

Agenda
April 26, 2023
6PM

1. Call to order
2. Pledge of Allegiance
3. Privilege of the floor: Introduction of guests: Tory Irgang (Executive Director) and Lisa Lynde (Donor Services Officer) from the Chautauqua Regional Community Foundation (CRCF)
Library questions for our guests:
 - How much can be taken out of Kochersberger funds?
 - How much can be taken for a construction project?
 - What are the restrictions – what can it be spent on?
4. Approval of March 29, 2023 minutes
5. Financial Report and approval of expenditures
6. Report of Library Manager
7. Report of Special Committees:
 - a. Strategic Plan - discussion of work completed so far. Set next meeting
8. Correspondence and Communications
 - a. CCLS Director Jan Dekoff will come to our May meeting to discuss Open Law as well as other issues
 - b. Dan Pavlock assessed the potential cost of building improvements to conference room (Bill to explain)
9. Unfinished business
 - a. Suggestions for potential board members
 - b. Open Law Policy still needs to be completed; any additional thoughts on this policy? Refer to February 2023 Handouts regarding this topic.
 - c. 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?

Next meeting: May 31, 2023

SINCLAIRVILLE FREE LIBRARY BOARD MINUTES

March 30, 2023

OPENING: Larry Barmore called the meeting to order March 30, 2023 at 6:03 PM with reciting the Pledge of Allegiance.

PRESENT: Lisa Greeley, Beth Hadley, Peggy Minckler, Bill Newton, Roslin Newton, Larry Barmore, Darla Frost-Kianos, Betty Jean Ridout

MEMBERS ABSENT:

APPROVAL OF MINUTES: The February 25, 2023 minutes were approved with corrections. Motion to accept by Darla Frost-Kianos, seconded by Roslin Newton, motion carried

FINANCIAL REPORT: Reviewed by Darla Frost Kianos, motion to approve by Darla Frost-Kianos, seconded by Bill Newton

MANAGER'S REPORT: The report was reviewed.

1. ALA may have funding available to assist with sidewalk repair and support library accessibility.
2. Library Trustee training can be attended after registration – training will be recorded for later viewing
3. There is an opportunity to meet with Library Director Jan Dekoff on April 11 regarding school board funding, and at SFL in May regarding Open Meeting Laws and library renovation.
4. Library Trustees will visit town boards to update members on services and encourage further funding
5. Darla will explore the need for sealing the parking lot
6. Tool lending may be considered

Motion to accept by Lisa Greeley, seconded by Darla Frost-Kianos

SPECIAL COMMITTEES: Strategic Planning committee will meet on April 11th at 5:30

CORRESPONDENCE / COMMUNICATIONS:

1. Children from summer program sent thank you to SFL
2. Community Foundation staff will visit at April meeting
3. Dan Pavlock will assess potential cost of building improvements

OLD / UNFINISHED BUSINESS:

1. Suggestions needed for potential board members, Roslin, Beth and Larry will revisit some candidates
2. Open Law Policy was reviewed, it was determined the library was in compliance

NEW BUSINESS:

1. Give Big CHQ is June 8, 2023. Trustees can support by posting library items on Facebook. This reaches a different demographic group than mailing fundraisers.

ADJOURNMENT: The meeting was adjourned at 6:59pm. Moved by Darla Frost-Kianos and seconded by Peggy Minckler. The next meeting will be held on April 26, 6:00 PM in the library.

Minutes submitted by: Lisa Greeley

Approved: _____

APRIL 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

Quarterly Payroll Returns for the first quarter of 2023 were filed electronically.

Form 990-EZ for 2022 is being completed by volunteer bookkeeper Ricki Sharp to be signed by Board President Bill Newton and mailed prior to the May 15 deadline.

The library will be closed on Monday, May 29th in observance of Memorial Day.

Statistical report for the first quarter of 2023 was completed as required by CCLS.

Trustees Bill and Roz Newton and Manager Hadley met with CCLS Director Dekoff and Mary Seymour Library/Cassadaga Branch board members on April 11 to discuss sustainable library funding. 1

BUILDING, GROUNDS AND MAINTENANCE

The library floors are scheduled to be cleaned and waxed by Kathy Schroeder over the long Memorial weekend.

Received a quote from J & D for sealing the parking lot: "Proposed Work: Seal Parking Lot, Edge and Remove Loose Debris from all Pavement. Crack Seal Where Needed. Seal all Pavement with Brush and Squeegee. Restripe all Lines and Re-Stencil 3 Handicap Spaces. Total \$1,050.00." Contact 716.640.8517.

The library's building insurance policy through Erie Insurance has been renewed for the period 2/20/23-2/20/24. The library's insurance agent is Belinda Joy Eckman, and the premium this year was \$1,936.61 (\$1,857.71 last year).

CORRESPONDENCE

Received the Fund Statement for the Sinclairville Free Library Endowment held at Northern Chautauqua Community Foundation for the period January 1 to March 31, 2023. The balance as of 3/31/23 is \$37,634.42. \$14,007.67 is available to spend.

Received the Account Statement from Victory Funds for the period January 3, 2023 through March 31, 2023 showing the total market value for all investment accounts to be \$13,331.57.

Received a thank you note from the children participating in CougarU who visited the library as part of a local history project: "Thank you so much for helping us with our History Hunt. We appreciate all you do to preserve local history and encourage a love of reading."

Received an invitation to the Ross Grange's meeting scheduled for June 12th, with lunch at 12:30 and presentations from library directors to follow. Manager Hadley and trustee Minckler plan to attend.

DONATIONS

Two U.S. flags were donated by Darla Frost-Kianos.

Received an Annual Appeal donation from Charles McKenna. Received a cash donation in response to the Family History program.

FUNDING

A check in the amount of \$12,000.00 was received from the Town of Charlotte. A thank you letter was sent along with a copy of the library's Annual Report to the Community and Calendar of Events. **1**

FUNDRAISING

The library is registered to participate in this year's Give Big CHQ, which will be conducted online June 8th. The links to register for informational webinars and learn more about the stretch pool this year are listed below. **1**

From CRCF email: We have posted a recording of the kickoff session and copies of the slides on the trainings page: www.givebigchq.org/info/trainings

During the meeting we shared that our theme for nonprofits is "choose your own adventure." We know the biggest challenges to participating are your time, resources, and other competing priorities. The great thing about Give Big CHQ is you can choose how much to engage with and what approaches are right for your organization or are a fit this year. Don't worry about doing everything!

You will find more [training videos](#), [graphics](#), and [templates](#) on the website to help get you ready for this year's event. We will also host two more live training opportunities in the month of May:

- Thursday May 11 at 3pm- Donor Engagement & Giving Day Strategies
- Tuesday May 23 at 3pm- Final Steps & Prize Reveal

GRANTS 1

CCLS Outreach Grant: (Topic: Digital Skills Outreach to Seniors) This grant cycle will end on May 31 with the final report due June 15th. Funds were used to purchase Large Print titles, make an additional contribution to CCLS for the purchase of ebooks, and provide digital skills training both at the library and at the Homestead in Gerry. **1**

NYS Construction Grant: Received Federal and State Grant Quarterly Status Report from the State Education Department referencing the library's construction grant. The project remains listed as "Open" with an end date of 6/30/23. **1**

PROGRAMS AND EVENTS

Library Calendar:

The program and events calendar is available on the library's website at www.sinclairvillelibrary.org with paper copies available at the front desk.

Highlights:

Family Night: Thursday, May 11 at 6 PM: Children's author Kathy Lombardo and special chihuahua guests will visit the library to read Lombardo's book The Three Chihuahuas Find a Home, a picture book about friendship and dreams coming true.

Author Visit: Monday, May 15 at 12 PM: Write Circle member Jenean Roth will present her new Young Adult novel, Cassie, answer questions about her writing process and sign copies of her book, which will be available to purchase.

Jazz Ensemble: Thursday, May 25 at 6 PM: CVCS Music Instructor Nicole Zenns will lead the Jazz Ensemble in a special performance at the library.

Book Club Selections:

Books Unlimited will meet at the library on Monday, May 15 at 7 PM to discuss Love, Lucy by Lucille Ball.

Virtual Book Club will meet on Monday, May 22 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 will meet in the Seeley building's lower level to discuss Lady Clementine by Marie Benedict on May 26 at 3 PM.

Program Updates:

Write Circle has resumed hybrid meetings each Friday at 9 AM.

Family History Club: In-person meetings have resumed and will be held on the 2nd Saturday monthly at 10 AM. This group is for anyone interested in genealogy and preserving local and family history.

PUBLIC RELATIONS AND PUBLICITY

The library will have an ad in the Gerry rodeo flyer again this year.

Amy Raynor, CVCS Staff and Family Liason for an Attendance Initiative, is partnering with the library as part of her program with specifics to be determined as we work together.

STAFF AND VOLUNTEERS

Volunteers actively assisting the library on a regular basis at this time include Pat Kirell, Cathy Obert, Val Milliman, Joan Stroh, Naomi Johnson, Lynn Wigren, Sarah Winton, Bonnie Larkin and Sharon Peterson. 4

STATISTICS

Statistics for the first quarter of 2023, with first quarter 2022 in parentheses for comparison:

Circulation (everything): 4,178 (2,863)

Circulation of other materials (everything except print): 1,357 (792)

Registered borrowers as of 3/31: 1,350 (1,281)




Visits to Library: 2,526 (2,412)

Reference Questions: 247 (323)

May 2023

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
	1 	2	3 Child's Play 1:00 - 2:00 pm Write Spirit 7:00 pm Virtual	4	5 Write Circle 9:00 am Hybrid Sinclairville Samplers 10:30 am	6
CHILDREN'S BOOK WEEK...CHILDREN'S BOOK WEEK...CHILDREN'S BOOK WEEK...CHILDREN'S BOOK WEEK...						
7	8	9	10 Child's Play 1:00 - 2:00 pm Write Spirit 7:00 pm Virtual	11 Family Night Children's Author, Kathy Lombardo and Special Guests 6:00 pm	12 Write Circle 9:00 am Hybrid Sinclairville Samplers 10:30 am Digital Services @ The Homestead 2:00 pm Memoir Writing @ The Homestead 3:00 pm	13 Family History 10:00 am
14 	15 Author Visit w/ Jenean Roth 12:00 pm Books Unlimited Book Club 7:00 pm	16	17 Child's Play 1:00 - 2:00 pm Write Spirit 7:00 pm Virtual	18	19 Write Circle 9:00 am Hybrid Sinclairville Samplers 10:30 am	20
21	22 Virtual Book Club 7:30 pm Virtual	23	24 Child's Play 1:00 - 2:00 pm Write Spirit 7:00 pm Virtual	25 Jazz Ensemble with CVCS Music Teacher Nicole Zenns 6:00 pm	26 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 No School @ CVCS	27
28 	29 Closed in Observance of Memorial Day No School @ CVCS	30	31 Child's Play 1:00 - 2:00 pm Library Board Mtg 6:00 pm Write Spirit 7:00 pm Virtual	June 1	2 Write Circle 9:00 am Hybrid Sinclairville Samplers 10:30 am	3

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.

Digital Services @ The Homestead or at the Library: Help with your digital library and devices. Please make sure you bring passwords.

Family History: New group for anyone interested in genealogy and writing to preserve family history. Please register.

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.

Sinclairville Samplers: Quilting, knitting, crochet, embroidering, and fun with friends.

Write Spirit: Christian writing group. Virtual program.

FAMILY STEAM NIGHT!!!

Children's Author Visit Kathleen Lombardo
Kathleen Lombardo is the author of "The Three Chihuahuas Find a Home", a picture book about friendship and dreams coming true.

Special Guest Appearance by the Chihuahuas!!!

AUTHOR VISIT

with **Jenean Roth**
Once local author is back with her new book "Cassie".

MAKERSPACE

Our Makerspace is available during Open Hours*

LEGOs, marble runs, KINEX, building kits, challenges, craft kits and more.

Parent/caregiver must accompany child

HOURS

Monday 2:00 - 8:00 pm
Wednesday 9:00 am - 5:00 pm
Thursday 2:00 - 8:00 pm
Friday 10:00 am - 4:00 pm
Saturday 10:00 am - 1:00 pm

BOOK CLUB SELECTIONS - COPIES ARE AVAILABLE THRU THE LIBRARY SYSTEM

Books Unlimited Book Club Selection: "Love, Lucy" by Lucille Ball
Book Club @ The Homestead: "Lady Clementine" by Marie Benedict
Virtual Book Club Selection: "The Dictionary of Lost Words" by Pip Williams

Please register for events or programs using our Event & Program Registration form on our website

8:20 PM
04/18/23
Accrual Basis

Sinclairville Free Library
Balance Sheet Prev Year
As of March 31, 2023

	Mar 31, 23	Mar 31, 22
ASSETS		
Current Assets		
Checking/Savings		
Checking - Community Bank		
Checking - Operating Grant Funding	14,504.72	2,426.15
Bullet Aid	0.00	3,571.43
Local History Room	0.00	126.78
Restricted Funds		
ALA/LTC	0.00	3,000.00
NCCF	0.00	2,500.00
Technology Upgrades	0.00	322.41
Total Restricted Funds	0.00	5,822.41
Total Grant Funding	0.00	9,520.62
Total Checking - Community Bank	14,504.72	11,946.77
Front Desk Change	15.00	15.00
Petty Cash	50.00	50.00
Savings	3,911.15	27,407.97
Total Checking/Savings	18,480.87	39,419.74
Other Current Assets		
Investment		
Investment-Orig + Income	15,939.46	17,597.99
Unrealized Gain (Loss) on Inves	-2,607.89	0.00
Total Investment	13,331.57	17,597.99
Total Other Current Assets	13,331.57	17,597.99
Total Current Assets	31,812.44	57,017.73
Fixed Assets		
Land & Building	214,111.00	214,111.00
Total Fixed Assets	214,111.00	214,111.00
TOTAL ASSETS	245,923.44	271,128.73
LIABILITIES & EQUITY		
Equity		
32000 - Unrestricted Net Assets	243,743.50	269,448.71
Net Income	2,179.94	1,680.02
Total Equity	245,923.44	271,128.73
TOTAL LIABILITIES & EQUITY	245,923.44	271,128.73

8:20 PM
04/18/23
Accrual Basis

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

	Jan - Mar 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	768.00	2,000.00	-1,232.00
Total CCLS - System Cash Grants	911.40	7,500.00	-6,588.60
11.1 · Public Funding			
Charlotte	12,000.00	11,250.00	750.00
Gerry	6,000.00	6,000.00	0.00
Sinclairville	0.00	9,500.00	-9,500.00
Total 11.1 · Public Funding	18,000.00	26,750.00	-8,750.00
11.13 · Other Receipts			
11.14 · Gifts & endowments			
Donation	637.29	8,010.00	-7,372.71
Memorial	50.00	1,000.00	-950.00
Total 11.14 · Gifts & endowments	687.29	9,010.00	-8,322.71
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
11.16 · Investment Income - Other	0.18		
Total 11.16 · Investment Income	0.41	4.00	-3.59
11.17 · Library Charges			
Copy	23.65	150.00	-126.35
Fax	12.50	50.00	-37.50
Fines	0.00	0.00	0.00
ILL Fee	0.00	5.00	-5.00
Lost Card	2.00	0.00	2.00
Printing	56.00	150.00	-94.00
Total 11.17 · Library Charges	94.15	355.00	-260.85
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	1,981.85	18,869.00	-16,887.15
Total Income	20,893.25	53,119.00	-32,225.75
Expense			
Employee Expenses			

8:20 PM
04/18/23
Accrual Basis

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

	Jan - Mar 23	Budget	\$ Over Budget
12.3 · Salaries			
Assistant	4,172.86	15,080.00	-10,907.14
Manager	6,281.26	26,936.00	-20,654.74
Total 12.3 · Salaries	10,454.12	42,016.00	-31,561.88
12.4 · Employee Benefits	1,783.26	4,184.00	-2,400.74
Total Employee Expenses	12,237.38	46,200.00	-33,962.62
Library Materials			
12.6 · Printed Material			
Books	1,151.48		
Magazines	21.12		
12.6 · Printed Material - Other	0.00	4,000.00	-4,000.00
Total 12.6 · Printed Material	1,172.60	4,000.00	-2,827.40
12.7 · Electronic Material	300.00	1,200.00	-900.00
12.8 · Other Material			
Audio CD's	0.00	150.00	-150.00
DVD's	29.96	200.00	-170.04
Toys/Manipulatives	0.00	150.00	-150.00
Total 12.8 · Other Material	29.96	500.00	-470.04
Total Library Materials	1,502.56	5,700.00	-4,197.44
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	40.68	500.00	-459.32
Utilities	1,653.41	5,250.00	-3,596.59
Other Bldg Oper & Maint - Other	91.97		
Total Other Bldg Oper & Maint	4,082.67	10,350.00	-6,267.33
Repairs	0.00	250.00	-250.00
Total 12.17 · Building Operation & Maintenance	4,082.67	10,600.00	-6,517.33
12.25 · Miscellaneous Expense			
Equipment	0.00	2,500.00	-2,500.00
Office & Library Supplies	278.87	1,000.00	-721.13
Postage	63.00	120.00	-57.00
Professional & Consultant Fees	0.00	500.00	-500.00
Technology updating	0.00	1,000.00	-1,000.00
Telephone & Internet	119.97	750.00	-630.03
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
Program Expense			
Summer Reading Program	-43.25	500.00	-543.25
Program Expense - Other	88.93	1,200.00	-1,111.07
Total Program Expense	45.68	1,700.00	-1,654.32

8:20 PM
04/18/23
Accrual Basis

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

	Jan - Mar 23	Budget	\$ Over Budget
Travel	125.95	150.00	-24.05
Volunteer Expense	16.99	100.00	-83.01
z-Miscellaneous - other - Other	116.93	100.00	16.93
Total z-Miscellaneous - other	360.55	2,835.00	-2,474.45
12.25 - Miscellaneous Expense - Other	165.75		
Total 12.25 - Miscellaneous Expense	988.14	8,705.00	-7,716.86
Total Expense	18,810.75	71,205.00	-52,394.25
Net Ordinary Income	2,082.50	-18,086.00	20,168.50
Other Income/Expense			
Other Income			
Investment - not on annual rept	97.44		
Total Other Income	97.44		
Net Other Income	97.44		
Net Income	<u>2,179.94</u>	<u>-18,086.00</u>	<u>20,265.94</u>

8:21 PM
04/18/23
Cash Basis

Sinclairville Free Library
YTD General Ledger
As of March 31, 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Checking - Community Bank							1,922.63
Checking - Operating							1,922.63
Check	01/03/23		Brodart Co.	B6535360		327.86	1,594.77
Check	01/03/23		CCLS	17778		155.50	1,439.27
Check	01/04/23		Kathleen L	Nov/Dec		360.00	1,079.27
Check	01/05/23	1379	Vailey View	2023 year		55.00	1,024.27
Check	01/05/23		Amazon			22.19	1,002.08
Check	01/05/23		Amazon			15.30	986.78
Check	01/06/23	1380	DFT Comm			91.97	894.81
Deposit	01/11/23		Annual App	Deposit	1,150.00		2,044.81
Check	01/15/23		National Grid	Electric		170.37	1,874.44
Check	01/15/23		NYSIF	workers co...		456.62	1,417.82
Check	01/15/23		Brodart Co.	B6540540		83.13	1,334.69
Check	01/15/23	1381	Office of Sh...	alarm fine/...		50.00	1,284.69
Check	01/15/23		Payroll	estimate		705.29	579.40
Check	01/15/23		Payroll Taxes	eftps		121.50	457.90
Check	01/19/23		Spectrum B...			39.99	417.91
Trans...	01/19/23		Funds Tra...		3,000.00		3,417.91
Check	01/20/23		Allen Fire E...			30.00	3,387.91
Check	01/20/23		Village of St...	Water		152.24	3,235.67
Check	01/26/23		National Fuel	gas		265.36	2,970.31
Check	01/26/23		Amazon			32.21	2,938.10
Check	01/26/23	1382	Bill Newton	Signatory ...		165.75	2,772.35
Deposit	01/31/23		Front Desk	Deposit	77.90		2,850.25
Deposit	01/31/23		Income	Deposit	305.98		3,156.23
Check	01/31/23		Payroll			1,582.09	1,574.14
Check	01/31/23		Payroll Taxes	eftps		427.93	1,146.21
Trans...	02/01/23		Funds Tra...		2,500.00		3,646.21
Check	02/01/23		Payroll			191.81	3,454.40
Check	02/01/23		Payroll Taxes	eftps		31.94	3,422.46
Check	02/02/23		DFT Comm...	security		47.90	3,374.56
Check	02/05/23	1383	Jessica Huli			30.63	3,343.93
Check	02/09/23		National Grid	Electric		208.14	3,135.79
Check	02/09/23		Brodart Co.	B6553998		68.54	3,067.25
Check	02/09/23		CCLS	17825		143.50	2,923.75
Check	02/09/23		Erie Insura			1,936.61	987.14
Check	02/09/23		ShelterPoint	#D178194 ...		506.52	480.62
Check	02/10/23	1384	Blount Library	toner		70.00	410.62
Deposit	02/10/23		amazon Sm...	Deposit	13.86		424.48
Trans...	02/14/23		Funds Tra...		3,000.00		3,424.48
Check	02/15/23		Payroll			1,645.53	1,778.95
Check	02/15/23		Payroll Taxes	eftps		428.83	1,350.12
Check	02/17/23		Spectrum B...			39.99	1,310.13
Check	02/17/23		Amazon			5.38	1,304.75
Check	02/24/23		National Fuel	gas		253.38	1,051.37
Check	02/24/23		Sinclairville ...			21.99	1,029.38
Check	02/25/23	1385	Jessica Huli			31.01	998.37
Check	02/28/23		Payroll			1,444.88	-446.51
Check	02/28/23		Payroll Taxes	eftps		363.70	-810.21
Check	02/28/23		Amazon			36.51	-846.72
Deposit	02/28/23		Front Desk	Deposit	96.75		-749.97
Deposit	02/28/23		Income	Deposit	6,050.00		5,300.03
Check	02/28/23		Service Ch...			36.00	5,264.03
Trans...	03/03/23		Funds Tra...		2,000.00		7,264.03
Check	03/06/23		Brodart Co.	6563169		251.97	7,012.06
Check	03/06/23		Amazon			19.99	6,992.07
Check	03/08/23		Amazon			15.53	6,976.54
Check	03/09/23		National Grid	Electric		210.31	6,766.23
Check	03/15/23		CCLS	17863		180.93	6,585.30
Check	03/15/23		DFT Comm...	security		47.90	6,537.40
Check	03/15/23		NYSIF	workers co...		67.97	6,469.43
Check	03/15/23		Sinclairville ...			35.68	6,433.75
Check	03/15/23		WT Cox Su...			21.12	6,412.63
Check	03/15/23		Payroll			1,546.54	4,866.09
Check	03/15/23		Payroll Taxes	eftps		421.55	4,444.54
Deposit	03/15/23		Amazon	void 7/22 o...	43.25		4,487.79
Check	03/15/23		Postmaster	stamps		63.00	4,424.79
Check	03/17/23		Spectrum B...			39.99	4,384.80

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Type	Date	Num	Name	Memo	Debit	Credit	Balance
Check	03/18/23		Amazon			31.96	4,352.84
Check	03/22/23		Amazon			40.31	4,312.53
Check	03/23/23		Amazon			29.96	4,282.57
Check	03/23/23		Amazon			8.59	4,273.98
Check	03/25/23		National Fuel	gas		217.61	4,056.17
Check	03/28/23		Brodart Co	B6576240		329.17	3,727.00
Deposit	03/30/23		Front Desk	Deposit	65.35		3,792.35
Deposit	03/30/23		Income	Deposit	13,133.00		16,925.35
Check	03/30/23	1386	Jessica Hult...	profession...		125.95	16,799.40
Check	03/31/23		Payroll			1,802.30	14,997.10
Check	03/31/23		Payroll Taxes	eftps		492.38	14,504.72
Total Checking - Operating					31,436.09	18,854.00	14,504.72
Total Checking - Community Bank					31,436.09	18,854.00	14,504.72
Front Desk Change							15.00
Total Front Desk Change							15.00
Petty Cash							50.00
Total Petty Cash							50.00
Savings							14,410.74
Trans	01/19/23		Funds Tra...			3,000.00	11,410.74
Deposit	01/31/23		Deposit	0.23			11,410.97
Trans	02/01/23		Funds Tra...			2,500.00	8,910.97
Trans	02/14/23		Funds Tra...			3,000.00	5,910.97
Deposit	02/28/23		Deposit	0.11			5,911.08
Trans	03/03/23		Funds Tra...			2,000.00	3,911.08
Deposit	03/31/23		Deposit	0.07			3,911.15
Total Savings					0.41	10,500.00	3,911.15
Investment							13,234.13
Investment-Orig + Income							15,939.46
Total Investment-Orig + Income							15,939.46
Unrealized Gain (Loss) on Inves							-2,705.33
Deposit	03/31/23		Deposit		97.44		-2,607.89
Total Unrealized Gain (Loss) on Inves					97.44	0.00	-2,607.89
Total Investment					97.44	0.00	13,331.57
Land & Building							214,111.00
Total Land & Building							214,111.00
32000 - Unrestricted Net Assets							-243,743.50
Total 32000 Unrestricted Net Assets							-243,743.50
CCLS - System Cash Grants							0.00
11.3 - LLSA							0.00
Deposit	01/31/23		Income	Deposit		143.40	-143.40
Total 11.3 LLSA					0.00	143.40	-143.40
11.7 - Materials Plan							0.00
Deposit	03/30/23		Income	Deposit		788.00	-768.00
Total 11.7 Materials Plan					0.00	788.00	-768.00
Total CCLS - System Cash Grants					0.00	911.40	-911.40
11.1 - Public Funding							0.00
Charlotte							0.00
Deposit	03/30/23		Income	Deposit		12,000.00	-12,000.00
Total Charlotte					0.00	12,000.00	-12,000.00
Gerry							0.00
Deposit	02/28/23		Income	Deposit		6,000.00	-6,000.00
Total Gerry					0.00	6,000.00	-6,000.00

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Type	Date	Num	Name	Memo	Debit	Credit	Balance
Total 11 1	Public Funding				0.00	18,000.00	-18,000.00
11.13 - Other Receipts							0.00
11.14 - Gifts & endowments							0.00
Donation							0.00
Deposit	01/31/23		Front Desk	Deposit		32.00	-32.00
Deposit	01/31/23		Income	Deposit		100.00	-132.00
Deposit	01/31/23		Income	Deposit		12.58	-144.58
Deposit	02/10/23		amazon Sm.	Deposit		13.86	-158.44
Deposit	02/28/23		Front Desk	Deposit		71.00	-229.44
Deposit	03/30/23		Front Desk	Deposit		42.85	-272.29
Deposit	03/30/23		Income	Deposit		365.00	-637.29
Total Donation					0.00	637.29	-637.29
Memorial							0.00
Deposit	02/28/23		Income	Deposit		50.00	-50.00
Total Memorial					0.00	50.00	-50.00
Total 11 14 - Gifts & endowments					0.00	687.29	-687.29
11.15 - Fund Raising							0.00
Annual Appeal							0.00
Deposit	01/11/23		Annual App	Deposit		1,150.00	-1,150.00
Deposit	01/31/23		Income	Deposit		50.00	-1,200.00
Total Annual Appeal					0.00	1,200.00	-1,200.00
Total 11 15 - Fund Raising					0.00	1,200.00	-1,200.00
11.16 - Investment Income							0.00
Savings Interest							0.00
Deposit	01/31/23			Deposit		0.23	-0.23
Total Savings Interest					0.00	0.23	-0.23
11.16 - Investment Income - Other							0.00
Deposit	02/28/23			Deposit		0.11	-0.11
Deposit	03/31/23			Deposit		0.07	-0.18
Total 11 16 - Investment Income - Other					0.00	0.18	-0.18
Total 11 16 - Investment Income					0.00	0.41	-0.41
11.17 - Library Charges							0.00
Copy							0.00
Deposit	01/31/23		Front Desk	Deposit		16.40	-16.40
Deposit	02/28/23		Front Desk	Deposit		4.25	-20.65
Deposit	03/30/23		Front Desk	Deposit		3.00	-23.65
Total Copy					0.00	23.65	-23.65
Fax							0.00
Deposit	01/31/23		Front Desk	Deposit		10.50	-10.50
Deposit	02/28/23		Front Desk	Deposit		2.00	-12.50
Total Fax					0.00	12.50	-12.50
Lost Card							0.00
Deposit	02/28/23		Front Desk	Deposit		1.00	-1.00
Deposit	03/30/23		Front Desk	Deposit		1.00	-2.00
Total Lost Card					0.00	2.00	-2.00
Printing							0.00
Deposit	01/31/23		Front Desk	Deposit		19.00	-19.00
Deposit	02/28/23		Front Desk	Deposit		18.50	-37.50
Deposit	03/30/23		Front Desk	Deposit		18.50	-56.00
Total Printing					0.00	56.00	-56.00
Total 11 17 - Library Charges					0.00	94.15	-94.15
Total 11 13 - Other Receipts					0.00	1,981.85	-1,981.85
Employee Expenses							0.00

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Type	Date	Num	Name	Memo	Debit	Credit	Balance
12.3 - Salaries							0.00
Assistant							0.00
Check	01/15/23		Payroll	estimate	362.10		362.10
Check	01/31/23		Payroll		660.30		1,022.40
Check	02/01/23		Payroll		46.80		1,069.20
Check	02/15/23		Payroll		824.16		1,893.38
Check	02/28/23		Payroll		679.39		2,572.77
Check	03/15/23		Payroll		612.56		3,185.33
Check	03/31/23		Payroll		987.53		4,172.86
Total Assistant					4,172.86	0.00	4,172.86
Manager							0.00
Check	01/15/23		Payroll	estimate	426.25		426.25
Check	01/31/23		Payroll		1,214.81		1,641.06
Check	02/01/23		Payroll		144.88		1,785.94
Check	02/15/23		Payroll		1,110.94		2,896.88
Check	02/28/23		Payroll		1,007.81		3,904.69
Check	03/15/23		Payroll		1,223.44		5,128.13
Check	03/31/23		Payroll		1,153.13		6,281.26
Total Manager					6,281.26	0.00	6,281.26
Total 12.3 Salaries					10,454.12	0.00	10,454.12
12.4 - Employee Benefits							0.00
Check	01/15/23		NYSIF	workers co...	456.62		456.62
Check	01/15/23		Payroll	estimate		83.06	373.56
Check	01/15/23		Payroll Taxes	eftps	121.50		495.06
Check	01/31/23		Payroll			293.02	202.04
Check	01/31/23		Payroll Taxes	eftps	427.93		629.97
Check	02/01/23		Payroll		0.13		630.10
Check	02/01/23		Payroll Taxes	eftps	31.94		662.04
Check	02/09/23		ShelterPoint	#D178194	506.52		1,168.56
Check	02/15/23		Payroll			289.59	878.97
Check	02/15/23		Payroll Taxes	eftps	428.83		1,307.80
Check	02/28/23		Payroll			242.32	1,065.48
Check	02/28/23		Payroll Taxes	eftps	363.70		1,429.18
Check	03/15/23		NYSIF	workers co...	67.97		1,497.15
Check	03/15/23		Payroll			289.46	1,207.69
Check	03/15/23		Payroll Taxes	eftps	421.55		1,629.24
Check	03/31/23		Payroll			338.36	1,290.88
Check	03/31/23		Payroll Taxes	eftps	492.38		1,783.26
Total 12.4 Employee Benefits					3,319.07	1,535.81	1,783.26
Total Employee Expenses					13,773.19	1,535.81	12,237.38
Library Materials							0.00
12.6 - Printed Material							0.00
Books							0.00
Check	01/03/23		Brodart Co.	B6535360	327.86		327.86
Check	01/15/23		Brodart Co.	B6540540	83.13		410.99
Check	02/09/23		Brodart Co.	B6553998	68.54		479.53
Check	02/28/23		Amazon		36.51		516.04
Check	03/06/23		Brodart Co.	6563169	251.97		768.01
Check	03/18/23		Amazon		13.99		782.00
Check	03/22/23		Amazon		40.31		822.31
Check	03/28/23		Brodart Co.	B6576240	329.17		1,151.48
Total Books					1,151.48	0.00	1,151.48
Magazines							0.00
Check	03/15/23		WT Cox Su		21.12		21.12
Total Magazines					21.12	0.00	21.12
Total 12.6 Printed Material					1,172.60	0.00	1,172.60
12.7 - Electronic Material							0.00
Check	01/03/23		CCLS	17778	100.00		100.00
Check	02/09/23		CCLS	17825	100.00		200.00
Check	03/15/23		CCLS	17863	100.00		300.00

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Type	Date	Num	Name	Memo	Debit	Credit	Balance
Total 12.7	Electronic Material				300.00	0.00	300.00
12.8 - Other Material							0.00
	DVD's						0.00
Check	03/23/23		Amazon		29.96		29.96
	Total DVD's				29.96	0.00	29.96
Total 12.8	Other Material				29.96	0.00	29.96
Total Library Materials					1,502.56	0.00	1,502.56
12.17 - Building Operation & Maintenc							0.00
	Other Bldg Oper & Maint						0.00
	Building Insurance						0.00
Check	02/09/23		Erie Insura...		1,936.61		1,936.61
	Total Building Insurance				1,936.61	0.00	1,936.61
	Cleaning						0.00
Check	01/04/23		Kathleen L. ...	Nov/Dec	360.00		360.00
	Total Cleaning				360.00	0.00	360.00
	Supplies						0.00
Check	02/24/23		Sinclairville ...		21.99		21.99
Check	03/15/23		Sinclairville ...		18.69		40.68
	Total Supplies				40.68	0.00	40.68
	Utilities						0.00
Check	01/15/23		National Grid	Electric	170.37		170.37
Check	01/15/23	1381	Office of Sh	alarm finer...	50.00		220.37
Check	01/20/23		Allen Fire E		30.00		250.37
Check	01/20/23		Village of Si...	Water	152.24		402.61
Check	01/26/23		National Fuel	gas	265.36		667.97
Check	02/02/23		DFT Comm ...	security	47.90		715.87
Check	02/09/23		National Grid	Electric	208.14		924.01
Check	02/24/23		National Fuel	gas	253.38		1,177.39
Check	03/09/23		National Grid	Electric	210.31		1,387.70
Check	03/15/23		DFT Comm ...	security	47.90		1,435.60
Check	03/25/23		National Fuel	gas	217.81		1,653.41
	Total Utilities				1,653.41	0.00	1,653.41
	Other Bldg Oper & Maint - Other						0.00
Check	01/06/23	1380	DFT Comm...		91.97		91.97
	Total Other Bldg Oper & Maint - Other				91.97	0.00	91.97
	Total Other Bldg Oper & Maint				4,082.67	0.00	4,082.67
Total 12.17	Building Operation & Maintenc				4,082.67	0.00	4,082.67
12.25 - Miscellaneous Expense							0.00
	Office & Library Supplies						0.00
Check	01/03/23		CCLS	17778	55.50		55.50
Check	01/05/23		Amazon		10.20		65.70
Check	01/26/23		Amazon		32.21		97.91
Check	02/09/23		CCLS	17825	43.50		141.41
Check	02/10/23	1384	Blount Library	toner	70.00		211.41
Check	02/17/23		Amazon		5.38		216.79
Check	03/06/23		Amazon		19.99		236.78
Check	03/08/23		Amazon		15.53		252.31
Check	03/18/23		Amazon		17.97		270.28
Check	03/23/23		Amazon		8.59		278.87
	Total Office & Library Supplies				278.87	0.00	278.87
	Postage						0.00
Check	03/15/23		Postmaster	stamps	63.00		63.00
	Total Postage				63.00	0.00	63.00
	Telephone & Internet						0.00
Check	01/19/23		Spectrum B...		39.99		39.99

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Type	Date	Num	Name	Memo	Debit	Credit	Balance
Check	02/17/23		Spectrum B...		39.99		79.98
Check	03/17/23		Spectrum B...		39.99		119.97
Total Telephone & Internet					119.97	0.00	119.97
z-Miscellaneous - other							0.00
Advertising							0.00
Check	01/05/23	1379	Valley View	2023 year	55.00		55.00
Total Advertising					55.00	0.00	55.00
Program Expense							0.00
Summer Reading Program							0.00
Deposit	03/15/23		Amazon	void 7/22 o...		43.25	-43.25
Total Summer Reading Program					0.00	43.25	-43.25
Program Expense - Other							0.00
Check	01/05/23		Amazon		11.99		11.99
Check	01/05/23		Amazon		15.30		27.29
Check	02/05/23	1383	Jessica Huli...		30.63		57.92
Check	02/25/23	1385	Jessica Huli...		31.01		88.93
Total Program Expense - Other					88.93	0.00	88.93
Total Program Expense					88.93	43.25	45.68
Travel							0.00
Check	03/30/23	1386	Jessica Huli...	profession...	125.95		125.95
Total Travel					125.95	0.00	125.95
Volunteer Expense							0.00
Check	03/15/23		Sinclairville		16.99		16.99
Total Volunteer Expense					16.99	0.00	16.99
z-Miscellaneous - other - Other							0.00
Check	02/28/23			Service Ch...	36.00		36.00
Check	03/15/23		CCLS	17863	80.93		116.93
Total z-Miscellaneous - other - Other					116.93	0.00	116.93
Total z-Miscellaneous - other					403.80	43.25	360.55
12.25 - Miscellaneous Expense - Other							0.00
Check	01/26/23	1382	Bill Newton	Signatory ...	165.75		165.75
Total 12.25 - Miscellaneous Expense - Other					165.75	0.00	165.75
Total 12.25 - Miscellaneous Expense					1,031.39	43.25	988.14
Investment - not on annual rept							0.00
Deposit	03/31/23			Deposit		97.44	-97.44
Total Investment - not on annual rept					0.00	97.44	-97.44
TOTAL					51,923.75	51,923.75	0.00