

Agenda

August 30, 2023

6PM

1. Call to order
2. Pledge of Allegiance
3. Privilege of the floor: Introduction of Guests from the Cassadaga Library and Mary Seymour Library
4. Approval of July 26, 2023 minutes
5. Financial Report and approval of expenditures
6. Report of Library Manager
7. Report of Special Committees:

Strategic Plan - September 11 at 6pm at the library. We will review a rough draft of the plan. All board members are invited to come and share ideas

8. Correspondence and Communications
9. New Business:

Annual Appeal: Letter redesigned reflecting the 22-23 work by the library?

School Tax work with Cassadaga Library/ Mary Seymour Library:

- a. Reps from the 3 libraries will be meeting with CVCS interim Superintendent, Dave Davison on September 11 at 11 am in the Central Admin office behind the middle/high school. Is anyone on the board interested in attending this first step meeting?
- b. Discussion was held at a previous 3 library meeting that funding would need to be secured to assist with printing costs etc needed for the School tax funding project. This funding cannot come out of the libraries' budgets. We would like to discuss how we might raise this funding and would it be unreasonable to request \$500 from SFL and \$500 from Cassadaga/Seymour. Cassadaga/Seymour are agreeable to \$500.

Other?

10. Unfinished business:

History Day: 9/9 Chicken Bar B Q: Are we all set?

11. Other?

12. Next meeting is September 27, 2023

Sinclairville Free Library
Board of Trustees
July 26, 2023

Present: Betty Jean Ridout, Bill Newton, Larry Barmore, Lisa Greeley, Beth Hadley, Roz Newton, Darla Frost-Kianos
Guests: Jessica Emmott and Candi George
Absent: Linda Bartholomew and Peggy Minkler

The meeting opened at 6pm with the Pledge of Allegiance. Darla Frost-Kianos made a motion to accept the June 23, 2023 minutes. Betty Jean Ridout seconded the motion. Unanimously approved. Darla F-K made a motion to accept the Treasurer's/Bookkeeper's Report. Roz N seconded the motion. Approved unanimously.

Beth Hadley shared her Manager's Report. She shared that she has had many conversations with CVCS school officials about a grant CVCS has received where they need to partner with organizations. She said it is nice to have the school reaching out to the library instead of the other way around. This helps the library to meet one of our current strategic goals.

Beth also shared that since Friday the library has seen approximately 83 school age kids. Jessica Emmott shared that her pre-K students seem to love the field trip to our library. Adults on the road trip to area libraries have been very complimentary about our Gem of a Library. The library sign, which announces activities, needs to be glued again so letters do not slide. Need to address a long range correction to this issue. Beth has been putting together a Buildings and Grounds notebook to assist with questions that come up (i.e. Septic tank placement, Furnace information, etc.)

The Library Manager's Report was unanimously accepted.

As was discussed at the last Board meeting, there needs to be an identified Buildings and Grounds Committee. Lisa Greeley shared that her husband would be willing to work on this committee. Lisa volunteered to contact the following men to see if they would be willing to serve on this committee: Mike Greeley, Greg Little (716-450-9299), Earl Riggle (716-962-8377), Larry Downey (716-338-6633), and Al Fredrickson (716-225-3693). Lisa will invite these men to attend our next board meeting (first on the agenda) on August 30 at 6pm to learn more about the B & G needs of the library.

The Strategic Plan for 2024-2029 is taking shape. Our next meeting is scheduled for September 11 at 6pm in the library. All interested board members are encouraged to attend. We need to add a connection to the Gerry Rodeo to our outreach plan.

Under Correspondence, Larry Barmore shared that he received a letter from the Community Region Community Foundation (CRCF) that the library will receive \$1,050 to seal and restripe the library driveway. Money will be coming from The Blossom Fund. Jordan Zink will be doing the work.

Under New Business: There is a need for a new copier/scanner (one that does two sided copying, has internet connection, and color). Bill shared that BJs has a copier/scanner like the one he and Roz own that uses little ink and works great. He will send the information to Beth who will then share it with Mike Jones from CCLS. It was also shared that we need to consider updating laptops (and our Community Room projector). Beth will connect with Mike Jones about the laptops as the System likes to have same or similar models in all libraries.

Annual Appeal letter needs to be updated. Beth will revise and then share with Lisa Greeley. Beth will create the labels for the mailing. Roz and Bill Newton will deposit checks, enter the donations on the updated spreadsheet, and write personal Thank You notes to donors.

Under Unfinished Business: Larry B shared that the Fire Dept contacted him about the Chicken BarBQ to be held on 9/9 during Sinclairville History Day. The library will be responsible for ordering the chickens (220 halves) {We will pay Eric Spinler directly for the chickens} as well as the containers, paper bags, and wrapped silverware. We will charge \$15 for dinner and \$10 for just chicken. The BarBQ will begin at 11:30am. Lisa G had previously volunteered to contact the Key Club and RSVP to help fill the bags with applesauce, silverware, and cookies. The bags will be stored in the lower level and brought up as needed. These folks can help set the tables for those folks who will eat their meal in the Fire Hall. Bill N will oversee the event from the library's side. The Firemen will buy the charcoal, sauce, potatoes, applesauce, coffee, cookies, milk, pickles, etc and cook the chicken. Bill will check with Jeff Embry to see if he is willing to assist with this event. Roz N will sell tickets. Who else is able to assist?

The library will play host to Chris Blakely, a ventriloquist at 11am.

There is also a possibility of a face painter from 11-1pm. The library will host a table in The Commons where Cathy Obert and other volunteers will be selling painted rocks. Beth Hadley and Jessica Huling will also spend time at the table. The library will close at 1pm on that day as there has been little activity in the past after this time.

The next joint meeting of the 3 libraries (Sinclairville, Cassadaga, and Stockton) to discuss the next steps needed to proceed with the school tax funding will be held Thursday, July 27th at 6pm at our library. All board members are invited to attend. Bill N shared that Sherman's funding was defeated by just a few votes and it was felt that better communication and coordination was needed. All our board members will be given information that will keep us all sharing the same vital information.

It was shared that Candi George and Jessica Emmott are interested in becoming new members of the Board of Trustees for the Sinclairville Free Library. Roz N made a motion to approve their nominations. Larry B seconded the motion. Unanimously approved. We are excited to have them onboard and look forward to

their input into how to create ways to keep our library moving forward in an exciting way.

Betty Jean R made a motion to close the meeting. Darla F-K seconded it. Unanimously approved.

The meeting ended at 7:26pm. The next meeting is scheduled for August 30, 2023 at 6pm.

Respectfully Submitted,

Roz Newton
Acting Secretary

AUGUST 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 Monday, September 4th in observance of Labor Day.

Per NYS, all employees, volunteers and trustees must complete interactive sexual harassment training that meets the minimum standards by October 1, 2023. Information, training materials and required forms are available on the library's website. Please provide your certificate if you've completed this training through another agency. 4

A Strategic Planning Team meeting has been scheduled for Monday, September 11th at 6 PM.

Reminder that NYS has updated their requirements for all library trustees: 4

§ 260-d. Board of trustees continuing education. 1. Beginning January first, two thousand twenty-three, each member, elected or appointed, of a board of trustees of a public, free association or Indian library shall be required to complete a minimum of two hours of trustee education annually, from a provider approved by the commissioner on the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of a library trustee. Such trustee education may be delivered online or in person, and may include lectures, workshops, regional or national library association programs, or any other format approved by the commissioner.

The new requirements went into effect as of January 1, 2023. We will start reporting on this in the 2023 annual report that we will complete in February 2024. Education can be completed in-person or online.

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:

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)

The library is required to track trustee education. Each trustee files evidence of completion of the education requirements with the library board president. Evidence of completion may include:

- Certificates of completion issued by the approved provider
- A signed self-assurance of completion. The self-assurance must identify the approved provider and include a description of the content and format of each activity (see sample form).

Please visit: <https://www.nysl.nysed.gov/libdev/trustees/education.htm> for FAQ as well as sample reporting forms. 4

BEAUTIFICATION AND DISPLAYS

Kindness is on display at the library this summer. The display case in the front entrance shows a Kindness Tree with pictures of children who were "caught being kind," and the children's room has streamers creating a colorful rainbow of kindness.

BUILDINGS, GROUNDS AND MAINTENANCE

J and D Sealing completed the parking lot sealing and striping project and was paid \$1,050. This project was funded by a grant from the Chautauqua Region Community Foundation. 1

The rear entry and back of building need to be power washed.

CCLS

The Chautauqua-Cattaraugus Library System's "Road Trip" project was recognized during a special event held at Bemus Point Library on August 15th. All 38 libraries in our system were awarded the Literacy Chair Award by Judith's Reading Room – a nonprofit organization out of Lehigh Valley, PA. The Road Trip project encourages everyone to visit as many libraries as they

can throughout the summer. We've welcomed many visitors who exclaim what a beautiful library we have.

The CCLS annual meeting will be held on Wednesday, October 11 at Holiday Valley Lodge in Ellicottville. Workshops are scheduled from 3 to 5 with a cash bar at 5:30, Business Meeting at 6 and Dinner & Keynote at 6:30 PM. The Keynote address topic is "Marketing for Non-profits. Workshops are: 3 to 5 "Challenging Conversations: What happens when policy isn't enough?" From 3 to 3:45 "HR for Trustees" and from 4 to 4:45 "Decision Making to Support Staff During Challenging Times." The cost to attend is free for two representatives from each Member Library. Additional guests are welcome to attend at a cost of \$36 each. Reservations are due by Monday, October 2.

CORRESPONDENCE

Received a note from Lynn Ann Faber along with a donation to "help support a great community asset": "What great programs/events you and staff are providing according to Facebook and your web page. It's great you have such an interested and supportive board. Please say hello for me. I have wonderful memories of my times at SFL."

DONATIONS 1

A donation in the amount of \$5,000.00 was received from Charlie's Fund, with recognition to go to Dr. Robert C. Kochersberger and the Rev. Janet C. Watrous, 415 S. Boylan Ave., Raleigh, NC 27603. A thank you letter has been sent.

A donation in the amount of \$240 was made by employees of Cummins who have designated the library as the charity they want to support. A donation of \$100 was received from Laura Bardo after providing her with digital services assistance at the library. A donation of \$20 was received from a family who enjoyed the petting zoo.

FUNDING

Agreement to provide library services for the Village of Sinclairville for one year with a funding amount of \$9,500.00 was signed and check received. A thank you letter has been sent.

FUNDRAISING 1

The library's book sale is scheduled for October 5-7. A bake sale will be held during the same time. Donations of baked goods and gently used books are requested. Volunteers are also needed to help with the sale. 1

Fundraising during the History Fair on September 10th includes the following: The library's history pamphlet will be available for a suggested donation of \$5.00. Painted rock creations by volunteer Cathy Obert will also be on sale. A chicken BBQ will be held in partnership with the Sinclairville Volunteer Fire Department. 1

GRANTS 1

This month the library received from CCLS: \$768 for our Materials Grant Plan; \$1,293.30 for the 90% LLSA Grant; and a \$250 Cash Grant.

MEMORIALS

Memorial donations were received from the Family History Club and Mary Turney to honor Phil Shay.

OUTREACH 2

The Manager met with Marcy Sweetman, CVCS Director of Education and Accountability, to discuss collaborative efforts for the new school year. We discussed encouraging more field trips to the library, assistance with planning a read-a-thon, open houses and literacy nights and other ideas surrounding grant initiatives. **2**

Plans are in the works for outreach to Pre-K classes with monthly visits to the school by Library Assistant Huling in October and November, and regular visits by Pre-K classes to the library February through May. **2**

Amy Raynor, CVCS Counselor/Family Liaison met with the Manager to discuss outreach and collaboration in support of the school's initiative to support families in our district with a family resource center. The library has been invited to present information on October 18th from 9 to 10 to families at the school's family resource center as part of this initiative. **2**

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

PATRON AND COMMUNITY NEWS

One of the children who visited the library as part of the CVCS summer program told staff that she couldn't come back to the library herself because her family had lost a book and owed money. She was told that she could still come to the library to play and take free books, and that her mom could talk with the Manager to find a solution. Mom and three children came to the library and got the situation cleared up so they could all check out books. Just one example of the benefits of collaboration and outreach! **2**

PROFESSIONAL DEVELOPMENT 4

The NYLA conference will be held in Saratoga Springs November 1-4. CCLS is offering grants in the amount of \$500 to help with the expense of attending the conference. The theme this year is "Revive, Refresh, Rekindle: Reclaim Your Spark:" coming back to our purpose as libraries.

PROGRAMS AND EVENTS

Library Calendar:

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

Highlights:

HISTORY FAIR: Children are needed to march with the library float in the parade. Line-up begins at 9 AM at the Sinclairville Elementary School and steps off at 10 AM. 716 Puppet Productions (ventriloquist and magician) will present "Chris & Friends" at the library at 11 AM.

Space in the vendor area of the History Fair has been reserved for the library. Volunteers are needed to staff the library table. Copies of the library's History booklet and Cathy Obert's painted rocks will be available for a small donation (\$5 suggested for booklets and \$3 for painted rocks.)

Thursday evening special programs:

September 14: Beginning Zentangle led by volunteer Brenda Nickerson at 5:30 PM. All materials will be provided. Registration required.

September 21: Local Author Dawn Swanson at 6 PM with her new children's book *Charlotte, the Very Good, Very Naughty Girl*

September 28: Card-Making at 5:30 PM. \$5 to cover cost of materials to make three greeting cards. Registration required.

Book Club Selections:

The Book Club at the Homestead in Gerry will be held on September 15th at 3:00 PM. The book to be discussed is Carnegie's Maid by Marie Benedict. Life Stories writing at the Homestead will be held on September 1st at 3:00 PM. **2**

Books Unlimited will meet on Monday, September 18th to discuss The Personal Librarian by Marie Benedict. The online Book Club will meet on Monday, September 25th to discuss Gone to the Woods by Gary Paulsen. The link to join the online book club meeting is available upon request.

Program Updates:

On Monday, September 11, Country Kids on the Fly will resume weekly meetings on Mondays at 6 PM. This is a free program led by volunteer Greg Little who teaches the art of fly tying.

On Wednesday, September 6, the Write Spirit online writing group will resume meeting on a weekly basis each Wednesday at 7 PM. Please contact the Library Manager for the link to join this meeting.

There will be no meeting of the Family History Club in September.

The petting zoo community event held on August 7th was a big success. One of the members of NYSCOPBA, which sponsored our program with a donation, brought his family to the event. Many other families enjoyed the animals and free hot dogs. This event was funded by a summer reading program grant from CCLS as well as the NYSCOPBA donation.

PUBLIC RELATIONS AND PUBLICITY

The library purchased an ad to be placed in the Gerry Rodeo booklet: "The Sinclairville Free Library Loves the Rodeo!"

An article was published in the Post-Journal to announce the library's summer reading program.

REQUESTS AND OPPORTUNITIES

The library has been invited to have a display table at the upcoming Open House scheduled for Wednesday, August 30th from 5 to 7 PM at the Sinclairville Elementary School. Assistant Huling will represent the library at this event. The invitation to join our table has been extended to representatives of the Mary E. Seymour/Cassadaga Branch libraries. 2

STAFF AND VOLUNTEERS 4

Library volunteer Amanda Myles will coordinate plans for the library's float for the History Fair parade. Volunteer Cathy Obert will assist with scheduling volunteers to man the library's booth in Minckler's Commons during the History Fair.

A calendar of the days and times staff and volunteers are scheduled to work at the library is posted in the office.

September 2023







Fire up your imagination
with a library card.

September is
LIBRARY CARD SIGN-UP MONTH



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	
SINCLAIRVILLE HISTORY FAIR Saturday, September 9th At the Library... 11:00 am Chris and Friends (ventriloquist/magician) 11:00 am to 1:00 pm Face Painting 11:30 am Chicken Barbeque @ the Firehall Meal \$15.00 All proceeds benefit the library 11:30 am to 1:00 pm Miniature Message in a Bottle while supplies last			SUMMER READING PRIZE WINNERS WILL BE ANNOUNCED ON WEDNESDAY SEPT 6TH!  Thank you to our wonderful sponsors!!! Ross Grange - Falconer NYSCOPBA of Lakeview Chautauqua-Cattaraugus Library System Mini Summer Reading Grant		1 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	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. Country Kids on the Fly: Teaching the youth the art of fly tying. Free fly tying instruction for all kids age 8 to 90. Free tools and materials. 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 <i>Our Makerspace is available during Open Hours*</i> LEGOS, marble runs, KINEX, building kits, challenges, craft kits and more. Parent/caregiver must accompany child Children's Author Visit Dawn Swanson Dawn Swanson is the author of "Charlotte, The Very Good Very Naughty Girl", is a delightful story of little Charlotte who has learned how fun it is to use the word no. Card Making with Amanda For ages 10 and up \$5.00 fee to cover material costs of 3 greeting cards Registration Required Registration closes on 9/21/23	
3	4 Closed in Observance of Labor Day LABOR DAY 	5	6 Child's Play 1:00 - 2:00 pm Write Spirit 7:00 pm Virtual	7	8 Write Circle 9:00 am Hybrid Sinclairville Samplers 10:30 am	9 SINCLAIRVILLE HISTORY FAIR!!! 	
10	11 Country Kids on the Fly 6:00 pm Strategic Planning Team Meeting 6:00 pm	12	13 Child's Play 1:00 - 2:00 pm Write Spirit 7:00 pm Virtual	14 Basic Zentangle with Brenda Nickerson 5:30 pm Registration Required All materials provided 	15 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	16	
17	18 Country Kids on the Fly 6:00 pm Books Unlimited Book Club 7:00 pm	19	20 Child's Play 1:00 - 2:00 pm Write Spirit 7:00 pm Virtual	21 Author Visit!!! Local Author, Dawn Swanson "Charlotte, The Very Good Very Naughty Girl!" 6:00 pm	22 Write Circle 9:00 am Hybrid Sinclairville Samplers 10:30 am	23	
24	25 Country Kids on the Fly 6:00 pm Virtual Book Club 7:30 pm Virtual	26	27 Child's Play 1:00 - 2:00 pm Library Board Mtg 6:00 pm Write Spirit 7:00 pm Virtual	28 Card Making with Amanda* 5:30 pm *Please see side panel for more details	29 Write Circle 9:00 am Hybrid Sinclairville Samplers 10:30 am	30	
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			BOOK CLUB SELECTIONS - COPIES ARE AVAILABLE THRU THE LIBRARY SYSTEM Books Unlimited Book Club Selection: "The Personal Librarian" by Marie Benedict Book Club @ The Homestead: "Carnegie's Maid" by Marie Benedict Virtual Book Club Selection: "Gone to the Woods" by Gary Paulsen Please register for events or programs using our Event & Program Registration form on our website				

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

	Jul 31, 23	Jul 31, 22
ASSETS		
Current Assets		
Checking/Savings		
Checking - Community Bank		
Checking - Operating	20,643.40	9,234.44
Grant Funding		
Bullet Aid	0.00	3,571.43
Local History Room	0.00	126.78
Restricted Funds		
Capital Improvements	0.00	-4,000.00
NCCF	0.00	2,500.00
Technology Upgrades	0.00	322.41
Total Restricted Funds	0.00	-1,177.59
Total Grant Funding	0.00	2,520.62
Total Checking - Community Bank	20,643.40	11,755.06
Front Desk Change	15.00	15.00
Petty Cash	50.00	50.00
Savings	11.34	12,409.47
Total Checking/Savings	20,719.74	24,229.53
Other Current Assets		
Investment		
Investment-Orig + Income	16,036.90	17,602.16
Unrealized Gain (Loss) on Inves	-2,705.33	0.00
Total Investment	13,331.57	17,602.16
Total Other Current Assets	13,331.57	17,602.16
Total Current Assets	34,051.31	41,831.69
Fixed Assets		
Land & Building	244,123.98	219,599.19
Total Fixed Assets	244,123.98	219,599.19
TOTAL ASSETS	278,175.29	261,430.88
LIABILITIES & EQUITY		
Equity		
32000 · Unrestricted Net Assets	273,756.48	274,936.90
Net Income	4,418.81	-13,506.02
Total Equity	278,175.29	261,430.88
TOTAL LIABILITIES & EQUITY	278,175.29	261,430.88

8:20 PM
08/08/23
Accrual Basis

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

	Jan - Jul 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
CCLS - System Cash Grants			
Other Cash Grants	500.00	5,000.00	-4,500.00
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	2,179.40	7,500.00	-5,320.60
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	2,437.18	8,010.00	-5,572.82
Memorial	100.00	1,000.00	-900.00
Other Grants	20,000.00		
Total 11.14 · Gifts & endowments	22,537.18	9,010.00	13,527.18
11.15 · Fund Raising			
Annual Appeal	1,400.00	6,000.00	-4,600.00
Bake Sale	200.00	250.00	-50.00
Chicken BBQ	0.00	2,000.00	-2,000.00
Give Big CHQ	1,317.49	500.00	817.49
History Books	5.00		
Painted rocks	65.00	250.00	-185.00
Yard Sale	0.00	250.00	-250.00
Total 11.15 · Fund Raising	2,987.49	9,250.00	-6,262.51
11.16 · Investment Income			
Savings Interest	0.23	4.00	-3.77
11.16 · Investment Income - Other	0.37		
Total 11.16 · Investment Income	0.60	4.00	-3.40
11.17 · Library Charges			
Copy	46.90	150.00	-103.10
Fax	29.00	50.00	-21.00
Fines	0.00	0.00	0.00
ILL Fee	0.00	5.00	-5.00
Lost Book Payments	56.00		
Lost Card	3.00	0.00	3.00
Printing	80.25	150.00	-69.75
Total 11.17 · Library Charges	215.15	355.00	-139.85
11.18 · Other Income			
Book Sale	98.02	250.00	-151.98
Total 11.18 · Other Income	98.02	250.00	-151.98
Total 11.13 · Other Receipts	25,838.44	18,869.00	6,969.44

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

	Jan - Jul 23	Budget	\$ Over Budget
Total Income	46,017.84	53,119.00	-7,101.16
Expense			
Employee Expenses			
12.3 · Salaries			
Assistant	10,689.02	15,080.00	-4,390.98
Manager	13,993.31	26,936.00	-12,942.69
Total 12.3 · Salaries	24,682.33	42,016.00	-17,333.67
12.4 · Employee Benefits	3,086.51	4,184.00	-1,097.49
Total Employee Expenses	27,768.84	46,200.00	-18,431.16
Library Materials			
12.6 · Printed Material			
Books	2,770.63		
Magazines	657.20		
12.6 · Printed Material - Other	0.00	4,000.00	-4,000.00
Total 12.6 · Printed Material	3,427.83	4,000.00	-572.17
12.7 · Electronic Material	700.00	1,200.00	-500.00
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	4,374.51	5,700.00	-1,325.49
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	54.18	500.00	-445.82
Utilities	3,126.32	5,250.00	-2,123.68
Other Bldg Oper & Maint - Other	466.97		
Total Other Bldg Oper & Maint	6,964.08	10,350.00	-3,385.92
Repairs	192.50	250.00	-57.50
Total 12.17 · Building Operation & Maintenance	7,156.58	10,600.00	-3,443.42
12.25 · Miscellaneous Expense			
Equipment	0.00	2,500.00	-2,500.00
Office & Library Supplies	648.32	1,000.00	-351.68
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	417.93	750.00	-332.07
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			

8:20 PM
 08/08/23
 Accrual Basis

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

	Jan - Jul 23	Budget	\$ Over Budget
Story Hour	119.54		
Summer Reading Program	-10.34	500.00	-510.34
Program Expense - Other	233.62	1,200.00	-966.38
Total Program Expense	342.82	1,700.00	-1,357.18
Travel	249.74	150.00	99.74
Volunteer Expense	58.15	100.00	-41.85
z-Miscellaneous - other - Other	332.83	100.00	232.83
Total z-Miscellaneous - other	1,038.54	2,835.00	-1,796.46
12.25 · Miscellaneous Expense - Other	165.75		
Total 12.25 · Miscellaneous Expense	2,396.54	8,705.00	-6,308.46
Total Expense	41,696.47	71,205.00	-29,508.53
Net Ordinary Income	4,321.37	-18,086.00	22,407.37
Other Income/Expense			
Other Income			
Investment - not on annual rept	97.44		
Total Other Income	97.44		
Net Other Income	97.44		
Net Income	4,418.81	-18,086.00	22,504.81