

Worcester Free Library

Annual Report For Public And Association Libraries - 2023

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, 2023, except for questions related to the current library director/manager (questions 1.37 through 1.44).

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	01/01/2023
1.7	Ending Fiscal Reporting Year	12/31/2023
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
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.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2023
1.12	Ending <u>Local</u> Fiscal Year	12/31/2023
1.13	Address Status	00 (for no change from previous year)
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 (607) 397-7309 if no telephone number)
- 1.21 Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number) (607) 397-7309
- 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 2020 Census) 2,354
- 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 or 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 Anne
- 1.38 Last Name of Library Director/Manager Nassar
- 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?	Y
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	wo.nassar@4cls.org
1.44	Fax Number of the Director/Manager	(607) 397-7309
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 2023? (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.	

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/2023)	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 (manually 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 2023) 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. Y

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

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 Â§259(1)(a))
5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?	\$17,500

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)	05/19/2020
4.	What type of public vote was it?	school district ballot proposition (Ed. Law Â§259(1)(a))
5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?	\$32,500

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

Print / Electronic / Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [read](#) general information instructions below before completing this section.

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 | 3,547 |
| 2.2 | Adult Non-fiction Books | 2,554 |
| 2.3 | Total Adult Books (Total questions 2.1 & 2.2) | 6,101 |
| 2.4 | Children's Fiction Books | 3,120 |
| 2.5 | Children's Non-fiction Books | 1,156 |
| 2.6 | Total Children's Books (Total questions 2.4 & 2.5) | 4,276 |
| 2.7 | Total Cataloged Books (Total questions 2.3 & 2.6) | 10,377 |

Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	0
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	0
2.12	Total Print Materials (Total questions 2.7 and 2.11)	10,377

ALL OTHER MATERIALS**Electronic Materials**

2.13	Electronic Books	9,852
2.14	Local Electronic Collections	4
2.15	NOVEL _{NY} Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	19
2.17	Audio - Downloadable Units	6,300
2.18	Video - Downloadable Units	1
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)	16,172

Non-Electronic Materials

2.21	Audio - Physical Units	342
2.22	Video - Physical Units	1,756
2.23	Other Circulating Physical Items	0
2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	2,098

Grand Total / Additions to Holdings

2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	28,647
------	--	--------

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	976
2.27	All Other Print Materials	0
2.28	Electronic Materials	0
2.29	All Other Materials	120

2.30 Total Additions (Total questions
2.26 through 2.29) 1,096

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.32 as of the end fiscal year reported in Questions 1.6 and 1.7 in Part 1; report information on questions 3.33 through 3.77 for the 2023 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 Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1 Library visits (total annual attendance) 6,744

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 796

3.3 Registered non-resident borrowers 54

Please report information on WRITTEN POLICIES as of 12/31/23.

WRITTEN POLICIES (Answer Y for Yes, N for No)

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

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 12/31/23.

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? If no, go to next question	
	screen reader, such as JAWS, Windoweyes or NVDA	No
	refreshable Braille commonly referred to as a refreshable Braille display	No
	screen magnification software, such as Zoomtext	No
	electronic scanning and reading software, such as OpenBook	No
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)?	N

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Live Program Sessions

A 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 of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

Live Programs Categorized by Age

3.17a	Number of Sessions Targeted at Children Ages 0-5	64
3.17b	Attendance at Sessions Targeted at Children Ages 0-5	1,015
3.18a	Number of Sessions Targeted at Children Ages 6-11	33
3.18b	Attendance at Sessions Targeted at Children Ages 6-11	568
3.19a	Number of Sessions Targeted at Young Adults Ages 12-18	0
3.19b	Attendance at Sessions Targeted at Young Adults Ages 12-18	0
3.20a	Number of Sessions Targeted at Adults Age 19 or Older	172

3.20b	Attendance at Sessions Targeted at Adults Age 19 or Older	1,313
3.21a	Number of General Interest Program Sessions	0
3.21b	Attendance at General Interest Program Sessions	0
3.22	Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	269
3.23	Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	2,896
Live Programs Categorized by Venue		
3.24a	Total Live Onsite Program Sessions	269
3.24b	Total Live Onsite Program Attendance	2,896
3.25a	Total Live Offsite Program Sessions	0
3.25b	Total Live Offsite Program Attendance	0
3.26a	Total Live Virtual Program Sessions	0
3.26b	Total Live Virtual Program Attendance	0
3.27	Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	269
3.28	Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	2,896
Prerecorded and One-on-One Programs		
3.29	Total Number of Prerecorded Program Presentations	0
3.30	Total Views of Prerecorded Program Presentations within 30 Days	0
3.31	One-on-One Program Sessions	0
3.32	Attendance at One-on-One Program Sessions	0

Teen-Led / Promotion / Summer Reading

3.33	Did your library offer teen-led activities during the 2023 calendar year?	N
------	---	---

3.34 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

Please report information on SUMMER READING PROGRAMS for the 2023 calendar year

SUMMER READING PROGRAM

3.35 Did the library offer a summer reading program in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y

3.36 Library outlets offering the summer reading program 1

3.37 Children registered for the library's summer reading program 50

3.38 Young adults registered for the library's summer reading program 0

3.39 Adults registered for the library's summer reading program 5

3.40 **Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)** 55

3.41a Children's program sessions - Summer 2023 20

3.41b **Children's program attendance - Summer 2023** 294

3.42a Young adult program sessions - Summer 2023 0

3.42b **Young adult program attendance - Summer 2023** 0

3.43a Adult program sessions - Summer 2023 1

3.43b **Adult program attendance - Summer 2023** 8

3.44 **Total program sessions - Summer 2023 (total 3.41a + 3.42a + 3.43a)** 21

3.45 **Total program attendance - Summer 2023 (total 3.41b + 3.42b + 3.43b)** 302

3.46 Did the library use the Summer Reading at New York Libraries name and/or logo? Y

3.47 Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided Y through the New York State Library?

COLLABORATORS

3.48	Public school district(s) and/or BOCES	0
3.49	Non-public school(s)	0
3.50	Childcare center(s)	1
3.51	Summer camp(s)	0
3.52	Municipality/Municipalities	0
3.53	Literacy provider(s)	0
3.54	Other (describe using the State note)	1
3.55	Total Collaborators (total 3.48 through 3.54)	2

Early Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2023 calendar year.

EARLY LITERACY PROGRAMS

3.56	Did the library offer early literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.57a	Focus on birth - school entry (kindergarten) sessions	
3.57b	Focus on birth - school entry (kindergarten) attendance	
3.58a	Focus on parents & caregivers sessions	
3.58b	Focus on parents & caregivers attendance	
3.59a	Combined audience sessions	60
3.59b	Combined audience attendance	918
3.60	Total Sessions	60
3.61	Total Attendance	918
3.62	- Collaborators (check all that apply):	
a.	Childcare center(s)	Yes
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)	No

Adult Literacy

Please report information on ADULT LITERACY for the 2023 calendar year.

ADULT LITERACY

- 3.63 Did the library offer adult literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section. N
- 3.64a Total group program sessions
- 3.64b Total group program attendance
- 3.65a Total one-on-one program sessions
- 3.65b Total one-on-one program attendance
- 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

ESOL / Digital Literacy

Please report information on ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS for the 2023 calendar year.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

- 3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section. N
- 3.68a Children's program sessions
- 3.68b Children's program attendance
- 3.69a Young adult program sessions
- 3.69b Young adult program attendance
- 3.70a Adult program sessions
- 3.70b Adult program attendance
- 3.71 Total program sessions (total 3.68a + 3.69a + 3.70a) 0
- 3.72 Total program attendance (total 3.68b + 3.69b + 3.70b) 0
- 3.73a One-on-one program sessions

3.73b [One-on-one program attendance](#)

3.74 - 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 2023 calendar year.

DIGITAL LITERACY

3.75 Did the library offer digital literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section. N

3.76a Total group program sessions

3.76b [Total group program attendance](#)

3.77a Total one-on-one program sessions

3.77b [Total one-on-one program attendance](#)