Berkshire Free Library
Annual Report For Public And Association Libraries - 2020

1. GENERAL LIBRARY INFORMATION

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.

Note: Covid 19

2. LIBRARY COLLECTION

2.13 Electronic Books

2.17 Audio - Downloadable Units

2.18 Video - Downloadable Units

2.21 Audio - Physical Units

Note: Because of Covid-19 the number of Electronic Books were increased
Note: Because of Covid-19 the audio books were increased.
Note: Discontinued Hoopla
We have just replaced what units we lost, but did not increase our collection.

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

3.1 Library visits (total annual attendance)

3.18 Young Adult Program Sessions

3.19 Children's Program Sessions

3.20 All Other Program Sessions

3.21 Total Number of Program Sessions (Total questions 3.17 through 3.20)

3.22 One-on-One Program Sessions

Note: The Library was closed for the Covid-19 pandemic from March to June. We were also closed because for quarantine because all members of the staff were exposed.

Note: No programing because of COVID 19

Note: Because of the Pandemic we were not able to do our usual number of programs

Note: Because of the Pandemic we were not able to do our usual number of programs

Note: One-on-One programs were used during because of COVID-
3.26 Children's Program Attendance

3.29 One-on-One Program Attendance

3.44 Public school district(s) and/or BOCES

3.49 Literacy provider(s)

3.50 Other (describe using the State note)

4. LIBRARY TRANSACTIONS

4.18 Total Reference Transactions

Note: Library was closed for Covid

5. TECHNOLOGY AND TELECOMMUNICATIONS

No Notes

6. STAFF INFORMATION

6.6 Library Manager (not certified)

6.8 Library Specialist/Paraprofessional (not certified)

6.10 Other Staff

6.18 FTE - Library Manager (not certified)

6.18 FTE - Library Manager (not certified)

Note: Library manager works 25 hours a week.

Note: 5 hours a week

Note: cleaning staff

Note: 25 hours a week

7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

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

Note: Due to COVID

7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

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

Note: Due to Covid

13. Provides library staff with annual technology training, appropriate to their position, to address community needs, as

Note: Finger Lakes Library System provides technology training.

19 restrictions.

Because of the Pandemic we
Note: were not able to do our usual number of programs.
We started to give out Grab and
Note: Go bags when we couldn't reach patrons in person.

Note: Covid-19 and Quarantine

Note: BOCES

Note: Reported wrong at the end of the summer.
Family Resource Center of
Owego Casa Trinity BOCES
food service Tioga Art Council
Note: Cornell Cooperative Extension
Richford Summer Program
Department of Social Services,
Youth Summer Program
8. PUBLIC SERVICE INFORMATION

8.10 Annual Total Hours - Main Library

8A. COVID

No Notes

9. SERVICE OUTLET INFORMATION

Repeating Group 1
15. Public Service Hours Per Year for This Outlet

Note: Closed for Covid-19

10. OFFICERS AND TRUSTEES

10.1 Total number of board meetings held during calendar year (January 1, 2020 to December 31, 2020)

Repeating Group 1
8. Office Held or Trustee

Note: Missed meeting because of Covid-19

Repeating Group 7
9. Term Begins - Month

Repeating Group 8
10. Term Begins - Year (year)

Repeating Group 2
12. Term Expires - Year (yyyy)

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

Note: Replaced Kathy Hartman whose term ended in Dec. 2020

Note: Replaced Nancy Hunt whose term ended in Dec. 2021

In 2020 we were closed from March 17 until June 8 because of COVID-19 and two weeks in July.

Note: Janice Merrill replaced Kathy Hartman in Jan 2020

Note: Previous trustee, Elaine Knapp Term ended Dec. 2021

Replace Emillie Stuhlmiller who passed away. Emillie's term expired Dec. 2022

Note: Nancy Lohmann replaced Karen McNally

Note: Replaced Kathy Hartman whose term ended in Dec. 2020

Note: Replaced Nancy Hunt whose term ended in Dec. 2021

Note: Closed for Covid-19

Note: Missed meeting because of Covid-19

Note: Janice Merrill replaced Kathy Hartman in Jan 2020

Note: Previous trustee, Elaine Knapp Term ended Dec. 2021

Replace Emillie Stuhlmiller who passed away. Emillie's term expired Dec. 2022

Note: Nancy Lohmann replaced Karen McNally
filling the remainder of [name]’s term, which was to run from beginning date to ending date.

Repeating Group 7

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.

13. 

Note: Replaced Elaine Knapp term ended in Dec. 2021

Repeating Group 8

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.

13. 

Note: Replaced Emilie Stuhlmiller whose term ended in Dec. 2022

11. OPERATING FUNDS RECEIPTS

11.3 Local Library Services Aid (LLSA)

11.5 Additional State Aid received from the System

11.7 Other Cash Grants

11.14 Gifts and Endowments

11.15 Fund Raising

11.18 Other

11.21 BUDGET LOANS

12. OPERATING FUND DISBURSEMENTS

12.4 Employee Benefits Expenditures

12.11 From Other Funds (71OF)

12.18 Office and Library Supplies

12.21 Postage and Freight

12.23 Equipment

12.24 Other Miscellaneous

Note: No second received in 2020.

Note: No State Aid received.

Note: Reduction in amounts received. Large increase in donations and grants especially from memorials.

Note: Reduction in fundraising due to COVID 19.

Note: Reduction of funds received due to COVID 19.


Note: Additional premium audit.

Note: Painting, chimney repair, windows and gutter repair. Less purchases made due to library being closed for a time and low attendance due to COVID 19.

Note: 2 bulk mailings done for fundraising and 1 done the previous year.

Note: Purchased computers and printer.

Note: Lower expenses due to the library being closed and low attendance due to COVOD 19.
12.42 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).

Note: ,

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

Note: No second LLSA received in 2020.

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes