

Worcester Free Library

Annual Report For Public And Association Libraries - 2021

1. GENERAL LIBRARY INFORMATION

Library/Director Information

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

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, 2021, except for questions related to the current library director/manager (questions 1.37 through 1.44).

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|------|---|---------------------------------------|
| 1.1 | Library ID Number | 2800477200 |
| 1.2 | Library Name | WORCESTER 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 | Worcester |
| 1.6 | Beginning Fiscal Reporting Year | 01/01/2021 |
| 1.7 | Ending Fiscal Reporting Year | 12/31/2021 |
| 1.8 | Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report? | Yes |
| 1.9 | If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8. | 01/01/2021 |
| 1.10 | Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8. | 12/31/2021 |
| 1.11 | Beginning <u>Local</u> Fiscal Year | 01/01/2021 |
| 1.12 | Ending <u>Local</u> Fiscal Year | 12/31/2021 |

- | | | |
|------|--|---|
| 1.13 | Address Status | 07 (for move to new location) |
| 1.14 | Street Address | 170 MAIN STREET |
| 1.15 | City | WORCESTER |
| 1.16 | Zip Code | 12197 |
| 1.17 | Mailing Address | P.O. BOX 461 |
| 1.18 | City | WORCESTER |
| 1.19 | Zip Code | 12197 |
| 1.20 | Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number) | (607) 397-7309 |
| 1.21 | Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number) | (607) 435-6981 |
| 1.22 | E-Mail Address to Contact the Library (Enter N/A if no e-mail address) | wo.ill@4cls.org |
| 1.23 | Library Home Page URL (Enter N/A if no home page URL) | http://www.worcesterfreelibrary.org/ |
| 1.24 | Population Chartered to Serve (per 2010 Census) | 2,518 |
| 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): | School District |
| 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 <u>or</u> the date of the provisional charter if the library does not have an absolute charter | 07/02/1913 |
| 1.30 | Date the library was last registered | 01/25/1911 |
| 1.31 | Federal Employer Identification Number | 141547364 |
| 1.32 | County | OTSEGO |
| 1.33 | School District | Worcester Central School |

- 1.34 Town/City worcester
- 1.35 Library System Four County 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 Diane
- 1.38 Last Name of Library Director/Manager Addesso
- 1.39 NYS Public Librarian Certification Number N/A
- 1.40 What is the highest education level of the library manager/director? Bachelor'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/A
- 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 daddesso54@gmail.com
- 1.44 Fax Number of the Director/Manager (607) 435-6981
- 1.45 Does the library charge fees for library cards to people residing outside the system's service area? N

Public Votes/Contracts

- 1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2021? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, N

complete one record for the public vote from each funding source. If no, go to question 1.47.

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/2021) 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 2021) Y
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.

1. Name of municipality or district holding the public vote Worcester
2. Indicate the type of municipality or district holding the public vote School District
3. Date the last successful vote was held (mm/dd/yyyy) 06/09/2020
4. What type of public vote was it? school district ballot proposition (Ed. Law §259(1)(a))
5. What was the total dollar \$7,500

amount of the appropriation
from tax dollars resulting
from the last successful vote?

1. Name of municipality or district holding the public vote Schenevus
2. Indicate the type of municipality or district holding the public vote School District
3. Date the last successful vote was held (mm/dd/yyyy) 05/19/2015
4. What type of public vote was it? school district ballot proposition (Ed. Law §259(1)(a))
5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? \$17,500

Unusual Circumstances

- 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
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, N

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.

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

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

2.1	Adult Fiction Books	2,965
2.2	Adult Non-fiction Books	2,392
2.3	Total Adult Books (Total questions 2.1 & 2.2)	5,357
2.4	Children's Fiction Books	2,567
2.5	Children's Non-fiction Books	956
2.6	Total Children's Books (Total questions 2.4 & 2.5)	3,523
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	8,880

Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	2
2.10	All Other Print Materials	70
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	72
2.12	Total Print Materials (Total questions 2.7 and 2.11)	8,952

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	9,354
2.14	Local Electronic Collections	11
2.15	NOVEL ^{NY} Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	26
2.17	Audio - Downloadable Units	2,543
2.18	Video - Downloadable Units	9
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.)	3
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	11,935

Non-Electronic Materials

2.21	Audio - Physical Units	339
2.22	Video - Physical Units	1,506
2.23	Other Circulating Physical Items	0
2.24	Total Physical Items in Collection (Total questions 2.21 through 2.23)	1,845

Grand Total/Additions to Holdings

2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	22,732
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	1,084
2.27	All Other Print Materials	0
2.28	Electronic Materials	1,697
2.29	All Other Materials	208
2.30	Total Additions (Total questions 2.26 through 2.29)	2,989

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 3.30 through 3.82 for the 2021 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) | 3,771 |
| 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? | CT - Annual Count |
| 3.2 | Registered resident borrowers | 846 |
| 3.3 | Registered non-resident borrowers | 103 |

Please report information on WRITTEN POLICIES as of 12/31/21.

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 12/31/21.

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.)? | N |
| 3.12 | Does the library have | N |