

Sinclairville Free Library
Board of Trustees Meeting
September 25, 2024
Agenda 6 PM

1. Call to order
2. Pledge of Allegiance
3. Privilege of the floor
4. Approval of August 28, 2024 minutes
5. Financial Report and approval of expenditures
6. Report of Library Director
7. Report of Special Committees (if any):
8. Correspondence and Communications (if any not identified in Director's Report)
9. Old Business:
 - Other?
10. New Business:

- 25th Year Building Anniversary Committee: Lisa: have team members been identified? Let's create a list of people and have them pick a date and to make plans: advertise the upcoming event.
- 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. Bill discussed with local person about our need for a new sign.
- Sinclairville History Fair : who is willing to assist with the chicken BBQ? Need folks to take 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? **Review: Although all of this was accomplished and we sold all 200 chicken dinners, there were only 3 board members there to do the work of 6. If we are to host the chicken BarBQ next year, there will need to be a more firm commitment to keep the hours of 10:30-1:30 as a commitment to the library from board members and volunteers.. Otherwise, we should not plan on hosting this event next year.**
- **Gift cards will be given out to those firemen and voluntold volunteers who helped us out in the last minute to deliver the dinners in a timely fashion.**
- Elect a Nominating Committee
- Annual appeal?
- Reviewing Policies and Procedures (see Library Director's Report)
- Other?

11. Next meeting is October 30, 2024 at 6pm

SINCLAIRVILLE FREE LIBRARY BOARD MINUTES

August 28, 2024

OPENING: Bill Newton called the meeting to order August 28, 2024 at 6:02 PM with reciting the Pledge of Allegiance.

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

MEMBERS ABSENT: Betty Jean Ridout, Jessica Emmott

APPROVAL OF MINUTES: The June 26, 2024 minutes were approved. Motion to accept by Roslin Newton, seconded by Lisa Greeley, motion carried.

FINANCIAL REPORT: Darla Frost Kianos moved to approve July and August financial reports, Linda Bartholomew seconded, motion carried

DIRECTOR'S REPORT: The report was reviewed.

1. Door counter is broken at one door. Program attendance and outreach will be recorded in the Annual Report, separately from quarterly CCLS statistics.
2. Report to the community will compile five years of data. These data can be used to share progress in the Annual Appeal
3. Story time for infants, 'Baby Talk', will start in September.
4. Board member Emmott has advocated for school field trips to the library. Jibbitz for shoes has incentivized some children to visit the library.
5. Sidewalk is done in back entrance, front should be done 8/29/24.
6. Beth and Jessica would like to attend the annual meeting. Darla moved that the library be closed on Oct 9 to accommodate this, Linda Bartholomew seconded, motion carried. Roslin and Bill will attend too.
7. Sept 4th Beth and Peggy will attend the Sinclairville Board meeting to offer thanks for their support.
8. There will be a bake sale during the book sale in October 10-12. Help is needed. Beth is weeding the collection to make space for new materials.
9. Beth will order new computers with funds allocated for technology.
10. Library will have a booth at the History Fair on Sept 14th
11. Trustees must complete training forms
12. Beth would like to consider hiring a aide to fill in at the counter. Volunteer and staff hours are not covering all needs. Lisa Greeley made a motion to explore an additional staff, Candi George seconded, motion carried.
13. Request for volunteers can be placed on the marquee.

Candi George made motion to approve the report, Peggy Minckler seconded, motion carried.

SPECIAL COMMITTEES: No reports

Building and Grounds:

Anniversary Celebration Committee:

Outreach:

CORRESPONDENCE:

None reported

OLD / UNFINISHED BUSINESS:

1. Roslin will that the funding sources who provided grants

NEW BUSINESS:

1. The 25th anniversary could be celebrated during the History Fair the second Saturday in September, Lisa will contact Kochersberger family regarding any support they can offer.
2. Bill will be exploring additional options for the library signage. Fallen letters on the building can be removed. Buildings and Grounds committee will be approached about the broken letters.
3. History Fair will have 200 chickens for BBQ . Bill will help with prep work in the morning. BBQ will be \$15, Lisa will call RSVP for additional volunteers.
4. Annual Appeal

ADJOURNMENT: The meeting was adjourned at 7:04 pm. Motion by Rosling Newton and seconded by Linda Bartholomew. The next meeting will be held on September 25, 2024, at 6:00 PM in the library.

Minutes submitted by: Lisa Greeley

Approved: ____.

SEPTEMBER 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 2024 Summer Reading Program Statistics and Evaluation Report was completed by Library Assistant Huling and has been submitted to CCLS.

The library will be closed on Monday, October 14th in observance of Columbus Day.

The CCLS annual meeting will be held on Wednesday, October 9th at the Chautauqua Harbor Hotel. Board President Bill Newton, Trustee Roz Newton, Director Hadley and Assistant Huling plan to attend. President Newton will be our library's voting representative. The library will close at 2:00 PM so library staff can participate in the scheduled workshops prior to the meeting.⁴

Trustee Training: Reminder that all trustees must complete two hours of training. Sexual harassment prevention training no longer counts for this requirement. Please complete your required training by the end of the year so we can mark the "yes" boxes on the Annual Report. ⁴

Per NYS, all employees, volunteers and trustees must complete interactive sexual harassment training that meets the minimum standards by December 31, 2024. Information, training materials and required forms are available on the CCLS website (see below). You must also review the library's own Sexual Harassment Policy and complete the form to acknowledge that review. This information is available on our library website. Please provide your certificate if you've completed this training through another agency. ⁴

A meeting was held on September 12th to prepare the library's 2025 budget. President Newton, Treasurer Darla Frost-Kianos and trustees Roz Newton, Peggy Minckler, Jessica Emmot, volunteer bookkeeper Ricki Sharp and Director Hadley were in attendance.

BEAUTIFICATION AND DISPLAYS

A local art show was installed at the library featuring the works of Joseph S. Funicello, Donna Trantum, Karyn Okerlund, Sue Harrington and Diana LeClerc.

BUILDING, GROUNDS AND MAINTENANCE

The sidewalk repair project has been completed and Creative Concrete paid a total of \$11,600.00. Funding received through the ALA Round 1 grant and other community grants and donations were used to complete this project. Hooking up the electrical components inside the library building has not yet been finished.

Volunteer Mike Greeley removed the sign letters from the front of the building as they were falling apart and repaired the Children's Room door that had been sticking. Volunteer Al Fredrickson fixed the lights in both entryways that were falling down.

Ridout's Heating and Cooling Inc. provided routine annual servicing of the library's furnaces and hot water heater on September 19.

CCLS

From CCLS Director Dekoff: "New York State requires employers to provide annual sexual harassment prevention training. Training must be completed by all library staff, trustees, and volunteers. If training was received elsewhere, the person may complete an attestation form.

The video, which may be watched via YouTube or downloaded, meets all state minimum training requirements except one: the video alone is NOT considered interactive.

Sexual Harassment Prevention Training Video: <https://youtu.be/A9gudpiQ40M>

All training materials and forms are available on the CCLS Sexual Harassment Prevention Training webpage: <https://www.cclsny.org/sexualharassmenttraining/>

If you are using this video to meet the training requirements, you must also: ask questions of employees as part of the program; accommodate questions asked by employees, with answers provided in a timely manner; or require feedback from employees about the training and the materials presented.

This can all be done by using the fillable PDF Answer Sheet attached to this email (which was forwarded to trustees on September 19). Employees are able to record their answers directly on the PDF, or print a copy and record answers by hand. Employees should return their answer sheets to the Library Director/Manager upon completion of the training and retain a copy for their records.

There is space at the bottom of the answer sheet for employees to include any questions they have while watching the training video, including those specific to their industry, questions about the company's reporting process and questions about how hypothetical cases would be handled."

DONATIONS (1)

The ventriloquist donated \$50 to the library following his program during the History Fair. A donation in the amount of \$100 was made by JoAnn Jackson. **1**

A plaque has been installed on the electric keyboard that was donated to the library by the family of Reed Wilson in his memory. Mr. Wilson was a founding member of *Whatsie*, a jazzedelic folk rock music band from Buffalo: <http://whatsiemusic.com/>.

FUNDING

Director Hadley contacted the Interim Business Manager at CVCS to inquire about the school tax bills, as there is no library tax line item listed on the bills. The Business Manager will investigate and get back to us.

FUNDRAISING (1)

\$2,815 proceeds from the chicken BBQ were received. We have not yet received a bill for the chicken or for the expenses of the Sinclairville Volunteer Fire Department.

Funds earned from the sale of painted rocks raised \$113.00 this month.

Annual Book and Bake Sale is scheduled for October 10-12 during the library's regular operating hours. Donations of baked goods are always greatly appreciated and can be brought to the library Wednesday 10/9 between 9 AM and 2 PM, Thursday 10/10 between 2 and 7 PM or Friday 10/11 between 10 and noon. The sale will be set up on Wednesday, October 9 between 11 AM and 2 PM. Volunteers to help set up the sale are also always appreciated.

A draft of this year's Annual Appeal letter was composed by Director Hadley and sent to Trustees Lisa Greeley and Roz Newton for review. 1

GRANTS (1)

The Final Grant Report was completed by Assistant Huling and submitted to CCLS for the Summer Reading Program 2024 Mini-Grant. (1)

The interim report that was due on September 30 for the ALA Round 2 has been given an extension to December 31 because of the delay in completing the Round 1 sidewalk project.

A community conversation on the topic of Accessibility will be held at the library on Monday, November 4th at 6 PM. This meeting is open to the public, with food available and supervision for children also available. Another community conversation on this topic will be held online only on Thursday, November 14th at 7 PM. Stakeholders will receive personal invitations to participate in these discussions. Facilitating these community conversation fulfills one of the requirements as a grant recipient of the American Library Association's initiative: Libraries Transforming Communities: Accessible Small and Rural Communities, Round 2. 1

MEMORIALS

The children's book The Big Cheese by Jory John was added to the library's collection in honor of Floyd "Hagen" Boardman through a memorial donation made by the Huling family on behalf of Hannah and Cody George.

OUTREACH (2)

Outreach to residents of The Homestead in Gerry is ongoing, with materials being delivered and picked up on a regular basis. Monthly Book Club and Life Story Writing programs take place there with digital services assistance provided as well. (2)

Assistant Huling represented the library at the Sinclairville Elementary School's Open House on August 28th and will represent the library at the Elementary School's Literacy Night scheduled for October 24th. CVCS Fourth Graders will visit the library on a field trip scheduled for Friday, October 4th at 1 PM. These students have all been given library card applications, and those that are completed and returned to the library will be able to check out materials when they visit that day. (2)

Director Hadley and Assistant Huling met with Donna Nichols on September 19th to plan library outreach to the community of Gerry with a story hour offered at the Gerry Methodist Church. This program will be scheduled for 9 AM on Wednesdays beginning in October if approved by the Church Board and will be the same program that is offered at the library on Wednesday afternoons. This conversation and resulting outreach are part of the ongoing ALA Accessibility Grant initiative. 1, 2

POLICIES AND PROCEDURES

Please review the Sinclairville Free Library Sexual Harassment Policy in order to re-approve or change this policy, which was last looked at in 2018.

PROFESSIONAL DEVELOPMENT

The Library Director and Assistant are scheduled to attend workshops as part of the CCLS Annual Meeting. Both will attend the workshops titled "Meet the Mobile Memory Lab" to learn to help users convert their print and analog formats into digital files and "Library Snapshot: How do you do it?" Director Hadley will attend the workshop on "Building Collections to Increase User Engagement" and Assistant Huling will attend "Minecraft for Libraries."

PROGRAMS AND EVENTS

A calendar of events is available on the library's website. Paper copies of the calendar are available at the front desk.

Highlights:

Thursday, October 3 at 6:30 PM: Hybrid meeting: Life Story Writing

Saturday, October 5 at 10:30 AM: Local Author visit with Adrienne Ploss, author of Go Back. You Forgot the Flowers.

Saturday, October 5 from noon to 2 PM (bring your brown bag lunch writer series): John Brantingham presents "A Taste of How to Publish."

Monday, October 7 at 6 PM: Time Out program for families.

Wednesday, October 9 LIBRARY CLOSES AT 2 PM

Thursday, October 10 at 6:30 PM: Vince Martonis program on Caleb Mathews Pottery Site.

Thursday, October 17 at 6 PM: Hand drumming with CVCS Music Teacher Ms. Zenns.

Saturday, October 19 at 10:30 AM: Family Sing Along with Hope Fredrickson.

Monday, October 21 at 5 PM: Generative writing workshop with John Brantingham with Open Mic poetry and short fiction reading following at 6 PM.

Saturday, October 26 at 10:30 AM: "Prehistoric Burial Mounds" with Tom Jordan, PhD, PG.

Monday, October 28 at 5 PM: Basic Zentangle with Brenda Nickerson.

Summer Reading Program: During the months of summer reading, circulation of children's materials increased 63% over last year!

12 people enjoyed the Ventriloquist Show at the library during the History Fair, 55 people participated in the face painting program, and 23 people visited the Local Art Show. 132 people walked through the library's doors while we were open during the History Fair (10 AM to 3 PM).

Book Club Selections:

Books Unlimited will meet in person at the library on Monday, October 21 at 7:00 PM to discuss The Measure by Nikki Erlick.

Book Club at the Homestead in Gerry will meet at 3:00 PM on Friday, October 18 to discuss The Blue Bottle Club by Penelope J. Stokes.

Online Book Club will meet on Thursday, October 24th at 7:30 PM to discuss Mrs. Poe by Lynn Cullen. The link for online book club meetings is available upon request.

Program Updates:

The Gerry pottery program presentation by Vince Martonis was postponed due to his illness, and is now scheduled for October 10th at 6:30 PM.

PUBLIC RELATIONS AND PUBLICITY

Library programs and activities were publicized in the Post-Journal and Dunkirk Observer as well as through social media.

The Valley Historical Society will use the library building for their meeting to be held on November 5th at 7:00 PM. Hugh Trantum will present a program on Rex Tugwell.

Director Hadley and trustee Minckler attended the Village of Sinclairville board meeting on September 4th to personally thank the village for their support.

Director Hadley received an invitation and will attend to represent the library at the CVCS Family Center's event scheduled for Wednesday, September 25 from 9 to 10 AM, which is a "Meet and Greet" to introduce and welcome the new Superintendent, Mrs. Mangus.

REQUESTS AND OPPORTUNITIES

It was brought to our attention that children who had their faces painted during the History Fair program were not allowed to use the bounce houses. It was offered that we could call "Sean" at 716-245-3069 next year for help securing a bounce house without that rule. This information will be shared with the Valley Historical Society that arranges for the bounce houses. Since we will be celebrating the 25th anniversary of our library building during next year's History Fair, we would like to have a different program for children rather than repeating the "Chris and Friends" show again. Something with a library and books theme is suggested. One last suggestion was that there be a mirror available for children to check their faces after getting painted.

STAFF AND VOLUNTEERS (4)

CCLS has scheduled a virtual meeting with their staff and member library directors on September 27, which the Library Director will attend for updates. (4)

A calendar of the days and times staff and volunteers are scheduled to work at the library is posted in the office. Beth Loomis will return to volunteering on Wednesdays starting mid-October. (4)

STATISTICS

Analysis of statistics for the years 2020-2023 useful for the annual appeal letter include that the number of registered patrons increased by 10% over those years and has already increased another 2% so far this year. Also, circulation of library materials increased by 26% over those years.

TECHNOLOGY AND EQUIPMENT

Data wiring work has begun at the library as part of the E-rate initiative led by CCLS. Four new computers were ordered, with purchase funded by the Holmberg Foundation. 1

STRATEGIC PLAN GOALS SUMMARY

1 Enhance Library Funding Streams: Chicken BBQ fundraiser was a success. Moving forward with the school tax initiative. ALA Accessibility grant in process of being implemented. Annual Appeal letter in process.






2 Strengthen Outreach (Town of Gerry, CVCS, community groups): Outreach continues with plans in process to continue programs at Little Seeds Preschool at Park Methodist Church, Pre-K classes at CVCS, The Wrap program and other opportunities through CVCS. The Homestead at Gerry is visited twice a month, with time for general library services in addition to programming. Assistant Huling represented the library at the Sinclairville Elementary School's Open House on August 28th and will represent the library at the Elementary School's Literacy Night scheduled for October 24th. A new Child's Play program at the Gerry Methodist Church will begin in October if approved by the Church board.

3 Catalogue and Digitize Local History Collection: Volunteer Pat Kirell continues to work on digitizing local history materials.

4. Staff and Volunteer Development: Library staff to participate in workshops on several topics at the CCLS Annual Meeting.

5. Carry Out 25 Year Celebration of Library Building: "Save the Date" note for the celebration is included in this year's Annual Appeal letter.

6 Identify Future Roles of the Library: Community discussions have been scheduled as part of the ALA grant that will assist in gathering information from the public to plan the library's future.

October 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@sincclairvillelibrary.org www.sincclairvillelibrary.org	
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SPECIAL PROGRAMS: LOCAL AUTHOR VISIT!!! Adrienne is the fourth generation to own and operate her family farm in southwestern New York State. "Go Back, You Forgot the Flowers" combines her hobbies of local history, genealogy, and gardening into one resource. This is her first book as a solo author.	
BOOK & BAKE SALE 		THURSDAY, OCTOBER 10TH thru SATURDAY, OCTOBER 12TH Thursday, October 10th 2:00 pm to 7:00 pm Friday, October 11th 10:00 am to 4:00 pm Saturday, October 12th 10:00 am to 1:00 pm BAG SALE Hardcover \$1.00 each or 3 for \$2.00 Paperbacks \$0.50 each or 3 for \$1.00 All proceeds benefit the library.						
WEDNESDAY, OCTOBER 9TH THE LIBRARY WILL BE CLOSING AT 2:00 PM FOR PROFESSIONAL DEVELOPMENT Miss Jessica is very proud to introduce a new Child's Play Storytime in Gerry!!!  Stories, Songs, Fingerplays & Craft or Activity For ages 2 yrs old to preschool Registration is Required Program held at: Gerry Methodist Church, 4441 Route 60		1	2	3	4	5	WRITERS WORKSHOPS with John Brantingham 10/5: "Taste of How to Publish" "Please bring a brown bag lunch" 10/21: "Generative Workshop" 11/2: "Nature Writing" "Please bring a brown bag lunch" Registration is Required This event will be held in person and virtually using Zoom.	
6	7	8	9	10	11	12	Papercrafting Series with Lynn Wigren 10/10: Beginner's Paper Album Class (\$13) 10/24: Simple Page Kit Class - Fall Themed (\$6) For ages 13 & up Registration Required Material/Supply Fee	
	"Time Out" 6:00 pm Give yourself a "time-out" and some kid free time...		***Child's Play*** @ Gerry 9:00 - 9:45 am Baby Talk 10:30 - 11:00 am Child's Play 1:00 - 2:00 pm Write Spirit 7:00 pm Virtual	BOOK & BAKE SALE!!! 2:00 - 7:00 pm Papercrafting Series with Lynn Wigren 5:30 - 6:30 pm Caleb Mathews Pottery Site presented by Vince Martonis, Historian & Author 6:30 pm	BOOK & BAKE SALE!!! 10:00 - 4:00 pm Write Circle 9:00 am Hybrid Sinclairville Samplers 10:30 - 11:30 am	BOOK & BAKE SALE!!! 10:00 - 1:00 pm	CALEB MATHEWS POTTERY SITE Gerry, 1821 to 1850 Come and learn all about this important historic site with Vince Martonis, Historian & Author	
13	14	15	16	17	18	19	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 Registration Required All materials provided	
	Closed in Observance of Columbus Day 		***Child's Play*** @ Gerry 9:00 - 9:45 am Baby Talk 10:30 - 11:00 am Child's Play 1:00 - 2:00 pm Write Spirit 7:00 pm Virtual	Hand Drumming with CVCS Music Teacher Nicole Zenns 6:00 pm	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	Family Sing Along w/ Hope Fredrickson 10:30 - 11:30 am	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. Library Services @ The Homestead: Help with library cards, borrowing/requesting materials, returning materials. Please bring passwords for digital assistance.	
20	21	22	23	24	25	26	Prehistoric Burial Mounds 10:30 am Tom Jordan, PhD, PG	
	"Generative Workshop" with John Brantingham 5:00 - 6:00 pm Open Mic: Poetry & Fiction 6:00 - 7:00 pm Books Unlimited Book Club 7:00 pm		***Child's Play*** @ Gerry 9:00 - 9:45 am Baby Talk 10:30 - 11:00 am Child's Play 1:00 - 2:00 pm Write Spirit 7:00 pm Virtual	Papercrafting Series with Lynn Wigren 5:30 - 6:30 pm LITERACY NIGHT @ Sinclairville Elementary School 6:00 - 7:30 pm Look for Miss Jessica & Chet Virtual Book Club 7:30 pm Virtual	Write Circle 9:00 am Hybrid Sinclairville Samplers 10:30 am		Life Story Writing @ The Homestead: Join us to explore life themes together and to create a written life story for personal reflection or to share with friends and family members. Sinclairville Samplers: Quilting, knitting, crochet, embroidery, and fun with friends. "Time Out": Parents can enjoy some time with other parents while children play and learn in our children's room. Makerspace for our "older" library littles. Pizza provided. Registration Required.	
27	28	29	30	31	Nov 1	2	Write Circle 9:00 am Hybrid Sinclairville Samplers 10:30 am Library Services @ The Homestead 2:00 pm Life Story Writing @ The Homestead 3:00 pm	
	Basic Zentangle with Brenda Nickerson 5:00 - 6:30 pm		***Child's Play*** @ Gerry 9:00 - 9:45 am 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	HAPPY HALLOWEEN!!! Trick or Treating in the Village of Sinclairville from 5:00 to 7:00 pm Stop in the library for Books & Candy!!!		"Nature Writing" with John Brantingham 10:00 - 1:00 pm	Write Spirit: Christian writing group for women. Virtual program.	
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: "The Measure" by Nikk Erlick Book Club @ The Homestead: "The Blue Bottle Club" by Penelope J Stokes Virtual Book Club Selection: "Mrs Poe" by Lynn Cullen					Please register for events or programs using our Event & Program Registration form on our website	

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

		2025 Proposed
		Budget With
		School
		Support
	updated 9/11/24	
Expense		
Employee Expenses		
12.3 · Salaries		
Assistant	16,640.00	
Manager	29,120.00	
Clerk		
Total 12.3 · Salaries	45,760.00	57,200.00
12.4 · Employee Benefits	4,700.00	5,000.00
Total Employee Expenses	50,460.00	
Library Materials		
12.6 · Printed Material		
Books		
Magazines		
12.6 · Printed Material - Other	4,000.00	7,000.00
Total 12.6 · Printed Material	4,000.00	
12.7 · Electronic Material	1,200.00	1,500.00
12.8 · Other Material		
Audio CD's	150.00	250.00
DVD's	200.00	50.00
Toys/Manipulatives	25.00	-
Total 12.8 · Other Material	375.00	
Total Library Materials	5,575.00	
12.17 · Building Operation & Maintenance		
Other Bldg Oper & Maint		
Building Insurance	2,000.00	2,200.00
Cleaning	3,150.00	3,150.00
Supplies	500.00	500.00
Utilities	5,250.00	6,000.00
Total Other Bldg Oper & Maint	10,900.00	
Repairs	500.00	1,500.00
Total 12.17 · Building Operation & Maintenance	11,400.00	
12.25 · Miscellaneous Expense		
Equipment	2,500.00	2,500.00
Office & Library Supplies	1,000.00	1,000.00
Postage	150.00	300.00
Professional & Consultant Fees	500.00	1,000.00
Technology updating	1,000.00	1,000.00
Telephone & Internet	750.00	1,000.00
z-Miscellaneous - other		
Advertising	100.00	100.00
Program Expense		
Summer Reading Program	500.00	1,000.00
Program Expense - Other	1,200.00	1,000.00
Total Program Expense	1,700.00	
Travel	350.00	500.00
Volunteer Expense	100.00	200.00
z-Miscellaneous - other - Other	500.00	500.00
Total z-Miscellaneous - other	2,750.00	
Total 12.25 · Miscellaneous Expense	8,650.00	
Total Expense	76,085.00	94,450.00
Net Ordinary Income	(31,231.00)	-

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

	Jan - Aug 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
CCLS - System Cash Grants			
Other Cash Grants	500.00	3,000.00	-2,500.00
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	4,253.90	7,500.00	-3,246.10
Grant Income	0.00		
11.1 · Public Funding			
Charlotte	12,500.00	12,000.00	500.00
Gerry	6,000.00	6,000.00	0.00
Sinclairville	9,500.00	9,500.00	0.00
Total 11.1 · Public Funding	28,000.00	27,500.00	500.00
11.13 · Other Receipts			
11.14 · Gifts & endowments			
Donation	6,158.35		
Donation - Grants	18,880.29		
Memorial			
Lisa Waite Memorials	4,739.89		
Memorial - Other	900.00	500.00	400.00
Total Memorial	5,639.89	500.00	5,139.89
11.14 · Gifts & endowments - Other	0.00	8,000.00	-8,000.00
Total 11.14 · Gifts & endowments	30,678.53	8,500.00	22,178.53
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	86.35	100.00	-13.65
Fax	47.50	50.00	-2.50
Lost Book Payments	77.00		
Lost Card	10.00		
Printing	126.90	150.00	-23.10
Total 11.17 · Library Charges	347.75	300.00	47.75

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

	Jan - Aug 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	32,166.50	18,354.00	13,812.50
Total Income	64,420.40	53,354.00	11,066.40
Expense			
Employee Expenses			
12.3 · Salaries			
Assistant	12,736.00	16,640.00	-3,904.00
Manager	17,920.00	29,120.00	-11,200.00
Total 12.3 · Salaries	30,656.00	45,760.00	-15,104.00
12.4 · Employee Benefits	2,949.02	4,700.00	-1,750.98
Total Employee Expenses	33,605.02	50,460.00	-16,854.98
Library Materials			
12.6 · Printed Material			
Books	3,209.45		
Magazines	601.96		
12.6 · Printed Material - Other	0.00	4,000.00	-4,000.00
Total 12.6 · Printed Material	3,811.41	4,000.00	-188.59
12.7 · Electronic Material	800.00	1,200.00	-400.00
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	4,626.37	5,575.00	-948.63
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	3,030.51	5,250.00	-2,219.49
Total Other Bldg Oper & Maint	7,133.80	10,900.00	-3,766.20
Repairs	746.66	500.00	246.66
Total 12.17 · Building Operation & Maintenance	7,880.46	11,400.00	-3,519.54
12.25 · Miscellaneous Expense			
Equipment	120.97	2,500.00	-2,379.03
Office & Library Supplies	670.18	1,000.00	-329.82
Postage	209.00	150.00	59.00
Professional & Consultant Fees	470.00	500.00	-30.00
Technology updating	0.00	1,000.00	-1,000.00
Telephone & Internet	508.92	750.00	-241.08

5:07 PM
09/10/24
Accrual Basis

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

	Jan - Aug 24	Budget	\$ Over Budget
z-Miscellaneous - other			
Advertising	80.00	100.00	-20.00
Program Expense			
Summer Reading Program	193.41	500.00	-306.59
Program Expense - Other	331.48	1,200.00	-868.52
Total Program Expense	524.89	1,700.00	-1,175.11
Travel	249.24	350.00	-100.76
Volunteer Expense	97.49	100.00	-2.51
z-Miscellaneous - other - Other	332.29	500.00	-167.71
Total z-Miscellaneous - other	1,283.91	2,750.00	-1,466.09
Total 12.25 - Miscellaneous Expense	3,262.98	8,650.00	-5,387.02
Total Expense	49,374.83	76,085.00	-26,710.17
Net Ordinary Income	15,045.57	-22,731.00	37,776.57
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	16,300.57	-22,731.00	39,031.57

4:56 PM
09/10/24
Accrual Basis

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

	Aug 31, 24	Aug 31, 23
ASSETS		
Current Assets		
Checking/Savings		
Checking - Community Bank		
Checking - Operating	1,011.57	1,978.29
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	20,139.99	21,738.39
Front Desk Change	15.00	15.00
Petty Cash	50.00	50.00
Savings	5,000.40	10,011.53
Total Checking/Savings	25,205.39	31,814.92
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	40,941.37	45,049.05
Fixed Assets		
Land & Building	244,123.98	244,123.98
Total Fixed Assets	244,123.98	244,123.98
TOTAL ASSETS	285,065.35	289,173.03
LIABILITIES & EQUITY		
Equity		
32000 - Unrestricted Net Assets	268,764.78	273,756.48
Net Income	16,300.57	15,416.55
Total Equity	285,065.35	289,173.03
TOTAL LIABILITIES & EQUITY	285,065.35	289,173.03

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

	2024 Budget	2025 Proposed Budget With School Support
updated 9/11/24		
Ordinary Income/Expense		
Income		
CCLS - System Cash Grants		
Other Cash Grants	3,000.00	250.00
11.3 · LLSA	1,500.00	1,400.00
11.7 · Materials Plan	3,000.00	3,300.00
Total CCLS - System Cash Grants	7,500.00	
Grant Income		
11.1 · Public Funding		
Charlotte	12,000.00	
Gerry	6,000.00	
Sinclairville	9,500.00	
CVCS School		
Total 11.1 · Public Funding	27,500.00	68,000.00
11.13 · Other Receipts		
11.14 · Gifts & endowments		
Donation	8,000.00	4,500.00
Donation - Grants		8,500.00
Memorial		
Lisa Waite Memorials		
Memorial - Other	500.00	
Total Memorial	500.00	
11.15 · Fund Raising		
Annual Appeal	6,000.00	
Bake Sale	250.00	
Chicken BBQ	2,000.00	
Give Big CHQ	1,000.00	
Painted rocks	50.00	
Fund Raising Expense		(1,500.00)
Total 11.15 · Fund Raising	9,300.00	9,300.00
11.16 · Investment Income		
Savings Interest	4.00	
Total 11.16 · Investment Income	4.00	
11.17 · Library Charges		
Copy	100.00	150.00
Fax	50.00	100.00
Lost Book Payments		
Lost Card		
Printing	150.00	200.00
Total 11.17 · Library Charges	300.00	
11.18 · Other Income		
Book Sale	250.00	250.00
11.18 · Other Income - Other	0.00	
Total 11.18 · Other Income	250.00	
Total 11.13 · Other Receipts	9,854.00	
Total Income	44,854.00	94,450.00

Sexual Harassment Policy for All Employers in New York State



Combating
Sexual Harassment

Introduction

The Sinclairville Free Library is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees and volunteers are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of The Sinclairville Free Library's commitment to a discrimination-free work environment. Sexual harassment is against the law¹ and all employees and volunteers have a legal right to a workplace free from sexual harassment and employees and volunteers are urged to report sexual harassment by filing a complaint internally with the Library Manager or President of the Board of Trustees. Employees and/or volunteers can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. The Sinclairville Free Library's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, volunteers, contractors and persons conducting business, regardless of immigration status, with The Sinclairville Free Library. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The Sinclairville Free Library will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of The Sinclairville Free Library who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees² working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or the President of the Board of Trustees. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

¹ While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

² A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject The Sinclairville Free Library to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. The Sinclairville Free Library will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. The Sinclairville Free Library will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. The Sinclairville Free Library will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the President of the Board of Trustees.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

What Is "Sexual Harassment"?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;

- Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The Sinclairville Free Library cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or President of the Board of Trustees. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or President of the Board of Trustees.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the President of the Board of Trustees.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The Sinclairville Free Library will not tolerate retaliation against employees who file

complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the Library Manager and/or the President of the Board of Trustees will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by The Sinclairville Free Library but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the Sinclairville Free Library, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not

required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Sinclairville Free Library does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has

occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

SINCLAIRVILLE FREE LIBRARY
Verification of Acknowledgement

NYS Sexual Harassment Policy
Sinclairville Free Library
P. O. Box 609
Sinclairville, NY 14782

Staff member/ Volunteer name: _____ (PLEASE PRINT)

I acknowledge that I have read the Sexual Harassment Policy adopted by the
Sinclairville Free Library Board on October 24, 2018.

Signature _____ Date _____

Sexual Harassment Training Attestation Form

SINCLAIRVILLE FREE LIBRARY

In signing this form, I attest that I received sexual harassment training within the past year with an organization that either used the NYS model training, developed by the State Department of Labor and State Division of Human Rights, OR provided training that met or exceeded the minimum standards pursuant to Section 201-g of the NYS Labor Law.

I acknowledge that I received and reviewed the library's Sexual Harassment Policy and Complaint Form. I understand and will conduct myself in a manner consistent with the library's policy and understand the library's complaint and reporting procedure.

Location/Provider of Training

Date of Training

Name (Printed)

Title/Position

Signature

Date

The library director or person responsible for retaining library records should file this completed Sexual Harassment Training Attestation Form in a file labeled "Sexual Harassment Training" for permanent record.

Sexual Harassment Complaint

Employee Name			
Department		Title	
Age		Sex	

Date of Incident		Time of Incident	
Person(s) you allege committed the sexual harassment:			
Name		Position/Title	

Please describe the incident in detail, including your reaction to incident:

Person(s) who witnessed the incident, if any:	

Additional Notes:	

I understand that this matter will need to be investigated, but that all the information will be kept confidential to the extent that it is possible.

Date

Employee Signature

Date

Supervisor Signature

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



Table of Contents

Introduction

History

Performance Indicators

Vision

- **Core Purpose**
- **Mission Statement**

Strategic Issues 2019-2023

- **Goals and Progress Made**

Other Accomplishments

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) 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.

Performance Indicators	2018	2019	2020**	2021	2022	2023
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.