

# BEACON FALLS PUBLIC LIBRARY

LEARN...PARTICIPATE...ENJOY

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December 10, 2020

Dear members of the Board of Selectmen,

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

Areas of note from the November Service report:

- The library is still having a good response with the children's story time to go and craft activities to go. Due to this we have a positive increase in children participation in programming.
- Homebound deliveries have increased allowing patrons to request items and have them directly delivered to their door if they are unable to make it to the curbside pick up allotted time.
- Notary services were also utilized during the month of November.
- Circulation of downloadable material including e-books, audiobooks and videos has seen a positive increase.
- Interlibrary loan lending is up slightly.
- During November we continued our Storytime-to-go program. This session had 56 children and 16 adults participate over a 4 week session.
- The library Thanksgiving craft for children had 30 child participants.

Areas of note regarding the November FY 20-21 Financial Report:

- The computer line item is 93% expended. This is due to our databases. The library was able to purchase a new desktop computer and 2 laptops with funds from the "Everybody Learns Grant". Novus is working on setting them up. The part time staff have not worked since March leaving the part time line items as 4% expended. All other line items are where they are expected.

The funds awarded to the library in the sum of \$23,811.00 from the state of Connecticut called the "Everybody Learns Grant" have been expended on new shelving and mobile shelving to allow more space in the library, furniture, computers, IT equipment and installation which includes expanding the Wi-Fi, PPE and cleaning supplies. A new outdoor picnic table purchased with this grant money has been delivered and is set up on the grounds of Town Hall. These funds were to be used to support the library continue to make health and safety improvements and offer more services to our residents. New carpeting was installed in the adult non-fiction/fiction and computer area. Peter, the town custodian, put a fresh coat of paint on the walls in that room also. We are awaiting the delivery of the new shelving and furniture sometime in late January. We look forward for patrons to see these changes.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Elizabeth Setaro", is written over a light blue horizontal line.

Elizabeth Setaro  
Library Director

November  
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	25	118	73	207	-43.00%
ADULTS AT CHILD PROGRAMS	28	321	24	314	2.23%
CHILDREN AT CHILD PROGRAMS	113	1991	53	697	185.65%
<b>TOTAL</b>	<b>166</b>	<b>2430</b>	<b>150</b>	<b>1218</b>	<b>99.51%</b>
# of CHILDREN/YA/FAMILY PROGRAMS	3	33	10	68	-51.47%
avg # children at child programs	37.67	60.33	5.3	50	20.43%
# of ADULT PROGRAMS	1	4	5	17	-76.47%
avg # adults at adults programs	25.0	29.5	14.6	47	-37.23%
# of COMPUTER SESSIONS	0	0	1	32	-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	54 1/2	420 1/2	-100.00%
COMPUTER (#PEOPLE)	0	0	81	541	-100.00%
WEB SITE VISITS	463	2870	633	4386	-34.56%
VOLUNTEER HOURS	0	15	14 3/4	145 3/4	-89.71%
HOMEBOUND DELIVERIES	1	4	0	2	100.00%
Notary Services	1	59	17	49	20.41%

**CIRCULATION OF MATERIALS**

	THIS MONTH	YTD	Same month last year	PRIOR YTD	Percentage change from last year YTD to this year YTD
ADULT	157	1150	385	2209	-47.94%
YOUNG ADULT	8	109	32	260	-58.08%
JUVENILE	126	856	230	1939	-55.85%
AUDIO BOOKS	23	47	23	96	-51.04%
Downloadable audiobooks	126	723	120	665	8.72%
Digital Music downloads	5	165	0	0	na
ADULT VIDEO	56	324	306	1839	-82.38%
JUVENILE VIDEO	12	93	84	363	-74.38%
Digital Video downloads	5	13	3	13	na
E-BOOKS	129	827	98	684	20.91%
LIBRARY PASSES	0	3	2	29	-89.66%
OTHER	0	38	15	49	-22.45%
<b>TOTALS</b>	<b>647</b>	<b>4348</b>	<b>1298</b>	<b>8146</b>	<b>-46.62%</b>
<b>(included in above)</b>					
ILL-BORROWED	66	377	127	743	-49.26%
ILL-LENT	108	742	146	730	1.64%
CONNECTICARD LOANS	0	46	39	322	-85.71%

**REGISTRATION THIS MONTH**

	EXPIRED	NEW	YTD (NEW)	PRIOR YTD (NEW)	% change from last year to this year
ADULT	22	12	88	126	-30.16%
CHILDREN	5	1	9	76	-88.16%
<b>TOTALS</b>	<b>27</b>	<b>13</b>	<b>97</b>	<b>202</b>	<b>-51.98%</b>

November  
2020-2021 financial report

Library Accts #10-69	THIS MONTH	YTD	PRIOR YTD	REMAINING BUDGET	% of LINE ITEM EXPENDED
#1010 FULL TIME	\$9,638.40	\$49,561.51	\$51,900.59	\$75,737.49	39.55%
#1019 PART TIME	\$114.71	\$496.61	\$5,672.43	\$12,555.39	3.80%
#1060 COMPUTER	\$182.40	\$3,971.68	\$3,351.24	\$268.32	93.67%
#1130 TELEPHONE	\$0.00	\$0.00	\$270.79	\$660.00	0.00%
#1170 LIBRARY MATERIALS	\$2,541.40	\$8,531.76	\$10,900.93	\$16,118.24	34.61%
#1800 PROF. DEVEL.	\$0.00	\$0.00	\$179.56	\$1,000.00	0.00%
#1805 PROGRAMMING	\$721.93	\$1,999.33	\$1,870.34	\$3,500.67	36.35%
#1807 COPIER LEASES	\$107.61	\$333.62	\$298.55	\$486.38	40.69%
<b>TOTAL</b>	<b>\$13,306.45</b>	<b>\$64,894.51</b>	<b>\$74,444.43</b>	<b>\$110,326.49</b>	<b>37.04%</b>

PETTY CASH

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

CHECKING ACCT. \*\*\*\*

BEG. BALANCE	\$7,550.45
ADD'L FUNDS	\$285.96
MINUS EXPENSES	\$442.35
<b>TOTAL</b>	<b>\$7,394.06</b>

Deposits

last month petty cash	\$0.00
DVD Payment	\$3.29
Donation	\$50.00
DVD Payment	\$0.67
Gingerbread House	\$132.00
Donation	\$100.00

Fax  
Late Video  
Printing  
Replaced Library cards

**PETTY CASH TOTAL** \$0.00

**\*No deposit made in Nov\***

Liberty Bank CD \$11,432.83

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 \$0.00  
Programming fees collected to be used for credit card expenses for program materials \$259.45  
Podium Donation \$0.00

Expenses

Credit Card - Storywalk \$432.36  
Crystal Rock \$9.99