

Sinclairville Free Library

Board of Trustees Meeting

August 28, 2024

Agenda 6 PM

1. Call to order
2. Pledge of Allegiance
3. Privilege of the floor
4. Approval of June 26, 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:
 - Grant updates
 - Other?

10. New Business:

- 25th Year Building Anniversary Committee: Lisa: have team members (Kevin Kochersberger and Barb Pagels said they would help in anyway possible) been identified? Let's create a list of people and have them pick a date and begin to make plans,
- A new library sign for the brick wall? Any ideas? 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)? Update
- Sinclairville History Fair : who is willing to assist with the chicken BBQ? Need folks tota tatke money, folks to fill bags with silverware and applesauce,, Need folks to clear tables after people have finished eating. Anyone willing to help manage the SFL table in the park?
- Annual appeal?
- Reviewing Policies and Procedures (see Library Director's Report)
- Other?

11. Next meeting is September 25, 2024 at 6pm

SINCLAIRVILLE FREE LIBRARY BOARD MINUTES

June 26, 2024

OPENING: Bill Newton called the meeting to order June 26, 2024 at 6:05 PM with reciting the Pledge of Allegiance.

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

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

APPROVAL OF MINUTES: The May 29, 2024 minutes were approved. Motion to accept by Lisa Greeley, seconded by Peggy Minckler, motion carried.

FINANCIAL REPORT: Tabled, will be reviewed at next meeting.

DIRECTOR'S REPORT: The report was reviewed.

1. Beth reviewed report of Pilcrow books, another grant will be considered after 'weeding' some library materials.
2. Plans for summer reading program are in progress. Adults can also participate by recording books read.
3. A request has been made for storage of prehistoric relics. Other resources will be suggested to the requestor.
4. Bees may need to be sprayed again.
5. A thank you event will be at Minckler Commons July 24th, 6:30-8:30 for the community - in gratitude for support with the school budget vote.

SPECIAL COMMITTEES:

Building and Grounds:

Anniversary Celebration Committee:

Outreach:

1. Gerry Methodist Church is open to a story hour and book club. Linda and Beth will meet with Donna Nichols to discuss

CORRESPONDENCE:

None reported

OLD / UNFINISHED BUSINESS:

1. Roslin shared that money has been received from CRCF and the Lenna Foundation to connect the electric aspects of the new sidewalks. A call was received from the Holmberg Foundation approving funds toward computers for patron usage. E-rate grant has been submitted to CRCF but no response will be given until July. The sidewalk install has been scheduled for the third week of July.
2. Policies and procedures that needed to be updated were approved. Motion made by Linda Bartholomew to accept the policies, seconded by Lisa Greeley, motion carried.
3. Jessica is in conversation with the HS art teacher regarding student work on the library logo

NEW BUSINESS:

1. Hanson Sign will be offering prices for a new sign. Jessica will explore other sign companies.
2. The 25th year anniversary is being planned
3. Chicken BBQ may take place, Bill is awaiting contact from the Fire Department. The History Fair is September 14th.

ADJOURNMENT: The meeting was adjourned at 6:57 pm. Motion by Peggy Minckler and seconded by Linda Bartholomew. The next meeting will be held on July 24, 2024, at 5:00 PM in the library.

Minutes submitted by: Lisa Greeley

Approved: ____.

JULY AND AUGUST 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 Monday, September 2nd in observance of Labor Day.

The Cumulative Quarterly Statistics report for January 1 through June 30, 2023 has been submitted to CCLS as required (details below).

BEAUTIFICATION AND DISPLAYS

The American flag is tattered and should probably be replaced before the History Fair. We have a new flag to put out.

Math and Science books for children that were donated by Mr. Hal Berenson and Mrs. Laura Ackerman through the Pilcrow Foundation are on display.

BUILDING, GROUNDS AND MAINTENANCE

The door to the Children's Room sticks and is hard to close.

The flagpole holder attached to our outdoor sign broke off and needs to be replaced.

Trustee Emmott weeded around the building, and volunteer Greg Little trimmed hedges.

Ridout's Heating and Cooling, Inc. are scheduled to provide annual routine servicing of the furnace on September 19th.

Sidewalk has been replaced with heating elements included at the rear entrance and book drop area as part of the ALA Accessibility Grant project.

CCLS

The CCLS annual meeting will be held on Wednesday, October 9 at Chautauqua Harbor Hotel in Celeron. Workshops are scheduled from 3 to 5 with a cash bar at 5:30, Business Meeting at 6 and Dinner & Keynote after the meeting. The Keynote address will be presented by AnnaLee Dragon, the Executive Director of the New York Library Association. Workshop options are: 3-3:30 Intro to Fundraising for Trustees or Meet the Mobile Memory Lab; 3:30-4:30 Building Collections to Increase User Engagement, Minecraft for Libraries, or Finances, Fundraising, and Votes; 4:30-5:15 Library Snapshot: How do you do it? Cost to attend is free for two representatives from each Member Library. Additional guests are welcome to attend at a cost of \$30 each. Dinner reservations, payments and workshop registrations are due by Friday, September 27. One voting representative needs to be designated to attend the Business Meeting.

CORRESPONDENCE

Received Account Statement from Victory Funds showing a total market value of investments at June 28, 2024 of \$15,735.98 (\$ 13,756.58 6/30/23).

Received the Fund Statement for the Sinclairville Free Library Endowment held at Northern Chautauqua Community Foundation for the period January 1 to June 30, 2024. The balance as of 6/30/24 is \$43,764.80. \$15,783.67 is available to spend.

DONATIONS 1

A donation of \$300.00 was made by NYSCOPBA at Lakeview for the library's summer reading program. This funding will be used to sponsor the Petting Farm and Ice Cream event on September 9th in celebration of the conclusion of this year's program. 1

A donation of \$10 was given during the Music in the Park community outreach event.

FUNDING 1

Agreement to provide library services for the Village of Sinclairville for one year with a funding amount of \$9,500.00 was signed and check received. 1

FUNDRAISING

The library's book sale is scheduled for October 10-12, with set up scheduled for 11 AM- 2 PM on Wednesday, October 9. A bake sale will be held during the same time. Donations of baked goods and gently used books are requested. Volunteers are also needed to help with the sale. 1

Fundraising during the History Fair on September 14th includes the following: The library's history pamphlet will be available for a suggested donation of \$5.00. Painted rock creations by volunteer Cathy Obert will also be on sale. A chicken BBQ will be held in partnership with the Sinclairville Volunteer Fire Department. 1

GRANTS 1

Chautauqua Region Community Foundation has approved the library's grant request for **Upgraded Internet Service Through CCLS eRate Cabling** in the amount of \$1,925.29. This grant award has been made possible by The Blossom Fund. Trustee Roslin Newton completed the application and will administer the grant. Any publicity related to the grant award must be approved by the Foundation prior to its release to the media. **1**

The final report for CCLS Outreach Mini-Grant for the Life Lessons Generational Outreach project was submitted and approved. **1**

The library received from CCLS: \$755.50 for our Materials Grant Plan; \$1,343.70 for the 90% LLSA Grant; and a \$250 Cash Grant.

The Lenna Foundation awarded the library a grant in the amount of \$2,000.00. These funds are designated to be used for the additional expense of heating portions of the library sidewalk at front and rear entrances. This was sent by Randy M. Ordines, President of the Foundation "as a Director's Discretionary Grant, in memory of our former colleague and friend Joseph Clayton Johnson. With benevolence and love, Joe consistently promoted the well-being of all libraries. Joe was fond of your library, and I cannot think of a better way to honor him than to give to the Sinclairville Free Library in his memory." **1**

The Holmberg Foundation awarded the library \$3,700.00 for the purchase of new computers. **1**

OUTREACH 2

Outreach to Gerry includes digital services assistance provided to residents at the Homestead in conjunction with the library's ongoing bi-monthly programming there and pick-up/delivery of library materials. **2**

Children enrolled in the Park Church Wrap childcare program, the Little Seeds program and the Village of Sinclairville and Village of Gerry recreation programs are all participating in the library's "mobile" summer reading program, which is brought to them by Library Assistant Jessica Huling. **2**

Plans are in the works for outreach to Pre-K classes with monthly visits to the school by Library Assistant Huling in October and November, and regular visits by Pre-K classes to the library February through May. **2**

Trustee Emmott advocated for the library at a recent leadership committee meeting at CVCS. She shared that the library would like every class to visit sometime during the school year. Mrs. Sedlak, the principal, was very receptive to the idea and wondered if she could have the paperwork for every student to get a library card. Director Hadley provided trustee Emmott with library card applications to make available at the school. Mr. Tonelli will also be approached about involving the M/H school. **2**

PROGRAMS AND EVENTS

Library Calendar:

The library events calendar is available on the library's website with paper copies available at the front desk

Highlights:

Summer Reading logs must be returned no later than September 6th.

Summer Reading Program Final Adventure featuring Sundance Kids Farm Petting Zoo:

Monday, **September 9th** from 5:00 to 7:00 PM. Join us for fun with critters and Ice Cream Sundae Bar. NYSCOPBA's donation makes this program possible.

Building a Career as a Writer: Offered at the library by John Brantingham on Fridays through the month of September from 10:30 AM to 1:30 PM (Hybrid). Mr. Brantingham, a creative writing educator, is the author of 23 books and chapbooks. He directed Mt. San Antonio College's creative writing program for 20 years and has taught all over the world. He is a recipient of a grant from the NYS Council on the Arts, 2024. This course is offered at no cost to participants. Registration is required. Part 1: (9/6) Publishing Basics; Part 2: (9/13) Platform Building and Self Publishing; Part 3 (9/20) Literary Citizenship and Grants; Part 4 (9/27) Submitting to Publications.

Baby Talk! In September, we introduce our new early literacy program with Miss Jessica for ages birth to 2 years old: Songs, Bounces, Stories, Read-Alongs and Play. Registration is required for this program that meets on Wednesday mornings from 10:30 to 11 AM beginning on September 4th.

HISTORY FAIR: Saturday, September 14th. Children may march with the library float in the parade. Line-up begins at 9 AM at the Sinclairville Elementary School and steps off at 10 AM. 716 Puppet Productions (ventriloquist and magician) will present "Chris & Friends" at the library at 11 AM. Face Painting will be available at the library 11 AM to 1 PM.

Space in the vendor area of the History Fair has been reserved for the library. Volunteers are needed to staff the library table. Copies of the library's History booklet and Cathy Obert's painted rocks will be available for a small donation (\$5 suggested for booklets and \$3 for painted rocks.)

Zentangle: Monday, September 16 from 5 to 6:30 PM. Brenda Nickerson leads this drawing class.

Thursday evening special programs:

September 5: Life Story Writing program at 6 PM (Hybrid). Ages 12 and up.

September 12: Beginner Card-Making with Lynn Wigren at 5:30 PM. \$3 per card to cover cost of materials to make greeting cards. Ages 10 and up. Registration required.

September 19: Historian and Local Author Vince Martonis at 6:30 PM presentation "Caleb Mathews Pottery Site, Gerry 1821-1850."

September 26: Country Kids on the Fly at 5:30 PM. This is a free program led by volunteer Greg Little who teaches the art of fly tying. Ages 8 and up.

Book Club Selections:

The Book Club at the Homestead in Gerry will be held on September 20th at 3:00 PM. The book to be discussed is The Boys in the Boat by Daniel James Brown. Life Stories writing at the Homestead will be held on September 6th at 3:00 PM. General library services will be provided at 2:30 PM on both dates. 2

Books Unlimited will meet on Monday, September 16th to discuss Lessons in Chemistry by Bonnie Garmus.

The online Book Club will meet on Monday, September 30th to discuss The Boys in the Boat by Daniel James Brown. The link to join the online book club meeting is available upon request.

Program Updates:

Gerry Outreach: Programs now meet in the former library space in Bergquist building. These programs are open to the community. 2

Online Book Club will move to Thursday evenings, with discussions scheduled for October 24th (Mrs. Poe by Lynn Cullen) and November 21st (TBA). There will be no online book club meeting in December.

PUBLIC RELATIONS AND PUBLICITY

A schedule of the library's "Adventure Begins at Your Library" summer reading program events was submitted to both the Observer and the Post-Journal. Press releases included acknowledgement of the Ross Grange and CCLS sponsorship of our program. Various other press releases were submitted to announce specific summer program events.

The community outreach event during Music in the Park on July 24th got rained out.

The library purchased an ad to be placed in the Gerry Rodeo booklet: "The Sinclairville Free Library Loves the Rodeo!"

Amanda Bajdo, Family Support/Resource Specialist from the Jamestown Community Learning Council visited the library and learned about our family programming, including the new Baby Talk early literacy initiative and Time Out program for parents. These offerings will be included in this organizations listing of resources for families.

REQUESTS AND OPPORTUNITIES

The library has been invited to have a display table at the upcoming Open House scheduled for Wednesday, August 28th from 5 to 7 PM at the Sinclairville Elementary School. Assistant Huling will represent the library at this event. The invitation to join our table has been extended to representatives of the Mary E. Seymour/Cassadaga Branch libraries. **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. For September, there are only 5 days during the month with volunteer help scheduled. **4**

Volunteers receive regular notices about changes to procedures, such as upgrades to the KOHA automated circulation system and any changes to shelving location when books are re-arranged. **4**

Library volunteer Amanda Myles will coordinate plans for the library's float for the History Fair parade. Volunteer Cathy Obert will assist with scheduling volunteers to man the library's booth in Minckler's Commons during the History Fair. **4**

Trustee Training **4**

Trustees are required to complete two hours of training annually, which does not include the mandatory sexual harassment training.

You can access the full *Trustee Handbook Book Club series resources* online. If you view the recordings or attend any sessions please notify the Board President, as he is tasked with keeping track of trustee training.

View recordings from previous years in the **Trustee Handbook Book Club Archive**. Previous sessions include:

- The Board-Director Relationship
- Budgets & Finance
- Duties & Responsibilities
- Effective Meetings Using Parliamentary Procedures
- Ethics & Conflicts of Interest
- Equity, Diversity, Inclusion, Access & Justice
- Facilities
- Financial Planning and Budgeting
- Financing & Managing Construction Projects
- Library Board Meetings
- Open Meetings Law
- Personnel

- Planning & Evaluation
- Policies & Risk Management
- PR & Advocacy
- Strategic Planning

STATISTICS

Quarterly Statistics for January – June, 2024:

Circulation (everything):	7,672	(2023=7,644)	(2022=6,438)
Circulation of other materials:			
(everything except print)	2,242	(2023=2,587)	(2022=1,882)
Number of registered borrowers			
As of June 30:	1,399	(2023=1,358)	(2022=1,330)
Number of visits to library	4,956	(2023=4,886)	(2022=5,488)
Number of reference questions:	455	(2023=478)	(2022=597)

TECHNOLOGY AND EQUIPMENT

Director Hadley contacted Mike Jones, CCLS Information Technology Manager, to inquire when our library will be scheduled for the data wiring project. He says they are backed up on the scheduling and will get back to us after Labor Day.

September 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

SINCLAIRVILLE HISTORY FAIR

Saturday, September 14th

At the Library...

11:00 am Chris and Friends (ventriloquist/magician)

11:00 am to 1:00 pm Face Painting

11:30 am Chicken Barbeque @ the Firehall

Meal \$15.00 All proceeds benefit the library

SUMMER READING
LOGS DUE BY
MONDAY
SEPT 9TH!



Thank you to our wonderful sponsors!!!
Ross Grange - Falconer
NYSCOPBA of Lakeview
Chautauqua-Cattaraugus Library System
Mini Summer Reading Grant

SPECIAL PROGRAMS:

Miss Jessica is very proud to introduce her new story program



Songs, Bounces, Stories, Read-Alongs and Play!!!
For ages birth to 2 years old
Registration is Required

"BUILDING A CAREER AS A WRITER"

with John Brantingham
Part #1 (9/6): Publishing Basics
Part #2 (9/13): Platform Building & Self-Publishing
Part #3 (9/20): Literary Citizenship & Grants
Part #4 (9/27): Submitting to Publications
Registration is Required
This event will be held in person and virtually using Zoom.

SUMMER READING FINAL ADVENTURE!!!

Featuring

SUNDANCE KIDS FARMS PETTING ZOO!!!

5:00 to 7:00 pm



Plus, an ice Cream Sundae Bar...

BEGINNER CARD MAKING with Lynn Wigren
\$3 per card
Ages 10 & Up
Registration Required

Basic Zentangle



with Brenda Nickerson
An easy-to-learn, relaxing, and fun way to create beautiful images by drawing structured patterns.

For ages 12 & up

CALEB MATHEWS POTTERY SITE

Gerry, 1821 to 1850

Come and learn all about this important historic site with Vince Martonis, Historian & Author

1

2
Closed in
Observance of
Labor Day
LABOR DAY

3

4
Baby Talk
10:30 - 11:00 am

Child's Play
1:00 - 2:00 pm

Write Spirit
7:00 pm Virtual

5
Life Story Writing
6:00 pm
Ages 12 & up
Hybrid

6
Write Circle
9:00 am Hybrid

Sinclairville Samplers
10:30 am

"Building a Career as a Writer" with John Brantingham
10:30 am to 1:30 pm
Part #1 Hybrid

Library Services @ The Homestead
2:30 pm

Memoir Writing @ The Homestead
3:00 pm

7

8

9
SUMMER READING
OUR FINAL
ADVENTURE!!!
5:00 - 7:00 pm
Sundance Kids Farm
Petting Zoo
and Ice Cream
Sundae Bar

10

11
Baby Talk
10:30 - 11:00 am

Child's Play
1:00 - 2:00 pm

Write Spirit
7:00 pm Virtual

12
Beginner
Card Making
with Lynn Wigren
5:30 pm

13
Write Circle
9:00 am Hybrid

"Building a Career as a Writer" with John Brantingham
10:30 am to 1:30 pm
Part #2 Hybrid

Sinclairville Samplers
10:30 am

14
SINCLAIRVILLE
HISTORY FAIR!!!

Library is Open
Until 3:00 pm!!!

15

16
Basic Zentangle
with
Brenda Nickerson
5:30 pm
Registration Required
All materials provided

Books Unlimited
Book Club
7:00 pm

17

18
Baby Talk
10:30 - 11:00 am

Child's Play
1:00 - 2:00 pm

Write Spirit
7:00 pm Virtual

19
Caleb Mathews
Pottery Site
presented by
Vince Martonis,
Historian & Author
6:30 pm

20
Write Circle
9:00 am Hybrid

Sinclairville Samplers
10:30 am

"Building a Career as a Writer" with John Brantingham
10:30 am to 1:30 pm
Part #3 Hybrid

Library Services @ The Homestead
2:30 pm

Book Club @ The Homestead
3:00 pm

21

September 2024

SINCLAIRVILLE FREE LIBRARY

PO BOX 609
15 MAIN STREET
SINCLAIRVILLE, NY 14782
PHONE: 716.962.5885
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Director: Beth Hadley
info@sinclairvillelibrary.org
www.sinclairvillelibrary.org

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
22	23	24	25 ***Baby Talk*** 10:30 - 11:00 am Child's Play 1:00 - 2:00 pm Library Board Mtg 6:00 pm Write Spirit 7:30 pm Virtual	26 Country Kids on the Fly 5:30 pm	27 Write Circle 9:00 am Hybrid "Building a Career as a Writer" with John Brantingham 10:30 am to 1:30 pm Part #4 Hybrid Sinclairville Samplers 10:30 am	28	PROGRAMS: Baby Talk: For ages birth to 2 years old. Participate in stories, songs & fingerplays. Registration required. Theme schedule on website. Child's Play: For ages 2 to preschool. Participate in stories, songs & fingerplays. Take away craft or activity for extended learning. Registration required. Theme schedule on website.
29	30 Virtual Book Club 7:30 pm Virtual	Oct 1	2 ***Baby Talk*** 10:30 - 11:00 am Child's Play 1:00 - 2:00 pm Write Spirit 7:00 pm Virtual	3 Life Story Writing 6:00 pm Ages 12 & up Hybrid	4 Write Circle 9:00 am Hybrid Sinclairville Samplers 10:30 am Library Services @ The Homestead 2:30 pm Memoir Writing @ The Homestead 3:00 pm	5	Country Kids on the Fly: Teaching the youth the art of fly tying. Kids age 8 to 90. Free tools and materials. 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.
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		BOOK CLUB SELECTIONS - COPIES ARE AVAILABLE THRU THE LIBRARY SYSTEM Books Unlimited Book Club Selection: "Lessons in Chemistry" by Bonnie Garmus Book Club @ The Homestead: "The Boys in the Boat" by Daniel James Brown Virtual Book Club Selection: "The Boys in the Boat" by Daniel James Brown Please register for events or programs using our Event & Program Registration form on our website					Sinclairville Samplers: Quilting, knitting, crochet, embroidering, and fun with friends.
MAKERSPACE		Our Makerspace is available during Open Hours* LEGOS, marble runs, KINEX, building kits, challenges, craft kits and more. Parent/caregiver must accompany child					Write Spirit: Christian writing group for women. Virtual program.

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

	Jun 30, 24	Jun 30, 23
ASSETS		
Current Assets		
Checking/Savings		
Checking - Community Bank		
Checking - Operating	-1,551.95	1,992.33
Grant Funding		
Restricted Funds		
ALA/LTC	19,128.42	-239.90
Total Restricted Funds	19,128.42	-239.90
Total Grant Funding	19,128.42	-239.90
Total Checking - Community Bank	17,576.47	1,752.43
Front Desk Change	15.00	15.00
Petty Cash	50.00	50.00
Savings	0.32	3,911.34
Total Checking/Savings	17,641.79	5,728.77
Other Current Assets		
Investment		
Investment-Orig + Income	16,576.35	15,939.46
Unrealized Gain (Loss) on Inves	-840.37	-2,705.33
Total Investment	15,735.98	13,234.13
Total Other Current Assets	15,735.98	13,234.13
Total Current Assets	33,377.77	18,962.90
Fixed Assets		
Land & Building	244,123.98	244,123.98
Total Fixed Assets	244,123.98	244,123.98
TOTAL ASSETS	277,501.75	263,086.88
LIABILITIES & EQUITY		
Equity		
32000 · Unrestricted Net Assets	268,764.78	273,756.48
Net Income	8,736.97	-10,669.60
Total Equity	277,501.75	263,086.88
TOTAL LiABILITIES & EQUITY	277,501.75	263,086.88

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

	Jan - Jun 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
CCLS - System Cash Grants			
Other Cash Grants	1,505.00	3,000.00	-1,495.00
11.3 · LLSA	143.70	1,500.00	-1,356.30
11.7 · Materials Plan	1,511.00	3,000.00	-1,489.00
Total CCLS - System Cash Grants	3,159.70	7,500.00	-4,340.30
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	6,283.70		
Memorial			
Lisa Waite Memorials	3,993.89		
Memorial - Other	945.00	500.00	445.00
Total Memorial	4,938.89	500.00	4,438.89
Other Grants	10,000.00		
11.14 · Gifts & endowments - Other	0.00	8,000.00	-8,000.00
Total 11.14 · Gifts & endowments	21,222.59	8,500.00	12,722.59
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	45.00	50.00	-5.00
Total 11.15 · Fund Raising	1,140.00	9,300.00	-8,160.00
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	51.25	100.00	-48.75
Fax	35.00	50.00	-15.00
Lost Book Payments	46.00		
Lost Card	4.00		
Printing	69.25	150.00	-80.75
Total 11.17 · Library Charges	205.50	300.00	-94.50

8:27 PM
07/15/24
Accrual Basis

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

	Jan - Jun 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	22,568.23	18,354.00	4,214.23
Total Income	44,227.93	53,354.00	-9,126.07
Expense			
Employee Expenses			
12.3 · Salaries			
Assistant	9,272.00	16,640.00	-7,368.00
Manager	13,045.00	29,120.00	-16,075.00
Total 12.3 · Salaries	22,317.00	45,760.00	-23,443.00
12.4 · Employee Benefits	2,342.15	4,700.00	-2,357.85
Total Employee Expenses	24,659.15	50,460.00	-25,800.85
Library Materials			
12.6 · Printed Material			
Books	1,931.47		
Magazines	601.96		
12.6 · Printed Material - Other	0.00	4,000.00	-4,000.00
Total 12.6 · Printed Material	2,533.43	4,000.00	-1,466.57
12.7 · Electronic Material	600.00	1,200.00	-600.00
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	3,148.39	5,575.00	-2,426.61
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	2,353.59	5,250.00	-2,896.41
Total Other Bldg Oper & Maint	5,782.63	10,900.00	-5,117.37
Repairs	746.66	500.00	246.66
Total 12.17 · Building Operation & Maintenance	6,529.29	11,400.00	-4,870.71
12.25 · Miscellaneous Expense			
Equipment	120.97	2,500.00	-2,379.03
Office & Library Supplies	520.27	1,000.00	-479.73
Postage	136.00	150.00	-14.00
Professional & Consultant Fees	245.00	500.00	-255.00
Technology updating	0.00	1,000.00	-1,000.00
Telephone & Internet	308.94	750.00	-441.06

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07/15/24
Accrual Basis

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

	Jan - Jun 24	Budget	\$ Over Budget
z-Miscellaneous - other			
Advertising	55.00	100.00	-45.00
Program Expense			
Summer Reading Program	148.64	500.00	-351.36
Program Expense - Other	238.17	1,200.00	-961.83
Total Program Expense	386.81	1,700.00	-1,313.19
Travel	206.36	350.00	-143.64
Volunteer Expense	97.49	100.00	-2.51
z-Miscellaneous - other - Other	332.29	500.00	-167.71
Total z-Miscellaneous - other	1,077.95	2,750.00	-1,672.05
Total 12.25 · Miscellaneous Expense	2,409.13	8,650.00	-6,240.87
Total Expense	36,745.96	76,085.00	-39,339.04
Net Ordinary Income	7,481.97	-22,731.00	30,212.97
Other Income/Expense			
Other Income			
Investment - not on annual rept	1,255.00		
Total Other income	1,255.00		
Net Other Income	1,255.00		
Net Income	8,736.97	-22,731.00	31,467.97

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

	Jul 31, 24	Jul 31, 23
ASSETS		
Current Assets		
Checking/Savings		
Checking - Community Bank		
Checking - Operating	-4,625.69	1,228.79
Grant Funding		
Restricted Funds		
ALA/LTC	19,128.42	19,760.10
Total Restricted Funds	19,128.42	19,760.10
Total Grant Funding	19,128.42	19,760.10
Total Checking - Community Bank	14,502.73	20,988.89
Front Desk Change	15.00	15.00
Petty Cash	50.00	50.00
Savings	5,000.40	11.39
Total Checking/Savings	19,568.13	21,065.28
Other Current Assets		
Investment		
Investment-Orig + Income	16,576.35	15,939.46
Unrealized Gain (Loss) on Inves	-840.37	-2,705.33
Total Investment	15,735.98	13,234.13
Total Other Current Assets	15,735.98	13,234.13
Total Current Assets	35,304.11	34,299.41
Fixed Assets		
Land & Building	244,123.98	244,123.98
Total Fixed Assets	244,123.98	244,123.98
TOTAL ASSETS	279,428.09	278,423.39
LIABILITIES & EQUITY		
Equity		
32000 - Unrestricted Net Assets	268,764.78	273,756.48
Net Income	10,663.31	4,666.91
Total Equity	279,428.09	278,423.39
TOTAL LIABILITIES & EQUITY	279,428.09	278,423.39

10:23 AM
08/06/24
Accrual Basis

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

	Jan - Jul 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
CCLS - System Cash Grants			
Other Cash Grants	1,755.00	3,000.00	-1,245.00
11.3 · LLSA	1,487.40	1,500.00	-12.60
11.7 · Materials Plan	2,266.50	3,000.00	-733.50
Total CCLS - System Cash Grants	5,508.90	7,500.00	-1,991.10
Grant Income	5,700.00		
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	6,343.60		
Memorial			
Lisa Waite Memorials	3,993.89		
Memorial - Other	1,046.00	500.00	546.00
Total Memorial	5,039.89	500.00	4,539.89
Other Grants	10,000.00		
11.14 · Gifts & endowments - Other	0.00	8,000.00	-8,000.00
Total 11.14 · Gifts & endowments	21,383.49	8,500.00	12,883.49
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	45.00	50.00	-5.00
Total 11.15 · Fund Raising	1,140.00	9,300.00	-8,160.00
11.16 · Investment Income			
Savings Interest	0.22	4.00	-3.78
Total 11.16 · Investment Income	0.22	4.00	-3.78
11.17 · Library Charges			
Copy	56.35	100.00	-43.65
Fax	35.00	50.00	-15.00
Lost Book Payments	46.00		
Lost Card	5.00		
Printing	109.50	150.00	-40.50
Total 11.17 · Library Charges	251.85	300.00	-48.15

10:23 AM
08/06/24
Accrual Basis

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

	Jan - Jul 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	22,775.56	18,354.00	4,421.56
Total Income	52,484.46	53,354.00	-869.54
Expense			
Employee Expenses			
12.3 · Salaries			
Assistant	10,940.00	16,640.00	-5,700.00
Manager	15,210.00	29,120.00	-13,910.00
Total 12.3 · Salaries	26,150.00	45,760.00	-19,610.00
12.4 · Employee Benefits	2,621.09	4,700.00	-2,078.91
Total Employee Expenses	28,771.09	50,460.00	-21,688.91
Library Materials			
12.6 · Printed Material			
Books	2,766.63		
Magazines	601.96		
12.6 · Printed Material - Other	0.00	4,000.00	-4,000.00
Total 12.6 · Printed Material	3,368.59	4,000.00	-631.41
12.7 · Electronic Material	700.00	1,200.00	-500.00
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	4,083.55	5,575.00	-1,491.45
12.17 · Building Operation & Maintenance			
Other Bldg Oper & Maint			
Building Insurance	2,071.16	2,000.00	71.16
Cleaning	1,920.00	3,150.00	-1,230.00
Supplies	112.13	500.00	-387.87
Utilities	2,696.93	5,250.00	-2,553.07
Total Other Bldg Oper & Maint	6,800.22	10,900.00	-4,099.78
Repairs	746.66	500.00	246.66
Total 12.17 · Building Operation & Maintenance	7,546.88	11,400.00	-3,853.12
12.25 · Miscellaneous Expense			
Equipment	120.97	2,500.00	-2,379.03
Office & Library Supplies	520.27	1,000.00	-479.73
Postage	136.00	150.00	-14.00
Professional & Consultant Fees	285.00	500.00	-215.00
Technology updating	0.00	1,000.00	-1,000.00
Telephone & Internet	468.93	750.00	-281.07

10:23 AM
08/06/24
Accrual Basis

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

	Jan - Jul 24	Budget	\$ Over Budget
z-Miscellaneous - other			
Advertising	55.00	100.00	-45.00
Program Expense			
Summer Reading Program	148.64	500.00	-351.36
Program Expense - Other	303.68	1,200.00	-896.32
Total Program Expense	452.32	1,700.00	-1,247.68
Travel	206.36	350.00	-143.64
Volunteer Expense	97.49	100.00	-2.51
z-Miscellaneous - other - Other	332.29	500.00	-167.71
Total z-Miscellaneous - other	1,143.46	2,750.00	-1,606.54
Total 12.25 - Miscellaneous Expense	2,674.63	8,650.00	-5,975.37
Total Expense	43,076.15	76,085.00	-33,008.85
Net Ordinary Income	9,408.31	-22,731.00	32,139.31
Other Income/Expense			
Other Income			
Investment - not on annual rept	1,255.00		
Total Other Income	1,255.00		
Net Other Income	1,255.00		
Net Income	10,663.31	-22,731.00	33,394.31