

AURORA TOWN PUBLIC LIBRARY  
550 Main Street, East Aurora, New York 14052  
Agenda of the Board  
Regular Monthly Meeting  
September 26, 2023, 1:00 p.m.

1. Comments from the audience: Special Guest Sharon M. Kelly, Esq., System Trustee
2. Minutes of the Meetings: June 27, 2023
3. Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: June, July, August 2023
4. Director's Report: June, July, August 2023
5. Reports of Interest
  - a. Friends of the Library Pop-Up Book Sales scheduled for Saturdays, June 24 (\$292.50), July 28 (\$161.30), August 26 (\$184.00) raised a total of \$637.80.
  - 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, Pickle Ball, Bocce Ball, Spikeball, Jumbo Pong, Cornhole, Kan Jam, metal detector, Maga-tiles with storage play-mat were added to the Library of Things courtesy of former Senator Dale Volker.
  - 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.
  - 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.
  - 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.
  - g. Other
6. Personnel
  - a. Payroll Report: Pay Period 11 & 15
  - 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. System Paid Budget Analysis (as of 5/31/2023)
  - b. Other

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

**AURORA TOWN PUBLIC LIBRARY**  
550 Main Street, East Aurora, New York 14052  
Minutes of the June 27, 2023 Board Meeting

Present: Martha Buyer, Kara Spencer-Ching, Elaine Chow, Sashi Racho, Adam Zaremski, and Aurora Town Public Library Director, Paula M. A. Klocek. Special Guest: Children's Librarian, Alison Lawrence.

President Kara Spencer-Ching called the meeting to order at 1:02 p.m.

1. There were no comments from the audience.
2. A motion (MB, EC) to approve the minutes of the May 23, 2023 meeting was carried by a voice vote.
3. A motion (MB, AZ) to approve the Treasurer's Report: Monthly Financial Statements & Internal Auditor Report for May 2023 was carried by a voice vote.
4. A motion (EC, MB) to approve the Director's Report for May 2023 was carried by a voice vote.

Prior to voting, Racho asked Director Klocek if there were any concerns with the original circulation numbers. Klocek said many patrons are leaning towards electronic services and using the library in different ways. In an effort to highlight resources, services, programs, and materials being offered, Klocek and her team have been taking a multi-faceted approach. They have been hanging flyers around the library, posting on Facebook as well as ATPL's website, sending articles to the paper, creating displays, using dynamic shelving, and talking to local schools as well as groups.

Buyer noted that other local organizations around the region are having lower attendance issues and the library could be facing a similar factor.

Klocek added that she is not ignoring the fact that circulation is lower and is always looking at ways to actively engage patrons. The current patron count shows that the library has been busy.

Klocek shared a thank you letter from a Parkdale Elementary School teacher for the library helping the school with a program, and also mentioned a note from a teacher at Tapestry School, expressing appreciation for inviting him to come select leftover books from the Discard Sale.

#### 5. Reports of Interest

- a. ATPL's Annual Discard Sale brought in \$1,812.22 after taxes—\$225.43 more than 2022.
- b. Leftovers from the Discard Sale were donated to Aurora Senior Citizens Center, East Aurora Middle School, Aurora Park Nursing Home, Tapestry Charter School, and St. Vincent DePaul. Offers were made to Parkdale Elementary, Holland Reading Center, Wales Community Center, Elma Senior Center, ROC, EA Boys & Girls Club, and Visually Impaired Advancement (previously Olmsted Center for Sight), but they were unable to take donations.
- c. Friends of the Library Pop-Up Book Sales are scheduled for Saturdays, June 24 (Roycroft Summer Festival), July 28 (Sidewalk Sale), August 26, and September 30 (Roycroft Fall Festival) from 11:00 a.m. – 2:00 p.m.
- d. Fillable forms to book a class visit and outreach through ATPL have been created and added to <https://www.buffalolib.org/aurora-town-public-library>. There are also forms for Community Meeting Room Use and Exhibit & Display that are fillable in the same location.

#### 6. Personnel

##### a. Payroll Report: Pay Period 9

Klocek said she is looking for another part-time librarian. No interviews have been conducted yet, but some were scheduled. She hoped to increase hours for that position in order to meet programming and outreach goals.

- b. There was no reason to enter into an executive session.

#### 7. Old Business

##### a. Long Range Plan

Requests were made to adjust the syntax within the long range plan and Klocek said she would make those adjustments.

Spencer-Ching said she thought the plan was at a good point and asked to leave it on the agenda to continue thinking about it. The board has until the end of the year to approve it.

#### b. Library of Things

Buyer sent a list of top “Library of Things” from another library that she thought could be utilized by Klocek to look over.

Klocek posted a new flyer in the library, on social media, and the library website to showcase current Things available to checkout, which also invites patrons to share suggestions with staff at the front desk. She said that hearing ideas from the ad hoc committee would be helpful, and suggested the possibility of conducting a formal survey to ask patrons what they want.

Chow said bird watching kits could be a good addition, especially as there are certain times of the year the community is asked to participate in national bird counting endeavors.

Klocek responded that she and the other librarians are working towards creating outdoor adventure kits, early literacy kits, and Citizen Science kits.

As other ideas were presented, Racho said she worried about purchasing electronic items and wondered how well they hold up over time. Discussions continued on how and when to best purchase new Things to add to the collection with the Volker funding.

#### c. Library Storage

Klocek said she met with Aurora Town Supervisor James Bach and Aurora Councilman Charles Snyder last week at library about the possibility of adding a storage shed. She said they would come up with drawings and meet again. She said at this time they were more in favor of a storage shed versus expansion. She noted that if the library did expand, it would still have the shed.

#### 8. New Business

##### a. Patron Suspension, Reinstatement and Appeal Process & Patron Reinstatement Request Form Draft—Needs Review & Board Approval

Klocek said there is no formal process in place and she thought it would be good to address the issue now, with the hope that it is never used. Trustees discussed certain word changes they would like to see. Buyer noted that she had concerns that the overall policy was too subjective. She agreed a policy was needed, but thought it could be applied unevenly. Racho said she understood that viewpoint, noting the section “if a more serious violation occurs” as an example of being subjective.

Zaremski asked what Klocek would do now with no policy in place and a patron caused an issue. She said she could ask them to leave, and if the problem continued she could call the police.

After more discussion, the board agreed to table the issue until a future meeting to have more time to think about the matter.

##### b. Fall Art Walk: September 29, 2023

Klocek said there is a \$125 cost to join the Fall Art Walk. This would get the library on the Art Walk map and allow it to feature artists outside if the weather is good. The library plans on participating if the Board is in favor.

##### c. Library Hours—Tuesdays

Klocek said the library used to be open Tuesday evenings until 8 p.m., but as of now, it closes at 6 p.m. She wanted to be open later those days to have more times when the community room could be available for programs and meetings. She said she wants to have a new hire in place before doing that to help with the work.

##### d. Division of Sewer Management Project: Contract 95-Cured In Place Pipe Lining

##### e. 2023 Contract

A motion (SR, MB) was made to approve the 2023 Contract with Central and it was carried by a voice vote.

f. Wonderbooks

Children's Librarian, Alison Lawrence, made a special presentation about both Wonderbooks and VOX books that the library was able to purchase following patron donations. These read-alouds bolster language skills, readiness for school, and literacy. Also, they are helpful for children with learning disabilities and vision impairments. The donations allowed ATPL to purchase 23 Wonderbooks, which are like chapter books. They cover many different genres. The Friends of ATPL also donated over \$1,700 to help ATPL purchase 35 more VOX books. She said the library already had 24 of them, but didn't realize there were so many because these popular books are always checked out. Some of the books are bilingual, speaking in a foreign language and English. The trustees thanked her for the presentation.

g. Other

The next regularly scheduled meeting will take place on September 26, 2023

A motion (EC, MB) was made to end the meeting at 2:43 p.m. and approved by a voice vote.

Respectfully submitted,  
Adam Zaremski  
Secretary

**AURORA TOWN PUBLIC LIBRARY  
LOCAL CHECKING ACCOUNT**

**Treasurer's Report**

**30-Jun-23**

|                        |           |        |                    |
|------------------------|-----------|--------|--------------------|
| Beginning Balance:     | 1-Jun-23  |        | \$33,188.89        |
| Plus Receipts/Deposits |           | Total: | \$450.00           |
| Less Checks/Debits     |           | Total: | <b>\$1,465.98</b>  |
| Ending Balance:        | 30-Jun-23 |        | <b>\$32,172.91</b> |

**Transaction Details**

**Receipts:**

|                                      |                 |
|--------------------------------------|-----------------|
| Constance Maloney I/H of Alice Askew | \$200.00        |
| Janice Siebold I/M of Louise Siebold | \$50.00         |
| Alice Askew Donation                 | \$200.00        |
| <b>Total:</b>                        | <b>\$450.00</b> |

**DISBURSEMENTS:**

|  |                   |
|--|-------------------|
| Buffalo & Erie Co Public Library (WonderBooks) | \$1,351.22        |
| Brodart (Book Tape & Covers)                   | \$114.76          |
| <b>Total:</b>                                  | <b>\$1,465.98</b> |

**Volker Funds**

|                 |           |                   |
|-----------------|-----------|-------------------|
| Balance Forward | 1-Jun-23  | \$2,132.25        |
| Receipts:       | None      | \$0.00            |
| Disbursements:  | None      | \$0.00            |
| Balance         | 30-Jun-23 | <b>\$2,132.25</b> |

**Internal Auditor's Report Elaine Chow**

| Voucher#                                | Amount     | Approved                   | Check # | Reason                             |
|---|------------|----------------------------|---------|------------------------------------|
| L95                                     | \$1,351.22 | 6/27/2023                  | 1052    | WonderBooks                        |
| L96                                     | \$114.76   | 6/27/2023                  | 1053    | Brodart (Book Tape & Covers)       |
| Friends Ongoing Book Sale June \$253.00 |            |                            |         | YTD \$1886.76 Pop-Up Sale \$292.50 |
| Contingency Funds                       |            | Counted 6/16/2023 \$132.05 |         |                                    |

**Savings Account**

|                 |           |                    |
|-----------------|-----------|--------------------|
| Balance Forward | 1-Jun-23  | \$50,608.82        |
| Interest Earned |           | \$0.89             |
| Balance         | 30-Jun-23 | <b>\$50,609.71</b> |

## CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: JUNE

| 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                           |                |
| <b>Utility Charges:</b> |                             |                |                  |                           |                  |                                |                             |                |
| 515000                  | Water                       | 550            | 0                | 195                       | 355              | 550                            | 0                           |                |
| 515000                  | Sewer                       | 1,000          | (250)            | 750                       | 0                | 750                            | 0                           |                |
| 515000                  | Telephone - Maintenance     | 500            | 0                | 0                         | 500              | 500                            | 0                           |                |
| 510200                  | Dues and Fees               | 20             | 0                | 20                        | 0                | 20                             | 0                           |                |
| 545000                  | Rental Charges              | 0              | 0                | 0                         | 0                |                                | 0                           |                |
| 506200                  | Repairs & Maintenance Chgs. | 2,150          | 250              | 1,687                     | 713              | 2,400                          | 0                           |                |
| 555050                  | Insurance Charges           | 0              | 0                | 0                         | 0                |                                | 0                           |                |
| 510000                  | Travel & Mileage Expenses   | 200            | 3                | 78                        | 125              | 203                            | 0                           | Uncashed Check |
| 530000                  | Other Expenses & Charges    | 600            | 6                | 0                         | 606              | 606                            | 0                           | Uncashed Check |
| 530000                  | Contingency (Bullet Aid)    | 0              | 0                | 0                         | 0                |                                | 0                           |                |
|                         | <b>TOTAL EXPENSES</b>       | <b>5,020</b>   | <b>9</b>         | <b>2,730</b>              | <b>2,299</b>     | <b>5,029</b>                   | <b>0</b>                    |                |

| 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              | 171            | (21)           | 342                | 192                |                      |
| Copy Machines                         | 500            | 0                | 114            | 386            | 228                | (272)              |                      |
| Print Cost Recovery                   | 1,700          | 0                | 607            | 1,093          | 1,214              | (486)              |                      |
| Other Income                          | 100            | (100)            | 0              | 0              |                    | 0                  | Recorded Under Fines |
| State Funding                         | 0              | 0                | 0              | 0              |                    | 0                  |                      |
| Municipal Support                     | 0              | 0                | 0              | 0              |                    | 0                  |                      |
| Donations (priv. persons/foundations) | 0              | 0                | 0              | 0              |                    | 0                  |                      |
| Fundraising (events/booksales)        | 0              | 0                | 0              | 0              |                    | 0                  |                      |
| Interest Income                       | 0              | 0                | 0              | 0              |                    | 0                  |                      |
| Misc Income                           | 0              | 0                | 0              | 0              |                    | 0                  |                      |
| Use of Fund Balance                   | 0              | 0                | 0              | 0              |                    | 0                  |                      |
| <b>TOTAL DIRECT INCOME</b>            | <b>2,350</b>   | <b>0</b>         | <b>892</b>     | <b>1,458</b>   | <b>1,784</b>       | <b>(566)</b>       |                      |

AURORA TOWN PUBLIC LIBRARY

COUNTY LEDGER

COUNTY CHECKING ACCOUNT

30-Jun-23

|                        |           |        |            |
|------------------------|-----------|--------|------------|
| Beginning Balance:     | 1-Jun-23  |        | \$9,530.42 |
| Plus Receipts/Deposits |           | Total: | \$378.57   |
| Less Checks/Debits     |           | Total: | \$767.08   |
| Ending Balance:        | 30-Jun-23 |        | \$9,141.91 |

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Transaction Details

Receipts:

|                      |        |          |
|----------------------|--------|----------|
| Fines                |        | \$175.41 |
| Fines                |        | \$162.20 |
| Copier               |        | \$31.75  |
| Uncashed Check #5878 |        | \$9.21   |
|                      | Total: | \$378.57 |

Disbursements:

|   |        |          |
|---|--------|----------|
| Dennis Desmond (Janitorial Supply Reimbursement)                  |        | \$176.32 |
| Paula Klocek (Travel)   |        | \$28.82  |
| Dennis Desmond (Travel)   |        | \$13.36  |
| All American Security, Inc. (Annual Testing of Fire Alarm System) |        | \$195.00 |
| All American Security, Inc. (Annual Monitoring)                   |        | \$240.00 |
| Village of East Aurora (Water Bill)                               |        | \$101.53 |
| Kathleen Brogan (Travel)  |        | \$12.05  |
|   | Total: | \$767.08 |

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Internal Auditor's Report

Elaine Chow, Internal Auditor

| Voucher# | Amount   | Approved  | Check # | Reason  |
|----------|----------|-----------|---------|---|
| C140     | \$176.32 | 6/27/2023 | 5898    | Dennis Desmond (Janitorial Supply Reimbursement)            |
| C141     | \$28.82  | 6/27/2023 | 5899    | Paula Klocek (Travel)                                       |
| C142     | \$13.36  | 6/27/2023 | 5900    | Dennis Desmond (Travel)                                     |
| C143     | \$195.00 | 6/27/2023 | 5901    | All American Security, Inc. (Annual Testing of Fire Alarms) |
| C144     | \$240.00 | 6/27/2023 | 5902    | All American Security, Inc. (Annual Monitoring)             |
| C145     | \$101.53 | 6/27/2023 | 5903    | Village of East Aurora (Water Bill)                         |
| C146     | \$12.05  | **        | 5904    | Kathleen Brogan (Travel)                                    |

**AURORA TOWN PUBLIC LIBRARY  
LOCAL CHECKING ACCOUNT**

**Treasurer's Report**

**31-Jul-23**

|                        |           |        |             |
|------------------------|-----------|--------|-------------|
| Beginning Balance:     | 1-Jul-23  |        | \$32,172.91 |
| Plus Receipts/Deposits |           | Total: | \$200.00    |
| Less Checks/Debits     |           | Total: | \$470.12    |
| Ending Balance:        | 31-Jul-23 |        | \$31,902.79 |

**Transaction Details**

**Receipts:**

|                   |  |        |          |
|-------------------|--|--------|----------|
| A. Askew Donation |  |        | \$200.00 |
|                   |  | Total: | \$200.00 |

**DISBURSEMENTS:**

|  |  |        |          |
|--|--|--------|----------|
| Amazon (Dymo Tape; Tag Holders; Acrylic Shelves) |  |        | \$172.09 |
| Contingency Reimbursement                        |  |        | \$298.03 |
|  |  | Total: | \$470.12 |

**Volker Funds**

|                 |           |  |            |
|-----------------|-----------|--|------------|
| Balance Forward | 1-Jul-23  |  | \$2,132.25 |
| Receipts:       | None      |  | \$0.00     |
| Disbursements:  | None      |  | \$0.00     |
| Balance         | 31-Jul-23 |  | \$2,132.25 |

**Internal Auditor's Report Elaine Chow**

| Voucher# | Amount   | Approved  | Check # | Reason   |
|----------|----------|-----------|---------|--|
| L97      | \$172.09 | 7/19/2023 | 1054    | Amazon (Dymo Tape; Tag Holder; Acrylic shelving) |
| L98      | \$298.03 | 8/8/2023  | 1055    | Contingency reimbursement                        |

**Friends Ongoing Book Sale July \$300 + \$161.30 YTD \$2348.06**

**Contingency Funds** Counted 7/13/2023 \$134.05

**Savings Account**

|                 |           |  |             |
|-----------------|-----------|--|-------------|
| Balance Forward | 1-Jul-23  |  | \$50,609.71 |
| Interest Earned |           |  | \$0.83      |
| Balance         | 31-Jul-23 |  | \$50,610.54 |



## CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: JULY

| 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                           |                |
| <b>Utility Charges:</b> |                             |                |                  |                           |                  |                                |                             |                |
| 515000                  | Water                       | 550            | 0                | 195                       | 355              | 550                            | 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          | 290              | 2,098                     | 342              | 2,440                          | 0                           |                |
| 555050                  | Insurance Charges           | 0              | 0                | 0                         | 0                |                                | 0                           |                |
| 510000                  | Travel & Mileage Expenses   | 200            | 3                | 91                        | 112              | 203                            | 0                           | Uncashed Check |
| 530000                  | Other Expenses & Charges    | 600            | 106              | 50                        | 656              | 706                            | 0                           | Uncashed Check |
| 530000                  | Contingency (Bullet Aid)    | 0              | 0                | 0                         | 0                | 0                              | 0                           |                |
| TOTAL EXPENSES          |                             | 5,020          | 9                | 3,564                     | 1,465            | 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              | 235            | (85)           | 403                | 253                |                      |
| Copy Machines                         | 500            | 0                | 164            | 336            | 281                | (219)              |                      |
| Print Cost Recovery                   | 1,700          | 0                | 837            | 863            | 1,435              | (265)              |                      |
| 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                | 1,236          | 1,114          | 2,119              | (231)              |                      |

AURORA TOWN PUBLIC LIBRARY

COUNTY LEDGER

COUNTY CHECKING ACCOUNT

31-Jul-23

|                        |           |        |            |
|------------------------|-----------|--------|------------|
| Beginning Balance:     | 1-Jul-23  |        | \$9,141.91 |
| Plus Receipts/Deposits |           | Total: | \$344.29   |
| Less Checks/Debits     |           | Total: | \$834.34   |
| Ending Balance:        | 31-Jul-23 |        | \$8,651.86 |

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Transaction Details

Receipts:

|        |                        |
|--------|------------------------|
| Fines  | \$142.15               |
| Fines  | \$151.64               |
| Copier | \$50.50                |
|        | <b>Total: \$344.29</b> |

Disbursements:

|  |                        |
|--|------------------------|
| Rel Comm, Inc. (Software assurance)                          | \$360.00               |
| Christina Noon (Happy Talk--Program)                         | \$50.00                |
| Dennis Desmond (Supply reimbursement)                        | \$107.93               |
| Manny's Ace Hardware (Toilet seats; Sander; Pressure washer) | \$300.36               |
| Dennis Desmond (Travel reimbursement)                        | \$13.36                |
| Manny's Ace Hardware (Corner braces)                         | \$2.69                 |
|  | <b>Total: \$834.34</b> |

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Internal Auditor's Report

Elaine Chow, Internal Auditor

| Voucher# | Amount   | Approved  | Check # | Reason  |
|----------|----------|-----------|---------|---|
| C147     | \$360.00 | 7/19/2023 | 5905    | Rel Comm, Inc. (Software assurance)                                       |
| C148     | \$50.00  | 7/19/2023 | 5906    | Christina Noon (Happy Talk--Program)                                      |
| C149     | \$107.93 | 7/19/2023 | 5907    | Dennis Desmond (Supply reimbursement<br>--Lowe's: Doorstops; Scrub brush) |
| C150     | \$300.36 | 7/19/2023 | 5908    | Manny's Ace Hardware (Toilet seats;<br>Sander; Pressure washer)           |
| C151     | \$13.36  | 7/19/2023 | 5909    | Dennis Desmond (Travel reimbursement)                                     |
| C152     | \$2.69   | 7/31/2023 | 5910    | Manny's Ace Hardware (Corner braces)                                      |

AURORA TOWN PUBLIC LIBRARY

COUNTY LEDGER

COUNTY CHECKING ACCOUNT

31-Aug-23

|                        |           |        |            |
|------------------------|-----------|--------|------------|
| Beginning Balance:     | 1-Aug-23  |        | \$8,651.86 |
| Plus Receipts/Deposits |           | Total: | \$316.30   |
| Less Checks/Debits     |           | Total: | \$0.00     |
| Ending Balance:        | 31-Aug-23 |        | \$8,968.16 |

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Transaction Details

Receipts:

|        |        |          |
|--------|--------|----------|
| Fines  |        | \$129.70 |
| Fines  |        | \$136.80 |
| Copier |        | \$49.80  |
|        | Total: | \$316.30 |

Disbursements:

|      |  |        |
|------|--|--------|
| None |  | \$0.00 |
|------|--|--------|

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Internal Auditor's Report Elaine Chow, Internal Auditor

Voucher# Amount Approved Check # Reason

None

**AURORA TOWN PUBLIC LIBRARY  
LOCAL CHECKING ACCOUNT**

**Treasurer's Report**

**31-Aug-23**

|                             |        |                    |
|-----------------------------|--------|--------------------|
| Beginning Balance: 1-Aug-23 |        | \$31,902.79        |
| Plus Receipts/Deposits      | Total: | \$100.00           |
| Less Checks/Debits          | Total: | <b>\$1,048.28</b>  |
| Ending Balance: 31-Aug-23   |        | <b>\$30,954.51</b> |

**Transaction Details**

**Receipts:**

|                    |        |                 |
|--------------------|--------|-----------------|
| Anonymous Donation |        | \$100.00        |
|                    | Total: | <b>\$100.00</b> |

**DISBURSEMENTS:**

|  |  |                   |
|--|--|-------------------|
| Greater East Aurora Chamber of Commerce (Dues)               |  | \$123.00          |
| Amazon Capitol Service (Library of Things-Dale Volker Funds) |  | \$827.51          |
| DEMCO (Magnetic Badges & Classification Labels)              |  | \$97.77           |
|  |  | <b>\$1,048.28</b> |

**Volker Funds**

|   |  |                   |
|---|--|-------------------|
| Balance Forward 1-Aug-23  |  | \$2,132.25        |
| Receipts: None  |  | \$0.00            |
| Disbursements: Amazon (Magna Tiles w/ playmat; Jumbo Pong; Pickleball; Bocce; Cornhole; Metal Detector; Spikeball, Kan Jam & Laser Tag) |  | <b>\$827.51</b>   |
| Balance 31-Aug-23   |  | <b>\$1,304.74</b> |

**Internal Auditor's Report Elaine Chow**

| Voucher#                                      | Amount   | Approved  | Check # | Reason  |
|---|----------|-----------|---------|---|
| L99   | \$123.00 | 8/8/2023  | 1056    | Greater EA Chamber of Commerce (Dues)           |
| L100  | \$827.51 | 8/29/2023 | 1057    | Amazon (Library of Things-Dale Volker Funds)    |
| L101  | \$97.77  | 9/7/2023  | 1058    | DEMCO (Magnetic Badges & Classification Labels) |
| <b>Friends Ongoing Book Sale AUG \$322.00</b> |          |           |         | YTD \$2,508.75                                  |
| <b>Friends Pop-Up Sale AUG \$184.00</b>       |          |           |         | YTD \$637.80                                    |
| <b>Contingency Funds Counted 8/15/2023</b>    |          |           |         | \$383.55  |

**Savings Account**

|                          |  |                    |
|--------------------------|--|--------------------|
| Balance Forward 1-Aug-23 |  | \$50,610.54        |
| Interest Earned          |  | \$0.80             |
| Balance 31-Aug-23        |  | <b>\$50,611.34</b> |

## CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: Aug-23

| 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                           |                |
| <b>Utility Charges:</b> |                             |                |                  |                           |                  |                                |                             |                |
| 515000                  | Water                       | 550            | 0                | 195                       | 355              | 550                            | 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          | 290              | 2,098                     | 342              | 2,440                          | 0                           |                |
| 555050                  | Insurance Charges           | 0              | 0                | 0                         | 0                |                                | 0                           |                |
| 510000                  | Travel & Mileage Expenses   | 200            | 3                | 91                        | 112              | 203                            | 0                           | Uncashed Check |
| 530000                  | Other Expenses & Charges    | 600            | 106              | 50                        | 656              | 706                            | 0                           | Uncashed Check |
| 530000                  | Contingency (Bullet Aid)    | 0              | 0                | 0                         | 0                | 0                              | 0                           |                |
| <b>TOTAL EXPENSES</b>   |                             | <b>5,020</b>   | <b>9</b>         | <b>3,564</b>              | <b>1,465</b>     | <b>5,029</b>                   | <b>0</b>                    |                |

| 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              | 259            | (109)          | 389                | 239                |                      |
| Copy Machines                         | 500            | 0                | 214            | 286            | 321                | (179)              |                      |
| Print Cost Recovery                   | 1,700          | 0                | 1,079          | 621            | 1,619              | (82)               |                      |
| 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                  |                      |
| <b>TOTAL DIRECT INCOME</b>            | <b>2,350</b>   | <b>0</b>         | <b>1,552</b>   | <b>798</b>     | <b>2,328</b>       | <b>(22)</b>        |                      |

AURORA TOWN PUBLIC LIBRARY

COUNTY LEDGER

COUNTY CHECKING ACCOUNT

31-Aug-23

|                        |           |        |            |
|------------------------|-----------|--------|------------|
| Beginning Balance:     | 1-Aug-23  |        | \$8,651.86 |
| Plus Receipts/Deposits |           | Total: | \$316.30   |
| Less Checks/Debits     |           | Total: | \$0.00     |
| Ending Balance:        | 31-Aug-23 |        | \$8,968.16 |

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Transaction Details

Receipts:

|        |        |          |
|--------|--------|----------|
| Fines  |        | \$129.70 |
| Fines  |        | \$136.80 |
| Copier |        | \$49.80  |
|        | Total: | \$316.30 |

Disbursements:

|      |  |        |
|------|--|--------|
| None |  | \$0.00 |
|------|--|--------|

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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: June 2023

## Monthly Statistics

| Circulation | Total-Month | Average / Day | Average / Hour | YTD Total |
|-------------|-------------|---------------|----------------|-----------|
| 2023        | 13,471*     | 538.84        | 66.03          | 81,266**  |
| 2022        | 12,533      | 482.04        | 62.67          | 56,400    |
| 2021        | 6,803       | 309.23        | 36.19          | 39,413    |

Note: Circulation for the contracting libraries was 3.7% this month over last year (EAU was 7.5%) and 36.8% over YTD (EAU was 44.1%). Original checkouts at EAU are 7,808 for this month. Original checkouts at EAU are at 44,005 YTD.

| Library of Things | 2023 |
|-------------------|------|
| Monthly           | 4    |
| Year-to-date      | 35   |

| System e-Branch    | Month 2023 | Month 2022 | Change | YTD 2023 | YTD 2022 | Change |
|--------------------|------------|------------|--------|----------|----------|--------|
| Online Renewals    | 689        | 799        | -13.8% | 3,936    | 248,891  | -98.4% |
| Interlibrary Loans | 1,155      | 1,128      | 2.4%   | 7,591    | 6,866    | 10.6%  |
| eAudiobooks        | 57,829     | 45,934     | 25.9%  | 339,642  | 264,049  | 28.6%  |
| eVideos            | 675        | 983        | -31.3% | 4,101    | 1,340    | 206.0% |
| eBooks             | 82,168     | 73,419     | 11.9%  | 503,363  | 450,451  | 11.7%  |
| eMusic             | 201        | 425        | -52.7% | 1,298    | 425      | 205.4% |
| eMagazines         | 6,928      | 7,384      | -6.2%  | 42,075   | 7,384    | 469.8% |

| Open for Operation | 2023   | 2022   | 2021   | 2020   |
|--------------------|--------|--------|--------|--------|
| Days / Hours       | 25/204 | 26/200 | 22/188 | 15/105 |

**Days Closed:** 6/19, Juneteenth

| Computer Use | 2023  | 2022  | % Change |
|--------------|-------|-------|----------|
| Monthly      | 368   | 338   | 8.9%     |
| Year-to-date | 2,226 | 1,863 | 19.5%    |

Note: Computer use for the contracting libraries was 3.5% this month and 4.4% YTD.

| Wi-Fi        | 2023   | 2022   | % Change |
|--------------|--------|--------|----------|
| Monthly      | 2,237  | 2,508  | -10.8%   |
| Year-to-date | 10,538 | 12,005 | -12.2%   |

Note: Wifi use for the contracting libraries was 8.5% this month and 7.6% YTD.

| Patron Visits | 2023   | 2022   | % Change |
|---------------|--------|--------|----------|
| Monthly       | 5,604  | 4,702  | 19.2%    |
| Year-to-date  | 30,539 | 27,190 | 12.3%    |

Note: Door counts for the contracting libraries were 9.1% this month and 10.8% YTD.

| New Library Card Memberships | Total-month | YTD |
|------------------------------|-------------|-----|
| Adults                       | 24          | 117 |
| Children                     | 23          | 69  |

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

| Programs Name / Number of Sessions / Sponsor    | Age group    | Attendance |
|---|--------------|------------|
| Unwind & Design Patriotic Wreath (20) (Friends) | Adult or 19+ | 20         |
| Book-Tech Trainer (3) (TechKnow Lab)            | Adult or 19+ | 3          |
| Backyard Chickens in the Village                | Adult or 19+ | 4          |
| Raising and Protecting Your Chickens            | Adult or 19+ | 15         |
| Roycroft Chamber Music Festival                 | All Ages     | 31         |
| Outreach: Parkdale                              | 0-5 yrs.     | 23         |
| Tutor (5)                                       | 0-11 yrs.    | 5          |
| Tutor (15)                                      | 12-18 yrs.   | 15         |

| At a Glance:<br>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                          |   |              |              |       |
| August                        |   |              |              |       |
| September                     |   |              |              |       |
| October                       |   |              |              |       |
| November                      |   |              |              |       |
| December                      |   |              |              |       |
| Total                         |   |              |              |       |

Out of all B&ECPL locations, ATPL ranks YTD  
12 out of 37 in circulation of materials (12<sup>th</sup> for month)  
12 out of 37 in patron visits (11<sup>th</sup> for month)  
6 out of 37 in WI-FI (4<sup>th</sup> for month)  
20 out of 37 in computer use (20<sup>th</sup> for month)



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

### Monthly Statistics

| Circulation | Total-Month | Average / Day | Average / Hour | YTD Total |
|-------------|-------------|---------------|----------------|-----------|
| 2023        | 15,661*     | 626.44        | 79.90          | 96,927**  |
| 2022        | 15,093      | 603.7         | 77.8           | 71,493    |
| 2021        | 8,091       | 385.3         | 45.20          | 47,504    |

Note: Circulation for the contracting libraries was 2.6% this month over last year (EAU was 3.8%) and 29.5% over YTD (EAU was 35.6%). Original checkouts at EAU are 8,183 for this month. Original checkouts at EAU are at 52,188.

| Library of Things | 2023 |
|-------------------|------|
| Monthly           | 11   |
| Year-to-date      | 46   |

| System e-Branch    | Month 2023 | Month 2022 | Change | YTD 2023 | YTD 2022 | Change  |
|--------------------|------------|------------|--------|----------|----------|---------|
| Online Renewals    | 748        | 799        | -6.4%  | 4,684    | 249,690  | -98.1%  |
| Interlibrary Loans | 1,236      | 948        | 30.4%  | 8,827    | 7,814    | 13.0%   |
| eAudiobooks        | 61,747     | 47,786     | 27.1%  | 401,389  | 311,835  | 28.4%   |
| eVideos            | 704        | 741        | -4.7%  | 4,805    | 2,081    | 131.1%  |
| eBooks             | 87,782     | 77,752     | 10.2%  | 591,145  | 528,203  | 11.5%   |
| eMusic             | 242        | 313        | -22.7% | 1,540    | 738      | 108.7%  |
| eMagazines         | 7,263      | 5,938      | 17.7%  | 49,338   | 13,322   | 264.00% |

| Open for Operation | 2023   | 2022   | 2021   | 2020   |
|--------------------|--------|--------|--------|--------|
| Days / Hours       | 25/196 | 25/194 | 21/179 | 22/154 |

**Days Closed:** 7/4, Independence Day; **Special Hours:** 10 a.m. – 5 p.m. for 3<sup>rd</sup> of July Celebrations

| Computer Use | 2023  | 2022  | % Change |
|--------------|-------|-------|----------|
| Monthly      | 383   | 336   | 14.0%    |
| Year-to-date | 2,609 | 2,199 | 18.6%    |

Note: Computer use for the contracting libraries was 3.8% this month and 4.3% YTD.

| Wi-Fi        | 2023   | 2022   | % Change |
|--------------|--------|--------|----------|
| Monthly      | 1,929  | 2,312  | -16.6%   |
| Year-to-date | 12,467 | 14,317 | -12.9%   |

Note: Wifi use for the contracting libraries was 4.8% this month and 7.1% YTD.

| Patron Visits | 2023   | 2022   | % Change |
|---------------|--------|--------|----------|
| Monthly       | 5,829  | 5,402  | 7.9%     |
| Year-to-date  | 36,368 | 32,592 | 5.2%     |

Note: Door counts for the contracting libraries were 5.5% this month and 9.9% YTD.

| New Library Card Memberships | Total-month | YTD |
|------------------------------|-------------|-----|
| Adults                       | 33          | 150 |
| Children                     | 18          | 87  |

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

| Programs Name / Number of Sessions / Sponsor | Age group                | Attendance |
|--|--------------------------|------------|
| Anything Can Happen Day (4)                  | All ages                 | 126        |
| Book-Tech Trainer (3) (TechKnow Lab)         | Adult or 19+             | 4          |
| Crafternoon (Friends) Dimensional Dragonfly  | 6-11 yrs.                | 29         |
| Crafternoon (Friends) (2) Peeking Panda      | All Ages                 | 61         |
| Crafternoon (Friends) Sweater Puppy          | 0-5 yrs. w/<br>caregiver | 33         |
| Crafternoon (Friends) Sharpie Art            | 6-11 yrs.                | 23         |
| Aurora Book Club                             | Adult or 19+             | 12         |
| SPCA: Paw for Love Read to a Dog (6)         | All Ages                 | 24         |
| Feelings Rock (Yearend Appeal)               | 0-5 yrs. w/<br>caregiver | 34         |
| Teen Summer Book Bag (Friends) (9)           | 12-18 yrs.               | 9          |
| Mike Randall (Yearend Appeal)                | All Ages                 | 41         |
| All Together Now Sculpture (Friends)         | All Ages                 | 10         |
| Stitch Buffalo Workshop (Yearend Appeal)     | 6-11 yrs.                | 26         |
| Cook up a Story (Friends)                    | 6-11 yrs.                | 18         |
| Fitness Fridays: BAM (Friends)               | Adult or 19+             | 42         |
| Maker Mondays (Friends) (3)                  | 6-11 yrs.                | 41         |
| Tutor (15)                                   | 0-11 yrs.                | 15         |
| Tutor (3)                                    | 12-18 yrs.               | 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                     |   |              |              |       |
| September                  |   |              |              |       |
| October                    |   |              |              |       |
| November                   |   |              |              |       |
| December                   |   |              |              |       |
| Total                      |   |              |              |       |

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

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

### Monthly Statistics

| Circulation | Total-Month | Average / Day | Average / Hour | YTD Total |
|-------------|-------------|---------------|----------------|-----------|
| 2023        | 16,617*     | 615.4         | 76.2           | 113,544** |
| 2022        | 16,608      | 350.4         | 40.6           | 55,213    |
| 2021        | 7,709       | 349.0         | 49.9           | 47,062    |

Note: Circulation for the contracting libraries was -0.6% this month from last year (EAU was 0.1%) and 24% over YTD (EAU was 28.9%). Original checkouts at EAU are 8,960 for this month. Original checkouts at EAU are at 61,148.

| Library of Things | 2023 |
|-------------------|------|
| Monthly           | 27   |
| Year-to-date      | 73   |

| System e-Branch    | Month 2023 | Month 2022 | Change | YTD 2023 | YTD 2022 | Change |
|--------------------|------------|------------|--------|----------|----------|--------|
| Online Renewals    | 742        | 719        | 3.2%   | 5,426    | 250,409  | -97.8% |
| Interlibrary Loans | 1,492      | 1,113      | 34.1%  | 10,319   | 8,927    | 15.6%  |
| eAudiobooks        | 63,768     | 50,723     | 25.7%  | 465,157  | 363,365  | 28.0%  |
| eVideos            | 851        | 878        | -3.1%  | 5,656    | 2,957    | 91.3%  |
| eBooks             | 87,415     | 80,373     | 8.8%   | 678,560  | 610,445  | 11.2%  |
| eMusic             | 228        | 305        | -25.2% | 1,768    | 1,043    | 69.5%  |
| eMagazines         | 7,635      | 7,371      | 3.6%   | 56,973   | 20,925   | 172.3% |

| Open for Operation | 2023   | 2022   | 2021   | 2020   |
|--------------------|--------|--------|--------|--------|
| Days / Hours       | 27/218 | 27/218 | 22/190 | 21/147 |

Days Closed: NONE

| Computer Use | 2023  | 2022  | % Change |
|--------------|-------|-------|----------|
| Monthly      | 452   | 428   | 5.6%     |
| Year-to-date | 3,061 | 2,267 | 16.5%    |

Note: Computer use for the contracting libraries was -1.1% this month and 3.5% YTD.

| Wi-Fi        | 2023   | 2022   | % Change |
|--------------|--------|--------|----------|
| Monthly      | 1,847  | 2,178  | -15.2%   |
| Year-to-date | 14,314 | 16,495 | -13.2%   |

Note: Wifi use for the contracting libraries was 9.4% this month and 7.4% YTD.

| Patron Visits | 2023   | 2022   | % Change |
|---------------|--------|--------|----------|
| Monthly       | 6,182  | 5,182  | 19.3%    |
| Year-to-date  | 42,550 | 37,774 | 12.6%    |

Note: Door counts for the contracting libraries were 5.0% this month and 9.2% YTD.

| New Library Card Memberships | Total-month | YTD |
|------------------------------|-------------|-----|
| Adults                       | 27          | 177 |
| Children                     | 29          | 116 |

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

| Programs Name / Number of Sessions / Sponsor             | Age group      | Attendance |
|--|----------------|------------|
| Feeling Rock   | All            | 14         |
| Crafternoons (Friends) (3)                               | All            | 84         |
| All Together Now Collaborative Artwork                   | All            | 313        |
| Four Shillings Short: Around the World in 30 Instruments | All            | 85         |
| Fitness Fridays : BAM (Friends) (2)                      | 19+            | 18         |
| SPCA Paws for Love (6)                                   | All            | 13         |
| Maker Mondays "Magic Rainbow" (Friends)                  | All            | 9          |
| Happy Talk Song & Sign (Friends)                         | All            | 35         |
| Local Author, Mary Jean Zajac: Reason to Run             | Adult          | 0          |
| Read it & Keep it (Friends)                              | All            | 203        |
| Tutor  | 0-12 yrs. old  | 17         |
| Tutor  | 12-16 yrs. old | 15         |

| At a Glance:<br>Month of 2023 | Circulation (Original Checkout-Not<br>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                          | 15,651 (8,183)   | 5,829        | 383          | 1,929 |
| August                        | 16,617 (61,148)  | 6,182        | 452          | 1,847 |
| September                     |  |              |              |       |
| October                       |  |              |              |       |
| November                      |  |              |              |       |
| December                      |  |              |              |       |
| Total                         |  |              |              |       |

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

## Cumulative Statistics

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

| Programs (Not Including Tutoring & Outreach) | Names, Age Group, Date & Time  |
|--|--|
| January 2023                                 | <p>Aurora Book Club - Adults, 19+ - January 5 @ 6:30 p.m.</p> <p>Oasis Senior Advisors – Seniors &amp; Their Families / Caregivers – January 18 @ 11:00 a.m.</p> <p>Unwind &amp; 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 &amp; 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, &amp; 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, &amp; 4/15 @ 11:00 a.m.</p> <p>Book a Technology Trainer - Adults, 19+ - February 13 @ 10:00 a.m., 11:00 a.m., &amp; 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 &amp; Adults - February 25 @ 11:00 a.m.</p> |
| March 2023                                   | <p>Unwind &amp; 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: August 2023

|            |   |
|------------|---|
|            | <p>11:00 a.m., 11:20 a.m., 11:40 a.m<br/>Aurora Book Club - Adults, 19+ - March 9 @ 6:30 p.m.<br/>Book a Technology Trainer - Adults, 19+ - March 14 @ 10:00 a.m., 11:00 a.m., &amp; 1:00 p.m. –One-on-One Appointments are 45 minutes long<br/>Alzheimer's Association of WNY: Understanding Alzheimer's and Dementia – Adults– March 22 @ 11:00 a.m.</p>  |
| April 2023 | <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<br/>Make &amp; Take: Sculpted Butter Lambs- All Ages (Under 10 with a helper) April 3 @ 5:30 OR 6:30.<br/>Unwind &amp; 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.<br/>Grace Meibohm, Owner of Meibohm Fine Arts-- Postcards: A Pictorial History of East Aurora and More - Adults, 19+, April 10 @ 6:30 p.m.<br/>Buffalo Audubon Society: Build Your Own Birdhouse - Adults, 19+, Groups of 2-3 - Monday, April 17 @ 11:00 a.m.<br/>Buffalo Audubon Society: Backyard Birding Hike - Adults, 19+ - Monday, April 24 @ 6:00 p.m.<br/>Poem in Your Pocket Day- All Ages- April 29, 10:00 a.m. – 3:00 p.m.<br/>Celebrate Screen-Free Week with Extreme BINGO- ages 6-11- April 29 @ 11:00 a.m.</p> |
| May 2023   | <p>Aurora Book Club - Adults, 19+ - May 4 @ 6:30 p.m.<br/>Read to a Dog - Children and their Families, All Ages – May 6 @ 11:00 a.m., 11:20 a.m., 11:40 a.m.<br/>Unwind &amp; 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>   |
| June 2023  | <p>Book a Technology Trainer - Adults, 19+ - June 5 @ 10:00 a.m., 11:00 a.m., &amp; 1:00 p.m. –One-on-One Appointments are 45 minutes long<br/>Unwind &amp; 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.<br/>Roycroft Chamber Music Festival Concert - All Ages - June 12 @ 6:30 p.m.<br/>Andrea Peach: Backyard Chickens in the Village: Commonly Asked Questions -Adults, 19+ - June 8 @ 6:30 p.m.<br/>Andrea Peach: Raising and Protecting your Chickens - Adults, 19+ - June 15 @ 6:30 p.m.</p>   |
| July 2023  | <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>  |

Director's Report: August 2023

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

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

**Director's Report: August 2023**

|                |   |
|----------------|---|
|                | <p>Anything Can Happen Day - Children, 6-11 - Wednesdays, 7/5, 7/12, 7/19, 7/26, 8/2 @ 11:00 a.m.<br/>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 &amp; Adults - Teens &amp; 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 &amp; 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 &amp; 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., &amp; 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 &amp; Adults - Monday, September 25 or October 9 @ 6:00 p.m. *To Register Contact <a href="mailto:betsyroger@dseducationservices.com">betsyroger@dseducationservices.com</a> or <a href="tel:7164807628">(716) 480-7628</a>*</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.<br/>Adventure Academy - Children, 6-11 - Mondays, September 25 through November 13 @ 4:00 p.m.<br/>Unwind &amp; 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.<br/>Buffalo Audubon Society: Native Plants - Adults, 19+ - October 6 @ 11:00 a.m.<br/>Lego Club - Children, 6-11 - Saturday, October 7, November 4, December 2 @ 11:00 a.m.<br/>Book a Technology Trainer - Adults, 19+ - October 9 @ 10:00 a.m., 11:00 a.m., &amp; 12:00 p.m. –One-on-One Appointments are 45</p>   |



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

**Director's Report: August 2023**

|               |   |
|---------------|---|
|               | <p>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 &amp; 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 |   |
| December 2023 |   |

| Outreach       | Class Visit  | Other Outreach                            | Monthly Total |
|----------------|--|---|---------------|
| January 2023   |  |   |               |
| February 2023  |  |   |               |
| March 2023     | EA Preschool Center  |   | 1             |
| April 2023     | EA Preschool Center  |   | 1             |
| May 2023       |  |   |               |
| June 2023      | Parkdale Elementary<br>(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 |  |   |               |
| October 2023   |  |   |               |
| 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  | 8             |

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

**Director's Report: August 2023**

|                |  |    |
|----------------|--|----|
|                | Intervention PT; Erie County Environmental Management – Erie County Healthy Lawn Campaign Tabletop Display Setup; Board  |    |
| 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 (2), EA Garden Society; Board; Girl Scouts  | 5? |
| October 2023   |  |    |
| November 2023  |  |    |
| December 2023  |  |    |
| <b>Total</b>   |  |    |

| 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<br>(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<br>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<br>Holland Tuesday Painters                             | EA Art Society Fall Show<br>League of Women Voters (In Main Library)                      |
| December 2023  |  | EA Art Society Fall Show<br>Holland Tuesday Painters                                      |

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

**Director's Report: August 2023**

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<br>Getting Started with Libby—Overdrive, 1/19/2023, Anna Rose<br>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<br>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<br>Getting Started with Libby—Overdrive, 4/18/2023, Melissa Flynn   |
| May 2023                       |  | ACT Workshop—B&ECPL, 5/20/23, Paula<br>Sustainable Library Certification Program Information—NYLA, 5/23/2023, Paula<br>Canva: Docs & Presentations, Tech-Talk, 5/10/2023, Paula Klocek<br>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<br>Kantola Training All Complete by 6/15/2023<br>Technology Training All Complete by 6/21/2023<br>Create & Edit PDFs w/ New Tools and Techniques—Tech-Talk, 6/5/2023, Kathy Castle<br>Book a Tech Trainer: Excel Basics—Techknowlab, 6/5/2023, Dennis Desmond<br>Windows 11-What's New—Tech-Talk, 6/6/2023, Marj Coyle<br>Hoopla Intro Training—B&ECPL, 6/6/2023, Melissa Flynn<br>Are You Using the Full Power of Gmail—Tech-Talk, 6/8/2023, Karen Ercolano |

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

**Director's Report: August 2023**

|                |  |  |
|----------------|--|--|
|                |  | <p>Internet Search Techniques—Tech-Talk, 6/8/3034, Sue Maraszek</p> <p>Create &amp; Edit PDFs w/ New Tools and Techniques—Tech-Talk, 6/20/2023, Jennifer Lewis-Drew</p> <p>Increasing Safe Spaces for the LGBTQ Community—Long Island Library Resources Council, 6/23/2023, Paula Klocek &amp; Melissa Flynn</p> <p>Getting Started with Libby, 6/27/2023, Mary Hayes</p> <p>Dealing with Conflict—Tech-Talk 6/29/2023 Sue Maraszek; ZOOM Meeting: Tips to Participate—TechKnow Lab 6/30-Jennifer Lewis-Drew</p> |
| July 2023      | Book a Technology Trainer—Techknowlab, 7/10/2023 | <p>Dealing with Difficult People—TechTalk 7/5/2023-Susan Maraszek, Supervisor Bach @Southside Commerce Center (Storage)7/6/2023-Paula Klocek Supervisor Bach &amp; Councilman Snyder (Building Shed)-7/7/2023-Paula Klocek 7/10/2023-Town Board Meeting-7/10/2023-Paula Klocek</p> <p>Trick-or-Read—7/14/2023, Librarians</p>  |
| 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 |  |
| November 2023  | Book a Technology Trainer—Techknowlab            |  |
| December 2023  | Book a Technology Trainer—Techknowlab            |  |

Aurora Town Public Library  
550 Main Street, East Aurora, New York 14052  
Director's Report: August 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   | 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) | \$184.00 | \$637.80 |

| Friends Ongoing Book Sale | Month    | YTD        |
|---------------------------|----------|------------|
| Dollar Amount (Pre-Tax)   | \$322.00 | \$2,508.75 |

| Other Fundraisers                   | Money Raised |
|-------------------------------------|--------------|
| Painted Spring Plant Pots (Friends) | \$1,226.00   |
| National Humor Month Raffle         | \$262.00     |
| Discard Sale                        | \$1,812.22   |
| Total Other Fundraiser Money        | \$3,300.22   |

| Improvements / Repairs to the Library | Project | Funded / Work Done By |
|---------------------------------------|---------|-----------------------|
| January 2023                          |         |                       |

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

**Director's Report: August 2023**

|                |  |  |  |
|----------------|--|--|--|
| February 2023  |  |  |  |
| March 2023     |  |  |  |
| April 2023     | Requested and received a new American flag<br>Wonderbook Collection In Memory of Alvin Fontanese<br>Expanded Vox Books<br>Subject Matter Dividers for j Non-Fiction to assist children and families locate materials | Town<br><br>Various Memorial Donors<br><br>Friends |  |
| May 2023       | Augmented j-Graphic Novels<br>Requested repair of the automatic door button, mulch be spread in front gardens, and the concrete on accessible ramp be repaired   | Material Budget<br><br>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 | Bid accepted to build new shed (with fence)  | Town   |  |
| October 2023   |  |  |  |
| November 2023  |  |  |  |
| December 2023  |  |  |  |

2023 Aurora Payroll Report\_PP15



As of Pay Period 15

| FT PERSONNEL         |                  |                   |                  |
|----------------------|------------------|-------------------|------------------|
| Title                | YTD Expensed     | Budgeted          | Remaining        |
| Library Director I   | 36,661.73        | 63,852.00         | 27,190.27        |
| Librarian I          | 29,123.87        | 64,946.00         | 35,822.13        |
| Senior Library Clerk | 26,803.10        | 39,965.00         | 13,161.90        |
| <b>FT Totals</b>     | <b>55,926.97</b> | <b>104,911.00</b> | <b>48,984.03</b> |

| PT PERSONNEL     |                  |                   |                  |
|------------------|------------------|-------------------|------------------|
| Title            | YTD Expensed     | Budgeted          | Remaining        |
| Caretaker PT     | 9,958.78         | 14,345.00         | 4,386.22         |
| Cleaner PT       | 6,343.10         | 9,599.00          | 3,255.90         |
| Clerk Typist PT  | 17,148.99        | 28,656.00         | 11,507.01        |
| Librarian I PT   | 12,389.40        | 29,655.00         | 17,265.60        |
| Page PT          | 7,138.12         | 20,676.00         | 13,537.88        |
| Senior Page      | 26,191.68        | 59,281.00         | 33,089.32        |
| <b>PT Totals</b> | <b>79,170.07</b> | <b>162,212.00</b> | <b>83,041.93</b> |

| TOTAL COMBINED         |                   |                   |                   |
|------------------------|-------------------|-------------------|-------------------|
|                        | YTD Expensed      | Budgeted          | Remaining         |
| Caretaker PT           | 9,958.78          | 14,345.00         | 4,386.22          |
| Cleaner                | 6,343.10          | 9,599.00          | 3,255.90          |
| Clerk Typists          | 17,148.99         | 28,656.00         | 11,507.01         |
| Librarian I'S          | 41,513.27         | 94,601.00         | 53,087.73         |
| Library Director I     | 36,661.73         | 63,852.00         | 27,190.27         |
| Senior Library Clerk   | 26,803.10         | 39,965.00         | 13,161.90         |
| Pages                  | 7,138.12          | 20,676.00         | 13,537.88         |
| Senior Pages           | 26,191.68         | 59,281.00         | 33,089.32         |
| Contractual Reserve    |                   | 19,098.00         | 19,098.00         |
| <b>Combined Totals</b> | <b>171,758.77</b> | <b>350,073.00</b> | <b>178,314.23</b> |

|                                 |                     |
|---------------------------------|---------------------|
| ANNUAL BUDGET                   | \$ 350,073.00       |
| PROJECTED ANNUAL BUDGET SPENT   | \$ 285,497.23       |
| <b>PROJECTED ENDING BALANCE</b> | <b>\$ 64,575.77</b> |

2023 Aurora Payroll Report\_PP15



As of Pay Period 15

| FT PERSONNEL         |                  |                   |                  |
|----------------------|------------------|-------------------|------------------|
| Title                | YTD Expensed     | Budgeted          | Remaining        |
| Library Director I   | 36,661.73        | 63,852.00         | 27,190.27        |
| Librarian I          | 29,123.87        | 64,946.00         | 35,822.13        |
| Senior Library Clerk | 26,803.10        | 39,965.00         | 13,161.90        |
| <b>FT Totals</b>     | <b>55,926.97</b> | <b>104,911.00</b> | <b>48,984.03</b> |

| PT PERSONNEL     |                  |                   |                  |
|------------------|------------------|-------------------|------------------|
| Title            | YTD Expensed     | Budgeted          | Remaining        |
| Caretaker PT     | 9,958.78         | 14,345.00         | 4,386.22         |
| Cleaner PT       | 6,343.10         | 9,599.00          | 3,255.90         |
| Clerk Typist PT  | 17,148.99        | 28,656.00         | 11,507.01        |
| Librarian I PT   | 12,389.40        | 29,655.00         | 17,265.60        |
| Page PT          | 7,138.12         | 20,676.00         | 13,537.88        |
| Senior Page      | 26,191.68        | 59,281.00         | 33,089.32        |
| <b>PT Totals</b> | <b>79,170.07</b> | <b>162,212.00</b> | <b>83,041.93</b> |

| TOTAL COMBINED         |                   |                   |                   |
|------------------------|-------------------|-------------------|-------------------|
|                        | YTD Expensed      | Budgeted          | Remaining         |
| Caretaker PT           | 9,958.78          | 14,345.00         | 4,386.22          |
| Cleaner                | 6,343.10          | 9,599.00          | 3,255.90          |
| Clerk Typists          | 17,148.99         | 28,656.00         | 11,507.01         |
| Librarian I'S          | 41,513.27         | 94,601.00         | 53,087.73         |
| Library Director I     | 36,661.73         | 63,852.00         | 27,190.27         |
| Senior Library Clerk   | 26,803.10         | 39,965.00         | 13,161.90         |
| Pages                  | 7,138.12          | 20,676.00         | 13,537.88         |
| Senior Pages           | 26,191.68         | 59,281.00         | 33,089.32         |
| Contractual Reserve    |                   | 19,098.00         | 19,098.00         |
| <b>Combined Totals</b> | <b>171,758.77</b> | <b>350,073.00</b> | <b>178,314.23</b> |

|                                 |                     |
|---------------------------------|---------------------|
| ANNUAL BUDGET                   | \$ 350,073.00       |
| PROJECTED ANNUAL BUDGET SPENT   | \$ 285,497.23       |
| <b>PROJECTED ENDING BALANCE</b> | <b>\$ 64,575.77</b> |



## 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.

## **SELF-ASSURANCE of Trustee Education Activity Completion**

Beginning January 1, 2023, each library trustee, elected or appointed, of a board of trustees is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d as added by *Chapter 468 of the Laws of 2021*)

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the library board president for review and signature. Trustees should retain a copy of the signed form.

I give the following assurance:

I attended the following trustee education activity:

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

Approved Provider: \_\_\_\_\_

Title of Activity: \_\_\_\_\_

Topic/Content: \_\_\_\_\_

Format (e.g. workshop, webinar, online course): \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Contact Hours: \_\_\_\_\_

\_\_\_\_\_  
**Trustee Signature/Date**



## AURORA TOWN PUBLIC LIBRARY

### **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](mailto: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 September 26, 2023.

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

**Contract Library "System Paid" Budget Analysis**

**Aurora Town Public Library**

**As of 5/31/2023**

|  | "System Paid" Budget* | January          | February         | March            | April            | May              | Actual 2022 YTD Expenses | 2022 Year End Projection | Projected Year End Surplus/(Shortfall) |
|--|-----------------------|------------------|------------------|------------------|------------------|------------------|--------------------------|--------------------------|--|
| <b>Salaries &amp; Wages, Full Time</b>       |                       |                  |                  |                  |                  |                  |                          |                          |  |
| Salaries & Wages, Full Time                  | 168,763.00            | 9,284.07         | 14,632.81        | 15,494.24        | 12,032.51        | 14,435.65        | 65,879.28                | 160,340.67               | 8,422.33                               |
| Other Payments                               |                       |                  |                  |                  |                  |                  | 0.00                     | 0.00                     | 0.00                                   |
| Overtime                                     |                       |                  |                  |                  |                  |                  | 0.00                     | 0.00                     | 0.00                                   |
| <b>Total Salaries &amp; Wages, Full Time</b> | <b>168,763.00</b>     | <b>9,284.07</b>  | <b>14,632.81</b> | <b>15,494.24</b> | <b>12,032.51</b> | <b>14,435.65</b> | <b>65,879.28</b>         | <b>160,340.67</b>        | <b>8,422.33</b>                        |
| Wages, Regular Part-Time                     | 0.00                  |                  |                  |                  |                  |                  | 0.00                     | 0.00                     | 0.00                                   |
| Wages, Part Time                             | 162,212.00            | 10,480.92        | 8,011.89         | 13,658.15        | 11,494.26        | 12,461.37        | 56,106.59                | 136,634.01               | 25,577.99                              |
| Contractual Reserve                          | 19,098.00             |                  |                  |                  |                  |                  | 0.00                     |                          | 19,098.00                              |
| Employer FICA Total                          | 25,318.00             | 1,442.33         | 1,696.83         | 2,177.84         | 1,738.59         | 1,987.31         | 9,042.90                 | 21,998.38                | 3,319.62                               |
| Employee Health Insurance                    | 33,443.00             | 3,347.06         | 2,670.24         | 2,522.50         | 2,588.89         | 3,178.54         | 14,307.23                | 34,811.08                | (1,368.08)                             |
| Dental Plan                                  | 636.00                | 66.42            | 44.28            | 33.61            | 40.09            | 43.18            | 227.58                   | 506.54                   | 129.46                                 |
| Health Insurance Waiver                      |                       |                  |                  |                  |                  |                  | 0.00                     | 0.00                     | 0.00                                   |
| NYS Retirement                               | 23,160.00             | 1,352.94         | 1,395.40         | 2,463.52         | 1,637.60         | 1,692.00         | 8,541.46                 | 21,090.58                | 2,069.42                               |
| Disability                                   | 0.00                  |                  |                  |                  |                  |                  | 0.00                     |                          | 0.00                                   |
| Natural Gas (NFG)                            | 6,532.00              | 1,055.95         | 532.44           | 491.70           | 327.74           | 114.66           | 2,522.49                 | 3,837.22                 | 2,694.78                               |
| Electricity                                  | 11,654.00             | 753.77           | 327.00           | 387.89           | 265.86           | 403.97           | 2,138.49                 | 7,266.70                 | 4,387.30                               |
| <b>Bottom Line Total</b>                     | <b>450,816.00</b>     | <b>27,783.46</b> | <b>29,310.89</b> | <b>37,229.45</b> | <b>30,125.54</b> | <b>34,316.68</b> | <b>158,766.02</b>        | <b>386,485.18</b>        | <b>64,330.82</b>                       |

**Notes:**

System Paid Budget per Res. 2022-48