

**SINCLAIRVILLE FREE LIBRARY  
ANNUAL REPORT TO THE COMMUNITY  
2020**



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### ***Introduction***

The Board of Trustee members developed a strategic plan for the years 2019-2023 to address the issues of concern and need for the Sinclairville Free Library. This strategic plan is posted on the library's website ([sinclairvillelibrary.org](http://sinclairvillelibrary.org)) and serves as a monthly agenda item, helping us reach our greater goals for the community which we serve. Of course, nobody could predict the pandemic that struck in 2020 and continues to have global effects.

## History of Sinclairville Free Library

Rev. Elbridge P. McElroy, Congregational Minister of Sinclairville, had no idea that 130 years later his generous offering of his personal library of 185 books would turn into a celebration for the village of Sinclairville and the towns of Charlotte and Gerry on July 8, 2000. This was the day of the Grand Opening of the new library building!! The Deed of Trust, written in February 1870 stated the library was formed "...in order to encourage the youth of Sinclairville and vicinity to form good habits and a taste for reading..."

The first home for the library was in the law offices of the Honorable Obed Edson. In 1871 the library was moved to the shop of Charles W. Hedges. We are unsure as to how long the library remained at the Hedges' shop. The next mention of the library's location is in November 1885 where it was listed as in the home of William A. Fife. A fourth move, which occurred on January 15, 1908 found the library renting space for \$2 a month on the corner of Lester and Main Streets. On January 8, 1937 the library moved to the Sinclairville Grange Building at the corner of Main and Park Streets. When the Grange Building was torn down, the library moved to the Administrative Building of the Cassadaga Valley Central School, located at the corner of Park and Church Streets. In 1977 the library moved into the basement of the American Legion Building which was renamed the David Vern Luce Building in April 2000. During the week of May 8, 2000 the library moved for the eighth and final time into a brand-new building located on Main Street.

Nineteen librarians have served in the various locations the library has been housed. We honor them all for their diligence and dedication by listing their names:

Miss Fanny A. Edson, Charles W. Hedges, Edwin L. Husted, A.L. Staples, John M. Edson, William A. Fife, William Hinchlief, Miss Abbie Doty, William C. Scott, Mrs. F.B. Putnam, Mrs. Fred Briggs, Miss Genevera Ticknor (later Mrs. Sears), Mrs. Phillip Edson, Mrs. Charles Ervin, Mrs. Maurice Westley, Mrs. Earl (Irene) Minkler, Patricia Webb, Lynn Ann Faber, Lisa Greeley, and Beth Hadley.



<b>Performance Indicators</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020 **</b>	<b>2021</b>	
Total PC Use	1293	1284	1502	311		
Grand Total Circulation (Collection Use)	16712	18133	20213	11991		
Total Adult Book Circulation	5900	5798	5591	4021		
Total Circulation of Adult Other Materials	5087	5431	7054	3852		
Total Children's Book Circulation	3028	3293	3586	1831		
Total Circulation of Children's Other Materials	1636	2180	1715	431		
Grand Total Holdings	31016	32550	34323	48739		
Inter-Library Loan - Materials Received (Borrowed)	0	11	1	1870		
Inter-Library Loan - Materials Provided (Loaned)	0	0	0	649		
Additions to Holdings	3135	2562	2659	14575		
Total Local Public Funds	26300	26500	26750	27000		
Total Number of Program Sessions	286	386	399	183		
Total Program Attendance	3081	4079	4135	1330		
Reference Transactions	1305	1416	1427	1196		
All Registered Borrowers	1127	1219	1240	1253		
Registered Resident Borrowers	829	911	925	937		
Registered Non-Resident Borrowers	298	308	315	316		
Hours Open	27	27	27	27		
Library Visits	17777	17995	21869	6437		
Population Chartered to serve Library website visits	3222	3222	3222	3222 16365		
Total Collection Expenditures	\$8366	\$7095	\$8414	\$6090		
Total Operating Fund Receipts	\$61585	\$62738	\$50289	\$52675		
** Pandemic						

## The Vision of Sinclairville Free Library



### *Core Purpose:*

***Building Community through Life-Long Learning***

### *Mission Statement:*

***The Sinclairville Free Library strives to educate, inform, and meet the needs of the people it serves. The library operates as a community center supporting life-long learning with special emphasis on programs for children and adults.***

## STRATEGIC ISSUES

- Enhance library funding streams
  - Strengthen Outreach
- Enhance local history collection
- Strengthen volunteer and staff development
  - Update library policies
  - Develop nonfiction collection

## Goals and Objectives

### Goal #1:

*By 2023, we will enhance library funding streams by creating relationships with donors, both private and charitable, which have a stake in the local community.*

During this pandemic year, the library applied for and received funds through the Payroll Protection Program. Relationships with donors were cultivated through a new online giving format offered by GiveBigCHQ.

### Goal #2:

*By 2023, the library will strengthen its outreach to the chartered service area, including the Town of Gerry and Cassadaga Valley Elementary, Middle and High Schools, and other community groups.*

The library conducted outreach to the Town of Gerry through deliveries of library materials to the Homestead and by offering book club and memoir writing programs there until the pandemic limited access. We also provided library programming to the Wrap childcare program located at Park United Methodist Church.

### Goal #3:

*By 2023, the library will have catalogued its local history collection and made digitized materials available in an online searchable format.*

Beginning in 2022, a college student will work on organizing and cataloging the library's local history collection as part of an internship.

### Goal #4:



*By 2023, the library will have a plan for staff and volunteer development which includes benefits, trainings, and reviews which make staff and volunteers feel supported and well equipped for their positions.*

Library staff participated in online training throughout the year on a variety of topics. The annual volunteer appreciation dinner had to be postponed due to the pandemic.

Goal #5:

*By 2023, the library will have written, or reviewed, and approved all of the Financial Policies and Procedures recommended in the Library Trustees of New York State Handbook. Design procedures for ongoing review of policies and creation of additional policies as recommended by CCLS.*

Progress was made in updating the library's policies, and many of them are now posted on the library's website.

Goal #6:

*By 2023, the library will have evaluated, weeded and updated the collection to ensure that financial, legal, medical and science/technology materials are up-to-date, with additional parts of the collection reviewed and updated as time and finances allow.*

During the pandemic, library staff evaluated and weeded much of the library's collection in preparation for adding new materials in 2021.