Sinclairville Free Library
Annual Report For Public And Association Libraries - 2019

1. GENERAL LIBRARY INFORMATION

Library/Director Information

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link here and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2019, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	1200066120
1.2	Library Name	SINCLAIRVILLE FREE LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Sinclairville
1.6	Beginning Fiscal Reporting Year	01/01/2019
1.7	Ending Fiscal Reporting Year	12/31/2019
1.8	Is the library now reporting on a	

	different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2019
1.12	Ending <u>Local</u> Fiscal Year	12/31/2019
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	15 MAIN STREET
1.15	City	SINCLAIRVILLE
1.16	Zip Code	14782
1.17	Mailing Address	P.O. BOX 609
1.18	City	SINCLAIRVILLE
1.19	Zip Code	14782
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(716) 962-5885
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(716) 962-5885
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	SINCFRLB@GMAIL.COM
1.23	Library Home Page URL (Enter N/A if no home page URL)	https://www.sinclairvillelibrary.org/
1.24	Population Chartered to Serve (per 2010 Census)	3,222
1.25	Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Other

1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	12/12/1894
1.30	Date the library was last registered	10/17/1907
1.31	Federal Employer Identification Number	222521113
1.32	County	CHAUTAUQUA
1.33	School District	Cassadaga Valley Central School
1.34	Town/City	CHARLOTTE
1.35	Library System	Chautauqua-Cattaraugus Library System

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a	President/CEO Name	
1.36b	President/CEO Phone Number	
1.36c	President/CEO Email	

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37	First Name of Library Director/Manager	BETH
1.38	Last Name of Library Director/Manager	HADLEY
1.39	NYS Public Librarian Certification Number	N/A
1.40	What is the highest education level of the library manager/director?	Master's Degree
1.41	If the library manager/director	

	holds a Master's Degree, is it a Master's Degree in Library/Information Science?	N
1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	N/A
1.43	E-mail Address of the Director/Manager	SINCFRLB@GMAIL.COM
1.44	Fax Number of the Director/Manager	(716) 962-5885
1.45	Is the library a member of the New York State and Local Retirement System?	N
1.46	Does the library charge fees for library cards to people residing outside the system's service area?	N
1.47	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2019? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.48.	N

Public Votes/Contracts

1.	Name of municipality or district holding the public vote	N/A
2.	Indicate the type of municipality or district holding the public vote	N/A
3.	Date the vote was held (mm/dd/2019)	N/A
4.	Was the vote successful? Y/N	N/A

5.	What type of public vote was it?	N/A
6a.	Most recent prior year approved appropriation from a public vote:	N/A
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	N/A
6c.	Total proposed appropriation (sum of 6a and 6b):	N/A

This question should only be answered if "No" was answered in Q1.47 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.48	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2019) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.49.	N
1.	Name of municipality or district holding the public vote	N/A
2.	Indicate the type of municipality or district holding the public vote	
3.	Date the last successful vote was held (mm/dd/yyyy)	N/A
4.	What type of public vote was it?	
5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?	N/A

1.49	Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one	N

record for *each* contract. If no, go to question 1.50.

1.	Name of contracting municipality or district	N/A
2.	Is this a written contractual agreement?	N/A
3.	Population of the geographic area served by this contract	N/A
4.	Dollar amount of contract	N/A
5.	Enter the appropriate code for range of services provided (select one):	N/A

Unusual Circumstances

1.50   For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.   N

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please read general information instructions below before completing this section.

NOTE: This section of the survey (2.1-2.22) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials

Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	6,698
2.2	Adult Non-fiction Books	3,139
2.3	Total Adult Books (Total questions 2.1 & 2.2)	9,837
2.4	Children's Fiction Books	3,449
2.5	Children's Non-fiction Books	1,069
2.6	Total Children's Books (Total questions 2.4 & 2.5)	4,518
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	14,355

Other Print Materials

2.8	Total Uncataloged Books	291
2.9	Total Print Serials	134
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	425
2.12	Total Print Materials (Total questions 2.7 and 2.11)	14,780

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	11,857
2.14	Local Electronic Collections	4
2.15	NOVEL_{NY} Electronic Collections	16
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	20
2.17	Audio - Downloadable Units	4,441

2.18	Video - Downloadable Units	0
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	10
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	16,328

Non-Electronic Materials

2.21	Audio - Physical Units	206
2.22	Video - Physical Units	2,827
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	182
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	3,215

Serials/Additions to Holdings

2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24)	34,323

CURRENT SERIAL SUBSCRIPTIONS

2.26	Current Print Serial Subscriptions	34

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.27	Cataloged Books	549
2.28	All Other Print Materials	39
2.29	Electronic Materials	1,776
2.30	All Other Materials	295
2.31	Total Additions (Total questions 2.27 through 2.30)	2,659

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Borrowers/Visits/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.30 through 3.83 for the 2019 calendar year. Please click here to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	21,869
3.2	Registered resident borrowers	925
3.3	Registered non-resident borrowers	315

Please report information on WRITTEN POLICIES as of 12/31/19.

WRITTEN POLICIES (Answer Y for Yes, N for No)

3.4	Does the library have an open meeting policy?	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y
3.6	Does the library have an Internet use policy?	Y
3.7	Does the library have a disaster plan?	Y
3.8	Does the library have a board-approved conflict of interest policy?	Y
3.9	Does the library have a board-approved whistle blower policy?	Y
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y

Please report information on ACCESSIBILITY as of 12/31/19.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11	Does the library provide service to persons who cannot visit the

	library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N
3.13	Does the library have large print books?	Y
3.14	Does the library have assistive technology for people who are visually impaired or blind?	N

3.15 - If so, what do you have?

screen reader, such as JAWS, Windoweyes or NVDA	No
refreshable Braille commonly referred to as a refreshable Braille display	No
screen magnification software, such as Zoomtext	No
electronic scanning and reading software, such as OpenBook	No

3.16	Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	Y

Library Sponsored Programs/Summer Reading Program

Please report information on LIBRARY SPONSORED PROGRAMS as of the end of the fiscal year reported in Part 1.

LIBRARY SPONSORED PROGRAMS

3.17	Adult Program Sessions	238
3.18	Young Adult Program Sessions	45
3.19	Children's Program Sessions	116
3.20	All Other Program Sessions	0

3.21	Total Number of Program Sessions (Total questions 3.17 through 3.20)	399
3.22	One-on-One Program Sessions	0
3.23	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.24	Adult Program Attendance	1,850
3.25	Young Adult Program Attendance	173
3.26	Children's Program Attendance	2,112
3.27	All Other Program Attendance	0
3.28	Total Program Attendance (Total questions 3.24 through 3.27)	4,135
3.29	One-on-One Program Attendance	0

Please report information on SUMMER READING PROGRAMS for the 2019 calendar year.

SUMMER READING PROGRAM

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2019 (check all that apply):

a.	Program(s) for children	Yes
b.	Program(s) for young adults	Yes
c.	Program(s) for Adults	Yes
d.	Summer Reading at New York Libraries name and/or logo used	Yes
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes
f.	N/A	No
3.31	Library outlets offering the summer reading program	1

3.32	Children registered for the library's summer reading program	89
3.33	Young adults registered for the library's summer reading program	7
3.34	Adults registered for the library's summer reading program	43
3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	139
3.36	Children's program sessions - Summer 2019	29
3.37	Young adult program sessions - Summer 2019	11
3.38	Adult program sessions - Summer 2019	47
3.39	Total program sessions - Summer 2019 (total 3.36 + 3.37 + 3.38)	87
3.40	Children's program attendance - Summer 2019	830
3.41	Young adult program attendance - Summer 2019	64
3.42	Adult program attendance - Summer 2019	336
3.43	Total program attendance - Summer 2019 (total 3.40 + 3.41 + 3.42)	1,230

COLLABORATORS

3.44	Public school district(s) and/or BOCES	0
3.45	Non-public school(s)	0
3.46	Childcare center(s)	1
3.47	Summer camp(s)	0
3.48	Municipality/Municipalities	1
3.49	Literacy provider(s)	0
3.50	Other (describe using the State note)	0
3.51	Total Collaborators (total 3.44	

through 3.50)   2

Please report information on EARLY LITERACY PROGRAMS for the 2019 calendar year.

EARLY LITERACY PROGRAMS

3.52   Did the library offer early literacy programs? (Enter Y for Yes, N for No)   Y

Early Literacy Programs/Adult Literacy Programs/Programs for ESOL/Digital Literacy Programs

3.53 - Indicate types of programs offered (check all that apply)

a.	Focus on birth - school entry (kindergarten)	Yes
b.	Focus on parents & caregivers	No
c.	Combined audience	No
d.	N/A	No

3.54 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	83
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0
3.55	Total Sessions	83

3.56 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	401
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0
3.57	Total Attendance	401

3.58 - Collaborators (check all that apply):

a.	Childcare center(s)	Yes
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Health care providers/agencies	No

e.   Other (describe using the State   No
        note)
Please report information on ADULT LITERACY for the 2019 calendar year.

ADULT LITERACY

3.59	Did the library offer adult literacy programs?	No
3.60	Total group program sessions	0
3.61	Total one-on-one program sessions	0
3.62	Total group program attendance	0
3.63	Total one-on-one program attendance	0

3.64 - Collaborators (check all that apply)

a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public Schools	No
d.	Other (see instructions and describe using Note)	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2019 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.65	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N
3.66	Children's program sessions	0
3.67	Young adult program sessions	0
3.68	Adult program sessions	0
3.69	Total program sessions (total 3.66 + 3.67 + 3.68)	0
3.70	One-on-one program sessions	0
3.71	Children's program attendance	0
3.72	Young adult program attendance	0
3.73	Adult program attendance	0

3.74   Total program attendance (total   0
        3.71 + 3.72 + 3.73)

3.75   One-on-one program attendance   0

3.76 - Collaborators (check all that apply):

a.   Literacy NY (Literacy Volunteers   No
        of America)

b.   Public School District(s) and/or   No
        BOCES

c.   Non-Public School(s)   No

d.   Other (describe using the Note)   No

Please report information on DIGITAL LITERACY for the 2019 calendar year.

DIGITAL LITERACY

3.77   Did the library offer digital literacy   N
        programs?

3.78   Total group program sessions   0

3.79   Total one-on-one program   0
        sessions

3.80   Total group program attendance   0

3.81   Total one-on-one program   0
        attendance

3.82   Did your library offer teen-led
        activities during the 2019   Y
        calendar year?

3.83   Did your library offer teen-led
        activities during the 2018   Y
        calendar year?

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference Transactions

Report all transactions as of the end of the fiscal year reported in Part 1.
(Please note: Internal Library usage is <u>not</u> considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1   Adult Fiction Books   4,203

4.2   Adult Non-fiction Books   1,388

4.3   Total Adult Books (Total   5,591

4.4	Children's Fiction Books	2,669
4.5	Children's Non-fiction Books	917
4.6	Total Children's Books (Total questions 4.4 & 4.5)	3,586
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	9,177

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	7,054
4.9	Circulation of Children's Other Materials	1,715
4.10	Total Circulation of Other Materials (Total questions 4.8, 4.9)	8,769
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	17,946

ELECTRONIC USE

4.12	Use of Electronic Material	1,802
4.13	Successful Retrieval of Electronic Information	465
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	2,267
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	19,748
4.16	Total Collection Use (Total questions 4.13 & 4.15)	20,213
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	5,301

REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	1,427
4.19	Does the library offer virtual reference?	Y

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20	TOTAL MATERIALS RECEIVED	3,479

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21   TOTAL MATERIALS PROVIDED 736

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2019.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y
5.2	Online public access catalog (OPAC)?	Y
5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	28,077
5.5	Does the library use Internet filtering software on any computer?	Y
5.6	Does your library use social media?	Y
5.7	Does the library file for E-rate benefits?	N
5.8	Is the library part of a consortium for E-rate benefits?	Y
5.9	If yes, in which consortium are you participating?	Chautauqua-Cattaraugus Library System
5.10	Name of the person responsible for the library's Information Technology (IT) services	Mike Jones
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(716) 664-6675
5.12	IT contact's email address	mjones@cclsny.org

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per

week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	31

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	0
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	0
6.5	Vacant Librarian (certified)	0
6.6	Library Manager (not certified)	1
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	.65
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	1.65
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	0
6.15	Salary - Entry Level Librarian (certified)	$0
6.16	FTE - Library Director (certified)	0
6.17	Salary - Library Director (certified)	$0
6.18	FTE - Library Manager (not certified)	1

| 6.19 | Salary - Library Manager (not certified) | $22,940 |

7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

Report all information as of December 31, 2019. Please click here to read general instructions before completing this section.

7.1	1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees.	Y
7.2	2. Has a board-approved written long range plan of service.	Y
7.3	3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives.	Y
7.4	4. Has board-approved written policies for the operation of the library.	Y
7.5	5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service.	Y
7.6	6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs.	Y
7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y

8. Maintains a facility to meet community needs, including adequate:

7.8	8a. space	Y
7.9	8b. lighting	Y
7.10	8c. shelving	Y
7.11	8d. seating	Y
7.12	8e. restroom (see instructions)	Y

9. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following:

7.13	9a. telephone	Y
7.14	9b. photocopier (see instructions)	Y
7.15	9c. microcomputer or terminal	Y
7.16	9d. printer	Y
7.17	9e. Fax capability (see instructions)	Y
7.18	10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y
7.19	11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y

7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

As of January 1, 2021 all public, free association and Indian libraries in New York State will be required to meet the minimum standards listed below. Please indicate which of these standards your library already meets as of **December 31, 2019**. This 2019 data will be helpful in informing statewide and regional efforts to ensure that all of New York's libraries are able to successfully comply with the new minimum standards. Please click here to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website. Questions about the new standards should be directed to your library system.

1.	Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.	Y
2.	Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and	Y

staff.

3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.   N

4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.   Y

5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.   N

6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.   N

7. Is open the minimum standard number of public service hours for population served. (see instructions)   Y

8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

8a.	space	Y
8b.	lighting	Y
8c.	shelving	Y
8d.	seating	Y
8e.	power infrastructure	Y
8f.	data infrastructure	Y
8g.	public restroom	Y

9. Provides programming to address community needs, as outlined in the library's long-   Y

	range plan of service.	
10.	Provides	
10a.	a circulation system that facilitates access to the local library collection and other library catalogs	Y
10b.	equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y
11.	Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	N
12.	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y
13.	Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y
14.	Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1.
Please click here to read general instructions before completing this section.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	2
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	3

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	27.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	27.00
8.10	Annual Total Hours - Main Library	1,404.00
8.11	Annual Total Hours - Branch Libraries	0.00
8.12	Annual Total Hours - Bookmobiles	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	1,404.00

9. SERVICE OUTLET INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the

spreadsheet form available in the survey by clicking [here](#)

1.	Outlet Name	Sinclairville Free Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	15 Main Street
4.	Outlet Street Address Status	00 (for no change)
5.	City	Sinclairville
6.	Zip Code	14782
7.	Phone (enter 10 digits only)	(716) 962-5885
8.	Fax Number (enter 10 digits only)	(716) 962-5885
9.	E-mail Address	sincfrlb@gmail.com
10.	Outlet URL	https://www.sinclairvillelibrary.org/
11.	County	Chautauqua
12.	School District	Cassadaga Valley
13.	Library System	Chautauqua-Cattaraugus Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	1,404
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	Y
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	156
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	Library Board
23.	Indicate the year this outlet was initially constructed	1999

24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2012
25.	Square footage of the outlet	3,500
26.	Number of internet computers at this outlet used by general public	7
27.	Number of uses (sessions) of public Internet computers per year	1,502
28.	Type of connection on the outlet's public Internet computers	Fiber
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps
31.	Internet Provider	Spectrum/Time Warner Cable
32.	WiFi Access	No restrictions to access
33.	Number of wireless sessions provided by the library wireless service per year	733
34.	Does the outlet have interactive videoconferencing capability for public use?	Y
35.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
36.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
37.	Does your **outlet** have a Makerspace?	Y
38.	*LIBID*	1200066120
39.	*FSCSID*	NY0061
40.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0
41.	*Outlet Structure Status*	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2019. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2019 to December 31, 2019)	9

NUMBER OF TRUSTEES AND TERMS

10.2	Does your library have a range of trustees stated in the library's charter documents (incorporation)?	Yes
10.3	If yes, what is the range?	5-11
10.4	If your library has a range, how many voting positions are stated in the library's current by-laws?	11
10.5	If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)?	
10.6	Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note.	No
10.7	If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)?	N/A

BOARD MEMBER SELECTION

10.8	Enter Board Member Selection Code (select one):	EA - board members are elected by the library association membership

List Officers and Board Members as of February 1, 2020. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

10.9	First Name	Bill
10.10	Last Name	Newton
10.11	Mailing Address	2205 Thornton Rd.
10.12	City	Sinclairville
10.13	Zip Code (5 digits only)	14782
10.14	Phone (enter 10 digits only)	(716) 499-2463
10.15	E-mail Address	fignewton716@gmail.com
10.16	Term Begins - Month	January
10.17	Term Begins - Year (yyyy)	2020
10.18	Term Expires - Month	December
10.19	Term Expires - Year (yyyy)	2022
10.20	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
10.21	The date the Oath of Office was taken (mm/dd/yyyy)	N/A
10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
10.23	Is this a brand new trustee?	N

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect (but do not include the Board President— this information should still be entered directly into the survey). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available here. Complete this form and email it to bibliostat@baker-taylor.com.

1.	Status	Filled
2.	First Name of Board Member	Jeff
3.	Last Name of Board Member	Embury

4.	Mailing Address	34 Jamestown St.
5.	City	Sinclairville
6.	Zip Code (5 digits only)	14782
7.	E-mail address	jeff.embury@gmail.com
8.	Office Held or Trustee	Vice President
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2019
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2021
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name of Board Member	Gail
3.	Last Name of Board Member	Dragich
4.	Mailing Address	5030 Luce Rd.
5.	City	Bemus Point
6.	Zip Code (5 digits only)	14712
7.	E-mail address	gail.dragich@netsync.net
8.	Office Held or Trustee	Secretary
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2020
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2022

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name of Board Member	Darla
3.	Last Name of Board Member	Frost-Kianos
4.	Mailing Address	PO Box 994, 26 East Ave.
5.	City	Sinclairville
6.	Zip Code (5 digits only)	14782
7.	E-mail address	darlajane_2000@yahoo.com
8.	Office Held or Trustee	Financial Officer
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2020
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2020
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office	N/A

	(mm/dd/yyyy) was taken	
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name of Board Member	Linda
3.	Last Name of Board Member	Bailey
4.	Mailing Address	25 Water St.
5.	City	Sinclairville
6.	Zip Code (5 digits only)	14782
7.	E-mail address	LKBailey59@yahoo.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2018
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2020
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name of Board Member	Larry
3.	Last Name of Board Member	Barmore
4.	Mailing Address	4376 Rt. 60

5.	City	Gerry
6.	Zip Code (5 digits only)	14740
7.	E-mail address	tireman@stny.rr.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2019
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2021
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name of Board Member	Nathan
3.	Last Name of Board Member	Johnson
4.	Mailing Address	16 Kent St.
5.	City	Sinclairville
6.	Zip Code (5 digits only)	14782
7.	E-mail address	nathanjohnson7735@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2020
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2022
13.	Is the trustee serving a full term? If No, add a Note. The Note	

should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. — Yes

14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	Y

1.	Status	Filled
2.	First Name of Board Member	Leslie
3.	Last Name of Board Member	Pascoe
4.	Mailing Address	34 Park St.
5.	City	Sinclairville
6.	Zip Code (5 digits only)	14782
7.	E-mail address	leddy19@ymail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2018
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2020
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name of Board Member	Betty
3.	Last Name of Board Member	Ridout
4.	Mailing Address	2 Kent St., PO Box 894
5.	City	Sinclairville
6.	Zip Code (5 digits only)	14782
7.	E-mail address	bjr47610@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2018
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2020
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N

1.	Status	Vacant
2.	First Name of Board Member	
3.	Last Name of Board Member	
4.	Mailing Address	

5. City
6. Zip Code (5 digits only)
7. E-mail address
8. Office Held or Trustee
9. Term Begins - Month   January
10. Term Begins - Year (year)
11. Term Expires   December
12. Term Expires - Year (yyyy)
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.
14. The date the Oath of Office (mm/dd/yyyy) was taken
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)
16. Is this a brand new trustee?

1. Status   Vacant
2. First Name of Board Member
3. Last Name of Board Member
4. Mailing Address
5. City
6. Zip Code (5 digits only)
7. E-mail address
8. Office Held or Trustee
9. Term Begins - Month   January
10. Term Begins - Year (year)
11. Term Expires   December
12. Term Expires - Year (yyyy)
13. Is the trustee serving a full term? If No, add a Note. The Note

should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

14. The date the Oath of Office (mm/dd/yyyy) was taken
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)
16. Is this a brand new trustee?

Trustee Education

1. Trustee Name   Bill Newton
2. Has the trustee participated in trustee education in the last calendar year (2019)?   Y

1. Trustee Name   Jeff Embury
2. Has the trustee participated in trustee education in the last calendar year (2019)?   Y

1. Trustee Name   Darla Frost-Kianos
2. Has the trustee participated in trustee education in the last calendar year (2019)?   Y

1. Trustee Name   Gail Dragich
2. Has the trustee participated in trustee education in the last calendar year (2019)?   Y

1. Trustee Name   Linda Bailey

2.	Has the trustee participated in trustee education in the last calendar year (2019)?	Y

1.	Trustee Name	Larry Barmore
2.	Has the trustee participated in trustee education in the last calendar year (2019)?	Y

1.	Trustee Name	Eric Spinler
2.	Has the trustee participated in trustee education in the last calendar year (2019)?	Y

1.	Trustee Name	Leslie Pascoe
2.	Has the trustee participated in trustee education in the last calendar year (2019)?	Y

1.	Trustee Name	Betty Ridout
2.	Has the trustee participated in trustee education in the last calendar year (2019)?	Y

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State Aid

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click here to read general instructions before completing this section.

LOCAL PUBLIC FUNDS
Specify by name the municipalities or school districts which are the source of funds.

11.1	Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	Y

1.	Source of Funds	Town
2.	Name of funding County, Municipality or School District	Charlotte
3.	Amount	$10,750
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	Y

1.	Source of Funds	Village
2.	Name of funding County, Municipality or School District	Sinclairville
3.	Amount	$9,500
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	Y

1.	Source of Funds	Town
2.	Name of funding County, Municipality or School District	Gerry
3.	Amount	$6,500
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	Y

11.2	**TOTAL LOCAL PUBLIC FUNDS**	$26,750

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$1,419
11.4	Central Library Aid (CLDA and/or CBA)	$0
11.5	Additional State Aid received from the System	$0
11.6	Federal Aid received from the System	$0
11.7	Other Cash Grants	$3,404

| 11.8 | **TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7) | $4,823 |

OTHER STATE AID

| 11.9 | State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants | $0 |

Federal Aid/Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	$0
11.11	Other Federal Aid	$0
11.12	**TOTAL FEDERAL AID** (Add Questions 11.10 and 11.11)	$0
11.13	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$0

OTHER RECEIPTS

11.14	Gifts and Endowments	$9,381
11.15	Fund Raising	$8,315
11.16	Income from Investments	$12
11.17	Library Charges	$663
11.18	Other	$345
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$18,716
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$50,289
11.21	**BUDGET LOANS**	$0

Transfers/Grant Total

TRANSFERS

| 11.22 | From Capital Fund (Same as Question 14.8) | $0 |

11.23	From Other Funds	$0
11.24	**TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)	$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2019 (Same as Question 12.40 of previous year if fiscal year has not changed)	$38,266
11.26	**GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)	$88,555

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance/Miscellaneous

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	$0
12.2	Other Staff	$32,674
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$32,674
12.4	**Employee Benefits Expenditures**	$3,230
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$35,904

COLLECTION EXPENDITURES

| 12.6 | Print Materials Expenditures | $6,756 |

12.7	Electronic Materials Expenditures	$825
12.8	Other Materials Expenditures	$833
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$8,414

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	$0
12.11	From Other Funds (71OF)	$3,400
12.12	**Total Capital Expenditures** (Add Questions 12.10 and 12.11)	$3,400

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	$0
12.14	From Other Funds (72OF)	$1,375
12.15	**Total Repairs** (Add Questions 12.13 and 12.14)	$1,375
12.16	Other Disbursements for Operation & Maintenance of Buildings	$9,683
12.17	**Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)	$11,058

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$1,622
12.19	Telecommunications	$799
12.20	Binding Expenses	$0
12.21	Postage and Freight	$118
12.22	Professional & Consultant Fees	$400
12.23	Equipment	$0
12.24	Other Miscellaneous	$3,467
12.25	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	$6,406

Contracts/Debt Service/Transfers/Grand Total

| 12.26 | **CONTRACTS WITH PUBLIC** |

LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE		$0

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.27	From Local Public Funds (73PF)	$0
12.28	From Other Funds (73OF)	$0
12.29	**Total** (Add Questions 12.27 and 12.28)	$0

Other Loans

12.30	Budget Loans (Principal and Interest)	$0
12.31	Short-Term Loans	$0
12.32	**Total Debt Service** (Add Questions 12.29, 12.30 and 12.31)	$0
12.33	**TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)	$65,182

TRANSFERS

Transfers to Capital Fund

12.34	From Local Public Funds (76PF)	$0
12.35	From Other Funds (76OF)	$0
12.36	**Total Transfers to Capital Fund** (Add Questions 12.34 and 12.35; same as Question 13.8)	$0
12.37	**Transfer to Other Funds**	$0
12.38	**TOTAL TRANSFERS** (Add Questions 12.36 and 12.37)	$0
12.39	**TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.33 and 12.38)	$65,182
12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2019	$23,373
12.41	**GRAND TOTAL DISBURSEMENTS,**	

TRANSFERS & BALANCE $88,555
(Add Questions 12.39 and 12.40;
same as Question 11.26)

ASSURANCE

12.42 The Library operated in
accordance with all provisions of
Education Law and the
Regulations of the
Commissioner, and assures that 02/19/2020
the "Annual Report" was
reviewed and accepted by the
Library Board on (date -
mm/dd/yyyy).

FISCAL AUDIT

12.43 Last audit performed
(mm/dd/yyyy)   12/15/2018

12.44 Time period covered by this audit 01/01/2017-12/31/2017
(mm/dd/yyyy) - (mm/dd/yyyy)

12.45 Indicate type of audit (select   Other (specify using the State
one):   note)

CAPITAL FUND

12.46 Does the library have a Capital
Fund? Enter Y for Yes, N for No. N
If No, stop here. If Yes, complete
the Capital Fund Report.

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click here to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1   Revenues from Local
Government Sources $0

13.2   All Other Revenues from Local
Sources $0

13.3   **Total Revenues from Local
Sources** (Add Questions 13.1 $0
and 13.2)

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	$0
13.5	Other State Aid	$0
13.6	**Total State Aid** (Add Questions 13.4 and 13.5)	$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7	**TOTAL FEDERAL AID**	$0

INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.36)	$0
13.9	**TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8)	$0
13.10	**NON-REVENUE RECEIPTS**	$0
13.11	**TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10)	$0
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2019 (Same as Question 14.11 of previous year, if fiscal year has not changed)	$0
13.13	**TOTAL CASH RECEIPTS AND BALANCE** (Add Questions 13.11 and 13.12; same as Question 14.12)	$0

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1	Construction	$0
14.2	Incidental Construction	$0

Other Disbursements

14.3	Purchase of Buildings	$0
14.4	Interest	$0
14.5	Collection Expenditures	$0

14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	$0
14.7	**TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6)	$0
14.8	**TRANSFER TO OPERATING FUND** (Same as Question 11.22)	$0
14.9	**NON-PROJECT EXPENDITURES**	$0
14.10	**TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9)	$0
14.11	**BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2019	$0
14.12	**TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13)	$0

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.
Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	0.00
16.2	Total Librarians	0.78
16.3	All Other Paid Staff	0.50
16.4	Total Paid Employees	1.28
16.5	State Government Revenue	$1,419
16.6	Federal Government Revenue	$0
16.7	Other Operating Revenue	$22,120
16.8	Total Operating Revenue	$50,289

16.9	Other Operating Expenditures	$17,464
16.10	Total Operating Expenditures	$61,782
16.11	Total Capital Expenditures	$3,400
16.12	Print Materials	14,780
16.13	Total Registered Borrowers	1,240
16.14	Other Capital Revenue and Receipts	$0
16.15	Total Number of Internet Terminals Used by the General Public	7
16.16	Total Uses (sessions) of Public Internet Computers Per Year	1,502
16.17	Total Wireless Sessions Provided by the Library Wireless Service Per Year	733
16.18	Total Capital Revenue	$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	LIB ID	1200066120
17.2	Interlibrary Relationship Code	ME
17.3	Legal Basis Code	NP
17.4	Administrative Structure Code	SO
17.5	FSCS Public Library Definition	Y
17.6	Geographic Code	OTH
17.7	FSCS ID	NY0061
17.8	SED CODE	060401700011
17.9	INSTITUTION ID	800000054443

SUGGESTED IMPROVEMENTS

Library Name:	SINCLAIRVILLE FREE LIBRARY
Library System:	Chautauqua-Cattaraugus Library System
Name of Person Completing Form:	Beth Hadley
Phone Number:	(716) 962-5885
I am satisfied that this resource (Collect) is meeting library needs:	Agree

Applying this resource (Collect) will help improve library services to the public: Agree

Please share with us your suggestions for improving the *Annual Report.* When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!