

# BEACON FALLS PUBLIC LIBRARY

*LEARN...PARTICIPATE...ENJOY*

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October 5, 2020

Dear members of the Board of Selectmen,

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

Areas of note from the September Service report:

- The library is having great participation with our curbside take and make bags for children.
- Story Time-To Go started. The library provides a complete Storytime experience (book, felt board, rhymes, craft, and additional literacy activities each week. Currently we are reaching 56 children and 16 adults weekly with this program.
- Liz has started reading a picture book on Facebook live on Friday mornings for this current Storytime session.
- A macramé take-and-make craft had 30 participants (primarily adults).
- Early reading bags of assorted topics have been provided for homeschooling and supplemental education.
- Downloadable e-books and audiobooks from Overdrive and Hoopla are still circulating well.
- The library notary services are still being widely utilized with a 48% usage increase from last year.
- We have been allowing patrons to make appointments to browse the library collection and check out items.
- Curbside pickup is still taking place on Tuesdays and Thursdays from 10am-3pm. Items are placed in labeled paper bags for pick up. This service has been working very well.

Areas of note regarding the September Financial Report:

- 85% of the computer line item is expended due to data base participation fees. The part time staff has not worked since March. Roughly \$192 was paid to the state from the part time line item for unemployment. All other line items are where they are expected during.

We plan on still utilizing our curbside pickup option for patrons on Tuesdays and Thursdays. We have begun to take appointments for item browsing in the library as well as appointments for computer use. We have some upcoming programs planned including an adult Halloween wreath craft, a Story Walk and Halloween character hunt at Matthies with collaboration from Parks & Rec on October 23-25<sup>th</sup>. Pumpkin painting and carving will take place at Matthies Park on October 24<sup>th</sup>. Kerri will hand out candy on Halloween courtesy of the library if Trick or Treating takes place as usual in the neighborhood around Town Hall. The library is also planning a Decorate a Scarecrow contest with the Conservation Commission in the month of November. We will have more information to follow about that event. Last but not least, a "Little Free Library" was installed in front of town hall. A Little Free Library is a free book sharing box where anyone may take a book or share a book on the honor system. A big thank you to Miss Amy for building the box and Steve Moffat and Jeff Keane for installing it.

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

Sincerely,

Elizabeth Setaro  
Library Director

September  
Service Report 2020-2021

**PROGRAM ATTENDANCE**

	THIS MONTH	YTD	Same month last year	PRIOR YTD	% change from last year to this year
ADULTS AT ADULT PROGRAMS	30	63	17	52	21.15%
ADULTS AT CHILD PROGRAMS	47	117	38	242	-51.65%
CHILDREN AT PROGRAMS	291	1186	120	514	130.74%
<b>TOTAL</b>	<b>368</b>	<b>1366</b>	<b>175</b>	<b>808</b>	<b>69.06%</b>
# of CHILDREN/YA/FAMILY PROGRAMS	5	18	11	45	-60.00%
avg # children at child programs	58.20	127.0461538	10.91	34 4/5	265.08%
# of ADULT PROGRAMS	1	2	4	7	-71.43%
avg # adults at adults programs	30.0	30	4.3	16	87.50%
# of COMPUTER SESSIONS	0	0	5	22	-100.00%

**LIBRARY SERVICES**

	THIS MONTH	YTD	Same month last year	PRIOR YTD	% change from last year to this year
COMPUTER USAGE (HRS)	0	0	101	297	-100.00%
COMPUTER (#PEOPLE)	0	0	119	353	-100.00%
WEB SITE VISITS	521	1745	781	2392	-27.05%
VOLUNTEER HOURS	0	0	22 1/2	105	-100.00%
HOMEBOUND DELIVERIES	1	1	0	2	-50.00%
Notary Services	14	34	8	23	47.83%

**CIRCULATION OF MATERIALS**

	THIS MONTH	YTD	Same month last year	PRIOR YTD	Percentage change from last year YTD to this year YTD
ADULT	286	709	430	1469	-51.74%
YOUNG ADULT	31	84	35	198	-57.58%
JUVENILE	241	556	320	1382	-59.77%
AUDIO BOOKS	9	18	16	55	-67.27%
Downloadable audiobooks	144	458	131	412	11.17%
Digital Music Downloads	2	13	0	0	n/a
ADULT VIDEO	76	221	357	1144	-80.68%
JUVENILE VIDEO	9	69	33	213	-67.61%
Digital Video Downloads	4	5	2	7	-28.57%
E-BOOKS	148	551	153	445	23.82%
LIBRARY PASSES	0	3	5	25	-88.00%
OTHER	2	38	0	29	31.03%
<b>TOTALS</b>	<b>952</b>	<b>2725</b>	<b>1482</b>	<b>5379</b>	<b>-49.34%</b>
<b>(included in above)</b>					
ILL-BORROWED	111	240	124	474	-49.37%
ILL-LENT	178	468	140	443	5.64%
CONNECTICARD LOANS	0	11	59	191	-94.24%

**REGISTRATION THIS MONTH**

	EXPIRED	NEW	YTD (NEW)	PRIOR YTD (NEW)	% change from last year to this year
ADULT	36	36	66	104	-36.54%
CHILDREN	4	2	8	78	-89.74%
<b>TOTALS</b>	<b>40</b>	<b>38</b>	<b>74</b>	<b>182</b>	<b>-59.34%</b>

September  
2020-2021 financial report

Library Accts #10-69	THIS MONTH	YTD	PRIOR YTD	REMAINING BUDGET	% of LINE ITEM EXPENDED
#1010 FULL TIME	\$14,434.62	\$30,284.71	\$28,854.53	\$95,014.29	24.17%
#1019 PART TIME	\$192.72	\$192.72	\$4,133.43	\$12,859.28	1.48%
#1060 COMPUTER	\$250.00	\$3,609.28	\$2,614.62	\$630.72	85.12%
#1130 TELEPHONE	\$0.00	\$0.00	\$161.35	\$660.00	0.00%
#1170 LIBRARY MATERIALS	\$2,129.97	\$3,304.78	\$5,342.61	\$21,345.22	13.41%
#1800 PROF. DEVEL.	\$0.00	\$0.00	\$140.00	\$1,000.00	0.00%
#1805 PROGRAMMING	\$513.65	\$1,174.58	\$878.42	\$4,325.42	21.36%
#1807 COPIER LEASES	\$53.00	\$163.67	\$188.38	\$656.33	19.96%
<b>TOTAL</b>	<b>\$17,573.96</b>	<b>\$38,729.74</b>	<b>\$42,313.34</b>	<b>\$136,491.26</b>	<b>22.10%</b>

PETTY CASH	
BEG. BALANCE	\$50.00
ADD'L FUNDS	
MINUS EXPENSES	
<b>TOTAL</b>	<b>\$50.00</b>

CHECKING ACCT. ****	
BEG. BALANCE	\$7,434.91
ADD'L FUNDS	\$16.00
MINUS EXPENSES	\$2.50
<b>TOTAL</b>	<b>\$7,448.41</b>

Deposits

last month petty cash	
Somers Library Book	\$16.00

Late Video  
Printing  
Fax

Damaged Material

**PETTY CASH TOTAL \$0.00**

**\*No deposit made in Sept\***

Liberty Bank CD \$11,430.96

\*\*\*\* reserved in checking acct & accounted for in yearly budget

**\$6,984.88**

Reserved for Building Fund	\$6,000.00
Marketing (CN, FB & Meetup)	\$60.13
Strategic Plan/CMC Survey	\$175.00
FOL Watercolor donation	\$186.00
Programming	\$304.30
Programming fees collected to be used for credit card expenses for program materials	\$259.45

Expenses

Crystal Rock \$2.50