BOARD OF TRUSTEES REGULAR MEETING
THURSDAY, NOVEMBER 9TH, 2023 @ 4:30 PM
LIBRARY MEETING ROOM
AGENDA

I. Call to Order
II. Minutes:
   a. 9/14/23 Library Board Meeting
III. Period for Public Expression (agenda items)
IV. Financial Reports
V. Claims Audit Abstract Report
VI. Correspondence
VII. Director’s Report
   a. Reading Garden update
   b. NYS Library Construction Grant update
VIII. Unfinished Business
   a. 2023 Trustee Training – self-assurance forms
IX. New Business
   a. Policies:
      i. Meeting Room – review and discussion
      ii. FOIL - discussion
   b. 2024 Proposed Library Board Meeting Schedule
   c. 2024 Library Hours Discussion
X. Period for Public Expression (any library related topic)

Next Regular Meeting: TBD

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 4:30 PM.

ROLL CALL: Present were:
President Richard Crawford  Town Liaison Christian Bahleda
Vice President Jill Banaszak  Director Bridgette Heintz
Secretary Agnes Becker  Treasurer Pat Rizzuto
Trustee Russ Person

MINUTES
Trustee Banaszak made a motion to approve the minutes of the September 4th meeting. Trustee Rizzuto seconded. 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
Director Heintz reported that she has sent a letter to the Tower Foundation reporting the expenditures for 2023 and thanking them again for their generosity to the Library.

DIRECTOR’S REPORT
The complete Director’s report is attached.

UNFINISHED BUSINESS
a. Trustees completed self-assurance forms for in-service time.

NEW BUSINESS
a. The following policies were tabled to be reviewed at the January meeting: Meeting Room policy, Petty Cash policy and Freedom of Information Law (FOIL) policy.
b. The proposed Library Board Meeting Schedule was presented by Director Heintz. A motion to accept the proposed schedule was made by Trustee Rizzuto and seconded by Trustee Person. Motion passed 5-0.
c. The proposed Library hours for 2024 were presented by Director Heintz. Included in the proposed hours is a 4-hour addition to Wednesday evenings. A motion to accept the proposal was made by Trustee Banaszak and seconded by Trustee Rizzutto. Motion passed 5-0.
PERIOD FOR PUBLIC EXPRESSION
No speakers came forward.

A motion was made by President Crawford and seconded by Trustee Rizutto to adjourn to Executive session. Motion passed 5-0.

ADJOURNMENT

A motion to adjourn the meeting was made by Trustee Rizutto and seconded by Trustee Banaszak. Motion passed 5-0. Meeting adjourned at 5:37.

NEXT MEETINGS
Tuesday, November 28 at 5:30: Special meeting to review and approve the FOIL policy
Thursday, January 4, 2024 at 4:30: Regular 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  
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.
### GRAND ISLAND MEMORIAL LIBRARY PRIVATE/LOCAL FUNDS FINANCIAL REPORT

#### SEPTEMBER-OCTOBER 2023

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/30/2023</td>
<td>Balance Private/Local Checking Account</td>
<td>$10,535.25</td>
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<tr>
<td>10/31/2023</td>
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<td>$11,888.73</td>
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**Deposits Private/Local Checking**

- 9/1/2023  Paint Can donations: Reading Garden (as of 8/29/23)                                  $136.00
- 9/1/2023  Chicken BBQ proceeds: $3131.25 to BW’s, $2585.75 to Reading Garden                  $5,717.00
- 9/14/2023 Transfer from county account to pay off cc for 8/30/23 Amazon purchase (sign        $245.97
  replacement, scavenger hunt prizes, clamps, faucet, plastic label scrapers)                  
- 9/27/2023  Payment to library to replace components of Yoga Penworthy Kit which were lost by    $15.00
  the patron. Funds to be used to purchase replacement on Amazon.                               
- 9/27/2023  WNYLRC/NNLM Health Literacy Funds to be used for Brain Dance class on 12/2/23     $173.75
- 9/14/2023 Transfer from 2023 General Programming to PVT account for Amazon order on 9/27/23   $61.49
- 9/22/2023  NYS Construction Grant 2022-2023 funds: initial 90% received                       $4,113.00
- 10/3/2023  Discard Book Sale Proceeds (9/29/23-9/30/23)                                         $648.00
- 10/3/2023  Bake Sale Proceeds to benefit the Reading Garden (9/29/23-9/30-23)                  $190.00
- 10/5/2023  NYS Construction Grant 2022-2023 funds: initial 90% received                       $4,113.00
- 10/18/2023 Gift card which Amazon never activated and then refunded.                           $54.95
- 9/22/2023  Amazon - 4 Adirondack chairs and 4 cable locks (Reading Garden funds). CC paid off $651.69
  10/4/23 except for cable locks ($45.46).                                                     
- 9/22/2023  Belson - picnic table, notice board, trash receptacle, mounting hardware for one    $2,755.41
  bench (Reading Garden funds). CC paid off 10/4/23.                                          
- 9/22/2023  N158: cc payment - Amazon order made on 8/30/23: (sign replacement, scavenger      $245.97
  hunt prizes, clamps, faucet, plastic label scrapers). Funding: operating funds and M.         
- 9/14/2023  Smith donation for programming.                                                       $94.13
- 9/18/2023  N159: Friends of the GIIML - reimbursement for BOTB expenses (paid from Petty cash   $368.05
  which Friends provide. Funds approved out of 2022 Tower at the 5/11/23 library board        
  meeting)                                                                                      
- 9/14/2023  N160: Kathleen Rumfola - Tic Tac Toe Board workshop on 9/7/23 ($237.25) and        $237.25
  9/22/2023  Journal workshop on 9/21/23 ($130.80). 2022 Tower Funds.                           $368.05
- 9/14/2023  N161: Amazon - 4 Adirondack chairs and 4 cable locks (Reading Garden funds). CC    $651.69
  paid off 10/4/23 except for cable locks ($45.46).                                           
- 9/22/2023  N162: Belson - picnic table, notice board, trash receptacle, mounting hardware for one
  bench (Reading Garden funds). CC paid off 10/4/23.                                           $2,755.41

**Total September Deposits:** $6349.21  
**Total October Deposits:** $5006.95

**TOTAL Deposits September-October:** $11,355.16
N163: Bull's Concrete Construction - front of library doors and 2 blocks (2022-2023 NYS Library Construction Grant funds) received from patron who lost the parts. Funds deposited into PVT on 9/27/23. CC paid off 10/4/23. $5,000.00

N165: Amazon - Sterilite 4 gallon totes (6 pack) for Lego Club. Funding transferred from County 2023 General Programming line. CC paid off 10/4/23. $61.49

N166: Amazon - $50 Visa Gift Card for Halloween Raffle to benefit reading garden (Reading Garden funds). CC paid off 10/4/23. REFUNDED FROM AMAZON ON 10/5/23. $54.95

N167: NYS Dept. of Taxation & Finance - Sales tax for Discard Sale held 9/29/23-9/30/23 $56.70

N170: BECPL - PVT order invoice #23044: M. Smith memorials (Colan/Meegan) and Oct 2022 Discard Book Sale funds. $122.21

N168: Salvatore Bordonaro - Storytelling at the Trunk or Treat event on 10/21/23 (2022 Tower) $60.00

TOTAL Disbursements September-October: $9,482.56

Balance Money Market Account
9/30/2023 $132,933.74
10/31/2023 $133,185.51

Disbursements Money Market Account

Total September-October Disbursements: $0

Deposits Money Market Account
9/30/2023 interest $243.21
10/31/2023 interest $251.77
TOTAL: $494.98

Total September October: $9,243.65
Total October Disbursements: $238.91
**GRAND ISLAND MEMORIAL LIBRARY COUNTY FUNDS FINANCIAL REPORT**  
**SEPTEMBER-OCTOBER 2023**

### Deposits

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/1/2023</td>
<td>Milne - M. Smith memorial donation: to be used for programming expenses (scavenger hunt prizes for Sept.)</td>
<td>$50.00</td>
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<tr>
<td>10/2/2023</td>
<td>Fines &amp; Printing</td>
<td>$142.15</td>
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<tr>
<td>10/31/2023</td>
<td>Fines &amp; Printing</td>
<td>$141.80</td>
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**Total September Deposits:** $192.15  
**Total October Deposits:** $141.80

### Disbursements

<table>
<thead>
<tr>
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<th>Description</th>
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<tbody>
<tr>
<td>8/30/2023</td>
<td>NC34: Amazon - replacement outdoor sign, scavenger hunt prizes, faucet, clamps, plastic label scrapers (Funds to come from County Operations Budget and M. Smith memorial). Cc purchase made on 8/30/23. Transfer made to private account to pay off CC on 9/14/23 (confirmation #10260636).</td>
<td>$245.97</td>
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<td>9/20/2023</td>
<td>NC35: USPS - 200 postage stamps and 150 postcard stamps</td>
<td>$208.50</td>
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<tr>
<td>9/27/2023</td>
<td>NC36: transfer - transfer from 2023 General Programming to PVT account for Amazon order on 9/27/23 of sterilite 4 gallon totes (6 pack) for Lego Club. Confirmation number: 10456237</td>
<td>$61.49</td>
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<tr>
<td>10/24/2023</td>
<td>NC37: Town of GI - water/sewer 7/16/23-10/15/23</td>
<td>$102.55</td>
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**Total September Disbursements:** $515.96  
**Total October Disbursements:** $102.55

### Balance County Funds

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<td>9/30/2023</td>
<td>$1,817.21</td>
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<td>10/31/2023</td>
<td>$1,959.36</td>
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<table>
<thead>
<tr>
<th>Fines</th>
<th>Print</th>
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| Budgeted (expected revenue): | $50.00  
| YTD revenue accrued: | $324.00 |

To be realized: $274 currently over by $158
# CONTRACT MEMBER LIBRARIES - Monthly Financial Report

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

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<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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<td><strong>Utility Charges</strong></td>
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<td>227</td>
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<td>530000</td>
<td>Other Expenses &amp; Charges</td>
<td>700</td>
<td>0</td>
<td>1,720</td>
<td>(1,020)</td>
<td>700</td>
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<td>Contingency (Bullet Aid)</td>
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<td><strong>TOTAL EXPENSES</strong></td>
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<td>3,102</td>
<td>578</td>
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<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>
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<td>Fines, Lost Books, etc.</td>
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<td>324</td>
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<tr>
<td><strong>TOTAL DIRECT INCOME</strong></td>
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<td>2,037</td>
<td>(487)</td>
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<td>M Smith memorial donation (used to pay off cc for programming expenses incurred on 8/30/23)</td>
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<td>Vendor Code</td>
<td>Description</td>
<td>Vendor Name/Description</td>
<td>PO No. / Trans No.</td>
<td>Voucher No.</td>
<td>Check No.</td>
<td>YTD Appropriation</td>
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<td>Fund 001</td>
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<td>NEW MEMBER SET UP, MEMBERSHIP INVESTMENT</td>
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### Expense Ledger

**TOWN OF GRAND ISLAND**

#### Fiscal Year: 2023  Period From: 1 To: 12  Trans. Date From: To:

<table>
<thead>
<tr>
<th>Account No.</th>
<th>Vendor Code</th>
<th>Description</th>
<th>Vendor Name/Description</th>
<th>PO No. / Trans No.</th>
<th>Voucher No.</th>
<th>Check No.</th>
<th>YTD Appropriation</th>
<th>YTD Unencumb</th>
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<tbody>
<tr>
<td>Item 0422</td>
<td>001.7410.0422</td>
<td>GENERAL FUND</td>
<td>REP/MAIN. BLDGS. &amp; GROUNDS.LIBRARY</td>
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<tr>
<td>06/26/23</td>
<td>0001001262</td>
<td>GREAT LAKES EXTERMINATING OF WNY COMMERCIAL RODENT SERVICE</td>
<td>0.00</td>
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<td>GREAT LAKES EXTERMINATING OF WNY PEST CONTROL</td>
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<tr>
<td>06/26/23</td>
<td>0000000207</td>
<td>JOHN W DANFORTH CO. PLANNED MAINTENANCE 6/1/23-8/31/23</td>
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<td>493.00</td>
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<td>07/17/23</td>
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<td>GUI'S LUMBER JUNE TRANSACTIONS-LIBRARY</td>
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<td>GREAT LAKES EXTERMINATING OF WNY COMMERCIAL RODENT SERVICE</td>
<td>0.00</td>
<td>65.00</td>
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<td></td>
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</tr>
<tr>
<td>09/18/23</td>
<td>0000000207</td>
<td>JOHN W DANFORTH CO. SERVICE</td>
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<td>4,380.42</td>
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</tr>
<tr>
<td>10/02/23</td>
<td>0000000207</td>
<td>JOHN W DANFORTH CO. PLANNED MAINTENANCE 9/1/23-12/31/23</td>
<td>0.00</td>
<td>493.00</td>
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<tr>
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<td>10/02/23</td>
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<td>GREAT LAKES EXTERMINATING OF WNY COMMERCIAL RODENT SERVICE</td>
<td>0.00</td>
<td>65.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/02/23</td>
<td>0001001262</td>
<td>GREAT LAKES EXTERMINATING OF WNY SERVICE FOR YELLOW JACKET</td>
<td>0.00</td>
<td>195.00</td>
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<td></td>
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<tr>
<td>10/16/23</td>
<td>0000039750</td>
<td>GUI'S LUMBER SEPTEMBER PURCHASES - LIBRARY</td>
<td>0.00</td>
<td>21.54</td>
<td></td>
<td></td>
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<tr>
<td>10/16/23</td>
<td>0001001262</td>
<td>GREAT LAKES EXTERMINATING OF WNY SERVICE - YELLOW JACKET</td>
<td>0.00</td>
<td>195.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/16/23</td>
<td>0001001262</td>
<td>GREAT LAKES EXTERMINATING OF WNY COMMERCIAL RODENT SERVICE</td>
<td>0.00</td>
<td>65.00</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Total Item 0422**

| REP/MAIN. BLDGS. & GROUNDS | 18,000.00 | 0.00 | 11,565.32 | 6,434.68 |
## Expense Ledger

**TOWN OF GRAND ISLAND**

### Fiscal Year: 2023  Period From: 1 To: 12  Trans. Date From: To:

<table>
<thead>
<tr>
<th>Account No.</th>
<th>Vendor Code</th>
<th>Date</th>
<th>Description</th>
<th>PO No./Trans No.</th>
<th>Vendor Name/Description</th>
<th>Check No.</th>
<th>YTD Appropriation</th>
<th>Req/Enc</th>
<th>Expenditure</th>
<th>YTD Unencumb</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund 001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Item 0434</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>001.7410.0434</td>
<td></td>
<td>06/26/23</td>
<td>LANDSCAPING MATERIALS.LIBRARY</td>
<td>142137</td>
<td>MARIAN KOPPMANN PARENNIALS</td>
<td>56565</td>
<td>300.00</td>
<td>0.00</td>
<td>103.59</td>
<td>196.41</td>
</tr>
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</table>

**Total Item 0434**

<table>
<thead>
<tr>
<th>Description</th>
<th>PO No./Trans No.</th>
<th>Vendor Name/Description</th>
<th>Check No.</th>
<th>YTD Appropriation</th>
<th>Req/Enc</th>
<th>Expenditure</th>
<th>YTD Unencumb</th>
</tr>
</thead>
<tbody>
<tr>
<td>LANDSCAPING MATERIALS</td>
<td></td>
<td></td>
<td></td>
<td>300.00</td>
<td>0.00</td>
<td>103.59</td>
<td>196.41</td>
</tr>
</tbody>
</table>

**Grand Total**

<table>
<thead>
<tr>
<th>Description</th>
<th>PO No./Trans No.</th>
<th>Vendor Name/Description</th>
<th>Check No.</th>
<th>YTD Appropriation</th>
<th>Req/Enc</th>
<th>Expenditure</th>
<th>YTD Unencumb</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>18,700.00</td>
<td>0.00</td>
<td>11,863.91</td>
<td>6,836.09</td>
</tr>
</tbody>
</table>

*NOTE: One or more accounts may not be printed due to Account Table restrictions.*
Abstract of Audited Vouchers for Private/Local Checking Account (Northwest -N)

Grand Island Memorial Library

Date of Audit: 9/20/23 September 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

<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>N160</td>
<td>Kathleen Rumfola: Tic Tac Toe Board workshop on 9/7/23 ($237.25) and Journal workshop on 9/21/23 ($130.80). 2022 Tower Funds.</td>
<td>$368.05</td>
<td>3203</td>
<td>9/18/23</td>
</tr>
</tbody>
</table>

Total: $368.05
Abstract of Audited Vouchers for County Checking Account (Northwest County Acct – NC)

Grand Island Memorial Library

Date of Audit:  9/20/23  September 2023  Total Claims (# of invoices):  1

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----------------------------------------------------------
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>NC35</td>
<td>USPS: 200 postage stamps and 150 postcard stamps</td>
<td>$208.50</td>
<td>128</td>
<td>9/20/23</td>
</tr>
</tbody>
</table>

Total:  $208.50
Abstract of Audited Vouchers for Private/Local Checking Account (Northwest -N)

Grand Island Memorial Library

Date of Audit: 9/20/23 Aug/Sept 2023 Total Claims (# of invoices): 3

I certify that the invoices listed on this abstract were audited by the Grand Island Memorial Library Board member appointed as Claims Auditor and allowed to be paid to the claimants in the amounts shown.

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_________________________ ________________________________
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>N157</td>
<td>BW’s Smoking Barrels Barbecue</td>
<td>$3131.25</td>
<td>3201</td>
<td>8/31/23</td>
</tr>
<tr>
<td>N158</td>
<td>Transfer from County account to pay off credit card for 8/30/23 Amazon purchase: sign replacement/scavenger hunt prizes/clamps/faucet/label scrapers. CC paid off 9/14/23.</td>
<td>$245.97</td>
<td>cc</td>
<td>9/14/23</td>
</tr>
<tr>
<td>N159</td>
<td>Friends of the GIML: Reimbursement for Battle of the Books expenses paid from Petty cash - which Friends provide. Funds approved out of 2022 Tower at the 5/11/23 library board meeting.</td>
<td>$94.13</td>
<td>3202</td>
<td>9/14/23</td>
</tr>
</tbody>
</table>

Total: $3471.35
Abstract of Audited Vouchers for County Checking Account (Northwest County Acct – NC)

Grand Island Memorial Library

Date of Audit: 9/20/23 Aug/Sept 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

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>NC34</td>
<td>Transfer to Private/Local account to pay off credit card for 8/30/23</td>
<td>$245.97</td>
<td>cc</td>
<td>9/14/23</td>
</tr>
<tr>
<td></td>
<td>Amazon purchase: sign replacement/scavenger hunt prizes/clamps/faucet/label scrappers. CC paid off 9/14/23.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: $245.97
Abstract of Audited Vouchers for Private/Local Checking Account (Northwest -N)

Grand Island Memorial Library

Date of Audit: __9/26/23______ September 2023    Total Claims (# of invoices): ___3_____

I certify that the invoices listed on this abstract were audited by the Grand Island Memorial Library Board member appointed as Claims Auditor and allowed to be paid to the claimants in the amounts shown.

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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>N161</td>
<td>Amazon: 4 Adirondack chairs and 4 cable locks (Reading Garden funds)</td>
<td>$697.42</td>
<td>cc</td>
<td>9/22/23</td>
</tr>
<tr>
<td>N162</td>
<td>Belson: picnic table, notice board, trash receptacle, mounting hardware for one bench (Reading Garden funds)</td>
<td>$2755.41</td>
<td>cc</td>
<td>9/22/23</td>
</tr>
<tr>
<td>N163</td>
<td>Bull’s Concrete Construction: front of library doors and 2 blocks (2022-2023 NYS Library Construction Grant funds)</td>
<td>$5000</td>
<td>3204</td>
<td>9/25/23</td>
</tr>
</tbody>
</table>

Total: __$8452.83___
Abstract of Audited Vouchers for Private/Local Checking Account (Northwest -N)

Grand Island Memorial Library

Date of Audit: __10/5/23____  October 2023  Total Claims (# of invoices): 3

I certify that the invoices listed on this abstract were audited by the Grand Island Memorial Library Board member appointed as Claims Auditor and allowed to be paid to the claimants in the amounts shown.

This abstract was reviewed by the Grand Island Memorial Library Board of Trustees at a regular/special board meeting on the date noted below.

Date  Authorizing Official

----------------------------------  ----------------------------------

Invoices

<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>N168</td>
<td>Salvatore Bordonaro: storytelling at the Trunk or Treat event on 10/21/23 (2022 Tower)</td>
<td>$60.00</td>
<td>3206</td>
<td>10/21/23</td>
</tr>
<tr>
<td>N169</td>
<td>Benjamin Berry: Brain Dance program on 12/2/23 (2022 Tower/WNYLRC-NNLM Health Literacy Funds)</td>
<td>$250.00</td>
<td>3207</td>
<td>12/2/23</td>
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Total: $366.70
Abstract of Audited Vouchers for Private/Local Checking Account (Northwest -N)

Grand Island Memorial Library

Date of Audit: __10/5/23____ September 2023 Total Claims (# of invoices): ____3____

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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>N164</td>
<td>Amazon: Kids Yoga Pose cards replacement for Penworthy STEM Kit. Funding received from patron who lost the parts. Funds deposited into PVT on 9/27/23. CC paid off 10/4/23.</td>
<td>11.96</td>
<td>cc</td>
<td>9/27/23</td>
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<tr>
<td>N165</td>
<td>Amazon: Sterilite 4 gallon totes (6 pack) for Lego Club. Funding transferred from County 2023 General Programming line. CC paid off 10/4/23.</td>
<td>61.49</td>
<td>cc</td>
<td>9/27/23</td>
</tr>
<tr>
<td>N166</td>
<td>Amazon: $50 Visa Gift Card for Halloween Raffle to benefit reading garden (Reading Garden Funds). CC paid off 10/4/23.</td>
<td>54.95</td>
<td>cc</td>
<td>9/27/23</td>
</tr>
</tbody>
</table>

Total: __$128.40__
Abstract of Audited Vouchers for County Checking Account (Northwest County Acct – NC)

Grand Island Memorial Library

Date of Audit: __10/5/23____  September 2023  Total Claims (# of invoices): 1

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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>NC36</td>
<td>Transfer from 2023 General Programming to PVT account for Amazon order on 9/27/23 of sterilite 4 gallon totes (6 pack) for Lego Club. Confirmation number: 10456237</td>
<td>$61.49</td>
<td>transfer</td>
<td>9/27/23</td>
</tr>
</tbody>
</table>

Total: $61.49
Abstract of Audited Vouchers for Private/Local Checking Account (Northwest -N)

Grand Island Memorial Library

Date of Audit: __11/1/23___ October 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>N170</td>
<td>BECPL: PVT order invoice #23044: M. Smith memorials (Colan/Meegan) and Oct 2022 Discard Book Sale funds.</td>
<td>$122.21</td>
<td>3208</td>
<td>10/18/23</td>
</tr>
<tr>
<td>N171</td>
<td>Amazon: 4 cable locks (Reading Garden Funds). Cc paid off 10/31/23.</td>
<td>$45.46</td>
<td>cc</td>
<td>10/31/23</td>
</tr>
</tbody>
</table>

Total: $167.67
Abstract of Audited Vouchers for County Checking Account (Northwest County Acct – NC)

Grand Island Memorial Library

Date of Audit: __11/1/23______ October 2023 Total Claims (# of invoices): ____1____

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<tr>
<th>GIML Invoice Tracking #</th>
<th>Claimant</th>
<th>Amount</th>
<th>Check #</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NC37</td>
<td>Town of GI: water/sewer 7/16/23-10/15/23</td>
<td>$102.55</td>
<td>129</td>
<td>10/24/23</td>
</tr>
</tbody>
</table>

Total: __$102.55____
Grand Island Memorial Library Board Meeting  
November 9th, 2023 @ 4:30 pm  
Library Meeting Room  
Director’s Report

Minutes

• 9/14/23 regular meeting

Financial Report

•

Claims Audit

• 10 audits

Correspondence

• 11/4/23 – Director Heintz mailed the Tower Foundation a report letter of expenditures in 2023 and thanked them again for their generosity to the library.

Director’s Report

• Reading Garden update: all furniture is in and assembled. Garden Phase I will be installed in the Spring before Earth Day (4/22/24).
  o Current Reading Garden Fundraisers:
    b. Halloween Gift Card raffle report: not a success. Raffle card cost $56; the raffle made $56.
    c. Bake Sales at the Sept and Nov Book Sales: $190 made in Sept, $356 in Nov
    d. Any Basket Raffles going forward will be charged $1/ticket: upcoming in Jan/Feb – STEAM raffle. 10 prizes, 1 toy paired with a book each. Items donated by Marsh Mis.
  o Available funds for the Reading Garden as of this date: $862.19

• NYS Library Construction Grant update:
  o The sidewalk work was completed between 9/18/23 and 9/20/23 by Bull’s Concrete Construction.
  o The final report for the current grant was submitted to the state on 11/1/23. Once approved, the final 10% of the grant award will be sent to the library ($458).
  o There is a remainder from the match funds (2022 Grant in Aide funding) of $5,170. A new phone system will be looked into in 2024 for the library (the current system is original to the build, circa 1989). It is the intention to use these funds for that purpose.

• The following meetings/trainings were attended by Director Heintz in September and October:
  o 9/8/23 - PLACP Class #1 @ WNY Library Resources Council
  o 9/13/23 – Manager/Director Meeting at Central Library
  o 9/14/23 – Friends of the GIML Board
  o 10/6/23 – PLACP Class #2 online via Zoom
Unfinished Business

- Trustee Training Self-assurance forms

New Business

- Policies:
  - Meeting Room – no changes recommended, but due for a review by the board
  - FOIL policy, request form, appeal form – drafts for discussion
- 2024 Proposed Library Board Meeting Schedule: Thursdays at 4:30 pm
  - 1/4/24
  - 3/21/24
  - 5/16/24
  - June Special Meeting TBD
  - 9/12/24
  - 11/14/24

2024 Library Hours Discussion: see *Grand Island Memorial Library 2024 Hours and Holiday Proposal*

Period for Public Expression (any library related topic)

- Trustee term up on 12/31/23.

Respectfully submitted,
Bridgette Heintz
GRAND ISLAND MEMORIAL LIBRARY
MEETING ROOM RESERVATION FORM

773-7124 PHONE    774-1146 FAX

Name of Organization___________________________________________________________

Type of Organization___________________________________________________________

Address:______________________________________________________________________

Person Applying:_______________________________________________________________

Phone Number: ___________________________ Best Time to Call______________________

Purpose of Meeting____________________________________________________________

Size of Group: ___________________________ Expected Attendance____________________

Date Requested ___________________________ Day of Week:________________________

Time – From ___________________________ to:____________________________

Use of Kitchen: Yes_____ No_______ Serving Food: Yes_______ No:_____________

Please indicate any preferences you may have in regards to how the meeting room should
be set up. If necessary, you may use the back of this sheet for additional explanation or a
diagram showing preferred placement of tables and chairs.

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

I have read and understand the rules for Meeting Room use and agree to abide by them.

Name_________________________ Date________________________

Signature ________________________________

Organization ________________________________
Grand Island Memorial Library

Meeting Room Policy

1. The meeting room in the library is used primarily for programs conducted or sponsored by the library and secondarily for programs of community organizations having educational, cultural, governmental, charitable or civic purposes. All meetings must be open to the public.

The meeting room may not be used for sales promotions, social meetings, or for the benefit of private individuals or commercial concerns.

Political meetings are acceptable for the discussion of issues but not for campaign purposes or party caucuses. The format for any meeting for discussion of political issues which is sponsored by a candidate or candidates for public office (as defined under the Election Law) or a political party or alliance, shall be subject to review by the Library Director to determine that all candidates will be given equal opportunity to set forth their views.

Permission to use the meeting room does not constitute an endorsement by the Library of a program or point of view expressed. Except as a designation of location, the name of the Library may not be used in any publicity relating to use of the meeting room.

2. In fairness to the numerous groups in the community, reservations may be limited in frequency.

3. The library may pre-empt use of the meeting room for library purposes upon four weeks notice to the organization which has previously reserved the room.

4. The meeting must be conducted in such a manner as not to disturb the regular work of the library. Adult supervision is required for any group of minors.

5. The meeting room is available for use during the Library’s normal hours of operation.

6. Programs should be planned so that meeting space will be vacated 15 minutes before closing time.

7. No meeting will be scheduled for times when the library is closed unless permission is granted by the Board of Trustees or a Town Board member is present.

8. No admission fee or required donation may be charged. However, the sponsor of a meeting or program may charge a fee to participants only to the extent that the fee covers costs of materials furnished to the participants. Such a fee is not to be construed as an admission fee and attendance may not be limited to those persons paying the fee. No portion of the fee shall accrue to the benefit of any organization or individual.

9. Formal application for the use of the meeting room is made with the Director of the library or designee. The person responsible for the meeting must sign the application for use. (See attached) Reconfirmation of the meeting should be made with the Director of the Library or his/her designee at least two weeks prior to the meeting.
Cancellations or change of meeting dates must also be cleared with the Director of the Library or designee.

10. No cooking may be done or food served without the approval of the Library Director. No alcoholic beverages may be served or consumed at any time or games of gambling played.

11. The Library is not responsible for any supplies or equipment left in the meeting room.

12. The meeting room must be left in an acceptable, uncluttered condition. Any damage will be assessed to the reserving organization.

13. Vaping, smoking cigarettes, cigars, pipes, smokeless electronic cigarettes or using tobacco products inside of the Library or within one hundred (100) feet of any entrances, exits, or outdoor areas of the Grand Island Memorial Library property in accordance with New York State Public Health Law Section 1399-o.

14. If the Library has to close because of weather conditions or other emergencies, the meeting scheduled for the Library’s meeting room is canceled.

15. Infringement of any of the regulations here stated shall be grounds for denial of future use of the meeting room.

16. Applicants and program participants are expected to conform to the Grand Island Memorial Library’s Rules of Conduct, copies of which are available upon request.


18. The applicant assumes responsibility for participant accommodations (e.g., assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act.

19. Library personnel must have free access to meeting rooms at all times. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.

20. The meeting room is not completely soundproof. Please do not speak or use electronic devices at a volume that disturbs other patrons.

21. The meeting room policy is determined by the Board of Trustees, and is subject to review and revision at the discretion of the Board. This policy shall be reviewed annually by the Library Board of Trustees.

22. Appeals Procedure: Appeals to any of these policies may be submitted to the Board of Trustees in writing. Such appeals shall be considered by the Board in its next regular meeting and the appellant informed, in writing of the considerations and decision of the Board.

*This policy is determined by the Library Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board. Appeals may be submitted to the Board in writing.*
Grand Island Memorial Library
FREEDOM of INFORMATION LAW (FOIL) POLICY

I. Purpose and Scope
This policy is for application to the Grand Island Memorial Library, those libraries within the City of Buffalo (Central Library and Buffalo Branch Libraries) and Buffalo & Erie County Public Library System functions.

OR

This Policy provides information about how members of the public can access records of the Grand Island Memorial Library (GIML or Library) and West Seneca Public Library. This Policy applies to the GIML libraries within the City of Buffalo (Central Library and Buffalo Branch Libraries) and Buffalo & Erie County Public Library System functions.

The GIML Buffalo & Erie County Public Library (B&ECPL or Library) will furnish to the public the information and records required to be disclosed by the New York State Freedom of Information Law (Article 6, Sections 84-90, of the Public Officers Law), and other applicable laws. FOIL allows members of the public the right to access government records, with certain exceptions. The full text of the FOIL law, guidance issued by the New York State Committee on Open Government, and other information about the law can be found on the Committee’s website, http://www.dos.ny.gov/coog/index.html.

II. Designation of Records Access Officers

A. The Library shall designate an appropriate employee or employees as “Records Access Officers” for the GIML B&ECPL, and shall identify the Records Access Officers as such in materials available to the public.
B. The records access officers are responsible for insuring that the GIML B&ECPL appropriately responds to public requests for access to Library records. The designation of records access officers shall not be construed to prohibit other Library officials, including those who may have been authorized to make records or information available to the public in the past, from continuing to do so.

III. Requests for Public Access to GIML B&ECPL Records

A. All requests for records must be in writing, either in letter format or using GIML’s B&ECPL’s FOIL Application Form. Requests can be:

- Mailed to the Records Access Officer(s) at the following address:
  
  Grand Island Memorial Library
  Records Access Officer
  1715 Bedell Rd.
  Grand Island, NY 14072

  Buffalo & Erie County Public Library
  Business Office, FOIL Records Access Officer
  1 Lafayette Square, Buffalo, NY 14203; or

- Faxed to (716) 858-7178 (716)774-1146; or

- E-mailed to the Records Access Officer at LibraryFOILrequests@buffalolib.org, gri@buffalolib.org

B. All requests for access to records must include contact information of the requestor, including a telephone number and mailing address.

C. All requests must include a detailed description of the records that are being sought including, but not limited to, dates, titles, file designations, or any other information that will assist the GIML B&ECPL in locating the requested records.

IV. B&ECPL GIML Response to Requests for Public Records

A. Within five (5) business days of the receipt of a compliant written request, the GIML B&ECPL will:

1. Make the record available to the requestor;

2. Furnish a written acknowledgement of the receipt of the request and a statement of the approximate date when the information will be made available; or

3. Deny access in writing, and state the basis for denying access.
B. A denial of access to any record will be sent in writing, and will summarize the reason for the denial, and provide information on how to appeal such denial.

C. If the GIML B&ECPL does not respond to a request in accordance with Section IV.A, the request should be considered to have been denied.

V. Appealing a Denial of Access

A. All appeals of a denial of a request for a GIML B&ECPL record must be submitted in writing within 30 days of the denied request, either in letter format or using the GIML’s B&ECPL’s FOIL Appeal Form. An appeal may be

1. Mailed to:
   Grand Island Memorial Library
   Records Access Officer
   1715 Bedell Rd.
   Grand Island, NY 14072

   Buffalo & Erie County Public Library
   Director’s Office, FOIL Appeals Officer
   1 Lafayette Square, Buffalo, NY 14203

2. Faxed to (716) 858-7178; or (716)774-1146;

3. E-mailed to the FOIL Appeals Officer at LibraryFOILrequests@buffalolib.org, gri@buffalolib.org

B. The GIML’s B&ECPL’s FOIL Appeals Officer shall be the Library System Director. [Library Director or member of the Library Board?]

C. An appeal must include the date of the original FOIL request, a detailed description of the records that are being sought including but not limited to dates, titles, file designations, or any other information that will help the GIML B&ECPL to find the requested records, and the reason provided for the denial.

D. The GIML B&ECPL FOIL Appeals Officer will independently review the withheld records and the basis for withholding them. The GIML B&ECPL FOIL Appeals Officer will respond in writing to the appealing party
within ten (10) business days after the appeal is perfected with his or her determination as to whether the requested records were properly withheld or must be released.

E. Copies of all appeals and the determinations will be sent by the GIML B&ECPL to the Committee on Open Government pursuant to Section 89(4)(a) of the Public Officers Law.

VI. Fees

A. The GIML B&ECPL reserves the right to charge the requestor for costs in accordance with Sections 87(1)(b)(iii) and 87(1)(b) and (c) of the Public Officers law.

B. There shall be no fee charged for merely inspecting or searching for records.

Adopted by the Board of Trustees of the Grand Island Memorial Library on __________.
FREEDOM OF INFORMATION LAW (FOIL)
APPLICATION FOR PUBLIC ACCESS TO RECORDS

This Form is for application to those libraries within the City of Buffalo (Central Library and Buffalo Branch Libraries) and Buffalo & Erie County Public Library System functions.

MAIL TO: Michael Roberts
FOIL Records Access Officer
Business Office
Buffalo & Erie County Public Library
1 Lafayette Square
Buffalo, NY 14203

I hereby apply to (1) inspect (   ) OR (2) obtain a copy of (   ) the following record:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

________________________________  ________________________________
Signature                          Date

______________________________  ________________________________
Print Name                        Telephone

________________________________
Representing e-mail

________________________________
Mailing Address

FOR AGENCY USE ONLY

Approved (   )

Denied (for the reason(s) checked below)

(   ) Confidential Disclosure

(   ) Part of investigatory files

(   ) Unwarranted invasion of personal privacy

(   ) Record of which the B&ECPL is legal custodian cannot be found

(   ) Record is not maintained by the B&ECPL

(   ) Exempted by statute other than the Freedom of Information Act

(   ) Other (Specify) ________________________________________________________________

________________________________  ________________________________
Signature                          Date

________________________________          ___________________________________
Title

________________________________          ________________________________
Received by                          Date
This Form is for application to those libraries within the City of Buffalo (Central Library and Buffalo Branch Libraries) and Buffalo & Erie County Public Library System functions. 

MAIL TO:  
Mary Jean Jakubowski  
Director/FOIL Appeals Officer  
Buffalo & Erie County Public Library  
1 Lafayette Square  
Buffalo, NY 14203  

I hereby appeal:

Signature __________________________________ Date (___)____________________

Print Name ___________________________ Telephone __________________________

Representing ___________________________________________ e-mail ___________________________

Mailing Address

Date of Original Request: __________________________

Records Requested: _______________________________________________________

__________________________________________________________

Reason Provided for Denial: ______________________________________________________

__________________________________________________________

FOR AGENCY USE ONLY

Denial Upheld ( ) Signature: ____________________________

Denial Reversed ( ) Title: ____________________________

Date: ____________________________
Grand Island Memorial Library 2024 Hours and Holiday Proposal

## Regular Hours

<table>
<thead>
<tr>
<th></th>
<th>Summer Hours (5/28/24 - 9/3/24)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(46.5 hours, up from 43.5 in 2023)</strong></td>
<td><strong>(46.5 hours, up from 43.5 in 2023)</strong></td>
</tr>
<tr>
<td>Mondays</td>
<td>Closed</td>
</tr>
<tr>
<td>Tuesdays</td>
<td>9:30 am - 8:00 pm</td>
</tr>
<tr>
<td>Wednesdays</td>
<td>9:30 am - 8:00 pm (New for 2024*)</td>
</tr>
<tr>
<td>Thursdays</td>
<td>9:30 am - 8:00 pm</td>
</tr>
<tr>
<td>Fridays</td>
<td>9:30 am - 5:00 pm</td>
</tr>
<tr>
<td>Saturdays</td>
<td>9:30 am - 5:00 pm</td>
</tr>
<tr>
<td>Sundays</td>
<td>Closed</td>
</tr>
</tbody>
</table>

**County Observed Holiday Closings**

- New Year's Day: Monday, 1/1/24
- Martin Luther King, Jr. Day: Monday, 1/15/24
- Presidents' Day: Monday, 2/19/24
- Memorial Day: Monday, 5/27/24
- Juneteenth Independence Day: Wednesday, 6/19/24
- Independence Day: Thursday, 7/4/24
- Labor Day: Monday, 9/2/24
- Veterans Day: Monday, 11/11/24
- Thanksgiving Day: Thursday, 11/28/24
- Christmas Day (observed): Wednesday, 12/25/24

## Recommendations

*Wednesdays beginning in 2024

Propose adding 3 hours to Wednesdays throughout the year to stay open until 8pm, adding another evening. This fall it was noticed that there was high demand for meeting room use with the room being reserved every evening from the beginning of September through late December. Additional requests were turned down due to no more availability. An extra
evening would allow for more community groups to utilize the meeting room and for the library to book more evening programming/presenters.

If approved: the shift would be first offered to the newest PT Librarian I, as they are already working evenings. If the shift cannot be filled in this manner, the vacant PT Librarian I position would be posted.

Good Friday Friday, 3/29/24
A recognized county holiday. However, recommend staying open in 2024 again due to GI Recreation Dept. Easter program tie-in. This collaboration has been going on very successfully since 2018.

Halloween Thursday, 10/31/24
Not a county holiday, but recommend closing at 5pm as has been the practice for numerous years.

Christmas Eve Tuesday, 12/24/24
Not a county holiday, but recommend closing for the day as has been the practice for numerous years.

New Year’s Eve Tuesday, 12/31/24
Not a county holiday, but recommend closing at 5pm as has been the practice for numerous years.