

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Agenda of the Board
Regular Monthly Meeting
March 26, 2024, 1:00 p.m.

1. Comments from the audience:
2. Minutes of the Meetings: February 27, 2024
3. Treasurer's Report: Monthly Financial Statements, Internal Auditor, & Contingency Fund Reports: February 2024
4. Director's Report February 2024
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.
 - c. NYS Kantola training will now contain a cyber-security module, which will count for the mandatory technology training for library staff.
 - 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.
 - 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. Board May Enter Executive Session
 - c. Other
7. Old Business
 - a. Girl Scout Gold Award Project
 - b. Staff Appreciation Day: March 1, 2024
 - c. ACT Meeting, Annual Workshop: March 9, 2024 @ 8:30 a.m.
 - d. Other
8. New Business
 - a. Agreement for Loan & External Exhibition and Unique Collections Policy Review
 - b. Petty Cash Fund Policy
 - c. Other

The annual and next regularly scheduled meeting will take place on April 23, 2024 @ 12:30 p.m. & 1:00 p.m.

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Minutes for February 27, 2024

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

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

1. There were no comments from the audience.

2. A motion (KSC, AZ) to approve the Minutes of the January 23, 2024 regular meeting was carried by a voice vote.

3. A motion (AZ, EC) to approve the Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: January 2024 was carried by a voice vote.

During discussion, Klocek noted that donations made in memory of Nancy Fontanese would be used to purchase additional Wonderbooks, the collection started to memorialize her husband, Alvin Fontanese.

4. A motion (EC, AZ) to approve the Director's Report for January 2024 was carried by a voice vote.

During discussion, KSP said she was happy to see high patron counts for January despite closings due to weather. Questions were also asked about how the streaming service Hoopla works and Klocek provided an explanation.

5. Reports of Interest

a. The East Aurora Art Society has generously sponsored the purchase of wooden mushrooms for a fundraiser in collaboration with the Friends of the Aurora Town Public Library. Each one will be painted and embellished by a different local artist. From February 23 through March 22, the community is invited to buy votes to judge and earn a chance to win their favorite mushrooms. One vote is \$1.00 or 6 votes are \$5.00. Winners will be drawn at random on March 22 at noon. Votes will be tallied to determine which mushroom placed 1st, 2nd, and 3rd.

b. On Monday, March 4, Pizza Del Aureo's has generously offered to donate 10 percent of proceeds raised from all orders from 11 a.m. – 7 p.m. to support the Aurora Town Public Library. Visit 615 Oakwood Ave, call (716) 655-3345, or go online to www.pizzadelaureos.com to place an order.

c. On March 16, 2024, ATPL will be present for the It Takes A Community Drug & Alcohol Prevention Coalition Health & Wellness Fair. ITAC works toward preventing youth substance use and providing equal access to services for all populations and reducing health disparities.

During discussion, EC asked about obtaining Narcan to make accessible to patrons, similar to COVID-19 test kits. Klocek said ATPL is looking at the measure, but was first seeing how it was handled at other libraries to understand the best process. She did say there was a plan to obtain a wall kit to have in the library in case there

is a need to use one in an emergency.

AZ also asked what would happen at the ITAC session. Klocek said they would bring flyers with information about library resources, services, and programs. There will also be a pencil pull game for children that free book

to winners. Everyone will receive a B&ECPL pencil. The event will be held at the Iroquois Central High School.

d. The Library will be at Literacy Night for Parkdale Elementary on March 14, 2024.

e. On March 19, 2024, East Aurora Preschool will be coming for a class visit.

f. ATPL is participating in EAclipse at Knox State Park on April 8, 2024.

g. The non-financial section of the Library's 2023 NYS Report and Report to the Community have been completed, pending Board approval at the annual meeting on April 23 at 12:30 p.m. h. The picture book section is undergoing the generfication process. The goals are to help children as well as parents and caregivers easily identify what they are seeking to read, make the area more approachable, and encourage exploration of books by making browsing easier. Further, accessibility will improve and circulation likely will be positively impacted.

i. Other

Klocek noted that a NASA solar eclipse ambassador would be at the library April 3 for a session open to adults and children, eight years of age and older, who register.

6. Personnel

a. Payroll Report: Pay Period 26

b. There was no reason for the board to enter Executive Session.

c. Other

7. Old Business

a. Library Storage

Klocek said the Aurora Town Highway Department had installed shelving in the new shed and it was being used. More efforts are underway to best organize the space.

b. Girl Scout Gold Award Project

Klocek said she is still waiting to see if the group doing the garden will continue to manage it in future years and she is trying to see if they will need insurance to do the work. More to come at a future meeting.

c. Staff Appreciation Day: March 1, 2024

d. ACT Meeting, Annual Workshop: March 9, 2024 @ 8:30 a.m.

e. Other

During discussion, AZ talked about an email discussion with Aurora Town Supervisor Charles Snyder to ask about an item on a recent Town Board agenda talking about the library and eminent domain for property in the hamlet of West Falls. Snyder said it dealt with a right-of-way for the West-Falls Colden Library and did not have anything to do with ATPL.

8. New Business

a. 2023 Contract Extension and 2024 Budget Schedules

b. Contract Library "System Paid" Budget Analysis

c. Other

The next regularly scheduled meeting will take place on March 26, 2024 @ 1:00 p.m.

A motion (EC, AZ) was made to close the meeting at 1:41 p.m. and was carried by a voice vote.

Respectfully submitted,

Adam Zaremski

Secretary

AURORA TOWN PUBLIC LIBRARY

Treasurer's Report

29-Feb-24

LOCAL CHECKING ACCOUNT

Beginning Balance:	1-Feb-24		\$33,217.96
Plus Receipts/Deposits		Total:	\$475.00
Less Checks/Debits		Total:	\$733.61
Ending Balance:	29-Feb-24		\$32,959.35

Transaction Details

Receipts:

Michael & Maria Pitt I/M of Nancy Fontanese	\$100.00
Sarah May Clarkson I/M of Dr William Braun	\$50.00
Alice Askew Donation	\$200.00
Michael & Maria Pitt I/M of Nancy Lewis Pascucci	\$100.00
Timothy & Christine Burke I/M of Nancy Lewis Pascucci	\$25.00
Total:	\$475.00

Disbursements:

Buffalo & Erie Co Public Library (PVT Ingram Books)	\$165.41
Hoffman School of Dance (Children's Program)	\$150.00
B&ECPL (A.C.T. Workshop for Board \$15 x 6)	\$90.00
M&T Withdrawl for Checks & Deposit Tickets	\$328.20
Total:	\$733.61

Volker Funds

Balance Forward:	1-Feb-24	\$1,128.76
Receipts:	None	\$0.00
Disbursements:	None	\$0.00
Balance:	29-Feb-24	\$1,128.76

Internal Auditor's Report

Elaine Chow, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
L107	165.41	2/12/2024	1064	PVT Books (Ingram)
L108	\$150.00	2/27/2024	1065	Hoffman School of Dance (Children's Prgm)
L109	\$90.00	2/27/2024	1066	B&ECPL (A.C.T. Workshop for Board \$15 x 6)
M&T Withdrawl	\$328.20	2/2/2024		M&T Withdrawl for Checks & Deposit Tickes

Friends Ongoing Book Sale FEB \$219.00 YTD \$474.00

Friends Pop-Up Sale YTD

Contingency Funds Counted 2/15/2024 \$187.25

Savings Account

Balance Forward	1-Feb-24	\$614.35
Interest Earned		\$0.02
Balance	29-Feb-24	\$614.37

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: FEB

SAP Acct.	Description	Adopted Budget	Budget Transfers	Year-to-Date Expenditures	Available Budget	Projected Utilization at 12/31	Projected Variance at 12/31	Comments
500000	Salaries - Full-time	0	0	0	0		0	
502000	Fringe Benefits	0	0	0	0		0	
Utility Charges:								
515000	Water	550	0	0	550	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	36	2,554	2,590	0	
555050	Insurance Charges	0	0	0	0	0	0	
510000	Travel & Mileage Expenses	200	0	0	200	200	0	
530000	Other Expenses & Charges	600	0	377	223	600	0	
530000	Contingency (Bullet Aid)	0	0	0	0	0	0	
	TOTAL EXPENSES	5,220	0	1,193	4,027	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	152	(52)	912	812	
Copy Machines	400	0	83	317	498	98	
Print Cost Recovery	1,500	0	362	1,138	2,172	672	
Other Income	100	0	0	100		(100)	
State Funding	0	0	0	0		0	
Municipal Support	0	0	0	0		0	
Donations (priv. persons/foundations)	0	0	0	0		0	
Fundraising (events/booksales)	0	0	0	0		0	
Interest Income	0	0	0	0		0	
Misc Income	0	0	0	0		0	
Use of Fund Balance	0	0	0	0		0	
TOTAL DIRECT INCOME	2,100	0	597	1,503	3,582	1,482	

AURORA TOWN PUBLIC LIBRARY

COUNTY LEDGER

COUNTY CHECKING ACCOUNT

29-Feb-24

Beginning Balance:	1-Feb-24		\$7,939.34
Plus Receipts/Deposits		Total:	\$3,431.84
Less Checks/Debits		Total:	\$1,626.66
Ending Balance:	29-Feb-24		\$9,744.52

Transaction Details

Receipts:

Fines		\$124.20
Fines		\$134.04
Copier		\$53.60
County Appropriation		\$3,120.00
		Total: \$3,431.84

Disbursements:

Robert Adler-Board of Trustees (Dues)		\$20.00
Dennis Desmond (Reimbursement for Pet Smart)		\$15.99
M&T Bank Withdrawl for Checks & Deposit Tickets		\$360.67
Return to System for 2023		\$1,230.00
		Total: \$1,626.66

Internal Auditor's Report

Elaine Chow, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
C167	\$20.00	2/12/2024	5925	Robert Adler-Board of Trustees (Dues)
C168	\$15.99	2/12/2024	5926	Dennis Desmond (Reimbursement for Pet Smart Kitty Litter to Deodorize Books)
C169	\$1,230.00	2/12/2024	5927	B&ECPL (Return to System 2023)

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

Monthly Statistics

Circulation	Total-Month	Average / Day	Average / Hour	YTD Total
2024	14,352 (7,927)*	598	72	28,867**
2023	12,943 (7,042)	562.74	71.1	26,613
2022	6,895	299.8	37.8	13,533

Note: Circulation for the contracting libraries was 9.7% this month from last year (EAU was 10.9%) and 6.0% over YTD (EAU was 8.5%). *Original checkouts at EAU are 7,927 for this month. **Original checkouts at EAU are at 15,789.

Library of Things (Including Chromebook Kit, Hotspots & Wilson Sports Equipment)	2024
Monthly	21
Year-to-date	54

System e-Branch	Month 2024	Month 2023	Change	YTD 2024	YTD 2023	Change
Online Renewals	628	500	25.6%	1,318	1,294	1.9%
Interlibrary Loans	1,486	1,215	22.3%	2,899	2,546	13.9%
eAudiobooks	66,450	51,799	28.3%	135,974	108,221	25.6%
eVideos	1,029	664	55.0%	1,961	1,300	50.8%
eBooks	88,489	79,968	10.7%	186,547	167,930	11.1%
eMusic	246	241	2.1%	463	417	11.0%
eMagazines	29,503	6,916	326.6%	61,269	14,108	334.3%

Open for Operation	2024	2023	2022	2021
Days / Hours	24/200	23/182	23/182	19/144

Days Closed: February 19 for Presidents Day

Computer Use	2024	2023	% Change
Monthly	398	377	5.6%
Year-to-date	766	748	2.4%

Note: Computer use for the contracting libraries was 17.4% this month and 8.8% YTD.

Wi-Fi	2024	2023	% Change
Monthly	1,786	1,415	26.2%
Year-to-date	3,482	2,924	19.1%

Note: Wifi use for the contracting libraries was 40.5% this month and 28.1% YTD.

Patron Visits	2024	2023	% Change
Monthly	5,962	4,689	27.1%
Year-to-date	11,052	9,223	19.8%

Note: Door counts for the contracting libraries were 27.5% this month and 17.3% YTD.

New Library Card Memberships	Total-month	YTD
Adults	25	38
Children	9	18

Aurora Town Public Library
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 Director's Report: February 2024

Programs Name / Number of Sessions / Sponsor	Age group	Attendance
Paint & Sip Night (Friends)	12-18 yrs. old	20
Cupcake Challenge (Friends)	8-12 yrs. old	15
Dance Party (Ralph C. Wilson Foundation)	6-11 yrs. old	13
Pajama Games (Friends)	6-11 yrs. old	27
Can You Escape? Library Game Challenge (Friends)	12-18 yrs.	13
Book Bites Take-Home Box (Friends)	Gr 5-8	15
Creating with Canva (TechKnowLab)	Adults	13
New Sky Coaching: Heart Healthy Seminar (Friends)	Adults	8
Fitness Fridays: Chair Yoga (Friends) (3)	Adults	26
LEGO Club	6-11 yrs. old	18
Family Story Time (Wednesday) (3)	Birth-5 yr. w caregiver	80
Family Story Time (Thursday) (4)	Birth -5 yr. w Caregiver	37
Family Story Time (Friday) (4)	Birth-5 yrs. W caregiver	67
Preschool Story Time (4)	3 ½-5	46
Book Buddies (Friends)	6-11	6
Emergency Response & CPR Introduction	Teens/Adults	13
"When the Animals Talked" by Tradition Keepers	All Ages	10
Tutors (20)	6-11	20
Tutors (11)	Teens	11

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				
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 (11th for month); 12 out of 37 in patron visits (12th for month)
8 out of 37 in WI-FI (8th for month); 20 out of 37 in computer use (19th for month)

Director's Report: February 2024

	<p>Paint & 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 & CPR Introduction - Teens & Adults - Thursday, February 29 @ 6:15 p.m.</p>
<p>March 2024</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. 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</p>
<p>April 2024</p>	<p>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 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.</p>

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

Director's Report: February 2024

	<p>Pizza & Poetry Night - Teens, 12-18 – April 4 @ 6:00 p.m. – 7:30 p.m.</p> <p>Fitness Fridays: BAM—Balance & Mobility – Seniors, 55+ - Fridays, March 1, 8, 15, 22, April 12 & 19 @ 1:30 p.m.</p> <p>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</p> <p>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.</p> <p>Robert Lowell Goller, Town & Village Historian: East Aurora Throwback Trivia—Library Edition – Children and Adults 12+ - Thursday, April 18 @ 6:30 p.m.</p>
May 2024	
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		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 East Aurora Preschool Class Visit East Aurora Preschool Class Visit	Parkdale Elementary Literacy Night It Takes A Community Drug & Alcohol Prevention Coalition Health & Wellness Fair	5
April 2024		Eclipse at Knox Farm Park	1
May 2024			
June 2024			
July 2024			
August 2024			
September 2024			
October 2024			

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

Director's Report: February 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	
April 2024	EA Art Society; Realism Drawing (3); Giving Circle; Friends; Board	
May 2024	EA Art Society; Realism Drawing (4); Board	
June 2024	Realism Drawing; Board	
July 2024	Giving Circle	
August 2024		
September 2024	Roycroft Campus Antiques & Friends of the Library Antique Appraisal Fundraiser; Board	
October 2024	EA Art Society; Realism Drawing (3); Giving Circle; Board	
November 2024	Realism Drawing (5); EA Art Society; Board	
December 2024	Local Artist, Amy Harts (2); Board	
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 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	Holland Tuesday Painters	Holland Tuesday Painters
July 2024	Girl Scouts of WNY Brownie Summit Award with Seed Bombs	
August 2024		
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	East Aurora Art Society

Aurora Town Public Library
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Director's Report: February 2024

	League of Women Voters Display in Main Library	
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
April 2024	Book a Technology Trainer, April 15 @ 10 a.m., 11 a.m., & 12 p.m. –TechknowLab	Friends Meeting, 4/17/24-Paula Klocek
May 2024		
June 2024		
July 2024		
August 2024		
September 2024		
October 2024		
November 2024		
December 2024		

Aurora Town Public Library
 550 Main Street, East Aurora, New York 14052
 Director's Report: February 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; Patron Picks & Staff Selections
April 2024	Laugh It Up With a Funny Book; 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)	
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)	
Total Other Fundraiser Money	

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	Town



AURORA TOWN PUBLIC LIBRARY

Agreement for Loan & External Exhibition of Rare and Unique Collections

Borrower Information

Institution:	
Contact Name:	Email:
Address:	
Telephone:	Fax:

Lender Information

Institution: Aurora Town Public Library	
Contact Name:	Email:
Address: 550 Main St., East Aurora, NY 14052	
Telephone: (716) 652-4440	Fax: (716) 655-5875

Item(s) to Be Loaned

Call Number	Title	Condition	Value
Aggregate Value			

Purpose of Loan

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Loan Period

From:	To:
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Authorization *(Completed by Aurora Town Public Library Director or Designee)*

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
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Signature:	Date:
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Special Handling or Exhibit Instructions

Credit Line to Accompany Borrowed Item(s)

From the collection of the Aurora Town Public Library
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Certification

By signing below, the Lender and Borrower certify that they have read, understood, and agree to adhere to the Terms and Conditions attached hereto.

Lender Name & Title:	
Lender Signature:	Date:

Borrower Name & Title:	
Borrower Signature:	Date:

To Be Completed upon Return and Receipt of Borrowed Item(s):

RETURNED BY:

Name & Title:	
Signature:	Date:

RECEIVED BY:

Name & Title:	
Signature:	Date:

Terms and Conditions

A. Care of Borrowed Item(s)

1. The Borrower will exercise the same care with respect to the borrowed item(s) as it does in the safekeeping of comparable property of its own.
2. The Borrower will immediately report to the Aurora Town Public Library (ATPL) Director or his/her designee (the "Library Representative") any damage or loss to the item(s), whether it occurs in transit or while the item(s) are in the Borrower's custody.
3. Unless authorized in writing by the Library Representative, the Borrower will not clean, repair, restore, rehouse, dismantle frame (if applicable) or otherwise alter the item(s), nor attempt to do so.
4. The Borrower will adhere to any security and protection plan it presented to the ATPL in connection with its application to borrow the item(s).

B. Environment

1. Lighting levels in the Borrower's exhibition area shall not exceed 15 foot candles; levels of ultraviolet light shall not exceed 75 uw/lumen.
 - a. The item(s) shall not be exhibited in any area receiving direct sunlight.
 - b. Ultraviolet light filtration shall be used between the item and any ultraviolet light source.
2. While on display or in storage, the Borrower shall maintain the item(s) in an environment within the following parameters:
 - a. Temperature: 60° to 70° and not fluctuating more than $\pm 3^\circ$ in a 24 hour period.
 - b. Relative Humidity: 30-50% and not fluctuating more than 3% in a 24 hour period.

C. Insurance

1. The Borrower will insure the item(s) against all risk of loss or damage while in transit and for the entire period of this loan, for an amount not less than the

aggregate value of the item(s) specified above (or such other amount as is specified by the Library Representative).

2. The Borrower shall furnish the Library Representative with a copy of the certificate of the required insurance before shipment or transport of the item(s), and thereafter upon request.

D. Shipping and Packaging

1. The item(s) will be prepared and packaged by the Borrower in containers that provide adequate physical support and protection.
2. The Borrower shall return the item(s) in the same packaging, unless otherwise directed by the ATPL, and shall use its best efforts to protect the item(s) from undue environmental fluctuations during transport and storage.
3. The Borrower is solely responsible for all costs of shipping the item(s) from the ATPL to the Borrower's location and back to the ATPL.

E. Reproduction and Credit

1. The Borrower acknowledges and agrees that the copyright to the item(s) resides with the copyright owner. The Borrower shall not make or permit any reproduction of the item(s), or photograph the item(s), without the express written permission of the ATPL Representative.
2. The Borrower will provide the ATPL with copies of any catalog or other material that contains descriptions or images of the item(s).
3. The Borrower shall indemnify and hold harmless the ATPL from and against any and all claims, losses, damages, and expenses arising from Borrower's breach of the obligations stated in this Section E.
4. The Borrower shall give full credit to the ATPL in any publications and exhibit labels, and in all interpretive materials and publicity concerning the exhibition, as set forth in the Request for Authorization for Reproduction/Licensing of Library Materials.

Adopted by the Aurora Town Public Library Board of Trustees on March 26, 2019.
Reviewed, No Changes Recommended on March 26, 2024.

AURORA TOWN PUBLIC LIBRARY**Petty Cash Fund Policy**

The Board of Trustees of the Aurora Town Public Library establishes a petty cash fund for the purpose of paying small cash amounts to be spent on the incidental needs of the Library. Items purchased will then be charged back to the appropriate account.

- The Library Director and Senior Library Clerk shall be responsible for the management of the petty cash account.
- The petty cash fund may be maintained at no more than \$500.00 from Library's private funds checking account.
- The Senior Library Clerk shall maintain receipts and bookkeeping records for the petty cash account, which will be reviewed by the Library Director.

Procedures:

- Use of Petty Cash must be pre-approved by the Library Director, or in the event the Director is absent, the Full-Time Librarian.
- A receipt for cash must be completed stating date, name, amount and purpose for the money. When the item is purchased, the actual receipt and change will be returned to the fund. Both the receipt for cash and purchase receipt will be kept with all other financial papers as required by the NY State Retention Law.
- All purchases made on behalf of the Library are tax exempt and a tax exemption form will be provided to all vendors at time of sale.
- Funds will be disbursed to the person who purchased the item(s) by the Senior Library Clerk. In the event the Senior Library Clerk is absent, the Director or Full-Time Librarian shall assume those duties.
- The Director and Senior Library Clerk will prepare a monthly financial report to be presented to the Board on the day of their regular monthly meeting. The period covered by the report shall include records of purchases made in the calendar month prior to the meeting.
- The fund will be counted by the Senior Library Clerk and reviewed by the Library Director.

Approved by the Board of Trustees of the Aurora Town Public Library on February 27, 2018.
Confirmed March 27, 2018. Amended October 27, 2020.