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, 2022, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1 Library ID Number
2400600630

1.2 Library Name
BERKSHIRE 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
Berkshire

1.6 Beginning Fiscal Reporting Year
01/01/2022

1.7 Ending Fiscal Reporting Year
12/31/2022

1.8 Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?
No
<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.9</td>
<td>N/A</td>
</tr>
<tr>
<td>1.10</td>
<td>N/A</td>
</tr>
<tr>
<td>1.11</td>
<td>01/01/2022</td>
</tr>
<tr>
<td>1.12</td>
<td>12/31/2022</td>
</tr>
<tr>
<td>1.13</td>
<td>00 (for no change from previous year)</td>
</tr>
<tr>
<td>1.14</td>
<td>12519 STATE ROUTE 38</td>
</tr>
<tr>
<td>1.15</td>
<td>BERKSHIRE</td>
</tr>
<tr>
<td>1.16</td>
<td>13736</td>
</tr>
<tr>
<td>1.17</td>
<td>PO BOX 151</td>
</tr>
<tr>
<td>1.18</td>
<td>BERKSHIRE</td>
</tr>
<tr>
<td>1.19</td>
<td>13736</td>
</tr>
<tr>
<td>1.20</td>
<td>(607) 657-4418</td>
</tr>
<tr>
<td>1.21</td>
<td>(607) 657-5110</td>
</tr>
<tr>
<td>1.22</td>
<td><a href="mailto:bfl@htva.net">bfl@htva.net</a></td>
</tr>
<tr>
<td>1.23</td>
<td>berkshirefreelibrary.org</td>
</tr>
</tbody>
</table>
1.24 Population Chartered to Serve (per 2020 Census) 2,523

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 06/24/1926

1.30 Date the library was last registered 11/17/1921

1.31 Federal Employer Identification Number 160993212

1.32 County TIOGA

1.33 School District Newark Valley Central

1.34 Town/City Berkshire

1.35 Library System Finger Lakes 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  Fran

1.38  Last Name of Library Director/Manager  Miller

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  bfl@htva.net

1.44  Fax Number of the Director/Manager  6076575110

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 2022? (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/2022)
   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 in question number 3:
   N/A

6c. Total proposed appropriation (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 2022)
   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
Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please read general information instructions below before completing this section.

**NOTE:** 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**

<table>
<thead>
<tr>
<th>Question</th>
<th>Category</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Adult Fiction Books</td>
<td>3,668</td>
</tr>
<tr>
<td>2.2</td>
<td>Adult Non-fiction Books</td>
<td>1,208</td>
</tr>
<tr>
<td>2.3</td>
<td>Total Adult Books (Total questions 2.1 &amp; 2.2)</td>
<td>4,876</td>
</tr>
<tr>
<td>2.4</td>
<td>Children's Fiction Books</td>
<td>2,050</td>
</tr>
<tr>
<td>2.5</td>
<td>Children's Non-fiction Books</td>
<td>880</td>
</tr>
<tr>
<td>2.6</td>
<td>Total Children's Books (Total questions 2.4 &amp; 2.5)</td>
<td>2,930</td>
</tr>
<tr>
<td>2.7</td>
<td>Total Cataloged Books (Total questions 2.3 &amp; 2.6)</td>
<td>7,806</td>
</tr>
</tbody>
</table>

**Other Print Materials**

<table>
<thead>
<tr>
<th>Question</th>
<th>Category</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.8</td>
<td>Total Uncataloged Books</td>
<td>420</td>
</tr>
<tr>
<td>2.9</td>
<td>Total Print Serials</td>
<td>46</td>
</tr>
<tr>
<td>2.10</td>
<td>All Other Print Materials</td>
<td>0</td>
</tr>
</tbody>
</table>
2.11 Total Other Print Materials (Total questions 2.8 through 2.10) 466

2.12 Total Print Materials (Total questions 2.7 and 2.11) 8,272

ALL OTHER MATERIALS

Electronic Materials

2.13 Electronic Books 20,986

2.14 Local Electronic Collections 5

2.15 NOVELNY Electronic Collections 15

2.16 Total Electronic Collections (Total questions 2.14 and 2.15) 20

2.17 Audio - Downloadable Units 10,419

2.18 Video - Downloadable Units 0

2.19 Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.) 0

2.20 Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19) 31,425

Non-Electronic Materials

2.21 Audio - Physical Units 223

2.22 Video - Physical Units 199

2.23 Other Circulating Physical Items 3

2.24 Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23) 425
Grand Total/Additions to Holdings

2.25 GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24) 40,122

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26 Cataloged Books 419
2.27 All Other Print Materials 0
2.28 Electronic Materials 17,144
2.29 All Other Materials 5
2.30 Total Additions (Total questions 2.26 through 2.29) 17,568

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits/Borrowers/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.32 through 3.84 for the 2022 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 Part 1.

LIBRARY USE

3.1 Library visits (total annual attendance) 3,652

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? ES - Annual Estimate Based on Typical Week(s)

3.2 Registered resident borrowers 350
3.3 Registered non-resident borrowers 85

Please report information on WRITTEN POLICIES as of 12/31/22.

WRITTEN POLICIES (Answer Y for Yes, N for No)
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 12/31/22.

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?

screen reader, such as JAWS, Windoweyes or NVDA No
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)?

Library Sponsored Programs/Summer Reading Program

SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

Synchronous Program Sessions

A synchronous (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, please refer to the chart in Instructions.

3.17 Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older 34

3.18 Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 0

3.19a Number of Synchronous Program Sessions Targeted at Children Ages 0-5 70

Note: We offered programs with lunch.
3.19b Number of Synchronous Program Sessions Targeted at Children Ages 6-11

9

**Note:** We offered additional programs which included lunch in 2022.

3.20 Number of Synchronous General Interest Program Sessions

10

**Note:** Totals were checked and the number of programs was the same as last year.

3.21 Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20)

123

3.21a Number of Synchronous In-Person Onsite Program Sessions

111

3.21b Number of Synchronous In-Person Offsite Program Sessions

12

**Note:** Off-site programs were offered in Richford at the Community Center.

3.21c Number of Synchronous Virtual Program Sessions

0

3.21d Total number of synchronous programs (3.21a + 3.21b + 3.21c)

123

3.22 One-on-One Program Sessions

300

3.23 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

3.24 Attendance at Synchronous Programs Targeted at Adults Age 19 or Older

420

3.25 Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18

0

3.26a Attendance at Synchronous Programs Targeted at Children Ages 0-5

425
<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.26b</td>
<td>Attendance at Synchronous Programs Targeted at Children Ages 6-11</td>
<td>172</td>
</tr>
<tr>
<td>3.27</td>
<td>Attendance at Synchronous General Interest Programs</td>
<td>755</td>
</tr>
<tr>
<td>3.28</td>
<td>Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27)</td>
<td>1,772</td>
</tr>
<tr>
<td>3.28a</td>
<td>Synchronous In-Person Onsite Program Attendance</td>
<td>1,352</td>
</tr>
<tr>
<td>3.28b</td>
<td>Synchronous In-Person Offsite Program Attendance</td>
<td>420</td>
</tr>
<tr>
<td>3.28c</td>
<td>Synchronous Virtual Program Attendance</td>
<td>0</td>
</tr>
<tr>
<td>3.28d</td>
<td>Total synchronous program attendance (3.28a + 3.28b + 3.28c)</td>
<td>1,772</td>
</tr>
<tr>
<td>3.29</td>
<td>One-on-One Program Attendance</td>
<td>362</td>
</tr>
<tr>
<td>3.29a</td>
<td>Total Number of Asynchronous Program Presentations</td>
<td>0</td>
</tr>
<tr>
<td>3.29b</td>
<td>Total Views of Asynchronous Program Presentations within 30 Days</td>
<td>0</td>
</tr>
<tr>
<td>3.30</td>
<td>Total Number of Children's Programs (sum of Q3.19a and Q3.19b)</td>
<td>79</td>
</tr>
<tr>
<td>3.31</td>
<td>Total Children's Program Attendance (sum of Q3.26a and Q3.26b)</td>
<td>597</td>
</tr>
</tbody>
</table>

Please report information on SUMMER READING PROGRAMS for the 2022 calendar year.

**SUMMER READING PROGRAM**

3.32 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2022 (check all that apply):
a. Program(s) for children Yes

b. Program(s) for young adults Yes

c. Program(s) for Adults No

d. Summer Reading at New York Libraries Name and/or logo used Yes

e. Collaborative Summer Library Program (CSDLP Manual, provided through the New York State Library, used) Yes

f. N/A No

3.33 Library outlets offering the summer reading program 1

3.34 Children registered for the library's summer reading program 48

3.35 Young adults registered for the library's summer reading program 11

3.36 Adults registered for the library's summer reading program 0

3.37 Total number registered for the library's summer reading program (total 3.34 + 3.35 + 3.36) 59

3.38 Children's program sessions - Summer 2022 42

Note: We worked with snap-ed and provided lunches and a program, Monday - Friday in July and August.

3.39 Young adult program sessions - Summer 2022 0

3.40 Adult program sessions - Summer 2022 0
### 3.4 Total program sessions - Summer 2022

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total (3.38 + 3.39 + 3.40)</td>
<td>42</td>
</tr>
</tbody>
</table>

### 3.42 Children's program attendance - Summer 2022

<table>
<thead>
<tr>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>342</td>
</tr>
</tbody>
</table>

### 3.43 Young adult program attendance - Summer 2022

<table>
<thead>
<tr>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
</tr>
</tbody>
</table>

### 3.44 Adult program attendance - Summer 2022

<table>
<thead>
<tr>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
</tr>
</tbody>
</table>

### 3.45 Total program attendance - Summer 2022 (total 3.42 + 3.43 + 3.44)

<table>
<thead>
<tr>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>342</td>
</tr>
</tbody>
</table>

### COLLABORATORS

<table>
<thead>
<tr>
<th>Collaboration Type</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public school district(s) and/or BOCES</td>
<td>0</td>
</tr>
<tr>
<td>Non-public school(s)</td>
<td>0</td>
</tr>
<tr>
<td>Childcare center(s)</td>
<td>0</td>
</tr>
<tr>
<td>Summer camp(s)</td>
<td>0</td>
</tr>
<tr>
<td>Municipality/Municipalities</td>
<td>0</td>
</tr>
<tr>
<td>Literacy provider(s)</td>
<td>0</td>
</tr>
<tr>
<td>Other (describe using the State note)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Note:** Cornell Cooperative Extension, Tioga Art League, 4-H

### 3.53 Total Collaborators (total 3.46 through 3.52)

<table>
<thead>
<tr>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

---

**Early/Adult/English Speaker/Digital Literacy**

Please report information on EARLY LITERACY PROGRAMS for the 2022 calendar year.
3.54 Did the library offer early literacy programs? (Enter Y for Yes, N for No) Y

3.55 - Indicate types of programs offered (check all that apply)

a. Focus on birth - school entry (kindergarten) Yes
b. Focus on parents & caregivers Yes
c. Combined audience Yes
d. N/A No

3.56 - Number of sessions

a. Focus on birth - school entry (kindergarten) 68
b. Focus on parents & caregivers 4
c. Combined audience 6
d. N/A 0

3.57 Total Sessions 78

3.58 - Attendance at sessions

a. Focus on birth - school entry (kindergarten) 210
b. Focus on parents & caregivers 12
c. Combined audience 10
d. N/A 0

3.59 Total Attendance 232

3.60 - Collaborators (check all that apply):
a. Childcare center(s) No

b. Public School District(s) and/or BOCES No

c. Non-Public School(s) No

d. Health care providers/agencies No

e. Other (describe using the State note) Yes

Note: Cornell cooperative, Tioga County Art League, 4-H, Tioga County Family Resource Center

Please report information on ADULT LITERACY for the 2022 calendar year.

ADULT LITERACY

3.61 Did the library offer adult literacy programs? Yes

3.62 Total group program sessions 0

3.63 Total one-on-one program sessions 0

3.64 Total group program attendance 80

3.65 Total one-on-one program attendance 92

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

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2022 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)
3.67 Did the library offer programs for English Speakers of Other Languages (ESOL)?
(Enter Y for Yes, N for No) N

3.68 Children's program sessions 0

3.69 Young adult program sessions 0

3.70 Adult program sessions 0

3.71 Total program sessions (total 3.68 + 3.69 + 3.70) 0

3.72 One-on-one program sessions 0

3.73 Children's program attendance 0

3.74 Young adult program attendance 0

3.75 Adult program attendance 0

3.76 Total program attendance (total 3.73 + 3.74 + 3.75) 0

3.77 One-on-one program attendance 0

3.78 - 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 2022 calendar year.

DIGITAL LITERACY
### 3.79 Did the library offer digital literacy programs?  
**Yes (Y)**

### 3.80 Total group program sessions  
6

### 3.81 Total one-on-one program sessions  
20

### 3.82 Total group program attendance  
48

### 3.83 Total one-on-one program attendance  
25

### 3.84 Did your library offer teen-led activities during the 2022 calendar year?  
**Yes (Y)**

## 4. LIBRARY TRANSACTIONS

### Circulation/Electronic Use/Reference Transactions

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

### CATALOGED BOOK CIRCULATION

<table>
<thead>
<tr>
<th>4.1</th>
<th>Adult Fiction Books</th>
<th>2,386</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.2</td>
<td>Adult Non-fiction Books</td>
<td>854</td>
</tr>
<tr>
<td>4.3</td>
<td>Total Adult Books (Total questions 4.1 &amp; 4.2)</td>
<td>3,240</td>
</tr>
<tr>
<td>4.4</td>
<td>Children's Fiction Books</td>
<td>1,822</td>
</tr>
<tr>
<td>4.5</td>
<td>Children's Non-fiction Books</td>
<td>962</td>
</tr>
<tr>
<td>4.6</td>
<td>Total Children's Books (Total questions 4.4 &amp; 4.5)</td>
<td>2,784</td>
</tr>
<tr>
<td>4.7</td>
<td>Total Cataloged Book Circulation (Total question 4.3 &amp; 4.6)</td>
<td>6,024</td>
</tr>
</tbody>
</table>

### CIRCULATION OF OTHER MATERIALS
4.8 Circulation of Adult Other Materials 1,780

4.9 Circulation of Children's Other Materials 210

4.10 Circulation of Other Physical Items (Total questions 4.8, 4.9) 1,990

4.11 Physical Item Circulation (Total questions 4.7 & 4.10) 8,014

**ELECTRONIC USE**

4.12 Use of Electronic Material 841

4.13 Successful Retrieval of Electronic Information 21

4.14 Electronic Content Use (Total questions 4.12 & 4.13) 862

4.15 Total Circulation of Materials (Total questions 4.11 & 4.12) 8,855

4.16 Total Collection Use (Total questions 4.13 & 4.15) 8,876

4.17 Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9) 2,994

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 1,900

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? ES - Annual Estimate Based on Typical Week(s)
4.20 Does the library offer virtual reference?  Y

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21 TOTAL MATERIALS RECEIVED  2,471

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22 TOTAL MATERIALS PROVIDED  986

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2022.

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  20,440

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

5.6 Does your library use social media?  Y

5.7 Does the library file for E-rate benefits?  Y

5.8 Is the library part of a consortium for E-rate benefits?  Y

5.9 If yes, in which consortium are you participating?  Finger Lakes Library System
5.10 Name of the person responsible for the library's Information Technology (IT) services  
Rex Helwig

5.11 IT contact's telephone number (enter 10 digits only and hit the Tab key)  (607) 273-4074

5.12 IT contact's email address  rhelwig@flls.org

6. STAFF INFORMATION  
Note: Report figures as of the last day of the fiscal year reported 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  25

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

<table>
<thead>
<tr>
<th>Position</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.2 Library Director (certified)</td>
<td>0</td>
</tr>
<tr>
<td>6.3 Vacant Library Director (certified)</td>
<td>0</td>
</tr>
<tr>
<td>6.4 Librarian (certified)</td>
<td>0</td>
</tr>
<tr>
<td>6.5 Vacant Librarian (certified)</td>
<td>0</td>
</tr>
<tr>
<td>6.6 Library Manager (not certified)</td>
<td>.73</td>
</tr>
<tr>
<td>6.7 Vacant Library Manager (not certified)</td>
<td>0</td>
</tr>
<tr>
<td>6.8 Library Specialist/Paraprofessional (not certified)</td>
<td>.25</td>
</tr>
<tr>
<td>6.9 Vacant Library Specialist/Paraprofessional (not certified)</td>
<td>0</td>
</tr>
<tr>
<td>6.10 Other Staff</td>
<td>.05</td>
</tr>
</tbody>
</table>
6.11 Vacant Other Staff 0

6.12 TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10) 1.03

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 - Entry Level Librarian (certified) 0

6.15 Salary - Entry Level Librarian (certified) $0

6.16 FTE - Library Director (certified) 0

6.17 Salary - Library Director (certified) $0

6.18 FTE - Library Manager (not certified) 0.73

6.19 Salary - Library Manager (not certified) $18,490

7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2023 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, 2022. 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. Questions about the new standards should be directed to your library system.

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. (see instructions) Y

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.

10. Provides

10a. a circulation system that facilitates access to the local library collection and other library catalogs

10b. equipment, technology, and internet connectivity to address community needs and facilitate access to information.

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.

12. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.

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.

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.

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

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  0

8.5  TOTAL PUBLIC SERVICE OUTLETS  1
(Total questions 8.1 - 8.4)

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6  Minimum Weekly Total Hours - Main Library  25.00

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)  25.00

8.10  Annual Total Hours - Main Library  1,300.00

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)  1,300.00

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID–19 pandemic. Report all information in Part 8A from January 1, 2022 to December 31, 2022.

CV1  Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?  Yes
CV2  Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?  Yes

CV3  Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?  Yes

CV4  Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?  Yes

CV5  Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?  Yes

CV6  Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic?  Yes

CV7  Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?  Yes

CV8  Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?  No

CV9  Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19 0

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 Part 1. Please click here to read general instructions before completing this section.

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.

<table>
<thead>
<tr>
<th></th>
<th>Outlet Name</th>
<th>Berkshire Free Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Outlet Name Status</td>
<td>00 (for no change)</td>
</tr>
<tr>
<td>3.</td>
<td>Street Address</td>
<td>12519 State Route 38</td>
</tr>
<tr>
<td>4.</td>
<td>Outlet Street Address Status</td>
<td>00 (for no change)</td>
</tr>
<tr>
<td>5.</td>
<td>City</td>
<td>Berkshire</td>
</tr>
<tr>
<td>6.</td>
<td>Zip Code</td>
<td>13736</td>
</tr>
<tr>
<td>7.</td>
<td>Phone (enter 10 digits only)</td>
<td>(607) 657-4418</td>
</tr>
<tr>
<td>8.</td>
<td>Fax Number (enter 10 digits only)</td>
<td>(607) 657-5110</td>
</tr>
<tr>
<td>9.</td>
<td>E-mail Address</td>
<td><a href="mailto:bfl@htva.net">bfl@htva.net</a></td>
</tr>
<tr>
<td>10.</td>
<td>Outlet URL</td>
<td>berkshirefreelibrary.org</td>
</tr>
<tr>
<td>11.</td>
<td>County</td>
<td>Tioga</td>
</tr>
<tr>
<td>12.</td>
<td>School District</td>
<td>Newark Valley</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>13.</td>
<td>Library System</td>
<td>Finger Lakes</td>
</tr>
<tr>
<td>14.</td>
<td>Outlet Type Code (select one):</td>
<td>CE</td>
</tr>
<tr>
<td>15.</td>
<td>Public Service Hours Per Year for This Outlet</td>
<td>1,300</td>
</tr>
<tr>
<td>16.</td>
<td>Number of Weeks This Outlet is Open</td>
<td>52</td>
</tr>
<tr>
<td>16a</td>
<td>Number of weeks an outlet closed due to COVID-19</td>
<td>0</td>
</tr>
<tr>
<td>16b</td>
<td>Number of weeks an outlet had limited occupancy due to COVID-19</td>
<td>0</td>
</tr>
<tr>
<td>17.</td>
<td>Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?</td>
<td>Y</td>
</tr>
<tr>
<td>18.</td>
<td>Is the meeting space available for public use even when the outlet is closed?</td>
<td>Y</td>
</tr>
<tr>
<td>19.</td>
<td>Total number of non-library sponsored programs, meetings and/or events at this outlet</td>
<td>0</td>
</tr>
<tr>
<td>20.</td>
<td>Enter the appropriate outlet code (select one):</td>
<td>LO</td>
</tr>
<tr>
<td>21.</td>
<td>Who owns this outlet building?</td>
<td>Library Board</td>
</tr>
<tr>
<td>22.</td>
<td>Who owns the land on which this outlet is built?</td>
<td>Library Board</td>
</tr>
<tr>
<td>23.</td>
<td>Indicate the year this outlet was initially constructed</td>
<td>1820</td>
</tr>
<tr>
<td>24.</td>
<td>Indicate the year this outlet underwent a major renovation costing $25,000 or more</td>
<td>2014</td>
</tr>
<tr>
<td>25.</td>
<td>Square footage of the outlet</td>
<td>1,728</td>
</tr>
</tbody>
</table>
26. Number of Internet Computers Used by General Public 5

27. Number of uses (sessions) of public Internet computers per year 820

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 DSL

29. Maximum **download** speed of connection on the outlet's public Internet computers
   8 Greater than or equal to 15 mbps and less than 25 mbps

30. Maximum **upload** speed of connection on the outlet's public Internet computers
    7 Greater than or equal to 10 mbps and less than 15 mbps

31. Internet Provider Haefele TV

32. WiFi Access No restrictions to access

33. Wireless Sessions 2,190

**Note:** The original number recorded this year was wrong. I used the passerbys number, instead of the number of people that connected to the internet. Passerbys are people that were in range of our internet but didn't connect. The number used now is the number of people that connected to our internet.

33a Reporting Method for Wireless Sessions ES - Annual Estimate Based on Typical Week(s)

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** 2400600630
10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2022. 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, 2022 to December 31, 2022) 12

NUMBER OF TRUSTEES AND TERMS

10.2 Does your library have a range of trustees stated in the library's charter documents (incorporation)? No

10.5 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? 10

10.6 Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note. Yes

10.7 If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)? 3 years

BOARD MEMBER SELECTION

10.8 Enter Board Member Selection Code (select one): EA - board members are elected by the library association membership
List Officers and Board Members as of February 1, 2023. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

<table>
<thead>
<tr>
<th>Record</th>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.9</td>
<td>First Name</td>
<td>John</td>
</tr>
<tr>
<td>10.10</td>
<td>Last Name</td>
<td>Stoughton</td>
</tr>
<tr>
<td>10.11</td>
<td>Mailing Address</td>
<td>294 Ford Hill Road</td>
</tr>
<tr>
<td>10.12</td>
<td>City</td>
<td>Berkshire</td>
</tr>
<tr>
<td>10.13</td>
<td>Zip Code (5 digits only)</td>
<td>13736</td>
</tr>
<tr>
<td>10.14</td>
<td>Phone (enter 10 digits only)</td>
<td>(607) 657-2501</td>
</tr>
<tr>
<td>10.15</td>
<td>E-mail Address</td>
<td><a href="mailto:jdstoughton@juno.com">jdstoughton@juno.com</a></td>
</tr>
<tr>
<td>10.16</td>
<td>Term Begins - Month</td>
<td>January</td>
</tr>
<tr>
<td>10.17</td>
<td>Term Begins - Year (yyyy)</td>
<td>2022</td>
</tr>
<tr>
<td>10.18</td>
<td>Term Expires - Month</td>
<td>December</td>
</tr>
<tr>
<td>10.19</td>
<td>Term Expires - Year (yyyy)</td>
<td>2024</td>
</tr>
<tr>
<td>10.20</td>
<td>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.</td>
<td>Yes</td>
</tr>
<tr>
<td>10.21</td>
<td>The date the Oath of Office was taken (mm/dd/yyyy)</td>
<td>N/A</td>
</tr>
<tr>
<td>10.22</td>
<td>The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)</td>
<td>N/A</td>
</tr>
</tbody>
</table>
10.23 Is this a brand new trustee? N

Please Note: last year's answers for repeating groups cannot be displayed.
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 (but do not include the Board President—this information should still be entered directly into the survey). 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 all the data entered last year to be updated this year. Complete this form and email it to collectconnect@baker-taylor.com.

1. Status Filled

2. First Name of Board Member Carol

3. Last Name of Board Member Cox

4. Mailing Address 12616 State Route 38

5. City Berkshire

6. Zip Code (5 digits only) 13736

7. E-mail address gusandjack@frontier.com

8. Office Held or Trustee Vice President

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
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>14.</td>
<td>The date the Oath of Office (mm/dd/yyyy) was taken</td>
<td>N/A</td>
</tr>
<tr>
<td>15.</td>
<td>The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)</td>
<td>N/A</td>
</tr>
<tr>
<td>16.</td>
<td>Is this a brand new trustee?</td>
<td>N</td>
</tr>
<tr>
<td>1.</td>
<td>Status</td>
<td>Filled</td>
</tr>
<tr>
<td>2.</td>
<td>First Name of Board Member</td>
<td>Janice</td>
</tr>
<tr>
<td>3.</td>
<td>Last Name of Board Member</td>
<td>Merrill</td>
</tr>
<tr>
<td>4.</td>
<td>Mailing Address</td>
<td>16 West Hill Road</td>
</tr>
<tr>
<td>5.</td>
<td>City</td>
<td>Richford</td>
</tr>
<tr>
<td>6.</td>
<td>Zip Code (5 digits only)</td>
<td>13835</td>
</tr>
<tr>
<td>7.</td>
<td>E-mail address</td>
<td><a href="mailto:merrills1@frontier.com">merrills1@frontier.com</a></td>
</tr>
<tr>
<td>8.</td>
<td>Office Held or Trustee</td>
<td>Secretary</td>
</tr>
<tr>
<td>9.</td>
<td>Term Begins - Month</td>
<td>January</td>
</tr>
<tr>
<td>10.</td>
<td>Term Begins - Year (year)</td>
<td>2021</td>
</tr>
<tr>
<td>11.</td>
<td>Term Expires</td>
<td>December</td>
</tr>
<tr>
<td>12.</td>
<td>Term Expires - Year (yyyy)</td>
<td>2023</td>
</tr>
<tr>
<td>13.</td>
<td>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.</td>
<td>Yes</td>
</tr>
</tbody>
</table>
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 Carol

3. Last Name of Board Member Leigh

4. Mailing Address 402 Glen Road

5. City Berkshire

6. Zip Code (5 digits only) 13736

7. E-mail address caleigh48@gmail.com

8. Office Held or Trustee Financial Officer

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 Graeme

3. Last Name of Board Member Brilliant

4. Mailing Address 9398 West Creek Road

5. City Berkshire

6. Zip Code (5 digits only) 13736

7. E-mail address aefweard@gmail.com

8. Office Held or Trustee Trustee

9. Term Begins - Month January

10. Term Begins - Year (year) 2021

11. Term Expires December

12. Term Expires - Year (yyyy) 2023

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
<table>
<thead>
<tr>
<th></th>
<th>The date the Oath of Office (mm/dd/yyyy) was taken</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.</td>
<td>The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)</td>
<td>N/A</td>
</tr>
<tr>
<td>16.</td>
<td>Is this a brand new trustee?</td>
<td>N</td>
</tr>
<tr>
<td>1.</td>
<td>Status</td>
<td>Filled</td>
</tr>
<tr>
<td>2.</td>
<td>First Name of Board Member</td>
<td>Barbara</td>
</tr>
<tr>
<td>3.</td>
<td>Last Name of Board Member</td>
<td>Schwartz</td>
</tr>
<tr>
<td>4.</td>
<td>Mailing Address</td>
<td>438 Michigan Hill Road</td>
</tr>
<tr>
<td>5.</td>
<td>City</td>
<td>Richford</td>
</tr>
<tr>
<td>6.</td>
<td>Zip Code (5 digits only)</td>
<td>13835</td>
</tr>
<tr>
<td>7.</td>
<td>E-mail address</td>
<td><a href="mailto:frogwitnessnews@yahoo.com">frogwitnessnews@yahoo.com</a></td>
</tr>
<tr>
<td>8.</td>
<td>Office Held or Trustee</td>
<td>Trustee</td>
</tr>
<tr>
<td>9.</td>
<td>Term Begins - Month</td>
<td>January</td>
</tr>
<tr>
<td>10.</td>
<td>Term Begins - Year (year)</td>
<td>2022</td>
</tr>
<tr>
<td>11.</td>
<td>Term Expires</td>
<td>December</td>
</tr>
<tr>
<td>12.</td>
<td>Term Expires - Year (yyyy)</td>
<td>2024</td>
</tr>
<tr>
<td>13.</td>
<td>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.</td>
<td>Yes</td>
</tr>
</tbody>
</table>
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 Michaud

4. Mailing Address 358 Ford Hill Road

5. City Berkshire

6. Zip Code (5 digits only) 13736

7. E-mail address michaud137@yahoo.com

8. Office Held or Trustee Trustee

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
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>14.</td>
<td>The date the Oath of Office (mm/dd/yyyy) was taken</td>
<td>N/A</td>
</tr>
<tr>
<td>15.</td>
<td>The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)</td>
<td>N/A</td>
</tr>
<tr>
<td>16.</td>
<td>Is this a brand new trustee?</td>
<td>Y</td>
</tr>
<tr>
<td>1.</td>
<td>Status</td>
<td>Filled</td>
</tr>
<tr>
<td>2.</td>
<td>First Name of Board Member</td>
<td>Donald</td>
</tr>
<tr>
<td>3.</td>
<td>Last Name of Board Member</td>
<td>Murch</td>
</tr>
<tr>
<td>4.</td>
<td>Mailing Address</td>
<td>483 Michigan Hill Road</td>
</tr>
<tr>
<td>5.</td>
<td>City</td>
<td>Richford</td>
</tr>
<tr>
<td>6.</td>
<td>Zip Code (5 digits only)</td>
<td>13835</td>
</tr>
<tr>
<td>7.</td>
<td>E-mail address</td>
<td><a href="mailto:merrills1@frontier.com">merrills1@frontier.com</a></td>
</tr>
<tr>
<td>8.</td>
<td>Office Held or Trustee</td>
<td>Trustee</td>
</tr>
<tr>
<td>9.</td>
<td>Term Begins - Month</td>
<td>January</td>
</tr>
<tr>
<td>10.</td>
<td>Term Begins - Year (year)</td>
<td>2022</td>
</tr>
<tr>
<td>11.</td>
<td>Term Expires</td>
<td>December</td>
</tr>
<tr>
<td>12.</td>
<td>Term Expires - Year (yyyy)</td>
<td>2024</td>
</tr>
<tr>
<td>13.</td>
<td>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.</td>
<td>Yes</td>
</tr>
</tbody>
</table>
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

Trustee Education

Please Note: last year's answers for repeating groups cannot be displayed.
Complete one record for each person serving as a trustee as of December 31, 2022. These trustees will not be exactly the same as the trustees listed in the section above.

1. Trustee Name John Stoughton

2. Has the trustee participated in trustee education in the last calendar year (2022)? Y

1. Trustee Name Carol Cox

2. Has the trustee participated in trustee education in the last calendar year (2022)? Y

1. Trustee Name Janice Merrill

2. Has the trustee participated in trustee education in the last calendar year (2022)? Y

1. Trustee Name Carol Leigh

2. Has the trustee participated in trustee education in the last calendar year (2022)? Y

1. Trustee Name Graeme Brilliant

2. Has the trustee participated in trustee education in the last calendar year (2022)? Y

1. Trustee Name Darlene Wait
2. Has the trustee participated in trustee education in the last calendar year (2022)? Y

1. Trustee Name Nancy Lohmann

2. Has the trustee participated in trustee education in the last calendar year (2022)? Y

1. Trustee Name Barbara Schwartz

2. Has the trustee participated in trustee education in the last calendar year (2022)? Y

1. Trustee Name Lisa Michaud

2. Has the trustee participated in trustee education in the last calendar year (2022)? Y

1. Trustee Name Donald Murch

2. Has the trustee participated in trustee education in the last calendar year (2022)? Y

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 11.3. Y

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

1. Source of Funds County
<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Name of funding County, Municipality or School District</th>
<th>Amount</th>
<th>Subject to public vote held in reporting year or in a previous reporting year(s)</th>
<th>Written Contractual Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town</td>
<td>Tioga County</td>
<td>$8,612</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Town of Berkshire</td>
<td>Town of Berkshire</td>
<td>$11,080</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Town</td>
<td>Town of Richford</td>
<td>$4,700</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

11.2 **TOTAL LOCAL PUBLIC FUNDS** $24,392
11.3  Local Library Services Aid (LLSA)  $3,928

Note: In 2021 we received no Bullet Aide development in 2022 received 2,500. Received 1,428 in LLSA Grant

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  $850

11.7  Other Cash Grants  $3,000

Note: We received $2,000 from Finger Lakes Library System for collection development. We received 1,000 from a patron for the special request for the library to purchase LARGE PRINT CHRISTIAN BOOKS.

11.8  TOTAL SYSTEM CASH GRANTS  $7,778
(Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)

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  $0
(Add Questions 11.10 and 11.11)

11.13  CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE  $0
OTHER RECEIPTS

11.14 Gifts and Endowments $29,934
11.15 Fund Raising $10,162
11.16 Income from Investments $3,381
11.17 Library Charges $124
11.18 Other $2,647

11.19 TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18) $46,248

11.20 TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19) $78,418

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 2022 ($111,663
(Same as Question 12.39 of previous year if fiscal year has not changed)
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)  $190,081

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 $28,474

12.3   Total Salaries & Wages Expenditures $28,474
       (Add Questions 12.1 and 12.2)

12.4   Employee Benefits Expenditures $1,550

Note: We were billed on 2/8/22 for 1,963 and received a check from Hartford on 3/24/22 in the amount of 2,769 resulting in a credit for the year of 806. I am unable to explain the billing system that the Hartford Insurance Co. uses. Their billing system is not understandable. In 2021 we paid two payments of 1,991 and 441 totaling 2,432. In 2020 we paid 2,588.

12.5   Total Staff Expenditures (Add Questions 12.3 and 12.4) $30,024

COLLECTION EXPENDITURES

12.6   Print Materials Expenditures $5,950

12.7   Electronic Materials Expenditures $0

12.8   Other Materials Expenditures $0
12.9  **Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)  $5,950

**CAPITAL EXPENDITURES FROM OPERATING FUNDS**

12.10  From Local Public Funds (71PF)  $0

12.11  From Other Funds (71OF)  $0

12.12  **Total Capital Expenditures** (Add Questions 12.10 and 12.11)  $0

**OPERATION AND MAINTENANCE OF BUILDINGS**

*Repairs to Building & Building Equipment*

12.13  From Local Public Funds (72PF)  $0

12.14  From Other Funds (72OF)  $1,899

12.15  **Total Repairs** (Add Questions 12.13 and 12.14)  $1,899

12.16  Other Disbursements for Operation & Maintenance of Buildings  $7,584

12.17  **Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)  $9,483

**MISCELLANEOUS EXPENSES**

12.18  Office and Library Supplies  $1,131

12.19  Telecommunications  $310

**Note:** In 2021 we were able to pay entire year charge of $500.00 and in 2022 we could not do that because provider wouldn't let us pay for entire year. On 5/26/2021 we paid for the telephone for the entire year in the amount of 500.20. We were told by doing this we would save $20.00 per year. In 2022 we were not able to do this because we were instructed in error by Haefele, our provider that the offer was good for only internet service only. So that is why in 2022 the amount in decreased because now the monthly amount that we pay is spread out over the entire year from 5/2022 to 5/2023.

12.20  Postage and Freight  $333
<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.21</td>
<td>Professional &amp; Consultant Fees</td>
<td>$995</td>
</tr>
<tr>
<td>12.22</td>
<td>Equipment</td>
<td>$580</td>
</tr>
<tr>
<td>12.23</td>
<td>Other Miscellaneous</td>
<td>$2,953</td>
</tr>
<tr>
<td>12.24</td>
<td><strong>Total Miscellaneous Expenses</strong> (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)</td>
<td>$6,302</td>
</tr>
</tbody>
</table>

**Contracts/Debt Service/Transfers/Grand Total**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.25</td>
<td><strong>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</strong></td>
<td>$5,700</td>
</tr>
</tbody>
</table>

**DEBT SERVICE**

**Capital Purposes Loans (Principal and Interest)**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.26</td>
<td>From Local Public Funds (73PF)</td>
<td>$0</td>
</tr>
<tr>
<td>12.27</td>
<td>From Other Funds (73OF)</td>
<td>$0</td>
</tr>
<tr>
<td>12.28</td>
<td><strong>Total</strong> (Add Questions 12.26 and 12.27)</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Other Loans**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.29</td>
<td>Budget Loans (Principal and Interest)</td>
<td>$0</td>
</tr>
<tr>
<td>12.30</td>
<td>Short-Term Loans</td>
<td>$0</td>
</tr>
<tr>
<td>12.31</td>
<td><strong>Total Debt Service</strong> (Add Questions 12.28, 12.29 and 12.30)</td>
<td>$0</td>
</tr>
</tbody>
</table>

**TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31) | $57,459 |
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)  $57,459

12.39  Balance in Operating Fund - Ending Balance for the Fiscal Year Ending 2022  $132,622

12.40  **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26)  $190,081

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).  02/21/2023

FISCAL AUDIT

12.42  Last audit performed (mm/dd/yyyy)  N/A

12.43  Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)  N/A
12.44 Indicate type of audit (select one): N/A

**CAPITAL FUND**

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

13. **CAPITAL FUND RECEIPTS**
Report financial data based on the fiscal year reported 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** $0
*(Add Questions 13.1 and 13.2)*

**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 2022 (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  $0 (Add Questions 14.1, 14.2 and 14.6)

14.8  TRANSFER TO OPERATING FUND  $0 (Same as Question 11.22)
14.9 NON-PROJECT EXPENDITURES $0

14.10 TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9) $0

14.11 BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2022 $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 0.61

16.3 All Other Paid Staff 0.03

16.4 Total Paid Employees 0.64

16.5 State Government Revenue $3,928

Note: Last year we received no Bullet Aide from NY State, 2022 we did.

16.6 Federal Government Revenue $850

16.7 Other Operating Revenue $49,248

16.8 Total Operating Revenue $78,418

16.9 Other Operating Expenditures $21,485
16.10  Total Operating Expenditures  $57,459
16.11  Total Capital Expenditures  $0
16.12  Print Materials  8,272
16.12a Total Physical Items in Collection  8,697
16.13  Total Registered Borrowers  435
16.14  Other Capital Revenue and Receipts  $0
16.15  Number of Internet Computers Used by General Public  5
16.16  Total Uses (sessions) of Public Internet Computers Per Year  820
16.17  Wireless Sessions  2,190

Note: The original number recorded was wrong. I used the passerbys instead of the number of people that connected to the internet. Passerbys are people that were in range of our internet but didn't connect. The number used is the number of people that connected to our internet.

16.18  Total Capital Revenue  $0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1  LIB ID  2400600630
17.2  Interlibrary Relationship Code  ME
17.3  Legal Basis Code  NP
17.4  Administrative Structure Code  SO
17.5  FSCS Public Library Definition  Y
17.6  Geographic Code  MD1
SUGGESTED IMPROVEMENTS

Library Name: BERKSHIRE FREE LIBRARY

Library System: Finger Lakes Library System

Name of Person Completing Form: Fran Miller Carol Leigh

Phone Number: (607) 657-4418

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 indicate the question number each comment/suggestion refers to. Thank you!