

Sinclairville Free Library
Board of Trustees Meeting
January 31, 2024
Agenda 6 PM

1. Call to order
2. Pledge of Allegiance
3. Privilege of the floor
4. Approval of November 29, 2023 minutes
5. Financial Report and approval of expenditures
6. Report of Library Director
7. Report of Special Committees:

Buildings and Grounds activities

8. Correspondence and Communications:

- Update on school board meeting
- Update on Annual Appeal

9. New Business:

- a. School Tax progress : the next step is getting petitions signed and submitted to the district clerk. Attached is the petition that has been updated for our school district and proposition.

Important things to remember when soliciting signatures for the proposition petition

- A minimum of 50 signatures should be gathered. The more signatures the better!
- Petitions **CANNOT** be available to sign at any library. We should also avoid library off-site events.
- Staff members **CANNOT** gather signatures. This must be done by trustees and other qualified volunteers.
- The person gathering signatures **MUST** be a qualified voter in the CVCS and have been registered to vote in the 2023 General Election.
 - They will sign the statement of witness at the bottom of the petition when they have finished gathering signatures on that page. Multiple pages may be used.
- The people signing the petition must be a **RESIDENT** of the CVCS.

SINCLAIRVILLE FREE LIBRARY BOARD MINUTES

November 29, 2023

OPENING: Larry Barmore called the meeting to order November 29, 2023 at 6:20 PM with reciting the Pledge of Allegiance.

PRESENT: Lisa Greeley, Beth Hadley, Peggy Minckler, Bill Newton, Roslin Newton, Larry Barmore, Jessica Emmott, Candi George, Linda Bartholomew

MEMBERS ABSENT: Betty Jean Ridout, Darla Frost-Kianos,

APPROVAL OF MINUTES: The October 25, 2023 minutes were approved with corrections. Motion to accept by Roslin, seconded by Peggy Minckler, motion carried

FINANCIAL REPORT: Candi George moved to approve, Peggy Minckler seconded, motion carried

MANAGER'S REPORT: The report was reviewed.

1. Library closed dates were presented.
2. Beth bought single page posters for 2024 to give to volunteers and regular patrons that includes reading challenges
3. Annual report 2022 was posted on the library website as required. Motion to approve by Lisa Greeley, seconded by Candi George, motion carried
4. November 2024 meeting will be on November 20th, motion by Lisa Greeley, seconded by Jessica Emmott, motion carried

Motion to accept by Candi George, seconded by Peggy Minckler, motion carried

SPECIAL COMMITTEES:

Building and Grounds:

1. No report from committee, initial work was completed.
2. Heated sidewalks may be considered for the future.
3. New library signage is also being considered, quotes have been provided by Chautauqua Sign. Some can be dimmable, Larry is exploring options

CORRESPONDENCE: No Report

OLD / UNFINISHED BUSINESS:

1. More work is needed to present regarding the School Budget initiative
2. The information from CCLS will be groomed to reflect SFL stories to be presented on January 10th at the Middle School
3. Committee will meet on December 6th 5pm to discuss

NEW BUSINESS:

1. Bill Newton will remain president, Larry Barmore will be vice president, Lisa Greeley will be Secretary.
2. Trustee training is due, 2023 Trustee Handbooks were distributed

EXECUTIVE SESSION:

Board moved to enter executive session, increase was discussed. Motion to increase library manager's salary to \$20 / hour, assistant's position was raised to \$16 / hour was made by Larry Barmore, seconded by Peggy Minckler, motion carried.

Christmas Bonus was discussed for library manager for \$200, assistant for \$150. Motion made by Roslin Newton, seconded by Linda Bartholomew, motion carried.

Motion to move out of executive session made by Candi George, seconded by Larry Barmore, motion carried.

ADJOURNMENT: The meeting was adjourned at 7:25pm . Motion by Lisa Greeley and seconded by Candi George. The next meeting will be held on January 31st, 2024, 6:00 PM in the library.

Minutes submitted by: Lisa Greeley

Approved: ____.

JANUARY 2024 LIBRARY DIRECTOR'S REPORT

STRATEGIC PLAN GOALS

- 1. Enhance Library Funding Streams**
- 2. Strengthen Outreach (Town of Gerry, CVCS, community groups)**
- 3. Catalogue and Digitize Local History Collection**
- 4. Staff and Volunteer Development**
- 5. Carry Out 25 Year Celebration of Library Building**
- 6. Identify Future Roles of the Library and Implement Changes**

Numbers are inserted to indicate when strategic plan goals have been targeted.

ADMINISTRATIVE

The library will be closed on February 19th in observance of President's Day.

Work on the 2023 Annual Report is underway. The report must be submitted to CCLS by February 16th.

The Cumulative Quarterly Statistics Report for January-December, 2023 has been submitted to CCLS. Details below.

Library board meetings will be held on the following dates in 2024: January 31, February 28, March 27, April 24, May 29, June 26, July 31, August 28, September 25, October 30, and November 20.

The Independence Day holiday on Thursday, July 4 was inadvertently left off the list approved by the Board. Please include this holiday as a closed date for the library.

Trustee Roz Newton presented information about the library's school tax initiative to the Cassadaga Valley Central School board along with representatives from the Mary Seymour/Cassadaga Branch libraries and CCLS Director Jan Dekoff on January 10th.

BEAUTIFICATION AND DISPLAYS

Volunteers Cathy Obert and Karyn Okerlund set up a Christmas book tree and book snowman for the holiday season.

New children's books provided through an ALA grant are currently on display.

BUILDING, GROUNDS AND MAINTENANCE

Received the Renewal Certificate from Erie Insurance for the library building insurance policy period 2/20/24 to 2/20/25.

Annual servicing of the library's fire extinguishers was completed in December by Allied Fire Protection Services Inc. Jim & Jolean Swanson, owners of this company, donated \$1,000 to the library, wishing to thank us for our efforts to improve the quality of life in our area.

Al Fredrickson replaced the battery in the front door exit sign. The back door exit sign has a bulb out and a new one needs to be installed. When we get a new bulb, Al will put the new battery in the back door exit sign as well.

The library's rear door counter has not been working. Previously, trustee Embury made several attempts to correct the problem. The front door counter works. For our statistics, we've been doubling the count from that counter.

CCLS

CCLS Director Dekoff urges libraries to adopt the American Library Association's Library Bill of Rights.

CORRESPONDENCE

Received account statement from Victory Funds for the period 1/3/2023 to 12/29/2023 showing that the market value of the library's total investment funds as of 12/29/2023 was \$14,480.98 (\$13,234.13 at 12/30/2022; \$16,976.18 at 12/31/2021; \$14,172.10 at 12/31/2020; \$14,161.14 at 12/31/2019 and \$11,307.09 at 12/31/2018).

Received a "Thank You" card from AmeriCorps Seniors for our commitment of time and support to the RSVP program. Library volunteers Bonnie Larkin and Sharon Peterson volunteer regularly through this program, and we benefit from the services of others during the chicken BBQ fundraiser.

Received Workers' Compensation Insurance policy renewal from NYS Insurance Fund verifying coverage for the period 2/1/2024-2/1/2025. Copies of the "Notification Concerning Workers' Compensation Pharmacy Benefits" were distributed to employees as required within seven days of receipt of the notice, and the notice was also posted in the library workroom.

DONATIONS

Received a copy of *Birds of the Chautauqua Region* by local author Robert A. Sundell as a gift from the Chautauqua Bird, Tree & Garden Club.

Received a donation of \$60.00 from the Read and Feed Book Club via Cathy Obert.

Received a donation of \$50.00 from TOPS NY 610, which uses the library as a weekly meeting place. Included was the comment “We are all very happy to be here at the Library.”

Notification of a donation received through the PayPal Giving Fund was sent to the library by email. We completed the required documentation to be verified as a charity so that we may receive donations through this platform. While donations may still be received through the normal PayPal channel, the Giving Fund is a better option because it does not take out a service fee for each donation.

GRANTS 1

An application for **Round 2 of the ALA Libraries Transforming Communities Grant** initiative for making rural libraries more accessible was submitted requesting an additional \$10,000. Announcements of these awards will be forth-coming later this month. Funds received from **Round 1** of this grant need to be spent by May 31st. The sidewalk repair project remains to be done. The final report for this grant is due at the end of June. **1**

To raise the required \$400 as part of the **Pilcrow Foundation’s Children’s Book Grant Project**, the library is hosting a Read-a-Thon on Saturday, February 3rd from 10 to 1. Participants will acquire sponsors to make donations to the library while they themselves donate their time and enjoy a time of reading, refreshments and prizes at the library. Our submission of \$400 to the Pilcrow Foundation will allow us to order \$1200 worth of quality hard-cover books from their catalog. Children attending the Wrap program will have an opportunity to participate in a Read-a-Thon at their site on February 7th. **1**

We received the “Final Expenditure for a Federal of State Project” form and final payment in the amount of \$695.00 from the NYS Education Department in regards to the library’s construction grant. The LED lighting project, the new furnace with filters and the security alarm system were all installed as part of this grant. Included is a reminder on proper record keeping and retention regarding NYSED grants. **1**

CCLS Outreach Mini-Grant Life Lessons Generational Outreach project is ongoing with programming planned through the end of June to assist young people and seniors in

sharing their life lessons through stories and scrapbooking. The final report for this grant initiative is July 31st.

MEMORIALS

Received donations in memory of Beverly Higgs from Bill and Roz Newton and the Sinclairville Senior Citizens group.

OUTREACH 2

Library Assistant Huling represented the library as she greeted Santa's visitors and distributed children's books as a community outreach program in conjunction with the village's Christmas in the Park program. She also represented the library at the Gerry Volunteer Fire Department Auxiliary's "Movie with Santa" program on December 1st. Santa Claus made a special visit to the library's Child's Play program on December 20th.

Outreach to the "Little Seeds" program continues with regular visits by Library Assistant Huling to read stories, provide hands-on activities and exchange a deposit collection of appropriate reading materials. Similarly, children participating in The Wrap childcare program receive weekly visits to hear stories and exchange a deposit collection of reading materials. Students attending Pre-K at CVCS will visit the library on February 16th. Library Assistant Huling leads these programs for children. Pre-K classes from Cassadaga Valley Central School are scheduled to visit the library on a regular basis over the next several months. **2**

Outreach continues to the Homestead campus in Gerry with monthly book club and life story writing programs presented by the Library Director. A special program about famous women who inspire us was presented by Library Assistant Huling to the Girl Scouts meeting at Park Church on January 23rd. **2**

POLICIES AND PROCEDURES 5

Please review the attached Conflict of Interest Policy which needs to be re-approved and forms signed by each trustee.

PROFESSIONAL DEVELOPMENT 4

The Library Manager attends monthly online meetings with CCLS staff and other member library directors, and attended the Annual Report Workshop presented by CCLS at Prendergast Library on January 24th for updates to the reporting requirements of this report. **4**

Library Assistant Huling will participate in an online workshop on February 15th about developing programs for children for the summer reading program. 4

PROGRAMS AND EVENTS

The February calendar of programs and events is available on the library's website (www.sinclairvillelibrary.org.) Paper copies are available at the front desk.

Highlights:

Life Story writing will be presented at the Homestead on Friday, February 2nd at 3 PM. The topic is "School Memories."

Saturday, February 3rd is Take Your Child to the Library Day. Library-themed "Make and Take" craft kits will be available at the library throughout the month.

Homeschool Hour will be held on Wednesday, February 7th at 2:30 PM with an art theme and focus on watercolors.

On Monday, February 12th at 6 PM, Sundance Kids Farm will present a live animal program featuring hedgehogs. Hedgehog book-folding kits will be made available.

The VITA tax preparation program is scheduled for Wednesday, February 7, Wednesday, February 14 and Wednesday, February 21 from 9 AM to 1 PM. Appointments are required for all VITA programs and can be scheduled by calling 2-1-1.

Currently, our regularly scheduled in-person programs Child's Play Early Literacy Program (Wednesdays 1 to 2 PM) and Sinclairville Samplers Needlework Circle (Fridays 10:30 AM to noon.)

Book Club Selections:

The library will conduct an online Book Club discussion of The Devil's Element by Dan Egan on February 26th at 7:30 PM. The link to join this discussion is available upon request and copies can be reserved through the CCLS online catalog. Members of the Chautauqua Literary and Scientific Circle have been invited to participate in this discussion of a title to be featured at Chautauqua this summer.

Books Unlimited will meet at the library at 7 PM on February 12th to discuss The Last Flight by Julie Clark.

The book club meeting at The Homestead in Gerry will discuss Someone Else's Shoes by JoJo Moyes on February 16th at 3:00 PM.

Program Updates: The **Write Circle** will meet online only throughout February and March. The **Write Spirit** has resumed weekly online meetings at 7 PM on Wednesday nights. The last meeting each month will begin at 7:30 PM. **Fly Tying** will meet next on February 5 at 6 PM. Future meetings will be scheduled after this meeting.

PUBLIC RELATIONS AND PUBLICITY

In response to the library's press release, we received a donation of \$50 to the upcoming Read-a-Thon as part of our Pilcrow Grant project from Barbara Kittle, a trustee of the Chautauqua-Cattaraugus Library System. The news clipping was enclosed with her donation.

Community members and groups using the library building as a meeting place include a tutor of Spanish with an adult student, History Fair planning committee, T.O.P.S (Taking Off Pounds Sensibly), and a family having parental visitation.

Jessica Huling is pictured in a photo in the Winter 2024 Valley Insider as she helps youngsters with the counting activity she brought to them as part of the library's outreach services.

Library Director Hadley is assisting Becky Lebaron, Director of Senior Housing at the Heritage's Homestead campus, with a project to highlight the importance of seniors sharing their life stories.

REQUESTS AND OPPORTUNITIES

The Chautauqua County Office for Aging Services requested that rural libraries consider being sites for them to offer vaccines (Flu, Covid, Pneumonia and RSV). Our library is working with this agency to schedule these services.

Chautauqua Opportunities contacted the library to renew our designation as a Safe Place. Their representative will visit the library to complete the required paperwork.

STAFF AND VOLUNTEERS 4

A calendar of the days and times volunteers and staff are scheduled to work at the library is posted in the office. Volunteers currently working inside the library include Cathy Obert (Book Club and Fundraising), Val Milliman, Joan Stroh, Beth Loomis, Sharon Peterson, Sarah Winton and Pat Kirell (Front Desk, Shelving, Special Projects, etc.). Bonnie Larkin attends to compiling the library scrapbook of newspaper publicity.

Trustee Training: 4

On Wednesday, February 28 from 10 to 11 AM on Zoom, a seminar is offered as a basic introduction to using Robert’s Rules of Order, a tool to improve participation and efficiency in meetings. This hour of training will count towards the two hours of trustee education required for all library trustees for 2024. **4**

When registering, you will be asked if you are a CLRC or ELSN member. Please select WNYLRC from the drop-down menu. To register, please visit <https://clrc.org/event/webinar-roberts-rules-2/>

STATISTICS

Comparison chart based on the cumulative quarterly statistics as reported to CCLS.

| Performance Indicators | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 |
|--------------------------|--------|--------|--------|--------|--------|--------|
| JANUARY-DECEMBER: | | | | | | |
| Grand Total Circulation | | | | | | |
| Transactions | 18,309 | 19,749 | 11,890 | 12,190 | 13,168 | 14,881 |
| | | | | | | |
| Total Circulation of | | | | | | |
| Other Materials | 8,885 | 10,571 | 5,573 | 3,451 | 3,873 | 4,775 |
| | | | | | | |
| Registered Borrowers | 1,221 | 1,248 | 1,253 | 1,275 | 1,362 | 1,384 |
| | | | | | | |
| Library Visits | 17,995 | 21,869 | 6,437 | 8,861 | 11,657 | 10,942 |
| | | | | | | |
| Reference Questions | 1,416 | 1,427 | 1,193 | 1,640 | 1,204 | 912 |

TECHNOLOGY AND EQUIPMENT

A technician from CCLS serviced the library’s patron computers to fix a problem with the Roblox platform that young patrons enjoy using. The problem arose after a system-wide upgrade to a new Firewall.

February 2024

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

Take Your Child to the Library Day! Children's Book Project Grant Read-A-Thon

Help us raise up to \$400 in our Read-A-Thon.

Every dollar we raise, The Pilcrow Foundation provides a 2-to-1 match to rural public libraries.


Register to read and collect sponsorships. Ask for more details at our front desk.

Refreshments
Prizes



1
2
Write Circle
9:00 am Virtual
Sinclairville Samplers
10:30 am
Library Services @
The Homestead
2:00 pm
Life Story Writing
@ The Homestead
3:00 pm

3
Take Your Child to the Library Day
THE PILCROW FOUNDATION'S Children's Book Project Grant Read-A-Thon
10:00 to 1:00 pm



PROGRAMS:
Child's Play: For ages birth to preschool. Participate in stories, songs & fingerplays. Take away craft or activity for extended learning. Registration is required.

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.

Life Story 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

Community Night

Featuring
SUNDANCE KIDS FARMS HEDGEHOGS!!!

6:00 pm
Live Hedgehogs in the Library!!!



Fold your own book hedgehog kits available.
*limited kits



VITA
Volunteer Income Tax Assistance
VITA TaxPrep: Free tax preparation. Call 211 (prompt 3) to see if you qualify and schedule an appointment.

4

5
Country Kids on the Fly
6:00 pm

6

7
VITA TaxPrep
9:00 am - 1:00 pm
Call 211 to make an appointment. *Prompt 3
Child's Play
1:00 - 2:00 pm
Homeschool Hour
2:30 - 3:30 pm
Write Spirit
7:00 pm Virtual

8

9
Write Circle
9:00 am Virtual
Sinclairville Samplers
10:30 am


10

11

12
Family Night "Hedgehogs"
Sundance Kids Farm
6:00 pm
Books Unlimited Book Club
7:00 pm

13

14
VITA TaxPrep
9:00 am - 1:00 pm
Call 211 to make an appointment. *Prompt 3
Child's Play
1:00 - 2:00 pm
Write Spirit
7:00 pm Virtual




15

16
Write Circle
9:00 am Virtual
Sinclairville Samplers
10:30 am
Library Services @
The Homestead
2:00 pm
Book Club @
The Homestead
3:00 pm

17

18

19
Closed in Observance of President's Day

No School at CVCS

20
No School at CVCS

21
VITA TaxPrep
9:00 am - 1:00 pm
Call 211 to make an appointment. *Prompt 3
Child's Play
1:00 - 2:00 pm
Write Spirit
7:00 pm Virtual
No School at CVCS

22
No School at CVCS

23
Write Circle
9:00 am Virtual
Sinclairville Samplers
10:30 am
No School at CVCS

24

25
Virtual Book Club
7:30 pm Virtual

26

27

28
Trustee Handbook Bookclub
Roberts Rules of Order
10:00 - 11:00 am
Child's Play
1:00 - 2:00 pm
Library Board Mtg
6:00 pm
Write Spirit
7:30 pm Virtual

29

Mar 1
Write Circle
9:00 am Virtual
Sinclairville Samplers
10:30 am
Library Services @
The Homestead
2:00 pm
Life Story Writing @
The Homestead
3:00 pm

2

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
FOLLOW US ON FACEBOOK

BOOK CLUB SELECTIONS - COPIES ARE AVAILABLE THRU THE LIBRARY SYSTEM

Books Unlimited Book Club Selection: "The Last Flight" by Julie Clark
Book Club @ The Homestead: "Someone's Else Shoes" by Jojo Moyes
Virtual Book Club Selection: "The Devil's Element" by Dan Egan

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

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

| | Nov 30, 23 | Nov 30, 22 |
|---------------------------------------|--------------------------|--------------------------|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| Checking - Community Bank | | |
| Checking - Operating | -7,489.51 | -3,239.84 |
| Grant Funding | | |
| Bullet Aid | 0.00 | 3,571.43 |
| Restricted Funds | | |
| ALA/LTC | 20,000.00 | 0.00 |
| NCCF | 0.00 | 2,500.00 |
| Total Restricted Funds | <u>20,000.00</u> | <u>2,500.00</u> |
| Total Grant Funding | <u>20,000.00</u> | <u>6,071.43</u> |
| Total Checking - Community Bank | 12,510.49 | 2,831.59 |
| Front Desk Change | 15.00 | 15.00 |
| Petty Cash | 50.00 | 50.00 |
| Savings | 10,011.86 | 14,410.50 |
| Total Checking/Savings | <u>22,587.35</u> | <u>17,307.09</u> |
| Other Current Assets | | |
| Investment | | |
| Investment-Orig + Income | 16,036.90 | 17,612.20 |
| Unrealized Gain (Loss) on Inves | -2,573.18 | 0.00 |
| Total Investment | <u>13,463.72</u> | <u>17,612.20</u> |
| Total Other Current Assets | <u>13,463.72</u> | <u>17,612.20</u> |
| Total Current Assets | <u>36,051.07</u> | <u>34,919.29</u> |
| Fixed Assets | | |
| Land & Building | <u>244,123.98</u> | <u>219,599.19</u> |
| Total Fixed Assets | <u>244,123.98</u> | <u>219,599.19</u> |
| TOTAL ASSETS | <u>280,175.05</u> | <u>254,518.48</u> |
| LIABILITIES & EQUITY | | |
| Equity | | |
| 32000 - Unrestricted Net Assets | 273,756.48 | 274,936.90 |
| Net Income | 6,418.57 | -20,418.42 |
| Total Equity | <u>280,175.05</u> | <u>254,518.48</u> |
| TOTAL LIABILITIES & EQUITY | <u>280,175.05</u> | <u>254,518.48</u> |

7:36 PM
 12/19/23
 Accrual Basis

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

| | Jan - Nov 23 | Budget | \$ Over Budget |
|---|------------------|------------------|------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| CCLS - System Cash Grants | | | |
| 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 | 3,072.00 | 2,000.00 | 1,072.00 |
| Total CCLS - System Cash Grants | 6,058.70 | 7,500.00 | -1,441.30 |
| 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 | 8,141.18 | 8,010.00 | 131.18 |
| Memorial | 275.00 | 1,000.00 | -725.00 |
| Other Grants | 21,050.00 | | |
| Total 11.14 - Gifts & endowments | 29,466.18 | 9,010.00 | 20,456.18 |
| 11.15 - Fund Raising | | | |
| Annual Appeal | 4,844.00 | 6,000.00 | -1,156.00 |
| 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 |
| Total 11.15 - Fund Raising | 9,755.49 | 9,250.00 | 505.49 |
| 11.16 - Investment Income | | | |
| Savings Interest | 1.12 | 4.00 | -2.88 |
| Total 11.16 - Investment Income | 1.12 | 4.00 | -2.88 |
| 11.17 - Library Charges | | | |
| Copy | 84.95 | 150.00 | -65.05 |
| Fax | 66.75 | 50.00 | 16.75 |
| Fines | 0.00 | 0.00 | 0.00 |
| ILL Fee | 0.00 | 5.00 | -5.00 |
| Lost Book Payments | 84.00 | | |
| Lost Card | 15.00 | 0.00 | 15.00 |
| Printing | 148.25 | 150.00 | -1.75 |
| Total 11.17 - Library Charges | 398.95 | 355.00 | 43.95 |
| 11.18 - Other Income | | | |
| Book Sale | 705.02 | 250.00 | 455.02 |
| Total 11.18 - Other Income | 705.02 | 250.00 | 455.02 |
| Total 11.13 - Other Receipts | 40,326.76 | 18,869.00 | 21,457.76 |
| Total Income | 73,885.46 | 53,119.00 | 20,766.46 |

7:36 PM
 12/19/23
 Accrual Basis

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

| | Jan - Nov 23 | Budget | \$ Over Budget |
|---|------------------|------------------|------------------|
| Expense | | | |
| Employee Expenses | | | |
| 12.3 · Salaries | | | |
| Assistant | 16,290.98 | 15,080.00 | 1,210.98 |
| Manager | 23,957.58 | 26,936.00 | -2,978.42 |
| Total 12.3 · Salaries | 40,248.56 | 42,016.00 | -1,767.44 |
| 12.4 · Employee Benefits | 3,926.96 | 4,184.00 | -257.04 |
| Total Employee Expenses | 44,175.52 | 46,200.00 | -2,024.48 |
| Library Materials | | | |
| 12.6 · Printed Material | | | |
| Books | 4,711.67 | | |
| Magazines | 677.15 | | |
| 12.6 · Printed Material - Other | 0.00 | 4,000.00 | -4,000.00 |
| Total 12.6 · Printed Material | 5,388.82 | 4,000.00 | 1,388.82 |
| 12.7 · Electronic Material | 1,100.00 | 1,200.00 | -100.00 |
| 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 | 6,705.54 | 5,700.00 | 1,005.54 |
| 12.17 · Building Operation & Maintenance | | | |
| Other Bldg Oper & Maint | | | |
| 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 | 4,450.66 | 5,250.00 | -799.34 |
| Other Bldg Oper & Maint - Other | 466.97 | | |
| Total Other Bldg Oper & Maint | 9,839.47 | 10,350.00 | -510.53 |
| Repairs | 1,469.93 | 250.00 | 1,219.93 |
| Total 12.17 · Building Operation & Maintenance | 11,309.40 | 10,600.00 | 709.40 |
| 12.25 · Miscellaneous Expense | | | |
| Equipment | 377.99 | 2,500.00 | -2,122.01 |
| Office & Library Supplies | 882.47 | 1,000.00 | -117.53 |
| 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 | 646.89 | 750.00 | -103.11 |
| z-Miscellaneous - other | | | |
| 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 |

7:36 PM
12/19/23
Accrual Basis

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

| | Jan - Nov 23 | Budget | \$ Over Budget |
|--|-----------------|-------------------|------------------|
| Program Expense | | | |
| Story Hour | 119.54 | | |
| Summer Reading Program | -10.34 | 500.00 | -510.34 |
| Program Expense - Other | 542.89 | 1,200.00 | -657.11 |
| Total Program Expense | 652.09 | 1,700.00 | -1,047.91 |
| 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 |
| Total z-Miscellaneous - other | 2,990.92 | 2,835.00 | 155.92 |
| 12.25 - Miscellaneous Expense - Other | 165.75 | | |
| Total 12.25 - Miscellaneous Expense | 5,506.02 | 8,705.00 | -3,198.98 |
| Total Expense | 67,696.48 | 71,205.00 | -3,508.52 |
| Net Ordinary Income | 6,188.98 | -18,086.00 | 24,274.98 |
| Other Income/Expense | | | |
| Other Income | | | |
| Investment - not on annual rept | 229.59 | | |
| Total Other Income | 229.59 | | |
| Net Other Income | 229.59 | | |
| Net Income | 6,418.57 | -18,086.00 | 24,504.57 |

7:08 PM
01/13/24
Accrual Basis

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

| | Dec 31, 23 | Dec 31, 22 |
|--|--------------------------|--------------------------|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| Checking - Community Bank | | |
| Checking - Operating | -7,004.68 | 1,922.63 |
| Grant Funding | | |
| Restricted Funds | | |
| ALA/LTC | 11,587.32 | 0.00 |
| Total Restricted Funds | <u>11,587.32</u> | <u>0.00</u> |
| Total Grant Funding | <u>11,587.32</u> | <u>0.00</u> |
| Total Checking - Community Bank | 4,582.64 | 1,922.63 |
| Front Desk Change | 15.00 | 15.00 |
| Petty Cash | 50.00 | 50.00 |
| Savings | 5,512.18 | 14,410.74 |
| Total Checking/Savings | <u>10,159.82</u> | <u>16,398.37</u> |
| Other Current Assets | | |
| Investment | | |
| Investment-Orig + Income | 16,036.90 | 15,939.46 |
| Unrealized Gain (Loss) on Inves | -2,573.18 | -2,705.33 |
| Total Investment | <u>13,463.72</u> | <u>13,234.13</u> |
| Total Other Current Assets | <u>13,463.72</u> | <u>13,234.13</u> |
| Total Current Assets | <u>23,623.54</u> | <u>29,632.50</u> |
| Fixed Assets | | |
| Land & Building | 244,123.98 | 244,123.98 |
| Total Fixed Assets | <u>244,123.98</u> | <u>244,123.98</u> |
| TOTAL ASSETS | <u>267,747.52</u> | <u>273,756.48</u> |
| LIABILITIES & EQUITY | | |
| Equity | | |
| 32000 - Unrestricted Net Assets | 273,756.48 | 274,936.90 |
| Net Income | -6,008.96 | -1,180.42 |
| Total Equity | <u>267,747.52</u> | <u>273,756.48</u> |
| TOTAL LIABILITIES & EQUITY | <u>267,747.52</u> | <u>273,756.48</u> |

7:08 PM
01/13/24
Accrual Basis

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

| | Jan - Dec 23 | Budget | \$ Over Budget |
|---|------------------|------------------|------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| CCLS - System Cash Grants | | | |
| 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 | 3,072.00 | 2,000.00 | 1,072.00 |
| Total CCLS - System Cash Grants | 6,058.70 | 7,500.00 | -1,441.30 |
| 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 | 8,281.93 | 8,010.00 | 271.93 |
| Memorial | 340.00 | 1,000.00 | -660.00 |
| Other Grants | 21,050.00 | | |
| Total 11.14 · Gifts & endowments | 29,671.93 | 9,010.00 | 20,661.93 |
| 11.15 · Fund Raising | | | |
| Annual Appeal | 7,310.50 | 6,000.00 | 1,310.50 |
| 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 | 284.00 | 250.00 | 34.00 |
| Yard Sale | 0.00 | 250.00 | -250.00 |
| Total 11.15 · Fund Raising | 12,233.99 | 9,250.00 | 2,983.99 |
| 11.16 · Investment Income | | | |
| Savings Interest | 1.12 | 4.00 | -2.88 |
| 11.16 · Investment Income - Other | 0.32 | | |
| Total 11.16 · Investment Income | 1.44 | 4.00 | -2.56 |
| 11.17 · Library Charges | | | |
| Copy | 94.45 | 150.00 | -55.55 |
| Fax | 75.25 | 50.00 | 25.25 |
| Fines | 0.00 | 0.00 | 0.00 |
| ILL Fee | 0.00 | 5.00 | -5.00 |
| Lost Book Payments | 84.00 | | |
| Lost Card | 15.00 | 0.00 | 15.00 |
| Printing | 176.75 | 150.00 | 26.75 |
| Total 11.17 · Library Charges | 445.45 | 355.00 | 90.45 |

7:08 PM
01/13/24
Accrual Basis

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

| | Jan - Dec 23 | Budget | \$ Over Budget |
|--|--------------|-----------|----------------|
| 11.18 · Other Income | | | |
| Book Sale | 705.02 | 250.00 | 455.02 |
| Total 11.18 · Other Income | 705.02 | 250.00 | 455.02 |
| Total 11.13 · Other Receipts | 43,057.83 | 18,869.00 | 24,188.83 |
| Total Income | 76,616.53 | 53,119.00 | 23,497.53 |
| Expense | | | |
| Employee Expenses | | | |
| 12.3 · Salaries | | | |
| Assistant | 18,532.31 | 15,080.00 | 3,452.31 |
| Manager | 26,218.97 | 26,936.00 | -717.03 |
| Total 12.3 · Salaries | 44,751.28 | 42,016.00 | 2,735.28 |
| 12.4 · Employee Benefits | 4,251.90 | 4,184.00 | 67.90 |
| Total Employee Expenses | 49,003.18 | 46,200.00 | 2,803.18 |
| Library Materials | | | |
| 12.6 · Printed Material | | | |
| Books | 5,015.94 | | |
| Magazines | 677.15 | | |
| 12.6 · Printed Material - Other | 0.00 | 4,000.00 | -4,000.00 |
| Total 12.6 · Printed Material | 5,693.09 | 4,000.00 | 1,693.09 |
| 12.7 · Electronic Material | 1,700.00 | 1,200.00 | 500.00 |
| 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 | 7,609.81 | 5,700.00 | 1,909.81 |
| 12.11 · Capital Expenditures | 8,412.68 | | |
| 12.17 · Building Operation & Maintenance | | | |
| Other Bldg Oper & Maint | | | |
| 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 | 4,711.08 | 5,250.00 | -538.92 |
| Other Bldg Oper & Maint - Other | 466.97 | | |
| Total Other Bldg Oper & Maint | 10,099.89 | 10,350.00 | -250.11 |
| Repairs | 1,469.93 | 250.00 | 1,219.93 |
| Total 12.17 · Building Operation & Maintenance | 11,569.82 | 10,600.00 | 969.82 |

7:08 PM
01/13/24
Accrual Basis

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

| | Jan - Dec 23 | Budget | \$ Over Budget |
|---------------------------------------|--------------|------------|----------------|
| 12.25 · Miscellaneous Expense | | | |
| Equipment | 377.99 | 2,500.00 | -2,122.01 |
| Office & Library Supplies | 1,098.26 | 1,000.00 | 98.26 |
| 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 | 755.88 | 750.00 | 5.88 |
| z-Miscellaneous - other | | | |
| 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 |
| Program Expense | | | |
| Story Hour | 119.54 | | |
| Summer Reading Program | -10.34 | 500.00 | -510.34 |
| Program Expense - Other | 936.31 | 1,200.00 | -263.69 |
| Total Program Expense | 1,045.51 | 1,700.00 | -654.49 |
| Travel | 423.17 | 150.00 | 273.17 |
| Volunteer Expense | 58.15 | 100.00 | -41.85 |
| z-Miscellaneous - other - Other | 296.83 | 100.00 | 196.83 |
| Total z-Miscellaneous - other | 3,419.71 | 2,835.00 | 584.71 |
| 12.25 · Miscellaneous Expense - Other | 165.75 | | |
| Total 12.25 · Miscellaneous Expense | 6,259.59 | 8,705.00 | -2,445.41 |
| Total Expense | 82,855.08 | 71,205.00 | 11,650.08 |
| Net Ordinary Income | -6,238.55 | -18,086.00 | 11,847.45 |
| Other Income/Expense | | | |
| Other Income | | | |
| Investment - not on annual rept | 229.59 | | |
| Total Other Income | 229.59 | | |
| Net Other Income | 229.59 | | |
| Net Income | -6,008.96 | -18,086.00 | 12,077.04 |

Conflict of Interest Policy

Introduction

This Conflict of Interest Policy is intended to ensure that:

1. All Board policy decisions and organizational transactions are never tainted with an actual or perceived conflict of interest.
 2. No Board member or staff is ever charged with personal profit to themselves or certain family members as a result of having served as a member on this Board of Directors or participated in business decisions.
 3. The organization is placed in conformance with regulations that are now in effect with national accrediting and state funding and regulatory bodies.
 4. The organization avoids conflicts of interest that may require rescission of certain contracts, loans or transactions, and avoids transactions, which may be in violation of laws applicable to not-for-profit corporations and providers of services licensed by New York State Agencies.
-

Form

The Conflict of Interest Disclosure Form should be utilized to identify and provide notice to the corporation of potential conflicts of interest.

Policy

It is the policy of this Board of Directors that no Board member or staff shall use his or her office to personally profit or be perceived as directly or indirectly profiting in any way from the transaction of any business with this organization. Transactions include the sale of services or products, the use of capital, and the lease and/or purchase of real estate.

Continued on next page

Conflict of Interest Continued

In addition, Board members shall not influence the administrative execution of established board policies, such as in the areas of purchasing, the appointment or termination of personnel, and the administration of other organizational duties, which have been delegated to administration. Members of the Board of Directors will support and abide by the organization's established due process whenever a complaint or concern arises.

This policy is not meant to rule out transactions between The Sinclairville Free Library and other persons or entities where an interest or a relationship between a Board member or staff and such a person or entity exists which require proper disclosure and which are documented as being the outcome of established Purchasing Policies and Procedures, and are determined to be in the best interest of the organization.

Each member of the Board of Directors, of Board Advisory Committees and all staff shall disclose to the Board of Directors or appropriate committee any relationship that the member currently has or has had during the previous twelve (12) months with any person, entity or matter under review for decision by the Board of Directors. Any member who has such a relationship must disclose it prior to the issue being deliberated. Interests or relationships requiring such disclosure shall include but are not limited to the following:

1. Ownership of capital stock, partnership, or other proprietary rights;
2. Ownership of notes, bonds, or other claims as a creditor;
3. A direct or indirect beneficial interest through a trust, power of attorney, or other relationship, including employment; OR
 - a. An entry or enterprise that sells goods or services to The Sinclairville Free Library in amounts exceeding \$5,000;
 - b. An entity or enterprise in which assets of The Sinclairville Free Library are deposited or invested;
 - c. An entity or enterprise that has sought or is seeking any other business connection with The Sinclairville Free Library.

Continued on next page

To maintain compliance with New York's Non-Profit Revitalization Act (7/1/14), in the event of a disclosure of a conflict of interest with respect to a matter before the Board of Directors or a Board Advisory Committee, the party making the disclosure may be counted in determining the presence of a quorum but will not be present or participate in the deliberations or voting. They also will refrain from prejudicing or biasing other individuals involved in the deliberations when the party or a member of his/her family has any financial interest in the transaction.

Procedure

1. Members of the Board of Directors shall complete and file a Conflict of Interest Disclosure Form with the Executive Director prior to their election or re-election to the Board of Directors and annually during multi year terms.
2. Members of the Board Advisory Committees will be advised of this Policy by the Executive Director annually or prior to their appointment to the committee.
3. All staff shall review the Conflict of Interest policy within sixty (60) days after their date of hire and complete and file a Conflict of Interest Disclosure Form with the Executive Director, if applicable. Annually thereafter, the same procedure will be required during their birth month. It remains their responsibility to complete and file a new form whenever a change occurs.
4. The Executive Director and Board President shall review all Conflict of Interest Disclosure Forms and report any actual or perceived conflicts of interest to the Board of Directors at their next meeting.

Continued on next page

Conflict of Interest Continued

Procedure
(Continued)

5. In the event that a contract or other transaction is before the Board of Directors or a Board Advisory Committee, and the contract or other transaction is between The Sinclairville Free Library and one or more of its directors, officers, committee members or managerial or designated staff, or between The Sinclairville Free Library and any other corporation, firm, association or other entity in which one or more of such persons are directors, officers, or employees, or have an indirect or direct substantial financial interest, the material facts as to such person's interest in such contract or transaction and as to any such **common** directorship, officership or financial interest shall be disclosed in good faith or made known to the board or committee prior to any vote or action authorizing such contract or transaction. Such person will refrain from voting and from prejudicing or biasing other individuals involved in the deliberations when the person or any member of his/her family has any financial interest in the transaction.

6. No loans other than through the purchase of bonds, debentures, or similar obligations of the type customarily sold in public offerings, or through ordinary deposit of funds in a bank, shall be made by The Sinclairville Free Library to one or more of its directors or officers, or to any other corporation, firm, association or other entity in which one or more of its directors or officers are directors or officers or hold a substantial financial interest, except a loan to a type B corporation as defined in the Not-for-Profit Corporation law.

Continued on next page

Conflict of Interest Continued

Procedure
(Continued)

7. No loans, other than through the purchase of bonds, debenture, or similar obligations of the type customarily sold in public offerings, or through ordinary deposit of funds in a bank, shall be made by The Sinclairville Free Library to one or more of its employees who receive an annual salary in excess of thirty thousand dollars, or to any other corporation, firm, association or other entity in which such employee is a director or officer or employee or holds a direct or indirect substantial financial interest, except a loan to a type B corporation pursuant to the not-for-profit corporation law, or a loan for a temporary or emergency purpose which will further the health and welfare of the employee so long as the purpose and amount of such loan are disclosed in writing to and approved by the Board of Directors. Such disclosure shall be filed with the Board Secretary and entered in the minutes of the meeting, and if approved by the Board, such disclosure shall also be forwarded in writing to the Commissioner of the Office of Persons with Developmental Disabilities, Commissioner of the Office of Mental Health and, if applicable, the Director of Community services pursuant to Mental Hygiene Law Section 16.32(b).

8. In the event that The Sinclairville Free Library enters into an agreement for the purchase, lease, rehabilitation or improvement of real property or a cooperative share in real property, any employee who receives an annual salary in excess of thirty thousand dollars, or any board member, or officer who has a direct or indirect either financial or beneficial interest (e.g. beneficiary of a trust) in such property including the interest of any person with whom he or she is related, shall disclose such interest prior to the making of such agreement. Disclosure shall be made in writing to the Board of Directors and shall indicate the material facts as to the member's, officer's, employee's or relative's interest in such property or cooperative share. Such disclosure shall be filed with the Board Secretary and entered on the minutes of the meeting. Such disclosure shall also be forwarded in writing to the Commissioners of OPWDD and OMH, and the Director of Community Services pursuant to Mental Hygiene Law Section 41.46.

BOARD APPROVED

12/2/15

**The Sinclairville Free Library
CONFLICT OF INTEREST DISCLOSURE FORM**

NAME: (Print or type)

I have read the library's Conflict of Interest Policy and have answered the questions set forth below to inform the library of potential conflicts of interest created by my own or my family's business activities and financial interests.

1. Do you currently hold any position as an owner, employee, officer, director, trustee, partner, or joint venture with any other corporation, firm, association or entity?

YES _____ NO _____ If "Yes", please explain:

2. Do you or any members of your family have a personal relationship or interest, as defined in the library's Conflict of Interest Policy, such as:
- a. Ownership of capital stock, partnerships, or other proprietary rights;
 - b. Ownership of notes, bonds, or other claims as a creditor;
 - c. A direct or indirect beneficial interest through a trust, power of attorney, or other relationship, including employment;

OF

exceeding An entity or enterprise which sells goods or services to the library in amounts \$5,000;
connection with An entity or enterprise in which assets of the library are deposited or invested;
An entity or enterprise which has sought or is seeking any other business the library;

YES _____ NO _____ If "Yes", please explain:

3. Do you hold any public office, elected or appointed?

YES _____ NO _____ If "Yes", please explain:

4. Do you know of any other situations that should be disclosed in light of the principles contained in the library's Conflict of Interest Policy?

YES _____ NO _____ If "Yes", please explain:

Signature: _____ Position: _____
Address: _____
Telephone Number: _____ Date: _____

PETITION TO PLACE A PROPOSITION ON THE MAY 21, 2024 CASSADAGA VALLEY CENTRAL SCHOOL DISTRICT SPECIAL DISTRICT MEETING BALLOT

TO THE DISTRICT CLERK OF THE CASSADAGA VALLEY CENTRAL SCHOOL DISTRICT:

I, the undersigned, do hereby state that I am a duly qualified voter of the Cassadaga Valley Central School District, that I am entitled to vote therein, that my present place of residence is truly stated opposite my signature hereto, I intend to support at the ensuing district meeting, and I do hereby petition the Board of Education of the Cassadaga Valley Central School District to place on the ballot, the following question to be voted on at the next district meeting to be held on the 21st day of May, 2024:

QUESTION: Shall the sum of \$130,000 be raised by annual levy of a tax upon the taxable real property within the Cassadaga Valley Central School District for the purpose of funding the operation of the Stockton Libraries (Stockton & Cassadaga combined) at \$62,000 and the Sinclairville Library at \$68,000, which shall be paid to the public libraries for the support and maintenance of the libraries; with this appropriated amount to be the annual appropriation until thereafter modified by a future vote of the electors of the Cassadaga Valley Central School District?

In witness whereof, I have hereunto set my hand, the day and year placed opposite my signature

Table with 5 columns: #, Date, Name (print), Signature, Address. Rows 1-10.

STATEMENT OF WITNESS

I, _____ (Name of Witness) state that I am a duly qualified voter of the Cassadaga Valley Central School District in the State of New York and now reside in the (City, Town or Village) of _____, New York, at _____ (Address). I was last registered for the general election in the year 2023 in the County of Chautauqua, New York. I know each of the voters whose names are subscribed to this petition sheet containing _____ signatures, and each of them subscribed the same in my presence and upon so subscribing declared to me that the foregoing statement, made and subscribed by him/her, was true.

Date _____ Signature of Witness _____

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).