BOOTH & DIMOCK MEMORIAL LIBRARY

2019/2020 ANNUAL REPORT

PREPARED AND SUBMITTED BY

Margaret Khan
Library Director

YEAR IN REVIEW

A Brief Summary

This report includes information on the library's general operations including: programming, circulation, collections, and the operating budget. A separate Infographic following the annual report details the Library's operations during the COVID-19 Pandemic.

Throughout the 2019-2020 year, BDML offered a variety of fun programs for all ages, offered summer reading programs for children, teens, and adults, welcomed hundreds of new visitors, hosted an indoor Library Mini Golf fundraiser event, and began the transition to our new online catalog, Bibliomation.

OUR STAFF

Margaret Khan, MLIS - Director
Kayla Fontaine, MLIS - Teen/Reference Librarian
Christa Kiedaisch, MLIS - Children's Librarian
Jennifer Chretien, MLIS - Adult Librarian

Nora Dexter
Juliana Didero-Mullen
Barbara Hall
Rachel Hora
Donna Murphy
Tasha Murtha
Margaret Norris
Joyce Peterson
Manny Rodrigues
Janette Smith

OUR PATRONS

7,709 residents with library cards

237 new cards issued in FY19/20

42 patron volunteers with 136 hours of service

26,173 visits between July 1, 2019 and March 14, 2020.

"THE MOST IMPORTANT ASSET OF ANY LIBRARY GOES HOME AT NIGHT - THE LIBRARY STAFF "
-TIMOTHY HEALY

Photos from left to right: Family participating in Escape Room program; new children's librarian Christa Kiedaisch; friends and family enjoying Wicked Slice Pizza at our Library Mini Golf event in October 2019.

OUR CIRCULATION

58,635 Total Circulations
42,318 books & magazines
2,055 audio books
6,542 DVDs
135 miscellaneous items (includes museum passes)
7,603 electronic items

Physical Item Circulation Breakdown
23,071 Adult Items
3,867 Young Adult Items
24,041 Children's Items
7,656 Other Items

Inter-Library Loan
805 items received at BDML
663 items loaned by BDML

OUR OFFERINGS

43,489 Physical Items
Electronic Resources
Consortial Catalog through Bibliomation
Professional Reference Assistance
   5,424 reference questions
Wi-Fi Access
   79,297 sessions
Computer Access
   8,988 uses
Printing, Copying, and Faxing
Homework Help
Reader's Advisory
Sensory Friendly Areas
Early Literacy Specialists
Parenting Resources
School and Daycare Outreach
Book Clubs
And More (of course!)

Electronic Item Circulation by Month
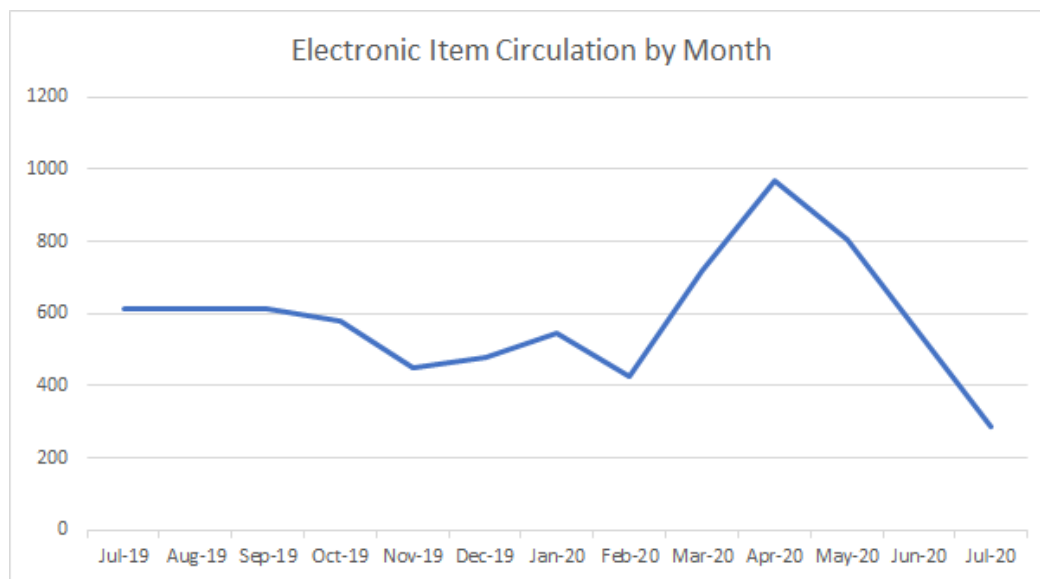
AT BDML, I LOVE THE "STAFF THAT ARE KNOWLEDGEABLE, INTERESTED, AND GO BEYOND IN EFFORTS TO ASSIST." -COVENTRY RESIDENT JOAN A.

The above graph details the spike in monthly circulation of electronic materials at the onset of the COVID-19 pandemic. Circulation dipped when curbside services began in May, and again in June due to an interruption of services as part of the Bibliomation migration.

OUR COMMUNITY ROOM

Community Space
We lent out our community room 20 times to various community organizations. We also had individuals and groups use communal space for meetings such as language learning clubs and the Birth To Three program.

400 programs
7,088 attendees
Some of our most popular programs include:
Book Clubs
Adult Crafternoons
Teen De-Stress Mess
Teen Open Gaming
Teen and Tween Advisory Boards
Messy Munchkins
Science Thursdays

OUR SUMMER READING

A Universe of Stories
2019 Summer Reading's theme was all about space. Some special programs included an astronomy lecture series for adults sponsored by ECUS's astronomy department, and an astronaut themed escape room.

326 Total Registration
65 Adults
86 Young Adults (YA)
175 Children

Challenges & Accomplishments
Adults completed 147 reading challenges
Teens read 1,424 hours
Children read 1,415 hours

"WHAT IS MORE IMPORTANT IN A LIBRARY THAN ANYTHING ELSE - THAN EVERYTHING ELSE - IS THE FACT THAT IT EXISTS."
-ARCHIBALD MACLEISH

Photos from left to right: The end product of our Teen De-Stress Mess program, the teen equivilant of Messy Munchkins; children playing in a sensory bin at our popular Messy Munchkins program; brochure for Adult Summer Reading

BUDGET

Department 51--Activity 5101
Booth Dimock/ Porter Libraries

As of 06-30-20

		Budgeted FY 19-20	Spent YTD
51000	Salary & Wages	$ 325,150.00	$ 322,956.05
51059	Payroll Taxes and Insurance	$ 29,600.00	$ 28,451.95
51121	Fringe Benefits	$ 30,000.00	$ 29,170.16
51999	Revenue Offset	$ (15,200.00)	$ (13,022.91)
52020	Finance and Accounting	$ 6,700.00	$ 6,690.00
52040	Internet	$ 5,690.00	$ 3,450.00
52080	Professional Affiliation	$ 1,130.00	$ 1,199.00
52090	Travel Meetings and Mileage	$ 1,600.00	$ 1,557.62
52130	Service Contracts	$ 11,820.00	$ 10,613.12
52140	Equipment Repairs	$ 11,750.00	$ 9,634.11
52160	Building Repairs/ Maintenance	$ 9,450.00	$ 7,916.60
52240	Miscellaneous	$ 4,400.00	$ 4,177.51
53010	Office Supplies	$ 5,000.00	$ 4,998.32
53220	Subscriptions/ Books	$ 35,300.00	$ 37,201.71
53225	Program Costs	$ 5,500.00	$ 4,794.70
54540	Computer Replacement & Upgrades	$ 3,000.00	$ 5,774.71
55010	Telephone	$ 1,920.00	$ 2,171.64
55020	Electric	$ 17,700.00	$ 14,170.53
55030	Heating Fuel	$ 6,250.00	$ 5,088.64
55040	Water	$ 475.00	$ 540.74
55050	Sewer	$ 375.00	$ 375.00
55130	Disposal Fees	$ 2,940.00	$ 2,988.83
	TOTAL	**$ 500,550.00**	**$ 490,898.03**

Due to COVID-19, the library was mandated to close to the public, which resulted in under-spending in heating fuel, electricity, and program costs. Changes in staff resulted in savings in payroll and benefits, and a re-filed e-rate through the Connecticut Education Network (CEN) resulted in savings on internet. Due to the facility not operating at full capacity, and the shutdown of many partners, vendors, and contractors, $9,652 of the budget was unspent at the end of June.

Recognizing savings in certain budget lines, the library decided to use available funds to help achieve long-term goals by purchasing new computers to maintain a healthy computer replacement schedule, and purchasing additional e-materials to meet the demand caused by COVID-19. The Library allocated savings from this year's operating budget for the following:
$7,750 for Bibliomation Migration Fee
$575 for YA Programming
$1300 for Building Expenses