

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Agenda of the Board
Regular Monthly Meeting
September 28, 2026, 6:00 p.m.

1. Comments from the audience:
2. Minutes of the Meeting: June 22, 2026
3. Treasurer's Report: Monthly Financial Statements, Internal Auditor, & Contingency Fund Reports: June, July, & August 2026
4. Director's Report: June, July, & August 2026
5. Reports of Interest
 - a. The Friends Pop-Up Sales made \$227.50 in June, \$200.00 in July, and \$264.00 in August, with the final Pop-Up Sale remaining on Saturday, October 3.
 - b. Find out ways to help defend intellectual freedom this Banned Book Week at ATPL. From October 5 through 10, check out an interactive display to learn what happens when information, ideas, or forms of expression are restricted, removed, or controlled.
 - c. Thanks to a generous donation from Kenneth Klocek and the Friends of the Library, the Aurora Town Public Library is adding five new Yoto Mini Player Kits for children ages 2–13 to our shelves. The new kits feature five fun themes: Not-So-Scary Stories, Roald Dahl: The Swashboggling Collection, Enchanting Reads, Summer Vibes, and Animal Adventures.
 - d. ATPL is holding a Great Give Back donation drive for FISH of East Aurora October 1-31.
 - e. Other
6. Personnel
 - a. Payroll Report: Pay Period
 - b. The Board May Enter Executive Session
 - c. Other
7. Old Business
 - a. Library Improvements/Expansion
 - b. Other
8. New Business
 - a. FOIL Policy – Review & Approve Revisions
 - b. Exam Proctoring Policy & Request for Proctoring Services Form – Review & Approve
 - c. 2026 Contract – Review & Approve
 - d. Phone System Estimates
 - e. Teen Space Quotes
 - f. Youth Library Programs Interest Survey, Ages 10-25 @ Parents/Caregivers Results
 - g. Other

The next regularly scheduled meeting will be on October 26, 2026, at 6:00 p.m.

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Minutes of the Board
Regular Monthly Meeting
June 22, 2026, 6:00 p.m.

Present: Kara Spencer-Ching, Elaine Chow, Sashi Racho, Adam Zaremski, Paula Ausberger, ATPL Director. Martha Buyer was excused.

President Adam Zaremski called the meeting to order at 6:01pm.

1. There were no comments from the audience.
2. A motion (KSC, SR) to approve the Minutes of the Meeting: May 18, 2026 was carried by a voice vote.
3. A motion (SR, EC) to approve the Treasurer's Report: Monthly Financial Statements, Internal Auditor, & Contingency Fund Reports: May 2026 was carried by a voice vote.
 - a. Two grants awarded; projects must be completed in one year
 - b. Study pod is planned to be installed before the end of the summer
4. A motion (AZ, SR) to approve the Director's Report: May 2026 was carried by a voice vote.
 - a. Passport to Reading and badging program for increased engagement
 - b. Circulation down slightly, but patron visits are up
 - c. Library of Things circulation is up 52%
 - d. 546 people attended 38 programs, outreach/ class visits, and tutoring
 - e. 66 respondents so far for the Youth Library Programs Interest Survey,
 - f. New bicycle rack was installed by Town of Aurora highway department
5. Reports of Interest
 - a. Starting at the end of May through August, ATPL is one of eight local locations partnering with ACES for their inaugural "Green Walk". After completing the walk, children will come back to the Library to state five things they learned to earn candy.
 - b. ATPL is partnering with the Town of Aurora Climate Smart Task Force and Village of East Aurora for Scoot Around June. Patrons are encouraged to bike, walk, roll, or scoot here to visit us and stop in to enter a chance to win a prize.
 - c. The Annual Discard Sale generated \$1,311.72 after taxes. Leftover materials were given to EPIC (Every Person Influences Children), the Aurora Senior Citizens Center, a local photographer, and the Eagle Free Library (OWWL System). Catholic Charities, Holland Central School District, and Tapestry Charter School were unable to accept this offering.
 - d. Through July 1, patrons between the ages of 10-25 and parents/caregivers of individuals in this age group are invited to take the WNY Rural Library Grant Youth Library Programs Interest Survey to give input on what types of programming they would like to see as part of this initiative and when they can attend these events. The survey can be completed online at bit.ly/3PPEEIF or in-person at the Library.
 - e. Central and the ATPL were awarded a WNY with Youth for Youth Grant. The \$43,500 is funded by the Ralph C. Wilson, Jr. Foundation and distributed through the Community Foundation for Greater Buffalo. A 24-member Youth Advisory Board of young people ages 13–17 designed the grantmaking process, reviewed applications, and selected 40

organizations to receive funding for out-of-school time and youth sports programs across the nine-county region. ATPL's portion is \$10,000.

- f. Ben Petryszak and Randy West volunteered to build a castle for Ren Faire.
- g. Social Emotional Learning and Difficult Topics genres have been created for picture books.
- h. Other
 - a. Two of two grant applications received funding
 - b. Friends of the Library may be able to provide additional funding if grant funding is not sufficient to implement updates fully

6. Personnel

- a. A motion (SR, KSC) to approve the Payroll Report: Pay Period 9 & 11 was carried by a voice vote.
- b. The Board did not enter Executive Session

7. Old Business

- a. Library Improvements/Expansion
 - a. Addition integrated to existing style or new modern style to differentiate?
 - i. What do other libraries do for expansions?
 - ii. How to ensure roof quality to avoid leaks?
 - b. Masonry and accessibility ramp repair/replacement
 - c. Community support for future improvements 5, 7, 10-year plans
 - i. Build the narrative to increase continued library use
 - ii. Create task force with community, involving the Friends, Town, etc.
 - iii. Event for brainstorming; wish lists

8. New Business

- a. A motion (AZ, KSC) to approve the Bylaws – with Revisions was carried by a voice vote.
 - i. Maintain Article I Item 2. "for the balance of the unexpired term"
 - ii. Article V - match language from Central ok
- b. Free periodicals were moved inside the Library so that patrons coming in for those items are counted and the vestibule benches are cleared for seating.

The next regularly scheduled meeting will be on September 28, 2026, at 6:00 p.m.

A motion (EC, SR) to adjourn the meeting at 6:51pm was carried by a voice vote.

Respectfully submitted,

Elaine Chow
Secretary

**AURORA TOWN PUBLIC LIBRARY
LOCAL CHECKING ACCOUNT**

Treasurer's Report

30-Jun-26

Beginning Balance:	1-Jun-26		\$34,693.44
Plus Receipts/Deposits		Total:	\$721.04
Less Checks/Debits		Total:	\$431.79
Ending Balance:	30-Jun-26		\$34,982.69

Transaction Details

Receipts:

EA Lions Club	(Donation for Large Print Materials)	\$250.00
ATPL	(Reimbursement for Wi-Fi Stickers)	\$17.80
Alice Askew	(Donation I/M of Constance Maloney)	\$300.00
Eileen Misiti	(Donation I/M of Rhoda Zucker)	\$50.00
Friends of ATPL	(Reimbursement for Credit Purchase B)	\$103.24
	Total:	\$721.04

Credit Purchases:

A. Amazon Capital Services	(D&D Program Supplies, Summer Program Supplies)	\$237.22
B. Amazon Capital Services	(Board Books to be Reimbursed by Friends of ATPL)	\$103.24
C. Michaels	(Summer Program Supplies)	\$91.33
	Total:	\$431.79

Disbursements:

1. M&T Bank	(Credit Purchases A - C)	\$431.79
	Total:	\$431.79

Director's Discretionary Fund (Expended from Contingency)

Beginning Balance: \$204.21

Transaction Details:

Ending Balance: \$204.21

Internal Auditor's Report

Sashi Racho, Internal Auditor

Voucher#	Amount	Approved	Check #	Disbursement
L 177	\$431.79	7/1/2026	1136	1

Contingency Fund	\$354.79	Counted	7/1/2026
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Savings Account

Balance Forward	1-Jun-26	\$500.15
Interest Earned		\$0.01
Balance	30-Jun-26	\$500.16

Certificate of Deposit **17-Dec-25 12 Month Term 3.03%** **Maturity 17-Dec-26**

Beginning Balance: \$49,898.94 Ending Balance: \$49,898.94

Certificate of Deposit **17-Dec-25 12 Month Term 3.03%** **Maturity 17-Dec-26**

Beginning Balance: \$25,000.00 Ending Balance: \$25,000.00

Contingency Fund June 2026

BEGINNING BALANCE	\$335.79
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Total Donations / Reimbursements	\$19.00
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Total Expenditures	\$0.00
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ENDING BALANCE	\$354.79
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DONATIONS / REIMBURSEMENTS

Item	Purpose	Amount	Date	Initials
Counter Donation	Unspecified Donation	\$2.00	6/1	WR
Counter Donation	Unspecified Donation	\$1.00	6/4	WR
Counter Donation	Unspecified Donation	\$3.00	6/16	WR
Counter Donation	Unspecified Donation	\$2.00	6/18	WR
Counter Donation	Unspecified Donation	\$2.00	6/23	WR
Counter Donation	Unspecified Donation	\$2.00	6/25	WR
Counter Donation	Unspecified Donation	\$5.00	6/29	WR
Counter Donation	Unspecified Donation	\$1.00	6/29	WR
Counter Donation	Unspecified Donation	\$1.00	6/30	WR
Total		\$19.00		

EXPENSES

Item	Vendor	Amount	Date	Initials
Total		\$0.00		

AURORA TOWN PUBLIC LIBRARY

COUNTY LEDGER

COUNTY CHECKING ACCOUNT

30-Jun-26

Beginning Balance:	1-Jun-26		\$10,668.40
Plus Receipts/Deposits		Total:	\$336.19
Less Checks/Debits		Total:	\$1,971.07
Ending Balance:	30-Jun-26		\$9,033.52

Transaction Details

Receipts:

Library Revenue	6/16/2026	\$195.44
Library Revenue	6/30/2026	\$82.00
Copier	6/30/2026	\$58.75
	Total:	\$336.19

Disbursements:

1. Hamburg Natural History Society, Inc.	(Dino & Paleo Art Programs)	\$295.16
2. Bloomiverse LLC	(My Person & Me Programs)	\$150.00
3. Buffalo Dance Center	(Music & Movement Program)	\$125.00
4. All American Security, Inc.	(Annual Fire Alarm Testing & Monitoring)	\$455.00
5. Mark Carra	(FasciNature Creepy Creatures Program)	\$100.00
6. Pioneer Reptiles, LLC	(Unearth a Story Program)	\$350.00
7. Happy Talk Song & Sign, LLC	(Happy Talk-Tinies Program)	\$100.00
8. UpBeet Cooking	(UpBeet Cooking Program)	\$200.00
9. Village of East Aurora	(Water Bill)	\$195.91
	Total:	\$1,971.07

Internal Auditor's Report

Sashi Racho, Internal Auditor

Voucher #	Amount	Approved	Check #	Disbursement
C 270	\$295.16	6/18/2026	6029	1
C 271	\$150.00	6/18/2026	6030	2
C 272	\$125.00	6/18/2026	6031	3
C 273	\$455.00	6/18/2026	6032	4
C 274	\$100.00	6/18/2026	6033	5
C 275	\$350.00	6/18/2026	6034	6
C 276	\$100.00	6/18/2026	6035	7
C 277	\$200.00	6/18/2026	6036	8
C 278	\$195.91	7/1/2026	6037	9

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: JUN

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	362	188	550	0	
515000	Sewer	1,000	(152)	848	0	848	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.	2,800	0	2,285	515	2,800	0	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	200	0	48	152	200	0	
530000	Other Expenses & Charges	2,600	152	1,590	1,162	2,752	0	
530000	Contingency (Bullet Aid)	0	0	0	0		0	
	TOTAL EXPENSES	7,670	0	5,153	2,517	7,670	0	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	200	100	460	(160)	920	620	
Copy Machines	500	0	278	222	556	56	
Print Cost Recovery	1,800	0	1,200	600	2,400	600	
Other Income	100	(100)	0	0		0	Recorded Under Fines
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	2,600	0	1,938	662	3,876	1,276	

**AURORA TOWN PUBLIC LIBRARY
LOCAL CHECKING ACCOUNT**

Treasurer's Report

31-Jul-26

Beginning Balance:	1-Jul-26		\$34,982.69
Plus Receipts/Deposits		Total:	\$590.38
Less Checks/Debits		Total:	\$193.37
Ending Balance:	31-Jul-26		\$35,379.70

Transaction Details

Receipts:

ATPL	(Renaissance Faire Earring Sale)	\$44.00
Friends of ATPL	(Reimbursement for Renaissance Faire Snacks & Water)	\$146.38
Alice Askew	(Unspecified Donation)	\$400.00
	Total:	\$590.38

Credit Purchases:

A. Amazon Capital Services	(Yoto Cards: Swashboggling Collection)	\$46.99
B. Nuttos Popcorn & Peanuts	(Renaissance Faire Snacks to be Reimbursed by Friends of ATPL)	\$104.86
C. Tops	(Bottled Water for Renaissance Faire to be Reimbursed by Friends of ATPL)	\$41.52
	Total:	\$193.37

Disbursements:

1. M&T Bank	(July Credit Statement)	\$193.37
	Total:	\$193.37

Director's Discretionary Fund (Expended from Contingency)

Beginning Balance: \$204.21

Transaction Details:

Ending Balance: \$204.21

Internal Auditor's Report

Sashi Racho, Internal Auditor

Voucher#	Amount	Approved	Check #	Disbursement
L 178	\$193.37	8/3/2026	1137	1

Contingency Fund \$332.30 **Counted** 7/31/2026

Savings Account

Balance Forward	1-Jul-26	\$500.16
Interest Earned		\$0.01
Balance	31-Jul-26	\$500.17

Certificate of Deposit 17-Dec-25 12 Month Term 3.03% **Maturity 17-Dec-26**

Beginning Balance: \$49,898.94 Ending Balance: \$49,898.94

Certificate of Deposit 17-Dec-25 12 Month Term 3.03% **Maturity 17-Dec-26**

Beginning Balance: \$25,000.00 Ending Balance: \$25,000.00

Contingency Fund July 2026

BEGINNING BALANCE **\$354.79**

Total Donations / Reimbursements **\$26.00**

Total Expenditures **\$48.49**

ENDING BALANCE **\$332.30**

DONATIONS / REIMBURSEMENTS

Item	Purpose	Amount	Date	Initials
Counter Donation	Unspecified Donation	\$2.00	7/1	WR
Counter Donation	Unspecified Donation	\$5.00	7/13	WR
Counter Donation	Unspecified Donation	\$5.00	7/14	WR
Seed Money from Renaissance Faire Earring Sale	Reimbursement	\$10.00	7/15	WR
Counter Donation	Unspecified Donation	\$1.00	7/22	WR
Counter Donation	Unspecified Donation	\$3.00	7/27	WR
Total		\$26.00		

EXPENSES

Item	Vendor	Amount	Date	Initials
Seed Money for Renaissance Faire Earring Sale	ATPL	\$10.00	7/13	WR
Party Pizza for Boo Bash Program - To be from County Programming Funds	Pizza Del Aureo's	\$38.49	7/31	WR
Total		\$48.49		

AURORA TOWN PUBLIC LIBRARY

COUNTY LEDGER

COUNTY CHECKING ACCOUNT

31-Jul-26

Beginning Balance:	1-Jul-26		\$9,033.52
Plus Receipts/Deposits		Total:	\$311.80
Less Checks/Debits		Total:	\$272.39
Ending Balance:	31-Jul-26		\$9,072.93

Transaction Details

Receipts:

Library Revenue	7/20/2026	\$187.60
Library Revenue	7/31/2026	\$98.15
Copier	7/31/2026	\$26.05
	Total:	\$311.80

Disbursements:

1. Anna Rose	(Reimbursement for Microfiber Dusters)	\$11.94
2. Manny's Ace Hardware	(Utility Knife & Ant Repellent	\$18.98
3. Demco Inc	(Spine Labels, Book Tape, Space Shelf Divider)	\$209.64
4. William Ruof	(Mileage)	\$31.83
	Total:	\$272.39

Internal Auditor's Report

Sashi Racho, Internal Auditor

Voucher #	Amount	Approved	Check #	Disbursement
C 279	\$11.94	8/3/2026	6038	1
C 280	\$18.98	8/3/2026	6039	2
C 281	\$209.64	8/3/2026	6040	3
C 282	\$31.83	8/3/2026	6041	4

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: JUL

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	362	188	550	0	
515000	Sewer	1,000	(152)	848	0	848	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.	2,800	0	2,316	484	2,800	0	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	200	0	80	120	200	0	
530000	Other Expenses & Charges	2,600	152	1,838	914	2,752	0	
530000	Contingency (Bullet Aid)	0	0	0	0		0	
TOTAL EXPENSES		7,670	0	5,464	2,206	7,670	0	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	200	100	532	(232)	912	612	
Copy Machines	500	0	304	196	521	21	
Print Cost Recovery	1,800	0	1,414	386	2,424	624	
Other Income	100	(100)	0	0		0	Recorded Under Fines
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	2,600	0	2,250	350	3,857	1,257	

**AURORA TOWN PUBLIC LIBRARY
LOCAL CHECKING ACCOUNT**

Treasurer's Report

31-Aug-26

Beginning Balance:	1-Aug-26		\$35,379.70
Plus Receipts/Deposits		Total:	\$15,238.49
Less Checks/Debits		Total:	\$1,128.90
Ending Balance:	31-Aug-26		\$49,489.29

Transaction Details

Receipts:

Ken Klocek	(Unspecified Donation)	\$5,000.00
ATPL	(Reimbursement for Contingency Boo Bash Pizza Purchase)	\$38.49
Alice Askew	(Unspecified Donation)	\$200.00
County of Erie	(With Youth For Youth Grant)	\$10,000.00
	Total:	\$15,238.49

Credit Purchases:

A. Amazon Capital Services	(Jumbo Pong & Bocce Replacements, The Little Ghost Who Was a Quilt Books for Trick-or-Read)	\$123.70
B. Yoto Inc.	(Yoto Mini Players, Accessories, and Cards)	\$777.35
C. Amazon Capital Services	(Triple DVD Cases & Scavenger Hunt Prizes)	\$122.87
D. Amazon Capital Services	(Shark Wandvac)	\$89.99
	Total:	\$1,113.91

Disbursements:

1. Alissa Steele	(Reimbursement for Spinner for Promotional Game)	\$14.99
2. M&T Bank	(Credit Purchases A - D)	\$1,113.91
	Total:	\$1,128.90

Director's Discretionary Fund (Expended from Contingency)

Beginning Balance: \$204.21

Transaction Details:

Ending Balance: \$204.21

Internal Auditor's Report

Sashi Racho, Internal Auditor

Voucher#	Amount	Approved	Check #	Disbursement
L 179	\$14.99	8/24/2026	1138	1
L 180	\$1,113.91		1139	2

Contingency Fund \$332.30 **Counted** 8/31/2026

Savings Account

Balance Forward	1-Aug-26	\$500.17
Interest Earned		\$0.00
Balance	31-Aug-26	\$500.17

Certificate of Deposit **17-Dec-25 12 Month Term 3.03%** **Maturity 17-Dec-26**
Beginning Balance: \$49,898.94 Ending Balance: \$49,898.94

Certificate of Deposit **17-Dec-25 12 Month Term 3.03%** **Maturity 17-Dec-26**
Beginning Balance: \$25,000.00 Ending Balance: \$25,000.00

Contingency Fund August 2026

BEGINNING BALANCE	\$332.30
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Total Donations / Reimbursements	\$0.00
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Total Expenditures	\$0.00
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ENDING BALANCE	\$332.30
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DONATIONS / REIMBURSEMENTS

Item	Purpose	Amount	Date	Initials
Total		\$0.00		

EXPENSES

Item	Vendor	Amount	Date	Initials
		\$0.00		
Total		\$0.00		

Rural Library Grant 2026 Expenditures

Award: \$20,000.00

Funded by the Rural Library Grant, powered by the Ralph C. Wilson, Jr. Foundation and coordinated by the Western New York Library Resources Council and Rochester Regional Library Council for the *Preparing Tweens, Teens, and Young Adults for Success Project*. Local youth in our rural area will be empowered by out-of-school learning opportunities at the Library. Through skill-building programs, leadership development activities, and educational enrichment, participants will strengthen critical life and workforce skills, becoming confident, engaged, and capable members of the community. The grant funding will also allow the purchase of a study pod, creating a dedicated space that can be reserved for homework, small-group collaboration, exam preparation, tutoring, virtual learning, and independent study. This addition to the ATPL will provide young people with a quiet environment that supports academic achievement and personal growth while expanding access to educational resources and experiences.

BUDGET LINE	STUDY POD	PROGRAMMING	MARKETING & SUPPLIES
ADOPTED BUDGET	\$15,975.00	\$1,500.00	\$2,525.00
BUDGET TRANSFERS			

Item Description	Vendor	Purchase Date	Amount	Amount	Amount
Study Pod Deposit	Spaceworx	5/20/2026	\$7,987.50		
Spinner for Promotional Games	Michaels	8/18/2026			\$14.99
Game of Life Postcards	Martyn Printing & Graphics	9/9/2026			\$169.00
Two Chromebooks for Prizes	Best Buy	9/10/2026			\$398.00
Total Expenditures			\$7,987.50	\$0.00	\$581.99
Total Remaining Budget			\$7,987.50	\$1,500.00	\$1,943.01

Total Grant Funding Remaining	\$11,430.51
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Award: \$10,000.00

BUDGET LINE	Teen Space
ADOPTED BUDGET	\$10,000.00
BUDGET TRANSFERS	

Total Grant Funding Remaining	\$10,000.00
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AURORA TOWN PUBLIC LIBRARY

COUNTY LEDGER

COUNTY CHECKING ACCOUNT

30-Sep-26

Beginning Balance:	1-Sep-26		\$8,835.51
Plus Receipts/Deposits		Total:	\$0.00
Less Checks/Debits		Total:	\$49.45
Ending Balance:	30-Sep-26		\$8,786.06

Transaction Details

Receipts:

Library Revenue	9/15/2026		
Library Revenue	9/30/2026		
Copier	9/30/2026		
		Total:	\$0.00

Disbursements:

1. Manny's Ace Hardware	(Air Fresheners & Sanding Sheets)		\$49.45
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Total: \$49.45

Internal Auditor's Report

Voucher #	Amount	Approved	Check #
C 287	\$49.45		6046

Sashi Racho, Internal Auditor

Disbursement
1

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: SEP

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	362	188	550	0	
515000	Sewer	1,000	(152)	848	0	848	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.	2,800	0	2,759	41	2,800	0	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	200	0	80	120	200	0	
530000	Other Expenses & Charges	2,600	152	1,961	791	2,752	0	
530000	Contingency (Bullet Aid)	0	0	0	0		0	
	TOTAL EXPENSES	7,670	0	6,030	1,640	7,670	0	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	200	100	599	(299)	899	599	
Copy Machines	500	0	340	160	510	10	
Print Cost Recovery	1,800	0	1,628	172	2,442	642	
Other Income	100	(100)	0	0		0	Recorded Under Fines
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	2,600	0	2,567	33	3,851	1,251	

Aurora Town Public Library
550 Main Street, East Aurora, New York 14052
Director's Report: June 2026

Monthly Statistics

Circulation	Total-Month	Average / Day	Average / Hour	YTD Total
2026	14,564*	582.6	68.4	86,111**
2025	14,636	609.83	73.18	86,792
2024	13,638	568.25	69.23	85,884

Note: Circulation for the contracting libraries was -2.3% this month from last year (EAU was -0.5%) and -4.2%, YTD (EAU was -0.8%). *Original checkouts at EAU are 7,953 for this month. **Original checkouts YTD at EAU are 47,261.

Library of Things (Including AED, Chromebook Kit, Hotspots, CPR Kits, & Sports Equipment)	2026	2025
Monthly	92	41
Year-to-date	581	236

System e-Branch	Month 2026	Month 2025	Change	YTD 2026	YTD 2025	Change
Online Renewals	471	486	-3.1%	2,827	3,138	-9.9%
Interlibrary Loans	1,579	1,390	13.6%	9,519	8,422	13.0%
eAudiobooks	75,668	70,633	7.1%	447,577	437,532	2.3%
eVideos	0	1,702	-100.0%	0	10,326	-100.0%
eBooks	83,766	83,968	-0.2%	518,392	527,811	-1.8%
eMusic	0	231	-100.0%	0	1,509	-100.0%
eMagazines	36,892	31,195	18.3%	216,572	180,649	19.9%

Open for Operation	2026	2025	2024	2023
Days / Hours	25/213	24/200	24/197	25/204

Closed: 6/19 for Juneteenth

Computer Use	2026	2025	% Change
Monthly	362	352	0.6%
Year-to-date	1,975	2,198	-9.9%

Note: Computer use for the contracting libraries was 0.8% this month and -4.3 % YTD.

Wi-Fi	2026	2025	% Change
Monthly	2,908	2,641	10.1%
Year-to-date	13,838	12,937	7.0%

Note: Wifi use for the contracting libraries was 19.4% this month and 7.1% YTD.

Patron Visits	2026	2025	% Change
Monthly	6,498	5,792	12.2%
Year-to-date	33,709	33,931	-0.7%

Note: Door counts for the contracting libraries were 8.7% this month and 1.3% YTD.

New Library Card Memberships	Month 2026	Month 2025	YTD 2026	YTD 2025
Adults	21	21	112	132
Children	11	13	54	43

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Programs Name / Number of Sessions / Sponsor	Age group	Attendance
Book a Technology Trainer (TechKnow Lab) (3)	Adults, 19+	3
Cooking Club: Peachy Keen Trifles (Friends)	Teens & Adults	21
DnD Session Zero (Friends)	10-18 yrs. old	20
Family Story Time (Friday) (Friends) (2)	0-5 w/ Adult	53
Family Story Time (Wednesdays) (Friends) (2)	0-5 w/ Adult	47
Free Family-Friendly Music Program Featuring the East Aurora Chamber Music Festival	All Ages	35
Happy Birthday, USA! Family Story Time (Friends)	0-5 w/ Adult	22
LEGO Club	6-11 yrs. old	13
Library Leaders (Friends)	Teens	2
The Great American Trivia Challenge (Friends)	All Ages	24
Unwind & Design: Painted Wood American Flag (Friends)	Adults, 19+	16
East Aurora High School Gay Straight Alliance Pride Event Outreach	All Ages	110
Tutor (21)	6-11 yrs. old	21
Tutor	Teen	1

At a Glance: Month of 2026	Circulation (Original Checkout- Not Including Auto-Renewals)	Patron Count	Computer Use	Wi-Fi
January	14,068 (7,960)	4,902	247	1,923
February	13,772 (7,805)	5,164	323	1,803
March	15,666 (8,588)	5,904	352	2,359
April	14,742 (7,941)	5,389	369	2,273
May	13,299 (7,014)	5,852	322	2,572
June	14,564 (7,953)	6,498	362	2,908
July				
August				
September				
October				
November				
December				
Total				

Out of all B&ECPL locations, ATPL ranks YTD

11 out of 37 in circulation of materials (11 for month); 12 out of 37 in patron visits (12 for month);

8 out of 37 in WI-FI (8 for month); 22 out of 37 in computer use (22 for month)

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Monthly Statistics

Circulation	Total-Month	Average / Day	Average / Hour	YTD Total
2026	16,025*	641.0	75.2	102,136**
2025	17,207	661.8	78.9	103,999
2024	16,609	692.0	69.2	102,493

Note: Circulation for the contracting libraries was -5.1% this month from last year (EAU was -6.9%) and -4.3%, YTD (EAU was -1.8%). *Original checkouts at EAU are 8,829 for this month. **Original checkouts YTD at EAU are 56,090.

Library of Things (Including AED, Chromebook Kit, Hotspots, CPR Kits, & Sports Equipment)	2026	2025
Monthly	129	78
Year-to-date	710	297

System e-Branch	Month 2026	Month 2025	Change	YTD 2026	YTD 2025	Change
Online Renewals	581	588	-1.2%	3,408	3,726	-8.5%
Interlibrary Loans	1,582	1,499	5.5%	11,101	9,921	11.9%
eAudiobooks	72,567	72,879	-0.4%	520,144	510,411	1.9%
eVideos	0	1,732	-100.0%	0	12,058	-100.0%
eBooks	79,755	87,512	-8.9%	598,147	615,323	-2.8%
eMusic	0	232	-100.0%	0	1,741	-100.0%
eMagazines	34,734	29,638	17.2%	251,306	210,287	19.5%

Open for Operation	2026	2025	2024	2023
Days / Hours	25/213	26/218	24/197	25/204

Closed: 7/3 & 7/4 for Independence Day

Computer Use	2026	2025	% Change
Monthly	409	442	-7.5%
Year-to-date	2,384	2,634	-9.5%

Note: Computer use for the contracting libraries was -0.6% this month and -3.7 % YTD.

Wi-Fi	2026	2025	% Change
Monthly	3,060	2,713	12.8%
Year-to-date	16,898	2,175	8.0%

Note: Wifi use for the contracting libraries was 16.5% this month and 8.6% YTD.

Patron Visits	2026	2025	% Change
Monthly	8,293	7,593	9.2%
Year-to-date	42,002	41,524	1.2%

Note: Door counts for the contracting libraries were 4.1% this month and 1.8% YTD.

New Library Card Memberships	Month 2026	Month 2025	YTD 2026	YTD 2025
Adults	30	31	142	167
Children	33	35	87	74

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Programs Name / Number of Sessions / Sponsor	Age group	Attendance
Aurora Book Club	Adults, 19+	12
Boo Bash (Friends)	10-18 yrs. old	15
Book a Technology Trainer (TechKnow Lab) (3)	Adults, 19+	3
Buffalo Dance	3-6 yrs. old	20
Crafternoon: Fireflies Light Up Art (Friends)	6-11 yrs. old	28
Dino Sensory Play (Friends)	3-7 w/ Adult	61
DnD Storytellers (Friends)	10-18 yrs. old	10
DnD Survivalists (Friends)	10-18 yrs. old	12
Eat Aurora Community Nursery Class Visit	0-5 w/ Adult	13
East Aurora Farmer's Market Outreach	All Ages	41
Extreme Bingo: Red, White, & Boom! (Friends)	6-11 yrs. old	27
Fascinature: Creepy Critters	6-11 yrs. old	44
Iroquois Central School District Class Visit	6-11 yrs. old	8
LEGO Club	6-11 yrs. old	25
My Person & Me	0-5 w/ Adult	25
Not So Spooky Story Time (Friends)	0-5 w/ Adult	23
Penn-Dixie Dinos	4-7 yrs. old	28
Penn-Dixie: Paleo Art	7-11 yrs. old	11
Prehistoric World Reptile Zoo	6-11 yrs. old	99
Renaissance Faire (Friends)	All Ages	154
Summerween Carnival (Friends)	6-11 yrs. old	37
Teen Club (Friends) (4)	Teens	19
Tween Tuesdays (Friends) (3)	10-13 yrs. old	53
Unearth a Story: Books & Craft (Friends)	6-11 yrs. old	17
UpBeet Cooking	6-11 yrs. old	20
USA Scavenger Hunt (131)	6-11 yrs. old	131
Workout Wednesdays: BAM (Friends)	Adults, 50+	56
Tutor (50)	6-11 yrs. old	50
Tutor (9)	Teen	9

At a Glance: Month of 2026	Circulation (Original Checkout- Not Including Auto-Renewals)	Patron Count	Computer Use	Wi-Fi
January	14,068 (7,960)	4,902	247	1,923
February	13,772 (7,805)	5,164	323	1,803
March	15,666 (8,588)	5,904	352	2,359
April	14,742 (7,941)	5,389	369	2,273
May	13,299 (7,014)	5,852	322	2,572
June	14,564 (7,953)	6,498	362	2,908
July	16,025 (8,829)	8,293	409	3,060
August				
September				
October				

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November				
December				
Total				

Out of all B&ECPL locations, ATPL ranks YTD

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8 out of 37 in WI-FI (8 for month); 22 out of 37 in computer use (21 for month)

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Monthly Statistics

Circulation	Total-Month	Average / Day	Average / Hour	YTD Total
2026	17,020*	654.6	79.2	119,156**
2025	16,137	620.7	76.8	120,136
2024	15,402	570.4	69.4	117,895

Note: Circulation for the contracting libraries was -6.8% this month from last year (EAU was -5.5%) and 2.5%, YTD (EAU was -0.8%). *Original checkouts at EAU are 8,760 for this month. **Original checkouts YTD at EAU are 64,850.

Library of Things (Including AED, Chromebook Kit, Hotspots, CPR Kits, & Sports Equipment)	2026	2025
Monthly	126	54
Year-to-date	836	393

System e-Branch	Month 2026	Month 2025	Change	YTD 2026	YTD 2025	Change
Online Renewals	477	522	-8.6%	3,885	4,248	-8.5%
Interlibrary Loans	1,550	1,418	9.3%	12,651	11,339	11.6%
eAudiobooks	73,756	72,912	1.2%	593,900	583,323	1.8%
eVideos	0	1,752	-100.0%	0	13,810	-100.0%
eBooks	81,697	86,841	-5.9%	679,844	702,164	-3.2%
eMusic	0	270	-100.0%	0	2,011	-100.0%
eMagazines	36,395	33,678	8.1%	287,701	243,965	17.9%

Open for Operation	2026	2025	2024	2023
Days / Hours	26/215	26/210	27/222	27/218

Computer Use	2026	2025	% Change
Monthly	386	431	-10.4%
Year-to-date	2,770	3,065	-9.6%

Note: Computer use for the contracting libraries was 4.2% this month and -2.7 % YTD.

Wi-Fi	2026	2025	% Change
Monthly	2,650	2,430	9.1%
Year-to-date	19,548	18,080	8.1%

Note: Wifi use for the contracting libraries was 18.3% this month and 9.9% YTD.

Patron Visits	2026	2025	% Change
Monthly	6,529	6,433	1.5%
Year-to-date	48,531	47,957	1.2%

Note: Door counts for the contracting libraries were 6.8% this month and 2.5% YTD.

New Library Card Memberships	Month 2026	Month 2025	YTD 2026	YTD 2025
Adults	25	30	167	197
Children	17	18	104	92

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Programs Name / Number of Sessions / Sponsor	Age group	Attendance
LEGO Club	6-11 yrs. old	25
Crafternoon: Decoupage Paper Lantern (Friends)	6-11 yrs. old	20
Impromptu Jamboree	0-5 w/ Adult	27
Happy Talk Song & Sign	0-5 w/ Adult	37
My Person & Me	0-5 w/ Adult	9
Tween Tuesdays (Friends) (2)	10-18 yrs. old	27
Teen Club (Friends) (2)	Teens	7
Unearth a Story: Bookish Bingo (Friends)(20)	Adults, 19+	20
Read It & Keep It (Friends)	0-18 yrs. old	131
DnD: Storytellers (Friends)	10-18 yrs. old	11
Passport to Reading (29)	All Ages	29
DnD Survivalists (Friends)	10-18 yrs. old	10
East Aurora Community Nursery Visit (4)	0-5 w/ Adult	65
Bird Bingo (Friends) (36)	All Ages	36
Summerween Scavenger Hunt (336)	6-11 yrs. old	336
Easy Access Tech Help	Adults, 19+	1
Tutor (46)	6-11 yrs. old	46
Tutor (4)	Teen	4

At a Glance: Month of 2026	Circulation (Original Checkout- Not Including Auto-Renewals)	Patron Count	Computer Use	Wi-Fi
January	14,068 (7,960)	4,902	247	1,923
February	13,772 (7,805)	5,164	323	1,803
March	15,666 (8,588)	5,904	352	2,359
April	14,742 (7,941)	5,389	369	2,273
May	13,299 (7,014)	5,852	322	2,572
June	14,564 (7,953)	6,498	362	2,908
July	16,025 (8,829)	8,293	409	3,060
August	17,020 (8,760)	6,529	386	2,650
September				
October				
November				
December				
Total				

Out of all B&ECPL locations, ATPL ranks YTD

11 out of 37 in circulation of materials (11 for month); 12 out of 37 in patron visits (13 for month);

8 out of 37 in WI-FI (9 for month); 22 out of 37 in computer use (22 for month)

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Cumulative Statistics

Programs, Outreach, Meeting Rm Use, Training, Book Displays, Exhibits, Fundraisers & Improvements

Programs (Not Including Tutoring & Outreach)	Names, Age Group, Date & Time
January 2026	Book a Technology Trainer - Adults, 19+ - Monday, Monday, January 26 @ 10:00 a.m., 11:00 a.m., & 12:00 p.m. – One-on-One Appointments are 45 minutes long **CANCELLED** Bring Your Own Book – Adults, 19+ - Tuesdays: January 6, February 3, & March 3 @ 10:30 a.m. – 11:30 a.m. Easy Access Tech Help – Adults, 18+ - During Regular Library Business Hours - Call the Library to Setup an Appointment with the Librarian Aurora Book Club - Adults, 19+ - Thursday, January 8 @ 6:30 p.m. LEGO Club – Children, 6-11 – Saturday, January 10 & February 7 @ 11:00 a.m. DND Night – Teens, 12-18 – Tuesday, January 13 @ 6:00 p.m. – 7:30 p.m. YA Book Club – Teens, 13-18 – Second Thursday of the Month, 1/8, 2/12, 3/12, 4/9 - @ 6:00 p.m.-7:00 p.m. Snow Much Fun - Children, Birth - 5 years with a Caregiver - Saturday, January 17 @ 11:00 a.m. Stress Less Week: Cozy Board Game Night - Teens, 13-18 - Tuesday, January 20 @ 6-7:30 p.m. **CANCELLED** Stress Less Week: Mindfulness & Movement - Teens, 13-18 - Wednesday, January 21 @ 4:30-5:30 p.m. **CANCELLED** Stress Less Week: Make a Bath Bomb - Teens, 13-18 - Thursday, January 22 @ 6-7:00 p.m. Stress Less Week: Chill with a Dog - Teens, 13-18 - Friday, January 23 @ 3-4:00 p.m. Book Babies - Children, Birth- 2 years with a Caregiver (siblings welcome) - Fridays @ 10:15 a.m., January 23 - March 20. Preschool Story Time - Children, 3 1/2 - 5 years - Thursdays @ 1:30 p.m., January 22 - March 19. Family Story Time - Children, Birth - 5 years with a Caregiver- Wednesdays @ 10:30 a.m., January 21 - March 18 OR Fridays @ 11:00 a.m. (NEW TIME), January 23 - March 20. Sign Up for a Free Tree - Caregivers, children of all ages. Register through March 15, 2026 online with <i>Neighborhood Forest</i>: bit.ly/4sDgn75
February 2026	Easy Access Tech Help – Adults, 18+ - During Regular Library Business Hours - Call the Library to Setup an Appointment with the Librarian Bring Your Own Book – Adults, 19+ - Tuesdays: January 6, February 3, & March 3 @ 10:30 a.m. – 11:30 a.m. Studio Nights – Children, 8-10 - Tuesday, February 3 @ 6:00

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	p.m. – 7:30 p.m. Studio Nights – Tweens, 8-10 - Thursday, February 5 @ 6:00 p.m. – 7:30 p.m. LEGO Club – Children, 6-11 – Saturday, January 10 & February 7 @ 11:00 a.m. Library Leaders Program Planning Night – Teens, 11-13 – Thursday, February 10 @ 6:00 p.m. – 7:00 p.m. **CANCELLED** YA Book Club – Teens, 13-18 – Second Thursday of the Month, 1/8, 2/12, 3/12, 4/9 - @ 6:00 p.m.-7:00 p.m. The Lucky Lantern Mystery - Children, 6- 12 years (under 8 w/ a helper) - Tuesday, February 17 - Saturday, February 21, during all regular open hours. "V" Is for Valentine - Children, Birth - 5 years with a Caregiver- Saturday, February, 14 @ 10:30 a.m. Book Babies - Children, Birth- 2 years with a Caregiver (siblings welcome) - Fridays @ 10:15 a.m., January 23 - March 20 Preschool Story Time - Children, 3 1/2 - 5 years - Thursdays @ 1:30 p.m., January 22 - March 19 Family Story Time - Children, Birth - 5 years with a Caregiver- Wednesdays @ 10:30 a.m., January 21 - March 18 OR Fridays @ 11:00 a.m. (NEW TIME), January 23 - March 20 Sign Up for a Free Tree - Caregivers, children of all ages - Register through March 15, 2026 online with <i>Neighborhood Forest</i>: bit.ly/4sDgn75
March 2026	Hand-Painted Watering Cans Fundraiser – Monday, March 9 through Friday, May 8 – Winners Will Be Drawn Randomly on Friday, May 8 at NOON LEGO Club – Children, 6-11 – Saturday, March 7 & April 18 @ 11:00 a.m. Easy Access Tech Help – Adults, 18+ - During Regular Library Business Hours - Call the Library to Setup an Appointment with the Librarian Bring Your Own Book – Adults, 19+ - Tuesdays: January 6, February 3, & March 3 @ 10:30 a.m. – 11:30 a.m. Aurora Book Club - Adults, 19+ - Thursday, March 5 @ 6:30 p.m. Workout Wednesdays: BAM – Adults, 50+ - Wednesdays, 3/4, 3/11, 3/18 & 3/25 @ 1:00 p.m. ATPL & DOL Job Fair - Job Seekers – Tuesday, March 10 @ 11:00 a.m. – 1:00 p.m. Library Leaders – Teens, 13-18 - Tuesday, March 10 @ 6:00 p.m. Book a Technology Trainer - Adults, 19+ - Monday, Monday, March 16 @ 1:00 p.m., 2:00 p.m., & 3:00 p.m. – One-on-One Appointments are 45 minutes long

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	YA Book Club – Teens, 13-18 – Second Thursday of the Month, 1/8, 2/12, 3/12, 4/16 - @ 6:00 p.m.-7:00 p.m. Book Babies - Children, Birth- 2 years with a Caregiver (siblings welcome) - Fridays @ 10:15 a.m., January 23 - March 20 Preschool Story Time - Children, 3 1/2 - 5 years - Thursdays @ 1:30 p.m., January 22 - March 19 Family Story Time - Children, Birth - 5 years with a Caregiver- Wednesdays @ 10:30 a.m., January 21 - March 18 OR Fridays @ 11:00 a.m. (NEW TIME), January 23 - March 20 Brumsted Elementary Literacy Night Outreach - Thursday, March 5 @ 5:30 p.m. - 7:00 p.m. Parkdale Literacy Night Outreach - Thursday, March 12 @ 5:00 p.m. - 7:00 p.m. Holland Health & Wellness Fair Outreach - Friday, March 13 @ 1:00 p.m. - 5:00 p.m. **Cancelled due to weather** DND Night – Tweens, 10-13 – Tuesday, March 24 @ 6:00 p.m. – 7:30 p.m. Sign Up for a Free Tree - Caregivers, children of all ages - Register through March 15, 2026 online with <i>Neighborhood Forest</i>: bit.ly/4sDgn75 Butter Lamb Workshop - Tuesday, March 31 - Children, 6+ with one adult @ 4:30 p.m. OR Adults, 16+ @ 6:00 p.m.
April 2026	Hand-Painted Watering Cans Fundraiser – Monday, March 9 through Friday, May 8 – Winners Will Be Drawn Randomly on Friday, May 8 at NOON Baubles & Bling Donation Drop-Off – Wednesday, April 8 through Wednesday, October 7 – During Regular Library Business Hours Easy Access Tech Help – Adults, 18+ - During Regular Library Business Hours - Call the Library to Setup an Appointment with the Librarian Hospice & Palliative Care Buffalo: Advance Care Planning - Adults, 19+ - Thursday, April 9 @ 6:00 p.m. Family Story Time - Children, Birth-5 w/ a caregiver - Wednesday @ 10:30 a.m., April 29 - June 10 OR Fridays @ 10:30 a.m., May 1 -June 12. Library Leaders – Teens, 13-18 - Monday, April 13 @ 6:00 p.m. YA Book Club – Teens, 13-18 – Thursday, 4/16 - @ 6:00 p.m.- 7:00 p.m. LEGO Club – Children, 6-11 – Saturday, March 7 & April 18 @ 11:00 a.m. Equipping for Disaster: Sheltering at Home - Adults, 19+ - Monday, April 20 @ 6:30 p.m. Love Your Library Tote-ally Custom Book Bags - Children, 8-12 - Tuesday, April 21 @ 4:00 p.m. Read to a Dog - Children, 6-11 - Saturday, April 25 @ 10:30,

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	10:50, 11:10, or 11:30 a.m. Book a Technology Trainer - Adults, 19+ - Monday, Monday, April 13 @ 1:00 p.m., 2:00 p.m., & 3:00 p.m. – One-on-One Appointments are 45 minutes long Book Bedazzle Night - Tweens & Teens, 11-18 - Thursday, April 30 @ 6:00 p.m. Sign Up for a Free Tree - Caregivers, children of all ages - Registration Closed - Pick Up TBD in APRIL
May 2026	Annual Discard Sale – All Ages – Friday, May 1 through Friday, May 22 – During Regular Library Business Hours, Sale Ends at 4:00 p.m. on May 22 Hand-Painted Watering Cans Fundraiser – Monday, March 9 through Friday, May 8 – Winners Will Be Drawn Randomly on Friday, May 8 at NOON Baubles & Bling Donation Drop-Off – Wednesday, April 8 through Wednesday, October 7 – During Regular Library Business Hours Easy Access Tech Help – Adults, 18+ - During Regular Library Business Hours - Call the Library to Setup an Appointment with the Librarian Family Story Time - Children, Birth - 5 w/ a caregiver - Wednesdays @ 10:30 a.m., April 29 - June 10 OR Fridays @ 10:30 a.m., May 1 - June 12 Library Leaders – Teens, 13-18 - Monday, May 5 @ 6:00 p.m. Aurora Book Club - Adults, 19+ - Thursday, May 7 @ 6:30 p.m. Doggone Fun at the Library - Children, 6 - 11 - Saturday, May 9 @ 10:30 a.m. - 2:00 p.m. My Pet and Me Story Time - Children, Birth - 5 w/ a caregiver - Thursday, May 14 @ 6:15 p.m. Garden Book Bricks – Teens & Adults, 13+ - Tuesday, May 26 @ 6:00 p.m.
June 2026	Baubles & Bling Donation Drop-Off – Wednesday, April 8 through Wednesday, October 7 – During Regular Library Business Hours Pop-Up Sale - Saturday, June 27 @ 11 a.m. - 2 p.m. Easy Access Tech Help – Adults, 18+ - During Regular Library Business Hours - Call the Library to Setup an Appointment with the Librarian Family Story Time - Children, Birth-5 w/ a caregiver - Wednesdays @ 10:30 a.m., April 29 - June 10 OR Fridays @ 10:30 a.m., May 1 - June 12 Unwind & Design: Painted Wood American Flag - Adults, 19+ - Tuesday, June 2 @ 6:30 p.m. Library Leaders – Teens, 13-18 - Monday, June 4 @ 6:00 p.m. LEGO Club – Children, 6-11 – Saturday, June 6 @ 11:00 a.m. Book a Technology Trainer - Adults, 19+ - Monday, Monday,

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	June 8 @ 1:00 p.m., 2:00 p.m., & 3:00 p.m. – One-on-One Appointments are 45 minutes long Cooking Club: Peachy Keen Trifles – Teens & Adults, 15+ - Tuesday, June 9 Free Family-Friendly Music Program Featuring the East Aurora Chamber Music Festival – All Ages – Thursday, June 12 @ 6:30 p.m. Happy Birthday, USA! Family Story Time - Children, Birth-5 w/ a caregiver - Saturday, June 13 @ 10:30 a.m. We the People: A Quilt of Belonging Quilting Workshop - Children, 5-10 - Tuesday, June 16 @ 4:00 p.m. DnD Session Zero - Tweens & Teens, 10-18 - Monday, June 29 @ 6:00 p.m. DnD: Storytellers – Tweens & Teens – Wednesdays, July 22, August 19, & September 16 @ 4:00 p.m. – 5:30 p.m. Dnd Survivalists - Tweens & Teens – Mondays, July 27, August 24, & September 21 @ 6:00 p.m. – 7:30 p.m. The Great American Trivia Challenge – Children, Teens, & Adults, Best for Ages 8+ - Tuesday, June 30 @ 6:00 p.m.
July 2026	Baubles & Bling Donation Drop-Off – Wednesday, April 8 through Wednesday, October 7 – During Regular Library Business Hours Pop-Up Sale - Saturday, July 25 @ 11 a.m. - 2 p.m. Easy Access Tech Help – Adults, 18+ - During Regular Library Business Hours - Call the Library to Setup an Appointment with the Librarian Read It & Keep It - Children, All Ages - Register and get your Reading Log: June 1-July 6. Read and turn in your completed Log to get a free book: July 6-August 15. Pick up a log at the library or print one at home. Unearth a Story: Bookish Bingo – Adults, 19+ Start reading now and redeem entries Monday, July 6 through Saturday August 15 – During Regular Library Business Hours Bird Bingo - Pick up Bingo Board Wednesday, July 1 thought Monday, August 24 - Entries will be accepted Until Monday, August 31 During Regular Library Hours Workout Wednesdays: BAM – Adults, 50+ - Wednesdays, 7/1, 7/8, 7/15 & 7/22 @ 1:00 p.m. Crafternoon: Fireflies Light Up Art - Children, 6-11 - Monday, July 6 @ 1:30 PM Tween Tuesdays - Tweens, 10-13 – Tuesdays, July 7, 21, 28, August 4, & 11 @ 3:30 p.m. Penn-Dixie Dinosaurs - Children, 4-7 - Thursday, July 9 @ 10:30 a.m. Penn-Dixie: Paleo Art - Children, 7-11 - Thursday, July 9 @ 11:30 a.m.

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	Teen Club – Teens, 13-18 – Thursdays, July 9- August 13 @ 6:00 p.m. Aurora Book Club - Adults, 19+ - Thursday, July 9 @ 6:30 p.m. My Person & Me - Children, 6 mos. - 5 w/ a caregiver - Friday, July 10 @ 10:30 a.m. LEGO Club – Children, 6-11 – Saturday, July 11 @ 11:00 a.m. Unearth a Story: Books & Craft - Children, 6-11 - Monday, July 13 @ 1:30 p.m. Renaissance Faire – All Ages, Family Friendly Event – Tuesday, July 14 – 1:00 p.m. – 5:00 p.m. Extreme Bingo: Red, White, & Boom! - Children, 6-11 - Friday, July 17 @ 1:30. Dino Sensory Play - Children, 3-7 w/ a caregiver - Monday, July 20 @ 10:30 a.m. Book a Technology Trainer - Adults, 19+ - Monday, Monday, July 20 @ 1:00 p.m., 2:00 p.m., & 3:00 p.m. – One-on-One Appointments are 45 minutes long DnD: Storytellers – Tweens & Teens – Wednesdays, July 22, August 19, & September 16 @ 4:00 p.m. – 5:30 p.m. UpBeet Cooking - Children, 6-11 - Thursday, July 23 @ 11:00 a.m. Buffalo Dance - Children, 3-6 - Friday, July 24 @ 10:30 a.m. Summerween Carnival - Children, 6-11 - Monday, July 27 @ 1:30 p.m. Dnd Survivalists - Tweens & Teens – Mondays, July 27, August 24, & September 21 @ 6:00 p.m. – 7:30 p.m. Not So Spooky Story Time - Children, Birth-5 w/ a caregiver - Tuesday, July 28 @ 6:15 p.m. Fascinature: Creepy Critters - Children, 6-11 - Wednesday, July 29 @ 2:00 p.m. Prehistoric World Reptile Zoo - Children, 6-11 - Friday July 31 @ 11:00 a.m. Boo Bash – Tweens & Teens – Friday, July 31 @ 3:00 p.m.
August 2026	Baubles & Bling Donation Drop-Off – Wednesday, April 8 through Wednesday, October 7 – During Regular Library Business Hours Pop-Up Sale - Saturday, August 22 @ 11 a.m. - 2 p.m. Easy Access Tech Help – Adults, 18+ - During Regular Library Business Hours - Call the Library to Setup an Appointment with the Librarian Unearth a Story: Bookish Bingo – Adults, 19+ - Start reading now and redeem entries Monday, July 6 through Saturday August 15 – During Regular Library Business Hours Bird Bingo - Pick up Bingo Board Wednesday, July 1 thought Monday, August 24 - Entries will be accepted Until Monday, August 31 During Regular Library Hours

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	Read It & Keep It - Children, All Ages - Register and get your Reading Log: June 1-July 6. Read and turn in your completed Log to get a free book: July 6-August 15. Pick up a log at the library or print one at home. LEGO Club – Children, 6-11 – Saturday, August 1 @ 11:00 a.m. Impromptu Jamboree with Ms. Alison - Children, 6 mos.-5 - Monday, August 3 @ 10:30 a.m. My Person & Me - Children, 6 mos.-5 - Monday, August 10 @ 10:30 a.m. Crafternoon: Decoupage Paper Lantern - Children, 5-8 - Monday, August 3 @ 1:30 p.m. Happy Talk Song & Sign - Children, 5 mos.-30 mos. - Tuesday, August 4 @ 10:30 a.m. Tween Tuesdays - Tweens, 10-13 – Tuesdays, July 7, 21, 28, August 4, & 11 @ 3:30 p.m. Teen Club – Teens, 13-18 – Thursdays, July 9- August 13 @ 6:00 p.m. DnD: Storytellers – Tweens & Teens – Wednesdays, August 19, & September 16 @ 4:00 p.m. – 5:30 p.m. Dnd Survivalists - Tweens & Teens – Mondays, August 24, & September 21 @ 6:00 p.m. – 7:30 p.m.
September 2026	Baubles & Bling Donation Drop-Off – Wednesday, April 8 through Wednesday, October 7 – During Regular Library Business Hours Easy Access Tech Help – Adults, 18+ - During Regular Library Business Hours - Call the Library to Setup an Appointment with the Librarian Library Community Cookbook – Share your recipes now through Tuesday, January 19 @ bit.ly/4vhLYMp Check It Out Raffle – Children & Adults of All Ages – Tuesday, September 1-Saturday, September 26 During Regular Business Hours – Raffle Will be Drawn on Monday, September 28 @ 10:00 a.m. ATPL & DOL Job Fair - Job Seekers – Wednesday, September 2 @ 11:00 a.m. – 1:00 p.m. Aurora Book Club - Adults, 19+ - Thursday, September 3 @ 6:30 p.m. Workout Wednesdays: BAM – Adults, 50+ - Wednesdays, 9/9, 9/16, 9/23 & 9/30 @ 1:00 p.m. Library Leaders: Open House – Teens, 13-18 - Thursday, September 10 @ 6 p.m. Library Leaders: Annual Selection Meeting - Teens, 13-18 – Saturday, September 19 @ 1 p.m. LEGO Club - Children, Ages 6-11 – Saturdays, September 12, October 10, November 14, & December 12 @ 11:00 a.m.

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	Cooking Club—Chips & Dips: Salsa Edition – Teens & Adults, 15+ - Tuesday, September 15 @ 6:00 p.m. DnD: Storytellers – Tweens & Teens – Wednesdays, September 16 @ 4:00 p.m. – 5:30 p.m. Dnd Survivalists - Tweens & Teens – Monday, September 21 @ 6:00 p.m. – 7:30 p.m. Bookish Besties - Children, Ages 6-11 - Tuesday, September 22 @ 4:00 p.m. Family Story Time - Children, Birth-5 w/ a Caregiver - Wednesdays @ 10:30 a.m., September 23 - November 18 OR Fridays @ 10:30 a.m., September 25 - November 20 Here Comes the Firetruck Family Story Time - Children, Birth-5 w/ a Caregiver - Tuesday, September 29 @ 6:15 p.m.
October 2026	Banned Book Week: Leave Book Be! – Adults & Children of All Ages – Monday, October 5 through Saturday, October 10 – During Regular Open Hours Baubles & Bling Donation Drop-Off – Wednesday, April 8 through Wednesday, October 7 – During Regular Library Business Hours Easy Access Tech Help – Adults, 18+ - During Regular Library Business Hours - Call the Library to Setup an Appointment with the Librarian Library Community Cookbook – Share your recipes now through Tuesday, January 19 @ bit.ly/4vhLYMp Family Story Time - Children, Birth-5 w/ a Caregiver - Wednesdays @ 10:30 a.m., September 23 - November 18 OR Fridays @ 10:30 a.m., September 25 - November 20 Hispanic Heritage Month Event: A Brief History of the Spanish Language - Monday, October 5 @ 6:30 p.m. - Adults, 19+ Pumpkin Craft Patch – Teens & Adults, 13+ – Tuesday, October 6 @ 6:00 p.m. Library Leaders – Teens, 13-18 - Thursday, October 8 @ 6 p.m. LEGO Club - Children, Ages 6-11 – Saturdays, September 12, October 10, November 14, & December 12 @ 11:00 a.m. Book a Technology Trainer - Adults, 19+ - Monday, October 12 @ 1:00 p.m., 2:00 p.m., & 3:00 p.m. – One-on-One Appointments are 45 minutes long Creepy Crawlly Dessert Cup – Children, Ages 6-11 – Tuesday, October 13 @ 4:00 p.m. Library Leaders - Teens, 13-18 – Saturday, October 17 @ 1 p.m. DnD: Storytellers – Tweens & Teens – Wednesdays, October 14 @ 4:00 p.m. – 5:30 p.m. Dnd Survivalists - Tweens & Teens – Monday, October 19 @ 6:00 p.m. – 7:30 p.m. Trick-or-Read Storywalk® – Monday, October 19 through Saturday, October 24 @ 2:00 p.m. - During Regular Business

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	Hours Writing an Authentic College Essay - Saturday, October 24 @ 11:00 a.m. - Teens, 13+ What Happened to Buffalo's Bats? - Teens & Adults, 13+ - Tuesday, October 27 @ 6:30 p.m. Baby Boo Family Story Time - Children, Ages Birth-5 years w/ a caregiver - Thursday, October 29 @ 6:15 p.m.
November 2026	
December 2026	

Class Visits & Outreach	Class Visit (In-Library)	Other Outreach (Outside)	Monthly Total
January 2026		<i>Other: Outreach letters sent to EA Preschool Center, EA UPK, EA Community Nursery, Baker Preschool, Duck Duck Goose, First Presbyterian Preschool, EA Montessori, Immaculate Conception School, Nativity, Waldorf, and Holland UPK, Harold O. Brumsted Elementary, EA Middle School</i> Absolut Care	1
February 2026		East Aurora Co-Operative Market Storytime	1
March 2026	First Presbyterian Preschool	Parkdale Literacy Night Harold O Brumsted Literacy Night Holland Health & Wellness Fair **CANCELLED DUE TO WEATHER**	3
April 2026		Baker Preschool	1
May 2026	East Aurora Preschool (2)	EA Farmer's Market	3
June 2026		EA High School's GSA Club: East Aurora Pride @ Municipal Center	1
July 2026	East Aurora Community Nursery Iroquois Central School District		2
August 2026	East Aurora Community Nursery (4)		4
September 2026		East Aurora Rotary Club	
October 2026			
November 2026			
December 2026			
Total			

Facility Use	Meeting Room Use Organizations	Monthly	Tabling Organizations	Monthly
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		Total		Total
January 2026	East Aurora Lions Club (2); Dreaming in Ink; Patron (2); Holland Tuesday Painters	6	Providence Farm Collective	1
February 2026	Dreaming in Ink; Sarah Belle Smith (3); Patron (2)	6		
March 2026	EA Art Society; Dreaming in Ink; Patron (2)	4		
April 2026	Friends of the Library; Dreaming in Ink; Patron (2)	4		
May 2026	EA Art Society; Dreaming in Ink	2		
June 2026	Holland Tuesday Painters (2); Dreaming in Ink; Immaculate Conception; Patron (8)	12		
July 2026	Impact Artist Group (2); Proctoring; Dreaming in Ink; Patron (3)	7		
August 2026	Dreaming in Ink; Roycrofters-at-Large Association (2); Patron (8)	11		
September 2026	EA Art Society; Dreaming in Ink; Girl Scouts of WNY; Lyndsey McGuire's <i>Writing As a Practice</i> Class (2); Patron (3)			
October 2026	Friends of the Library; Dreaming in Ink; Girl Scouts of WNY			
November 2026	EA Art Society; Holland Tuesday Painters; Dreaming in Ink			
December 2026	Holland Tuesday Painters; Dreaming in Ink			
Total				

Exhibits	Display Case	Meeting Room Exhibit
January 2026	Judy Kegler's Miniatures	East Aurora Lions Club Peace Posters
February 2026	Girl Scouts	Sarah Belle Smith – <i>Memories of Summer</i>
March 2026	Garden Club EA Art Society	EA Art Society
April 2026	EA Art Society	EA Art Society
May 2026	EA Art Society	EA Art Society
June 2026	Holland Tuesday Painters	Holland Tuesday Painters
July 2026	Impact Artist Group Roycrofters-at-Large Association	Impact Artist Group Roycrofters-at-Large Association
August 2026	Roycrofters-at-Large Association	Roycrofters-at-Large Association
September 2026	EA Art Society	EA Art Society
October 2026	EA Art Society	EA Art Society

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November 2026	EA Art Society Holland Tuesday Painters	EA Art Society Holland Tuesday Painters
December 2026	Holland Tuesday Painters	Holland Tuesday Painters

Education, Tech Training, Mtgs	Public—Name of Class & Date	Staff—Name of Class(es), Sponsor, Date (s), Employee(s)
January 2026	Book a Technology Trainer— 1/26/26 Easy Access Tech Consults (By Appointment)	Heather Cruz of Library Foundation Mtg – 1/9/2026 – Paula Ausberger & Alison Lawrence; Directors Mtg – 1/14/2026 – B&ECPL (Recording)
February 2026	Easy Access Tech Consults	Graphics Dept Mtg: Refreshing Signage— 2/4/2026 – Paula Ausberger & Alison Lawrence
March 2026	Book a Technology Trainer— 3/16/26 Easy Access Tech Consults (By Appointment)	WNY Rural Library Grant Application Introductory Program – Paula Ausberger & Haley Proios – WNYLRC – 3/4/2026 ACT Workshop – Paula Ausberger – B&ECPL – 3/21/2026; Directors Mtg – 3/30/2026 – B&ECPL (Recording)
April 2026	Easy Access Tech Consults (By Appointment) Book a Technology Trainer— 4/13/26 Easy Access Tech Consults (By Appointment)	Friends of the Library Mtg – 4/8/2026 – Paula Ausberger System Director Finalist Candidate Interviews – 4/28/2026 – Paula Ausberger
May 2026	Easy Access Tech Consults (By Appointment)	WYFY Grant Award Discussion, B&ECPL - 5/29/2025 – Paula Ausberger, Alison Lawrence, Alissa Steele
June 2026	Book a Technology Trainer— 6/8/26 Easy Access Tech Consults (By Appointment)	Ren Faire Castle Building Mtg with Ben Petryszak and Randy West – 6/5/2026 – Alison Lawrence & Paula Ausberger Ren Faire Castle Building Mtg with Ben Petryszak and Randy West – 6/8/2026 – Alison Lawrence WNY Rural Library Grant Program: So Now That You Have the Funding... How to Gather Your Stories Powered by Ralph C. Wilson Jr., WYLRC – 6/9/2026 – Paula Ausberger, Alison Lawrence, Haley Proios, Alissa Steele
July 2026	Book a Technology Trainer— 7/20/26 Easy Access Tech Consults (By Appointment)	Progress Meeting with Tammy Nunciato, WNYLRC – 7/22/2026 – Paula Ausberger
August 2026	Easy Access Tech Consults (By Appointment)	Makayla Carozollo, WIVB - TV Interview for WNY Rural Library Grant – 8/3/2026 – Paula

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		Ausberger Potential Teen Space Designers Mtgs – Paula Ausberger & Alison Lawrence: Millington Lockwood, INC. - August 13 Midcity Office Furniture - August 14 Buffalo Office, INC. – August 19
September 2026	Easy Access Tech Consults (By Appointment)	
October 2026	Book a Technology Trainer— 10/12/26 Easy Access Tech Consults (By Appointment)	Friends of the Library Mtg – 10/7/2026 – Paula Ausberger
November 2026	Easy Access Tech Consults (By Appointment)	
December 2026	Easy Access Tech Consults (By Appointment)	

Displays	Theme(s)
January 2026	Patron Picks & Staff Suggestions; Let's Investigate Some Mysteries (J-Fiction); Music History (j-Nonfiction); Snow Books (Picture Books); Let us Help you and Your New Year Fitness Goals; Cozy up with a Mystery...All that's Missing is You; Make something to keep you warm; International Holocaust Remembrance Day; Providence Farm Collective; Fantasy (Y Fiction)
February 2026	PBS Kids Writers Contest (J Fiction & J Non-Fiction); Celebrate Black History Month; Heart Health Awareness; Read a Romance Novel; Identity and Belonging (Y Fiction); Black History Month (J Fiction & J Non-Fiction)
March 2026	Patron Picks & Staff Suggestions; Who Is/Was She? (J Non-Fiction); Spring Gardening; Happy Pi Day; Women's History Month; Music (J Non-Fiction); Cats (Picture Books); Science Fiction (Y-Fiction)
April 2026	Patron Picks & Staff Suggestions; April Showers Bring Spring Flowers (j); Poetry Month (j Non-Fiction); Science Fiction (Y-Fiction); Earth Day; April is Poetry Month; Neurodiversity Awareness Month; May the 4 th Be with You (j Readers); Scholastic Watch & Learn (DVDs)
May 2026	Patron Picks & Staff Suggestions; Lupus Foundation of America Display; Star Wars - May the Bricks Be With You (j Readers); Celebrate Asian American and Pacific Islander Heritage Month (j Fiction); Bike Month; Bike Month (j Picture Books & Non-Fiction); Mental Health Awareness Month (Y Non-Fiction); Jewish American Heritage Month; Asian American & Pacific Islander Heritage Month; Hello May Flowers
June 2026	Patron Picks & Staff Suggestions; 250th Independence Day United States of America; Alzheimer's & Brain Awareness Month; LGBTQIA+ Pride Month; Summer Story Stacks (j Picture Books & Readers); Read with Pride! (Y-Fiction); Dinosaurs (j Readers); Local WWII Stories (EAMS LEAP Project); National Dairy Month; LEGO Club Dinosaurs (j Readers)
July 2026	Patron Picks & Staff Suggestions; Disability Pride Month (Y Fiction); Stars, Stripes & Stories (j Fiction & Non-Fiction); 250th United States of America; Start Your Adventure / Explore The

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	Space Around You; Turn Off The Oven; Local WWII Stories (EAMS LEAP Project)
August 2026	Patron Picks & Staff Suggestions; Cryptid Campout (J Fiction & Non-Fiction); Aurora Town Public Library Presents a Make Your Own Family Movie Night; Back To School; No Holiday...No Problem; Make Your Own Holiday; Aquarium Adventures! (J Readers & Non-Fiction); Tick Time Display in Partnership with the East Aurora Advertiser (J Picture Books)
September 2026	Patron Picks & Staff Suggestions; ¡Vamos a Leer! — Let's Read! (J Fiction & Non-Fiction); Aquarium Adventures! (J Readers & Non-Fiction); Twisted Tales (YA Fiction); Hispanic Heritage Month; Welcome Autumn; Are You Ready for Some Football?
October 2026	Patron Picks & Staff Suggestions;
November 2026	Patron Picks & Staff Suggestions;
December 2026	Patron Picks & Staff Suggestions;

Other Fundraisers	Money Raised
Annual Discard Sale	\$1,311.72 (After Taxes)
Hand-Painted Watering Cans Fundraiser (Friends)	\$194.00
Baubles & Bling	
Renaissance Faire Earring Fundraiser	\$44.00
Total Other Fundraiser Money	

Friends Ongoing Book Sale	Month	YTD
Dollar Amount (Pre-Tax)	\$342.00	\$2,757.00

Friends Pop-Up Sales	Month	YTD
Dollar Amount (Pre-Tax)	\$264.00	\$691.50

Friends T-Shirt Sales	Month	YTD
Dollar Amount (Pre-Tax)	\$50	\$200.00

Improvements / Repairs to the Library	Project	Funded / Work Done By
January 2026	New Children's Bench Cushions	ATPL (Donated by Ken Klocek)
February 2026	Caulk around base of public toilets Waste Management garbage truck knocked down wires attached to back of building – Claim open to repair/remove. Did not affect library service.	Town
March 2026	Cracked gutter repaired Loose wires cut down Fixed overflowing toilet Cleared main sewer line Fence repaired	Town

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April 2026	Capture the Flag Redux Table Tennis Hitster: The All American Edition Masterpiece: The Classic Art Auction Game Vestibule lock repaired Parking bumpers straightened	Donated by Ken Klocek Donated by Martha Buyer Town
May 2026	Bike Rack Installed Shed Siding Fixed	Town
June 2026	Fixed asphalt around main sewer line	Town
July 2026	Painted front & back steps Painted Railings Removed bookshelves & refinished wall	Town
August 2026	Moved book cases Fixed outside light New American Flag	Town
September 2026	Painted Doors & Back Porch	Town
October 2026		
November 2026		
December 2026		

Surveys	Results	Respondents
2026 Youth Library Programs Interest Survey For Youth & Young Adults, ages 10-25, and Parents/Caregivers in This Age Group (June 1 Through July 1)	See printed survey.	72



FREEDOM of INFORMATION LAW (FOIL) POLICY

This policy applies to the Aurora Town Public Library, a contracting member library of the Buffalo & Erie County Public Library.

I. Purpose and Scope

This Policy provides information about how members of the public can access records of the Aurora Town Public Library (ATPL). This Policy applies to the Aurora Town Public Library in East Aurora, NY.

The Aurora Town Public Library (ATPL or Library) will furnish to the public the information and records required to be disclosed by the New York State Freedom of Information Law (Article 6, Sections 84-90, of the Public Officers Law), and other applicable laws. FOIL allows members of the public the right to access government records, with certain exceptions. The full text of the FOIL law, guidance issued by the New York State Committee on Open Government, and other information about the law can be found on the Committee's website, <http://www.dos.ny.gov/coog/index.html>.

II. Designation of Records Access Officers

- A. The Library shall designate an appropriate employee or employees as "Records Access Officers" for the ATPL, and shall identify the Records Access Officers as such in materials available to the public.
- B. The records access officers are responsible for insuring that the ATPL appropriately responds to public requests for access to Library records. The designation of records access officers shall not be construed to prohibit other Library officials, including those who may have been authorized to make records or information available to the public in the past, from continuing to do so.

III. Requests for Public Access to ATPL Records

- A. All requests for records must be in writing, either in letter format or using the ATPL's FOIL Application Form. Requests can be:

- Mailed to the Records Access Officer(s) at the following address:

Aurora Town Public Library
Director's Office, Records Access Officer
550 Main Street
East Aurora, NY 14052;



- Faxed to (716) 655-5875; or

- E-mailed to the Records Access Officer at EAU@buffalolib.org.

B. All requests for access to records must include contact information of the requestor, including a telephone number and mailing address.

C. All requests must include a detailed description of the records that are being sought including, but not limited to, dates, titles, file designations, or any other information that will assist the ATPL in locating the requested records.

IV. B&ECPL Response to Requests for Public Records

A. Within five (5) business days of the receipt of a compliant written request, the ATPL will:

1. Make the record available to the requestor;

2. Furnish a written acknowledgement of the receipt of the request and a statement of the approximate date when the information will be made available; or

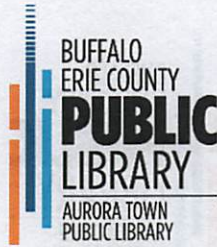
3. Deny access in writing, and state the basis for denying access.

B. A denial of access to any record will be sent in writing, and will summarize the reason for the denial, and provide information on how to appeal such denial.

C. If the ATPL does not respond to a request in accordance with Section IV.A, the request should be considered to have been denied.

V. Appealing a Denial of Access

A. All appeals of a denial of a request for an ATPL record must be submitted in writing within 30 days of the denied request, either in letter format or using the ATPL's FOIL Appeal Form. An appeal may be



1. Mailed to:

Aurora Town Public Library
Library Board President, FOIL Appeals Officer
550 Main Street
East Aurora, NY 14052;

2. Faxed to (716) 655-5875; or

3. E-mailed to the FOIL Appeals Officer at EAUeau@buffalolib.org

B. The ATPL's FOIL Appeals Officer shall be the Library Board President.

C. An appeal must include the date of the original FOIL request, a detailed description of the records that are being sought including but not limited to dates, titles, file designations, or any other information that will help the ATPL to find the requested records, and the reason provided for the denial.

D. The ATPL FOIL Appeals Officer will independently review the withheld records and the basis for withholding them. The ATPL FOIL Appeals Officer will respond in writing to the appealing party within ten (10) business days after the appeal is perfected with his or her determination as to whether the requested records were properly withheld or must be released.

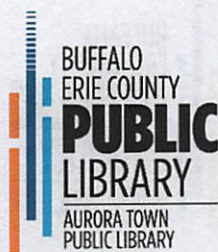
E. Copies of all appeals and the determinations will be sent by the ATPL to the Committee on Open Government pursuant to Section 89(4)(a) of the Public Officers Law.

VI. Fees

A. The ATPL reserves the right to charge the requestor for costs in accordance with Sections 87(1)(b)(iii) and 87(1)(b) and (c) of the Public Officers law.

B. There shall be no fee charged for merely inspecting or searching for records.

Adopted by the Aurora Town Public Library Board of Trustees on September 27, 2016,
Confirmed Oct 18, 2016. Amended September 28, 2021. [Revised September 28, 2026.](#)



**FREEDOM OF INFORMATION LAW (FOIL)
APPLICATION FOR PUBLIC ACCESS TO RECORDS**

This Form is for application to the Aurora Town Public Library.

MAIL TO: Director, Aurora Town Public Library
FOIL Records Access Officer
550 Main Street
East Aurora, NY 14052

I hereby apply to (1) inspect () OR (2) obtain a copy of () the following record:

Signature

Date

()

Print Name

Telephone

Representing

e-mail

Mailing Address

FOR AGENCY USE ONLY

Approved ()

Denied (for the reason(s) checked below)

() Confidential Disclosure

() Part of investigatory files

() Unwarranted invasion of personal privacy

() Record of which the Aurora Town Public Library is legal custodian cannot be found

() Record is not maintained by the Aurora Town Public Library

() Exempted by statute other than the Freedom of Information Act

() Other (Specify) _____

Signature

Date

Title

Received by

Date



APPEAL REQUEST FORM

This Form is for application to the Aurora Town Public Library.

MAIL TO: Aurora Town Public Library

Attn: Library Board President/, FOIL Appeals Officer FOIL Records Officer
550 Main Street
East Aurora, NY 14052

I hereby appeal:

Signature

Date

()

Print Name

Telephone

Representing

e-mail

Date of Original Request: _____

Records Requested:

Reason Provided for Denial:

FOR AGENCY USE ONLY

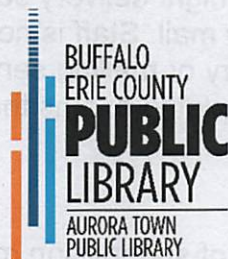
Denial Upheld ()

Signature: _____

Denial Reversed ()

Title: _____

Date: _____



Exam Proctoring Policy DRAFT

This policy applies to the Aurora Town Public Library, a contracting member library of the Buffalo & Erie County Public Library.

I. GENERAL INFORMATION

The Aurora Town Public Library (ATPL) supports our community's lifelong learning goals. The ATPL may proctor exams, subject to the availability of personnel and facility space. This policy establishes guidelines for exam proctoring and clarifies the Library's ability to accommodate this free service.

II. SCHEDULING

1. All proctoring must be requested a minimum of two weeks in advance by submitting a Request for Proctoring Services Form to eau@buffalolib.org. All requests must be reviewed and approved by the Director before being confirmed by the Senior Library Clerk. If you have any questions, please email eau@buffalolib.org or call (716) 652-4440.
2. Proctoring must be scheduled to begin no earlier than 10:30 a.m. and must be completed no later than 4:00 p.m.
3. Exams cannot last longer than three hours.
4. Examinations must be emailed to eau@buffalolib.org or received by the Library at 550 Main St., East Aurora, NY 14052, at least one business day before the exam. The ATPL is not responsible for mailed exams that do not arrive on time.
5. The ATPL will make every attempt to meet the needs of the student, but proctoring may be cancelled if the Library is closed due to inclement weather or other emergencies, including computer malfunctions or staffing shortages. The Library will not be held responsible for such cancellations.

III. EXAM CONDITIONS

1. The ATPL will provide monitoring, but cannot provide one-on-one proctoring or continuous, uninterrupted monitoring of exams. The Library will provide a space to take the exam, set up the exam, periodically monitor the student, keep track of the exam's time limit, and submit the exam file to the institution.
2. The ATPL cannot provide a locked or secured testing space.
3. The ATPL cannot guarantee the exam space will be quiet at all times. Library patrons are allowed access to the testing area during all open hours.
4. The ATPL is not responsible for any unforeseen technical difficulties, including test interruptions, due to loss of power or internet connection.

IV. RETURNING COMPLETED EXAMS

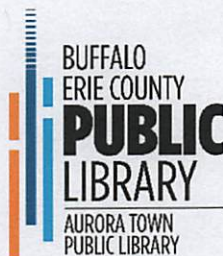
1. Completed exams will be scanned and emailed to the requested institutional email address unless otherwise specified. Receipt of scanned exams must be confirmed. The ATPL will securely shred the exam after acknowledgement of receipt or after 3 business days with no response.
2. If the exam must be returned through physical mail, the school or the student is responsible for providing a properly addressed return envelope with sufficient postage to reach the institution.

3. The Library is unable to provide overnight delivery service. Testing materials will be handled in the same manner as all other Library mail. Staff is not able to make special trips to the post office or arrange for pickup by delivery or mailing services.
4. The ATPL is not responsible for completed exams that do not reach the educational institution by the deadline date.

V. STUDENT RESPONSIBILITIES

1. Determine whether the ATPL's level of supervision matches the requirements of the institution.
2. Verify that the ATPL has received the test before the scheduled exam date.
3. Photo identification, such as a driver's license or school ID card, must be presented at the time that the exam is taken and must match the name on the exam materials.
4. Arrive within 15 minutes of the start of the exam with the necessary supplies and equipment.
5. Failure to arrive within 15 minutes of your appointment will result in ATPL withdrawing current and future proctoring services. Please contact eau@buffalolib.org in advance if you need to cancel or reschedule your appointment.

Adopted by the Aurora Town Public Library Board of Trustees on September 28, 2026.



REQUEST FOR PROCTORING SERVICES

All proctoring must be requested a minimum of two weeks in advance. All requests must be reviewed and approved by the Director before being confirmed by the Senior Library Clerk. Requests are subject to the availability of personnel and facility space.

STUDENT INFORMATION

Name: _____ Date: _____

Phone: _____ Email: _____

INSTITUTION INFORMATION

Institution Name: _____

Institution Address: _____

City/State: _____ Zip Code: _____

Contact Email: _____ Contact Person: _____

EXAM INFORMATION

Exam Name: _____ Proctoring Date(s) Requested: _____

Exam Length: _____

Exam Format: ☐ Physical ☐ Computer/Internet

Materials Permitted: ☐ Books ☐ Notes ☐ Calculator ☐ Other (Explain Below)

Return Service: ☐ Scan/Email ☐ Physical Mail (Addressed Envelope with Postage Required)

☐ I agree that I have read ATPL's *Exam Proctoring Policy* and agree to be bound by the terms of set forth therein. I understand I do not have approval for proctoring services until I receive a copy of this contract signed by the Library Director or Librarian-In-Charge.

Signature: _____ Date: _____

Library Use Only Application (circle one): Approved or Rejected.

Signed by: _____ Date: _____

Return to: Aurora Town Public Library, 550 Main Street, East Aurora, NY 14052
Email: eau@buffalolib.org Questions: (716) 652-4440