Sinclairville Free Library

Board of Trustees Meeting

April 24, 2024

Agenda 6 PM

1. Call to order
2. Pledge of Allegiance
3. Privilege of the floor
4. Approval of March 27, 2024 minutes
5. Financial Report and approval of expenditures
6. Report of Library Director
7. Report of Special Committees:
8. Correspondence and Communications:
9. Old Business:
Watch for Bake Sale requests for spring BarBQ at the firehall.

- Roz and Bill are working on completing the grant that Larry started which will pay for the electrical hook up of the heated sidewalks, split load delivery of cement, and new community computers for the library. The grant is through Chautauqua Regional

Community Foundation. Roz just received a favorable phone call from CRCF asking clarifying questions regarding the grant. It appears the library will have to cover \$246 for the overall project. Final decision will be mid-May

- No feedback from Holmberg grant for Dell All-in-One computers for patron usage. To be reviewed in June with a decision in July.
- Discuss possible closure on Saturdays during the summer months.
- Other?

10. New Business:

- Thanks to all the board members for their roles in creating an overwhelmingly positive Volunteer Soup-A-Thon
- Thoughts about Victorian Tea. Any ideas for entertainment?
- Discuss possible closure on Saturdays
- Other?

11. Next meeting is May 29, 2024 at 6pm

SINCLAIRVILLE FREE LIBRARY BOARD MINUTES

March 27, 2024

OPENING: Bill Newton called the meeting to order March 27, at 6:04 PM with reciting the Pledge of Allegiance.

PRESENT: Lisa Greeley, Beth Hadley, Darla Frost-Kianos, Peggy Minckler, Bill Newton, Roslin Newton, Linda Bartholomew. Jeanne Oag visited from CVCS School Board at meeting end

MEMBERS ABSENT: Larry Barmore, Candi George, Betty Jean Ridout, Jessica Emmott

APPROVAL OF MINUTES: The February 28, 2024 minutes were approved with corrections. Motion to accept by Darla Frost Kianos, seconded by Peggy Minckler, motion carried.

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

DIRECTOR'S REPORT: The report was reviewed.

- 1. Beth shared there were donations to the Kochersberger fund last year. This could be suggested as a donation option for other supporters, especially in light of upcoming anniversary for the library. Signage may be posted near the circulation desk offering this information
- 2. Give Big CHQ online fundraiser is June 13th. This was not highly profitable last year, but could be worth effort this year as funding is needed. Anyone interested in helping is welcome. Motion to establish library with Give Big CHQ by Roslin Newton, seconded by Lisa Greeley, motion carried.
- 3. The sidewalk project was reviewed. Beth will request an extension of two months until potential funding from grants is finalized in mid-May
- 4. Beth discussed library service options that may be cut in case the school vote fails. Reduced hours would be the first option

SPECIAL COMMITTEES:

Building and Grounds: No report

CORRESPONDENCE:

None reported

OLD / UNFINISHED BUSINESS:

- 1. In early May the library sign will remind voters that the library proposition is on the back of the school ballot,
- 2. Linda will take proposition brochures to Heritage Village. There may be transportation to the school in May for residents to vote
- 3. Beth will take information to the 76ers
- 4. Volunteer recognition event will be an opportunity to share the funding information
- 5. Volunteer recognition dinner will take place on April 16th. Beth will decorate with books that attendees can take home. Trustees will bring soup with a recipe in case of food allergies, and arrive at 5:00. Lisa will make signs on posterboard to direct volunteers to the correct location at Park Church.

NEW BUSINESS:

- 1. Jeanne Oag reviewed options and risks to the funding proposition. Board decided to promote through a publicity campaign as follows:
- a. Submit to Newspaper articles containing the Kochersberger family letters, and letters to the editor (Roslin, Lisa)
- b. Trustees will meet with fire departments in Gerry, Sinclairville, Stockton (Bill)
- c. Board will add information to the library sign (Lisa)
- d. Information will be shared at Heritage, School, Fire Depts, 76ers, Superette
- e. A phone tree should be used at the time of the vote, the day before or on the date. Each trustee should list and call people they know who will votre, and ask each person to reach out to at least one other supporter or more
- f. Roz and Bill will reach out to Barb Mallette regarding Cassadaga library's efforts for publicity.
- 2. Roz Newton moved to approve the document retention and destruction policy, seconded by Darla Frost Kianos, motion carried
- 3. Board will review at next meeting vacant Vice President's position for Larry Barmore, currently on leave of absence.

ADJOURNMENT: The meeting was adjourned at 7:08 pm. Motion by Roslin Newton and
seconded by Darla Frost Kianos. The next meeting will be held on April 24, 2024, at 6:00 PM in
the library.

Minutes submi	itted by: Lisa Greeley
Approved:	

May 2024



LIFE STORY DISPLAY RECEPTION (140 Slove)



Read and See the Life Stories of residents of the Homestead Retirement Community. Hosted by the Heritage Ministries. Refreshments.

SINCLAIRVILLE FREE LIBRARY

PO BOX 609 15 MAIN STREET SINCLAIRVILLE, NY 14782 PHONE: 716.962.5885 FAX: 716.962.5885 Director: Beth Hadley

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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 Spinner or Cube that is yours to take home!!! And, other Lego Build Challenges! Spinner or Cube that is yours to take home!!! And, other Lego Build Challenges! Friday 10:00 am - 4:00 pm	DESCRIBER .							Plan and build a Lego Fidget
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Friday 10:00 am - 4:00 pm	Thursday 2	:00 - 7:00 pm	Virtual Book Club Selecti	on: "Horse" by Geraldine	Brooks			Registration Paguages
Saturday 10:00 am - 1:00 pm Please register for events or programs using our Event & Program Registration form on our website		0 am - 4:00 pm	Kelliszen, szeres és illevásnett.	Citaria de				
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APRIL 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

Quarterly Payroll Returns for the first quarter of 2024 were filed electronically.

Form 990-EZ for 2023 is being completed by volunteer bookkeeper Ricki Sharp to be signed by Board President Bill Newton prior to the May 15 deadline.

The library will be closed on Monday, May 27th in observance of Memorial Day.

Statistical report for the first quarter of 2024 was completed as required by CCLS.

BEAUTIFICATION AND DISPLAYS

A diorama created by Mike Minckler of the Battle of Waterloo has been placed in the display case in the middle of the library.

BUILDING, GROUNDS AND MAINTENANCE

Former trustee Eric Spinler says there is no access to water at the outdoor spigot because it was capped off due to a problem some time ago. If access to water outdoors is desired, we would need to put a new line in.

The timer for the library's outdoor lights to automatically turn on/off isn't working. Building and grounds committee member Al Fredrickson will repair the timer.

CORRESPONDENCE

Received the Account Statement from Victory Funds for the period January 2, 2024 through March 28, 2024 showing the total market value for all investment accounts to be \$16,024.68 on 3/28/24 (\$13,331.57 on 3/31/23).

Received an invitation to the Ross Grange's meeting held on April 15 with lunch at 12:30 and presentations from library directors from Kennedy, Ellington, Falconer and Sinclairville. Director Hadley attended to inform members of the library's accomplishments and provide our calendar of programs and events.

DONATIONS

Received a donation in the amount of \$50 from the TOPS NY 610 group that meets at the library each week.

FUNDRAISING 1

The library is now registered to participate in this year's Give Big CHQ, which will be conducted online June 13th. The link to review the Terms of Service our organization has agreed to in order to participate, please visit https://www.givebigchq.org/info/terms-of-service. For tools, templates and other resources to help us get ready for this year's event please visit: www.givebigchq.org/info/nonprofit-toolkit; www.givebigchq.org/info/trainings; www.givebigchq.org/info/downloads. Questions? Contact: Liz Jones, Chautauqua Region Community Foundation 716-661-3390/ejones@crcfonline.org. 1

GRANTS 1

CCLS Outreach Grant: (Topic: Life Lessons Generational Outreach) The final report for this grant is due July 31. Funds are being used to provide scrapbooks and materials to inspire documentation of life lesson stories. 1

ALA Rounds 1 and 2: An extension was requested for Round 1 as we are waiting to learn if additional funding can be secured to add heating elements under the sidewalks that will be repaired as part of the Round 1 grant initiative. An extension was approved giving us a new deadline of June 30 to spend down the funds and July 31 for the final report. We have received \$10,000 more from the ALA in Round 2 to continue and expand the outreach we are doing as part of the Libraries Transforming Communities: Accessibility initiative.

Pilcrow Foundation: Books have arrived and are being processed in preparation for the reception to be held on Thursday, May 23 from 5 to 7 PM. The final report to the foundation is due by June 3.

MEMORIALS

A donation was made by Jessica Huling and family in memory of Floyd S. "Hagen" Boardman from Hannah and Cody George.

The "Lisa Waite Memorial" has been established by the family of Lisa, who is the daughter of Cathy Obert, our longtime library volunteer and supporter. From their Facebook post: "As an avid reader, Lisa spread the love of reading to all who knew her. She, alongside her mother, co-founded the Read n'Feed book club, bringing together a community of readers from across the area. As a Sinclairville native and member of the Sinclairville Library, a memorial will be built outside the library in Lisa's memory.

Donations will go towards the creation of an outdoor space for readers to sit in the shade and enjoy a book or two." Donations have been coming in totaling over \$5,000.00. Any funds remaining after the creation of this memorial will be used for the benefit of the library as per Cathy's instructions. Rodney Waite will purchase and install this memorial site.

OUTREACH 2

Outreach continues with the Little Seeds Preschool, CVCS Pre-K visits to the library, Life Story programming at CVCS and the Homestead, The Wrap childcare program at Park Methodist Church, and library services and programs offered at the Homestead bi-monthly.

POLICIES AND PROCEDURES

Library policies are to be reviewed and re-approved every five years. Please review the Annual Library Budget Policy and Confidentiality of Records Policy.

PROFESSIONAL DEVELOPMENT

Library Assistant Huling participated in trainings offered by CCLS on the topics of Summer Reading Program Nitty Gritty and Marketing in the Library. 4

PROGRAMS AND EVENTS

Highlights:

Life Story Display and Reception hosted by Heritage Ministries: Thursday, May 2 from 2 to 4:20 PM. Residents of the Homestead Campus in Gerry have been writing their stories through a collaboration between Heritage ministries and the library. This reception is an opportunity to celebrate with them and honor them for their work. Refreshments will be provided by Heritage.

Life Story Writing Programs: Programs to help people ages twelve and up at the library document the stories of their life experience are planned on Thursday, May 2 at 6 PM and Thursday, May 16 at 3:30 PM. These are hybrid programs, with both in-person and remote attendance by Zoom available. Another program has been presented at the CVCS Family Center on Wednesday, April 17 and will be followed up with another event scheduled for Wednesday, April 24 at 9 AM at the Family Center.

Author and Speaker Kathy Carlton: Friday, May 10 at 10:30 AM: Willis will speak on the topic "Top Errors Writers Make and How to Avoid Them." This program will be available both in-person and online via Zoom. Over 1,000 of Kathy's articles have been published, and she is known for her Grin Gal line of books.

Family Night "Lego STEM": Monday, May 13 at 6 PM: Plan and build a Lego Fidget Spinner or Cube that you can take home.

Gardening with Native Plants: Monday, May 20 at 6 PM: Join Master Gardener Pat Martonis to learn about this topic.

Children's Book Project Grant Reception: Thursday, May 23 from 5 to 7 PM: A time to celebrate and appreciate donors who assisted the library in raising funds through a read-a-thon as part of the Pilcrow Foundation's book grant program. New children's books made possible through this project will be on display and available to check out.

Book Club Selections:

Books Unlimited will meet at the library on Monday, May 20 at 7 PM to discuss <u>Horse</u> by Geraldine Brooks.

Virtual Book Club will meet on **Thursday**, May 30 at 7:30 PM to discuss <u>Horse</u> by Geraldine Brooks. This will be a hybrid meeting. The link to join online is available upon request.

Book Club at the Homestead in Gerry will meet in the Seeley building's lower level to discuss Remarkably Bright Creatures by Shelby Van Pelt on May 17 at 3 PM.

Program Updates:

Virtual Book Club has begun to schedule hybrid meetings for the next several months, beginning with the discussion of Killers of the Flower Moon to be held in person at the library as well as online at 7:30 PM on April 29. Family History Club: This group is no longer meeting due to lack of volunteer leadership and not enough participant interest.

STAFF AND VOLUNTEERS 4

Trustees, thank you for the wonderful volunteer appreciation soup buffet that you prepared for our volunteers. It was a truly special evening that our volunteers enjoyed very much. 4

Val Milliman has resigned from her volunteer position at the library: "I have thoroughly enjoyed my second season at the library; it's been a little more than three years and I hope I have done some useful things to help you do the most in service to the community." We will miss Val at the library. If you know anyone who might enjoy volunteering some of their time at the library, please encourage them to come in for conversation on the opportunities available here.

6:38 PM 04/15/24 Accrual Basis

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

	Mar 31, 24	Mar 31, 23	
ASSETS			
Current Assets			
Checking/Savings			
Checking - Community Bank Checking - Operating	2222		
Grant Funding	5,009.95	14,534.68	
Restricted Funds			
ALA/LTC	19,128.42	0.00	
Total Restricted Funds	19,128.42	0.00	
Total Grant Funding	19,128.42	0.00	
Total Checking - Community Bank	24,138.37	14,534.68	
Front Desk Change	15.00		
Petty Cash	50.00	15.00	
Savings	12.32	50.00 3,911.15	
Total Checking/Savings	24,215.69	18,510.83	
Other Current Assets Investment		10,310.63	
Investment-Orig + Income Unrealized Gain (Loss) on Inves	16,576.35 -551.67	15,939.46 -2,705.33	
Total Investment	16,024.68	13,234.13	
Total Other Current Assets	16,024.68	13,234.13	
Total Current Assets	40,240.37	31,744.96	
Fixed Assets		**************************************	
Land & Building	244,123.98	244,123.98	
Total Fixed Assets	244,123.98	244,123.98	
TOTAL ASSETS	284,364.35	275,868.94	
LIABILITIES & EQUITY Equity			
32000 · Unrestricted Net Assets	268,764.78	273,756.48	
Net Income	15,599.57	2,112.46	
Total Equity	284,364.35	275,868.94	
TOTAL LIABILITIES & EQUITY	284,364.35	275,868.94	

Sinclairville Free Library Profit & Loss Budget - Actual

January through March 2024

	Jan - Mar 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income CCLS - System Cash Grants Other Cash Grants 11.3 · LLSA	695.00 143.70	3,000.00 1,500.00	-2,305.00 -1,356.30
11.7 · Materials Plan	755.50	3,000.00	-2,244.50
Total CCLS - System Cash Grants	1,594.20	7,500.00	-5,905.80
11.1 · Public Funding			
Charlotte	12,500.00	12,000.00	500.00
Gerry Sinclairville	6,000.00	6,000.00	0.00
		9,500.00	-9,500.00
Total 11.1 · Public Funding	18,500.00	27,500.00	-9,000.00
11.13 · Other Receipts 11.14 · Gifts & endowments Donation Memorial Other Grants 11.14 · Gifts & endowments - Other	1,257.50 525.00 10,000.00 0.00	500.00 8,000.00	25.00 -8,000.00
Total 11.14 · Gifts & endowments	11,782.50	8,500.00	3,282.50
11.15 · Fund Raising Annual Appeal Bake Sale Chicken BBQ Give Big CHQ Painted rocks	1,095.00 0.00 0.00 0.00 21.00	6,000.00 250.00 2,000.00 1,000.00 50.00	-4,905.00 -250.00 -2,000.00 -1,000.00 -29.00
Total 11.15 · Fund Raising	1,116.00	9,300.00	-8,184.00
11.16 · Investment Income Savings Interest 11.16 · Investment Income - Other	0.13 0.01	4.00	-3.87
Total 11.16 · Investment Income	0.14	4.00	-3.86
11.17 · Library Charges Copy Fax Lost Card Printing	31.75 14.00 1.00 33.25	100.00 50.00 150.00	-68.25 -36.00 -116.75
Total 11.17 · Library Charges	80.00	300.00	-220.00
11.18 · Other Income Book Sale 11.18 · Other Income - Other	0.00 0.00	250.00 0.00	-250.00 0.00
Total 11.18 · Other Income	0.00	250.00	-250.00
Total 11.13 · Other Receipts	12,978.64	18,354.00	-5,375.36
Total Income	33,072.84	53,354.00	-20,281.16

Sinclairville Free Library Profit & Loss Budget - Actual

January through March 2024

	Jan - Mar 24	Budget	\$ Over Budget
Expense Expenses			
12.3 · Salaries Assistant Manager	3,736.00 6,489.02	16,640.00 29,120.00	-12,904.00 -22,630.98
Total 12.3 · Salaries	10,225.02	45,760.00	-35,534.98
12.4 · Employee Benefits	1,720.74	4,700.00	-2,979.26
Total Employee Expenses	11,945.76	50,460.00	-38,514.24
Library Materials 12.6 · Printed Material Books	050.00		
12.6 · Printed Material - Other	950.63 0.00	4,000.00	-4,000.00
Total 12.6 · Printed Material	950.63	-	
		4,000.00	-3,049.37
12.7 · Electronic Material 12.8 · Other Material	300.00	1,200.00	-900.00
Audio CD's DVD's Toys/Manipulatives	0.00 14.96 0.00	150.00 200.00 25.00	-150.00 -185.04 -25.00
Total 12.8 · Other Material	14.96	375.00	-360.04
-			-000.04
Total Library Materials	1,265.59	5,575.00	-4,309.41
12.17 · Building Operation & Maintenanc Other Bldg Oper & Maint Building Insurance Cleaning Supplies Utilities	2,071.16 600.00 26.63 1,433.62	2,000.00 3,150.00 500.00 5,250.00	71.16 -2,550.00 -473.37 -3,816.38
Total Other Bldg Oper & Maint	4,131.41	10,900.00	-6,768.59
Repairs	746.66	500.00	246.66
Total 12.17 · Building Operation & Maintenanc	4,878.07	11,400.00	-6,521.93
12.25 · Miscellaneous Expense			
Equipment Office & Library Supplies	39.99 288.64	2,500.00	-2,460.01
Postage	68.00	1,000.00 150.00	-711.36
Professional & Consultant Fees	75.00	500.00	-82.00 -425.00
Technology updating	0.00	1,000.00	
Telephone & Internet	79.98	750.00	-1,000.00
z-Miscellaneous - other	7 3.30	750.00	-670.02
Advertising Program Expense	55.00	100.00	-45.00
Summer Reading Program Program Expense - Other	0.00 213.07	500.00 1,200.00	-500.00 -986.93
Total Program Expense	213.07	1,700.00	
Total Flogram Expense	213.07	1,700.00	-1,486.93

6:39 PM 04/15/24 Accrual Basis

Sinclairville Free Library Profit & Loss Budget - Actual

January through March 2024

	Jan - Mar 24	Budget	\$ Over Budget
Travel	107.87	350.00	-242.13
Volunteer Expense	0.00	100.00	-100.00
z-Miscellaneous - other - Other	0.00	500.00	-500.00
Total z-Miscellaneous - other	375.94	2,750.00	-2,374.06
Total 12.25 · Miscellaneous Expense	927.55	8,650.00	-7,722.45
Total Expense	19,016.97	76,085.00	-57,068.03
Net Ordinary Income	14,055.87	-22,731.00	36,786.87
Other Income/Expense Other Income			
Investment - not on annual rept	1,543.70		
Total Other Income	1,543.70		
Net Other Income	1,543.70		
Net Income	15,599.57	-22,731.00	38,330.57