

SINCLAIRVILLE FREE LIBRARY
ANNUAL REPORT TO THE COMMUNITY
2022



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Introduction

The Board of Trustee members developed a strategic plan for the years 2019-2023 to address the issues of concern and need for the Sinclairville Free Library. This strategic plan is posted on the library's website (sinclairvillelibrary.org) 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	2017	2018	2019	2020 **	2021	2022
Total PC Use	1293	1284	1502	311	192	532
Grand Total Circulation (Collection Use)	16712	18133	20213	11991	*26939	13301
Total Adult Book Circulation	5900	5798	5591	4021	4549	4229
Total Circulation of Adult Other Materials	5087	5431	7054	3852	2046	1752
Total Children's Book Circulation	3028	3293	3586	1831	3725	4458
Total Circulation of Children's Other Materials	1636	2180	1715	431	300	1120
Grand Total Holdings	31016	32550	34323	48739	48876	50303
Inter-Library Loan - Materials Received (Borrowed)	0	11	1	1870	2328	2415
Inter-Library Loan - Materials Provided (Loaned)	0	0	0	649	1025	1152
Additions to Holdings	3135	2562	2659	*14575	6562	5529
Total Local Public Funds	26300	26500	26750	27000	26750	27000
Total Number of Program Sessions	286	386	399	183	*** 293	*** 390
Total Program Attendance	3081	4079	4135	1330	*** 2172	*** 3555
Reference Transactions	1305	1416	1427	1196	1640	1204
All Registered Borrowers	1127	1219	1240	1253	1276	1365
Registered Resident Borrowers	829	911	925	937	958	1026
Registered Non-Resident Borrowers	298	308	315	316	318	339
Hours Open	27	27	27	27	27	27
Library Visits	17777	17995	21869	6437	8861	11657
Population Chartered to serve Library website visits	3222	3222	3222	3222 16365	3222 10972	3309 13058
Total Collection Expenditures	\$8366	\$7095	\$8414	\$6090	\$8228	**** \$11564
Total Operating Fund Receipts	\$61585	\$62738	\$50289	\$52675	\$83,742	\$75323

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* Includes digital materials ** Pandemic *** 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, a new online giving format offered by the Community Foundation while maintaining relationships with traditional donors through the Annual Appeal.

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

Fundraising efforts included the annual book sale, chicken BBQ, participation in Village Wide Yard Sale, and sale of painted rocks provided by volunteer Cathy Obert.

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 memoir writing programs there. A "Little Free Library" was constructed and installed in Gerry to make free books available in that location, which is part of the library's chartered-to-serve area. We also provided library programming to the Wrap childcare program located at Park United Methodist Church. Partnership with Cassadaga Valley Central School was strengthened by the library becoming 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 included monthly visits to Pre-K classes at CVCS and to the Little Seeds preschool program located at Park Church.

Participated in Sinclairville Elementary School Open House and Middle/High School Open House. Collaborated with CVCS Music Program to develop music programming at the library.

Goal #3:

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

Intern Catherine Oag prepared Local History Policy documents that were approved for use by the Board of Trustees. Staff and volunteers began digitizing Town of Charlotte and Village of Sinclairville Annual Historical Reports.

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: Effective Meetings Utilizing Parliamentary Procedure; Working Together to Achieve Success: The Trustee Director Partnership; Demystifying Library Finances; Preparing for the Future; Summer Reading Program Workshop; Storytelling for Nonprofits; and Planning and Evaluation. Staff and volunteer meetings were held to support and educate all concerned as library procedures evolved through the year.

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 especially in the field of Education due to two rounds of the ALA Libraries Transforming Communities Grant Initiatives, Community Health and Wellness and Diversity due to grants from the Chautauqua-Cattaraugus Library System.

OTHER ACCOMPLISHMENTS:

Installed a new security system with central monitoring with funds from NYS construction grant.

Provided digital services assistance both at the library and at the Homestead in Gerry as part of an Outreach Grant from the Chautauqua-Cattaraugus Library System.

Updated technology as needed.

Parking lot resurfacing funded by grants.

Participation in the Chautauqua Works Summer Youth Employment Program.

Provided meeting space for community groups such as the Valley Historical Society, TOPS NY 610, Girl Scout troops, Master Gardeners, and tutors with students.

Community Outreach with participation in "Christmas in Sinclairville" event, The Wrap Program's Fall Festival, Valley Historical Society's History Fair, library information booth at the Chautauqua County Fair, presentations at the Ross Grange, Chautauqua County Genealogical Society and Sinclairville Senior Citizens groups.

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 "Dementia, Caregiving and Technology." The topic of genealogy and the DAR was presented by a representative from the Chautauqua County Genealogical Society, "Forensic Geophysical Locating of Clandestine Graves" and "The Early History of Sinclairville and the Masonic Society" presented by Tom Jordan, PhD, "Personal Notebooks for Personal Growth" presented by Grace Sam, "Life Story of Mary Jemison" presented by Tina Scherman, an educator from the Leon Historical Society.

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

Acquired a telehealth bundle including a new laptop computer, a blood pressure cuff, a pulse oximeter and a digital thermometer to be used in providing our patrons access to telehealth appointments at the library. Funds granted to the Chautauqua-Cattaraugus Library System from the American Rescue Protection Act provided this equipment.

Provided display space for groups like Zonta for "Say No to Violence Against Women," Junior Girl Scouts from Gerry Troop 20171 to display S.T.E.M. projects for a design challenge.

Poets & Writers grant funding for a poetry program presented by Michael Czarnecki.

Facilitated several community discussions on the topic of Education as part of the American Library Association's Libraries Transforming Communities initiative. 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).

Community and Family Health and Wellness and Diversity initiatives funded by CCLS Outreach Grant provided for relevant materials to be added to the library's collection and informational presentation and Narcan training provided through the Mental Health Association of Chautauqua County.

Members of the library's Write Circle published books this year: The Queen's Son: A Delaware Indian Warrior's 1750's Survival by George Clever and Adventures and Misadventures: Short Stories by Clark Zlotchew. "The False Lorrelle," a story based on a true experience involving this writing group was published by Clark Zlotchew in Baily's Beads, the award-winning annual literary magazine of the University of Pittsburgh.

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.

Family program presented by Sun-Dance Kids Farm for a themed animal program to celebrate the Birthday of Dr. Seuss brought chickens to the library, with educational information on chickens and eggs provided in an entertaining way.

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

Local Author Events: Debra Runge Meder and The Front Porch Promise

Writing groups: Write Circle, Write Spirit, Writer's Lounge

Summer Reading Program (with Outreach to Gerry and Sinclairville Recreation Programs and The Wrap) 2022 Theme: "Oceans of Possibilities" including Family Nights and Teen Nights and partnership with Cornell Cooperative Extension of Chautauqua County to provide a "worm farm" program

Music Club

Sinclairville Samplers

Child's Play Preschool Storytime

Family History Club (With support from this program, a genealogical mystery was solved surrounding one participant's grandfather's adoption.)

Jam Sessions with Bill Frost and Friends