

BEACON FALLS PUBLIC LIBRARY

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10 Maple Avenue, Beacon Falls, Connecticut 06403

(203) 729 - 1441 ◊ Fax: (203) 729 - 4927

beaconfallslibrary@yahoo.com



April 9, 2020

Dear members of the Board of Selectmen,

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

Areas of note from the March's Service report:

- Notary services are still up and being widely utilized by the community.
- Website visits are up from last year.
- Circulation of materials has seen an increase in young adult books, downloadable audiobooks, downloadable digital videos, and downloadable e-books.
- Library museum pass usage has had a positive increase.
- Library card registration for adults is up from last year.
- Circulation of "other" is up due to sending seed packets out to patrons.
- Kerri hosted a bus trip to NYC. Liz participated in Read Across America at Laurel Ledge Elementary School. Watercolor class took place at the beginning of March. Kerri was able to send "Leprechaun Traps" to the children at United Day School.

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

- The line items are where they are expected. The closure will have an effect on the part-time line item since part time employees have not been working. The library has done more purchasing of downloadable materials for patrons so they can have access to books from home. Kerri and Liz were supposed to attend book expo using the Professional Development line item but that has been cancelled and rescheduled to July. All programs have been cancelled as of now.

During the library closure we have tried to get creative and to be as much service to the public as possible. Patrons have access to downloadable material from OverDrive and we have increased the lending number of items on hoopla to 3. Kerri has hosted the bug lady on Facebook for the children. I have been doing Storytime once a week via Facebook live. I have also been taking requests for vegetable and flower seeds from patrons and mailing them to their home. We have also been registering patrons with library cards over the phone so they can have access to downloadable material and databases. I am very happy with how the library has been able to be of service to the community. Beacon Falls always pulls together.

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

Sincerely,

Elizabeth Setaro
Library Director

March
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	102	609	88	668	-8.83%
ADULTS AT CHILD PROGRAMS	151	594	66	653	-9.04%
CHILDREN AT CHILD PROGRAMS	183	1104	353	2547	-56.65%
TOTAL	436	2307	507	3868	-40.36%
# of CHILDREN/YA/FAMILY PROGRAMS	6	101	25	187	-45.99%
avg # children at child programs	30.50	10.93	14.12	13.62	-19.75%
# of ADULT PROGRAMS	3	38	8	51	-25.49%
avg # adults at adults programs	34.0	16.0	11.0	13.1	22.34%
# of COMPUTER SESSIONS	2	52	7	54	-3.70%

LIBRARY SERVICES

	THIS MONTH	YTD	Same month last year	PRIOR YTD	% change from last year to this year
COMPUTER USAGE (HRS)	17	646	52	634	1.91%
COMPUTER (#PEOPLE)	26	838	96	1059	-20.87%
WEB SITE VISITS	594	6994	677	6676	4.76%
VOLUNTEER HOURS	13	253 1/4	90 1/2	600 1/4	-57.81%
HOMEBOUND DELIVERIES	0	4	0	4	0.00%
Notary Services	1	87	12	44	97.73%

CIRCULATION OF MATERIALS

	THIS MONTH	YTD	Same month last year	PRIOR YTD	% change from last year to this year
ADULT	187	3477	416	3905	-10.96%
YOUNG ADULT	38	459	34	438	4.79%
JUVENILE	196	2872	317	3019	-4.87%
AUDIO BOOKS	13	188	22	234	-19.66%
Downloadable audiobooks	146	1251	142	1177	6.29%
Digital Music downloads	1	6	1	9	-33.33%
ADULT VIDEO	176	3208	422	3834	-16.33%
JUVENILE VIDEO	27	602	87	693	-13.13%
Digital video downloads	2	16	3	7	128.57%
E-BOOKS	145	1208	114	1079	11.96%
FAMILY PASSES	4	51	6	48	6.25%
OTHER	73	142	38	114	24.56%
TOTALS	1008	13480	1602	14557	-7.40%
(included in above)					
ILL-BORROWED	58	1195	179	1454	-17.81%
ILL-LENT	55	1186	175	1244	-4.66%
CONNECTICARD LOANS	40	570	68	638	-10.66%

REGISTRATION THIS MONTH

	EXPIRED	NEW	YTD (NEW)	PRIOR YTD (NEW)	% change from last year to this year
ADULT	27	12	210	207	1.45%
CHILDREN	8	2	83	102	-18.63%
TOTALS	35	14	293	309	-5.18%

March
2019-2020 financial report

Library Accts #10-69	THIS MONTH	YTD	PRIOR YTD	REMAINING BUDGET	% of LINE ITEM EXPENDED
#1010 FULL TIME	\$14,104.80	\$95,273.16	\$85,328.30	\$28,735.84	76.83%
#1019 PART TIME	\$428.40	\$8,200.95	\$8,472.00	\$3,382.05	70.80%
#1060 COMPUTER	\$0.00	\$3,351.24	\$4,140.47	\$548.76	85.93%
#1130 TELEPHONE	-\$1.63	\$269.16	\$432.19	\$330.84	44.86%
#1170 LIBRARY MATERIALS	\$1,187.16	\$17,597.01	\$15,213.61	\$6,252.99	73.78%
#1800 PROF. DEVEL	\$105.93	\$360.49	\$665.83	\$639.51	36.05%
#1805 PROGRAMMING	\$865.69	\$4,260.08	\$3,116.46	\$1,089.92	79.63%
#1807 COPIER LEASES	\$68.48	\$535.50	\$729.03	\$364.50	59.50%
TOTAL	\$16,758.83	\$129,847.59	\$118,097.89	\$41,344.41	75.85%

PETTY CASH

BEG. BALANCE	\$20.00
ADD'L FUNDS	\$0.00
MINUS EXPENSES	\$0.00
TOTAL	\$20.00

Fax	\$0.00
Late Video	\$0.00
Printing	\$0.00

Damaged/Lost	\$0.00
Replaced Library cards	\$0.00

PETTY CASH TOTAL **\$0.00**

***No Deposit Made In March**

CHECKING ACCT. ****

BEG. BALANCE	\$7,949.61
ADD'L FUNDS	\$83.10
MINUS EXPENSES	\$172.00
TOTAL	\$7,860.71

Deposits
last month petty cash \$83.10

Liberty Bank CD

reserved in checking acct & accounted for in yearly budget

\$7,071.88

Reserved for Building Fund	\$6,000.00
Marketing, (CN, FB & Meetup)	\$60.13
Strategic Plan /CMC Survey	\$175.00
FOL Watercolor donation (\$550 from friends)	\$273.00
Reserved for STEM	\$304.30
Programming fees collected to be used for credit card expenses for program materials	\$259.45

Expenses

Rich DiCarlo-watercolor	\$156.00
Somer's Library-damaged book	\$16.00