

# GRAND ISLAND MEMORIAL LIBRARY

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

**BOARD OF TRUSTEES REGULAR MEETING  
THURSDAY, MARCH 10th, 2022 @ 4:30 PM  
LIBRARY MEETING ROOM  
AGENDA**

- I. Call to Order
- II. Minutes: January 13<sup>th</sup>, 2022 regular meeting
- III. Period for Public Expression (agenda items)
- IV. Financial Reports
- V. Claims Audit Abstract Report
- VI. Correspondence
- VII. Director's Report
  - a. Staff updates
  - b. Updated Event Calendar thru end of May 2022
  - c. Door damage
  - d. Building Improvements
  - e. NYS Library Construction Grant
- VIII. Unfinished Business
  - a. Credit card/online banking – follow up discussion
  - b. State Report: Report to the Community for 2021
- IX. New Business
  - a. Program funding requests
  - b. Collection Development funding request
  - c. Policy discussion – Rules of Conduct
  - d. Long Range Plan 2023-2026
- X. Period for Public Expression (any library related topic)

Next Regular Meeting: Thursday, May 12th, 2022 at 4:30pm

Adjournment

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

**\*\*Please RSVP Bridgette Heintz, 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, March 10, 2022 @4:30 PM**

CALL TO ORDER: The meeting was called to order at 4:31 by President Crawford.

ROLL CALL: Present were:

President Richard Crawford  
Vice President Jill Banaszak  
Secretary Agnes Becker  
Treasurer Richard Earne  
Trustee Pat Rizzuto

Town Liaison Christian Bahleda  
Library Director Bridgette Heintz  
Eleanor Heintz, HS senior

**MINUTES**

Trustee Banaszak made a motion to approve the minutes of the January 13 meeting, as corrected. Trustee Rizzuto seconded. Motion passed by roll call 5-0.

**FOR PUBLIC EXPRESSION (agenda items)**  
No speakers came forward.

**FINANCIAL REPORTS**

The financial reports were received, reviewed and filed for audit.

**CLAIMS AUDIT ABSTRACT REPORT**

The audited vouchers were reviewed and will be authorized by Trustee Banaszak.

**CORRESPONDENCE**

Correspondence is included in the attached Director's Report.

## DIRECTOR'S REPORT

The complete Director's report is attached.

## UNFINISHED BUSINESS

### a. Credit card/online banking

Director Heintz and Treasurer Earne will continue to investigate the ability to get a credit card at Northwest Bank.

Since the M&T account was open too long ago, it may be necessary to close that account and open a new account with online banking privileges. Director Heintz will continue to investigate the possibilities.

### b. State Report: Report to the Community for 2021

Director Heintz is waiting for the Business Office to review the financial section. The report is due by the end of April.

## NEW BUSINESS

### a. Program funding requests from 2020 Tower Funds

Director Heintz requested \$829.85 for spring programs. Details are in the Director's Report. Trustee Banaszak made a motion to approve \$1000.00 for programs. Trustee Rizzuto seconded. Motion passed by roll call vote 5-0.

### b. Collection Development funding request from 2021 Discard Book Sale proceeds

Director Heintz requested \$283.20 to purchase leftover items on the Wish List. Motion made by Trustee Rizzuto to approve \$283.20 for purchase of items on the Wish List. Seconded by Trustee Earne. Motion passed by roll call vote 5-0.

### c. Policy Discussion – Rules of Conduct

Director Heintz proposed an update to #8 in the Rules of Conduct. Motion was made by Trustee Banaszak to add "As defined by the Americans with Disabilities Act (ADA)" to #8 of the Rules of Conduct. Seconded by Trustee Rizzuto. Motion passed by roll call vote 5-0

### d. Long range plan 2023-2026

A motion was made by Trustee Earne to suspend the meeting rules and allow Trustee Earne to speak about the upcoming ACT meeting. Trustee Rizzuto seconded. Trustee Earne explained the May 7<sup>th</sup> ACT meeting plans. An email outlining the ACT meeting agenda will be sent to all Trustees in the next week.

A special meeting date of April 7<sup>th</sup> 4:30 was set to prepare for the ACT meeting, to work on the Long Range Plan and to approve the State Report.

Period for Public Expression (any library related topic)

Director Heintz reported that she has been selected to receive a BECPL scholarship. It will pay tuition fees for the Public Library Administration Certificate Program (PLACP) through Long Island University's Palmer School of Library & Information Science. Jeannine Doyle had committed to recruiting 5 librarians to join the cohort. The program begins in Fall 2022, is a 2 ½ year commitment with 5 classes-one each semester.

#### NEXT REGULAR MEETING

The next regular meeting will be held on Thursday, May 12, at 4:30 pm.

#### ADJOURNMENT

A motion was made by Trustee Banaszak at 5:45 to adjourn the meeting. Trustee Rizzuto seconded the motion. Motion passed 5-0. The meeting was adjourned at 5:45.

#### NEXT MEETINGS

Special meeting on Thursday, April 7<sup>th</sup> at 4:30

Regular meeting on Thursday, May 12<sup>th</sup> at 4:30

# GRAND ISLAND MEMORIAL LIBRARY PRIVATE FUNDS FINANCIAL REPORT

JANUARY-FEBRUARY 2022

## Balance Private Checking Account

1/31/2022	\$11,473.32
2/28/2022	\$11,306.26

## Deposits Private Checking

1/7/2022	2021 Tower Donation (for 2022)	\$5,000.00	<i>Total January Deposits: \$5,000.00</i>
			<i>Total February Deposits: \$0</i>

<b>TOTAL Deposits January-February:</b>	<b><u>\$5,000.00</u></b>
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## Disbursements Private Checking

1/21/2022	N80: Cross Controls: parking lot light pole replacement project (final payment - NYS Construction Grant funds)	\$9,855.00	
1/26/2022	N81: Buffalo & Erie County Botanical Gardens: Succulent program on 1/29/22 (2020 Tower Funds)	\$255.00	<i>Total January Disbursements: \$10,100.00</i>
2/1/2022	N86: B&ECPL - reimbursement for memorial donation purchases (Girard/Geering memorials)	\$67.06	
2/3/2022	N82: Rick Falkowski - local author visit on 2/3/22 (2020 Tower Funds)	\$75.00	
2/24/2022	N84: Hawk Creek - Talk on the Wild Side program on 2/24/22 (2020 Tower Funds)	\$275.00	<i>Total February Disbursements: \$417.06</i>

<b>TOTAL Disbursements January-February:</b>	<b><u>\$10,527.06</u></b>
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## Balance Money Market Account

2/6/2022	\$131,461.37
3/6/2022	\$131,467.42

## Disbursements Money Market Account

None

## Deposits Money Market Account

2/6/2022	interest	\$7.13
3/6/2022	interest	\$6.05

<b>TOTAL:</b>	<b><u>\$13.18</u></b>
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# GRAND ISLAND MEMORIAL LIBRARY COUNTY FUNDS FINANCIAL REPORT

JANUARY - FEBRUARY 2022

## Deposits

1/28/2022	Fines & Print	\$467.15	
1/31/2022	interest	\$0.04	<i>Total January Deposits: \$467.19</i>
2/1/2022	B&ECPL: System Appropriation	\$770.00	<i>Total February Deposits: \$770.00</i>

**Total Deposits January-February: \$1,237.19**

## Disbursements

1/4/2022	M59: Amazon - baby changing stations (2)	\$378.00	
1/21/2022	M57: Town of GI - water/sewer 10/16/21-1/15/22	\$62.15	
1/21/2022	M58: Brodart - book ends/book covers	\$178.23	<i>Total January Disbursements: \$618.38</i>
2/1/2022	M59: Amazon - Legos for Feb. raffle/step stools/phone battery/flag	\$171.10	
2/1/2022	M60: Nancy Vizzi - mileage	\$21.06	
2/8/2022	M61: ACT/Bob Adler - 2022 annual dues	\$20.00	
2/17/2022	M62: Fire Safety Systems - security system annual charge	\$200.00	
2/17/2022	M63: Fire Safety Systems - annual central station monitoring for security and fire alarm systems	\$240.00	<i>Total February Disbursements: \$652.16</i>

**Total Disbursements January-February: \$1,270.54**

## Balance County Funds

1/31/2022	\$4,307.37
2/28/2022	\$4,247.01

	<u>Fines</u>	<u>Print</u>	<u>Other</u>
YTD revenue accrued:	\$669.00	\$259.00	\$0.00 ←usb drives/library cards (anything provided by the
To be realized:	\$1,331.00	\$991.00	\$60.00 system which we would sell).
Budgeted (expected revenue):	\$2,000.00	\$1,250.00	\$60.00

## CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: GRAND ISLAND MEMORIAL LIBRARY

MONTH: Feb-22

SAP Acct.	Description	Adopted Budget	Budget Transfers	Year-to-Date Expenditures	Available Budget		Comments
500000	Salaries - Full-time	0	0	0	0		
502000	Fringe Benefits	0	0	0	0		
<b>Utility Charges:</b>							
515000	Water	200	0	26	174		
515000	Sewer	250	0	36	214		
515000	Telephone - Maintenance	0	0	0	0		
510200	Dues and Fees	1,180	0	20	1,160		
545000	Rental Charges	0	0	0	0		
506200	Repairs & Maintenance Chgs.	1,300	0	996	304		
555050	Insurance Charges	0	0	0	0		
510000	Travel & Mileage Expenses	450	0	21	429		
530000	Other Expenses & Charges	1,470	0	171	1,299		
530000	Contingency (Bullet Aid)	0	0	0	0		
<b>TOTAL EXPENSES</b>		<b>4,850</b>	<b>0</b>	<b>1,270</b>	<b>3,580</b>		

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized		Comments
Fines, Lost Books, etc.	2,000	0	669	1,331		
Copy Machines	0	0	0	0		
Print Cost Recovery	1,250	0	259	991		
Other Income	60	0	0	60		
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		
<b>TOTAL DIRECT INCOME</b>	<b>3,310</b>	<b>0</b>	<b>928</b>	<b>2,382</b>		

Date Prepared: 02/28/2022 10:29 AM

Report Date: 02/28/2022

Account Table: LIB

Alt. Sort Table:

**TOWN OF GRAND ISLAND****Expense Ledger**

GLR0125 1.0

Page 1 of 2

Prepared By: JACKIE

Fiscal Year: 2022 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
<b>Fund 001</b>		<b>GENERAL FUND</b>							
<b>Item 0408</b>		<b>DUES &amp; SUBSCRIPTIONS</b>							
<b>001.7410.0408</b>		<b>DUES &amp; SUBSCRIPTIONS.LIBRARY</b>				100.00			
									100.00
<b>Total Item 0408</b>		<b>DUES &amp; SUBSCRIPTIONS</b>				<b>100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>
<b>Item 0412</b>		<b>TRAINING &amp; EDUCATION</b>							
<b>001.7410.0412</b>		<b>TRAINING &amp; EDUCATION.LIBRARY</b>				300.00			
									300.00
<b>Total Item 0412</b>		<b>TRAINING &amp; EDUCATION</b>				<b>300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>300.00</b>
<b>Item 0422</b>		<b>REP/MAIN. BLDGS. &amp; GROUNDS</b>							
<b>001.7410.0422</b>		<b>REP/MAIN. BLDGS. &amp; GROUNDS.LIBRARY</b>				8,450.00			
02/01/22	0001001047	DOOR 2 DOOR, INC. EMERGENCY SERVICES FOR LIBRARY DOOR		137437	53203		0.00	772.00	
02/01/22	0001001047	DOOR 2 DOOR, INC. EMERGENCY SERVICES FOR LIBRARY DOOR		137437	53203		0.00	(772.00)	
02/07/22	0001001047	DOOR 2 DOOR, INC. EMERGENCY SERVICES FOR LIBRARY DOOR		137437	53203		0.00	772.00	
02/18/22	0000000129	H & V SALES INC SERVICE AT LIBRARY		137488	53237		0.00	325.00	
02/18/22	0000000129	H & V SALES INC SERVICE AT LIBRARY, PUMP MOTOR, PUMP COUPLER		137489	53237		0.00	3,281.16	
02/18/22	0000000129	H & V SALES INC SERVICE AT LIBRARY, MISC MATERIALS		137490	53237		0.00	6,276.58	
02/18/22	0000000129	H & V SALES INC SERVICE AT LIBRARY		137569	53237		0.00	1,021.38	
									(3,226.12)
<b>Total Item 0422</b>		<b>REP/MAIN. BLDGS. &amp; GROUNDS</b>				<b>8,450.00</b>	<b>0.00</b>	<b>11,676.12</b>	<b>(3,226.12)</b>
<b>Item 0434</b>		<b>LANDSCAPING MATERIALS</b>							
<b>001.7410.0434</b>		<b>LANDSCAPING MATERIALS.LIBRARY</b>				300.00			
									300.00
<b>Total Item 0434</b>		<b>LANDSCAPING MATERIALS</b>				<b>300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>300.00</b>
<b>Grand Total</b>						<b>9,150.00</b>	<b>0.00</b>	<b>11,676.12</b>	<b>(2,526.12)</b>

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



Abstract of Audited Vouchers for County Checking Account (M&T -M)

Grand Island Memorial Library

Date of Audit: 1/4/22 January 2022 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.

1-

Date

Authorizing Official

Invoices

GI Invoice Tracking #	Claimant	Amount	Check #	Date
M56	Amazon: Foundations Baby Changing Stations (2)	\$378.00	11380	1/4/22

Total: \$378.00

Abstract of Audited Vouchers for Trustees' Private Checking Account (Northwest -N)

Grand Island Memorial Library

Date of Audit: 1/24/22 January 2022 Total Claims (# of invoices): 6

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

GI Invoice Tracking #	Claimant	Amount	Check #	Date
N80	Cross Controls: parking lot light pole replacement (NYS Construction Grant Funds)	\$9,855.00	3138	1/21/22
N81	Buffalo & Erie County Botanical Gardens: Succulent program on 1/29/22 (2020 Tower Funds)	\$255.00	3139	1/29/22
N82	Rick Falkowski: local author visit on 2/3/22 (2020 Tower Funds)	\$75.00	3140	2/3/22
N83	Benjamin Berry: Hula Hoop Making Program on 2/23/22 (2020 Tower Funds)	\$375.00	3141	2/23/22
N84	Hawk Creek: Talk on the Wildside Program on 2/24/22 (2020 Tower Funds)	\$275.00	3142	2/24/22
N85	Buffalo Museum of Science: Super Scientist program on 2/25/22 (2020 Tower Funds)	\$191.80	3143	2/25/22

Total: \$11,026.80

Abstract of Audited Vouchers for County Checking Account (M&T -M)

Grand Island Memorial Library

Date of Audit: 1/24/22 January 2022 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

GI Invoice Tracking #	Claimant	Amount	Check #	Date
M57	Town of GI: wate/sewer 10/16/21-1/15/22	\$62.15	11381	1/21/22
M58	Brodart: book ends/book covers	\$178.23	11382	1/21/22

Total: \$240.38

**Total: \$67.06**

Abstract of Audited Vouchers for County Checking Account (M&T -M)

Grand Island Memorial Library

Date of Audit: 2/1/22 February 2022 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

GI Invoice Tracking #	Claimant	Amount	Check #	Date
M59	Amazon: step stools/Legos/phone battery/flag (3 invoices)	\$171.10	11383	2/1/22
M60	Nancy Vizzi: mileage	\$21.06	11384	2/1/22

Total: \$192.16

Abstract of Audited Vouchers for County Checking Account (M&T -M)

Grand Island Memorial Library

Date of Audit: 2/9/22 February 2022 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

GI Invoice Tracking #	Claimant	Amount	Check #	Date
M61	ACT/ Bob Adler: 2022 annual ACT dues	\$20.00	11385	2/8/22

Total: \$20.00

Abstract of Audited Vouchers for County Checking Account (M&T -M)

Grand Island Memorial Library

Date of Audit: 2/22/22

February

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

GI Invoice Tracking #	Claimant	Amount	Check #	Date
M62	Fire Safety Systems: Security System Annual Charge	\$200.00	11386	2/17/22
M63	Fire Safety Systems: Annual Central Station Monitoring: Security/Fire Alarm Systems	\$240.00	11387	2/17/22

Total: \$440.00

## **Grand Island Memorial Library Board Meeting**

**March 10<sup>th</sup>, 2022 @ 4:30 pm**

**Library Meeting Room**

**Director's Report**

### **Minutes**

- Regular Meeting January 13<sup>th</sup>, 2022

### **Financial Report**

### **Claims Audit**

### **Correspondence**

- 1/24/22: The library received a System Appropriation in the amount of \$770 to be used for 2022 operating expenses. The funds have been added to the County account and the Operating Ledger has been updated to reflect the addition of funds.
- 2/26/22: The library received a donation from the Cinderella Isle Garden Club in the amount of \$200. No designation was given. The funds will be used to update the gardening section of Adult Non-Fiction.

### **Director's Report**

- Staff updates:
  - Harold Duck began working part time as the library's caretaker on 1/31/22. This is temporary until a new full time caretaker is appointed. His last day is 3/11/22.
  - Donald Klein began work as our new FT Caretaker on 2/28/22.
- Updated Event Calendar thru end of May 2022
- Door Damage 1/24/22: a patron backed into the staff entrance door. An incident report was filed with the Town. A replacement door was ordered after consulting with the Town. The Town is going through the insurance companies to get reimbursement.
- HVAC issues: in January there were two times where the building was without heat. H&V was called in. Both boiler pumps needed to be serviced and igniters had to be installed in the boilers. Service costs have exceeded the allotted budget from the Town for library building maintenance. The Town has been notified and I will work with Town Accountant to reallocate funds later in the year to cover any other expenses that arise for 2022. Plan to review proposed 2023 Town budget for the library in the summer with Accounting.
- Building Improvements – 2022 project goals (for now – more to come as needs are assessed):
  - Phone system
  - Public restroom partitions
  - New desks for staff: Friends funded. Desks ordered 2/28/22.



- NYS Library Construction Grant (sidewalk/parking lot light poles):
- The following meetings/trainings were attended by Director Heintz in January and February:
  - 1/12/22: January Manager/Director meeting via Zoom
  - 2/2/22: Libby Training (new updates and Overdrive app phase out) via Zoom
  - 2/3/22: System Director Candidate presentations via Zoom
  - 2/4/22: WNYLRC Advocacy Meeting via Zoom – Senator Ryan
  - 2/4/22: Meeting with Grand Island Golden Age Center Book Club
  - 2/9/22: February Manager/Director meeting via Zoom
  - 2/16/22: NYLA Library Advocacy Day prep meeting via Zoom

### **Unfinished Business**

- Credit Card/Online Banking:
  - Northwest (PVT/Local account):
    - Credit card: business card tied to the PVT/Local account. 8.25%. Any signatories would need to provide social security number, ID, and mother's maiden name for identification purposes. Bank suggested \$5000 limit. Card would be used for purchases tied to programming supplies or library projects. All purchases would be pre-approved at a regular board meeting as per usual. Would need to update the Claims Audit procedure to add in credit card use.
    - Online banking: just a form to fill out at the bank. Would need to set up bill pay to pay off the credit card if we decide to get one. Any Trustee wanting access would need to show proof of ID.
  - M&T (County account):
    - Talked to the bank about online banking (would only need viewing privileges on this account). Because of how the account was set up, there is not an online banking option. Business Office suggests contacting the main M&T location for assistance.
- State Report: 2021 Report to the Community
  - Non-financial section is complete. Financial section is waiting on review from the Business Office. Submission is due by the end of April. A special meeting for approval will be needed.

### **New Business**

- Program Funding requests: Funding source – 2020 Tower Funds
  - April break children's/family program:
    - Bunny making program on 4/16/22: \$214.85 for 15 kits

- April/May adult cooking classes – Liz Bauld, the Storybook Cook: \$450 for two classes (4/21 & 5/26) for up to 30 people each.
- May adult paint night class – Kim Strell, Art-y Time: \$255 for up to 12 people.

- **Total programing funding request: \$919.85**

- Collection Development funding request: Funding source – Oct 2021 Discard Book Sale proceeds
  - \$283.20 for leftover 2021 Wish List item purchases for the library (wish list compiled from patron requests and staff suggestions made in 2021)
- Policy: Rules of Conduct – proposed update to #8 – discussion
  - “As defined by the Americans with Disabilities Act (ADA)”
- Long Range Plan 2023-2026 (2027?) - discussion

Respectfully submitted,  
Bridgette Heintz

## **GRI Events March - May 2022**

\*\*TBD = to be determined.

Either a change to the program is in the works,  
or a funding request is pending.\*\*

### **Ongoing**

Book Club: meets monthly on various Monday evenings @ 6:30 pm

3/21 *The Midnight Library* by Matt Haig

4/18 *Faithful Place* by Tana French

5/16 *A Long Petal of the Sea* by Isabel Allende

Knitting Club: meets last Monday of the month from 1:00-4:00 pm

3/28, 4/25, 5/23(?)

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

3/12, 4/9

Itty Bitty Toddler Time (ages 0-2 years): Tuesdays 10:00-10:30 am

3/8, 3/15, 3/22, 3/29

4/3, 4/10, 4/17, 4/24, 4/31

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

3/9, 3/16, 3/23, 3/30

4/4, 4/11, 4/18, 4/25

Crafternoons (ages 5-12 years): Saturdays 1:00-2:00 pm

4/16: Bunny making workshop

Lego: Saturdays 1:00-2:00 pm

3/5, 4/2

Mindfulness Group with Spectrum Health/NY Project Hope:

Thursdays 2:45-3:30 pm

3/3, 3/10, 3/17, 3/24, 3/31

Extended as of 3/3/22: 4/7, 4/14, 4/21, 4/28

### **Outreach**

Carly: Kiddos Korner Daycare - First Fridays 10:30-11:30 am (2 & 3 year olds),

2-2:45pm (4 year olds)

3/4, 4/1

Bridgette: Golden Age Center – Third Fridays 11:00-12:30 pm

3/18, 4/22

### **March**

3/10/22

Local author: Elizabeth Licata – Buffalo Spree Editor

*Secret Buffalo – A Guide to the Weird, Wonderful, and Obscure*

(Thurs.@6:30pm)

3/7/22

Computer Class: Zoom (Mon. @ 2pm)

3/16/22

VITA Tax Assistance (Wed. 11am-3pm)

3/24/22 Local Author: Rick Falkowski encore event (Thurs. @ 6:30pm)

## **April**

4/4/22 Computer Class: Libby App (Mon. @ 2pm)

4/11/22 Solar Car Program (Mon. 6-7:30pm)

4/13/22 Explore and More: Mini Golf workshop (Wed. @ 1pm)

4/14/22 Ben Berry: Hula Hoop Making program (Thurs. @ 1pm) – rescheduled from 2/23

4/15/22 Easter Program with GI Rec/Miracle League (Fri. 9:30-11:30 am)

4/16/22 Bunny making workshop (Sat. @ 1-2pm)

4/24/22 Storybook Cook: Sushi 101 (Thurs. @ 6:30 pm)

4/28/22 Local author: John Loss (Thurs. @ 6pm)

## **May**

5/26/22 Storybook Cook: Spring Appetizers (Thurs. @ 6:30 pm)

## **In the works:**

Kim Strell – Art-Y Time Adult paint night

Orange Poppy Studio – separate kids and adult art workshops

Library of Things STEM Kits: Legos, Duplos, Snap Circuits, Little Bits

Instagram account

## **Holidays:**

1/1/22: New Year's Day

1/17/22: Martin Luther King Jr. Day

2/21/22: Presidents' Day

5/30/22: Memorial Day

Bridgette Heintz, Library Director

**Board of Trustees**

Richard Crawford Jr., President

Jill Banaszak

Agnes Becker

Richard Earne

Pat Rizzuto



**Regular Hours**

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

**Summer Hours (Memorial Day thru Labor Day)**

Monday	9:30 am – 8:00 pm
Tuesday	9:30 am – 8:00 pm
Wednesday	9:30 am – 5:00 pm
Thursday	9:30 am – 8:00 pm
Friday	9:30 am – 5:00 pm
Saturday	CLOSED
Sunday	CLOSED

# ***Welcome to the Grand Island Memorial Library***



**1715 Bedell Rd.  
Grand Island, NY 14072  
(716) 773-7124**

<https://www.buffalolib.org/locations-hours/grand-island-memorial-library>

Find us on Facebook under 'Grand Island Memorial Library'  
for events and library updates.

Buffalo & Erie County Public  
**LIBRARY**  
[www.BuffaloLib.org](http://www.BuffaloLib.org)



## **2021 Annual Report**

### **Conducted:**

- 28 Adult Programs
- 88 Children's and Intergenerational Programs
  - Total Attendance was 2,032.
- 3248 Take and Makes/Self-directed Programs
- 220 non-library sponsored programs, meetings and/or events

### **Welcomed:**

- 37,415 Patron Visits

### **Offered:**

- 25,600 Adult Books, including Large Print
- 15,300 Children's Books
- 3,574 Uncataloged Books (gifts/donations added to the collection)
- 1,926 Magazines
- 14,286 A/V Materials (CDs, Audiobooks, DVDs, Blu-Ray)
- 8 All Ages Public Workstations, 1 All Ages Public Use Laptop, 4 Child Only Public Workstations

### **Answered:**

- 726 Reference Questions.

### **Highlights:**

- The number of registered borrowers for this location was 10,693.
- Total visits to the individual library's website were 14,485.
- Circulation (total number of items borrowed) was 73,711.
- The Summer Reading Program consisting of 38 programs including story times, take and make kits, and Battle of the Books. We had in house visits with Kidding Around Yoga, Benjamin Berry, the Albright Knox Art Truck, Orange Poppy Art Studio, and SPCA Paws for Love. The Library collaborated with the GI Recreation Department to offer additional story times for their Fitness Fun Summer Program. Total summer attendance was 489.
- Thanks to a NYS Library Construction Grant received with the help of the Town of Grand Island, Senator Sean Ryan and NYS Assemblymember Angelo Morinello, along with prior year Bullet Aid funds received from then Senator Chris Jacobs, the following projects were completed in 2021: the sidewalk leading to Bedell Rd. was replaced as were the light poles throughout the library property.
- Our Friends Group ran 2 book sales this year. Thanks to funding received from these events, as well as earnings from previous donated book sales, the Friends graciously provided funds for new outdoor benches to replace the two on the north side of the library. Funding was also provided to purchase new and replacement books and movies for the library to circulate. *If you have purchase*

*suggestions, please tell a staff member. We will add it to the wish list for this year and purchase as funds become available.*

- Consider joining the Friends of the Grand Island Memorial Library. Memberships vary from \$5 annually for an Individual to \$50 for a Family Life membership. Benefits include buy one, get one books in our Book Store and membership preview nights at the donated book sales.

### **Services:**

• If an item is not available locally it can be requested from another library in our system. **All fees for placing requests have been eliminated!** *Please note: fees for unclaimed requests are still in place.* Additionally, the Interlibrary Loan service can be used to request items not available in the B&ECPL system. Visit the library website at [www.buffalolib.org](http://www.buffalolib.org) under 'Interlibrary Loan' for more information.

- Deliveries of materials are received four times per week between Monday and Friday, weather permitting.
- Our copier is available for black/white and color copies:
  - 8 ½ x 11: black/white \$.15, color \$.50
  - 8 ½ x 14: black/white \$.25, color \$.75
- Three digital scanners are available for patron use.
- There are four study rooms available for use.
- The library carries the Island Dispatch on microfilm from 1894 to 2014.

These years are also available in digitized format via [www.nyshistoricnewspapers.org](http://www.nyshistoricnewspapers.org). 2014-present are available in print.

- Memorials and monetary donations are gratefully accepted.
- Windows 10 and Microsoft Office 2016 are provided on all twelve PCs and one public use laptop. The computers are available for public use during regular hours. No fee is charged to use the computers and they are open to both residents and non-residents of Erie County.
  - Printing is \$.10 per page for black/white, \$.25 for color.
- Our secure Wi-Fi is available 24/7 and the password is "librarywifi". Please choose 'BECPL2' when accessing the wi-fi for the first time.
- 2 Self check-out stations are available.
- Downloadable materials are available through the Libby app provided through Overdrive. Please ask for more information or visit the library website at [www.buffalolib.org](http://www.buffalolib.org) under 'Downloadables'.
- Homebound? Try the 'Library by Mail' program. Please call 858-7156 to register.
- Out of county residents can obtain a library card for \$40 per year.

***Here is to a new year with new possibilities!***

***For 2022 and beyond, the library will continue to offer a safe, welcoming environment with many offerings for the community to enjoy.***

## Rules of Conduct

Grand Island Memorial Library patrons are required to comply with these Rules and Regulations.

The following conduct is prohibited:

1. Engaging in disorderly conduct, fighting or challenging to fight, or using offensive words likely to provoke violence or using language that offends others;
2. Disturbing other patrons, staff or volunteers including but not limited to disruptive behavior such as any loud, unreasonable and/or bothersome noises created by persons or devices; interfering with staff or volunteers in the performance of their duties and persistent, unwelcome attention; obscene or threatening gestures such as staring at another person; or following another person on or around the premises;
3. Carrying weapons of any kind;
4. Possessing, distributing or consuming alcohol or illegal drugs or being under the influence of alcohol or drugs;
5. Engaging in sexual conduct and/or lewd behavior (e.g., exposure, offensive or inappropriate touching, or sexual harassment of other patrons, staff or volunteers);
6. Engaging in discriminatory conduct in violation of the B&ECPL Equal Employment Opportunity and Anti-Harassment Policy;
7. Damaging, destroying, or stealing any Library property or the property of another patron, staff or volunteer;
8. Bringing animals or pets into the library except those required to assist persons with disabilities **as defined by the Americans with Disabilities Act (ADA)** or those involved in library programs;
9. Selling and/or soliciting; petitioning;
10. Distributing or posting materials/literature that have not been approved by the Library;
11. Vaping, smoking cigarettes, cigars, pipes, smokeless electronic cigarettes or using tobacco products inside of the Library or within one hundred (100) feet of any entrances, exits, or outdoor areas of the Grand Island Memorial Library property in accordance with New York State Public Health Law Section 1399-O.
12. Eating or drinking in designated restricted areas;
13. Making unreasonable use of the restrooms including bathing;
14. Sleeping or lying down;
15. Photography or recording on Library premises without Library permission; and,
16. Absence of shirts and/or shoes.
17. Due to the COVID-19 pandemic, the wearing of face coverings is required of all patrons, (except for those under age 2 and those who cannot medically tolerate masks) until the requirement is waived by the NY Governor ([forward.ny.gov](https://www.governor.ny.gov)) and/or the NYS DOH.

No children under six years of age may be left unattended in any library at any time. Library staff will not be responsible for children who have been left without adult supervision. Adult patrons who are not engaged in library activities that require materials from the children's area shall be asked to relocate to other areas of the library. The staff reserves the right to seek the intervention of appropriate law enforcement or social services agencies, as required by individual circumstances.

People who violate these rules will be advised of their infraction(s). Failure to comply with the Library's established policies, rules and regulations or violations of local, state or federal law may result in immediate suspension of library privileges and, where necessary, civil liability and/or criminal prosecution.

Adopted by the BECPL May 16, 2002.

Amended by the BECPL February 20, 2003, September 28, 2006 and June 14, 2012.

Supersedes Rules of Conduct dated May 15, 1997 and

Policy Governing Unattended Children dated April 21, 1988.

Amended by the BECPL May 21, 2015, October 20, 2016, December 21, 2017, October 18, 2018, and May 16, 2019.

Adopted by the Grand Island Memorial Library Board of Trustees March 8, 2018.

Reapproved with amendments July 25, 2019.

Reapproved with amendments June 4, 2020.

This policy supersedes the rules of conduct stipulations of all previously adopted Grand Island Memorial Library Board resolutions.



**Long Range Plan**  
**Grand Island Memorial Library**  
**2017 – 2022**

**Mission Statement**

Connecting our community members with a wide variety of free resources that enrich, enlighten and entertain.

**Vision:**

The vision of the Grand Island Memorial Library is to continue to be an essential and vibrant part of the Grand Island community, providing opportunities for continuous learning, and supporting the growth and integration of electronic and computer based services, keeping up with rapidly changing technology and meeting the expectations of our patrons.

**Goals:**

The Grand Island Memorial Library will maintain a visible and viable presence in the community and will continue to plan for the diversification of the services and experiences it offers as community needs evolve. The following five goals have been selected for the plan of service period 2017-2022:

- I. **Resources – Provide patrons of all ages with engaging resources to satisfy their curiosity, explore topics of personal interest, and provide pleasurable, reading, viewing and listening experiences.**
  - 1.1 Use surveys, patron suggestions or other means to identify materials, items and/or equipment desired by the community. Review suggestions, determine which items would be beneficial to the community, the library collection and determine if there is a means to obtain them.  
*(identify and obtain 2 non-traditional items to add to the library for use in the library or for loan, e.g. Virtual Reality viewer to be used with U Tube videos)*
  - 1.2 Increase patrons' awareness of the availability of interlibrary loans, electronic databases and downloadable audio, video and ebooks available through the Library System.  
*(computer classes, info on web site, handouts, outreach in library or off-site)  
(NY Library offers movie via streaming through Overdrive, will B&ECPL be getting this?)*

- 1.3 Provide free WIFI in all areas of the library with up to date equipment and high-speed access to the resources available on the Internet  
*(are there other computer classes that patrons would like?)*
- 1.4 Improve customer service experience/staff interaction.  
*(Self checkout has reduced interaction? Just like any business that deals with the public, need to make it as pleasant an experience. Don't just satisfy a customer, delight them. Staff evaluation, any training necessary? Quirky name tags with a library question (do you know what year they build the GI bridges? I can help you find the answer)*

**II. Library Utilization – Encourage library use by current patrons, new patrons and potential patrons**

- 2.1 Increase door count by 2% by drawing in patrons.  
*(Baseline year 2016, use special activities like bike raffle, fliers to first graders for library cards)*
- 2.2 Increase the number of programs by 5%. Provide programs for all age groups (pre-K, K-5<sup>th</sup> grade, middle school, high school, adult) and varied interests.  
*(Baseline year 2016, use program evaluations to assess the type and quality of programs, based on surveys suggest programs with author talks, adult crafts and genealogy)*
- 2.3 Enhance Grand Island Library web site and “advertising” of programs and materials  
*(review other BECPL web sites, use inspiration to enhance GI's, request input from pages and other young people)*
- 2.4 Use other means to “advertise” programs, activities and materials  
*(monthly calendar of activities, e-mail notices, facebook, articles in local papers, fliers to schools, daycares)*
- 2.5 Encourage and recognize volunteer services and activities performed at/for the library.  
*(2017 Volunteer recognition luncheon, Outstanding Friends' member of the year, Junior Friends group?)*

**III. Education – Provide children, teens and adults materials that will promote lifelong learning.**

- 3.1 The library will encourage young children (age 5 & under) to develop a lifelong interest in reading and learning by providing story hour and other programs for children and their caregivers, as well as providing access to materials (both print

and electronic), services and programs designed to make certain that children will enter school ready to learn.

- 3.2 Continue to offer programs for children ages 6-12, e.g. Battle of the Books.
- 3.3 Coordinate with the Grand Island School District and St. Stephen's School to provide in school programs and library visits
- 3.4 Investigate programs that could be offered for teens (ages 13 and older).
- 3.5 Continue to offer quality programs for adults and provide materials appropriate, e.g. monthly book club with discussions held in the community room (*day time book club?*)

IV. **Community Outreach – The Grand Island Memorial Library will be visibly active in our community and increase awareness, inclusivity and value.**

- 4.1 Increase outreach and attendance at community events (e.g. Taste of Grand Island) (*Baseline year 2016 with one event; 2017 Mack Basketball tournament*)
- 4.2 Increase number of outreach activities to local schools, day care facilities and senior citizen facilities.  
(*Baseline year 2016, Director to develop working relationship with GI pre-K teacher, outreach targeting non-library users*)
- 4.3 Maintain and work to increase community partnerships and collaborations.
- 4.4 Increase presence in the media—local newspapers, school newsletters and social media for promoting Library programs and events.

V. **Space - The library will provide a welcoming physical and virtual environment.**

- 5.1 Grand Island Memorial Library will provide an atmosphere that is safe, well kept and engaging.  
(*Continue with library update, update signage, window treatments, landscaping*)
- 5.2 As recommended by patron surveys, explore options for providing coffee/refreshments in the library.  
(*Vending machines as used in other BECPL libraries?*)

- 5.3 By enhancing our web page, more patrons will utilize the web page and social media site to find out information about our services, programs and events.
- 5.3 The Library will conduct an annual assessment of the physical space and condition of the library facilities to determine if upgrades, repairs, replacements or renovations are necessary and discuss such items with the Town of Grand Island for inclusion in the town budget.  
*(carpeting for 2018, roof)*
- 5.4 If the Town moves forward with a centrally located Community Center and if it will include a new space for a library, the Library Director and Trustees will work with the Town and B&ECPL on the needs and design for an integrated Town Library.  
*(Based on survey results, recommend room/space for local history collection be included in new facility)*

Progress toward goals will be evaluated annually. Actions and activities that will result progress toward the goals may be added and initiated at any time.

September 7, 2017