

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Agenda of the Board
Regular Monthly Meeting
December 19, 2023, 1:00 p.m.

1. Comments from the audience:
2. Minutes of the Meetings: October 24, 2023
3. Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: October & November 2023
4. Director's Report: October & November 2023
5. Reports of Interest
 - a. Ready to Write, ABC, 123 Early Learning Kits and snowshoes are available for checkout.
 - b. The Friends of the ATPL are raffling off baskets for children and adults filled with local goodies. Tickets will be available for purchase on November 17 through December 21, one for \$1.00 or six for \$5.00. Winners will be selected at random on Friday, December 22 at 10:00 a.m.
 - c. On Halloween, the Library gave away light up trick-or-treat buckets filled with books to the first two children who checked out five books. Buckets were donated by Patrick and Peg O'Brien. Books were sponsored by the Friends. All children that day that checked out five books were welcome to come to the front desk to choose one to keep.
 - d. Give the gift of reading while supporting ATPL by shopping Friends Ongoing Book Sale. Hardcover cost \$2.00 each. Paperbacks, and Movies are \$1.00 apiece. Puzzles priced as marked.
 - e. An Emergency Response & CPR Introduction (non-certification class) is planned for 2024.
 - f. A Creating with Canva class has been coordinated for February 2024.
 - g. The Director and Town Historian are planning an exhibit and historical trivia event to commemorate the current ATPL building's 60th anniversary in 2024.
 - h. Other
6. Personnel
 - a. Payroll Report: Pay Period 20 & 22
 - 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 – ACT
 - e. Expand Tuesday Open Hours to 10:00 a.m. – 8:00 p.m. Beginning January 2, 2024
 - f. Schedule of Meetings of the Library Board 2024 Draft
 - g. Other
8. New Business
 - a. System Paid Budget Analysis (As of 9/30/2023)
 - b. Teen & Young Adult Programming Survey Results
 - c. Resolution for Contract Library Boards of Trustees Personnel Policies and Procedures
 - d. Girl Scout Gold Award Project
 - e. Other

The next regularly scheduled meeting will take place on January 23, 2024

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Minutes for the October 24, 2023 Meeting

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

President Kara Spencer-Ching called the meeting to order at 1:01 p.m.

1. There were no comments from the audience.
2. A motion (SR, KSC) was made to accept the Minutes of the Meeting for September 26, 2023 and it was carried by a voice vote.
3. A motion (EC, AZ) was made to accept the Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: September 2023 and it was carried by a voice vote.
4. A motion was made (EC, SR) to accept the Director's Report: September 2023 and it was carried by a voice vote.

Klocek talked about how the combination of being fully staffed with librarians, frequency of quality programs / events, and Friends of the Library group pop-up book sales helped drive in more patrons in recent weeks.

Racho asked if the library was working on ways to promote events for youth / teenagers. Klocek noted ATPL's new Instagram account alongside contacting schools and teachers directly to inform them of the events.

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 East Aurora Bee newspaper.
- 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 of ATPL.
- 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 hold a job fair in ATPL's community room on October 30, from 10:30 a.m. – 3:00 p.m.
- g. Other
Klocek added that she has reached out to the Rural Outreach Center to see if a similar collaboration as what is going on with Absolut Care could be done with that organization. She has yet to hear back from the ROC.

Klocek also talked about the library's initiative to be a part of Small Business Saturday. People who shop locally at participating establishments - eight have joined - will get a voucher to have some gifts wrapped

at the library. The Friends of the Library will do the gift wrapping. Klocek said it's a good way to expand the library's visibility in the community, give back to local businesses, and provide service as well as holiday cheer to patrons. She is seeking donations of gift wrapping.

The latest additions to ATPL's Library of Things, hiking and bird watching kits, are available for patron checkout.

6. Personnel

- a. Payroll Report: Pay Period 17
- b. There was no reason to enter into an executive session.
- c. Other
Klocek said ATPL hired a page at the end of August.

7. Old Business

- a. Long Range Plan
There were minor discussions on the overall document, but no changes were made to it. Spencer-Ching said the board would aim to adopt it at the Nov. 28 meeting.
- b. Library Storage
Klocek said it was on track to be done by Nov. 1. The Town of Aurora is paying for the cost.
- c. Library Trustee Education
Klocek has education documentation from four of the trustees, and is waiting on Zaremski to turn his in before the end of the year.
- d. Patron Suspension, Reinstatement and Appeal Process & Patron Reinstatement Request Draft
The board discussed the proposed policy. Questions were raised about how to best contact someone who has lost their library privileges; how long a person might be suspended from ATPL and whether the document was clear.

Klocek suggested it should be a topic at a future ACT (Association of Contracting Library Trustees) meeting so trustees could hear from Central about its policy and let other libraries discuss possible suspension policies.

Buyer is president of ACT and the board agreed to contact her and ask that the item be added to a future agenda.

- e. Other

8. New Business

- a. Schedule of Meetings of the Library Board 2024 Draft
Spencer-Ching said the board could approve this at the Nov. 28 meeting to give trustees time to review the document.
- b. Expand Tuesday Open Hours to 10:00 a.m. – 8:00 p.m. Beginning January 2, 2024
Klocek talked about the upcoming expansion of ATPL hours. She said there is the staff to take on the work and it would allow the library to host other events.
- c. Library Advocacy Day with Sen. Gallivan on Wednesday, February 7, 2024 at Hamburg
The board will see who can go to express appreciation for past and continued support.
- d. Other

Racho talked about efforts to take ATPL bank savings and place it within a Certificate of

Deposit (CD). She said ATPL has had a “rainy day” savings of about \$50,000 and it has not been touched in years. Last year it earned \$3 in interest and she thought the library would benefit by placing it into a CD for 12 months to earn more interest.

A motion was made (SR, EC) to place \$50,000 from ATPL savings into a Certificate of Deposit (CD) account with M&T Bank for 12 months at a 3.95 percent interest rate. It was approved by a voice vote.

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

A motion was made (EC, AZ) to close the meeting at 2:06 p.m.

Respectfully submitted,
Adam Zaremski
Secretary

**AURORA TOWN PUBLIC LIBRARY
LOCAL CHECKING ACCOUNT**

Treasurer's Report

31-Oct-23

Beginning Balance:	1-Oct-23		\$31,154.51
Plus Receipts/Deposits		Total:	\$3,025.00
Less Checks/Debits		Total:	\$3,849.13
Ending Balance:	31-Oct-23		\$30,330.38

Transaction Details

Receipts:

Alice Askew Donation		\$200.00
Alice Askew Donation		\$200.00
County of Erie (Rebate for Town Of Aurora for LED Conversion)		\$2,625.00
	Total:	\$3,025.00

DISBURSEMENTS:

Brodart Co. (Book Tape; Reddi-Corners; Dots)		\$187.49
Buffalo & Erie Co Public Library (Ingram-Children's Books)		\$816.38
Town of Aurora (NYSEG rebate for LED Conversion)		\$2,625.00
Amazon Capital Services (Library of Things)		\$220.26
	Total:	\$3,849.13

Volker Funds

Balance Forward	1-Oct-23	\$1,304.74
Receipts:		\$0.00
Disbursements:	None	\$175.74
Balance	31-Oct-23	\$1,128.76

Internal Auditor's Report Elaine Chow

Voucher#	Amount	Approved	Check #	Reason
L102	\$187.49	10/24/2023	1059	Brodart Co. (Book Tape; Reddi-Corners; Dots)
L103	\$816.38	10/24/2023	1060	B&ECPL (Ingram-Children's Books)
L104	\$2,625.00	10/24/2023	1061	Town of Aurora (NYSEG Rebate for LED Conv)
L105	\$220.26	11/14/2023	1062	Amazon (Library of Things & Programming)
Friends Ongoing Book Sale OCT \$262.00				YTD \$2,954.75
Friends Pop-Up Sale SEPT \$133.75				YTD \$771.55
Contingency Funds Counted 10/16/2023				\$180.63

Savings Account

Balance Forward	1-Oct-23	\$50,612.26
Interest Earned		\$0.83
Balance	31-Oct-23	\$50,613.09

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: OCT

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	381	(231)	457	307	
Copy Machines	500	0	283	217	340	(160)	
Print Cost Recovery	1,700	0	1,453	247	1,744	44	
Other Income	100	(100)	0	0	0	0	Recorded Under Fines
State Funding	0	0	0	0	0	0	
Municipal Support	0	0	0	0	0	0	
Donations (priv. persons/foundations)	0	0	0	0	0	0	
Fundraising (events/booksales)	0	0	0	0	0	0	
Interest Income	0	0	0	0	0	0	
Misc Income	0	0	0	0	0	0	
Use of Fund Balance	0	0	0	0	0	0	
TOTAL DIRECT INCOME	2,350	0	2,117	233	2,540	190	

AURORA TOWN PUBLIC LIBRARY

COUNTY LEDGER

COUNTY CHECKING ACCOUNT

31-Oct-23

Beginning Balance:	1-Oct-23		\$8,231.57
Plus Receipts/Deposits		Total:	\$326.22
Less Checks/Debits		Total:	\$0.00
Ending Balance:	31-Oct-23		\$8,557.79

Transaction Details

Receipts:

Fines		\$157.98
Fines		\$129.69
Copier		\$38.55
	Total:	\$326.22

Disbursements:

None		\$0.00
	Total:	\$0.00

Internal Auditor's Report Elaine Chow, Internal Auditor

Voucher# Amount Approved Check # Reason
None

**AURORA TOWN PUBLIC LIBRARY
LOCAL CHECKING ACCOUNT**

Treasurer's Report

30-Nov-23

Beginning Balance:	1-Nov-23		\$30,330.38
Plus Receipts/Deposits		Total:	\$399.27
Less Checks/Debits		Total:	\$500.69
Ending Balance:	30-Nov-23		<u>\$30,228.96</u>

Transaction Details

Receipts:

Alice Askew Donation		\$200.00
Anonymous Donation		\$100.00
Friends of the Library (Reimbursement for program supplies)		\$44.28
Friends of the Library (Reimbursement for totes for program)		\$29.99
Author Merch Reimbursement (10% Donation from Author Book Sales)		\$25.00
	Total:	<u>\$399.27</u>

DISBURSEMENTS:

Amazon Capitol Services (Library of Things & Programming Notebooks; compass; board books; binoculars; clipboards; number maze; flash cards; puzzle board; rocks; Tracing boards; bee guide; books; camera lens kit; turtles; storage containers; pocket guide)	Total:	<u>\$500.69</u>
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Volker Funds

Balance Forward	1-Nov-23	\$1,304.74
Receipts:		\$0.00
Disbursements:	Library of Things	<u>\$175.98</u>
Balance	30-Nov-23	<u>\$1,128.76</u>

Internal Auditor's Report Elaine Chow

Voucher#	Amount	Approved	Check #	Reason
L106	\$500.69	11/14/2023	1063	Amazon (Library of Things-Early Learning / Citizen Science / Hiking / Birdwatching) & Programming
Friends Ongoing Book Sale NOV	\$300.00			YTD \$3254.75
Friends Pop-Up Sale SEPT	\$133.75			YTD \$771.55
Contingency Funds		Counted 11/29/2023		\$150.30

Savings Account

Balance Forward	1-Nov-23	\$50,613.09
Interest Earned		\$0.86
Balance	30-Nov-23	<u>\$50,613.95</u>

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: NOV

SAP Acct.	Description	Adopted Budget	Budget Transfers	Year-to-Date Expenditures	Available Budget	Projected Utilization at 12/31	Projected Variance at 12/31	Comments
500000	Salaries - Full-time	0	0	0	0		0	
502000	Fringe Benefits	0	0	0	0		0	
Utility Charges:								
515000	Water	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	409	(259)	446	296	
Copy Machines	500	0	322	178	351	(149)	
Print Cost Recovery	1,700	0	1,571	129	1,714	14	
Other Income	100	(100)	0	0	0	0	Recorded Under Fines
State Funding	0	0	0	0	0	0	
Municipal Support	0	0	0	0	0	0	
Donations (priv. persons/foundations)	0	0	0	0	0	0	
Fundraising (events/booksales)	0	0	0	0	0	0	
Interest Income	0	0	0	0	0	0	
Misc Income	0	0	0	0	0	0	
Use of Fund Balance	0	0	0	0	0	0	
TOTAL DIRECT INCOME	2,350	0	2,302	48	2,511	161	

AURORA TOWN PUBLIC LIBRARY

COUNTY LEDGER

COUNTY CHECKING ACCOUNT

30-Nov-23

Beginning Balance:	1-Nov-23		\$8,557.79
Plus Receipts/Deposits		Total:	\$184.95
Less Checks/Debits		Total:	\$0.00
Ending Balance:	30-Nov-23		\$8,742.74

Transaction Details

Receipts:

Fines		\$77.00
Fines		\$69.20
Copier		\$38.75
	Total:	\$184.95

Disbursements:

None		\$0.00
	Total:	\$0.00

Internal Auditor's Report Elaine Chow, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
None				

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

Monthly Statistics

Circulation	Total-Month	Average / Day	Average / Hour	YTD Total
2023	14,859*	571.5	70.76	142,308**
2022	13,556	521.4	66.5	115,036
2021	7,334	282.1	40.0	69,954

Note: Circulation for the contracting libraries was 7.7% this month from last year (EAU was 9.6%) and 19.7% over YTD (EAU was 23.7%). *Original checkouts at EAU are 7,381 for this month. **Original checkouts at EAU are at 75,414.

Library of Things (Including Chromebook Kit & Hotspots)	2023
Monthly	17
Year-to-date	194

System e-Branch	Month 2023	Month 2022	Change	YTD 2023	YTD 2022	Change
Online Renewals	655	542	20.8%	6,719	251,558	-97.3%
Interlibrary Loans	1,524	945	61.3%	13,262	10,898	21.7%
eAudiobooks	62,452	49,908	25.1%	587,999	460,859	27.6%
eVideos	846	647	30.8%	7,303	4,259	71.5%
eBooks	86,880	77,147	12.6%	848,662	762,774	11.3%
eMusic	275	234	17.5%	2,256	1,490	51.4%
eMagazines	29,858	6,033	394.9%	98,102	33,308	194.5%

Open for Operation	2023	2022	2021	2020
Days / Hours	26/210	26/204	26/204	22/169

Days Closed: None

Computer Use	2023	2022	% Change
Monthly	379	324	17.0%
Year-to-date	3,802	3,363	13.1%

Note: Computer use for the contracting libraries was 6.1% this month and 3.5% YTD.

Wi-Fi	2023	2022	% Change
Monthly	1,790	2,283	-21.6%
Year-to-date	17,950	20,953	-14.3%

Note: Wifi use for the contracting libraries was 21.7% this month and 9.9% YTD.

Patron Visits	2023	2022	% Change
Monthly	6,047	4,945	22.3%
Year-to-date	54,069	47,397	14.1%

Note: Door counts for the contracting libraries were 24.1% this month and 10.3% YTD.

New Library Card Memberships	Total-month	YTD
Adults	15	222
Children	16	157

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

Programs Name / Number of Sessions / Sponsor	Age group	Attendance
Unwind & Design To Go Kit: Halloween Ghost (Friends) (22)	19+	22
Adventure Academy (Friends) (5)	6-11 yrs. old	56
Buffalo Audubon Society: Native Plants	19+	8
Fitness Fridays: Chair Yoga (Friends) (2)	19+	23
Book a Tech Trainer (Tech Know Lab) (3)	19+	4
LEGO Club	6-11 yrs. old	6
Family Story Time (Wednesdays) (4)	Birth-5 w / Caregiver	125
Family Story Time (Thursdays) (4)	Birth-5 w / Caregiver	45
Family Story Time (Fridays) (4)	Birth-5 w / Caregiver	114
Preschool Story Time (4)	3-5	41
Alan Nowicki: Lost Treasures of the Roycroft (Friends)	19+	24
Mary Durlak: The Vanishing Ditch	19+	28
Family Story Time (Fridays) (4)	Birth-5 w / Caregiver	114
Preschool Story Time (4)	3-5	41
Alan Nowicki: Lost Treasures of the Roycroft (Friends)	19+	24
Mary Durlak: The Vanishing Ditch	19+	28
Trick or Read Story Walk (Friends) (195)	All	195
Buffalo Audubon Society: Composting 101 (Friends)	19+	8
Tiny Turtle Terrariums (Friends)	12-18 yrs. old	8
(Not So) Spooky Halloween Story Time (Friends)	6-11	13
Tutor (10)	6-11 yrs.	10
Tutor (6)	12-18	6

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	14,859 (7,381)	6,047	379	1,790
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 (12th for month)
8 out of 37 in WI-FI (8th for month); 20 out of 37 in computer use (21st for month)

Aurora Town Public Library
550 Main Street, East Aurora, New York 14052
Director's Report: October 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> <p>Read to a Dog - Children and their Families, All Ages – March 4 @</p>

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

Director's Report: October 2023

	<p>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 July 10 During Regular Library Hours (QR Code to Survey Provided</p>

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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 all ages- Read and redeem your completed Log- July 5 - August 12

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	<p>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</p>
September 2023	<p>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@dseducationservices.com or (716) 480-7628*</p>
October 2023	<p>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., 11:00 a.m., & 12:00 p.m. –One-on-One Appointments are 45</p>

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	<p>minutes long Alan Nowicki: Lost Treasures of the Roycroft - Adults, 19+ - October 12 @ 6:30 p.m. Buffalo Audubon Society: Composting 101 - Adults, 19+ - October 13 @ 11:00 a.m. College Essay Workshop - Teens & Adults - Tuesday, October 17 @ 3:30 p.m. Mary Durlak: The Vanishing Ditch—The Story of the Original Canal – Adults, 19+ - October 19, 2023 @ 6:30 p.m. Fitness Fridays: Chair Yoga – Seniors, 55+ - Fridays, October 20 through November 3 @ 1:30 p.m. Trick or Read Story Walk® - All Ages, Monday, October 23 through Saturday, October 28 during Regular Open Hours Tiny Turtle Terrariums – Teens, 12-18 - Thursday, October 26 @ 6:15 p.m. (Not So) Spooky Halloween Story Time - Children, 6-11 - Saturday, October 28 @ 1:00 pm 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. Preschool Story Time - Children, Ages 3 1/2 - 5 years (Independent)- Thursdays, September 28 - December 7 @ 1:00 p.m.</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. 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. Fitness Fridays: Chair Yoga – Seniors, 55+ - Fridays, October 20 through November 3 @ 1:30 p.m. 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 Fall Mindfulness for Teens - Teens, 12-18 - Tuesday, November 7 & 14 @ 4:00 p.m. Local Author, Richard Robison, Jr: The Boy from Nowhere - Adults - November 9 @ 6:30 p.m. Adventure Academy - Children, 6-11 - Mondays, September 25 through November 13 @ 4:00 p.m. *REGISTRATION IS FULL* Aurora Book Club - Adults, 19+ - November 2 @ 6:30 p.m. What a CAT-astrophe - Children, 6-11 - Thursday, November 9 @ 4:00 p.m. Local Author, Karen Wielinski: Pieces of My Puzzle – Adults – November 16 @ 6:30 p.m. Family Story Time - Children, Ages Birth-5 with a Caregiver - Week</p>

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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.; Preschool Story Time - Children, Ages 3 1/2 - 5 years (Independent)- Thursdays, September 28 - December 7 @ 1:00 p.m.;

"Wrap It Up" @ the Library - Adults, 19+ - Monday, November 27 @ 4:30 p.m. - 7:30 p.m. by appointment.

December 2023

Family Story Time - Children, Ages Birth-5 with a Caregiver - Week of September 17 through Week of December 3 - Wednesdays & Fridays @ 10:30 a.m.;

Local Author Talk, Janis Lane: Writing as a Second Career, New Career or Side Job - Adults, 19+ - December 2 @ 11:00 a.m.;

"Wrap It Up" @ the Library - Adults, 19+ - Saturday, December 2 @ 12:30 p.m. - 2:30 p.m. by appointment.;

Hawk Creek Presents "Talk On the Wild Side" - All Ages, Monday, December 4 @ 6:30 p.m.;

Unwind & Design: Paper Bag Snowflakes - Adults, 19+ - Wednesday, December 6 - Participants will be called to pick-up their take-home kit the date of the program.;

Citizen Preparedness Corps - Families - December 7 @ 6:30 p.m. - All Participants Must Register in Advance @ www.prepare.ny.gov;

Make a Graham Cracker House - Children, 3-11 - Saturday, December 9 @ 11:00 a.m. OR 1:00 p.m.;

Make a Graham Cracker House: Allergy Friendly - Children, 3-Teen - Monday, December 11 @ 6:30 p.m.;

Make a Graham Cracker House: Teen - Children, 12+ - Saturday, December 16 @ 1:00 p.m.;

Book a Technology Trainer - Adults, 19+ - December 18 @ 10:00 a.m., 11:00 a.m., & 12:00 p.m. -One-on-One Appointments are 45 minutes long [Book a Technology Trainer](#) - Adults, 19+ - December 18 @ 10:00 a.m., 11:00 a.m., & 12:00 p.m. -One-on-One Appointments are 45 minutes long **Extra Sessions Added 2:00 p.m., 3:00 p.m., 4:00 p.m., & 5:00 p.m.**;

Fitness Fridays: BAM—Balance & Mobility – Seniors, 55+ - Fridays, December 1 through December 15 @ 1:30 p.m.;

Cozy Cocoa Winter Book Box - Teens - Saturday, December 16 - Participants will be called to pick-up their take-home kit the week of the program.

Noon Year's Eve – Families with children ages 2-12 – December 30 @ 11:00 a.m.

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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

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October 2023	EA Art Society Exhibit; Medtronic Diabetes; Friends; Board; Giving Circle; Hearing & Speech of WNY Early Intervention (2); Exchange Club, Aspire; Absolut Care Job Fair; Patron (2)	12
November 2023	EA Art Society Exhibit & Take Down (2); Holland Tuesday Painters; Resource Health Advisors; Exchange Club; Girl Scouts; Liberty Post Early Intervention	
December 2023	Exchange Club; WNY Leadership Initiative Quality Stars; Holland Tuesday Painters; Board	
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) AFS Intercultural Programs Exchange Student / Host Family (In Children's Area)
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—

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		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, 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

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		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 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,10/20/2023 Phishing G-5 Kathy Brogan, Marj Coyle, Karen Ercolano, Jennifer Lewis-Drew, Alison Lawrence, Janice Siebold
November 2023	Book a Technology Trainer—Techknowlab, 11/6 (Postponed)	Sport Lending Program Meeting w/ Joy Testa Cinquino—11/15/2023, Paula Klocek
December 2023	Book a Technology Trainer—Techknowlab, 12/18 (Extra session added to make up for November)	

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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; Rainy Day Fun; Patron Picks & Staff Selections
November 2023	Veterans Day: Honoring All Who Served; Celebrate Thanksgiving Day, Native American Heritage Month: Honoring Indigenous Identity and Culture; "Ready For a New Adventure?" Promotional display of Science Kits (Birdwatching, Biodiversity, Hiking, Pollinators) Supplemental nature-related library books & DVDs; Gobble Up a Feast of Good Books; Cook Up Something Delicious; Native American Heritage Month; Patron Picks & Staff Selections
December 2023	Patron Picks & Staff Selections

Friends Pop-Up Sales	Month	YTD
Dollar Amount (Pre-Tax)	\$133.75	\$771.55

Friends Ongoing Book Sale	Month	YTD
Dollar Amount (Pre-Tax)	\$262.00	\$2,954.75

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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	
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

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	Subject Matter Dividers for j Non-Fiction section and A-Z Dividers for Adult Fiction Book Cases for Year Round Discard Sale Purchased	Friends
November 2023		
December 2023		

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Monthly Statistics

Circulation	Total-Month	Average / Day	Average / Hour	YTD Total
2023	13,442*	584.4	73.7	155,750**
2022	12,970	589.5	73.7	128,006
2021	6,197	326.2	43.3	68,958

Note: Circulation for the contracting libraries was 6.5% this month from last year (EAU was 3.6%) and 18.4% over YTD (EAU was 21.7%). *Original checkouts at EAU are 6,757 for this month. **Original checkouts at EAU are at 82,171.

Library of Things (Including Chromebook Kit & Hotspots)	2023
Monthly	34
Year-to-date	228

System e-Branch	Month 2023	Month 2022	Change	YTD 2023	YTD 2022	Change
Online Renewals	696	643	8.2%	7,415	252,201	-97.1%
Interlibrary Loans	1,301	910	43.0%	14,563	11,808	23.3%
eAudiobooks	61,067	48,123	26.9%	649,066	508,982	27.5%
eVideos	864	710	21.7%	8,167	4,969	64.4%
eBooks	83,933	77,091	8.9%	932,595	839,518	11.0%
eMusic	199	195	2.1%	2,455	1,685	45.7%
eMagazines	30,382	5,779	425.7%	128,484	39,087	228.7

Open for Operation	2023	2022	2021	2020
Days / Hours	23/182.5	22/176	24/190	19/143

Days Closed: November 10 for Veteran's Day; November 23 for Thanksgiving; November 27 5:30 p.m.-8:00 p.m. & November 28 Due to Inclement Weather

Computer Use	2023	2022	% Change
Monthly	326	313	4.2%
Year-to-date	4,128	3,676	12.3%

Note: Computer use for the contracting libraries was 20.8% this month and 4.8% YTD.

Wi-Fi	2023	2022	% Change
Monthly	1,666	1,860	-10.4%
Year-to-date	19,616	22,813	-14%

Note: Wifi use for the contracting libraries was 30.2% this month and 11.5% YTD.

Patron Visits	2023	2022	% Change
Monthly	5,010	4,357	15%
Year-to-date	59,079	51,754	14.2%

Note: Door counts for the contracting libraries were 19.3% this month and 11% YTD.

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New Library Card Memberships	Total-month	YTD
Adults	22	244
Children	16	173

Programs Name / Number of Sessions / Sponsor	Age group	Attendance
Unwind & Design To Go Kit: Chocolate Favors (Friends) (25)	25	25
"L" is for Literacy To-Go-Bags (Friends) (9)	0-5 yrs. old	9
Adventure Academy (2) (Friends)	6-11 yrs. old	26
Fitness Fridays: Chair Yoga (Friends) (2)	Adult	10
LEGO Club	6-11 yrs. old	11
Family Story Time (Wednesdays) (4)	Birth-5 w / Caregiver	107
Family Story Time (Thursdays) (3)	Birth-5 w / Caregiver	28
Family Story Time (Fridays) (2)	Birth-5 w / Caregiver	52
Preschool Story Time (4)	3-5	35
Aurora Book Club	19+	11
Cat-astrophe (Friends)	6-11yrs. old	17
Richard Robison:The Boy from Nowhere	19+	31
Local Author: Karen Wielinski: Pieces of My Puzzle	19+	16
Tutor (24)	6-11 yrs.	24
Tutor (17)	12-18	17

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	14,859 (7,381)	6,047	379	1,790
November	13,442 (6,757)	5,010	326	1,666
December				
Total				

Out of all B&ECPL locations, ATPL ranks YTD

12 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); 20 out of 37 in computer use (23rd for month)

Aurora Town Public Library
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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> <p>Read to a Dog - Children and their Families, All Ages – March 4 @</p>

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	<p>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 July 10 During Regular Library Hours (QR Code to Survey Provided</p>

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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 all ages- Read and redeem your completed Log- July 5 - August 12

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	<p>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</p>
September 2023	<p>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@dseducationservices.com or (716) 480-7628*</p>
October 2023	<p>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., 11:00 a.m., & 12:00 p.m. –One-on-One Appointments are 45</p>

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minutes long
Alan Nowicki: Lost Treasures of the Roycroft - Adults, 19+ - October 12 @ 6:30 p.m.
Buffalo Audubon Society: Composting 101 - Adults, 19+ - October 13 @ 11:00 a.m.
College Essay Workshop - Teens & Adults - Tuesday, October 17 @ 3:30 p.m.
Mary Durlak: The Vanishing Ditch—The Story of the Original Canal – Adults, 19+ - October 19, 2023 @ 6:30 p.m.
Fitness Fridays: Chair Yoga – Seniors, 55+ - Fridays, October 20 through November 3 @ 1:30 p.m.
Trick or Read Story Walk® - All Ages, Monday, October 23 through Saturday, October 28 during Regular Open Hours
Tiny Turtle Terrariums – Teens, 12-18 - Thursday, October 26 @ 6:15 p.m.
(Not So) Spooky Halloween Story Time - Children, 6-11 - Saturday, October 28 @ 1:00 pm
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.
Preschool Story Time - Children, Ages 3 1/2 - 5 years (Independent)- Thursdays, September 28 - December 7 @ 1:00 p.m.

November 2023

"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.
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.
Fitness Fridays: Chair Yoga – Seniors, 55+ - Fridays, October 20 through November 3 @ 1:30 p.m.
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
Fall Mindfulness for Teens - Teens, 12-18 - Tuesday, November 7 & 14 @ 4:00 p.m.
Local Author, Richard Robison, Jr: The Boy from Nowhere - Adults - November 9 @ 6:30 p.m.
Adventure Academy - Children, 6-11 - Mondays, September 25 through November 13 @ 4:00 p.m. *REGISTRATION IS FULL*
Aurora Book Club - Adults, 19+ - November 2 @ 6:30 p.m.
What a CAT-astrophe - Children, 6-11 - Thursday, November 9 @ 4:00 p.m.
Local Author, Karen Wielinski: Pieces of My Puzzle – Adults – November 16 @ 6:30 p.m.
Family Story Time - Children, Ages Birth-5 with a Caregiver - Week

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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.; Preschool Story Time - Children, Ages 3 1/2 - 5 years (Independent)- Thursdays, September 28 - December 7 @ 1:00 p.m.;

"Wrap It Up" @ the Library - Adults, 19+ - Monday, November 27 @ 4:30 p.m. - 7:30 p.m. by appointment. **-CANCELLED DUE TO WEATHER**

December 2023

Family Story Time - Children, Ages Birth-5 with a Caregiver - Week of September 17 through Week of December 3 - Wednesdays & Fridays @ 10:30 a.m.;

Local Author Talk, Janis Lane: Writing as a Second Career, New Career or Side Job - Adults, 19+ - December 2 @ 11:00 a.m.;

"Wrap It Up" @ the Library - Adults, 19+ - Saturday, December 2 @ 12:30 p.m. - 2:30 p.m. by appointment.;

Hawk Creek Presents "Talk On the Wild Side" - All Ages, Monday, December 4 @ 6:30 p.m.;

Unwind & Design: Paper Bag Snowflakes - Adults, 19+ - Wednesday, December 6 - Participants will be called to pick-up their take-home kit the date of the program.;

Citizen Preparedness Corps - Families - December 7 @ 6:30 p.m. - All Participants Must Register in Advance @ www.prepare.ny.gov;

Make a Graham Cracker House - Children, 3-11 - Saturday, December 9 @ 11:00 a.m. OR 1:00 p.m.;

Make a Graham Cracker House: Allergy Friendly - Children, 3-Teen - Monday, December 11 @ 6:30 p.m.;

Make a Graham Cracker House: Teen - Children, 12+ - Saturday, December 16 @ 1:00 p.m.;

Book a Technology Trainer - Adults, 19+ - December 18 @ 10:00 a.m., 11:00 a.m., & 12:00 p.m. -One-on-One Appointments are 45 minutes long [Book a Technology Trainer](#) - Adults, 19+ - December 18 @ 10:00 a.m., 11:00 a.m., & 12:00 p.m. -One-on-One Appointments are 45 minutes long **Extra Sessions Added 2:00 p.m., 3:00 p.m., 4:00 p.m., & 5:00 p.m.**;

Fitness Fridays: BAM—Balance & Mobility – Seniors, 55+ - Fridays, December 1 through December 15 @ 1:30 p.m.;

Cozy Cocoa Winter Book Box - Teens - Saturday, December 16 - Participants will be called to pick-up their take-home kit the week of the program.

Noon Year's Eve – Families with children ages 2-12 – December 30 @ 11:00 a.m.

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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

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October 2023	EA Art Society Exhibit; Medtronic Diabetes; Friends; Board; Giving Circle; Hearing & Speech of WNY Early Intervention (2); Exchange Club, Aspire; Absolut Care Job Fair; Patron (2)	12
November 2023	EA Art Society Exhibit & Take Down (2); Holland Tuesday Painters; Resource Health Advisors; Exchange Club; Girl Scouts; Liberty Post Early Intervention; Patron, Board	8
December 2023	Exchange Club; WNY Leadership Initiative Quality Stars; Holland Tuesday Painters; Patron; Liberty Post Early Intervention; Board	
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) AFS Intercultural Programs Exchange Student / Host Family (In Children's Area)
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

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		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, 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

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		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 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,10/20/2023 Phishing G-5 Kathy Brogan, Marj Coyle, Karen Ercolano, Jennifer Lewis-Drew, Alison Lawrence, Janice Siebold
November 2023	Book a Technology Trainer— Techknowlab, 11/6 (Postponed)	Sport Lending Program Meeting w/ Joy Testa Cinquino—11/15/2023, Paula Klocek
December 2023	Book a Technology Trainer— Techknowlab, 12/18 (Extra session added to make up for November)	

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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	Leaf Through a Good Book; 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; Rainy Day Fun; Patron Picks & Staff Selections
November 2023	Thankful for Books on Crisp Autumn Days; Veterans Day: Honoring All Who Served; Celebrate Thanksgiving Day, Native American Heritage Month: Honoring Indigenous Identity and Culture; "Ready For a New Adventure?" Promotional display of Science Kits (Birdwatching, Biodiversity, Hiking, Pollinators) Supplemental nature-related library books & DVDs; Gobble Up a Feast of Good Books; Just One Word: Simple Title, Awesome Story; Cook Up Something Delicious; Native American Heritage Month; Patron Picks & Staff Selections
December 2023	Tis the Season to Be Reading; Fiction Holiday; The Holiday Season Non-Fiction; Relax with Holiday Fiction Books & Movies; Reading is SNOW much fun!; Cozy Fantasy (Adventures, friendships, magic, and maybe dragons!); Patron Picks & Staff Selections

Friends Pop-Up Sales	Month	YTD
Dollar Amount (Pre-Tax)	\$133.75	\$771.55

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

Director's Report: November 2023

Friends Ongoing Book Sale	Month	YTD
Dollar Amount (Pre-Tax)	\$300.00	\$3,254.75

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	\$134.00
Holiday Gift Basket Raffle	
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 Friends	Various Memorial Donors
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 Town	Budget
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	

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

Director's Report: November 2023

October 2023	Demolition of old shed and building of new one Subject Matter Dividers for j Non-Fiction section and A-Z Dividers for Adult Fiction Book Cases for Year Round Discard Sale Purchased	Town & Inglefinger Friends
November 2023	Shed Construction	Town & Inglefinger
December 2023	Shed Construction	Town & Inglefinger

2023 Aurora Payroll Report_PP20



As of Pay Period 20

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Library Director I	48,940.92	63,852.00	14,911.08
Librarian I	38,901.06	64,946.00	26,044.94
Senior Library Clerk	35,836.30	39,965.00	4,128.70
FT Totals	74,737.36	104,911.00	30,173.64

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Caretaker PT	13,799.93	14,345.00	545.07
Cleaner PT	8,806.42	9,599.00	792.58
Clerk Typist PT	23,412.87	28,656.00	5,243.13
Librarian I PT	19,879.53	29,655.00	9,775.47
Page PT	10,322.47	20,676.00	10,353.53
Senior Page	34,649.26	59,281.00	24,631.74
PT Totals	110,870.48	162,212.00	51,341.52

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretaker PT	13,799.93	14,345.00	545.07
Cleaner	8,806.42	9,599.00	792.58
Clerk Typists	23,412.87	28,656.00	5,243.13
Librarian I'S	58,780.59	94,601.00	35,820.41
Library Director I	48,940.92	63,852.00	14,911.08
Senior Library Clerk	35,836.30	39,965.00	4,128.70
Pages	10,322.47	20,676.00	10,353.53
Senior Pages	34,649.26	59,281.00	24,631.74
Contractual Reserve		19,098.00	19,098.00
Combined Totals	234,548.76	350,073.00	115,524.24

ANNUAL BUDGET	\$ 350,073.00
PROJECTED ANNUAL BUDGET SPENT	\$ 292,695.42
PROJECTED ENDING BALANCE	\$ 57,377.58

2023 Aurora Payroll Report_PP22



As of Pay Period 22

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Library Director I	53,852.60	63,852.00	9,999.40
Librarian I	42,811.94	64,946.00	22,134.06
Senior Library Clerk	39,449.58	39,965.00	515.42
FT Totals	82,261.52	104,911.00	22,649.48

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Caretaker PT	14,975.34	14,345.00	(630.34)
Cleaner PT	9,835.98	9,599.00	(236.98)
Clerk Typist PT	26,056.34	28,656.00	2,599.66
Librarian I PT	23,480.33	29,655.00	6,174.67
Page PT	11,572.07	20,676.00	9,103.93
Senior Page	38,363.22	59,281.00	20,917.78
PT Totals	124,283.28	162,212.00	37,928.72

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretaker PT	14,975.34	14,345.00	(630.34)
Cleaner	9,835.98	9,599.00	(236.98)
Clerk Typists	26,056.34	28,656.00	2,599.66
Librarian I'S	66,292.27	94,601.00	28,308.73
Library Director I	53,852.60	63,852.00	9,999.40
Senior Library Clerk	39,449.58	39,965.00	515.42
Pages	11,572.07	20,676.00	9,103.93
Senior Pages	38,363.22	59,281.00	20,917.78
Contractual Reserve		19,098.00	19,098.00
Combined Totals	260,397.40	350,073.00	89,675.60

ANNUAL BUDGET	\$ 350,073.00
PROJECTED ANNUAL BUDGET SPENT	\$ 295,524.41
PROJECTED ENDING BALANCE	\$ 54,548.59

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 December 19, 2023.



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.

Contract Library "System Paid" Budget Analysis

Aurora Town Public Library

As of 9/30/2023

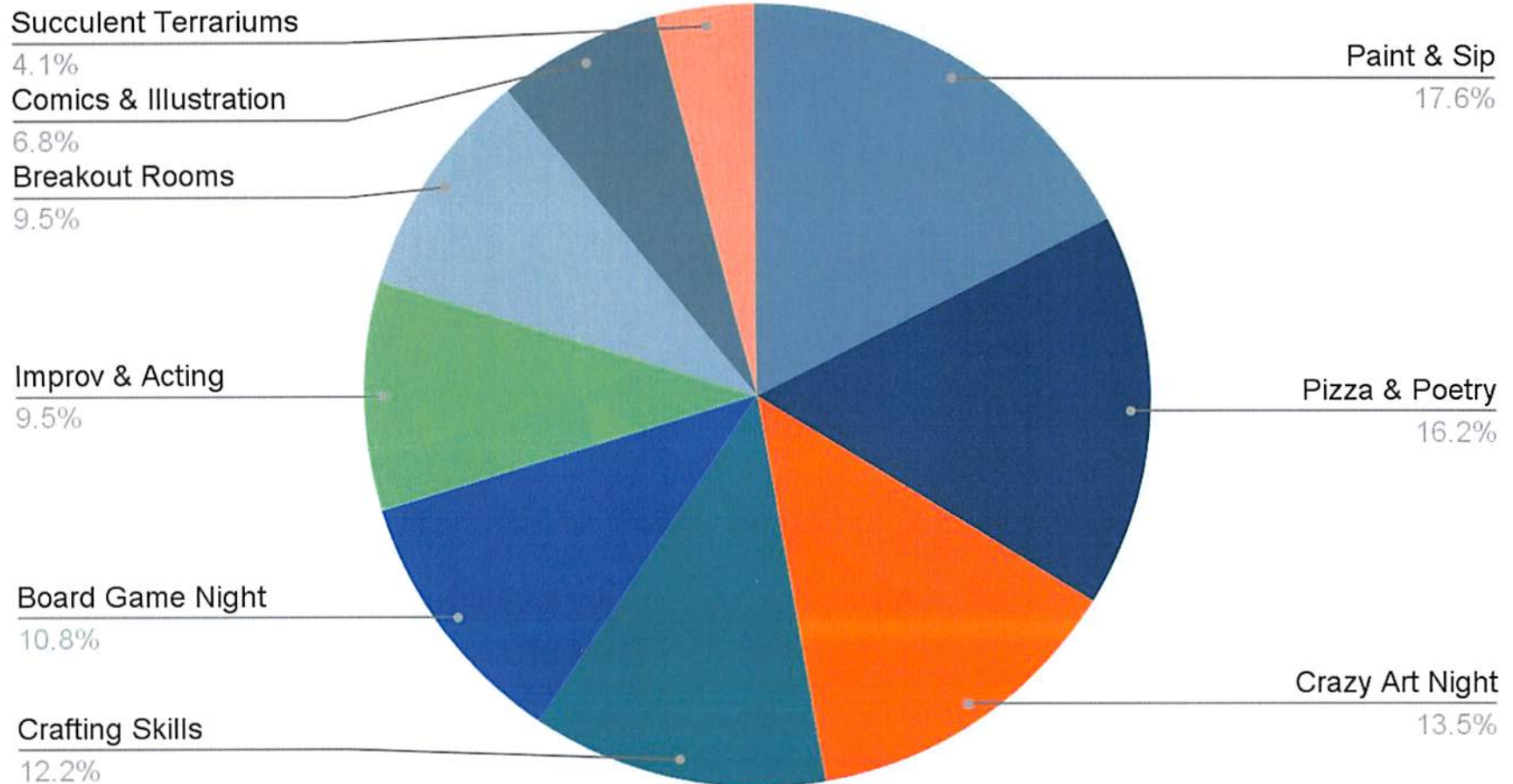
	"System Paid" Budget*	Jan-May 2022	June	July	August	September	Actual 2022 YTD Expenses	2022 Year End Projection	Projected Year End Surplus/(Shortfall)
Salaries & Wages, Full Time									
Salaries & Wages, Full Time	168,763.00	65,879.28	13,679.42	13,057.61	14,301.21	13,057.62	119,975.14	161,071.13	7,691.87
Other Payments		0.00					0.00	0.00	0.00
Overtime		0.00					0.00	0.00	0.00
Total Salaries & Wages, Full Time	168,763.00	65,879.28	13,679.42	13,057.61	14,301.21	13,057.62	119,975.14	161,071.13	7,691.87
Wages, Regular Part-Time	0.00	0.00					0.00	0.00	0.00
Wages, Part Time	162,212.00	56,106.59	12,091.85	12,537.12	15,071.18	13,440.08	109,246.82	148,085.43	14,126.57
Contractual Reserve	19,098.00	0.00					0.00		19,098.00
Employer FICA Total	25,318.00	9,042.90	1,904.14	1,893.66	2,176.63	1,993.44	17,010.77	22,939.58	2,378.42
Employee Health Insurance	33,443.00	14,307.23	3,437.79	2,246.10	3,605.93	2,046.56	25,643.61	34,430.98	(987.98)
Dental Plan	636.00	227.58	42.18	39.73	40.60	36.41	386.50	506.06	129.94
Health Insurance Waiver		0.00					0.00	0.00	0.00
NYS Retirement	23,160.00	8,541.46	2,003.83	2,032.37	2,444.40	3,847.70	18,869.76	26,606.10	(3,446.10)
Disability	0.00	0.00					0.00		0.00
Natural Gas (NFG)	6,532.00	2,522.49	77.86	(9.51)	20.94	24.13	2,635.91	3,950.64	2,581.36
Electricity	11,654.00	2,138.49	541.70	646.23	678.20	722.16	4,726.78	7,268.79	4,385.21
Bottom Line Total	450,816.00	158,766.02	33,778.77	32,443.31	38,339.09	35,168.10	298,495.29	404,858.71	45,957.29

Notes:

System Paid Budget per Res. 2022-48

Teen & Young Adult Programming Survey

Points scored



Current Total Responses: 18

RESOLUTION FOR CONTRACT LIBRARY BOARDS OF TRUSTEES PERSONNEL POLICIES AND PROCEDURES

AURORA TOWN PUBLIC LIBRARY MEETING DATE: December 19, 2023 @ 1 p.m.

AGENDA ITEM NUMBER: 8. New Business, Item c.

RESOLUTION: Adopt Amendments to B&ECPL Employee Handbook and Personnel Policies and Procedures Manual

BACKGROUND:

On December 18, 2014, the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) approved and adopted the B&ECPL Personnel Policies and Procedures Manual (Manual), which contained approximately 100 policies drafted by the Human Resources Department, and the B&ECPL Employee Handbook (Handbook) to be effective January 1, 2015. Thereafter, this Board adopted the Manual at its meeting on December 14, 2021 for application to its employees.

Since January 1, 2015, a number of Personnel Policies and Procedures have been modified by the Human Resources Department at the direction of the Chief Operating Officer, several of which were necessary based on changes to the applicable laws or governing collective bargaining agreements. Other changes were minor and incidental. As stated in the Introduction of the Manual, changes made by Human Resources are distributed electronically to all library departments and contract libraries. It is the recommendation of this Board for an annual review of the changes made by Human Resources to the Manual and Handbook in the twelve (12) months prior and subsequent adoption by this Board.

ACTION REQUIRED: Motion to approve Resolution.

PROPOSED RESOLUTION

WHEREAS, the Board of Trustees of the Aurora Town Public Library has the power and duty to determine and carry out all policies and principles pertaining to operations of the library(ies); and the exclusive power and duty to control library personnel, and

WHEREAS, on December 18, 2014, the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) approved and adopted the B&ECPL Personnel Policies and Procedures Manual (Manual) and the B&ECPL Employee Handbook (Handbook) to be effective January 1, 2015, and

WHEREAS, thereafter, on December 19, 2023 this Library Board adopted same for application to its employees, and

WHEREAS, the Human Resources Department reviews the policies and procedures in the Manual throughout the year and makes changes as necessary, and

WHEREAS, changes to said policies and procedures are incidental or based on changes to applicable laws or collectively bargained agreements, and

WHEREAS, changes to said policies and procedures may require corresponding updates to the Handbook, and

WHEREAS, on December 19, 2023, this Board reviewed the changes made by the Human Resources Department to the policies since January 1, 2015 and recommends approval of same, and

WHEREAS, this Board recommends the review of the changes annually with subsequent reaffirmation of adoption of the Manual, and adoption of the amendments, now therefore be it

RESOLVED, that the Board of Trustees of the Aurora Town Public Library reaffirms its adoption of the B&ECPL Personnel Policies and Procedures Manual and Employee Handbook, and adopts the amendments made since January 1, 2015, and be it further

RESOLVED, that the Human Resources Department will continue to update the B&ECPL Personnel Policies and Procedures Manual and the Employee Handbook, as necessary, and will distribute same to all departments and contract libraries as set forth in the Introduction to the Personnel Policies and Procedures Manual, and be it further

RESOLVED, that the Board of Trustees of the Aurora Town Public Library endorses the annual review of the revisions made by the Human Resources Department to the B&ECPL Personnel Policies and Procedures Manual and the Employee Handbook in the twelve (12) months prior to review for adoption by the Board.