

GRAND ISLAND MEMORIAL LIBRARY

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

**BOARD OF TRUSTEES REGULAR MEETING
THURSDAY, SEPTEMBER 14th, 2023 @ 4:30 PM
LIBRARY MEETING ROOM
AGENDA**

- I. Call to Order
- II. Minutes:
 - a. 6/29/23 Library Board Special Meeting
 - b. 6/29/23 Reading Garden Committee Meeting
 - c. 7/18/23 Reading Garden Committee Meeting
 - d. 8/22/23 Reading Garden Committee 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. Reading Garden Committee update
 - c. NYS Library Construction Grant update
 - d. Summer 2023 Report
 - e. Fall/Winter 2023 Event Calendar
- VIII. Unfinished Business
- IX. New Business
 - a. Funding request: Reading Garden expenditures
 - b. Funding request: Fall/Winter 2023 Program Funding Request
- X. Period for Public Expression (any library related topic)

Next Regular Meeting: Thursday, November 9th, 2023

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 MEETING
THURSDAY, SEPTEMBER 14, 2023 @ 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: Treasurer Pat Rizzuto
President Richard Crawford Trustee Russ Person
Vice President Jill Banaszak Library Director Bridgette Heintz
Secretary Agnes Becker

MINUTES

- a. Trustee Person made a motion to accept the minutes of the Library Board Meeting on 6/29/23 and the Reading Garden Committee meetings on 6/29/23, 7/18/23 and 8/22/23. Trustee Rizzuto seconded the motion. Motion passed 5-0.

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 reports were reviewed and will be authorized by Trustee Banaszak.

CORRESPONDENCE

None

DIRECTOR'S REPORT

The complete Director's report is attached.

UNFINISHED BUSINESS

None

NEW BUSINESS

- a. Funding request: Reading Garden expenditures
President Crawford moved to approve \$3754 in expenses for Phase I of the Reading Garden. Trustee Banaszak seconded the motion. Motion passed 5-0.
- b. Funding request: Fall/Winter 2023 Program Funding Request
Trustee Banaszak moved to approve \$740.95 from the Tower funds for Fall/Winter programs. Trustee Rizzuto seconded the motion. Motion approved 5-0.

PUBLIC EXPRESSION

Trustee Banaszak questioned whether there has been any notification from ACT. Director Heintz indicated that she has heard nothing regarding ACT.

ADJOURNMENT

A motion to adjourn the meeting was made by Trustee Banaszak. The motion was seconded by Trustee Becker. Motion passed 5-0. Meeting adjourned at 5:34.

NEXT MEETING

Thursday, November 9, 2023.

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

Grand Island Memorial Library

Date of Audit: 5/26/23 May 2023 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
N141	Northwest Bank: Paid off credit card online for Wegmans order on 5/17/23 for Friends Annual Meeting (\$248.33 - Friends reimbursed) & Amazon summer library of things and sticker mosaic order on 5/13/23 (\$404.08 - 2022 Tower).	\$668.40	n/a	5/24/23
N142	Kimberly Strell: Art-y time Adult Paint Night on 6/8/23 (2022 Tower).	\$300.00	3191	6/8/23

Total: \$968.40

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

Grand Island Memorial Library

Date of Audit: 5/26/23 May 2023 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
NC30	Amazon: 2 photobooth backdrop frames, 24pcs mesh bags for library of things, grommet tool kit, outlet covers (Gen Programming/Building Maintenance lines)	\$143.76	126	5/24/23

Total: \$143.76

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

Grand Island Memorial Library

Date of Audit: 6/16/23 June 2023 Total Claims (# of invoices): 8

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
N143	Amazon: bag and luggage tags for summer library of things items (2022 Tower). Credit card paid 6/6/23.	\$28.94	Credit card	5/30/23
N144	Amazon: bags (2022 Tower) and travel chess/checkers set for library of things (Reading Garden donations). Credit card paid 6/6/23.	\$39.73	Credit card	6/1/23
N145	New Egg: movie projector and 3 year protection plan (2022 Tower). Credit card paid 6/14/23.	\$157.67	Credit card	6/2/23
N146	B&ECPL: library material order (2022 Oct Discard Booksale/W. Promowicz memorial/Zerby donation/Kammerer Falkowski memorial)	\$423.53	3192	6/14/23
N147	Oriental Trading: summer craft order	\$680.84	3193	6/14/23
N148	Buffalo Museum of Science: Science Below Zero program on 7/21/23 (222 Tower)	\$194.14	1394	7/21/23
N149	Liz Bauld, The Storybook Cook : Totally Tacos program on 7/28/23 (2022 Tower)	\$200.00	3195	7/28/23
N150	Hawk Creek: Talk on the Wildside program on 8/8/23 (2022 Tower)	\$335.00	3196	8/8/23

Total: \$2356.84

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

Grand Island Memorial Library

Date of Audit: 6/29/23 June 2023 Total Claims (# of invoices): 2

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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
N151	Amazon: ear plugs and wooden ice cream spoons for Touch a Truck on 7/5/23 (Friends to reimburse). CC paid 6/27/23.	\$25.97	cc	6/20/23
N152	Stacey Doldan - Feelings Rock program on 7/7/23 (2022 Tower)	\$100.00	3197	7/7/23

Total: \$125.97

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

Grand Island Memorial Library

Date of Audit: 6/29/23 June 2023 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
NC31	Amazon: acrylic sign holders (set of 6), legal size laminating pouches (2023 General Programming Funds). CC paid 6/27/23.	\$50.48	cc	6/20/23

Total: \$50.48

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

Grand Island Memorial Library

Date of Audit: 7/24/23 July 2023 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
N153	Eric Williams: Teen Writing Workshop on 8/1/23 (2022 Tower)	\$75.00	3198	8/1/23
N154	Cris Johnson: Magic Show on 8/11/23 (2022 Tower)	\$325.00	3199	8/11/23

Total: \$400.00

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

Grand Island Memorial Library

Date of Audit: 7/24/23 July 2023 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
NC32	Town of GI: water/sewer 4/16/23 to 7/6/23	\$93.50	127	7/18/23

Total: \$93.50

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

Grand Island Memorial Library

Date of Audit: 8/10/23 July 2023 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
N155	Oriental Trading: Trunk or Treat crafts for 2024 event. 2022 Tower – remainder of summer Adult programming and BOTB funds diverted to this.	\$400.95	3200	7/27/23
N156	Walmart.com: water and serving utensils for Chicken BBQ on 8/31/23 (Reading Garden funds)	\$45.74	cc	8/4/23

Total: \$446.69

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

Grand Island Memorial Library

Date of Audit: 8/10/23 July 2023 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
NC33	Amazon: H frame wire stakes for lawn signs/ceiling hook clips (2023 General Programming Funds). CC paid off 7/28/23.	\$35.94	cc	7/20/23

Total: \$35.94

GRAND ISLAND MEMORIAL LIBRARY COUNTY FUNDS FINANCIAL REPORT

MAY-AUGUST 2023

Deposits

6/1/2023	Fines & Printing	\$268.70
7/3/2023	Fines & Printing	\$195.04
7/28/2023	Fines & Printing	\$234.80
8/31/2023	Fines & Printing	\$285.10

Total May Deposits: \$0

Total June Deposits: \$268.70

Total July Deposits: \$429.84

Total August Deposits: \$285.10

Total Deposits May-August: \$983.64

Disbursements

5/4/2023	NC25: B&ECPL - 5/20/23 ACT meeting registration (5 attendees)	\$75.00
5/4/2023	NC26: Donald Klein - mileage	\$47.29
5/4/2023	NC27: Bridgette Heintz - mileage	\$141.04
5/4/2023	NC28: Carly Spatar - mileage	\$34.46
5/10/2023	NC29: Erie County Comptroller - parking lot signs from Erie County Sign Shop (4 total)	\$32.60
5/24/2023	NC30: Amazon - 2 photobooth backdrop frames, 24pcs mesh bags for library of things, grommet tool kit, outlet covers	\$143.76
6/20/2023	NC31: Amazon - acrylic sign holders & legal size laminating pouches (2023 Gen. Programming Funds). Funds transferred to private/local acct and cc paid 6/27/23.	\$50.48
7/18/2023	NC32: Town of GI - water/sewer 4/16/23 to 7/6/23	\$93.50
7/20/2023	NC33: Amazon - H frame wire stakes for lawn signs/ceiling hook clips (2023 General Programming Funds). Funds transferred to PVT account and cc paid 7/28/23.	\$35.94

Total May Disbursements: \$474.15

Total June Disbursements: \$50.48

Total July Disbursements: \$129.44

Total August Disbursements: \$0

Total Disbursements May-August: \$654.07

Balance County Funds

5/31/2023		\$1,670.50
6/30/2023		\$1,697.67
7/31/2023		\$1,998.07
8/31/2023		\$2,283.17

	<u>Fines</u>	<u>Print</u>
Budgeted (expected revenue):	\$50.00	\$1,500.00
YTD revenue accrued:	\$304.00	\$1,399.00
	currently over by	
To be realized:	\$254	\$101.00

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: GRAND ISLAND MEMORIAL LIBRARY

MONTH: Aug-23

SAP Acct.	Description	Adopted Budget	Budget Transfers	Year-to-Date Expenditures	Available Budget	Projected Utilization at 12/31	Projected Variance at 12/31	Comments
500000	Salaries - Full-time	0	0	0	0		0	
502000	Fringe Benefits	0	0	0	0		0	
Utility Charges:								
515000	Water	200	0	112	88		200	
515000	Sewer	250	0	160	90		250	
515000	Telephone - Maintenance	0	0	0	0		0	
510200	Dues and Fees	580	0	95	485		580	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	1,500	0	444	1,056		1,500	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	450	0	223	227		450	
530000	Other Expenses & Charges	700	0	1,450	(750)		700	
530000	Contingency (Bullet Aid)	0	0	0	0		0	
TOTAL EXPENSES		3,680	0	2,484	1,196	0	3,680	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	50	0	304	(254)	50	0	
Copy Machines	0	0	0	0	0	0	
Print Cost Recovery	1,500	0	1,399	101	1,500	0	
Other Income	0	0	0	0	0	0	
State Funding	0	0	0	0	0	0	
Municipal Support	0	0	0	0	0	0	
Donations (priv. persons/foundations)	0	0	50	(50)	0	0	M. Smith memorial donation (used to pay off cc for programming expenses incurred on 8/30/23)
Fundraising (events/booksales)	0	0	0	0	0	0	
Interest Income	0	0	0	0	0	0	
Misc Income	0	0	0	0	0	0	
Use of Fund Balance	0	0	0	0	0	0	
TOTAL DIRECT INCOME	1,550	0	1,753	(203)	1,550	0	

GRAND ISLAND MEMORIAL LIBRARY PRIVATE/LOCAL FUNDS FINANCIAL REPORT

MAY-AUGUST 2023

Balance Private/Local Checking Account

5/31/2023	\$15,415.98
6/30/2023	\$14,263.69
7/31/2023	\$14,207.13
8/31/2023	\$13,025.44

Deposits Private/Local Checking

5/3/2023 Falkowski memorial donation (Donor: D. Beis)	\$25.00	
5/3/2023 Friends reimbursement for Walmart order on 4/27/23 (credit card) : 2 bikes, 2 helmets	\$245.47	
5/3/2023 Amazon Smile	\$5.54	
5/19/2023 Friends funds for supplies for annual meeting on 5/23/23	\$250.00	
5/19/2023 Amazon Smile	\$21.04	Total May Deposits: \$547.05
6/6/2023 Deborah Beis (Reading Garden donation)	\$100.00	
6/15/2023 Colan, Meegan (M. Smith memorial) and Wrobel (Reading Garden) donations transfer from county to cover Amazon order placed 6/20/23 (sign holders & laminate).	\$175.00	
6/27/2023 CC paid 6/27/23.	\$50.48	Total June Deposits: \$325.48
7/3/2023 funds from Friends to reimburse for Amazon order: ear plugs/ice cream spoons	\$25.97	
7/6/2023 Proceeds from Toy Truck Raffle on 7/5/23 - to be used toward Reading Garden	\$341.00	
7/19/2023 M. Smith Donation (Fix/Vertino/Yung)	\$300.00	
transfer from county to cover Amazon order placed 7/19/23 (H frame wire stakes for 7/27/2023 lawn signs/ceiling hook clips). Confirmation #9536237. CC paid 7/28/23.	\$35.94	Total July Deposits: \$702.91 Total August Deposits: \$0
TOTAL Deposits May-August:	\$1,575.44	

Disbursements Private/Local Checking

N141: Northwest Bank - Paid off credit card online for Wegmans order on 5/17/23 for Friends Annual Meeting (\$248.33 - Friends reimbursed) & Amazon summer library of things and sticker mosaic order on 5/13/23 (\$404.08 - 2022 Tower). Confirmation # 5/13/2023 23052491026721.	\$668.40	
5/30/2023 N143: Amazon - bag and luggage tags for summer library of things items (2022 Tower)	\$28.94	Total May Disbursements: \$697.34
6/8/2023 N142: Kimberly Strell - Art-y Time Adult Paint Night on 6/8/23 (2022 Tower)	\$300.00	
N144: Amazon - bags and travel chess/checkers set for library of things (2022 Tower).	\$39.73	
6/1/2023 CC paid 6/6/23.		

		\$157.67	
6/2/2023	N145: New Egg - movie projector + 3 year protection plan (2022 Tower). CC paid 6/14/23.		
		\$423.53	
6/14/2023	N146: B&ECPL - private library materials order: 2022 Oct Discard Book Sale/W. Promowicz memorial, D. Zerby donation, Kammerer Falkowski memorial.		
6/14/2023	Korner visits (2022 Tower)	\$680.84	
6/20/2023	N151: Amazon - ear plugs and wooden ice cream spoons for Touch a Truck on 7/5/23 (Friends reimbursed 7/3/23). CC paid 6/27/23.	\$25.97	Total June Disbursements: \$1627.74
7/7/2023	N152: Stacey Doldan - Feelings Rock program on 7/7/23 (2022 Tower)	\$100.00	
7/21/2023	N148: Buffalo Museum of Science - Science Below Zero program on 7/21/23 (2022 tower)	\$194.14	
7/27/2023	N155: Oriental Trading - Trunk or Treat crafts (2022 Tower - remainder summer Adult programming and BOTB funds diverted to this)	\$400.95	
7/28/2023	N149: Liz Bauld, The Storybook Cook - Totally Tacos program on 7/28/23 (2022 Tower)	\$200.00	Total July Disbursements: \$895.09
8/1/2023	N153: Eric Williams - Teen Writing Workshop on 8/1/23 (2022 Tower)	\$75.00	
8/4/2023	N156: Walmart - water and serving utensils for chicken bbq on 8/31/23 (Reading Garden Funds). CC paid off 8/16/23.	\$45.74	
8/8/2023	N150: Hawk Creek Talk on the Wildside program on 8/8/23 (2022 Tower)	\$335.00	
8/11/2023	N154: Cris Johnson - Magic Show on 8/11/23 (2022 Tower)	\$325.00	Total August Disbursements: \$780.74
	TOTAL Disbursements May-August:	<u>\$4,000.91</u>	

Balance Money Market Account

5/31/2023	\$131,947.49
6/30/2023	\$132,189.33
7/31/2023	\$132,439.69
8/31/2023	\$132,690.53

Disbursements Money Market Account

Total May-August Disbursements: \$0

Deposits Money Market Account

5/31/2023	interest	\$147.18
6/30/2023	interest	\$241.84
7/31/2023	interest	\$250.36
8/31/2023	interest	\$250.84
	TOTAL:	<u>\$890.22</u>

Expense Ledger Parameters

Report ID:	LIBDETAIL				
Year:	2023	Include Beg. Encumbrance:	Yes		
Period:	1	To:	12	Apply to Budget Columns:	No
Trans Date:		To:			
Description:	Display	Vendor/Desc:	Both		
Sort by:	Date	Subtotal by Sort by:	No	Use Alt Fund:	No
Spacing:	Single	Print Budget Adj.:	No		
Acct Status:	Active	Print Parent Account:	No		
Summary Only:	No	Suppress Zero Accts:	Yes		
Grand Totals on Separate Page:	No	Open Enc. Only:	No	Include Req:	

Account Table:	LIB	LIBRARY			
	Rule No.	Component	From	To	Acct Type From To
	1	FUND	001	001	
	1	DEPT	7410	7410	

Alt. Sort Table:					
Sort:	Sort	Subtotal	Page Break	Subheading	
	1	Fund	No	No	Yes
	2	Item	Yes	No	Yes

Print Display Description: No

TOWN OF GRAND ISLAND

Expense Ledger

Fiscal Year: 2023 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			
06/26/23	0000000280	GI CHAMBER OF COMMERCE NEW MEMBER SET UP, MEMBERSHIP INVESTMENT		142055	56514		0.00	125.00	
									(25.00)
Total Item 0408		DUES & SUBSCRIPTIONS				100.00	0.00	125.00	(25.00)
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				18,000.00			
01/24/23		REVERSE PRE-PAIDS FOR 2023	41298				0.00	493.00	
02/06/23	0000038570	GRAINGER SAFETY BOLLARD, BUMPER INSTALLATION KIT, CORDLESS HAMMERDRILL		140716	55573		0.00	381.48	
02/06/23	0001001244	WHITE'S CLOCK AND CARILLON NE, INC. 2023 PLANNED MAINTENANCE FOR LIBRARY CLOCK SYSTEM AND TOWER		140812	55655		0.00	650.00	
03/06/23	0000032993	FIRE SAFETY SYSTEMS, INC. ANNUAL FIRE ALARM TESTING 3/1/23- 2/28/24		141014	55783		0.00	200.00	
04/03/23	0000000207	JOHN W DANFORTH CO. PLANNED MAINTENANCE 3/1/23- 5/31/23		141277	55972		0.00	493.00	
05/01/23	0000032993	FIRE SAFETY SYSTEMS, INC. INSTALLED EXT CAMERA		141575	56180		0.00	1,076.00	
05/01/23	0000032993	FIRE SAFETY SYSTEMS, INC. ADDED NEW EXT CAMERA		141576	56180		0.00	609.00	
06/26/23	0001001262	GREAT LAKES EXTERMINATING OF WNY COMMERCIAL RODENT SERVICE		142234	56620		0.00	65.00	
06/26/23	0001001262	GREAT LAKES EXTERMINATING OF WNY PEST CONTROL		142235	56620		0.00	175.00	
06/26/23	0000000207	JOHN W DANFORTH CO. PLANNED MAINTENANCE 6/1/23-		142244	56512		0.00	493.00	

Date Prepared: 08/29/2023 04:19 PM
 Report Date: 08/29/2023
 Account Table: LIB
 Alt. Sort Table:

TOWN OF GRAND ISLAND

Expense Ledger

Fiscal Year: 2023 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				18,000.00			
		8/31/23							
07/17/23	0000039750	GUI'S LUMBER		142320	56675		0.00	77.17	
07/17/23	0001001262	JUNE TRANSACTIONS-LIBRARY		142441	56761		0.00	65.00	
		GREAT LAKES EXTERMINATING OF WNY							
		COMMERICAL RODENT SERVICE							
08/28/23	0001001262	GREAT LAKES EXTERMINATING OF WNY		142827	57009		0.00	65.00	
		COMMERICAL RODENT SERVICE							
Total Item 0422		REP/MAIN. BLDGS. & GROUNDS				18,000.00	0.00	4,842.65	13,157.35
Item 0434		LANDSCAPING MATERIALS							
001.7410.0434		LANDSCAPING MATERIALS.LIBRARY				300.00			
06/26/23	0000999999	MARIAN KOPPMANN PARENNIALS		142137	56565		0.00	103.59	
Total Item 0434		LANDSCAPING MATERIALS				300.00	0.00	103.59	196.41
Grand Total						18,700.00	0.00	5,071.24	13,628.76

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

Grand Island Memorial Library Board Meeting

September 14th, 2023 @ 4:30 pm

Library Meeting Room

Director's Report

Minutes

- 6/29/23 Library Board Special Meeting – 2022 State Report approval
- 6/29/23 Reading Garden Committee Meeting
- 7/18/23 Reading Garden Committee Meeting
- 8/22/23 Reading Garden Committee Meeting

Financial Report

-

Claims Audit

- 10 total between May and end August 2023

Correspondence

-

Director's Report

- Staffing update: Brian Detweiler is our newest PT Librarian I. His first day was 8/1/23.
- Reading Garden Committee update:
 - Chicken BBQ fundraiser follow-up: 375 dinners sold. \$2585 netted to use toward Reading Garden purchases.
 - Next Fundraisers for fall
 1. Bottle/Can Fundraiser
 2. Bake Sales at the Sept and Nov Book Sales
 3. Any Basket Raffles going forward will be charged \$1/ticket
 4. Possible Spirit Gift Card raffle in Sept/early-Oct to tie in with Halloween, \$1/ticket
 5. Possible "scratch off tree" and candy box raffle in Nov/early-Dec to tie in with holidays, \$1/ticket
 - Purchasing for Phase I (funds in PVT account, need to approve expenditure – New Business)
- NYS Library Construction Grant update: received confirmation of approval of the latest construction grant on 8/16/23 in the requested amount of \$4,751 (initial 90% still to be received. Last 10% will be received once project completed and final report approved). Two components to this project:
 - Restroom partitions were completed in November 2022 using the match funds provided by Senator Ryan's 2022 Grants in Aid award.
 - North entrance walkway: we are on the schedule with Bull's Concrete to begin work on 9/18/23. This project will require blocking off the north entrance and the book drop until the concrete sets.

- Summer 2023 report (7/5/23 – 8/31/23):
 - # Programs: 72 (includes staff run, presenter/performer, passive programs and tutoring sessions)
 - (73 programs in 2022)
 - Ages 0-5 30 programs (27 in 2022)
 - Ages 6-11 12 programs (25 in 2022)
 - Teen 23 programs (5 in 2022 – began counting tutoring sessions in 2023)
 - Adult 7 programs (17 in 2022 – lost Mindfulness and Knitting Groups in 2023)
 - Program attendance: 2,436 (4,318 in 2022 – was unable to get the Ellison dies for the craft table in 2023. Summer craft table count alone was 2500 in 2022.)
 - Door count: 10,127 (9,401 in 2022)
 - Circulation: 26,591 (11,845 in 2022) – Automatic Renewals began in 2023. These are included in the count.
- Children’s Area Mural: Artists Terry Klaaren and Anita Long completed the mural between August 1st and 8th. Funding for the commission came from the Friends of the Grand Island Memorial Library.
- Fall/Winter 2023 Event calendar (Sept-Dec): see separate hand out
- The following meetings/trainings were attended by Director Heintz June thru August:
 - 6/5/23 Contract Member Library meeting via Zoom
 - 6/21/23 Battle of the Books planning meeting
 - 6/29/23 Reading Garden Committee meeting
 - 7/18/23 Reading Garden Committee meeting
 - 8/22/23 Reading Garden Committee meeting

Unfinished Business

New Business

- Reading Garden expenditures (see separate handout)
 - Funding source: Reading Garden funds received through donations and fundraisers which are in the Private/Local account

**TOTAL READING GARDEN PHASE I FUNDING REQUEST: \$3,700
(budget to accommodate components and shipping/handling)**

- Fall/Winter 2023 Funding Requests
 - Funding source for all requests will be 2022 Tower funds
 - Fall Adult Program Funding Request:
 - \$237.25 - Kathleen Rumfola: Tic Tac Toe Travel Board Workshop (family program)
 - \$130.80 - Kathleen Rumfola: Journal & Pencil Workshop (teen/adult program)
 - **Remainder in 2022 Tower funds: \$372.90.**
 - **Would like to ask for this as a budget for more Fall Adult programming.**

TOTAL FALL ADULT PROGRAM REQUEST: \$740.95

***Youth Services Fall Program funding request will be presented to the Friends.**

Period for Public Expression (any library related topic)

Respectfully submitted,
Bridgette Heintz

Grand Island Library Memorial Reading Garden Budget & Funding Sources

Funds housed in PVT/Local checking account unless otherwise noted.

- Sources:
- \$100.00 Suzanne Jacobs - Lancaster Library Board President - 9/28/22
 - \$250.00 Lancaster Library Board of Trustees - 10/20/22
 - \$100.00 Angola Public Library Board of Trustees - 11/10/22
 - \$50.00 Patrina Rizzuto - GI Library Trustee - 11/28/22
 - \$50.00 Anna Vaccaro - 2/9/23
 - \$50.00 Donald Flett - 2/14/23
 - \$40.00 Donald Flett - 3/24/23
 - Air & Waste Management Association 2023 Earth Day Grant (for Little Free Library component). **Grant awarded and deposited into the Friends account.**
 - \$500.00 **deposited into the Friends account.**
 - \$100.00 Deborah Beis - 5/30/23
 - \$25.00 Alexis Wrobel - 6/14/23
 - \$341.00 Touch a Truck toy truck raffle proceeds - 7/5/23
 - \$2,585.75 Chicken BBQ proceeds - 8/31/23 (375 dinners sold plus \$88 donated. Net was \$5717. BW's charged \$3131.25)
 - \$136.00 Paint Can as of 8/29/23
 - Bake Sale - 9/28/23-9/30/23
 - Bake Sale - 11/3/23-11/4/23
 - Spirit Gift Card Raffle (Sept/mid Oct 2023)**
 - Scratch off Tree' and candy box raffle (Nov/mid-Dec 2023)**
 - Bottle and Can Return as of _____**
 - Paint Can as of 12/31/23**

Estimated Budget 4,327.75

Date paid		Tracking #	Check #	Invoice #	
5/16/2023	500.00				Little Free Library 2 story shed unfinished kit and library post with topper kit (vendor: littlefreelibrary.com). Funding from Earth Day Grant. Remainder of grant funds used for varnish.
6/1/2023	27.99	N144	cc		Amazon: Chess/checkers set
8/4/2023	45.74	N156	cc		Walmart: 7 cases of bottled water, 4 serving utensils for the chicken BBQ on 8/31/23

573.73

Available

3,754.02

Reading Garden Phase I components proposal

Update: 7/13/23



<https://www.belson.com/Hexagon-Picnic-Tables-Recycled-Plastic>

Recycled Plastic Picnic Table – universal access (ADA compliant) in lieu of chess/checkers table. 4 seater.

Price: \$1,169

Cedar, Green, Gray, Brown for top/seats; black frame only



<https://www.belson.com/Small-Message-Center-with-Recycled-Plastic-Frame>

Notice board with post for advertising purposes for programs or Reading Garden Info. Can be installed next to the Little Free Library.

Price: \$609

Two colors: cedar, green

Cedar with single post



Sapphire

First choice (polystyrene)

Folding Adirondack Chair Patio Chairs Lawn Chair Outdoor Chairs Painted Adirondack Chair Weather Resistant for Patio Deck Garden by Serwall

https://www.amazon.com/dp/B09C6BQFT4/ref=syn_sd_onsite_desktop_0?ie=UTF8&pd_rd_plhdr=t&th=1

Amazon
38 colors available
2 Sapphire: \$209.99 each
2 Mint: \$209.99 each



Mint



Recycled plastic waste container (32 gallon)

<http://www.belson.com/32-Gallon-Recycled-Plastic-Tapered-Slat-Trash-Receptacles>

4 color options for the housing: cedar, brown, gray, green

2 color options for the lid: gray or black

32 gallon housing: \$362.00

Plastic Liner with standard lid: \$76.00

Square dome top lid (optional - pictured):
\$151.00

Also: permanent mount kit \$72.00

Total: \$438 (without dome top lid)

\$589 (with dome top lid)

\$661 (with dome top lid and mount kit)



Anchoring option for chairs: cable locks and ground anchors (see picture).

Would need to also install L brackets on the chair legs to stake them to the ground in case of high winds.

https://www.amazon.com/Master-Lock-8417D-Python-Keyed/dp/B000XTPNZK/ref=sr_1_5?crid=OM9TYWTVUYOY&keywords=lock+python+cable+lock&qid=1687538802&sprefix=lock+python+cable+lock%2Caps%2C97&sr=8-5

Master Lock Python Cable Lock, Cable Lock with Keys (6 ft)
\$13.60 each



Phase I

~~\$4636~~ \$3110.36* equals

4 seater ADA picnic table (Belson)

4 chairs (Amazon)

notice board (Belson)

4 locks (Amazon)

32 gallon trash receptacle (Belson) without dome
top lid or mount kit

*price before shipping costs.

Belson offers a 3 year warranty.

Serwall makes the chairs and they have a 3 year warranty on the frames, 1 year on the stainless hardware for outdoor chairs made from HIPS (High Impact Polystyrene Sheets).

Would need to consult with Highway on the ground anchors or find an alternative.

GRI Events September - December 2023

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 6:30 pm

9/12/23 Murder on the Serpentine by Anne Perry

10/10/23 Klara and the Sun by Kazuo Ishiguro

11/14/23 This Tender Land by William Kent Krueger

12/12/23 Lessons in Chemistry by Bonnie Garmus

Read to a Dog (SPCA Therapy Dogs): one Saturday/month 1:00-3:00 pm

9/23, 10/14, 11/18, 12/9

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

Session 1: 10/4, 10/11, 10/18, 10/25

Session 2: 11/29, 12/6, 12/13, 12/20

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

Session 1: 10/5, 10/12, 10/19, 10/26

Session 2: 11/30, 12/7, 12/14, 12/21

Lego: one Saturday/month 1:00 - 2:00 pm

9/9, 10/7, 11/11, 12/2

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

9/12, 10/10, 11/14, 12/12

Teen/Adult Beginner Sewing Classes (ages 16 & up): various dates 5:30-7:30pm

9/26, 10/19, 11/16, 12/14

Family Beginner Sewing Classes (ages 4 & up w/caretaker): Saturdays 10am-noon

9/23, 10/28, 11/18, 12/9

Outreach

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

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

9/8, 10/6, 11/3, 12/1

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

10/3, 11/7, 12/5

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

9/15, 10/27, 11/24, 12/15

September

9/5/23 Erie County Emergency Homecare Kit Distribution (Tues. 5-7pm)

9/7/23 Book a Tech Trainer (Thurs. 12pm-6pm)

- 9/7/23 Tic Tac Toe Travel Board Workshop – Family: ages 8 & up (Thurs. @ 6pm) **TBD**
- 9/16/23 NYS Citizen Preparedness Corps Training reschedule (Sat. @ 2pm)
- 9/21/23 Journal and Peas Pencil Workshop – teen/adult program: ages 13 & up (Thurs. @ 6pm) **TBD**
- 9/28/23 Feelings Rock (Thurs. @ 10am) **TBD**
- 9/29-9/30 Discard Book Sale - Times TBD

October

- 10/4/23 Book a Tech Trainer (Wed. 11am-5pm)
- 10/21/23 Trunk or Treat – (Sat. @ 12-2pm)

November

- 11/3-11/4 Donated Book Sale – times **TBD**
- 11/7/23 Election Day - Polling location
- 11/11/23 Cooking Demo: Thanksgiving Sides (Sat. 3-4:30pm) **TBD**
- 11/16/23 Feelings Rock (Thurs. @ 10am) **TBD**

December

- 12/7/23 Cooking Demo: Christmas Brunch (Thurs. 6:30-8) **TBD**
- 12/16/23 Graham Cracker House/Cookie Painting (Sat. @ 1pm) **TBD**

In the works:

Book a Tech Trainer visits in November and December once bookings open again thru Central.

- ‘Brain Dance’ with Ben Berry for adults
- ‘Gift Wrapping Party’ sometime in December

Holidays:

- 9/4/23 Labor Day
- 10/31/23 Halloween – closing at 5pm
- 11/10/23 Veterans Day (county observance)
- 11/23/23 Thanksgiving
- 12/25/23 Christmas Day

Regular Hours resume 9/5/23 with the first open Saturday being 9/9/23.

- Mondays Closed
- Tuesdays 9:30-8:00
- Wednesdays 9:30-5:00
- Thursdays 9:30-8:00
- Fridays 9:30-5:00
- Saturdays 9:30-5:00
- Sundays Closed