

GRAND ISLAND MEMORIAL LIBRARY

1715 BEDELL ROAD * GRAND ISLAND, NEW YORK 14072-1796 * 773-7124

**BOARD OF TRUSTEES REGULAR MEETING
THURSDAY, SEPTEMBER 5th, 2024 @ 4:00 PM
LIBRARY MEETING ROOM
AGENDA**

- I. Call to Order
- II. Minutes:
 - a. 7/18/24 Special Library Board Meeting
- III. Period for Public Expression (agenda items)
- IV. Financial Reports
- V. Claims Audit Abstract Report
- VI. Correspondence
- VII. Director's Report
 - a. Staffing Update
 - b. Library improvements
 - c. 2024 summer statistics
 - d. September-December 2024 Event Calendar
- VIII. Unfinished Business
 - a. Reading Garden
- IX. New Business
 - a. Children's area construction project proposal
 - b. Funding requests – fall programs
 - c. Policy reviews – discussion, pending approval of any updates
 - i. Gift Policy
 - ii. Ethics Policy
 - iii. Cooperation with Organizations and Agencies
- X. Period for Public Expression (any library related topic)

Next Regular Meeting: Thursday, November 4th, 2024

Adjournment

If you have additional agenda items, please contact Bridgette Heintz or Richard Crawford.

****Please RSVP Bridgette Heintz, 716-773-7124 if you can NOT make the meeting.**

GRAND ISLAND MEMORIAL LIBRARY
1715 Bedell Road*Grand Island, New York 14072-1796*773-7124

BOARD OF TRUSTEES SPECIAL MEETING
THURSDAY, JULY 18th, 2024 @ 4:00 PM
LIBRARY MEETING ROOM
DRAFT MINUTES

CALL TO ORDER: The meeting was called to order by President Crawford at 4:04 PM.

ROLL CALL: Present were:

President Richard Crawford
Vice President Jill Banaszak
Secretary Agnes Becker

Treasurer Pat Rizzuto
Library Director Bridgette Heintz
Trustee Russ Person

MINUTES

Trustee Banaszak made a motion to approve the minutes of the May 24, 2024 meeting with a correction that the next meeting is September 12. Trustee Rizzuto seconded the motion. Motion approved 5-0.

PERIOD FOR PUBLIC EXPRESSION

No speakers came forward.

FINANCIAL REPORTS

Moved to next regular meeting.

CLAIMS AUDIT ABSTRACT REPORT

Moved to next regular meeting.

CORRESPONDENCE

Moved to next regular meeting.

DIRECTOR'S REPORT

Moved to next regular meeting.

UNFINISHED BUSINESS

Moved to next regular meeting.

NEW BUSINESS

a. 2024 BECPL Contract

Following a discussion of the 2024 Contract and a reading of the resolution to approve the Contract, the 2024 Contract was approved by role call vote, 5 ayes, 0 nays.

PERIOD FOR PUBLIC EXPRESSION

Trustee Banaszak questioned the status of a BBQ dinner fundraiser for the Reading Garden. Director Heintz responded that there will not be one this year.

Trustee Person made a motion to adjourn the meeting at 4:22. Trustee Banaszak seconded the motion. Motion approved 5-0.

Next regular meeting: Thursday, September 5, 2024. (This is a change.)

GRAND ISLAND MEMORIAL LIBRARY COUNTY FUNDS FINANCIAL REPORT

MAY-AUGUST 2024

Deposits

5/1/2024	Fines & Printing	\$249.85	
5/31/2024	Fines & Printing	\$145.50	Total May Deposits: \$395.35
6/27/2024	Fines & Printing	\$153.15	Total June Deposits: \$153.15
7/31/2024	Fines & Printing	\$222.94	Total July Deposits: \$222.94
8/30/2024	Fines & Printing	\$217.30	Total August Deposits: \$217.30

Total Deposits May-August: \$988.74

Disbursements

5/1/2024	NC51: Amazon - summer scavenger hunt prizes. Funds transferred to PVT/Local 6/4/24. CC paid 6/4/24.	\$198.37	
5/3/2024	NC52: USPS - postage stamps	\$199.92	
5/3/2024	NC53: Amazon - fluorescent light covers and color labels. Total \$247.32. Labels and 3 of the covers: \$91.42 - funds transferred to PVT/Local and cc paid 6/4/24 for this portion. Last 5 covers: \$155.90 - has not posted yet to bank as of 6/4/24	\$91.42	Total May Disbursements: \$489.71
6/7/2024	NC54: Bridgette Heintz - mileage	\$88.44	
6/7/2024	NC55: Elizabeth Schultz - mileage	\$16.88	
6/7/2024	NC56: Donald Klein - mileage	\$35.91	
6/7/2024	NC57: Carly Spatar - mileage	\$35.24	Total June Disbursements: \$176.47
7/2/2024	N58: Amazon - funds to cover 7/2/24 order - changing station liners, letters for rolling signs, rolling cart	\$174.92	Total July Disbursements: \$174.92
8/14/2024	N59: Town of GI - water/sewer 4/16/24-7/15/24	\$105.85	Total August Disbursements: \$105.85

Total Disbursements May-August: \$946.95

Balance County Funds

5/31/2024	\$1,340.37
6/30/2024	\$1,242.51
7/31/2024	\$1,273.65
8/31/2024	\$1,385.10

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: GRAND ISLAND MEMORIAL LIBRARY

MONTH: Sep-24

SAP Acct.	Description	Adopted Budget	Budget Transfers	Year-to-Date Expenditures	Available Budget	Projected Utilization at 12/31	Projected Variance at 12/31	Comments
500000	Salaries - Full-time	0	0	0	0	0	0	
502000	Fringe Benefits	0	0	0	0	0	0	
Utility Charges:								
515000	Water	200	0	109	91		200	
515000	Sewer	250	0	162	88		250	
515000	Telephone - Maintenance	0	0	0	0		0	
510200	Dues and Fees	600	0	95	505		600	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	1,500	0	822	678		1,500	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	450	0	176	274		450	
530000	Other Expenses & Charges	700	0	757	(57)		700	
530000	Contingency (Bullet Aid)	0	0	0	0		0	
	TOTAL EXPENSES	3,700	0	2,121	1,579	0	3,700	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	100	0	60	40			
Copy Machines	0	0	0	0			
Print Cost Recovery	1,700	0	1,497	203			
Other Income	0	0	26	(26)			Other income: usb drives/headphones
State Funding	0	0	0	0			
Municipal Support	0	0	0	0			
Donations (priv. persons/foundations)	0	0	0	0			
Fundraising (events/booksales)	0	0	0	0			
Interest Income	0	0	0	0			
Misc Income	0	0	0	0			
Use of Fund Balance	0	0	0	0			
TOTAL DIRECT INCOME	1,800	0	1,583	217	0	0	

GRAND ISLAND MEMORIAL LIBRARY PRIVATE/LOCAL FUNDS FINANCIAL REPORT

MAY-AUGUST 2024

Balance Private/Local Checking Account

5/31/2024	\$28,667.44
6/30/2024	\$28,739.85
7/31/2024	\$27,183.53
8/31/2024	\$25,883.37

Deposits Private/Local Checking

5/7/2024	4/18/24-4/20/24 Bake Sale proceeds (Richard Earne Memorial Reading Garden)	\$222.00	
5/7/2024	Reading Garden donations: Beis (\$100), Paint Can (\$20.31), Bottle Returns (\$7.90)	\$128.21	
5/17/2024	Reimbursement from Town for 4 touchless faucets for public restrooms	\$1,549.48	
5/17/2024	Donation from Cinderella Isle Garden Club for Reading Garden	\$500.00	
	reimbursement from the Town for scotts turf mini seed spreader purchase made via		
5/31/2024	Amazon on 5/3/24	\$44.34	Total May Deposits: \$2444.03
6/2/2024	**Uchoose Rewards credits used: \$120.00. Put toward cc balance on 6/2/24.**		
	transfer from county to cover labels and 3 light covers: purchased from Amazon 5/3/24		
6/4/2024	(confirmation #14306273)	\$91.42	
6/7/2024	Friends: reimbursement for summer raffle prizes (Amazon order 5/16/24)	\$361.15	
	Friends: reimbursement for plexiglass for art frames and wooden spoons for the 7/8/24		
6/13/2024	ice cream social. Amazon order placed 6/5/24 and 6/6/24.	\$78.57	
6/24/2024	Women's Club of Grand Island - Reading Garden donation (check #3198)	\$1,000.00	Total June Deposits: \$1531.14
	transfer from county to cover changing station liners, letters for rolling signs, rolling cart		
7/2/2024	- Amazon order on 7/2/24.	\$174.92	Total July Deposits: \$174.92
			Total August Deposits: \$0
	TOTAL Deposits May-August:	\$4,150.09	

Disbursements Private/Local Checking

	N185: Amazon - scotts turf mini seed spreader - voucher submitted to Town for		
5/3/2024	reimbursement 5/3/24. \$44.34. CC paid 6/4/24. Uchoose rewards credits used.		
	N186: NYS Parks - 2 Empire Passes for 2024 season. \$160.00 total. CC paid 6/4/24.		
5/11/2024	\$34.67 in Uchoose rewards used toward balance.	\$125.33	
	N187: Amazon - Bocce Set for library of things (2023 Tower - Adult). \$40.99. CC paid		
5/11/2024	6/4/24. Uchoose rewards credits used.		
5/16/2024	N188: Amazon - Summer Raffle prizes (Friends to reimburse). CC paid 6/4/24.	\$361.15	
5/30/2024	N184: Adele Upton - water color irises program on 5/30/24 (2023 Tower - Adult)	\$50.00	Total May Disbursements: \$656.48
	N189: Amazon - plexiglass sheets for school art show frames (Friends to reimburse).		
6/5/2024	Cc paid 6/13/24.	\$66.58	

6/6/2024	N190: Amazon - wooden ice cream spoons for 7/8/24 ice cream social (Friends to reimburse). Cc paid 6/13/24.	\$11.99	
6/6/2024	N191: Amazon - monarch butterfly mosaic poster for summer programming (2023 Tower - youth). Cc paid 6/13/24.	\$41.99	
6/12/2024	N196: Northwest Bank - Deluxe - two packs of checks for pvt/local account	\$61.00	
6/17/2024	N197: Oriental Trading Company - summer 2024 craft order (Tower - Youth)	\$695.24	
6/20/2024	N193: Elizabeth Bauld, The Storybook Cook - Side Dishes for All Seasons Cooking Demo on 6/20/24	\$245.00	
6/26/2024	N192: Adele Upton - second water color irises program on 6/26/24 (2023 Tower - Adult)	\$50.00	Total June Disbursements: \$1171.80
7/8/2024	N198: Buffalo Zoo - world safari presentation + special event on 7/8/24 (Tower - Youth)	\$341.08	
7/9/2024	N204: Amazon - changing station liners, letters for rolling signs, rolling cart. **\$59.98 credited back to cc by Amazon on 7/10/24 for returned rolling cart which was received damaged.** (funds transferred from county operating)	\$174.92	
7/10/2024	N194: Elizabeth Bauld, The Storybook Cook - Tween/Teen Iron Chef Challenge program on 7/10/24 (Tower - Youth)	\$195.00	
7/19/2024	N203: Barb's Book Buddies program on 7/19/24 (Tower - Youth)	\$100.00	
7/26/2024	N199: Sprouts NY LLC - Miss Melissa's Sprouts program on 7/26/24 (Tower - Youth)	\$150.00	Total July Disbursements: \$961.00
8/6/2024	N202: Earth Spirit - Nature Detectives program on 8/6/24 (Tower - Youth)	\$200.00	
8/7/2024	N200: Thomas Fox - Manga Workshop on 8/7/24 (Tower-Youth)	\$125.00	
8/9/2024	N201: Explore & More - Big Builders program (Dino Bone Painting) on 8/9/24 (Tower-Youth)	\$300.00	
8/13/2024	N195: Buffalo Museum of Science - What's the Matter Assembly program on 8/13/24 (Tower - Youth)	\$392.16	
8/16/2024	N205: Britany Zastrow - WNY Tiny Petting Zoo program on 8/16/24 (Tower-Youth)	\$250.00	
8/26/2024	N206: Cinderella Isle Garden Club - 3 mums for library from their mum fundraiser	\$33.00	Total August Disbursements: \$1,300.16
	TOTAL Disbursements May-August:	<u>\$3,969.44</u>	

Balance Money Market Account

5/31/2024	\$134,924.98	
6/30/2024	\$135,171.60	
7/31/2024	\$135,426.91	
8/31/2024	\$135,682.70	Total May-August Disbursements: \$0

Deposits Money Market Account

5/31/2024 interest	\$254.37	
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6/30/2024 interest	\$246.62
7/31/2024 interest	\$255.31
8/31/2024 interest	\$255.79
TOTAL:	<u>\$1,012.09</u>

TOWN OF GRAND ISLAND

Expense Ledger

Fiscal Year: 2024 Period From: 1 To: 12 Trans. Date From: To:

Account No. Date	Vendor Code	Description Vendor Name/Description	PO No. / Trans No.	Voucher No.	Check No.	YTD Appropriation	Req/Enc	Expenditure	YTD Unencumb
Fund 001		GENERAL FUND							
Item 0408		DUES & SUBSCRIPTIONS							
001.7410.0408		DUES & SUBSCRIPTIONS.LIBRARY				100.00			100.00
Total Item 0408		DUES & SUBSCRIPTIONS				100.00	0.00	0.00	100.00
Item 0412		TRAINING & EDUCATION							
001.7410.0412		TRAINING & EDUCATION.LIBRARY				300.00			300.00
Total Item 0412		TRAINING & EDUCATION				300.00	0.00	0.00	300.00
Item 0422		REP/MAIN. BLDGS. & GROUNDS							
001.7410.0422		REP/MAIN. BLDGS. & GROUNDS.LIBRARY				22,995.00			
01/16/24	0000000207	JOHN W DANFORTH CO. PLANNED MAINTENANCE 12/1/23- 2/29/24		144165	57850		0.00	493.00	
01/16/24	0001001262	GREAT LAKES EXTERMINATING OF WNY COMMERICAL RODENT SERVICE FEE		144205	57933		0.00	65.00	
02/15/24	0001001262	GREAT LAKES EXTERMINATING OF WNY COMMERICAL RODENT SERVICE - MONTHLY FEE		144498	58132		0.00	65.00	
03/18/24	0000039750	GUI'S LUMBER FEBRUARY PURCHASES- LIBRARY		144719	58286		0.00	31.97	
03/18/24	0001001262	GREAT LAKES EXTERMINATING OF WNY RODENT MONTHLY FEE -		144806	58350		0.00	65.00	
04/01/24	0001001162	MARTY'S SEAL COATING, LLC 50% DEPOSIT FOR PARKING LOT SEALING/STRIPING		144886	58413		0.00	2,497.50	
04/15/24	0000000207	JOHN W DANFORTH CO. PLANNED MAINTENANCE 3/1/24- 5/31/24		144917	58435		0.00	493.00	
04/15/24	0000032993	FIRE SAFETY SYSTEMS, INC. ANNUAL FIRE ALARM SYSTEM TESTING		144943	58461		0.00	200.00	
05/06/24	0000038570	GRAINGER LIGHT BULD ORDER PART 1		145137	58579		0.00	124.74	
05/06/24	0000038570	GRAINGER LIGHT BULB ORDER PART 2		145138	58579		0.00	45.36	
05/06/24	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSEMENT FOR AQUASENSE CENTERSET SENSOR FAUCET		145144	58580		0.00	1,549.48	

TOWN OF GRAND ISLAND

Expense Ledger

Fiscal Year: 2024 Period From: 1 To: 12 Trans. Date From: To:

Account No. Date	Vendor Code	Description Vendor Name/Description	PO No. / Trans No.	Voucher No.	Check No.	YTD Appropriation	Req/Enc	Expenditure	YTD Unencumb
Fund 001		GENERAL FUND							
Item 0422		REP/MAIN. BLDGS. & GROUNDS							
001.7410.0422		REP/MAIN. BLDGS. & GROUNDS.LIBRARY				22,995.00			
05/06/24	0001000989	HD SUPPLY FACILITIES MAINTENANCE, LTD FAUCET		145229	58633		0.00	66.32	
05/06/24	0001001093	RJM CONTRACTING & PLUMBING, INC. SNACK 2 SETS OF SINKS		145234	58638		0.00	340.00	
05/06/24	0001001262	GREAT LAKES EXTERMINATING OF WNY COMMERICAL RODENT SERVICE		145253	58651		0.00	65.00	
05/16/24	0000039750	GUI'S LUMBER APRIL PURCHASES - LIBRARY		145310	58692		0.00	165.75	
05/16/24	0000039750	GUI'S LUMBER APRIL PURCHASES - LIBRARY		145310	58692		0.00	(165.75)	
05/20/24	0000039750	GUI'S LUMBER APRIL PURCHASES - LIBRARY		145310	58692		0.00	165.75	
05/20/24	0001001262	GREAT LAKES EXTERMINATING OF WNY MONTHLY COMMERICAL RODENT SERVICE		145395	58746		0.00	65.00	
05/20/24	0001001262	GREAT LAKES EXTERMINATING OF WNY ANT SERVICE		145396	58746		0.00	195.00	
06/03/24	0001001162	MARTY'S SEAL COATING, LLC REMAINDER OF PYMT OWED FOR SEALING PARKING LOT		145515	58830		0.00	2,497.50	
06/17/24	0001001262	GREAT LAKES EXTERMINATING OF WNY SERVICE EXT RODENT BAIT STATIONS		145655	58930		0.00	65.00	
07/01/24	0000000207	JOHN W DANFORTH CO. PLANNED MAINTENANCE 6.1.2024- 8.31.2024		145690	58953		0.00	493.00	
07/01/24	0000010120	ACE FLAG CO INC FLAG POLE SERVICE		145709	58968		0.00	812.89	
07/15/24	0000000207	JOHN W DANFORTH CO. SERVICE - CONDENSER DAMPERS DEFECTIVE		145853	59070		0.00	325.00	
07/15/24	0000000207	JOHN W DANFORTH CO. SERVICE - UNIT 1, UNIT 2		145854	59070		0.00	1,288.45	
07/15/24	0001001262	GREAT LAKES EXTERMINATING OF WNY RODENT SERVICE		145958	59140		0.00	65.00	
08/21/24	0000028460	DOBMEIER JANITOR SUPPLY RUG CLEANER FIRE SAFETY SYSTEMS, INC.		146189	59300		0.00	63.21	

TOWN OF GRAND ISLAND

Expense Ledger

Fiscal Year: 2024 Period From: 1 To: 12 Trans. Date From: To:

Account No. Date	Vendor Code	Description Vendor Name/Description	PO No. / Trans No.	Voucher No.	Check No.	YTD Appropriation	Req/Enc	Expenditure	YTD Unencumb
Fund 001		GENERAL FUND							
Item 0422		REP/MAIN. BLDGS. & GROUNDS							
001.7410.0422		REP/MAIN. BLDGS. & GROUNDS.LIBRARY				22,995.00			
08/21/24	0000032993	SERVICE - REPLACED CAMERA		146194	59303		0.00	840.00	
08/21/24	0001001262	GREAT LAKES EXTERMINATING OF WNY COMMERICAL RODENT SERVICE		146282	59362		0.00	65.00	
Total Item 0422		REP/MAIN. BLDGS. & GROUNDS				22,995.00	0.00	13,042.17	9,952.83
Item 0434		LANDSCAPING MATERIALS							
001.7410.0434		LANDSCAPING MATERIALS.LIBRARY				300.00			
05/16/24	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSEMENT FOR AMAZON PURCHASE - SPREADER		145309	58691		0.00	44.34	
05/16/24	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSEMENT FOR AMAZON PURCHASE - SPREADER		145309	58691		0.00	(44.34)	
05/20/24	0000038600	GRAND ISLAND MEMORIAL LIBRARY REIMBURSEMENT FOR AMAZON PURCHASE - SPREADER		145309	58691		0.00	44.34	
Total Item 0434		LANDSCAPING MATERIALS				300.00	0.00	44.34	255.66
Grand Total						23,695.00	0.00	13,086.51	10,608.49

NOTE: One or more accounts may not be printed due to Account Table restrictions.

Abstract of Audited Vouchers for Private/Local Checking Account (Northwest -N)

Grand Island Memorial Library

Date of Audit: 5/16/24 May 2024 Total Claims (# of invoices): 3

I certify that the invoices listed on this abstract were audited by the Grand Island Memorial Library Board member appointed as Claims Auditor and allowed to be paid to the claimants in the amounts shown.

This abstract was reviewed by the Grand Island Memorial Library Board of Trustees at a regular/special board meeting on the date noted below.

Date Authorizing Official

Invoices

GIML Invoice Tracking #	Claimant	Amount	Check #	Date
N186	NYS Parks: 2 Empire Passes for 2024 Season (2023 Tower –Adult)	\$160.00	cc	5/11/24
N187	Amazon: Bocce Set for Library of Things (2024 Tower – Adult)	\$40.99	cc	5/11/24
N188	Amazon: Summer Raffle prizes (Friends to reimburse)	\$361.15	cc	5/16/24

Total: \$562.14

Abstract of Audited Vouchers for County Checking Account (Northwest County Acct – NC)

Grand Island Memorial Library

Date of Audit: 6/11/24 June 2024 Total Claims (# of invoices): 4

I certify that the invoices listed on this abstract were audited by the Grand Island Memorial Library Board member appointed as Claims Auditor and allowed to be paid to the claimants in the amounts shown.

This abstract was reviewed by the Grand Island Memorial Library Board of Trustees at a regular/special board meeting on the date noted below.

Date Authorizing Official

Invoices

GIML Invoice Tracking #	Claimant	Amount	Check #	Date
NC54	Bridgette Heintz: mileage	\$88.44	144	6/7/24
NC55	Elizabeth Schultz: mileage	\$16.88	145	6/7/24
NC56	Donald Klein: mileage	\$35.91	146	6/7/24
NC57	Carly Spatar: mileage	\$35.24	147	6/7/24

Total: \$176.47

Abstract of Audited Vouchers for Private/Local Checking Account (Northwest -N)

Grand Island Memorial Library

Date of Audit: 6/11/24 June 2024 Total Claims (# of invoices): 4

I certify that the invoices listed on this abstract were audited by the Grand Island Memorial Library Board member appointed as Claims Auditor and allowed to be paid to the claimants in the amounts shown.

This abstract was reviewed by the Grand Island Memorial Library Board of Trustees at a regular/special board meeting on the date noted below.

Date Authorizing Official

Invoices

GIML Invoice Tracking #	Claimant	Amount	Check #	Date
N189	Amazon: plexiglass sheets for school art show frames (Friends to reimburse)	\$66.58	cc	6/5/24
N190	Amazon: wooden ice cream spoons for 7/8/24 ice cream social (Friends to reimburse)	\$11.99	cc	6/6/24
N191	Amazon: monarch butterfly mosaic poster for summer programming (2023 Tower - youth)	\$41.99	cc	6/6/24
N192	Adele Upton: second water color irises program on 6/26/24 (2023 Tower - Adult)	\$50.00	3217	6/26/24

Total: \$170.56

Abstract of Audited Vouchers for Private/Local Checking Account (Northwest -N)

Grand Island Memorial Library

Date of Audit: 6/13/24 June 2024 Total Claims (# of invoices): 3

I certify that the invoices listed on this abstract were audited by the Grand Island Memorial Library Board member appointed as Claims Auditor and allowed to be paid to the claimants in the amounts shown.

This abstract was reviewed by the Grand Island Memorial Library Board of Trustees at a regular/special board meeting on the date noted below.

Date Authorizing Official

Invoices

GIML Invoice Tracking #	Claimant	Amount	Check #	Date
N193	Elizabeth Bauld, The Storybook Cook - Side Dishes for All Seasons Cooking Demo on 6/20/24	\$245.00	3218	6/20/24
N194	Elizabeth Bauld, The Storybook Cook - Tween/Teen Iron Chef Challenge program on 7/10/24	\$195.00	3219	7/10/24
N195	Buffalo Museum of Science - What's the Matter Assembly program on 8/13/24	\$392.16	3220	8/13/24

Total: \$832.16

Abstract of Audited Vouchers for Private/Local Checking Account (Northwest -N)

Grand Island Memorial Library

Date of Audit: 6/13/24 June 2024 Total Claims (# of invoices): 1

I certify that the invoices listed on this abstract were audited by the Grand Island Memorial Library Board member appointed as Claims Auditor and allowed to be paid to the claimants in the amounts shown.

This abstract was reviewed by the Grand Island Memorial Library Board of Trustees at a regular/special board meeting on the date noted below.

Date Authorizing Official

Invoices

GIML Invoice Tracking #	Claimant	Amount	Check #	Date
N196	Northwest Bank/Deluxe: two packs of checks for the pvt/local account	\$61.00	Bank withdrawal from acct.	6/11/24

Total: \$61.00

Abstract of Audited Vouchers for Private/Local Checking Account (Northwest -N)

Grand Island Memorial Library

Date of Audit: 6/26/24 June 2024 Total Claims (# of invoices): 7

I certify that the invoices listed on this abstract were audited by the Grand Island Memorial Library Board member appointed as Claims Auditor and allowed to be paid to the claimants in the amounts shown.

This abstract was reviewed by the Grand Island Memorial Library Board of Trustees at a regular/special board meeting on the date noted below.

Date _____ Authorizing Official _____

Invoices

GIML Invoice Tracking #	Claimant	Amount	Check #	Date
N197	Oriental Trading Company – Summer 2024 craft order (Tower – Youth)	\$695.24	3221	6/17/24
N198	Buffalo Zoo - World Safari presentation + special event on 7/8/24 (Tower - Youth)	\$341.08	3222	7/8/24
N199	Sprouts NY LLC – Miss Melissa’s Sprouts program on 7/26/24 (Tower – Youth)	\$150.00	3223	7/26/24
N200	Thomas Fox – Manga workshop on 8/7/24 (Tower – Youth)	\$125.00	3224	8/7/24
N201	Explore & More – Big Builders program (Dino Bone Painting) on 8/9/24 (Tower – Youth)	\$300.00	3225	8/9/24
N202	Earth Spirit – Nature Detectives program on 8/6/24 (Tower – Youth)	\$200.00	3226	8/6/24
N203	Barb’s Book Buddies – camping program on 7/19/24 (Tower – Youth)	\$100.00	3227	7/19/24

Total: \$1,911.32

Abstract of Audited Vouchers for Private/Local Checking Account (Northwest -N)

Grand Island Memorial Library

Date of Audit: 7/18/24 July 2024 Total Claims (# of invoices): 2

I certify that the invoices listed on this abstract were audited by the Grand Island Memorial Library Board member appointed as Claims Auditor and allowed to be paid to the claimants in the amounts shown.

This abstract was reviewed by the Grand Island Memorial Library Board of Trustees at a regular/special board meeting on the date noted below.

Date Authorizing Official

Invoices

GIML Invoice Tracking #	Claimant	Amount	Check #	Date
NC204	Amazon: changing station liners, letters for rolling signs, rolling cart. CC paid off.	\$174.92	cc	7/9/24
NC205	WNY Tiny Petting Zoo program on 8/16/24 (Tower – Youth)	\$250.00	3228	8/16/24

Total: \$423.08

Abstract of Audited Vouchers for County Checking Account (Northwest County Acct – NC)

Grand Island Memorial Library

Date of Audit: 7/18/24 July 2024 Total Claims (# of invoices): 1

I certify that the invoices listed on this abstract were audited by the Grand Island Memorial Library Board member appointed as Claims Auditor and allowed to be paid to the claimants in the amounts shown.

This abstract was reviewed by the Grand Island Memorial Library Board of Trustees at a regular/special board meeting on the date noted below.

Date Authorizing Official

Invoices

GIML Invoice Tracking #	Claimant	Amount	Check #	Date
N58	Amazon: changing station liners, letters for rolling signs, rolling cart (funds transferred to PVT to pay off cc)	\$174.92	transfer	7/2/24

Total: \$174.92

Abstract of Audited Vouchers for County Checking Account (Northwest County Acct – NC)

Grand Island Memorial Library

Date of Audit: 7/26/24 July 2024 Total Claims (# of invoices): 1

I certify that the invoices listed on this abstract were audited by the Grand Island Memorial Library Board member appointed as Claims Auditor and allowed to be paid to the claimants in the amounts shown.

This abstract was reviewed by the Grand Island Memorial Library Board of Trustees at a regular/special board meeting on the date noted below.

Date Authorizing Official

Invoices

GIML Invoice Tracking #	Claimant	Amount	Check #	Date
N59	Town of GI: water/sewer 4/16/24-7/15/24	\$105.85	148	7/23/24

Total: \$105.85

Abstract of Audited Vouchers for Private/Local Checking Account (Northwest -N)

Grand Island Memorial Library

Date of Audit: 8/28/24 August 2024 Total Claims (# of invoices): 3

I certify that the invoices listed on this abstract were audited by the Grand Island Memorial Library Board member appointed as Claims Auditor and allowed to be paid to the claimants in the amounts shown.

This abstract was reviewed by the Grand Island Memorial Library Board of Trustees at a regular/special board meeting on the date noted below.

Date Authorizing Official

Invoices

GIML Invoice Tracking #	Claimant	Amount	Check #	Date
N205	Cinderella Isle Garden Club: mums for library	\$33.00	3229	8/26/24
N206	Stephanie Pritchard: Battle of the Books expenses	\$28.92	3230	8/26/24
N207	Marie Volpe-Bailey: Battle of the Books expenses	\$63.86	3231	8/26/24

Total: \$125.78

Grand Island Memorial Library Board Meeting

September 5th, 2024 @ 4:00 pm

Library Meeting Room

Director's Report

Minutes

- Special Library Board meeting 7/18/24

Financial Report

Claims Audit

- 10 audits

Correspondence

Director's Report

- Staffing update: our newest Page, Colin Morgan, began on 8/10/24
- Parking Lot drain will be scheduled this fall to be fixed. Vendor – Bull's Concrete
- 2024 Summer report (7/8/24 – 8/29/24)
 - # Programs: 83 (includes staff run, presenter/performer, and passive programs)
(72 programs in 2023 which included tutoring sessions. 134 tutoring sessions in 2024)
 - Ages 0-5 34 programs (30 in 2023) 928 attendance
 - Ages 6-11 17 programs (12 in 2023) 1,837 attendance
 - Teen 10 programs (23 in 2023 – tutoring sessions were counted that year)
126 attendance
 - Adult 22 programs (7 in 2023) 197 attendance
 - Total Program attendance: 3,088 (2,436 in 2023)
 - Visitor count: 10,215 (10,127 in 2023)
 - Circulation total: 22,789 (26,591 in 2023 which was in house and automatic renewals combined)
 - 2024 in house circ: 12,498
 - 2024 automatic renewals: 10,291
- September-December 2024 Event Calendar - see handout
- The following meetings/trainings were attended by Director Heintz May through August:
 - 5/4/24 – ACT meeting @ Grand Island Library
 - 5/8/24 – BECPL Manager/Director meeting @ West Seneca Library with fire extinguisher training
 - 5/15/24 – Friends of the GIML Annual Meeting @ Grand Island Library
 - 5/16/24 – GIML Library Board Meeting/Reading Garden Meeting @ Grand Island Library
 - 5/21/24 – BECPL Library Grant committee meeting via Zoom
 - 6/5/24 – Friends of GIML regular meeting @ Grand Island Library
 - 6/26/24 – Battle of the Books informational meeting via Zoom
 - 7/9/24 – BECPL System budget overview with BECPL Admin via Zoom
 - 7/18/24 – GIML Special Library Board meeting @ Grand Island Library

Unfinished Business

- Reading Garden
 - Set up another committee meeting to discuss landscaping quotes for Phase II. Will pursue more quotes after Labor Day when their busy season wraps up.

New Business

- Children's area construction project proposal – see handout
- Funding requests for Fall 2024 – funding source: Tower Funds
 - Adult programming budget request: \$500
 - Youth services programming budget request: \$2,050 (see handout)
- Policy reviews – discussion, pending approval of any updates
 - Gift Policy
 - Ethics Policy
 - Cooperation with Organizations and Agencies

Period for Public Expression (any library related topic)

- Regular hours resumed this week. First open Saturday is September 7th.
 - Mondays Closed
 - Tuesdays 9:30-8
 - Wednesdays 9:30-8
 - Thursdays 9:30-8
 - Fridays 9:30-5
 - Saturdays 9:30-5
 - Sundays Closed
- 2024 Battle of the Books update – Grand Island's team won!

Respectfully submitted,
Bridgette Heintz

GRI Events September-December 2024 – as of 8/26/24

TBD = to be determined. Either a change to the program is in the works, or a funding request is pending.

Working document. More to be added.

Ongoing

Book Club: meets monthly – Tuesdays at 6:00 pm

9/10/24 Becoming by Michelle Obama

10/8/24 The Ocean at the End of the Lane by Neil Gaiman

11/12/24 West with Giraffes by Lynda Rutledge

12/10/24 The Guest List by Lucy Foley

Read to a Dog (SPCA Therapy Dogs): once a month on Saturdays 1:00-3:00 pm

9/14/24, 10/12/24, 11/9/24 & 12/14/24

Preschool Story Time (ages 3-5 years): Tuesdays 10:00-10:45 am

Session 1: 10/1/24, 10/8/24, 10/15/24, 10/22/24

Session 2: 11/19/24, 11/26/24, 12/3/24 & 12/10/24

Itty Bitty Story Time (ages 0-2 years): Thursdays 10:00-10:30 am

Session 1: 10/3/24, 10/10/24, 10/17/24 & 10/24/24

Session 2: 11/21/24, 12/5/24, 12/12/24 & 12/19/24

Lego: once a month on Saturdays 1:00 - 2:00 pm

9/7/24, 10/5/24, 11/2/24 & 12/7/24

Senator Ryan Outreach (info table in the lobby): one Tuesday/month 10am-2 pm

9/10/24, 10/8/24, 11/12/24 & 12/10/24

Outreach

Carly: Kiddos Korner Daycare – one Friday/month 10-11:30 am

(3 groups: 2, 3 & 4 year olds)

9/13/24, 10/4/24, 11/1/24 & 12/6/24

Jack and Jill Preschool – one Tuesday/month 10-11 am

9/10/24, 10/8/24, 11/5/24 & 12/10/24

St. Timothy's Preschool – one Friday/month 10-10:45am

9/20/24, 10/18/24, 11/15/24 & 12/20/24

Just For Kids afterschool program

Kaegebein: **Dates TBD**

Bridgette: Golden Age Center – one Friday/month 11:00 am-12:30 pm

Dates TBD 9/6/24, 10/4/24, 11/1/24 & 12/13/24

September

9/7/24 Book a Technology Trainer (Sat. from 11am-5pm)

9/18/24 Traditional Chinese Mah Jongg (Wed. 6-8pm)
9/20/24-9/21/24 Discard Book Sale
9/26/24 Nutrition class and cooking demo #1 (Thurs. 5:30-8pm)

October

10/2/24 Medicare 101 (Wed. 6pm)
10/5/24 Pumpkin craft workshop (adults) (Sat. 2:30 pm)
10/16/24 Local author: Peter Talty (Wed. 6:30pm)
10/19/24 Trunk or Treat (Sat. 1pm)
10/24/24 Local author: Brian Hayden (Thurs. 6:30pm)
10/25/24 Miss Melissa's Sprouts (Fri. 1pm)
10/30/24 Nutrition class and cooking demo #2 (Wed. 5:30-8pm)

November

11/5/24 Election Day: polling location (Tues. 6am-9pm)
11/7/24-11/9/24 Donated Book Sale

December

12/13/24 Miss Melissa's Sprouts (Fri. 1pm)

Holidays:

9/2/24 Labor Day
11/11/24 Veterans Day
11/28/24 Thanksgiving
12/24/24 Christmas Eve (non-county holiday)
12/25/24 Christmas

Early closings:

10/31/24: Halloween – closing at 5pm
12/31/24: New Year's Eve – closing at 5pm

Regular hours resume 9/3/24. First Saturday open is 9/7/24.

Monday Closed
Tuesday 9:30-8:00
Wednesday 9:30-8:00
Thursday 9:30-8:00
Friday 9:30-5:00
Saturday 9:30-5:00
Sunday CLOSED

Children’s Area sound wall project and funding proposal

I am looking to get a transparent sound wall put up in our children’s area. My initial thought is to get something which can go floor to ceiling along the green 90 degree angle ballast highlighted in red in the pictures. I am thinking two entrances to the children’s area then, where the yellow circles are. Below are four alternate views of the same space.





Second part of project would include a new layout for the children's area, putting the toys closer to the corner for added sound buffering. There is an existing camera in that corner for security.

Vendors approached:

7/23/24 Twin City Glass via their Contact Us form on their website.

- Offered a quote of \$15,300.00 on 8/2/24

7/23/24 Hamburg Glass via their Contact Us form on their website.

- Did not hear from them.

7/26/24 Advance Glass via their Contact Us form on their website.

- Did not hear from them.

8/1/24 Aberdeen Plate Glass Co. via their Contact Us form on their website

- Did not hear from them.

8/7/24 Emailed

Hogan Glass

- Did not hear from them.

R.E. Krug Corp.

- Did not hear from them.

Sterling Glass & Dual Pane

- Offered a quote of \$15,275 on 8/8/24.

Funding proposal:

Would like to accept the Sterling Glass proposal at \$15,275.00.

- Lowest quote
- Stated they could complete the project in the desired timeframe. Looking to have this completed by beginning of October before the story time sessions begin for fall.

Funding source:

- Money Market account funds to front. Assemblyman Morinello Grant in Aide funds to reimburse once received next Spring.

Respectfully submitted,

Bridgette Heintz

Director

Grand Island Memorial Library

Youth Services Fall 2024

Programs & Supplies

Performers/Special Programs

Trunk or Treat

Saturday, October 19 from 12 pm to 2 pm

Trunk or treating; crafts; family fun

Program total: \$800 (for crafts)

Miss Melissa's Sprouts

Friday, October 25 at 1 pm & Friday, December 13 at 1 pm

Miss Melissa helps little ones grow and learn through music. Each session will be a holiday theme (October - Halloween; December - holidays).

Program total: \$350 (for two sessions)

Storybook Cook Holiday Cooking Event

Date & Time TBD

Program undetermined - working out the details

Program total: \$250 (approx)

Performers/Special Programs total: \$1,400

Supplies

Jack & Jill Community Preschool Outreach

**October 1, November 12, December 3, January 7, February 4, March 4, April 1,
May 6**

Kiddos Korner Preschool Outreach

**September 13, October 4, November 1, December 6, January 3, February 7,
March 7, April 4, May 2, June 6**

Preschool Storytime

**October 1, October 8, October 15, October 22;
November 19, November 26, December 3, December 10**

Itty Bitty Storytime

**October 3, October 10, October 17, October 24;
November 21, December 5, December 12, December 19**

**Craft supply order for the above through Oriental Trading
Company: \$450**

Extra budget for more fall youth services programming: \$200

**Youth Services Fall 2024 Program
funding request total: \$2,050**

Funding source: 2023 Tower Donation -Youth

Grand Island Memorial Library

Gift Policy

The Grand Island Memorial Library values its donors and will accept monetary gifts and donations of library materials in good condition under the following conditions.

1. Gift materials will be judged by the same materials selection standards that apply to purchased materials. (See Materials Selection Policy).
2. The Library makes every effort to honor the wishes of the donors. Gifts on which the donor places restrictions or special conditions will be allowed only if those restrictions or conditions are accepted by the Board of Trustees or its designee.
3. Monetary gifts will be accepted for purchase of materials and/or equipment. Funds will be subject to the Material Selection Policy of the Grand Island Memorial Library.
4. All gifts (designated and undesignated) are subject to the terms of this policy. Undesignated gifts will be utilized at the discretion of the Library Trustees or their designees in accordance with this policy.
5. Gift materials (books, magazines, tapes, etc.) will be accepted with the understanding that they may be added to the collection, sold, given to other libraries, or discarded.
6. Gift items will be formally acknowledged, if the donor wishes. Neither the Grand Island Memorial Library staff nor the Trustees will estimate the value of the gift donations. The responsibility for this process lies with the donor.
7. Personal property, art objects, portraits, antiques, and other museum objects will be accepted only on the condition that they may be sold, given away, or discarded at the discretion of the Library Trustees and the Library Director.

This policy is determined by the Library Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board. Appeals may be submitted to the Board in writing.

Adopted Grand Island Library Board of Trustees 5/3/90

Revised 9/10/98

Revised 10/30/03

Revised 07/19/07

Revised September 2016

Donor Form added 11/1/2018

Donor Form

Grand Island Memorial Library

Date Received: _____

Donor Name: _____

Donor Address: _____

In Memory of: _____

Description of or Amount of Donation: _____

Donation Designation (please check one):

_____ Memorial Book

_____ Donation to be used for programming at the Grand Island Memorial Library

_____ Unrestricted use by the Grand Island Memorial Library

_____ Other designation: _____

Memorial Book Special Requests (i.e. Title of book, type of book):

Acknowledgement to be sent to:

Name _____

Address _____

Receipt for Donation

Date: _____

Received from: _____

In Memory of: _____

Amount or item: _____

Received by: _____

“The Grand Island Memorial Library will not be responsible for replacing lost, damaged or out of print memorials should the case arise.”

Ethics Policy

The Grand Island Memorial Library is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Board members and Key Employees, as defined in the Conflict of Interest Policy, conduct business on behalf of the Library with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

Guiding Principles:

- Board members and Key Employees shall uphold the integrity of the Grand Island Memorial Library and shall perform their duties impartially and diligently.
- Board members and Key Employees shall not engage in discrimination of any kind including that based on gender, race, color, national origin, ancestry, religion, creed, age, disability, familiar status, marital status, pregnancy, sexual orientation, gender identity, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, or any other basis protected by federal, state or local law.
- Board members and Key Employees shall protect and uphold library patrons' right to privacy in their use of the library's resources.
- Board members and Key Employees shall not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as Board members or Key employees.
- Board members and Key Employees shall not use or attempt to use their position with the Library to obtain unwarranted privileges or advantages for themselves or others.
- Board members and Key Employees shall not be swayed by partisan interests, public pressure, or fear of criticism.
- Board members and Key Employees shall not denigrate the organization or fellow Board members or Key Employees in any public arena.
- Board members shall distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the Board even if they personally disagree.
- A Board member shall respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Board members shall be prepared to support to the fullest, the efforts of librarians in resisting censorship of library materials by special interest groups or individuals.
- Board members who accept appointment to a library board are expected to perform all the functions of library Board members.
- Board members and Key Employees shall act in accordance with the Conflict of Interest Policy adopted by the Board.

Compliance:

If any Board member appears to be in conflict of the "Guiding Principles" above, he or she will be asked to meet with the Board President to discuss the issue. The President will make a recommendation to the Board based on the findings. Key employees who are or appear to be in

conflict of the “Guiding Principles” will be asked to meet with the Library Director, who will make a determination as to discipline or termination based on his or her findings.

Approved March 14, 2019

GRAND ISLAND MEMORIAL LIBRARY
POLICY FOR COOPERATION WITH ORGANIZATIONS AND AGENCIES

The Grand Island Memorial Library welcomes opportunities for cooperative ventures with the business and professional community as well as civic, cultural, educational and governmental organizations and agencies, when those ventures support programs, services, resources or facility enhancements that benefit the public.

1. Subject to the approval of the Grand Island Memorial Library Board of Trustees or its designee, the Grand Island Memorial Library may partner with other organizations or agencies to promote reading, literacy and other library services. The organization or agency may be acknowledged on library related materials, print and broadcast media or electronic postings in exchange for monetary support, materials support and public relations or other professional services.
2. With the prior written approval of the Buffalo & Erie County Public Library (B&ECPL), the B&ECPL name and/or logo and the name and/or logo of the organization or agency may be used on written or electronic materials generated for approved cooperative programs.
3. With the prior written approval of the B&ECPL, both names may appear on promotional materials, media releases or electronic postings generated by the organization or agency for the purpose of advertising the cooperative program.
4. With the approval of the Grand Island Memorial Library, the name of the Grand Island Memorial Library may appear on promotional materials, media releases or electronic postings generated by the organization or agency for the purpose of advertising the cooperative program.
5. Participation in any cooperative program with another organization or agency shall not constitute an endorsement by B&ECPL or the Grand Island Memorial Library of the organization or agency or of its goods, services, mission or philosophy.
6. Subject to the terms of the Library's Gift Policy, the Grand Island Memorial Library may give a special acknowledgement of a substantial gift, bequest or sponsorship made in connection with a cooperative program.

Approved May 16, 2019

