

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

BOARD OF TRUSTEES REGULAR MEETING
THURSDAY, NOVEMBER 10TH, 2022 @ 4:30 PM
LIBRARY MEETING ROOM
AGENDA

- I. Call to Order
- II. Minutes: Special Meeting October 3rd, 2022
- III. Period for Public Expression (agenda items)
- IV. Financial Reports
- V. Claims Audit Abstract Report
- VI. Correspondence
- VII. Director's Report
 - a. Library Improvements
 - b. Book Sale Follow-ups: Donated and Discard
 - c. Trunk or Treat Follow-up
 - d. NARCAN discussion
- VIII. Unfinished Business
 - a. Banking – Update
 - b. Long Range Plan survey - Update
 - c. Trustee Vacancy – Discussion
 - d. Reading Garden Committee - Discussion
- IX. New Business
 - a. Trustee Term ending 12/31/22 – Agnes Becker
 - b. Claims Audit Policy and Procedure – proposed updates for review
 - c. Proposed 2023 meeting dates – Discussion
 - d. 2023 Library Service Hours - Discussion
- X. Period for Public Expression (any library related topic)

Next Regular Meeting: To Be Determined

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, NOVEMBER 10TH, 2022 @ 4:30 PM
LIBRARY MEETING ROOM

CALL TO ORDER: The meeting was called to order by President Crawford at 4:32 PM.

ROLL CALL: Present were:

President Richard Crawford

Vice President Jill Banaszak

Secretary Agnes Becker

Library Director Bridgette Heintz

Treasurer Pat Rizzuto

MINUTES

Trustee Banaszak made a motion to accept the minutes of the October 3, 2022 meeting. Trustee Rizzuto seconded the motion. Motion passed. 4-0

PERIOD FOR PUBLIC EXPRESSION

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

Donations and condolence cards in memory of Dick Earne were received. Donations are listed in the Director's Report.

DIRECTOR'S REPORT

The complete Director's report is attached.

UNFINISHED BUSINESS

- a. Banking Update
On 10/11/22 the M&T account was closed and the balance of \$1,464.86 was deposited in the new business checking account at Northwest Bank. Signatories on all accounts at Northwest Bank have been updated,
- b. Long Range Plan
Received 98 responses to the survey. The Board will meet on 11-28-22 following the Reading Garden meeting to review the responses.
- c. Trustee Vacancy
The Trustee vacancy has been advertised. The deadline for applications is 12-2-22. The Board may meet on 12-5-22 to interview candidates.
- d. Reading Garden Committee
Trustees Rizzuto and Crawford will be added to the committee consisting of Trustees Banaszak and Becker, Rotarian Sherry Miller, Peggy Koppman of the Cinderella Isle Garden Club and Director Heintz. The first planning meeting will be on 11-28-22 at 5:00 PM.

NEW BUSINESS

- a. Trustee Term ending 12-31-22
The term of Trustee Becker will end 12-31-22. She will send a letter to the Town Board indicating that she is interested in continuing as a Trustee.
- b. Claims Audit Policy and Procedure
Proposed procedure updates for the Claims Audit Policy were proposed, reviewed and filed.
- c. Proposed 2023 meeting dates
The following Library Board meeting dates were proposed:
1-12-23
3-9-23
5-11-23

Special meeting in July

9-14-23

11-9-23

d. 2023 Library Service Hours

Director Heintz presented rationale for proposing service hours that include closing Mondays. The Board decided to table a vote on the proposal and discuss it at the Long Range Plan meeting on 11-28-22 at 6:00 PM.

PUBLIC EXPRESSION

No speakers came forward.

ADJOURNMENT

Trustee Rizzuto moved to adjourn the meeting at 5:40. Trustee Banaszak seconded the motion. Motion passed 4-0.

NEXT MEETINGS

Memorial Garden Meeting, Monday, 11-28-22 @5:00 PM

Long Range Plan Meeting, Monday, 11-28-22 @6:00 PM

Interviews for Trustee vacancy, possibly Monday, 12-5-22

Regular Meeting, January 12, 2023

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: GRAND ISLAND MEMORIAL LIBRARY

MONTH: Oct-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	
Utility Charges:						
515000	Water	200	0	126	74	
515000	Sewer	250	0	182	68	
515000	Telephone - Maintenance	0	0	0	0	
510200	Dues and Fees	1,180	0	110	1,070	
545000	Rental Charges	0	0	195	(195)	
506200	Repairs & Maintenance Chgs.	1,300	0	1,957	(657)	
555050	Insurance Charges	0	0	0	0	
510000	Travel & Mileage Expenses	450	0	188	262	
530000	Other Expenses & Charges	700	0	784	(84)	
530000	Contingency (Bullet Aid)	0	0	0	0	
TOTAL EXPENSES		4,080	0	3,542	538	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Comments
Fines, Lost Books, etc.	983	0	1,097	(114)	
Copy Machines	0	0	0	0	
Print Cost Recovery	1,250	0	1,589	(339)	
Other Income	60	0	5	55	
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	2,293	0	2,691	(398)	

As per BECPL Resolution 2022-12 of 5/16/22:
our library will be receiving another BECPL System Appropriation of \$1,017 to offset fine revenue shortages due to the Fines Free Initiative.
This is in addition to the System Appropriation of \$770 received in February of this year.
The Direct Local Income expected for *Fines, Lost Books, etc.* has been lowered from \$2,000 to \$983.

GRAND ISLAND MEMORIAL LIBRARY COUNTY FUNDS FINANCIAL REPORT

SEPTEMBER-OCTOBER 2022

Account moved from M&T to Northwest on 10/11/22.

Deposits

9/1/2022	Fines & Print	\$206.20	
9/30/2022	Fines & Print	\$206.65	
9/30/2022	interest	\$0.07	<i>Total September Deposits: \$412.92</i>
10/31/2022	Fines & Print	\$203.85	<i>Total October Deposits: \$203.85</i>

Total Deposits September-October: \$616.77

Disbursements

9/8/2022	M73: Great Lakes Exterminating of WNY - service call on 9/1/22	\$195.00	
9/8/2022	M74: Fun Express - Trunk or Treat craft supplies	\$385.04	<i>Total September Disbursements: \$580.04</i>
10/3/2022	M75: USPS - postage stamps	\$201.00	
10/18/2022	NC5: Deluxe Check Charge: check for new Northwest account (direct withdrawal by the bank)	\$27.25	
10/22/2022	NC1: Amazon - hoover spotless portable carpet cleaner	\$109.99	
10/22/2022	NC2: Town of GI - water/sewer 7/16/22-10/15/22	\$104.40	
10/22/2022	NC3: HD Supply - 5 faucets for restroom sinks	\$477.05	
10/22/2022	NC4: HD Supply - 10 pack of faucet supply lines for restroom sinks	\$50.67	<i>Total October Disbursements: \$970.36</i>

Total Disbursements September-October: \$1,550.40

Balance County Funds

11/5/2022		\$899.35	
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	<u>Fines</u>	<u>Print</u>	<u>Other</u>	
Budgeted (expected revenue):	\$983.00	\$1,250.00	\$60.00	←usb drives/library cards
YTD revenue accrued:	\$1,097.00	\$1,589.00	\$5.00	(anything provided by the system which we would sell)
To be realized:	over by \$114	over by \$339	\$55.00	

As per BECPL Resolution 2022-12 of 5/16/22:
our library will be receiving another BECPL System Appropriation of \$1,017 to offset fine revenue shortages due to the Fines Free Initiative.
This is in addition to the System Appropriation of \$770 received in February of this year.
The Direct Local Income expected for Fines, Lost Books, etc.
has been lowered from \$2,000 to \$983.

GRAND ISLAND MEMORIAL LIBRARY PRIVATE FUNDS FINANCIAL REPORT
SEPTEMBER-OCTOBER 2022

Balance Private Checking Account

9/30/2022	\$7,158.60
11/5/2022	\$7,578.18

Deposits Private Checking

9/1/2022 Amazon Smile	\$8.50	
9/28/2022 Peggy Tyran memorial (Debbie Beis)	\$50.00	Total September Deposits: \$58.50
10/11/2022 Richard Earne memorial (Suzanne Jacobs)	\$100.00	
10/25/2022 October 2022 Discard Book Sale Proceeds	\$444.00	
10/25/2022 Richard Earne memorial (Lancaster Library)	\$250.00	Total October Deposits: \$794.00

TOTAL Deposits September-October:	<u>\$852.50</u>
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Disbursements Private Checking

N111: Amazon - cardboard playhouses -gingerbread house & rocket spaceship		
9/8/2022 (2019 Tower Funds)	\$84.39	
N112: Fun Express - story time/outreach crafts for fall (2019/2020/2021 Tower		
9/8/2022 Funds)	\$275.42	
9/20/2022 N113: Feelings Rock - class on 9/20/22 (2021 Tower Funds)	\$100.00	Total September Disbursements: \$459.81
N118: BECPL - Private Library Materials purchase (GI Lions/Garden Club/Harper	\$74.42	
10/10/2022 Memorial)		
N116: Liz Bauld - Story Book Cook: Cupcake Wars program on 10/15/22 (2021		
10/15/2022 Tower Funds)	\$200.00	
N119: One Point Partitions - pay off credit card for restroom partitions (funds		
10/24/2022 transferred from Money Market - see note below)	\$4,400.42	
N120: NYS Dept. of Taxation and Finance - sales tax for October 2022 Discard		
10/25/2022 Book Sale	\$38.85	Total October Disbursements: \$4713.69

TOTAL Disbursements September-October:	<u>\$5,173.50</u>
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Balance Money Market Account

10/4/2022	\$131,513.25
11/5/2022	\$127,119.86

Disbursements Money Market Account

Restroom partitions: transfer made to private/local to pay off credit card. Funds will
10/24/2022 be reimbursed once Senator Ryan 2022 Grant-In-Aid funds received.

\$4,400.42 **Total October Disbursements: \$4400.42**

Deposits Money Market Account

10/4/2022 interest

\$6.27

11/5/2022 interest

\$7.02

TOTAL:

\$13.29

[illegible]

Date Prepared: 10/24/2022 02:39 PM

Report Date: 10/24/2022

Account Table: LIB

Alt. Sort Table:

TOWN OF GRAND ISLAND**Expense Ledger**

GLR0125 1.0

Page 2 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
Fund 001		GENERAL FUND							
Item 0422		REP/MAIN. BLDGS. & GROUNDS							
Total Item 0422		REP/MAIN. BLDGS. & GROUNDS				12,980.00	0.00	18,081.12	(5,101.12)
Item 0434		LANDSCAPING MATERIALS							
001.7410.0434		LANDSCAPING MATERIALS.LIBRARY				300.00			
07/18/22	0000000695	BUFFALO ERIE CO PUB LIBRA BUSINESS OFFICE TRIMMER		138722	54158		0.00	224.00	
									76.00
Total Item 0434		LANDSCAPING MATERIALS				300.00	0.00	224.00	76.00
Item 0443		DEPARTMENTAL SUPPLIES							
001.7410.0443		DEPARTMENTAL SUPPLIES.LIBRARY				0.00			
05/16/22	0001001183	AMAZON CAPITAL SERVICES, INC. APRIL PURCHASES/CREDITS		138326	53873		0.00	267.99	
									(267.99)
Total Item 0443		DEPARTMENTAL SUPPLIES				0.00	0.00	267.99	(267.99)
Grand Total						13,680.00	0.00	18,573.11	(4,893.11)

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

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

Grand Island Memorial Library

Date of Audit: 9/8/22 **September 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
N110	Best Buy: 65" Samsung LED TV and 2 year standard geek squad protection (2021 Tower Funds)	\$569.98	Credit card (paid off on 8/26/22)	8/24/22
N111	Amazon: cardboard playhouses – gingerbread house and rocket ship (2019 Tower Funds)	\$84.39	3168	9/8/22
N112	Fun Express: story time/outreach crafts for fall (2019/2020/2021 Tower Funds)	\$275.42	3169	9/8/22
N113	Liz Bauld - the Story Book Cook: Cupcake Wars kids program on 10/15/22 (2021 Tower Funds)	\$200.00	3170	10/15/22
N114	Thomas Fox: Manga Workshop #1 – Bodies on 11/12/22 (2021 Tower Funds)	\$125.00	3171	11/12/22
N115	Thomas Fox: Manga Workshop #2 – Faces on 11/19/22 (2021 Tower Funds)	\$125.00	3172	11/19/22

Total: \$1379.79

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

Grand Island Memorial Library

Date of Audit: 9/8/22 **September 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
M73	Great Lakes Exterminating – service on 9/1/22	\$195.00	11397	9/8/22
M74	Fun Express – Trunk or Treat crafts (general programming line)	\$385.04	11398	9/8/22

Total: **\$580.04**

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

Grand Island Memorial Library

Date of Audit: 10/3/22 **September/October 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
N116	Feelings Rock: class on 9/20/22 (2021 Tower)	\$100.00	3173	9/20/22
N117	Feelings Rock: class on 11/15/22 (2021 Tower)	\$75.00	3174	11/15/22

Total: **\$175.00**

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

Grand Island Memorial Library

Date of Audit: 10/3/22 September/ October 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
M75	USPS: postage stamps	\$201.00	11399	10/3/22
M76	Amazon: hoover spotless portable carpet cleaner	\$109.99	11400	10/3/22

Total: \$310.99

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

Grand Island Memorial Library

Date of Audit: 10/11/22 October 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
N118	BECPL: PVT Library Material purchases (GI Lions/Garden Club/Harper Memorial)	\$74.42	3175	10/10/22

Total: \$74.42

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

Grand Island Memorial Library

Date of Audit: 10/24/22

October 2022

Total Claims (# of invoices): 5

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
NC1	Amazon: hoover spotless portable carpet cleaner (original check # 11400 from closed M&T account was returned)	\$109.99	101	10/22/22
NC2	Town of GI: water/sewer 7/16/22-10/15/22	\$104.40	102	10/22/22
NC3	HD Supply: 5 faucets for restroom sinks	\$477.05	103	10/22/22
NC4	HD Supply: 10 pack of faucet supply lines for restroom sinks	\$50.67	104	10/22/22
NC5	Deluxe Check charge for checks for new Northwest Account	\$27.25	Direct charge	10/18/22

Total: \$769.36

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

Grand Island Memorial Library

Date of Audit: 11/3/22 **November 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

GIML Invoice Tracking #	Claimant	Amount	Check #	Date
NC6	BECPL: Walmart order for 4 digital clocks for the study rooms placed by the Business Office.	\$55.88	105	11/1/22

Total: \$55.88

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

Grand Island Memorial Library

Date of Audit: 11/13/22 October 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

GIML Invoice Tracking #	Claimant	Amount	Check #	Date
N119	One Point Partitions: restroom partitions. Amount transferred from Money Market to pay off the credit card. Money Market to be reimbursed once grants in aid funds received.	\$4,400.42	Credit card	10/24/22
N120	NYS Sales Tax on October Discard Book Sale (10/21/22-10/22/22)	\$38.85	3176	10/25/22

Total: \$4439.27

Grand Island Memorial Library Board Meeting

November 10th, 2022 @ 4:30 pm

Library Meeting Room

Director's Report

Minutes

- October 3rd, 2022 special meeting minutes

Financial Report

Claims Audit

Correspondence

- Dick Earne recognitions:
 - 4 condolence cards received
 - 9/28/22: memorial donation received from Suzanne Jacobs (president of the Lancaster Library Board) in the amount of \$100.
 - 10/20/22: memorial donation received from the Lancaster Library Board of Trustees in the amount of \$250.
 - In both cases, the funds are in the Private/Local account and will be used toward the Reading Garden project.

Director's Report

- Library Improvements:
 - Restroom faucets (public and staff) replaced. Funding source: 2022 Operating Funds from the County.
 - Floor tile directly inside staff doorway replaced. No cost for this job. Used tile and tile adhesive we already had.
 - NYS Library Construction Grant:
 - North entrance walkway/adjacent walkway work: Bull's Concrete could not fit us in for the job in 2022. We are on their list for Spring 2023.
 - Public restroom partitions: partitions were received on 10/31/22. Installation began on 11/9/22 and is anticipated to be completed this week.
- Book Sales:
 - Donated Book Sale: \$1,914 was made by the Friends and will be kept in their account for future library project/funding requests. The sale was held 9/16/22-9/17/22.
 - Discard Book Sale Follow up: \$444 was made at the sale which was held 10/21/22 and 10/22/22. The funds will be put in the Private/Local account and a

collection development proposal will be brought to the Board at a later date.
NYS tax has been paid on this sale totaling \$38.85.

- Trunk or Treat Follow up: 462 attended on the event held 10/29/22. We had 12 trunkers including the Book Mobile and local community groups/businesses. All in all, a great event!
- NARCAN: the library system partnered with the county health department to install NARCAN distribution boxes and staff trainings were held. Town approval was given to have our library be a distribution point. This is free to the library and all stock will come directly from the Health Department.
- The following meetings/trainings were attended by Director Heintz in September and October:
 - 9/9/22: Public Librarian Advanced Certification Program class #1 at WNY Library Resources Council
 - 9/14/22: September Manager/Director Meeting at Central Library
 - 9/29/22: Friends of the GI Library Board Meeting
 - 10/6/22: PLACP class #2 via Zoom
 - 10/7/22: Intersect UnConference hosted by WNY Library Resources Council at the Central Library
 - 10/12/22: October Manager/Director Meeting via Zoom
 - 10/24/22: GI Library Book Club Title Selection Committee
 - 10/28/22: PLACP class #3 at WNY Library Resource Council

Unfinished Business

- Banking update: on 10/11/22 the M&T account was closed out and a cashiers' check for \$1,464.86 was received. Later that day Agnes Becker, Pat Rizzuto, and I met at Northwest Bank to open a new business checking account and the cashiers' check was deposited into it. This makes three accounts at Northwest for our library (2 checking, 1 money market). While there, we also updated the signatories on all of the accounts.
- Long Range Plan:
 - Survey follow-up: the survey was made available online, through flier distribution to 30 local businesses with the QR code, to all of the Friends members via post card with the QR code and in paper form in the library during the month of October. Responses can be found via the Google Form link shared with the board. There were 98 responses. Next step is going over all the data and deciding on another Long Range Plan workshop.
- Trustee Vacancy Discussion – Earne's term is through 12/31/23
- Reading Garden: a committee of five has been formed including myself, Agnes, Jill, Sherry Miller from GI Rotary and Peggy Koppmann from the Cinderella Isle Garden Club. The first committee meeting is scheduled for 11/28/22.

New Business

- Trustee term ending 12/31/22 – Agnes Becker
- Claims Audit Policy and Procedure – proposed updates up for review
- 2023 Proposed Library Board Meeting Dates, 2nd Thursdays at 4:30 pm
 - 1/12/23
 - 3/9/23
 - 5/11/23
 - Special meeting in July
 - 9/14/23
 - 11/9/23
- 2023 Library Service Hours - Discussion

Respectfully submitted,
Bridgette Heintz

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

Grand Island Memorial Library

Date of Audit: _____ ****Month covered**** Total Claims (# of invoices): _____

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

Total: _____

Abstract of Audited Vouchers for County Checking Account ~~(M&T-M)~~ (Northwest County Acct – NC)

Grand Island Memorial Library

Date of Audit: _____ ***Month covered*** Total Claims (# of invoices): _____

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

Total: _____

Grand Island Memorial Library Claims Audit Procedure

- Assemble invoices by the account they will be paid out of and review them with the Claims Auditor.
 - Assign ~~G~~ **GIML** Invoice tracking number in the right hand upper corner of each invoice. Invoice tracking numbers are sequential with a suffix of N for Northwest **Private/Local** account (~~Private/Local~~) or ~~M~~ for M&T **NC for Northwest County** account (County).
 - ***Note: the M&T account was closed on 10/11/22. Funds were moved into a business checking account at Northwest Bank. Because of this, there will be new check numbers which will not follow those previously used. The tracking numbers for this account will be changed and will begin with NC1.**
 - List invoices with assigned ~~G~~ **GIML** invoice tracking number on an abstract for review.
 - Have the Claims Auditor initial and date each invoice as reviewed.
 - Put **the** date of audit on the top of the abstract, listing the invoices reviewed.
 - **If the credit card is approved for use and is used, list *credit card* and note the date the credit card charge was paid in the 'Check #' field on the abstract.**
- Go over invoices and checks with the Treasurer to have checks signed.
 - Have the Treasurer initial and date each invoice as paid.
 - If the Treasurer is not available, any board member with Signatory privileges can follow these steps.
- Compile the abstracts for review at the next board meeting
 - A separate abstract should be set up for each account, one month of audits covered on each template.
 - After review at a board meeting, ~~any board member can~~ **the Vice-President will** sign off on the abstract and document the date of review and board approval. **In the absence of the Vice-President, any board member who is not the Claims Auditor may sign off on the abstracts to document the date of review and board approval.**

Updated Draft for review at 11/10/22 board meeting

Grand Island Memorial Library 2023 Hours and Holiday Proposal

Regular Hours

(43.5 hours, down from 51 in 2022)

Mondays	Closed (<u>open 9:30-8:00 in 2022</u>)
Tuesdays	9:30 am - 8:00 pm
Wednesdays	9:30 am - 5:00 pm
Thursdays	9:30 am - 8:00 pm
Fridays	9:30 am - 5:00 pm
Saturdays	9:30 am - 5:00 pm
Sundays	Closed

Summer Hours (5/30/23 - 9/5/23)

(43.5 hours, down from 46.5 in 2022)

Mondays	9:30 am – 5:00 pm (<u>9:30-8:00 in 2022</u>)
Tuesdays	9:30 am – 8:00 pm
Wednesdays	9:30 am – 5:00 pm
Thursdays	9:30 am – 8:00 pm
Fridays	9:30 am – 5:00 pm
Saturdays	Closed
Saturdays	Closed

First Sat. Closed – 6/3/23

First Sat. Open – 9/9/23

County Observed Holiday Closings

New Year's Day (observed)	Monday, 1/2/23
Martin Luther King, Jr. Day	Monday, 1/16/23
Presidents' Day	Monday, 2/20/23
Memorial Day	Monday, 5/29/23
Juneteenth Independence Day	Monday, 6/19/23
Independence Day	Tuesday, 7/4/23
Labor Day	Monday, 9/4/23
Veterans Day (observed)	Friday, 11/10/23
Thanksgiving Day	Thursday, 11/23/23
Christmas Day (observed)	Monday, 12/25/23

Recommendations

Good Friday Friday, 4/17/23

A recognized county holiday. However, recommend staying open in 2023 again due to GI Recreation Dept. Easter program tie-in. This collaboration has been going on very successfully since 2018.

Veterans Day Saturday, 11/11/23

The actual holiday, but not the county observed holiday. Recommend being open.