

Berkshire Free Library

Annual Report For Public And Association Libraries - 2019

1. GENERAL LIBRARY INFORMATION

- 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. **Note:** Fran Miller bfl@htva.net

2. LIBRARY COLLECTION

- 2.7 **Total Cataloged Books (Total questions 2.3 & 2.6)** **Note:** The increase was including the FLLS books on the Overdrive.
- 2.18 Video - Downloadable Units **Note:** This was an increase in the Hoopla viewing. We had a campaign to promote the use in 2019.
- 2.28 All Other Print Materials **Note:** This year we didn't have any additions to uncatalogued books
- 2.30 All Other Materials **Note:** This year we had no additions to uncatalogued books

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

- 3.1 Library visits (total annual attendance) **Note:** Increased program attendance
- 3.9 Does the library have a board-approved whistle blower policy? **Note:** We have less than 20 employees
- 3.20 All Other Program Sessions **Note:** New weekly programs for crafting in 2019
- 3.24 Adult Program Attendance **Note:** New craft programs this year
- 3.31 Library outlets offering the summer reading program **Note:** Berkshire Library and Richford Summer Program one day a week.
- 3.50 Other (describe using the State note) **Note:** 4-H Hunger Solutions Partnered with Cornell
- b. Focus on parents & caregivers **Note:** Cooperative Extension on sessions that focused on parents & caregivers
- c. Combined audience **Note:** Increased days for summer reading and included younger children
- 3.55 **Total Sessions** **Note:** Increased summer reading sessions
- a. Focus on birth - school entry (kindergarten) **Note:** Increased number of sessions which increased attendance
- b. Focus on parents & caregivers **Note:** Worked with Cornell Cooperative Extension during the year which

increased the number of sessions that focused on parents & caregivers

4. LIBRARY TRANSACTIONS

No Notes

5. TECHNOLOGY AND TELECOMMUNICATIONS

No Notes

6. STAFF INFORMATION

No Notes

7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

No Notes

7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

No Notes

8. PUBLIC SERVICE INFORMATION

No Notes

9. SERVICE OUTLET INFORMATION

Repeating Group 1

28. Type of connection on the outlet's public Internet computers **Note:** last year should of been cable instead of DSL

10. OFFICERS AND TRUSTEES

- 10.4 If your library has a range, how many voting positions are stated in the library's current by-laws? **Note:** Previous year should have been reported 0 because we don't have a range.
- 10.5 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? **Note:** This should be different because the By-laws in the charter were changed to increase the Library Board to ten members.
- 10.16 Term Begins - Month **Note:** After reviewing past meeting notes this was determined to be the correct term dates for Mr. Stoughton.

10.19 Term Expires - Year (yyyy)

Note: 3 year term

Repeating Group 6

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

Note: Nancy Hunt has been replaced by Judy Barrett. Her term ran until Dec. 2021

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.

Note: Replaced Kathy Hartman for the rest of her term January 2020 until Dec. 2020**11. OPERATING FUNDS RECEIPTS**

11.5 Additional State Aid received from the System

Note: Received \$3000 for 2018 deposited in our bank 1/4/19 and another \$1500 for 2019 deposited in 2019 for a total of \$4500. We did not report anything for 2018 because we had not received it yet.

11.18 Other

Note: We received a large one time refund of premium on our worker's comp policy of \$1018 which made this item higher than normal for us.**12. OPERATING FUND DISBURSEMENTS**

12.8 Other Materials Expenditures

Note: We just didn't purchase anything other than print materials in 2019 so this category had no expenditure.

12.14 From Other Funds (72OF)

Note: Furnance and chimney repairs were needed in 2019. This expense can vary from year to year just depending on what comes up.

12.23 Equipment

Note: We did a large one time equipment replacement in 2018. Our 2019 spending is more typical for our library. This expense will go up and down depending on what funding we have this type of expense.**13. CAPITAL FUND RECEIPTS**

No Notes

14. CAPITAL FUND DISBURSEMENTS

No Notes

15. CENTRAL LIBRARIES

No Notes

16. FEDERAL TOTALS

16.5 State Government Revenue

NYSL Copied note 5/16/20
Received \$3000 for 2018
deposited in our bank 1/4/19 and
Note: another \$1500 for 2019 deposited
in 2019 for a total of \$4500. We
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17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

Name of Person Completing Form:

Note: Director and Treasurer