

AURORA FREE LIBRARY JANUARY 2023 DIRECTOR'S REPORT

Submitted for Board of Trustees Meeting

HIGHLIGHTS AND NEWS

- Received NYS Construction Grant 2022 for Roof Project.
- Purchasing a pass to the Rosamund Gifford Zoo for patrons to borrow.
- Trustee Handbook Book Club Series <https://midhudson.org/trusteebookclub/>

GRANT ACTIVITY NEWS

Rosen Take it on the Road and Beyond 2022-23:

- Take and Make Kit for January is a design your own calendar. 25 in library and 50 for Food Pantry.

Storytime Train Grant 2021-22:

- Added a number of STEAM kits to the collection and am planning to put in an order for Wonderbooks which have both print and audiobook features.

Rosen Storytime Train: Chugging Down the Track 2022-23:

- Still primarily seeing Aurora Preschool students and teachers attending twice per month, with few others.
- I will be presenting Storytime to 2 UPK classrooms Thursday, Jan. 19th with Hazard Library.

PROGRAMMING/PR

- Reviewed/ gathered info for January Hub Newsletter.
- Wrote article for Southern Cayuga School Newsletter.
- Discussed applying for NYS Humanities Grant with Opendore. They decided to go forward and we will wait until the Fall to consider applying for another Reading and Discussion series.
- Aurora Library hosted Cookie's Polished "Silver" Lunch on 12/20/2022. We had 8 participate. Assumed low turnout due to holiday. Next ones will be 2/7/2023 and 3/21/2023.
- Book Club met at Aurora Free Library for January and new titles have been chosen for the year. They will meet at the library in February and March as well. We will read the SCAFTC Community Read for February. We purchased (to be reimbursed by committee) books and have been handing them out to community members.
- Set up and promoting Zoom Travel Series with David Mould who was well-received last January.
- Working with school on February I Love to Read Month activities. Will give out books with Hazard on Feb. 14th at lunch. Deciding on author to visit (Rosen funds from Hazard). Also planning Book and Breakfast for school at end of February.
- Planning/promoting Take Your Child to the Library Day the first Saturday of February.
- Updated website with webmaster and posted to FB and Instagram as well as used Mailchimp to keep our patrons updated with the latest happenings.

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ADMINISTRATION AND HUMAN RESOURCES

- In touch with Susan Deacon regarding agenda/meeting items, library issues, upcoming Annual Meeting and the 125th anniversary of the library (1899-2024) next year.
- In touch with Dave about various building issues.
- Attended Member Library Support Group December and January to hear about what other libraries are doing and FLLS news.
- Contacted the Village of Aurora regarding NY Forward application. No news yet.
- Contacted Lemondes office and was told that the funding they anticipated for libraries did not come through as they would have liked. I did later find out that Weedsport, Cato, Auburn and Port Byron each received \$6,250 (total of \$25,000). We were told to contact our new representative 131st Assembly District Jeff Gallahan to see if he could help us secure funding.
- Gathering information for NYS Annual Report (still not up to input into yet). Also going over end of year numbers for AFL and grant spending.
- Beginning to plan for upcoming Rosen Grant deadline Feb. 22 and to complete final report for Community Arts Regrant with MOH.
- Shared Nicole's Public Librarian Certificate with Susan Deacon and Thea.
- Worked with Ellen on Collection Development and Challenged Material Policies. We are getting close to be able to present to Board for review and approval.
- Met with Susan Deacon, Mark Ferrari and Natalie to look at Jail and discuss next steps. Thank you for your help. Susan followed up with a call to Steve to discuss Construction Grant next steps. Developing list of items to purchase for furnishings and makerspace. Have been in touch with TCPL and Trumansburg libraries as well as Lansing regarding technology and other items for the space.
- Attended a quick session on Unlocking Power of Canva for Teams.
- Emailed Dennis, Susan Deacon and Thea to mention one priority this year will be to assess staff benefits. Currently no paid vacation, holidays etc. Have contacted some libraries and FLLS to gain a better understanding of what other libraries do. Will discuss further with Dennis since he has this as strategic plan initiative.

FINANCE/LEGAL COMPLIANCE/FUNDRAISING

- Reviewed Quickbooks and met with Melissa to look at 2022 spending budgets/grants.

BUILDING USE AND MAINTENANCE

- **2022 Maintenance/Checks have occurred: Stair Chair (1/22), Fire Extinguisher Check (2/22), Service Alert (4/22, 9/22), AC and Furnace maintenance Holbrook Heating (**12/21/2022**)
- NEW: Contacted Dave to tell him that I saw a new piece of roof tile that had fallen in back of building 1/10/2023.
- Contacted Dave to mention that the driveway had been covered in gravel by neighbor.
- Bottom of side door needs repainting/attention at bottom of door. **Contacted Preservation Committee**
- Gutter fell down on south side of building – DAVE looking into fixing it.
- Main Street entry steps are spalling and gaps where mortar is on sides seems to have increased. Met with DAVE and mason 7/12/22 soliciting estimates. **PRESERVATION THANK YOU DAVE!**

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- Roof issue: south front needs attention. **PRESERVATION- CONSTRUCTION GRANT RECEIVED**
- Need to install street number – **OPEN ISSUE**
- First floor weatherizing south windows- **OPEN ISSUE**
- Stains on interior north wall MOH – **OPEN ISSUE**
- Tree growing out of chimney – **OPEN ISSUE**

DOOR COUNT: 2022 Door count includes in-house program participants.

Month	2021*	2022
Dec	152	296 (+ 44- Offsite book club and UPK programs)
Nov	150	376 (+ 48 Offsite- book club and UPK programs)
Oct	168	808 (+105 offsite (UPK and Witchy Women))Halloween
Sept	269	338 (+90 offsite SCCS, Opendore, Farmer's Market)
Aug	376	494 (+11 offsite Opendore)
July	472	724(+224 offsite- AA Field, Cemetery)
June	235	383 (+ 438 offsite participants- SCCS, Opendore)
May	148	325 (+ 59 offsite participants)
April	179	354 (+ 48 offsite participants)
March	193	240 (+ 92 in-house and 10 offsite participants in in-person programs)
February	182	185
January	169	174

****2021 numbers do not include offsite participants or programs & out of building mid-Oct to mid-Dec**

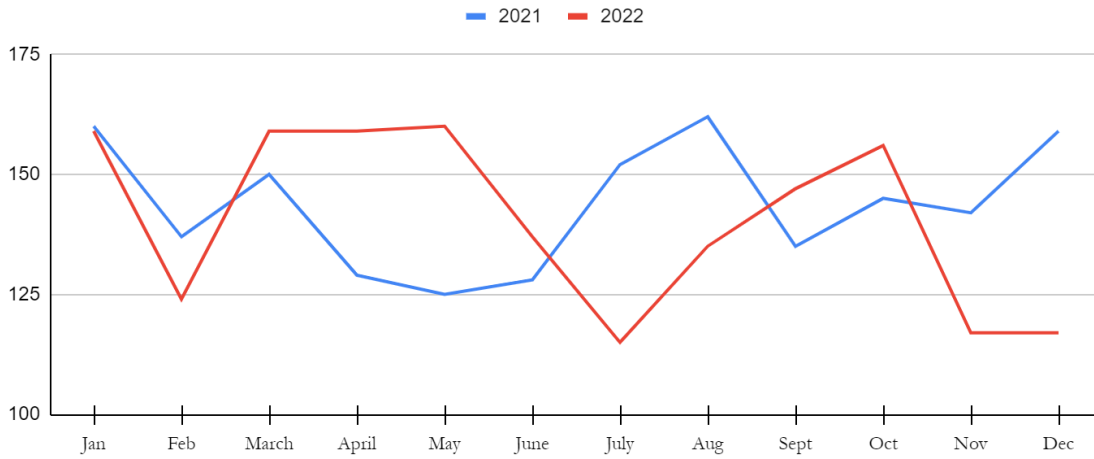
○ **CIRCULATION COMPARISON 2021-2022:**

*Month/Year	Total circulation of Overdrive ematerials	Total Circulation of all Materials without renewals	Total Circulation of all Materials with renewals
June 2021	128	632	1039
June 2022	137	699	1072
July 2021	152	850	1318
July 2022	115	840	1266
August 2021	162	908	1442
August 2022	135	823	1384
September 2021	135	610	1135
September 2022	147	673	1145
October 2021*	145	573	1128
October 2022	156	758	1353
November 2021*	142	555	922
November 2022	117	671	1124
December 2021*	159	551	854
December 2022	117	639	1062

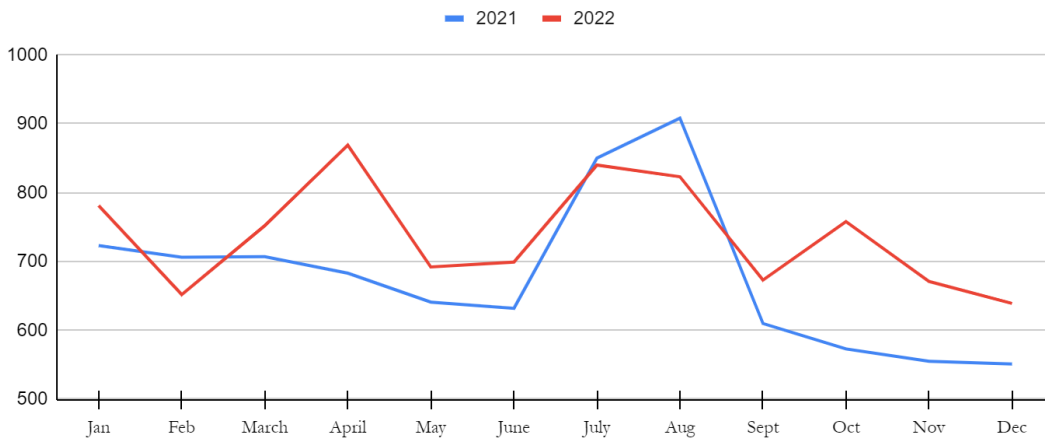
***Note: We were operating in United Ministry when floors refinished mid Oct-mid Dec 2021**

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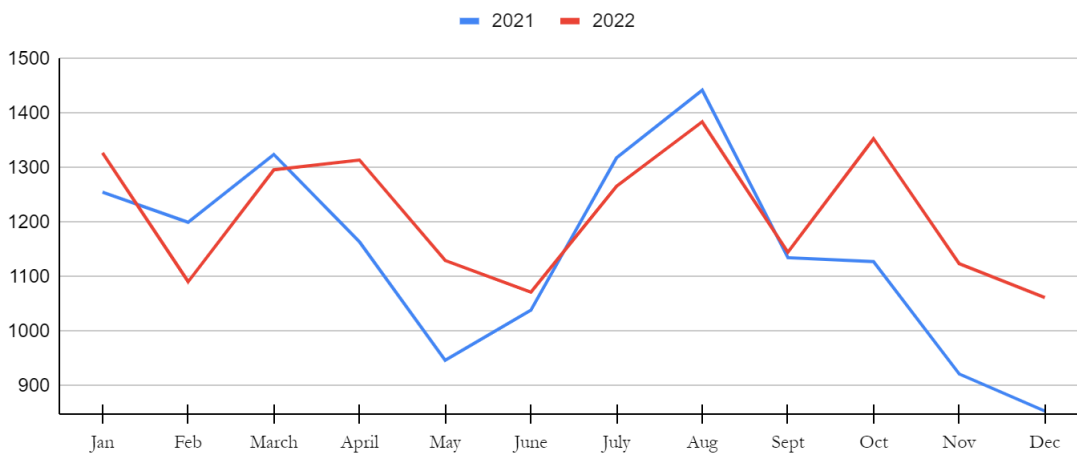
Total Circulation of Overdrive ematerials



Total Circulation of all Materials without renewals



Total Circulation of all Materials with renewals



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UPCOMING EVENTS: PLEASE CHECK WEBSITE AND FACEBOOK for more

DATE	EVENT	FUNDED BY	TIME & LOCATION (AFL unless noted)
Any time	Overdrive/Libby Eresources help		Contact Nicole
Wednesdays	Storytime	Rosen	9:30 am when school in session
1 st Wednesdays	Book Club		7:00 pm AFL Jan, Feb, Mar 2023
1/24/2023	Travel Writer David Mould		ZOOM at 7:00 pm
2/4/2023	Take Your Child to the Library Day		10am-2 pm

Respectfully submitted by Sandy Groth