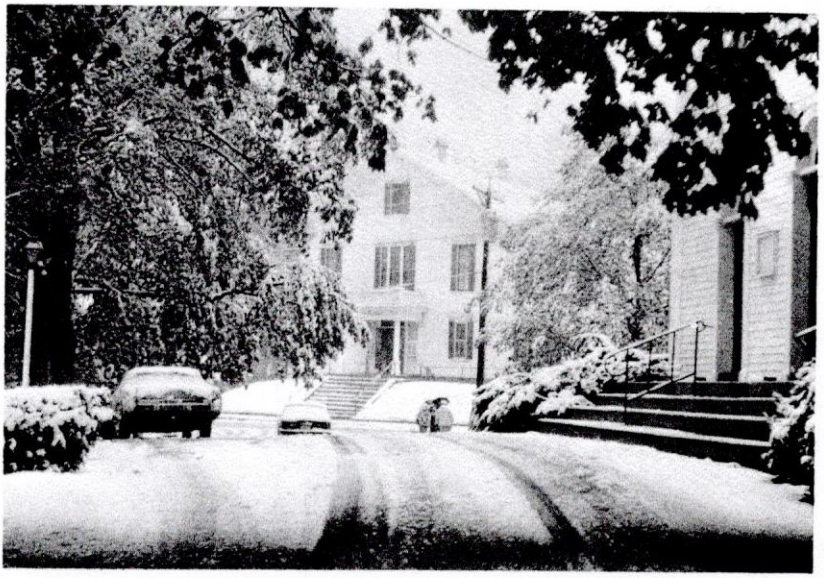
Annual Reports

BERLIN

MASSACHUSETTS



1977

LIBRARY TRUSTEES

This past year was one of substantial growth for the Library; circulation increased 16% over 1976 to 11,700 volumes. In addition, 56 film programs were presented to pre-schoolers and students at Berlin Memorial School.

However, there are many services available from the library other than books and magazines: records and casettes, art prints, reference and research materials, and films. These are available both locally and through the inter-library loan system. We encourage everyone to make use of these.

The library's book collection was greatly enhanced when over 400 volumes were obtained from Colonial Press at the time of its closing.

Mr. John Whittemore was appointed a Trustee to replace Mrs. Sharon Soucy, who resigned when she and her family moved to another town.

Our objective is to provide you with the best possible service. We solicit and welcome your suggestions.

Respectfully submitted,
JOHN J. O'BRIEN, Chairman

LIBRARIAN

GIFTS

Berlin Art & Historical Society
Mr. and Mrs. Frederick Boutilier
The Colonial Press, Inc.
Berlin Tuesday Club
Mr. and Mrs. Robert Tervo
In Memory of Marion L. Rayner
Mrs. Martha Howes
Mrs. Eva Peterson
Mrs. Susan Silverman
Bruce Walker
Stephen Clark

STATISTICS

A substantial increase in circulation over the 1976 figures is gratifying.

Circulation:	11,700
Magazines:	799
Audio-Visuals:	117
Inter-library loans:	133
Film Programs:	56 (average attendance per program - 26)

Librarian

We added 598 books to our collection and received a total of $162.90 in fines.

The Colonial Press in Clinton, as part of its closi operations, allowed area librarians to take without charge, any books from the Press library. This yea we have catalogued an additional 416 books to our collection. Books are still being processed for ou library and those books that we could not use were donated to the Memorial School, Tahanto Library anc the Worcester Regional Library System. An excellen opportunity was thus gained for the basic library collection to be enriched and up-dated.

PROFESSIONAL SERVICES

The Berlin Public Library is a member of the Massachusetts Library Association and is one of the member libraries of the Worcester Regional Library System. Borrowers may obtain a card here that is valid for use in other public libraries in the stat

Professional meetings attended by the staff include attendance at the New England Library Association convention in Sturbridge, Massachusetts, New Englan Round Table of Children's Librarians in Fairlee, Vermont, Worcester and Boston; and monthly meetings of the Children's Services group, Greater Worcester Public Library Administrators, and in an elected capacity to the Central Regional Advisory Council.

SERVICES

The Pre-School Story-Hour, "Movies for Kids" and special workshops for children were conducted durin the year.

We provided special programs for the pupils of Berl Memorial School and library facilities for the Firs Parish Church Nursery School.

Current best sellers are more readily available through the library's membership in the Literary Guild and the Book of the Month Club. Additional magazine subscriptions for some of the more popular and timely periodicals have also been purchased.

RENOVATIONS

New carpeting was placed in the stackroom to dimini noise levels. A crash-bar was installed on the downstairs door providing rapid accessibility for

an emergency exit. The front door was sanded and refinished in its natural color.

Again, we cordially invite you, THE PUBLIC, to make the most use of your tax dollars by using the materials available to you here at the library.

Respectfully submitted,
MARGARET RAUSCHER
Librarian

COUNTY AID to AGRICULTURE

Under direction of Worcester County Extension Service, we have two Sewing, a Food Preparation, a Craft, and most of the members of the Horse Club. More than fifty boys and girls enrolled.

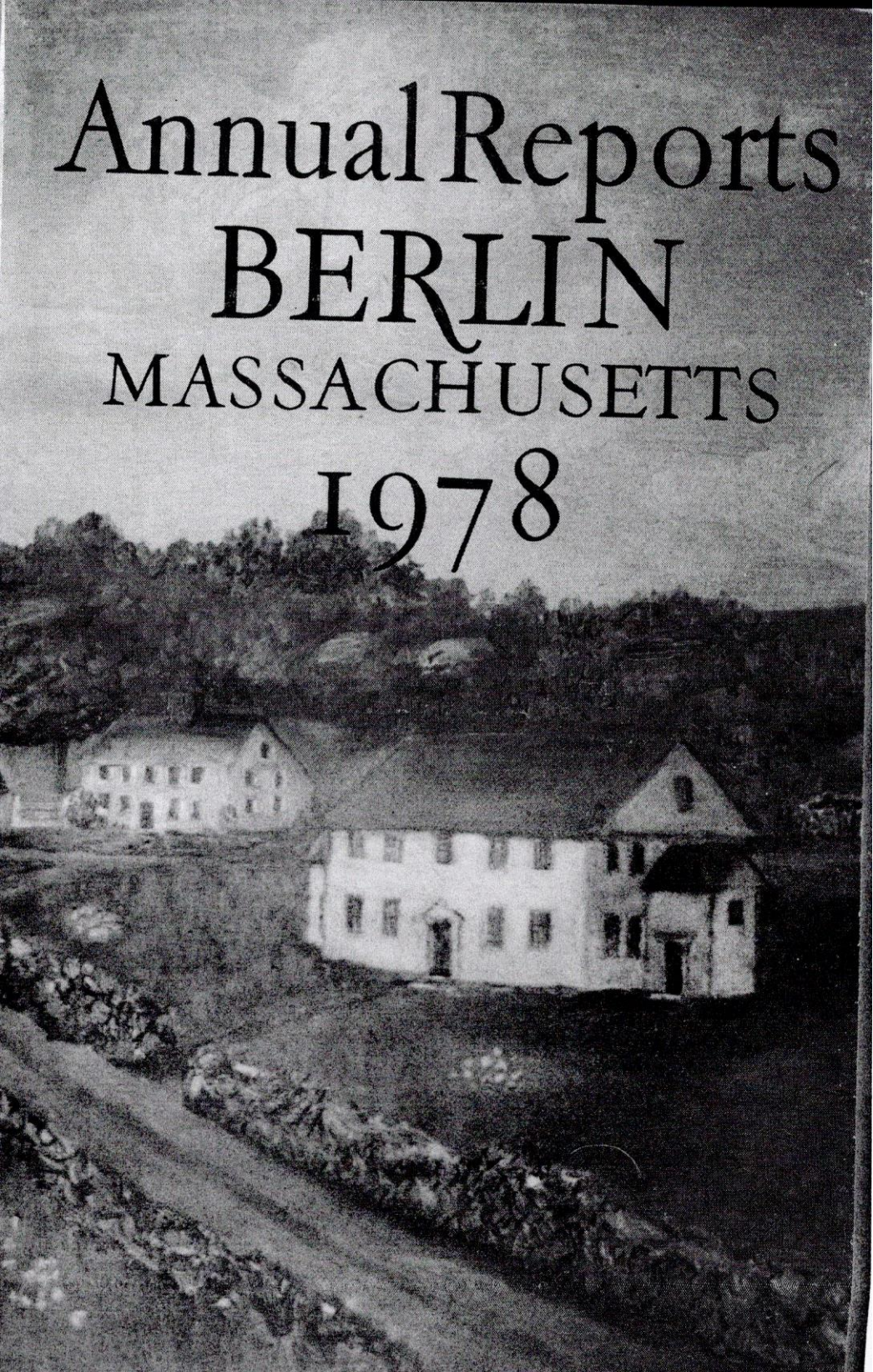
We sold over a thousand packages of cookies in October for the benefit of Worcester County Projects: awards, banquets, and Camp Marshall in Spencer. We have boys and girls attending this camp.

The Homemakers Group meets once a month at the homes of the members. Each meeting has instruction and discussion of homemaking and family living. Subjects covered this year were Rug Braiding, Slow and Fast Cooking, Food Poisoning, Restoring and Remodeling Old Furniture, Rescue Mission, Cheese Tasting Tour of a Hickory Farms Store, Chinese Cooking, and a Christmas Party of special foods.

Any Berlin woman may attend one meeting or become a member.

Respectfully submitted,
LOUISE F. LOCKHART
Director

Annual Reports
BERLIN
MASSACHUSETTS
1978



LIBRARY TRUSTEES

The trustees are pleased with the present use of the Library by residents of all ages, and hope that in the coming year we will have many more people using the services available.

During the past year, our water supply was tested and found unacceptable by the Nashoba Board of Health. Therefore, we had to supply a water cooler for bottled drinking water. It certainly does taste better!

Our new photo-copier has been used a great deal. It is a big help to students working on research papers for school.

The book sale was a huge success. 1,400 books were sold, some surplus from the library and many donated for the occasion.

In June, the trustees decided to stop the fine system and books may now be returned without fear of owing a large sum of money. We hope this will encourage the return of the books, which are owned by all the taxpayers.

After you voted us a sum of money to repair the crumbling front steps, we discovered that they cannot be rebuilt the same way due to new State regulations. Therefore, we have had new plans drawn and work will commence in the spring when the danger of frost heaves is past. We regret the delay, inconvenience, and temporary appearance of the library.

We feel strongly that our librarians are entitled to a larger base salary. We have reached this conclusion after studying salaries for library personnel in surrounding towns, and with consideration of the responsibilities of the positions. Our proposed budget for fiscal 1980 reflects this concern.

Respectfully submitted,
DOROTHY K. ROGERS, Chairman

LIBRARIAN

HOURS		OCTOBER - MAY
Sunday	1 - 8	"Movies for Kids", Fridays
Wednesday 9 - 11 and	1 - 8	at 3:15; Pre-School Story
Friday	1 - 8	Hour, Wednesdays at 9:30
		A.M.; both programs omitted
		when school is not in session

GIFTS

Berlin Art and Historical Society	
Berlin Homemakers Group	Mr. Durward Eastman
Berlin Lion's Group	Robert Gill
Berlin Tuesday Club	Mrs. Martha Howes
Mrs. Fay Bridges	Mrs. Helen Rogers
Mr. and Mrs. Donald Church	Mr. and Mrs. James Rogers
Mrs. Carol Clark	Mrs. Ellen Swinconeck
Mrs. Laura Cole	Willard Wheeler
Mrs. Charles Cotting	Mrs. Connie Wight

Many thanks to our generous townspeople who donated books for our very successful booksale.

STATISTICS

Circulation:	11,113	
Magazines:	765	
Audio-Visuals:	213	
Inter-Library Loans:	240	
Reference:	248	
Photo-copies:	713	
Film-programs:	42	(average attendance per program: 20)
Story Hour:	32	(average attendance per program: 21)

We added 670 books to our collection and received a total of $66.73 in fines from January to June and $81.80 in photo-copies.

Our book-borrowing policy has been changed. A book may now be borrowed for a period of three weeks and magazines may now be loaned for one week.

SERVICES

Special programs for the pupils of Berlin Memorial School and First Parish Nursery School were provided.

A successful summer reading club for children, grades 1 - 8, was concluded by a special "Kids Day" sponsored by the Berlin Lions Club.

Librarian

Answering reference questions, making photo-copies, providing most of the best-sellers and keeping a varied group of magazines are but a few of the services that we provide for our readers.

Art prints, records, 8-track and cassettes plus films are available locally and through the inter-library loan system.

An additional special service that we provide is for the visually impaired. Large print books and a subscription to the New York Times large type weekly are available in your local library. We can also arrange for a free reading program administered by the National Library Service for the blind and physically handicapped. Full-length books and magazines on record and cassette and in braille plus the playback equipment are loaned free to eligible persons.

Communication kits that contain toys, games, books and other materials for deaf children as well as a carefully selected collection of books of special interest to hearing-impaired children and adults are available through the Regional Library System.

Again, we cordially invite you, THE PUBLIC, to make the most use of your tax dollars by using the materials available to you here at your library.

Respectfully submitted,
MARGARET RAUSCHER
Librarian

ANNUAL REPORT

of the

Several Official Boards

of the

TOWN OF BERLIN

MASSACHUSETTS

For the Year Ending

December Thirty-first

1979

LIBRARY TRUSTEES

First let me apologize on behalf of the Trustees for the delay in fixing the Library steps. Because we expect the State to require us to provide access for the handicapped, we decided to have plans drawn for new steps with the proper foundation for a ramp. Bids indicated that the cost to construct the steps this way would be prohibitive, and the steps were in such poor condition that immediate action was needed. Therefore, we contracted to remove the crumbling material and had new concrete steps poured around the solid core underneath. We are very pleased with the results and, since we used only $1,938 of the appropriated $2,580, we hope that you are pleased too.

In our attempt to make the library more energy efficient and at the same time more comfortable, we have insulated over the ceiling (there was no insulation before), purchased the last four storm windows to complete that on-going project, and added protective storm panels to some of the outside doors. Before the summer season, we studied the installation and energy costs of air-conditioning, and concluded that the best thing for the present time would be the attic insulation and a window fan, with a dehumidifier added on the main floor. The Library has a moisture problem, so that at times we need to run two dehumidifiers to control the dampness. In the fall we purchased a new oil burner for more efficient operation of the present furnace. We hope this summer to have CETA workers to paint both the exterior trim and the interior, as the paint is peeling badly.

Because of the increase in the cost of books, we are buying more paperbacks, particularly for books we do not intend to keep in our permanent collection.

We invite you all to come in and use the Library as much as possible.

Respectfully submitted,
DOROTHY K. ROGERS, Chairman
Library Trustees

Insulation
ceiling
oil burner
paperbacks

LIBRARIAN

HOURS

Monday 1 - 8
Wednesday 9 - 11, 1 - 8
Friday 1 - 8

October - May
"MOVIES FOR KIDS", Fridays at 3:15; Pre-School Story Hour: Wednesdays at 9:30 A.M.; both programs omitted when school is not in session.

GIFTS

Apple Valley Young Women's Club
Berlin Art and Historical Society
Berlin Homemakers Group
Berlin Tuesday Club
Mrs. Carol Clark
Mrs. Beth Davis
Mr. Durward Eastman
Evening Guild
Mrs. Shirley Fiske
Mrs. Elizabeth Goodale
Berlin Lions' Club
Mrs. Martha Howes
Mr. Gary Lambert
Mrs. Louise Lockhart
Mr. Arthur Marsh
Mrs. Mary Ellen Matthew
Mrs. Florence Munter
Mrs. Marjorie Nelson
Mr. and Mrs. James Rogers
Mrs. Ellen Swinconeck
Mr. Gregg Underwood
Mr. C. Herbert Wheeler
DAR, Northboro Chapter

Two free passes to the Museum of Fine Arts, Boston, were donated by the Apple Valley Young Women's Club. This enables anyone to receive free admission to any Museum program by simply coming to the library, borrowing the passes, and returning them for someone else's use.

STATISTICS

Circulation	11,410
Magazines	847
Audio-visuals	280
Inter-library loans	209
Reference	164

We added 391 hard-bound books and 550 paperbacks to our collection. $149.23 for photocopies was returned to the Town. 156 films were borrowed from the film library and 458 books were borrowed from the Regional Bookmobile.

SERVICES

Special programs for the pupils of Berlin Memorial, Tahanto Regional, and First Parish Nursery Schools were provided.

A six week summer program was conducted for pre-school and primary-age students in conjunction with the Berlin Recreation Program. Mrs. Debbie Young co-ordinated and led this most successful nature program.

As part of our long-range library program, we are continuing to revitalize the library to make it more accessible for all age groups and interests.

The reference area was moved to the adult area. As part of rejuvenating this group of books, many outdated reference books were discarded - either donated to the schools or saved for a future book sale.

A new paperback stand was purchased for adult use and the old paperback stand converted for young adults.

The children's table was removed to storage and large cushions and toys were provided for the younger set.

The card catalog was moved and made into a free-standing unit. We are continuing our efforts to make the card catalog more accessible and to complete our on-going book inventory in the coming year.

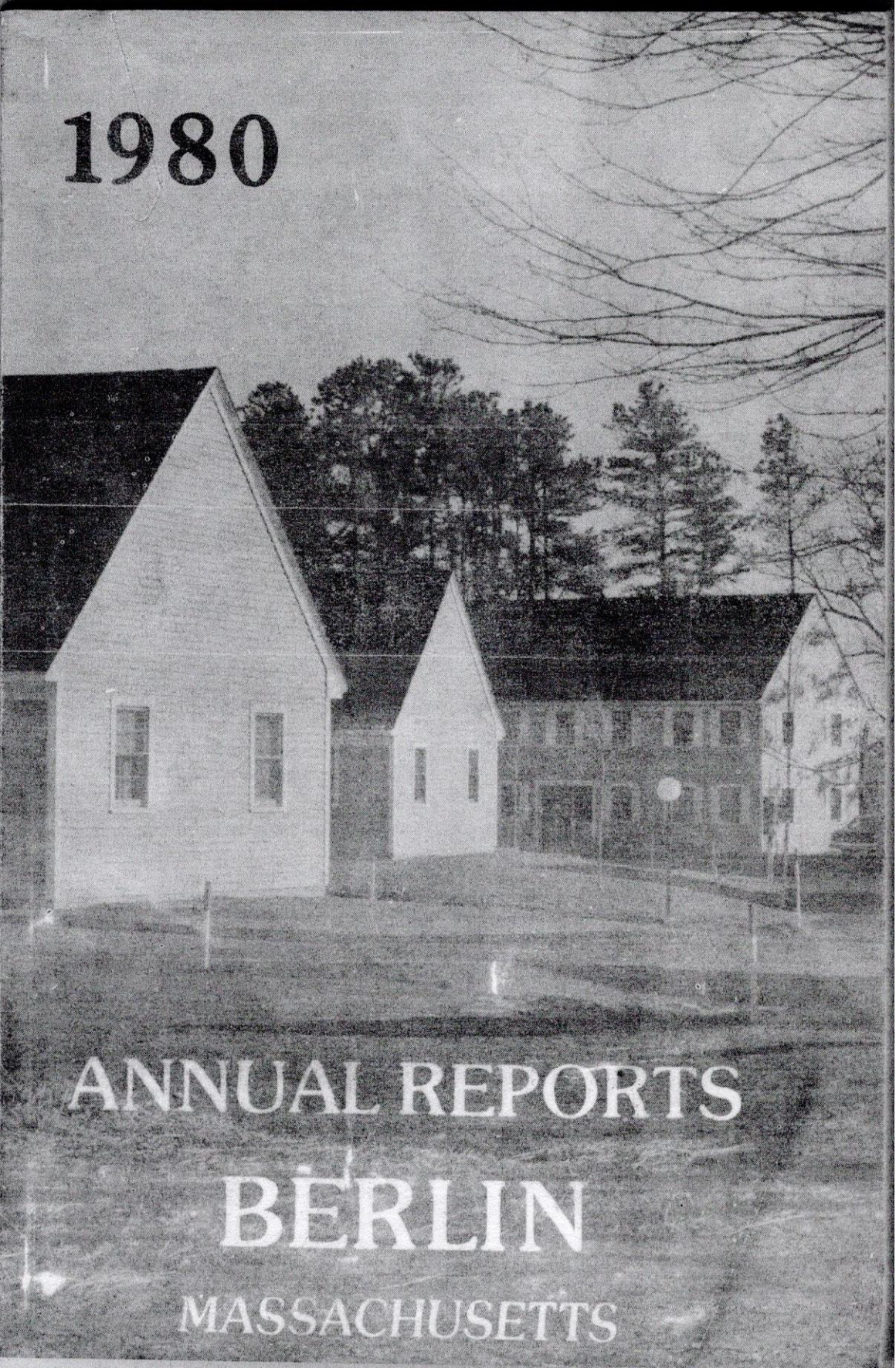
Our magazine circulation has doubled within the past four years. Magazines may be borrowed for a one-week period. Some of our newer and more timely magazines are:

American Baby
Americana
Animals
Antiques
Better Homes & Gardens
Boys' Life
Consumer Reports
Colonial Homes
Country Journal
DAR Magazine
Decorating Craft Ideas
Early American Life
Family Health
Farm Journal
Federation Topics
Glamour
Good Housekeeping
Horse
Horticulture
Hot Rod
House Beautiful
Jack and Jill
Ladies' Home Journal
Legion
McCall's
Mad
Moody
Motor Trend
Mother Earth News
Ms
National Geographic
National Geographic World
Organic Gardening
Parents
People
Popular Electronics
Popular Mechanics
Psychology Today
Ranger Rick
Reader's Digest (also large type)
Redbook
Rolling Stone
Scientific American
Science News
Seventeen
Smithsonian
Sports Illustrated
State Grange
Time
Yankee
Country News
Massachusetts Farm Bulletin
Senior Advocate
New York Times Book Review

Again, we cordially invite you, the PUBLIC, to make the most use of your tax dollars by using the materials available to you here at YOUR library.

Respectfully submitted,
MARGARET RAUSCHER, Librarian

1980



ANNUAL REPORTS

BERLIN

MASSACHUSETTS

LIBRARY TRUSTEES

The Trustees actively sponsored and operated an evening film series for adults in the fall. Response to this trial was satisfactory, and we plan to present a similar program in 1981.

We have expended $1,652.34 from the trust fund interest during 1980 for the following purposes:

- Exterior painting of the building, caulking of windows, waterproofing the rear brick walls, and new downspouts.
- Purchase of a one-inch lens for the movie projector (making it more satisfactory for use in a small room).
- Construction of a cabinet for the audio-visual equipment.
- Purchase of a new vacuum cleaner.
- Service Contract for the photocopying machine.
- Program and operational expense.

In the coming fiscal year, we anticipate that our current level of service may have to be cut due to reductions of revenue since the passage of "Proposition 2½". We shall endeavor to minimize the effects of such reductions. We plan to continue funding most building maintenance expenses and equipment purchases through our invested fund income as one way to reduce dependence on town appropriations.

Copies of our monthly and annual budget statements are available for public inspection at the Library.

In this time of high gasoline prices, your local library offers opportunities for entertainment, education and enlightenment, all right here in Berlin. Please make use of it.

Respectfully submitted,
ANNE S. DURANT
BARRY W. EAGER
DOROTHY K. ROGERS
LOUISE M. ROSEBERRY
JOHN K. WHITTEMORE

LIBRARIAN

The Berlin Public Library serves a population of 2,280 within an area of 13.18 square miles. We are a part of the Central Massachusetts Regional Library System which serves 70 town libraries.

HOURS OF OPERATION:	September-June	July-August
Monday	1 - 8	9 - 12, 4 - 8
Wednesday	9 - 11, 1 - 8	9 - 12, 4 - 8
Friday	1 - 8	9 - 12, 4 - 8

Wednesdays: Story Hour, 9:30-10:30; Movies for Kids, 3:30-4:30

CIRCULATION AND USE (1980): Books, Recordings, and Prints:

Books, Recordings, and Prints: 12,748
Films: 158
Interlibrary Loans: 147
Reference Questions: 140
Photocopies: $166.08

Weekly Hours: 23
Days Open: 150
Books Added: 621
Records: 21

Free use to all residents in State

PROGRAMS:

Programs sponsored by the Library included "Movies for Kids" Story Hour for pre-school youngsters. Twenty-five children participated in the Story Hour program learning many new song activities, pre-readiness for reading, and learning to cooper with each other. More than forty children participated in th summertime nature program that was sponsored jointly by the Recreation Committee and the Library under the leadership of Mrs. Deborah Young and volunteer parents. Classroom visits b students, a series of "Movies for Families", a free ice cream day for all and a most successful book sale generated much intere

We wish to thank the many individuals and organizations that have generously donated materials for the Library's collectio and the book sale.

AGAIN, we cordially invite you, the PUBLIC, to make the most o your tax dollars by using the materials and programs available to you here at YOUR library.

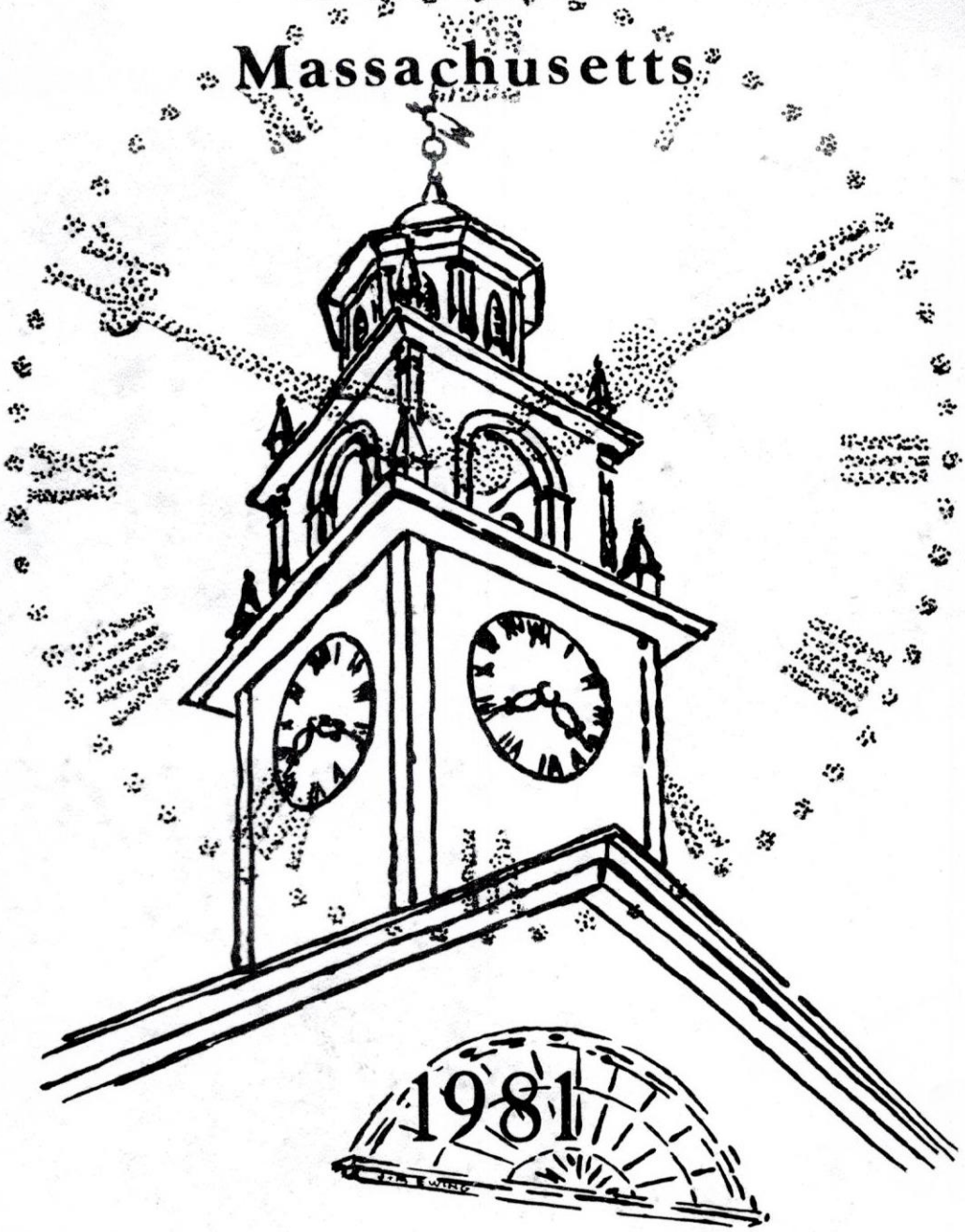
Respectfully submitted,
MARGARET RAUSCHER, Librarian

Halloween Party at Story Hour

Annual Reports

BERLIN

Massachusetts



LIBRARY TRUSTEES

The Trustees have continued their efforts to keep the cost of operating the Library as low as possible while maintaining the highest possible standards and providing excellent service. We owe a vote of thanks to the Library Staff for taking a payless vacation in June in order for the Trustees to return a portion of the appropriated money to the town. In our effort to reduce the operating expense, we are now open Monday through Thursday and closed the next three days to keep the heating cost down.

Interested citizens have joined together and formed the Friends of the Berlin Library. We are grateful for their enthusiastic support.

We have hired two Berlin high school students as pages and they are doing a fine job.

After the painting of the outside trim, we have continued to improve the outside appearance by working on the plantings surrounding the foundation.

The Children's Story Hour has been so popular that this year we have found it necessary to limit the enrollment and have two sessions. We are delighted!

Please do not forget that a donation to the Library is a tax deduction. We are most grateful for all the donations we have received in the past. There are more books and magazines available because of your generosity.

Respectfully submitted,
DOROTHY K. ROGERS, Chairman

First Friends
Group
FIRST PAGES

LIBRARIAN

HOURS OF OPERATION:	September-June	July-August
Monday	1-7	9-12, 3-7
Tuesday	1-5	9-12
Wednesday	9-11, 1-7	9-12, 3-7
Thursday	1-5	9-12

Monday (monthly) 7:30-9:00 P.M. - Movies, Northbrook Village, OPEN TO ALL

Story Hours: (Weekly), March-June, October-December, Pre-registration required, Wednesday, 10:00-11:00 A.M., two and three years old; Thursday, 1:00-2:00P.M., four and five years old.

CIRCULATION AND USE (1981)

Books: 10059	Photocopies: $80.70
Magazines: 1176	Weekly hours: 22
AV and Films: 329	Days open: 140
Reference: 243	Books added: 574
Inter-library loan: 213	AV added: 18

FREE USE TO ALL RESIDENTS IN STATE

We wish to thank those individuals and organizations who have generously donated materials and their time to enrich the Library's collection.

PROGRAMS:

Children's services attracted record numbers of young people who responded enthusiastically to programs such as the "Handicapped Puppets", Summertime Folk Tales led by Mrs. Deborah Young, and the popular story-hours led by Mrs. Chery Beauregard.

Monthly movies at Northbrook Village were sponsored and show by the Library and open free of charge to all residents.

Services were again provided to students of Berlin Memorial: younger students learned about the various materials availab to them at the Library; were shown films and enjoyed story-telling. Older students were shown how to use the card catalog, reference materials and do basic research for repor

Book deposit collections were maintained at Northbrook Villa and Berlin Memorial School.

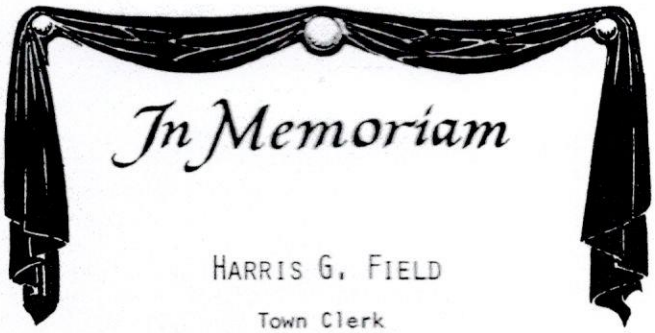
The librarians from the BPL have been participating in a joi committee composed of the public librarians of Berlin and Boylston and the school librarians of Berlin and Boylston elementary schools and the regional high school. We have discussed common goals and needs with which to better serve our communities.

TOWN of BERLIN

LOCATION ------ Latitude ------- 42° 22' 54.9" North
Longitude ------ 71° 38' 12.7" West
AREA ---------- 13.18 square miles
ELEVATION at the base of the Town Hall steps - 326.5'
POPULATION ---------- 2,280
REGISTERED VOTERS ---------- 1,187
TOWN ROADS ---------- 41.81 miles

HISTORICAL DATES

Part of Lancaster	1653-1738
Part of Bolton	1738-1784
Old Burying Ground given	1768
Incorporated as the South Parish of Bolton	1778
First Meeting House raised	1779
Incorporated as the District of Berlin	1784
Hearse House built	1805
Incorporated as the Town of Berlin	1812
Powder House built	1814
Second Meeting House built (First Parish Church)	1826
First Town House built	1831
South Cemetery opened	1857
West School built (Legion Hall)	1857
Second Town Hall dedicated	1870
Hook and Ladder House built (Rescue Barn)	1895
Finished inside	1928
Public Library built	1928
Town Barn acquired	1930
Town Dump opened	1931
Transfer Station opened	1982
Berlin Memorial School dedicated	1951
Addition opened	1953
Fire Station built	1952
Addition built	1958
Second floor added	1974
St. Joseph's Church dedicated	1953
North Cemetery acquired	1961
Additional land purchased	1971
Tahanto Regional High School dedicated	1962
South Commons acquired	1970
Outdoor sports facility given	1971
Tyler Conservation Area given	1971
Assabet Valley Regional Vocational School opened	1973
Douglas Conservation Area given	1974
Cadogan Land purchased (North Brook Greenway)	1978
Mount Pisgah Conservation Area purchased	1981



HARRIS G. FIELD

Town Clerk
Registrar of Voters
Special Police (for national defense)
during World War II

ERNEST B. COULSON

Assessor
Police Officer
Last World War I veteran residing in Berlin
who served from Berlin

ANNUAL REPORT

of the

Several Official Boards

of the

TOWN OF BERLIN

MASSACHUSETTS

For the Year Ending

December Thirty-first

1982

FOREWORD The effects of Proposition 2½ on this Town Report are obvious. In an attempt to make the book as inexpensive as possible, the format has been changed substantially. For the first time, the size has been increased to 8½ X 11. This combines with the shortening of several reports to reduce the nember of pages to less than half of last year's 120, which was one of the smallest in years. Photos and graphics have been eliminated for this year. Additional savings were possible because we were able to have some pages printed at the Assabet Valley Regional Vocational School.

In looking to the future, we have tried to provide some consolation for those whose bookshelves this volume has outgrown. It will hopefully be convenient to punch this and future reports and keep them in a ring binder.

Our particular thanks are directed to Eloise Salls for typing, to Doris and Vincent Eager for help with proofreading, and to the Boy Scouts for their help with assembling the books and delivering them to the voting households as they have done for many years.

Respectfully submitted,
BARRY W. EAGER
PHYLLIS M. WARBIN
FRANK O. BROWN
Town Report Committee

The Trustees again have tried to keep the operating costs of the Library as low as possible without relaxing our high standards. The circulation figures in the Libiarian's report are indicative of our success, for which our sincere thanks go to the Library Staff. The Friends of the Berlin Library have been most valuable and their continuing support is gratefully anticipated. We shall need their help, considering our reduced budget in 1983.

This fall we waterproofed the outside of the building and we hope this will help with the moisture causing the interior paint to peel.

The Raymond Cole Memorial Fund has enabled us to have Assabet Valley Regional Vocational High School make a new magazine rack and some additional shelving for us.

We are especially grateful to any individual or group who would like to give us either a magazine subscription or a book. The Librarian will be pleased to make suggestions and do the ordering and paperwork for you.

Respectfully submitted,
DOROTHY K. ROGERS, Chairman

LIBRARIAN

1982 HOURS OF OPERATION:

	September-June	July-August
Monday	1-7	9-12, 3-7
Tuesday	1-5	9-12
Wednesday	9-11, 1-7	9-12, 3-7
Thursday	1-5	9-12

Monday (monthly) 7:30-9:00P.M. Movies, Northbrook Village, OPEN TO ALL

Story Hours: (weekly), March - May, October - November, Pre-registration required, Spring: Wed. & Thursday; Fall: Wednesday

CIRCULATION AND USE (1982)

Books: 10481	AV and films: 344	Inter-library loans: 154	Books added: 640
Magazines: 1413	Reference: 229	Photocopies: $69.15	AV added: 24

FREE USE TO ALL RESIDENTS IN STATE

We wish to thank those individuals and organizations who have generously donated materials and their time to enrich the Library's collection.

PROGRAMS:
Instruction on library skills and research were provided to 239 students of Berlin Memorial School. The Library served as a meeting place for the reference librarians of the Worcester Library Regional Consortium, Hopeful Writers, Girl Scouts, Babysitting cooperative, and the Friends of the Library. Special vacation and after-school movies were shown to 207 children. The Friends sponsored the Pumpernickel Theater for story-hour graduates. The first ever "summer spectacular" was held during June 28 - July 1. Over 100 children attended programs including horse demostrations, crafts, ice cream making day, movies, soap bubbles and bubble-gum blowing contests. The Friends sponsored a movie at the Town Hall for interested townspeople. The Library wishes to thank Cheryl Beauregard and Pamela Dona for their excellent leadership in story-hour programs.

FINALLY, we cordially invite you, the PUBLIC, to make the most of your tax dollars by using the materials and programs available here at YOUR LIBRARY.

Respectfully submitted,
MARGARET RAUSCHER, Librarian

RECREATION COMMITTEE

In 1982, the Berlin Recreation Committee presented some interesting new programs while retaining the best of the existing programs.

[illegible] year was an after school Art Program run by Pat Woods and Irene Gerwick for elementary school children in grades 1 and 2. Additionally a Music Program for Kindergarden children was run by Sally Smith. Our thanks go to Gail Bickford and Carol Dorr for their efforts in helping to organize two fine new programs.

[illegible] hikes were organized this year; one led by Mark Mungeam along the trails of Mount Pisgah, and the other led by the Bergens along the Gates Pond Trail.

[illegible] Swim Program at Boxboro Hills in cooperation with Marlboro was organized by Bob and Janet [illegible]. About twenty children took advantage of this program.

[illegible] helped in organizing a Cross-Country Ski Day at the South Commons. Many [illegible] and beginner Cross-Country enthusiasts skied the Brewer Trail. We wish to thank Steen Bentzen [illegible] for his assistance to the less experienced participants.

ANNUAL REPORT

of the

Several Official Boards

of the

TOWN OF BERLIN

MASSACHUSETTS

For the Year Ending

December Thirty-first

1983

In Memoriam

EVELYN H. WHEELER
School Committee
Memorial School Building Committee

MARJORIE L. COLDWELL
Library Trustee
Teacher in Center School

OLIVER E. SMITH
Fireman
School Bus Driver

EMILY C. WHEELER
Art and Historical Committee

MARY L. GRALA
Election Official

LIBRARY TRUSTEES

As can be seen by reading the Librarian's Report, circulation in the Library has grown substantially this year. This is partially due to increased library hours, but is also due to the continuation of a fine job by the librarian and her staff in better serving the citizens of Berlin. The Library Trustees urge all who have not visited the Library in the past few months to come in and become acquainted with this fine institution.

In keeping with the spirit of the Town, the Library's Trustees have tried to provide the highest quality service to the citizens at the lowest possible cost. Story Hour continues to be popular with our youngest users and the variety of materials on display continues to increase.

The Library Trustees are proud of the fact that much of the service of the Library is at no cost to the taxpayer. Funds come to the Library from income from the trust funds set up for the Library's benefit, donations to the Library from individuals and civic groups such as the Friends of the Library, and from Town funds. The breakdown of the sources of funds for Library operation in Fiscal 1983 was as follows:

	Wage Account	Expense Account	Total
Town Appropriation	$ 8,829.00	$ 4,530.00	$13,359.00
State Aid to Libraries	1,250.00	580.60	1,830.60
Anna Hunt Fund	50.00	.00	50.00
Library Trust Fund Interest	612.03	1,551.74	2,163.77
Raymond Cole Fund	.00	352.00	352.00
Erin Wheeler Fund	.00	20.00	20.00
Damaged Books	.00	12.33	12.33
	$10,741.03	$ 7,046.67	$17,787.70

It is well to note that with the advent of the Town's financial crises due to Proposition 2½, non taxpayer supplied funds have become much more important to the Library's operation. The Trustees would especially like to thank the Friends of the Berlin Library who supplied books and periodicals last year.

Please bear in mind that donations to the Library are earnestly sought, and are tax deductible.

Respectfully submitted,
JAMES H. ROGERS, JR., Chairman

LIBRARIAN

1983 HOURS OF OPERATION:

January - June	July - August	September - December
M 1-7	M 9-12, 3-7	M 1-7
T 1-5	T 9-12	T 1-5
W 1-7	W 9-12, 3-7	W 1-7
	T 9-12	T 1-5

CIRCULATION AND USE:

Books and Magazines	12,616	AV and Films	426	Interlibrary loans	164
Books and AV added	300	Reference	158	Photocopies	$62.14

PROGRAMS: An introduction to the Library was presented to the kindergarten and first grades of Berlin Memorial School. Vacation, afterschool, and adult movies were shown. Story hours for pre-registered three and four year olds were held on a weekly basis. The summer reading program "Track the Dinosaur" surpassed all previous reading programs with 40 children participating. Over 1600 books were read in an eight week period.

We wish to remind all Berlin residents who are card holders in good standing at the Berlin Library, that they may borrow books and/or other materials from other libraries on a statewide basis.

Many thanks to those individuals and organizations who have generously donated materials and their time to enrich the Library.

AGAIN, we cordially invite you, the PUBLIC to make the most of your tax dollars by using the materials and programs available here at YOUR LIBRARY.

Respectfully submitted,
MARGARET RAUSCHER, Librarian

Annual Reports

1984

LIBRARY TRUSTEES

During 1984 the sum of $2,409.62 was expended from Trust Fund Income for a variety of purposes. Among these were emergency lighting for the building, a new Canon Copier and stand, and institution of a book charging system which will help preserve the patrons' rights of privacy. Materials were also purchased for new bookcases and the refinishing of chairs by students of the Assabet Valley Vocational School.

The Friends of the Library have assisted through the gifts of magazine subscriptions and juvenile reading materials.

The Berlin Lions' Club has indicated its intention to present the Library with a video cassette recorder and an accompanying television set early in 1985. The Trustees will purchase an initial collection of VHS tapes from trust fund income. We hope many people will take advantage of this new service.

We continue to be pleased with the service rendered to the townspeople by the staff and resources of the Berlin Public Library.

BARRY W. EAGER
KATHLEEN MADDEN
DOROTHY K. ROGERS

Respectfully submitted,
JAMES H. ROGERS, JR., Chairman
BRUCE E. RICARD
LOUISE ROSEBERRY

LIBRARIAN

VHS Recorder
From the
Friends

1984 HOURS OF OPERATION:

September - June	Monday & Wednesday 1-7; Tuesday & Thursday 1-5.
July - August	Monday & Wednesday 9-12, 3-7; Tuesday & Thursday 9-

CIRCULATION AND USE:

Books and magazines	12,517	AV & Films	272	Interlibrary loans	
Books and AV added	511	Reference	204	Photocopies	$80.78

PROGRAMS: Story hour, summer reading, "movies for kids", and "movies for adults" were all highly successful. Much credit belongs to Mrs. Bernice Kessler, children's librarian, and our story-hour leaders: Mrs. Marilou Arslen, Mrs. Lynda Nelson, and Mrs. Eloise Salls for providing leadership, motivation, and enthusiasm.

The Library leased a book charging machine and issued library cards to all borrowers, permitting Berlin residents to use other libraries on a state-wide basis. The library card also provided for borrower confidentiality.

A new plain paper photocopier was purchased. Photocopies are now available in three sizes: 8½x11, 8½x14, and 11x17.

Sixty-five magazine subscriptions were purchased by the Library and the Friends of the Library.

AGAIN, we cordially invite you, the PUBLIC to make the most of your tax dollars by using the materials and programs available here at YOUR LIBRARY.

Respectfully submitted,
MARGARET RAUSCHER, Librarian

COUNCIL ON AGING

Berlin COA has had a successful year and much has been accomplished. We have joined the Massachusetts Councils on Aging, as well as the Central Mass. Association of COAs. This has given us an opportunity to get involved with the Aging Network of Massachusetts and learn about what is available for Senior Citizens.

In July, COA started a newsletter entitled "Powder House Senior News" and our Logo has become the Powder House. This newsletter is published monthly for the expressed purpose of keeping Elders informed of issues directly concerning them. It offers vital information, timely articles on Health, Special legislation affecting Elders, Bus Trips, Social Activities, and an Event Calendar.

A Senior Citizen Information Directory has also been published as an aid in locating important Emergency and other services for the Elderly.

Transportation Service provided by the Wheat Community Service Van is now available every Tuesday for Berlin Seniors and the handicapped for out of town trips.

During the past year the Council received two grants (Formula and Discretionary) and we have applied for two more. These grants have helped to provide hot meals every Wednesday at Northbrook by Assabet Vocational Students, some of the planned social activities and exercises. A pamphlet rack for Northbrook Village was also purchased for Health Information Materials.

Annual Reports

1985

LIBRARY TRUSTEES

This was a year of continued advancement toward a more usable building and improved library services.

We have modified the hours to provide opening on Wednesday evenings until 8 P.M. and for three hours on Saturdays. We urge those who found the previous hours inconvenient to take advantage of these new times.

Trust fund income was used for the following purposes:

The additional cost of Saturday staff time was funded.

Assabet Valley Vocational students from the electrical wiring department installed new lighting in the stack/meeting room downstairs. They also connected new controls separating the lower floor into two heating zones. This will make the meeting room more comfortable, as well as save on oil consumption. Several new outlets were installed, and other electrical improvements were done at the same time.

We joined the Central Mass. C/W MARS computer network for libraries. This provides an IBM personal computer with satellite equipment for use in our library operation, improving the efficiency of our staff time. Soon this will give us direct access to the central computer, improving our function as a means of access to all the libraries in the region.

We started the long overdue renovation of the bathroom on the lower level. This will provide much more suitable public facilities.

We thank all of those who have contributed to and supported the Library during the year.

Respectfully submitted,
JAMES H. ROGERS, JR., Chairman
LOUISE ROSEBERRY, Clerk
BRUCE E. RICARD, Financial Secretary

BARRY W. EAGER
KATHLEEN MADDEN
DOROTHY K. ROGERS

LIBRARIAN

1985 HOURS OF OPERATION:

September - June	Monday, Tuesday & Thursday 1-5; Wednesday 1-8; Saturday 10-1.
July - August	Monday & Wednesday 9-12, 3-7; Tuesday & Thursday 9-12.

CIRCULATION AND USE:

Books and magazines	12,923	Books and AV added	464	Interlibrary loans	133
AV & films	843	Reference	228	Photocopies	$135.30
Video fines	$215.00				

As part of a microcomputer project grant, we now own an IBM PC jointly with C/W MARS. At present, the computer is being used for catalog card production, word processing and data base management. The Library will become a dial-up member of C/W MARS when such membership is available. This will provide immediate access to other libraries' holdings for interlibrary loans, bibliographic verification and pre-order searching. The Library has taken a GIANT STEP into the Information Age.

Videocassette circulation has proven to be extremely popular. The Library now owns 36 cassettes that were purchased by Trust Fund income, Fine Arts Lottery Grant, gifts from individuals, and the Library's budget. Part of our collection is now circulating at other libraries and we in turn receive other libraries videos monthly as well as a monthly Regional Library deposit collection of 15 videos so that our collection is constantly changing. There is no borrowing fee for videos, but there is a late fee of $2.00 daily as well as a $.50 rewinding fee when videos are returned unwound.

PROGRAMS: Story hours, summer reading club, "MOVIES FOR KIDS" and the Friends' annual Christmas programs provided entertainment and useful ideas for one and all.

AGAIN, we cordially invite you, the PUBLIC, to make the most of your tax dollars by using the materials and programs available here at YOUR LIBRARY.

Respectfully submitted,
MARGARET RAUSCHER, Librarian

Annual Reports

1986

LIBRARY TRUSTEES

We are pleased to have obtained two state grants in 1986 which will allow the library to significantly improve the quality and quantity of library material offerings. Given the current level of funding, these improvements in reference and video materials would have been impossible. On behalf of the townspeople, the trustees wish to express thanks to the librarian and staff for their special efforts.

A town survey was completed and long range goals were discussed as necessary elements in the grant process. Our goals are both short and long range. They are directed towards meeting the desires and needs expressed by the people responding to the survey which was mailed to all households. Major aspects of our goals include: improving the allocated space available, making the collection more relevant to the current and future users' needs, cooperating with the school system to enhance the childrens' education and reduce both duplication and costs, to continue our automation process for the staff and eventual public access, and to increase the proportion of the population served by the library.

Library Trust Funds have been used this year to complete the renovation to the downstairs bathroom. This will be very beneficial when childrens' programs are conducted. Trust Funds were also used [illegible] continue the library's participation in the regional computer information system, C/W MARS, and to prov[illegible] contracts on library equipment. Towards the end of the fiscal year, additional Trust Fund[illegible] fund the library's Saturday hours.

We urge the public towards greater use of the library's resources. We, as Trustees are al[illegible] constructive criticism, comments, or staff encouragement. Most importantly, we seek non-u[illegible] what your library can offer in the way of information and entertainment.

BARRY W. EAGER
KATHLEEN E. MADDEN
JAMES H. ROGERS

Respectfully submitted,
BRUCE E. RICARD, Chairman
DOROTHY K. ROGERS, Clerk
GAIL M. BICKFORD, Financial Se[illegible]

Assist students
w IRIS
Journal of W MARS
Zon computer.
Renovate Bathroom
Low 75 Yrs

LIBRARIAN

1986 HOURS OF OPERATION: September-June: Monday, Tuesday & Thursday, 1-5; Wednesday, 1-8; Saturday, 10-1. July-August: Monday & Wednesday, 9-12, 3-7; Tuesday & Thursday, 9-12.

CIRCULATION AND USE:

Interlibrary loans	126	Books and magazines	13,183	AV & films	1,233	Books and A[illegible]	
Video fines	$180.50	Reference	249	Photocopies	$225.55	Lost book [illegible]	

This was the year of the GRANT. The library applied and received state funding for two gr[illegible] for $10,000 will update our reference and non-fiction books and, in addition, will be prov[illegible] catalog for juvenile use. The Berlin Library also participated in a grant with seven oth[illegible] improve and increase our holdings of video-cassettes. Each library received $2000; $1590 [illegible] $410 for video cases and a video display rack. Monies received for these grants have to [illegible] 30, 1987.

A community survey was mailed to all households in December of 1986, seeking input from [illegible] evaluation of the Library. Both the library staff and the trustees will be addressing [illegible] suggestions received in the year ahead.

Continued cooperation with Berlin Memorial School has resulted in a feasibility study of joint projects, which includes the children's librarian serving as a consultant to the school library and "BABY BUNDLES", -- newborns will receive a packet of informative materials and a board book. Plans for coordinating book and materials selection, and programming are being formulated.

A booklet is in the planning stages, showing the many gifts the library has received from townspeople. In tracing minutes of trustees' meetings, it was found that the two large pin oak trees at either corner of the library were donated by the Tuesday Club, and the flag and flagpole were dedicated to the memory of Mrs. Hazel Wheeler, a former library trustee.

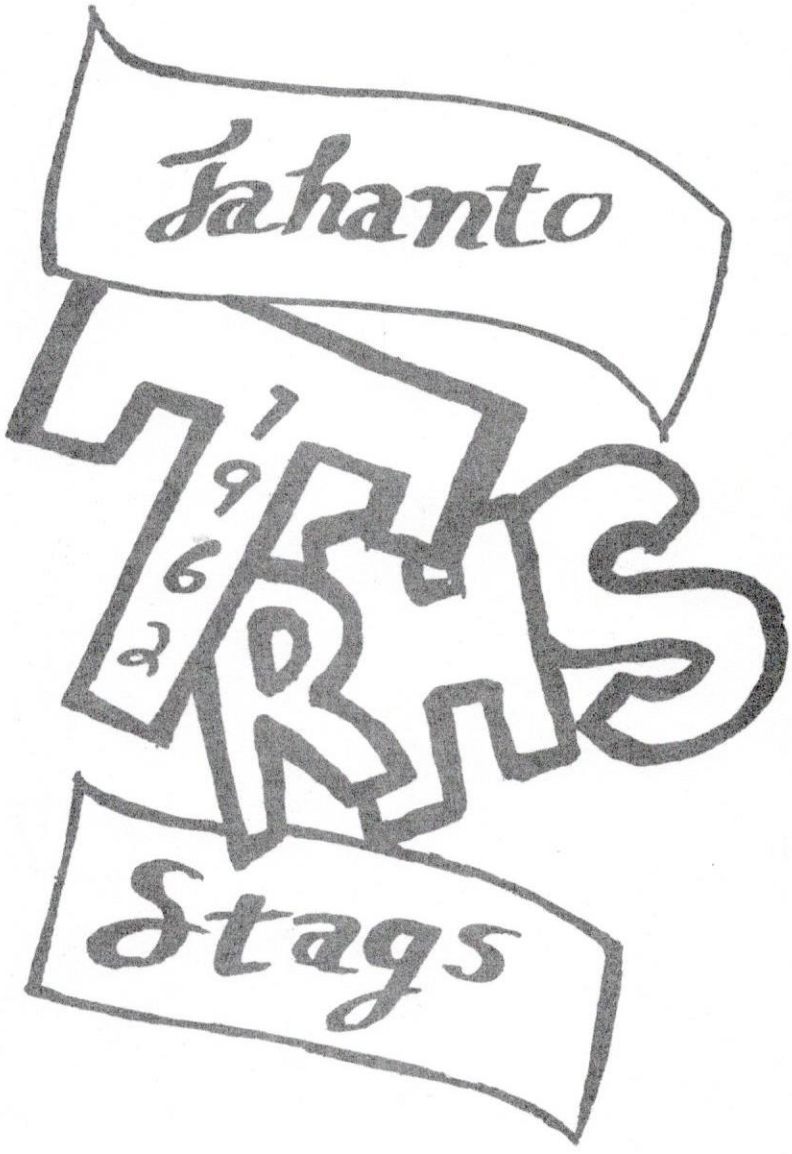
Booklet — Gifts to the Library. Townspeople

PROGRAMS: Story hours, summer reading club, "MOVIES FOR KIDS" and the Friends' annual Christmas programs provided entertainment and useful ideas for one and all.

AGAIN, we cordially invite you, the PUBLIC, to make the most of your tax dollars by using the materials and programs available here at YOUR LIBRARY.

Respectfully submitted,
MARGARET RAUSCHER, Librarian

1987 Annual Reports



Berlin, Massachusetts

The Berlin Public Library is pleased to have again benefited from the grant process. At a time when local funding must be held in check, such resources allow the library to continue to grow and keep up to date with the educational demands of our children and the informational and recreational desires of the adult population.

A state grant for $4,886, entitled "Public Access Microcomputer", will bring to the adult population the availability of an Apple II GS computer with associated hardware and software support. The software to be purchased will not only be recreational, but will also be of particular use to town committees, organizations, clubs, and individuals. There should be potential for word processing, spreadsheets, and the creation of newsletters. This grant is due for completion by June of 1988.

In cooperation with other area libraries, we also received $1,000 of a State grant for the purchase of audio cassettes. Books on tape have become very popular with commuters. Some tapes may also be great for recreating the days of evening radio listening.

Both of the above mentioned grants have been made available and totally funded with grant funds from the Commonwealth of Massachusetts and the Massachusetts Board of Library Commissioners.

In December the Trustees signed an agreement which will make Federal funds available to us for the first time. The "Children Services Update" special project grant will provide $6,313 for more and better children's books, AV, programming and other services for the children of Berlin. This was a difficult but educational, process for the library staff. Securing this grant was possible due to the extensive time and efforts of the library staff, especially Mrs. Bernice Kessler, asst. librarian. This project is being funded through the Massachusetts Board of Library Commissioners with Title I Federal funds of L.S.C.A. (Library Services and Construction Act). The project will begin in January and be completed by September, 1988.

Ongoing children's activities for Monday afternoons are being planned (films, demonstrations, performers, exhibits). Also planned are: toddlers story hour, storytime for 5 & 6 year olds, baby bundles, babysitting course, and sick-kits. Summer reading club, "Movies for Kids" and the Friends programs provided entertainment and useful ideas for all.

Trust funds have again been used in 1987 for our continued participation in the regional computer information system (C/W MARS). This allows the Berlin Library staff access to region-wide information for the patrons. Library Trust funds were also used to provide the extra time needed to complete the extensive paperwork needed to meet the demands of the aforementioned grants. Finally, trust funds continue to be expended to help maintain the library building and provide Saturday open hours.

Circulation	14,684	Books & AV added	666	Interlibrary Loans	214	Reference	191

The Library now owns over 120 videos and a videocassette player will be available for the public to borrow. video circulation has doubled in the past year and is now 20% of the Library's total circulation.

Trustee Kathleen Madden, resigned in November. On behalf of the Town, we thank her for her service. Judith Bridge was appointed jointly by the Library Trustees and the Selectmen to serve until May of 1988.

Finally, Librarian Margaret Rauscher tendered her resignation in October after 14 years of dedicated and highly productive service to the Berlin Public Library. Mrs. Rauscher has accepted a full time position in Library work. During her years of service there was much growth at the library. On behalf of the Town of Berlin, the Trustees recognize Mrs. Rauscher's leadership and creative efforts, and the fruits they have brought to the Library and the townspeople of Berlin. The significance of the monies she secured through grants can not be overemphasized.

After a search and interview process, the Trustees announced the appointment of our new head librarian, Mrs. Jill Ellowitz. Heralding originally from the Aloha State of Hawaii, but now a resident of Bolton, Mrs. Ellowitz is both well qualified and eager to serve the Town. She is our first certified professional librarian, holding a master's degree in Library science. She assumed the position in January 1988.

The Trustees invite the public to come and meet Mrs. Ellowitz and see what your public library has to offer you. Whether it be educational, informational or recreational materials, the Berlin Public Library is one of the biggest small libraries around.

BARRY W. EAGER
JAMES H. ROGERS, Jr.
KATHLEEN E. MADDEN/JUDITH BRIDGE

Respectfully submitted,
BRUCE E. RICARD, Chairman
DOROTHY K. ROGERS, Clerk
GAIL M. BICKFORD, Financial Secretary

GRANT - Public Access Computer.

Annual Reports

BERLIN
MASSACHUSETTS

1988

In 1988 the library completed work on three grants which were in progress from 1987: a public access microcomputer, state grant for audiocassettes and a Federal grant for updating/enhancing children's resources.

The Apple II GS computer is now available for public use by adults and young adults. This computer was totally funded with grant funds from the Commonwealth of Massachusetts and the Massachusetts Board of Library Commissioners. Thanks for acquiring this grant go to former library director Margaret Rauscher. One hour time slots for use of the computer may be reserved in advance. A variety of software (30 programs at present) have also been purchased through this grant. Appleworks, Printshop, Personal Newsletter and Flight Simulator are examples of the software selection.

The audiocassette grant, coordinated with other area libraries in the Wachusett Coop, enabled the library to purchase 100 cassettes. The collection includes: how to's, mystery, comedy as well as titles for young adults and children. These cassettes are popular with commuters and for family trips. This grant was also funded by the Commonwealth of Massachusetts and the Massachusetts Board of Library Commissioners.

In September the "Childrens Services Update" grant was completed. In addition to encompassing a badly needed update of the childrens collection, this grant provided numerous programs throughout the year for children. Mrs. Bernice Kessler, assistant/childrens librarian deserves credit for nursing the library and herself, through the complex federal grant to its fruition. This program was completely funded through the Massachusetts Board of Library Commissioners with Title I Federal funds of the L.S.C.A. (Library Services and Construction Act).

During 1988, ongoing childrens activities included: weekly story hours, a baby-sitting course for ages 11 and up, films, and a multiweek program on Indians. The summer reading program "Super Sleuths", along with excellent programming via federal grant, kept boredom at bay.

Trust funds were used to continue the participation in the regional computer information network (C/W MARS). Other expenditures from trust include purchase of a new copier, library maintenance and to provide expanded library hours on Saturdays. Finally, the trust funds allowed us to complete capital improvements to the downstairs bathroom.

The library now owns a total of 150 videos for public circulation. Recent additions were possible thanks to several gifts from patrons. The library is able to purchase the videos at a discount and the name of the donor is placed on the video jacket. The donor also may be the first to borrow the video. An additional 30 videos rotate monthly from the regional and co-op library network. Library patrons may also request video titles from hundreds of videos regionally available through interlibrary loan.

Trustees Dorothy K. Rogers and James H. Rogers Jr. tendered their resignations due to a move from Berlin. Together the Rogers represented more than twenty years of service as Berlin Library Trustees. Their service, experience in the world of business, and keen interest in recreational reading will be greatly missed by the trustees and staff. Sue Henry of Summer Road was jointly appointed by the Library trustees and the Selectmen to fill the vacant position. Edgar Craver was elected to the other position.

After almost twenty years of serving the Berlin Library, Mrs. Bernice Kessler resigned her position as Assistant/Childrens Librarian. Bernie's dedication and hard work greatly improved the quality of our library, especially for the children. The federal grant, noted above, which Bernie administered to completion, stands as testimony to her efforts.

New faces on staff in the library during 1988 include Mrs. Marsha Johnston, a Berlin native, as Assistant Librarian and Theresa Dorsey, our new Children's Librarian. Theresa is also director at Rutland Library.

Statistics:

Circulation: 15,346	Interlibrary loan, 265	Books/AV New Titles, 824	Reference, 214

Note: 180 new library cards were issued this year.

BARRY W. EAGER
JUDITH E. BRIDGE
SUSAN E. HENRY

Theresa Dorsey
Dir. Rutland Pub.
Chil. Lib.

Respectfully submitted,
BRUCE E. RICARD, Chairman
GAIL E. BICKFORD
EDGAR G. CRAVER

Annual Reports

1989

A number of physical changes tool place at the library in 1989. While some of the changes were funded with trust fund income, several changes were brought about at minimal or no cost due to donated material, equipment, or labor.

Trust funds were used to install a 5-space paved parking area along Carter Street. This parking should help alleviate some of the parking congestion around the library during peak usage. The trustees are grateful to the town highway superintendent, Dennis Bartlett, and the highway employees for overseeing the engineering and construction of the parking area.

The highway department also installed the library direction sign in the center of town which was purchased with trust fund incomr.

In an effort to provide a more attractive atmosphere at the library during the summer months, two air conditioners were purchased with trust funds. The trustees hope that the library will be seen as a welcome oasis for the patrons. We may also be able to offer more attractive and efficient hours. Finally, the improved environment should help in the maintenance of the library collection.

The library was completely rearranged in response to suggestions from a regional advisor and staff/patron ideas. This should improve the traffic flow and renew interest in some materials which may not have been as readily noticed in the past. We plan to continue to build upon these changes with further experience.

A book drop was installed adjacent to the front door of the library. This should help borrowers of library overdue materials giving them an opportunity to return the materials even when the library is closed.

The flagpole in front of the library (dedicated on April 19, 1942 as a memorial to Mrs. Hazel Wheeler) was given a new lease on life with a full scraping, painting and a new flag. The trustees wish to thank those who volunteered in this effort: Wheeler Electric Co. - bucket truck use, Mr. Harry Miller - loaner flag, and Congressman Joseph Early - new nylon flag from Washington, D. C.

The Berlin Girl Scouts (Troop #129) was again helpful in their second annual spring cleaning of the library grounds. Their interest in adopting a Town building for an outdoor volunteer effort is a great idea.

In addition to the physical changes, trust funds were dedicated to purchase materials to help update the adult non-fiction collection, especially in the areas of gardening, crafts, cooking and travel.

Finally, trust funds were expended for the mailing costs associated with a biannual newsletter to the Town residents. Printing was done by the regional library service. The newsletter was largely written by the librarian, Jill Ellowitz, and the composition was done via computer by trustee Sue Henry.

After prolonged review, the trustees decided to withdraw from the C/W MARS program (regional computer information network). The trustees felt that the sizable annual cost, in excess of $1500.00, which was paid from trust funds, could be better directed towards other services, especially if economic times worsen matters for the Town. This change will not affect the availability of materials from the region; however, it will mean that there will be a delay in locating and acquiring materials for interlibrary loan by the patrons of the library.

Special activities for the children in 1989 included a weekly story hour, several seasonally directed after school programs, and a summer reading program entitled "Pack a book, get away with reading".

The trustees and staff of the library look forward to the challenge of meeting the patrons' reading and research needs and desires as they continue to evolve in the 1990's. We will continue to do our utmost to continue to provide necessary services, especially in light of the loss of Commonwealth support to the Town. The library trustees recognize that small town libraries cannot afford to cut back on already minimal services and still expect to meet the Commonwealth's standards as a "free" public library. We realize that without this service to the Town, the residents would also lose their borrowing privileges at all Commonwealth "free" public libraries.

As our newsletter notes, it's your library, "CHECK IT OUT"!

STATISTICS: Circulation: 16,125 New Library Cards issued: 150 Interlibrary Loan: 175
New Books/AV materials: 775 (our video collection is approaching 200) Reference Questions: 300

Respectfully submitted,

GAIL F. BICKFORD
EDGAR G. CRAVER
SUSAN E. HENRY
JUDITH E. BRIDGE
BRUCE E. RICARD, Chairman
BARRY W. EAGER

JILL ELLOWITZ, Library Director

A/c Added.

1990

ANNUAL REPORTS

1990 LIBRARY HOURS: September - June Monday, Tuesday, Thursday 1-5 Wednesday 10-8 Saturday 10-1
July - August Tuesday, Thursday 1-5 Wednesday 10-7

The Trustees and staff of the library continue in their commitment to provide high quality services, outstanding literature, current titles and useful resources along with convenient hours of operation. As the town faces increasingly difficult financial times, the Trustees strive to maintain the Commonwealth's standards as a "free" public library which earns town residents borrowing privileges at all Commonwealth "free" public libraries and maintains eligibility for future state funding. The Trustees commit Trust Funds annually to the maintenance of the library as well as for special projects, continually investigate cost-cutting options and pursue outside funding whenever possible.

This year, the library was awarded a grant from L.A.N.E.S. (League of the Advancement of New England Storytelling) for the purchase of storytelling resources for the library. This included a broad selection of audiocassettes for children and adults as well as books to encourage family storytelling. The Library also received funds from the Massachusetts Cultural Commission as administered by the Berlin Arts council for children's programs and for the upcoming 1991 Stories Alive! performance series.

The Library continues to receive compliments for its semi-annual newsletter which is mailed to all town residents and includes information about current library resources and titles as well ass library events and news. Printing is provided free of cost by regional library services. "Check It Out!" is a collaborative production between Library Director Jill Ellowitz and Library trustee Susan Henry.

Physical improvements at the library include the addition of a walkway from the parking area to the front steps, the installation of roof gutters and new trim paint. The community activity room in the basement of the library was given a "new look" with a complete paint job by Ben Quinn of Berlin. This was done as Ben's community Eagle Scout project. New carpet for the room was purchased from Trust Funds. The trustees thank the many town residents who have given generously to the library during the past year in the form of services, books, magazine subscriptions, videos and cash donations.

Special children's activities this year included a pre-schoolers' StoryTime, a Teddy Bears Picnic, a Spaceship Program, Tee-Shirt decorating, a Cookie Contest, seasonally directed programs and the summer reading program, "Summer Feast". All were enthusiastically received and provided a positive introduction to library staff and the world of books.

The Library Trustees which to thank outgoing trustee Ted Craver for his dedicated and good-humored service on the Board. Roger Stanley was jointly appointed by the Library Trustees and the Selectmen to fill the vacant position.

The library continues to contribute to the community in a number of significant ways: education for students and those pursuing independent learning projects; information resources and services for individuals, families, and businesses; child development support through fun-filled story hours and access to outstanding children's literature; literacy support for all ages; social benefits; and economic benefits through free access to information and literature for all residents - a benefit of increasing importance during financially stressful times.

In the course of a year, a library is likely to reach more people than many municipal services. The Trustees and library staff encourage residents to continue to support the library and to drop in and "Check It Out!"

STATISTICS:	1988	1989	1990
Circulation	15,346	16,125	16,545
Inter-Library Loan	265	175	217
Reference Questions	214	300	371
New Books/AV Titles	824*	775	470
New Library Cards Issued	180	150	93

*Funded by Federal grant for children's materials

GAIL F. BICKFORD
ROGER STANLEY
SUSAN E. HENRY
JUDITH E. BRIDGE

Respectfully submitted,
BRUCE E. RICARD, Chairman
BARRY W. EAGER

JILL ELLOWITZ, Library Director

1991

ANNUAL REPORTS

LIBRARY TRUSTEES

This year, the Berlin Public Library was proud to sponsor "Stories Alive!" a series of affordable, high quality performances, movies and fireside chats. A wide variety of ages from Berlin and 20 other nearby towns attended the performances of magic, storytelling, folk music and mime, while more intimate gatherings of townspeople gathered for the movies and fireside chats. The Board of Trustees wishes to thank the Berlin Art and Historical Society, the Berlin Lions Club, Wilson's Garden Center, the Massachusetts Arts Council and the Berlin Arts Lottery Council for their enthusiastic support of this project.

The library is proud of the wonderful children's programming presented by our new Children's Librarian (and Berlin resident) Peg Koller. Her enticing programs, creativity and warm manner have drawn record size groups of children to the library for fun encounters with the best children's literature, including the Summer Safari (with the memorable "Snake Man"), afterschool story programs, holiday specials and special events for toddlers and pre-schoolers.

The Berlin Library was fortunate to receive gifts from donors this past year. The Gretta Mungeam Norton collection includes over 50 videos, including Shakespeare, literary classics, opera and others. The Trustees also wish to extend their thanks to the many town residents who have given generously to the library during the past year in the form of books, magazine subscriptions, videos and cash donations.

The Library Trustees thank outgoing trustees Bruce Ricard, Judy Bridge and Gail Bickford who put in countless hours of work on behalf of the library. Their dedication was highly valued by the Board and those town residents who frequent the library. Doug Heifner was elected last May, and Jennifer Boyle and Lucy Ayers were appointed to fill vacancies until the 1992 election.

As reflected in the statistics below, the Berlin Library is receiving greater use than ever before. Undoubtedly, this is due to a combination of the economic constraints families have felt during the past year, the carefully managed purchasing of appealing and useful literature and AV materials by the Library Director, the active programming offered by the Children's Librarian and the growing parent awareness of the importance of early literacy support. The Trustees are pleased with the town's active use and support of the library and are beginning to discuss the space requirements needed for effectively meeting residents' growing interests in library services and programs.

STATISTICS:	1989	1990	1991
Circulation	16,125	16,545	18,513
Inter-Library Loans	175	217	328
Reference Questions	300	371	386
New Books/AV Titles	775	470	640
New Library Cards Issued	150	93	151

SUSAN E. HENRY
DOUGLAS HEIFNER

ROGER STANLEY
JENNIFER BOYLE

Respectfully submitted,
BARRY W. EAGER, Chairman
LUCY AYERS

TRUSTEES OF TRUST FUNDS

Mary J. Keyes Highway Fund	$ 2,449.03	Nancy Young School Fund	$ 1,500.00
Caty Bride Charity Fund	2,000.00	Ella W. Fosgate Memorial Day	200.00
Caroline Morse Deserving Women	1,461.00	Anna H. Hunt Cemetary & General Fund	1,000.00
		LIBRARY FUNDS	
Julia B. Carter	$ 500.00	Mary L. Hastings	$ 100.00
Ruthven Hastings	1,000.00	Elwyn W. Howard	100.00
Lona May Johnson	1,000.00	M. Annetta Larned	4,000.00
Joseph Priest	520.00	George & Martha Sanderson	500.00
George & Edith Sawyer	2,000.00	Sarah A. Sawyer	9,025.67
Florence E. Wheeler	500.00	Ceridwen & Leslie Frye	8,725.19

The income from these funds will be found in the Treasurer's report.

ELEANOR BERGEN

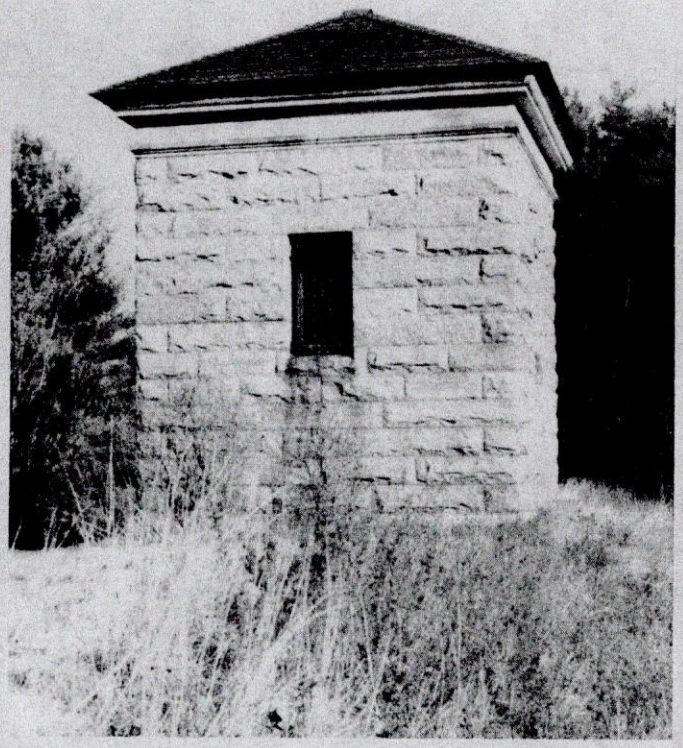
L. RANDALL PAINE

Respectfully submitted,
BARRY W. EAGER

Annual Reports

BERLIN

MASSACHUSETTS



Gatehouse on Wachusett Aqueduct

1992

The Berlin Public Library is continuing to grow, in its collection as well as in patronage and attendance at library programs. In spite of level funding for expenses, the library has managed to increase its circulation by 2,600.

As a result of completing a Planning Process Report for the library, we were awarded a $2,000 LSCA grant, which has been earmarked for the reference and nonfiction collection. This money will be received in 1993.

The children's programs are very popular and well-attended. Children's Librarian Margaret Koller has offered programs for various age groups, including parent-toddler programs, two-year-old story time, three and four-year-old story time, kindergarten/grade one story time, and the ever popular lunch time story hour. Peggy's creativity and warmth have made these programs highly successful and popular with the children.

The library continues its bi-annual newsletter, which is mailed to each household in Berlin. This newsletter is printed by the Central Mass. Regional Library System, and the postage is paid from library trust fund income. Response to the newsletter has been positive: new faces appear at the Library and others are reminded of what the Library has to offer them.

Saturday hours were added this summer, bringing the total hours open to 25 per week. Saturday hours are funded from library trust fund income.

The Library wishes to thank Donni Rodman, who suggested memorial contributions in memory of her mother, Louella O'Hagan. Many children's books were purchased with these gifts. A globe was purchased in memory of Christopher Hatch II, mainly from contributions from the Trustees.

Library trust fund income funded installation of new oil tanks inside the building in 1991 and a flood light for the parking area in 1992. Under consideration in the coming year are a fire alarm system and a handicapped access ramp.

STATISTICS:	1990	1991	1992
Circulation	16,545	18,513	21,138
Inter-library loans	217	328	416
Reference questions	371	386	461
New books/AV titles	470	640	819
New library cards issued	93	151	131

Respectfully submitted,
BARRY W. EAGER, Ch. SUSAN F. HENRY, Clerk F. DOUGLAS HEIFNER, Financial Secretary
LUCILLE M. AYERS JENNIFER S. BOYLE ROGER P. STANLEY
JILL ELLOWITZ, Library Director

ARTS LOTTERY COUNCIL

The Berlin Cultural Council granted a total of $1,547.00 during 1992 for the following projects:

Assabet Valley Mastersingers - support for concert
Berlin Memorial School - Theater on the Mount
Tahanto Regional High School - Foothills Theater
Thayer Symphony Orchestra - free summer pops concert
Three Apples Storytelling Festival
Olde Home Day Committee - band concert
Berlin Access Channel - general support

The entire 1992 Arts Lottery allocation of $1,000 for the Town of Berlin was spent.

The Berlin Council is very interested in allocating money to local projects of high quality that will benefit a cross-section of the community and advance arts and humanities. We welcome applications from the Town of Berlin, especially. These monies are allocated by the State through the Massachusetts Cultural Council.

The Council would like to thank outgoing member Jennifer Boyle for her work on the Council, and welcomes our new members: Sandra Carroll, Jock Ewing, and Charlotte Stanley.

Respectfully submitted,
DEBORAH ROSMARIN, Ch. JANET WOODWARD SANDRA CARROLL ANN CICHON
CHARLOTTE STANLEY RICHARD MILLS JARVIS EWING

Annual Reports

BERLIN

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1993

LIBRARY TRUSTEES

The library staff and trustees continue to strive to improve the library's collection and services.

A $2000 LSCA collection development grant was spent on reference material (encyclopedias, science sets) as well as on non-fiction materials. The library newsletter, mailed to each household in Berlin, informed town residents of the library's activities and undertakings.

A new Children's Librarian, Deborah Shields, was hired. Children's programs include parent-toddler programs, preschool and lunch-time story hours, as well as after-school craft workshops.

A fire alarm system was installed and paid for from trust funds. Discussion and research continues as the trustees work toward making the library handicapped accessible.

In an attempt to conserve on spending, the Library Trustees spent a fall Saturday morning cleaning the gutters of the library.

The trustees welcomed Donni Rodman and Sally Mitchell as new members of the Library Board of Trustees. The board wishes to thank outgoing trustees Barry Eager (15 years) and Susan Henry (6 years) for their time and commitment to the library.

The library has begun the process of automating the circulation of library materials. Automation will enable the library to improve service to its patrons with more accurate information on holdings and more efficient circulation of library materials.

Donations to the library have greatly helped to improve the quality of the library. Contributions of books, equipment, periodical subscriptions, supplies and videos, as well as monetary donations, were made by the following: Berlin Extension Homemakers, Berlin Women's Evening Guild, David Brown, Ernest and Florence Gaboury, Nancy Hatch, Curt Hoffman, Ira Hoffman, Suzanne McGuire, Emmanuel Mello, Herbert Mueller, and Georgia Sassesn. The library wishes to thank them for their generosity and support of the library.

It is the hope of the library staff and trustees that the residents of Berlin take advantage of the library's services and collection.

Statistics: Circulation 20,279 New library cards issued 103 New books/AV 945

JENNIFER BOYLE
SALLY MITCHELL
DONNI RODMAN

Respectfully submitted,
ROGER STANLEY, Chairman
LUCY AYERS, Clerk
DOUGLAS HEIFNER, Treasurer
JILL ELLOWITZ, Director

TRUSTEES OF TRUST FUNDS

Mary J. Keyes Highway Fund	$ 2,449.03	Nancy Young School Fund	$ 1,500.00
Caty Bride Charity Fund	2,000.00	Ella W. Fosgate Memorial Day	200.00
Caroline Morse Deserving Women	1,461.00	Anna H. Hunt Cemetary & General Fund	1,000.00
		LIBRARY FUNDS	
Julia B. Carter	$ 500.00	Mary L. Hastings	$ 100.00
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George & Edith Sawyer	2,000.00	Sarah A. Sawyer	9,025.67
Florence E. Wheeler	500.00	Ceridwen & Leslie Frye	8,725.19

The income from these funds will be found in the Treasurer's report. $1,489.82 was expended from the Nancy Young School Fund interest for mathmatical instructional materials for the Berlin Memorial School.

Respectfully submitted,

ELEANOR BERGEN *ROSE M. SAWYER* *BARRY W. EAGER*

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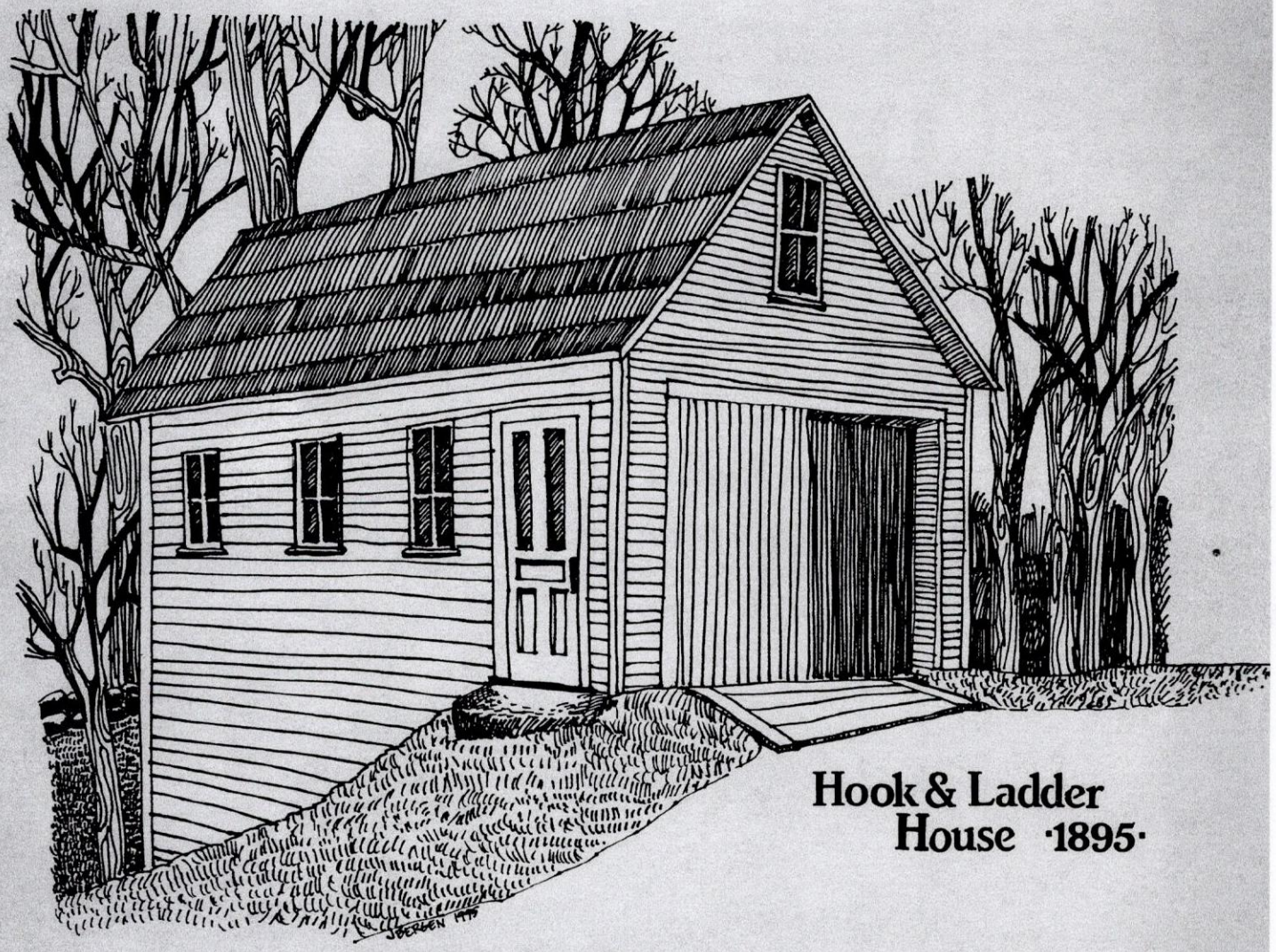
MASSACHUSETTS



Hook & Ladder House ·1895·

1994

LIBRARY TRUSTEES

Technology arrived at the Berlin Public Library in 1994! A FAX machine was purchased for the library by the Central Massachusetts Regional Library System (CMRLS). Patrons may now receive or send FAX messages for a fee.

The Berlin Public Library is now an on-line affiliate member of C/W MARS (Central/Western Massachusetts Automated Resource Sharing). The library received an IBM compatible 486 computer as part of a grant for joining this networking system. The public is now able to gain access to catalog holdings of area libraries as well as larger libraries nationwide. C/W MARS provides other services such as UNCOVER an index to titles of articles in over 12,000 magazines and journals. This is much like the Readers Guide and patrons may look up articles and receive citations and locations of these articles. The annual membership charge is now a part of the library's expense budget.

The library's most significant accomplishment in 1994 was the completion of a year long project to automate the library's circulation system. The Winnebago automated circulation system became operational in late fall. No additional expense was added to the library's budget to implement this system (wage or expense). Volunteer time and donations made this project possible for a nominal cost. Trust funds were used for this project. We would like to thank the following volunteers for their help. Without them, this project would not have been possible. Many thanks to: Rick Kennell, David Brown, Jane O'Neil, Kathy Hill, Diane and Nicole Martel, Kimberly Scott, Loyce Billingham and Danny Tereschko. Special thanks to the Berlin Lions (Don Schulz, Jerry Cashin, Michael Murphy) for their donation of a printer which was used to produce bar code labels. Most notable in volunteer time was Bill Anderson, who spent countless hours helping us to network our computers. We would like to express our appreciation to Bill for his generous time in helping the library become automated.

The Berlin Public Library was very fortunate to receive a $6,000 Homework Center Grant. The Homework Center is a special area in the library designated for students to do their homework with a volunteer coach or staff member there for assistance. Part of the grant money was used to purchase a CD ROM multimedia computer system with encyclopedias and other reference sources on CD. Nonfiction and reference material were also purchased to aid students with their research. The Homework Center is funded by the Massachusetts Board of Library Commissioners with Title I funds of LSCA, a federal source of library funding.

The library continued its biannual newsletter, mailed to each household in Berlin. Included in the fall newsletter was a survey asking for feedback from the public. We are planning to use the input that we received to improve the library's hours and services.

The Board of Trustees worked toward rejuvenating the Friends of the Library. An old time Friends tradition, the Pumpkin Decorating Contest was held in October, sponsored by the Board of Trustees. The fall newsletter survey included a question which resulted in many individuals showing interest in joining the Friends.

We would like to note the passing of a longtime friend to the library, John Boyce. Mr. Boyce coordinated for many years the book collection at Northbrook Village, borrowing books from our library to share with residents of the village. He encouraged many to use our library and was a loyal supporter of the library. We thank his family for their contribution to the library in his memory.

I would like to thank the residents of Berlin for all their support this past year. Throughout the changes that we have undergone the public has been very understanding and supportive. The board of Trustees has been especially enthusiastic and supportive in the growth of the library. We are a small town with a small budget, but we continue to strive to offer our patrons the best library service that we can.

CIRCULATION: 18,790 New Books: 520 Reference: 551 Nonresident circulation: 1020

Respectfully submitted,
ROGER STANLEY, Chairman
SALLY MITCHELL
DONNI RODMAN

LUCY AYERS
JENNIFER BOYLE
DOUGLAS HEIFNER

JILL ELLOWITZ,
Director