

BEACON FALLS PUBLIC LIBRARY

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June 5, 2020

Dear members of the Board of Selectmen,

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

Areas of note from the May Service report:

- Adult and children program attendance has still been very positive during our closure. Patrons are utilizing our zoom and Facebook programs.
- Downloadable material is up. We have kept the number of lendable items on hoopla to 3 items per person. Hoopla has also offered free downloadable material that does not count toward the 3 items which allows patrons to borrow more items. Patrons are also able to borrow digital items from Overdrive.
- Three Kahoot Trivia Challenges were offered on Facebook during May.
- The library hosted 4 Facebook story times, 4 guided journaling activities, 3 evening book chats and craft along on zoom.
- A program called “The History of the Trolley in Connecticut and Beacon Falls” talk was presented on zoom by the Shoreline Trolley Museum.
- Dr. Barbara Berkowitz from Chatfield Farms spoke on “Choosing Light in a Dark Time” which was an anxiety management webinar.

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

- Most line items are where they are expected. The Full Time line item is an estimate as of right now until we get the exact numbers from the finance department. Downloadable material and dvds were purchased through our library materials line item.

Seed exchange and notary services have continued. The library is planning on continuing a weekly schedule for virtual programs through June. We will also be adding an online summer reading program and take and make activity bags for the children. We are hoping to plan for curbside pickup of materials at the end of June.

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

Sincerely,



Elizabeth Setaro
Library Director

May
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	112	795	44	802	-0.87%
ADULTS AT CHILD PROGRAMS	0	594	307	1029	-42.27%
CHILDREN AT CHILD PROGRAMS	243	2028	533	3402	-40.39%
TOTAL	355	3417	884	5233	-34.70%
# of CHILDREN/YA/FAMILY PROGRAMS	2	108	26	234	-53.85%
avg # children at child programs	121.50	18.78	20.5	14.54	29.15%
# of ADULT PROGRAMS	13	56	3	59	-5.08%
avg # adults at adults programs	8.6	1.93	14.7	13.6	-85.82%
# of COMPUTER SESSIONS	0	52	7	68	-23.53%

LIBRARY SERVICES

	THIS MONTH	YTD	Same month last year	PRIOR YTD	% change from last year to this year
COMPUTER USAGE (HRS)	0	646	67	760	-14.99%
COMPUTER (#PEOPLE)	0	838	89	1236	-32.20%
WEB SITE VISITS	598	7923	688	7971	-0.60%
VOLUNTEER HOURS	0	253 1/4	179	874 1/4	-71.03%
HOMEBOUND DELIVERIES	9	14	2	6	133.33%
Notary Services	1	88	9	58	51.72%

CIRCULATION OF MATERIALS

	THIS MONTH	YTD	Same month last year	PRIOR YTD	Percentage change from last year YTD to this year YTD
ADULT	100	3652	520	4864	-24.92%
YOUNG ADULT	2	464	53	532	-12.78%
JUVENILE	13	2973	300	3611	-17.67%
AUDIO BOOKS	0	197	22	273	-27.84%
Downloadable audiobooks	149	1564	134	1447	8.09%
Digital Music downloads	1	8	0	9	-11.11%
ADULT VIDEO	4	3217	448	4773	-32.60%
JUVENILE VIDEO	0	603	59	827	-27.09%
Digital video downloads	7	28	0	8	250.00%
E-BOOKS	143	1554	130	1331	16.75%
FAMILY PASSES	1	52	15	78	-33.33%
OTHER	0	168	50	247	-31.98%
TOTALS	420	14480	1731	18000	-19.56%
(included in above)					
ILL-BORROWED	7	1203	179	1848	-34.90%
ILL-LENT	0	1187	117	1483	-19.96%
CONNECTICARD LOANS	0	571	100	818	-30.20%

REGISTRATION THIS MONTH

	EXPIRED	NEW	YTD (NEW)	PRIOR YTD (NEW)	% change from last year to this year
ADULT	33	4	214	262	-18.32%
CHILDREN	4	0	83	103	-19.42%
TOTALS	37	4	297	365	-18.63%

May
2019-2020 financial report

Library Accts #10-69	THIS MONTH	YTD	PRIOR YTD	REMAINING BUDGET	% of LINE ITEM EXPENDED
#1010 FULL TIME (estimate/ waiting for exact numbers from finance)	\$9,403.20	\$114,079.56	\$108,374.34	\$9,929.44	91.99%
#1019 PART TIME	\$0.00	\$8,200.95	\$10,914.00	\$3,382.05	70.80%
#1060 COMPUTER	\$0.00	\$3,351.24	\$4,221.72	\$548.76	85.93%
#1130 TELEPHONE	\$0.00	\$269.16	\$532.35	\$330.84	44.86%
#1170 LIBRARY MATERIALS	\$889.37	\$19,189.95	\$20,813.82	\$4,660.05	80.46%
#1800 PROF. DEVEL.	\$0.00	\$360.49	\$1,000.00	\$639.51	36.05%
#1805 PROGRAMMING*	\$0.00	\$4,413.13	\$4,261.62	\$936.87	82.49%
#1807 COPIER LEASES	\$2.29	\$540.79	\$850.60	\$359.21	60.09%
TOTAL	\$10,294.86	\$150,405.27	\$150,968.45	\$20,786.73	87.86%

PETTY CASH

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

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BEG. BALANCE	\$7,594.26
ADD'L FUNDS	\$0.00
MINUS EXPENSES	\$19.42
TOTAL	\$7,574.84

Damaged/Lost Library materials

Donations
Fax
Late Video

Printing

Replaced Library cards

Deposits

last month petty cash \$0.00

PETTY CASH TOTAL \$0.00

NO DEPOSIT MADE IN MAY

Liberty Bank CD

reserved in checking acct & accounted for in yearly budget

\$6,984.88

Reserved for Building Fund \$6,000.00

Expenses

Marketing.(CN, FB & Meetup) \$60.13

Crystal Rock \$19.42

Strategic Plan /CMC Survey \$175.00

FOL Watercolor donation (\$550 from friends) \$186.00

Reserved for STEM \$304.30

Programming fees collected to be used for credit card expenses for program materials \$259.45