

Annual Report For Public And Association Libraries

The State Library due date for the annual reports will be April 16, 2026.

[Instructions](#)

1. GENERAL LIBRARY INFORMATION

Library / Director Information

The report saves automatically after every new entry or change.

Multiple users can view and edit reports at the same time.

Report all information in Part 1 as of December 31, 2025, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1Library ID Number	1200066120
1.2Library Name	SINCLAIRVILLE FREE LIBRARY
1.3Name Status (State use only)	no change from the prior year
1.4Structure Status (State use only)	no change
1.5Community	Sinclairville
1.6Beginning Fiscal Reporting Year	01/01/2025
1.7Ending Fiscal Reporting Year	12/31/2025
1.8Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9If 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
1.10Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11Beginning Local Fiscal Year	01/01/2025
1.12Ending Local Fiscal Year	12/31/2025
1.13Address Status	no change from the prior year

1.14Street Address	15 MAIN STREET
1.15City	SINCLAIRVILLE
1.16Zip Code	14782
1.17Mailing Address	P.O. BOX 609
1.18City	SINCLAIRVILLE
1.19Zip Code	14782
1.20Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	7169625885
1.21E-Mail Address (enter M (Missing) if no E-Mail)	director@sinclairvillelibrary.org
1.22Library Home Page URL (Enter M (Missing) if no home page URL)	https://sinclairvillelibrary.org/
1.23Population Chartered to Serve (per 2020 Census)	3,309
1.24Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION
1.25Indicate the area chartered to serve as stated in the library's charter (select one):	Other
1.26During 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
1.27Indicate the type of charter the library currently holds (select one):	Absolute
1.28Date 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
1.29Date the library was last registered	10/17/1907
1.30Federal Employer Identification Number	222521113
1.31County	CHAUTAUQUA
1.32School District	Cassadaga Valley Central School
1.33Town/City	Sinclairville
1.34Library System	Chautauqua-Cattaraugus Library System

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

1.35aPresident/CEO Name	
1.35bPresident/CEO Phone Number	
1.35cPresident/CEO Email	

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For questions 1.36 through 1.42, report all information for the current library director/manager.

1.36 First Name of Library Director/Manager	BETH
1.37 Last Name of Library Director/Manager	HADLEY
1.38 NYS Public Librarian Certification Number	N/A
1.39 What is the highest education level of the library manager/director?	Master's Degree
1.40 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	No
1.41 Do all staff working in the budgeted Librarian (certified) positions reported in 6.6 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
1.42 E-mail Address of the Director/Manager	director@sinclairvillelibrary.org
1.43 Does the library charge fees for library cards to people residing outside the system's service area?	N

Public Votes / Contracts

1.44 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2025? (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 1.45.	N
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Please Note: last year's answers for repeating groups cannot be displayed.

1.44a Name of municipality or district holding the public vote	1.44b Indicate the type of municipality or district holding the public vote	1.44c Date the vote was held(mm/dd/2025)	1.44d Was the vote successful? Y/N	1.44e What type of public vote was it?	1.44f.i Most recent prior year approved appropriation from a public vote:	1.44f.ii Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	1.44f.iii Total proposed appropriation (manually sum of 6a and 6b):
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 This question should only be answered if "No" was answered in Q1.44 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.45 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2025) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.46.	Y
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 Please Note: last year's answers for repeating groups cannot be displayed.

1.45a Name of municipality or district holding the public vote	1.45b Indicate the type of municipality or district holding the public vote	1.45c Date the last successful vote was held (mm/dd/yyyy)	1.45d What type of public vote was it?	1.45e What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?
Cassadaga Valley Central School	School District	2024-05-21	school district ballot proposition (Ed. Law §259(1)(a))	\$68,000

Contractual Agreements

1.46 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 1.47.	N
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 Please Note: last year's answers for repeating groups cannot be displayed.

1.46a Name of contracting	1.46b Is this a written	1.46c Population of the	1.46d Dollar amount of	1.46e Enter the
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municipality or district	contractual agreement?	geographic area served by this contract	contract appropriate code for range of services provided (select one):
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Unusual Circumstances

1.47 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
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2. LIBRARY COLLECTION

Physical 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.

<https://ny.countingopinions.com/docs/ny/Instructions2025AnnualReportPublicAssociationLibraries.pdf>

This section of the survey (2.1-2.16) 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 online.

PRINT MATERIALS

Cataloged Books

2.1Adult Fiction Books	6,755
2.2Adult Non-fiction Books	2,937
2.3Total Adult Books (Total questions 2.1 & 2.2)	9,692
2.4Children's Fiction Books	3,860
2.5Children's Non-fiction Books	988
2.6Total Children's Books (Total questions 2.4 & 2.5)	4,848
2.7Total Cataloged Books (Total questions 2.3 & 2.6)	14,540

Other Print Materials

2.8Total Uncataloged Books ¹	757
2.9Total Print Serials	105
2.10All Other Print Materials	0
2.11Total Other Print Materials (Total questions 2.8 through 2.10)	862
2.12Total Print Materials (Total questions 2.7 and 2.11)	15,402

ALL OTHER MATERIALS

2.13Audio - Physical Units	240
2.14Video - Physical Units	2,972
2.15Other Circulating Physical Items ²	596
2.16Total Other Physical Materials(Total questions 2.13 through 2.15)	3,808

Grand Total / Additions to Holdings

2.17GRAND TOTAL HOLDINGS (Total questions 2.12 and 2.16)	19,210
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.18Cataloged Books	379
2.19All Other Print Materials	2
2.20All Other Materials ³	56
2.21Total Additions (Total questions 2.18 through 2.20)	437

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2025 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

3.1Library visits (total annual attendance)	11,176
3.1aRegarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	Annual Estimate Based on Typical Week(s)
3.2Registered resident borrowers	1,192
3.3Registered non-resident borrowers	487

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

Please report information on WRITTEN POLICIES as of 12/31/25.

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 an Internet use policy?	Y
3.6 Does the library have a board-approved conflict of interest policy?	Y
3.7 Does the library have a board-approved whistle blower policy?	Y
3.8 Does the library have a board-approved sexual harassment prevention policy?	Y

ACCESSIBILITY (Answer Y for Yes, N for No)

Please report information on ACCESSIBILITY as of 12/31/25.

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	
refreshable Braille commonly referred to as a refreshable Braille display	
screen magnification software, such as Zoomtext	
electronic scanning and reading software, such as OpenBook	
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

Report information on Library Program Sessions and Attendance based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

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.

IMPORTANT: If no programs within a category were offered/attended, enter 0. If they were offered/attended but that data is not available, enter M (Missing). N/A should not be entered for any programs.

NOTE: Summer Reading, Early Literacy, Adult Literacy, ESOL, and Digital Literacy programs are subsets of Live and Prerecorded programs and should be entered in those sections as well as in the appropriate subsequent section.

3.17aNumber of Sessions Targeted at Children Ages 0-5	111
3.17bAttendance at Sessions Targeted at Children Ages 0-5	1,128
3.18aNumber of Sessions Targeted at Children Ages 6-11	52
3.18bAttendance at Sessions Targeted at Children Ages 6-11	1,536
3.19aNumber of Sessions Targeted at Young Adults Ages 12-18 ⁴	9
3.19bAttendance at Sessions Targeted at Young Adults Ages 12-18 ⁵	31
3.20aNumber of Sessions Targeted at Adults Age 19 or Older	225
3.20bAttendance at Sessions Targeted at Adults Age 19 or Older	1,458
3.21aNumber of General Interest Program Sessions	0
3.21bAttendance at General InterestProgram Sessions	0
3.22Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	397
3.23Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	4,153

Live Programs Categorized by Venue

3.24a Total Live Onsite Program Sessions	211
3.24b Total Live Onsite Program Attendance	2,282
3.25a Total Live Offsite Program Sessions	83
3.25b Total Live Offsite Program Attendance	1,219
3.26a Total Live Virtual Program Sessions	103
3.26b Total Live Virtual Program Attendance	652
3.27 Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	397
3.28 Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	4,153

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	0
3.32 Attendance at One-on-One Program Sessions	0

Teen-Led Promotions

3.33 Did your library offer teen-led activities during the 2025 calendar year?	N
3.34a 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
3.34b Does your library use Facebook for promotion?	Yes
3.34c Does your library use Instagram for promotion?	No
3.34d Does your library use Twitter/X for promotion?	No
3.34e Does your library use TikTok for promotion?	No

SUMMER READING PROGRAM

Please report information on SUMMER READING PROGRAMS for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.35Did the library offer a summer reading program in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.36Library outlets offering the summer reading program	2
3.37Children registered for the library's summer reading program	40
3.38Young adults registered for the library's summer reading program	7
3.39Adults registered for the library's summer reading program	49
3.40Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	96
3.41aChildren's program sessions - Summer 2025	34
3.41bChildren's program attendance - Summer 2025	367
3.42aYoung adult program sessions - Summer 2025	0
3.42bYoung adult program attendance - Summer 2025	0
3.43aAdult program sessions - Summer 2025 ⁶	28
3.43bAdult program attendance - Summer 2025 ⁷	177
3.44Total program sessions - Summer 2025 (total 3.41a + 3.42a + 3.43a)	62
3.45Total program attendance - Summer 2025 (total 3.41b + 3.42b + 3.43b)	544
3.46Did the library use the Summer Reading at New York Libraries name and/or logo?	Y
3.47Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y

COLLABORATORS

3.48Public school district(s) and/or BOCES ⁸	1
3.49Non-public school(s)	
3.50Childcare center(s) ⁹	1
3.51Summer camp(s)	
3.52Municipality/Municipalities ¹⁰	1
3.53Literacy provider(s)	
3.54Other (describe using the State note)	
3.55Total Collaborators (total 3.48 through 3.54)	3

Early Literacy

Please report information on EARLY LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.56Did the library offer early literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
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EARLY LITERACY PROGRAMS

3.57aFocus on birth - school entry (kindergarten) sessions	111
3.57bFocus on birth - school entry (kindergarten) attendance	1,128
3.58aFocus on parents & caregivers sessions	0
3.58bFocus on parents & caregivers attendance	0
3.59aCombined audience sessions	0
3.59bCombined audience attendance	0
3.60Total Sessions	111
3.61Total Attendance	1,128

3.62 - Collaborators (check all that apply):

3.62a.Childcare center(s)	
3.62b.Public School District(s) and/or BOCES	
3.62c.Non-Public School(s)	
3.62d.Health care providers/agencies	
3.62e.Other (describe using the State note)	

Adult Literacy

Please report information on ADULT LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

ADULT LITERACY

3.63Did the library offer adult literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	N
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ESOL / Digital Literacy

Please report information on ESOL, for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67Did the library offer English for Speakers of Other Languages (ESOL) programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	N
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DIGITAL LITERACY

Please report information on DIGITAL LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.75Did the library offer digital literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.76aTotal group program sessions	0
3.76bTotal group program attendance	0
3.77aTotal one-on-one program sessions	3
3.77bTotal one-on-one program Attendance	3

4. LIBRARY 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.)

Circulation / Reference Transactions

- The total annual circulation of all physical library materials of all types, including renewals.
- Count all physical materials in all formats that are charged out for use outside the library. Circulation of uncataloged books, and other non-book materials should be reported in the appropriate category - Adult or Children's Other Materials. Include non-traditional items that are charged out, such as cake pans, tools, Roku sticks, etc. under Circulation of Other Materials.
- Interlibrary loan transactions included are only items borrowed for users. Include items borrowed for users of the reporting library through interlibrary loan (materials received) and charged out for home use by the reporting library's patrons.
- Items loaned in bulk (bulk loans) by your library to schools or other institutions for circulation by the school or institution are counted as one circulation per item (the initial loan from your library to the school or institution).
- Do not include items checked out to another library. Items sent to another autonomous library as interlibrary loan are not counted as circulation by the reporting library.
- Items sent from one outlet of the reporting library to another, i.e., from main library to a branch, are not counted as circulation.
- Items packaged together as a unit which are generally checked out as a unit, should be counted once for each loan of the unit (e.g., two compact discs, two films, two videocassettes, a kit or a set of 25slides).

CATALOGED BOOK CIRCULATION

4.1Adult Fiction Books	4,452
4.2Adult Non-fiction Books	1,280
4.3Total Adult Books (Total questions 4.1 & 4.2)	5,732
4.4Children's Fiction Books	5,636
4.5Children's Non-fiction Books	556
4.6Total Children's Books (Total questions 4.4 & 4.5)	6,192
4.7Total Cataloged Book Circulation (Total question 4.3 & 4.6)	11,924

CIRCULATION OF OTHER MATERIALS

4.8aCirculation of Adult Other Materials - Non-Audio/Visual	523
4.8bCirculation of Adult Other Materials - Audio/Visual	1,451
4.9aCirculation of Children's Other Materials - Non-Audio/Visual	2,142
4.9bCirculation of Children's Other Materials - Audio/Visual	39
4.10Circulation of Other Physical Items (Total questions 4.8a, 4.9a)	2,665
4.11Physical Item Circulation (Total questions 4.7 & 4.8 b & 4.9b & 4.10)	16,079
4.12As 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
4.13Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.	Yes

REFERENCE TRANSACTIONS

4.14Total Reference Transactions	937
4.14aRegarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	Annual Count
4.15Does the library offer virtual reference?	Y

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16TOTAL MATERIALS RECEIVED	3,617
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17TOTAL MATERIALS PROVIDED	1,139
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E-RATE

4.18Does the library file for E-ratebenefits?	N
4.19Is the library part of a consortium for E-rate benefits?	Y
4.20If yes, in which consortium are you participating?	Chautauqua-Cattaraugus Library System

5. ELECTRONIC USE

Electronic Holdings

For all questions: Answer Missing if the answer is unknown

Report information for Electronic Use based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

5.1 Did the library provide access to e-books purchased solely by the library?	Yes
5.2 Did the library provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.3 Did the library provide access to e-books provided by the New York State Library at no or minimal cost to the library?	No

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.4 Did the library provide access to e-serials purchased solely by the library?	No
5.5 Did the library provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.6 Did the library provide access to e-serials provided by the New York State Library at no or minimal cost to the library?	No

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.7Did the library provide access to e-audio purchased solely by the library?	Yes
5.8Did the library provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.9Did the library provide access to e-audio provided by the New York State Library at no or minimal cost to the library?	No

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Examples include Hoopla, Kanopy, and cloudlibrary. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.10Did the library provide access to e-videos purchased solely by the library?	No
5.11Did the library provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? (Do not include New York State Library-provided content here; that should be entered in 5.12.)	Yes
5.12Did the library provide access to e-videos provided by the New York State Library at no or minimal cost to the library?	No

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.13Did the library provide access to research databases purchased solely by the library?	No
5.14Did the library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.15Did the library provide access to research databases provided by the New York State Library at no or minimal cost to the library (e.g., NOVELny)?	Yes

Online Learning

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Answer Yes if library provided access to a platform even if the platform itself is not owned by the library (e.g., paying for access to Ryan Dowd's Homeless Library). Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.16Did the library provide access to online learning platforms purchased solely by the library?	No
5.17Did the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.18Did the library provide access to online learning platforms provided by the New York State Library at no or minimal cost to the library?	No

E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

5.19The total circulation of e-books during the reporting period	1,157
5.20The total circulation of e-serials during the reporting period. ¹¹	0
5.21The total circulation of e-audio during the reporting period	1,131
5.22The total circulation of e-videos during the reporting period.	2

6. STAFF INFORMATION

All staff questions refer to PAID staff.

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.	28.00
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BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2 Library Director (certified)	0.00
6.3 Vacant Library Director (certified)	0.00
6.4 Library Manager (not certified) ¹²	0.70
6.5 Vacant Library Manager (not certified)	0.00
6.6 Librarian	0.00
6.7 Vacant Librarian	0.00
6.8 Library Specialist/Paraprofessional	0.00
6.9 Vacant Library Specialist/Paraprofessional	0.00
6.10 Other Staff ¹³	1.00
6.11 Vacant Other Staff	0.00
6.12 TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	1.70
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)	0.00
6.15 Salary - Library Director (certified)	\$0
6.16 FTE - Library Manager (not certified)	0.70
6.17 Salary - Library Manager (not certified)	\$29,848
6.18 FTE - Librarian	0.00
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, 2025. 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. <https://nyslibrary.libguides.com/publiclibrarystandards>

7.1.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
7.2.Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y
7.3.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
7.4.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
7.4.a.Does the Library have a Board-approved policy for the selection of library materials and reconsideration of such selection?	Y
7.4.b.Does the Library have a Board-approved policy explaining the public usage of library space and meeting rooms?	Y
7.4.c.Does the Library have Board-approved Codes of conduct?	Y
7.4.d.Does the library have a policy protecting the confidentiality of library records?	Y
7.4.e.Does the library have Board-approved personnel policies ensuring consistent staff management and fair employment practices?	N
7.4.f.Does the library have a disaster plan?	Y
7.4.g.Does the Library have Board-approved financial control policies that fulfill the legal and fiduciary responsibilities of the governing body and promote fiscal oversight, accountability, and sustainable management?	N
7.5. 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
7.6.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
7.7.Is open the minimum standard number of public service hours for population served. (see instructions)	Y

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

7.8a.space	Y
7.8b.lighting	Y
7.8c.shelving	Y
7.8d.seating	Y
7.8e.power infrastructure	Y
7.8f.data infrastructure	Y
7.8g.public restroom	Y

-

7.9.Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y
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7.10. Provides

7.10a.a circulation system that facilitates access to the local library collection and other library catalogs	Y
7.10b.equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y

-

7.11.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
7.12.Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y
7.13.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
7.14.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.

8.1Main Library	1
8.2Branches	0
8.3Bookmobiles	0
8.4Other Outlets ¹⁴	2
8.5TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	3

PUBLIC SERVICE HOURS - Report hours to two decimal places.

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

9. SERVICE OUTLET INFORMATION

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.

NEW OUTLETS: If a new outlet was open in the reporting year for any amount of time, it must be entered here. For locked fields, use the note to input information; enter New in the note for Question 40.

CLOSED OUTLETS: Even if an outlet was closed for the entire year it still must be reported and not simply left out of reporting. In these cases, enter either Closed, will reopen or Closed permanently in the note for Question 40. Permanently closed outlets will be removed and not appear in subsequent reports.

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 Counting Opinions the data for this section to be uploaded into LibPAS. If you choose to send your data for uploading, you will enter the data into the spreadsheet that Counting Opinions will provide. Complete this spreadsheet and email it to support@countingopinions.com and your data will be uploaded into LibPAS 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.

Outlet fields 5-6, 11-14, and 20-23 should be locked.

Name

Location		1. Outlet Name	2. Outlet Name Status
SINCLAIRVILLE FREE LIBRARY		SINCLAIRVILLE FREE LIBRARY	no change from the prior year

Address

Location		3. Street Address	4. Outlet Street Address Status
SINCLAIRVILLE FREE LIBRARY		15 MAIN STREET	no change from the prior year

Address / Phone

Location		5. City	6. Zip Code	7. Phone (enter 10 digits only)
SINCLAIRVILLE FREE LIBRARY		SINCLAIRVILLE	14782	(716) 962-5885

Contact

Location		8. E-mail Address	9. Outlet URL
SINCLAIRVILLE FREE LIBRARY		director@sinclairvillelibrary.org	https://www.sinclairvillelibrary.org/

-

Location		10. County	11. School District	12. Library System	13. Outlet Type Code (select one):
SINCLAIRVILLE FREE LIBRARY		CHAUTAUQUA	Cassadaga Valley	Chautauqua-Cattaraugus Library System	Central Library

Hours / Meetings

Location		14. Public Service Hours Per Year for This Outlet	15. Number of Weeks This Outlet is Open	16. Total number of meeting spaces available to the public	17. How many of the above meeting spaces are reservable?	18. Number of times members of the public reserved meeting spaces	19. Is the meeting space available for public use even when the outlet is closed?
SINCLAIRVILLE FREE LIBRARY		1,404	52	1	1	88	Y

Building

Location		20. Enter the appropriate outlet code (select one):	21. Who owns this outlet building?	22. Who owns the land on which this outlet is built?	23. Indicate the year this outlet was initially constructed	24. Indicate the year this outlet underwent a major renovation costing \$25,000 or more
SINCLAIRVILLE FREE LIBRARY		LO	Library Board	Library Board	1999	2012

Space / Use

Location		25. Square footage of the outlet	26. Number of Internet Computers Used by General Public	27. Number of uses (sessions) of public Internet computers per year	27a Reporting Method for Number of Uses of Public Internet Computers Per Year
SINCLAIRVILLE FREE LIBRARY		3,500	¹⁵ 5	416	Annual Count

Internet Connection

Location		28. Type of connection on the outlet's public Internet computers	29. Maximum download speed of connection on the outlet's public Internet computers	30. Maximum upload speed of connection on the outlet's public Internet computers
SINCLAIRVILLE FREE LIBRARY		Fiber	11 Greater than or equal to 100 mbps and less than 1 gbps	11 Greater than or equal to 100 mbps and less than 1 gbps

Internet / WiFi

Location		31. Internet Provider	32. WiFi Access	33. Wireless Sessions	33a Reporting Method for Wireless Sessions
SINCLAIRVILLE FREE LIBRARY		Spectrum/Time Warner Cable	¹⁶ Other (specify using the State note)	1,530	Annual Count

Accessibility / Makerspace

Location		34. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	35. Is every public part of the outlet accessible to a person in a wheelchair?	36. Does your outlet have a Makerspace?
SINCLAIRVILLE FREE LIBRARY		Y	Y	Y

ID

Questions 35-39 37-40 are locked fields for New York State Library use only.

Location		37. LIBID	38. FSCSID	39. Number of Bookmobiles in the Bookmobile Outlet Record	40. Outlet Structure Status
SINCLAIRVILLE FREE LIBRARY		1200066120	NY0061	0	no change

10. OFFICERS AND TRUSTEES

Guidance at the start of the section has been updated to clarify that entries should reflect Officers and Board Members as of February 1, 2026.

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2025. 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, 2025 to December 31, 2025) ¹⁷	10
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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, select 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, select N/A.	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, select N/A here.	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. ¹⁸	N/A
10.6 I attest that all trustees participated in trustee education in the last calendar year (2025). 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
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List Officers and Board Members as of February 1, 2026.

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 Counting Opinions the data for this section to be uploaded into LibPAS. If you choose to send your data for uploading, you must enter the data into the spreadsheet that Counting Opinions will send you. Please Note: It is customized and contains previously entered data in need of updating. Complete this spreadsheet and email it to support@countingopinions.com.

10 .7a Status	10 .7b Name of Board Member	10. 7c Last Name of Board Member	10 .7d Mailing Address	10 .7e City	10. 7f Zip Code (5 digits only)	10 .7g E- mail address	10 .7h Office Held or Trustee	10. 7i Term Begins - Month	10. 7j Term Begins - Year	10. 7k Term Expires	10. 7l Term Expires - Year (yyyy)	10.7m Is the trustee serving a full term? If No, add a Note. The	10 .7n The date the Oath of Office (10 .7o The date the Oath of Office was filed with town or	10.7p Is this a brand new trustee?
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										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	county clerk (mm/dd/yyyy)		
Filled	Darla	Frost-Kianos	PO Box 994, 26 East Ave.	Sinclairville 14782	darlajane Financial Officer _2000@yahoo.com	January 2026	December 2026	19	No	N/A	N/A	N	
Filled	Erin	Gray	6417 Route 380	Sinclairville 14782	eegray80 Vice President 4@gmail.com	January 2025	December 2027		Yes	N/A	N/A	Y	
Filled	Lisa	Greeley	4280	Gerry 14740	lisabgreel Secretary	January 2026	December 2028		Yes	N/A	N/A	N	

Filled	Roslin	Newton	Cobb Road 2205 Thornton e Road	Sinclairvill14782	roslinnew ton@gmail.com	Trustee	January 2024	December 2026	Yes	N/A	N/A	N
Filled	Meagan	Klem	PO Box 78 Gerry	14740	meagan.k lem@parkmc.org	Trustee	January 2025	December 2027	Yes	N/A	N/A	Y
Filled	Peggy	Minckler	1904 Cherry Thornton Creek Rd.	14723	pgminckl er@gmail.com	Trustee	January 2024	December 2026	Yes	N/A	N/A	N
Vacant						Trustee	January 2026	December 2028	Yes	N/A	N/A	N
Vacant						Trustee	January 2026	December 2028	Yes	N/A	N/A	N
Filled	Jessica	Emmott	21 Sinclair Drive	Sinclairvill14782	jemmott @cvcougars.org	Trustee	January 2026	December 2028	Yes	N/A	N/A	N
Filled	Bill	Newton	2205 Thornton e Road	Sinclairvill14782	fignewton 716@gmail.com	President	January 2026	December 2026	No	N/A	N/A	N
Vacant												

11. OPERATING FUNDS RECEIPTS

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

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
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11.1.a Source of Funds	11.1.b Name of funding County, Municipality or School District	11.1.c Amount	11.1.d Subject to public vote held in reporting year or in a previous reporting year(s).	11.1.e Written Contractual Agreement
School District	Cassadaga Valley Central School	\$68,000	Y	N

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

11.2 TOTAL LOCAL PUBLIC FUNDS	\$68,000
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SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3 Local Library Services Aid (LLSA)	\$1,525
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	\$3,794
11.8 TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$5,319

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 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 ²⁰	\$14,551
11.15 Fund Raising ²¹	\$9,634
11.16 Income from Investments	\$11
11.17 Library Charges ²²	\$612
11.18 Other ²³	\$471
11.19 TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$25,279
11.20 TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$98,598
11.21 BUDGET LOANS	

Transfers / Grand Total

TRANSFERS

11.22From Capital Fund (Same as Question 14.8)	\$0
11.23From Other Funds	\$0
11.24TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0
11.25BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2025 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$80,529
11.26GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$179,127

12. OPERATING FUND DISBURSEMENTS

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

12.1Certified Librarians	\$0
12.2Other Staff	\$46,091
12.3Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$46,091
12.4Employee Benefits Expenditures ²⁴	\$4,202
12.5Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$50,293

COLLECTION EXPENDITURES

12.6 Print Materials Expenditures ²⁵	\$5,361
12.7 Electronic Materials Expenditures ²⁶	\$1,600
12.8 Other Materials Expenditures ²⁷	\$33
12.9 Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$6,994

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10 From Local Public Funds (71PF)	\$0
12.11 From Other Funds (71OF) ²⁸	\$595
12.12 Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$595

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13 From Local Public Funds (72PF)	\$0
12.14 From Other Funds (72OF) ²⁹	\$140
12.15 Total Repairs (Add Questions 12.13 and 12.14)	\$140
12.16 Other Disbursements for Operation & Maintenance of Buildings ³⁰	\$12,159
12.17 Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$12,299

MISCELLANEOUS EXPENSES

12.18 Office and Library Supplies	\$841
12.19 Telecommunications	\$904
12.21 Professional & Consultant Fees ³¹	\$320
12.22 Equipment ³²	\$3,473
12.23 Other Miscellaneous ³³	\$3,361
12.24 Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$8,899

12.25 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0
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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) Other Loans	\$0
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)	\$79,080

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)	\$79,080
12.39 BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2025	\$100,047
12.40 GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$179,127

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).	04/29/2026
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FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy) ³⁴	11/30/25
12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2024-12/31/2024
12.44 Indicate type of audit (select one): ³⁵	Other (specify using the State note)

CAPITAL FUND

12.45 Does the library have a separate Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	N
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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
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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 2025 (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

14.3Purchase of Buildings	\$0
14.4Interest	\$0
14.5Collection Expenditures	\$0
14.6Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$0
14.8TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
14.9NON-PROJECT EXPENDITURES	\$0
14.10TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2025	\$0
14.12TOTAL CASH DISBURSEMENTS AND BALANCE	\$0

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.

16.1Total ALA-MLS	0.00
16.2Total Librarians	0.49
16.3All Other Paid Staff	0.70
16.4Total Paid Employees	1.19
16.5State Government Revenue	\$1,525
16.6Federal Government Revenue	\$0
16.7Other Operating Revenue	\$29,073
16.8Total Operating Revenue	\$98,598
16.9Other Operating Expenditures	\$21,198
16.10Total Operating Expenditures	\$78,485
16.11Total Capital Expenditures	\$595
16.12Print Materials	15,402
16.12aTotal Physical Items in Collection	18,970
16.13Circulation of Children's Physical Material	8,373
16.14Total Registered Borrowers	1,679
16.15Other Capital Revenue and Receipts	0
16.16Number of Internet Computers Used by General Public	5
16.17Total Uses (sessions) of Public Internet Computers Per Year	416
16.18Wireless Sessions	1,530
16.19Total Capital Revenue	\$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1LIB ID	1200066120
17.2Interlibrary Relationship Code	Member of a Federation or Cooperative
17.3Legal Basis Code	Non-profit Association or Agency
17.4Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
17.5FSCS Public Library Definition	Yes
17.6Geographic Code	Multi-MCD, overlap
17.7FSCS ID	NY0061
17.8SED CODE	
17.9INSTITUTION ID	
User defined ID. used to link two or more AEs together.	
Old FSCSKEY	

SUGGESTED IMPROVEMENTS

Library Name:	SINCLAIRVILLE FREE LIBRARY
Library System:	Chautauqua-Cattaraugus Library System
Name of Person Completing Form:	
Phone Number:	
I am satisfied that this resource (LibPAS) is meeting library needs:	
Applying this resource (LibPAS) will help improve library services to the public:	
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!	

¹, 2.8 Includes donated books and local history collection that we plan to catalog as time allows. Some donated books may become gifts to volunteers and/or book sale

inventory.(0-2026-04-17)

², 2.15 KOHA count 88; puzzles 156; Historical Photos 130; CD's with photo files 4; Games 44; Manipulatives & Toys 173; Guitar 1(0-2026-04-17)

³, 2.20 Koha count 9; Puzzles 34; Games 10; Manipulatives & Toys 3(0-2026-04-17)

⁴, 3.19a Did more programs for this age group.(0-2026-04-16)

⁵, 3.19b Had more programs so more young people attended.(0-2026-04-16)

⁶, 3.43a Includes 13 hybrid/virtual programs.(0-2026-04-16)

⁷, 3.43b Includes 78 hybrid/virtual program attendees.(0-2026-04-16)

⁸, 3.48 Cassadaga Valley Central School(0-2026-04-16)

⁹, 3.50 Little Seeds(0-2026-04-16)

¹⁰, 3.52 Village of Sinclairville(0-2026-04-16)

¹¹, 5.20 0 is correct.(0-2026-04-17)

¹², 6.4 Director working fewer hours. Assistant hours increased.(0-2026-04-20)

¹³, 6.10 Added new staff, library clerk, and increased existing staff hours (library assistant)(0-2026-04-20)

¹⁴, 8.4 Deposit collections at the Wrap Childcare program and the Cassadaga Valley Central School library.(0-2026-04-16)

¹⁵, 27a Retired old laptops. Computer usage is down.(0-2026-04-17)

¹⁶, 33a We have a public WiFi and a staff WiFi. The staff WiFi requires a password for access.(0-2026-04-16)

¹⁷, 10.1 No meeting was held in July this year.(0-2026-04-16)

¹⁸, 10.5 The library's charter doesn't specify trustee terms, but the by-laws do.(0-2026-04-16)

¹⁹, 10.7p This trustee has served 3 consecutive terms of 3 years each, and is now serving 1 year terms which are voted on annually.(0-2026-04-16)

²⁰, 11.14 Charlie's Fund \$5000; NCCF Grant \$2425; CRCF Grant \$2122; Memorials 940; Donations \$4064(0-2026-04-06)

²¹, 11.15 Annual Appeal \$5320; Chicken BBQ \$2275; Give Big CHQ \$1566; History of Library books \$25; Opportunity Drawing \$215; Painted Rocks Sale \$233(0-2026-04-06)

²², 11.17 Copy \$106; Fax \$31; ILL Fee \$4; Lost Book payments \$186; Lost cards \$7; Printing \$278(0-2026-04-06)

²³, 11.18 Book Sale \$471(0-2026-04-06)

²⁴, 12.4 Worker's Comp & DBL \$863; FICA & Medicare \$3339(0-2026-04-06)

²⁵, 12.6 Books \$4733; Magazines and Newspapers \$628(0-2026-04-06)

²⁶, 12.7 Increased due to grant funding used to add to collaborative collection.(0-2026-04-06)

²⁷, 12.8 \$33 DVDs. Decreased demand for these materials.(0-2026-04-06)

²⁸, 12.11 Children's Cube Chairs \$493; Clocks \$23; Book Cart \$79(0-2026-04-06)

²⁹, 12.14 Air Conditioner \$140(0-2026-04-06)

³⁰, 12.16 Insurance \$2172; Cleaning \$2700; Supplies \$450; Utilities \$6778; Vacuum cleaner \$59(0-2026-04-06)

³¹, 12.21 Audubon Nature Program \$250; Brenda Nickerson Flower Pounding Program \$70(0-2026-04-06)

³², 12.22 Wireless Access Point \$105; Front Desk Computer \$987; Technology Updating \$90; Copier \$2291(0-2026-04-06)

³³, 12.23 Postage \$180; Advertising \$297; Fundraising Expense \$1276; ILL Charges \$4; Program Expenses \$735; Travel \$214; Volunteer expenses \$71; Zoom license \$160; Symantec licenses \$60; POW/MIA flag \$44; Officer & Director Insurance \$320(0-2026-04-06)

³⁴, 12.42 Review of financial documents and internal records by Honey Associates Professional Accounting Services.(0-2026-04-16)

³⁵, 12.44 Review of financial documents and internal records by Honey Associates Professional Accounting(0-2026-04-16)