

AURORA FREE LIBRARY FEBRUARY AND MARCH 2024 DIRECTOR'S REPORT

Submitted for Board of Trustees Meeting

HIGHLIGHTS AND NEWS

- Annalise's last day was 3/2/2024. We had refreshments and have had a Thank You card out for patrons to sign. She will be missed.
- Submitted:
 - NYS 2023 Annual Report to FLLS.
 - Statewide Community Arts Grant 2023 Final Report.
 - Statewide 2024 Community Regrant Arts Grant request.
 - Rosen Grant 2023-24 Mid-Term Reports.
 - Two 2024-25 Rosen Grants: Storytime Train and Take it on the Road and Beyond
- We have had lots of wonderful publicity in The Citizen from my press releases for various library events. Lili's Puppets, "Ignite and Inspire" event with Create Kindness and United Ministry and Jarrett Krosoczka author visit at SCCS (funded by Hazard Rosen Grant we partner in) all had a reporter in attendance and a subsequent article in The Citizen.
- Aurora, Union Springs and Cayuga were awarded the Downtown Revitalization Initiative Grant for \$10 Million. Thank you Steve and Dave for getting our windows project in the original application. We hope it is chosen for funding!
- Hired Wells Student Worker and continue to have Debbie Ross as volunteer twice a week.
- Celebrated 1 Year Anniversary of Fiber Friends Group on March 11!

GRANT ACTIVITY NEWS

- Submitted 2 Rosen Grants:
 - Take it on the Road and Beyond 2024-25: \$9,690
Includes monthly Take and Make Kits for the library, quarterly kits for the Food Pantry (with increased need there is less space available for outreach efforts at the Pantry) and staffing to plan these. The grant also asked for funding for 4 StoryWalk books, 9 Tween Graphic Novel Book Club meetings, and funding for a monthly art class for youth and funding for a presenter from Challenge Island for STEAM programming.
 - Storytime Train 2024-25: \$6,030
Includes staff funding for weekly storytimes throughout the school year and 2 book giveaways for UPK, Preschool and storytime families.
- Applied for a 2024 Statewide Community Regrant Arts Grant for \$4,945. We were granted an extension and I worked with Ellen Wikstrom(MOH) on it, as we do annually. The year-long series will include Skaneateles Quartet, Tri-Cities Opera, Circus Culture, Bubbleman, Storycrafters, Rev Youth Theatre, Tom Knight Puppets and Perry Ground Storytelling.

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

- Take and Make Kits given at the library were Sock Snowmen and author Jarrett Krosoczka-Lunch Lady books and activities.
- Hexbug drawing kits and Sock Snowmen kits were given out in January and February at the Food Pantry and Jarrett Krosoczka books and activities will be given out at the Food Pantry in April.
- The Tween Graphic Novel Book Club met in February and March to discuss books *School Trip and Aquanaut*. They will meet again in April to discuss *Swim Team*.

AURORA FREE LIBRARY FEBRUARY AND MARCH 2024 DIRECTOR'S REPORT

Submitted for Board of Trustees Meeting

- Another Storywalk went up outside the library in February-March. It was *Red Sled* by Lita Judge.

Rosen Storytime Train 2023-24:

- Storytime continues to attract a few new families and Aurora Preschool continues to visit twice per month.
- Visited UPK Classrooms in January and February with Hazard Library.

Statewide Community Regrant 2023: COMPLETE- Submitted Final Report with Ellen Wikstrom.

PROGRAMMING/PR

- Attended several meetings of SCCS Literacy Committee to plan for February "I Love to Read" month activities. Annual Book and Breakfast to end February "I Love to Read" month was held with 124 people and 21 staff/volunteers at SCCS (food paid for by Hazard Rosen Grant).
- Distributed books prior to February Break at lunch at Emily Howland with Lisa from Hazard Library. Funded by Hazard Rosen Grant.
- I planned and oversaw Jarrett Krosoczka's visit to Emily Howland on March 12. Students in grades 2-3, and 4-6 attended 2 presentations by him. I also invited Peachtown students to attend. They were thrilled to be included. Funded by Hazard Rosen Grant.
- Swank Movie License was renewed. We showed Barbie and Migration movies and I have recruited the Oshabens and Homicks as volunteers for movie nights to help with tech and clean up. Ethan MacCormick met with us this past weekend to go over the equipment used in the MOH for showing movies.
- There will be a gardening talk by Liz Snyder of True Leaf Designs on Wednesday, March 27th at 6:30pm.
- Worked with Create Kindness and United Ministry and held an event at UMA at the beginning of March called "Ignite and Inspire". The library had a craft station and helped with publicity. Funds were raised for local first responders. Dancers, face-painting and smores rounded out the day.
- Met with Tracy Leffingwell to gain her assistance in forming a 125th Anniversary Committee. She and Linda Kabelac are looking at adding people to the committee and would like a Board member to be included.
- Art Club met at the library for our Zoom from Pollock-Krasner House on *Dance into Art* and then in March for flower arranging.
- St. Patrick's Day programming took place in the Morgan Opera House. It included Bagpiper, Chris MacCormick on guitar, and Crane School of Dance. This was a community event, but the library was asked if it could be used if weather outside was not appropriate.
- Gathering Eclipse Glasses to hand out to patrons. Secured glasses for Emily Howland students.
- February programs included Take Your Child to the Library Day, Barbie Movie and Lili MacCormick's Puppet Program all of which were well-attended.
- The Southern Cayuga Book Club has been meeting at the library on the first Wednesdays of the month. Our next read will be the Wells College Spring 2024 community read of *The Agitators: Three Friends Who Fought for Abolition and Women's Rights* by Dorothy Wickenden. The author will speak on April 17th at Wells.
- Fiber Arts group continues to meet on Mondays.
- Reviewed/ gathered info for February and March Hub Newsletters.

AURORA FREE LIBRARY FEBRUARY AND MARCH 2024 DIRECTOR'S REPORT

Submitted for Board of Trustees Meeting

- Wrote article for Southern Cayuga Tribune.
- 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

- Put together a job posting for Annalise's position. Reviewed applications received both on Indeed and through email. Did phone interviews with several applicants and met with 4 applicants. Dave sat in on them with me (although not recommended to include a board member, have done so since no other staff). I have been very busy at the desk and have not yet decided or reviewed references etc. A number of additional applications have come in as well.
- Worked with Natalie and Susan on slides and tri-fold for annual meeting.
- Finished NYS Annual Report with Thea and after Board approval on Feb. 15th and submitted to FLLS. Was contacted to make a few minor edits and FLLS sent on to State.
- In touch with Dave regularly as he transitions to president of the Board.
- Free Covid tests and tax forms are available at the library.
- Attended the FALCONS (Fingerlakes Automated Libraries Consortium) quarterly meeting in February and attended Library Support Group Meeting in February and March.
- On-boarded Linda as substitute employee.
- Hired Wells Student Workstudy worker Sarah Kingswell (paid by Wells College). She began work in early March.
- Gave Annalise a send-off on her last day (refreshments and gift card).
- In touch with Steve/Dave regarding the latest from State on final payments/closeout and current 2024 Construction Grant.
- Hosted Aurora Village Board's Zoning Law Hearing on 1/24/24 in the Morgan Opera House.
- Attended February FLLS Director's Meeting.
- Attended March FLLS Director's Meeting. Highlights Included:

- The Senate and Assembly released their one-house budgets the week of March 11. Here are the highlights:

Major Categories	Senate	Assembly
Library Operating Aid	\$104.6M (+2.5M over EB)	\$104.6M (+2.5M over EB)
Library Construction Aid	\$54M (+20M over EB)	\$68M (+34M over EB)
Library Materials Aid	\$11/pupil (Inflation tied to CPI)	\$11/pupil (No inflation increases)
NOVELny	\$3M	\$3M

*EB = Executive Budget

Trustee Handbook: Appointment of Staff (p.67) *Director selects, board appoints.*

- The only position that board members should be involved in the process of hiring is the director.
- The director hires and manages everyone else; reviewing resumes, interviewing, hiring/firing.
- It muddles the board's responsibilities and duties for them to be too involved in the process of hiring other staff.
- The board creates positions, establishes salaries, and formally appoints staff on the recommendation of the director. They must approve all appointments, titles, and salaries and reflect those in the meeting minutes.

AURORA FREE LIBRARY FEBRUARY AND MARCH 2024 DIRECTOR'S REPORT

Submitted for Board of Trustees Meeting

- Part-time staff may have to be hired immediately. Board can retroactively appoint them.
- When a staff member leaves (possibly with resignation letter), that should also be approved by the board and reflected in the minutes. May also be retroactive.
- Specific salary or hourly increases after being hired do not need to be reflected in the meeting minutes, it can simply say "3% increase." Board may go into Executive Session to discuss financials and salaries.
- Offer letters should always be in writing and include the salary.

FINANCE/LEGAL COMPLIANCE/FUNDRAISING

- Received final 10% of Local Library Services Aid (LLSA) funding. Usually received by end of 2023.
- Submitted Tax Cap Form in January 2024 and sent to Susan to be included with SCCS letter about ballot referendum.
- Submitted NYS 2023 Annual Report to FLLS for State. FLLS asked for minor edits to be made and then submitted to NY State.
- Cayuga County paperwork submitted for annual \$3,500 allocation.
- In touch with Steve and Dave regarding NYS Construction Grant for MOH AC Project.
- In touch with Melissa Jordan(bookkeeper) on spending for 2023/2024.
- Village Board voted to allocate \$275 to split The Rev Youth Theatre production this summer as they usually do (cost went up total of \$50 to be split).
- Worked with Melissa and Thea on Budget 2024 and 2023 Closeout to have numbers ready for the 2023 NYS Annual Report.

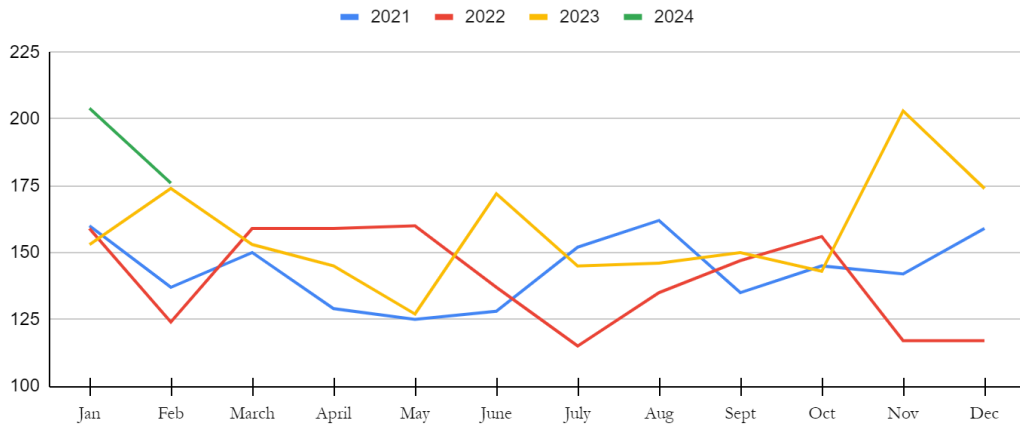
DOOR COUNT: *Daily door count (not including those who attended programs). Door count up from 2023 for first two month of year.

Month	2023	2024
December	314* + 345 attended Programs	
November	326* + 347 attended Programs	
October	327* + 622 attended Programs	
September	352* + 336 attended Programs	
August	420* + 162 attended Programs	
July	428* + 634 attended Programs	
June	395* + 650 attended Programs	
May	242* + 259 attended Programs	
April	219* + 305 attended Programs	
March	266* + 865 attended Programs	
February	250*+ 569 attended Programs	376* + 674 attended Programs
January	225* + 107 attended Programs	399* + 100 attended Programs

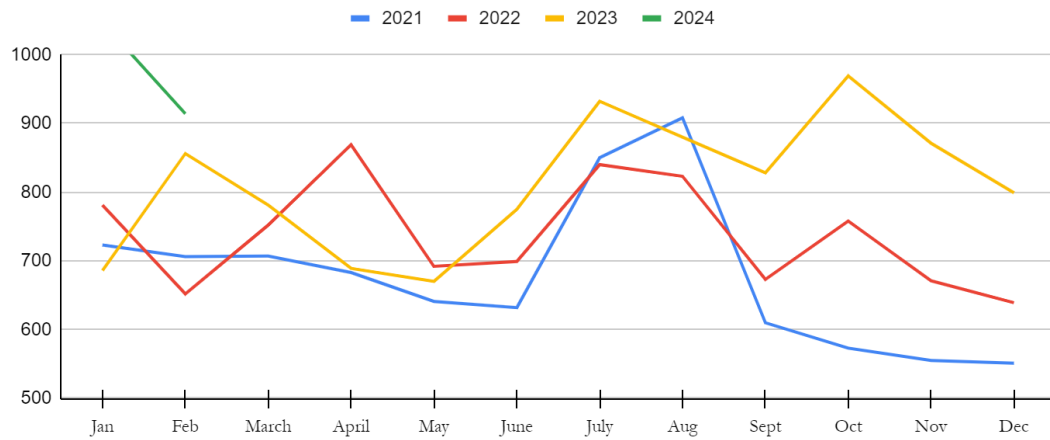
CIRCULATION COMPARISON 2021-2024: Total Circulation is up from last year especially children's fiction and picture books. Ematerial was up for January and steady for February.

AURORA FREE LIBRARY FEBRUARY AND MARCH 2024 DIRECTOR'S REPORT
Submitted for Board of Trustees Meeting

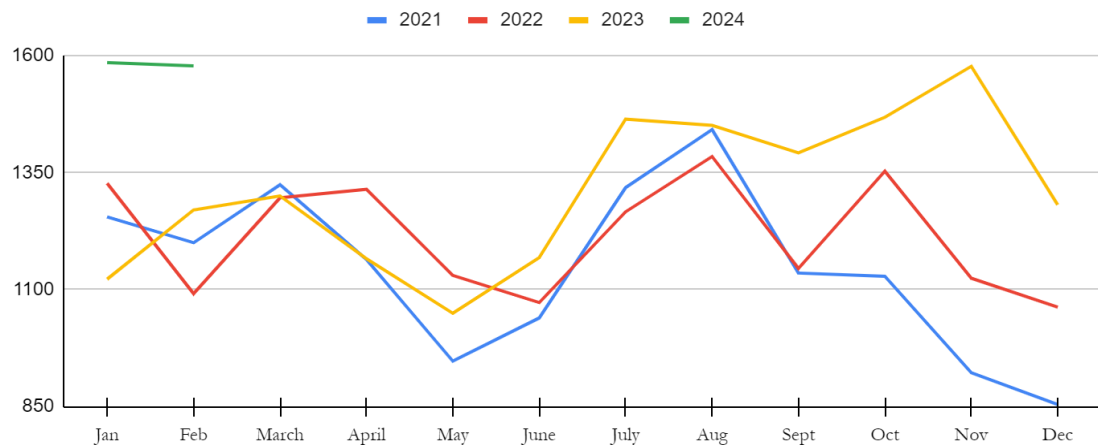
Total Circulation of Overdrive ematerials



Total Circulation of all Materials without renewals



Total Circulation of all Materials with renewals



AURORA FREE LIBRARY FEBRUARY AND MARCH 2024 DIRECTOR'S REPORT

Submitted for Board of Trustees Meeting

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.
- **Looking for new EXIT globe for front room. Mike Montgomery is helping us.
- 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
3/27/2024	Spring into Gardening	Helming	6:30 pm
4/3/2024	Book Club (Monthly 1 st Wed)		7 pm AFL
4/10/2024	Tween Graphic Novel Book Club	Rosen	6:30pm

Respectfully submitted by Sandy Groth