

Agenda

September 27, 2023

6PM

1. Call to order
2. Pledge of Allegiance
3. Privilege of the floor
4. Approval of September 27, 2023 minutes
5. Financial Report and approval of expenditures
6. Report of Library Manager
7. Report of Special Committees:

Strategic Plan - Please read the plan and be ready to discuss.

Buildings and Grounds activities

8. Correspondence and Communications:

- Update on the 10/18 meeting with Beth Hadley, Ricki Sharp, Linda Bartholomew, Larry Barmore, Roz Newton, Jan Dekoff, and Bill Newton regarding the School tax funding budget for 2025.

9. New Business:

- a. Election/reelection of officers for 2024 will occur at the November meeting. Slate of Officers will include:
 - President: Bill Newton
 - Vice President: Larry Barmore
 - Secretary: Lisa Greeley
 - Treasurer: Darla Frost-Kianos
- b. CVCS Board of Education meeting will be addressed on December 13 at 6 pm at the Sinclairville Elementary School regarding the proposed school Tax funding vote for Seymour/Cassadaga Library and SFL in May 2024. Each library will present a budget and a short powerpoint presentation will be shown. Jan Dekoff is working on the powerpoint for us, incorporating ideas she has gathered from other area library scripts. Once this presentation is developed and what the increase in tax rate will be per \$1000 for area residents, we can begin to take this out to our area organizations to share.

- c. Larry Barmore and Linda Bartholomew to report on the Oct. 12th Town of Gerry Board meeting regarding use of space for Storage as well as Reading Room ((possibly once a month)
- d. Larry shared that he will oversee the 25th Sinclairville's History Day (9/7/24). Larry is lining up many activities to be centered in and around the library (ie making butter, making cider, coloring contest, petting zoo, face painting, puppet man, etc. Keeping library open 10-3pm)
- e. Changing Beth's title from Library Manager to Library Director
- f. Other?

10. Unfinished Business:

- a. Annual Appeal: Letters sent out and donations are arriving everyday
- b. Becoming the repository of area historical documents: Any Update?
 - Historical documents (John Sipos)
 - Jay Holmquist: Emory's collection of 100 6" notebooks
 - Walter Waite's collection (topics on businesses, railroads, etc... not family)
- c. Volunteer Recognition: to be possibly held at Park Methodist Church
- d. Will the cemetery tour, planned for October 2024, priced at \$15 for 20 tickets/trolley, be a fundraiser for the library or Valley Historical Society or both? (3 trolleys will cost \$150/hour starting when they leave from Falconer)
- e. Bill has finished the paperwork for the Project 0386-21-9081 State Aid For Library Construction totalling \$6,942. This provided money for electrical work and heating/cooling unit. Jeff Embury initiated this funding. Once the paperwork FS-10-F is approved, the library will receive the final payment of the funding.
- f. Please submit your SELF-ASSURANCE of Trustee Education Activity Completion to Bill by the end of December 2023. Each trustee must submit these forms to identify the workshops they have attended. 2 hours/year is required by education Law 260-d as added by Chapter 468 of the Laws of 2021.
- g. Other?

11. Next meeting is November 29, 2023 at 6pm.

SINCLAIRVILLE FREE LIBRARY BOARD MINUTES

September 27, 2023

OPENING: Bill Newton called the meeting to order September 27, 2023 at 6:02 PM with reciting the Pledge of Allegiance.

PRESENT: Lisa Greeley, Beth Hadley, Peggy Minckler, Bill Newton, Roslin Newton Larry Barmore, Betty Jean Ridout, Darla Frost Kianos, Candi George, Linda Bartholomew, Mike Greeley, Greg Little

PRIVILEGE OF THE FLOOR; Bill Newton discussed what the Buildings and Grounds Committee has done in the past. Options include washing the building, taking care of gardens, trim hedges, ice build up, sidewalk safety, furnace filters, carpenter bees. An annual walk around by the committee would be planned, Beth would maintain a list of needed tasks.

Current needs include outdoor sign, broken window, water spigot, broken siding. Mike Greeley and Greg Little agreed to be members.

APPROVAL OF MINUTES: The August 30, 2023 minutes were approved with corrections. Motion to accept by Darla Frost Kianos, seconded by Roslin Newton, motion carried

FINANCIAL REPORT: Darla Frost Kianos moved to approve, Linda Bartholomew seconded, motion carried

MANAGER'S REPORT: The report was reviewed.

1. Trustee training was reviewed. Two hours of training are required for each trustee
2. Annual appeal letter was shared and approved with minor corrections
3. Beth would like to order the color copier, motion to approve made by Candi George, seconded by Linda Bartholomew, motion carried
4. Next month will be annual budget vote and election of officers
5. Thursday Oct 19th 4:30 is the budget preparation for the school board
6. Cemetery tour will not happen this year, potentially next October
7. Beth received a call from Robert Kochersberger regarding book banning. Beth was able to answer that book banning was not a problem at this branch.
8. School budget meeting will be November 19th
9. Volunteer appreciation will be explored for April 16th. Candi will confirm
10. Beth got an email from ALA to apply for round two of grant funds for accessibility. Linda Bartholomew moved to apply, ---seconded, motion carried

Motion to accept by by Lisa Greeley, seconded by Peggy Minckler, motion carried

SPECIAL COMMITTEES:

Building and Grounds:

1. Front needs to be dug up and replanted, shrubs need to be trimmed
2. Some downspouts need to be replaced
3. The window needs a pane replaced
4. Jessica can help choose plantings to replace

Strategic Planning:

1. Committee met on Sept 11
2. Board members will review the plan for the next meeting. Roslin will distribute draft for board review at October meeting

CORRESPONDENCE:

1. Heritage resident Lorraine shared that she attends the book club and memoir writing, said she thoroughly enjoys the clubs and appreciates Beth

OLD / UNFINISHED BUSINESS:

1. Roslin and Bill had a very positive meeting with the CVCS superintendent. He was very supportive of the budget issue
2. BBQ made about \$2000. Some funds can be used for school funding education
3. Library will be invited to participate in next year's History Fair. Motion made to have the library open until 3:00 on that date by Roslin Newton, seconded by Candi George, motion carried.
4. Larry has approached Holmquist family, John Sipos and Walter Waite regarding historical donations. Some materials will be donated, space is an issue. The Gerry Town Hall may be an option. Larry and Linda will approach the Gerry Town Board Oct 12th about the reading room concept there

NEW BUSINESS:

1. A nominating committee will not be needed as last year's officers volunteered to continue into 2024.
2. Volunteers are needed to present to various organizations about the school funding issues. Park Church, PTO and Girl Scouts will be visited by Candi, Jessica will visit the Baptist church, Lisa will attend Town of Gerry and Gerry Church, Linda will present to Heritage Village, Larry will present at Valley Historical Society, Town of Charlotte, Village of Sinclairville.

ADJOURNMENT: The meeting was adjourned at 7:21 PM. Moved by Lisa Greeley and seconded by Betty Jean Ridout . The next meeting will be held on October 26, 6:00 PM in the library.

Minutes submitted by: Lisa Greeley

Approved: _____

OCTOBER 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 CCLS Annual Meeting was held on October 11th with Library Manager Beth Hadley, Board President Bill Newton and trustee Roz Newton in attendance.

The library will be closed November 10th in observance of Veteran's Day, November 23-25 for the Thanksgiving holiday and December 23 and 25 for the Christmas holiday.

The 3rd Quarter Statistical Report has been submitted to CCLS as required.

The proposed budget for 2024 has been prepared by volunteer bookkeeper R. Sharp for your review.

The NYS Department of Labor has announced that the minimum wage will increase to \$15 per hour as of January 1, 2024.

Trustee training information is available on the library's website on the Board of Trustees page.

BEAUTIFICATION AND DISPLAYS

Stockton Panthers 4-H have installed a display for their club in the front entrance.

BUILDING, GROUNDS AND MAINTENANCE

The broken window at the rear of the building has been repaired and the building and grounds crew attended to other needs that required attention. The cost to repair the window was \$227.43.

CORRESPONDENCE

Received account statement from Victory Funds showing a total market value of investments at September 29, 2023 of \$13,463.72. (September 30, 2022 = \$14, 501.58) (September 30, 2021 = \$15,889.79) (September 30, 2020 = \$12,299.16) (September 30, 2019 = \$13,456.43). 1

An invitation was received from the Chautauqua County Historical Society to their Holiday Open House which will be held on Sunday, November 19 from 2 to 4 PM at the McClurg Museum in Westfield.

Received a “thank you for your partnership” card from the CVCS District’s Family Center after the Library Manager presented library information to a group at the center on October 18th. “We are excited about the possibilities!” they added.

DONATIONS

TOPS NY 610 donated \$50 for the use of the conference room for their weekly meetings. **1**

FUNDRAISING

The book and bake sale raised \$566.00. **1**

An additional expense of \$772.51 was incurred for the cost of chicken for the BBQ.

Annual Appeal letters were mailed and funds are coming in. Please donate to help make this fund drive a success. **1**

GRANTS (1)

Our Pilcrow Grant Application for their Children’s Book Award program was approved. **1**

The community discussion as part of our ALA Grant held on October 12 generated many useful ideas. Work continues on the projects of repairs to the library sidewalks and installation of automatic door openers. Manager Hadley also met with Rebecca Donnelly, Director of Special Education at CVCS to add to the community discussion.

Our CCLS Outreach Mini-Grant application was approved in the amount of \$800.00. The project funded by this grant is “Life Lessons Generational Outreach.” This program will guide seniors and youth through a series of prompts to create scrapbooks about their lives and have opportunity to meet together to share their creations. The due date for the final report on this grant is July 31st 2024.

OUTREACH 2

Outreach to school-aged children participating in the Wrap program at Park Methodist Church continues with weekly visits to the program by the Library Assistant, who reads to the children and brings library books to leave on deposit for the children’s use. Little Seeds Pre-K and Pre-K students at CVCS were also visited during the month and Library Assistant Huling represented the library at the Sinclairville Elementary School’s Family Literacy Night on October 19th and the Wrap’s Fall Festival that was held on October 21st. **2**

Library Manager Hadley provides digital and other library services outreach bi-monthly as well as monthly Book Club and Memoir Writing at the Homestead in Gerry. Fifteen folks attended the most recent Book Club meeting! **2**

POLICIES & PROCEDURES

Please review the draft copy of the library's Strategic Plan for 2024-2029.

PROGRAMS AND EVENTS

Calendar: Paper copies of the November calendar of programs and events are available at the front desk, and the calendar is posted on the library's website.

Highlights:

Homeschool Hour is a new program that will meet from 2:30-3:30 on the following Wednesdays: November 1, 15 and 29.

Caregiving Thru the Holidays will be presented by the Alzheimer's Association on Thursday, November 2nd at 5:30 PM. Please register by calling 800.272.3900 or at bit.ly/Holidays2023SFL.

Family Fun night is scheduled for Monday, November 6 from 5 to 7 PM with "Book Folding: Hedgehog" on the agenda.

Card Making with Amanda will be presented on Thursday, November 16 at 5:30 PM. This program is for ages 10 and up with registration required and a \$5 fee to cover material costs to create three holiday cards.

Book Club Selections:

Books Unlimited: This group will meet in person at the library on Monday, November 20 at 7 PM to discuss The Wife Upstairs by Rachel Hawkins.

The library's online Book Club will meet on Monday, November 27th at 7:30 PM to discuss The Maid by Nita Prose.

Book Club at the Homestead in Gerry will meet on Friday, November 17th at 3 PM to discuss The Book That Matters Most by Ann Hood. **2**

PUBLIC RELATIONS AND PUBLICITY

The Library Manager has been invited to attend the October 30th meeting of the CVCS Work Based Learning Advisory Board as a community partner and plans to participate in the meeting.

2

Use of the library's conference room by the public this month included TOPS and tutoring. The children's room was used for a family birthday party.

The library has been invited to participate at the CVCS Glow Run and Trunk or Treat to be held on Saturday, October 28 from 6 to 7:30. Library Assistant Huling and mascot Chet will represent the library at this event. (Library Manager Hadley will be celebrating her 65th birthday.)

The library has also been invited to participate in the Gerry Volunteer Fire Department Auxiliary's program with Santa to be held on December 1st from 6 to 8 PM. Library Assistant Huling will represent the library at this event.

STAFF AND VOLUNTEERS (4)

A staff/volunteer meeting will be held on November 8 at 2:30 PM.

TECHNOLOGY & EQUIPMENT

A request to order the new color copier discussed at our last Board meeting has been sent to Mike Jones at CCLS. When it arrives, CCLS staff will install the new equipment.

November 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

ANNUAL APPEAL

The library is fortunate to have many supporters like you who value your community and the services the library provides. Your gifts help to strengthen the bonds the library develops within this community; by partnerships the The Wrap childcare program of Park Methodist Church, Sinclairville and Gerry recreation programs for children to participate in our Summer Reading Program; collaboration with CVCS to bring groups of students for library visits and library representation at Open House and Literacy Nights, by outreach to the residents of Gerry including those at the Homestead retirement community.

Donations can be dropped off at the library PayFai available on our website.

1 Child's Play 1:00 - 2:00 pm
Homeschool Hour 2:30 - 3:30 pm
Write Spirit 7:00 pm Virtual

2 Caregiving Thru the Holidays 5:30 pm w/ Alzheimer's Association
To Register, please visit: alz.org.wny or call 1.800.272.3900

3 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

4

5

6 Family Night "Book Folding: Hedgehog" 5:00 - 7:00 pm
Country Kids on the Fly 6:00 pm

7

8 Child's Play 1:00 - 2:00 pm
Staff & Volunteer Meeting 2:30 pm
Write Spirit 7:00 pm Virtual

9

10 Closed in Observance of Veterans Day

No School at CVCS

11 Family History 10:00 am

12

13 Country Kids on the Fly 6:00 pm

14

15 Child's Play 1:00 - 2:00 pm
Homeschool Hour 2:30 - 3:30 pm
Write Spirit 7:00 pm Virtual

16 Card Making with Amanda* 5:30 pm
*Please see side panel for more details

17 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


18

19

20 Country Kids on the Fly 6:00 pm
Books Unlimited Book Club 7:00 pm

21

22 Write Spirit 7:00 pm Virtual

23 Closed in Observance of Thanksgiving Holiday

No School at CVCS

24 Closed in Observance of Thanksgiving Holiday
No School at CVCS

25 Closed in Observance of Thanksgiving Holiday

26

27 Country Kids on the Fly 6:00 pm
Virtual Book Club 7:30 pm Virtual

28

29 Child's Play 1:00 - 2:00 pm
Homeschool Hour 2:30 - 3:30 pm
Library Board Mtg 6:00 pm

30

Dec 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

2

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: Group for anyone interested in genealogy and writing to preserve family history. Please register.

Homeschool Hour: For our local homeschool families. Network and socialize, fun learning activities.

Library Services @ The Homestead: 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 for women. 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

SPECIAL PROGRAMS:

FAMILY NIGHT!!!
Stories, crafts and fun geared toward families



Let's create a Hedgehog using an old paperback book. All materials provided. Registration required.

Card Making with Amanda
For ages 10 and up
\$5.00 fee to cover material costs of 3 greeting cards
Registration Required

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 Wife Upstairs" by Rachel Hawkins
Book Club @ The Homestead: "The Book That Matters Most" by Ann Hood
Virtual Book Club Selection: "The Maid" by Nita Prose

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

6:48 PM
10/17/23
Accrual Basis

Sinclairville Free Library
Balance Sheet Prev Year
As of September 30, 2023

	Sep 30, 23	Sep 30, 22
ASSETS		
Current Assets		
Checking/Savings		
Checking - Community Bank		
Checking - Operating	-301.81	4,217.21
Grant Funding		
Bullet Aid	0.00	3,571.43
Local History Room	0.00	43.59
Restricted Funds		
ALA/LTC	20,000.00	0.00
NCCF	0.00	2,500.00
Total Restricted Funds	20,000.00	2,500.00
Total Grant Funding	20,000.00	6,115.02
Total Checking - Community Bank	19,698.19	10,332.23
Front Desk Change	15.00	15.00
Petty Cash	50.00	50.00
Savings	10,011.69	17,409.93
Total Checking/Savings	29,774.88	27,807.16
Other Current Assets		
Investment		
Investment-Orig + Income	16,036.90	17,612.20
Unrealized Gain (Loss) on Inves	-2,705.33	0.00
Total Investment	13,331.57	17,612.20
Total Other Current Assets	13,331.57	17,612.20
Total Current Assets	43,106.45	45,419.36
Fixed Assets		
Land & Building	244,123.98	219,599.19
Total Fixed Assets	244,123.98	219,599.19
TOTAL ASSETS	287,230.43	265,018.55
LIABILITIES & EQUITY		
Equity		
32000 - Unrestricted Net Assets	273,756.48	274,936.90
Net Income	13,473.95	-9,918.35
Total Equity	287,230.43	265,018.55
TOTAL LIABILITIES & EQUITY	287,230.43	265,018.55

6:48 PM
10/17/23
Accrual Basis

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

	Jan - Sep 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
CCLS - System Cash Grants			
Other Cash Grants	750.00	5,000.00	-4,250.00
11.3 · LLSA	1,436.70	500.00	936.70
11.7 · Materials Plan	2,304.00	2,000.00	304.00
Total CCLS - System Cash Grants	4,490.70	7,500.00	-3,009.30
11.1 · Public Funding			
Charlotte	12,000.00	11,250.00	750.00
Gerry	6,000.00	6,000.00	0.00
Sinclairville	9,500.00	9,500.00	0.00
Total 11.1 · Public Funding	27,500.00	26,750.00	750.00
11.13 · Other Receipts			
11.14 · Gifts & endowments			
Donation	7,899.53	8,010.00	-110.47
Memorial	275.00	1,000.00	-725.00
Other Grants	21,050.00		
Total 11.14 · Gifts & endowments	29,224.53	9,010.00	20,214.53
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	3,092.00	2,000.00	1,092.00
Give Big CHQ	1,317.49	500.00	817.49
History Books	10.00		
Painted rocks	200.00	250.00	-50.00
Yard Sale	0.00	250.00	-250.00
Total 11.15 · Fund Raising	6,219.49	9,250.00	-3,030.51
11.16 · Investment Income			
Savings Interest	0.23	4.00	-3.77
11.16 · Investment Income - Other	0.72		
Total 11.16 · Investment Income	0.95	4.00	-3.05
11.17 · Library Charges			
Copy	61.35	150.00	-88.65
Fax	42.00	50.00	-8.00
Fines	0.00	0.00	0.00
ILL Fee	0.00	5.00	-5.00
Lost Book Payments	84.00		
Lost Card	8.00	0.00	8.00
Printing	121.50	150.00	-28.50
Total 11.17 · Library Charges	316.85	355.00	-38.15
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	35,859.84	18,869.00	16,990.84

6:48 PM
10/17/23
Accrual Basis

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

	Jan - Sep 23	Budget	\$ Over Budget
Total Income	67,850.54	53,119.00	14,731.54
Expense			
Employee Expenses			
12.3 · Salaries			
Assistant	12,797.55	15,080.00	-2,282.45
Manager	19,513.82	26,936.00	-7,422.18
Total 12.3 · Salaries	32,311.37	42,016.00	-9,704.63
12.4 · Employee Benefits	3,355.87	4,184.00	-828.13
Total Employee Expenses	35,667.24	46,200.00	-10,532.76
Library Materials			
12.6 · Printed Material			
Books	3,504.80		
Magazines	657.20		
12.6 · Printed Material - Other	0.00	4,000.00	-4,000.00
Total 12.6 · Printed Material	4,162.00	4,000.00	162.00
12.7 · Electronic Material	900.00	1,200.00	-300.00
12.8 · Other Material			
Audio CD's	0.00	150.00	-150.00
DVD's	195.77	200.00	-4.23
Toys/Manipulatives	20.95	150.00	-129.05
Total 12.8 · Other Material	216.72	500.00	-283.28
Total Library Materials	5,278.72	5,700.00	-421.28
12.17 · Building Operation & Maintenan			
Other Bldg Oper & Maint			
Building Insurance	1,936.61	2,000.00	-63.39
Cleaning	2,100.00	2,600.00	-500.00
Supplies	209.74	500.00	-290.26
Utilities	3,764.48	5,250.00	-1,485.52
Other Bldg Oper & Maint - Other	466.97		
Total Other Bldg Oper & Maint	8,477.80	10,350.00	-1,872.20
Repairs	1,242.50	250.00	992.50
Total 12.17 · Building Operation & Maintenan	9,720.30	10,600.00	-879.70
12.25 · Miscellaneous Expense			
Equipment	0.00	2,500.00	-2,500.00
Office & Library Supplies	735.81	1,000.00	-264.19
Postage	192.00	120.00	72.00
Professional & Consultant Fees	250.00	500.00	-250.00
Technology updating	0.00	1,000.00	-1,000.00
Telephone & Internet	497.91	750.00	-252.09
z-Miscellaneous - other			
Advertising	80.00	25.00	55.00
Coffee expense	0.00	100.00	-100.00
Fund Raising Exp	725.54	650.00	75.54
Lost Material Pmts to other Lib	18.00		
Paypal Fee	0.00	10.00	-10.00

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6:48 PM
10/17/23
Accrual Basis

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

	Jan - Sep 23	Budget	\$ Over Budget
Program Expense			
Story Hour	119.54		
Summer Reading Program	-10.34	500.00	-510.34
Program Expense - Other	395.44	1,200.00	-804.56
Total Program Expense	504.64	1,700.00	-1,195.36
Travel	283.14	150.00	133.14
Volunteer Expense	58.15	100.00	-41.85
z-Miscellaneous - other - Other	296.83	100.00	196.83
Total z-Miscellaneous - other	1,966.30	2,835.00	-868.70
12.25 · Miscellaneous Expense - Other	165.75		
Total 12.25 · Miscellaneous Expense	3,807.77	8,705.00	-4,897.23
Total Expense	54,474.03	71,205.00	-16,730.97
Net Ordinary Income	13,376.51	-18,086.00	31,462.51
Other Income/Expense			
Other Income			
Investment - not on annual rept	97.44		
Total Other Income	97.44		
Net Other Income	97.44		
Net Income	13,473.95	-18,086.00	31,559.95

2:59 PM
09/19/23
Accrual Basis

Sinclairville Free Library
Profit Loss Budget - Actual

	2023		2024	
	Jan - Aug 23	YTD Estimate	Budget	Proposed Budget
Ordinary Income/Expense				
Income				
CCLS - System Cash Grants				
Other Cash Grants	750.00	1,125.00	5,000.00	3,000.00
11.3 · LLSA	1,436.70	1,436.70	500.00	1,500.00
11.7 · Materials Plan	2,304.00	3,072.00	2,000.00	3,000.00
Total CCLS - System Cash Grants	4,490.70		7,500.00	
11.1 · Public Funding				
Charlotte	12,000.00	12,000.00	11,250.00	12,000.00
Gerry	6,000.00	6,000.00	6,000.00	6,000.00
Sinclairville	9,500.00	9,500.00	9,500.00	9,500.00
Total 11.1 · Public Funding	27,500.00		26,750.00	
11.13 · Other Receipts				
11.14 · Gifts & endowments				
Donation	7,859.03	11,788.55	8,010.00	8,000.00
Memorial	145.00	217.50	1,000.00	500.00
Other Grants	21,050.00	21,050.00		
Total 11.14 · Gifts & endowments	29,054.03		9,010.00	
11.15 · Fund Raising				
Annual Appeal	1,400.00	2,100.00	6,000.00	6,000.00
Bake Sale	200.00	300.00	250.00	250.00
Chicken BBQ	0.00	-	2,000.00	2,000.00
Give Big CHQ	1,317.49	1,317.49	500.00	1,000.00
History Books	5.00	7.50		
Painted rocks	65.00	97.50	250.00	50.00
Yard Sale	0.00	-	250.00	0.00
Total 11.15 · Fund Raising	2,987.49		9,250.00	
11.16 · Investment Income				
Savings Interest	0.23	0.35	4.00	4.00
11.16 · Investment Income - Other	0.56	0.84		
Total 11.16 · Investment Income	0.79		4.00	
11.17 · Library Charges				
Copy	51.15	76.73	150.00	100.00
Fax	38.00	57.00	50.00	50.00
Fines	0.00	-	0.00	0.00
ILL Fee	0.00	-	5.00	0.00
Lost Book Payments	66.00	99.00		0.00
Lost Card	6.00	9.00	0.00	0.00
Printing	103.25	154.88	150.00	150.00
Total 11.17 · Library Charges	264.40		355.00	
11.18 · Other Income				
Book Sale	98.02	147.03	250.00	250.00
Total 11.18 · Other Income	98.02		250.00	
Total 11.13 · Other Receipts	32,404.73		18,869.00	
Total Income	64,395.43	70,557.05	53,119.00	53,354.00
Expense				
Employee Expenses				
12.3 · Salaries				
Assistant (up \$1/hour) 20 hours	11,427.64	17,141.46	15,080.00	16,640.00
Manager (up \$1/hour) 28 hours	17,235.69	25,853.54	26,936.00	29,120.00
Total 12.3 · Salaries	28,663.33		42,016.00	
12.4 · Employee Benefits	3,093.41	4,640.12	4,184.00	4,700.00
Total Employee Expenses	31,756.74		46,200.00	

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Accrual Basis

Sinclairville Free Library
Profit Loss Budget - Actual

	2023		2024	
	Jan - Aug 23	YTD Estimate	Budget	Proposed Budget
Library Materials				
12.6 · Printed Material				
Books	3,377.95	5,066.93		
Magazines	657.20	985.80		
12.6 · Printed Material - Other	0.00	-	4,000.00	4,000.00
Total 12.6 · Printed Material	4,035.15		4,000.00	
12.7 · Electronic Material	800.00	1,200.00	1,200.00	1,200.00
12.8 · Other Material				
Audio CD's	0.00	-	150.00	150.00
DVD's	225.73	338.60	200.00	200.00
Toys/Manipulatives	20.95	31.43	150.00	25.00
Total 12.8 · Other Material	246.68		500.00	
Total Library Materials	5,081.83		5,700.00	
12.17 · Building Operation & Maintenanc				
Other Bldg Oper & Maint				
Building Insurance	1,936.61	1,936.61	2,000.00	2,000.00
Cleaning	2,100.00	3,150.00	2,600.00	3,150.00
Supplies	209.74	314.61	500.00	500.00
Utilities	3,511.38	5,267.07	5,250.00	5,250.00
Other Bldg Oper & Maint - Other	466.97	700.46		
Total Other Bldg Oper & Maint	8,224.70		10,350.00	
Repairs	1,242.50	1,242.50	250.00	500.00
Total 12.17 · Building Operation & Maintenanc	9,467.20		10,600.00	
12.25 · Miscellaneous Expense				
Equipment	0.00	-	2,500.00	2,500.00
Office & Library Supplies	675.86	1,013.79	1,000.00	1,000.00
Postage	126.00	189.00	120.00	150.00
Professional & Consultant Fees	250.00	375.00	500.00	500.00
Technology updating	0.00	-	1,000.00	1,000.00
Telephone & Internet	457.92	686.88	750.00	750.00
z-Miscellaneous - other				
Advertising	80.00	120.00	25.00	100.00
Coffee expense	0.00	-	100.00	0.00
Fund Raising Exp	0.00	-	650.00	0.00
Paypal Fee	0.00	-	10.00	0.00
Program Expense				
Story Hour	119.54	179.31		
Summer Reading Program	-10.34	(15.51)	500.00	500.00
Program Expense - Other	233.62	350.43	1,200.00	1,200.00
Total Program Expense	342.82		1,700.00	
Travel	249.74	374.61	150.00	350.00
Volunteer Expense	58.15	87.23	100.00	100.00
z-Miscellaneous - other - Other	332.83	499.25	100.00	500.00
Total z-Miscellaneous - other	1,063.54		2,835.00	
12.25 · Miscellaneous Expense - Other	165.75	248.63		
Total 12.25 · Miscellaneous Expense	2,739.07		8,705.00	
Total Expense	49,044.84	71,977.71	71,205.00	76,085.00
Net Ordinary Income	15,350.59	(1,420.65)	(18,086.00)	(22,731.00)

SINCLAIRVILLE FREE LIBRARY

STRATEGIC PLAN

2024-2029

Introduction

The Board of Trustee members proudly developed a strategic plan which speaks to the issues of concern and need for the Sinclairville Free Library. This planning process has helped clarify our priorities and directions for the upcoming years, giving unity and focus to the board members, the Library Manager, and Library Assistant. It will serve as a monthly agenda item and help us reach our greater goals for the community which we serve.

History of Sinclairville Free Library

Rev. Elbridge P. McElroy, Congregational Minister of Sinclairville,,had no idea that 130 years later his generous offering of his personal library of 185 books would turn into a celebration for the village of Sinclairville and the towns of Charlotte and Gerry on July 8, 2000. This was the day of the Grand Opening of the new library building!! The Deed of Trust,, written in February 1870, stated the library was formed.in order to encourage the youth of Sinclairville and vicinity to form good habits and a taste for reading.

The first home for the library was in the law offices of the Honorable Obed Edson. In 1871 the library was moved to the shop of Charles W. Hedges. We are unsure as to how long the library remained at the Hedges' shop.The next mention of the library's location is in November 1885 where it was listed as the home of William A. Fife. A fourth move, which occurred on January 15th,,1908 found the library renting space for \$2 a month on the corner of Lester and Main Streets.. On January 8, 1937 the library moved to the Sinclairville Grange Building at the corner of Main and Park Streets. When the Grange Building was torn down, the library moved to the Administrative Building of the Cassadaga Valley Central School, located at the corner of Park and Church Streets. In 1977 the library moved into the basement of the American Legion Building which was renamed the David Vern Luce Building in April 2000. During the week of May 8, 2000

the library moved for the eighth and final time into a brand-new building located on Main Street..

Nineteen librarians have served in the various locations the library has been housed. We honor them all for their diligence and dedication by listing their names:

Miss Fanny A. Edson
Charles W. Hedges
Edwin L. Husted
A.L. Staples
John M. Edson
William A. Fife
William Hinchlief
Miss Abbie Doty
William C. Scott
Mrs. F.B. Putnam
Mrs. Fred Briggs
Miss Genevera Ticknor (later Mrs. Sears)
Mrs. Phillip Edson
Mrs. Charles Ervin
Mrs. Maurice Westley
Mrs. Earl (Irene) Minkler
Patricia Webb
Lynn Ann Faber
Lisa Greeley
and Beth Hadley

The possibilities of what role the library will play within Sinclairville, besides its normal library services, are endless. Through this Strategic Planning process, we aim to make it all that it can be!!!!

Performance Indicators

A report of the Performance Indicators is shown on the next page:

Performance Indicators	2017	2018	2019	2020 **	2021	2022
Total PC Use	1293	1284	1502	311	192	532
Grand Total Circulation (Collection Use)	16712	18133	20213	11991	12294	13301
Total Adult Book Circulation	5900	5798	5591	4021	4549	4229
Total Circulation of Adult Other Materials	5087	5431	7054	3852	2046	1752
Total Children's Book Circulation	3028	3293	3586	1831	3725	4458
Total Circulation of Children's Other Materials	1636	2180	1715	431	300	1120
Grand Total Holdings	31016	32550	34323	48739	48876	50303
Inter-Library Loan - Materials Received (Borrowed)	0	11	1	1870	2328	2415
Inter-Library Loan - Materials Provided (Loaned)	0	0	0	649	1025	1152
Additions to Holdings	3135	2562	2659	*14575	6562	5529
Total Local Public Funds	26300	26500	26750	27000	26750	27000
Total Number of Program Sessions	286	386	399	183	293	390
Total Program Attendance	3081	4079	4135	1330	2172	3555
Reference Transactions	1305	1416	1427	1196	1640	1204
All Registered Borrowers	1127	1219	1240	1253	1276	1365
Registered Resident Borrowers	829	911	925	937	958	1026
Registered Non-Resident Borrowers	298	308	315	316	318	339
Hours Open	27	27	27	27	27	27
Library Visits	17777	17995	21869	6437	8861	11657
Population Chartered to serve Library website visits	3222	3222	3222	3222 16365	3222 10972	3309 13058
Total Collection Expenditures	\$8366	\$7095	\$8414	\$6090	\$8228	**** \$11564
Total Operating Fund Receipts	\$61585	\$62738	\$50289	\$52675	\$83742	\$75323

* Includes digital materials ** Pandemic *** Includes online programs and outreach
**** Increased due to grant funding 2021-2022

A SWOT Analysis

Strengths

- Nice, modern building
- Good book selections
- Friendly atmosphere
- Attractive teen section with expanding collection of titles
- Community Room – option to expand to meet future needs
- Updated Computers/High-speed internet/Wireless
- Book delivery (i.e. Memoir Group)
- Automated circulation system
- Association with CCLS
- History collection
- Website access to databases
- Good community programs being offered / developed
- Link with CVCS and PreK
- Excellent Children’s Room with great selection of books/materials, returning programs post COVID
- FAX and copying services
- Partnership with SUNY Fredonia and Big Read
- Support for existing volunteers
- Ongoing groups such as Book Club, Books Unlimited, Write Circle, Sinclairville Samplers, Knitting, Child’s play
- Partnership with Summer Recreation Program for and WRAP Summer Reading Program
- Video conferencing capabilities
- Communication between Cassadaga Library and Sinclairville Free Library
- Volunteers trained in circulation duties
- Usage of library by community groups (Girls Scouts, Cub Scouts, Brownies, Cemetery Association, Maternal and Infant Health, VITA tax, Alzheimer's group etc)
- Increased library hours (now include Saturday hours)
- Young Adult collection is strong
- Strong community support / buy in
- Forward thinking well trained staff
- Willingness to grow and change
- Board is invested in success

Weaknesses

- Small staff and not enough hours to accomplish all desired projects and tasks.
- Limited financial resources.
- Need to improve accessibility
- Community room needs have expanded beyond current space
- No current Ways and Means Committee
- Library facility expansion limited by physical space restrictions
- Volunteer base aging out / reduced after COVID shutdowns
- Limited Storage space
- Difficulty recruiting board members
- Problem reaching school aged children K-12
- Limited parking.
- No lead volunteer to coordinate volunteers and events.
- Limited selection of video games for use with our game system.
- Need new Children's programming

Opportunities

- Expand community room, consider café style feature
- Include coffee and food options
- Make entry more ADA compliant/ accessible
- Reach out to Home Schoolers
- Have Game Night or Games/ Pizza after school
- Provide more community-based workshops and speakers (i.e. computer training, MOPS style group)
- Linkage with CVCS Accelerated Reader and our Patch Club
- Increase publicity through social networking, weekly updates of website and more frequent notices and articles in newspapers including Chautauqua Star
- Pursue more grant opportunities and seek significant donors/supporters
- Continue to explore partnerships with SUNY, JCC and other groups and agencies
- Increase after-school activities for children and teens
- Reinstigate monthly family nights i.e. STEM night
- Linkage with CVCS teachers i.e. Art Displays, History Club, Key Club
- Continue to develop website
- Have a presence at the Chautauqua County Fair (share booth with Historical Society?)
- Fundraising opportunities i.e have another Read-a-thon
- History Fair is a great opportunity to showcase the library, especially coming

right before the Annual Appeal is sent out. We could take more advantage of this opportunity. Consider having an antique appraisal event at the library that day.

- Publicize new materials monthly
- Publicize new materials and upcoming events in area newsletters (i.e. Park Church will accept submissions)
- Seek donation/grant to purchase new game system (Wii) and games. (i.e. bowling games could set up teams. Can compete with other teams online.)
- Videoconferencing
- Set up library table at school Open House with brochures and library card applications. Do Book Talks at schools.
- Add hobby groups such as Scrapbooking
- Develop early childhood literacy programming

Threats/Challenges

- Keeping up with technology
- Lack of time
- Attrition of volunteers (i.e. Ways and Means Committee)
- Staff burnout
- Building and tech upkeep
- Transforming role of the library – need for print materials is changing; library is more of a community space.
- Multi-year COVID changes reduced school aged children's familiarity with habit of library use

The Vision of Sinclairville Free Library

Core Purpose:

Building Community Through Life Long Learning

Mission Statement:

The Sinclairville Free Library strives to educate, inform, and meet the needs of the people it serves. The library operates as a community center supporting lifelong learning with special emphasis on programs for children and adults.

C STRATEGIC ISSUES

- **Enhance library funding streams**
 - **Strengthen Outreach**
 - **Preserve local history collection**
 - **Strengthen volunteer and staff development**
- **Obtain community input regarding future library roles**

Goals and Objectives

Goal #1:

By 2029, we will continue to enhance library funding streams by creating relationships with donors, both private and charitable, which have a stake in the local community. Work with the Cassadaga Library/ Mary Seymour Library to achieve funding through School Based Tax source

List of activities include:

- Identify private donors with the means and desire to promote the well-being of the Sinclairville community by supporting the library
- Work as a team to meet with as many area organizations/groups to explain the benefits of School Based tax for library funding
- Identify charitable groups with the means and interest in supporting the community
- Arrange for a personal approach by board members to each identified potential donor
- Explore additional grant opportunities
- Consider a CVCS Class Reunion challenge
- Maintain relationships with municipalities

Goal #2:

By 2029, the library will continue to strengthen its outreach to the chartered service area, including the Town of Gerry and Cassadaga Valley Elementary, Middle and High Schools, and other community groups.

List of activities include:

- Maintain partnership with CVCS Wellness Committee and develop programming in support of the health and wellness of the community
- Maintain programming at The Homestead and explore options for extending library services into the Town of Gerry, with input from their trustees and residents
- Bolster connection with The Wrap at Park United Methodist church to provide outreach to children in their care
- Partner with Mary E. Seymour/Cassadaga branch library staff to provide outreach activities to CVCS schools
- Provide library activities /events flyers to CVCS for distribution to parents
- Maintain communications with CVCS administrators and faculty to facilitate promotion of school and library programming to all entities and development of new programs and events. Continue to participate in Sinclairville Elementary Open House and Literacy Nights and Middle/High School events upon request

Goal #3:

By 2029, the library will continue to catalog its local history collection and make digitized materials available in an online searchable format.

List of activities include:

- Catalog library's holdings of local history books with assistance from CCLS staff
- Archive and preserve original photographs and documents with assistance from CCLS staff and the Chautauqua County Historical Society
- Partner with the Valley Historical Society to develop and maintain the library's local history collection and pursue the possibility of cataloging the museum's holdings of local history materials to be included within the library's online catalog for research purposes.
- Actively seek additional local history materials from the community to be scanned and documented to include in the library's digital local history collection

Goal #4:

By 2029, the library will have a plan for staff and volunteer development which includes benefits, training, and reviews which make staff and volunteers feel supported and well equipped for their positions.

List of activities include:

- Evaluate staff benefits; especially after the School Based tax funding resolution has been achieved.
- Complete current staff reviews and establish yearly cycle for reviews
- Use the Strategic Plan to guide staff in priorities of the library
- Interview staff about their positions, looking for strengths, weaknesses, and opportunities for improvement
- Continue to provide one hour volunteer training and development sessions every 3-4 months
- Consider implementing regular meetings of standing committees of the Board

Goal #5:

By 2025, the Board of Trustees and Library Staff will have carried out a 25 year celebration of our library building.

List of activities include:

- Selection of a date for the event
- Determine what the event will encompass (i.e. Light luncheon- where?, guest speaker, introduction of key guests and their role,etc)
- Memorial booklet ? Letter from Sinclairville mayor; county executive; CCLS Library Director; something from ALA
- How to send out special invitations to key guests
- Develop Committee to coordinate activities

Goal #6:

By 2029, identify future roles of the library and implement any changes.

List of activities include:

- Obtain community input regarding future roles of the library
- Obtain professionals to assist with future design/direction of the library

SINCLAIRVILLE FREE LIBRARY

SELF-ASSURANCE of Trustee Education Activity Completion

Beginning January 1, 2023, each library trustee, elected or appointed, of a board of trustees is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d as added by *Chapter 468 of the Laws of 2021*)

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the library board president for review and signature. Trustees should retain a copy of the signed form.

I give the following assurance:

I attended the following trustee education activity:

Trustee Name: _____

Approved Provider: _____

Title of Activity: _____

Topic/Content: _____

Format (e.g. workshop, webinar, online course): _____

Date of Activity: _____

Contact Hours: _____

Trustee Signature/Date