



ESSEX LIBRARY ASSOCIATION

*Your Community Center for Lifelong
Learning and Cultural Enrichment*



2018 ANNUAL REPORT

Covering the period from July 1, 2017 – June 30, 2018



President's Report:

Thank you for attending the Essex Library Association Annual meeting.

I would like to thank Richard Conroy and the Library Staff, the Library Board, the friends of the Library and the townspeople for a very successful year.

Financially we made our budget for the year thanks to generous donations to the Annual Appeal, Personal Gifts and Friends of the Library Fundraisers. Richard will give you more details.

As far as accomplishments, Richard and the staff had a great year:

There were 273 quality special programs or lectures on topics that led to great turnouts. Of particular note are the Centerbrook Lectures and David Cappella's poetry series. Most of the lectures were obtained without having to pay for them!

The library had the highest per capita attendance for both children's and adult programs compared to other libraries in the lower Connecticut River Valley.

The library started an "Essex Exclusives" collection of downloadable audio and ebooks as well as access to Acorn TV.

And don't forget that the library is now able to process your passports.

Unfortunately, Richard is retiring in June of next year. It is going to be very difficult to find someone of his caliber and qualifications. We have begun the search with Rita Christopher heading up the committee.

A successful 2018 and we are looking forward to another successful year in 2019.

Respectfully submitted,

George Sexton, President

Executive Director's Report:

This is a year of “last times” for me meaning that, since I will be retiring in June of 2019, I find myself performing many annual duties for the last time as Executive Director of the Essex Library. Such is the case with this report. I will have many opportunities during the coming months to say so, but I want to take this opportunity to publicly state for the *first* time what a true pleasure and privilege it has been for me to lead this institution for the past ten plus years.

It has been my great good fortune to have had the benefit of serving the extremely supportive community of Essex, which has proven time and again that it places great value on having a vibrant public library at its hub. Our consistently strong statistics bear that out, and we are the envy of other area public libraries, including those who serve much larger populations. Those numbers would not be attainable, however, if it were not for the fact that the Library has benefited from a series of strong Boards of Trustees, our outstanding Friends of the Essex Library organization, and dozens of people who volunteer their time each year. Truly, this town loves its library!

I would also like to take this opportunity to thank our wonderful staff for the amazing work they do. I owe them a huge debt of gratitude for their commitment to the Library and belief in what it stands for. Their willingness to accept my leadership while retaining their ability to find creative ways to find solutions to the challenges we have faced together is largely responsible for whatever personal accomplishments associated with this job that I can claim. In particular, I'd like to recognize Ann Thompson, Jessica Branciforte, and Diane Simoneau, who have worked with me throughout my tenure as director and formed a strong core that I have relied on heavily over the years.

During the past few months I have told many people about my plans to retire next year, and I have been extremely flattered when they responded by saying something along the lines of “how will they ever replace you?!” The fact is, though, that the Essex Library Association has been in existence for over 125 years and has benefited from having many talented people serve as its Executive Director. I am just the most recent person who was lucky enough to serve in that capacity and I expect that whoever takes my place will also recognize how fortunate they are to have the opportunity to carry on the legacy.

Respectfully submitted,

Richard Conroy, Executive Director

Treasurer’s Report:

We ended our Essex Library financial year on June 30, 2018 with an operating surplus of \$381. This is based on revenue of \$500,448 and expenses of \$500,067. Major sources of revenue were \$289,230 from the Town of Essex, \$67,191 from our Annual Fund drive, Gifts of \$38,804 and \$92,700 that was transferred from our Endowment Fund. Our major expenses were \$356,067 for payroll, \$19,346 for maintenance and \$22,323 for heat and electricity. The transfer from the Endowment Fund was just 3.2% of the average balance of this fund during our 2018 fiscal year. We consider this a major accomplishment.

Our Endowment Fund began our fiscal year with a balance of \$2,814,701 and ended the year with a balance of \$2,956,800. This is an increase of \$142,100 and is net of \$92,700 transferred to the Library Operating Account and \$9,725 in investment management fees. Our gross investment income was \$208,443 or 7.14%

Howard Tuttle
Treasurer
Essex Library Association

Financial Summary for Fiscal Year 2018

Final Cash Flow Statement for FY 2018

Revenue	Actual	Budgeted
From Town of Essex	\$289,230.00	\$289,230.00
From the Community of Essex	\$105,995.97	\$100,000.00
Endowment Withdrawal	\$92,700.00	\$128,970.00
State of CT Grant	\$3,724.00	\$ 0
Misc. Income	\$8,798.24	\$8,750.00
Total Revenues	\$500,448.21	\$526,950.00
Expense	Actual	Budgeted
Payroll	\$356,544.62	\$376,000.00
Maintenance and Utilities	\$57,479.57	\$52,100.00
Supplies and Administrative Expenses	\$60,817.16	\$70,850.00
Materials	\$25,226.04	\$28,000.00
Total Expenses	\$500,067.39	\$526,950.00

Monthly Endowment Value Statement

Month	Beginning Value	Contributions	Deposits & Withdrawals	Adjusted Begin Value	Fees & Expenses	Investment Return	Period End Value	% Change
July	\$1,841,668.66	\$973,031.97	-\$50,000.00	\$2,764,700.63	\$2,321.01	\$45,699.86	\$2,808,078.88	
August	\$2,808,078.88	\$0.00	\$0.00	\$2,808,078.88	\$0.00	\$15,259.81	\$2,823,338.69	1.0%
September	\$2,823,338.69	\$1,546.66	\$0.00	\$2,824,885.35	\$0.00	\$31,654.26	\$2,856,539.61	1.1%
October	\$2,856,539.61	\$0.00	-\$1,558.90	\$2,854,980.71	\$3,600.03	\$45,182.57	\$2,896,563.25	1.4%
November	\$2,896,563.30	\$36,054.88	\$0.00	\$2,932,618.18	-\$100.00	\$45,651.11	\$2,978,169.29	2.7%
December	\$2,978,169.29	\$0.00	\$0.00	\$2,978,169.29	\$0.00	\$26,617.66	\$3,004,786.95	0.8%
January	\$3,004,786.95	\$0.00	\$1,988.00	\$3,006,774.95	\$3,704.35	\$106,738.42	\$3,109,809.02	3.3%
February	\$3,109,810.02	\$0.00	-\$41,948.73	\$3,067,860.29	\$0.00	\$115,700.86	\$2,952,159.55	-5.4%
March	\$2,952,159.55	\$0.00	\$0.00	\$2,952,159.55	\$0.00	-\$18,720.90	\$2,933,438.65	-0.7%
April	\$2,933,438.65	\$0.00	\$0.00	\$2,933,438.65	\$0.00	\$957.40	\$2,934,396.05	0.0%
May	\$2,934,396.05	\$0.00	\$0.00	\$2,934,396.05	\$0.00	\$30,108.82	\$2,964,504.87	1.0%
June	\$2,964,504.87	\$0.00	-\$2,700.00	\$2,961,804.87	\$0.00	-\$5,005.09	\$2,956,799.78	-2.0%

Committee Reports

Development Committee:

The Annual Fund received 447 donations totaling \$66,941. This was \$3,059 short of our goal of \$70,000. We had fewer contributors than last year: 447 in 2018 vs. 501 in 2017, but the average dollar amount of each donation was about \$14 higher. An unexpected check from the state of Connecticut of \$3,724 helped to meet the library's budget needs.

Respectfully submitted,

Lois Thomsen, Chair
Development Committee

Nominating Committee:

The Nominating Committee put forth to the current Board of Trustees for their approval the nominations of three new candidates for the Board. The Board approved the nominations of Michael Hammond, Jr., Peter McAndrew and Gary Riggio for three-year-terms starting in October, 2018. All three candidates have a desire to serve, possess excellent qualifications for serving as Trustees, and have much experience in serving on other Boards and performing community service. In addition, Rita Christopher has signed on for another three-year-term starting in October 2018. The Nominating Chair will present these nominations to the Essex Library Association at their Annual Meeting for their approval.

The Committee also presented the slate of officers for the 2018-2019 year to the Board for their approval. The slate is as follows: President, Rita Christopher; Vice-President, Kathy Bonomi; Secretary, Alexandra Johnson; and Treasurer, Howard Tuttle. The slate will be presented to the Essex Library Association at their Annual Meeting for their approval.

John Bogaert who had served on the Board for five years has resigned due to his busy schedule. Pierre Boulanger and Phyllis Greenberg have each completed two terms of three-years each and will be leaving the Board.

Respectfully submitted,

Phyllis Greenberg, Chair
Nominating Committee

Personnel Committee:

The Personnel Committee, constituted for this purpose as the Search Committee, has now embarked on the challenge of selecting a new Executive Director for Richard Conroy, who will retire after more than a decade of exemplary service, in July.

Our first step was to hear from each other and from senior staff about how they envision the needs of our library going forward. We have spoken with Richard and with Anne Thompson, head of adult services and Jessica Branciforte, the head of children's services for their thoughts on the qualities needed for executive director, the current challenges and the future challenges facing the library.

In addition to the responsibility of recommending a candidate for director to the board, we must cope with the question of what kind of benefits we provide for the executive director. Many libraries offer some kind of health insurance. We do not. Should we? Should we offer a stipend so the new librarian could purchase insurance? Or use the stipend for an IRA or other retirement fund? We will need to be clear on these issues as we interview candidates for the position.

Going forward, we will create an advertisement to solicit résumés for a new director that highlights the strengths of our library and the many assets of our town.

Once we have résumés, we will decide with whom we would like to talk by Skype. We will then go over our Skype interviews and decide who we will invite to Essex for in-person interviews. During that visit, the candidates will meet not only with the selection committee but also with senior staff. The staff does not have a vote in the process but they do have a voice. We would not want an executive director with whom they felt we could not work. We will consider the in-person visits and ultimately, fix on one candidate for new director.

We hope to have a new director selected by June so that person can work with Richard before he leaves in July.

Respectfully submitted,

Rita Christopher, Chair
Personnel Committee

CURRENT STAFF MEMBERS



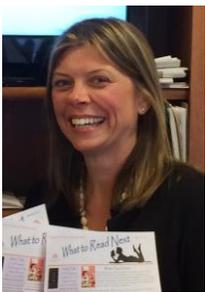
Richard Conroy, Director: Richard is responsible for day to day management of all of the Library's operations. He supervises the other staff members, manages the budget, and acts as the Library's representative to the greater community.



Ann Thompson, Head of Adult Services: Ann's research skills are in great demand from our patrons. She also provides one-on-one training for using the Internet and other computer applications as well as instruction for downloading audio and e-books. Ann is responsible for purchasing audio books and non-fiction for the Library's collection, as well as developing programs for our adult patrons



Jessica Branciforte, Head of Children's and Young Adult Services: Jessica has developed a very strong following with both children and their parents, and has been especially effective working with our teen and young adult patrons. She has made early literacy a special point of emphasis and has also created a variety of new and innovative programs that draw large crowds.



Emily Boucher, Adult Services/Development Asst. Emily performs a number of tasks related to the Library's fund raising efforts in addition to answering reference questions and otherwise assisting our adult patrons. She also moderates a Historical Fiction Book Club that meets monthly, processes passport applications, and serves as the editor of *What to Read Next*, our monthly reader's advisory newsletter



Sue Bradley, Children's Assistant Sue works closely with Jessica to ensure that our Children's Room runs smoothly. She helps prepare for programs, repairs damaged books, is great at keeping things organized, and performs a dozens of other tasks that make it possible for us to provide our youngest patrons with an outstanding library experience.



Reagan Callahan, Circulation Desk Clerk: Like Jana, Reagan serves our patrons on the Circulation Desk, in her case mostly on Tuesday and Thursday afternoons and evenings. Reagan is our newest employee, having joined us in September of 2018. She has also just begun studying for her Master of Library and Information Science degree at the University of Washington.



Anna Cierocki, Webmaster/Adult Services: Anna created our current website from scratch and is responsible for maintaining it. She is certified to process passport application, as well. She also handles reference requests in addition to running the “Diamonds and Purls” knitting group that meets each Tuesday afternoon.



Jana Pietrzyk, Circulation Desk Clerk: Jana serves our patrons on the Circulation Desk most afternoons and evenings and handles inter-library loan requests. Jana also puts together the book displays across from the Circulation Desk each month. She is currently studying for her Master of Library and Information Science degree at the University of Rhode Island.



Diane Simoneau, Cataloger: Diane catalogs all of the materials that are added to the Library’s collection and purchases DVDs for the Library. She also assists with tracking donor information for various Library fund raising activities. In addition to all that she is also often found working behind the Circulation Desk

2017 - 2018 BOARD OF TRUSTEES

George Sexton (President)

Rita Christopher (Vice-President)

Howard Tuttle (Treasurer)

Alexandra Johnson (Secretary)

Larry Athay

John Bogaert

Kathy Bonomi

Pierre Boulanger

Sherry Clark

Phyllis Greenberg

Susan Hosack

Jo Kelly (Friends Representative)

Betsy Sandberg

Jane Siris

Lois Thomsen