

Sinclairville Free Library  
Board of Trustees Meeting

June 29, 2024

Agenda 6 PM

1. Call to order
2. Pledge of Allegiance
3. Privilege of the floor
4. Approval of May 29 2024 minutes
5. Financial Report and approval of expenditures
6. Report of Library Director
7. Report of Special Committees:
8. Correspondence and Communications:
9. Old Business:
  - No feedback from Holmberg grant for Dell All-in-One computers for patron usage. To be reviewed in June with a decision in July. Nothing heard from Holmberg as of 6/22
  - Other?

10. New Business:

- The good news is that our CRCF grant was approved. The bad news is that we only got half of what we requested. Do you want to try for another CRCF grant to ask for the second half of what we need to hook up the electric for the sidewalks?(Have heard our electrical hook up has been referred to Lenna Foundation)
- 25th Year Building Anniversary Committee: identify team members (Kevin Kochersberger and Barb Pagels said they would help in anyway possible) Let's create a list of people and have them pick a date and begin to make plans,
- A new library sign for the brick wall? 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
- Is the Sinclairville History Fair going to happen this year? YES....who is willing to assist with the chicken BBQ?
- Reviewing Policies and Procedures (see Library Director's Report)
- Other?

11. Next meeting is July 31, 2024 at 6pm

## SINCLAIRVILLE FREE LIBRARY BOARD MINUTES

May 29, 2024

OPENING: Bill Newton called the meeting to order May 29, 2024 at 6:18 PM with reciting the Pledge of Allegiance.

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

MEMBERS ABSENT: Betty Jean Ridout, Candi George

APPROVAL OF MINUTES: The April 24, 2024 minutes were approved with corrections. Motion to accept by Peggy Minckler, seconded by Roslin Newton, motion carried.

FINANCIAL REPORT: Darla Frost-Kianos moved to approve, Linda Bartholomew seconded, motion carried.

DIRECTOR'S REPORT: The report was reviewed.

1. Proposition for the tax levy to fund the library was approved by voters
2. A thank you letter could be placed in the Valley Insider for the community proposition support, Roslin Newton will submit
3. The memorial bench for Lisa Waite has enhanced the library, as well as garden / landscaping work
4. Different signage may be considered for the library building. Linda offered to explore options. Beth suggested Give Big CHQ funding could focus on face lift ideas for the building and signs.
5. Beth shared that a few programs were cancelled due to time limitations. She may be able to catch up after the summer.
6. Technology assessment was completed, wifi could be upgraded and would extend to the Superette. The library would be responsible for 15% of the one-time cost of \$11, 535.95. Needs to be done by October 30<sup>th</sup>. Lisa Greeley made a motion to approve, Linda Bartholomew seconded, motion carried. Needed steps will be initiated.
7. Bill will call the concrete service about the sidewalk project.
8. Saturday hours will be maintained throughout the summer.
9. Darla will check with Sinclairville board regarding 2024-2025 allocation.

### SPECIAL COMMITTEES:

Building and Grounds: No report

Anniversary Celebration Committee: Several names were suggested for a committee for 2025. Lisa will reach out to potential members in July.

CORRESPONDENCE:

None reported

OLD / UNFINISHED BUSINESS:

1. Roslin still hopes to hear from CRCF regarding updated computers
2. Some questions remain regarding historical documents (from Walter Waite), and whether these documents will be considered for the library.
3. The Victorian Tea may be postponed in favor of finding volunteers for the 25<sup>th</sup> Anniversary Celebration Committee

NEW BUSINESS:

1. Roslin reach out to CRCF regarding grants for the wifi upgrade
2. Options will be reviewed by the village for Sinclairville History Fair.
3. Linda is talking to someone from the Gerry Methodist Church about a children's story hour and book club.

ADJOURNMENT: The meeting was adjourned at 7:20 pm . Motion by Peggy Minclker and seconded by Linda Bartholomew. The next meeting will be held on June 26, 2024, at 6:00 PM in the library.

Minutes submitted by: Lisa Greeley

Approved: \_\_\_\_.

# JUNE 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 library will be closed on Thursday, July 4<sup>th</sup> for Independence Day.

## CCLS

**Annual Report Data available:** Member library annual report data is now available on the Annual Report webpage. The direct link is: <https://www.cclsny.org/ccls-member-library-annual-report-data/>. The information is broken down into 12 sections. You can access the information as Excel files or PDF files. This information can be helpful to libraries and boards for planning purposes, budgeting, and more.

From CCLS Director Jan Dekoff: "To better serve you, we are reviving a system service that will allow system librarians to provide more individual support to member libraries."

"Each library is getting a dedicated consultant that will provide them with more frequent and individualized support. You will still be able to contact and connect with any CCLS staff you choose, but you will hear the most from your designated consultant." Our consultant is Chris Spink.

"Consultants will check in regularly with their libraries to see what is going on. Visits will be in-person, using Teams, over the phone, and some follow up email. We want to help you resolve challenging situations and celebrate wins. By working with CCLS Consultants, you will be helping your fellow member libraries. The consultants will debrief regularly and share information that would be useful with their members. This will also give us the chance to work with you all on specific projects. We look forward to these connections and helping each library build on solid foundations."

## CORRESPONDENCE

Library Assistant Huling received a thank you note from CVCS Pre-K teachers and students: "Thank you for sharing your love for books, reading, and learning with our Pre-K class!"

## DONATIONS

Author George Clever donated a signed copy of his new book, Pandemic Paradox.

## **FUNDRAISING 1**

The library participated in the Give Big CHQ fundraising event and raised \$485.00. **1**

## **GRANTS 1**

\$500.00 was received from CCLS in response to our Summer Reading Program grant application, which was prepared by Library Assistant Huling. The final report and all receipts will be due by September 13<sup>th</sup>. **1**

The final report for the Pilcrow Children's Book Grant was submitted as required. **1**

## **MEMORIALS 2**

Received a donation in memory of Lisa Waite from Connie Gauronski with a request to buy a book to place in the library in her memory. Received a donation from Beth Jackson in memory of Lisa Waite. Received a memorial donation from Donna Kibbe Sewell in memory of Art and Bess Kibbe.

The following books were purchased with memorial donations: The Body Code: Unlocking Your Body's Ability to Heal Itself and The Emotion Code: How to Release Your Trapped Emotions for Abundant Health, Love, and Happiness both by Dr. Bradley Nelson in memory of Charles Sylvester by Barbara Pagels and Mostly What God Does by Savannah Guthrie in memory of Emmalene Spaulding by Denny and Linda Barmore.

Rodney Waite was reimbursed expenses totaling \$4,282.11 for the Lisa Waite Memorial garden and benches.

## **OUTREACH 2**

The Library Director delivers library materials to residents at The Homestead in Gerry and conducts monthly book club and life story writing programs there. **2**

Assistant Huling will conduct outreach throughout the community as part of the "Mobile Summer Reading Program" with weekly visits to the Little Seeds Preschool Program, Wrap Summer Camp at Park Methodist Church and Summer Recreation Programs in both Sinclairville and Gerry. **2**

## **POLICIES**

Policies to be reviewed and approved: Disaster Policy, Donation Policy (Requests for Donations), Internet Safety Policy and Smoking Policy.

## **PROFESSIONAL DEVELOPMENT**

Director Hadley is the recipient of 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 three years she will attend annual writing classes, read twelve CLSC selections and begin a reading circle within the community. Hadley will attend writing class at Chautauqua July 1-5 and share what is learned with participants in writing programs at the library. **4**

## PROGRAMS AND EVENTS

The library events calendar is available on the library's website at [www.sinclairvillelibrary.org](http://www.sinclairvillelibrary.org) with paper copies available at the front desk.

### Highlights:

**Author Deb Pines (Chautauqua Mystery Series):** Deb Pines, author of the Chautauqua Murder Mystery series, will visit the Sinclairville Free Library on **Friday, June 28<sup>th</sup> at 9 AM** to introduce her new release, *Caught in the Snare*. The author will answer questions about her writing process, the publication and marketing of her books as well as her career writing headlines for the New York Post. Books will be available for purchase and signing by the author. This is a hybrid event. Please contact the library for the link to participate online.

### Book Clubs:

Books Unlimited will meet at the library on July 15<sup>th</sup> at 7 PM to discuss Remarkably Bright Creatures by Shelby Van Pelt.

The Online Book Club is on summer hiatus until September.

Book Club at the Homestead will meet downstairs in the Seeley building at 3 PM on Friday, July 19<sup>th</sup> to discuss Union Quilters by Jennifer Chiaverini. **2**

### Program Updates:

**Summer Reading Program:** Registration for this year's program, "**Adventure Begins at Your Library**," is now open. The program is for all ages and runs from July 1<sup>st</sup> through August 31<sup>st</sup>. Details are available on the library website and in the brochures available at the front desk. Please help spread the word and register for the program. Participation is easy. Just register and keep a log of your reading to hand in after the program ends on August 31<sup>st</sup>. Regularly scheduled programs for adults will continue throughout the summer as part of the program, and the Child's Play program will continue on Wednesdays at 1:00 PM as part of the summer reading program as well.

### Upcoming Adventures at the Library:

Adventures in Art: Nature Study with Brenda Nickerson at 6 PM on Mondays July 8, July 22, August 12, August 26. (Children's Program) Adventures in Music: Jam sessions at 6 PM on Thursdays July 25 and August 29. Family Sing-along with Hope Fredrickson at 6 PM on Mondays July 15 and August 19. (All ages) Adventures in Art: Flower Pounding (Adult Program) at 5 PM on Thursdays July 18 and August 22. Registration is required with \$10 fee. Adventures in Ancestry (ages 12 and up) at 6 PM on Thursday, August 15. Adventure in Science at 6 PM Monday, July 29: It's (Partially) Rocket Science and (Mostly) Ice Cream. (Family Program).

## PUBLIC RELATIONS AND PUBLICITY

A Story Walk with the title "Llama Llama Red Pajama" has been installed at the Village of Sinclairville park. This feature is on loan from CCLS. A new title will be installed every month through September.

## REQUESTS AND OPPORTUNITIES

Lawrence A. Kingsbury has a collection of prehistoric American Indian artifacts from two documented archaeological sites from the Clear Creek drainage in the Ellington area. He is looking for a curation facility for permanent storage of the collection which requires a two cubic foot space and asked if the library is interested.

## STAFF AND VOLUNTEERS

A calendar of the days and times staff and volunteers are scheduled to work at the library is posted in the office. Audrey Little has returned as a volunteer. Beth Hadley will be on vacation July 8-12. Jessica Huling will be on vacation August 19-24. 4

## STATISTICS

With 174 digital checkouts for the month of June through Libby, our library ranked 17 out of the 38 member libraries.

## TECHNOLOGY & EQUIPMENT

Advent Communication Systems proposal for data wiring has been accepted and signed. E-rate funding has been secured by CCLS for 85% of these expenses.

## STRATEGIC PLAN SUMMARY:

### STRATEGIC PLAN GOALS

1. **Enhance Library Funding Streams:** Give Big CHQ, CCLS mini-grant for SRP, school tax initiative passed.
2. **Strengthen Outreach (Town of Gerry, CVCS, community groups):**

Summer Reading Program will be provided to youths participating in the Village of Sinclairville Summer Recreation Program, Town of Gerry Summer Recreation Program, Little Seeds Preschool Program and The Wrap Summer Day Camp. Outreach to residents of The Homestead in Gerry will continue throughout the summer.

3. **Catalogue and Digitize Local History Collection:** Volunteer Pat Kirell continues to work on this project
4. **Staff and Volunteer Development:** Audrey Little has returned to volunteering.
5. **Carry Out 25 Year Celebration of Library Building:** Kevin Kochersberger visited the library and discussed ideas for the planned celebration.



# July 2024

## SINCLAIRVILLE FREE LIBRARY

**ADVENTURE**  
BEGINS AT  
**YOUR 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

### SUMMER READING!!!

Monday, July 1st thru Saturday, August 31st

Thank you to our sponsors:  
Ross Grange

Funding provided by CCLS Summer Reading Mini Grant 2024

### Sign-up for Summer Reading at the Front Desk.

#### Giveaways for Children and Teens!!!

Children (birth to 11) will get a jibbitz bracelet when they register. Children will get to pick a jibbitz by completing reading challenges and attending events. Adults & Teens will get to pick a waterproof sticker.

### Mobile Summer Reading!!!

Miss Jessica & Chet visit our local summer recreation programs

### PROGRAMS:

**Child's Play:** For ages birth to preschool. Participate in stories, songs & fingerplays. Take away craft or activity for extended learning. Registration required. Schedule on website.

**Homeschool Hour:** For our local homeschool families. Network and socialize, fun learning activities.

**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.

**MAKERSPACE**  
Our Makerspace is available during Open Hours\*  
LEGOs, marble runs, KINEX, building kits, challenges, craft kits and more.  
Parent/caregiver must accompany child

### SUMMER READING!!!

Starts Monday, July 1st and runs through Saturday, August 31st



Children: How many minutes can you read this summer???

Pick an adventure from our Reading Trunk...

### \*\*\*FAMILY PROGRAMS\*\*\*

**Adventures in Ancestry:** Family History

**Adventures in Art:** Nature Study with Brenda Nickerson (4 nights)

**Adventures in Music:** Family Sing Along & Jam Session

**Adventures in Science:** It's (Partially) Rocket Science and (Mostly) Ice Cream

### \*\*\*ADULT PROGRAMS\*\*\*

**Adventures in Art:** Flower Pounding with Brenda Nickerson (3 nights)

### 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:** "Remarkably Bright Creatures" by Shelby Van Pelt

**Book Club @ The Homestead:** "The Union Quilters" by Jennifer Chlaverini

**Virtual Book Club Selection:** NO MEETING JUNE, JULY & AUGUST! Please feel free to join one of our other book clubs.

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 TIME TO START YOUR SUMMER READING ADVENTURE!!! Sign up at the library or online... 	2	3 Child's Play 1:00 - 2:00 pm Write Spirit 7:00 pm Virtual	4 Closed in Observance of Independence Day 	5 Sinclairville Samplers 10:30 am Library Services @ The Homestead 2:30 pm Life Story Writing @ The Homestead 3:00 pm	6
7	8 Adventures in Art: Nature Study w/ Brenda Nickerson 6:00 pm 	9	10 Child's Play 1:00 - 2:00 pm Write Spirit 7:00 pm Virtual	11 	12 Sinclairville Samplers 10:30 am	13 How many minutes did you read today?
14	15 Adventures in Music: Family Sing Along w/ Hope Fredrickson 6:00 pm Books Unlimited Book Club 7:00 pm	16 Keep Reading...You are doing so GREAT!!! 	17 Mobile Summer Reading!!! Child's Play 1:00 - 2:00 pm Write Spirit 7:00 pm Virtual	18 Adventures in Art: Flower Pounding w/ Brenda Nickerson 5:00 - 7:00 pm Registration is Required \$10 Limited Seating <small>*the library may be loud during this event</small> 	19 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	20
21	22 Adventures in Art: Nature Study w/ Brenda Nickerson 6:00 pm 	23	24 Mobile Summer Reading!!! Child's Play 1:00 - 2:00 pm Write Spirit 7:00 pm Virtual	25 Adventures in Music: Jam Session 6:00 pm All musicians welcome WHAT ARE YOU READING???	26 Write Circle 9:00 am Hybrid Sinclairville Samplers 10:30 am	27
28	29 Adventures in Science: It's (Partially) Rocket Science and (Mostly) Ice Cream 6:00 pm 	30 HOW MANY JIBBITZS HAVE YOU EARNED???  jibbitz are selected after completing a reading challenge or attending an event	31 Mobile Summer Reading!!! Child's Play 1:00 - 2:00 pm Library Board Mtg 6:00 pm Write Spirit 7:30 pm Virtual	Aug 1	Aug 2 Write Circle 9:00 am Hybrid Sinclairville Samplers 10:30 am Library Services @ The Homestead 2:30 pm Life Story Writing @ The Homestead 3:00 pm	Aug 3

# August 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

### SUMMER READING!!!

Monday, July 1st thru Saturday, August 31st

Thank you to our sponsors:  
Ross Grange  
CCLS Summer Reading Mini Grant 2024

Funding provided by CCLS Summer Reading Mini Grant 2024

Sign-up for Summer Reading at the Front Desk.

### Giveaways for Children and Teens!!!

Children (birth to 11) will get a jibbitz bracelet when they register. Children will get to pick a jibbitz by completing reading challenges and attending events. Adults & Teens will get to pick a waterproof sticker.

Mobile Summer Reading!!!

Miss Jessica & Chet visit our local summer recreation programs

### PROGRAMS:

**Child's Play:** For ages birth to preschool. Participate in stories, songs & fingerplays. Take away craft or activity for extended learning. Registration required. Schedule on website.

**Homeschool Hour:** For our local homeschool families. Network and socialize, fun learning activities.

**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.

### MAKERSPACE

Our Makerspace is available during Open Hours\*  
LEGOs, marble runs, KINEX, building kits, challenges, craft kits and more.

Parent/caregiver must accompany child

### SUMMER READING!!!

Starts Monday, July 1st and runs through Saturday, August 31st



Children: How many minutes can you read this summer???

Pick an adventure from our Reading Trunk...

### \*\*\*FAMILY PROGRAMS\*\*\*

Adventures in Ancestry: Family History

Adventures in Art: Nature Study with Brenda Nickerson (4 nights)

Adventures in Music: Family Sing Along & Jam Session

Adventures in Science: It's (Partially) Rocket Science and (Mostly) Ice Cream

### \*\*\*ADULT PROGRAMS\*\*\*

Adventures in Art: Flower Pounding with Brenda Nickerson (3 nights)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p><b>Adventures in Art: Nature Study with Brenda Nickerson</b> Children will learn different art techniques (pencils, dry watercolor, flowerpressing/leaf pounding, decoupage, etc) to create a nature journal. All materials provided. For ages 6 and up. Registration Required.</p>		<p><b>Adventures in Science: It's (Partially) Rocket Science and (Mostly) Ice Cream</b> Ice cream is pretty interesting: It's a liquid that becomes a solid. From an eating perspective, it's delicious. Shake, roll and move to make some ice cream...Plus, sundae bar!!! All materials provided. Recipe will include: dairy, sugar &amp; vanilla. Registration Required.</p>		<p>1 <b>Write Circle</b> 9:00 am Hybrid Sinclairville Samplers 10:30 am Library Services @ The Homestead 2:30 pm Memoir Writing @ The Homestead 3:00 pm</p>	<p>2 <b>Write Circle</b> 9:00 am Hybrid Sinclairville Samplers 10:30 am Library Services @ The Homestead 2:30 pm Memoir Writing @ The Homestead 3:00 pm</p>	<p>3 <b>YOU ARE HALF WAY ON YOUR SUMMER READING ADVENTURE!!!</b> </p>
4	5	6	<p>7 <b>Mobile Summer Reading!!!</b> Child's Play 1:00 - 2:00 pm Write Spirit 7:00 pm Virtual</p>	<p>8 <b>KEEP READING!!! YOU ARE DOING GREAT!!!</b> </p>	<p>9 <b>Write Circle</b> 9:00 am Hybrid Sinclairville Samplers 10:30 am Life Story Writing @ Senior Lunch Site 12:30 pm</p>	10
11	<p>12 <b>Adventures in Art: Nature Study w/ Brenda Nickerson</b> 6:00 pm </p>	<p>13 <b>HOW MANY JIBBITZ HAVE YOU COLLECTED THIS SUMMER???</b> Jibbitz are selected after completing a reading challenge or attending an event</p>	<p>14 <b>Mobile Summer Reading!!!</b> Child's Play 1:00 - 2:00 pm Write Spirit 7:00 pm Virtual</p>	<p>15 <b>Adventures in Ancestry: Family History (ages 12 &amp; up)</b> 6:00 pm</p>	<p>16 <b>Write Circle</b> 9:00 am Hybrid Sinclairville Samplers 10:30 am Library Services @ The Homestead 2:30 pm Book Club @ The Homestead 3:00 pm</p>	17
18	<p>19 <b>Adventures in Music: Family Sing Along w/ Hope Fredrickson</b> 6:00 pm Books Unlimited Book Club 7:00 pm</p>	<p>20 </p>	<p>21 <b>Write Spirit</b> 7:00 pm Virtual</p>	<p>22 <b>Adventures in Art: Flower Pounding w/ Brenda Nickerson</b> 5:00 - 7:00 pm Registration is Required \$10 Limited Seating <small>*the library may be loud during this event</small></p>	<p>23 <b>Write Circle</b> 9:00 am Hybrid Sinclairville Samplers 10:30 am</p>	24
25	<p>26 <b>Adventures in Art: Nature Study w/ Brenda Nickerson</b> 6:00 pm </p>	27	<p>28 Child's Play 1:00 - 2:00 pm Library Board Mtg 6:00 pm Write Spirit 7:30 pm Virtual</p>	<p>29 <b>Adventures in Music: Jam Session</b> 6:00 pm All musicians welcome  <b>FINAL DAYS OF YOUR SUMMER READING ADVENTURE...</b></p>	<p>30 <b>Write Circle</b> 9:00 am Hybrid Sinclairville Samplers 10:30 am</p>	<p>31 <b>LAST DAY FOR SUMMER READING!!!</b>  Turn in your reading logs by Friday, September 6th</p>

### 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: "11-22-63" by Stephen King

Book Club @ The Homestead: "The Women" by Kristin Hannah

Virtual Book Club Selection: NO MEETING JUNE, JULY & AUGUST Please feel free to join one of our other book clubs.

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

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

	May 31, 24	May 31, 23
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
Checking - Community Bank		
Checking - Operating	2,496.69	6,362.86
Grant Funding		
Restricted Funds		
ALA/LTC	19,128.42	0.00
<b>Total Restricted Funds</b>	19,128.42	0.00
<b>Total Grant Funding</b>	19,128.42	0.00
<b>Total Checking - Community Bank</b>	21,625.11	6,362.86
Front Desk Change	15.00	15.00
Petty Cash	50.00	50.00
Savings	12.32	3,911.28
<b>Total Checking/Savings</b>	21,702.43	10,339.14
<b>Other Current Assets</b>		
Investment		
Investment-Orig + Income	16,576.35	15,939.46
Unrealized Gain (Loss) on Inves	-551.67	-2,705.33
<b>Total Investment</b>	16,024.68	13,234.13
<b>Total Other Current Assets</b>	16,024.68	13,234.13
<b>Total Current Assets</b>	37,727.11	23,573.27
<b>Fixed Assets</b>		
Land & Building	244,123.98	244,123.98
<b>Total Fixed Assets</b>	244,123.98	244,123.98
<b>TOTAL ASSETS</b>	<b>281,851.09</b>	<b>267,697.25</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Equity</b>		
32000 · Unrestricted Net Assets	268,764.78	273,756.48
Net Income	13,086.31	-6,059.23
<b>Total Equity</b>	281,851.09	267,697.25
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>281,851.09</b>	<b>267,697.25</b>

9:16 PM  
06/14/24  
Accrual Basis

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

	Jan - May 24	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>CCLS - System Cash Grants</b>			
Other Cash Grants	1,005.00	3,000.00	-1,995.00
11.3 · LLSA	143.70	1,500.00	-1,356.30
11.7 · Materials Plan	1,511.00	3,000.00	-1,489.00
<b>Total CCLS - System Cash Grants</b>	<b>2,659.70</b>	<b>7,500.00</b>	<b>-4,840.30</b>
<b>11.1 · Public Funding</b>			
Charlotte	12,500.00	12,000.00	500.00
Gerry	6,000.00	6,000.00	0.00
Sinclairville	0.00	9,500.00	-9,500.00
<b>Total 11.1 · Public Funding</b>	<b>18,500.00</b>	<b>27,500.00</b>	<b>-9,000.00</b>
<b>11.13 · Other Receipts</b>			
<b>11.14 · Gifts &amp; endowments</b>			
Donation	5,624.75		
Memorial			
Lisa Waite Memorials	3,993.89		
Memorial - Other	800.00	500.00	300.00
<b>Total Memorial</b>	<b>4,793.89</b>	<b>500.00</b>	<b>4,293.89</b>
Other Grants	10,000.00		
11.14 · Gifts & endowments - Other	0.00	8,000.00	-8,000.00
<b>Total 11.14 · Gifts &amp; endowments</b>	<b>20,418.64</b>	<b>8,500.00</b>	<b>11,918.64</b>
<b>11.15 · Fund Raising</b>			
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
<b>Total 11.15 · Fund Raising</b>	<b>1,140.00</b>	<b>9,300.00</b>	<b>-8,160.00</b>
<b>11.16 · Investment Income</b>			
Savings Interest	0.13	4.00	-3.87
11.16 · Investment Income - Other	0.01		
<b>Total 11.16 · Investment Income</b>	<b>0.14</b>	<b>4.00</b>	<b>-3.86</b>
<b>11.17 · Library Charges</b>			
Copy	43.50	100.00	-56.50
Fax	19.00	50.00	-31.00
Lost Book Payments	46.00		
Lost Card	2.00		
Printing	52.50	150.00	-97.50
<b>Total 11.17 · Library Charges</b>	<b>163.00</b>	<b>300.00</b>	<b>-137.00</b>

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

	Jan - May 24	Budget	\$ Over Budget
<b>11.18 · Other Income</b>			
Book Sale	0.00	250.00	-250.00
11.18 · Other Income - Other	0.00	0.00	0.00
<b>Total 11.18 · Other Income</b>	<u>0.00</u>	<u>250.00</u>	<u>-250.00</u>
<b>Total 11.13 · Other Receipts</b>	<u>21,721.78</u>	<u>18,354.00</u>	<u>3,367.78</u>
<b>Total Income</b>	<u>42,881.48</u>	<u>53,354.00</u>	<u>-10,472.52</u>
<b>Expense</b>			
<b>Employee Expenses</b>			
<b>12.3 · Salaries</b>			
Assistant	7,680.00	16,640.00	-8,960.00
Manager	10,955.00	29,120.00	-18,165.00
<b>Total 12.3 · Salaries</b>	<u>18,635.00</u>	<u>45,760.00</u>	<u>-27,125.00</u>
<b>12.4 · Employee Benefits</b>	<u>2,347.92</u>	<u>4,700.00</u>	<u>-2,352.08</u>
<b>Total Employee Expenses</b>	<u>20,982.92</u>	<u>50,460.00</u>	<u>-29,477.08</u>
<b>Library Materials</b>			
<b>12.6 · Printed Material</b>			
Books	1,710.68		
Magazines	29.96		
<b>12.6 · Printed Material - Other</b>	<u>0.00</u>	<u>4,000.00</u>	<u>-4,000.00</u>
<b>Total 12.6 · Printed Material</b>	<u>1,740.64</u>	<u>4,000.00</u>	<u>-2,259.36</u>
<b>12.7 · Electronic Material</b>	<u>500.00</u>	<u>1,200.00</u>	<u>-700.00</u>
<b>12.8 · Other Material</b>			
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
<b>Total 12.8 · Other Material</b>	<u>14.96</u>	<u>375.00</u>	<u>-360.04</u>
<b>Total Library Materials</b>	<u>2,255.60</u>	<u>5,575.00</u>	<u>-3,319.40</u>
<b>12.17 · Building Operation &amp; Maintenance</b>			
<b>Other Bldg Oper &amp; Maint</b>			
Building Insurance	2,071.16	2,000.00	71.16
Cleaning	1,320.00	3,150.00	-1,830.00
Supplies	37.88	500.00	-462.12
Utilities	2,133.08	5,250.00	-3,116.92
<b>Total Other Bldg Oper &amp; Maint</b>	<u>5,562.12</u>	<u>10,900.00</u>	<u>-5,337.88</u>
<b>Repairs</b>	<u>746.66</u>	<u>500.00</u>	<u>246.66</u>
<b>Total 12.17 · Building Operation &amp; Maintenance</b>	<u>6,308.78</u>	<u>11,400.00</u>	<u>-5,091.22</u>
<b>12.25 · Miscellaneous Expense</b>			
Equipment	120.97	2,500.00	-2,379.03
Office & Library Supplies	419.73	1,000.00	-580.27
Postage	136.00	150.00	-14.00
Professional & Consultant Fees	175.00	500.00	-325.00
Technology updating	0.00	1,000.00	-1,000.00
Telephone & Internet	268.95	750.00	-481.05

9:16 PM  
 06/14/24  
 Accrual Basis

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

	Jan - May 24	Budget	\$ Over Budget
<b>z-Miscellaneous - other</b>			
Advertising	55.00	100.00	-45.00
<b>Program Expense</b>			
Summer Reading Program	0.00	500.00	-500.00
Program Expense - Other	238.17	1,200.00	-961.83
<b>Total Program Expense</b>	238.17	1,700.00	-1,461.83
Travel	107.87	350.00	-242.13
Volunteer Expense	97.49	100.00	-2.51
z-Miscellaneous - other - Other	172.39	500.00	-327.61
<b>Total z-Miscellaneous - other</b>	670.92	2,750.00	-2,079.08
<b>Total 12.25 - Miscellaneous Expense</b>	1,791.57	8,650.00	-6,858.43
<b>Total Expense</b>	31,338.87	76,085.00	-44,746.13
<b>Net Ordinary Income</b>	11,542.61	-22,731.00	34,273.61
<b>Other Income/Expense</b>			
Other Income			
Investment - not on annual rept	1,543.70		
<b>Total Other Income</b>	1,543.70		
<b>Net Other Income</b>	1,543.70		
<b>Net Income</b>	<b>13,086.31</b>	<b>-22,731.00</b>	<b>35,817.31</b>

**SINCLAIRVILLE FREE LIBRARY  
DISASTER POLICY**

**FIRE**

CALL 911

DO NOT PANIC, STAY CALM  
EVACUATE THE BUILDING IMMEDIATELY  
TELL OCCUPANTS TO MEET IN THE BACK OF THE PARKING LOT

**HEALTH EMERGENCIES**

CALL 911

STAFF SHOULD USE THEIR OWN JUDGEMENT TO DO WHAT IS PRUDENT AND REASONABLE KEEPING IN MIND THE POTENTIAL LIABILITY

KEEP SUBJECT SAFE AND COMFORTABLE UNTIL PROFESSIONALS ARRIVE

DO NOT ADMINISTER ANY MEDICATION (INCLUDING ASPIRIN AND TYLENOL)

**BOMB THREATS**

WRITE DOWN EVERYTHING SPOKEN BY THE CALLER

IF CALLER DOESN'T INDICATE THE LOCATION OF THE BOMB OR THE TIME OF DETONATION, **ASK FOR THE INFORMATION.**

LISTEN TO VOICE FOR GENDER, ACCENTS AND SPEECH IMPEDIMENTS OR ANY IDENTIFYING CHARACTERISTICS

STAY CALM AND EVACUATE THE BUILDING AND GET FAR AWAY AS FAST AS POSSIBLE

CALL 911

**TORNADO**

AS MANY AS CAN SHOULD GO INTO THE RESTROOM. IF ALL DON'T FIT, GET AS FAR AWAY FROM WINDOWS AS POSSIBLE AND GET UNDER A STURDY TABLE OR DESK.

**SNOW STORMS**

THE LIBRARY WILL FOLLOW THE RECOMMENDATIONS AND ACTIONS OF THE CHAUTAUQUA COUNTY SHERIFF'S DEPARTMENT OR THE DISCRETION OF THE BOARD PRESIDENT.

Reviewed and Approved 9/28/16      Reviewed and Approved:

SINCLAIRVILLE FREE LIBRARY

**DONATION POLICY**

The Sinclairville Free Library receives tax-payer money as well as grant money through the state. It is the opinion of the Sinclairville Free Library's Board of Trustees that it is not appropriate to give tax-payer money to other organizations requesting funding donations. It is felt that it would not be using the money to support the functioning of the library, which was the spirit in which the funding was given.

Therefore, the Sinclairville Free Library will not be able to make donations to other outside organizations, no matter how worthy they are to receive the funding.

Approved by the Sinclairville Free Library's Board of Trustees on August 30, 2017

Reviewed and Approved:



## **Sinclairville Free Library Internet Safety Policy**

**Adopted September 28, 2016**

### **Introduction**

The Sinclairville Free Library affirms the legal and constitutional rights to privacy for patrons accessing materials and information from a library. In compliance with the Federal Children's Internet Protection Act, it is the policy of the Library to: (a) deter user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) deter unauthorized access and other unlawful online activity; and (c) deter unauthorized online disclosure, use, or dissemination of personal identification information of minors.

### **Definitions**

Key terms are as defined in the Children's Internet Protection Act.\*

### **Privacy**

The Library will take reasonable and prudent measures to protect the privacy of data provided by patrons when using the System's Integrated Library System (ILS) and the shared wide-area network. Per New York Civil Practice Law & Rules Section 4509, library records, including internet activity and search histories, are considered confidential and private.

#### ***New York Civil Practice Law & Rules Section 4509 Library Records.***

*Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.*

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet access, or other forms of electronic communications, to inappropriate information, as required by the Children's Internet Protection Act. Blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Library Manager or appointed representative.

No Internet filter is 100% effective and library staff cannot act *In Loco Parentis*. Parents/guardians are responsible for the Internet behavior of their minor children.

The Library will comply with the requirements of Children's Internet Protection Act while upholding the constitutional and legal rights to privacy and confidentiality of their patrons.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety, and security of users of the Library's computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Adoption**

This Internet Safety Policy was adopted by the Board of Trustees at a public meeting, following normal public notice, on September 28, 2016.

---

\* CIPA definitions of terms:

**MINOR.** The term "minor" means any individual who has not attained the age of 17 years.

**TECHNOLOGY PROTECTION MEASURE.** The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are: 1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code; 2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or 3. Harmful to minors.

**HARMFUL TO MINORS.** The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**SEXUAL ACT; SEXUAL CONTACT.** The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Reviewed and Approved:

## SMOKING POLICY

### Smoking in or on Library Property

- Smoking of any kind, including e-cigarettes, vaping, chewing tobacco, Marijuana, or otherwise using tobacco products is strictly prohibited inside the Library building or on the Library grounds.
- Smoking is not allowed under state law.

### Violation rules for this policy

- Library staff, or volunteer, shall record in writing in the form of an incident report any violation of this Policy that resulted in a verbal warning. This report will be given to the Library manager.
- Initial violation: Library patrons observed violating this policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day.
- Subsequent Violations: The Library manager will have the incident reports of the violations and will bring to the Sinclairville Free Library Board for further action to be taken.

Approved June 26, 2019

Reviewed and Approved: