

AURORA FREE LIBRARY DECEMBER 2023/ JANUARY 2024 DIRECTOR'S REPORT

Submitted for Board of Trustees Meeting

HIGHLIGHTS AND NEWS

- **BIG (sad) NEWS!** Annalise emailed me on 1/15/2024 to tell me that she will be relocating and that her last day will be Feb. 28/29. We will miss her greatly! I am looking at job postings now and will need someone to work with me to review applications and interview for the position.
- Mnetha Warren-MacCormick painted the stairwell to the basement and window trim in jail. Looks great!
- This coming month will be very busy. The NYS Annual Report is due in mid-February along with the Community Arts Grant Final Report and the new Arts Grant request. Additionally the Rosen Grant Mid-Term Report and new request are all due in mid-February.
- Our Intern Jack Yeates completed his internship in early December. Over the course of the semester he helped with programming and promotion including coordinating two writing workshops with two Wells College Professors. He also gathered a few fun facts from the archives and retyped our booklet From Bricks to Bytes. He thanked us for the opportunity.

GRANT ACTIVITY NEWS

Rosen Take it on the Road and Beyond 2023-24:

- Take and Make Poptart houses were given out at the King Ferry Food Pantry in December. The library gave out Take and Make String Globe Ornaments in December.
- The Tween Graphic Novel Book Club met in November to discuss *The City of Ember* and in December *The Wings of Fire* graphic novels. The next one will be on February 14th where tweens will discuss *School Trip*. There has been a lot of interest in these programs and I plan to write another request to Rosen for funding to continue it in the next grant cycle with Bird Cramer leading it.
- The Storywalk went up for Christmas in Aurora featuring the book *The Joyful Book* by Todd Parr.

Rosen Storytime Train 2023-24:

- Storytime attendance has been good with the addition of a group of children who are homeschooled with a wide range of ages attending regularly along with the twice monthly Aurora Preschool group.
- Visited UPK Classrooms in December and will do so next week along with Hazard Library.

Statewide Community Regrant 2023: COMPLETE- Writing Final Report with Ellen Wikstrom and will write the 2024 one with MOH due mid-February.

PROGRAMMING/PR

- Currently planning a few programs for February including Take Your Child to the Library Day, Barbie Movie Night, Kids' Movie Night, Lili MacCormick Puppet Program and break activities.
- Tried a Gaming Day at the library on a no school day in mid-afternoon prior to Thanksgiving. Our intern Jack was to oversee/manage it, but unfortunately the timing did no work and we had no attendees. We plan to try again.
- Art Club held a Charley Harper paper bird creating workshop at the end of November.

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- The Library offered a graham cracker house decorating event this year and a StoryWalk at Christmas in Aurora. MOH hosted TromBones Octet. **Both were big successes!** We also donated some items to the Christmas in Aurora Silent Auction at the Masonic Lodge.
- Held a Creative Writing Workshop with Professor James Miranda from Wells College. Our Wells intern set it up and got PR together for it. 7 people attended.
- Wrote a letter of support for Wells College's Spring 2024 community read of *The Agitators: Three Friends Who Fought for Abolition and Women's Rights* by Dorothy Wickenden. The Book Club will read the book in April and the author will speak on April 17th at Wells.
- Purchased books for the Southern Cayuga Anne Frank Project Community Read (to be reimbursed) and will be hosting a Zoom and the Book Club will be reading it. The book is *My Friend Anne Frank*. More info here: <https://sccsannefranktree.org/community-read/>
- Have set up a Zoom *Dance into Art* Workshop with the Pollock-Krasner House for February 29 at 4 pm. The Art Club will attend and we will promote to the community. We had a good turnout last year and are looking forward to the presentation and workshop this year.
- Reached out to the Planetarium at SCCS to see if we can partner on a Solar Eclipse program.
- Fiber Arts group continues to meet on Mondays and Southern Cayuga Book Club meets on the first Wednesday of the month. The book club usually meets at Opendore, but will meet here in Aurora for January-March. Here is the link to this year's reading list: <https://aurorafreelibrary.org/southern-cayuga-book-club>
- Peachtown continues to visit.
- Met with the SCCS Literacy Committee again and discussed plans for February "I Love to Read" Month. I am trying to set up a school visit from children's author Eric Litwin of Pete the Cat fame. This will be paid for by Rosen Funds from Hazard.
- Working with FLLS and other libraries on Library Road Trip which will happen this summer encouraging patrons to visit libraries throughout the FLLS service area.
- Reviewed/ gathered info for December and January Hub Newsletter.
- Updated website with webmaster and posted to FB and Instagram and used Mailchimp to alert patrons of latest events. Created PR for events.

ADMINISTRATION AND HUMAN RESOURCES

- Received materials to show patrons equipment and process to receive book recordings from the NYS TBBL (Talking Book and Braille Library).
- Worked with Natalie and Susan on Giving Tuesday promotion and highlighting Annual Appeal.
- In touch with Steve/Dave regarding the latest from State on 2020, 2022 and 2024 Construction Grants.
- Purchased \$1000 worth of Wonderbooks (book and audio recording) and additional materials with \$2000 FLLS Collection Development Grant.
- Gathering data for NYS Annual Report and gathering Trustee Training from Trustees.
- Contacted East Hill Medical and will be receiving Free Covid Tests to give out in the community soon.
Reminder that we will be hosting the Aurora Village Board's Zoning Law Hearing on 1/24/24 in the Morgan Opera House 6-8 pm.
- December FLLS Director's Meeting was cancelled, but January one was held. Highlights included:

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FLLS Updates: Business Manager is no longer working there, but have hired a new person coming in early February. Still searching for a Computer Network Services Manager.

NYS Updates: NYS has not released the final 10% of LLSA payments from last year. No library system in NYS received LLSA funding (\$1400). This will affect Annual Reports, but FLLS will help with this. NYS budget will be released on January 16.

Trustee Education: Trustees should have completed 2 hours of trustee education. This is a yearly requirement. View <https://www.nysl.nysed.gov/libdev/trustees/education.htm> for more info. Trustee education must be library-related. No generic education allowed. High-end budgeting would be acceptable. Sessions related to budgets, HR, construction projects, boards, governance, book/material challenges, and DEI are acceptable. If you're not sure, call Sarah. Anything offered by FLLS, NYSL, NYLA, PLA, or ALA would count. The Trustee Handbook Book Club sessions count and trustees are encouraged to attend. Visit <https://midhudson.org/trusteebookclub/> to view upcoming sessions and recordings. If Sarah or Heidi attend your board meetings and offer training, that counts.

eContent: The Mango Languages American Sign Language free trial starts. FLLS will be purchasing this for 2024.

2023 Trustee Handbook: MHLS Trustee Handbook Book Club will be holding a session on March 19, 2024. *If you believe that you will have to answer no for any of the Minimum Standards on your Annual Report, contact Sarah.* This triggers an investigation at state level.

FINANCE/LEGAL COMPLIANCE/FUNDRAISING

- Wrote SCCS on 12/27/2023 about \$80,000 check not arriving. Was told 12/28/2023 that they had not sent yet since it had slipped through the cracks. Dave went to SCCS to get it and Melissa deposited in 2023. **THANK YOU DAVE, THEA AND MELISSA!**
- Was approached by manager of the **Fargo**, Tucker about having a **Community Dinner** to benefit the library. I emailed a few board members and decided to take the **June 6th date!**
- Working with Melissa and Thea on Budget 2024 and 2023 Closeout as we ready for the 2023 NYS Annual Report.

DOOR COUNT: *Daily open hour door count (not including those who attended programs)

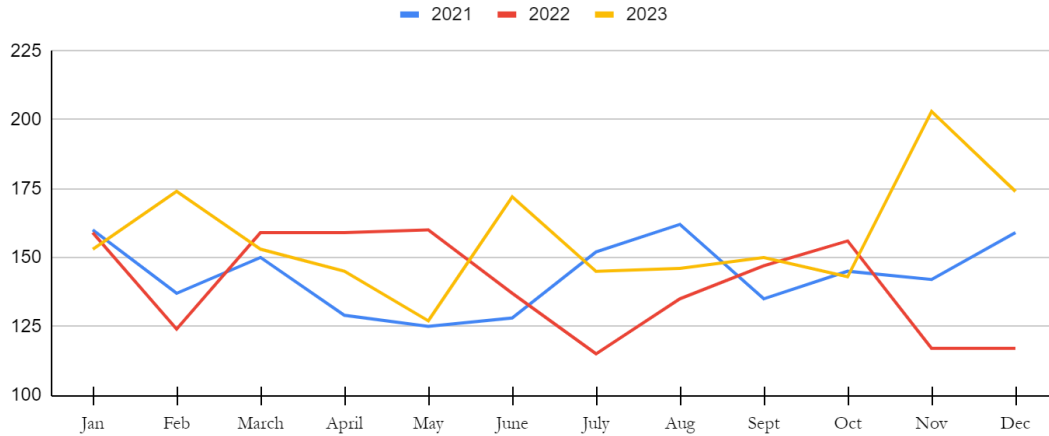
Month	2023*	2022
December	314* + 345 attended Programs	296 (+44 offsite)
November	326* + 347 attended Programs	376 (+48 offsite)
October	327* + 622 attended Programs	808 (+105 offsite (UPK and Witchy Women))Halloween
September	352* + 336 attended Programs	338 (+90 offsite SCCS, Opendore, Farmer's Market)
August	420* + 162 attended Programs	494 (+11 offsite Opendore)
July	428* + 634 attended Programs	724 (+ 224 offsite participants)
June	395* + 650 attended Programs	383 (+438 offsite participants)
May	242* + 259 attended Programs	325 (+ 59 offsite participants)
April	219* + 305 attended Programs	257* + 163 attended Programs
March	266* + 865 attended Programs	240* + 102 attended Programs
February	250*+ 569 attended Programs	171* + 476 attended Programs
January	225* + 107 attended Programs	173* + 139 attended Programs

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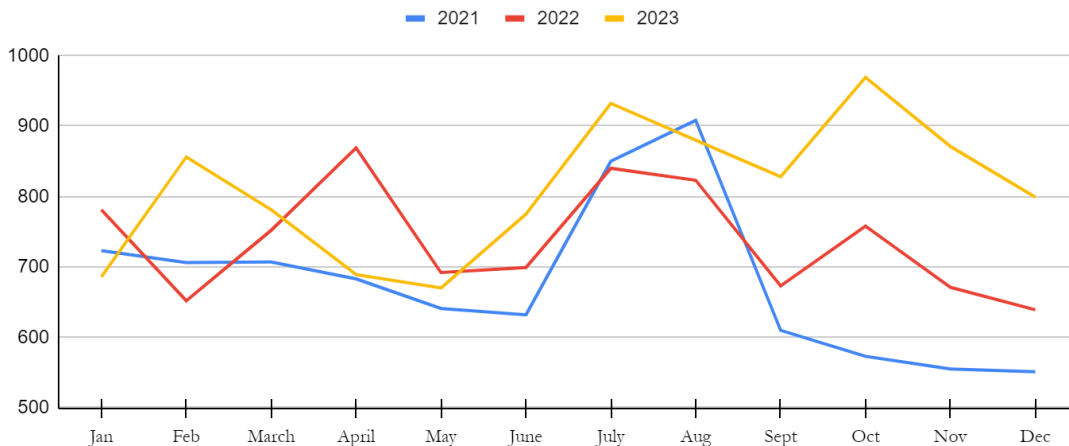
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CIRCULATION COMPARISON 2021-2023: Total Circulation is up from last year. Ematerial circulation is a up from last year for both November and December.

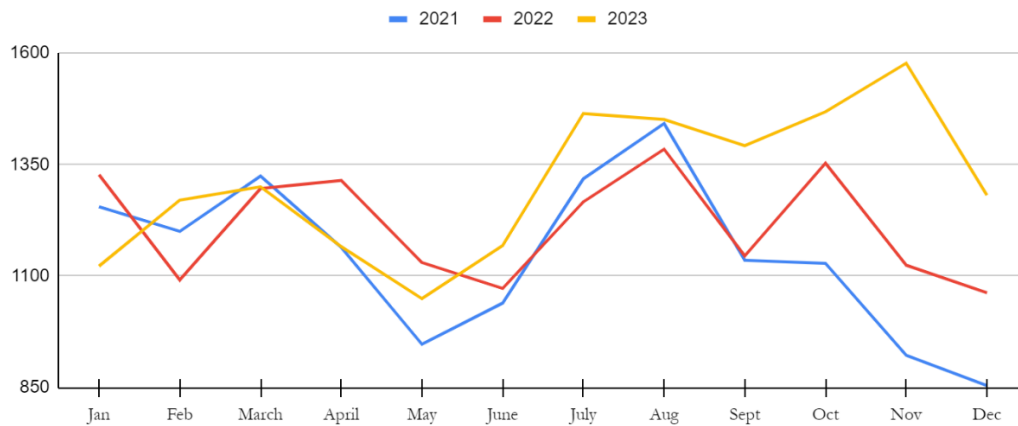
Total Circulation of Overdrive ematerials



Total Circulation of all Materials without renewals



Total Circulation of all Materials with renewals



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BUILDING USE AND MAINTENANCE

- **2023 Maintenance/Checks** have occurred: **Stair Chair (1/2023), Fire Extinguisher Check (2/22/2023), Service Alert (4/6/2023) and Fall Visit**, Furnaces/Navien Boiler maintenance Holbrook Heating **(11/29/2023)**
- **Signed new contract for Furnaces, AC, Navien Boiler with Holbrook Heating. Servicing on 11/29/2023.**
- The groundlight in front damaged by Hale still needs to be fixed. **Working with Dave on this.**
- NEED SEVERAL NEW FLOOR GRATES in main room- **OPEN ISSUE**
- Bottom of side door needs repainting/attention at bottom of door. **PRESERVATION COMMITTEE**
- Main Street entry steps are spalling and gaps where mortar is on sides seems to have increased. Met with DAVE and mason 7/12/22 to solicit estimate. **PRESERVATION COMMITTEE**
- Need to install street number – **OPEN ISSUE**
- First floor weatherizing south windows- **OPEN ISSUE**
- Stains on interior north wall MOH – **OPEN ISSUE**

UPCOMING EVENTS: PLEASE CHECK WEBSITE AND FACEBOOK for more

DATE	EVENT	FUNDED BY	TIME & LOCATION (AFL unless noted)
Any time	Overdrive/Libby Eresources help		
Mondays	Fiber Arts Group		4 pm
Wednesdays	Storytime	Rosen	9:30 am
1/24/2024	Village Public Hearing on Zoning Plan (not library sponsored)		6 pm
2/3/2024	Take Your Child to the Library Day		10 am – 2 pm
2/7/2024	Book Club (Monthly 1 st Wed)		7 pm
2/14/2024	Tween Graphic Novel Book Club	Rosen	6:30pm
2/15/2024	AFL Annual Meeting		5:30pm
2/29/2024	Dance into Art		4 pm

Respectfully submitted by Sandy Groth