

Agenda
June 28, 2023
6PM

1. Call to order
2. Pledge of Allegiance
3. Privilege of the floor:
4. Approval of May 31, 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
9. New Business
 - a. Review of Policies
 1. Display Policy
 2. Photography and video recording
 3. Patron Code of Conduct
 4. Unattended Child
 - b. Park Avenue Securities
 - c. Fund raising July 8th: Book and bake sale
10. Unfinished business:
 - a. Board member videoconferencing policy/procedure
11. Other?
12. Next meeting is July 26, 2023

Sinclairville Free Library
Board of Trustees Minutes
May 30, 2023

The meeting opened at 6:25 pm with the recitation of the pledge to the flag. Those present were Bill Newton, Larry Barmore, Peggy Minkler, Darla Frost-Kianos, Beth Hadley, and Guest Jan Dekoff (Director of CCLS). Absent were Betty Ridout and Lisa Greeley.

After warm greetings to Jan, she shared the information about the process and successes that local rural libraries are experiencing with approval of sustainable library funding through school district funding per NYS Ed Law 259. Jan suggested we talk with some of the school boards who have been involved in the process. Our Board needs to be one voice. Board members offered excellent questions and Jan was able to answer them in an easy and understandable language. She shared with us flyers that CCLS helped area libraries develop and place on our websites. Jan was very complimentary about the excellent job Beth and Jess do to promote the library and offer various types of programming the community members need and look forward to. That means we already have a "leg up" on sharing what the importance the library has for its community. The library has to determine how much it needs; then each year after the vote is approved, **consider** asking for small (1-2%) increases each year. We will need to talk to all organizations that will be involved in this vote. Check out: nyslibrary.libguides.com/pldtoolkit
More board discussion will follow regarding this important information.

Darla made a motion to approve the April 28th, 2023 minutes with Peggy seconding the motion. Approved unanimously. Darla made a motion to approve the Financial and Expenditures. Larry seconded the motion. Unanimously approved.

A picture of the present Board members was taken to be placed on the Give Big CHQ fundraising page. Remember to Vote, vote, Vote on June 8th for the library. Tell all your friends to help us with this fundraising event. Darla made a motion to approve the Library Manager's Report with Linda seconding. Approval unanimously.

Beth shared that Jessica Huling, Library Assistant, is willing to become a Notary. The Board unanimously approved the costs involved for Jess to become certified. This will provide another vital service to our community.

The library has a Secret Garden Project going on which is inspired by a book written by Frances Hodgson Burnett. A Tea Party and Book Club is being held July 31 at 6PM. Tea, mini sandwiches, and desserts will be served. For ages 8 and up. Reservations will be required.

Also email a photo of your own secret garden to info@sinclairvillelibrary.org and it will be placed on the library's website and FB page.

Larry shared that J&D Sealant(right name?) will seal the library driveway in August for \$1150.

Peggy made a motion to end the meeting with Darla seconding the motion.

Unanimously approved. Meeting ended at 7:35pm

The next meeting will be held Wednesday, June 28,2023 at 6PM

Respectfully Submitted,

Roz Newton

Acting Secretary

JUNE 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's Annual Report to NYS has been approved.

2023 Trustee Handbook Book Club Schedule: 4

Please use the link below to access the trustee training resources that are currently available. There are some upcoming sessions that you can register for, and there are also links to the recordings of previous sessions. Even if you're not able to attend the webinars, you can register and then receive the recording. Or you can view the recordings after they have been posted on the link given below. If you view the recordings or attend any sessions please notify the Board President, as he is tasked with keeping track of trustee training. Trustees are required to complete two hours of training annually, which does not include the mandatory sexual harassment training.

You can access the full [*Trustee Handbook Book Club*](#) series resources online.

Upcoming topics:

Strategic Planning (Tuesday, August 15th 5 to 6:30 PM)

Equity, Diversity, Inclusion, Access and Justice (Tuesday, October 17th 5 to 6:30 PM)

Financing and Managing Construction Projects (Tuesday, December 19th 5 to 6:30 PM)

BEAUTIFICATION AND DISPLAYS

The children's room has been decorated with a rainbow of streamers for this year's Summer Reading Program theme: "All Together Now." The rainbow represents being together in kindness. The planter by the front entrance is growing the library's own "Secret Garden" and the planter by the rear entrance is flowering beautifully after being tended by trustee Roz Newton. Trustee Peggy Minckler weeded the plants growing behind the library building.

BUILDING, GROUNDS AND MAINTENANCE

The library floors have been waxed.

Advanced Septic Services pumped the septic system on June 23rd. (It had last been done September 2019.) They did not find anything out of order to explain the discoloration on the library's back lawn.

DONATIONS 1

A donation of \$75.00 was made by the Ross Grange following the Library Manager's presentation at their meeting on June 12th.

FUNDRAISING 1

The library participated in the Give Big CHQ fundraising event and raised a total of \$1,135.00 (less processing fees). (We raised \$1,295.00 in 2022; \$2,389.06 in 2021 and \$1,234.73 in 2020). The library also earned \$201.25 from the "stretch pool." Thank you to all those who promoted and donated to this fundraiser. Copies of the library's history booklet will be distributed to donors who gave \$50 and up. **1**

The library will participate in the Village Wide Yard sale on Saturday, July 8th by hosting a book and bake sale with the help of volunteers during open hours 10 AM to 1 PM. **1**

GRANTS 1

\$500.00 was received from CCLS in response to our Summer Reading Program grant application, which was prepared by Library Assistant Huling. Funds will be used to purchase books and supplies needed for the summer reading program. The final report and all receipts will be due by September 12th. **1**

The final report for the CCLS 2022-2023 Adult Literacy Mini-Grant for Digital Skills Outreach to Seniors program was submitted as required. **1**

ALA grant funding of \$20,000 for our accessibility initiative is expected to be deposited in July. Please let the Library Manager know if you'd like to assist with the implementation of this generous grant. **1**

OUTREACH 2

The Library Manager delivers library materials to residents at The Homestead in Gerry and conducts monthly book club and memoir writing programs there. **2**

Assistant Huling will conduct outreach throughout the community as part of the "Mobile Summer Reading Program" with weekly visits to the Little Seeds Preschool Program, Wrap Summer Camp at Park Methodist Church and Summer Recreation Programs in both Sinclairville and Gerry. **2**

Plans are being made for students participating in Summer Cougar U to visit the library on July 21st.

POLICIES AND PROCEDURES 5

Policies to be reviewed and approved: Display Policy, Photography and Video Recording Policy, Patron Code of Conduct, Unattended Child Policy and Procedures for Board Member Videoconferencing.

PROFESSIONAL DEVELOPMENT

Manager Hadley is the recipient of a Circle Scholarship for teachers and librarians through the Alumni Association of the Chautauqua Literary and Scientific Circle at Chautauqua Institution. With this award, over the next four years she will attend annual writing classes, read twelve CLSC selections and begin a reading circle within the community. Hadley will attend writing class at Chautauqua July 10-14 and share what is learned with participants in writing programs at the library. **4**

PROGRAMS AND EVENTS

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

Highlights:

On Thursday, August 3rd at 5:30 PM, the Alzheimer's Association of WNY will present a program on "Managing Money: A Caregivers Guide to Finances." Participants will learn tips for managing someone else's finances, how to prepare for future care costs and the benefits of early planning.

Book Clubs:

Books Unlimited will meet at the library on July 17th at 7 PM to discuss American Dirt by Jeanine Cummins.

The next meeting of the Online Book Club will be held on Monday, July 31st at 7:30 PM to discuss The Secret Garden by Frances Hodgson Burnett. A link to the online meeting and a copy of the selected title will be made available upon request.

Book Club at the Homestead will meet downstairs in the Seeley building at 3 PM on Friday, July 21st to discuss The Secret Garden by Frances Hodgson Burnett. **2**

Summer Reading Program: Registration for this year's program, "All Together Now," is now open. The program is for all ages and runs from July 1st through August 31st. Details are available on the library website and in the brochures available at the front desk. Please help spread the word and register for the program. Participation is easy. Just register and keep a log of your reading to hand in after the program ends on August 31st. All regularly scheduled programs for adults will continue throughout the summer as part of the program, and the Child's Play program will continue on Wednesdays at 1:00 PM as part of the summer reading program as well. See the attached brochure for details.

Adventure Passes: Adventure passes are made available through cultural partnership via CCLS for free or reduced admission to the following local attractions: Buffalo Zoo, Buffalo Museum of Science, Robert H. Jackson Center, Theodore Roosevelt Inaugural Site, Chautauqua Sports Hall of Fame, Erie Zoo, Seneca-Iroquois National Museum, Fenton History Center, Roger Tory Peterson Institute. New this year is the combination pass to the National Comedy Center and Lucy Desi Museum. Passes for either a morning or afternoon at Chautauqua Institute are also available at the library. Each pass has different rules, restrictions and benefits, which are explained on the library website.

PUBLIC RELATIONS AND PUBLICITY

A Story Walk with the title “Harry the Dirty Dog” has been installed at the Village of Sinclairville park. This feature is on loan from CCLS. A new title will be installed every three weeks.

Manager Hadley presented information about the library’s summer reading program to the CVCS School Board at their meeting on June 12th along with a thank you for supporting the library and bringing students to visit from the PreK classes and Cougar U. The library’s commitment to help students keep up their reading skills over the summer was highlighted.

The library will partner with Mary Seymour/Cassadaga Branch Library with a Summer Fun Fest on Saturday, July 1st at 1 PM at the Cassadaga library to kick off our summer reading programs.

REQUESTS AND OPPORTUNITIES

We have an opportunity to begin planning now for the library’s 25th anniversary in our new building, which will occur in 2025. We could coordinate with the Kochersberger family to recognize their ongoing support and Bob and Marge’s important work leading to the library’s new home.

STAFF AND VOLUNTEERS

Library staff and volunteers met on June 14th with two staff and six volunteers in attendance. Topics covered included proper shelving of materials, CCLS Road Trip initiative, Chautauqua passes and the summer reading program. A calendar of the days and times staff and volunteers are scheduled to work at the library is posted in the office. 4

New trustee Linda Bartholomew received trustee orientation by Manager Hadley. 4

STRATEGIC PLAN SUMMARY:

STRATEGIC PLAN GOALS

- 1. Enhance Library Funding Streams:** Give Big CHQ, CCLS mini-grant for SRP, Book and Bake Sale at the library, ALA Accessibility Grant
- 2. Strengthen Outreach (Town of Gerry, CVCS):** Summer Reading Program will be provided to youths participating in the Village of Sinclairville Summer Recreation Program, Town of Gerry Summer Recreation Program, Little Seeds Preschool Program and The Wrap Summer Day Camp. Outreach to residents of The Homestead in Gerry will continue throughout the summer. Students participating in CVCS Summer School are expected to visit the library on July 21st.
- 3. Catalogue Local History Collection:** Volunteer Pat Kirell continues to work on this project.
- 4. Staff and Volunteer Development:** Volunteer meeting was held this month and new trustee orientation completed by Linda Bartholomew.
- 5. Update Policies and Procedures:** Display Policy, Photography and Video Recording Policy, Patron Code of Conduct Policy, Unattended Child Policy and Board member Videoconferencing Policy are being reviewed by the board.
- 6. Evaluate, Weed and Update Collection (Financial, Legal, Medical and Science/Technology prioritized):** Inventory of the library’s nonfiction collection including biographies is ongoing. Juvenile fiction is also being evaluated for weeding to make room for new materials.

July 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

SUMMER READING!!!

Wednesday, July 5th thru Thursday, August 31st

Thank you to our sponsors:
Ross Grange NYSCOPBA

Funding provided by CCLIS Summer Reading Mini Grant 2023

Sign-up for Summer Reading at the Front Desk.

Prizes for Children and Teens!!!

Everyone who registers for Summer Reading will get to pick a water bottle sticker from our stash of book, kindness and friendship themed water bottle stickers*. Stickers donated by Jakob Huling.

1 Summer Reading "Summer Fest" @ Cassadaga Library 1:00 pm

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.

2	3	4 <i>HAPPY Independence Day 4 JULY Day</i>	5 Child's Play 1:00 - 2:00 pm	6	7 Write Circle 9:00 am Hybrid Sinclairville Samplers 10:30 am Library Services @ The Homestead 2:00 pm Memoir Writing @ The Homestead 3:00 pm	8 Village Yard Sales 9:00 am to 4:00 pm Family History 10:00 am Book & Bake Sale 10:00 - 1:00 pm
9	10	11 Mobile Summer Reading!!! Miss Jessica & Chet visit our local summer recreation programs	12 Child's Play 1:00 - 2:00 pm Write Spirit 7:00 pm Virtual	13	14 Write Circle 9:00 am Hybrid Sinclairville Samplers 10:30 am	15
16	17 Books Unlimited Book Club 7:00 pm	18 Mobile Summer Reading!!! Miss Jessica & Chet visit our local summer recreation programs	19 Child's Play 1:00 - 2:00 pm	20	21 Write Circle 9:00 am Hybrid Sinclairville Samplers 10:30 am Library Services @ The Homestead 2:00 pm Book Club @ The Homestead 3:00 pm	22
23	24	25 Mobile Summer Reading!!! Miss Jessica & Chet visit our local summer recreation programs	26 Child's Play 1:00 - 2:00 pm Library Board Mtg 6:00 pm	27	28 Write Circle 9:00 am Hybrid Sinclairville Samplers 10:30 am	29
30	31 "The Secret Garden" Tea Party & Book Club 6:00 pm Reservations are Required Virtual Book Club 7:30 pm Virtual	Aug 1 Mobile Summer Reading!!! Miss Jessica & Chet visit our local summer recreation programs	2 Child's Play 1:00 - 2:00 pm	3 Managing Money 5:30 pm w/ Alzheimer's Association	4 Write Circle 9:00 am Hybrid Sinclairville Samplers 10:30 am Library Services @ The Homestead 2:00 pm Memoir Writing @ The Homestead 3:00 pm	5

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

Library Services @ The Homestead or at the Library: Help with library cards, borrowing/requesting materials, returning materials. Please bring passwords for digital assistance.

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.

MAKERSPACE
Our Makerspace is available during Open Hours*
LEGOs, marble runs, KINEX, building kits, challenges, craft kits and more.
Parent/caregiver must accompany child

SUMMER READING!!!
Starts Saturday, July 1st and runs through Thursday, August 31st



Focusing on Kindness, Friendship and Community.
Child's "How Many Minutes Can You Read? Challenge
Teen Team Selfie Scavenger Hunt
Community Kindness Tree
"The Secret Garden Tea Party & Book Club"
Open and fun discussion of "The Secret Garden" by Frances Hodgson Burnett
Tea, mini sandwiches and desserts will be served.
For ages 8 and up.



Seats are limited.
Reservations are Required
Call (716) 962-5885 or info@sinclairvillelibrary.org

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: "American Dirt" by Jeanine Cummins
Book Club @ The Homestead: "The Secret Garden" by Frances Hodgson Burnett
Virtual Book Club Selection: "The Secret Garden" by Frances Hodgson Burnett
Please register for events or programs using our Event & Program Registration form on our website

Prizes & Awards

Everyone who registers for Summer Reading will get to pick a waterproof sticker from our stash of book, kindness and friendship themed water bottle stickers.

All children registered for Child's Play will receive a "kindness" themed basket.

Prize Basket for Most Minutes Read. Ages 6 thru 11. Three baskets



Prize Basket for Most Titles Read. Ages 12 to 17. Two baskets

Adults (18+) will receive one drawing entry for each reading log turned in and each event attended. Prize TBD.

BookRead

All winners and drawings will be announced on Wednesday, September 6, 2023*

*except Teen Team Selfie Scavenger Hunt

Community Challenge

We are challenging our community to fill up our kindness tree. Complete an act of kindness, add a "hand" to our tree.

Children may also let Miss Jessica know if they have been kind and receive a piece of "kindness candy".

ALL TOGETHER NOW

A Special Thank You to our wonderful sponsors:

Ross Grange
NYSCOPBA

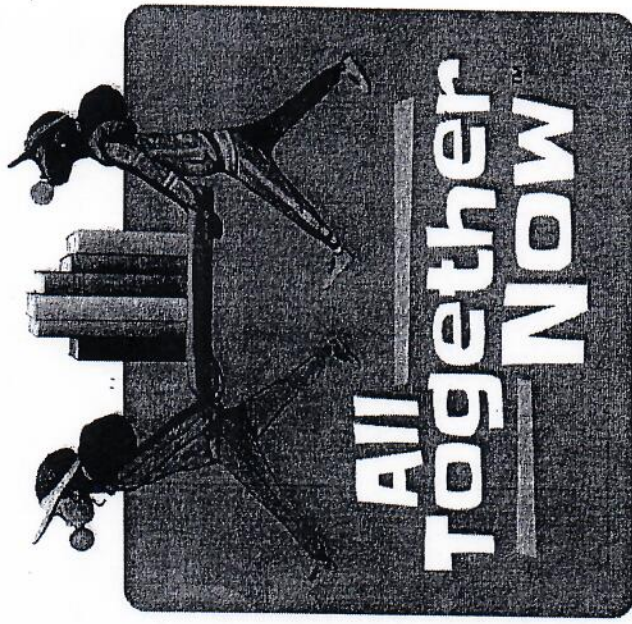
Summer Reading Program
also funded by the:
CCLS Summer Reading
2023 Mini-Grant

Visit Us

15 Main Street
Sinclairville, NY 14782
716-962-5885
sinclairvillelibrary.org
info@sinclairvillelibrary.org

Sinclairville Free Library

All Together Now



Summer Reading
July 1st thru August 31st

Family Programs

"The Secret Garden"
Tea Party & Book Club
Monday, July 31st @ 6:00 pm

Open & fun discussion of "The Secret Garden" by Frances Hodgson Burnett. Tea, mini sandwiches and desserts will be served.

For ages 8 and up.
Seats are limited and
Reservations are Required.



Community Night
Monday, August 7th @ 6:00 pm
Join us for food and community fun.

"Bad Kitty is Kind"
Thursday, August 10th @ 6:00 pm
Create a graphic novel using Nick Bruel's Bad Kitty.
All materials provided.

Register online, call (716) 962-5885 or email at info@sinclairvillelibrary.org

Teen Programs

Teens ages 12 - 17
Read and track titles. Prizes for most titles read.



Teen Team Selfie
Scavenger Hunt

July 5th thru August 18th
Complete all main scavenger hunt locations to receive an entry to win a Pizza Party Package Certificate to be used at the Superette for Pizza Special (large cheese & pepperoni pizza + 20 wings) and two (2) 2 liters of Shur-Fine pop.



Drawing will be held
Saturday, August 19th
at noon.

Children Programs

Wednesdays @ 1:00 pm
Child's Play (Birth to 5)
We will focus on kindness each week
Registration required. Space is limited



Children ages 6 - 11
Read and track their time. Prizes for most minutes read.

Kindness BINGO
Challenge
Each BINGO earns you an entry in a drawing for Miss Jessica's Kindness Jar.



Miss Jessica and Chet will be going mobile again this year!!!
We will be visiting the
Sinclairville Summer
Recreation, The Wrap and the
Town of Gerry Summer
Recreation on Tuesdays.

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

	May 31, 23	May 31, 22
ASSETS		
Current Assets		
Checking/Savings		
Checking - Community Bank		
Checking - Operating	6,296.90	879.96
Grant Funding		
Bullet Aid	0.00	3,571.43
Local History Room	0.00	126.78
Restricted Funds		
NCCF	0.00	2,500.00
Technology Upgrades	0.00	322.41
Total Restricted Funds	0.00	2,822.41
Total Grant Funding	0.00	6,520.62
Total Checking - Community Bank	6,296.90	7,400.58
Front Desk Change	15.00	15.00
Petty Cash	50.00	50.00
Savings	3,911.15	22,408.87
Total Checking/Savings	10,273.05	29,874.45
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	23,604.62	47,472.44
Fixed Assets		
Land & Building	244,123.98	219,599.19
Total Fixed Assets	244,123.98	219,599.19
TOTAL ASSETS	267,728.60	267,071.63
LIABILITIES & EQUITY		
Equity		
32000 - Unrestricted Net Assets	273,756.48	274,936.90
Net Income	-6,027.88	-7,865.27
Total Equity	267,728.60	267,071.63
TOTAL LIABILITIES & EQUITY	267,728.60	267,071.63

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

	Jan - May 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	1,536.00	2,000.00	-464.00
Total CCLS - System Cash Grants	1,679.40	7,500.00	-5,820.60
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	1,862.68	8,010.00	-6,147.32
Memorial	100.00	1,000.00	-900.00
Total 11.14 · Gifts & endowments	1,962.68	9,010.00	-7,047.32
11.15 · Fund Raising			
Annual Appeal	1,400.00	6,000.00	-4,600.00
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	15.00	250.00	-235.00
Yard Sale	0.00	250.00	-250.00
Total 11.15 · Fund Raising	1,415.00	9,250.00	-7,835.00
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	29.40	150.00	-120.60
Fax	21.50	50.00	-28.50
Fines	0.00	0.00	0.00
ILL Fee	0.00	5.00	-5.00
Lost Book Payments	56.00		
Lost Card	2.00	0.00	2.00
Printing	74.25	150.00	-75.75
Total 11.17 · Library Charges	183.15	355.00	-171.85
11.18 · Other Income			
Book Sale	-27.98	250.00	-277.98
Total 11.18 · Other Income	-27.98	250.00	-277.98
Total 11.13 · Other Receipts	3,533.26	18,869.00	-15,335.74
Total Income	23,212.66	53,119.00	-29,906.34

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

Expense	Jan - May 23	Budget	\$ Over Budget
Employee Expenses			
12.3 · Salaries			
Assistant	6,683.07	15,080.00	-8,396.93
Manager	10,125.02	26,936.00	-16,810.98
Total 12.3 · Salaries	16,808.09	42,016.00	-25,207.91
12.4 · Employee Benefits	2,242.11	4,184.00	-1,941.89
Total Employee Expenses	19,050.20	46,200.00	-27,149.80
Library Materials			
12.6 · Printed Material			
Books	1,776.80		
Magazines	72.20		
12.6 · Printed Material - Other	0.00	4,000.00	-4,000.00
Total 12.6 · Printed Material	1,849.00	4,000.00	-2,151.00
12.7 · Electronic Material	500.00	1,200.00	-700.00
12.8 · Other Material			
Audio CD's	0.00	150.00	-150.00
DVD's	225.73	200.00	25.73
Toys/Manipulatives	20.95	150.00	-129.05
Total 12.8 · Other Material	246.68	500.00	-253.32
Total Library Materials	2,595.68	5,700.00	-3,104.32
12.17 · Building Operation & Maintenance			
Other Bldg Oper & Maint			
Building Insurance	1,936.61	2,000.00	-63.39
Cleaning	1,380.00	2,600.00	-1,220.00
Supplies	40.68	500.00	-459.32
Utilities	2,699.85	5,250.00	-2,550.15
Other Bldg Oper & Maint - Other	91.97		
Total Other Bldg Oper & Maint	6,149.11	10,350.00	-4,200.89
Repairs	0.00	250.00	-250.00
Total 12.17 · Building Operation & Maintenance	6,149.11	10,600.00	-4,450.89
12.25 · Miscellaneous Expense			
Equipment	0.00	2,500.00	-2,500.00
Office & Library Supplies	457.82	1,000.00	-542.18
Postage	126.00	120.00	6.00
Professional & Consultant Fees	0.00	500.00	-500.00
Technology updating	0.00	1,000.00	-1,000.00
Telephone & Internet	268.95	750.00	-481.05
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

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

	<u>Jan - May 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Program Expense			
Summer Reading Program	-10.34	500.00	-510.34
Program Expense - Other	144.72	1,200.00	-1,055.28
Total Program Expense	134.38	1,700.00	-1,565.62
Travel	207.17	150.00	57.17
Volunteer Expense	16.99	100.00	-83.01
z-Miscellaneous - other - Other	110.93	100.00	10.93
Total z-Miscellaneous - other	524.47	2,835.00	-2,310.53
12.25 · Miscellaneous Expense - Other	165.75		
Total 12.25 · Miscellaneous Expense	1,542.99	8,705.00	-7,162.01
Total Expense	29,337.98	71,205.00	-41,867.02
Net Ordinary Income	-6,125.32	-18,086.00	11,960.68
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><u>-6,027.88</u></u>	<u><u>-18,086.00</u></u>	<u><u>12,058.12</u></u>

SINCLAIRVILLE FREE LIBRARY DISPLAY POLICY

Display space in the Sinclairville Free Library will be provided as available for the interest, information, and enlightenment of the community. Individuals and community organizations will be encouraged to provide exhibit materials of a civic, cultural or educational nature, rather than for commercial or political purposes.

Exhibit topics are at the discretion of the Library Manager and each item must meet the library's standard of value and quality.

The Library Manager reserves the right to reject any part of an exhibit, or to change the manner of display.

All items displayed in the library are done so at the owner's risk. The Board of Trustees and employees of the Sinclairville Free Library assume no responsibility for the preservation, protection or possible damage or theft of any item exhibited. Transportation, mounting and dismounting of the exhibit is the sole responsibility of the owner. Items for the display will not be accepted without a waiver signed by the owner, absolving the Sinclairville Free Library for loss or damage to property on display.

Display Space/Exhibit Waiver Form

Owner of item on display _____

Address _____

Phone _____ Cell phone _____

Description of items received (note number and kind)

Condition of items: (note any damage, etc.)

Name of person installing exhibit _____

Dates of exhibit _____

The above information is correct. I absolve the Board of Trustees, the employees of the Sinclairville Free Library of the liability for loss or damage to the property on display.

Signature of owner _____

Date _____

Signature of receipt by _____

(staff member name) _____

(date) _____

SINCLAIRVILLE FREE LIBRARY

PHOTOGRAPHY AND VIDEO RECORDING POLICY

As public buildings library facilities are subject to similar rules associated with a sidewalk or a public park, meaning that there are few restrictions that can be placed on a photographer when they wish to take photos or video in open, public areas of a facility. That being said, library staff members have the right to impose certain time, place, or manner restrictions for safety reasons and for continuous library operations.

The use of photographic equipment – such as tripods or lighting – is not permitted because of safety, liability and other issues, unless previously authorized by library leadership. Library staff members may stop any photography or video recording that appears to interfere with the library's ability to conduct business, or that compromises public safety or security.

Photographers/videographers are asked to be respectful of other library users and to observe the following:

- Refrain from disturbing other library users (examples: using tripods or flash photography).
- Taking photos/video of specific, copyrighted (or otherwise protected) materials for the purpose of redistribution is not permitted.
- Taking photos, video, or audio of any other person in restrooms is not permitted.
- Taking photos/video, or audio of any other person in staff-only areas is not permitted.
- Members of the media are asked to notify the Library Manager prior to or upon entering the library to alert staff of the intent to photograph or video inside the library. When possible, staff in the facility will be notified in advance to avoid potential interruption of library services and operations.

Please note that the Sinclairville Free Library staff may photograph and record programs and events for library publicity and promotional purposes. Library staff will make every effort to notify members of the public when photography and video recording is taking place, and any patrons who do not want to be photographed or recorded will be respected.

SINCLAIRVILLE FREE LIBRARY

PATRON CODE OF CONDUCT POLICY

Welcome to the Sinclairville Free Library. In order to provide an appropriate library environment and to insure constructive use of the library facilities, materials and services as well as the safety and personal comfort of all our library patrons and staff, the library board of trustees has adopted the following rules and regulations which will be in effect at all times during regularly scheduled hours. Anyone who violates the rules and regulations may be asked to leave the library's premises. If anyone continuously breaks the rules and regulations, that person may be banned from the library and/or prosecuted to the fullest extent of the law.

The library board has the right to amend the patron code of conduct policy at any time, without notice.

Regulations

1. Patrons shall engage in activities associated with the use of a public library. Patrons not reading, studying or using library materials, computers, attending library programs or approved community events may be required to leave the building.
2. Patrons should accept that library staff are unable to spend a considerable length of time assisting or talking to any one patron. Be prepared to surrender materials or equipment for someone waiting to use them if your time is up.
3. Patrons shall not assault, harass or annoy others in the library. This includes noisy or boisterous activities, staring at another person with the intent to annoy that person, following another person about the building with the intent to annoy that person, playing audio equipment so that others can hear it, singing, laughing or talking loudly to others or in monologues, using foul, offensive or threatening language and gestures, engaging in sexual misconducts, exposure, inappropriate touching, or sexual harassment of other patrons, staff or volunteers, sale or exchange of alcohol or drugs, running, pushing, jumping, climbing and fighting, displaying print or non-printed material of an offensive nature to others or by behaving in a manner that can be reasonably expected to disturb others. In addition, sleeping, stalking, soliciting, loitering, littering, petitioning or distributing materials inside the library that have not been approved by the Library Manager or bringing in weapons are prohibited.
4. Patrons shall not photograph, film or record other patrons without their consent. If a patron does not wish to be photographed by staff for advertising purposes they are to notify the staff at the circulation desk.
5. The library requires all individuals to set their cell phones to no-ring (vibrate mode) or a low ring tone upon entering the library. Individuals needing to use a cell phone to make or receive calls while in the library must keep voices at a reasonable level so as not to disturb other library patrons or take their call in the back room or outside. In addition, pagers or other electronic devices must be turned down and used in a manner that does not disturb others.

6. The library prohibits the use of any tobacco product that is intended for oral or nasal use, or any other combustible substance in any manner or in any form or the heating or ignition of an e-cigarette which creates a vapor.
7. Patrons may not utilize the library while under the influence of alcohol or drugs.
8. Non-alcoholic beverages may be consumed in the library if they are in screw capped containers that cannot spill, as long as you are not near the computers.
9. Patrons shall not engage in any illegal activity while in the library building. (example, illegal gambling, stealing). Persons whose actions violate state or local laws will be prosecuted.
10. Patrons shall not interfere with the use of the library by other customers or with a library employee's performance of their duties.
11. Patrons shall not deface or mar library material including books, magazines, newspapers, recordings or other items of the library collection. Nor shall they deface, mar or in any way destroy or damage library furnishings, walls, machines, or other library property.
12. The library cannot assume responsibility for the care and supervision of children. Parents and caregivers of children 8 and under are to remain in the library at all times, including when a child is in a library program. Parents and caregivers are expected to supervise the behavior of their children. All toys and games must be picked up and put away when you are done with them.
13. In accordance with school attendance laws, and in support of education, children under the age of 16 are not permitted in the library during school hours, unless accompanied by a parent, teacher, or legal guardian.
14. Patrons shall not enter the building without appropriate clothing including a shirt and shoes. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other customers or library staff may be required to leave the building.
15. Patrons shall not bring pet or animals into the library, other than properly identified service animals that aid the physically challenged or for programming purposes.
16. Knives with blades longer than 3" and guard dogs are not allowed in the library. No guns or concealed weapons are allowed in the library, unless the person carrying is a police officer or has a valid license to carry.
17. Any materials removed from the library must be checked out on a valid library card or through other standard library procedures such as inter-library loan.
18. Unauthorized use of the library's computer network or failure to comply with the library's Internet Use Policy may result in suspension of library privileges.
19. A library patron who deliberately alters a library computer database or destroys computer equipment will forfeit all library privileges, and will be subject to financial liability for damages and may be subject to criminal penalties.
20. Patrons are not allowed behind the service desk or in other areas marked for employees only, no blocking entrances, exits or library aisles so that access to library materials and services is prevented.
21. Wheelchairs, walkers, and strollers may be used inside the library. Other wheeled vehicles such as scooters, bicycles, wagons etc. are to be left outside the library.
22. All oversized handbags, carryalls, luggage, packages, and shopping bags are subject to inspection by library staff. The storage of personal items in the library is prohibited and personal belongs should not be left unattended. The library is not responsible for your lost or stolen items.
23. In cases of disruptive behavior patron identification including name, address and phone number, may be requested.

24. Any patron not abiding by these regulations of the library may be required to leave the library premises and may forfeit his or her library privileges. Library employees will contact the police if deemed advisable.
25. The library board of trustees authorizes library staff and law enforcement officers to enforce the library's published code of conduct policy up to and including long-term suspension of library privileges, permanent banning from the library or prosecution.
26. A patron whose privileges have been suspended or revoked may have the decision reviewed by the board of trustees.
27. Persons entering or refusing to leave the building after being evicted or banned will be charged with trespassing. Patrons shall respect the rights of others patrons.
28. Patrons are encouraged to report disruptive individuals to the staff. Concerns should also be brought to the attention of the staff. We welcome comments and suggestions from the public.

UNATTENDED CHILD POLICY

The Trustees of the Sinclairville Free Library are concerned for the wellbeing of this community's children and cannot be held responsible for incidents, accidents, or other liabilities arising from the actions of unattended children.

The responsibility for the safety and behavior of children in the Library rests with the parent/caregiver and not with Library staff. Library staff cannot be responsible for children who are unattended or demonstrating inappropriate behavior. Children who exhibit inappropriate behavior may be asked to leave the Library. If the child is unable to leave the Library without an adult, he/she should not be in the Library without an adult.

All children should have the telephone number of someone who can assist them in an emergency. If a child is found to be unattended, Library staff will attempt to locate the parent/caregiver in the Library and inform him/her of the Unattended Child Policy. If the parent/caregiver cannot be located, Library staff will contact the Chautauqua County Sheriff's Department to assist the child.

The following guidelines will be followed concerning the care and behavior of children.

- Children under the age of 8 must have a parent/caregiver in the immediate vicinity of (and in visual contact with) the child. The parent/caregiver must be at least 14 years old and must carry personal identification. Children can be left in the care of an older sibling if that sibling is at least 14 years old. A child can attend a Library program without a parent/caregiver in the room as long as the parent/caregiver remains in the Library and immediately joins the child at the end of the program.
- If a child under the age of 8 is found unattended, Library staff will attempt to locate the parent/caregiver in the Library and inform him/her of the Unattended Child Policy. If the parent/caregiver cannot be found, Library staff will contact the Chautauqua County Sheriff's Department. If a child under the age of 8 violates the Library's Code of Conduct, the child and the parent/caregiver will be informed of the policy. If inappropriate behavior continues, the child and parent/caregiver may be asked to leave the Library.
- Children ages 8 and up may use the Library unattended. However, the parent/caregiver is still responsible for the behavior and the wellbeing of the child. The child is expected to follow the Library's Code of Conduct policy and may be asked to leave the Library if she/he exhibits inappropriate behavior. If a child ages 8 to 10 is not able to leave the Library without an adult, he/she should not be in the Library alone. An attempt will be made to notify the parent/caregiver whenever possible if a child is asked to leave the library. However, the Library assumes no responsibility for the whereabouts of an unattended child who has been asked to leave Library property.
- Teenagers are considered adult users. However, they are the legal responsibility of their parent/legal guardian and should have an emergency contact available.

In any situation involving the safety of children, and specifically whenever the parent/caregiver of police are contacted, staff will complete an Incident Report.

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

• Sinclairville Free Library
Procedures for Board Member Videoconferencing
Pursuant to Public Officers Law 103-a

In compliance with Public Officers Law (POL) § 103-a(2)(a), the Sinclairville Free Librarry, 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. Sinclairville Free Library members shall be physically present at any meeting of the Sinclairville Free Library 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 the Library Manager 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 Sinclairville Free Library 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 Sinclairville Free Library may reschedule its meeting.

4. If there is a quorum of members participating at a physical location(s) open to the public, the Sinclairville Free Library 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 Sinclairville Free Library 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 Sinclairville Frshall 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

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.