

Sinclairville Free Library

Annual Report For Public And Association Libraries - 2023

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, 2023, 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	01/01/2023
1.7	Ending Fiscal Reporting Year	12/31/2023
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	01/01/2023
1.12	Ending <u>Local</u> Fiscal Year	12/31/2023
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 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 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 2023? (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/2023) 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 N/A in question number 3:
- 6c. Total proposed appropriation (manually 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 2023) 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. N

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 Questions 1.6 and 1.7 in Part 1. Please read general information instructions below before completing this section.

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	6,758
2.2	Adult Non-fiction Books	3,141
2.3	Total Adult Books (Total questions 2.1 & 2.2)	9,899
2.4	Children's Fiction Books	3,709
2.5	Children's Non-fiction Books	1,046
2.6	Total Children's Books (Total questions 2.4 & 2.5)	4,755
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	14,654

Other Print Materials

2.8	Total Uncataloged Books	929
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Note: Includes donated books that we hope to catalog as time allows. Some may become gifts to volunteers and/or book sale inventory.

2.9	Total Print Serials	111
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	1,040
2.12	Total Print Materials (Total questions 2.7 and 2.11)	15,694

ALL OTHER MATERIALS**Electronic Materials**

2.13	Electronic Books	22,380
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2.14	Local Electronic Collections	4
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Note: Ancestry Library Edition Tech-Talk NYTimes WSJ

2.15	NOVEL ^{NY} Electronic Collections	15
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2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	19
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2.17	Audio - Downloadable Units	8,683
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2.18	Video - Downloadable Units	1,596
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Note: Kanopy - 1450 Craftsy - 100 The Great Courses - 46

2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-series; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	0
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2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	32,678
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Non-Electronic Materials

2.21	Audio - Physical Units	239
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2.22	Video - Physical Units	2,995
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Note: Purchased fewer DVD's and weeded some out. Must have balanced out equally.

2.23	Other Circulating Physical Items	491
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Note: Item Type Count Description EARLY_LIT 10 Kid Kits GAMES 2 J_KIT 2 Kid Kits MUSEUMPASS 51 PUZZLE 1 TECH_EQUIP 1 Computer TOYS 9 Total 76 Puzzles 104; Historical Photos 130; CDs with photo files 4; Games 20; Manipulatives & Toys 157.

2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	3,725
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Grand Total / Additions to Holdings

2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	52,097
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	464
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2.27	All Other Print Materials	122
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2.28	Electronic Materials	4,398
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Note: New OverDrive titles - 4350 New Databases - 2 (Tech-Talk & The Great Courses) New videos from The Great Courses - 46

2.29	All Other Materials	45
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Note: Uncataloged other materials added: 23 Puzzles; 2 Kid Kits; 2 Toys; 2 Games

2.30 Total Additions (Total questions 2.26 through 2.29) 5,029

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.32 as of the end fiscal year reported in Questions 1.6 and 1.7 in Part 1; report information on questions 3.33 through 3.77 for the 2023 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 Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1 Library visits (total annual attendance) 10,942

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 1,033

3.3 Registered non-resident borrowers 352

Please report information on WRITTEN POLICIES as of 12/31/23.

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

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

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 12/31/23.

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? If no, go to next question
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

LIVE PROGRAM SESSIONS and ATTENDANCE

Live Program Sessions

A 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 of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

Live Programs Categorized by Age

3.17a	Number of Sessions Targeted at Children Ages 0-5	76
3.17b	Attendance at Sessions Targeted at Children Ages 0-5	900
3.18a	Number of Sessions Targeted at Children Ages 6-11	67
3.18b	Attendance at Sessions Targeted at Children Ages 6-11	1,530
3.19a	Number of Sessions Targeted at Young Adults Ages 12-18	6
3.19b	Attendance at Sessions Targeted at Young Adults Ages 12-18	34
3.20a	Number of Sessions Targeted at Adults Age 19 or Older	202
3.20b	Attendance at Sessions Targeted at Adults Age 19 or Older	1,268

3.21a	Number of General Interest Program Sessions	0
3.21b	Attendance at General Interest Program Sessions	0
3.22	Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	351
3.23	Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	3,732

Live Programs Categorized by Venue

3.24a	Total Live Onsite Program Sessions	165
3.24b	Total Live Onsite Program Attendance	1,374
3.25a	Total Live Offsite Program Sessions	99
3.25b	Total Live Offsite Program Attendance	1,797
3.26a	Total Live Virtual Program Sessions	87
Note: Eliminated virtual programs with low attendance.		
3.26b	Total Live Virtual Program Attendance	561

3.27	Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	351
3.28	Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	3,732

Prerecorded and One-on-One Programs

3.29	Total Number of Prerecorded Program Presentations	0
3.30	Total Views of Prerecorded Program Presentations within 30 Days	0
3.31	One-on-One Program Sessions	410
3.32	Attendance at One-on-One Program Sessions	410

Note: Take and Make Kits 404, Digital Literacy, 6

Teen-Led / Promotion / Summer Reading

3.33	Did your library offer teen-led activities during the 2023 calendar year?	N
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3.34 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

Please report information on SUMMER READING PROGRAMS for the 2023 calendar year

SUMMER READING PROGRAM

3.35 Did the library offer a summer reading program in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y

3.36 Library outlets offering the summer reading program 1

3.37 Children registered for the library's summer reading program 112

3.38 Young adults registered for the library's summer reading program 5

3.39 Adults registered for the library's summer reading program 50

3.40 Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39) 167

3.41a Children's program sessions - Summer 2023 27

3.41b Children's program attendance - Summer 2023 615

3.42a Young adult program sessions - Summer 2023 0

3.42b Young adult program attendance - Summer 2023 0

3.43a Adult program sessions - Summer 2023 35

3.43b Adult program attendance - Summer 2023 157

3.44 Total program sessions - Summer 2023 (total 3.41a + 3.42a + 3.43a) 62

3.45 Total program attendance - Summer 2023 (total 3.41b + 3.42b + 3.43b) 772

3.46 Did the library use the Summer Reading at New York Libraries name and/or logo? Y

3.47 Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library? Y

COLLABORATORS

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

3.49 Non-public school(s) 0

3.50 Childcare center(s) 1

Note: Wrap Before/After school program

3.51 Summer camp(s) 0

3.52 Municipality/Municipalities 2

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

3.53 Literacy provider(s) 0

3.54 Other (describe using the State note) 1

Note: Little Seeds Preschool, part of Children's Educational Services, Inc.

3.55 Total Collaborators (total 3.48 through 3.54) 4

Early Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2023 calendar year.

EARLY LITERACY PROGRAMS

3.56 Did the library offer early literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y

3.57a Focus on birth - school entry (kindergarten) sessions 76

3.57b Focus on birth - school entry (kindergarten) attendance 900

3.58a Focus on parents & caregivers sessions 0

3.58b Focus on parents & caregivers attendance 0

3.59a Combined audience sessions 0

3.59b Combined audience attendance 0

3.60 Total Sessions 76

3.61 Total Attendance 900

3.62 - Collaborators (check all that apply):

a. Childcare center(s) Yes

Note: The Wrap

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 |

Adult Literacy

Please report information on ADULT LITERACY for the 2023 calendar year.

ADULT LITERACY

3.63 Did the library offer adult literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section. N

3.64a Total group program sessions

3.64b Total group program attendance

3.65a Total one-on-one program sessions

3.65b Total one-on-one program attendance

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 |

ESOL / Digital Literacy

Please report information on ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS for the 2023 calendar year.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section. N

3.68a Children's program sessions

3.68b Children's program attendance

3.69a Young adult program sessions

3.69b	Young adult program attendance	
3.70a	Adult program sessions	
3.70b	Adult program attendance	
3.71	Total program sessions (total 3.68a + 3.69a + 3.70a)	0
3.72	Total program attendance (total 3.68b + 3.69b + 3.70b)	0
3.73a	One-on-one program sessions	
3.73b	One-on-one program attendance	
3.74 - 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 2023 calendar year.
DIGITAL LITERACY

3.75 Did the library offer digital literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y

3.76a Total group program sessions 0

Note: Last year we had a grant for digital outreach and did group programs. This year we had sessions for walk-in assistance.

3.76b Total group program attendance 0

3.77a Total one-on-one program sessions 6

3.77b Total one-on-one program attendance 6

4. LIBRARY TRANSACTIONS

Circulation / Electronic Use
Reference Transactions

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	3,474
4.2	Adult Non-fiction Books	1,173

4.3	Total Adult Books (Total questions 4.1 & 4.2)	4,647
4.4	Children's Fiction Books	4,362
4.5	Children's Non-fiction Books	472
4.6	Total Children's Books (Total questions 4.4 & 4.5)	4,834
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	9,481

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	1,685
4.9	Circulation of Children's Other Materials	1,782
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	3,467
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	12,948

ELECTRONIC USE

4.12	Use of Electronic Material	1,941
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Note: OverDrive - 1933 Kanopy - 7 Craftsy - 1 The Great Courses - 0

4.13	Successful Retrieval of Electronic Information	337
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Note: Ancestry Library Edition - 337 NOVELny - 0

4.14	Electronic Content Use (Total questions 4.12 & 4.13)	2,278
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	14,889
4.16	Total Collection Use (Total questions 4.13 & 4.15)	15,226
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	6,616
4.18	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No

REFERENCE TRANSACTIONS

4.19	Total Reference Transactions	912
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Note: Probably lower because we are so busy and don't always write down when we answer questions. We do keep a written log.

4.19a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
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4.20 Does the library offer virtual reference? Y

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21 TOTAL MATERIALS RECEIVED 2,721

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22 TOTAL MATERIALS PROVIDED 1,446

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2023.

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 11,080

Note: OPAC = 4,102 Website = 6,978

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

5.6 Does your library use social media? Y

Note: Facebook reach 13,665

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 Questions 1.6 and 1.7 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. 28

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	0
6.3	Vacant Library Director (certified)	0
6.4	Library Manager (not certified)	1
6.5	Vacant Library Manager (not certified)	0
6.6	Librarian	0
6.7	Vacant Librarian	0
6.8	Library Specialist/Paraprofessional	0
6.9	Vacant Library Specialist/Paraprofessional	0
6.10	Other Staff	.55
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	1.55
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 - Library Director (certified)	0
6.15	Salary - Library Director (certified)	\$0
6.16	FTE - Library Manager (not certified)	1
6.17	Salary - Library Manager (not certified)	\$26,936
6.18	FTE - Librarian	0
6.19	Salary - Librarian	\$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

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, 2023**. 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.

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. Y (see instructions)
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 Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

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 |

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

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

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 Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre-filled with prior year answers but not locked to allow updating.

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
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	126
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	562
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 <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
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	294
Note: Increase is due to improved tracking technology		
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. *FSCSID* NY0061
39. *Number of Bookmobiles in the Bookmobile Outlet Record* 0
40. *Outlet Structure Status* 00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2023. 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, 2023 to December 31, 2023) 11

NUMBER OF TRUSTEES AND TERMS

- 10.2 If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A. 5-11
- 10.3 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A. 9

Note: The Board of Trustees is in the process of increasing voting positions to 11.

- 10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here.
- 10.5 What is the **trustee term length, as stated in your library's charter documents (incorporation)?** If a term length is not stated, please explain in a Note. N/A

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

- 10.6 I attest that all trustees participated in trustee education in the last calendar year (2023). If entering No, provide explanation in a Note. Y

BOARD MEMBER SELECTION

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

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

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. 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. 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 previously entered data in need of updating. 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) | 2024 |
| 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. | No |

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
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 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 |
| 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) | 2024 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2026 |
| 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 | 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) | 2024 |
| 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. | No |

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 | Peggy |

- | | | |
|-----|--|----------------------|
| 3. | Last Name of Board Member | Minckler |
| 4. | Mailing Address | 1904 Thornton Rd. |
| 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 | January |
| 10. | Term Begins - Year (year) | 2024 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2026 |
| 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 | Linda |
| 3. | Last Name of Board Member | Bartholomew |
| 4. | Mailing Address | 4534 Route 60 |
| 5. | City | Gerry |
| 6. | Zip Code (5 digits only) | 14740 |
| 7. | E-mail address | lindadbartholomew@gmail.com |
| 8. | Office Held or Trustee | Trustee |

9.	Term Begins - Month	April
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.	No
-----	--	----

Note: Trustee started the term mid-year.

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	Melissa
----	----------------------------	---------

3.	Last Name of Board Member	George
----	---------------------------	--------

4.	Mailing Address	4248 Route 60
----	-----------------	---------------

5.	City	Gerry
----	------	-------

6.	Zip Code (5 digits only)	14740
----	--------------------------	-------

7.	E-mail address	mcgeorge825@icloud.com
----	----------------	------------------------

8.	Office Held or Trustee	Trustee
----	------------------------	---------

9.	Term Begins - Month	July
----	---------------------	------

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.	No
-----	--	----

Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

Note: Trustee started the term mid-year.

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 Jessica

3. Last Name of Board Member Emmott

4. Mailing Address 21 Sinclair Drive

5. City Sinclairville

6. Zip Code (5 digits only) 14782

7. E-mail address jemmott@cvcougars.org

8. Office Held or Trustee Trustee

9. Term Begins - Month July

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.

No

Note: Trustee started the term mid-year.

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 | Bill |
| 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 | fignewton716@gmail.com |
| 8. | Office Held or Trustee | President |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2024 |
| 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. | No |
- 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 |

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 | Y |
|------|---|---|

11.3.

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	\$12,000
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	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	\$27,500
------	---------------------------------	-----------------

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$1,437
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	\$4,622

11.8 **TOTAL SYSTEM CASH GRANTS**
(Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7) \$6,059

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 \$29,672

Note: Donations \$8,282; Memorials \$340; ALA LTC Grant \$20,000; CRCF \$1,050

11.15 Fund Raising \$12,234

Note: Annual Appeal \$7,311; Bake Sale \$200; Chicken BBQ \$3,112; Give Big CHQ \$1,317; History Books \$10; Painted Rocks \$284

11.16 Income from Investments \$2

11.17 Library Charges \$445

Note: Copy \$94; Fax \$75; Lost Books \$84; Lost Cards \$15; Printing \$177

11.18 Other \$783

Note: Book Sale \$733; Zoom Class Action Settlement \$50

11.19 **TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18) \$43,136

11.20 **TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19) \$76,695

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 2023 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$16,398
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)	\$93,093

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	\$44,751
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$44,751

12.4 **Employee Benefits Expenditures** \$4,252

Note: Worker's Comp & DBL \$1,032; FICA & Medicare \$3,220

12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$49,003
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COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$5,721
------	------------------------------	---------

Note: Books \$5,044; Magazines \$677. Less grant funding for materials this year. Buying fewer magazines as they don't circulate.

12.7	Electronic Materials Expenditures	\$1,700
------	-----------------------------------	---------

Note: Grant funding enabled more contributions for ebooks.

12.8	Other Materials Expenditures	\$217
------	------------------------------	-------

Note: DVD's \$196; Toys \$21. Buying fewer DVD's as they don't circulate as much as they used to.

12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$7,638
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CAPITAL EXPENDITURES FROM OPERATING FUNDS

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

12.11	From Other Funds (71OF)	\$8,413
-------	-------------------------	---------

Note: Automatic Door Openers and installation funded by ALA Grant.

12.12 **Total Capital Expenditures** (Add Questions 12.10 and 12.11) \$8,413

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

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

12.14 From Other Funds (72OF) \$1,277

Note: Black Top Sealing \$1,050; Window Repair \$227

12.15 **Total Repairs** (Add Questions 12.13 and 12.14) \$1,277

12.16 Other Disbursements for Operation & Maintenance of Buildings \$10,293

Note: Insurance \$1,937; Cleaning \$2,760; Supplies \$225; Utilities \$4,134; Air conditioner maintenance \$193; Advanced Septic \$375; Security System Monitoring \$669. Monitoring Fees are new this year.

12.17 **Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16) \$11,570

MISCELLANEOUS EXPENSES

12.18 Office and Library Supplies \$1,098

Note: Got new copier and purchased less expensive toner.

12.19 Telecommunications \$756

12.21 Professional & Consultant Fees \$250

Note: Michael Morton Sundance Kids Farm Petting Zoo \$250. Scheduled fewer programs requiring fees.

12.22 Equipment \$378

Note: Copier \$378

12.23 Other Miscellaneous \$3,827

Note: Advertising \$80; Fund Raising Expense \$1,498; Lost Materials \$18; Postage \$192; Program Expenses \$1,045; Travel \$423; Volunteer Expenses \$58; Zoom License \$150; Bank Charges \$72; Deep Freeze and Symantec licenses \$81; POW/MIA flag \$44; Signatory for Investment Account Fee \$166

12.24 **Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23) \$6,309

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)	\$82,933
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)	\$82,933
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2023	\$10,160
12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$93,093

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).	02/28/2024
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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

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?
Enter Y for Yes, N for No. If No, stop
here. If Yes, complete the Capital Fund
Report. N

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 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 -**
Beginning Balance for Fiscal Year Ending
2023 (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, \$0 14.8 and 14.9)	\$0
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2023	\$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	0.70
16.3	All Other Paid Staff	0.39
16.4	Total Paid Employees	1.09
16.5	State Government Revenue	\$1,437
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$47,758
16.8	Total Operating Revenue	\$76,695

16.9	Other Operating Expenditures	\$17,879
16.10	Total Operating Expenditures	\$74,520
16.11	Total Capital Expenditures	\$8,413
16.12	Print Materials	15,694
16.12a	Total Physical Items in Collection	19,419
16.13	Total Registered Borrowers	1,385
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	562
16.17	Wireless Sessions	294
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 No suggestions.
indicate the question number each
comment/suggestion refers to. Thank you!

Sinclairville Free Library

Annual Report For Public And Association Libraries - 2023

1. GENERAL LIBRARY INFORMATION

No Notes

2. LIBRARY COLLECTION

2.8	Total Uncataloged Books	Includes donated books that we hope to catalog as time allows. Some may become gifts to volunteers and/or book sale inventory.
2.14	Local Electronic Collections	Ancestry Library Edition Tech Talk NYTimes WSJ
2.18	Video - Downloadable Units	Kanopy - 1450 Craftsy - 100 The Great Courses - 46
2.22	Video - Physical Units	Purchased fewer DVD's and weeded some out. Must have balanced out equally.
2.23	Other Circulating Physical Items	Item Type Count Description EARLY_LIT 10 Kid Kits GAMES 2 J_KIT 2 Kid Kits MUSEUMPASS 51 PUZZLE TECH_EQUIP 1 Computer TOYS 9 Total 76 Puzzles 104; Historical Photos 130; CDs with photo files 4; Games 20; Manipulatives & Toys 157.
2.28	Electronic Materials	New OverDrive titles - 4350 New Databases - 2 (Tech-Talk The Great Courses) New videos from The Great Courses - 46
2.29	All Other Materials	Uncataloged other materials added: 23 Puzzles; 2 Kid Kits; Toys; 2 Games

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

3.26a	Total Live Virtual Program Sessions	Eliminated virtual programs with low attendance.
3.32	Attendance at One-on-One Program Sessions	Take and Make Kits 404, Digit Literacy, 6
3.50	Childcare center(s)	Wrap Before/After school program
3.52	Municipality/Municipalities	Village of Sinclairville and Town of Gerry summer recreation programs
3.54	Other (describe using the State note)	Little Seeds Preschool, part of Children's Educational Service Inc.
a.	Childcare center(s)	The Wrap
b.	Public School District(s) and/or BOCES	Cassadaga Valley Central School
3.76a	Total group program sessions	Last year we had a grant for digital outreach and did group programs. This year we had sessions for walk-in assistance

4. LIBRARY TRANSACTIONS

4.12	Use of Electronic Material	OverDrive - 1933 Kanopy - 7 Craftsy - 1 The Great Courses 0
4.13	Successful Retrieval of Electronic Information	Ancestry Library Edition - 337 NOVELny - 0
4.19	Total Reference Transactions	Probably lower because we are so busy and don't always write down when we answer questions. We do keep a written log.

5. TECHNOLOGY AND TELECOMMUNICATIONS

5.4	Annual number of visits to the library's web site	OPAC = 4,102 Website = 6,971
5.6	Does your library use social media?	Facebook reach 13,665

6. STAFF INFORMATION

No Notes

7. MINIMUM PUBLIC LIBRARY STANDARDS

No Notes

8. PUBLIC SERVICE INFORMATION

8.4 Other Outlets

Little Seeds Pre-K Program and
Wrap Childcare Program

9. SERVICE OUTLET INFORMATION

Repeating Group 1

32. WiFi Access

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

Repeating Group 1

33. Wireless Sessions

Increase is due to improved
tracking technology

10. OFFICERS AND TRUSTEES

10.3 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A.

10.5 What is the **trustee term length, as stated in your library's charter documents (incorporation)**? If a term length is not stated, please explain in a Note.

Repeating Group 1

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.

Repeating Group 5

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.

Repeating Group 7

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.

Repeating Group 8

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.

Repeating Group 9

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.

Repeating Group 10

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.

The Board of Trustees is in the process of increasing voting positions to 11.

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

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

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

Trustee started the term mid-year.

Trustee started the term mid-year.

Trustee started the term mid-year.

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

11. OPERATING FUNDS RECEIPTS

11.14 Gifts and Endowments

Donations \$8,282; Memorials
\$340; ALA LTC Grant \$20,000
CRCF \$1,050

11.15 Fund Raising

Annual Appeal \$7,311; Bake
Sale \$200; Chicken BBQ
\$3,112; Give Big CHQ \$1,317
History Books \$10; Painted
Rocks \$284

11.17 Library Charges

Copy \$94; Fax \$75; Lost Book
\$84; Lost Cards \$15; Printing
\$177

11.18 Other

Book Sale \$733; Zoom Class
Action Settlement \$50

12. OPERATING FUND DISBURSEMENTS

12.4	Employee Benefits Expenditures	Worker's Comp & DBL \$1,032 FICA & Medicare \$3,220
12.6	Print Materials Expenditures	Books \$5,044; Magazines \$67 Less grant funding for material this year. Buying fewer magazines as they don't circulate.
12.7	Electronic Materials Expenditures	Grant funding enabled more contributions for ebooks.
12.8	Other Materials Expenditures	DVD's \$196; Toys \$21. Buying fewer DVD's as they don't circulate as much as they used to.
12.11	From Other Funds (71OF)	Automatic Door Openers and installation funded by ALA Grant.
12.14	From Other Funds (72OF)	Black Top Sealing \$1,050; Window Repair \$227
12.16	Other Disbursements for Operation & Maintenance of Buildings	Insurance \$1,937; Cleaning \$2,760; Supplies \$225; Utilitie \$4,134; Air conditioner maintenance \$193; Advanced Septic \$375; Security System Monitoring \$669. Monitoring Fees are new this year.
12.18	Office and Library Supplies	Got new copier and purchased less expensive toner.
12.21	Professional & Consultant Fees	Michael Morton Sundance Kid Farm Petting Zoo \$250. Scheduled fewer programs requiring fees.
12.22	Equipment	Copier \$378
12.23	Other Miscellaneous	Advertising \$80; Fund Raising Expense \$1,498; Lost Material \$18; Postage \$192; Program Expenses \$1,045; Travel \$423; Volunteer Expenses \$58; Zoon License \$150; Bank Charges \$72; Deep Freeze and Symante licenses \$81; POW/MIA flag \$44; Signatory for Investment Account Fee \$166
12.44	Indicate type of audit (select one):	Review of financial documents and internal records by Honey Associates Professional Accounting Services.

13. CAPITAL FUND RECEIPTS

No Notes

14. CAPITAL FUND DISBURSEMENTS

No Notes

15. CENTRAL LIBRARIES

No Notes

16. FEDERAL TOTALS

No Notes

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes