

AURORA TOWN PUBLIC LIBRARY  
550 Main Street, East Aurora, New York 14052  
Agenda of the Board  
Regular Monthly Meeting  
April 23, 2024, 1:00 p.m.

1. Comments from the audience:
2. Minutes of the Meetings: March 26, 2024
3. Treasurer's Report: Monthly Financial Statements, Internal Auditor, & Contingency Fund Reports: March 2024
4. Director's Report March 2024
5. Reports of Interest
  - a. ATPL is celebrating "Love Your Library Month" with a free raffle for patrons. Visit ATPL throughout the month of April and check out five or more materials, they will receive a ticket for a chance to win a B&ECPL tote bag full of books and other fun items for the whole family. All ages are welcome to participate. The winner will be announced on Wednesday, May 1, 2024.
  - b. The community was invited to buy votes to judge and earn a chance to win their favorite work of art in the Painted Wooden Mushroom Fundraiser, a collaboration of the East Aurora Art Society and the Friends. \$223.00 was raised through this collaboration of East Aurora Art Society and the Friends of the Library! Twelve lucky participants in the raffle got to take home one of these amazing creations adorned by local artists.
  - c. Other
6. Personnel
  - a. Payroll Report: Not Available
  - b. Board May Enter Executive Session
  - c. Other
7. Old Business
  - a. Girl Scout Gold Award Project
  - b. Other
8. New Business
  - a. Performance Evaluation of Director
  - b. Roof Inspection
  - c. ACT Meeting at Grand Island: May 4, at 8:30 a.m.
  - d. Other

The next regularly scheduled meeting will take place on May 28, 2024 at 1:00 p.m.

AURORA TOWN PUBLIC LIBRARY  
550 Main Street, East Aurora, New York 14052  
Minutes for March 26, 2024

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

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

1. There were no comments from the audience.
2. A motion (EC, SR) to approve the minutes of the February 27, 2024 meeting was approved by a voice vote.
3. A motion (AZ, EC) to approve the Treasurer's Report: Monthly Financial Statements, Internal Auditor, & Contingency Fund Reports: February 2024 was approved by a voice vote.
4. A motion (EC, SR) to approve the Director's Report for February 2024 was approved by a voice vote.

5. Reports of Interest

- a. Adult size snowshoe (150 – 270 lbs), badminton, tennis, basketball, and soccer kits are now available for circulation, sponsored by the Ralph C. Wilson, Jr. Foundation.
- b. An emergency Narcan wall kit has been received from the Erie County Department of Health, making the Library a public access site for Narcan. Klocek noted that they are near the bathrooms and people can take a can with them. Procedure is in place for Senior Library Clerk to check the box a few times a week to see if replacements are needed and will order more when needed.
- c. NYS Kantola training will now contain a cyber-security module, which will count toward the mandatory technology training for library staff. This is a state requirement.
- d. Gail R. has generously sponsored a gift basket for a Mother's Day raffle to support the Aurora Town Public Library. Tickets are on sale starting April 1 until May 2 during regular library hours. One for \$1.00 or six for \$5.00. Klocek said the basket has not been dropped off yet and is in contact with the donor.
- e. The financial portion of the 2023 State Report has been completed, pending Board approval at the annual meeting on Tuesday, April 23, 2024 at 12:30 p.m.

6. Personnel

- a. Payroll Report: N / A
- b. There was no reason for the board to enter into Executive Session
- c. Other

7. Old Business

- a. Girl Scout Gold Award Project: No further updates.
- b. Staff Appreciation Day: March 1, 2024  
Klocek thanked the board for donating to the event to support ATPL staff.
- c. ACT Meeting, Annual Workshop: March 9, 2024 @ 8:30 a.m.

Each of the board members discussed what they did at the meeting.

KSC brought up the session on completing a director performance review, stating that she thought it was helpful and that the ATPL board should look at completing it in the future. She said the board would have to decide who would be involved: the whole board or just a couple members. It will be on the April agenda to discuss further.

d. Other

8. New Business

a. A motion (EC, AZ) to approve the agreement for Loan & External Exhibition and Unique Collections Policy Review was approved by a voice vote.

Klocek noted that the library has loaned out paintings to another organization and there should be a policy for loaning those out. The paintings were given to ATPL in the 1990s and have to stay with ATPL.

b. Petty Cash Fund Policy

c. Other

KSC noted that the April meeting was also the annual meeting and board members will have to decide who takes on each position.

The annual and next regularly scheduled meeting will take place on April 23, 2024 at 12:30 p.m. & 1 p.m.

A motion (AZ, EC) was made to close the meeting at 1:49 p.m. and was carried by a voice vote.

Respectfully submitted,  
Adam Zaremski  
Secretary

**AURORA TOWN PUBLIC LIBRARY**

**Treasurer's Report**

**31-Mar-24**

**LOCAL CHECKING ACCOUNT**

<b>Beginning Balance:</b>	<b>1-Mar-24</b>		<b>\$32,959.35</b>
<b>Plus Receipts/Deposits</b>		<b>Total:</b>	<b>\$460.00</b>
<b>Less Checks/Debits</b>		<b>Total:</b>	<b>\$429.00</b>
<b>Ending Balance:</b>	<b>31-Mar-24</b>		<b>\$32,990.35</b>

**Transaction Details**

**Receipts:**

Alice Askew Donation			\$200.00
Joan Elevich I/M of Nancy Lewis Pascucci			\$100.00
B&ECPL (Wilson Funds for Dance Party Reimbursement)			\$150.00
Jim Golibersuch Donation			\$10.00
		<b>Total:</b>	<b>\$460.00</b>

**Disbursements:**

Martyn Printing and Graphics (Green Address Labels for Processing)			\$429.00
		<b>Total:</b>	<b>\$429.00</b>

**Volker Funds**

<b>Balance Forward:</b>	<b>1-Mar-24</b>		<b>\$1,128.76</b>
<b>Receipts:</b>	None		\$0.00
<b>Disbursements:</b>	None		\$0.00
<b>Balance:</b>	<b>31-Mar-24</b>		<b>\$1,128.76</b>

**Internal Auditor's Report**

**Elaine Chow, Internal Auditor**

Voucher#	Amount	Approved	Check #	Reason
L110	\$429.00	3/23/2024	1067	Green Address Labels

Friends Ongoing Book Sale MAR \$389.00      YTD \$863.00  
 Friends Pop-Up Sale      YTD - NA

**Contingency Funds**      Counted 3/13/2024 \$192.60

**Savings Account**

Balance Forward	<b>1-Mar-24</b>		\$614.37
Interest Earned			\$0.01
Balance	<b>31-Mar-24</b>		<b>\$614.38</b>

**Certificate of Deposit**      **12-Dec-23**      **12 month term .02%**  
**Beginning Balance: \$50,000**      **Ending Balance: \$50,000**

## CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: MAR

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	100	450	550	0	
515000	Sewer	800	(40)	760	0	760	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.	2,550	40	131	2,459	2,590	0	
555050	Insurance Charges	0	0	0	0	0	0	
510000	Travel & Mileage Expenses	200	0	62	138	200	0	
530000	Other Expenses & Charges	600	0	527	73	600	0	
530000	Contingency (Bullet Aid)	0	0	0	0	0	0	
TOTAL EXPENSES		5,220	0	1,600	3,620	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	180	(80)	720	620	
Copy Machines	400	0	138	262	552	152	
Print Cost Recovery	1,500	0	519	981	2,076	576	
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	837	1,263	3,348	1,248	

COUNTY CHECKING ACCOUNT

31-Mar-24

Beginning Balance:	1-Mar-24		\$9,743.73
Plus Receipts/Deposits		Total:	\$239.68
Less Checks/Debits		Total:	\$407.19
Ending Balance:	31-Mar-24		\$9,576.22

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Transaction Details

Receipts:

Fines		\$83.70
Fines		\$100.88
Copier		\$55.10
	Total:	<u>\$239.68</u>

Disbursements:

Manny's Ace Hardware Store (Bldg. Maint)	\$95.19
Paula Klocek (Travel)	\$32.03
Kathleen Brogan (Travel)	\$7.37
Dennis Desmond (Travel)	\$16.08
Rachael Vella-Garrido (Travel)	\$6.70
Village of East Aurora (Water Bill)	\$99.82
Michael Morton (Children's Program: Baby Animal Visit)	\$150.00
	<u>Total: \$407.19</u>

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Internal Auditor's Report

Elaine Chow, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
C170	\$95.19	3/23/2024	5928	Manny's Ace Hardware Store (Bldg. Maint.)
C171	\$32.03	3/23/2024	5929	Paula Klocek (Travel)
C172	\$7.37	3/23/2024	5930	Kathleen Brogan (Travel)
C173	\$16.08	3/23/2024	5931	Dennis Desmond (Travel)
C174	\$6.70	3/23/2024	5932	Rachael Vella-Garrido (Travel)
C175	\$99.82	3/23/2024	5933	Village of East Aurora (Water Bill)
C176	\$150.00	3/23/2024	5934	Michael Morton (Children's Program Baby Animals)



**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
	\$188.60						

**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
	\$165.80						

Aurora Town Public Library  
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Director's Report: March 2024

**Monthly Statistics**

Circulation	Total-Month	Average / Day	Average / Hour	YTD Total
2024	15,181*	607.2	75.2	**
2023	14,855	550.2	76.6	41,468
2022	7,435	297.4	37.7	20,968

Note: Circulation for the contracting libraries was 0.0% this month from last year (EAU was 2.2%) and 3.8% over YTD (EAU was 6.2%). \*Original checkouts at EAU are 7,711 for this month. \*\*Original checkouts at EAU are at 23,500.

Library of Things (Including Chromebook Kit, Hotspots & Wilson Sports Equipment)		2024
Monthly		45
Year-to-date		99

System e-Branch	Month 2024	Month 2023	Change	YTD 2024	YTD 2023	Change
Online Renewals	598	688	-13.1%	1,916	1,982	-3.3%
Interlibrary Loans	1,494	1,342	11.3%	4,393	3,888	13.0%
eAudiobooks	71,805	57,943	23.9%	207,779	166,164	25.0%
eVideos	1,066	715	49.1%	3,027	2,015	50.2%
eBooks	92,963	88,257	5.3%	279,510	256,187	9.1%
eMusic	247	251	-1.6%	710	668	6.3%
eMagazines	25,514	6,923	268.5%	86,783	21,031	312.6%

Open for Operation	2024	2023	2022	2021
Days / Hours	25/202	27/194	25/197	23/175

**Days Closed:** March 29 for Good Friday

Computer Use	2024	2023	% Change
Monthly	375	400	-6.3%
Year-to-date	1,141	1,148	-0.6%

Note: Computer use for the contracting libraries was 3.6% this month and 6.8% YTD.

Wi-Fi	2024	2023	% Change
Monthly	2,018	1,654	22.0%
Year-to-date	5,500	4,578	20.1%

Note: Wifi use for the contracting libraries was 23.6% this month and 26.4% YTD.

Patron Visits	2024	2023	% Change
Monthly	6,489	5,574	16.4%
Year-to-date	17,541	14,797	18.5%

Note: Door counts for the contracting libraries were 24.0% this month and 19.8% YTD.

New Library Card Memberships	Total-month	YTD
Adults	40	78
Children	7	25



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Programs Name / Number of Sessions / Sponsor	Age group	Attendance
Take a (Spring) Break Teen Book Bag-Take Home (Friends)	Teens	14
Make & Take Butter Lambs (Friends)	Adult	33
Make & Take Butter Lambs (Friends)	All (Children 6+ w adult)	12
Everything Eclipse by Buffalo Museum of Science	All Ages	99
Beaded Bracelet Craft (Friends)	Teens	12
Book A Tech Trainer (TechKnowLab)(2)	Adults	2
Mindfulness for Teens (Friends) (2)	Teens	12
Aurora Book Club	Adults	13
Fitness Fridays: Chair Yoga (Friends) (4)	Adults	50
LEGO Club	6-11 yrs. old	20
Family Story Time (Wednesday) (3)	Birth-5 yr. w caregiver	
Family Story Time (Thursday) (3)	Birth -5 yr. w Caregiver	26
Family Story Time (Friday) (4)	Birth-5 yrs. w caregiver	95
Canva One on One Sessions (TechKnow Lab) (8)	Adult	8
Preschool Story time (Thursday) (4)	Birth-5 yrs. w caregiver	50
Job Seeking 101	Adults, 19+	0
Parkdale Elementary Literacy Night Outreach	All Ages	183
ITAC Health & Wellness Fair Outreach	All Ages	78
East Aurora Preschool Outreach	All Ages	19
East Aurora Preschool Outreach	All Ages	23
1st Presbyterian Preschool Outreach	All Ages	17
Tutors (20)	6-11	20
Tutors (17)	Teens	17
Tutors (1)	Adult	1

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				
May				
June				
July				
August				
September				
October				
November				
December				
Total				

Out of all B&ECPL locations, ATPL ranks YTD

11 out of 37 in circulation of materials (11<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 (11<sup>th</sup> for month); 22 out of 37 in computer use (21<sup>st</sup> for month)

**Director's Report: March 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 &amp; 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, &amp; 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 &amp; 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>

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**Director's Report: March 2024**

	<p>Paint &amp; Sip Night – Teens, 12-18 – Thursday, February 22 @ 6:00 p.m. Book Buddies - Children, Grades 5-7 – Tuesday, February 27 @ 3:15 p.m. Emergency Response &amp; CPR Introduction - Teens &amp; Adults - Thursday, February 29 @ 6:15 p.m.</p>
March 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. 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, &amp; April 6 @ 11:00 a.m. Fitness Fridays: BAM—Balance &amp; Mobility – Seniors, 55+ - Fridays, March 1, 8, 15, 22, April 12 &amp; 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 &amp; 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., &amp; 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., &amp; 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</p>
April 2024	<p>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 &amp; 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.</p>

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**Director’s Report: March 2024**

	<p>LEGO Club - Children, Ages 6-11 - First Saturday of the Month February 3, March 2, &amp; April 6 @ 11:00 a.m. Job Seeking 101 – Adults, 19+ - Tuesday, April 2 @ 6:00 p.m. Our Sun and the Eclipse – Children &amp; Adults, 8+ - Wednesday, April 3 @ 3:00 p.m. Pizza &amp; Poetry Night - Teens, 12-18 – April 4 @ 6:00 p.m. – 7:30 p.m. Fitness Fridays: BAM—Balance &amp; Mobility – Seniors, 55+ - Fridays, March 1, 8, 15, 22, April 12 &amp; 19 @ 1:30 p.m. Book a Technology Trainer - Adults, 19+ - April 15 @ 10:00 a.m., 11:00 a.m., &amp; 12:00 p.m. –One-on-One Appointments are 45 minutes long Unwind &amp; 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 &amp; 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	
July 2024	
August 2024	
September 2024	
October 2024	
November 2024	
December 2024	

Outreach	Class Visit (In-Library)	Other Outreach (Outside)	Monthly Total
January 2024		<p>Outreach letters sent to EA Preschool Center, EA Community Nursery, Baker Preschool, Duck Duck Goose, First Presbyterian Preschool, EA Montessori, Immaculate Conception School, Nativity,</p>	

Aurora Town Public Library  
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**Director's Report: March 2024**

Total		
Exhibits	Display Case	Meeting Room Exhibit
January 2024	Warm Up at the Library (Librarian Made Display)	Lions Club Poster Contest
February 2024	East Aurora Portrait Group	East Aurora Portrait Group
March 2024	Rob Goller, Town Historian: 60 <sup>th</sup> 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	Holland Tuesday Painters	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 Main Library	Holland Tuesday Painters
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—



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

**Director's Report: March 2024**

		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			
July 2024			
August 2024			
September 2024			
October 2024			
November 2024			
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
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	
May 2024	Discard Sale; EA Art Society; Realism Drawing (4); Dreaming in Ink Writers Group; Steve Talton; Board	
June 2024	Realism Drawing; Dreaming in Ink Writers Group; Board	
July 2024	Giving Circle; Dreaming in Ink Writers Group	
August 2024	Dreaming in Ink Writers Group	
September 2024	Roycroft Campus Antiques & Friends of the Library Antique Appraisal Fundraiser; Dreaming in Ink Writers Group; Board	
October 2024	EA Art Society; Realism Drawing (3); Giving Circle; Board	
November 2024	Realism Drawing (5); EA Art Society; Dreaming in Ink Writers Group; Board	
December 2024	Local Artist, Amy Harts (2); Dreaming in Ink Writers Group; Board	

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

**Director’s Report: March 2024**

		Paula Klocek
March 2024	<p>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., &amp; 4:00 p.m. – One-on-One Appointments are 45 minutes long</p> <p>Book a Technology Trainer, March 11 @ 10 a.m., 11 a.m., &amp; 12 p.m. –TechknowLab</p>	<p>Summer Reading Meeting for Librarians, ATPL, 3/8/24</p> <p>ACT Workshop, B&amp;ECPL, 3/9/24 (All Trustees and Paula Klocek)</p> <p>Director’s Meeting, B&amp;ECPL, 3/13/24— Paula Klocek (Recording); KANTOLA Training, B&amp;ECPL, 3/27/2024—Marjorie Coyle</p>
April 2024	<p>Book a Technology Trainer, April 15 @ 10 a.m., 11 a.m., &amp; 12 p.m. –TechknowLab</p>	<p>KANTOLA Training, B&amp;ECPL, 4/ 1/2024— 4/30/24, All Staff; Friends Meeting, 4/17/24-Paula Klocek</p>
May 2024		
June 2024		
July 2024		
August 2024		
September 2024		
October 2024		
November 2024		
December 2024		

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

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

**Director's Report: March 2024**

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 <sup>th</sup> 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 Patron Picks & Staff Selections
May 2024	Patron Picks & Staff Selections
June 2024	Patron Picks & Staff Selections
July 2024	Patron Picks & Staff Selections
August 2024	Patron Picks & Staff Selections
September 2024	Patron Picks & Staff Selections
October 2024	Patron Picks & Staff Selections
November 2024	Patron Picks & Staff Selections
December 2024	Patron Picks & Staff Selections

Friends Ongoing Book Sale	Month	YTD
Dollar Amount (Pre-Tax)	\$219.00	\$474.00

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)	
Antique Appraisal (Roycroft Campus Antiques for Friends)	
<b>Total Other Fundraiser Money</b>	

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

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

**Director's Report: March 2024**

February 2024	Mobile Shelving for Ongoing Discard Sale	Funded by Friends
March 2024	Moved Discards to Storage Shed Roof Inspection	Town Tremco
April 2024		
May 2024		
June 2024		
July 2024		
August 2024		
September 2024		
October 2024		
November 2024		
December 2024		

## ***PERFORMANCE RATING SCALE***

**5 pts - Consistently Exceeds Expectations:** Employee displays at all times, without exception, a consistently high level of factor-related skills, abilities, initiative and productivity. All assignments/responsibilities are completed beyond the level of expectation. Initiative and self-direction are characteristic. (5 pts)

**4 pts - Often Exceeds Expectations:** Employee displays a high level of factor related skills, abilities, initiative and productivity, exceeding requirements in some areas, but not consistently or without exception. (4 pts)

**3 pts - Meets Expectations:** Employee displays and maintains an effective and consistent level of performance of the job factor under review. Work output regularly achieves desired or required outcomes or expectations. Problems or errors are reported and corrected quickly. (3 pts)

**2 pts - Some Improvement Needed:** Employee at this level displays inconsistency in the performance of the job factor under review and output frequently falls below acceptable levels. Tasks may be significantly late at times or incomplete, with serious or potentially serious consequences. (2 pts)

**1 pt - Major Improvement Needed:** Work output is consistently low, regularly fails to meet required outcomes, and error rate is high requiring repetition of duty or completion by others. The employee may require constant supervision, and show an indifference to job responsibilities. (1 pt)

## ***PERFORMANCE FACTORS***

- 1 **QUALITY OF WORK:** Work quality refers to effort that consistently achieves desired outcomes with a minimum of avoidable errors and problems. Does the employee's work meet the requirements, expectations or desired outcomes? How accurate and complete is the work? Is there a need to have work redone due to inaccurate or unacceptable work?
- 2 **PRODUCTIVITY:** Consider how the person uses available working time, plans and prioritizes work, sets and accomplishes goals, uses available resources, and completes assignments on schedule. Are the expected results achieved in a timely and a safe manner? Does the employee seek out additional tasks and projects to complete, or help others to complete their tasks and projects?
- 3 **KNOWLEDGE OF THE JOB:** Does the employee exhibit job-relevant knowledge and skill needed to perform the duties and requirements of the position? Does the employee exhibit



knowledge of the methods, practices and equipment needed to do the job? Consider knowledge gained through experience, training, and education (where appropriate).

- 4 **ADAPTABILITY:** How does this employee adjust to changes? Does this employee initiate or recommend beneficial changes in work procedures? Does this employee readily accept new assignments? Consider willingness to learn quickly and to adapt to changes in job assignments, methods, personnel or surroundings.
- 5 **DEPENDABILITY:** How reliable is the employee in performing work assignments and carrying out instructions? Consider the degree of supervision required and the willingness to take on responsibilities and to be accountable for them.
- 6 **INITIATIVE and RESOURCEFULNESS:** Does the employee see things to be done and then take appropriate action without being so directed? Consider ability to contribute, develop and/or carry out new ideas or methods. Consider ability to be a self-starter, to offer suggestions, to anticipate needs and to seek additional tasks as time permits.
- 7 **JUDGMENT and POLICY COMPLIANCE:** Does employee evaluate situations and make sound decisions, and use reasoning to identify, solve and prevent problems? Does the employee exhibit knowledge of the Library's policies and procedures applicable to his/her assignment? Does the employee exhibit willingness to comply with all reasonable requirements?
- 8 **INTERPERSONAL RELATIONS and CUSTOMER SERVICE:** Does the employee exhibit a good level of interpersonal skills and have a good working relationship with most of his/her peers, subordinates, supervisors, customers and the general public? Consider respect and courtesy the employee shows to others, how the employee's behavior affects the work area, and the willingness of the employee to accept supervision. Is the employee unnecessarily involved in trivial disputes and misunderstandings? Does the employee exhibit willingness to work as a team member?
- 9 **ATTENDANCE:** Does the employee report to work on a timely basis and stay on the job? Consider arrival times, observance of time limits for breaks and lunches. Consider patterns of sick leave use, seeking prior approval for vacation, and giving prompt notice to supervisor of absence due to illness or other acceptable reasons.
- 10 **SAFETY and SECURITY:** Does the employee work in a safe manner, preventing accidents and injuries? Does the employee report unsafe working conditions to the supervisor? Does the employee protect the security of computer information systems and the confidentiality of information available to or received by the employee or other employees?

## **SUPERVISORY PERFORMANCE FACTORS:**

*If the employee being evaluated is a supervisor.*

- 11 **LEADERSHIP ABILITY:** Is the supervisor able to get employees and co-workers to do willingly and well the duties needed to be accomplished? Consider ability to get the work done while being sensitive to the morale and satisfaction of those doing the work; the ability to function consistently and effectively in an objective and rational manner regardless of pressures.
- 12 **APPRAISAL and DEVELOPMENT OF PEOPLE:** Does supervisor demonstrate ability to select, train and provide opportunities for development of employees by recognizing and improving their abilities? Consider ability to exhibit fairness and impartiality with employees in assigning job duties and objectively appraising work performance.
- 13 **PLANNING and ORGANIZATION:** How effective is the supervisor in setting effective goals, planning ahead and establishing priorities? Consider ability to make the most effective use of time, facilities, material, equipment, employee skills and other resources. Examine ability to prepare and administer budget effectively (where appropriate).
- 14 **COMMUNICATION SKILLS:** To what extent does supervisor demonstrate ability to communicate effectively in both oral and written expression with employees and his/her supervisor? Are issues confronted and resolved constructively? Consider ability to help employees with their work problems; ability to keep employees informed of decisions and plans for own office as well as policies and procedures of the Library.

### ***Examples Objectives:***

*(This list is provided to give examples for Sections A2 and B2.*

*It is not exhaustive and should not be relied upon exclusively.)*

- Conduct programs for....
- Maintain departmental files in an orderly fashion
- Process library materials in accordance with departmental policies
- Provides x, y and/or z service(s) to patrons (to staff, to community organization)
- Assist departmental staff with....
- Troubleshoots [type of] problems
- Bring forth assigned collections to the public through x, y, and z resources
- Establish connections/relationships with community organization through outreach
- Prepares [type of] report(s)
- Observe assigned area to ensure safety and security of staff and patrons
- Schedule, assign, supervise and monitor the work of....



## Performance Evaluation Form - Expanded Version

Name:	Title:	ID No.:
Library/Department:	Time in Present Pos.:	Length of Service:
Evaluation Period:	Evaluator:	

**Part A: Employee to Complete and Return to the Evaluator by:**

A1. Score yourself using the 1-5 Performance Rating Scale. (See also: <i>Description of Performance Factors</i> )		
<u>Performance Factor</u>	<u>Score</u>	<u>Comments</u>
1. Quality of work		
2. Productivity		
3. Knowledge of the job		
4. Adaptability		
5. Dependability		
6. Initiative & resourcefulness		
7. Judgment & policy compliance		
8. Interpersonal relations & customer service		
9. Attendance		
10. Safety and security		
Supervisory Employees	11. Leadership ability	
	12. Staff appraisal & development	
	13. Planning & organization	
	14. Communication skills	

**A2. List the 3-5 objectives you set out to achieve in your position during the time period covered in this evaluation. Score your performance in reaching these objectives using the 1-5 Performance Rating Scale.**

<u>Objective</u>	<u>Score</u>	<u>Comments</u>

**A3. Set at least three goals/objectives that you would like to focus on during the next evaluation period.**

--

**Part B: Evaluator to Complete Prior to the Evaluation Meeting**

<b>B1. Score the employee using the 1-5 Performance Rating Scale. (See: <i>Description of Performance Factors</i>)</b>		
<b>Performance Factor</b>	<b>Score</b>	<b>Comments</b>
1. Quality of work		
2. Productivity		
3. Knowledge of the job		
4. Adaptability		
5. Dependability		
6. Initiative & resourcefulness		
7. Judgment & policy compliance		
8. Interpersonal relations & customer service		
9. Attendance		
10. Safety and security		
<b>Supervisory Employees</b>	11. Leadership ability	
	12. Staff appraisal & development	
	13. Planning & organization	
	14. Communication skills	

*\*Review A1 and note points of significance and areas for discussion in Evaluation Meeting.*



**B2. List the 3-5 main performance objectives for the employee during the time period covered in this evaluation (carried over from Supervisory Checklist or previous evaluation). Score their performance in reaching these objectives using the 1-5 Performance Rating Scale.**

<u>Objective</u>	<u>Score</u>	<u>Comments</u>

*Review A2 and note points of significance and areas for discussion in Evaluation Meeting.*

**B3. List at least 3 goals/objectives you would like to set for the employee for the next evaluation period.**

--

*\*Review A3 and note points of significance and areas for discussion in Evaluation Meeting.*

**Part C: To Be Completed by Evaluator during the Evaluation Meeting**

**C1. Review, compare, and discuss entries A1 and B1. When scores differ, briefly discuss rationale. Clarify performance expectations, if necessary. Summarize discussion.**

**C2. Review, compare, and discuss entries A2 and B2. When scores differ, briefly discuss rationale. Clarify performance expectations, if necessary. Summarize discussion.**

**C3. Review, compare, and discuss entries A3 and B3. Set at least 3 clear goals/objectives for employee during next evaluation period. Discuss expectations and standards for completion.**

**C4. Discussion Points**

a. Discuss and agree upon (as far as possible) the skills, capabilities and experience required for competence in current role and recommend tools to help employee reach or exceed expectations in current position.

b. Discuss employee's career direction and wishes, and agree upon (as far as possible) specific objectives that will enable the employee to advance, or achieve readiness for other positions, and/or to achieve the desired personal growth or experience.

**Part D: To Be Completed at Conclusion of Evaluation Meeting**

<u>Overall Score</u>	<u>Final Comments</u>

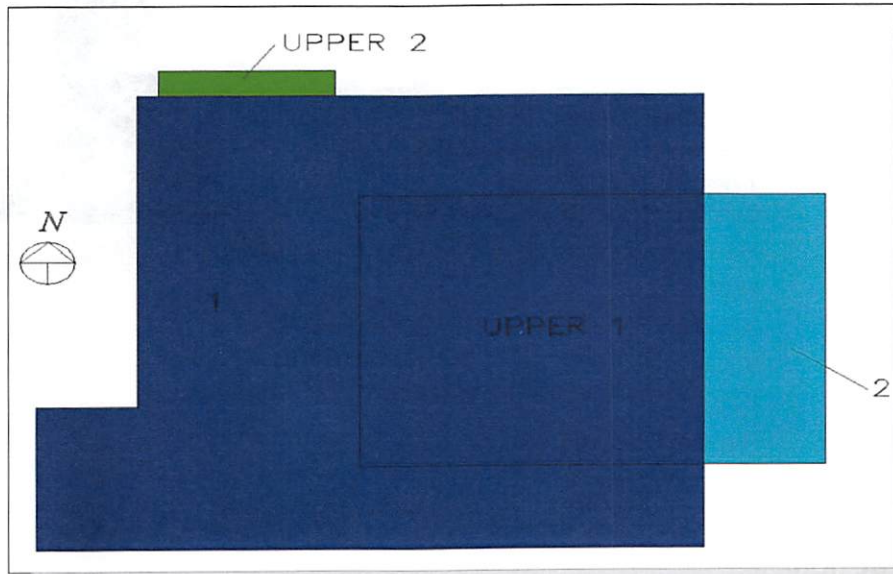
<b>Employee Signature:</b>	<b>Date:</b>
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<b>Evaluator Signature:</b>	<b>Date:</b>
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<b>Distribution of Copies:</b> <input type="checkbox"/> Personnel File (original) <input type="checkbox"/> Employee <input type="checkbox"/> Evaluator <input type="checkbox"/> Other _____
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City of Buffalo, NY  
Buffalo & Erie County Public Library  
**Aurora Town Library**

550 Main Street  
East Aurora, NY 14052  
4 roof(s) - 8,116 sq. ft.

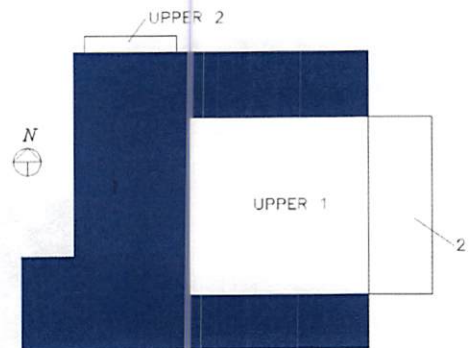


Red	Replace Immediately
Orange	Replace Eventually
Pink	Restore Immediately
Yellow	Restore Eventually
Light Blue	Repairs Required, Major
Dark Blue	Repairs Required, Minor
Green	Good Condition
Light Blue	Fair Condition
Grey	Other
White	No Condition Recorded

Tremco Incorporated

**GENERAL INFORMATION**

Roof Name Roof 01  
Service Activity Type QA Inspection  
Service Activity Date Mar 11 2024  
Job Number 151366  
Information Source Specification  
Year of Installation 2013  
Warranty Issued By: Tremco 151366  
Expiration Date: Sep 03, 2033  
Type: 20 Year QA  
  
Installing Contractor GROVE ROOFING SERVICES INC.  
Roof Leaks No  
Leak Sensitivity High  
Roof Size 4,689 sq. ft.  
# of Stories 1  
Is Ladder Required? Yes  
Overall Roof Condition Repairs Required, Minor  
Technician Devin Wright



**ROOF CONSTRUCTION**

Surfacing Granules/Aluminized  
Roof Type/System Modified Bitumen, POWERPLY Standard Plus FR  
Ply Info 2 plys Modified Bitumen, Cold Adhered  
Insulation 1/2" Fiberboard, Cold Adhered  
Polyisocyanurate, Cold Adhered, Tapered  
Vapor Retarder Composite Ply  
Insulation 1/2" Gypsum, Mechanically Attached  
Deck Type Metal

**DRAINAGE AND SLOPE**

Drainage Internal Drains  
Slope 1/8 inch(es) per foot, Saddles/Crickets, Variable Slope

**PERIMETER, WALL AND COPING**

	Type	Condition(s)	Magnitude
<b>Perimeter Type</b>	Non-Parapet Wall	Fair Condition	
	Raised Edge	Fair Condition	
<b>Wall Type</b>	Brick Wall	Fair Condition	
	<b>Perimeter Wall and Flashing Type</b>	Metal	Fair Condition
	TRA Single Ply	Weathered	Less than ¼ of roof
<b>Projection Flashings Type</b>	Single Ply	Weathered	Less than ½ of roof

**ROOF CONDITIONS**

	Defect(s)	Magnitude
	Ponding	Less than ¼ of roof
	Coating Problems	Less than ¼ of roof
	Weathered	Less than ¼ of roof

**MAINTENANCE SUMMARY**

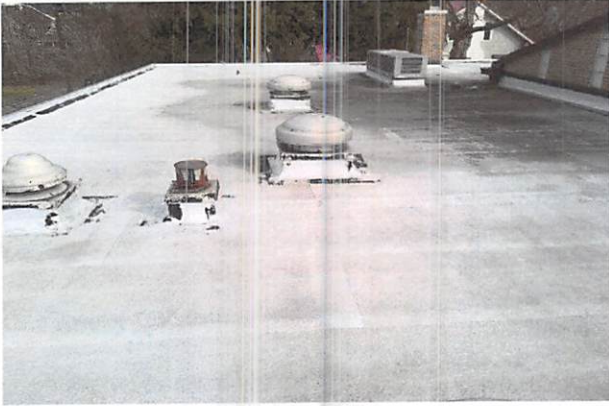
**Work Performed**

<b>Preventive Maintenance</b>	Removed debris from the roof and drains. Reinforced weathered seam. Reinforced exposed scrim. Completed inspection checking roof surface, flashings, details and drainage.
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**OUTSTANDING BUDGET**

**Work Beyond Scope of Maintenance Agreement (Customer Responsibility)**

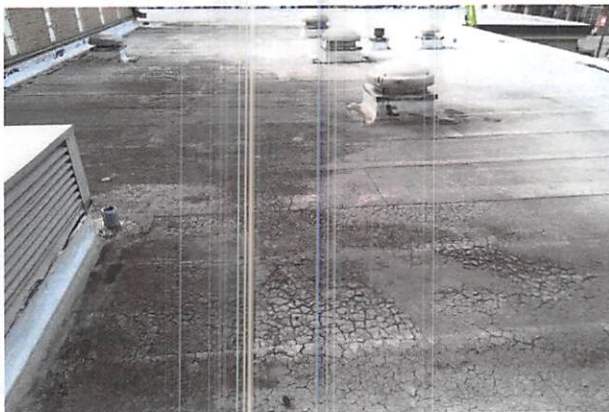
Task	Year	Project \$	Task Description
Preventive Maintenance	2018		Recommend removing debris from the roof on a regular basis.
Repairs Required, Minor	2018		Recommend touching up areas of deteriorating coating.



Overview.



Overview.



Overview.



Overview.





Debris on roof.



Removed debris.

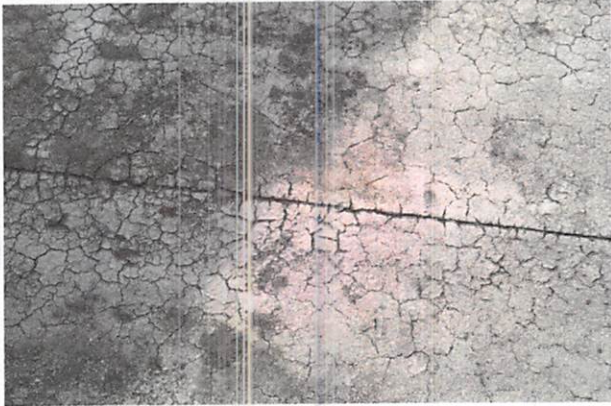


Debris in drain.

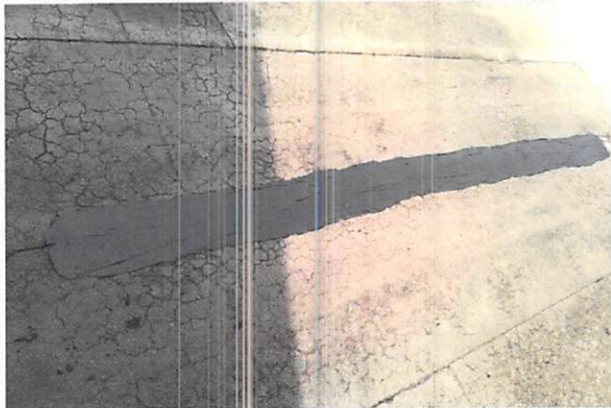


Removed debris.

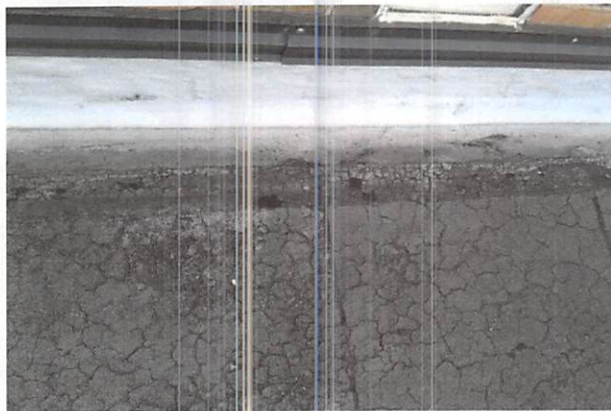




Weathered seam.



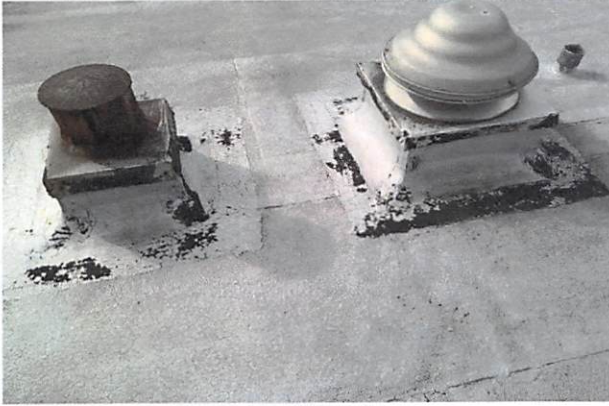
Reinforced weathered seam.



Exposed scrim.



Reinforced exposed scrim.



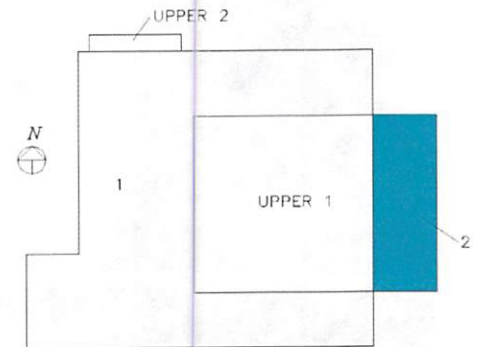
Weathered projection flashing.



Weathered perimeter flashing.

**GENERAL INFORMATION**

Roof Name: Roof 02  
 Service Activity Type: QA Inspection  
 Service Activity Date: Mar 14 2024  
 Job Number: 151366  
 Information Source: Specification  
 Year of Installation: 2013  
 Warranty: Issued By: Tremco 151366  
 Expiration Date: Sep 03, 2033  
 Type: 20 Year QA  
 Installing Contractor: GROVE ROOFING SERVICES INC.  
 Roof Leaks: No  
 Leak Sensitivity: High  
 Roof Size: 864 sq. ft.  
 # of Stories: 1  
 Is Ladder Required?: Yes  
 Overall Roof Condition: Fair Condition  
 Technician: Devin Wright



**ROOF CONSTRUCTION**

Surfacing: Granules/Aluminized  
 Roof Type/System: Modified Bitumen, POWERPLY Standard Plus FR  
 Ply Info: 2 plys Modified Bitumen, Cold Adhered  
 Insulation: 1/2" Fiberboard, Cold Adhered  
 Polyisocyanurate, Cold Adhered, Tapered  
 Vapor Retarder: Composite Ply  
 Insulation: 1/2" Gypsum, Mechanically Attached  
 Deck Type: Metal

**DRAINAGE AND SLOPE**

Drainage: Internal Drains  
 Slope: 1/8 inch(es) per foot, Saddles/Crickets, Variable Slope

**PERIMETER, WALL AND COPING**

	Type	Condition(s)	Magnitude
<b>Perimeter Type</b>	Non-Parapet Wall	Fair Condition	
	Raised Edge	Fair Condition	
<b>Wall Type</b>	Brick Wall	Fair Condition	
	<b>Perimeter Wall and Flashing Type</b>	Metal	Fair Condition
	TRA Single Ply	Fair Condition	

**ROOF CONDITIONS**

	Defect(s)	Magnitude
	Weathered	Less than ¼ of roof

**MAINTENANCE SUMMARY**

**Work Performed**

<b>Preventive Maintenance</b>	Removed debris from the roof and drains. Reinforced exposed scrim. Completed inspection checking roof surface, flashings, details and drainage.
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Overview.



Overview.



Overview.



Overview.



Debris on roof.



Removed debris.

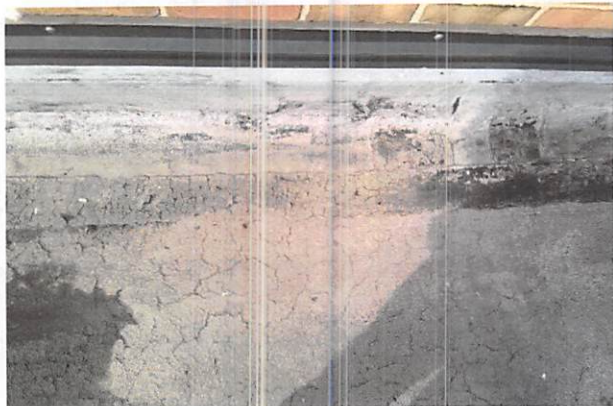


Debris in drain.

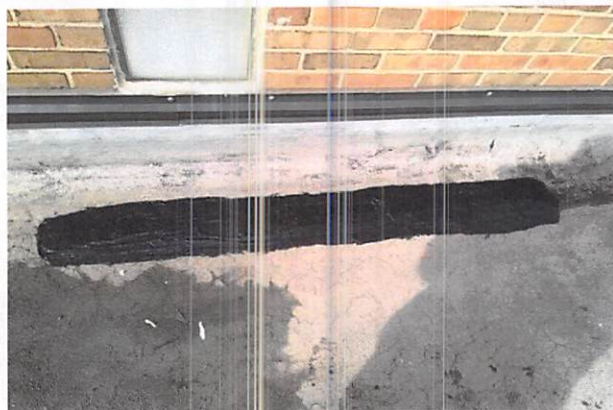


Removed debris.





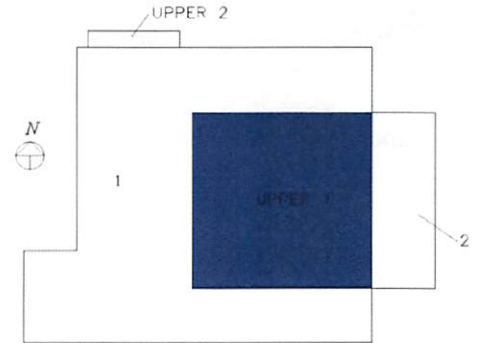
Exposed scrim.



Reinforced exposed scrim.

**GENERAL INFORMATION**

Roof Name Upper Roof 01  
 Service Activity Type QA Inspection  
 Service Activity Date Jul 26 2018  
 Job Number 151474  
 Information Source Specification  
 Warranty Issued By: Tremco  
 Expiration Date: Sep 03, 2023  
 Type: 10 Year QA Restoration  
 Installing Contractor GROVE ROOFING SERVICES INC.  
 Roof Leaks No  
 Leak Sensitivity High  
 Roof Size 2,447 sq. ft.  
 # of Stories 1  
 Is Ladder Required? No  
 Past Work Restoration, 2013  
 Overall Roof Condition Repairs Required, Minor  
 Inspection Comments The roof appears to be in good condition at this time.  
 There is a small area of peeling coating.  
 Technician Devin Wright



**ROOF CONSTRUCTION**

Surfacing Smooth  
 Roof Type/System Modified Bitumen, TremLastic  
 Ply Info 1 ply Modified Bitumen, Cold Adhered  
 Deck Type Metal

**DRAINAGE AND SLOPE**

Drainage Scuppers  
 Slope 2 inch(es) per foot, Variable Slope

**PERIMETER, WALL AND COPING**

	Type	Condition(s)	Magnitude
Perimeter Type	Gravel Stop	Good Condition	

**MAINTENANCE SUMMARY**

Work Performed	
Preventive Maintenance	No maintenance required at this time.



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**OUTSTANDING BUDGET**

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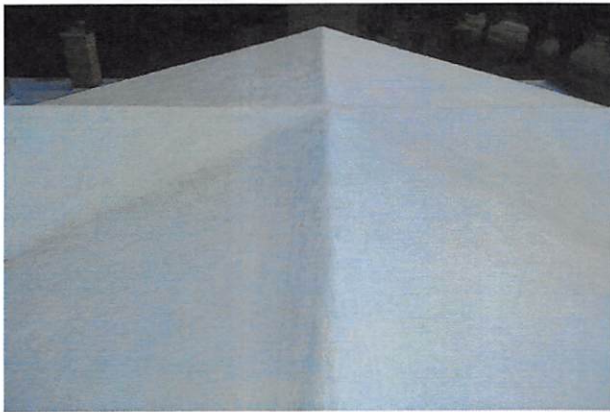
**Work Beyond Scope of Maintenance Agreement (Customer Responsibility)**

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Task	Year	Project \$	Task Description
Repairs Required, Minor	2018		Recommend repairing peeling coating.



Overview.



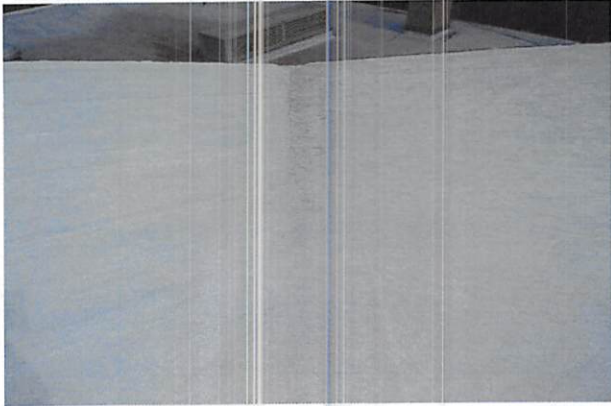
Overview.



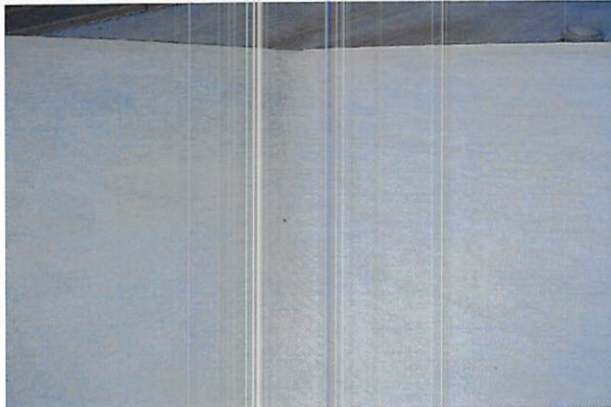
Overview.



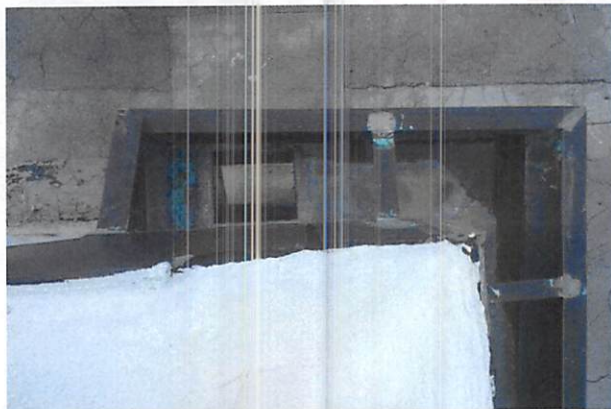
Overview.



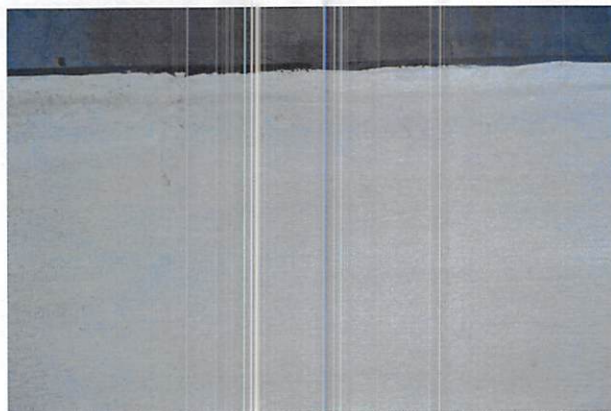
Overview.



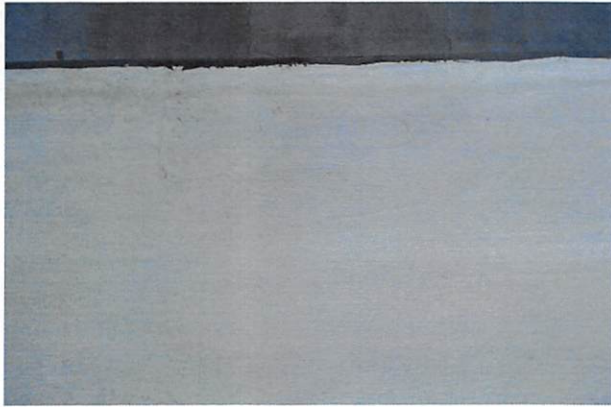
Overview.



Clean downspout.



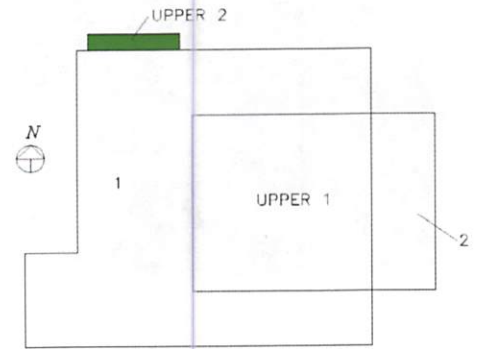
Perimeter flashing.



Peeling coating.

**GENERAL INFORMATION**

Roof Name Upper Roof 02  
 Service Activity Type QA Inspection  
 Service Activity Date Jul 26 2018  
 Job Number 151474  
 Information Source Specification  
 Warranty Issued By: Tremco  
 Expiration Date: Sep 03, 2023  
 Type: 10 Year QA Restoration  
 Installing Contractor GROVE ROOFING SERVICES INC.  
 Roof Leaks No  
 Leak Sensitivity Low  
 Roof Size 116 sq. ft.  
 # of Stories 1  
 Is Ladder Required? No  
 Past Work Restoration, 2013  
 Overall Roof Condition Good Condition  
 Technician Devin Wright



**ROOF CONSTRUCTION**

Surfacing Smooth  
 Roof Type/System Modified Bitumen, TremLastic  
 Ply Info 1 ply Modified Bitumen, Cold Adhered  
 Deck Type Metal

**DRAINAGE AND SLOPE**

Drainage Scuppers  
 Slope 2 inch(es) per foot, Variable Slope

**PERIMETER, WALL AND COPING**

	Type	Condition(s)	Magnitude
Perimeter Type	Non-Parapet Wall	Fair Condition	

**MAINTENANCE SUMMARY**

Work Performed	
Preventive Maintenance	No maintenance required at this time.





Overview.



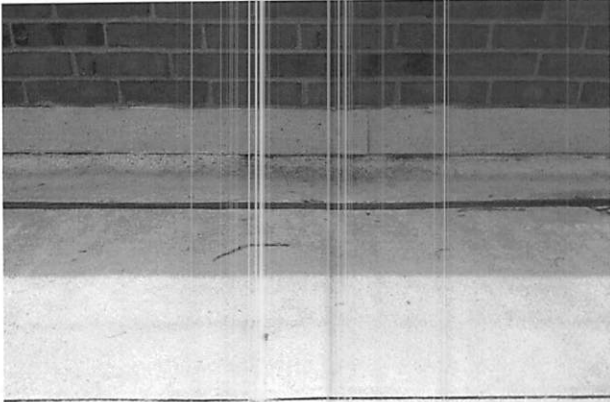
Overview.



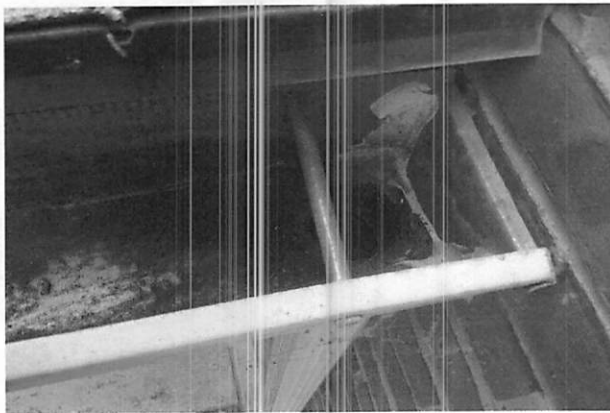
Overview.



Overview.



Perimeter flashing.



Clean downspout.