

**SINCLAIRVILLE FREE LIBRARY  
ANNUAL REPORT TO THE COMMUNITY  
2021**



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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.

## 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            | 192           |  |
| Grand Total Circulation<br>(Collection Use)              | 16712       | 18133       | 20213       | 11991          | *26939        |  |
| Total Adult Book<br>Circulation                          | 5900        | 5798        | 5591        | 4021           | 4549          |  |
| Total Circulation of Adult<br>Other Materials            | 5087        | 5431        | 7054        | 3852           | 2046          |  |
| Total Children's Book<br>Circulation                     | 3028        | 3293        | 3586        | 1831           | 3725          |  |
| Total Circulation of<br>Children's Other Materials       | 1636        | 2180        | 1715        | 431            | 300           |  |
| Grand Total Holdings                                     | 31016       | 32550       | 34323       | 48739          | 48876         |  |
| Inter-Library Loan -<br>Materials Received<br>(Borrowed) | 0           | 11          | 1           | 1870           | 2328          |  |
| Inter-Library Loan -<br>Materials Provided<br>(Loaned)   | 0           | 0           | 0           | 649            | 1025          |  |
| Additions to Holdings                                    | 3135        | 2562        | 2659        | *14575         | 6562          |  |
| Total Local Public Funds                                 | 26300       | 26500       | 26750       | 27000          | 26750         |  |
| Total Number of Program<br>Sessions                      | 286         | 386         | 399         | 183            | ***<br>293    |  |
| Total Program<br>Attendance                              | 3081        | 4079        | 4135        | 1330           | ***<br>2172   |  |
| Reference Transactions                                   | 1305        | 1416        | 1427        | 1196           | 1640          |  |
| All Registered Borrowers                                 | 1127        | 1219        | 1240        | 1253           | 1276          |  |
| Registered Resident<br>Borrowers                         | 829         | 911         | 925         | 937            | 958           |  |
| Registered Non-Resident<br>Borrowers                     | 298         | 308         | 315         | 316            | 318           |  |
| Hours Open   | 27          | 27          | 27          | 27             | 27            |  |
| Library Visits   | 17777       | 17995       | 21869       | 6437           | 8861          |  |
| Population Chartered to serve<br>Library website visits  | 3222        | 3222        | 3222        | 3222<br>16365  | 3222<br>10972 |  |
| Total Collection<br>Expenditures                         | \$8366      | \$7095      | \$8414      | \$6090         | \$8228        |  |
| Total Operating Fund Receipts                            | \$61585     | \$62738     | \$50289     | \$52675        | \$83,742      |  |
|  |             |             |             |                |               |  |

\* Includes digital materials \*\* Pandemic \*\*\* Includes online programs and outreach

## 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*

## 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.*

**Relationships with donors were cultivated through GiveBigCHQ, a new online giving format offered by the Community Foundation while maintaining relationships with traditional donors through the Annual Appeal.**

**Operating Funds receipts increased significantly this year due to Payroll Protection Program Loan Forgiveness, Bullet Aid and Construction grant (new furnace and LED lighting) from New York State, and grants from the American Library Association, Northern Chautauqua Community Foundation and Chautauqua-Cattaraugus Library System.**

## 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. We also provided library programming to the Wrap childcare program located at Park United Methodist Church. Partnership with Cassadaga Valley Central School was strengthened by the library becoming a Community Partner for the Wellness Initiative and the Library Manager's participation in the CVCS Career and Technical Education Advisory Board and presentations of library information at school board meetings. Through collaboration with CVCS personnel, the school provided a Letter of Support for the library's American Library Association grant application.**

**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 trainings throughout the year on a variety of topics such as: Kids Read 2 Kids, Facilitating Community Conversations, Manga and Anime, Marketing, NYS Historical Newspapers, Supercharged Storytimes, Girls Who Code, Grant Writing, and Duties and Responsibilities of Trustees and Directors. Staff and volunteer meetings were held to support and educate all concerned as library procedures evolved through the year.**

**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. The library website continues to be updated in compliance with Public Library Standards including posting of the library's Annual Budget and Board Bylaws.**

**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.*

**The library collection continues to be reviewed, weeded and updated with new materials added especially in the field of Education due to two rounds of the ALA Libraries Transforming Communities Grant Initiatives and Financial Literacy and Personal and Community Health and Wellness due to grants from the Chautauqua-Cattaraugus Library System.**