

Agenda
March 29, 2023
6PM

1. Call to order
2. Pledge of Allegiance
3. Privilege of the floor:
4. Approval of February 25, 2023 minutes
5. Financial Report and approval of expenditures
6. Report of Library Manager
7. Report of Special Committees:
 - a. Strategic Plan - set next meeting
8. Correspondence and Communications
 - a. CRCF (Tory Irgang and Lisa Lynde) will come to the April meeting
 - b. Dan Pavlock will assess the potential cost of building improvements to conference room in April or early May
9. Unfinished business
 - a. Suggestions for potential board members
 - b. Develop a list of questions to ask CRC regarding our Kochersberger Fund
 - c. Develop a list of questions to ask Jan DeKoff for our May meeting regarding Library issues
 - d. Open Law Policy still needs to be completed; any additional thoughts this policy? Refer to February 2023 Handouts regarding this topic.

10. New Business

Give Big CHQ

SAVE THE DATE-June 8, 2023! 🎉🎉

Give Big CHQ is a 24-hour online fundraising event. Nonprofit organizations can register and create their own fundraising page to accept donations.

Since 2018, this annual online giving day has helped to raise over \$1.3 million to directly support local nonprofits.

Hosted by the Chautauqua Region Community Foundation and the Northern Chautauqua Community Foundation, this event is an opportunity to come together as a community to celebrate the important work of local nonprofits! #GiveBigCHQ #CelebrateCHQ #givelocal #nonprofit #GivingDay

WE NEED PEOPLE TO PUSH THIS FUNDRAISER. Send it to your kids and grandkids, send it to your HS Class members. What other ways can we suggest people support the library?

11. Next meeting: April 26 at 6PM

SINCLAIRVILLE FREE LIBRARY BOARD MINUTES

February 22, 2023

OPENING: Bill Newton called the meeting to order February 22, 2023 at 5:57 PM with reciting the Pledge of Allegiance.

PRESENT: Lisa Greeley, Beth Hadley, Peggy Minckler, Bill Newton, Roslin Newton, Darla Frost-Kianos

MEMBERS ABSENT: Larry Barmore, Betty Jean Ridout

APPROVAL OF MINUTES: The January 25 , 2022 minutes were approved with corrections. Motion to accept by Darla Frost-Kianos-, seconded by Roslin, carried unanimously.

MANAGER'S REPORT: The report was reviewed.

1. Overnight parking has occurred, library staff will inform vehicle owners with a note that overnight parking is not allowed.
2. Color printer is needed at library, Epson unit will be investigated.
3. Standing committee reports will be removed from agenda as none are part of library at present
4. Letter "A" which was displaced on library signage will be addressed in warmer weather.

Motion to accept by Roslin Newton, seconded by Lisa Greeley, carried unanimously

FINANCIAL REPORT: 2022 Year-end financials were amended to conform to Annual Report format. Motion to approve 2022 Year-end Financials and January 2023 Financials made by Darla Frost Kianos, seconded by Peggy Minckler, carried unanimously

SPECIAL COMMITTEES:

Strategic Planning committee meeting after February board meeting, will discuss next steps in library plan and expansion

CORRESPONDENCE:

1. CRCF staff will visit in April
2. Dan Pavlock has not been in contact, board members will explore options for estimates on renovations
3. Historic performance speakers will be reviewed. June 11 is an opportunity to see one of the speakers at the Leon library. There is an option for a speaker in May, some possibility for additional themes later in the year.

OLD / UNFINISHED BUSINESS:

1. Potential board members are being explored, one visitor was here last month.
Many potential candidates are busy, some candidates may be approached in Gerry

NEW BUSINESS:

1. Annual Report 2022 reviewed and approved. Motion made by Lisa Greeley seconded by Peggy Minckler, carried unanimously.
2. Open Meeting Law was discussed.
3. CCLS Executive Director Jan Dekoff will visit at future meeting.

ADJOURNMENT: The meeting was adjourned at 6:50 PM. Moved by Roslin Newton and seconded by Darla Frost-Kianos. The next meeting will be held on March 29, 6:00 PM in the library.

Minutes submitted by: Lisa Greeley

Approved: _____

MARCH 2023 LIBRARY MANAGER'S REPORT

STRATEGIC PLAN GOALS

1. **Enhance Library Funding Streams**
2. **Strengthen Outreach (Town of Gerry, CVCS)**
3. **Catalogue Local History Collection**
4. **Staff and Volunteer Development**
5. **Update Policies and Procedures**
6. **Evaluate, Weed and Update Collection (Financial, Legal, Medical and Science/Technology prioritized)**

Numbers are inserted to indicate when strategic plan goals have been targeted.

ADMINISTRATIVE

The library will be closed on Friday and Saturday, April 7 and 8 for Good Friday and the Easter holiday.

Trustee Training Opportunity 4

Join co-authors of the Handbook for Library Trustees of New York State Jerry Nichols and Rebekkah Smith Aldrich and special guests for this fun and informative series! For each session, trustees are encouraged to read a chapter of the Trustee Handbook and send in questions that the authors will address during each session.

Trustees from all public library systems in New York State are welcome. Library Directors from across the state are welcome to attend as well. All sessions count towards the New York State Trustee Education Requirement, and viewing the recordings counts as well. Links to the recorded webinars can be found on the same page where you go to register for the trainings. Please let Board President Bill Newton know if you attend any of the trustee education trainings or view the recordings, as it is the Board President's responsibility to keep track of trustee training requirements.

The Board-Director Relationship (Tuesday, April 18, 2023 | 5:00-6:30pm)

Register here:

Informational meeting invitation:

“I am a Trustee and Treasurer of the Mary Seymour Library/Cassadaga Branch Library. We have arranged a meeting with Jan Dekoff for April 11 at 10am at the Cassadaga building. The purpose is to gather information about obtaining funding through school taxes. There is a trend currently of small libraries taking this route for sustainability. Since we are both in the Cassadaga Central School system, we would have to pursue this avenue together. Our Board of Trustees would like to explore this option of funding, so the meeting with Jan would be purely informational.

We welcome any of your Board Members who would be interested in learning about this path to sustainability. They can join us on the 11th of April or call me at 716-785-7461.

Kathy George”

Town Board meetings: Upcoming Town of Charlotte board meetings will be held at 7 PM at the Town highway garage located at 7058 Rood Road on the following dates: April 12, May 10, June 14, July 12, August 9, September 13, October 4 and at the Sinclairville Volunteer Fire Department building on November 1 and December 13. Village of Sinclairville meetings are held on the 1st Wednesday at 7 PM, and Town of Gerry meetings are held on the 2nd Thursday at 7 PM. Please consider visiting some of these meetings to represent and advocate for the library and thank the municipalities for their support. **2**

BEAUTIFICATION AND DISPLAYS

A “Story Walk” is on loan from CCLS and has been installed inside the library building. Enlarged pages with illustrations for the book The Day My Crayons Quit have been posted throughout the library for parents and children to read as they walk around.

BUILDING, GROUNDS AND MAINTENANCE

Tentative plans have been made for Kathy Schroeder to wax the library floors over the Memorial Day weekend.

Received an unsolicited proposal from Lake Shore Paving for one coat of asphalt sealer with sand at a cost of \$713.

Repairs are needed to fix the broken window in the conference room and the piece of siding at the rear entrance that is damaged.

The paper towel dispenser in one of the restrooms requires “anchors” to hold it in place.

On March 7, a notice was hand-delivered to the owner of a vehicle that had been left in the parking lot advising them that parking is restricted to library users during open hours only. The issue appears to be resolved.

CORRESPONDENCE

The library received a Statement of Activity from the Chautauqua Region Community Foundation for the Dr. Bob and Marge Kochersberger Fund for Sinclairville Free Library for the period January 1 through December 31, 2022. The balance in the fund as of 12/31/2022 was \$23,935.33. The amount available for grantmaking is \$1,036.00.

A thank you card was received from the Gerry Summer Recreation program signed by the children with the message “Thank you for the fun games and awesome stories this summer.” This summer reading outreach program was conducted by Assistant Huling. Great job!

DONATIONS

Local author Kathy Dennis donated two copies of her latest book, Sunshine, Storms & Rainbows to the library.

A cash donation of \$50 was discovered in the cash jar at the front desk. A donation in the amount of \$245 was received from the employees at Cummins who have designated the library to receive their payroll deduction contributions.

FUNDING

A check in the amount of \$6,000.00 was received from the Town of Gerry. A thank you letter was sent along with a copy of the library’s Annual Report to the Community and Calendar of March events. The address to send your personal thank you if desired is: Board of Trustees, Town of Gerry, PO Box 15, Gerry, NY, 14740-0015. **1**

FUNDRAISING

The library will participate again in the Give Big CHQ online fundraising event scheduled for June 8, 2023. **1**

GRANTS 1

The final report for our grant from the Northern Chautauqua Community Foundation for the library's "Community Re-Engagement Project" has been submitted. **1**

A grant application has been submitted to the American Library Association for the Libraries Transforming Communities: Accessible Small and Rural Communities initiative. **1**

CCLS Director Dekoff visited the library to look at the meeting room and discuss what we propose to accomplish with a construction grant. She advises that we make connection with contractors as soon as possible. **1**

MEMORIALS

A memorial donation in honor of Sim Whitford was received from Dennis and Linda Barmore.

OUTREACH 2

Students participating in **CougarU** visited the library as part of their program and requested library card applications. Three students have since returned the completed application and have checked out library books with their new cards. **Little Seeds Preschool** at Park United Methodist Church program receives an outreach visit once a month, **The Wrap Before School Program** at Park United Methodist Church Read-Aloud is visited on most Fridays at 7:30 AM, **Memoir Writing** and **Book Club** and **Digital Literacy** programs at the Homestead in Gerry are provided bi-monthly. **2**

PROFESSIONAL DEVELOPMENT

Library Assistant Huling received a certificate of participation for 9 hours of professional development in the Creative Learning Workshop with PLIX. She also participated in online KOHA cataloging training with CCLS. **4**

Library Assistant Huling is scheduled to attend the Summer Reading Program meeting to be held on March 29 at Olean Library. This year's theme is "All Together Now." 4

Library Manager Hadley attended the CCLS director's meeting on March 17 for updates on system matters. An important topic of discussion was trustee education requirements and the information provided is included earlier in this report. 4

PROGRAMS AND EVENTS

The library's April calendar of events is posted to the library website and paper copies are available at the front desk. April is National Poetry Month. The last week of April is National Library Week, designed to celebrate and promote library use. April 25th is National Library Workers Day. Spring craft Take and Make kits will be available in the Children's Room.

Highlights:

Alzheimer's and Dementia Education:

On Thursday, April 6 at 5:30 PM a representative from the Alzheimer's Association WNY will provide the following educational program: Tips for Tough Conversations: Doctor Visits, Driving, Legal & Financial Concerns.

Pioneer's Journey: an interactive entertaining educational presentation for ages 8 to 12 will be presented by Tina Scherman on Thursday, April 13 at 6 PM. Participants will learn the early history of western NY with a board game in which they journey across NY as pioneers to their new homes in the west.

Hand Drumming: CVCS Music Instructor Nicole Zenns will lead a hand drumming activity on Thursday, April 20 at 6 PM. Registration is required and drums will be provided. 2

BOOK CLUBS:

Books Unlimited: Meeting at 7 PM Monday, April 17, at the library to discuss The Traitor's Wife by Allison Pataki. Please contact the library to request a copy of the selected title for any of the book club meetings.

Virtual Book Club: The next meeting will be held on April 24 at 7:30 PM to discuss The Dictionary of Lost Words by Pip Williams. The link to join online book club is available upon request.

Book Club at the Homestead in Gerry: The next book club discussion for this group will take place in the Seeley building lower level on April 21 at 3:00 PM. Miramar Bay by Davis Bunn will be discussed.

Program Updates:

In-person programs: Sinclairville Samplers (needlework): Meeting at 10:30 AM on Friday mornings. **Child's Play Preschool Program:** Wednesdays from 1 to 2 PM

Online programs: Links available upon request. **Write Spirit** meets each Wednesday at 7 PM.

Hybrid program: Write Circle will meet both in person and online each Friday at 9:00 AM. There will be no meeting on April 7th (Good Friday).

Outreach: Little Seeds Preschool at Park United Methodist Church program is provided once a month, **The Wrap Before School Program** at Park United Methodist Church Read-Aloud on most Fridays at 7:30 AM, **Memoir Writing** and **Book Club** and **Digital Literacy** programs at the Homestead in Gerry provided monthly. 2

Writer's Lounge program has been cancelled due to low attendance and to allow time to develop new programming to better meet current needs of the community.

Family History Club: This program will resume meetings with a special guest speaker, Janet Wahlberg, on Saturday, April 22 at 10 AM. Ms. Wahlberg is President of the Fenton Historical Society.

PUBLIC RELATIONS AND PUBLICITY

Community use of the library building this month included meetings of tutors with students, Samaritan House board meetings, an employee doing remote job training, Healthy Community Alliance meetings, visits from CVCS CougarU program and Pre-K classes, and T.O.P.S. meetings.

REQUESTS & OPPORTUNITIES

It has been suggested that the library consider adding a collection of tools available for patrons to borrow.

STAFF AND VOLUNTEERS

Library Assistant Jessica Huling achieved her five-year anniversary of employment at the Sinclairville Free Library as of March 12, 2023.

Sharon Peterson, a new volunteer through the RSVP AmeriCorps Seniors program, will begin helping at the library on Wednesday afternoons. **4**

TECHNOLOGY AND EQUIPMENT

CCLS is negotiating a new contract for internet services, and our library has requested the option to receive 200 Mbps at \$70 per month for the five-year contract period. CCLS will cover the additional expense for the period July 2023 when the new contract begins through January 1, 2024. We have been paying \$69 per quarter with CCLS subsidizing part of the expense.

CCLS received ARPA (American Rescue Plan Act) funds that provided telehealth bundles and accessibility technology at no charge to member libraries. We received a laptop, pulse oximeter, blood pressure cuff wrist monitor, and infrared forehead thermometer. This equipment is available to patrons who have telemedicine appointments with medical providers. We also received a large screen monitor, large print keyboard and ergonomic mouse that can be used by patrons needing this accessibility.

The back-door counter continues to malfunction after several attempts to repair it. For reporting purposes, we will double the count from the front door.









April 2023

national poetry month

National Poetry Month reminds the public that poets have an integral role to play in our culture and that poetry matters.

SINCLAIRVILLE FREE LIBRARY

PO BOX 609
15 MAIN STREET
SINCLAIRVILLE, NY 14782
PHONE: 716.962.5885
FAX: 716.962.5885
Director: Beth Hadley
info@sinclairvillelibrary.org
www.sinclairvillelibrary.org

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>NATIONAL LIBRARY WEEK April 23 - 29, 2023</p> <p>National Library Week is a national observance sponsored by the American Library Association and libraries across the United States each April. How to Celebrate: 1.) Visit Your Library! 2.) Participate in the #MyLibrary promotion on social media. 3.) Follow your library, ALA, and I Love Libraries on social media. Follow Us on Facebook!!!</p>						
	<p>MAKERSPACE Our Makerspace is available during Open Hours* LEGOS, marble runs, KINEX, building kits, challenges, craft kits and more. Parent/caregiver must accompany child</p>			<p>1</p>		<p>PROGRAMS: Child's Play: For ages birth to preschool. Participate in stories, songs & fingerplays. Take away craft or activity for extended learning. Registration is required.</p>
	No School @ CVCS	No School @ CVCS	No School @ CVCS	No School @ CVCS	No School @ CVCS	<p>2</p> <p>Digital Services @ The Homestead or at the Library: Help with your digital library and devices. Please make sure you bring passwords.</p> <p>Family History: New group for anyone interested in genealogy and writing to preserve family history. Please register.</p> <p>Memoir Writing @ The Homestead: Join us to explore life themes together and to create a written life story for personal reflection or to share with friends and family members.</p> <p>Sinclairville Music Club: Music for all ages. Play, learn or teach. All music genres.</p> <p>Sinclairville Samplers: Quilting, knitting, crochet, embroidering, and fun with friends.</p> <p>Write Spirit: Christian writing group. Virtual program.</p>
<p>3</p> <p>Happy Easter from the Staff!!!</p> 	<p>4</p>	<p>5</p> <p>Child's Play 1:00 - 2:00 pm Write Spirit 7:00 pm Virtual</p>	<p>6</p> <p>Child's Play 1:00 - 2:00 pm Write Spirit 7:00 pm Virtual</p> 	<p>7</p> <p>Tips for Tough Conversations 5:30 pm w/ Alzheimer's Association</p>	<p>8</p> <p>Closed in Observance of Good Friday</p> 	<p>9</p> <p>Closed in Observance of Easter Holiday.</p>
<p>10</p> <p>Happy Easter from the Staff!!!</p> 	No School @ CVCS	No School @ CVCS	No School @ CVCS	No School @ CVCS	No School @ CVCS	<p>10</p> <p>Child's Play 1:00 - 2:00 pm Write Spirit 7:00 pm Virtual</p>
<p>11</p>	<p>12</p> <p>Books Unlimited Book Club 7:00 pm</p>	<p>13</p> <p>Child's Play 1:00 - 2:00 pm Write Spirit 7:00 pm Virtual</p>	<p>14</p> <p>Child's Play 1:00 - 2:00 pm Write Spirit 7:00 pm Virtual</p>	<p>15</p> <p>Family Night Pioneer's Journey 6:00 pm</p>	<p>16</p> <p>Write Circle 9:00 am Virtual Sinclairville Samplers 10:30 am Digital Services @ The Homestead 2:00 pm Memoir Writing @ The Homestead 3:00 pm</p>	<p>17</p> <p>Family History 10:00 am with Guest Speaker Janet Wahlberg, President of Fenton Historical Society</p>
<p>12</p>	<p>13</p> <p>Books Unlimited Book Club 7:00 pm</p>	<p>14</p> <p>Child's Play 1:00 - 2:00 pm Write Spirit 7:00 pm Virtual</p>	<p>15</p> <p>Child's Play 1:00 - 2:00 pm Write Spirit 7:00 pm Virtual</p>	<p>16</p> <p>Hand Drumming with CVCS Music Teacher Nicole Zenns 6:00 pm</p>	<p>17</p> <p>Write Circle 9:00 am Hybrid Sinclairville Samplers 10:30 am Digital Services @ The Homestead 2:00 pm Book Club @ The Homestead 3:00 pm</p>	<p>18</p> <p>Family History 10:00 am with Guest Speaker Janet Wahlberg, President of Fenton Historical Society</p>
<p>13</p>	<p>14</p> <p>Virtual Book Club 7:30 pm Virtual</p>	<p>15</p> <p>National Library Workers Day!!! </p>	<p>16</p> <p>Child's Play 1:00 - 2:00 pm Write Spirit 7:00 pm Virtual Library Board Mtg 6:00 pm</p>	<p>17</p>	<p>18</p> <p>Write Circle 9:00 am Hybrid Sinclairville Samplers 10:30 am</p>	<p>19</p> <p>Poem in Your Pocket Day! </p>
<p>NATIONAL LIBRARY WEEK!!! NATIONAL LIBRARY WEEK!!! NATIONAL LIBRARY WEEK!!! NATIONAL LIBRARY WEEK!!!</p>						
<p>HOURS Monday 2:00 - 7:00 pm Wednesday 9:00 am - 5:00 pm Thursday 2:00 - 7:00 pm Friday 10:00 am - 4:00 pm Saturday 10:00 am - 1:00 pm FOLLOW US ON FACEBOOK</p>						
<p>BOOK CLUB SELECTIONS - COPIES ARE AVAILABLE THRU THE LIBRARY SYSTEM Books Unlimited Book Club Selection: "The Traitor's Wife" by Allison Pataki Book Club @ The Homestead: "Miramar Bay" by Davis Bunn Virtual Book Club Selection: "The Dictionary of Lost Words" by Pip Williams</p>						
<p>Please register for events or programs using our Event & Program Registration form on our website</p>						
<p>FAMILY STEAM NIGHT!!! "Pioneer's Journey" with Tina Scherman An interactive entertaining educational presentation for children ages 8-12. Participants learn the early history of Western New York with a board game in which they journey across New York as pioneers to their new homes in the west. Registration is Required</p>						

Sinclairville Free Library
Balance Sheet Prev Year
As of February 28, 2023

	Feb 28, 23	Feb 28, 22
ASSETS		
Current Assets		
Checking/Savings		
Checking - Community Bank		
Checking - Operating	5,300.03	2,761.81
Grant Funding		
Bullet Aid	0.00	3,571.43
Local History Room	0.00	133.60
Restricted Funds		
ALA/LTC	0.00	6,000.00
NCCF	0.00	2,500.00
Technology Upgrades	0.00	322.41
Total Restricted Funds	0.00	8,822.41
Total Grant Funding	0.00	12,527.44
Checking - Community Bank - Other	-36.00	0.00
Total Checking - Community Bank	5,264.03	15,289.25
Front Desk Change	15.00	15.00
Petty Cash	50.00	50.00
Savings	5,910.97	17,407.67
Total Checking/Savings	11,240.00	32,761.92
Other Current Assets		
Investment		
Investment-Orig + Income	15,939.46	17,594.16
Unrealized Gain (Loss) on Inves	-2,705.33	0.00
Total Investment	13,234.13	17,594.16
Total Other Current Assets	13,234.13	17,594.16
Total Current Assets	24,474.13	50,356.08
Fixed Assets		
Land & Building	214,111.00	214,111.00
Total Fixed Assets	214,111.00	214,111.00
TOTAL ASSETS	238,585.13	264,467.08
LIABILITIES & EQUITY		
Equity		
32000 · Unrestricted Net Assets	243,743.50	269,448.71
Net Income	-5,158.37	-4,981.63
Total Equity	238,585.13	264,467.08
TOTAL LIABILITIES & EQUITY	238,585.13	264,467.08

Sinclairville Free Library
Profit & Loss Budget - Actual
January through February 2023

	Jan - Feb 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
CCLS - System Cash Grants			
Other Cash Grants	0.00	5,000.00	-5,000.00
11.3 · LLSA	143.40	500.00	-356.60
11.7 · Materials Plan	0.00	2,000.00	-2,000.00
Total CCLS - System Cash Grants	143.40	7,500.00	-7,356.60
11.1 · Public Funding			
Charlotte	0.00	11,250.00	-11,250.00
Gerry	6,000.00	6,000.00	0.00
Sinclairville	0.00	9,500.00	-9,500.00
Total 11.1 · Public Funding	6,000.00	26,750.00	-20,750.00
11.13 · Other Receipts			
11.14 · Gifts & endowments			
Donation	216.86	8,010.00	-7,793.14
Memorial	50.00	1,000.00	-950.00
Total 11.14 · Gifts & endowments	266.86	9,010.00	-8,743.14
11.15 · Fund Raising			
Annual Appeal	1,200.00	6,000.00	-4,800.00
Bake Sale	0.00	250.00	-250.00
Chicken BBQ	0.00	2,000.00	-2,000.00
Give Big CHQ	0.00	500.00	-500.00
Painted rocks	0.00	250.00	-250.00
Yard Sale	0.00	250.00	-250.00
Total 11.15 · Fund Raising	1,200.00	9,250.00	-8,050.00
11.16 · Investment Income			
Savings Interest	0.23	4.00	-3.77
Total 11.16 · Investment Income	0.23	4.00	-3.77
11.17 · Library Charges			
Copy	20.65	150.00	-129.35
Fax	12.50	50.00	-37.50
Fines	12.58	0.00	12.58
ILL Fee	0.00	5.00	-5.00
Lost Card	1.00	0.00	1.00
Printing	37.50	150.00	-112.50
Total 11.17 · Library Charges	84.23	355.00	-270.77
11.18 · Other Income			
Book Sale	0.00	250.00	-250.00
Total 11.18 · Other Income	0.00	250.00	-250.00
Total 11.13 · Other Receipts	1,551.32	18,869.00	-17,317.68
Total Income	7,694.72	53,119.00	-45,424.28

Sinclairville Free Library
Profit & Loss Budget - Actual
January through February 2023

	Jan - Feb 23	Budget	\$ Over Budget
Expense			
Employee Expenses			
12.3 · Salaries			
Assistant	2,572.77	15,080.00	-12,507.23
Manager	3,887.64	26,936.00	-23,048.36
Total 12.3 · Salaries	6,460.41	42,016.00	-35,555.59
12.4 · Employee Benefits	1,446.23	4,184.00	-2,737.77
Total Employee Expenses	7,906.64	46,200.00	-38,293.36
Library Materials			
12.6 · Printed Material			
Books	516.04		
12.6 · Printed Material - Other	0.00	4,000.00	-4,000.00
Total 12.6 · Printed Material	516.04	4,000.00	-3,483.96
12.7 · Electronic Material	200.00	1,200.00	-1,000.00
12.8 · Other Material			
Audio CD's	0.00	150.00	-150.00
DVD's	0.00	200.00	-200.00
Toys/Manipulatives	0.00	150.00	-150.00
Total 12.8 · Other Material	0.00	500.00	-500.00
Total Library Materials	716.04	5,700.00	-4,983.96
12.17 · Building Operation & Maintenance			
Other Bldg Oper & Maint			
Building Insurance	1,936.61	2,000.00	-63.39
Cleaning	360.00	2,600.00	-2,240.00
Supplies	21.99	500.00	-478.01
Utilities	1,177.39	5,250.00	-4,072.61
Other Bldg Oper & Maint - Other	91.97		
Total Other Bldg Oper & Maint	3,587.96	10,350.00	-6,762.04
Repairs	0.00	250.00	-250.00
Total 12.17 · Building Operation & Maintenance	3,587.96	10,600.00	-7,012.04
12.25 · Miscellaneous Expense			
Equipment	0.00	2,500.00	-2,500.00
Office & Library Supplies	216.79	1,000.00	-783.21
Postage	0.00	120.00	-120.00
Professional & Consultant Fees	0.00	500.00	-500.00
Technology updating	0.00	1,000.00	-1,000.00
Telephone & Internet	79.98	750.00	-670.02
z-Miscellaneous - other			
Advertising	55.00	25.00	30.00
Coffee expense	0.00	100.00	-100.00
Fund Raising Exp	0.00	650.00	-650.00
Paypal Fee	0.00	10.00	-10.00

7:34 PM
 03/14/23
 Accrual Basis

Sinclairville Free Library
Profit & Loss Budget - Actual
 January through February 2023

	<u>Jan - Feb 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Program Expense			
Summer Reading Program	0.00	500.00	-500.00
Program Expense - Other	88.93	1,200.00	-1,111.07
Total Program Expense	88.93	1,700.00	-1,611.07
Travel	0.00	150.00	-150.00
Volunteer Expense	0.00	100.00	-100.00
z-Miscellaneous - other - Other	36.00	100.00	-64.00
Total z-Miscellaneous - other	179.93	2,835.00	-2,655.07
12.25 · Miscellaneous Expense - Other	165.75		
Total 12.25 · Miscellaneous Expense	642.45	8,705.00	-8,062.55
Total Expense	12,853.09	71,205.00	-58,351.91
Net Ordinary Income	-5,158.37	-18,086.00	12,927.63
Net Income	<u>-5,158.37</u>	<u>-18,086.00</u>	<u>12,927.63</u>

Changes to Open Meetings Laws: A Summary for Libraries

A new bill was introduced that amended Open Meetings Law to make permanent (until July 1, 2024) the expanded use of videoconferencing by public bodies to conduct open meetings, *under extraordinary circumstances*, regardless of a declaration of emergency.

The Board is allowed to have members meet remotely, regardless of extraordinary circumstances, if the location(s) is open to in-person public attendance as it was prior to the pandemic. This does require that the address of the meeting location be published so the public would have access to that location.

Each board must decide if they will permit members to participate remotely at a location that does not allow for in-person physical attendance of the public, *under extraordinary circumstances*. The law does not require that boards permit this.

If a board decides to allow members to participate remotely at a location that does not allow for in-person physical attendance of the public *under extraordinary circumstances*, they must:

- Pass a resolution authorizing such remote attendance, and must establish written procedures (template provided) that set forth what they determine to be "*extraordinary circumstances*."
 - The Law includes a non-exhaustive list of examples of such circumstances, "including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting."
- Must provide the public the opportunity to view remotely as well as at the physical location. Members of the public meeting via videoconferencing have the right to speak during a public comment period or other authorized time.
- Teleconferencing is not an allowable form of remote participation for a board member. The law requires that the board members be heard, seen, and identified throughout the meeting.

Important requirements for meetings that allow members to participate remotely.

- Only members attending the meeting at a physical location that is open to the public will count toward a quorum.
- Members in locations not accessible to the public may participate and vote, but will not count toward the quorum.
- Meeting minutes must detail which members, if any, participated remotely.
- Boards are **required** to record all meetings if videoconferencing is used. The recordings to be posted or linked on the library website within five business days of the meeting where they must remain there for five years. Transcripts must be provided upon request. Recording and transcription are not required during executive session.

The Law states that the "in person" participation requirements of the Law shall not apply during a state disaster emergency declared by the governor pursuant to section twenty-eight of the executive law, or a local state of emergency proclaimed by the chief executive of a county, city, village or town pursuant to section twenty-four of the executive law, if the public body determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the public body to hold an in person meeting.

Insert Library Name
Procedures for Board Member Videoconferencing
Pursuant to Public Officers Law § 103-a

In compliance with Public Officers Law (POL) § 103-a(2)(a), the Insert Library Name, following a public hearing, authorized by resolution on [insert date] the use of videoconferencing as described in POL § 103-a.

The following procedures are hereby established to satisfy the requirement of POL § 103-a(2)(b) that any public body which in its discretion wishes to permit its members to participate in meetings by videoconferencing from private locations – under extraordinary circumstances – must establish written procedures governing member and public attendance.

1. Insert Library Name members shall be physically present at any meeting of the Insert Library Name unless such member is unable to be physically present at one of the designated public meeting locations due to extraordinary circumstances.

2. For purposes of these procedures, the term “extraordinary circumstances” includes disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting.

3. If a member is unable to be physically present at one of the designated public meeting locations and wishes to participate by videoconferencing from a private location due to extraordinary circumstances, the member must notify [REPRESENTATIVE OR CHAIR OF PUBLIC BODY] no later than four business days prior to the scheduled meeting in order for proper notice to the public to be given. If extraordinary circumstances present themselves on an emergent basis within four days of a meeting, the Insert Library Name shall update its notice as soon as practicable to include that information. If it is not practicable for the [PUBLIC BODY] to update its notice, the Insert Library Name may reschedule its meeting.

4. If there is a quorum of members participating at a physical location(s) open to the public, the Insert Library Name may properly convene a meeting. A member who is participating from a remote location that is not open to in-person physical attendance by the public *shall not* count toward a quorum of the Insert Library Name but may participate and vote if there is a quorum of members at a physical location(s) open to the public.

5. Except in the case of executive sessions conducted pursuant to POL § 105, the Insert Library Name shall ensure that its members can be heard, seen, and identified while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon. This shall include the use of first and last name placards physically placed in front of the members or, for members participating by videoconferencing from private locations due to extraordinary circumstances, such members must ensure that their full first and last name appears on their videoconferencing screen.

6. The minutes of the meetings involving videoconferencing based on extraordinary circumstances pursuant to POL § 103-a shall include which, if any, members participated by videoconferencing from a private location due to such extraordinary circumstances.

Insert Library Name
Procedures for Board Member Videoconferencing
Pursuant to Public Officers Law § 103-a

7. The public notice for the meeting shall inform the public: (i) that extraordinary circumstances videoconferencing will (or may) be used, (ii) where the public can view and/or participate in such meeting, (iii) where required documents and records will be posted or available, and (iv) the physical location(s) for the meeting where the public can attend.

8. The Insert Library Name shall provide that each open portion of any meeting conducted using extraordinary circumstances videoconferencing shall be recorded and such recordings posted or linked on the Insert Library Name website within five business days following the meeting, and shall remain so available for a minimum of five years thereafter. Such recordings shall be transcribed upon request.

9. If members of the Insert Library Name are authorized to participate by videoconferencing from a private location due to extraordinary circumstances, the Insert Library Name shall provide the opportunity for members of the public to view such meeting by video, and to participate in proceedings by videoconference in real time where public comment or participation is authorized. The Insert Library Name shall ensure that where extraordinary circumstances videoconferencing is used, it authorizes the same public participation or testimony as in person participation or testimony.

10. Open meetings of the Insert Library Name conducted using extraordinary circumstances videoconferencing pursuant to the provisions of POL § 103-a shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and corresponding guidelines. For the purposes of this guideline, "disability" shall have the meaning defined in Executive Law § 292.

11. The in-person participation requirements of POL § 103-a(2)(c) shall not apply during a [state disaster emergency declared by the governor pursuant to Executive Law § 28 or a local state of emergency proclaimed by the chief executive of a county, city, village or town pursuant to § 24 of the Executive Law] if the Insert Library Name determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the Insert Library Name to hold an in-person meeting.

12. These procedures shall be conspicuously posted on the Insert Library Name website.

Insert Library Name
Board Member Videoconferencing Resolution
Pursuant to Public Officers Law § 103-a

WHEREAS, by passing Chapter 56 of the Laws of 2022 (“Chapter 56”), the New York State Legislature amended Section 103 of the Open Meetings Law; and

WHEREAS, Chapter 56 adds Section 103-a of the Open Meetings Law, permitting the **Insert Library Name** to authorize its members to attend meetings by videoconferencing under extraordinary circumstances; and

WHEREAS, Section 103-a(2)(a) requires the **Insert Library Name** to adopt a resolution following a public hearing authorizing the limited use of videoconferencing under such circumstances; and

WHEREAS, Section 103-a(2) allows for hybrid meetings by requiring “that a minimum number of members are present to fulfill the public body’s quorum requirement in the same physical location or locations where the public can attend”; and

WHEREAS, Section 103-a(2)(c) requires that members be physically present at any such meeting “unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances . . . including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting”; and

WHEREAS, in accordance with Section 103-a(2)(d), any members attending by videoconference must, except during executive session, be “heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon”; and

WHEREAS, Section 103-a(2)(g) requires that any meeting where a member attends by videoconference be recorded, posted to the **Insert Library Name** webpage within five business days, and transcribed upon request; and

WHEREAS, Section 103-a(2)(h) requires that members of the public be permitted to attend and participate, if authorized, in any meeting by videoconference when a member attends by videoconference.

BE IT RESOLVED, that the **Insert Library Name** authorizes its members who experience an extraordinary circumstance, as described above and further defined by any rules or written procedures later adopted, to attend meetings by videoconference: (i) as long as a quorum of the members attend in-person at one or more locations open to the public; (ii) as long as the member can be seen, heard, and identified while the open portion of the meeting is being conducted; and (iii) as otherwise permitted under Chapter 56 of the Laws of 2022; and be it further

RESOLVED, that the **Insert Library Name** shall create written procedures further governing its use of videoconferencing by its members in compliance with Chapter 56 of the Laws of 2022.