

**SINCLAIRVILLE FREE LIBRARY  
ANNUAL REPORT TO THE COMMUNITY  
2023**



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### ***Introduction***

The Board of Trustee members developed a strategic plan for the years 2019-2023 to address the issues of concern and need for the Sinclairville Free Library. This strategic plan is posted on the library's website ([sinclairvillelibrary.org](http://sinclairvillelibrary.org)) and serves as a monthly agenda item, helping us reach our greater goals for the community which we serve.

## History of Sinclairville Free Library

Rev. Elbridge P. McElroy, Congregational Minister of Sinclairville, had no idea that 130 years later his generous offering of his personal library of 185 books would turn into a celebration for the village of Sinclairville and the towns of Charlotte and Gerry on July 8, 2000. This was the day of the Grand Opening of the new library building!! The Deed of Trust, written in February 1870 stated the library was formed "...in order to encourage the youth of Sinclairville and vicinity to form good habits and a taste for reading..."

The first home for the library was in the law offices of the Honorable Obed Edson. In 1871 the library was moved to the shop of Charles W. Hedges. We are unsure as to how long the library remained at the Hedges' shop. The next mention of the library's location is in November 1885 where it was listed as in the home of William A. Fife. A fourth move, which occurred on January 15, 1908 found the library renting space for \$2 a month on the corner of Lester and Main Streets. On January 8, 1937 the library moved to the Sinclairville Grange Building at the corner of Main and Park Streets. When the Grange Building was torn down, the library moved to the Administrative Building of the Cassadaga Valley Central School, located at the corner of Park and Church Streets. In 1977 the library moved into the basement of the American Legion Building which was renamed the David Vern Luce Building in April 2000. During the week of May 8, 2000 the library moved for the eighth and final time into a brand-new building located on Main Street.

Nineteen librarians have served in the various locations the library has been housed. We honor them all for their diligence and dedication by listing their names:

Miss Fanny A. Edson, Charles W. Hedges, Edwin L. Husted, A.L. Staples, John M. Edson, William A. Fife, William Hinchlief, Miss Abbie Doty, William C. Scott, Mrs. F.B. Putnam, Mrs. Fred Briggs, Miss Genevera Ticknor (later Mrs. Sears), Mrs. Phillip Edson, Mrs. Charles Ervin, Mrs. Maurice Westley, Mrs. Earl (Irene) Minkler, Patricia Webb, Lynn Ann Faber, Lisa Greeley, and Beth Hadley.



<b>Performance Indicators</b>	<b>2018</b>	<b>2019</b>	<b>2020**</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Total PC Use	1284	1284	311	192	532	562
Grand Total Circulation (Collection Use)	18133	20213	11991	12294	13301	15226
Total Adult and Children's Book Circulation	9091	9177	5852	8274	8687	14654
Total Electronic Content Use	1431	2267	1856	1674	1742	2278
Grand Total Holdings	32550	34323	48739	48876	50303	52097
Inter-Library Loan - Materials Received (Borrowed)	11	1	1870	2328	2415	2721
Inter-Library Loan - Materials Provided (Loaned)	0	0	649	1025	1152	1446
Additions to Holdings	2562	2659	*14575	6562	5529	5029
Total Local Public Funds	26500	26750	27000	26750	27000	27500
Total Number of Program Sessions	386	399	183	*** 293	*** 390	*** 351
Total Program Attendance	4079	4135	1330	*** 2172	*** 3555	*** 3732
Reference Transactions	1416	1427	1196	1640	1204	912
All Registered Borrowers	1219	1240	1253	1276	1365	1385
Registered Resident Borrowers	911	925	937	958	1026	1033
Registered Non-Resident Borrowers	308	315	316	318	339	352
Hours Open	27	27	27	27	27	27
Library Visits	17995	21869	6437	8861	11657	10942
Population Chartered to serve Library website visits	3222	3222	3222	3222 10972	3309 13058	3309 11080
Total Collection Expenditures	\$7095	\$8414	\$6090	\$8228	****\$11564	\$7638
Total Operating Fund Receipts	\$62738	\$50289	\$52675	\$83742	\$75323	\$76695

\* CCLS increased digital materials due to Covid \*\* Pandemic year \*\*\*  
Includes online programs and outreach \*\*\*\* Increased due to grant  
funding

## The Vision of Sinclairville Free Library



*Core Purpose:*

***Building Community through Life-Long Learning***

*Mission Statement:*

***The Sinclairville Free Library strives to educate, inform, and meet the needs of the people it serves. The library operates as a community center supporting life-long learning with special emphasis on programs for children and adults.***



## STRATEGIC ISSUES

- *Enhance library funding streams*
  - *Strengthen Outreach*
  - *Enhance local history collection*
- *Strengthen volunteer and staff development*
  - *Update library policies*
  - *Develop nonfiction collection*

### Goal #1:

***By 2023, we will enhance library funding streams by creating relationships with donors, both private and charitable, which have a stake in the local community.***

Relationships with donors were cultivated through GiveBigCHQ, online fundraising platform, while maintaining relationships with traditional donors through the Annual Appeal.

Operating Funds receipts this year included grants from the Chautauqua Region Community Foundation, American Library Association, and Chautauqua-Cattaraugus Library System.

Fundraising efforts included the annual book sale, chicken BBQ, book sale during the Sinclairville village yard sale day, and sale of painted rocks provided by volunteer Cathy Obert.

Planning began to request that sustainable library funding be secured by a budget proposition presented through the CVCS school tax levy system.

### Goal #2:

***By 2023, the library will strengthen its outreach to the chartered service area, including the Town of Gerry and Cassadaga Valley Elementary, Middle and High Schools, and other community groups.***

The library conducted outreach to the Town of Gerry through deliveries of library materials to the Homestead and by offering digital services assistance, book club and life story writing programs there. A “Little Free Library” is maintained in Gerry that makes free books available in that location. The library presented “Mobile Summer Reading

Program” for the participants in both the Gerry and Sinclairville Summer Recreation Programs. Outreach to Gerry also included representation at the Gerry Volunteer Fire Department Auxiliary’s program with Santa.

We also provided library programming to the Wrap childcare program located at Park Methodist Church with weekly visits to read books to the youngsters there, including participation in the Wrap’s Fall Festival at the Front Porch Promise Farm. Partnership with Cassadaga Valley Central School was strengthened by the library’s involvement as a Community Partner for the CVCS Career and Technical Education (Work Based Learning) Advisory Board and presentations of library information at school board meetings. Outreach also included monthly visits to Pre-K classes at CVCS and to the Little Seeds preschool program located at Park Church.

Outreach to school children was enhanced by the library’s participation in the Sinclairville Elementary School Open House, Literacy Night, CVCS Glow Run and Trunk or Treat, and collaboration with CVCS Summer Cougar U to bring students to the library during the summer. Collaboration with the CVCS librarian resulted in a field trip to the library for members of the school’s teen book club. The Library Director also strengthened collaboration with CVCS by presenting information at the new Family Resource Center at the school.

### **Goal #3:**

***By 2023, the library will have catalogued its local history collection and made digitized materials available in an online searchable format.***

Staff and volunteers continue to work on digitizing Town of Charlotte and Village of Sinclairville Annual Historical Reports and cataloging the local history collection. This goal will be carried forward in the next Strategic Plan until completion of the project.

### **Goal #4:**

***By 2023, the library will have a plan for staff and volunteer development which includes benefits, trainings, and reviews which make staff and volunteers feel supported and well equipped for their positions.***

Library trustees and staff participated in trainings throughout the year on a variety of topics such as: Financial Planning and Budgeting; Strategic Planning; Canva; Equity, Diversity, Inclusion, Access and Justice; Financing and Managing Construction Projects; American Library Association trainings for Transforming Communities: Accessible Small and Rural Communities; the Board-Director Relationship; training provided by CCLS (Chautauqua-Cattaraugus Library System) for online KOHA cataloging; and Facilitating Creative Learning Workshop with PLIX. Staff and volunteer meetings were held to support and educate all concerned as library procedures evolved through the year.



Director Hadley received a Circle Scholarship for teachers and librarians through the Alumni Association of the Chautauqua Literary and Scientific Circle at Chautauqua Institution. With this award, over the next four years she will attend annual writing classes and share what is learned with participants in writing programs at the library.

**Goal #5:**

***By 2023, the library will have written, or reviewed, and approved all of the Financial Policies and Procedures recommended in the Library Trustees of New York State Handbook. Design procedures for ongoing review of policies and creation of additional policies as recommended by CCLS.***

Progress was made in updating the library's policies, and many of them are now posted on the library's website. The library website continues to be updated in compliance with Public Library Standards including posting of the library's Annual Budget and Board Bylaws.

**Goal #6:**

***By 2023, the library will have evaluated, weeded and updated the collection to ensure that financial, legal, medical and science/technology materials are up-to-date, with additional parts of the collection reviewed and updated as time and finances allow.***

The library collection continues to be reviewed, weeded and updated with new materials added to replace outdated information.

**OTHER ACCOMPLISHMENTS:**

Provided meeting space for community groups such as the Valley Historical Society, TOPS NY 610, Girl Scout troops, family group meetings, Cemetery Associations, Samaritan House, Healthy Community Alliance, Early Childhood Intervention Assessments, Charlotte Center church, Homeschoolers, and tutors with students. Also provided space for individuals for remote job interviews and online classes.

Community Outreach with participation in "Christmas in Sinclairville" event, Gerry's "Movie with Santa" event, The Wrap Program's Fall Festival, Valley Historical Society's History Fair, and presentations at the Ross Grange and CVCS Family Resource Center and Board meetings.

Collaboration with organizations and individuals with specialized knowledge to provide informational presentations such as partnership with the Alzheimer's Association and Chautauqua County Office for the Aging on such topics as "Effective Communication Strategies," "Managing Money," "Caregiving Thru the Holidays" and "Tips for Tough Conversations." The topic of genealogy and the DAR was presented by a representative

from the Chautauqua County Genealogical Society and Daughters of the American Revolution.

Provided Volunteer Income Tax Preparation (VITA) through partnership with the United Way.

Facilitated community discussion on the topic of Accessibility as part of the American Library Association's Libraries Transforming Communities initiative with the goal of making our library materials, programs and services more accessible to the community. Libraries Transforming Communities: Focus on Small and Rural Libraries is an initiative of the American Library Association (ALA) in collaboration with the Association for Rural & Small Libraries (ARSL).

Family Nights included "Pioneer's Journey" program presented by Tina Scherman with an interactive educational presentation for children to learn the history of Western New York; "Bad Kitty is Kind" Graphic Novel Comic Creation program; "Book Folding: Hedgehog Program," and Community Night with a Petting Zoo provided by Sundance Kids Farm.

Author Events: Jenean Roth with her novel Cassie; Kathleen Lombardo with her children's book The Three Chihuahuas Find a Home; Dawn Swanson with her children's book Charlotte, the Very Good Very Naughty Girl; and Clark Zlotchew with Adventures and Misadventures: Short Stories.

Summer Reading Program (with Outreach to Gerry and Sinclairville Recreation Programs and The Wrap) 2023 Theme: "All Together Now" including Family Night programs and Teen Program: Selfie Scavenger Hunt.

Provided digital services assistance both at the library and at the Homestead in Gerry.

Updated technology as needed.

Art Programs: Basic Zentangle and Basic Drawing with Brenda Nickerson and Ventriloquist class with Chris and Friends

Collaboration with CVCS Music Educators to provide Hand Drumming and Ukulele Jam Sessions

Participated with the Chautauqua-Cattaraugus Library System's Library Road Trip Summer Adventure Program.

## **REGULARLY SCHEDULED LIBRARY PROGRAMS:**

**Family STEAM (Science, Technology, Engineering, Art and Math) nights with stories and projects.**



**Book Clubs: In-person, online and outreach to the Homestead in Gerry**

**Writing groups: Write Circle, Write Spirit, Writer's Lounge, Memoir Writing at the Homestead**

**Sinclairville Samplers: Crafting Together Program**

**Child's Play Preschool Storytime**

**Country Kids on the Fly: Fly Tying Program**

**Family History Club**

**Makerspace:** Cabinet full of LEGOS, Marble Run, Craft Kits and supplies made available to children and families. "Take and Make" craft kits provided for children to make projects at home.