

# BEACON FALLS PUBLIC LIBRARY

*LEARN...PARTICIPATE...ENJOY*

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January 8, 2020

Dear members of the Board of Selectmen,

Attached you will find the library's December service report and financial report.

Areas of note from the December Service report:

- Notary services are up by 133%.
- Patron computer usage in hours is up from last year.
- We have seen an increase in website visits by 11%.
- Program attendance is down from last year due to the Youth Theater participation numbers no longer being included. This should balance out for next fiscal year.
- Circulation of materials has seen an increase in young adult books, downloadable e-books and other materials which includes board games.
- Library card registration for both adult and children has had a positive increase from last year.
- A chocolate truffle demonstration was hosted for adults. The presenter taught participants recipes and how to make their own truffles. Chocolate was also brought for sampling.
- Two anime movies were offered in the month of December for young adults.
- The library held its annual holiday story time with snacks provided by the Friends of the Library.
- An ornament workshop was held after school for elementary school children
- The family gingerbread house workshop was a success with 35 adults, 6 young adults and 6 children participating.
- Kerri hosted a bus trip to Newport, RI at the beginning of December with 27 people attending.

Areas of note regarding the December FY19-20 Financial Report:

- The computer line item is 85% expended. We will have Don Ferretti troubleshoot two staff computers that are running slowly. All other line items are as expected.

The library was awarded a grant from the Connecticut Community Foundation for \$750 for a series of 3 workshops this spring for adults presented by the Grounded Goodwife of Woodbury. The programs will focus around natural wellness.

Thank you for your continued support of the Beacon Falls Public Library.

Sincerely,

Elizabeth Setaro  
Library Director

December  
Service Report 2019-2020

**PROGRAM ATTENDANCE**

	THIS MONTH	YTD	Same month last year	PRIOR YTD	% change from last year to this year
ADULTS AT ADULT PROGRAMS	50	257	20	448	-42.63%
ADULTS AT CHILD PROGRAMS	63	377	106	470	-19.79%
CHILDREN AT CHILD PROGRAMS	79	776	270	1609	-51.77%
<b>TOTAL</b>	<b>192</b>	<b>1410</b>	<b>396</b>	<b>2527</b>	<b>-44.20%</b>
# of CHILDREN / YA / FAMILY PROGRAMS	11	79	20	116	-31.90%
avg # children at child programs	7.18	9.82	13.5	13.87	-29.18%
# of ADULT PROGRAMS	4	21	4	32	-34.38%
avg # adults at adults programs	12.5	12.2	5.0	14.0	-12.59%
# of COMPUTER SESSIONS	2	34	4	35	-2.86%

**LIBRARY SERVICES**

	THIS MONTH	YTD	Same month last year	PRIOR YTD	% change from last year to this year
COMPUTER USAGE (HRS)	57 5/7	478 1/5	54	448	6.74%
COMPUTER (#PEOPLE)	78	619	83	790	-21.65%
WEB SITE VISITS	742	5128	548	4599	11.50%
VOLUNTEER HOURS	15	160 3/4	64	305 1/2	-47.38%
HOMEBOUND DELIVERIES	1	3	1	3	0.00%
Notary Services	7	56	4	24	133.33%

**CIRCULATION OF MATERIALS**

	THIS MONTH	YTD	Same month last year	PRIOR YTD	% change from last year to this year
ADULT	307	2516	318	2701	-6.85%
YOUNG ADULT	40	300	10	270	11.11%
JUVENILE	155	2094	166	2170	-3.50%
AUDIO BOOKS	25	121	26	162	-25.31%
Downloadable audiobooks	127	792	114	797	-0.63%
Digital Music downloads	0	0	1	8	na
ADULT VIDEO	345	2184	393	2467	-11.47%
JUVENILE VIDEO	77	440	44	451	-2.44%
Digital Video downloads	0	12	0	2	na
E-BOOKS	99	783	101	762	2.76%
LIBRARY PASSES	3	32	5	36	-11.11%
OTHER	11	60	9	35	71.43%
<b>TOTALS</b>	<b>1189</b>	<b>9334</b>	<b>1187</b>	<b>9861</b>	<b>-5.34%</b>
<b>(included in above)</b>					
ILL-BORROWED	98	841	133	920	-8.59%
ILL-LENT	112	842	94	772	9.07%
CONNECTICARD LOANS	57	379	70	428	-11.45%

**REGISTRATION THIS MONTH**

	EXPIRED	NEW	YTD (NEW)	PRIOR YTD (NEW)	% change from last year to this year
ADULT	26	16	210	158	32.91%
CHILDREN	2	0	94	91	3.30%
<b>TOTALS</b>	<b>28</b>	<b>16</b>	<b>304</b>	<b>249</b>	<b>22.09%</b>

December  
2019-2020 financial report

Library Accts #10-69	THIS MONTH	YTD	PRIOR YTD	REMAINING BUDGET	% of LINE ITEM EXPENDED
#1010 FULL TIME	\$9,310.82	\$61,211.41	\$57,673.05	\$62,797.59	49.36%
#1019 PART TIME	\$647.82	\$6,320.25	\$5,778.00	\$5,262.75	54.56%
#1060 COMPUTER	\$0.00	\$3,351.24	\$3,582.47	\$548.76	85.93%
#1130 TELEPHONE	\$0.00	\$270.79	\$285.39	\$329.21	45.13%
#1170 LIBRARY MATERIALS	\$1,997.99	\$12,898.92	\$11,133.22	\$10,951.08	54.08%
#1800 PROF. DEVEL.	\$0.00	\$179.56	\$223.74	\$820.44	17.96%
#1805 PROGRAMMING	\$557.60	\$2,427.94	\$1,907.88	\$2,922.06	45.38%
#1807 COPIER LEASES	\$57.15	\$355.70	\$485.53	\$544.30	39.52%
<b>TOTAL</b>	<b>\$12,571.38</b>	<b>\$87,015.81</b>	<b>\$81,069.28</b>	<b>\$84,176.19</b>	<b>50.83%</b>

PETTY CASH

BEG. BALANCE	\$20.00
ADD'L FUNDS	\$34.00
MINUS EXPENSES	\$34.00
<b>TOTAL</b>	<b>\$20.00</b>

CHECKING ACCT. \*\*\*\*

BEG. BALANCE	\$7,884.76
ADD'L FUNDS	\$789.89
MINUS EXPENSES	\$598.59
<b>TOTAL</b>	<b>\$8,076.06</b>

Damaged/Lost Library materials

Fax	\$1.00
Late Video	
Printing	\$33.00

Replaced Library cards

<b>PETTY CASH TOTAL</b>	<b>\$34.00</b>
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Deposits

Last month petty cash	\$103.89
Gingerbread donation	\$100.00
Stripe Payment	\$2.61
Flanders Wreath	\$100.00
Gingerbread Houses	\$352.00
Adult Craft - Xmas Tree	\$105.00
Flanders Wreath	\$10.00
Late DVD	\$12.81
Late DVD	\$3.58
Late DVD	\$1.64
Late DVD	\$2.61

Expenses

Amazon - YA	\$73.03
Crystal Rock	\$15.56
Purdy Hill Bakery	\$400.00
Flanders - Wreath	\$110.00

Liberty Bank CD	\$11,367.52
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Reserved in checking acct & accounted for in yearly budget	<b>\$7,360.40</b>
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Reserved for Building Fund	\$6,000.00
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Marketing, (CN, FB & Meetup)	\$60.13
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Strategic Plan /CMC Survey	\$175.00
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FOL Watercolor donation (\$550 from friends)	\$351.00
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Reserved for YA programs	\$3.98
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Reserved for Robotics	\$404.30
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Programming fees collected to be used for credit card expenses for program materials	\$348.99
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adult programming donation	\$17.00
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