

## Agenda

November , 2023

6PM

1. Call to order
2. Pledge of Allegiance
3. Privilege of the floor
4. Approval of October 25, 2023 minutes
5. Financial Report and approval of expenditures
6. Report of Library Manager
7. Report of Special Committees:
  - Buildings and Grounds activities
8. Correspondence and Communications:
9. New Business:
  - a. Election/reelection of officers. Slate of Officers will include:
    - President: Bill Newton
    - Vice President: Larry Barmore
    - Secretary: Lisa Greeley
    - Treasurer: Darla Frost-Kianos
  - b. Budget for 2024: Approval?
    - 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.
    - Other?
11. Next meeting is January 31 , 2024 at 6pm

Unapproved

Library Board Minutes – October 25, 2023

Present: Bill and Roslyn Newton, Beth Hadley, Jessica Emmott, Candi George, Darla Frost-Kianos, Larry Barmore, Betty-Jean Rideout

There needs to be a correction to the last meetings. Bill

Minutes to Approve: Darla and Roslyn

Beth's Manager's Report:

Passed out November's calendar

Country Kid's Fly Kids – Question by Larry Barmore

Beth is going to ask about having the Fly class come earlier – such as an after-school activity since the students are already busy in the evening. Beth also would look into having other activities

Can Bill put the thermostat out front for the annual appeal?

Manager's Report Approved: Darla and Roslyn

Strategic Plan: Reviewed strengths and weaknesses, Limited storage, Opportunities, Increased after-school activities, Threats and Challenges, Mission Statement

Strategic Issues: Still the same

Goals and Objectives:

Goal #1: No questions or recommendations.

Goal #2: 76's Delivery of books with meals for the Shut-Ins (Meals on Wheels)?

Goal #3: Continued as written

Goal #4: Development for Staff and Volunteers

Volunteer Evaluations? Quarterly Meetings to talk about strengths and areas of concern

Goal #5: Plan for a 25-year celebration for the library building

Goal #6: Future role of library

Surveys, upcoming school tax thing...

Motion to adopt the Strategic Plan – Candi and Roslyn

School Tax Funding Budget: Meeting – Wednesday, January 10, 2024, 6 pm

Presentation of what the tax funding supports. The information can then go out from the district with the families.

During the meeting (budget), the committee went over the possible amounts for now and in the future such as 2025.

Jan will be giving the library the financial figures from the district so that the library can start planning.

The Town Building – Some were receptive, but they would need an elevator, etc.

Methodist Church as a possible place to store items and have library services there with access to the bathrooms, etc.

Talk to Jan about a Branch Library

Sinclairville History Days – September 14<sup>th</sup>

Oakerlund – Can use the grassy strip to put some of the items – bounce house, coloring contest – 4-12, ventriloquist, chain saw art, face painting, canine unit demonstration, helicopter, fire trucks, horseshoes, volleyball, goulash dinner, band in the fire hall, butter churn, apple cider press, carnival games – play until you win, duck pond, double the fireworks

Cemetery tour with horse-drawn carriage.

Library Manager to Library Director – Larry and Candi, Passed by all present

Proposed Budget for Next Year:

Motion to approve next year's budget – Darla and Betty Jean, Passed by all present

Collection Policy for Book Selection: Beth will look at the already-present policies. Those who are upset, the persons have to have read the book and have to submit it in writing.

Policies will be looked at and then we will look at it to see if we need to change some things.

Unfinished Business:

Letters out and donations are being collected.

History Collections? Two collections are ready to be claimed, but there is no room to house at the moment. (CVCS, Ross Mills) Digitizing items and then see where things should go...

Volunteer Thank You – Tuesday, April 16, 6 pm Soup.

Cemetery Tour 2024 – Horse and Wagon 5 rows of 4 people on the wagon. Same cemetery, but different tours.

Drama Club from CVCS, other people from JCC or community members

Professional Development for Trustees – 2 hours training

Board of Trustees – training

Sidewalk Bids - Heating in the sidewalks \$7800 + electricity + 4000 All be covered by grant by CLCR

\$12,000 total cost

Motion for Sidewalk and other items: Larry and Betty Jean, Passed by all present

Sign - TV Liquidators.com \$4000 both sides, frames \$2000 = \$10,000

\$20,000 – for a better sign Larry is willing to get a grant for the sign.

Motion to Adjourn: Bill and Darla, Passed by all present

Next meeting – November 29, 2023

## NOVEMBER 2023 LIBRARY DIRECTOR'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

Presentation to the CVCS Board of Education will be done at their meeting to be held on Wednesday, January 10 at 6 PM with the Mary Seymour Stockton and Cassadaga Library partners.

The library has received the 4<sup>th</sup> quarter installment of our Materials Grant Plan in the amount of \$768.00.

The library will be closed Saturday, December 23 and Monday, December 25 for the Christmas Holiday; Monday, January 1, 2024 for New Year's Day.

Proposed list of library closed days for 2024:

January 1	New Year's Day (M)
January 15	Martin Luther King, Jr. Day (M)
February 19	President's Day (M)
March 29	Good Friday (F)
March 30	Easter Holiday (SAT)
May 27	Memorial Day (M)
June 19	Juneteenth (W)
September 2	Labor Day (M)
October 14	Columbus Day (M)
November 11	Veteran's Day (M)
November 28-30	Thanksgiving Holiday (TH-SAT)
December 25-26	Christmas Holiday (W, TH)
January 1, 2025	New Year's Day (W)

### BEAUTIFICATION AND DISPLAYS

Roz Newton has provided a display for Zonta's "Say No to Violence Against Women" initiative.

### BUILDING, GROUNDS AND MAINTENANCE

The damaged shed has been repaired.

The Building and Grounds crew trimmed the hedges and cared for other needs around the library building. Village of Sinclairville crew installed new flags and removed overgrown bush from the front of the library.

The Annual Appeal thermometer has been put up to indicate donations received.

The front doors have become squeaky and probably need to be oiled.

## **CCLS**

The Library Trustees of New York State handbook has been updated and expanded, and a new 2023 version is now available for each trustee. Trustees are strongly encouraged to read through the new handbook, as it has great information that will help ensure we are doing the best job possible for our library.

## **CORRESPONDENCE**

A Thanksgiving card was received from Elisabeth Hall, who is listed on our Victory Funds statement as a representative. Her address is 4950 Main Street, PO Box 466, Bemus Point, NY 14712.

Received Fund Statement from the Sinclairville Free Library Endowment at Northern Chautauqua Community Foundation for January 1 through September 30, 2023 showing a balance at 9/30/2023 of \$37,845.82. Of this total, the amount available to spend at this time is \$14,700.67. **1**

## **DONATIONS**

The Valley Historical Society donated \$50.00 following the meeting of their organization held at the library on November 7<sup>th</sup>.

## **FUNDING**

The Town of Charlotte will increase library support by \$500 for 2024.

## **FUNDRAISING**

Donations to the Annual Appeal are still trickling in. **(1)**

## **GRANTS 1**

The required interim report for our American Library Association grant initiative: Libraries Transforming Communities: Accessible Small and Rural Communities has been submitted. Visit [ala.org/LTCAccess](http://ala.org/LTCAccess) to learn more about this project and view the grant guidelines. **1**

D & F Glass came to the library to look over the front entry in preparation for automatic door openers to be installed as part of the ALA grant above. Electrician Al Fredrickson has been given the electrical information so he can prepare for that part of the installation process. **1**

## MEMORIALS

The following titles were added to the library's collection with memorial donations:

In memory of Jeff and Judy Church by Linda and Denny Barmore, 1001 Hunting Tips and All About Birds. In Memory of Gene Westley Sottile from Dave and Donna Nichols, The Book of Charlie: Wisdom from the Remarkable American Life of a 109-Year-Old Man by David Von Drehle; and Windfall by Erika Bolstad from the memorial donation of Tim and Patty Westley. Donors and families have been notified of these acquisitions.

## POLICIES & PROCEDURES 5

Relevant policies were reviewed by the Library Director, Board President, and trustee Roz Newton to ensure that concerns raised during the Annual Meeting workshops have been properly addressed. Required policies are in place and available on the library's website. 5

Please review the 2022 Annual Report to the Community that was sent by email dated 11/14/23 so it can be approved and posted to the library website as required. 5

## PROGRAMS AND EVENTS

### Highlights:

The library will participate in the Gerry Volunteer Fire Department Auxiliary's "Movie with Santa" program on December 1<sup>st</sup>, with Assistant Huling representing the library for that occasion. 2

The Holiday Card Making program with Amanda Verlini has been rescheduled for Thursday, December 7 at 5:30 PM.

The library will participate in the "Christmas in Sinclairville" event on Saturday, December 9<sup>th</sup> from 5-7 PM by distributing Holiday Craft "Take and Make" Kits and free books for children in conjunction with the Village's Christmas event held in the Village Commons. Library Assistant Huling will represent the library for this program with our library mascot, Chet, joining her.

Santa is scheduled to visit the library's Child's Play program on Wednesday, December 20 at 1 PM.

### Book Club Selections:

Books Unlimited will discuss Dashing Through the Snow by Debbie Macomber on Monday, December 18 at 7 PM at the library.

The book club meeting at The Homestead in Gerry will discuss Twelve Days of Christmas by Debbie Macomber on December 15 at 3 PM.

The online Book Club will not meet in December. The next meeting will be held on Monday, January 29 at 7:30 PM with the title for discussion TBA.

### Program Updates:

**Write Circle** will not meet in person during the months of January, February and March. Virtual meetings will continue on Fridays at 9:00 AM. The **Family History** program will not meet during the months of December, January, February and March. Homeschool Hour will not meet in December. **Country Kids on the Fly** will be held on Wednesday, November 29 at 3 PM in conjunction with Homeschool Hour. The fly tying program will no longer meet on Monday nights, and will re-assess in the new year.

#### **PUBLIC RELATIONS AND PUBLICITY**

Press releases were submitted to notify people of the library's programming and holiday closed dates.

#### **STAFF AND VOLUNTEERS (4)**

A staff and volunteer meeting was held on November 8<sup>th</sup> to provide updates to library procedures. A calendar of the days and times staff and volunteers are scheduled to work at the library is posted in the office. Beth Loomis has returned to volunteering at the library's front desk on Wednesday mornings. Library staff will be on vacation the following days: Beth Hadley December 14, 20, 27, 28. Jessica Huling November 22 and December 22. **(4)**

#### **TECHNOLOGY & EQUIPMENT**

The new color copier has been installed. It is not a fax machine, so the older copier remains in place for that function.

Sinclairville has replied "yes" to CCLS to renew our DeepFreeze software licenses for the three year option at \$15 per patron computer, to be billed in the new year.


Internet was upgraded through CCLS cooperative system, and we now have a new Firewall and 5Gb Internet Circuit (up from 1 Gb we have had for over 5 years.



December 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
<b>ANNUAL APPEAL</b>						
<p>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 with 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.</p> <p>Donations can be dropped off at the library 'PayPal available on our website.</p>						
					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
<p><b>PROGRAMS:</b>  <b>Child's Play:</b> For ages birth to preschool. Participate in stories, songs &amp; fingerplays. Take away craft or activity for extended learning. Registration is required.  <b>Country Kids on the Fly:</b> Teaching the youth the art of fly tying. Free fly tying instruction for all kids age 8 to 90. Free tools and materials.  <b>Family History:</b> Group for anyone interested in genealogy and writing to preserve family history. Please register.  <b>Homeschool Hour:</b> For our local homeschool families. Network and socialize, fun learning activities.  <b>Library Services @ The Homestead:</b> Help with library cards, borrowing/requesting materials, returning materials. Please bring passwords for digital assistance.  <b>Memoir Writing @ The Homestead:</b> 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.  <b>Sinclairville Samplers:</b> Quilting, knitting, crochet, embroidering, and fun with friends.  <b>Write Spirit:</b> Christian writing group for women. Virtual program.</p>						
3	4	5	6 Child's Play 1:00 - 2:00 pm Write Spirit 7:00 pm Virtual	7 Card Making with Amanda* 5:30 pm *Please see side panel for more details	8 Write Circle 9:00 am Hybrid Sinclairville Samplers 10:30 am	9 Christmas in the Park 5:00 - 7:00 pm Watch for Miss Jessica & Chet
10	11	12	13 Child's Play 1:00 - 2:00 pm	14	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 Books Unlimited Book Club 7:00 pm	19 Trustee Handbook Bookclub Financing & Managing Construction Projects 5:00 - 6:30 pm	20 Child's Play with Santa!!! 1:00 - 2:00 pm	21	22 Write Circle 9:00 am Hybrid Last in person for winter Sinclairville Samplers 10:30 am  No School at CVCS	23 Closed in Observance of Christmas Holiday
24/31	25 Closed in Observance of Christmas Holiday  No School at CVCS	26 No School at CVCS	27 Child's Play 1:00 - 2:00 pm No School at CVCS	28 No School at CVCS	29 Sinclairville Samplers 10:30 am No School at CVCS	30
<p><b>MAKERSPACE</b> Our Makerspace is available during Open Hours* LEGOs, marble runs, KINEX, building kits, challenges, craft kits and more. Parent/caregiver must accompany child</p>						
<p><b>SPECIAL PROGRAMS:</b>  <b>Card Making with Amanda</b> For ages 10 and up \$5.00 fee to cover material costs of 3 greeting cards Registration Required</p>						
<p><b>HOURS</b> 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</p>						
<p><b>BOOK CLUB SELECTIONS - COPIES ARE AVAILABLE THRU THE LIBRARY SYSTEM</b>  <b>Books Unlimited Book Club Selection:</b> "Dashing Through the Snow" by Debbie Macomber  <b>Book Club @ The Homestead:</b> "Twelve Days of Christmas" by Debbie Macomber  <b>Virtual Book Club Selection:</b> No Meeting in December  <b>Please register for events or programs using our Event &amp; Program Registration form on our website</b></p>						

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

	Oct 31, 23	Oct 31, 22
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
Checking - Community Bank		
Checking - Operating	-4,418.48	-1,113.64
Grant Funding		
Bullet Aid	0.00	3,571.43
Restricted Funds		
ALA/LTC	20,000.00	0.00
NCCF	0.00	2,500.00
<b>Total Restricted Funds</b>	<u>20,000.00</u>	<u>2,500.00</u>
<b>Total Grant Funding</b>	<u>20,000.00</u>	<u>6,071.43</u>
<b>Total Checking - Community Bank</b>	15,581.52	4,957.79
Front Desk Change	15.00	15.00
Petty Cash	50.00	50.00
Savings	10,011.86	17,410.23
<b>Total Checking/Savings</b>	<u>25,658.38</u>	<u>22,433.02</u>
<b>Other Current Assets</b>		
<b>Investment</b>		
Investment-Orig + Income	16,036.90	17,612.20
Unrealized Gain (Loss) on Inves	-2,573.18	0.00
<b>Total Investment</b>	<u>13,463.72</u>	<u>17,612.20</u>
<b>Total Other Current Assets</b>	<u>13,463.72</u>	<u>17,612.20</u>
<b>Total Current Assets</b>	39,122.10	40,045.22
<b>Fixed Assets</b>		
Land & Building	244,123.98	219,599.19
<b>Total Fixed Assets</b>	<u>244,123.98</u>	<u>219,599.19</u>
<b>TOTAL ASSETS</b>	<b><u>283,246.08</u></b>	<b><u>259,644.41</u></b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Equity</b>		
32000 · Unrestricted Net Assets	273,756.48	274,936.90
Net Income	9,489.60	-15,292.49
<b>Total Equity</b>	<u>283,246.08</u>	<u>259,644.41</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>283,246.08</u></b>	<b><u>259,644.41</u></b>

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

	Jan - Oct 23	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>CCLS - System Cash Grants</b>			
Other Cash Grants	1,550.00	5,000.00	-3,450.00
11.3 · LLSA	1,436.70	500.00	936.70
11.7 · Materials Plan	2,304.00	2,000.00	304.00
<b>Total CCLS - System Cash Grants</b>	<u>5,290.70</u>	<u>7,500.00</u>	<u>-2,209.30</u>
<b>11.1 · Public Funding</b>			
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
<b>Total 11.1 · Public Funding</b>	<u>27,500.00</u>	<u>26,750.00</u>	<u>750.00</u>
<b>11.13 · Other Receipts</b>			
<b>11.14 · Gifts &amp; endowments</b>			
Donation	7,976.93	8,010.00	-33.07
Memorial	275.00	1,000.00	-725.00
Other Grants	21,050.00		
<b>Total 11.14 · Gifts &amp; endowments</b>	<u>29,301.93</u>	<u>9,010.00</u>	<u>20,291.93</u>
<b>11.15 · Fund Raising</b>			
Annual Appeal	3,221.00	6,000.00	-2,779.00
Bake Sale	200.00	250.00	-50.00
Chicken BBQ	3,112.00	2,000.00	1,112.00
Give Big CHQ	1,317.49	500.00	817.49
History Books	10.00		
Painted rocks	272.00	250.00	22.00
Yard Sale	0.00	250.00	-250.00
<b>Total 11.15 · Fund Raising</b>	<u>8,132.49</u>	<u>9,250.00</u>	<u>-1,117.51</u>
<b>11.16 · Investment Income</b>			
Savings Interest	1.12	4.00	-2.88
<b>Total 11.16 · Investment Income</b>	<u>1.12</u>	<u>4.00</u>	<u>-2.88</u>
<b>11.17 · Library Charges</b>			
Copy	70.45	150.00	-79.55
Fax	52.00	50.00	2.00
Fines	0.00	0.00	0.00
ILL Fee	0.00	5.00	-5.00
Lost Book Payments	84.00		
Lost Card	12.00	0.00	12.00
Printing	127.25	150.00	-22.75
<b>Total 11.17 · Library Charges</b>	<u>345.70</u>	<u>355.00</u>	<u>-9.30</u>
<b>11.18 · Other Income</b>			
Book Sale	670.02	250.00	420.02
<b>Total 11.18 · Other Income</b>	<u>670.02</u>	<u>250.00</u>	<u>420.02</u>
<b>Total 11.13 · Other Receipts</b>	<u>38,451.26</u>	<u>18,869.00</u>	<u>19,582.26</u>
<b>Total Income</b>	<u>71,241.96</u>	<u>53,119.00</u>	<u>18,122.96</u>

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

	Jan - Oct 23	Budget	\$ Over Budget
<b>Expense</b>			
<b>Employee Expenses</b>			
<b>12.3 · Salaries</b>			
Assistant	14,535.00	15,080.00	-545.00
Manager	21,937.26	26,936.00	-4,998.74
<b>Total 12.3 · Salaries</b>	<b>36,472.26</b>	<b>42,016.00</b>	<b>-5,543.74</b>
<b>12.4 · Employee Benefits</b>	<b>3,655.24</b>	<b>4,184.00</b>	<b>-528.76</b>
<b>Total Employee Expenses</b>	<b>40,127.50</b>	<b>46,200.00</b>	<b>-6,072.50</b>
<b>Library Materials</b>			
<b>12.6 · Printed Material</b>			
Books	3,897.79		
Magazines	677.15		
12.6 · Printed Material - Other	0.00	4,000.00	-4,000.00
<b>Total 12.6 · Printed Material</b>	<b>4,574.94</b>	<b>4,000.00</b>	<b>574.94</b>
<b>12.7 · Electronic Material</b>	<b>1,000.00</b>	<b>1,200.00</b>	<b>-200.00</b>
<b>12.8 · Other Material</b>			
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
<b>Total 12.8 · Other Material</b>	<b>216.72</b>	<b>500.00</b>	<b>-283.28</b>
<b>Total Library Materials</b>	<b>5,791.66</b>	<b>5,700.00</b>	<b>91.66</b>
<b>12.17 · Building Operation &amp; Maintenance</b>			
<b>Other Bldg Oper &amp; Maint</b>			
Building Insurance	1,936.61	2,000.00	-63.39
Cleaning	2,760.00	2,600.00	160.00
Supplies	225.23	500.00	-274.77
Utilities	4,171.12	5,250.00	-1,078.88
Other Bldg Oper & Maint - Other	466.97		
<b>Total Other Bldg Oper &amp; Maint</b>	<b>9,559.93</b>	<b>10,350.00</b>	<b>-790.07</b>
<b>Repairs</b>	<b>1,469.93</b>	<b>250.00</b>	<b>1,219.93</b>
<b>Total 12.17 · Building Operation &amp; Maintenance</b>	<b>11,029.86</b>	<b>10,600.00</b>	<b>429.86</b>
<b>12.25 · Miscellaneous Expense</b>			
Equipment	0.00	2,500.00	-2,500.00
Office & Library Supplies	832.80	1,000.00	-167.20
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	606.90	750.00	-143.10
<b>z-Miscellaneous - other</b>			
Advertising	80.00	25.00	55.00
Coffee expense	0.00	100.00	-100.00
Fund Raising Exp	1,498.05	650.00	848.05
Lost Material Pmts to other Lib	18.00		
Paypal Fee	0.00	10.00	-10.00

6:23 PM  
 11/27/23  
 Accrual Basis

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

	Jan - Oct 23	Budget	\$ Over Budget
Program Expense			
Story Hour	119.54		
Summer Reading Program	-10.34	500.00	-510.34
Program Expense - Other	537.45	1,200.00	-662.55
<b>Total Program Expense</b>	<b>646.65</b>	<b>1,700.00</b>	<b>-1,053.35</b>
Travel	387.80	150.00	237.80
Volunteer Expense	58.15	100.00	-41.85
z-Miscellaneous - other - Other	296.83	100.00	196.83
<b>Total z-Miscellaneous - other</b>	<b>2,985.48</b>	<b>2,835.00</b>	<b>150.48</b>
<b>12.25 · Miscellaneous Expense - Other</b>	<b>165.75</b>		
<b>Total 12.25 · Miscellaneous Expense</b>	<b>5,032.93</b>	<b>8,705.00</b>	<b>-3,672.07</b>
<b>Total Expense</b>	<b>61,981.95</b>	<b>71,205.00</b>	<b>-9,223.05</b>
<b>Net Ordinary Income</b>	<b>9,260.01</b>	<b>-18,086.00</b>	<b>27,346.01</b>
Other Income/Expense			
Other Income			
Investment - not on annual rept	229.59		
<b>Total Other Income</b>	<b>229.59</b>		
<b>Net Other Income</b>	<b>229.59</b>		
<b>Net Income</b>	<b>9,489.60</b>	<b>-18,086.00</b>	<b>27,575.60</b>

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
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>CCLS - System Cash Grants</b>				
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
<b>Total CCLS - System Cash Grants</b>	<u>4,490.70</u>		<u>7,500.00</u>	
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
<b>Total 11.1 · Public Funding</b>	<u>27,500.00</u>		<u>26,750.00</u>	
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		
<b>Total 11.14 · Gifts &amp; endowments</b>	<u>29,054.03</u>		<u>9,010.00</u>	
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
<b>Total 11.15 · Fund Raising</b>	<u>2,987.49</u>		<u>9,250.00</u>	
11.16 · Investment Income				
Savings Interest	0.23	0.35	4.00	4.00
11.16 · Investment Income - Other	0.56	0.84		
<b>Total 11.16 · Investment Income</b>	<u>0.79</u>		<u>4.00</u>	
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
<b>Total 11.17 · Library Charges</b>	<u>264.40</u>		<u>355.00</u>	
11.18 · Other Income				
Book Sale	98.02	147.03	250.00	250.00
<b>Total 11.18 · Other Income</b>	<u>98.02</u>		<u>250.00</u>	
<b>Total 11.13 · Other Receipts</b>	<u>32,404.73</u>		<u>18,869.00</u>	
<b>Total Income</b>	<u>64,395.43</u>	<u>70,557.05</u>	<u>53,119.00</u>	<u>53,354.00</u>
<b>Expense</b>				
<b>Employee Expenses</b>				
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
<b>Total 12.3 · Salaries</b>	<u>28,663.33</u>		<u>42,016.00</u>	
12.4 · Employee Benefits	3,093.41	4,640.12	4,184.00	4,700.00
<b>Total Employee Expenses</b>	<u>31,756.74</u>		<u>46,200.00</u>	

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
<b>Library Materials</b>				
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
<b>Total 12.6 · Printed Material</b>	<b>4,035.15</b>	<b>6,052.73</b>	<b>4,000.00</b>	<b>4,000.00</b>
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
<b>Total 12.8 · Other Material</b>	<b>246.68</b>	<b>370.03</b>	<b>500.00</b>	<b>375.00</b>
<b>Total Library Materials</b>	<b>5,081.83</b>	<b>7,653.46</b>	<b>5,700.00</b>	<b>5,700.00</b>
<b>12.17 · Building Operation &amp; Maintenan</b>				
<b>Other Bldg Oper &amp; Maint</b>				
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		
<b>Total Other Bldg Oper &amp; Maint</b>	<b>8,224.70</b>	<b>11,388.75</b>	<b>10,350.00</b>	<b>11,950.00</b>
Repairs	1,242.50	1,242.50	250.00	500.00
<b>Total 12.17 · Building Operation &amp; Maintenan</b>	<b>9,467.20</b>	<b>12,631.25</b>	<b>10,600.00</b>	<b>12,450.00</b>
<b>12.25 · Miscellaneous Expense</b>				
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
<b>z-Miscellaneous - other</b>				
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
<b>Program Expense</b>				
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
<b>Total Program Expense</b>	<b>342.82</b>	<b>493.23</b>	<b>1,700.00</b>	<b>1,700.00</b>
Travel	249.74	374.61	150.00	350.00
Volunteer Expense	58.15	87.23	100.00	100.00
<b>z-Miscellaneous - other - Other</b>	<b>332.83</b>	<b>499.25</b>	<b>100.00</b>	<b>500.00</b>
<b>Total z-Miscellaneous - other</b>	<b>1,063.54</b>	<b>1,586.29</b>	<b>2,835.00</b>	<b>2,835.00</b>
12.25 · Miscellaneous Expense - Other	165.75	248.63		
<b>Total 12.25 · Miscellaneous Expense</b>	<b>2,739.07</b>	<b>3,482.15</b>	<b>8,705.00</b>	<b>8,705.00</b>
<b>Total Expense</b>	<b>49,044.84</b>	<b>71,977.71</b>	<b>71,205.00</b>	<b>76,085.00</b>
<b>Net Ordinary Income</b>	<b>15,350.59</b>	<b>(1,420.65)</b>	<b>(18,086.00)</b>	<b>(22,731.00)</b>

**SINCLAIRVILLE FREE LIBRARY  
ANNUAL REPORT TO THE COMMUNITY  
2022**





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## ***Introduction***

The Board of Trustee members developed a strategic plan for the years 2019-2023 to address the issues of concern and need for the Sinclairville Free Library. This strategic plan is posted on the library's website ([sinclairvillelibrary.org](http://sinclairvillelibrary.org)) and serves as a monthly agenda item, helping 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 in the home of William A. Fife. A fourth move, which occurred on January 15, 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.

<b>Performance Indicators</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020 **</b>	<b>2021</b>	<b>2022</b>
Total PC Use	1293	1284	1502	311	192	532
Grand Total Circulation (Collection Use)	16712	18133	20213	11991	*26939	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	\$83,742	\$75323

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\* Includes digital materials \*\* Pandemic \*\*\* Includes online programs and outreach \*\*\*\* Increased due to grant funding

## 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 life-long learning with special emphasis on programs for children and adults.***

## STRATEGIC ISSUES

- *Enhance library funding streams*
  - *Strengthen Outreach*
  - *Enhance local history collection*
- *Strengthen volunteer and staff development*
  - *Update library policies*
  - *Develop nonfiction collection*

### Goal #1:

*By 2023, we will enhance library funding streams by creating relationships with donors, both private and charitable, which have a stake in the local community.*

Relationships with donors were cultivated through GiveBigCHQ, a new online giving format offered by the Community Foundation while maintaining relationships with traditional donors through the Annual Appeal.

Operating Funds receipts this year included grants from the Lenna Foundation, American Library Association, and Chautauqua-Cattaraugus Library System.

Fundraising efforts included the annual book sale, chicken BBQ, participation in Village Wide Yard Sale, and sale of painted rocks provided by volunteer Cathy Obert.

### Goal #2:

*By 2023, the library will 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.*

The library conducted outreach to the Town of Gerry through deliveries of library materials to the Homestead and by offering digital services assistance, book club and memoir writing programs there. A “Little Free Library” was constructed and installed in Gerry to make free books available in that location, which is part of the library’s chartered-to-serve area. We also provided library programming to the Wrap childcare program located at Park United Methodist Church. Partnership with Cassadaga Valley Central School was strengthened by the library becoming a

**Community Partner for the CVCS Career and Technical Education (Work Based Learning) Advisory Board and presentations of library information at school board meetings. Outreach included monthly visits to Pre-K classes at CVCS and to the Little Seeds preschool program located at Park Church.**

**Participated in Sinclairville Elementary School Open House and Middle/High School Open House. Collaborated with CVCS Music Program to develop music programming at the library.**

**Goal #3:**

*By 2023, the library will have catalogued its local history collection and made digitized materials available in an online searchable format.*

**Intern Catherine Oag prepared Local History Policy documents that were approved for use by the Board of Trustees. Staff and volunteers began digitizing Town of Charlotte and Village of Sinclairville Annual Historical Reports.**

**Goal #4:**

*By 2023, the library will have a plan for staff and volunteer development which includes benefits, trainings, and reviews which make staff and volunteers feel supported and well equipped for their positions.*

**Library trustees and staff participated in trainings throughout the year on a variety of topics such as: Effective Meetings Utilizing Parliamentary Procedure; Working Together to Achieve Success: The Trustee Director Partnership; Demystifying Library Finances; Preparing for the Future; Summer Reading Program Workshop; Storytelling for Nonprofits; and Planning and Evaluation. Staff and volunteer meetings were held to support and educate all concerned as library procedures evolved through the year.**

**Goal #5:**

*By 2023, the library will have written, or reviewed, and approved all of the Financial Policies and Procedures recommended in the Library Trustees of New York State Handbook. Design procedures for ongoing review of policies and creation of additional policies as recommended by CCLS.*

**Progress was made in updating the library's policies, and many of them are now posted on the library's website. The library website continues to be updated in compliance with Public Library Standards including posting of the library's Annual Budget and Board Bylaws.**

**Goal #6:**

*By 2023, the library will have evaluated, weeded and updated the collection to ensure that financial, legal, medical and science/technology materials are up-to-date, with additional parts of the collection reviewed and updated as time and finances allow.*

**The library collection continues to be reviewed, weeded and updated with new materials added especially in the field of Education due to two rounds of the ALA Libraries Transforming Communities Grant Initiatives, Community Health and Wellness and Diversity due to grants from the Chautauqua-Cattaraugus Library System.**

#### **OTHER ACCOMPLISHMENTS:**

Installed a new security system with central monitoring with funds from NYS construction grant.

Provided digital services assistance both at the library and at the Homestead in Gerry as part of an Outreach Grant from the Chautauqua-Cattaraugus Library System.

Updated technology as needed.

Parking lot resurfacing funded by grants.

Participation in the Chautauqua Works Summer Youth Employment Program.

Provided meeting space for community groups such as the Valley Historical Society, TOPS NY 610, Girl Scout troops, Master Gardeners, and tutors with students.

Community Outreach with participation in "Christmas in Sinclairville" event, The Wrap Program's Fall Festival, Valley Historical Society's History Fair, library information booth at the Chautauqua County Fair, presentations at the Ross Grange, Chautauqua County Genealogical Society and Sinclairville Senior Citizens groups.

Collaboration with organizations and individuals with specialized knowledge to provide informational presentations such as partnership with the Alzheimer's Association and Chautauqua County Office for the Aging on such topics as "Dementia, Caregiving and Technology." The topic of genealogy and the DAR was presented by a representative from the Chautauqua County Genealogical Society. "Forensic Geophysical Locating of Clandestine Graves" and "The Early History of Sinclairville and the Masonic Society" presented by Tom Jordan, PhD, "Personal Notebooks for Personal Growth" presented by Grace Sam, "Life Story of Mary Jemison" presented by Tina Scherman, an educator from the Leon Historical Society,

Provided Volunteer Income Tax Preparation (VITA) through partnership with the United Way.



Acquired a telehealth bundle including a new laptop computer, a blood pressure cuff, a pulse oximeter and a digital thermometer to be used in providing our patrons access to telehealth appointments at the library. Funds granted to the Chautauqua-Cattaraugus Library System from the American Rescue Protection Act provided this equipment.

Provided display space for groups like Zonta for “Say No to Violence Against Women,” Junior Girl Scouts from Gerry Troop 20171 to display S.T.E.M. projects for a design challenge.

Poets & Writers grant funding for a poetry program presented by Michael Czarnecki.

Facilitated several community discussions on the topic of Education as part of the American Library Association’s Libraries Transforming Communities initiative. Libraries Transforming Communities: Focus on Small and Rural Libraries is an initiative of the American Library Association (ALA) in collaboration with the Association for Rural & Small Libraries (ARSL).

Community and Family Health and Wellness and Diversity initiatives funded by CCLS Outreach Grant provided for relevant materials to be added to the library’s collection and informational presentation and Narcan training provided through the Mental Health Association of Chautauqua County.

Members of the library’s Write Circle published books this year: The Queen’s Son: A Delaware Indian Warrior’s 1750’s Survival by George Clever and Adventures and Misadventures: Short Stories by Clark Zlotchew. “The False Lorrelle,” a story based on a true experience involving this writing group was published by Clark Zlotchew in Baily’s Beads, the award-winning annual literary magazine of the University of Pittsburgh.

Makerspace cabinet full of LEGOS, Marble Run, Craft Kits and supplies made available to children and families. “Take and Make” craft kits provided for children to make projects at home.

Family program presented by Sun-Dance Kids Farm for a themed animal program to celebrate the Birthday of Dr. Seuss brought chickens to the library, with educational information on chickens and eggs provided in an entertaining way.

#### **REGULARLY SCHEDULED LIBRARY PROGRAMS:**

**Family STEAM (Science, Technology, Engineering, Art and Math) nights with stories and projects.**

**Book Clubs: In-person, online and outreach to the Homestead in Gerry**

**Local Author Events: Debra Runge Meder and The Front Porch Promise**

**Writing groups: Write Circle, Write Spirit, Writer’s Lounge**

**Summer Reading Program (with Outreach to Gerry and Sinclairville Recreation Programs and The Wrap) 2022 Theme:” Oceans of Possibilities” including Family Nights and Teen Nights and partnership with Cornell Cooperative Extension of Chautauqua County to provide a “worm farm” program**

**Music Club**

**Sinclairville Samplers**

**Child’s Play Preschool Storytime**

**Family History Club (With support from this program, a genealogical mystery was solved surrounding one participant’s grandfather’s adoption.)**

**Jam Sessions with Bill Frost and Friends**