

Board of Trustees Meeting

October 30, 2024

Agenda 6 PM

1. Call to order
2. Pledge of Allegiance
3. Privilege of the floor
4. Approval of September 25, 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 involved in planning and to make plans: advertise the upcoming event September 13, 2025
- Nominating Committee: Slate of officers: President: Bill Newton Vice President: Need someone from the board Treasurer: Darla Frost-Kianos Secretary: Lisa Greeley The official vote will occur in November 2024
- Sign Update thoughts
- Annual appeal update (Director Report)
- Reviewing Policies and Procedures (see Library Director's Report)
- Other?

11. Next meeting is November 20, 2024 at 6pm (last Wed of 11/27 is day before Thanksgiving)

SINCLAIRVILLE FREE LIBRARY BOARD MINUTES

September 25, 2024

OPENING: Bill Newton called the meeting to order September 25, 2024 at 6:07 PM with reciting the Pledge of Allegiance.

PRESENT: Lisa Greeley, Beth Hadley, Jessica Emmott, Darla Frost-Kianos, Bill Newton, Roslin Newton,

MEMBERS ABSENT: Betty Jean Ridout, Peggy Minckler, Linda Bartholomew, Candi George

APPROVAL OF MINUTES: The August 28, 2024 minutes were approved. Motion to accept with corrections by Roslin Newton, seconded by Lisa Greeley, motion carried.

FINANCIAL REPORT: Darla Frost Kianos moved to approve July and August financial reports, Roslin Newton seconded, motion carried. Beth has spoken to CCVS superintendent about disbursement of library funds.

DIRECTOR'S REPORT: The report was reviewed.

1. Additional story time in Gerry is being explored. The Methodist Church is open to hosting, accessibility is pertinent issue there.
2. Sexual Harassment policy was reviewed. Darla Frost Kianos moved to accept , Roslin Newton seconded, motion carried.
3. E-rate wiring is awaiting final inspection.
4. Board members are asked to invite potential trustees to upcoming meetings.
5. Annual report for 2023 will be posted, Roslin Newton moved to accept, Lisa Greeley seconded, motion carried.

SPECIAL COMMITTEES: No reports

Building and Grounds: Broken letters were removed from the front of the building. Door to the children's room needs additional work. Committee will be asked to do a walk through prior to the 25th anniversary. Siding near the faucet is in need of repair.

Anniversary Celebration Committee:

Outreach:

CORRESPONDENCE:

None reported

OLD / UNFINISHED BUSINESS:

1. BBQ was successful, 200 chicken dinners were sold. More volunteers are needed to make the barbeque work, RSVP is no longer able to help.
2. Some estimates have been procured to rehab the library sign. A new sign may fall under a construction grant in the future.

NEW BUSINESS:

1. The 25th anniversary events need planning. Some information can be added to the annual appeal to explore patrons who might help. Construction grant may be explored to cover automatic door, additional exit from rooms, more community space, signage.

ADJOURNMENT: The meeting was adjourned at 7:015 pm. Motion by Roslin Newton, and seconded by Jessica Emmott, motion carried.. The next meeting will be held on October 30, 2024, at 6:00 PM in the library.

Minutes submitted by: Lisa Greeley

Approved: ____.

OCTOBER 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 CCLS Annual Meeting was held on October 9th with Library Director Beth Hadley, Library Assistant Jessica Huling, Board President Bill Newton and trustee Roz Newton in attendance.

The library will be closed November 11th in observance of Veteran's Day, November 28-30 for the Thanksgiving holiday and December 25 and 26 for the Christmas holiday.

The 3rd Quarter Statistical Report has been submitted to CCLS as required. See details below.

The proposed budget for 2025 has been prepared by volunteer bookkeeper R. Sharp for your review.

The spendable balance of \$16,000.00 was requested from the library's endowment fund at the Northern Chautauqua Community Foundation in order to cover expenses for the remainder of the year.

The NYS Department of Labor has announced that the minimum wage will increase to \$15.50 per hour as of January 1, 2025.

Trustees are required to complete two hours of training annually. Previously recorded training webinars can be accessed using this link: <https://midhudson.org/trusteebookclub/>

BUILDING, GROUNDS AND MAINTENANCE

Al Fredrickson is working on the project of installing the electrical components for the concrete heating systems of the library sidewalk portions as planned. The total cost for labor and materials is \$1,956.00. Mr. Fredrickson will assist to set the schedule and program this heating system.

CCLS

Message received from CCLS Director Dekoff: "Please check and see if your library has Directors & Officers Insurance. If you do not or if you have questions, please attend the webinar below. Directors and Officers insurance is critical to protecting your trustees and is worth the expense." This training counts toward the required annual hours of trustee training.

Unlocking the Mysteries of Directors & Officers Insurance for Libraries, Museums and Other Cultural Organizations

Friday, November 22, 2024

10:00 am – 11:30 am

online via Zoom

[Register here](#)

Libraries, museums, and other cultural organizations face many of the usual legal risks of conducting business: employment-related claims, defamation and other “personal injury” claims, and claims related to actions taken by corporate officers (both directors and trustees). They also face unique risks related to their missions to serve the public.

Because of these legal risks, trustees and directors know that having “D&O Insurance” is important, but what does it cover...and just as importantly, what DOESN'T it cover?

Join ESLN for the ninety-minute presentation on evaluating Director's and Officers Insurance. Attendees will review:

- What “D&O” typically covers;
- How to inventory your institutions unique needs for D&O;
- How to request quotes for coverage;
- How a board can use a routine cycle of evaluating and arranging D&O.
- Written materials will include a grid to assist with evaluation of policies.

Attendance will count towards mandated library trustee training.

This meeting will be recorded; please register to receive the link via email.

About the presenter: **Stephanie “Cole” Adams** is the attorney for the regional library councils' “Ask the Lawyer” service. She evaluates and addresses questions about insurance coverage as part of her firm's work for libraries, small businesses, and cultural institutions.

CORRESPONDENCE

Received notification from the New York State Insurance Fund that it has updated its Federal Employer Identification Number and that we should update our files so that all payments use the updated FEIN (13-3098552). This notice was forwarded to bookkeeper Ricki Sharp.

Received account statement from Victory Funds showing a total market value of investments at September 30, 2024 of \$17,013.04 (2023 = \$13,463.72; 2022 = \$14, 501.58; 2021 = \$15,889.79; 2020 = \$12,299.16; 2019 = \$13,456.43). 1

Received a thank you card from the Village of Sinclairville and the Valley Historical Society for the library's participation in the recent History Fair with additional thanks for all we do for the community.

Received Statement of Activity for the Sinclairville Free Library Endowment held at the Northern Chautauqua Community Foundation for the period January 1 through September 30, 2024. The balance at 9/30/24 was \$46,253.87. The spendable balance was \$16,155.67.

DONATIONS 1

TOPS NY 610 donated \$50 for the use of the conference room for their weekly meetings. 1

FUNDING 1

A letter will need to be sent to the Cassadaga Valley Central School District Superintendent to request that the voter approved school tax funding be sent to our library. The Business Office should be copied on this letter. CCLS Director Dekoff is available to answer any questions about this process. 1

FUNDRAISING 1

The book and bake sale raised \$ 448.00 (\$566.00 last year). Thank you to those who helped with the sale and/or donated baked goods. 1

An additional expense of \$657.20 was incurred for the cost of chicken and rolls for the BBQ.

Annual Appeal letters were mailed and funds are coming in. The thermometer indicator for the funding level reached has been installed on the library's front lawn. Please donate to help make this fund drive a success. 1

GRANTS 1

Invitations to the upcoming community discussions that are part of our ALA Grant (round 2) were sent by email to CVCS administrators and community partners who have previously participated. A press release was submitted to invite the general public to attend.

Received an invitation from the ALA to apply for the third round of Libraries Transforming Communities: Accessible Small and Rural Communities. The Library Director and Assistant would like to work together on this application and request this additional round of funding. 1

An application was submitted to CCLS for an Outreach Mini-Grant requesting \$1,000.00 for the project "Digital Skills and Large Print and Audiobook Outreach to Senior Citizens." 1

The final grant report for Round 1 of the ALA Accessibility Grant was submitted as required. 1

OUTREACH 2

Outreach to school-aged children participating in the Wrap program at Park Methodist Church continues with weekly visits to the program by the Library Assistant, who reads to the children and brings library books to leave on deposit for the children's use. Child's Play Early Literacy Program was started at Gerry Methodist Church. Library Assistant Huling represented the library at the Sinclairville Elementary School's Family Literacy Night on October 24th. 2

Library Director Hadley provides digital and other library services outreach bi-monthly as well as monthly Book Club and Life Story Writing at the Homestead in Gerry. 2

PROFESSIONAL DEVELOPMENT

At the CCLS Annual Meeting, Director Hadley attended a workshop on the topic of Building Collections to Increase User Engagement and Assistant Huling attended the workshop on Minecraft for Libraries. Both attended the workshop on the Mobile Memory Lab, which will be

available for libraries to borrow and help patrons convert their print and analog formats into digital files for preservation. 4

PROGRAMS AND EVENTS

Calendar: Paper copies of the November calendar of programs and events are available at the front desk, and the calendar is posted on the library's website.

Highlights:

Neighborhood Nature will be presented on Saturdays in November from 1 to 2 PM for ages 10 and up. CVCS Science Teacher Corinne Kelly will be the nature guide for this fun, hands-on program that encourages kids to explore and connect with the plants, animals, and ecosystems right in their own backyards. Children will earn badges and become certified "Nature Neighbors."

Writing About Nature workshops will be presented by John Brantingham on Saturdays in November from 10 AM to 1 PM.

Family Sing-a-long will be led by Hope Fredrickson on Saturday, November 16th at 10:30 AM.

Family Fun night is scheduled for Monday, November 25 from 6 to 7 PM with "Paper Pumpkins" on the agenda.

Book Club Selections:

Books Unlimited: This group will meet in person at the library on Monday, November 18th at 7 PM to discuss I Have Some Questions For You by Jessica Mai Kai.

The library's online Book Club will meet on Thursday, November 21st at 7:30 PM to discuss The Women by Kristin Hannah.

Book Club at the Homestead in Gerry will meet on Friday, November 15th at 3 PM to discuss Miss Morgan's Book Brigade by Janet Skeslein Charles. 2

Program Updates:

Child's Play at Gerry Methodist church started on October 16th. So far only one child has been in attendance. Please help spread the word so this outreach program can continue.

PUBLIC RELATIONS AND PUBLICITY

Fourth Grade and First Grade students visited the library on field trips this month. Those who had returned completed library applications received their new cards and were allowed to borrow books. The conference room was used by a college student to film a video for a class.

Press releases were submitted to promote the new Child's Play program in Gerry as well as other library programs and events.

Assistant Huling represented the library at the Sinclairville Elementary School's Literacy Night event on Thursday, October 24th. 2

STAFF AND VOLUNTEERS (4)

A staff/volunteer meeting will be held on November 6 at 2:30 PM. Topics to be discussed include changes resulting from an upgrade to the KOHA online circulation system. Trustees are always welcome to attend and get acquainted with our volunteers. Louise Torrey has begun volunteering at the library on Friday mornings, and Beth Loomis has resumed volunteering on Wednesday mornings.⁴

Sexual harassment training is required for all library staff, trustees, and volunteers. Notification of this requirement has been sent to all concerned, and just a few people are left who need to complete this training and return their signed forms. ⁴

STATISTICS

Cumulative Quarterly Statistics for January-September 30, 2024 (2023):

Circulation (Everything!): 11,504 (11,338)

Circulation of other materials (all except print materials): 3,333 (3,773)

Number of registered borrowers at 9/30: 1,426 (1,367)

Number of visits to library: 8,038 (7,902)

Number of reference questions: 810 (708)

TECHNOLOGY & EQUIPMENT

Five new computers have been installed at the library through funding provided by the Holmberg Foundation. Data wiring has been completed, with a new wireless access point installed at the front of the library building. Signs have been provided to the Sinclairville Superette to notify customers that free public Wi-Fi is provided at that location by the Sinclairville Free Library.

STRATEGIC PLAN GOALS SUMMARY

1. Enhance Library Funding Streams

Annual Appeal letters were mailed to library supporters. A grant application was submitted to CCLS for an outreach mini-grant.

2. Strengthen Outreach (Town of Gerry, CVCS, community groups)

Outreach to the Town of Gerry was strengthened by the addition of a Child's Play Early Literacy Program held at the Gerry Methodist Church. Outreach to CVCS was strengthened through field trips by 1st and 4th grade classes to the library, representation at the Sinclairville Elementary School Literacy Night, distribution of library card applications at school resulting in more child patron cards issued, and partnership with teachers to provide programming at the library such as hand drumming and the new Neighborhood Nature program. The Library Director made connection with the new CVCS Superintendent at the "Meet and Greet" event at the Middle/High School.

3. Catalogue and Digitize Local History Collection

Volunteer Pat Kirell continues to scan and digitize local history reports. Website design assistance will be provided by CCLS to add local history digitized photos and documents to our library website.

4. Staff and Volunteer Development

Staff/Volunteer meeting scheduled for November 6. Library Director and Assistant attended CCLS annual meeting workshops. Sexual Harassment training in progress.

5. Carry Out 25 Year Celebration of Library Building

This year's annual appeal letter to supporters included a "Save the date" for September 13th for the building anniversary celebration.



6. Identify Future Roles of the Library and Implement Changes

ALA community conversations scheduled for November 4 and 14 will assist in planning the library's future and any desired changes suggested by the community.

FEEL GOOD MOMENT: One of our young patrons, a 12-year-old boy, walks into the library and says "I love being here."

SINCLAIRVILLE FREE LIBRARY

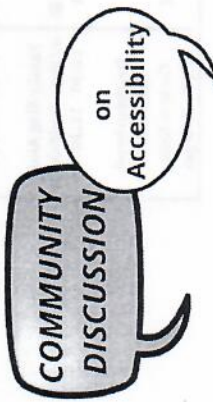
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15 MAIN STREET
SINCLAIRVILLE, NY 14782
PHONE: 716.962.5885
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Director: Beth Hadley
info@sinclairvillelibrary.org
www.sinclairvillelibrary.org

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<h2 style="text-align: center;">PLEASE DONATE TO OUR ANNUAL APPEAL</h2> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">  <p>The library is fortunate to have many supporters like you who value your community and the services the library provides. Your gifts help to strengthen the bonds the library develops within this community; by partnerships the The Wrap childcare program of Park Methodist Church, Sinclairville and Gerry recreation programs for children to participate in our Summer Reading Program; collaboration with CVCS to bring groups of students for library visits and library representation at Open House and Literacy Nights, by outreach to the residents of Gerry including those at the Homestead retirement community with book clubs and other enriching activities</p> </div> <div style="width: 65%;"> <p>Please stop by the library to drop off your donation, visit us online (PayPal) or mail in your contribution</p> </div> </div>						
<div style="border: 1px solid black; padding: 5px;"> <p>3</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p>4</p> <p>Community Discussion on Accessibility 6:00 pm Childcare & Snacks (description on back)</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p>5</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p>6</p> <p>Child's Play @ Gerry 9:00 - 9:45 am Baby Talk 10:30 - 11:00 am Child's Play 1:00 - 2:00 pm Staff & Volunteer Meeting 2:30 pm Write Spirit 7:00 pm Virtual</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p>7</p> <p>Life Story Writing 6:30 pm Ages 12 & up Hybrid</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p>8</p> <p>Write Circle 9:00 am Hybrid Sinclairville Samplers 10:30 am</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p>9</p> <p>"Nature Writing" with John Brantingham 10:00 - 1:00 pm Neighborhood Nature with Corinne Kelly 1:00 - 2:00 pm</p> </div>
<div style="border: 1px solid black; padding: 5px;"> <p>10</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p>11</p> <p>Closed in Observance of Veterans Day</p>  <p>No School at CVCS</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p>12</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p>13</p> <p>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</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p>14</p> <p>Community Discussion on Accessibility 7:00 pm Online Event (description on back)</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p>15</p> <p>Write Circle 9:00 am Hybrid Sinclairville Samplers 10:30 am Library Services @ The Homestead 2:00 pm</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p>16</p> <p>"Nature Writing" with John Brantingham 10:00 - 1:00 pm Family Sing Along w/ Hope Fredrickson 10:30 - 11:30 am Neighborhood Nature with Corinne Kelly 1:00 - 2:00 pm</p> </div>

November 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
17 "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	18 "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	19 "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	20 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	21 Virtual Book Club 7:30 pm Virtual	22 Write Circle 9:00 am Hybrid Sinclairville Samplers 10:30 am	23 "Nature Writing" with John Brantingham 10:00 - 1:00 pm Neighborhood Nature with Corinne Kelly 1:00 - 2:00 pm
24 Family Night "Paper Pumpkins" 6:00 - 7:00 pm	25 Family Night "Paper Pumpkins" 6:00 - 7:00 pm	26 Family Night "Paper Pumpkins" 6:00 - 7:00 pm	27 Child's Play @ Gerry 9:00 - 9:45 am Baby Talk 10:30 - 11:00 am Child's Play 1:00 - 2:00 pm	28 Child's Play @ Gerry 9:00 - 9:45 am Baby Talk 10:30 - 11:00 am Child's Play 1:00 - 2:00 pm	29 Closed in Observance of Thanksgiving Holiday	30 Closed in Observance of Thanksgiving Holiday
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: "I Have Some Questions for You" by Jessica Mai Kai Book Club @ The Homestead: "Miss Morgan's Book Brigade" by Janet Skeshen Charles Virtual Book Club Selection: "The Women" by Kristin Hannah						
Please register for events or programs using our Event & Program Registration form on our website						
Community Discussion on Accessibility: Community conversation in order to guide the improvement of the library's services.						
Facilitated by Library Director, Beth Hadley. This event is made possible through the ALA Libraries Transforming Communities Grant. <i>The main goal of a library is to provide information. Join the discussion and help the library transform our community.</i> Registration Requested - Register to receive Zoom link						
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. Family Sing Along: Join local library patron, Hope Fredrickson, as she leads families on an adventure in music. Bring your voice and instrument(s). Hope will play family friendly songs on our electric piano. Families are invited to sing or play along. Program is open to the community. 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. Sinclairville Samplers: Quilting, knitting, crochet, embroidery, and fun with friends. Write Spirit: Christian writing group for women. Virtual program.						



HOW CAN THE LIBRARY HELP???

12:15 PM
10/02/24
Accrual Basis

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

	Sep 30, 24	Sep 30, 23
ASSETS		
Current Assets		
Checking/Savings		
Checking - Community Bank		
Checking - Operating	-2,953.56	-61.91
Grant Funding		
Restricted Funds		
ALA/LTC	7,528.42	19,760.10
Total Restricted Funds	7,528.42	19,760.10
Total Grant Funding	7,528.42	19,760.10
Total Checking - Community Bank	4,574.86	19,698.19
Front Desk Change	15.00	15.00
Petty Cash	50.00	50.00
Savings	5,000.57	10,011.69
Total Checking/Savings	9,640.43	29,774.88
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	25,376.41	43,009.01
Fixed Assets		
Land & Building	244,123.98	244,123.98
Total Fixed Assets	244,123.98	244,123.98
TOTAL ASSETS	269,500.39	287,132.99
LIABILITIES & EQUITY		
Equity		
32000 - Unrestricted Net Assets	268,764.78	273,756.48
Net Income	735.61	13,376.51
Total Equity	269,500.39	287,132.99
TOTAL LIABILITIES & EQUITY	269,500.39	287,132.99

12:13 PM
10/02/24
Accrual Basis

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

	Jan - Sep 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
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	6,314.60		
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	30,834.78	8,500.00	22,334.78
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	2,815.00	2,000.00	815.00
Give Big CHQ	0.00	1,000.00	-1,000.00
History Books	5.00		
Painted rocks	158.00	50.00	108.00
Total 11.15 · Fund Raising	4,073.00	9,300.00	-5,227.00
11.16 · Investment Income			
Savings Interest	0.22	4.00	-3.78
11.16 · Investment Income - Other	0.17		
Total 11.16 · Investment Income	0.39	4.00	-3.61
11.17 · Library Charges			
Copy	104.70	100.00	4.70
Fax	55.00	50.00	5.00
Lost Book Payments	82.00		
Lost Card	12.00		
Printing	138.15	150.00	-11.85
Total 11.17 · Library Charges	391.85	300.00	91.85

12:13 PM
10/02/24
Accrual Basis

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

	Jan - Sep 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	35,300.02	18,354.00	16,946.02
Total Income	67,553.92	53,354.00	14,199.92
Expense			
Employee Expenses			
12.3 · Salaries			
Assistant	14,380.00	16,640.00	-2,260.00
Manager	20,705.00	29,120.00	-8,415.00
Total 12.3 · Salaries	35,085.00	45,760.00	-10,675.00
12.4 · Employee Benefits	3,271.31	4,700.00	-1,428.69
Total Employee Expenses	38,356.31	50,460.00	-12,103.69
Library Materials			
12.3 · Printed Material			
Books	3,788.25		
Magazines	601.96		
12.6 · Printed Material - Other	0.00	4,000.00	-4,000.00
Total 12.6 · Printed Material	4,390.21	4,000.00	390.21
12.7 · Electronic Material	900.00	1,200.00	-300.00
12.8 · Other Material			
Audio CD's	0.00	150.00	-150.00
DVD's	54.88	200.00	-145.12
Toys/Manipulatives	5.00	25.00	-20.00
Total 12.8 · Other Material	59.88	375.00	-315.12
Total Library Materials	5,350.09	5,575.00	-224.91
12.11 · Capital Expenditures	11,600.00		
12.17 · Building Operation & Maintenance			
Other Bldg Oper & Maint			
Building Insurance	2,071.16	2,000.00	71.16
Cleaning	2,640.00	3,150.00	-510.00
Supplies	123.38	500.00	-376.62
Utilities	3,306.48	5,250.00	-1,943.52
Total Other Bldg Oper & Maint	8,141.02	10,900.00	-2,758.98
Repairs	896.66	500.00	396.66
Total 12.17 · Building Operation & Maintenance	9,037.68	11,400.00	-2,362.32

12:13 PM
10/02/24
Accrual Basis

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

	Jan - Sep 24	Budget	\$ Over Budget
12.25 · Miscellaneous Expense			
Equipment	120.97	2,500.00	-2,379.03
Office & Library Supplies	683.08	1,000.00	-316.92
Postage	209.00	150.00	59.00
Professional & Consultant Fees	720.00	500.00	220.00
Technology updating	0.00	1,000.00	-1,000.00
Telephone & Internet	548.91	750.00	-201.09
z-Miscellaneous - other			
Advertising	80.00	100.00	-20.00
Program Expense			
Summer Reading Program	197.65	500.00	-302.35
Program Expense - Other	399.48	1,200.00	-800.52
Total Program Expense	597.13	1,700.00	-1,102.87
Travel	340.36	350.00	-9.64
Volunteer Expense	97.49	100.00	-2.51
z-Miscellaneous - other - Other	332.29	500.00	-167.71
Total z-Miscellaneous - other	1,447.27	2,750.00	-1,302.73
Total 12.25 · Miscellaneous Expense	3,729.23	8,650.00	-4,920.77
Total Expense	68,073.31	76,085.00	-8,011.69
Net Ordinary Income	-519.39	-22,731.00	22,211.61
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	735.61	-22,731.00	23,466.61

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

	2024 Budget	2025 Proposed Budget With School Support
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

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

	2024 Budget	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)	-