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 Report

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.
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 County Checking Account (Northwest County Acct – NC)

Grand Island Memorial Library

Date of Audit: 5/11/23 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

<table>
<thead>
<tr>
<th>GIML Invoice Tracking #</th>
<th>Claimant</th>
<th>Amount</th>
<th>Check #</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NC29</td>
<td>Erie County Comptroller: parking lot signs from Erie County Sign Shop (5 total)</td>
<td>$32.60</td>
<td>125</td>
<td>5/10/23</td>
</tr>
</tbody>
</table>

Total: $32.60
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.

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_________________________  ___________________________
Date Authorizing Official

<table>
<thead>
<tr>
<th>GIML Invoice Tracking #</th>
<th>Claimant</th>
<th>Amount</th>
<th>Check #</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>N141</td>
<td>Northwest Bank: Paid off credit card online for Wegmans order on 5/17/23 for Friends Annual Meeting ($248.33 - Friends reimbursed) &amp; Amazon summer library of things and sticker mosaic order on 5/13/23 ($404.08 - 2022 Tower).</td>
<td>$668.40</td>
<td>n/a</td>
<td>5/24/23</td>
</tr>
</tbody>
</table>

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.

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____________________________________  _________________________
Date  Authorizing Official

<table>
<thead>
<tr>
<th>GIML Invoice Tracking #</th>
<th>Claimant</th>
<th>Amount</th>
<th>Check #</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NC30</td>
<td>Amazon: 2 photobooth backdrop frames, 24pcs mesh bags for library of things, grommet tool kit, outlet covers (Gen Programming/Building Maintenance lines)</td>
<td>$143.76</td>
<td>126</td>
<td>5/24/23</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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 (number of invoices): 2

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Date  Authorizing Official

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<th>Amount</th>
<th>Check #</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>N151</td>
<td>Amazon: ear plugs and wooden ice cream spoons for Touch a Truck on 7/5/23 (Friends to reimburse). CC paid 6/27/23.</td>
<td>$25.97</td>
<td>cc</td>
<td>6/20/23</td>
</tr>
<tr>
<td>N152</td>
<td>Stacey Doldan - Feelings Rock program on 7/7/23 (2022 Tower)</td>
<td>$100.00</td>
<td>3197</td>
<td>7/7/23</td>
</tr>
</tbody>
</table>

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

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<th>Claimant</th>
<th>Amount</th>
<th>Check #</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NC31</td>
<td>Amazon: acrylic sign holders (set of 6), legal size laminating pouches (2023 General Programming Funds). CC paid 6/27/23.</td>
<td>$50.48</td>
<td>cc</td>
<td>6/20/23</td>
</tr>
</tbody>
</table>

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

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<th>Amount</th>
<th>Check #</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>N153</td>
<td>Eric Williams: Teen Writing Workshop on 8/1/23 (2022 Tower)</td>
<td>$75.00</td>
<td>3198</td>
<td>8/1/23</td>
</tr>
<tr>
<td>N154</td>
<td>Cris Johnson: Magic Show on 8/11/23 (2022 Tower)</td>
<td>$325.00</td>
<td>3199</td>
<td>8/11/23</td>
</tr>
</tbody>
</table>

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

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<th>Amount</th>
<th>Check #</th>
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</tr>
</thead>
<tbody>
<tr>
<td>NC32</td>
<td>Town of GI: water/sewer 4/16/23 to 7/6/23</td>
<td>$93.50</td>
<td>127</td>
<td>7/18/23</td>
</tr>
</tbody>
</table>

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

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<th>Amount</th>
<th>Check #</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>N155</td>
<td>Oriental Trading: Trunk or Treat crafts for 2024 event. 2022 Tower – remainder of summer Adult programming and BOTB funds diverted to this.</td>
<td>$400.95</td>
<td>3200</td>
<td>7/27/23</td>
</tr>
<tr>
<td>N156</td>
<td>Walmart.com: water and serving utensils for Chicken BBQ on 8/31/23 (Reading Garden funds)</td>
<td>$45.74</td>
<td>cc</td>
<td>8/4/23</td>
</tr>
</tbody>
</table>

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

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<th>Amount</th>
<th>Check #</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NC33</td>
<td>Amazon: H frame wire stakes for lawn signs/ceiling hook clips (2023 General Programming Funds). CC paid off 7/28/23.</td>
<td>$35.94</td>
<td>cc</td>
<td>7/20/23</td>
</tr>
</tbody>
</table>

Total: $35.94
# GRAND ISLAND MEMORIAL LIBRARY COUNTY FUNDS FINANCIAL REPORT
## MAY-AUGUST 2023

### Deposits

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/1/2023</td>
<td>Fines &amp; Printing</td>
<td>$268.70</td>
</tr>
<tr>
<td>7/3/2023</td>
<td>Fines &amp; Printing</td>
<td>$195.04</td>
</tr>
<tr>
<td>7/28/2023</td>
<td>Fines &amp; Printing</td>
<td>$234.80</td>
</tr>
<tr>
<td>8/31/2023</td>
<td>Fines &amp; Printing</td>
<td>$285.10</td>
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</table>

**Total Deposits May-August:** $983.64

### Disbursements

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/4/2023</td>
<td>NC25: B&amp;ECPL - 5/20/23 ACT meeting registration (5 attendees)</td>
<td>$75.00</td>
</tr>
<tr>
<td>5/4/2023</td>
<td>NC26: Donald Klein - mileage</td>
<td>$47.29</td>
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<tr>
<td>5/4/2023</td>
<td>NC27: Bridgette Heintz - mileage</td>
<td>$141.04</td>
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<tr>
<td>5/4/2023</td>
<td>NC28: Carly Spatar - mileage</td>
<td>$34.46</td>
</tr>
<tr>
<td>5/10/2023</td>
<td>NC29: Erie County Comptroller - parking lot signs from Erie County Sign Shop (4 total)</td>
<td>$32.60</td>
</tr>
<tr>
<td>5/24/2023</td>
<td>NC30: Amazon - 2 photobooth backdrop frames, 24pcs mesh bags for library of things, grommet tool kit, outlet covers</td>
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<td>7/18/2023</td>
<td>NC32: Town of GI - water/sewer 4/16/23 to 7/6/23.</td>
<td>$93.50</td>
</tr>
<tr>
<td>7/20/2023</td>
<td>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.</td>
<td>$35.94</td>
</tr>
</tbody>
</table>

**Total Disbursements May-August:** $654.07
## Balance County Funds

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>5/31/2023</td>
<td>$1,670.50</td>
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<tr>
<td>6/30/2023</td>
<td>$1,697.67</td>
</tr>
<tr>
<td>7/31/2023</td>
<td>$1,998.07</td>
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<tr>
<td>8/31/2023</td>
<td>$2,283.17</td>
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### Fines

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Budgeted (expected revenue):</td>
<td>$50.00</td>
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<tr>
<td>YTD revenue accrued:</td>
<td>$304.00</td>
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### Print

<table>
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<th>Amount</th>
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<tbody>
<tr>
<td>currently over by</td>
<td></td>
</tr>
<tr>
<td>To be realized:</td>
<td>$254</td>
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### CONTRACT MEMBER LIBRARIES - Monthly Financial Report

**LIBRARY:** GRAND ISLAND MEMORIAL LIBRARY  
**MONTH:** Aug-23

<table>
<thead>
<tr>
<th>SAP Acct.</th>
<th>Description</th>
<th>Adopted Budget</th>
<th>Budget Transfers</th>
<th>Year-to-Date Expenditures</th>
<th>Available Budget</th>
<th>Projected Utilization at 12/31</th>
<th>Projected Variance at 12/31</th>
<th>Comments</th>
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<tr>
<td>500000</td>
<td>Salaries - Full-time</td>
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<td>0</td>
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<td>502000</td>
<td>Fringe Benefits</td>
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<td>515000</td>
<td>Sewer</td>
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<td>510200</td>
<td>Dues and Fees</td>
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<td>Rental Charges</td>
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<tr>
<td>508200</td>
<td>Repairs &amp; Maintenance Chgs.</td>
<td>1,500</td>
<td>0</td>
<td>444</td>
<td>1,056</td>
<td>1,500</td>
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<tr>
<td>555050</td>
<td>Insurance Charges</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>510000</td>
<td>Travel &amp; Mileage Expenses</td>
<td>450</td>
<td>0</td>
<td>223</td>
<td>227</td>
<td>450</td>
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<td></td>
</tr>
<tr>
<td>530000</td>
<td>Other Expenses &amp; Charges</td>
<td>700</td>
<td>0</td>
<td>1,450</td>
<td>(750)</td>
<td>700</td>
<td>0</td>
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<tr>
<td>530000</td>
<td>Contingency (Bullet Aid)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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**TOTAL EXPENSES:**  
3,680 | 0 | 2,484 | 1,196 | 0 | 3,680

<table>
<thead>
<tr>
<th>DIRECT LOCAL INCOME</th>
<th>Adopted Budget</th>
<th>Budget Revisions</th>
<th>Y-T-D Revenues</th>
<th>To Be Realized</th>
<th>Projected Revenues</th>
<th>Projected Variance</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fines, Lost Books, etc.</td>
<td>50</td>
<td>0</td>
<td>304</td>
<td>(254)</td>
<td>50</td>
<td>0</td>
<td></td>
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<tr>
<td>Copy Machines</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
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<tr>
<td>Print Cost Recovery</td>
<td>1,500</td>
<td>0</td>
<td>1,399</td>
<td>101</td>
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<td>Donations (priv. persons/foundations)</td>
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<td>(50)</td>
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<td>Use of Fund Balance</td>
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<td>0</td>
<td>0</td>
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**TOTAL DIRECT INCOME:**  
1,550 | 0 | 1,753 | (203) | 1,550 | 0

MONTHLY FINANCIAL STMT
### GRAND ISLAND MEMORIAL LIBRARY PRIVATE/LOCAL FUNDS FINANCIAL REPORT

#### MAY-AUGUST 2023

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>5/31/2023</td>
<td>Balance Private/Local Checking Account</td>
<td>$15,415.98</td>
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<td>$14,207.13</td>
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<td>$13,025.44</td>
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#### Deposits Private/Local Checking

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

**Total May Deposits: $547.05**

<table>
<thead>
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</thead>
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<tr>
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<td>Deborah Beis (Reading Garden donation)</td>
<td>$100.00</td>
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<tr>
<td>6/15/2023</td>
<td>Colan, Meegan (M. Smith memorial) and Wrobel (Reading Garden) donations</td>
<td>$175.00</td>
</tr>
<tr>
<td>6/27/2023</td>
<td>transfer from county to cover Amazon order placed 6/20/23 (sign holders &amp; laminate).</td>
<td>$50.48</td>
</tr>
<tr>
<td>7/3/2023</td>
<td>funds from Friends to reimburse for Amazon order: ear plugs/ice cream spoons</td>
<td>$25.97</td>
</tr>
<tr>
<td>7/6/2023</td>
<td>Proceeds from Toy Truck Raffle on 7/5/23 - to be used toward Reading Garden</td>
<td>$341.00</td>
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<tr>
<td>7/19/2023</td>
<td>M. Smith Donation (Fix/Vertino/Yung)</td>
<td>$300.00</td>
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**Total June Deposits: $325.48**

<table>
<thead>
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<th>Date</th>
<th>Description</th>
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<tr>
<td>7/27/2023</td>
<td>transfer from county to cover Amazon order placed 7/19/23 (H frame wire stakes for lawn signs/ceiling hook clips). Confirmation #9536237. CC paid 7/28/23.</td>
<td>$35.94</td>
</tr>
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</table>

**Total July Deposits: $702.91**

**Total August Deposits: $0**

**Total Deposits May-August: $1,575.44**

### Disbursements Private/Local Checking

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</thead>
<tbody>
<tr>
<td>5/13/2023</td>
<td>N141: Northwest Bank - Paid off credit card online for Wegmans order on 5/17/23 for Friends Annual Meeting ($248.33 - Friends reimbursed) &amp; Amazon summer library of things and sticker mosaic order on 5/13/23 ($404.08 - 2022 Tower). Confirmation #23052491026721.</td>
<td>$668.40</td>
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<td>N143: Amazon - bag and luggage tags for summer library of things items (2022 Tower)</td>
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**Total May Disbursements: $697.34**

**Total August Disbursements: $0**


6/14/2023 Korner visits (2022 Tower) $680.84

N151: Amazon - ear plugs and wooden ice cream spoons for Touch a Truck on 7/5/23 $25.97

7/7/2023 N152: Stacey Doldan - Feelings Rock program on 7/7/23 (2022 Tower) $100.00

7/21/2023 N155: Oriental Trading - Trunk or Treat crafts (2022 Tower - remainder summer Adult programming and BOTB funds diverted to this) $400.95


7/8/2023 N153: Eric Williams - Teen Writing Workshop on 8/1/23 (2022 Tower) $75.00

8/1/2023 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: $4,000.91

Balance Money Market Account

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Disbursements Money Market Account

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Total May-August Disbursements: $0

Total June Disbursements: $1627.74
Total July Disbursements: $895.09
Total August Disbursements: $780.74
Expense Ledger Parameters

Report ID: LIBDETAIL
Year: 2023
Period: 1
Trans Date: 
Description: Display
Sort by: Date
Spacing: Single
Acct Status: Active
Summary Only: No
Grand Totals on Separate Page: No
Account Table: LIB LIBRARY

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<th>PO No. / Trans No.</th>
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<th>YTD Appropriation</th>
<th>Req/Enc</th>
<th>Expenditure</th>
<th>YTD Unencumb</th>
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<td>Fund 001</td>
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<td>GENERAL FUND</td>
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</tbody>
</table>
### Expense Ledger

**Fund 001**

- **Item 0422**
  - **Description**: GENERAL FUND
  - **Vendor Code**: REP/MAIN. BLDGS. & GROUNDS
  - **Account**: 001.7410.0422
  - **Vendor Name/Description**: LIBRARY
  - **PO No.**
  - **Trans No.**
  - **Voucher No.**
  - **Check No.**
  - **YTD Appropriation**: 18,000.00
  - **YTD Expenditure**: 0.00
  - **YTD Unencumb**: 18,000.00

<table>
<thead>
<tr>
<th>Date</th>
<th>Vendor Code</th>
<th>Vendor Name/Description</th>
<th>PO No.</th>
<th>Trans No.</th>
<th>Voucher No.</th>
<th>Check No.</th>
<th>YTD Appropriation</th>
<th>YTD Expenditure</th>
<th>YTD Unencumb</th>
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<tbody>
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</table>
| 08/28/23   | 0001001262  | GREAT LAKES EXTERMINATING OF WNY COMMERCIAL RODENT SERVICE | | | 142827 | 57009 | 0.00 | 65.00 | |}

**Item 0434**

- **Description**: LANDSCAPING MATERIALS
- **Vendor Code**: LIBRARY
- **Account**: 001.7410.0434

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<th>Date</th>
<th>Vendor Code</th>
<th>Vendor Name/Description</th>
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<th>Voucher No.</th>
<th>Check No.</th>
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<th>YTD Expenditure</th>
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<td>06/26/23</td>
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</table>

**Total Item 0434**

- **LANDSCAPING MATERIALS**: 300.00
- **YTD Expenditure**: 103.59
- **YTD Unencumb**: 196.41

**Grand Total**

- **LANDSCAPING MATERIALS**: 300.00
- **YTD Expenditure**: 103.59
- **YTD Unencumb**: 196.41

**Total Item 0422**

- **REP/MAIN. BLDGS. & GROUNDS**: 18,000.00
- **YTD Expenditure**: 4,842.65
- **YTD Unencumb**: 13,157.35

**Total Item 0434**

- **LANDSCAPING MATERIALS**: 300.00
- **YTD Expenditure**: 103.59
- **YTD Unencumb**: 196.41

**Grand Total**

- **GENERAL FUND**: 18,700.00
- **LANDSCAPING MATERIALS**: 5,071.24
- **YTD Unencumb**: 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)
  o Ages 0-5 30 programs (27 in 2022)
  o Ages 6-11 12 programs (25 in 2022)
  o Teen 23 programs (5 in 2022 – began counting tutoring sessions in 2023)
  o 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:
  o 6/5/23 Contract Member Library meeting via Zoom
  o 6/21/23 Battle of the Books planning meeting
  o 6/29/23 Reading Garden Committee meeting
  o 7/18/23 Reading Garden Committee meeting
  o 8/22/23 Reading Garden Committee meeting

Unfinished Business

New Business

• Reading Garden expenditures (see separate handout)
  o 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
  o 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.
        o 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
- $500.00 Air & Waste Management Association 2023 Earth Day Grant (for Little Free Library component). Grant awarded and 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
  - 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     |        |           |
6/1/2023   | 27.99      | N144   | cc        |
8/4/2023   | 45.74      | N156   | cc        |

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.

Amazon: Chess/checkers set
Walmart: 7 cases of bottled water, 4 serving utensils for the chicken BBQ on 8/31/23
| Available | 3,754.02 |
**Reading Garden Phase I components proposal**

**Update: 7/13/23**

[Image of Recycled Plastic Picnic Table]

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

[Image of Notice board]


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
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
Recycled plastic waste container (32 gallon)


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 Polystrene 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 kazoo 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, 10/23, 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 Book a Tech Trainer (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