

GRAND ISLAND MEMORIAL LIBRARY

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

**BOARD OF TRUSTEES REGULAR MEETING
THURSDAY, MARCH 21ST, 2024 @ 4:30 PM
LIBRARY MEETING ROOM
AGENDA**

- I. Call to Order
- II. Minutes:
 - a. 1/4/24 Regular Meeting
 - b. 3/7/24 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. Reading Garden Update
 - b. June-Aug 2024 Event Calendar – First Draft
- VIII. Unfinished Business
 - a. Rules of Conduct – follow-up
 - b. Credit Card Policy – follow-up
 - i. UChoose Rewards
- IX. New Business
 - a. 2023 Annual Report to the Community – review and approval pending
 - b. 2023 State Report – review and approval pending
 - c. Funding Requests
- X. Period for Public Expression (any library related topic)

Next Regular Meeting: Thursday, May 16th, 2024 @ 4:30pm

Adjournment

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

****Please RSVP Bridgette Heintz, 773-7124 if you can NOT make the meeting.**

GRAND ISLAND MEMORIAL LIBRARY
1715 Bedell Road*Grand Island, New York 14072-1796*773-7124

BOARD OF TRUSTEES REGULAR MEETING
THURSDAY, MARCH 21, 2024 @ 4:30 PM
LIBRARY MEETING ROOM

CALL TO ORDER: The meeting was called to order by President Crawford at 4:29 PM.

ROLL CALL: Present were:

Trustee Russ Person
Vice President Jill Banaszak
Secretary Agnes Becker

Treasurer Pat Rizzuto
Library Director Bridgette Heintz
President Richard Crawford

MINUTES

Trustee Banaszak made a motion to approve the minutes of the January 4, 2024 meeting with an addition to explain that the proceeds from the Book Sale will go to the Friends and the profits from the bake sale will go toward the Reading Garden. Trustee Rizzuto seconded the motion. Trustee Banaszak made a motion to approve the minutes of the Reading Garden Committee meeting on March 24, 2024. Trustee Rizzuto seconded the motion. Motions approved 5-0.

PERIOD FOR PUBLIC EXPRESSION

Director Heintz reported that the original \$10,000 check from the Tower Fund was not honored by the bank. A new check has been received and will appear on the March reports.

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 reported.

DIRECTOR'S REPORT

The complete Director's report is attached.

UNFINISHED BUSINESS

- a. Rules of Conduct Policy-follow-up
Following a review of the Rules of Conduct policy, Trustee Banaszak moved to approve the Rules of Conduct policy with minor punctuation changes. Trustee Person seconded the motion. Motion approved 5-0.
- b. Credit Card Policy-follow-up
Following a review of the Credit Card Policy, Trustee Rizzuto moved to approve the Credit Card policy by adding "H" to the list stating that, when offered, only cashback will be used as an award and any cash received will be deposited in the library's account. Trustee Person seconded the motion. Motion approved 5-0.

NEW BUSINESS

- a. 2023 Annual Report to the Community
Following a review, Trustee Rizzuto made a motion to approve the 2023 Annual Report to the Community. Trustee Person seconded the motion. Motion approved 5-0.
- b. 2023 State Report 2023
Following a reading of the resolution to adopt the 2023 State Report, Trustee Banaszak moved to approve the resolution. Trustee Rizzuto seconded the motion. Motion approved 5-0.
- c. Funding Requests
Trustee Banaszak made a motion to approve \$160 from the 2023 adult Tower Fund for the purchase of 2 Empire passes. Trustee Rizzuto seconded the motion. Motion approved 5-0.

Trustee Banaszak made a motion to approve \$3000 from the 2024 Tower Fund for the Youth Summer Services Program. Trustee Becker seconded the motion. Motion approved 5-0.

PERIOD FOR PUBLIC EXPRESSION

President Crawford distributed the Library Director Performance Evaluation materials. Each Trustee is to complete an evaluation and forward it to the President or return it to him at the next Reading Garden Committee meeting. The review will be scheduled for the May meeting.

Trustee Banaszak made a motion to adjourn the meeting at 5:38. President Crawford seconded the motion. Motion approved 5-0.

Next regular meeting: Thursday, May 16, 2024 at 4:30.

GRAND ISLAND MEMORIAL LIBRARY PRIVATE/LOCAL FUNDS FINANCIAL REPORT

JANUARY-FEBRUARY 2024

Balance Private/Local Checking Account

1/31/2024	\$17,469.01
2/29/2024	\$17,165.85

Deposits Private/Local Checking

2023 Tower Donation (Youth Services) - received notification from the bank on 1/24/24 1/18/2024 that the deposit did not clear.	\$10,000.00	
	(\$10,000.00)	Total January Deposits: \$0
2/8/2024 NYS Construction Grant 2022-2023 funds: final 10% received	\$458.00	Total February Deposits: \$458.00
TOTAL Deposits January-February:	\$458.00	

Disbursements Private/Local Checking

1/24/2024 N178: Chargeback fee for Tower Check	\$13.00	Total January Disbursements: \$13.00
N179: BECPL- invoice for Margaret Smith and Dr. Bommaraju memorial book	\$386.16	
2/10/2024 purchases. Invoice #23097.		
N176: Pioneer Reptiles, LLC - Traveling Zoo program on 2/20/24 (2023 Tower - Adult,		Total February Disbursements:
2/20/2024 to be reimbursed by Youth Tower donation once received)	\$375.00	\$761.16
TOTAL Disbursements January - February :	\$774.16	

Balance Money Market Account

1/31/2024	\$133,934.84
2/29/2024	\$134,171.48

Disbursements Money Market Account

**Total January-February
Disbursements: \$0**

Deposits Money Market Account

1/31/2024 interest	\$252.50
2/29/2024 interest	\$236.65
TOTAL:	\$489.15

GRAND ISLAND MEMORIAL LIBRARY COUNTY FUNDS FINANCIAL REPORT

JANUARY- FEBRUARY 2024

Deposits

1/2/2024	Fines & Printing	\$107.71	Total January Deposits: \$107.71
2/1/2024	Fines & Printing	\$122.40	
2/27/2024	2024 System Appropriation	\$1,900.00	
2/29/2024	Fines & Printing	\$172.85	Total February Deposits: \$2195.25

Total Deposits January-February: \$2,302.96

Disbursements

1/30/2024	NC42: Town of Grand Island - water/sewer 10/16/23-1/15/24	\$87.15	Total January Disbursements: \$87.15
2/10/2024	NC43: Robert Adler - ACT Dues for 2024	\$20.00	Total February Disbursements: \$95
2/28/2024	NC44: B&ECPL - ACT Annual Meeting registration for 3/9/24	\$75.00	

Total Disbursements January-February: \$182.15

Balance County Funds

1/31/2024	\$1,925.64
2/29/2024	\$4,120.89

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: GRAND ISLAND MEMORIAL LIBRARY

MONTH:

Feb-24

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	35	165		200	
515000	Sewer	250	0	52	198		250	
515000	Telephone - Maintenance	0	0	0	0		0	
510200	Dues and Fees	600	0	95	505		600	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	1,500	0	0	1,500		1,500	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	450	0	0	450		450	
530000	Other Expenses & Charges	700	0	280	420		700	
530000	Contingency (Bullet Aid)	0	0	0	0		0	
TOTAL EXPENSES		3,700	0	462	3,238	0	3,700	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	100	0	6	94		(100)	
Copy Machines	0	0	0	0		0	
Print Cost Recovery	1,700	0	391	1,309		(1,700)	
Other Income	0	0	6	(6)		0	Other income: usb drives/headphones
State Funding	0	0	0	0		0	
Municipal Support	0	0	0	0		0	
Donations (priv. persons/foundations)	0	0	0	0		0	
Fundraising (events/booksales)	0	0	0	0		0	
Interest Income	0	0	0	0		0	
Misc Income	0	0	0	0		0	
Use of Fund Balance	0	0	0	0		0	
TOTAL DIRECT INCOME	1,800	0	403	1,397	0	(1,800)	

Expense Ledger Parameters

Report ID:	LIBDETAIL				
Year:	2024		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					

Date Prepared: 03/20/2024 11:15 AM
Report Date: 03/20/2024
Account Table: LIB
Alt. Sort Table:

TOWN OF GRAND ISLAND
Expense Ledger

Fiscal Year: 2024 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			100.00
Total Item 0408		DUES & SUBSCRIPTIONS				100.00	0.00	0.00	100.00
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				22,995.00			
01/16/24	0000000207	JOHN W DANFORTH CO. PLANNED MAINTENANCE 12/1/23- 2/29/24		144165	57850		0.00	493.00	
01/16/24	0001001262	GREAT LAKES EXTERMINATING OF WNY COMMERICAL RODENT SERVICE FEE		144205	57933		0.00	65.00	
02/15/24	0001001262	GREAT LAKES EXTERMINATING OF WNY COMMERICAL RODENT SERVICE - MONTHLY FEE		144498	58132		0.00	65.00	
03/18/24	0000039750	GUI'S LUMBER FEBRUARY PURCHASES- LIBRARY		144719	58286		0.00	31.97	
03/18/24	0001001262	GREAT LAKES EXTERMINATING OF WNY RODENT MONTHLY FEE -		144806	58350		0.00	65.00	
Total Item 0422		REP/MAIN. BLDGS. & GROUNDS				22,995.00	0.00	719.97	22,275.03
Item 0434		LANDSCAPING MATERIALS							
001.7410.0434		LANDSCAPING MATERIALS.LIBRARY				300.00			300.00
Total Item 0434		LANDSCAPING MATERIALS				300.00	0.00	0.00	300.00
Grand Total						23,695.00	0.00	719.97	22,975.03

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

Date Prepared: 03/20/2024 11:15 AM
Report Date: 03/20/2024
Account Table: LIB
Alt. Sort Table:

TOWN OF GRAND ISLAND
Expense Ledger

Fiscal Year: 2024 Period From: 1 To: 12 Trans. Date From: To:

Account No.		Description	PO No. /						YTD
Date	Vendor Code	Vendor Name/Description	Trans No.	Voucher No.	Check No.	YTD Appropriation	Req/Enc	Expenditure	Unencumb

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

Grand Island Memorial Library

Date of Audit: 1/23/24 December 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
N175	Amazon: replacement digital clock, 20 base plates for Lego Club (2022 Tower)	\$40.55	cc	12/15/23

Total: \$40.55

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

Grand Island Memorial Library

Date of Audit: 1/23/24 January 2024 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
N176	Pioneer Reptiles, LLC (Repco) for Traveling Zoo program on 2/20/24 (2023 Tower – Youth)	\$375.00	3210	2/20/24
N177	Lillie Wiley-Upshaw: Untold Stories of the Underground Railroad presentation on 2/10/24 (2023 Tower – Adult)	\$75.00	3211	2/10/24

Total: \$450.00

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

Grand Island Memorial Library

Date of Audit: 1/23/24 January 2024 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
NC42	Town of Grand Island: water/sewer 10/16/23-1/15/24	\$87.15	134	1/23/24

Total: \$87.15

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

Grand Island Memorial Library

Date of Audit: 2/13/24 February 2024 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
N178	Amazon: 4 photo backdrops and a cardboard castle (Year End Appeal funds pending thru BECPL. Credit card used to place order.)	\$159.95	cc	2/8/24
N179	BECPL: invoice for Margaret Smith and Dr. Bommaraj memorial book purchases. Invoice #23097.	\$386.16	3212	2/10/24

Total: \$546.11

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

Grand Island Memorial Library

Date of Audit: 2/13/24 February 2024 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
NC43	Robert Adler: ACT dues for 2024	\$20.00	135	2/10/24

Total: \$20.00

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

Grand Island Memorial Library

Date of Audit: 2/29/24 February 2024 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
NC44	B&ECPL: ACT Annual meeting registration for 3/9/24	\$75.00	136	2/28/24

Total: \$75.00

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

Grand Island Memorial Library

Date of Audit: 3/9/24 March 2024 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
N180	OTC Brands: invoice #72913862-01: Easter program, outreach and preschool story time supplies (2024 Year End Appeal Funds from BECPL)	\$722.29	3213	3/5/24

Total: \$722.29

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

Grand Island Memorial Library

Date of Audit: 3/9/24 March 2024 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
NC45	BECPL: 2023 Return to System	\$2079.40	137	3/5/24
NC46	Ancient Eyes Productions (Paul Krupinski): 2 Planetarium sessions in 3/30/24 (2024 General Programming)	\$280.00	138	3/30/24

Total: \$2359.40

Grand Island Memorial Library Board Meeting

March 21st, 2024 @ 4:30 pm

Library Meeting Room

Director's Report

Minutes

- 1/4/24 Regular Meeting
- 3/7/24 Reading Garden Committee Meeting

Financial Report

-

Claims Audit

- 8 audits

Correspondence

- Tower donation – received replacement check of \$10,000 for Youth Services on 3/14/24. Deposited into PVT/Local account 3/15/24.
- 2024 System Appropriation received from system for operating expenses.

Director's Report

- Reading Garden update:
 - Last committee meeting on 3/7/24. Phase I installment scheduled for 4/15/24. Waiting on Lavocat Nursery for initial landscaping costs to determine procurement procedure for Phase II.
- June-August 2024 Event Calendar – first draft (see handout)
- The following meetings/trainings were attended by Director Heintz in January and February:
 - 1/10/24 – BECPL Manager/Director meeting via Zoom
 - 1/16/24 – meeting with Jan Yardley for Friends of GIML stamp card program and brochure
 - 1/24/24 – Growing Reader Committee meeting via Google Meet
 - 1/26/24 – PLACP class #1 @ WNYLRC
 - 2/6/24-2/7/24 – Library Advocacy Day in Albany with BECPL contingent
 - 2/16/24 – PLACP class #2 via Zoom
 - 2/17/24 - Friends of GIML Book Store/Sorting Volunteer training

Unfinished Business

- Rules of Conduct
- Credit Card Policy
 - UChoose Rewards

New Business

- 2023 Annual Report to the Community
- 2023 State Report
- Funding requests:
 - Empire Passes
 - Funding source: 2023 Tower - Adult
 - \$80 each, good through 12/31/24. Looking to purchase 2.

(over)

- **\$160 requested.**
- Youth Services summer request
 - Funding source: 2024 Tower – Youth Services
 - See handout for breakdown
 - **\$3000 requested**

Period for Public Expression (any library related topic)

Respectfully submitted,
Bridgette Heintz

GRI Events May-August 2024

****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 6:00 pm
5/14/24 The Bluest Eye by Toni Morrison
6/11/24 Sea Wolf by Jack London
7/9/24 A Gentleman in Moscow by Amor Towles
8/13/24 Treasure Island by Robert Louis Stevenson
Read to a Dog (SPCA Therapy Dogs): once a month 1:00-3:00 pm
5/11/24 (Saturday), 7/22/24 (Monday), 8/5/24 (Monday)
Preschool Story Time (ages 3-5 years): Wednesdays 10:00-10:45 am
7/10, 7/17, 7/24, 7/31, 8/7, 8/14
Itty Bitty Story Time (ages 0-2 years): Thursdays 10:00-10:30 am
7/11, 7/18, 7/25, 8/1, 8/8, 8/15
Lego: 1:00 - 2:00 pm
5/4 (Saturday), 7/15 (Monday), 7/29 (Monday), 8/12 (Monday)
Senator Ryan Outreach (info table in the lobby): one Tuesday/month 10am-2pm
5/14, 6/11, 7/9, 8/13
Fitness Fun in the Parks (with GI Rec. Dept.) – story time –Tues./Thurs. 10-11:15
Session 1: 6/27, 7/2, 7/9, 7/11, 7/16
Session 2: 7/23, 7/25, 7/30, 8/1, 8/6, 8/8
Kiddos Korner field trips: Wednesdays 11-12:30pm
6/26 thru 8/21

Outreach

Carly: Kiddos Korner Daycare – one Friday/month 10-11:30am
(3 groups: 2, 3 & 4 year olds)

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

Ladders to Outdoors Festival at Beaver Island 9:30am-2pm

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

May

5/7/24 My House is Giving Me a Vibe, presented by Grosvenor Room staff (Tues. 6-8pm)
5/11/24 Mental Health First Aide (dealing with adults) part 1 (Sat. 1-4:30pm)
5/24/24 Sidway kindergarten class visit (Friday 12:30-1:30pm)

June

Stay tuned! Summer events are in the works! More info at the May meeting!

July

7/8/24 Summer Kickoff TBD

August

8/16/24 End of Summer TBD

In the works:

- Friends Annual Meeting either 5/8/24 or 5/15/24. Presenter TBD.
- More monthly Book a Tech Trainer visits
- Partnership with YMCA to be added as a Fitness in the Parks location in 2024
- Battle of the Books summer program
- Summer raffle
- rest of youth summer programming, including Friday specials (TBD)
- summer adult programming

Holidays:

5/27/24 Memorial Day
6/19/24 Juneteenth
7/4/24 Independence Day

Summer hours run 5/28/24-9/2/24.

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

Last open Saturday is 5/25/24.

First open Monday 7/3/24.



Grand Island Memorial Library Rules of Conduct

DRAFT

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

The following conduct is prohibited:

1. Engaging in disorderly conduct, fighting or challenging to fight, or using offensive words likely to provoke violence or using language that offends others, aggression toward patrons or staff, obscene or threatening gestures;
2. Disturbing other patrons, staff or volunteers including but not limited to disruptive behavior such as any loud, unreasonable and/or bothersome noises created by persons or devices; interfering with staff or volunteers in the performance of their duties and persistent, unwelcome attention such as staring at another person; or following another person on or around the premises;
3. Carrying weapons of any kind
4. Possessing, distributing or consuming alcohol or illegal drugs or being under the influence of alcohol or drugs
5. Engaging in sexual conduct and/or lewd behavior (e.g., exposure, offensive or inappropriate touching, or sexual harassment of other patrons, staff or volunteers);
6. Engaging in discriminatory conduct in violation of the [B&ECPL Equal Employment Opportunity and Anti-Harassment Policy](#);
7. Damaging, destroying, or stealing any library property or the property of another patron, staff or volunteer;
8. Bringing animals or pets into the library except those required to assist persons with disabilities as defined by the Americans with Disabilities Act (ADA) or those involved in library programs;
9. Selling without library approval; soliciting; petitioning; unauthorized requests for money or items, including but not limited to panhandling
10. Distributing or posting materials/literature that have not been approved by the library

11. Vaping, smoking cigarettes, cigars, pipes, smokeless electronic cigarettes or using tobacco or marijuana products inside of the library or within one hundred (100) feet of any entrances, exits, or outdoor areas of the Grand Island Memorial Library property in accordance with New York State Public Health Law Section 1399-O.
12. Eating or drinking in designated restricted areas: Various library spaces require permission from library staff for consuming food and drink. Eating is not permitted at public library computers or while using other library electronic devices, however covered beverages are acceptable.
13. Unreasonable use of the restrooms including bathing; engaging in behavior resulting in unsanitary conditions or other health hazard, leaving refuse in areas other than designated receptacles
14. Sleeping or lying down
15. Photography or recording on library premises without library permission; photography or recording of library patrons without their permission;
16. Entering the library without appropriate clothing, including absence of shirts and/or shoes.
17. Leaving children under **nine** years of age unattended in the library at any time. Children must be directly supervised by a parent/caregiver. Some library events may require that a parent/caregiver remain at the library. If a child is not picked up by end of library business hours, the parent/guardian may be contacted and/or police may be notified. Library staff members are prohibited from transporting patrons in their vehicles.

Library staff will not be responsible for children who have been left without adult supervision or other patrons who require supervised care. These rules are subject to the discretion of library staff who may apply them to patrons other than the ages stated if they deem it necessary.

Note: **At designated times**, specific areas of the library may be limited to children and their families/caregivers. Adults without children may be directed to other areas of the building. The staff reserves the right to seek the intervention of appropriate law enforcement or social service agencies, as required by individual circumstance **if deemed necessary**.

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

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

Reapproved with amendments July 25, 2019.

Reapproved with amendments June 4, 2020.

Reapproved with amendments March 11, 2022.

Reapproved with amendments _____.

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



DRAFT

Credit Card Policy

I. STATEMENT OF PURPOSE

The purpose of this policy is to protect Erie County taxpayers by assuring that credit card use facilitates cost-effective purchases for the Grand Island Memorial Library (GIML). Use of a credit card is a form of payment; all use must be in compliance with GIML Policies, in particular, the GIML Procurement Policy and the GIML Claims Audit Policy.

II. POLICY

- A. The GIML is authorized to maintain the following credit account:
 - 1. Credit card account – Library Director: Limit not to exceed \$5,000
- B. The cardholders may use the credit card only for goods or services for the official business of the GIML and consistent with other policies, as mentioned in the Statement of Purpose.
- C. Documentation detailing the goods and services purchased and the business purpose for said purchases must be submitted before payment can be approved, as per the GIML Claims Audit Policy.
- D. The cardholder is responsible for the protection of the credit card and are responsible to immediately notify the financial institution issuing the card if the card is lost or stolen.
- E. The balance due on the credit card will be paid within the balance period indicated on the monthly statement. The GIML accepts full responsibility for authorized debt incurred on this account.
- F. The cardholder must immediately surrender the credit card upon leaving the employ of the GIML.
- G. The GIML Director or designee(s) shall maintain procedures to ensure the objectives of this policy are achieved.
- H. **Cashback rewards: usage of the credit account includes redeemable reward credits through the UChoose program. Redemption of these points will only be**

used for the cash back option. Any cash received from this program will be deposited into the library's local bank account for Board approved purchases to benefit the GIML. All redemptions will be included in the monthly financial report.

***Adopted by the Grand Island Memorial Library Board of Trustees at a public meeting
on _____.***

Board of Trustees

Richard Crawford Jr. - President

Jill Banaszak

Agnes Becker

Pat Rizzuto

Russell Person



Visit us online

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

Follow 'Grand Island Memorial Library' on Facebook

Downloadable materials available through



with your library card!



Children's mural by Terry Klaaren and Anita Long



Friends of the Grand Island Memorial Library Book Store and Shelves



Grand Island Memorial Library



*Connecting our diverse community
with library resources that enrich,
enlighten and entertain.*

1715 Bedell Rd. Grand Island, NY 14072

716-773-7124

Bridgette Heintz, Library Director

Library Hours

Monday, Tuesday & Thursday 9:30-8:00

Friday, Saturday 9:30-5:00

***Between Memorial Day
and Labor Day:*

*Open Monday 9:30-5:00 & Closed Saturday ***

2023 Annual Report

2023 Key Statistics

- Circulation: 133,494 (up 15%)
- Collection size: 57,392
- Programs conducted: 216
- Total Program attendance: 7,382 (up 23%)
- Registered borrowers: 11,113 (up 2%)
- Patron visits: 48,023 (up 6%)
- Reference Questions: 408
- Website visits: 19,449 (up 21%)

Sample of Program Offerings in 2023

- Story Times: Itty Bitty, Preschool and Fitness Fun & Reading in collaboration with the GI Recreation Dept.
- Monthly Pint-Sized Playgroup
- Battle of the Books
- Adult Book Club
- Cooking Classes with The Storybook Cook
- Monthly Tech Trainer Appointments
- Touch a Truck Summer Kick Off event
- Monthly Lego Club
- SPCA serving Erie County's Read to a Dog program
- Easter program in collaboration with GI Recreation Dept.
- Chicken BBQ to benefit Phase I of the Memorial Reading Garden project (\$2585 fundraised)
- Trunk or Treat Halloween Party

Upcoming Projects in 2024

- Richard Earne Memorial Reading Garden Phase I coming in April.
- Follow us on Facebook and our website for updates and new projects.

Special Thanks

Thank you to Senator Sean Ryan, Assemblymember Angelo Morinello, the Town of Grand Island and all the Grand Island residents for their continued support.

About the Grand Island Memorial Library

- Part of the Buffalo & Erie County Public Library system.
- Serves a population of 21,427 (July 1, 2021 Census estimate).

Services Offered

- Free Wi-Fi 24/7 - username: BECPL2
password: librarywifi
- Downloadable materials are available through the Libby and Hoopla apps.
- Library By Mail: Call 716-858-7156 to register.
- Curbside Service is available during open hours.
- Check out the Library of Things.
- 12 public access workstations, 1 public use laptop
- 4 study rooms
- 3 digital scanners
- **PC Printing:** b/w \$0.10, color \$0.25
- **Copier:** 8.5x11 b/w \$0.15, color \$0.50
8.5x14 b/w \$0.25, color \$0.75
- Out of County residents may obtain a library card for \$40 per year.

Friends of the Grand Island Memorial Library

- Join the Friends and support your library! An Individual Annual membership is \$5. An Individual Lifetime Membership is \$30.
- **New for 2024:** Book Store Loyalty Card Program for Friends members.

Also

- Island Dispatch: 1894 to 2014 available digitally via www.nyshistoricnewspapers.org. 2014 to present are available in print at the library.
- Complete run of the Grand Island High School year book available (1966-current).

Grand Island Memorial Library

Annual Report For Public And Association Libraries - 2023

CURRENT YEAR

PREVIOUS YEAR

1. GENERAL LIBRARY INFORMATION

Library / Director Information

Outline of Major Changes

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2023, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	0800142590	0800142590
1.2	Library Name	GRAND ISLAND MEMORIAL LIBRARY	GRAND ISLAND MEMORIAL LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)	00
1.4	Structure Status (State use only)	00 (for no change from previous year)	00 (for no change from previous year)
1.5	Community	Grand Island	Grand Island
1.6	Beginning Fiscal Reporting Year	01/01/2023	01/01/2022
1.7	Ending Fiscal Reporting Year	12/31/2023	12/31/2022
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	No

1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2023	01/01/2022
1.12	Ending <u>Local</u> Fiscal Year	12/31/2023	12/31/2022
1.13	Address Status	00 (for no change from previous year)	00
1.14	Street Address	1715 BEDELL ROAD	1715 BEDELL ROAD
1.15	City	GRAND ISLAND	GRAND ISLAND
1.16	Zip Code	14072	14072
1.17	Mailing Address	1715 BEDELL ROAD	1715 BEDELL ROAD
1.18	City	GRAND ISLAND	GRAND ISLAND
1.19	Zip Code	14072	14072
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(716) 773-7124	(716) 773-7124
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(716) 774-1146	(716) 774-1146
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	gri@buffalolib.org	gri@buffalolib.org

1.23	Library Home Page URL (Enter N/A if no home page URL)	https://www.buffalolib.org/locations-hours/grand-island-memorial-library	https://www.buffalolib.org/locations-hours/grand-island-memorial-library
1.24	Population Chartered to Serve (per 2020 Census)	21,389	21,389
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Town	Town
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	Absolute
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	10/25/1974	10/25/1974
1.30	Date the library was last registered	11/20/1974	11/20/1974
1.31	Federal Employer Identification Number	160805209	160805209
1.32	County	ERIE	ERIE
1.33	School District	Grand Island Central	Grand Island Central
1.34	Town/City	Grand Island	Grand Island

1.35	Library System	Buffalo & Erie County Public Library	<i>Buffalo & Erie County Public Library</i>
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THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a	President/CEO Name	N/A	<i>N/A</i>
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1.36b	President/CEO Phone Number	N/A	<i>N/A</i>
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1.36c	President/CEO Email	N/A	<i>N/A</i>
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NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37	First Name of Library Director/Manager	Bridgette	<i>Bridgette</i>
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1.38	Last Name of Library Director/Manager	Heintz	<i>Heintz</i>
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1.39	NYS Public Librarian Certification Number	TTAEEKD	<i>TTAEEKD</i>
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1.40	What is the highest education level of the library manager/director?	Master's Degree	<i>Master's Degree</i>
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1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y	<i>Y</i>
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1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y	<i>Y</i>
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1.43	E-mail Address of the Director/Manager	heintzb@buffalolib.org	<i>heintzb@buffalolib.org</i>
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1.44	Fax Number of the Director/Manager	(716) 774-1146	(716) 774-1146
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	Y	Y
1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2023? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.	N	N

Public Votes / Contracts

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Name of municipality or district holding the public vote	N/A	N/A
2.	Indicate the type of municipality or district holding the public vote	N/A	N/A
3.	Date the vote was held (mm/dd/2023)	N/A	N/A
4.	Was the vote successful? Y/N	N/A	N/A
5.	What type of public vote was it?	N/A	N/A
6a.	Most recent prior year approved appropriation from a public vote:	N/A	N/A

6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	N/A	N/A
6c.	Total proposed appropriation (manually sum of 6a and 6b):	N/A	N/A

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2023) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.	N	N
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Please Note: last year's answers for repeating groups cannot be displayed.

1.	Name of municipality or district holding the public vote	N/A	N/A
2.	Indicate the type of municipality or district holding the public vote		
3.	Date the last successful vote was held (mm/dd/yyyy)	N/A	N/A
4.	What type of public vote was it?		
5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?	N/A	N/A

1.48	Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for <i>each</i> contract. If no, go to question 1.49.	N	N
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Unusual Circumstances

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Name of contracting municipality or district	N/A	N/A
2.	Is this a written contractual agreement?	N/A	N/A
3.	Population of the geographic area served by this contract	N/A	N/A
4.	Dollar amount of contract	N/A	N/A
5.	Enter the appropriate code for range of services provided (select one):	N/A	N/A

1.49	For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the <u>Note</u> ; if no, please go to Part 2, Library Collection.	Y	Y
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Note: Weekly hours change from 51 in 2022 to 43.5 in 2023. Audiobook weeding project in 2023 to make room for Library of Things.

2. LIBRARY COLLECTION

Print / Electronic / Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [read](#) general information instructions below before completing this section.

This section of the survey (2.1-2.25) collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	15,433	15,336
2.2	Adult Non-fiction Books	9,964	10,619
2.3	Total Adult Books (Total questions 2.1 & 2.2)	25,397	25,955
2.4	Children's Fiction Books	10,206	10,431
2.5	Children's Non-fiction Books	4,502	5,104
2.6	Total Children's Books (Total questions 2.4 & 2.5)	14,708	15,535
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	40,105	41,490

Other Print Materials

2.8	Total Uncataloged Books	2,879	2,914
2.9	Total Print Serials	1,552	1,890
2.10	All Other Print Materials	2	2

2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	4,433	4,806
2.12	Total Print Materials (Total questions 2.7 and 2.11)	44,538	46,296

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	0	0
2.14	Local Electronic Collections	21	21
2.15	NOVEL _{NY} Electronic Collections	15	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	36	36
2.17	Audio - Downloadable Units	0	0
2.18	Video - Downloadable Units	0	0
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-series; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	1	1
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	37	37

Non-Electronic Materials

2.21	Audio - Physical Units	3,330	3,864
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2.22	Video - Physical Units	9,416	10,007
2.23	Other Circulating Physical Items	71	51
2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	12,817	13,922

Grand Total / Additions to Holdings

2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	57,392	60,255
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	2,248	2,351
2.27	All Other Print Materials	890	986
2.28	Electronic Materials	0	0
2.29	All Other Materials	741	731
2.30	Total Additions (Total questions 2.26 through 2.29)	3,879	4,068

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.32 as of the end fiscal year reported in Questions 1.6 and 1.7 in Part 1; report information on questions 3.33 through 3.77 for the 2023 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	48,023	45,313
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3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	<i>CT - Annual Count</i>
3.2	Registered resident borrowers	11,100	<i>10,929</i>
3.3	Registered non-resident borrowers	13	<i>14</i>

Please report information on WRITTEN POLICIES as of 12/31/23.

WRITTEN POLICIES (Answer Y for Yes, N for No)

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

3.4	Does the library have an open meeting policy?	Y	<i>Y</i>
3.5	Does the library have a policy protecting the confidentiality of library records?	Y	<i>Y</i>
3.6	Does the library have an Internet use policy?	Y	<i>Y</i>
3.7	Does the library have a disaster plan?	Y	<i>Y</i>
3.8	Does the library have a board-approved conflict of interest policy?	Y	<i>Y</i>
3.9	Does the library have a board-approved whistle blower policy?	Y	<i>Y</i>
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y	<i>Y</i>

Please report information on ACCESSIBILITY as of 12/31/23.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y	Y
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Note: Library by Mail offered at the System level.

3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N	N
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3.13	Does the library have large print books?	Y	Y
------	--	---	---

3.14	Does the library have assistive technology for people who are visually impaired or blind?	Y	Y
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3.15 - If so, what do you have? If no, go to next question

screen reader, such as JAWS, Windoweyes or NVDA	Yes	Yes
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refreshable Braille commonly referred to as a refreshable Braille display	No	No
---	----	----

screen magnification software, such as Zoomtext	Yes	Yes
---	-----	-----

electronic scanning and reading software, such as OpenBook	No	No
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3.16	Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	Y	Y
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Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Live Program Sessions

A live program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.

Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

Live Programs Categorized by Age

3.17a	Number of Sessions Targeted at Children Ages 0-5	60	55
3.17b	Attendance at Sessions Targeted at Children Ages 0-5	1,311	997
3.18a	Number of Sessions Targeted at Children Ages 6-11	20	27
3.18b	Attendance at Sessions Targeted at Children Ages 6-11	656	715
3.19a	Number of Sessions Targeted at Young Adults Ages 12-18	13	9
3.19b	Attendance at Sessions Targeted at Young Adults Ages 12-18	128	77
3.20a	Number of Sessions Targeted at Adults Age 19 or Older	41	87
3.20b	Attendance at Sessions Targeted at Adults Age 19 or Older	775	871

3.21a	Number of General Interest Program Sessions	82	65
3.21b	Attendance at General Interest Program Sessions	4,512	3,030
3.22	Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	216	243
3.23	Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	7,382	5,690
Live Programs Categorized by Venue			
3.24a	Total Live Onsite Program Sessions	170	199
3.24b	Total Live Onsite Program Attendance	6,564	4,906
3.25a	Total Live Offsite Program Sessions	45	41
3.25b	Total Live Offsite Program Attendance	811	761
3.26a	Total Live Virtual Program Sessions	1	3
3.26b	Total Live Virtual Program Attendance	7	23
3.27	Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	216	
3.28	Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	7,382	

Prerecorded and One-on-One Programs

3.29	Total Number of Prerecorded Program Presentations	0	0
3.30	Total Views of Prerecorded Program Presentations within 30 Days	0	0
3.31	One-on-One Program Sessions	3,907	8,805

Note: No self-directed craft tables offered in 2023 due to limited supply access.

3.32	Attendance at One-on-One Program Sessions	3,907	8,805
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Note: No self-directed craft tables offered in 2023 due to limited supply access.

Teen-Led / Promotion / Summer Reading

3.33	Did your library offer teen- led activities during the 2023 calendar year?	N	N
3.34	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes	Yes

Please report information on SUMMER READING PROGRAMS for the 2023 calendar year
SUMMER READING PROGRAM

3.35	Did the library offer a summer reading program in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	
3.36	Library outlets offering the summer reading program	1	1

3.37	Children registered for the library's summer reading program	2,189	807
3.38	Young adults registered for the library's summer reading program	119	7
3.39	Adults registered for the library's summer reading program	128	58
3.40	Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	2,436	872
3.41a	Children's program sessions - Summer 2023	40	50
3.41b	Children's program attendance - Summer 2023	1,752	1,196
3.42a	Young adult program sessions - Summer 2023	11	6
3.42b	Young adult program attendance - Summer 2023	103	41
3.43a	Adult program sessions - Summer 2023	2	4
3.43b	Adult program attendance - Summer 2023	54	36
3.44	Total program sessions - Summer 2023 (total 3.41a + 3.42a + 3.43a)	53	60
3.45	Total program attendance - Summer 2023 (total 3.41b + 3.42b + 3.43b)	1,909	1,273
3.46	Did the library use the Summer Reading at New York Libraries name and/or logo?	Y	

3.47 Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library? Y

COLLABORATORS

3.48	Public school district(s) and/or BOCES	0	1
3.49	Non-public school(s)	0	1
3.50	Childcare center(s)	1	3
3.51	Summer camp(s)	1	1
3.52	Municipality/Municipalities	1	1
3.53	Literacy provider(s)	0	1
3.54	Other (describe using the State note)	8	12

Note: Feelings Rock <https://www.feelingsrock.com/> SPCA Serving Erie County <https://yourspca.org/> Buffalo Museum of Science <https://www.sciencebuff.org/> The Story Book Cook <http://www.thestorybookcook.com/home/index> Eric Williams bwilliams28@gmail.com Hawk Creek Wildlife Center hawkcreek.org Cris Johnson <https://elementaryschoolassemblies.com/> Friends of the Grand Island Memorial Library - Mary Cooke - President maryscooke@roadrunner.com

3.55	Total Collaborators (total 3.48 through 3.54)	11	20
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Early Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2023 calendar year.

EARLY LITERACY PROGRAMS

3.56 Did the library offer early literacy programs in 2023? (Enter Y for Yes, N for No) Y
If entering no, proceed to the next section.

3.57a	Focus on birth - school entry (kindergarten) sessions	60	55
3.57b	Focus on birth - school entry (kindergarten) attendance	1,311	997
3.58a	Focus on parents & caregivers sessions	0	0
3.58b	Focus on parents & caregivers attendance	0	0
3.59a	Combined audience sessions	51	34
3.59b	Combined audience attendance	1,628	772
3.60	Total Sessions	111	89
3.61	Total Attendance	2,939	1,769
3.62 - Collaborators (check all that apply):			
a.	Childcare center(s)	Yes	Yes
b.	Public School District(s) and/or BOCES	Yes	Yes
c.	Non-Public School(s)	No	Yes
d.	Health care providers/agencies	No	No
e.	Other (describe using the State note)	Yes	Yes

Note: Kiddos Korner <https://www.kiddoskornerpreschool.com/> Jack & Jill Community Preschool <http://www.jackandjillcommunitypreschool.com/> St. Timothy's Childcare Center - <https://www.sttimothygrandisland.com/> Charlotte Sidway Elementary School <https://www.grandislandschools.org/Domain/567> Island Kids Childcare center <http://islandkidsccc.com/> GI Recreation Department - <https://www.grand-island.ny.us/295/Recreation> Joe Menter Friends of the Grand Island Memorial Library - Mary Cooke - President maryscooke@roadrunner.com Feelings Rock <https://www.feelingsrock.com/> SPCA Serving Erie County <https://yoursPCA.org/>

Adult Literacy

Please report information on ADULT LITERACY for the 2023 calendar year.

ADULT LITERACY

3.63	Did the library offer adult literacy programs in 2023? (Enter Y for Yes, N for No) N If entering no, proceed to the next section.		No
3.64a	Total group program sessions	0	0
3.64b	Total group program attendance	0	0
3.65a	Total one-on-one program sessions	0	0
3.65b	Total one-on-one program attendance	0	0
3.66 - Collaborators (check all that apply)			
a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public Schools	No	No
d.	Other (see instructions and describe using Note)	No	No

ESOL / Digital Literacy

Please report information on ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS for the 2023 calendar year.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67	Did the library offer English for Speakers of Other Languages (ESOL) programs in 2023? (Enter Y N for Yes, N for No) If entering no, proceed to the next section.		<i>N</i>
3.68a	Children's program sessions	0	<i>0</i>
3.68b	Children's program attendance	0	<i>0</i>
3.69a	Young adult program sessions	0	<i>0</i>
3.69b	Young adult program attendance	0	<i>0</i>
3.70a	Adult program sessions	0	<i>0</i>
3.70b	Adult program attendance	0	<i>0</i>
3.71	Total program sessions (total 3.68a + 3.69a + 3.70a)	0	<i>0</i>
3.72	Total program attendance (total 3.68b + 3.69b + 3.70b)	0	<i>0</i>
3.73a	One-on-one program sessions	0	<i>0</i>
3.73b	One-on-one program attendance	0	<i>0</i>
3.74 - Collaborators (check all that apply):			
a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	No

c.	Non-Public School(s)	No	No
d.	Other (describe using the Note)	No	No

Please report information on DIGITAL LITERACY for the 2023 calendar year.

DIGITAL LITERACY

3.75	Did the library offer digital literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	Y
3.76a	Total group program sessions	1	7
3.76b	Total group program attendance	25	58
3.77a	Total one-on-one program sessions	42	27
3.77b	Total one-on-one program attendance	42	27

4. LIBRARY TRANSACTIONS

Circulation / Electronic Use Reference Transactions

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	30,519	26,249
4.2	Adult Non-fiction Books	11,928	10,670
4.3	Total Adult Books (Total questions 4.1 & 4.2)	42,447	36,919
4.4	Children's Fiction Books	43,826	37,706
4.5	Children's Non-fiction Books	7,212	6,604

4.6	Total Children's Books (Total questions 4.4 & 4.5)	51,038	44,310
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	93,485	81,229

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	30,466	23,946
4.9	Circulation of Children's Other Materials	9,543	8,284
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	40,009	32,230
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	133,494	113,459

ELECTRONIC USE

4.12	Use of Electronic Material	0	0
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Note: This is being reported at the System level.

4.13	Successful Retrieval of Electronic Information	0	0
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Note: This is being reported at the System level.

4.14	Electronic Content Use (Total questions 4.12 & 4.13)	0	0
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4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	133,494	113,459
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4.16	Total Collection Use (Total questions 4.13 & 4.15)	133,494	113,459
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4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	60,581	52,594
------	---	--------	--------

4.18	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No	No
------	--	----	----

REFERENCE TRANSACTIONS

4.19	Total Reference Transactions	408	459
4.19a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	CT - Annual Count
4.20	Does the library offer virtual reference?	Y	Y

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21	TOTAL MATERIALS RECEIVED	0	0
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Note: This is being reported at the System level.

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22	TOTAL MATERIALS PROVIDED	0	0
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Note: This is being reported at the System level.

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2023.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y	Y
5.2	Online public access catalog (OPAC)?	Y	Y

5.3	Electronic access to the OPAC from outside the library?	Y	Y
5.4	Annual number of visits to the library's web site	19,449	15,415
5.5	Does the library use Internet filtering software on any computer?	Y	Y
5.6	Does your library use social media?	Y	Y
5.7	Does the library file for E-rate benefits?	Y	Y
Note: Included as a component unit of B&ECPL.			
5.8	Is the library part of a consortium for E-rate benefits?	N	N
5.9	If yes, in which consortium are you participating?	N/A	N/A
5.10	Name of the person responsible for the library's Information Technology (IT) services	Stephen Hovey IT Administrator	Stephen Hovey IT Administrator
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(716) 858-6004	(716) 858-6004
5.12	IT contact's email address	hoveys@buffalolib.org	hoveys@buffalolib.org

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	35	35
BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS			
6.2	Library Director (certified)	1	1
6.3	Vacant Library Director (certified)	0	0
6.4	Library Manager (not certified)	0	0
6.5	Vacant Library Manager (not certified)	0	0
6.6	Librarian	1.46	.14
6.7	Vacant Librarian	0	1.03
6.8	Library Specialist/Paraprofessional	0	0
6.9	Vacant Library Specialist/Paraprofessional	0	0
6.10	Other Staff	4.57	4.34
6.11	Vacant Other Staff	0	.46
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	7.03	5.48
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00	1.49
SALARY INFORMATION			
6.14	FTE - Library Director (certified)	1	1
6.15	Salary - Library Director (certified)	\$75,448	\$71,983

6.16	FTE - Library Manager (not certified)	0	0
6.17	Salary - Library Manager (not certified)	\$0	\$0
6.18	FTE - Librarian	1	1
6.19	Salary - Librarian	\$48,011	\$46,840

7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2023**. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website.

- | | | | |
|----|---|---|---|
| 1. | Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. | Y | Y |
| 2. | Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. | Y | Y |
| 3. | Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. | Y | Y |

4.	Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.	Y	Y
5.	Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.	Y	Y
6.	Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.	Y	Y
7.	Is open the minimum standard number of public service hours for population served. (see instructions)	Y	Y
8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:			
8a.	space	Y	Y
8b.	lighting	Y	Y
8c.	shelving	Y	Y
8d.	seating	Y	Y
8e.	power infrastructure	Y	Y
8f.	data infrastructure	Y	Y
8g.	public restroom	Y	Y

9.	Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y	Y
10.	Provides		
10a.	a circulation system that facilitates access to the local library collection and other library catalogs	Y	Y
10b.	equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y	Y
11.	Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y	Y
12.	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y	Y
13.	Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y	Y

14.	Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y	Y
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8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1	1
8.2	Branches	0	0
8.3	Bookmobiles	0	0
8.4	Other Outlets	0	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	43.50	46.50
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Note: Weekly hours change from 51 in 2022 to 43.5 in 2023.

8.7	Minimum Weekly Total Hours - Branch Libraries	0.00	0.00
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8.8	Minimum Weekly Total Hours - Bookmobiles	0.00	0.00
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8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	43.50	46.50
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8.10	Annual Total Hours - Main Library	2,208.00	2,443.50
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8.11	Annual Total Hours - Branch Libraries	0.00	0.00
8.12	Annual Total Hours - Bookmobiles	0.00	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,208.00	2,443.50

9. SERVICE OUTLET INFORMATION

Please Note: last year's answers for repeating groups cannot be displayed.

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre-filled with prior year answers but not locked to allow updating.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles.

Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking [a link to an Excel sheet listing prior year outlets is located in section 9](#). Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

1.	Outlet Name	Grand Island Memorial Library	GRAND ISLAND MEMORIAL LIBRARY
2.	Outlet Name Status	00 (for no change)	00
3.	Street Address	1715 BEDELL ROAD	1715 BEDELL ROAD
4.	Outlet Street Address Status	00 (for no change)	00
5.	City	Grand Island	GRAND ISLAND
6.	Zip Code	14072	14072
7.	Phone (enter 10 digits only)	(716) 773-7124	(716) 773-7124
8.	Fax Number (enter 10 digits only)	(716) 774-1146	(716) 774-1146

9.	E-mail Address	gri@buffalolib.org	<i>gri@buffalolib.org</i>
10.	Outlet URL	https://www.buffalolib.org/locations-hours/grand-island-memorial-library	<i>https://www.buffalolib.org/locations-hours/grand-island-memorial-library</i>
11.	County	Erie	<i>ERIE</i>
12.	School District	Grand Island Central	<i>Grand Island Central</i>
13.	Library System	Buffalo & Erie County Public Library System	<i>Buffalo & Erie County Public Library System</i>
14.	Outlet Type Code (select one):	CE	<i>CE</i>
15.	Public Service Hours Per Year for This Outlet	2,208	<i>2,444</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	249	<i>253</i>
20.	Enter the appropriate outlet code (select one):	LRF	<i>LRF</i>
21.	Who owns this outlet building?	Town	<i>Town</i>
22.	Who owns the land on which this outlet is built?	Town	<i>Town</i>

23.	Indicate the year this outlet was initially constructed	1989	<i>1989</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2019	<i>2019</i>
25.	Square footage of the outlet	12,144	<i>12,144</i>
26.	Number of Internet Computers Used by General Public	15	<i>15</i>
27.	Number of uses (sessions) of public Internet computers per year	2,690	<i>2,914</i>
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	<i>CT - Annual Count</i>
28.	Type of connection on the outlet's public Internet computers	Other (specify using the State note)	<i>Other (specify using the State note)</i>
Note: Ethernet connections to central.			
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps	<i>10 Greater than or equal to 50 mbps and less than 100 mbps</i>
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps	<i>10 Greater than or equal to 50 mbps and less than 100 mbps</i>
31.	Internet Provider	Crown Castle Fiber	<i>Crown Castle Fiber</i>
32.	WiFi Access	Password required	<i>Password required</i>
33.	Wireless Sessions	7,998	<i>7,928</i>
33a	Reporting Method for Wireless Sessions	CT - Annual Count	<i>CT - Annual Count</i>

34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
36.	Does your outlet have a Makerspace?	N	N
37.	<i>LIBID</i>	0800142590	0800142590
38.	<i>FSCSID</i>	NY0017	NY0017
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	00

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2023. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2023 to December 31, 2023)	9	13
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NUMBER OF TRUSTEES AND TERMS

10.2	If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A.	N/A
------	--	-----

Note: Library does not have a range

10.3 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A.

N/A

Note: Library does not have a range

10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here.

5

5

10.5 What is the **trustee term length, as stated in your library's charter documents (incorporation)?** If a term length is not stated, please explain in a Note.

5 years

5 years

10.6 I attest that all trustees participated in trustee education in the last calendar year (2023). If entering No, provide explanation in a Note.

Y

Y

BOARD MEMBER SELECTION

10.7 Enter Board Member Selection Code (select one):

A - board members are appointed by municipality(ies)

A - board members are appointed by municipality(ies)

Please Note: last year's answers for repeating groups cannot be displayed.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#). Please Note: It is customized and contains previously entered data in need of updating. Complete this form and email it to collectconnect@baker-taylor.com.

1. Status Filled

Filled

2. First Name of Board Member Jill

Jill

3. Last Name of Board Member Banaszak

Banaszak

4.	Mailing Address	3474 East River Rd.	<i>3474 East River Rd.</i>
5.	City	Grand Island	<i>Grand Island</i>
6.	Zip Code (5 digits only)	14072	<i>14072</i>
7.	E-mail address	jbanasz@wm.com	<i>jbanasz@wm.com</i>
8.	Office Held or Trustee	Vice President	<i>Vice President</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2020	<i>2020</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2024	<i>2024</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/17/2020	<i>01/17/2020</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/17/2020	<i>01/17/2020</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Vacant</i>

2.	First Name of Board Member	Richard	N/A
3.	Last Name of Board Member	Crawford Jr.	N/A
4.	Mailing Address	82 North Colony Road	N/A
5.	City	Grand Island	N/A
6.	Zip Code (5 digits only)	14072	N/A
7.	E-mail address	richard.crawford.jr@gmail.com	N/A
8.	Office Held or Trustee	President	Trustee
9.	Term Begins - Month	January	
10.	Term Begins - Year (year)	2021	N/A
11.	Term Expires	December	N/A
12.	Term Expires - Year (yyyy)	2025	N/A
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	N/A
14.	The date the Oath of Office (mm/dd/yyyy) was taken	02/13/2021	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/13/2021	N/A

16. Is this a brand new trustee? N

1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Russell	<i>Agnes</i>
3.	Last Name of Board Member	Person	<i>Becker</i>
4.	Mailing Address	2130 Bush Road	<i>3448 East River Rd.</i>
5.	City	Grand Island	<i>Grand Island</i>
6.	Zip Code (5 digits only)	14072	<i>14072</i>
7.	E-mail address	russperson@gmail.com	<i>ambecker13@gmail.com</i>
8.	Office Held or Trustee	Trustee	<i>Secretary</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2024	<i>2023</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2028	<i>2027</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>

14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/02/2024	01/03/2023
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/02/2024	01/03/2023
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	Filled
2.	First Name of Board Member	Agnes	Patrina
3.	Last Name of Board Member	Becker	Rizzuto
4.	Mailing Address	3448 East River Rd.	48 Hemlock Dr.
5.	City	Grand Island	Grand Island
6.	Zip Code (5 digits only)	14072	14072
7.	E-mail address	ambecker13@gmail.com	gprizzuto@gmail.com
8.	Office Held or Trustee	Secretary	Financial Officer
9.	Term Begins - Month	January	January
10.	Term Begins - Year (year)	2023	2022
11.	Term Expires	December	December
12.	Term Expires - Year (yyyy)	2027	2026

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 01/03/2023 01/03/2022
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/03/2023 01/03/2022
16. Is this a brand new trustee? N N

1. Status Filled
2. First Name of Board Member Patrina
3. Last Name of Board Member Rizzuto
4. Mailing Address 48 Hemlock Dr.
5. City Grand Island
6. Zip Code (5 digits only) 14072
7. E-mail address gprizzuto@gmail.com
8. Office Held or Trustee Financial Officer
9. Term Begins - Month January
10. Term Begins - Year (year) 2022

11. Term Expires December
12. Term Expires - Year (yyyy) 2026
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 01/03/2022
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/03/2022
16. Is this a brand new trustee? N

11. OPERATING FUNDS RECEIPTS

Local Public Funds / System Cash
Grants / Other State

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

- 11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3. Y Y

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Source of Funds	County	County
2.	Name of funding County, Municipality or School District	Erie County	Erie
3.	Amount	\$536,811	\$499,324
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N	N
5.	Written Contractual Agreement	Y	Y
11.2	TOTAL LOCAL PUBLIC FUNDS	\$536,811	\$499,324

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$6,351	\$6,337
11.4	Record all Central Library Services Aid monies received from system headquarters	\$0	\$0
11.5	Additional State Aid received from the System	\$0	\$10,000
11.6	Federal Aid received from the System	\$0	\$0
11.7	Other Cash Grants	\$0	\$0
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$6,351	\$16,337

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$4,113	\$1,787
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Federal Aid / Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0	\$0
11.11	Other Federal Aid	\$0	\$0
11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0	\$0
11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0	\$0

OTHER RECEIPTS

11.14	Gifts and Endowments	\$6,757	\$11,357
11.15	Fund Raising	\$7,530	\$474
11.16	Income from Investments	\$2,152	\$137
11.17	Library Charges	\$2,258	\$2,944
11.18	Other	\$1,684	\$1,321
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$20,381	\$16,233
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$567,656	\$533,681

11.21	BUDGET LOANS	\$0	\$0
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Transfers / Grant Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	\$0	\$0
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11.23	From Other Funds	\$570	\$0
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11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$570	\$0
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11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$149,437	\$148,031
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Note: \$148,031 is end of year balance for 2021/beginning balance of fiscal year 2022. The entered balance for end of 2022/beginning balance of fiscal year 2023 was \$149,491 according to saved state report records.

11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$717,663	\$681,712
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12. OPERATING FUND DISBURSEMENTS

Staff / Collection / Capital
Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$141,078	\$133,050
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12.2	Other Staff	\$156,003	\$138,855
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12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$297,081	<i>\$271,905</i>
12.4	Employee Benefits Expenditures	\$141,439	<i>\$129,027</i>
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$438,520	<i>\$400,932</i>

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$31,797	<i>\$29,026</i>
12.7	Electronic Materials Expenditures	\$32,451	<i>\$33,123</i>
12.8	Other Materials Expenditures	\$13,553	<i>\$11,315</i>
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$77,801	<i>\$73,464</i>

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$0	<i>\$0</i>
12.11	From Other Funds (71OF)	\$0	<i>\$0</i>
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$0	<i>\$0</i>

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$67	<i>\$961</i>
12.14	From Other Funds (72OF)	\$5,000	<i>\$0</i>

12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$5,067	<i>\$961</i>
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$15,889	<i>\$19,555</i>
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$20,956	<i>\$20,516</i>

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$2,683	<i>\$3,338</i>
12.19	Telecommunications	\$1,603	<i>\$1,262</i>
12.21	Professional & Consultant Fees	\$6,663	<i>\$5,567</i>
12.22	Equipment	\$4,077	<i>\$15,687</i>
12.23	Other Miscellaneous	\$12,117	<i>\$10,507</i>
12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$27,143	<i>\$36,562</i>

Contracts / Debt Service / Transfers / Grand Total

12.25	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0	<i>\$0</i>
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	\$0	<i>\$0</i>
12.27	From Other Funds (73OF)	\$0	<i>\$0</i>

12.28	Total (Add Questions 12.26 and 12.27)	\$0	\$0
Other Loans			
12.29	Budget Loans (Principal and Interest)	\$0	\$0
12.30	Short-Term Loans	\$0	\$0
12.31	Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$0	\$0
12.32	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$564,420	\$531,474
TRANSFERS			
Transfers to Capital Fund			
12.33	From Local Public Funds (76PF)	\$0	\$0
12.34	From Other Funds (76OF)	\$0	\$0
12.35	Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0	\$0
12.36	Transfer to Other Funds	\$2,079	\$747
12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$2,079	\$747
12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$566,499	\$532,221

12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2023	\$151,164	\$149,491
12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$717,663	\$681,712

ASSURANCE

12.41	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	03/21/2024	04/11/2023
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FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	04/07/1980	04/07/1980
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/1975-12/30/1978	01/01/1975-12/30/1978
12.44	Indicate type of audit (select one):	State	State

CAPITAL FUND

12.45	Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	N	N
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13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	\$0	\$0
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13.2	All Other Revenues from Local Sources	\$0	\$0
13.3	Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$0	\$0

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	\$0	\$0
13.5	Other State Aid	\$0	\$0
13.6	Total State Aid (Add Questions 13.4 and 13.5)	\$0	\$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7	TOTAL FEDERAL AID	\$0	\$0
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INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	\$0	\$0
13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$0	\$0
13.10	NON-REVENUE RECEIPTS	\$0	\$0
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$0	\$0
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$0	\$0

13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$0	\$0
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14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click [here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1	Construction	\$0	\$0
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14.2	Incidental Construction	\$0	\$0
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Other Disbursements

14.3	Purchase of Buildings	\$0	\$0
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14.4	Interest	\$0	\$0
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14.5	Collection Expenditures	\$0	\$0
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14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0	\$0
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14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$0	\$0
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14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0	\$0
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14.9	NON-PROJECT EXPENDITURES	\$0	\$0
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14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$0	\$0
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14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2023	\$0	\$0
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$0	\$0

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	2.15	1.90
16.2	Total Librarians	2.15	1.90
16.3	All Other Paid Staff	4.00	4.20
16.4	Total Paid Employees	6.15	6.10
16.5	State Government Revenue	\$10,464	\$18,124
16.6	Federal Government Revenue	\$0	\$0
16.7	Other Operating Revenue	\$20,381	\$16,233
16.8	Total Operating Revenue	\$567,656	\$533,681
16.9	Other Operating Expenditures	\$48,099	\$57,078
16.10	Total Operating Expenditures	\$564,420	\$531,474
16.11	Total Capital Expenditures	\$0	\$0

16.12	Print Materials	44,536	46,294
16.12a	Total Physical Items in Collection	57,353	60,216
16.13	Total Registered Borrowers	11,113	10,943
16.14	Other Capital Revenue and Receipts	\$0	\$0
16.15	Number of Internet Computers Used by General Public	15	15
16.16	Total Uses (sessions) of Public Internet Computers Per Year	2,690	2,914
16.17	Wireless Sessions	7,998	7,928
16.18	Total Capital Revenue	\$0	\$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	LIB ID	0800142590	0800142590
17.2	Interlibrary Relationship Code	ME	ME
17.3	Legal Basis Code	CI	CI
17.4	Administrative Structure Code	SO	SO
17.5	FSCS Public Library Definition	Y	Y
17.6	Geographic Code	CD1	CD1
17.7	FSCS ID	NY0017	NY0017
17.8	SED CODE	141501700009	141501700009

SUGGESTED IMPROVEMENTS

Library Name:	GRAND ISLAND MEMORIAL LIBRARY	<i>GRAND ISLAND MEMORIAL LIBRARY</i>
Library System:	Buffalo & Erie County Public Library	<i>Buffalo & Erie County Public Library</i>
Name of Person Completing Form:	Bridgette Heintz	<i>Bridgette Heintz</i>
Phone Number:	(716) 773-7124	<i>(716) 773-7124</i>
I am satisfied that this resource (Collect) is meeting library needs:	Agree	<i>Agree</i>
Applying this resource (Collect) will help improve library services to the public:	Agree	<i>Agree</i>
Please share with us your suggestions for improving the <i>Annual Report</i> . When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!	Thank you. No additional comments.	<i>Response has been entered.</i>

***ESTIMATED* Youth Services Summer 2024 Programs & Supplies**

Performers/Special Programs

Programs we hope to schedule:

Buffalo Zoo Zoomobile, Book Buddies, Storybook Cook,
Explore & More Museum, Earth Spirit, and more.

***ESTIMATED* Performers/Special Programs total: \$1,700**

(Based on Summer 2023 budget)

Supplies

Fitness Fun and Reading (GI Recreation Partnership)

Session #1: June 27, July 2, July 9, July 11 & July 16

Session #2: July 23, July 25, July 30, August 1 & August 6

Summer Camp Storytime (Kiddos Korner Preschool Partnership)

June 26, July 3, July 10, July 17, July 24, July 31, August 7, August 14, August 21

Preschool Storytime

July 10, July 17, July 24, July 31, August 7, August 14

***ESTIMATED* Storytimes & Partnerships crafts total: \$1000**

(Based on Summer 2023 budget)

Battle of the Books

Meetings: TBD

Battle Day: TBD; Between August 19-21

Battle Field Day @ Audubon Library: Saturday, August 24

Battle of the Books budget: \$250

**Collaborative Sticker Mosaic - Summer Reading Bingo
Community Activity**

***ESTIMATED* Sticker mosaic total: \$50**

(Based on Summer 2023 budget)

***ESTIMATED* Youth Services Summer Program
funding request total: \$3000**

(Based on Summer 2023 budget)