

Berkshire Free Library

Annual Report For Public And Association Libraries - 2020

1. GENERAL LIBRARY INFORMATION

- 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. **Note:** Covid 19

2. LIBRARY COLLECTION

- 2.13 Electronic Books **Note:** Because of Covid-19 the number of Electronic Books were increased
- 2.17 Audio - Downloadable Units **Note:** Because of Covid-19 the audio books were increased.
- 2.18 Video - Downloadable Units **Note:** Discontinued Hoopla
- 2.21 Audio - Physical Units **Note:** 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) **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. .
- 3.18 Young Adult Program Sessions **Note:** No programing because of COVID 19
- 3.19 Children's Program Sessions **Note:** Because of the Pandemic we were not able to do our usual number of programs
- 3.20 All Other Program Sessions **Note:** Because of the Pandemic we were not able to do our usual number of programs
- 3.21 **Total Number of Program Sessions (Total questions 3.17 through 3.20)** **Note:** Because of the Pandemic we were not able to do our usual number of programs.
- 3.22 One-on-One Program Sessions **Note:** One-on-One programs were used during because of COVID-

- 19 restrictions.
Because of the Pandemic we
- 3.26 Children's Program Attendance **Note:** were not able to do our usual number of programs.
- 3.29 One-on-One Program Attendance **Note:** We started to give out Grab and Go bags when we couldn't reach patrons in person.
- e. Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used) **Note:** Covid-19 and Quarantine
- 3.44 Public school district(s) and/or BOCES **Note:** BOCES
- 3.49 Literacy provider(s) **Note:** Reported wrong at the end of the summer.
Family Resource Center of Owego Casa Trinity BOCES food service Tioga Art Council
- 3.50 Other (describe using the State note) **Note:** Cornell Cooperative Extension Richford Summer Program Department of Social Services, Youth Summer Program

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) **Note:** calculated wrong last year. Library manager works 25 hours a week.
- 6.8 Library Specialist/Paraprofessional (not certified) **Note:** 5 hours a week
- 6.10 Other Staff **Note:** cleaning staff
- 6.18 FTE - Library Manager (not certified) **Note:** 25 hours a week

7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

- 7.7 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.

outlined in the library's long-range plan of service.

8. PUBLIC SERVICE INFORMATION

8.10 Annual Total Hours - Main Library

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

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)

Note: Missed meeting because of Covid-19

Repeating Group 1

8. Office Held or Trustee

Note: Janice Merrill replaced Kathy Hartman in Jan 2020

Repeating Group 7

9. Term Begins - Month

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

Repeating Group 8

10. Term Begins - Year (year)

Note: Replace Emillie Stuhmiller who passed away. Emillie's term expired Dec. 2022

Repeating Group 2

12. Term Expires - Year (yyyy)

Note: Nancy Lohmann replaced Karen McNally

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.

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

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 Nancy Hunt whose term ended in Dec. 2021

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.

Note: Replaced Elaine Knapp term ended in Dec. 2021

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.

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

11. OPERATING FUNDS RECEIPTS

11.3 Local Library Services Aid (LLSA)

Note: No second received in 2020.

11.5 Additional State Aid received from the System

Note: No State Aid received.

11.7 Other Cash Grants

Note: Reduction in amounts received.

11.14 Gifts and Endowments

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

11.15 Fund Raising

Note: Reduction in fundraising due to COVID 19.

11.18 Other

Note: Reduction of funds received due to COVID 19.

11.21 **BUDGET LOANS**

Note: PPP Loan not forgiven in 2020. Forgiven in 2021.

12. OPERATING FUND DISBURSEMENTS

12.4 **Employee Benefits Expenditures**

Note: Additional premium audit.

12.11 From Other Funds (71OF)

Note: Painting, chimney repair, windows and gutter repair.

12.18 Office and Library Supplies

Less purchases made due to library being closed for a time and low attendance due to COVID 19.
Note:

12.21 Postage and Freight

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

12.23 Equipment

Note: Purchased computers and printer.

12.24 Other Miscellaneous

Lower expenses due to the library being closed and low attendance due to COVID 19.
Note:

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