Program) | \$300.00 |
| Village of East Aurora (Water Bill) | \$383.33 |
| | Total: \$975.03 |

Internal Auditor's Report

Elaine Chow, Internal Auditor

| Voucher# | Amount | Approved | Check # | Reason |
|----------|----------|-----------|---------|---|
| C153 | \$26.77 | 9/26/2023 | 5911 | Manny's Ace Hardware-Sandpaper; Rubbing Alcohol; Wasp Spray |
| C154 | \$1.31 | 9/26/2023 | 5912 | Paula Klocek-Travel |
| C155 | \$196.00 | 9/26/2023 | 5913 | B&ECPL-Amazon- Shark Vacuum |
| C156 | \$32.62 | 9/26/2023 | 5914 | Kathleen Brogan-Travel |
| C157 | \$35.00 | 9/26/2023 | 5915 | Melissa Flynn- Conference & Travel |
| C158 | \$300.00 | | 5916 | Hawk Creek Wild Life Center-Program |
| C159 | \$383.33 | | 5917 | Village of East Aurora-Water Bill |

Aurora Town Public Library
550 Main Street, East Aurora, New York 14052
Director's Report: September 2023

Monthly Statistics

| Circulation | Total-Month | Average / Day | Average / Hour | YTD Total |
|-------------|-------------|---------------|----------------|-----------|
| 2023 | 13,905* | 556.2 | 71.57 | 127,449** |
| 2022 | 13,379 | 535.16 | 67.23 | 101,480 |
| 2021 | 7,407 | 296.3 | 37.98 | 62,620 |

Note: Circulation for the contracting libraries was 2.3% this month from last year (EAU was 3.9%) and 21.2% over YTD (EAU was 25.6%). Original checkouts at EAU are 6,885 for this month. Original checkouts at EAU are at 68,033.

| Library of Things (Including Chromebook Kit & Hotspots) | 2023 |
|---|------|
| Monthly | 29 |
| Year-to-date | 177 |

| System e-Branch | Month 2023 | Month 2022 | Change | YTD 2023 | YTD 2022 | Change |
|--------------------|------------|------------|--------|----------|----------|--------|
| Online Renewals | 638 | 607 | 5.1% | 6,064 | 251,016 | -97.6% |
| Interlibrary Loans | 1,419 | 1,026 | 38.3% | 11,738 | 9,953 | 17.9% |
| eAudiobooks | 60,390 | 47,586 | 26.9% | 525,547 | 410,951 | 27.9% |
| eVideos | 801 | 655 | 22.3% | 6,457 | 3,612 | 78.8% |
| eBooks | 83,222 | 75,182 | 10.7% | 761,782 | 685,627 | 11.1% |
| eMusic | 213 | 213 | 0.0% | 1,981 | 1,256 | 57.7% |
| eMagazines | 11,271 | 6,350 | 77.5% | 68,244 | 27,275 | 150.2% |

| Open for Operation | 2023 | 2022 | 2021 | 2020 |
|--------------------|--------|--------|--------|--------|
| Days / Hours | 25/194 | 25/199 | 25/195 | 21/159 |

Days Closed: Labor Day, September 4

| Computer Use | 2023 | 2022 | % Change |
|--------------|-------|-------|----------|
| Monthly | 362 | 412 | -12.1% |
| Year-to-date | 3,423 | 3,039 | 12.6% |

Note: Computer use for the contracting libraries was 0.8% this month and 3.2% YTD.

| Wi-Fi | 2023 | 2022 | % Change |
|--------------|--------|--------|----------|
| Monthly | 1,846 | 2,175 | -15.1% |
| Year-to-date | 16,160 | 18,670 | -13.4% |

Note: Wifi use for the contracting libraries was 17.3% this month and 8.5% YTD.

| Patron Visits | 2023 | 2022 | % Change |
|---------------|--------|--------|----------|
| Monthly | 5,472 | 4,678 | 17.0% |
| Year-to-date | 48,022 | 42,452 | 13.1% |

Note: Door counts for the contracting libraries were 5.9% this month and 8.8% YTD.

| New Library Card Memberships | Total-month | YTD |
|------------------------------|-------------|-----|
| Adults | 30 | 207 |
| Children | 25 | 141 |

Aurora Town Public Library
550 Main Street, East Aurora, New York 14052
Director's Report: September 2023

| Programs Name / Number of Sessions / Sponsor | Age group | Attendance |
|--|-----------------------|------------|
| Unwind & Design To Go Kit: Autumn Tulle Wreath (Friends) (20) | 19+ | 20 |
| Aurora Book Club: Horse by Geraldine Brooks | 19+ | 9 |
| Emergency Homecare Kit (Erie County) (44) | All | 44 |
| Fitness Fridays: BAM (Friends) (3) | 19+ | 34 |
| Book a Tech Trainer (Techknow Lab)(3) | 19+ | 3 |
| Family Story Time (Wednesdays) (2) | Birth-5 w / Caregiver | 60 |
| Family Story Time (Thursdays) (2) | Birth-5 w / Caregiver | 45 |
| Family Story Time (Fridays) (2) | Birth-5 w / Caregiver | 49 |
| Preschool Story Time | 3-5 | 17 |
| Mason Winfield Paranormal Mysteries of the Town of East Aurora (Friends) | 19+ | 43 |
| Adventure Academy (Friends) | 6-11 yrs. | 22 |
| Tutor (6) | 6-11 yrs. | 6 |
| Tutor (3) | 12-18 | 3 |

| At a Glance: Month of 2023 | Circulation (Original Checkout-Not Including Auto-Renewals) | Patron Count | Computer Use | Wi-Fi |
|-------------------------------|---|--------------|--------------|-------|
| January | 13,670 (7,340) | 4,534 | 371 | 1,509 |
| February | 12,943 (7,042) | 4,689 | 377 | 1,415 |
| March | 14,855 (8,160) | 5,574 | 400 | 1,654 |
| April | 12,902 (6,622) | 4,806 | 363 | 1,618 |
| May | 13,425 (7,033) | 5,332 | 347 | 2,105 |
| June | 13,471 (7,808) | 5,604 | 368 | 2,237 |
| July | 15,661 (8,183) | 5,829 | 383 | 1,929 |
| August | 16,617 (6,148) | 6,182 | 452 | 1,847 |
| September | 13,905 (6,885) | 5,472 | 362 | 1,846 |
| October | | | | |
| November | | | | |
| December | | | | |
| Total | | | | |

Out of all B&ECPL locations, ATPL ranks YTD
12 out of 37 in circulation of materials (12th for month)
12 out of 37 in patron visits (11th for month)
8 out of 37 in WI-FI (7th for month)
20 out of 37 in computer use (19th for month)

Aurora Town Public Library
550 Main Street, East Aurora, New York 14052
Director's Report: September 2023

Cumulative Statistics

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

| Programs (Not Including Tutoring & Outreach) | Names, Age Group, Date & Time |
|--|--|
| January 2023 | <p>Aurora Book Club - Adults, 19+ - January 5 @ 6:30 p.m.</p> <p>Oasis Senior Advisors – Seniors & Their Families / Caregivers – January 18 @ 11:00 a.m.</p> <p>Unwind & Design: Mindful Doodling Take-Home Kit - Adults, 19+ - January 5 – Participants will be called to pick-up their take-home kit the week of the program.</p> <p>Afterschool Reading Club - Children, 6-11 - 1/18, 2/15, 3/15, 4/19, 5/17 @ 4:00 p.m.</p> <p>Preschool Story Time Children, 3 ½ - 5 - Thursdays, January 26 through April 28 @ 1:00 p.m.</p> <p>Family Story Time – Children, Ages Birth to 5 years of Age with Their Caregiver – Thursdays @ 6:30 p.m. or Fridays @ 10:30 a.m. – January 26 / 27 through April 27 / 28</p> |
| February 2023 | <p>Unwind & Design: Birch Trees Take-Home Kit - Adults, 19+ - February 2 – Participants will be called to pick-up their take-home kit the week of the program.</p> <p>Read to a Dog - Children and their Families, All Ages – February 4 @ 11:00 a.m., 11:20 a.m., 11:40 a.m.</p> <p>K-3 Story Time: Best Friends - Grades K-3 – February 8 @ 4:00 p.m.</p> <p>Buffalo Bisons Baseball: Past, Present, & Future with Mike Buczkowski, President of Rich Baseball Operations - Adults – February 9 @ 6:30 p.m.</p> <p>LEGO Club – Children, 6-11 – 2/11, 3/11, & 4/15 @ 11:00 a.m.</p> <p>Book a Technology Trainer - Adults, 19+ - February 13 @ 10:00 a.m., 11:00 a.m., & 1:00 p.m. –One-on-One Appointments are 45 minutes long</p> <p>Afterschool Reading Club - Children, 6-11 – 1/18, 2/15, 3/15, 4/19, 5/17</p> <p>Preschool Story Time Children - 3 ½ - 5 - Thursdays, January 26 through April 28 @ 1:00 p.m.</p> <p>Family Story Time – Children, Ages Birth to 5 years of Age with Their Caregiver – Thursdays @ 6:30 p.m. or Fridays @ 10:30 a.m. – January 26 / 27 through April 27 / 28</p> <p>Help Solve a Cold Case @ the Library – Grades K-4 – February 21-25 During Regular Library Hours</p> <p>Do I Need a Camera if I Have a Cell Phone - Teens & Adults - February 25 @ 11:00 a.m.</p> |
| March 2023 | <p>Unwind & Design: Daisy Chain Beaded Bracelet - Adults, 19+ March 2 – Participants will be called to pick-up their take-home kit the week of the program.</p> |

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

Director's Report: September 2023

| | |
|-------------------|---|
| | <p>Read to a Dog - Children and their Families, All Ages – March 4 @ 11:00 a.m., 11:20 a.m., 11:40 a.m Aurora Book Club - Adults, 19+ - March 9 @ 6:30 p.m. Book a Technology Trainer - Adults, 19+ - March 14 @ 10:00 a.m., 11:00 a.m., & 1:00 p.m. –One-on-One Appointments are 45 minutes long Alzheimer's Association of WNY: Understanding Alzheimer's and Dementia – Adults– March 22 @ 11:00 a.m.</p> |
| <p>April 2023</p> | <p>Read to a Dog - Children and their Families, All Ages - April 1 @ 11:00 a.m., 11:20 a.m., 11:40 a.m Make & Take: Sculpted Butter Lambs- All Ages (Under 10 with a helper) April 3 @ 5:30 OR 6:30. Unwind & Design: Poem In a Jar Take-Home Kit - Adults, 19+ - April 6 – Participants will be called to pick-up their take-home kit the week of the program. Grace Meibohm, Owner of Meibohm Fine Arts-- Postcards: A Pictorial History of East Aurora and More - Adults, 19+, April 10 @ 6:30 p.m. Buffalo Audubon Society: Build Your Own Birdhouse - Adults, 19+, Groups of 2-3 - Monday, April 17 @ 11:00 a.m. Buffalo Audubon Society: Backyard Birding Hike - Adults, 19+ - Monday, April 24 @ 6:00 p.m. Poem in Your Pocket Day- All Ages- April 29, 10:00 a.m. – 3:00 p.m. Celebrate Screen-Free Week with Extreme BINGO- ages 6-11- April 29 @ 11:00 a.m.</p> |
| <p>May 2023</p> | <p>Aurora Book Club - Adults, 19+ - May 4 @ 6:30 p.m. Read to a Dog - Children and their Families, All Ages – May 6 @ 11:00 a.m., 11:20 a.m., 11:40 a.m. Unwind & Design: Floral Greeting Card - Adults, 19+ - Wednesday, May 10 – Participants will be called to pick-up their take-home kit on the date of the program.</p> |
| <p>June 2023</p> | <p>Book a Technology Trainer - Adults, 19+ - June 5 @ 10:00 a.m., 11:00 a.m., & 1:00 p.m. –One-on-One Appointments are 45 minutes long Unwind & Design To-Go Kit: Patriotic Wreath - Adults 19+ - Wednesday, June 7 - Participants will be called to pick-up their take-home kit on the date of the program. Roycroft Chamber Music Festival Concert - All Ages - June 12 @ 6:30 p.m. Andrea Peach: Backyard Chickens in the Village: Commonly Asked Questions -Adults, 19+ - June 8 @ 6:30 p.m. Andrea Peach: Raising and Protecting your Chickens - Adults, 19+ - June 15 @ 6:30 p.m.</p> |
| <p>July 2023</p> | <p>Rock Out with the Library: Teen Summer Book Bag - Teens, 12-18 - Reading Questionnaire Must Be Completed by July 1 - Pickup Bags</p> |

Director's Report: September 2023

July 10 During Regular Library Hours (QR Code to Survey Provided After Registration)
All Together Now Collaborative Artwork and Raffle - Children, All Ages - July 5- August 9 during open hours.
Read It & Keep It: Summer Reading Incentive Program - Children of all ages- Read and redeem your completed Log- July 5 - August 12
Anything Can Happen Day - Children, 6-11 - Wednesdays, 7/5, 7/12, 7/19, 7/26, 8/2 @ 11:00 a.m.
Aurora Book Club - Adults, 19+ - July 6 @ 6:30 p.m.
Crafternoons - Children, various ages - Thursdays, 7/6, 7/13, 7/20, 7/27, 8/3 @ 2:30 p.m. July 13 additional session @ 1:30 p.m.
Feelings Rock - Children, Birth - 5 years with Caregivers- July 8 or August 1 @ 11:00 a.m.
Fitness Fridays: BAM—Balance & Mobility – Seniors, 55+ - Fridays, July 7 through August 11 @ 2:00 p.m.
Read to a Dog - Children and their Families, All Ages – July 8 @ 11:00 a.m., 11:20 a.m., 11:40 a.m.
Book a Technology Trainer - Adults, 19+ - July 10 @ 10:00 a.m., 11:00 a.m., & 1:00 p.m. –One-on-One Appointments are 45 minutes long
"All Together Now" Library Garden Sculpture - All Ages (under 12 w/ guardian) - July 10 @ 6:30 p.m. and July 15 @ 10:30 a.m.
Mike Randall & Friends - All Ages- July 13 @ 6:30 p.m.
Maker Mondays: "Monster Mayhem" - Children, 6 -11- July 17 or July 24 @ 3:30 p.m.
Stitch Buffalo Workshop - Children, 6-11- July 25 @ 2:00 p.m.
Cook Up a Story! - Children, 6-11- July 27 @ 1:00 p.m.
Maker Mondays: "Magic Rainbow" - Children, 6-11- July 31 or August 7 @ 3:30 p.m.

August 2023

Feelings Rock - Children, Birth - 5 years with Caregivers- July 8 or August 1 @ 11:00 a.m.
Four Shillings Short: "Around the World in 30 Instruments" - All Ages - August 3 @ 6:30 p.m.
Read to a Dog - Children and their Families, All Ages – August 5 @ 11:00 a.m., 11:20 a.m., 11:40 a.m.
Maker Mondays: "Magic Rainbow" - Children, 6-11- July 31 or August 7 @ 3:30 p.m.
Happy Talk Song & Sign - Children, Birth-24 months with Caregivers- August 8 @ 10:30 a.m.
Fitness Fridays: BAM—Balance & Mobility – Seniors, 55+ - Fridays, July 7 through August 11 @ 2:00 p.m.
Local Author, MaryJean Zajac: Reason to Run – Adults – August 24 @ 6:30 p.m.
All Together Now Collaborative Artwork and Raffle - Children, All Ages - July 5- August 9 during open hours.
Read It & Keep It: Summer Reading Incentive Program - Children of

Aurora Town Public Library
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Director's Report: September 2023

all ages- Read and redeem your completed Log- July 5 - August 12
Anything Can Happen Day - Children, 6-11 - Wednesdays, 7/5, 7/12,
7/19, 7/26, 8/2 @ 11:00 a.m.
Crafternoons - Children, various ages - Thursdays, 7/6, 7/13, 7/20,
7/27, 8/3 @ 2:30 p.m. July Additional session @ 1:30 p.m. – Extra
Crafternoon Sessions added: 7/13, 8/3

September 2023

Library Card Sign Up Month Raffle for Children - Children, Ages
Birth-12 - September 1 through September 29, During Regular
Library Hours - Two winners will be randomly selected at 10:00 a.m.
on September 30 @ 10:00 a.m.; Library Card Sign Up Month Raffle
for Teens & Adults - Teens & Adults - September 1 through
September 29, During Regular Library Hours - One winner will be
randomly selected at 10:00 a.m. on September 30; Unwind &
Design To-Go Craft Kit: Autumn Tulle Wreath - Adults, 19+ -
September 6; Aurora Book Club - Adults, 19+ - September 7 @ 6:30
p.m.; Fitness Fridays: BAM—Balance & Mobility – Seniors, 55+ -
Fridays, September 15 through September 29 @ 2:00 p.m.; Book a
Technology Trainer - Adults, 19+ - September 18 @ 10:00 a.m.,
11:00 a.m., & 12:00 p.m. –One-on-One Appointments are 45
minutes long; Family Story Time - Children, Ages Birth-5 with a
Caregiver - Week of September 17 through Week of December 3 -
Choose Wednesdays @ 10:30 a.m., Thursdays @ 6:30 p.m. OR
Fridays @ 10:30 a.m.; Mason Winfield: Paranormal Mysteries of the
Town of Aurora - Adults, 19+ - September 21 @ 2:00 p.m.;
Adventure Academy - Children, 6-11 - Mondays, September 25
through November 13 @ 4:00 p.m.; Preschool Story Time -
Children, Ages 3 1/2 - 5 years (Independent)- Thursdays, September
28 - December 7 @ 1:00 p.m.; Vision Development of WNY: "I Hate
Reading" - Adults, 19+ - September 28 @ 6:30 p.m.; DS Education
Services: College Application Process - Teens & Adults - Monday,
September 25 or October 9 @ 6:00 p.m. *To Register
Contact betsyroger@dseduationservices.com or [\(716\) 480-7628](tel:7164807628)*

October 2023

Banned Book Week Raffle - Adults, 19+ - October 1st through 7th -
During Regular Library Hours - Winner will be selected by random
drawing on Monday, October 9 @ 10:00 a.m.
Adventure Academy - Children, 6-11 - Mondays, September 25
through November 13 @ 4:00 p.m.
Unwind & Design To-Go Craft Kit: Halloween Ghost- Adults, 19+ -
September 6 – Participants will be called to pick-up their take-home
kit the date of the program.
Buffalo Audubon Society: Native Plants - Adults, 19+ - October 6 @
11:00 a.m.
Lego Club - Children, 6-11 - Saturday, October 7, November 4,
December 2 @ 11:00 a.m.
Book a Technology Trainer - Adults, 19+ - October 9 @ 10:00 a.m.,

Director's Report: September 2023

| | |
|---------------|--|
| | <p>11:00 a.m., & 12:00 p.m. –One-on-One Appointments are 45 minutes long</p> <p>Alan Nowicki: Lost Treasures of the Roycroft - Adults, 19+ - October 12 @ 6:30 p.m.</p> <p>Buffalo Audubon Society: Composting 101 - Adults, 19+ - October 13 @ 11:00 a.m.</p> <p>College Essay Workshop - Teens & Adults - Tuesday, October 17 @ 3:30 p.m.</p> <p>Mary Durlak: The Vanishing Ditch—The Story of the Original Canal – Adults, 19+ - October 19, 2023 @ 6:30 p.m.</p> <p>Fitness Fridays: Chair Yoga – Seniors, 55+ - Fridays, October 20 through November 3 @ 1:30 p.m.</p> <p>Trick or Read Story Walk® - All Ages, Monday, October 23 through Saturday, October 28 during Regular Open Hours</p> <p>Tiny Turtle Terrariums – Teens, 12-18 - Thursday, October 26 @ 6:15 p.m.</p> <p>(Not So) Spooky Halloween Story Time - Children, 6-11 - Saturday, October 28 @ 1:00 pm</p> |
| November 2023 | <p>"L" Is for Literacy To-Go Bag - Adults, 19+ - Wednesday, November 1. Participants will be called to pick up to-go bags on the date of the program.</p> <p>Unwind & Design To-Go Craft Kit: Book-Themed Chocolate Favor - Adults, 19+ - November 1 – Participants will be called to pick-up their take-home kit the date of the program.</p> <p>Fitness Fridays: Chair Yoga – Seniors, 55+ - Fridays, October 20 through November 3 @ 1:30 p.m.</p> <p>Book a Technology Trainer - Adults, 19+ - November 6 @ 10:00 a.m., 11:00 a.m., & 12:00 p.m. –One-on-One Appointments are 45 minutes long</p> <p>Fall Mindfulness for Teens - Teens, 12-18 - Tuesday, November 7 & 14 @ 4:00 p.m.</p> <p>Local Author, Richard Robison, Jr: The Boy from Nowhere - Adults - November 9 @ 6:30 p.m.</p> <p>Adventure Academy - Children, 6-11 - Mondays, September 25 through November 13 @ 4:00 p.m. *REGISTRATION IS FULL*</p> <p>Aurora Book Club - Adults, 19+ - November 2 @ 6:30 p.m.</p> <p>What a CAT-astrophe - Children, 6-11 - Thursday, November 9 @ 4:00 p.m.</p> <p>Local Author, Karen Wielinski: Pieces of My Puzzle – Adults – November 16 @ 6:30 p.m.</p> |
| December 2023 | |

Aurora Town Public Library
550 Main Street, East Aurora, New York 14052
Director's Report: September 2023

| Outreach | Class Visit (In-Library) | Other Outreach (Outside) | Monthly Total |
|----------------|---|--|---------------|
| January 2023 | | | |
| February 2023 | | | |
| March 2023 | EA Preschool Center | | 1 |
| April 2023 | EA Preschool Center | | 1 |
| May 2023 | | | |
| June 2023 | Parkdale Elementary (Made Fillable Form for Booking Class Visits) | (Made Fillable Form for Booking Outreach) | 1 |
| July 2023 | | Little League SMART Program | 1 |
| August 2023 | | | |
| September 2023 | Mandala School | Nativity Preschool | 2 |
| October 2023 | Homeschool | Baker Preschool | 2 |
| November 2023 | | | |
| December 2023 | | | |
| Total | | | |

| Meeting Room Use | Organization | Monthly Total |
|------------------|--|---------------|
| January 2023 | Literacy Buffalo Niagara Volunteers (2); Aspire (2); EA Polo Grounds; Training & Employment Funds; Tutor (2), Patron (2); Board | 11 |
| February 2023 | Aspire (4); Literacy Buffalo Niagara Volunteers; Early Intervention PT; Erie County Environmental Management – Erie County Healthy Lawn Campaign Tabletop Display Setup; Board | 8 |
| March 2023 | Aspire (4); Early Intervention PT (2); Literacy Buffalo Niagara Volunteers (3); Interviews (3); Summer Reading Meeting; Patron; Board | 15 |
| April 2023 | Absolut Care Job Fair; Aspire (2); Friends; Literacy Buffalo Niagara Volunteers (2); EA Art Society Setup; Discard Sale Setup; EA Preschool Outreach Visit; Board | 10 |
| May 2023 | Buffalo Chess; Discard Sale; EA Art Society Spring Show; EA Preschool Outreach Visit; Early Intervention PT (3); Board | 8 |
| June 2023 | Early Intervention PT (4); People Centered Services; Patron Barb (2); Proctoring (2); Resource Health Advisers; EA High School Art Exhibit take down; ATPL Board Meeting; 1199 SEIU Training | 13 |
| July 2023 | Early Intervention; JJam Sessions (4); QualitystarsNY; 1199SEIU Training; Proctor Exam | 8 |
| August 2023 | Intro to Realistic Drawing (6); Giving Circle | 7 |
| September 2023 | Holland Tuesday Painters (4), EA Garden Society; Resource Health Advisers; Board; QualityStarsNY; Early Intervention (3); Friends | 12 |

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

Director's Report: September 2023

| | | |
|---------------|---|-----|
| October 2023 | League of Womens Voters Display; EA Art Society Exhibit; Friends; Board; Giving Circle; Hearing & Speech of WNY Early Intervention (2); Medtronic Diabetes; Exchange Club | TBD |
| November 2023 | | |
| December 2023 | | |
| Total | | |

| Exhibits | Display Case | Meeting Room Exhibit |
|----------------|---|--|
| January 2023 | | |
| February 2023 | Freedom Wall (Staff) | Erie County Environmental Management – Erie County Healthy Lawn Campaign Tabletop Display |
| March 2023 | East Aurora Girls Scouts | |
| April 2023 | EA Art Society Spring Show | EA Art Society Spring Show |
| May 2023 | EA Art Society Spring Show | EA Art Society Spring Show |
| June 2023 | Aurora Waldorf School (Made Fillable Form for Exhibits & Display Application) | (Made Fillable Form for Exhibits & Display Application) |
| July 2023 | | JJamSessions |
| August 2023 | | |
| September 2023 | Holland Tuesday Painters | Holland Tuesday Painters EA Garden Club Table Top Display |
| October 2023 | EA Art Society Fall Show | EA Art Society Fall Show |
| November 2023 | EA Art Society Fall Show Holland Tuesday Painters | EA Art Society Fall Show League of Women Voters (In Main Library) |
| December 2023 | EA Art Society Fall Show Holland Tuesday Painters | EA Art Society Fall Show Holland Tuesday Painters League of Women Voters (In Main Library) |

| Education, Tech Training, Mtgs | Public—Name of Class & Date | Staff—Name of Class(es), Sponsor, Date (s), Employee(s) |
|--------------------------------|--|---|
| January 2023 | | Director Meeting—B&ECPL, 2/8/23 Getting Started with Libby—Overdrive, 1/19/2023, Anna Rose Advanced Excel—Tech-Talk, 1/25/202, Kathy Brogan |
| February 2023 | Book a Technology Trainer— Techknowlab, 2/13/2023 | B&ECPL Digital Collections—B&ECPL, 2/8/2023, Claudia Newton Book a Technology Trainer: Hoopla— Techknowlab, 2/13/2023, Jennifer Lewis- Drew |
| March 2023 | Book a Technology Trainer— Techknowlab, 3/13/2023 | |
| April 2023 | | Director Meeting—B&ECPL, 4/12/2023, |

Aurora Town Public Library
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| | | |
|-----------|--|---|
| | | Paula Getting Started with Libby—Overdrive, 4/18/2023, Melissa Flynn |
| May 2023 | | ACT Workshop—B&ECPL, 5/20/23, Paula Sustainable Library Certification Program Information—NYLA, 5/23/2023, Paula Canva: Docs & Presentations, Tech-Talk, 5/10/2023, Paula Klocek Create & Edit PDFs w/ New Tools and Techniques, Tech-Talk, 5/9/2023, Rachel Shanahan |
| June 2023 | Book a Technology Trainer— Techknowlab, 6/5/2023 | CML Directors—Virtual, 6/5/2023, Paula Kantola Training All Complete by 6/15/2023 Technology Training All Complete by 6/21/2023 Create & Edit PDFs w/ New Tools and Techniques—Tech-Talk, 6/5/2023, Kathy Castle Book a Tech Trainer: Excel Basics— Techknowlab, 6/5/2023, Dennis Desmond Windows 11-What's New—Tech-Talk, 6/6/2023, Marj Coyle Hoopla Intro Training—B&ECPL, 6/6/2023, Melissa Flynn Are You Using the Full Power of Gmail— Tech-Talk, 6/8/2023, Karen Ercolano Internet Search Techniques—Tech-Talk, 6/8/3034, Sue Maraszek Create & Edit PDFs w/ New Tools and Techniques—Tech-Talk, 6/20/2023, Jennifer Lewis-Drew Increasing Safe Spaces for the LGBTQ Community—Long Island Library Resources Council, 6/23/2023, Paula Klocek & Melissa Flynn Getting Started with Libby, 6/27/2023, Mary Hayes Dealing with Conflict—Tech-Talk 6/29/2023 Sue Maraszek; ZOOM Meeting: Tips to Participate—TechKnow Lab 6/30-Jennifer Lewis-Drew |
| July 2023 | Book a Technology Trainer— Techknowlab, 7/10/2023 | Dealing with Difficult People—TechTalk 7/5/2023-Susan Maraszek, Supervisor |

Aurora Town Public Library
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Director's Report: September 2023

| | | |
|----------------|--|---|
| | | Bach @Southside Commerce Center (Storage)7/6/2023-Paula Klocek Supervisor Bach & Councilman Snyder (Building Shed)-7/7/2023-Paula Klocek 7/10/2023-Town Board Meeting-7/10/2023-Paula Klocek Trick-or-Read—7/14/2023, Librarians |
| August 2023 | | Director Meeting—B&ECPL, 8/9/2023, Paula (Recording) |
| September 2023 | Book a Technology Trainer— Techknowlab, 9/18/2023 | |
| October 2023 | Book a Technology Trainer— Techknowlab, 10/9/2023 | Director Meeting—B&ECPL, 10/11/2023, Paula |
| November 2023 | Book a Technology Trainer— Techknowlab, 11/6 | |
| December 2023 | Book a Technology Trainer— Techknowlab, 12/18 | |

Aurora Town Public Library
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Director's Report: September 2023

| Book Displays | Theme(s) |
|----------------|---|
| January 2023 | Snow is Falling, Books Are Calling; Patron Picks & Staff Selections |
| February 2023 | Black History Month; Patron Picks & Staff Selections |
| March 2023 | Women's History Month; Patron Picks & Staff Selections |
| April 2023 | Poetry Month; Spring into a Good Book; Graphic Novels; Patron Picks & Staff Selections |
| May 2023 | Mental Health Month; Patron Picks & Staff Selections; Do You Love Dogs? Check Out These Puppy <i>Tails</i> ! Spotlight Fiction; Wanted: Adventurous Readers (Low Circ Books); Once Upon a Crime (Murder, magic, mysteries, and mayhem... Take your chances with one of these Young Adult reads! |
| June 2023 | LGBTQ Pride Month; Immigrant Heritage Month; Alzheimer's & Brain Awareness Month; Books Show Us Every Color of the Rainbow; Read with Pride; Spotlight j Non-Fiction; Patron Picks & Staff Selections |
| July 2023 | Dive Into a Good Book; This July...Get Outdoors Grill, Hike, Camp, Garden, Picnic; This July...Learn about the American Revolution and our Independence; This Summer, Travel the World with a Book; Spotlight j Non-fiction; Patron Picks & Staff Selections |
| August 2023 | This August travel the world either in person or at home; This August did someone say daytrip?; Check out S'MORE great summer reads; Have you READ a good MOVIE lately?; Spotlight j Non-fiction; Patron Picks & Staff Selections |
| September 2023 | Emergency Preparedness; Back to School; Celebrate Hispanic Heritage Month; It's September—Are You Ready for Some Football?; Read a LATTE books/Cozy coffee shop vibes; Having Fun Isn't Hard When You Have Library Card; Take a 'shelfie' with your new library card!; Spotlight j Non-fiction; Patron Picks & Staff Selections |
| October 2023 | Banned Book Week; Get Caught Reading a Banned Book; Breast Cancer Awareness Month; Make It a Spooky Halloween; Bee a Voter; Our Flag Means READ; Time to LEAF Through a Good Book!; The Eras Tour: Library Edition; Patron Picks & Staff Selections |
| November 2023 | Patron Picks & Staff Selections |
| December 2023 | Patron Picks & Staff Selections |

| Friends Pop-Up Sales | Month | YTD |
|-------------------------|----------|----------|
| Dollar Amount (Pre-Tax) | \$133.00 | \$771.55 |

| Friends Ongoing Book Sale | Month | YTD |
|---------------------------|----------|------------|
| Dollar Amount (Pre-Tax) | \$184.00 | \$2,692.75 |

| Other Fundraisers | Money Raised |
|-------------------------------------|--------------|
| Painted Spring Plant Pots (Friends) | \$1,226.00 |
| National Humor Month Raffle | \$262.00 |
| Discard Sale | \$1,812.22 |
| Hockey Stick Raffle | |
| Holiday Gift Basket Raffle | |

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

Director's Report: September 2023

| | |
|------------------------------|------------|
| Total Other Fundraiser Money | \$3,300.22 |
|------------------------------|------------|

| Improvements / Repairs to the Library | Project | Funded / Work Done By |
|---------------------------------------|--|--|
| January 2023 | | |
| February 2023 | | |
| March 2023 | | |
| April 2023 | Requested and received a new American flag Wonderbook Collection In Memory of Alvin Fontanese Expanded Vox Books Subject Matter Dividers for j Non-Fiction to assist children and families locate materials | Town Various Memorial Donors Friends |
| May 2023 | Augmented j-Graphic Novels Requested repair of the automatic door button, mulch be spread in front gardens, and the concrete on accessible ramp be repaired | Material Budget Town |
| June 2023 | Repaired automatic door button, mulch was spread, concrete on accessible ramp paired, overgrown shrubs removed, rhododendrons were planted | Town |
| July 2023 | Cold patched parking lot; replaced rug edging in children's area | Town |
| August 2023 | Repaired of the gutter at the corner of the back entrance, New shed project out to bid | Town |
| September 2023 | Amazon truck hit and damaged corner gutter that was not repaired yet. Amazon Insurance to pay Town to repair | Amazon Insurance and Town |
| October 2023 | Demolition of old shed and building of new one | Town & Inglefinger |
| November 2023 | | |
| December 2023 | | |

2023 Aurora Payroll Report_PP17



As of Pay Period 17

| FT PERSONNEL | | | |
|----------------------|------------------|-------------------|------------------|
| Title | YTD Expensed | Budgeted | Remaining |
| Library Director I | 41,573.41 | 63,852.00 | 22,278.59 |
| Librarian I | 33,034.75 | 64,946.00 | 31,911.25 |
| Senior Library Clerk | 30,416.38 | 39,965.00 | 9,548.62 |
| FT Totals | 63,451.13 | 104,911.00 | 41,459.87 |

| PT PERSONNEL | | | |
|------------------|------------------|-------------------|------------------|
| Title | YTD Expensed | Budgeted | Remaining |
| Caretaker PT | 11,479.92 | 14,345.00 | 2,865.08 |
| Cleaner PT | 7,303.82 | 9,599.00 | 2,295.18 |
| Clerk Typist PT | 19,827.83 | 28,656.00 | 8,828.17 |
| Librarian I PT | 14,674.52 | 29,655.00 | 14,980.48 |
| Page PT | 8,529.72 | 20,676.00 | 12,146.28 |
| Senior Page | 30,039.86 | 59,281.00 | 29,241.14 |
| PT Totals | 91,855.67 | 162,212.00 | 70,356.33 |

| TOTAL COMBINED | | | |
|------------------------|-------------------|-------------------|-------------------|
| | YTD Expensed | Budgeted | Remaining |
| Caretaker PT | 11,479.92 | 14,345.00 | 2,865.08 |
| Cleaner | 7,303.82 | 9,599.00 | 2,295.18 |
| Clerk Typists | 19,827.83 | 28,656.00 | 8,828.17 |
| Librarian I'S | 47,709.27 | 94,601.00 | 46,891.73 |
| Library Director I | 41,573.41 | 63,852.00 | 22,278.59 |
| Senior Library Clerk | 30,416.38 | 39,965.00 | 9,548.62 |
| Pages | 8,529.72 | 20,676.00 | 12,146.28 |
| Senior Pages | 30,039.86 | 59,281.00 | 29,241.14 |
| Contractual Reserve | | 19,098.00 | 19,098.00 |
| Combined Totals | 196,880.21 | 350,073.00 | 153,192.79 |

| | |
|---------------------------------|---------------------|
| ANNUAL BUDGET | \$ 350,073.00 |
| PROJECTED ANNUAL BUDGET SPENT | \$ 288,892.94 |
| PROJECTED ENDING BALANCE | \$ 61,180.06 |

Long Range Plan of Service: January 2024-December 2028 DRAFT

MISSION STATEMENT

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

VISION

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

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

- A. Protect and provide free and equitable access to information and ideas, resisting censorship and restrictions.
- B. Ensure an assortment of quality programs, services, and collections are presented by listening to patron feedback and monitoring statistics.
- C. Regularly assess the library grounds, building, furnishings, and configurations for improvements, following the New York State minimum standards of services according to Section 90.2 of the Commissioner of Education.
- D. Review and update library policies at least once every five years or earlier if required by law.

Goal II: Promote a literate, educated, and cultured citizenry.

- A. Facilitate access to the local library collection, other library catalogs, as well as to library databases and other online resources.
- B. Develop a collection of materials and a variety of programs to meet the information, educational, and recreational needs of the community in accordance with the B&ECPL Collection Development Policy.
- C. Highlight parts of the collection through displays pertaining to timely and significant topics of interest and educational value.
- D. Close opportunity gaps for education and employment by connecting job seekers, small business owners, and underrepresented populations to available resources.

Goal III: Place technology and digital literacy at the forefront.

- A. Present education classes to improve technology and digital literacy of the public.
- B. Provide current equipment, emerging technology, and internet connectivity to address community needs and access to information.
- C. Arrange annual technology training for all library staff, appropriate to their position.

Goal IV: Encourage public participation by inspiring curiosity about the library.

- A. Involve youth and their families through programming, outreach, and class visits with their local public library by partnering with youth-focused community organizations, as well as public and private schools.
- B. Build mutually beneficial relationships and partnerships with educational, cultural, and community organizations.
- C. Welcome community feedback and participation through surveys and focus groups to shape future library services, programs, materials, and resources.

Goal V: Grow membership and advocacy by engaging users and non-users with their library.

- A. Increase awareness by advertising services, programs, resources, and materials through the library website, social media outlets, press in the newspaper, and outreach at local institutions, as well as events.
- B. Provide access to current library information in print and online, promoting the understanding of library services, operations, and governance.
- C. Deliver a board-approved, written annual report to the community on the library's progress in meeting its mission, goals, and objectives.

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

- A. Petition elected officials to actively support funding the library's vital role in the community.
- B. Garner grants to modernize as well as enhance the library's offerings and physical plant.
- C. Approach local service organizations and other possible funding sources to underwrite special collections or projects.

Goal VII: Maintain rapport and communication with constituencies.

- A. Communicate with the Town of Aurora Supervisor and Town Board, County Legislature, State Representatives, and B&ECPL Board.
- B. Maintain trustee representation at all Association of Contracting Library Trustees meetings.
- C. Support the Friends of the Aurora Town Public Library in augmenting the library's activities and needs.

Goal VIII: Seek education opportunities for library board members to best serve as trustees.

- A. Ensure library trustees complete a minimum of two hours of trustee education annually on the financial oversight, accountability, fiduciary responsibilities or the general powers and duties of a library trustee, abiding by Title I, Article 5, Part 2, section 260-d of the New York State Education Law.

Adopted by the Aurora Town Public Library Board November 28, 2023.

Patron Suspension, Reinstatement and Appeal Process DRAFT

All patrons of the Aurora Town Public Library (ATPL) are expected to abide by the Rules of Conduct and all ATPL policies. Failure to do so may result in the suspension of Library privileges. It is the responsibility of the suspended patron to initiate the reinstatement process as detailed in this document.

Suspension Procedures:

- If a patron violates the Rules of Conduct or any ATPL policy, the Director or Librarian-in-Charge may verbally notify the patron of the reason and ask them to depart the Library facility for the remainder of the day. The patron will be welcome to return on the next open day of business.
- Patrons who refuse to comply with the one-day notification, attempt to return to the facility the same day, or who engage in repeated violations may have their Library privileges suspended.
- If a more serious violation of an ATPL policy occurs, the patron may have their Library privileges suspended without prior notification. This includes access to all activities, services, and facilities.
- A patron whose Library privileges are suspended will be notified of the reason for the suspension and given the Notice of Suspension with ATPL's Reinstatement Request and Appeal processes.
- If a patron has been suspended and refuses to leave or returns for any reason other than to schedule a reinstatement meeting, that patron is trespassing.
- The ATPL will call law enforcement and request that any trespassing individuals are removed from the Library facility and the appropriate charges are filed if in violation of law.
- An incident report(s) will be completed; all available evidence will be included and maintained by the Director.

Right of Request for Reinstatement:

Individuals may contest a suspension of privileges by submitting a written request for a hearing to the Director of the ATPL within 30 days of the date on the Notice of Suspension.

It is the responsibility of the suspended patron to initiate the reinstatement process. A patron whose Library privileges have been suspended may request reinstatement by completing the Reinstatement Request Form. The form can be found at: <https://www.buffalolib.org/locations-hours/aurora-town-public-library>

The form can be completed and emailed to eau@buffalolib.org or mailed to:

Director's Office
Aurora Town Public Library
550 Main Street
East Aurora, NY 14052

The Formal Hearing for Reinstatement Guidelines:

1. The Director will appoint the Reinstatement Committee, which shall be composed of 3 members – the Library Director, one Board member, and one staff member. The Library Director will select a chairperson to select a hearing date and advise the patron of the meeting within 15 days of receipt of the alleged written request.
2. The Reinstatement Committee will hear the complainant's presentation and conducts the questioning.
3. The Chair of the Reinstatement Committee decides when the committee has sufficient information and closes the hearing. The Committee may call upon witnesses to testify to specifics about the infractions.
4. Within 15 business days of the hearing date, the Committee will render its decision in writing.
5. Upon receiving the decision from the Reinstatement Committee, the complainant may contest the decision by submitting a written request, within 5 business days, to the Library Director.
6. The Library Director will review the written statements from the complainant and the Reinstatement Committee's decision and render a decision within 15 business days. The decision of the Library Director is final.
7. Suspended patrons whose reinstatement has been denied are welcome to resubmit a request for reinstatement through the process at a later time if they feel personal actions or other circumstances have been remedied or they have addressed the cause of the original suspension.

Adopted by the Aurora Town Public Library Board XX XX, XXXX.

Patron Reinstatement Request Form

It is the responsibility of the suspended patron to initiate the reinstatement process. To request reinstatement, please complete this form in its entirety.

1. Location (Library) and Date of Incident:

2. Describe the incident that occurred leading to your suspension with as much detail as possible.

3. What could you have done differently?

4. What could library staff have done different?

| | | |
|--|--|--|
| | | |
|--|--|--|

5. Why should your library privileges be reinstated?

| | | |
|--|--|--|
| | | |
|--|--|--|

Contact Information: Reinstatement will not be considered without providing Contact Information

| | | |
|--|------------------|------------|
| Patron Name | Phone No. | |
| Address | | |
| City | State | Zip |
| Guardian Information (if applicable): | | |
| Guardian Name | Phone No. | |
| Address | | |
| City | State | Zip |

Email to eau@buffalolib.org or mail to: Office of the Director, Aurora Town Public Library, 550 Main Street, East Aurora, NY 14052.



Aurora Town Public Library
550 Main Street
East Aurora, NY 14052
(716) 652-4440 FAX (716) 655-5875

SCHEDULE OF MEETINGS OF THE LIBRARY BOARD

2024 DRAFT

All dates are Tuesdays, unless otherwise noted:

January 23

February 27

March 26

April 23 (Includes annual meeting) @ 12:30pm

May 28

June 25

September 24

October 22

November 26

December 17

All meetings (unless otherwise noted) are scheduled for 1pm at the Library at 550 Main Street.

Meeting schedule is subject to change should emergencies arise, or if quorum will not be present. Please call the Library to verify meeting dates.

The *East Aurora Advertiser* is the newspaper of record and will receive notice of all meetings.