

BEACON FALLS PUBLIC LIBRARY

LEARN...PARTICIPATE...ENJOY

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January 11, 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:

- The percentage of children participating in child programs has increased by over 200% from last year to this year. The adult participation in child programs has also increased. We have seen positive participation in take and make child programs since the start of the pandemic.
- Homebound deliveries are up by over 200%. Deliveries of library materials are popular for patrons who are not able to pick up items during curbside delivery hours. The library is pleased to offer this service to the community.
- Circulation of downloadable material including e-books, audiobooks and videos has seen a positive increase. The amount of hoopla borrows allowed has increased from 3 items per month to 4 times per month.
- The number of web site visits is up from the same month last year.
- The number of interlibrary loans is also slightly increased.
- During November we continued our Storytime-to-go program. This session had 58 children and 15 adults participate over a 4-week session.
- Children's take-home programs also included a Flanders Wreath activity co-sponsored by Beacon Falls Parks and Rec. 19 adults and 30 children participated.
- 24 adults participated in a holiday sign craft.
- The library hosted its annual gingerbread house activity. Families picked up their houses and candy from the library and were able to decorate them at home. 50 adults and 50 children participated.
- The library handed out New Years Eve bags cosponsored by Parks & Rec. 187 adults and 374 children participated.
- New Year Eve's trivia had 88 participants between Kahoot and Hoopla.

Areas of note regarding the December 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 has set those up. The assistant librarian and programming librarian now have laptops for working remotely. The part time staff have not worked since March leaving the part time line items as 4% expended. The professional development has not been used. In person workshops have been cancelled. We will investigate online development workshops. 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, furniture, computers, IT equipment and installation, PPE and cleaning supplies. The Wi-Fi has been extended throughout the building and now reaches outside the building allowing the community to access the internet from outside of town hall. The grant report was submitted to the state and approved. We look forward to the installation of the new shelving in early February. The library also has great programs coming up in January.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Elizabeth Setaro". The signature is written in a cursive style with a large initial "E" and a long, sweeping tail.

Elizabeth Setaro
Library Director

December
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	24	142	50	257	-44.75%
ADULTS AT CHILD PROGRAMS	300	621	63	377	64.72%
CHILDREN AT CHILD PROGRAMS	600	2591	79	776	233.89%
TOTAL	924	3354	192	1410	137.87%
# of CHILDREN / YA / FAMILY PROGRAMS	6	39	11	79	-50.63%
avg # children at child programs	100.00	66.44	7.18	57 2/7	15.98%
# of ADULT PROGRAMS	1	5	4	21	-76.19%
avg # adults at adults programs	24.0	28.4	12.5	59 1/2	-52.27%
# of COMPUTER SESSIONS	0	0	2	34	-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	57 5/6	478 1/3	-100.00%
COMPUTER (#PEOPLE)	0	0	78	619	-100.00%
WEB SITE VISITS	660	3530	742	5128	-31.16%
VOLUNTEER HOURS	0	15	15	160 3/4	-90.67%
HOMEBOUND DELIVERIES	7	11	1	3	266.67%
Notary Services	0	59	7	56	5.36%

CIRCULATION OF MATERIALS

	THIS MONTH	YTD	Same month last year	PRIOR YTD	% change from last year to this year
ADULT	178	1328	307	2516	-47.22%
YOUNG ADULT	17	126	40	300	-58.00%
JUVENILE	110	966	155	2094	-53.87%
AUDIO BOOKS	13	60	25	121	-50.41%
Downloadable audiobooks	133	856	127	792	8.08%
Digital Music downloads	8	173	0	0	na
ADULT VIDEO	48	372	345	2184	-82.97%
JUVENILE VIDEO	5	98	77	440	-77.73%
Digital Video downloads	1	14	0	13	na
E-BOOKS	162	989	99	783	26.31%
LIBRARY PASSES	0	3	3	32	-90.63%
OTHER	0	38	11	60	-36.67%
TOTALS	675	5023	1189	9335	-46.19%
(included in above)					
ILL-BORROWED	76	453	98	841	-46.14%
ILL-LENT	129	871	112	842	3.44%
CONNECTICARD LOANS	0	46	57	379	-87.86%

REGISTRATION THIS MONTH

	EXPIRED	NEW	YTD (NEW)	PRIOR YTD (NEW)	% change from last year to this year
ADULT	27	11	99	142	-30.28%
CHILDREN	3	0	9	76	-88.16%
TOTALS	30	11	108	218	-50.46%

December
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	\$59,199.91	\$62,361.91	\$66,099.09	47.25%
#1019 PART TIME	\$0.00	\$496.61	\$6,389.43	\$12,555.39	3.80%
#1060 COMPUTER	\$0.00	\$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	\$2,599.75	\$11,131.51	\$12,898.92	\$13,518.49	45.16%
#1800 PROF. DEVEL.	\$0.00	\$0.00	\$179.56	\$1,000.00	0.00%
#1805 PROGRAMMING	\$203.89	\$2,203.22	\$2,427.94	\$3,296.78	40.06%
#1807 COPIER LEASES	\$71.88	\$405.50	\$355.70	\$414.50	49.45%
TOTAL	\$12,513.92	\$77,408.43	\$88,235.49	\$97,812.57	44.18%

PETTY CASH

CHECKING ACCT. ****

BEG. BALANCE	\$50.00
ADD'L FUNDS	
MINUS EXPENSES	
TOTAL	\$50.00

BEG. BALANCE	\$7,394.06
ADD'L FUNDS	\$1,605.16
MINUS EXPENSES	\$1,110.02
TOTAL	\$7,889.20

Damaged/Lost Library materials	\$0.00
Fax	\$0.00
Late Video	\$0.00
Printing	\$0.00
Replaced Library cards	\$0.00
PETTY CASH TOTAL	\$0.00

No deposit made in Dec

<u>Deposits</u>	
Last month petty cash	
Wreath Material Fee	\$260.00
Gingerbread Material Fee	\$43.00
Gingerbread Material Fee	\$375.00
Wreath Material Fee	\$40.00
Sign Material Fee	\$880.00
DVD Late Fee	\$2.61
DVD Late Fee	\$4.55

Liberty Bank CD	\$11,432.83
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**** 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 fees collected to be used for credit card expenses for program materials	\$259.45
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Expenses

Crystal Rock	\$10.02
Purdy Bakery	\$500.00
Flanders	\$600.00