Board of Trustees Meeting

November 20, 2024

Agenda 6 PM

1. Call to order

2. Pledge of Allegiance

3. Privilege of the floor

4. Approval of October 30, 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. Any thoughts of how to celebrate? Luncheon at the church if no History Day? Speakers? Review of how the new library building came to happen; review of directors and recent accomplishments?
- Nominating Committee: Election of officers for 2025 Slate of officers: President: Bill Newton Vice President: Candi George Treasurer: Darla Frost-Kianos Secretary: Lisa Greeley
- Approval of 2025 budget
- Sign Update thoughts
- Annual appeal update (Director Report)
- Reviewing Policies and Procedures (see Library Director's Report}
- Other?

11. Next meeting is January 29, 2025 at 6pm

October 30th, 2024

Meeting called to order at 6:02 by Bill Newton.

Salute to the flag done by all.

Minutes to handed out by Beth Hadley.
Roslin Newton made a motion to approve the minutes. Linda Bartholomew 2nd.

Financial report reviewed.
Darla Frost A made a motion to approve the financial report. Roslin Newton 2nd.

Report of Library Director reviewed.
Beth explained that the infant program is currently full.
We only have 1 child at Child's Play in Gerry.
Please communicate regarding this event. Event will be done through November.
Beth wanting to coach Jessica to apply for ALA grand for a 3rd round to help get child adequate furniture.

Beth reviewed the bank account when paying bills. Money was taken out of the endowment fund to cover bills until the tax bill comes through. In November a letter will need to be written to ask for the money.

We had a theft, a woman who stole from the library. The items taken were of little monetary value. Beth would recommend we do not press charges. All agree that we do not press charges.

Karen Oakerland would like to help with the 25th Anniversary party.

Volunteers for the front desk are needed.

Volunteers to hang art are needed. Jessica Emmott will do this on a Saturday.

Beth could use help in thanking people. Notes need written. Bill Newton and Roslin Newton volunteered for that.

$5,000 did not come in from Charlie's fund that normally comes in during the month of August. This is one of the things that led to the financial issues.

$1200 is where we are at with the annual appeal.

Meagan Klem has been invited to join the board. She is interested.

Raggity flag was replaced out front.

NOVEMBER 2024 LIBRARY DIRECTOR'S REPORT

STRATEGIC PLAN

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

CVCS Board of Education meetings are scheduled on the following Wednesdays monthly at 6 PM (12/11 at Sinclairville Elementary School; 1/8; 2/12; 3/12; 4/9; 5/21 and 6/18 at M/HS. It would be good for the library to be represented at these meetings to maintain our connection and develop school and library collaboration. It isn't necessary to be on the agenda and present information at every meeting, but we should consider creating a regular pattern of participation.

The library has received the 4th quarter installment of our Materials Grant Plan in the amount of $755.50.

The library will be closed Thursday thru Saturday, November 28-30 for the Thanksgiving Holiday and Wednesday and Thursday, December 25 and 26, for the Christmas Holiday.

Proposed list of library closed days for 2025:

January 1	New Year's Day (W)
January 20	Martin Luther King, Jr. Day (M)
February 17	President's Day (M)
April 18	Good Friday (F)
April 19	Easter Holiday (SAT)
May 26	Memorial Day (M)
June 19	Juneteenth (TH)
July 4 and 5	Independence Day (F and SAT)
September 1	Labor Day (M)
October 13	Columbus Day (M)
(Note we are already closed on Veteran's Day, which is a Tuesday this year)	
November 27-29	Thanksgiving Holiday (TH-SAT)
December 24-27	Christmas Holiday (W-SAT)
January 1, 2026	New Year's Day (TH)

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

Special Committee Reports

Correspondence

-Thank you from history meeting.

-Beth Hadley had a write up in the

Old Buisness

New Buisness

-25th Year Building Anniversary Committee

-Bill Newton thinks that we need signage put back on the building.

-Nominating Committee: Slate of officers:

President Bill Newton

Vice President Darla nominated Melissa "Candi" George. Linda 2nd.

Treasurer: Darla Frost-Kianos

Secretary: Lisa Greeley

The official vote will occur in November 2024

-We will review and approve the 2025 proposed budget at the November meeting.

-Next meeting will be November 20th at 6pm.

Roslin Newton made a motion to adjourn the meeting at 6:49pm. Peggy Minckler 2nd.

Bill Newton and Roslin Newton were on the phone.

Jessica Emmott, Peggy Minckler, Darla Frost-Kianos, Erin Gray, Melissa "Candi" George, Linda Bartholomew, and Beth Hadley will be present.

Another learning opportunity, "Gather and Grow," was sent by email dated 11/14. This day of virtual learning presented by multiple library systems will be held on Friday, December 6 from 9:30 to 3:30 and includes a training track for trustees. You can view the schedule of topics offered by using this link: https://learning.stls.org/# .

If you want to get a head start on the 2025 requirement, you can register for the online training "Fundamentals of Human Resources to be held January 7th. This information was forwarded to you by email dated 11/16. When registering you will be asked if you are a CLRC or ESLN member. Use the drop-down menu and select Western NY Library Resources Council, which our library belongs to.

BEAUTIFICATION AND DISPLAYS

The local art show in the Community Room has been taken down, and paintings from the library's own collection will be hung next.

BUILDING, GROUNDS AND MAINTENANCE

Village of Sinclairville crew replaced the worn U.S. flag.

The vent/fan on the library rooftop was making noise. Al Fredrickson turned it off and suggested it may need to be replaced. The Building and Grounds committee should determine the settings for the new sidewalk heating and the schedule for turning these elements on and off.

CORRESPONDENCE

A thank you card was received from the Cassadaga Memorial Auxiliary Unit 1280 for the library's support of their Halloween event. The library donated gently used children's books to be offered to trick or treaters. The Auxiliary gave us some craft kits that were left over from the event that can be used in our programming in the future.

DONATIONS

A donation of $5,000 was received from Charlie's Fund representing the Kochersberger family.

The Marshal Martz Memorial Astronomical Association, Inc. donated a telescope ($400 value) that is meant to be circulated for use by our patrons. Instructions and relevant materials have all been provided by the Martz organization, and they will conduct a training on the use of the telescope at the library on Thursday, December 12 at 6:30 PM.

FUNDRAISING

Donations to the Annual Appeal are still trickling in. $2,355 has been deposited following the mailing of the fundraising letters. ($1,095 was deposited earlier this year after the 2023 mailing). **(1)**

The chicken BBQ fundraiser earned $2815 income minus expenses of $1579.26 (657.20 chicken and rolls plus 922.06 fire department costs) for a net income of $1,235.74.

A holiday raffle basket has been assembled that includes a hand-made basket donated by Ruth McNamara, some books, decorations and other various goodies contributed by the Sinclairville Samplers group. Tickets are $2 each or 3/$5 and the winning ticket will be drawn on December 18th.

GRANTS 1

A request for NYS Grant in Aid funding, formerly known as Bullet Aid was submitted to CCLS. They had a large number of requests that exceeded the amount of funding available this year. We were awarded $1,000 funding to go toward the purchase of a Smart TV and cart, projector and children's room chairs. **1**

An outreach mini-grant application was submitted to CCLS for our proposed project "Digital Skills and Large Print and Audiobook Outreach to Senior Citizens." This application was approved, and we have been awarded $1,500. CCLS requests that we use some of these funds to purchase more audiobooks to use on the Libby platform and print instructions to leave with the senior groups. A final report for this grant will be due by September 30, 2025.

The library's website includes information to publicize what the ALA grant funding has been used for. Please use this link to access the page directly:
https://www.sinclairvillelibrary.org/american-library-association-libraries-transforming-communities-accessibility-2023-24/

MEMORIALS

The following titles were added to the library's collection with memorial donations:

In memory of Art & Bessie Kibbee by Donna Kibbe Sewell: Someone's in the Kitchen with Grandma: Exploring, Sharing and Preserving Your Family's Culinary Heritage and History by Dovie Archer. Unraveling: What I Learned About Life While Shearing Sheep, Dying Wool, and Making the World's Ugliest Sweater by Peggy Orenstein, in memory of Lisa Obert Waite by the Panda Club. Children's books in memory of Lisa Obert Waite by the Waterman family: Goodbye: A First Conversation About Grief by Megan Madison, Jessica Ralli and Isabel Roxas; A Small Speckled Egg and Little Brown Nut both by Mary Auld. Donors and families have been notified of these acquisitions.

Memorial donations were made in honor of Deanna Rendell by the 1959 class of CVCS and in honor of Jay and Gail Olmstead by Beverly Brue, Patricia Mee, Diane Gatto, Susan Laska, Brian Mead, Beth Woodward and their respective families.

POLICIES & PROCEDURES

Jennifer Blake was informed by the Chautauqua County Sheriff 's representative that she is no longer allowed to be at the library, and that she will be charged with trespassing if she comes on library property.

PROFESSIONAL DEVELOPMENT

The Library Director attended a virtual meeting of CCLS staff and member library directors on November 15th to receive library system updates. She is also registered to attend "Fundamentals of Human Resources" presented by Central NY Library Resources Council by Zoom on January 7th. **4**

PROGRAMS AND EVENTS

Highlights:

Christmas Sing-a-Long will be led by Hope Fredrickson on Saturday, December 7 at 10:30 AM.

The library will participate in the "Christmas in Sinclairville" event on Saturday, December 14th from 5-7 PM by distributing Craft Kits and free books for children in conjunction with the Village's Christmas event held in the Village Commons. Library Assistant Huling will represent the library for this program with our library mascot, Chet, joining her.

Writing workshop with John Brantingham will be held on Monday, December 16 from 5 to 6 PM followed by Open Mic: Poetry and short fiction reading from 6 to 7 PM.

Family Night Crafting Fun will be offered on Monday, December 30 at 6 PM.

Book Club Selections:

Books Unlimited will discuss The Noel Diary by Richard Paul Evans on Monday, December 16 at 7 PM at the library.

The book club meeting at The Homestead in Gerry will discuss Christmas Bells by Jennifer Chiaverini on December 20 at 3 PM.

The online Book Club will not meet in December. The next meeting will be held on Monday, January 27 at 7:30 PM to discuss James by Percival Everett.

Program Updates:

Write Circle will not meet in person during the months of January, February and March. Virtual meetings will continue on Fridays at 9:00 AM.

Child's Play at Gerry will not meet during the winter months, beginning with December.

Neighborhood Nature will meet on the following Wednesdays from 4 to 5 PM: December 4, 11, 18.

PUBLIC RELATIONS AND PUBLICITY

Press releases were submitted to notify people of the library's programming and holiday closed dates.

Library building was used by Valley Historical Society for their November meeting, by the Healthy Community Alliance for a meeting, for a tutor to meet with a student, and for a writing instructor to teach an online class.

Signs have been posted at the Superette and Sinclairville Post Office notifying the public that free public WiFi provided by our library is available at these locations.

Field trips to the library were publicized in the CVCS District Newsletter, the Valley Insider's Fall issue. Several children have been returning to the library with their parents in tow.

The library telescope initiative was publicized in the Chautauqua Gazette issue dated November 18 (Volume 1, Issue 40).

STAFF AND VOLUNTEERS (4)

Director Hadley and Assistant Huling have received their Annual Performance Reviews.

A staff and volunteer meeting was held on November 6th to provide updates to library procedures. Proper packing of delivery bags and shelving of materials was discussed along with updates to the KOHA circulation program. A calendar of the days and times staff and volunteers are scheduled to work at the library is posted in the office. Volunteer Lynn Wigren, who led family history and paper craft programs for the library, is taking a break from volunteer work due to health matters.

STRATEGIC PLAN

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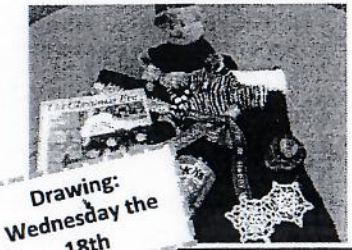
December 2024

SINCLAIRVILLE FREE LIBRARY

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
	GET YOUR TICKETS FOR OUR HOLIDAY RAFFLE BASKET Tickets $2.00 each or 3 for $5.00  Drawing: Wednesday the 18th	Crocheted Tote Bag Handmade Stocking Child's Knit Mittens Picture Book Adult Christmas Story Collection Sparkling Grape Juice Snowman Shelf Sitter Frog Painted Rock Star Ornaments	**Baby Talk** **10:30 - 11:00 am** **Child's Play** **1:00 - 2:00 pm** **Neighborhood Nature with Corinne Kelly** **4:00 - 5:00 pm** **Write Spirit** **7:00 pm Virtual**	**Life Story Writing** **6:30 pm** **Ages 12 & up** **Hybrid**	**Write Circle** **9:00 am Hybrid** **Sinclairville Samplers** **10:30 am** **Library Services @ The Homestead** **2:30 pm** **Memoir Writing @ The Homestead** **3:00 pm**	**Christmas Family Sing Along w/ Hope Fredrickson** **10:30 - 11:30 am**
8	9	10	11	12	13	14
			Baby Talk **10:30 - 11:00 am** **Child's Play** **1:00 - 2:00 pm** **Neighborhood Nature with Corinne Kelly** **4:00 - 5:00 pm** **Write Spirit** **7:00 pm Virtual**	**"Patron Training" for Our Library's New Telescope** with the **Martz-Kohlz Observatory** **6:30 pm**	**Write Circle** **9:00 am Hybrid** **Sinclairville Samplers** **10:30 am**	**Christmas in the Park** **5:00 - 7:00 pm** **Watch for Miss Jessica & Chet**
15	16	17	18	19	20	21
	"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**		**Baby Talk** **10:30 - 11:00 am** **Child's Play** **1:00 - 2:00 pm** **Neighborhood Nature with Corinne Kelly** **4:00 - 5:00 pm** **Write Spirit** **7:00 pm Virtual**		**Write Circle** **9:00 am Hybrid** **Sinclairville Samplers** **10:30 am** **Library Services @ The Homestead** **2:30 pm** **Book Club @ The Homestead** **3:00 pm**	

SPECIAL PROGRAMS

WRITERS WORKSHOPS
with **John Brantingham**
Registration is Required
with Gentle Live Music

Neighborhood Nature

with **Corinne Kelly**

Neighborhood Nature is a fun, hands on program that encourages kids to explore and connect with the plants, animals, and ecosystems right in their own backyards. Earn badges and become a certified "Nature Neighbor."

CVCS Science Teacher Corinne Kelly wil be your guide
For ages 7 and up
Registration Required

Patron Training for Our Library's New Telescope

with the
Martz-Kohl Observatory

Join us and the Observatory staff for our Patron Training night for our NEW Telescope. Learn to use our telescope and enjoy a look at the sky.

Telescope was donated by The Mashal Martz Memorial Astronomical Association, Inc.
Event will be rescheduled if there is rain/snow.

December 2024

SINCLAIRVILLE FREE LIBRARY

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
22	23 No School at CVCS	24 No School at CVCS	25 **Closed in Observance of Christmas Holiday** No School at CVCS	26 **Closed in Observance of Christmas Holiday** No School at CVCS	27 **Sinclairville Samplers 10:30 am** No School at CVCS	28
29	30 **Family Night "Crafting Fun" 6:00 pm Help Miss Jessica cleanup some of her craft kits...** No School at CVCS	31 No School at CVCS	Jan 1st 2025 **Closed in Observance of New Year's Holiday** No School at CVCS	2 No School at CVCS	3 **Write Circle 9:00 am Virtual** **Sinclairville Samplers 10:30 am** **Library Services @ The Homestead 2:30 pm** **Memoir Writing @ The Homestead 3:00 pm** No School at CVCS	4

PLEASE DONATE TO OUR ANNUAL APPEAL

'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

Please stop by the library to drop off your donation, visit us online (PayPal) or mail in your contribution

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 Noel Diary" by Richard Paul Evans

Book Club @ The Homestead: "Christmas Bells" by Jennifer Chiaverini

Virtual Book Club Selection: No Meeting in December

Please register for events or programs using our Event & Program Registration form on our website

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. 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, embroidering, and fun with friends.

Write Spirit: Christian writing group for women. Virtual program.

7:47 PM
11/10/24
Accrual Basis

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

	Oct 31, 24		Oct 31, 23	
ASSETS				
Current Assets				
Checking/Savings				
Checking - Community Bank				
Checking - Operating		2,056.41		-4,178.58
Grant Funding				
Holmberg Foundation		-298.50		0.00
Restricted Funds				
ALA/LTC	7,528.42		19,760.10	
Capital Improvements	44.00		0.00	
Technology Upgrades	1,925.29		0.00	
Total Restricted Funds		9,497.71		19,760.10
Total Grant Funding		9,199.21		19,760.10
Total Checking - Community Bank		11,255.62		15,581.52
Front Desk Change		15.00		15.00
Petty Cash		50.00		50.00
Savings		2,500.61		10,011.86
Total Checking/Savings		13,821.23		25,658.38
Other Current Assets				
Investment				
Investment-Orig + Income		16,576.35		15,939.46
Unrealized Gain (Loss) on Inves		436.69		-2,573.18
Total Investment		17,013.04		13,366.28
Total Other Current Assets		17,013.04		13,366.28
Total Current Assets		30,834.27		39,024.66
Fixed Assets				
Land & Building		244,123.98		244,123.98
Total Fixed Assets		244,123.98		244,123.98
TOTAL ASSETS		**274,958.25**		**283,148.64**
LIABILITIES & EQUITY				
Equity				
32000 · Unrestricted Net Assets		268,764.78		273,756.48
Net Income		6,193.47		9,392.16
Total Equity		274,958.25		283,148.64
TOTAL LIABILITIES & EQUITY		**274,958.25**		**283,148.64**

7:48 PM
11/10/24
Accrual Basis

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

	Jan - Oct 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	22,380.85		
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	46,901.03	8,500.00	38,401.03
11.15 · Fund Raising			
Annual Appeal	2,255.00	6,000.00	-3,745.00
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	5,233.00	9,300.00	-4,067.00
11.16 · Investment Income			
Savings Interest	0.26	4.00	-3.74
11.16 · Investment Income - Other	0.17		
Total 11.16 · Investment Income	0.43	4.00	-3.57
11.17 · Library Charges			
Copy	134.00	100.00	34.00
Fax	63.00	50.00	13.00
ILL Fee	8.00		
Lost Book Payments	82.00		
Lost Card	13.00		
Printing	161.15	150.00	11.15
Total 11.17 · Library Charges	461.15	300.00	161.15

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

	Jan - Oct 24	Budget	$ Over Budget
11.18 · Other Income			
Book Sale	448.00	250.00	198.00
11.18 · Other Income - Other	0.00	0.00	0.00
Total 11.18 · Other Income	448.00	250.00	198.00
Total 11.13 · Other Receipts	53,043.61	18,354.00	34,689.61
Total Income	85,297.51	53,354.00	31,943.51
Expense			
Employee Expenses			
12.3 · Salaries			
Assistant	16,556.00	16,640.00	-84.00
Manager	23,475.00	29,120.00	-5,645.00
Total 12.3 · Salaries	40,031.00	45,760.00	-5,729.00
12.4 · Employee Benefits	3,631.22	4,700.00	-1,068.78
Total Employee Expenses	43,662.22	50,460.00	-6,797.78
Library Materials			
12.6 · Printed Material			
Books	4,475.19		
Magazines	601.96		
12.6 · Printed Material - Other	0.00	4,000.00	-4,000.00
Total 12.6 · Printed Material	5,077.15	4,000.00	1,077.15
12.7 · Electronic Material	1,000.00	1,200.00	-200.00
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	6,137.03	5,575.00	562.03
12.11 · Captial Expenditures	11,600.00		
12.17 · Building Operation & Maintenanc			
Other Bldg Oper & Maint			
Building Insurance	2,071.16	2,000.00	71.16
Cleaning	2,640.00	3,150.00	-510.00
Supplies	2,122.62	500.00	1,622.62
Utilities	3,778.52	5,250.00	-1,471.48
Total Other Bldg Oper & Maint	10,612.30	10,900.00	-287.70
Repairs	896.66	500.00	396.66
Total 12.17 · Building Operation & Maintenanc	11,508.96	11,400.00	108.96

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

	Jan - Oct 24	Budget	$ Over Budget
12.25 · Miscellaneous Expense			
Equipment	212.30	2,500.00	-2,287.70
Office & Library Supplies	728.08	1,000.00	-271.92
Postage	209.00	150.00	59.00
Professional & Consultant Fees	720.00	500.00	220.00
Technology updating	3,998.50	1,000.00	2,998.50
Telephone & Internet	708.90	750.00	-41.10
z-Miscellaneous - other			
Advertising	80.00	100.00	-20.00
Fund Raising Exp	657.20		
Lost Material Pmts to other Lib	20.00		
Program Expense			
Summer Reading Program	197.65	500.00	-302.35
Program Expense - Other	426.12	1,200.00	-773.88
Total Program Expense	623.77	1,700.00	-1,076.23
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	2,151.11	2,750.00	-598.89
Total 12.25 · Miscellaneous Expense	8,727.89	8,650.00	77.89
Total Expense	81,636.10	76,085.00	5,551.10
Net Ordinary Income	3,661.41	-22,731.00	26,392.41
Other Income/Expense			
Other Income			
Investment - not on annual rept	2,532.06		
Total Other Income	2,532.06		
Net Other Income	2,532.06		
Net Income	**6,193.47**	**-22,731.00**	**28,924.47**

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Accrual Basis

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

updated 9/11/24	2024 Budget	2025 Proposed Budget With School Suppport
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

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

updated 9/11/24	2024 Budget	2025 Proposed Budget With School Suppport
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 & Maintenanc		
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 & Maintenanc	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)	-