

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

1. Comments from the audience:
2. Minutes of the Meeting: October 22, 2024
3. Treasurer's Report: Monthly Financial Statements, Internal Auditor, & Contingency Fund Reports: October 2024
4. Director's Report: October 2024
5. Reports of Interest
  - a. The East Aurora Co-Op raised \$3,511.52 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. We are also a collection site for Legislator 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 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 will be available 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
  - b. The Librarian I, Part-Time Search Continues
  - c. Board May Enter Executive Session
  - d. Other
7. Old Business
  - a. Other
8. New Business
  - a. System Paid Budget Analysis (As of 9/30/24)
  - b. Whistleblower Policy
  - c. Schedule of the Library Board Meetings 2025
  - d. Position Change Request
  - e. Other

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

AURORA TOWN PUBLIC LIBRARY  
550 Main Street, East Aurora, New York 14052  
October 22, 2024 Minutes

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

President Kara Spencer-Ching (KSC) called the meeting to order at 1:00 p.m.

1. There was one audience member - Sharon M. Kelly, a trustee with Buffalo & Erie County Public Library System. She did not have comments at this time.

2. A motion (SR, KSC) to approve the September 24, 2024 meeting minutes was carried by a voice vote.

3. A motion (AZ, KSC) to approve the Treasurer's Report: Monthly Financial Statements, Internal Auditor, & Contingency Fund Reports: September 2024 was carried by a voice vote.  
During the discussion, Klocek said the new senior library clerk was worth the wait and has been helpful since the prior person in the position retired.

Racho added that two Certificates of Deposits were up for renewal. She will contact the library's bank and collect current interest rates to bring back to the board to see if the board would continue keeping funds in those accounts.

Klocek said she did not have an issue with continuing to place money in a CD.

4. A motion (SR, AZ) to approve the Director's Report: September 2024 was carried by a voice vote.  
Klocek said that with work to fix the parking lot, the library saw a slight dip in a patron count for that time frame.

She also talked about recent programs at the library. An event to help job seekers with resumes and find employment was held at the library. Before the session, she communicated with the Rural Outreach Center to spread the word about the class. Two people attended and were happy for the help.

A recent event aimed at teenagers had 16 participants. She said the library would like to continue enhancing programs for that age group.

5. Reports of Interest

a. The Friends Pop-Up Sales made \$236.50 (June), \$188.00 (July), \$217.05 (August), and \$243.00 (October), for a total of \$884.55.

b. The East Aurora Co-Op has partnered with the Friends of ATPL for a Round Up at the Register from September 1 – October 31, 2024. Co-Op shoppers are invited to support the Friends of the Aurora Town Public Library by rounding up when they pay for groceries. Proceeds benefit the Friends.

c. During Friends of the Library Week, October 21-26, patrons were welcome to get a free farm fresh apple courtesy of the Friends of the Aurora Library.

d. Self-checkout equipment was replaced on October 1.

e. Other

6. Personnel

a. The Payroll Report was not available at this time. Klocek said she had just received the information before the ATPL meeting, and this document will be available at the November meeting.

b. There was no reason for the board to enter into an executive session

c. Other

Klocek said she had some recent applications for the part-time librarian positions and there were higher quality candidates. She passed along the preferred applicant to Central to extend an offer. Following a discussion, she clarified that part-time positions do not have a civil service list requirement.

## 7. Old Business

### a. ACT Meeting—October 19, 2024 @ 9:00 a.m.

Klocek said she gave opening remarks about what ATPL has to offer and some unique features of our building. The community room was at full capacity for the meeting.

KSC added that the information on the library budget and use of discretionary funds were good topics and people were engaged.

### b. Other

## 8. New Business

### a. Position Change Request-Rationale and Follow-Up

The ATPL board and Klocek discussed adding another full-time librarian position. Klocek noted that the candidate pool has been small due to the position being limited to being part-time with 19 hours maximum a week. Retaining a part-time librarian, who assists in meeting the goals of our long-range plan, is difficult. She noted that the previous part-time librarian recently left our library for a full-time position elsewhere in the System. The candidate to be hired for the part-time position is interested in a full-time job for the long term. KSC said the ATPL board understood the concerns and that having a full-time librarian would allow ATPL to host additional programs for patrons. She also mentioned that ATPL often ends the year with surplus funds in the personnel budget and wondered if that money could be used for the full-time position.

Klocek sent a Position Change Request to Human Resources, and she was told that the System would consider the request after the County budget is hopefully approved.

Following discussion the board approved a resolution to support Klocek and her request to the System. The resolution is below:

A motion (AZ, SR) to approve the Position Change Request-Rationale and Follow-Up put forth by ATPL Director Klocek, noting that we want to make sure to highlight that it is difficult to retain talent for a position of such need and even if we have a person hired at a part-time basis, the ATPL board of trustees would support and request a conversion to full-time to not continue looking for and retraining people, was carried by a voice vote.

b. A motion (SR, AZ) to approve additional closings in 2025 and special hours for the below times was carried by a voice vote.

-July 3: 10 a.m. – 5 p.m., for 3rd of July Festivities

-December 24: Closed All Day, For Christmas Eve,

-New Year's Eve: 10 a.m. – 5 p.m. (SR, AZ)

### c. Other

The next regularly scheduled meeting will be on November 26, 2024, at 1:00 p.m. KSC, Racho and Zaremski said they would be there.

A motion (AZ, SR) to adjourn the meeting at 1:51 p.m. was carried by a voice vote.

Respectfully submitted,

Adam Zaremski

Secretary

## AURORA TOWN PUBLIC LIBRARY

## Treasurer's Report

31-Oct-24

## LOCAL CHECKING ACCOUNT

Beginning Balance:	1-Oct-24		\$13,933.03
Plus Receipts/Deposits		Total:	\$2,915.90
Less Checks/Debits		Total:	\$5,778.23
Ending Balance:	31-Oct-24		\$11,070.70

## Transaction Details

## Receipts:

Alice Askew Donation	(Unspecified Donation)	\$400.00
Friends ATPL	(Reimbursement for PVT Library Materials)	\$2,116.74
Susan & H. Josph DePriest Donation	(Thomas Druelinger Memorial)	\$100.00
ACT	(Reimbursement for Tim Horton's)	\$79.16
Alice Askew Donation	(Constance Maloney Memorial)	\$200.00
Linda Metcalfe Donation	(Thomas Druelinger Memorial)	\$10.00
Eileen Werbitsky	(\$3 Author Reimbursement; \$7 Donated)	\$10.00
	Total:	\$2,915.90

## Disbursements:

Demco Inc.	(Dymo Label Tape, Book Tape, Filament Tape, Transparent Tape)	\$169.05
BECPL	(PVT Library Materials Order)	\$5,495.49
Brodart CO.	(Book Corners, Book Tape)	\$113.69
	Total:	\$5,778.23

## Director's Discretionary Fund

Beginning Balance	\$500.00	Ending Balance	\$500.00
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## Internal Auditor's Report

Elaine Chow, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
L126	\$169.05	10/4/2024	1083	Demco Inc. (Dymo Label Tape, Book Tape, Filament Tape, Transparent Tape)
L127	\$5,495.49	10/14/2024	1084	BECPL (PVT Library Materials Order)
L128	\$113.69	10/28/2024	1085	Brodart CO. (Book Corners, Book Tape)

Friends Ongoing Book Sale Month	\$358.00	YTD	\$3,069.00
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Friends Pop-Up Sale Month	\$243.00	YTD	\$884.55
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Contingency Fund	\$352.29	Counted	10/15/2024
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Alice Askew Snack Fund	\$27.22	Counted	10/15/2024
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## Savings Account

Balance Forward	1-Oct-24	\$614.44
Interest Earned		\$0.01
Balance	31-Oct-24	\$614.45

## 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
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## 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
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## CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: OCT

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	
<b>Utility Charges:</b>								
515000	Water	550	(104)	327	119	446	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	66	2,616	0	2,616	0	
555050	Insurance Charges	0	0	0	0	0	0	
510000	Travel & Mileage Expenses	200	(37)	150	13	163	0	
530000	Other Expenses & Charges	600	276	876	0	876	0	
530000	Contingency (Bullet Aid)	0	0	0	0	0	0	
<b>TOTAL EXPENSES</b>		<b>5,220</b>	<b>21</b>	<b>5,109</b>	<b>132</b>	<b>5,241</b>	<b>0</b>	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	100	0	430	(330)	516	416	
Copy Machines	400	0	519	(119)	623	223	
Print Cost Recovery	1,500	0	1,767	(267)	2,120	620	
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	
<b>TOTAL DIRECT INCOME</b>	<b>2,100</b>	<b>0</b>	<b>2,716</b>	<b>(616)</b>	<b>3,259</b>	<b>1,159</b>	

## AURORA TOWN PUBLIC LIBRARY

## COUNTY LEDGER

## COUNTY CHECKING ACCOUNT

31-Oct-24

Beginning Balance:	1-Oct-24		\$7,802.65
Plus Receipts/Deposits		Total:	\$217.55
Less Checks/Debits		Total:	\$154.00
Ending Balance:	31-Oct-24		\$7,866.20

## Transaction Details

## Receipts:

Library Revenue		\$75.25
Library Revenue		\$103.30
Copier		\$39.00
	Total:	\$217.55

## Disbursements:

All American Security, Inc.	(Batteries for Security System)	\$154.00
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**Total: \$154.00**

## Internal Auditor's Report

Elaine Chow, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
C199	\$154.00	10/16/24	5957	All American Security, Inc. (Batteries for Security system)

### 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

7/12/24	\$4.00	KB	Counter Donation				
7/15/24			Counted	\$188.00	\$9.20	\$197.20	PK/MC
7/19/24	\$1.24	KB	Counter Donation			\$198.44	
7/19/24	\$3.76	KB	Counter Donation			\$202.20	
7/26/24	(\$11.74)	AL	Vidler's Greeting Cards			\$190.46	
8/5/24	\$2.00	KB	Counter Donation			\$192.46	
8/6/24	(\$125.00)	PK	The Deli--KB's Retirement			\$67.46	PK
8/6/24	\$150.00	KB	Contingency Refill			\$217.46	KB
8/6/24	\$4.00	MC	Counter Donation			\$221.46	MC
8/7/24	\$2.00	PK	Counter Donation			\$223.46	PK
8/13/24	\$1.00	KB	Counter Donation			\$224.46	
8/14/24			Counted	\$211.00	\$8.46	\$219.46	PK/KB
8/23/24	\$2.00	PK	Counter Donation			\$221.46	PK
9/3/24	\$3.00	PK	Counter Donation			\$224.46	PK
9/3/24	\$19.95	PK	Cash ACE Hardware Credit			\$244.41	PK
9/4/24	\$19.95	PK	Cash ACE Hardware Credit			\$264.36	PK
9/6/24	(\$119.00)	DD	Lowes Pegasus Saw Horse			\$145.36	PK
9/9/24	\$1.00	WR	Counter Donation			\$146.36	WR
9/13/24	(\$27.07)	WR	Vidler's Greeting Cards			\$119.29	WR
9/16/24			Counted	\$111.00	\$8.29	\$119.29	PK/WR
9/18/24	\$2.00	WR	Counter Donation			\$121.29	WR
9/24/24	\$200.00	WR	Contingency Refill			\$321.29	WR
9/26/24	\$3.00	PK	Counter Donation			\$324.29	PK
10/1/24	\$20.00	PK	Counter Donation			\$344.29	PK
10/3/24	\$5.00	WR	Counter Donation			\$349.29	WR
10/9/24	\$2.00	PK	Counter Donation			\$351.29	PK
10/15/24	\$1.00	WR	Counter Donation			\$352.29	WR
10/15/24			Counted	\$345.00	\$7.29	\$352.29	WR / PK

#### 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	\$0.02	\$27.22	PK/WR
	\$27.22						

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

## Monthly Statistics

Circulation	Total-Month	Average / Day	Average / Hour	YTD Total
2024	14,548*	538.8	63.8	146,173**
2023	14,859	571.5	70.8	142,308
2022	7,407	296.3	37.9	62,620

Note: Circulation for the contracting libraries was -5.0% this month from last year (EAU was -2.1%) and 0.0% over YTD (EAU was 2.7%). \*Original checkouts at EAU are 7,603 for this month. \*\*Original checkouts YTD at EAU are at 78,170.

Library of Things (Including Chromebook Kit, Hotspots & Wilson Sports Equipment)		2024
Monthly		32
Year-to-date		420

System e-Branch	Month 2024	Month 2023	Change	YTD 2024	YTD 2023	Change
Online Renewals	525	655	-19.8%	5,840	6,719	-13.1%
Interlibrary Loans	1,388	1,524	-8.9%	14,300	13,262	7.8%
eAudiobooks	70,759	62,452	13.3%	703,510	587,999	19.6%
eVideos	1,222	846	44.4%	11,895	7,303	62.9%
eBooks	85,297	86,880	-1.8%	897,712	848,662	5.8%
eMusic	239	275	-13.1%	2,275	2,256	0.8%
eMagazines	23,509	29,858	-21.3%	235,835	98,102	140.4%

Open for Operation	2024	2023	2022	2021
Days / Hours	27/228	26/210	26/204	26/204

Computer Use	2024	2023	% Change
Monthly	351	379	-7.4%
Year-to-date	3,766	3,802	-0.9%

Note: Computer use for the contracting libraries was 0.7% this month and 3.1% YTD.

Wi-Fi	2024	2023	% Change
Monthly	2,336	1,790	30.5%
Year-to-date	19,961	19,961	11.2%

Note: Wifi use for the contracting libraries was 17.1% this month and 18.2% YTD.

Patron Visits	2024	2023	% Change
Monthly	6,254	6,047	3.4%
Year-to-date	59,679	54,069	10.4%

Note: Door counts for the contracting libraries were -0.9% month and 10.1% YTD.

New Library Card Memberships	Total-month	YTD
Adults	17	252
Children	6	133

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

Programs Name / Number of Sessions / Sponsor	Age group	Attendance
Family Storytime (Wednesday) (Friends) (5)	0-5 w / Caregiver	159
Preschool Storytime (Friends) (4)	3 ½ -5	41
Family Storytime (Thursday) (Friends) (3)	0-5 w / Caregiver	27
Family Storytime (Friday) (Friends) (4)	0-5 w / Caregiver	87
Upcycled Denim Earrings (Friends)	Teens/Adults	9
LEGO Club	6-11	18
Football Fan-Demonium (Ralph C. Wilson Foundation)	6-11	13
Fitness Fridays BAM (Friends) (4)	Adults	47
Trick-or-Read Storywalk (Friends) (235)	Intergenerational	235
Fairytale Fright Night (Friends)	Teens	2
Local Author: Eileen Werbitsky, The Marshkeeper	Adults	8
Bat Buildings	Intergenerational	23
Tutor (12)	Teens	12
Tutor (7)	6-11 yrs. old	7

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	15,131 (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				
December				
Total				

Out of all B&ECPL locations, ATPL ranks YTD

12 out of 37 in circulation of materials (11 for month); 12 out of 37 in patron visits (12 for month);  
8 out of 37 in WI-FI (6 for month); 22 out of 37 in computer use (22 for month)

Aurora Town Public Library  
550 Main Street, East Aurora, New York 14052  
Director's Report: October 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> <p>Paint &amp; Sip Night – Teens, 12-18 – Thursday, February 22 @ 6:00</p>

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	<p>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. LEGO Club - Children, Ages 6-11 - First Saturday of the Month</p>

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	<p>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	<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., &amp; 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>

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	<p>p.m. Vidler's 5 &amp; 10: Behind the Red-and-White Striped Awnings – Adults, 19+ – Thursday, June 27 @ 6:30 p.m.</p>
July 2024	<p>Read It &amp; 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. &amp; 2:30 p.m. My Person &amp; 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 &amp; August 3 @ 11 a.m. Book a Technology Trainer - Adults, 19+ - Monday, July 15 @ 10:00 a.m., 11:00 a.m., &amp; 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 &amp; Pollinators – Children &amp; Adults, 8+ - Thursday, July 18 @ 6:30 p.m. Penn-Dixie - Children, Tuesday, July 23 - Dinosaurs, Ages 6-8 @ 1:00 p.m. &amp; 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>
August 2024	<p>Read It &amp; 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 &amp; August 3 @ 11 a.m.</p>

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	<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 &amp; 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 &amp; Adults - Teens &amp; 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., &amp; 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 &amp; 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>

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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.

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	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		Eclipse 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			
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

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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 (5); EA Art Society; Dreaming in Ink Writers Group; Early Intervention (4); Parkdale Elementary Speech Therapy (7); Board	
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 <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	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 Main Library	Holland Tuesday Painters

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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—Colorado State Library, 5/9/2024 New York History Primary Sources & More through New York State Archives,

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		WNYLRC, 5/17/2024—Melissa Flynn The 411 on 211: Housing & Homelessness, WNYLRC, 5/17/2024— Melissa Flynn Tara Kaye, B&ECPL Staff Development Coordinator—B&ECPL, 5/30/2024-- Paula Klocek
June 2024	Getting the Most out of Ancestry Library Edition- Adults, 19+ - Thursday, June 6 @ 11:00 a.m. Book a Technology Trainer, June 10 @ 10 a.m., 11 a.m., & 12 p.m. —TechknowLab	Director's Meeting, B&ECPL, 6/12/2024—Paula Klocek 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 Clerical Meeting, ATPL, 6/24/2024 Dealing with Difficult People
July 2024	Book a Technology Trainer, July 15 @ 10 a.m., 11 a.m., & 12 p.m. —TechknowLab	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
August 2024		
September 2024	Book a Technology Trainer, September 16 @ 10 a.m., 11 a.m., & 12 p.m. —TechknowLab	Director's Meeting, B&ECPL, 10/9/2024—Paula Klocek ADA and Disability Awareness Training— 10/4—Rachael Vella-Garrido & Paula Klocek
October 2024		Communication Skills for Professionals – 10/24/2024 – Sue Maraszek
November 2024		
December 2024	Book a Technology Trainer, December 9 @ 10 a.m., 11 a.m., & 12 p.m. —TechknowLab	

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

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	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; Emily Dickinson and Taylor Swift are 6 <sup>th</sup> Cousins (Ancestry Heritage Quest Online Databases / Grosvenor Room); Patron Picks & Staff Selections
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 Daytrip; 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; Patron Picks & Staff Selections
December 2024	Patron Picks & Staff Selections

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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
East Aurora Co-Op Round Up at the Register (Partnership with Friends)	\$3,511.52
Friends Holiday Gift Basket Raffle	
<b>Total Other Fundraiser Money</b>	

Friends Ongoing Book Sale	Month	YTD
Dollar Amount (Pre-Tax)	\$358.00	\$3,069.00

Friends Pop-Up Sales	Month	YTD
Dollar Amount (Pre-Tax)	\$243.00 (October)	\$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 <sup>st</sup> Presbyterian Church to Library and Bringing Books in from Shed for Discard Sale	Town
May 2024	Transporting Tables back to 1 <sup>st</sup> 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	Town

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

**Director's Report: October 2024**

	Path for Shed Access	
October 2024	Shelving in Community Room Closet Re-glued Carpet in Children's area Cut fence door	Caretaker  Town
November 2024		
December 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

## 2024 Aurora Payroll Report\_September



As of Pay Period            20

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Library Director I	50,282.72	65,951.00	15,668.28
Librarian I	40,700.32	53,982.00	13,281.68
Senior Library Clerk	33,891.17	49,445.00	15,553.83
<b>FT Totals</b>	<b>124,874.21</b>	<b>169,378.00</b>	<b>44,503.79</b>

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Caretaker PT	13,607.76	17,810.00	4,202.24
Cleaner PT	9,203.17	11,981.00	2,777.83
Clerk Typist PT	26,715.11	35,986.00	9,270.89
Librarian I PT	29,912.49	43,059.00	13,146.51
Page PT	12,990.55	18,720.00	5,729.45
Senior Page	36,409.36	51,168.00	14,758.64
<b>PT Totals</b>	<b>128,838.44</b>	<b>178,724.00</b>	<b>49,885.56</b>

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretaker PT	13,607.76	17,810.00	4,202.24
Cleaner	9,203.17	11,981.00	2,777.83
Clerk Typists	26,715.11	35,986.00	9,270.89
Librarian I'S	70,612.81	97,041.00	26,428.19
Library Director I	50,282.72	65,951.00	15,668.28
Senior Library Clerk	33,891.17	49,445.00	15,553.83
Pages	12,990.55	18,720.00	5,729.45
Senior Pages	36,409.36	51,168.00	14,758.64
Contractual Reserve		0.00	0.00
<b>Combined Totals</b>	<b>253,712.65</b>	<b>348,102.00</b>	<b>94,389.35</b>

ANNUAL BUDGET	\$ 348,102.00
PROJECTED ANNUAL BUDGET SPENT	\$ 330,797.92
<b>PROJECTED ENDING BALANCE</b>	<b>\$ 17,304.08</b>

Contract Library "System Paid" Budget Analysis

Aurora Town Public Library

As of 9/30/2024

	"System Paid" Budget*	January	February	March	April	May	June	July	August	September	Actual 2024 YTD Expenses	2024 Year End Projection	Projected Year End Surplus/(Shortfall)
<b>Salaries &amp; Wages, Full Time</b>													
Salaries & Wages, Full Time	169,378.00	14,728.82	13,464.65	13,458.32	14,099.18	14,740.08	12,817.47	14,996.01	12,456.83	10,674.62	121,435.98	164,110.48	5,267.52
Other Payments											0.00	0.00	0.00
Overtime											0.00	0.00	0.00
<b>Total Salaries &amp; Wages, Full Time</b>	169,378.00	14,728.82	13,464.65	13,458.32	14,099.18	14,740.08	12,817.47	14,996.01	12,456.83	10,674.62	121,435.98	164,110.48	5,267.52
Wages, Regular Part-Time	0.00										0.00	0.00	0.00
Wages, Part Time	178,724.00	13,895.89	12,307.67	14,131.19	14,469.49	14,858.36	13,772.70	13,534.58	15,100.98	13,147.05	125,217.91	168,989.84	9,734.16
Employer FICA Total	26,630.00	2,116.81	1,905.58	2,076.08	2,116.45	2,192.00	1,971.45	2,110.35	2,070.08	1,773.44	18,332.24	24,766.87	1,863.13
Employee Health Insurance	36,516.00	3,339.52	795.17	3,090.54	2,644.48	3,529.05	2,188.78	4,192.58	2,968.54	2,457.04	25,205.70	32,293.74	4,222.26
Dental Plan	472.00	44.28	38.20	41.03	42.64	45.09	39.82	44.93	40.51	20.07	356.57	416.35	55.65
Health Insurance Waiver											0.00	0.00	0.00
NYS Retirement	29,379.00	2,519.96	2,450.47	3,835.66	2,598.83	2,593.16	2,590.39	2,567.73	3,864.81	1,996.01	25,017.02	32,522.13	(3,143.13)
Disability	0.00										0.00		0.00
Natural Gas (NFG)	4,326.00	540.07	405.96	339.42	303.15	165.63	58.08	24.98	(41.82)	38.72	1,834.19	2,601.39	1,724.61
Electricity	7,808.00	632.63	392.84	451.50	267.40	568.07	797.79	981.65	940.31	645.81	5,678.00	6,492.81	1,315.19
<b>Bottom Line Total</b>	<b>453,233.00</b>	<b>37,817.98</b>	<b>31,760.54</b>	<b>37,423.74</b>	<b>36,541.62</b>	<b>38,691.44</b>	<b>34,236.48</b>	<b>38,452.81</b>	<b>37,400.24</b>	<b>30,752.76</b>	<b>323,077.61</b>	<b>432,193.61</b>	<b>21,039.39</b>

Notes:

System Paid Budget per Res. 2024-4

## Whistleblower Policy

The Aurora Town Public Library is committed to upholding the highest standards of ethical, moral and legal business conduct, and transparency through open communication. Accordingly, all trustees, officers, employees and volunteers are required to comply with applicable federal, state and local laws, and must faithfully implement and adhere to the Aurora Town Public Library's own policies and procedures in conducting their duties and responsibilities. This policy provides an avenue for all trustees, officers, employees, **former employees, independent contractors**, and volunteers to report any suspected or actual conduct contrary to these standards without the fear of intimidation, harassment, discrimination or retaliation.

### ARTICLE I Reporting Responsibility

Section 1.1. **Duty to Report**. It shall be the Aurora Town Public Library's policy that all trustees, officers, employees, **former employees, independent contractors**, and volunteers of the Aurora Town Public Library have a responsibility to report known or suspected violations in accordance with this Whistleblower Policy. This includes reporting any action or suspected action taken by or within the Aurora Town Public Library that is illegal, fraudulent or in violation of any policy of the Aurora Town Public Library, which the reporter has either actual knowledge of or has a reasonable good faith belief that same occurred. Suspected or actual wrongful action(s) regarding Aurora Town Public Library finances and governance, include but are not limited to the following:

- (A) Incorrect financial reporting;
- (B) Unlawful activity;
- (C) Activities that are inconsistent with Aurora Town Public Library policies; and
- (D) Activities which otherwise amount to serious improper conduct.

### ARTICLE II Procedure

Section 2.1. **Oversight**. The Governance Committee of the Board comprised solely of Independent Trustees, as defined in the Bylaws, shall oversee the adoption, implementation of, and compliance with this Whistleblower Policy.

Section 2.2. **Compliance Officer**. The Compliance Officer shall be the Chair of the Governance Committee. Should the Compliance Officer be the subject of the report, then the Governance Committee shall appoint another member of the Committee to perform the Compliance Officer's role regarding the allegations. The Compliance Officer shall be responsible for administering the Whistleblower Policy, overseeing an investigation, and reporting to the Governance Committee. The Compliance Officer shall report to the Board at least annually on compliance activity.

Notwithstanding anything to the contrary in this Policy, trustees who are employees of the Buffalo & Erie County Public Library may not participate in any Board or Committee deliberations or voting relating to administration of this Whistleblower Policy.

Section 2.3. Reporting Violations. All reports should be made using the *Whistleblower Reporting Form*, attached as Appendix A, which will be available on Aurora Town Public Library website. Trustees, officers, employees and volunteers should promptly report alleged violations to the Compliance Officer. If reporter deems it inappropriate to file the report with the Compliance Officer, the report may be submitted to the President or Vice President of the Aurora Town Public Library Board of Trustees. Any such reports received by the President or Vice President of the Aurora Town Public Library Board of Trustees, or designee, including the completed *Whistleblower Reporting Form* shall be forwarded to the Governance Committee, subject to the restrictions of Section 2.2.

Section 2.4. Email Reporting. As an alternative to the reporting procedure specified in Section 2.3, trustees, officers, employees, **former employees, independent contractors**, and volunteers may submit the *Whistleblower Reporting Form* via email to [whistleblower@buffalolib.org](mailto:whistleblower@buffalolib.org). Submissions to said email account will be reviewed by the Governance Committee of the Buffalo & Erie County Public Library Board of Trustees at its monthly meeting.

Section 2.5. Anonymous Reporting. With the exception of a person's report of his or her own violation, the reporter shall not be required to provide his or her name on said form. However, anonymous reports must include sufficient information, including but not limited to, the name of the person against whom the report is being made, the date of the incident, and a description of the incident, in order that an investigation can be conducted.

Section 2.6. Handling Reports.

(A) The Governance Committee shall provide the reporter a timely acknowledgement of receipt of the report, whether submitted in person or otherwise. All reports submitted will be placed on the agenda for the next scheduled meeting of the Governance Committee of Aurora Town Public Library Board of Trustees. An appropriate investigation will be undertaken by the Governance Committee, or legal counsel or other designee if deemed appropriate by the Governance Committee. A report summarizing the findings will be given to the reporter within 10 business days of the Governance Committee's meeting, if a name is provided on the *Whistleblower Reporting Form*. If more than 10 business days from the date of the Governance Committee's meeting are needed to complete a thorough investigation, the reporter will be notified in writing of an estimated date when the investigation will be completed.

(B) **The person who is the subject of a whistleblower complaint shall not be present at or participate in any Board or Committee deliberations or vote on the matter relating to such complaint, provided that nothing in this subparagraph shall prohibit the Board or Committee from requesting that the person who is subject to the complaint present information as background or answer questions at a Committee or Board meeting prior to the commencement of deliberations or voting relating thereto.**

Section 2.7. Results of Investigation. If the investigation establishes that a violation of law, external regulation or Aurora Town Public Library policy has occurred, then the Governance Committee shall determine the appropriate action based upon law and Aurora Town Public Library policy and make a recommendation to the Board. Civil or criminal prosecution will be pursued when warranted. If the investigation establishes that no violation of law, external regulation or Aurora Town Public Library policy has occurred, then the Governance Committee shall report to the Board its findings and determination. The investigation is closed when the Compliance Officer has deemed the investigation is complete and the Governance Committee has approved a recommendation for a resolution and/or corrective action to the Board.

Section 2.8. Documentation. The Compliance Officer shall document the investigation and explain the rationale for any recommended resolution and/or corrective action. All documentation relating to the investigation, including the Whistleblower Reporting Form, and the resolution and/or corrective action taken shall remain in the **Human Resources Department and / or Aurora Town Public Library's Governance Committee** records for at least five years.

Section 2.9. Confidentiality. All violations or suspected violations may be submitted on a confidential or anonymous basis. Reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation and prevent or correct suspected action(s). The Compliance Officer shall disclose information relating to a report with those who have a need to know so that the Governance Committee can conduct an effective investigation and determine what action to take based on the results of any such investigation. In appropriate cases, the investigation documents will be shared with law enforcement personnel. Disclosure of reports to individuals not involved in the investigation shall be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal, termination or civil lawsuits.

Section 2.10. Protection against Retaliation. Any Aurora Town Public Library trustee, officer, employee, **former employee, independent contractor**, or volunteer who reports a suspected or actual violation(s) ~~in good faith, in accordance with this policy~~ shall not suffer intimidation, harassment, discrimination or ~~in the case of an employee, adverse employment action~~. **other retaliation including adverse employment action or threats to take such adverse employment action, actions or threats of such actions that would adversely impact current or future employment, or threatening to contact or contacting United States immigration authorities or otherwise reporting or threatening to report suspected citizenship or immigration status or the suspected citizenship or immigration status of a family or household member to a federal, state, or local agency.**

### **ARTICLE III Regulations**

Section 3.1. Discipline for Retaliatory Conduct. Retaliation is a serious violation of this policy and should be reported immediately to the Chair of the Governance Committee of the Aurora Town Public Library Board of Trustees. Depending on the nature and seriousness of the offense, the Aurora Town Public Library will impose appropriate discipline against any trustee, officer or employee found to have engaged in any form of retaliatory conduct against an individual reporting suspected or actual wrongful action(s) in accordance with this policy, up to and including dismissal or termination, and referral to the New York State Board of Regents for possible removal of a Trustee, pursuant to New York State Education Law Section 226. **Former employees, independent contractors**, and ~~V~~volunteers that engage in any such conduct will not be permitted to ~~volunteer engage~~ in Aurora Town Public Library activities.

Section 3.2. Good Faith Reporting. Any Aurora Town Public Library trustee, officer, employee, **former employee, independent contractor**, or volunteer who files a report concerning a violation or suspected violation must do so in good faith and have reasonable grounds for believing the information in the report indicates a violation under this policy. The Aurora Town Public Library will impose appropriate discipline against any trustee, officer or employee found to have knowingly made a report / complaint in bad faith, up to and including dismissal or termination, and referral to the New York State Board of Regents for possible removal of a Trustee, pursuant to New York State Education Law section 226. This includes, but is not limited to, giving false information or making a report in retaliation. **Former employees, independent contractors**, and ~~V~~volunteers that engage in any such conduct will not be permitted to volunteer in Aurora Town Public Library activities.

#### ARTICLE IV Applicability and Distribution of Policy

This policy shall apply to all trustees, officers, employees, **former employee, independent contractors**, and volunteers of the Aurora Town Public Library. A copy of this Whistleblower Policy shall be made available to all trustees, officers, employees, **independent contractors**, and to volunteers who provide substantial services to the Aurora Town Public Library via the Aurora Town Public Library's website or at the Aurora Town Public Library in a conspicuous location accessible to employees and volunteers.

Adopted by the Aurora Town Public Library Board of Trustees on March 26, 2019. Revised June 25, 2019.  
**Amended November 25, 2024.**

Appendix A

**CONFIDENTIAL**

**WHISTLEBLOWER REPORTING FORM**

Date of Report: \_\_\_\_\_

**REPORTER'S CONTACT INFORMATION: *Not required if being submitted anonymously.***

Name	Position/Title
Dept./Location	Work #
Home Address	Home/Cell #
Best time to reach you	Email
Preferable method of communication:	

**Person against whom the report of actual or suspected wrongful conduct is being made: *If more than one, please complete additional form(s).***

Name	Position
Dept/Location (if applicable)	Phone # (if known)

**Witness(es) to actual or suspected wrongful conduct: *Attach additional sheets if necessary.***

Name	Position
Dept/Location (if applicable)	Phone # (if known)
Name	Position
Dept/Location (if applicable)	Phone # (if known)

**Continued on Next Page**

The Whistleblower Reporting Form provides an avenue for all trustees, officers, employees, former employees, independent contractors and volunteers to report actual or suspected wrongful conduct without fear of retaliation. Please refer to the Whistleblower Policy for additional information.



AURORA TOWN PUBLIC LIBRARY

Description of known or suspected wrongful conduct: (Please be as specific as possible including who, what, where, when and how?) *Attach additional sheets of paper if necessary.*


Return completed form to:

Aurora Town Public Library Director, 550 Main St., East Aurora NY 14052, or  
Aurora Town Public Library Board of Trustees President, 550 Main St., East Aurora NY 14052

Compliance Office Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_

The Aurora Town Public Library Whistleblower Policy and Reporting Form provides an avenue for all **staff, trustees, officers, employees, former employees, independent contractors, and volunteers board members**, and volunteers to report actual or suspected wrongful actions without fear of retaliation. Please refer to the Whistleblower Policy for additional information.



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 (Includes annual meeting) @ 12:30pm

May 27

June 24

September 23

October 28

November 18

December 16

All meetings (unless otherwise noted) are scheduled for 1pm 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.