

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Agenda of the Board
Regular Monthly Meeting
December 17, 2024, 1:00 p.m.

1. Comments from the audience:
2. Minutes of the Meeting: November 26, 2024
3. Treasurer's Report: Monthly Financial Statements, Internal Auditor, & Contingency Fund Reports: November 2024
4. Director's Report: November 2024
5. Reports of Interest
 - a. On December 5th, 2024, the 2025 Erie County Budget was approved. (System Total 2025 Operating Budget is \$34,669,428; System Total 2025 Grants Budget is \$625,005; as a System, we received a 4.3% increase in our Library Real Property Tax; Library Materials has been increased to \$3.2 Million; Increase in system-wide support for programming was included.
 - b. 236 letters from ATPL patrons were sent to Legislator Lindsay Lorigo encouraging her to vote for Erie County Executive's proposed 2025 budget allocation of Library Real Property Taxes for \$30,947,322.
 - c. December 3 - December 23, the community is welcome to select an ornament from the ROC Squad holiday tree to purchase a toy from an Amazon registry at ATPL. ROC will distribute the gifts to children in need.
 - d. Genrefication of the juvenile Readers is underway.
 - e. Other
6. Personnel
 - a. Payroll Report
 - b. Board May Enter Executive Session
 - c. Other
7. Old Business
 - a. Schedule of Meetings of the Library Board 2025
8. New Business
 - a. Governance Committee & Governance Committee Chair (Compliance Officer)
 - b. Review Schedule for Board Adopted Policies
 - c. Resolution for Contract Library Boards of Trustees Personnel Policies and Procedures
 - d. Other

The next regularly scheduled meeting will be on January 28, 2024, at a time to be determined during the December 17, 2024 meeting.

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052

November 26, 2024, Minutes

Present: Martha Buyer, Kara Spencer-Ching, Elaine Chow, Sashi Racho, Adam Zaremski, Paula M.A. Ausberger, ATPL Director

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

1. There were no comments from the audience.
2. A motion (MB, SR) to approve the Minutes of the Meeting: October 22, 2024 was carried by a voice vote.
3. A motion (AZ, EC) to approve the Treasurer's Report: Monthly Financial Statements, Internal Auditor, & Contingency Fund Reports: October 2024 was carried by a voice vote.

During the discussion, Racho said two Certificate of Deposits were maturing. Even though interest rates decreasing, she suggested purchasing a new one with \$20,000 at 3.23 percent interest for 12 months, which will continue earning revenue for the library.

Ausberger said there were not any anticipated expenses in the next year that would require that funding.

Racho said another Certificate of Deposit that had been purchased with \$50,000 would expire in two weeks.

She said it would be better to wait on purchasing a new one for that to see what interest rates are at when the time arrives.

A motion (MB, EC) to approve purchasing a new Certificate of Deposit for \$20,000 at 3.23 percent interest for 12 months was carried by a voice vote.

4. A motion (EC, MB) to approve the Director's Report: October 2024 was carried by a voice vote.

Ausberger noted that she had received a thank you letter from a patron for having a projector people can take out. She also noted that the new one-time solve Clue games that were added to the Library of Things collection, have been popular with patrons. They have circulated 13 times in just a few weeks.

She also noted plans are in the works to figure out new outreach opportunities events in the community, including some possible work with the East Aurora Cooperative Market.

5. Reports of Interest

a. The East Aurora Co-Op raised \$3,510.82 for the Friends of ATPL with the Round Up at the Register fundraiser from September 1 – October 31, 2024.

b. ATPL is a donation drop-off location, from October 23 – December 2, for new children's toys and clothes for the WNY Foster Closet. It is also a collection site for Erie County Legislator Lindsay Lorigo's Toiletry Drive for Veterans, taking place Friday, November 1-November 30.

c. Give the gift of reading this holiday season while supporting your Aurora Town Public Library by shopping at the Friends Ongoing Book Sale. These books are a bargain and make perfect presents for everyone on your list! Hardcover cost \$2.00 each. Paperbacks and Movies are \$1.00 apiece. Puzzles priced as marked.

d. Support the Friends of the Aurora Town Public Library and enter for a chance to win a basket filled with local goodies. Tickets may be purchased from November 12 through December 12, one for \$1.00 or six for

\$5.00. Winners will be randomly selected on Friday, December 13 at 10:00 a.m. All proceeds benefit the Friends.

e. Letters to Legislator Lindsay Lorigo are available to patrons to sign that encourage voting for Erie County Executive's proposed 2025 budget allocation of Library Real Property Taxes for \$30,947,322.

f. Other

6. Personnel

a. Payroll Report: Pay Period 20

The Position Change Request was denied due to the cost and fringe benefits would be over \$27,000.00 that is not in our budget. Spencer-Ching said she would still like ATPL to request funding for another full-time librarian position as there is a need. Ausberger said she would inquire the System about if there are any further options.

b. The Librarian I, Part-Time Search Continues

Ausberger said there are no qualified candidates at this time.

c. There was no need for the board to enter into an executive session.

d. Other

7. Old Business

a. Other

Spencer-Ching talked about a meeting with State Senator Patrick Gallivan and other library staff/trustees/organizations. She said she talked about Gallivan's support that has allowed ATPL to acquire additional Library of Things materials and thanked him for that help.

8. New Business

a. System Paid Budget Analysis (As of 9/30/24)

b. Whistleblower Policy

Racho asked for clarifications on this to make sure ATPL is in compliance. She highlighted the need for a Compliance Officer and asked who that is. Spencer-Ching said she would look into the topic.

Ausberger said this policy mirrors what is being done at Central.

A motion (MB, SR) to approve the Whistleblower Policy, as amended and clarified, was carried by a voice vote..

c. Schedule of the Library Board Meetings 2025

Spencer-Ching and Buyer noted that they have new jobs and it would impact their ability to attend ATPL board meetings in the afternoon. A request was made to change meeting times in 2025 to Tuesday evenings at 6:30 p.m., with the annual meeting in April starting at 6 p.m. The board said it would consider the change and vote on meeting dates at the December meeting.

Buyer noted this might encourage more participation from the public and the Aurora Town Board members who are liaisons for the library.

d. Position Change Request: Old Business

e. Other

Trustee Chow said she would like to serve another five-year term on the ATPL board. Her current term expires at the end of 2024. Spencer-Ching said she has written a letter to the Aurora Town Board requesting Chow be

re-appointed to ATPL board. The Aurora Town Board normally approves these appointments at its first meeting in 2025.

The next regularly scheduled meeting will be on December 17, 2024, at 1:00 p.m.

A motion (EC, MB) to adjourn the meeting at 2:03 p.m. was carried by a voice vote.

Respectfully Submitted,

Adam Zaremski
Secretary

AURORA TOWN PUBLIC LIBRARY

Treasurer's Report

30-Nov-24

LOCAL CHECKING ACCOUNT

Beginning Balance:	1-Nov-24		\$11,070.70
Plus Receipts/Deposits		Total:	\$109.00
Less Checks/Debits		Total:	\$240.18
Ending Balance:	30-Nov-24		\$10,939.52

Transaction Details

Receipts:

Rachelle Francis	(Author Merch Reimbursement)	\$9.00
Anonymous	(Unspecified Donation)	\$100.00
	Total:	\$109.00

Disbursements:

Amazon	(Safe and Markers)	\$240.18
	Total:	\$240.18

Director's Discretionary Fund

Beginning Balance	\$500.00	Ending Balance	\$500.00
-------------------	----------	----------------	----------

Internal Auditor's Report

Elaine Chow, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
L129	\$240.18	11/18/2024	1086	Amazon (Safe and Markers)

Friends Ongoing Book Sale Month	\$323.00	YTD	\$3,069.00
---------------------------------	----------	-----	------------

Friends Pop-Up Sale Month	N/A	YTD	\$884.55
---------------------------	-----	-----	----------

Contingency Fund	\$277.21	Counted	11/15/2024
------------------	----------	---------	------------

Alice Askew Snack Fund	\$27.22	Counted	11/15/2024
------------------------	---------	---------	------------

Savings Account

Balance Forward	1-Nov-24	\$614.45
Interest Earned		\$0.01
Balance	30-Nov-24	\$614.46

Certificate of Deposit 12-Dec-23 12 Month Term 3.95% Maturity 12-Dec-24

Beginning Balance: \$50,000.00	Ending Balance: \$50,000.00
--------------------------------	-----------------------------

Certificate of Deposit 5-Jun-24 6 Month Term 3.95% Maturity 30-Nov-24

Beginning Balance: \$20,000.00	Ending Balance: \$20,000.00
--------------------------------	-----------------------------

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: NOV

SAP Acct.	Description	Adopted Budget	Budget Transfers	Year-to-Date Expenditures	Available Budget	Projected Utilization at 12/31	Projected Variance at 12/31	Comments
500000	Salaries - Full-time	0	0	0	0	0	0	
502000	Fringe Benefits	0	0	0	0	0	0	
Utility Charges:								
515000	Water	550	(121)	327	102	429	0	
515000	Sewer	800	(40)	760	0	760	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	0	
506200	Repairs & Maintenance Chgs.	2,550	75	2,625	0	2,625	0	
555050	Insurance Charges	0	0	0	0	0	0	
510000	Travel & Mileage Expenses	200	(50)	150	0	150	0	
530000	Other Expenses & Charges	600	276	876	0	876	0	
530000	Contingency (Bullet Aid)	0	0	0	0	0	0	
	TOTAL EXPENSES	5,220	0	5,118	102	5,220	0	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	100	0	432	(332)	471	371	
Copy Machines	400	0	569	(169)	621	221	
Print Cost Recovery	1,500	0	1,931	(431)	2,107	607	
Other Income	100	0	0	100	0	(100)	
State Funding	0	0	0	0	0	0	
Municipal Support	0	0	0	0	0	0	
Donations (priv. persons/foundations)	0	0	0	0	0	0	
Fundraising (events/booksales)	0	0	0	0	0	0	
Interest Income	0	0	0	0	0	0	
Misc Income	0	0	0	0	0	0	
Use of Fund Balance	0	0	0	0	0	0	
TOTAL DIRECT INCOME	2,100	0	2,932	(832)	3,199	1,099	

AURORA TOWN PUBLIC LIBRARY

COUNTY LEDGER

COUNTY CHECKING ACCOUNT

30-Nov-24

Beginning Balance:	1-Nov-24		\$7,866.20
Plus Receipts/Deposits		Total:	\$215.75
Less Checks/Debits		Total:	\$9.49
Ending Balance:	30-Nov-24		\$8,072.46

Transaction Details

Receipts:

Library Revenue	11/15/2024		\$79.20
Library Revenue	11/30/2024		\$86.55
Copier	11/30/2024		\$50.00
		Total:	\$215.75

Disbursements:

Manny's Ace Hardware	(Boot Tray)		\$9.49
		Total:	\$9.49

Internal Auditor's Report

Elaine Chow, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
C200	\$9.49	11/9/24	5958	Manny's Ace Hardware (Boot Tray)

Contingency Fund Report 2024

DATE	AMOUNT	BUYER	PURPOSE	BILLS	COIN	TOTAL	INITIALS
1/16/24	\$195.19		Counted	\$187.00	\$8.19	\$195.19	PK/KB
1/30/24	(\$20.91)	KB	AA Batteries Lib of Things	\$167.00	\$7.28	\$174.28	PK/KB
Unknown	\$12.97		Donations				
2/15/24			Counted	\$177.00	\$10.25	\$187.25	PK/KB
3/7/24	(\$5.61)	KB	Mail books to Aurora Free			\$181.64	PK/KB
3/8/24	\$10.00		Donation			\$191.64	
3/8/24			Counted	\$190.00	\$11.60	\$201.60	SR/KB
3/11/24	(\$10.00)		Deposit Donation to Local	\$180.00	\$11.60	\$191.60	PK/KB
3/12/24	\$9.96		Donations				
3/13/24			Counted	\$180.00	\$11.60	\$191.60	PK/KB
3/13/24	\$1.00		Donation	\$181.00	\$11.60	\$192.60	PK/KB
4/1/24	(\$5.00)	KB	Seed \$ Mother's Day Raffle	\$176.00	\$11.60	\$187.60	KB
4/3/24	\$1.00		Donation	\$175.00	\$13.60	\$188.60	KB
4/10/24	\$5.00	KB	Donation	\$180.00	\$13.60	\$193.60	KB
4/10/24	\$6.00	KB	Donation	\$186.00	\$13.60	\$199.60	KB
4/15/24	\$5.60	KB	Reimbursement for Book Mailing	\$189.00	\$16.21	\$205.21	KB
4/15/24			Counted	\$189.00	\$16.21	\$205.21	PK/KB
4/15/24	(\$111.17)	KB	Office Depot				
4/26/24	(\$33.96)	DD	Valu Home Store				
5/3/24	\$5.00	KB	Return Seed \$ From Raffle				
5/15/24			Counted	\$58.00	\$7.07	\$65.07	PK/KB
	\$65.07						
5/28/24	\$145.13		Reimburse Contingency				PK/KB
5/30/24	4.55	KB	Patron Donation				
	214.75						
5/30/24	(\$17.35)	KB	Vidler's Greeting Cards				
6/3/24	(\$10.00)	KB	Seed \$ for Basket Raffle				
6/12/24	\$3.00	KB	Desk Donation				
6/14/24	\$189.40		Counted	\$182.00	\$7.40	\$189.40	PK/KB
6/24/24	(\$7.96)	AL	Vidler's Greeting Cards				
7/1/24	\$2.00	KB	Counter Donation				KB
7/1/24	\$10.00	KB	Return Seed \$ From Raffle				KB
7/10/24	(\$72.08)	KB	Pay for Postage				KB
7/10/24	\$72.08	KB	Reimburse for Postage				KB

[illegible]

Alice Askew Staff Snack Fund Report 2024

DATE	AMOUNT	BUYER	PURPOSE	BILLS	COIN	TOTAL	INITIALS
12/27/2023	\$250.00		Counted	\$250.00		\$250.00	PK/KB
1/16/2024			Counted	\$250.00		\$250.00	PK/KB
2/15/2024			Counted	\$250.00		\$250.00	PK/KB
3/13/24			Counted	\$250.00		\$250.00	PK/KB
3/23/2024	(\$84.20)	DD	Staff Snacks	\$165.00	\$0.80	\$165.80	KB
4/15/2024			Counted	\$165.00	\$0.80	\$165.80	PK/KB
5/15/2024			Counted	\$165.00	\$0.80	\$165.80	PK/KB
6/4/2024	(\$129.39)	DD	Staff Snacks				
6/14/2024		KB	Counted	\$36.00	\$0.41	\$36.41	PK/KB
7/10/2024	(\$9.19)	DD	Snacks	\$27.00	\$0.22	\$27.22	PK/KB
7/15/2024			Counted	\$27.00	\$0.22	\$27.22	PK/MC
8/14/2024			Counted	\$27.00	\$0.22	\$27.22	PK/KB
9/16/2024			Counted	\$27.00	\$0.22	\$27.22	PK/WR
10/15/2024			Counted	\$27.00	\$0.22	\$27.22	PK/WR
11/15/2024			Counted	\$27.00	\$0.22	\$27.22	WR / AL
	27.22						

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

Monthly Statistics

Circulation	Total-Month	Average / Day	Average / Hour	YTD Total
2024	14,083*	586.8	75.3	160,256**
2023	13,442	584.4	73.7	155,750
2022	12,970	589.5	73.7	128,006

Note: Circulation for the contracting libraries was -4.0% this month from last year (EAU was 4.8%) and -0.3% over YTD (EAU was 2.9%). *Original checkouts at EAU are 7,658 for this month. **Original checkouts YTD at EAU are at 85,828.

Library of Things (Including Chromebook Kit, Hotspots & Wilson Sports Equipment)	2024	2023
Monthly	44	34
Year-to-date	464	228

System e-Branch	Month 2024	Month 2023	Change	YTD 2024	YTD 2023	Change
Online Renewals	462	696	-33.6%	6,302	7,415	-15.0%
Interlibrary Loans	1,221	1,301	-6.1%	15,521	14,563	6.6%
eAudiobooks	67,977	61,067	11.3%	771,487	649,066	18.9%
eVideos	1,301	864	50.6%	13,196	8,167	61.6%
eBooks	82,813	83,933	-1.3%	980,525	932,595	5.1%
eMusic	271	199	36.2%	2,546	2,455	3.7%
eMagazines	25,920	30,382	-14.7%	261,755	128,484	103.7%

Open for Operation	2024	2023	2022	2021
Days / Hours	24/187	23/182.5	22/176	24/190

CLOSED: November 11-Veterans Day; November 28-Thanksgiving; November 30-Lake Effect Snow

Computer Use	2024	2023	% Change
Monthly	309	326	-5.2%
Year-to-date	326	4,128	-1.3%

Note: Computer use for the contracting libraries was -0.5% this month and 2.8% YTD.

Wi-Fi	2024	2023	% Change
Monthly	2,148	1,666	28.9%
Year-to-date	22,109	19,616	12.7%

Note: Wifi use for the contracting libraries was 13.6% this month and 17.8% YTD.

Patron Visits	2024	2023	% Change
Monthly	5,377	5,010	7.3%
Year-to-date	65,056	59,079	10.1%

Note: Door counts for the contracting libraries were 6.7% this month and 9.8% YTD.

New Library Card Memberships	Total-month	YTD
Adults	31	283
Children	9	142

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

Programs Name / Number of Sessions / Sponsor	Age group	Attendance
Family Storytime (Wednesday) (Friends) (2)	0-5 w / Caregiver	77
Preschool Storytime (Friends) (3)	Children, 3 ½ -5	27
Family Storytime (Thursday) (Friends) (2)	0-5 w / Caregiver	31
Family Storytime (Friday) (Friends) (4)	0-5 w / Caregiver	92
New Sky Coaching: Healthy Eating for the Holidays (Friends)	Adults, 50+	8
Holland Elementary Class Visit (Outreach)	1st Grade	68
ATPL Book Club	Adults	12
Create a Perky Plant Pot (Friends)	Teens	6
Create a Perky Plant Pot: Self-Directed (Friends) (2)	Teens	2
Local Author: Rachelle Francis, The Two Wives of Millard Fillmore	Adults	21
LEGO Club	6-11 yrs. old	19
Tutor	Teens	11
Tutor	6-11 yrs. old	16

At a Glance: Month of 2024	Circulation (Original Checkout-Not Including Auto-Renewals)	Patron Count	Computer Use	Wi-Fi
January	14,515 (7,862)	5,090	413	1,696
February	14,352 (7,927)	5,962	398	1,786
March	15,181 (7,711)	6,489	375	2,018
April	15,343 (8,414)	6,265	371	1,932
May	12,855 (6,475)	5,446	334	1,962
June	13,638 (7,600)	5,186	352	2,134
July	16,609 (9,417)	7,596	415	2,175
August	15,402 (8,494)	6,106	440	1,932
September	13,730 (6,667)	5,285	362	1,990
October	14,548 (7,603)	6,254	351	2,336
November	14,083 (7,658)	5,377	309	2,148
December				
Total				

Out of all B&ECPL locations, ATPL ranks YTD

12 out of 37 in circulation of materials (12 for month); 12 out of 37 in patron visits (12 for month);

8 out of 37 in WI-FI (7 for month); 22 out of 37 in computer use (20 for month)

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

Cumulative Statistics

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

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

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

p.m.
Book Buddies - Children, Grades 5-7 – Tuesday, February 27 @ 3:15 p.m.
Emergency Response & CPR Introduction - Teens & Adults - Thursday, February 29 @ 6:15 p.m.

March 2024

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

April 2024

Love Your Library Month FREE Raffle - Adults and Children of All Ages - Monday, April 1 through Tuesday, April 30 during regular library hours - Winner will be selected at 10:00 a.m. on Wednesday, May 1, 2024
Cupcake Challenge: Family Edition - Children, Ages 4+ with an Adult - Monday, April 1 @ 6:15 p.m.
Baby Animal Meet & Greet - All Ages- Tuesday, April 2 @ 1:00 p.m. - 2:30 p.m.
Introduction to Karate - Children, Ages 6-11- Wednesday, April 3 @ 11:00 a.m.
LEGO Club - Children, Ages 6-11 - First Saturday of the Month

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

Director's Report: November 2024

	<p>February 3, March 2, & April 6 @ 11:00 a.m. Job Seeking 101 – Adults, 19+ - Tuesday, April 2 @ 6:00 p.m. Our Sun and the Eclipse – Children & Adults, 8+ - Wednesday, April 3 @ 3:00 p.m. Pizza & Poetry Night - Teens, 12-18 – April 4 @ 6:00 p.m. – 7:30 p.m. Fitness Fridays: BAM—Balance & Mobility – Seniors, 55+ - Fridays, March 1, 8, 15, 22, April 12 & 19 @ 1:30 p.m. Book a Technology Trainer - Adults, 19+ - April 15 @ 10:00 a.m., 11:00 a.m., & 12:00 p.m. –One-on-One Appointments are 45 minutes long Unwind & Design To-Go Kit: Floral Greeting Card - Adults, 19+ - April 17. Participants will be called on the date of the program to pick up their kits. Robert Lowell Goller, Town & Village Historian: East Aurora Throwback Trivia—Library Edition – Children and Adults 12+ - Thursday, April 18 @ 6:30 p.m. Poem In Your Pocket Day - All Ages - Saturday, April 27, 10:00 a.m. until 3:00 p.m.</p>
May 2024	<p>Aurora Book Club - Adults, 19+ - Thursday, May 2 @ 6:30 p.m. Annual Discard Sale - All Ages - Friday, May 3 through Friday, May 24 @ 4:00 p.m. Screen-Free Saturday - All Ages - Saturday, May 4 @ 12:30 p.m. - 2:30 p.m. Book Bites Take-Home Box – Grades 5-8 – Pickup Beginning on Friday, May 9, 2024 Poetry Café – Adults, 19+ - Tuesday, May 14 @ 6:30 p.m.</p>
June 2024	<p>Summer Registration Celebration - All Ages - Saturday, June 1, All Day - Magic Show @ 11:00 a.m., Secrets of Magic Workshop @ 12:00 noon. Family Picnic Basket Raffle - All Ages – Monday, June 3 through Saturday, Jun 29 – Winner Drawn on Monday, July 1 @ 10 a.m. Getting the Most out of Ancestry Library Edition- Adults, 19+ - Thursday, June 6 @ 11:00 a.m. Fitness Fridays: BAM - Seniors, 55+ - Fridays, June 7 through June 28 @ 1:30 p.m. Crazy Art Party – Teens – Saturday, June 8 @ Noon – 2:00 p.m. Book a Technology Trainer - Adults, 19+ - June 10 @ 10:00 a.m., 11:00 a.m., & 12:00 p.m. –One-on-One Appointments are 45 minutes long Book Buddies - Children, Grades 5-7 – Tuesday, June 11 @ 3:30 p.m. Roycroft Chamber Music Festival Concert - All Ages – Thursday, June 13 @ 6:30 p.m. Dr. John A. Sterba: Emergency Preparedness – Adults, 19+ – Tuesday, June 18 @ 6:00 p.m. Manga Movie Matinee - Teens –Saturday, June 22 @ Noon-2:00</p>

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

	<p>p.m. Vidler's 5 & 10: Behind the Red-and-White Striped Awnings – Adults, 19+ – Thursday, June 27 @ 6:30 p.m.</p>
<p>July 2024</p>	<p>Read It & Keep It - Children, All Ages - June 1 - July 8: Register and get your Reading Log. July 8 - August 10: Read and redeem. Library of Things Open House - All Ages - Monday, July 8 @ 3:30 - 7:30 p.m. Adventure Academy – Children, 6-11 - Mondays, July 8 through August 5 @ 2:00 p.m. A.F.O.L (Adult Fans of LEGO) Club - Tuesday, July 9 @ 6:30 p.m. Choose Your Adventure - Children, 6-11 - Wednesdays, July 10 - August 7 @ 11:00 a.m. Mr. K.'s Mobile Dome Planetarium - Children, Ages 6 - 12 - Wednesday, July 10 @ 1:30 p.m. & 2:30 p.m. My Person & Me - Children, Ages Birth - 3 years with a Caregiver - Thursday, July 11 @ 10:30 a.m. Crafternoons - Children, Various Ages - Thursdays, July 11 - August 8 @ 1:00 p.m. Fitness Fridays: Chair Yoga – Seniors, 55+ - Fridays, July 12 through August 2 @ 1:30 p.m. Aurora Book Club - Adults, 19+ - Thursday, July 11 @ 6:30 p.m. LEGO Club Summer Series – Children, 6-11 - Saturdays, July 13 & August 3 @ 11 a.m. Book a Technology Trainer - Adults, 19+ - Monday, July 15 @ 10:00 a.m., 11:00 a.m., & 12:00 p.m. –One-on-One Appointments are 45 minutes long Renaissance Faire - All Ages, Tuesday, July 16 @ 1:00 p.m. - 5:00 p.m. Bob Colligan of Gentle Bee Honey—Honeybees: Products & Pollinators – Children & Adults, 8+ - Thursday, July 18 @ 6:30 p.m. Penn-Dixie - Children, Tuesday, July 23 - Dinosaurs, Ages 6-8 @ 1:00 p.m. & Fossils, Ages 8-11 @ 2:30 p.m. Teen Improv - Teens, Ages 12+ - Tuesday July 23 @ 6:30 p.m. UP Reading Celebration with Nels Ross - All Ages - Tuesday, July 30 @ 6:30 p.m.</p>
<p>August 2024</p>	<p>Read It & Keep It - Children, All Ages - July 8 - August 10: Read and redeem your Reading Log. Adventure Academy – Children, 6-11- Mondays, July 8 through August 5 @ 2:00 p.m. Choose Your Adventure - Children, 6-11- Wednesdays, July 7 - August 10 @ 11:00 a.m. Crafternoons - Children, Various Ages - Thursdays, July 11 - August 8 @ 1:00 p.m. LEGO Club Summer Series – Children, 6-11 - Saturdays, July 13 & August 3 @ 11 a.m.</p>

Director's Report: November 2024

	<p>Summer Adventure Book Bags - Teens, 12-18 – Pickup will Begin, Thursday, August 1. Participants Should Register and Complete Survey by Saturday, July 27.</p> <p>My Person & Me - Children, Ages Birth - 3 years with a Caregiver - Thursday, August 1 @ 10:30 a.m.</p> <p>Staycation: Teen Spa Night at the Library – Teens – Tuesday, August 6 at 6:00 p.m.</p> <p>Teen Self-Defense - Teens, 12+ - Wednesday, August 7 @ 2:00 p.m.</p>
September 2024	<p>Family Story Time - Children, Ages Birth-5 with a Caregiver - Week of September 23 through Week of December 5 (Except Week of November 25) - Wednesdays @ 10:30 a.m., Fridays @ 10:30 a.m., OR Thursdays @ 6:30 p.m.</p> <p>Preschool Story Time - Children, Ages 3 1/2 - 5, Thursdays, September 26 (Not on November 28) – December 5 @ 1:30 p.m.</p> <p>Round Up at the Register Fundraiser at the EA Co-Op – September 1 through October 31</p> <p>Library Card Sign Up Month Raffle for Children - Children, Ages Birth-12 - September 3 through September 30, During Regular Library Hours - Two winners will be randomly selected at 10:00 a.m. on September 30 @ 10:00 a.m.</p> <p>Library Card Sign Up Month Raffle for Teens & Adults - Teens & Adults - September 3 through September 30, During Regular Library Hours - One winner will be randomly selected at 10:00 a.m. on October 1 @ 10:00 a.m.</p> <p>Aurora Book Club - Adults, 19+ - Thursday, September 5 @ 6:30 p.m.</p> <p>Book a Technology Trainer - Adults, 19+ - September 16 @ 10:00 a.m., 11:00 a.m., & 1:00 p.m. –One-on-One Appointments are 45 minutes long</p> <p>Local Author, Peter Talty: The Anatomy of a Pummeled Life – Adults, 19+ – Saturday, September 21 @ 11:00 a.m.</p> <p>WNY Be in Business: A Nexusi90 Initiative Presented by Vicki Haas, Business Assistance Specialist – Monday, September 23 @ 6:30 p.m. - CANCELED</p> <p>Resume Revamp - Adults, 19+ - Tuesday, September 24 @ 6:30 p.m.</p> <p>Books & Bagels – Teens, 12-18 – Saturday, September 28 @ 11 a.m.</p>
October 2024	<p>Family Story Time - Children, Birth-5 with a Caregiver - Choose one: Wednesdays @ 10:30 a.m., September 25-December 4; Thursdays @ 6:30 p.m., September 26-December 5; or Fridays @ 10:30 a.m., September 27-December 6</p> <p>Preschool Story Time - Children, 3 1/2-5 years - Thursdays @ 1:30 p.m., September 26-December 5</p> <p>Round Up at the Register Fundraiser at the EA Co-Op – September 1 through October 31</p> <p>Fitness Fridays: BAM – Adults, 50+ - Fridays, October 4 through</p>

Director's Report: November 2024

October 25 @ 1:30 p.m.
Upcycled Denim Earrings – Teens & Adults, 12+ - Tuesday, October 8 @ 6:30 p.m.
LEGO Club - Children, Ages 6-11 – Saturdays: October 12, November 9, & December 7 @ 11:00 a.m.
Football Fan-Demonium! - Children, 6-11 - Monday, October 14 @ 3:00 p.m.
Friends of the Library Week – All Ages – Monday, October 21 through Saturday, October 26
Trick-or-Read Storywalk – All Ages – Monday, October 21 through Saturday, October 26 at 2:30 p.m., During Regular Library Hours
Bat Buildings – All Ages – Tuesday, October 22 @ 6:30 p.m.
Local Author, Eileen Werbitsky – Adults, 19+ – Monday, October 28 @ 6:30 p.m.
Fairy Tale Fright Night – Teens, 12-18 – Tuesday, October 29 @ 6:00 p.m.

November 2024

Family Story Time - Children, Birth-5 with a Caregiver - Choose one: Wednesdays @ 10:30 a.m., September 25-December 4; Thursdays @ 6:30 p.m., September 26-December 5; or Fridays @ 10:30 a.m., September 27-December 6
Preschool Story Time - Children, 3 1/2-5 years - Thursdays @ 1:30 p.m., September 26-December 5
LEGO Club - Children, Ages 6-11 – Saturdays: October 12, November 9, & December 7 @ 11:00 a.m.
Aurora Book Club - Adults, 19+ - Thursday, November 7 @ 6:30 p.m.
New Sky Coaching: Healthy Eating for the Holidays – Adults, 50+ – Friday, November 1 @ 1:30 p.m.
Perky Plant Pots – Teens, 12+ – Tuesday, November 19 @ 6:00 p.m.
Local Author, Rachelle Moyer Francis – Adults, 19+ - Monday, November 25 @ 6:30 p.m.

December 2024

Family Story Time - Children, Birth-5 with a Caregiver - Choose one: Wednesdays @ 10:30 a.m., September 25-December 4; Thursdays @ 6:30 p.m., September 26-December 5; or Fridays @ 10:30 a.m., September 27-December 6
Preschool Story Time - Children, 3 1/2-5 years - Thursdays @ 1:30 p.m., September 26-December 5
LEGO Club - Children, Ages 6-11 – Saturdays: October 12, November 9, & December 7 @ 11:00 a.m.
Winter Wonderland: Make a Vintage Snow Globe – Teens & Adults, +12 – Tuesday, December 3 @ 6:00 p.m.
Book a Technology Trainer, Presented by the TechKnowLab – Adults, 19+ - Monday, December 9 @ 10 a.m., 11 a.m., & 12 p.m.
Make & Decorate a Graham Cracker House: Allergy-Friendly - Children, 3 years - Teen - Thursday, December 12 @ 6:30 p.m.
Make & Decorate a Graham Cracker House - Children, 3 years - Teen - Saturday, December 14 @ 11:00 a.m. OR 1:00 p.m.

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

Director's Report: November 2024

Make & Decorate a Graham Cracker House: Teen Night - Teens, 12+
- Monday, December 16 @ 6:30 p.m.
Noon Year's Eve - All Ages- Saturday, December 28 @ 11:00 a.m. -
12:30 p.m.

Outreach	Class Visit (In-Library)	Other Outreach (Outside)	Monthly Total
January 2024		Outreach letters sent to EA Preschool Center, EA Community Nursery, Baker Preschool, Duck Duck Goose, First Presbyterian Preschool, EA Montessori, Immaculate Conception School, Nativity, Waldorf, and Holland UPK	
February 2024			
March 2024	First Presbyterian Church Preschool Class Visit	Parkdale Elementary Literacy Night It Takes A Community Drug & Alcohol Prevention Coalition Health & Wellness Fair East Aurora Preschool Class Visit East Aurora Preschool Class Visit	5
April 2024		EAcclipse at Knox Farm Park	1
May 2024			
June 2024	EA Preschool Class Visit		1
July 2024		Start Smart	1
August 2024			
September 2024		Senior Center	1
October 2024			
November 2024	Holland Schools 1 st Grade Class Visit		1
December 2024			
Total			

Meeting Room Use	Organization	Monthly Total
January 2024	Lions Club (2); Patron (6); Girl Scout Silver Award; Liberty Post Early Intervention; Board	11
February 2024	East Aurora Portrait Group (2); Patron (2); Paragon Investigation Interviews (2); Board	7

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

Director's Report: November 2024

March 2024	ATPL Librarian Summer Reading; Board	2
April 2024	EA Art Society; Realism Drawing (3); Giving Circle; Friends; Girl Scout Silver Award Theater Skills Workshop (3); Board; Discard Sale Setup	11
May 2024	Discard Sale; EA Art Society; Realism Drawing (4); Dreaming in Ink Writers Group; Board; Patron	9
June 2024	Realism Drawing; Holland Tuesday Painters (2); Dreaming in Ink Writers Group; Author, Steve Talton; Joy Testa-Cinquino; Patron (2); Laura Gill; Board (2), Volunteers (2); Interviews (3)	16
July 2024	Giving Circle; Dreaming in Ink Writers Group; Parent Network Kindergarten Readiness; Janet Bensman, Patron, Interview, Tutor	7
August 2024	Dreaming in Ink Writers Group; Parent Network Kindergarten Readiness (4); Iroquois Intermediate School PTO; Kathleen Brogan Retirement; Early Intervention (2); In Good Health; Interviews (6)	16
September 2024	Roycroft Campus Antiques & Friends of the Library Antique Appraisal Fundraiser; Dreaming in Ink Writers Group; Early Intervention (3); Parkdale Elementary Speech Therapy (2); Patron (2); Holland Tuesday Painters (2); Board	12
October 2024	EA Art Society; Friends; Realism Drawing (3); Giving Circle; Early Intervention (4); ACT Meeting; Parkdale Elementary Speech Therapy (7); Interview (3); Dreaming in Ink; Patron; Board	24
November 2024	Realism Drawing (4); EA Art Society; Dreaming in Ink Writers Group; Early Intervention (3); Holland School; Parkdale Elementary Speech Therapy (6); Board	17
December 2024	Local Artist, Amy Harts (2); Dreaming in Ink Writers Group; Parkdale Elementary Speech Therapy (4); Board	
Total		

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

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

	Main Library Tracy Galuski Exchange Student Display in Main Library	
October 2024	East Aurora Art Society League of Women Voters Display in Main Library	East Aurora Art Society
November 2024	East Aurora Art Society League of Women Voters Display in Main Library	East Aurora Art Society
December 2024	Amy Harts	Amy Harts

Education, Tech Training, Mtgs	Public—Name of Class & Date	Staff—Name of Class(es), Sponsor, Date (s), Employee(s)
January 2024		Supervisor Snyder – 1/9/24-Paula Klocek; Director's Meeting – 1/10/24-Paula Klocek; Town Board Meeting 1/22/24-Paula Klocek; Patron De-escalation, 1/26/24-Bethany Whitehead, Library 2.0 Fundraiser Photo at Pizza Del Aureo's- 1/31/24-Paula Klocek
February 2024	Creating with Canva, February 12 @ 3:00 p.m. – 5:00 p.m. – TechknowLab	Excel / G-Sheets: Simple Formulas, 2/6/2024, Rachael Vella-Garrido, Tech- Talk Creating with Canva, 2/12/24 - Kathy Brogan, Kathy Castle, and Marjorie Coyle, TechknowLab Director's Meeting, B&ECPL, 2/14/24— Paula Klocek
March 2024	Canva One-on-One Sessions- Adults, 19+ - March 8 @ 10:00 a.m., 11:00 a.m., 1:00 p.m., 2:00 p.m., 3:00 p.m., & 4:00 p.m. – One-on-One Appointments are 45 minutes long Book a Technology Trainer, March 11 @ 10 a.m., 11 a.m., & 12 p.m. –TechknowLab	Summer Reading Meeting for Librarians, ATPL, 3/8/24 ACT Workshop, B&ECPL, 3/9/24 (All Trustees and Paula Klocek) Director's Meeting, B&ECPL, 3/13/24— Paula Klocek (Recording); KANTOLA Training, B&ECPL, 3/27/2024—Marjorie Coyle
April 2024	Book a Technology Trainer, April 15 @ 10 a.m., 11 a.m., & 12 p.m. –TechknowLab	KANTOLA Training, B&ECPL, 4/ 1/2024— 4/30/24, All Staff; Friends Meeting, 4/17/24-Paula Klocek
May 2024		CSL In Session: Serving Older Adults—

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

		<p>Colorado State Library, 5/9/2024</p> <p>New York History Primary Sources & More through New York State Archives, WNYLRC, 5/17/2024—Melissa Flynn</p> <p>The 411 on 211: Housing & Homelessness, WNYLRC, 5/17/2024—Melissa Flynn</p> <p>Tara Kaye, B&ECPL Staff Development Coordinator—B&ECPL, 5/30/2024--Paula Klocek</p>
June 2024	<p>Getting the Most out of Ancestry Library Edition- Adults, 19+ - Thursday, June 6 @ 11:00 a.m.</p> <p>Book a Technology Trainer, June 10 @ 10 a.m., 11 a.m., & 12 p.m. —TechknowLab</p>	<p>Director's Meeting, B&ECPL, 6/12/2024—Paula Klocek</p> <p>Occupational Stress; Sources and Solutions, Western New York Council on Occupational Safety & Health, 6/12/2024—Paula Klocek, Western New York Council on Occupational Safety & Health</p> <p>Clerical Meeting, ATPL, 6/24/2024</p> <p>Dealing with Difficult People</p>
July 2024	<p>Book a Technology Trainer, July 15 @ 10 a.m., 11 a.m., & 12 p.m. —TechknowLab</p>	<p>Budget Meeting, B&ECPL, 7/12/2024—Paula Klocek; The Verbal Judo Workshop – Communication and De-Escalation Tools for All Library Staff, Library 2.0, 7/25/2024; Paula Klocek; Graphic Novels for All, Booklist, 7/30/2024—Rachael Vella-Garrido</p>
August 2024		
September 2024	<p>Book a Technology Trainer, September 16 @ 10 a.m., 11 a.m., & 12 p.m. —TechknowLab</p>	<p>Director's Meeting, B&ECPL, 10/9/2024—Paula Klocek</p> <p>ADA and Disability Awareness Training—10/4—Rachael Vella-Garrido & Paula Klocek</p>
October 2024		<p>Communication Skills for Professionals, EviCore EAP – 10/24/2024 – Sue Maraszek</p>
November 2024		<p>Communication Skills for Professionals, EviCore EAP – 11/5/2024 – Paula Klocek</p> <p>Dealing with Change and Emotions, EviCore EAP – 11/5/2024 – Paula Klocek</p> <p>Communication Skills for Professionals, EviCore EAP – 11/6/2024 – Jennifer Lewis Drew</p> <p>Communication Skills for Professionals, EviCore EAP – 11/6/2024 – Rachel</p>

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

Director's Report: November 2024

		<p>Shanahan Communication Skills for Professionals, EviCore EAP – 11/6/2024 – Karen Ercolano Dealing with Change and Emotions, EviCore EAP – 11/15/2024 – Rachel Shanahan Civility and Courtesy in the Workplace, EviCore EAP – 11/15/2024 – Rachel Shanahan Communication Skills for Professionals, EviCore EAP – 11/20/2024 – Claudia Newton Dealing with Change and Emotions, EviCore EAP – 11/21/2024 – Susan Maraszek Anger Management, EviCore EAP – 11/21/2024 – Sandra Pearson Communication Skills for Professionals, EviCore EAP – 11/27/2024 – Marjorie Coyle</p>
December 2024	Book a Technology Trainer, December 9 @ 10 a.m., 11 a.m., & 12 p.m. –TechknowLab	Conflict Management, EviCore EAP – 12/3/2024 – William Ruof

Book Displays	Theme(s)
January 2024	Read Away Those Winter Blues; Try to Solve a Mystery; New Year New Me vs Comfortable & Relaxed; NEW Year, NEW Books; We've Got the Winter Blues; Warm Up at the Library; Patron Picks & Staff Selections
February 2024	Love to Read About Love? Check Out These Books; Sweet Reads; Celebrating Black History (3); Heart Health Awareness; These Romance Novels are Sweet as Candy; I Love Reading; Express Your Shelf (kid patron led display); Patron Picks & Staff Selections
March 2024	Express Your Shelf (kid patron-led display); May the Books of the Irish Be With You; Happy International Pi Day; Hello Spring Gardening; Women's History Month; Well Behaved Women Seldom Make History, Are You Feeling Lucky? Try Your Luck with a New Book; Find Your Treasure in a Book; Emily Dickinson and Taylor Swift are 6 th Cousins (Ancestry Heritage Quest Online Databases / Grosvenor Room); Patron Picks & Staff Selections
April 2024	Express Your Shelf (kid patron-led display); Laugh It Up With a Funny Book; Laugh It Up With a Funny Book; April is Poetry Month; Happy Earth Day April 22...What Can You Do?; It Was a Dark and Stormy Night; April Showers; Emily Dickinson and Taylor Swift are 6 th Cousins (Ancestry Heritage Quest Online Databases / Grosvenor Room); Patron Picks & Staff Selections

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

Director's Report: November 2024

May 2024	Winning One-Liners: Read the opening lines and see which new story catches your interest; It Really Happened: Fiction Based on Real Life; We MUSTACHE if you've read any great books lately?; Celebrate Asian American & Pacific Islander Month, A Movie for Every Mom; Mental Health Awareness; Patron Picks & Staff Selections
June 2024	Alzheimer's & Brain Health Awareness; National Immigration Heritage Month; National LGBTQ+ Pride Month; Flowers & Fate: Looking for a bit of darkness, drama, and danger?; Read with Pride (YA); Read with Pride (j); Patron Picks & Staff Selections
July 2024	Recipe ideas to beat the summer heat...little to no oven required; Explore the great outdoors; Happy celebration Independence Day...United States of America; Disability Pride Month: Celebrating differences & disabilities; Have an Adventure at the Library; Summer Adventure: Friendship, road trips, and saving the world; Beach Vibes: ocean/vacation/surfing; Patron Picks & Staff Selections
August 2024	We Have What You Need for Family Movie Night; Travel the World, Either in Person or at Home; It's Time for a Day Trip; Summer at the Library is Out of this World!; "Salt air and the rust on your door..."; It's Hot Out There, Cool off with a Sweet Read; Patron Picks & Staff Selections
September 2024	Are You Ready for Some Football; Back to School; Hispanic Heritage Month; Celebrate Grandparents; Banned Book Week: Blind Date with a Banned Book; "SepZENber" - relaxing reads; Grandparents Day; Talk Like a Pirate Day; Learn Something New, Read Something True; Patron Picks & Staff Selections
October 2024	Just Keep Repeating: "It's Only a Novel" – horror; How Brave Are You? - spooky stories; Learn Something New, Read Something True, j Halloween Books; Express Your Shelf - Kid-curated displays (above readers); Breast Cancer Awareness; Make It A Spooky Halloween; Family Halloween Movies; Adult Halloween Movies; j Voting Books; Adult Voting Books; Patron Picks & Staff Selections
November 2024	Veterans Day...Honoring All Who Served; A Thanksgiving Celebration; Native American Heritage Month; j Voting Books; Adult Voting Books; Children's Area- Native American Heritage Month; Thank You, Donors; Patron Picks & Staff Selections
December 2024	Relax with Fiction Holiday Books; The Holiday Season Nonfiction Collection; Holiday movies pulled & displayed; Thank You, Donors; j Holiday books; j Seasonal Books; Patron Picks & Staff Selections

Other Fundraisers	Money Raised
Painted Wooden Mushroom Fundraiser (EA Art Society for Friends)	\$223.00
Raising Some Dough (Del Aureo's for Friends)	\$736.91
Mother's Day Raffle (Gail R. for Library)	\$65.00
Annual Discard Sale	\$1,537.61 (after taxes)
Family Picnic Basket Raffle (Donated by Anonymous)	\$32.00
Antique Appraisal (Roycroft Campus Antiques for Friends)	\$700.00

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

Director's Report: November 2024

East Aurora Co-Op Round Up at the Register (Partnership with Friends)	\$3,510.82
Friends Holiday Gift Basket Raffle	
Total Other Fundraiser Money	

Friends Ongoing Book Sale	Month	YTD
Dollar Amount (Pre-Tax)	\$323.00	\$3,392.00

Friends Pop-Up Sales	Month	YTD
Dollar Amount (Pre-Tax)		\$884.55

Improvements / Repairs to the Library	Project	Funded / Work Done By
January 2024	Shelving for Shed	Funded by Friends, Work to Be Done by Highway Dept
February 2024	Mobile Shelving for Ongoing Discard Sale	Funded by Friends
March 2024	Moved Discards to Storage Shed Roof Inspection	Town Tremco
April 2024	Transporting Tables from 1 st Presbyterian Church to Library and Bringing Books in from Shed for Discard Sale	Town
May 2024	Transporting Tables back to 1 st Presbyterian Church Well Decommissioning	Town DEC
June 2024		
July 2024	Hanging tree branch removed on Whaley Side	Town
August 2024		
September 2024	Yellow Jackets Repaving Parking Lot Path for Shed Access	Town
October 2024	Shelving in Community Room Closet Re-glued Carpet in Children's area Cut fence door	Caretaker Town
November 2024		
December 2024	Replace Public Toilet	Town

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

Surveys	Results	Respondents
Teen Feedback (June 14-August 10)	See completed survey report.	24
Library of Things Survey (July 5-August 10)	See completed survey report.	9



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

SCHEDULE OF MEETINGS OF THE LIBRARY BOARD

2025

All dates are Tuesdays, unless otherwise noted:

January 28

February 25

March 25

April 22 (Annual Meeting @ 6:00 p.m. & Regular Meeting to Follow)

May 27

June 24

September 23

October 28

November 18

December 16

All meetings (unless otherwise noted) are scheduled for 6:00pm at the Library at 550 Main Street.

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

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

Aurora Town Public Library

Review Schedule for Board Adopted Policies 2025

POLICY	LAST REVIEWED	TARGET REVIEW DATE
Long Range Plan of Service	November-23	Update by or before Dec-28
Investment Policy	April-20	June-25
Petty Cash Policy	October-20	October-25
Telecommuting Policy	November-20	November-25
Open Meeting Policy	Dec-20	Dec-25
Conflict of Interest & Disclosure Statement	April-21	April-26
Distribution Policy	May-21	May-26
Bylaws	June-21	June-26
Freedom of Information Law (FOIL) Policy & Forms	September-21	September-26
Gift and Donor Recognition Policy	October-21	October-26
Filming & Photography Guidelines & Approval Form	March-22	February-27
Disaster Plan	March-22	March-27
Bulletin Board Policy	May-22	May-27
Procurement Policy	May-22	May-27
Ethics Policy	September-22	September-27
Exhibit and Displays Policy & Application	November-22	November-27
Lost & Found Policy	November-22	November-27
Claims Audit Policy	May-23	May-28
Rules of Conduct	May-24	May-29
Agreement for Loan & External Exhibit of Rare & Unique Collections with Application	March-24	March-29
Whistleblower Policy	November-24	Nov-29

* The Conflict of Interest, Ethics and Whistleblower Policy are the responsibility of the Governance Committee.
 *** Circulation, EEO/Anti-Harassment, Internet Safety & Volunteer Policies are exhibits in CML contracts -
 Notify Secretary in CFO Office who does CML Contracts when amended.
 **** Conflict of Interest, EEO/Anti-Harassment, Ethics, & Whistleblower Policies are referenced in the
 B&ECPL Personnel Policies & Procedures Manual - Notify Human Resources Dept. when amended.

**RESOLUTION FOR CONTRACT LIBRARY BOARDS OF TRUSTEES PERSONNEL
POLICIES AND PROCEDURES**

AURORA TOWN PUBLIC LIBRARY MEETING DATE: December 17, 2024 @ 1 p.m.

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

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

BACKGROUND:

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

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

ACTION REQUIRED: Motion to approve Resolution.

_____ Ayes

_____ Nos

Secretary Signature

Date

PROPOSED RESOLUTION

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

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

WHEREAS, thereafter, on December 17, 2024 this Library Board adopted same for application to its employees, and

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

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

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

WHEREAS, on December 17, 2024, this Board reviewed the changes made by the Human Resources Department to the policies since January 1, 2015 and recommends approval of same, and

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

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

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

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