

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 REGULAR MEETING
THURSDAY, SEPTEMBER 5TH, 2024 @ 4:00 PM
LIBRARY MEETING ROOM

CALL TO ORDER: The meeting was called to order by President Crawford at 4:00 PM.

ROLL CALL: Present were:

Trustee Russ Person

Vice President Jill Banaszak

Secretary Agnes Becker

Treasurer Pat Rizzuto

Library Director Bridgette Heintz

President Richard Crawford

MINUTES

Trustee Banaszak made a motion to approve the minutes of the July 18, 2024 Special Library Board of Trustees meeting. Trustee Rizzuto seconded the motion. Motion approved 5-0.

PERIOD FOR PUBLIC EXPRESSION

No speakers came forward.

FINANCIAL REPORTS

Trustee Rizzuto moved to approve the financial reports. Trustee Person seconded the motion. Motion approved 5-0. The financial reports will be filed for audit.

CLAIMS AUDIT ABSTRACT REPORT

The audited reports were reviewed and will be authorized by Trustee Banaszak. Motion made to approve the reports was made by Trustee Banaszak and seconded by Trustee Person. Motion approved 5-0.

CORRESPONDENCE

No correspondence reported.

DIRECTOR'S REPORT

The complete Director's report is attached.

UNFINISHED BUSINESS

- a. Reading Garden
Director Heintz will arrange a meeting of the Reading Garden Committee.

NEW BUSINESS

- a. Children's area construction project proposal
Following a review of Director Heintz's pictures and proposal as well as vendor quotes, a motion was made by Trustee Banaszak to approve no more than \$15,500 to have Sterling Glass install a transparent glass sound wall in the children's area. Motion seconded by Trustee Person. Motion approved 5-0.
- b. Funding requests - fall programs 2024
Trustee Becker moved to approve \$2050 for fall 2024 youth programs and \$500 for fall 2024 adult programs. The motion was seconded by Trustee Banaszak. Motion passed 5-0.
- c. Policy reviews
 - i. Gift Policy

Trustee Banaszak made a motion to table the discussion and approval of the Gift Policy until the next business meeting. Trustee Rizzuto seconded the motion. Motion approved 5-0.

ii. Ethics Policy

Trustee Person made a motion to table the discussion and approval of the Ethics Policy until the next business meeting. Trustee Becker seconded the motion. Motion approved 5-0.

iii. Policy for Cooperation with Organizations and Agencies

Trustee Banaszak made a motion to accept the Policy for Cooperation with Organizations and Agencies as approved on May 16, 2019. President Crawford seconded the motion. Motion approved 5-0.

PERIOD FOR PUBLIC EXPRESSION

Director Heintz reminded the Board that the library has resumed regular hours, open again on Saturday.

Trustee Banaszak made a motion to adjourn the meeting at 4:44. Trustee Rizzuto seconded the motion. Motion approved 5-0.

Next regular meeting: Thursday, November 4th, 2024 at 4:00.

Discard Book Sale: September 20-21.

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 | |
| 5/31/2024 reimbursement from the Town for scotts turf mini seed spreader purchase made via 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 | |
| 6/13/2024 Friends: reimbursement for plexiglass for art frames and wooden spoons for the 7/8/24 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 |
| 7/2/2024 transfer from county to cover changing station liners, letters for rolling signs, rolling cart - Amazon order on 7/2/24. | \$174.92 | Total July Deposits: \$174.92 |
| | | Total August Deposits: \$0 |
| TOTAL Deposits May-August: | <u>\$4,150.09</u> | |

Disbursements Private/Local Checking

| | | |
|---|----------|--|
| 5/3/2024 N185: Amazon - scotts turf mini seed spreader - voucher submitted to Town for reimbursement 5/3/24. \$44.34. CC paid 6/4/24. Uchoose rewards credits used. | | |
| 5/11/2024 N186: NYS Parks - 2 Empire Passes for 2024 season. \$160.00 total. CC paid 6/4/24. | | |
| \$34.67 in Uchoose rewards used toward balance. | \$125.33 | |
| 5/11/2024 N187: Amazon - Bocce Set for library of things (2023 Tower - Adult). \$40.99. CC paid 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 | |
|--------------------|----------|--|

| | |
|--------------------|--------------------------|
| 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 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 |
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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 |
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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 |
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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 |
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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 |
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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 |
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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

