

Sinclairville Free Library

Annual Report For Public And Association Libraries - 2022

1. GENERAL LIBRARY INFORMATION

Library/Director Information

[Outline of Major Changes](#)

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, 2022, 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	01/01/2022
1.7	Ending Fiscal Reporting Year	12/31/2022
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 Local Fiscal Year 01/01/2022
- 1.12 Ending Local Fiscal Year 12/31/2022
- 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) director@sinclairvillelibrary.org
- 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 2020 Census)	3,309
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 <u>or</u> 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 director@sinclairvillelibrary.org

1.44 Fax Number of the Director/Manager (716) 962-5885

1.45 Does the library charge fees for library cards to people residing outside the system's service area? N

1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2022? (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 1.47. N

Public Votes/Contracts

Please Note: last year's answers for repeating groups cannot be displayed.

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/2022) 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 Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

- 1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2022) N
Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.

Please Note: last year's answers for repeating groups cannot be displayed.

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
- 1.48 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 record for *each* contract. If no, go to question 1.49. N

Unusual Circumstances

Please Note: last year's answers for repeating groups cannot be displayed.

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
- 1.49 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 (2.1-2.25) 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	6,836
2.2	Adult Non-fiction Books	3,357
2.3 2.2)	Total Adult Books (Total questions 2.1 & 2.2)	10,193
2.4	Children's Fiction Books	3,717
2.5	Children's Non-fiction Books	1,043
2.6 2.4 & 2.5)	Total Children's Books (Total questions 2.4 & 2.5)	4,760
2.7 2.3 & 2.6)	Total Cataloged Books (Total questions 2.3 & 2.6)	14,953

Other Print Materials

2.8	Total Uncataloged Books	908
2.9	Total Print Serials	110

Note: 38 Magazines and 72 yearbooks. Did not purchase any yearbooks this year. Have reduced number of magazines and number of years issues are being held.

2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	1,018
2.12	Total Print Materials (Total questions 2.7 and 2.11)	15,971

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	21,152
2.14	Local Electronic Collections	8
2.15	NOVEL _{NY} Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	23
2.17	Audio - Downloadable Units	8,625
2.18	Video - Downloadable Units	785

Note: Ancestry Library Edition, WSJ, NYTimes, Skillshare, JobNow, Niche Academy, Northstar, ABC Mouse

Note: This line is correct. We added Kanopy and Craftsy this year. Kanopy - 662 Craftsy - 123

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.)	0
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	30,585

Non-Electronic Materials

2.21	Audio - Physical Units	240
2.22	Video - Physical Units	2,995

2.23 Other Circulating Physical Items 512

Note: EARLY_LIT 9 Kid Kits GAMES 2 J_KIT 1 Music backpack MUSEUMPASS 51 PUZZLE 1 TECH_EQUIP 1 Computer TOYS 7 Total 72 Puzzles 81; Historical Photos 130; CDs with photo files 4; Games 19; Manipulatives & Toys 158; Parent/Child Activity Kits 48

2.24 Total Other Materials - Non-Electronic 3,747
(Total questions 2.21 through 2.23)

Note: This line is correct.

Grand Total/Additions to Holdings

2.25 **GRAND TOTAL HOLDINGS** (Total 50,303
questions 2.12, 2.20 and 2.24)

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26 Cataloged Books 727

2.27 All Other Print Materials 161

Note: Last year we acquired many books that were left unprocessed at the end of the year. This year, we are still working on processing these uncataloged items.

2.28 Electronic Materials 4,528

2.29 All Other Materials 113

Note: Uncataloged materials added: Puzzles 19 Games 11 Manipulatives & Toys 8 Parent/Child Activity Kits (donated) 48

2.30 Total Additions (Total questions 2.26 5,529
through 2.29)

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits/Borrowers/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 3.32 through 3.84 for the 2022 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)	11,657
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
3.2	Registered resident borrowers	1,026
3.3	Registered non-resident borrowers	339

Please report information on WRITTEN POLICIES as of 12/31/22.

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 12/31/22.

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

SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

Synchronous Program Sessions

A synchronous (live) program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.

Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples, please refer to the chart in Instructions.

3.17 Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older 237

3.18 Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 2

3.19a Number of Synchronous Program Sessions Targeted at Children Ages 0-5 90

Note: Increased due to bi-weekly Child's Play program and increased outreach with Little Seeds and school visits. It's also possible that last year's numbers were incorrectly reported.

3.19b Number of Synchronous Program Sessions Targeted at Children Ages 6-11 61

Note: Increased outreach to The Wrap and Recreation Programs.

3.20 Number of Synchronous General Interest Program Sessions 0

3.21 Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20) 390

3.21a Number of Synchronous In-Person Onsite Program Sessions 186

Note: Added new programs.

3.21b Number of Synchronous In-Person Offsite Program Sessions 77

Note: Increased outreach to the Homestead in Gerry, Little Seeds Preschool and visits to PreK at CVCS.

3.21c Number of Synchronous Virtual Program Sessions 127

Note: More onsite programs and fewer virtual programs due to increased willingness to visit the library in person.

3.21d Total number of synchronous programs (3.21a + 3.21b + 3.21c) 390

3.22 One-on-One Program Sessions 359

Note: Decreased due to fewer take and make kits offered because more in-person programming. Take and Make 294 Digital literacy 2 Passport 63

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 Attendance at Synchronous Programs Targeted at Adults Age 19 or Older 1,413

3.25 Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 20

3.26a Attendance at Synchronous Programs Targeted at Children Ages 0-5 835

Note: Increased due to bi-weekly Child's Play program and increased outreach with Little Seeds and school visits. It's also possible that last year's numbers were incorrectly reported.

3.26b Attendance at Synchronous Programs Targeted at Children Ages 6-11 1,287

3.27 Attendance at Synchronous General Interest Programs 0

3.28 Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27). 3,555

3.28a Synchronous In-Person Onsite Program Attendance 1,375

3.28b Synchronous In-Person Offsite Program Attendance 1,521

3.28c Synchronous Virtual Program Attendance 659

Note: Includes hybrid programs with some attending in-person, but the majority of participants attended online.

3.28d Total synchronous program attendance (3.28a + 3.28b + 3.28c) 3,555

3.29 One-on-One Program Attendance 359

Note: Decreased due to fewer take and make kits offered because more in-person programming. Take and Make 294 Digital literacy 2 Passport 63

3.29a Total Number of Asynchronous Program Presentations 0

3.29b Total Views of Asynchronous Program Presentations within 30 Days 0

3.30 Total Number of Children's Programs (sum of Q3.19a and Q3.19b) 151

3.31 Total Children's Program Attendance (sum of Q3.26a and Q3.26b) 2,122

Please report information on SUMMER READING PROGRAMS for the 2022 calendar year.

SUMMER READING PROGRAM

3.32 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2022 (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

3.33 Library outlets offering the summer reading program 1

3.34 Children registered for the library's summer reading program 111

3.35 Young adults registered for the library's summer reading program 28

3.36 Adults registered for the library's summer reading program 41

3.37 Total number registered for the library's summer reading program (total 3.34 + 3.35 + 3.36) 180

3.38 Children's program sessions - Summer 2022 37

3.39 Young adult program sessions - Summer 2022 2

3.40 Adult program sessions - Summer 2022 41

3.41 Total program sessions - Summer 2022 (total 3.38 + 3.39 + 3.40) 80

3.42 Children's program attendance - Summer 2022 636

3.43 Young adult program attendance - Summer 2023 20

3.44 Adult program attendance - Summer 2022 311

3.45 Total program attendance - Summer 2022 (total 3.42 + 3.43 + 3.44) 967

COLLABORATORS

3.46 Public school district(s) and/or BOCES 0

3.47 Non-public school(s) 0

3.48 Childcare center(s) 1

Note: The Wrap

3.49 Summer camp(s) 0

3.50 Municipality/Municipalities 2

Note: Village of Sinclairville and Town of Gerry summer recreation programs.

3.51 Literacy provider(s) 0

3.52 Other (describe using the State note) 1

Note: Little Seeds Preschool

3.53 Total Collaborators (total 3.46 through 3.52) 4

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2022 calendar year.

EARLY LITERACY PROGRAMS

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

3.55 - 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

3.56 - Number of sessions

a. Focus on birth - school entry (kindergarten) 90

Note: Increased due to additional outreach to the Little Seeds Preschool and CVCS PreK classes along with added another weekly session of the library's Child's Play early literacy program.

b. Focus on parents & caregivers 0

c. Combined audience 0

d. N/A 0

3.57 **Total Sessions** 90

3.58 - Attendance at sessions

a. Focus on birth - school entry (kindergarten) 835

b. Focus on parents & caregivers 0

c. Combined audience 0

d. N/A 0

3.59 **Total Attendance** 835

3.60 - Collaborators (check all that apply):

a. Childcare center(s) Yes

Note: Little Seeds program, part of Children's Educational Services, Inc., and the Wrap at Park United Methodist Church.

b. Public School District(s) and/or BOCES Yes

Note: Cassadaga Valley Central School

- | | | |
|----|---------------------------------------|----|
| c. | Non-Public School(s) | No |
| d. | Health care providers/agencies | No |
| e. | Other (describe using the State note) | No |

Please report information on ADULT LITERACY for the 2022 calendar year.

ADULT LITERACY

- | | | |
|---|--|----|
| 3.61 | Did the library offer adult literacy programs? | No |
| 3.62 | Total group program sessions | 0 |
| 3.63 | Total one-on-one program sessions | 0 |
| 3.64 | Total group program attendance | 0 |
| 3.65 | Total one-on-one program attendance | 0 |
| 3.66 - 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 2022 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

- | | | |
|------|--|---|
| 3.67 | Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No) | N |
| 3.68 | Children's program sessions | 0 |

3.69	Young adult program sessions	0
3.70	Adult program sessions	0
3.71	Total program sessions (total 3.68 + 3.69 + 3.70)	0
3.72	One-on-one program sessions	0
3.73	Children's program attendance	0
3.74	Young adult program attendance	0
3.75	Adult program attendance	0
3.76	Total program attendance (total 3.73 + 3.74 + 3.75)	0
3.77	One-on-one program attendance	0

3.78 - 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 School(s) | No |
| d. | Other (describe using the Note) | No |

Please report information on DIGITAL LITERACY for the 2022 calendar year.

DIGITAL LITERACY

3.79	Did the library offer digital literacy programs?	Y
3.80	Total group program sessions	8

Note: Digital Literacy programs were offered both at the library and off-site at the Homestead in Gerry as part of CCLS Outreach grant.

3.81	Total one-on-one program sessions	2
3.82	Total group program attendance	19
3.83	Total one-on-one program attendance	2
3.84	Did your library offer teen-led activities during the 2022 calendar year?	N

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 not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	3,132
4.2	Adult Non-fiction Books	1,097
4.3 4.2)	Total Adult Books (Total questions 4.1 & 4.2)	4,229
4.4	Children's Fiction Books	3,745
4.5	Children's Non-fiction Books	713
4.6 4.4 & 4.5)	Total Children's Books (Total questions 4.4 & 4.5)	4,458
4.7 question 4.3 & 4.6)	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	8,687

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	1,752
4.9	Circulation of Children's Other Materials	1,120

4.10 Circulation of Other Physical Items 2,872
(Total questions 4.8, 4.9)

4.11 Physical Item Circulation (Total 11,559
questions 4.7 & 4.10)

ELECTRONIC USE

4.12 Use of Electronic Material 1,608

Note: OverDrive 1608, Kanopy 0, Craftsy 0,

4.13 Successful Retrieval of Electronic 134
Information

Note: Ancestry Library Edition 108, Niche Academy 26,

4.14 Electronic Content Use (Total questions 1,742
4.12 & 4.13)

4.15 Total Circulation of Materials (Total 13,167
questions 4.11 & 4.12)

4.16 Total Collection Use (Total questions 13,301
4.13 & 4.15)

4.17 Grand Total Circulation of Children's 5,578
Materials (Total questions 4.6 & 4.9)

4.18 As of the end of the reporting period, No
does the library charge overdue fines to any users
when they fail to return physical print materials by
the date due?

REFERENCE TRANSACTIONS

4.19 Total Reference Transactions 1,204

4.19a Regarding the number of Reference CT - Annual Count
Transactions entered, is this an annual count or an
annual estimate based on a typical week or weeks?

4.20 Does the library offer virtual reference? Y

Interlibrary Loan**INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)**

4.21	TOTAL MATERIALS RECEIVED	2,415
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22	TOTAL MATERIALS PROVIDED	1,152
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5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2022.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y
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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	13,058
-----	---	--------

Note: OPAC = 5,541 Website = 7,517

5.5	Does the library use Internet filtering software on any computer?	Y
-----	---	---

5.6	Does your library use social media?	Y
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Note: Facebook reach 22,380

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
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5.9	If yes, in which consortium are you participating?	Chautauqua-Cattaraugus Library System
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- 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. 29

Note: Fewer hours because ALA grant funding allocated to staff expense was used up.

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	.56
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	1.56
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)	\$25,000

7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2023 all public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2022**. 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 staff. Y

- | | | |
|-----|---|---|
| 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. | Y |
| 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. | Y |
| 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. | Y |
| 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-range plan of service. Y

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. Y

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

Note: Little Seeds Pre-K Program and Wrap Childcare Program

8.5 **TOTAL PUBLIC SERVICE OUTLETS** 3
(Total questions 8.1 - 8.4)

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

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID-19 pandemic. Report all information in Part 8A from January 1, 2022 to December 31, 2022.

CV1 Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic? No

CV2 Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic? No

CV3 Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic? Yes

CV4 Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic? Yes

CV5 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic? Yes

CV6 Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic? Yes

CV7 Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic? No

CV8 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic? No

CV9 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19 0

9. SERVICE OUTLET INFORMATION

Please Note: last year's answers for repeating groups cannot be displayed.

Outlets should be arranged in alphabetical order if possible.

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 will enter the data into the spreadsheet form available in the survey by clicking [a link to an Excel sheet listing prior year outlets is located in section 9](#). Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

- | | | |
|-----|-----------------------------------|---|
| 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 | director@sinclairvillelibrary.org |
| 10. | Outlet URL | https://www.sinclairvillelibrary.org/ |
| 11. | County | Chauttaqua |
| 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
16a	Number of weeks an outlet closed due to COVID-19	0
16b	Number of weeks an outlet had limited occupancy due to COVID-19	0
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	84
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 Used by General Public 8

27. Number of uses (sessions) of public Internet computers per year 532

Note: Increased due to more children returning to use the computers for games.

27a Reporting Method for Number of Uses of Public Internet Computers Per Year CT - Annual Count

28. Type of connection on the outlet's public Internet computers Fiber

29. Maximum download speed of connection on the outlet's public Internet computers 10 Greater than or equal to 50 mbps and less than 100 mbps

30. Maximum upload 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 Other (specify using the State note)

Note: We have a public WiFi and a staff WiFi. The staff WiFi requires a password for access.

33. Wireless Sessions 193

33a Reporting Method for Wireless Sessions CT - Annual Count

34. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair? Y

35. Is every public part of the outlet accessible to a person in a wheelchair? Y

36. Does your **outlet** have a Makerspace? Y

37. *LIBID* 1200066120

38.	<i>FSCSID</i>	NY0061
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	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, 2022. 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, 2022 to December 31, 2022)	11
------	---	----

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
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10.4	If your library has a range, how many voting positions are stated in the library's current by-laws?	9
------	---	---

10.6	Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note.	No
------	---	----

Note: The library's charter doesn't specify trustee terms, but the by-laws do.

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, 2023. 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 Road

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) 2023

10.18 Term Expires - Month December

10.19 Term Expires - Year (yyyy) 2023

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

Note: This trustee has served 3 consecutive terms of 3 years each, and is now serving 1 year terms which are voted on annually.

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

Please Note: last year's answers for repeating groups cannot be displayed.

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](#). Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to collectconnect@baker-taylor.com.

- | | | |
|-----|----------------------------|--------------------------|
| 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) | 2023 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2023 |

13. Is the trustee serving a full term? If No, 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.

Note: This trustee has served 3 consecutive terms of 3 years each, and is now serving 1 year terms which are voted on annually.

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 PO Box 245, 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 Vice President

9. Term Begins - Month January

10. Term Begins - Year (year) 2022

11. Term Expires December

12. Term Expires - Year (yyyy) 2024

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

Note: This trustee has served 3 consecutive terms of 3 years each, and is now serving 1 year terms which are voted on annually.

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 Lisa

3. Last Name of Board Member Greeley

4. Mailing Address 4280 Cobb Road

5. City Gerry

6. Zip Code (5 digits only) 14740

7. E-mail address lisabgreeley@gmail.com

8. Office Held or Trustee Secretary

9. Term Begins - Month January

10. Term Begins - Year (year) 2023

11. Term Expires December

12. Term Expires - Year (yyyy) 2025

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

Note: This trustee has served 3 consecutive terms of 3 years each, and is now serving 1 year terms which are voted on annually.

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 Roslin

3. Last Name of Board Member Newton

4. Mailing Address 2205 Thornton Road

5. City Sinclairville

6. Zip Code (5 digits only) 14782

7. E-mail address roslinnewton@gmail.com

8. Office Held or Trustee Trustee

9. Term Begins - Month January

10. Term Begins - Year (year) 2021
11. Term Expires December
12. Term Expires - Year (yyyy) 2023

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

Note: This trustee has served 3 consecutive terms of 3 years each, and is now serving 1 year terms which are voted on annually.

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 PO Box 894, 2 Kent St.

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) | 2023 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2023 |

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.

Note: This trustee has served 3 consecutive terms of 3 years each, and is now serving 1 year terms which are voted on annually.

14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
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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
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1.	Status	Filled
----	--------	--------

2.	First Name of Board Member	Peggy
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3.	Last Name of Board Member	Minckler
----	---------------------------	----------

4.	Mailing Address	1904 Thornton Rd.
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5.	City	Cherry Creek
----	------	--------------

6.	Zip Code (5 digits only)	14723
----	--------------------------	-------

7.	E-mail address	pgminckler@gmail.com
----	----------------	----------------------

- | | | |
|-----|----------------------------|----------|
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | May |
| 10. | Term Begins - Year (year) | 2022 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2023 |

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.

Note: This trustee has served 3 consecutive terms of 3 years each, and is now serving 1 year terms which are voted on annually.

- | | | |
|-----|--|-----|
| 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 | 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
10. Term Begins - Year (year)
11. Term Expires
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.

Note: This trustee has served 3 consecutive terms of 3 years each, and is now serving 1 year terms which are voted on annually.

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

2. Has the trustee participated in trustee education in the last calendar year (2022)? Y

1. Trustee Name Bill Newton

2. Has the trustee participated in trustee education in the last calendar year (2022)? Y

1. Trustee Name Lisa Greeley

2. Has the trustee participated in trustee education in the last calendar year (2022)? Y

1. Trustee Name Darla Frost-Kianos

2. Has the trustee participated in trustee education in the last calendar year (2022)? Y

1. Trustee Name Larry Barmore

2. Has the trustee participated in trustee education in the last calendar year (2022)? Y

1. Trustee Name Roslin Newton

2. Has the trustee participated in trustee education in the last calendar year (2022)? Y

1. Trustee Name Betty Jean Ridout

2. Has the trustee participated in trustee education in the last calendar year (2022)? Y

1. Trustee Name Peggy Minckler

2. Has the trustee participated in trustee education in the last calendar year (2022)? Y

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *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

Please Note: last year's answers for repeating groups cannot be displayed.

- 1. Source of Funds Town
- 2. Name of funding County, Municipality or School District Charlotte
- 3. Amount \$11,500
- 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 \$6,000
- 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
11.2	TOTAL LOCAL PUBLIC FUNDS	\$27,000

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$1,429
11.4	Record all Central Library Services Aid monies received from system headquarters	\$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	\$3,969
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$5,398

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
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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 \$31,568

Note: Donations \$8,798; Memorials \$1,270; Increased this year because we applied for an received more grants: ALA Libraries Transforming Communities Round 2 \$3,000 Lenna Foundation \$14,500 and CRCF \$4,000.

11.15 Fund Raising \$10,706

Note: Annual Appeal \$5,820; Chicken BBQ \$2,491; Give Big CHQ \$1,627; Handmade Cards \$21; History Books \$5; Quilt Drawing \$292; Painted Rocks \$225; Yard Sale \$225

11.16 Income from Investments \$4

11.17 Library Charges \$384

Note: Copy \$143; Fax \$54; ILL fee \$4; Lost Cards \$5; Printing \$178

11.18 Other \$263

Note: Book Sale \$263. Book sale was not as successful this year.

11.19 **TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18) \$42,925

11.20 **TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19) \$75,323

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	\$2,689

Note: A portion of funds held in investment account were transferred to the operating account.

11.24 **TOTAL TRANSFERS** (Add Questions 11.22 and 11.23) \$2,689

11.25 BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 12.39 of previous year if fiscal year has not changed) \$37,781

11.26 **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40) \$115,793

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). 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	\$42,062
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$42,062
12.4	Employee Benefits Expenditures	\$3,838

Note: Workers Comp & DBL \$835; FICA & Medicare \$3,003

12.5 **Total Staff Expenditures (Add Questions 12.3 and 12.4)** \$45,900

COLLECTION EXPENDITURES

12.6 Print Materials Expenditures \$9,558

Note: Books \$8,694; Magazines \$864. Grants provided additional funds to purchase books.

12.7 Electronic Materials Expenditures \$1,475

Note: Grants allowed us to increase our contribution for electronic materials.

12.8 Other Materials Expenditures \$531

Note: Playaway \$270; DVD's \$162; Toys/Manipulatives \$99

12.9 **Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)** \$11,564

Note: Grant funding allowed for increased expenditures on the library's collection.

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10 From Local Public Funds (71PF) \$0

12.11 From Other Funds (71OF) \$24,525

Note: Vacuum cleaner \$89; Pop-Up Canopy \$83; Parking Lot \$18,500; Security System \$3,425; Furnace \$2,428. Grant funding used for parking lot renovation, furnace and security system installation.

12.12 **Total Capital Expenditures (Add Questions 12.10 and 12.11)** \$24,525

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13 From Local Public Funds (72PF) \$0

12.14 From Other Funds (72OF) \$202

Note: Heating/A/C System repair

12.15 **Total Repairs** (Add Questions 12.13 and 12.14) \$202

12.16 Other Disbursements for Operation & Maintenance of Buildings \$8,746

Note: Insurance \$1,858; Cleaning \$2,425; Supplies \$328; Utilities \$4,083; Alarm monitoring \$52

12.17 **Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16) \$8,948

MISCELLANEOUS EXPENSES

12.18 Office and Library Supplies \$2,001

Note: Expense for toner purchases was much higher, total of \$799 paid to WB Mason. Will review records because I suspect we paid for toner that was billed to us in error.

12.19 Telecommunications \$686

12.20 Postage and Freight \$203

12.21 Professional & Consultant Fees \$650

Note: Michael Czarnecki Poetry Program \$50; Michael Morton Library Program (chickens) \$100; Escape Rooms Jamestown Library Scavenger Hunt development \$500

12.22 Equipment \$1,537

Note: Copier repair \$83; Computer \$558; Computer \$598; (replaced one patron computer and one library staff computer) Door Counter (new to replace malfunctioning) \$298.

12.23 Other Miscellaneous \$3,381

Note: \$25 Advertising; \$1,239 Fundraising Expenses; \$2 ILL; \$2 PayPal fees; \$1,637 Program expenses; \$143 Mileage; \$85 Volunteer Expenses; \$72 Deep Freeze/Symantec; \$140 PO Box fee; \$6 Shipping; 30 Outreach expenses Had fundraising expenses this year and program expenses increased due to increased programming funded by grants.

12.24 **Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23) \$8,458

Contracts/Debt Service/Transfers/Grand Total

12.25 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** \$0

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26 From Local Public Funds (73PF) \$0

12.27 From Other Funds (73OF) \$0

12.28 **Total (Add Questions 12.26 and 12.27)** \$0

Other Loans

12.29 Budget Loans (Principal and Interest) \$0

12.30 Short-Term Loans \$0

12.31 **Total Debt Service (Add Questions 12.28, 12.29 and 12.30)** \$0

12.32 **TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)** \$99,395

TRANSFERS

Transfers to Capital Fund

12.33 From Local Public Funds (76PF) \$0

12.34 From Other Funds (76OF) \$0

12.35 **Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)** \$0

12.36 **Transfer to Other Funds** \$0

12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$0
12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$99,395
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2022	\$16,398
12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$115,793

ASSURANCE

12.41 The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy). 02/22/2023

FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy) 12/15/2021

12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 01/01/2020-12/31/2020

Note: Last year's answer was incorrect.

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

Note: Review of financial documents and internal records by Honey & Associates Professional Accounting Services.

CAPITAL FUND

12.45 Does the library have a Capital Fund? N
Enter Y for Yes, N for No. 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 and 13.2) \$0

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 12.35) \$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 -** \$0
Beginning Balance for Fiscal Year Ending 2022
(Same as Question 14.11 of previous year, if fiscal year has not changed)

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 2022 \$0

14.12 **TOTAL CASH DISBURSEMENTS** \$0
AND BALANCE (Add Questions 14.10 and
 14.11; same as Question 13.13)

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	0.73
16.3	All Other Paid Staff	0.41
16.4	Total Paid Employees	1.14
16.5	State Government Revenue	\$1,429
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$46,894
16.8	Total Operating Revenue	\$75,323
16.9	Other Operating Expenditures	\$17,406
16.10	Total Operating Expenditures	\$74,870
16.11	Total Capital Expenditures	\$24,525
16.12	Print Materials	15,971
16.12a	Total Physical Items in Collection	19,718
16.13	Total Registered Borrowers	1,365

16.14	Other Capital Revenue and Receipts	\$0
16.15	Number of Internet Computers Used by General Public	8
16.16	Total Uses (sessions) of Public Internet Computers Per Year	532
16.17	Wireless Sessions	193
16.18	Total Capital Revenue	\$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	1200066120
17.2	<i>Interlibrary Relationship Code</i>	ME
17.3	<i>Legal Basis Code</i>	NP
17.4	<i>Administrative Structure Code</i>	SO
17.5	<i>FSCS Public Library Definition</i>	Y
17.6	<i>Geographic Code</i>	MD2
17.7	<i>FSCS ID</i>	NY0061
17.8	<i>SED CODE</i>	060401700011
17.9	<i>INSTITUTION ID</i>	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!

I find Part 3 on Programs to be extremely complicated and wonder if there's a way to make it less so.