

Sinclairville Free Library  
Board of Trustees Meeting

May 29, 2024

Agenda 6 PM

1. Call to order
2. Pledge of Allegiance
3. Privilege of the floor
4. Approval of April 24, 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:
  - No feedback from Holmberg grant for Dell All-in-One computers for patron usage. To be reviewed in June with a decision in July.
  - Other?

10. New Business:

- Thanks to the board members for their efforts in getting the NYS education Law 259 passed!!!!!! We did it. Celebrate!
- The good news is that our CRCF grant was approved. The bad news is that we only got half of what we requested. Do you want to try for another CRCF grant to ask for the second half of what we need to hook up the electric for the sidewalks?(CRCF -General grant application would be due the last Wed of June with a decision by mid-July)
- 25th Year Building Anniversary Committee: identify team members (Kevin Kochersberger and Barb Pagels said they would help in anyway possible)
- A new library sign for the brick wall? A new lighted sign for the library news? Could be a part of the 25th year celebration project(dedicate funding from Annual Appeal or grants)?
- Should we pursue a construction grant to enlarge the Community Room? If yes, would need to have completed intent to apply by July 12th?
- Is the Sinclairville History Fair going to happen this year?
- Potential Library Trustees
- Thoughts about Victorian Tea? Any ideas for entertainment?
- Reviewing Policies and Procedures (see Library Director's Report)
- Other?

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

## SINCLAIRVILLE FREE LIBRARY BOARD MINUTES

April 24, 2024

OPENING: Bill Newton called the meeting to order April 24, 2024 at 6:06 PM with reciting the Pledge of Allegiance.

PRESENT: Lisa Greeley, Beth Hadley, Darla Frost-Kianos, Peggy Minckler, Bill Newton, Roslin Newton, Candi George, Jessica Emmott, Linda Bartholomew

MEMBERS ABSENT: Betty Jean Ridout

APPROVAL OF MINUTES: The March 27, 2024 minutes were approved with corrections. Motion to accept by Roslin Newton, seconded by Peggy Minckler, motion carried.

FINANCIAL REPORT: Darla Frost Kianos moved to approve, Lisa Greeley seconded, motion carried.

DIRECTOR'S REPORT: The report was reviewed.

1. Beth thanked the board for help at the Volunteer Appreciation dinner
2. Form 990 is being filled out by Ricki Sharp. She may not be able to continue this next year, a sub may be needed in 2025.
3. Floors will be waxed over Memorial Day weekend
4. Beth inquired how often parking lot maintenance is needed. Last repair was in 2022. Sealing will be needed it is guessed every three years. Buildings and grounds will be approached about that issue.
5. Ross Grange made a \$75 donation
6. June 13 is Give Big CHQ, board members are encouraged to reach out via Facebook to their friends. Board members will share information on library value through social media
7. Tree was planted in memory of Lisa Waite in front of the library. Benches will be added. More work is needed to clarify who donors are to the memorial fund.
8. May 2<sup>nd</sup> is a reception for the Life Story Display from Heritage Ministries.
9. Jessica Emmott will approach CVCS teachers / students about creating a new logo for the library
10. Patrons have mentioned the Victorian Tea, they will be approached about starting a committee. Lisa will call them.
11. Becky LeBaron is planning to transport Heritage residents for the library vote.
12. Motion was made by Roslin Newton to accept the Annual Library Budget Review policy with corrections, and the Confidentiality of Records policy. Seconded by Peggy Minckler, motion carried

SPECIAL COMMITTEES:

Building and Grounds: Al Fredrickson noted the exit signs need to be replaced. Al and Hope Fredrickson have donated an exit light with emergency lights that recharge when the electricity is on. The library will purchase another sign at \$68.97. Roslin Newton made a motion to have Al replace the sign, seconded by Linda Bartholomew, motion carried.

Al discussed the option of resetting the outdoor security lights timers to go off at midnight and on at 7:30 at present. Board agreed to have him do this.

#### CORRESPONDENCE:

None reported

#### OLD / UNFINISHED BUSINESS:

1. Bake sale will be coming soon.
2. Information has been submitted to CRCF for grant in Mid-May
3. No news yet on the Holmberg Grant

#### NEW BUSINESS:

1. May 13 is Sinclairville Fire Department meeting, library trustees Lisa and Bill will attend to discuss upcoming library proposition vote
2. Lisa will call two volunteers who voiced interest in the Victorian Tea

ADJOURNMENT: The meeting was adjourned at 7:08 pm . Motion by Candi George and seconded by Linda Bartholomew. The next meeting will be held on May 29, 2024, at 6:00 PM in the library.

Minutes submitted by: Lisa Greeley

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

# **MAY 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 259 funding request in the amount of \$68,000 for our library was approved by CVCS voters with 263 in favor and 103 opposed. 1

Form 990-EZ for 2023 was completed by volunteer Ricki Sharp, signed by Bill Newton and submitted online.

\$755.50 was received from CCLS for the second installment of the Materials Plan.

The library will be closed on Monday, May 27<sup>th</sup> for Memorial Day and Wednesday, June 19<sup>th</sup> for Juneteenth.

### **2024 Trustee Handbook Book Club Schedule:**

Please use the link below to access the trustee training resources that are currently available. There are some upcoming sessions that you can register for, and there are also links to the recordings of previous sessions. Even if you're not able to attend the webinars, you can register and then receive the recording. Or you can view the recordings after they have been posted on the link given below. If you view the recordings or attend any sessions please notify the Board President, as he is tasked with keeping track of trustee training. Each trustee is required to complete two hours of trustee training, which does not include the required sexual harassment training. CCLS Director Jan Dekoff has also volunteered to come to our library to provide training on a topic of concern.

You can access the full *Trustee Handbook Book Club* series resources online.

<https://midhudson.org/trusteebookclub/>

## **Upcoming Sessions**

**Libraries for the Future: An Introduction to Sustainability as the Newest Core Value**  
Tuesday, June 18th, 5:00-6:30 PM REGISTER

**Governance Structure: The Role of Board Officers and Board Committees**  
Tuesday, October 15th, 5:00-6:30PM REGISTER

## **BEAUTIFICATION AND DISPLAYS**

The family of Lisa Obert Waite designated memorial funds to be sent to the library for the purpose of installing memorial benches in front of the library. A large bench has been placed near the library entrance with an acknowledgement that the bench is in Lisa's memory and "Her Story Endures." Another small bench including a statue of a little girl reading a book was placed on the front lawn with landscaping to create a memorial garden area. A marker will also be placed there, and the family plans a dedication event sometime in June.

Funds from the Lisa Obert Waite Memorial also provided for a lovely round rug in the children's room that blends beautifully with the décor and replaces individual foam mats.

The library's back entrance has been beautified by flowers put in the planters. (Thanks, Roz!)

A small white table is set up in remembrance of service members as part of the observance of Memorial Day. The children's book *America's White Table* by Margot Theis Raven is also on display to help patrons know the significance of the table.

## **BUILDING, GROUNDS AND MAINTENANCE**

The library entry floors are scheduled to be cleaned and waxed over the long Memorial weekend by Kathy Schroeder. A new timer for the outdoor lights has been installed. The flag holder on the edge of our outdoor sign broke. Al

Fredrickson will replace it. The library's signage letters in front of the building are plastic and disintegrating so that repair is not possible. Recommend looking into buying a replacement sign.

## **CCLS**

Notes from the May Director's Meeting: We were given a reminder that the completed Intent to Apply package for NYS construction grants must be submitted to Jan Dekoff by Friday, July 12.

NYS updates: As outlined in Part KK of this year's TEDE Article VII legislation (Chapter 58 of the Laws of 2024), the expiration of the current videoconferencing provisions of Open Meetings Law has been extended from July 1, 2024 to July 1, 2026.

## **CORRESPONDENCE**

Sent letters to Assemblyman Goodell and Senator Borrello requesting allocation of \$5,000 in Bullet Aid (now called Grant in Aid) to help us make our library services more accessible. Received a phone message from Senator Borrello's office that the letter had been received.

Lovely card and note addressed to members of the SFL Board and Cathy Obert from Donna Nichols with her donation to the Lisa Waite Memorial: "The memorial to Lisa is such a lasting and beautiful gesture. She was such a wonderful girl of my friend Cathy whom I have known for many years and who chose me to be on the Library Board in Sinclairville for 33 years. I will always treasure those memories and pray the library continues successfully."

Received notification from DFT Security that Doyle Security Systems has acquired the assets of DFT Security, so the library will become a valued customer of Doyle Security Services. This only affects security services.

A letter of request for a donation in support of the library's summer reading program was sent to NYSCOPBA at Lakeview. This organization has faithfully provided sponsorship funds through the years.

Received the Fund Statement for the Sinclairville Free Library Endowment held at Northern Chautauqua Community Foundation for the period January 1 to March 31, 2024. The balance as of 3/31/24 is \$43,521.23 (\$37,634.42 at 3/31/23). \$15,418.67 is available to spend.

## **DONATIONS 1**

A donation in the amount of \$500.00 was made by Heritage Ministries in support of the library's Life Story Writing outreach at the Homestead and as part of an Age Friendly, Go Local Grant secured by Heritage.

A donation was made by the Tuesday Morning Ladies Bible Study Group at the Gerry Methodist Church with this note addressed to the library staff and Board of Directors: "Thank you for all you do for our community --- especially for the Heritage Village Retirement Campus!! Please accept our small contribution in appreciation for your great service."

## **FUNDRAISING 1**

The library is participating in this year's Give Big CHQ, which will be conducted online June 13th. The link to view informational webinars is [www.givebigchq.org/info/trainings](http://www.givebigchq.org/info/trainings) 1

## **GRANTS 1**

Trustee Roz Newton completed an application to the Chautauqua Region Community Foundation Grant program for funding to install heating elements in the new sidewalk that is to be installed. A grant from the Blossom Fund was approved in the amount of \$2,000.00. 1

An application was prepared by Library Assistant Huling and approved by CCLS for a 2024 Marketing Mini-Grant in the amount of \$310.00. 1

Director Hadley reported on the CCLS Outreach Mini-Grant project "Life Lessons Generational Outreach" to her colleagues during the director's meeting on May

17<sup>th</sup>. A final report is due to CCLS by July 31<sup>st</sup> and sharing information about the project is one of the requirements.

## MEMORIALS

A donation in memory of Charles Sylvester was made by the Valley Historical Society. A donation in memory of Art Kibbe was made by his daughter, Darla Kibbe Perry. Included was this note: "Thank you for the many ways you support literacy in Sinclairville. As a retired teacher, one of my earliest memories is spending hours reading at the library!"

A new memorial form has been placed on the library's website to help gather information about the purpose of donations made to the PayPal Giving Fund. The link appears under the "Donate to PayPal Giving Fund" logo and reads: **Please complete our Memorial Donation form before using PayPal to submit a Memorial.**

## OUTREACH 2

**Little Seeds Preschool** program at Park Methodist Church receives an outreach visit once a month, **The Wrap Before School Program** at Park Methodist Church is visited on most Wednesdays at 7:30 AM for Read-Aloud program, **Life Story Writing** and **Book Club** programs at the Homestead in Gerry are provided bi-monthly along with a time for general library services to be provided. Programs held at the Homestead retirement campus are open to the public. **CVCS PreK** classes visited the library on May 22<sup>nd</sup> and another class will visit on May 31<sup>st</sup>. **2**

## PROGRAMS AND EVENTS

**Library Calendar:** The program and events calendar is available on the library's website at [www.sinclairvillelibrary.org](http://www.sinclairvillelibrary.org).

### Highlights and Upcoming Events:

**Jam Sessions** led by Rico Garfalo will be held on the following Thursdays at 6 PM: May 30, June 27, July 25 and August 29. All our welcome to bring their voices and/or instruments and come together to make music in our community. Audience members are also welcome to come and encourage participants. A

Yamaha electric keyboard and an acoustic guitar are available for use during jam sessions. **Family Sing Along** will be held on Monday, July 15 at 6 PM led by Hope Fredrickson. These musical adventure programs are free and open to all ages.

**Time Out Program:** Monday, June 3<sup>rd</sup> at 6 PM: Children will be supervised in the children's room while parents meet in the community room for an informal time to get acquainted and discuss topics of interest that evolve. Pizza will be provided to both groups so that parents have this night "off" from dinner duty and an hour of time apart from their children to connect with other parents.

**The Art of Flower Pounding:** Thursday, June 13<sup>th</sup> from 5 to 7 PM. Brenda Nickerson will introduce the artistic technique of flower pounding. Space is limited, and pre-registration is required with a cost of \$10 per participant.

### **Book Clubs:**

**Books Unlimited** will meet at the library on Monday, June 17<sup>th</sup> at 7 PM to discuss Someone Else's Shoes by Jojo Moyes.

**Virtual Book Club** will meet online Thursday, May 30<sup>th</sup> at 7:30 PM to discuss Horse by Geraldine Brooks. The link to join online book club is available upon request. Online Book Club will be on hiatus June through August to allow for a variety of new programs to be launched in conjunction with this year's summer reading program theme of adventures at the library. Adventures in Art, Music, Ancestry and Science are being prepared.

**Book Club at the Homestead in Gerry** will meet in the Seeley building's lower level to discuss Every Breath by Nicholas Sparks on June 21<sup>st</sup> at 3 PM. **2**

### **Summer Reading Program:**

**Adventure Begins at Your Library** is this year's summer reading program theme and plans are in the works for more musical adventures such as hand drumming as well as Art Adventures, Adventures in Ancestry and Adventures in Science. Adults, teens, children and families may participate by completing reading logs and attending book club discussions and other programs scheduled throughout the summer.

**Child's Play** (birth to preschool) **Early Literacy Summer Reading Program** will be held on Wednesdays 1:00 to 2:00 PM. **Mobile Summer Reading Program**

(preschool and up): Library Assistant Jessica and mascot Chet will be going mobile again this year visiting the Sinclairville Summer Recreation Program and The Wrap childcare program at Park Methodist Church and the Town of Gerry Summer Recreation Program on Wednesday mornings beginning July 17<sup>th</sup> and ending August 14<sup>th</sup> (August 7<sup>th</sup> for Gerry.)

## **PUBLIC RELATIONS AND PUBLICITY**

Board Secretary Lisa Greeley submitted a letter to the editor in support of the library's proposition for sustainable funding. The letter was published in the Dunkirk Observer on May 20<sup>th</sup>. 1 Letters were also published in the Observer from Gary Kochersberger and Barbara Mallette in support of the proposition.

Information about the library's Summer Reading Program: "Adventure Begins at Your Library" was included in the Village of Sinclairville's newsletter and calendar of events for 2024. Also mentioned was the Library's Story Walk that will be installed in the village park by Library Assistant Huling. Children will be able to walk and read Llama Llama Red Pajama by Anna Dowdney.

Director Hadley presented library information at the Fire Hall's senior dining program on May 3<sup>rd</sup>. One result was that the library will provide a Life Story writing program at the dining site on June 14<sup>th</sup> following the luncheon. Additional sessions may be provided depending on interest.

## **STAFF AND VOLUNTEERS 4**

Beth Hadley began working at the Sinclairville Free Library on June 26, 2006 as the Library Assistant. This year marks her 18<sup>th</sup> anniversary as an employee of the library. Beth will be out of town beginning Friday, June 7<sup>th</sup> following the Write Circle program and returning to work on Wednesday, June 12<sup>th</sup>.

Volunteers currently working inside the library are: Joan Stroh, Beth Loomis, Cathy Obert, Pat Kirell, Sarah Winton and Bonnie Larkin. We could use more volunteers who could be trained in front desk procedures as well as those interested in assisting with programs.

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

## **STATISTICS**

Circulation of digital materials for the month of April was 168, and our library ranked 17 out of the 38 libraries in our system.

Statistics for the first quarter of 2024, with first quarter 2023 and 2022 in parentheses for comparison:

Circulation (everything): **3,723** (4,178 2023) (2,863 2022)

Circulation of other materials (everything except print): **1,180** (1,357 2023) (792 2022)

Registered borrowers as of 3/31: **1,395** (1,350 2023) (1,281 2022)









Visits to Library: **2,222** (2,526 2023) (2,412 2022)

Reference Questions: **213** (247 2023) (323 2022)

## **TECHNOLOGY & EQUIPMENT**

CCLS Information Technology Manager Mike Jones was at the library on May 1<sup>st</sup> to go over data wiring possibilities such as adding more wireless capability to the front and rear of the building. An estimate of costs involved has been provided for your review. This project would be included in a CCLS E-rate application for our combined library system. Our library's contribution towards the expense of the project would be 15%, which could possibly be secured through a grant. The approval, scheduling and work would need to be done by October 30, although it may be possible to get an extension. We could also wait another year, but prices may change.

Also discussed were ideas for upgrading the library's technology that is used for online programming. If the NYS Grant-in-Aid request is approved, those funds could be used to purchase appropriate equipment to update this technology and keep our online programs viable.

June 2024		SUMMER READING STARTS ON MONDAY JULY 1ST!!! 		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
<h2 style="text-align: center;">GIVE BIG CHQ</h2> <p>Give Big CHQ is a 24-hour online fundraising event that connects individuals with causes they care about in Chautauqua county.</p> <p>Hosted by the Chautauqua Region and Northern Chautauqua Community Foundations, this event is an opportunity to come together as a community to celebrate the important work of local nonprofits, helping to raise dollars and awareness for their missions.</p> <p>Donations can be made at <a href="http://givebigchq.org/organizations/sinclairville-free-library">givebigchq.org/organizations/sinclairville-free-library</a></p> 					<b>PROGRAMS:</b> <b>Child's Play:</b> For ages birth to preschool. Participate in stories, songs & fingerplays. Take away craft or activity for extended learning. Registration is required. <b>Homeschool Hour:</b> For our local homeschool families. Network and socialize, fun learning activities. <b>Library Services @ The Homestead:</b> Help with library cards, borrowing/requesting materials, returning materials. Please bring passwords for digital assistance. <b>Life Story Writing @ The Homestead:</b> Join us to explore life themes together and to create a written life story for personal reflection or to share with friends and family members. <b>Sinclairville Samplers:</b> Quilting, knitting, crochet, embroidering, and fun with friends. <b>Write Spirit:</b> Christian writing group for women. Virtual program.	
2	3 "Time Out" 6:00 pm Give yourself a "time-out" and some kid free time... Parents can enjoy some time with other parents while children play and learn in our children's room. Lego STEM for our "older" library littles. Pizza provided. Registration Required.	4	5 Child's Play 1:00 - 2:00 pm  Write Spirit 7:00 pm Virtual	6 Life Story Writing 6:00 pm Ages 12 & up Hybrid	7 Write Circle 9:00 am Hybrid  Sinclairville Samplers 10:30 am	8
9	10 "Lego STEM" 6:00 pm Build and have fun with Lego. *Children may keep their builds 	11	12 Child's Play 1:00 - 2:00 pm  Write Spirit 7:00 pm Virtual	13 GIVE BIG CHQ All Day Online Fundraising Event!  Intro to Flower Pounding w/ Brenda Nickerson 5:00 - 7:00 pm Registration \$10	14 Write Circle 9:00 am Hybrid  Sinclairville Samplers 10:30 am  Life Story Writing @ Senior Lunch Site 1:00 pm  Library Services @ The Homestead 2:30 pm  Life Story Writing @ The Homestead 3:00 pm	15
16 Happy Father's Day!!! 	17 Books Unlimited Book Club 7:00 pm	18	19 Closed in Observance of Juneteenth   No School @ CVCS	20	21 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	22
23/30	24	25	26 Child's Play 1:00 - 2:00 pm  Library Board Mtg 6:00 pm  Write Spirit 7:30 pm Virtual	27 Jam Session 6:00 pm All musicians welcome	28 Write Circle 9:00 am Hybrid  Sinclairville Samplers 10:30 am	29
<b>HOURS</b> Monday 2:00 - 8:00 pm Wednesday 9:00 am - 5:00 pm Thursday 2:00 - 8:00 pm Friday 10:00 am - 4:00 pm Saturday 10:00 am - 1:00 pm		<b>BOOK CLUB SELECTIONS - COPIES ARE AVAILABLE THRU THE LIBRARY SYSTEM</b> <b>Books Unlimited Book Club Selection:</b> "Someone Else's Shoes" by Jojo Moyes <b>Book Club @ The Homestead:</b> "Every Breath" by Nicholas Sparks <b>Virtual Book Club Selection:</b> NO MEETING JUNE, JULY & AUGUST Please feel free to join one of our other book clubs. Please register for events or programs using our Event & Program Registration form on our website				
						<b>MAKERSPACE</b> Our Makerspace is available during Open Hours* LEGOS, marble runs, KINEX, building kits, challenges, craft kits and more. Parent/caregiver must accompany child <b>LIFE STORY WRITING!!!</b> Take time to document the story of your life. For ages 12 and up. All materials provided. Please register on our website or call 716.962.5885  <b>SUMMER READING!!!</b>  Follow us on Facebook and check our website for summer reading details... We are planning our adventures...check back for more...

Sinclairville Free Library  
**Balance Sheet Prev Year**  
As of April 30, 2024

	Apr 30, 24	Apr 30, 23
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
Checking - Community Bank		
Checking - Operating	2,778.24	11,432.87
Grant Funding		
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	21,906.66	11,432.87
Front Desk Change	15.00	15.00
Petty Cash	50.00	50.00
Savings	12.32	3,911.21
Total Checking/Savings	21,983.98	15,409.08
Other Current Assets		
Investment		
Investment-Orig + Income	16,576.35	15,939.46
Unrealized Gain (Loss) on Inves	-551.67	-2,705.33
Total Investment	16,024.68	13,234.13
Total Other Current Assets	16,024.68	13,234.13
Total Current Assets	38,008.66	28,643.21
Fixed Assets		
Land & Building	244,123.98	244,123.98
Total Fixed Assets	244,123.98	244,123.98
<b>TOTAL ASSETS</b>	<b>282,132.64</b>	<b>272,767.19</b>
<b>LIABILITIES &amp; EQUITY</b>		
Equity		
32000 - Unrestricted Net Assets	268,764.78	273,756.48
Net Income	13,367.86	-989.29
Total Equity	282,132.64	272,767.19
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>282,132.64</b>	<b>272,767.19</b>

3:06 PM  
05/14/24  
Accrual Basis

Sinclairville Free Library  
Profit & Loss Budget - Actual  
January through April 2024

	Jan - Apr 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	143.70	1,500.00	-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	6,000.00	6,000.00	0.00
Sinclairville	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	2,491.25		
Memorial			
Lisa Waite Memorials	3,211.00		
Memorial - Other	650.00	500.00	150.00
Total Memorial	3,861.00	500.00	3,361.00
Other Grants	10,000.00		
11.14 · Gifts & endowments - Other	0.00	8,000.00	-8,000.00
Total 11.14 · Gifts & endowments	16,352.25	8,500.00	7,852.25
11.15 · Fund Raising			
Annual Appeal	1,095.00	6,000.00	-4,905.00
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	21.00	50.00	-29.00
Total 11.15 · Fund Raising	1,116.00	9,300.00	-8,184.00
11.16 · Investment Income			
Savings Interest	0.13	4.00	-3.87
11.16 · Investment Income - Other	0.01		
Total 11.16 · Investment Income	0.14	4.00	-3.86
11.17 · Library Charges			
Copy	35.50	100.00	-64.50
Fax	18.00	50.00	-32.00
Lost Card	2.00		
Printing	40.25	150.00	-109.75
Total 11.17 · Library Charges	95.75	300.00	-204.25

3:06 PM  
05/14/24  
Accrual Basis

Sinclairville Free Library  
Profit & Loss Budget - Actual  
January through April 2024

	Jan - Apr 24	Budget	\$ Over Budget
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	17,564.14	18,354.00	-789.86
Total Income	37,658.34	53,354.00	-15,695.66
Expense			
Employee Expenses			
12.3 · Salaries			
Assistant	6,024.00	16,640.00	-10,616.00
Manager	8,580.00	29,120.00	-20,540.00
Total 12.3 · Salaries	14,604.00	45,760.00	-31,156.00
12.4 · Employee Benefits	2,054.57	4,700.00	-2,645.43
Total Employee Expenses	16,658.57	50,460.00	-33,801.43
Library Materials			
12.6 · Printed Material			
Books	1,467.45		
Magazines	29.96		
12.6 · Printed Material - Other	0.00	4,000.00	-4,000.00
Total 12.6 · Printed Material	1,497.41	4,000.00	-2,502.59
12.7 · Electronic Material	400.00	1,200.00	-800.00
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
Total 12.8 · Other Material	14.96	375.00	-360.04
Total Library Materials	1,912.37	5,575.00	-3,662.63
12.17 · Building Operation & Maintenance			
Other Bldg Oper & Maint			
Building Insurance	2,071.16	2,000.00	71.16
Cleaning	1,320.00	3,150.00	-1,830.00
Supplies	37.88	500.00	-462.12
Utilities	1,828.86	5,250.00	-3,421.14
Total Other Bldg Oper & Maint	5,257.90	10,900.00	-5,642.10
Repairs	746.66	500.00	246.66
Total 12.17 · Building Operation & Maintenance	6,004.56	11,400.00	-5,395.44
12.25 · Miscellaneous Expense			
Equipment	120.97	2,500.00	-2,379.03
Office & Library Supplies	342.43	1,000.00	-657.57
Postage	68.00	150.00	-82.00
Professional & Consultant Fees	75.00	500.00	-425.00
Technology updating	0.00	1,000.00	-1,000.00
Telephone & Internet	228.96	750.00	-521.04

3:06 PM  
05/14/24  
Accrual Basis

Sinclairville Free Library  
**Profit & Loss Budget - Actual**  
January through April 2024

	Jan - Apr 24	Budget	\$ Over Budget
z-Miscellaneous - other			
Advertising	55.00	100.00	-45.00
Program Expense			
Summer Reading Program	0.00	500.00	-500.00
Program Expense - Other	238.17	1,200.00	-961.83
Total Program Expense	238.17	1,700.00	-1,461.83
Travel	107.87	350.00	-242.13
Volunteer Expense	22.28	100.00	-77.72
z-Miscellaneous - other - Other	0.00	500.00	-500.00
Total z-Miscellaneous - other	423.32	2,750.00	-2,326.68
Total 12.25 - Miscellaneous Expense	1,258.68	8,650.00	-7,391.32
Total Expense	25,834.18	76,085.00	-50,250.82
Net Ordinary Income	11,824.16	-22,731.00	34,555.16
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	13,367.86	-22,731.00	36,098.86