

Sinclairville Free Library  
Board of Trustees Meeting  
February 28, 2024  
Agenda 6 PM

1. Call to order
2. Pledge of Allegiance
3. Privilege of the floor
4. Approval of January 31, 2024 minutes
5. Financial Report and approval of expenditures
6. Report of Library Director
  - Annual Report: Any questions or concerns? Vote for approval?
7. Report of Special Committees:
8. Correspondence and Communications:
9. New Business:
  - a. Bylaws need to be reviewed and updated. The current SFL Article 1 Tenure of Office of Trustees reads: *"The number of voting Trustees will be no more than 9."* Although CCLS indicates we can have between 5-11, we currently have 10 Trustees. We need to update this to read; ***"The number of voting Trustees will be no more than 11"***.
  - b. School Tax progress : How have the presentations gone? Provide an update  
The following board members volunteered to present to the following groups:
    - Park Church, PTO and Girl Scouts will be visited by Candi
    - Jessica will visit the Baptist church
    - Lisa will attend Town of Gerry and Gerry Methodist Church
    - Linda will present to Heritage Village
    - Larry will present at Valley Historical Society, Town of Charlotte, Village of Sinclairville.
    - How many brochures should we order from CCLS?
- Volunteer Recognition event is scheduled for April 16, 2024 at 6 PM at the Park Methodist Church. Each board member is asked to bring a pot of soup to be served to the volunteers. Rolls, drinks, bowls, spoons, ice cream sundaes will be provided.
- Watch for Bake Sale requests for spring BarBQ at the firehall.
  - Other?
11. Next meeting is March 27, 2024 at 6pm

# SINCLAIRVILLE FREE LIBRARY BOARD MINUTES

January 31, 2024

OPENING: Bill Newton called the meeting to order January 31 at 6:00 PM with reciting the Pledge of Allegiance.

PRESENT: Lisa Greeley, Beth Hadley, Betty Jean Ridout, Darla Frost-Kianos, Peggy Minckler, Bill Newton, Roslin Newton, Linda Bartholomew

MEMBERS ABSENT: Larry Barmore, Jessica Emmott, Candi George,

APPROVAL OF MINUTES: The November 29, 2023 minutes were approved with corrections. Motion to accept by Roslin, seconded by Peggy Minckler, motion carried

FINANCIAL REPORT: Darla Frost Kianos moved to approve, Betty Jean Ridout seconded, motion carried

MANAGER'S REPORT: The report was reviewed.

1. Back door monitor was discussed. Current set up will be retained
2. Roslin Newton moved that the library adopt the ALA Library Bill of Rights presented in library manager's report. Seconded by Peggy Minckler, motion carried.
3. Pilcrow Foundation will match 2-1 match of children's hardcover books with funds from the read-a-thon SFL will sponsor 2/3/24.
4. Conflict of Interest Policy was reviewed, no changes made.
5. Library Manager collaborated with Office for the Aging to arrange for Flu/ Covid/ Pneumonia / RSV vaccinations at dining site
6. One volunteer is leaving due to care giving responsibilities.
7. Board members can be trained to operate circulation desk, Lisa Greeley will start

Motion to accept by Peggy Minckler, seconded by Roslin Newton, motion carried

## SPECIAL COMMITTEES:

Building and Grounds:

1. Back exit has a light bulb out. Al Fredrickson agreed to replace

#### CORRESPONDENCE:

1. On January 10th Board Members Bill and Roslin Newton presented at CVCS School Board. Power Point on the funding proposal was presented, many questions were asked and answered, Newtons said overall the meeting was positive

#### OLD / UNFINISHED BUSINESS:

1. Annual appeal brought in over \$7,000. That is an increase over past years. Many donors are not library patrons.

#### NEW BUSINESS:

1. Board members will be seeking signatures on petitions. They need to be at the library by 2/9/24 to be submitted to the school district clerk. Signatures will be verified by the clerk.
2. There will be an article about the school tax proposal in the next school newsletter.
3. Volunteer recognition will take place as a soup dinner April 16<sup>th</sup> at Park Church. About 50 people are expected.
4. Bake sale goods will be requested at next fire dept chicken BBQ

ADJOURNMENT: The meeting was adjourned at 6:50 pm . Motion by Lisa Greeley and seconded by Linda Bartholomew. The next meeting will be held on February 28, 2024, at 6:00 PM in the library.

Minutes submitted by: Lisa Greeley

Approved: \_\_\_\_\_.



# **FEBRUARY 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's 2023 Annual Report has been completed and is being reviewed by the library Board of Trustees and CCLS. The 2022 Annual Report to the Community has been posted on the library's website in compliance with NYS Minimum Public Library Standards. Note that each year, these standards are upgraded to include more requirements.

The library will be closed on Good Friday, March 29 and Saturday, March 30 in observance of the Easter holiday.

### **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/>

### **Another trustee training opportunity:**

**Public and Association Library Construction- A Step-by-step guide to the application process.**

The NYS Library will be hosting a webinar on **MONDAY, MARCH 4<sup>th</sup>**, from **2:00-3:00pm** providing an overview of the application process for library construction projects. Please register for the webinar.

Do you ever wonder why the application process for public and association library construction is as detailed as it is? Why do we need a SEAF or Smart Growth form? Why ask for a specific start date? Who is DASNY? This webinar will review the application process and answer common questions on the process, from application to award.

**The webinar will be recorded and posted on the NYS Library's webinar once closed-captioning is completed. 4**

CCLS Director Jan Dekoff has also offered to provide training directly to trustees at a meeting. The topic she has currently available is on Open Meetings Law and Roberts Rules of Order. Please contact Jan if interested in scheduling this training.

## **BUILDING, GROUNDS AND MAINTENANCE**

A patron noticed that an orange ground wire was protruding from the library's front lawn. Al Fredrickson investigated and found that it is part of wiring for Spectrum to the Post Office, and the post office has been made aware.

## **CORRESPONDENCE**

The library received a Statement of Activity from the Northern Chautauqua Community Foundation for the Sinclairville Free Library Endowment Fund for the period January 1 through December 31, 2023. The balance in the fund as of 12/31/2023 was \$41,265.85. The amount available to spend is \$15,059.67.

## **DONATIONS**

A copy of John Slater's new book, *Legends of the Chautauqua-Erie Grape Belt*, was donated to the library by Western New York Heritage and the author.

Received a donation of \$200 from the American Legion Auxiliary Unit 1280, Cassadaga, "for the benefit of the library in any way that is needed. Thank you for your continued service to our communities."

Received the required \$400.00 raised by Read-a-thon pledges. This amount will be sent to the Pilcrow Foundation for the purchase of \$1,200.00 value in children's books. 1

## **FUNDING**



Funding in the amount of \$6,000.00 was received from the Town of Gerry, which is the same amount received in 2023. 1

An “Articles of Agreement” was signed with the Town of Charlotte agreeing to pay the library \$12,500.00 for library services for the period January 1 through December 31, 2024. This represents an increase of \$500.00 from last year. 1

## **GRANTS 1**

The following grant projects are in process and moving forward: CCLS Outreach Mini-Grant (Topic: Life Lessons Generational Outreach), Pilcrow Foundation’s Children’s Book Grant and the ALA LTC Accessibility Grant initiatives (Rounds 1 and 2). 1

## **MEMORIALS**

Charles Sylvester passed away on February 6, and his obituary requested donations to be made to this library on Charles’ behalf. Memorial donations have been received from Bonnie Larkin, David Supples, John Swanson and Stan Perzer.

## **OUTREACH 2**

Outreach to Gerry continues with library and digital services, memoir writing and book club offered at the Homestead bi-monthly. Outreach to children in the CVCS district continues to grow with visits to the Little Seeds Preschool, Wrap before school childcare program, preK class visits to the library and collaboration with CVCS Family Resource Center. 2

## **PROGRAMS AND EVENTS**

The library’s calendar of events is available on the library’s website at [www.sinclairvillelibrary.org](http://www.sinclairvillelibrary.org). Paper copies are available at the front desk.

### **Highlights:**

**Homeschool Hour** presents Makey Makey STEM Adventure. With Makey Makey, everyday objects are transformed into touchpads empowering students to interact with computers as creative tools.

Session 1: March 6: Craft a Circuit & Hands On!

Session 2: March 20: What is Conductive? & Draw an Instrument

Session 3: April 3: Code Key Presses in Scratch & Craft and Code Stories in Scratch

Session 4: April 17: Code Two-Player MakeCode Arcade Game & Draw and Code a Poem Generator. Registration is required, and all materials will be provided.

**Child's Play** programs are held at 1 PM on the following Wednesdays:

3/6 Dr. Seuss Birthday Party (cat in the hat craft)

3/13 Go Green at the Library (leprechaun craft)

3/20 "Clean & Messy" (no mess paint bag)

3/27 "Letter Day: C" (C is for Cat)

**Life Story Writing** hybrid (Zoom and in-person) Thursday, March 7 at 6 PM for ages 12 and up and in-person only on Thursday, March 14 from 2:30 to 3:30 PM for families with children of all ages.

VITA Tax Preparation in-person programs were held at the library February 7, 14 and 21 with many participants taking advantage of the free tax return preparation program.

### **Book Clubs:**

**Books Unlimited:** Meeting at 7 PM Monday, March 18, at the library to discuss The Front Porch Promise by local author Debra Runge Meder. The author has been invited to attend the discussion. Please contact the library to request a copy of the selected title for any of the book club meetings.

**Virtual Book Club:** Meeting online at 7:30 PM Monday, March 25, to discuss Someone Else's Shoes by Jo Jo Moyes.

**Gerry Outreach Book Club:** Meets at 3 PM Friday, March 15, at the Seeley Building on the Homestead campus to discuss Unlocked by Karen Kingsbury.

**Program Updates:** The Write Circle resumes hybrid meetings (in-person and Zoom) starting March 1.

### **PUBLIC RELATIONS & PUBLICITY**



Currently in the process of collaborating with the Sinclairville Fire Department, 76ers and Chautauqua County Office for the Aging for a vaccine clinic to be held at the fire hall.

An article listing the library's February programs and events was published in the Observer on February 6<sup>th</sup>.

## **REQUESTS & OPPORTUNITIES**

The Director was invited to present a Life Story writing program at the new Family Resource Center at Cassadaga Valley Central School and is scheduled to lead workshops there on April 17 and 24. The Life Story project is part of our CCLS outreach grant initiative. 2

## **STAFF AND VOLUNTEERS**

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

Library Assistant Jessica Huling will achieve her six-year anniversary of employment at the Sinclairville Free Library as of March 12.

A staff and volunteer meeting has been scheduled for Wednesday, March 27 at 2:30 PM. Trustees are invited to attend.

## **STATISTICS**

See the library's 2023 Annual Report for complete statistics for the year.

## **TECHNOLOGY AND EQUIPMENT**

The computer used by patrons to access the online catalog (OPAC) was replaced free of charge by CCLS as ours was old and developed a problem.

One outdoor capable, weatherproof wireless access point has been ordered through CCLS at a cost of \$150. This will be installed at the front of the building and may extend wireless access as far as the Superette. If so, the library can post signage at the store that wireless access is provided by the library, which will be good for both the local business and the library's public relations.

## **STRATEGIC PLAN GOALS SUMMARY**

**1 Enhance Library Funding Streams:** Enrollment in the PayPal Giving Fund will provide greater exposure and opportunities for supporters to make donations.



**2 Strengthen Outreach:** New Life Story writing program planned at CVCS. Outreach continues to Gerry at the Homestead, Little Seeds Preschool, Wrap childcare program and Pre-K students.

**3 Catalog Local History Collection:** Volunteer Pat Kirell is digitizing the materials included in the Historical Reports binders. 3

**5 Carry Out Twenty-Five Year Celebration of Library Building**

Consider requesting donations to the Dr. Bob and Marge Kochersberger Endowment Fund for the Sinclairville Free Library as part of the celebration.

# March 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

### 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 Club:** 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

### LIFE STORY WRITING!!!

Take time to document to story of your life.

For ages 12 and up.

All materials provided.

Please register on our website or call 716.962.5885



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>HOMESCHOOL HOUR!!!</b> <b>Join us for a special 4 week Makey Makey STEM Adventure!</b> With Makey Makey everyday objects are transformed into touchpads empowering students to interact with computers as creative tools. Session 1: March 6th: Craft a Circuit & Hands On! Session 2: March 20th: What Is Conductive? & Draw an Instrument Session 3: April 3rd: Code Key Presses in Scratch & Craft and Code Stories in Scratch Session 4: April 17th: Code Two-Player MakeCode Arcade Game & Draw and Code a Poem Generator  Full details on our website. Registration is required. Register online or call 716.962.5885 All materials provided. Limited spots available.					1 Write Circle 9:00 am Hybrid  Sinclairville Samplers 10:30 am  Library Services @ The Homestead 2:00 pm  Life Story Writing @ The Homestead 3:00 pm	2 
3	4	5	6 Child's Play 1:00 - 2:00 pm  Homeschool Hour 2:30 - 3:30 pm  Write Spirit 7:00 pm Virtual	7 Life Story Writing 6:00 pm Ages 12 & up Hybrid	8 Write Circle 9:00 am Hybrid  Sinclairville Samplers 10:30 am	9
10	11	12	13 Child's Play 1:00 - 2:00 pm  Write Spirit 7:00 pm Virtual	14 Homeschool Hour 2:30 - 3:30 pm Life Story Writing	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	20 Child's Play 1:00 - 2:00 pm  Homeschool Hour 2:30 - 3:30 pm  Write Spirit 7:00 pm Virtual	21	22 Write Circle 9:00 am Hybrid  Sinclairville Samplers 10:30 am	23
24/31 Happy Easter from the Staff!!!	25 Virtual Book Club 7:30 pm Virtual	26	27 Child's Play 1:00 - 2:00 pm  Library Board Mtg 6:00 pm  Write Spirit 7:30 pm Virtual	28	29 Closed in Observance of Good Friday  	30 Closed in Observance of Easter Holiday.
<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 FOLLOW US ON FACEBOOK		BOOK CLUB SELECTIONS - COPIES ARE AVAILABLE THRU THE LIBRARY SYSTEM Books Unlimited Book Club Selection: "The Front Porch Promise" by Debra Runge Meder Book Club @ The Homestead: "Unlocked" by Karen Kingsbury Virtual Book Club Selection: "Someone's Else Shoes" by Jojo Moyes  Please register for events or programs using our Event & Program Registration form on our website				



7:58 PM  
02/13/24  
Accrual Basis

Sinclairville Free Library  
Balance Sheet Prev Year  
As of January 31, 2024

	Jan 31, 24	Jan 31, 23
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
Checking - Community Bank		
Checking - Operating	-6,310.67	2,646.21
Grant Funding		
Restricted Funds		
ALA/LTC	9,128.42	0.00
Total Restricted Funds	9,128.42	0.00
Total Grant Funding	9,128.42	0.00
Total Checking - Community Bank	2,817.75	2,646.21
Front Desk Change	15.00	15.00
Petty Cash	50.00	50.00
Savings	4,012.18	9,910.97
Total Checking/Savings	6,894.93	12,622.18
Other Current Assets		
Investment		
Investment-Orig + Income	16,576.35	15,939.46
Unrealized Gain (Loss) on Inves	-2,095.37	-2,705.33
Total Investment	14,480.98	13,234.13
Total Other Current Assets	14,480.98	13,234.13
Total Current Assets	21,375.91	25,856.31
Fixed Assets		
Land & Building	244,123.98	244,123.98
Total Fixed Assets	244,123.98	244,123.98
<b>TOTAL ASSETS</b>	<b>265,499.89</b>	<b>269,980.29</b>
<b>LIABILITIES &amp; EQUITY</b>		
Equity		
32000 - Unrestricted Net Assets	268,764.78	273,756.48
Net Income	-3,264.89	-3,776.19
Total Equity	265,499.89	269,980.29
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>265,499.89</b>	<b>269,980.29</b>

7:57 PM  
02/13/24  
Accrual Basis

Sinclairville Free Library  
Profit & Loss Budget - Actual  
January 2024

	Jan 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
CCLS - System Cash Grants			
Other Cash Grants	695.00	3,000.00	-2,305.00
11.3 - LLSA	0.00	1,500.00	-1,500.00
11.7 - Materials Plan	0.00	3,000.00	-3,000.00
Total CCLS - System Cash Grants	695.00	7,500.00	-6,805.00
11.1 - Public Funding			
Charlotte	0.00	12,000.00	-12,000.00
Gerry	0.00	6,000.00	-6,000.00
Sinclairville	0.00	9,500.00	-9,500.00
Total 11.1 - Public Funding	0.00	27,500.00	-27,500.00
11.13 - Other Receipts			
11.14 - Gifts & endowments			
Donation	105.75		
Memorial	0.00	500.00	-500.00
11.14 - Gifts & endowments - Other	0.00	8,000.00	-8,000.00
Total 11.14 - Gifts & endowments	105.75	8,500.00	-8,394.25
11.15 - Fund Raising			
Annual Appeal	1,025.00	6,000.00	-4,975.00
Bake Sale	0.00	250.00	-250.00
Chicken BBQ	0.00	2,000.00	-2,000.00
Give Big CHQ	0.00	1,000.00	-1,000.00
Painted rocks	0.00	50.00	-50.00
Total 11.15 - Fund Raising	1,025.00	9,300.00	-8,275.00
11.16 - Investment Income			
Savings Interest	0.00	4.00	-4.00
Total 11.16 - Investment Income	0.00	4.00	-4.00
11.17 - Library Charges			
Copy	8.25	100.00	-91.75
Fax	9.00	50.00	-41.00
Printing	10.75	150.00	-139.25
Total 11.17 - Library Charges	28.00	300.00	-272.00
11.18 - Other Income			
Book Sale	0.00	250.00	-250.00
11.18 - Other Income - Other	0.00	0.00	0.00
Total 11.18 - Other Income	0.00	250.00	-250.00
Total 11.13 - Other Receipts	1,158.75	18,354.00	-17,195.25
Total Income	1,853.75	53,354.00	-51,500.25



7:57 PM  
02/13/24  
Accrual Basis

Sinclairville Free Library  
Profit & Loss Budget - Actual  
January 2024

Expense	Jan 24	Budget	\$ Over Budget
<b>Employee Expenses</b>			
12.3 · Salaries			
Assistant Manager	1,284.00	16,640.00	-15,356.00
	1,530.00	29,120.00	-27,590.00
<b>Total 12.3 · Salaries</b>	2,814.00	45,760.00	-42,946.00
12.4 · Employee Benefits	734.74	4,700.00	-3,965.26
<b>Total Employee Expenses</b>	3,548.74	50,460.00	-46,911.26
<b>Library Materials</b>			
12.6 · Printed Material			
Books	131.33		
12.6 · Printed Material - Other	0.00	4,000.00	-4,000.00
<b>Total 12.6 · Printed Material</b>	131.33	4,000.00	-3,868.67
12.7 · Electronic Material	100.00	1,200.00	-1,100.00
12.8 · Other Material			
Audio CD's	0.00	150.00	-150.00
DVD's	14.96	200.00	-185.04
Toys/Manipulatives	0.00	25.00	-25.00
<b>Total 12.8 · Other Material</b>	14.96	375.00	-360.04
<b>Total Library Materials</b>	246.29	5,575.00	-5,328.71
<b>12.17 · Building Operation &amp; Maintenance</b>			
Other Bldg Oper & Maint			
Building Insurance	0.00	2,000.00	-2,000.00
Cleaning	600.00	3,150.00	-2,550.00
Supplies	26.63	500.00	-473.37
Utilities	555.69	5,250.00	-4,694.31
<b>Total Other Bldg Oper &amp; Maint</b>	1,182.32	10,900.00	-9,717.68
Repairs	0.00	500.00	-500.00
<b>Total 12.17 · Building Operation &amp; Maintenance</b>	1,182.32	11,400.00	-10,217.68
<b>12.25 · Miscellaneous Expense</b>			
Equipment	0.00	2,500.00	-2,500.00
Office & Library Supplies	63.98	1,000.00	-936.02
Postage	0.00	150.00	-150.00
Professional & Consultant Fees	0.00	500.00	-500.00
Technology updating	0.00	1,000.00	-1,000.00
Telephone & Internet	39.99	750.00	-710.01
z-Miscellaneous - other			
Advertising	0.00	100.00	-100.00
Program Expense			
Summer Reading Program	0.00	500.00	-500.00
Program Expense - Other	37.32	1,200.00	-1,162.68
<b>Total Program Expense</b>	37.32	1,700.00	-1,662.68

7:57 PM  
02/13/24  
Accrual Basis

Sinclairville Free Library  
Profit & Loss Budget - Actual  
January 2024

	Jan 24	Budget	\$ Over Budget
Travel	0.00	350.00	-350.00
Volunteer Expense	0.00	100.00	-100.00
z-Miscellaneous - other - Other	0.00	500.00	-500.00
Total z-Miscellaneous - other	37.32	2,750.00	-2,712.68
Total 12.25 · Miscellaneous Expense	141.29	8,650.00	-8,508.71
Total Expense	5,118.64	76,085.00	-70,966.36
Net Ordinary Income	-3,264.89	-22,731.00	19,466.11
Net Income	-3,264.89	-22,731.00	19,466.11