



ESSEX LIBRARY ASSOCIATION

*Your Community Center for Lifelong
Learning and Cultural Enrichment*



2019 ANNUAL REPORT

Covering the period from July 1, 2018 – June 30, 2019

President's Report:

The Essex Library exists to serve our community, our entire community, through both traditional and innovative services. Our motto is *Your Cultural Center for Lifelong Learning and Cultural Enrichment*. Our task is to live up to that motto every single day. Please tell the librarians or members of the board how we are doing our job: what you like here, what you would like to have more of and what we could do better.

We have what libraries have always had – books, but in addition to traditional on-the-shelf books, we also have electronic books you can download, and audio books you can access. Almost any night you need something to do, you can come to one of our programs. We have everything from the two-year-old story and play group to adult programs on gardening and World War II code-breaking.

We have book discussion groups on subjects from historical fiction and American history to contemporary novels. We host groups from bi-weekly bereavement support to knitting. You can get a document notarized here; you can apply for a passport here; you can book a special session with a librarian for computer help; you can access an on-line job search site or check your own ancestry on a genealogy site.

In short, you can make your life richer and more rewarding at your Essex Library. That's why our website address is yourssexlibrary.com. It is your library and all of us on the board and the staff want to make it not only a vital part of our community but a dynamic part of your life.

We need your support to make this all happen. The town of Essex provides us with half our budget. We have to raise the rest. We have sent out our annual financial appeal and we all hope you will respond to maintain and enhance our impressive record of community service.

This year we said goodbye to longtime Executive Director Richard Conroy who served with distinction for eleven years. In July we welcomed Deb Smith, our new Executive Director, whom the board chose unanimously from some 20 candidates. The Library Board is delighted to have Deb here and look forward to working together for the benefit of all residents.

Respectfully submitted,

Rita Christopher
President, Board of Trustees

Executive Director's Report:

Following 11 years of service, Richard Conroy retired in June. The board conducted a competitive national search, welcoming me to the helm in July.

In 2018-19, the library served more than 50,000 visitors and loaned 64,000 items from a circulating collection of 38,000 materials. The library makes available an array of online materials, including e-books, audiobooks, films, and Acorn TV. In addition to our full complement of book clubs and interest groups, a generous donation enhanced funding of 39 unique adult programs for 1,312 attendees. The library hosted talks by 13 authors including Christopher Buckley, Tovah Martin and Alex Prud'homme, and premiered the film *Five Seasons: The Gardens of Piet Oudolf*. Children's and Teen circulation exceeded statewide per capita averages. The library had 7,700 visits for youth services and staff conducted weekly visits to preschools, daycare centers, and Essex Elementary. We also worked with John Winthrop Middle and Valley Regional High, where we are a Community Capstone Partner. A grant from The Bauman Family Foundation funded acquisition of four children's computers with touch screen capability and faster modem speeds; students now have increased access at the library to school videos and IXL Region 4 software. A stipend from Guilford Savings Bank funded remodeling of the children's non-fiction areas.

The library engaged widely with area partners, including: Essex Garden Club, the Fire Department, Parks and Recreation, Tri-Town Youth Services, Essex Meadows, Essex Safe Harbor Marina, Connecticut River Museum, the Center for Pediatric Dentistry, Denison Pequotsepos Nature Center, Ivoryton Library, Children's Museum of West Hartford, Eastern Connecticut Ballet Company, AARP, Stewart B. McKinney National Wildlife Refuge, Connecticut Historical Society, and Connecticut DEEP. We continued an 11th year of the Centerbrook Architect's Lecture Series and worked with more than 65 volunteers. The Friends of the Library received state level recognition for their January fundraiser, "Putt Fore the Essex Library."

The library continues to deliver an excellent return on investment, exceeding twice the statewide per capita averages for adult program attendance, number of library visits, print and audiobook circulation, and collection turnover. We look forward to another great year ahead.

Respectfully submitted,

Deborah Smith
Executive Director

Financial Summary for Fiscal Year 2019

Final Cash Flow Statement for FY 2019

Revenue	Actual	Budgeted
From Town of Essex	\$293,570.00	\$293,570.00
From the Community of Essex	\$122,029.46	\$100,000.00
Endowment Withdrawal	\$96,000.00	\$133,330.00
State of CT Grant	\$3,322.00	\$ 0
Misc. Income	\$11,983.88	\$8,750.00
Total Revenues	\$526,905.34	\$535,650.00
Expense	Actual	Budgeted
Payroll	\$367,899.26	\$375,000.00
Maintenance and Utilities	\$53,827.64	\$58,950.00
Supplies and Administrative Expenses	\$63,530.57	\$63,500.00
Materials & Services	\$35,827.00	\$36,700.00
Total Expenses	\$521,084.47	\$534,150.00
Operating surplus	\$5,820.87	\$1,500

Monthly Endowment Value Statement

FY 2019 Month	Beginning Value	Contributions	Deposits & Withdrawals	Adjusted Begin Value	Investment Return	Period End Value	% Change
July	\$2,956,799.78	\$0.00	-\$50,000.00	\$2,906,799.78	\$64,054.36	\$2,967,127.76	2.2%
August	\$2,967,127.76	\$0.00	\$0.00	\$2,967,127.76	\$41,913.99	\$3,009,041.75	1.4%
September	\$3,009,041.75	\$0.00	\$0.00	\$3,009,041.75	\$2,974.75	\$3,012,016.50	1.0%
October	\$3,012,016.50	\$0.00	\$0.00	\$3,012,016.50	-	\$2,867,553.64	-4.8%
November	\$2,867,553.64	\$15,000.00	\$0.00	\$2,882,663.64	\$33,150.21	\$2,915,703.85	1.6%
December	\$2,915,703.85	\$0.00	-\$10,000.00	\$2,905,703.85	\$148,944.17	\$2,756,760.08	-5.0%
January	\$2,756,760.68	\$0.00	\$0.00	\$2,756,760.68	\$153,699.79	\$2,910,460.47	5.3%
February	\$2,910,450.47	\$0.00	-\$36,000.00	\$2,874,460.47	\$64,953.49	\$2,939,413.74	1.0%
March	\$2,939,413.70	\$0.00	\$0.00	\$2,939,413.70	\$37,562.83	\$2,976,976.53	1.0%
April	\$2,976,977.23	\$0.00	\$0.00	\$2,976,977.23	\$70,946.90	\$3,047,924.13	2.3%
May	\$3,047,924.13	\$0.00	\$0.00	\$3,047,924.13	\$110,193.68	\$2,937,730.46	-3.6%
June	\$2,937,730.46	\$0.00	\$0.00	\$2,937,730.46	\$132,565.62	\$3,070,296.08	4.5%

Committee Reports

Development Committee:

In 2018-19, the library received \$293,570 in direct support from the town and \$11,983.88 from revenue. The library received donations and dues payments totaling \$122,029.46 from 418 households and 15 institutions or organizations. An unexpected check from the state of Connecticut of \$3,322 also helped to meet the library's budget needs.

Betsy Sandberg, Chair
Development Committee

Finance Committee

The Library Finance Committee has met quarterly over the last year. Meetings have been with our investment advisors at Essex Financial Services. Our focus has been on the investment performance of our Endowment and Capital investment funds that currently total just over \$3,000,000. The Committee has also given attention to the size of our total investment portfolio and assessed its ability through earnings and appreciation to meet the increasing cash needs of the Library and at the same time grow in value. The Committee has concluded that this is a problem and will be addressing this issue with the Library Development Committee over the coming months.

Howard Tuttle
Finance Committee Chair

Buildings & Grounds Committee

Since our last Annual Meeting:

1. Sidewalk and stoop repairs have been completed at a total cost of \$7,900. The preferred job would have been to replace the curb which has settled and the entire sidewalk. However, the estimated cost for that work was \$40,000.
2. We received an estimate to replace all the carpet except the entry foyer and meeting room for \$50,000. This was not a competitive bid. We opted to have the carpet cleaned instead with scheduling to be determined.
3. We received an estimate for \$24,000 to paint the interior of the library. No action was taken. If the carpet were to be replaced, painting would follow replacement.

4. There are several roof leaks. The committee is working with a roofer to determine the causes and conduct repairs.

Respectfully submitted,

Jane Siris, Chair
Buildings & Grounds Committee

Nominating Committee:

The Nominating Committee put forth to the current Board of Trustees for their approval the nominations of four new candidates for the Board. The Board approved the nominations of Michael DeLouchry, Emily Rapp, Andrea Schaffner, and Hans Ullstein for three-year-terms starting in October 2019. All four 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, Kathy Bonomi and Susan Hosack have signed on for additional three-year-terms starting in October 2019. The Nominating Chair will present these nominations to the Essex Library Association at their Annual Meeting for their approval.

The Committee will also present the slate of officers for the 2019-2020 year to the Board for their approval. The slate is as follows: President, Rita Christopher; Vice-President, Kathy Bonomi; Secretary, Sharon Clark; and Treasurer, Howard Tuttle.

Larry Athay, Alexandra Johnson, George Sexton, and Jane Siris have each completed two terms of three-years each and will be departing the Board. The committee and Board thank them for their dedicated service to the library.

Michael Hammond, Chair
Nominating Committee

Personnel Committee:

The Personnel Committee grew out of the committee that led the search for a new library director, culminating in the hiring of Deborah Smith as ELA library director in June of this year. Since then, the committee has established an official job description and list of responsibilities for the library director and requested periodic updates from her on how things are going. In the coming months, the committee will develop a performance evaluation for the director to be administered toward the end of her first

year. We've also reviewed several existing library policies, created a new official policy on library events (approved by the full board), and are looking ahead to changing state and federal regulations that could affect policies in the near future. At our September meeting Deb gave a detailed report on the first few months of her tenure.

Kathy Bonomi, Chair
Personnel Committee



CURRENT STAFF MEMBERS

As of October 23, 2019

Deborah Smith, Executive Director: Deb leads and is responsible for day-to-day management of all library operations. She supervises staff, prepares and manages the budget, and represents the Library within the greater community.

Ann Thompson, Head of Adult Services: Ann oversees all services for adults at the library, including the front circulation desk operations and staff, adult materials and acquisitions, and adult programs. Ann is also the library's notary public.

Jessica Branciforte, Head of Children's and Young Adult Services: Jess supervises staff in the children's department and oversees delivery of all services for children & youth, including materials, programs, and outreach to area schools.

Sue Bradley, Children's Assistant: Sue delivers patron and program services as a member of the Children's department; she also coordinates the library's developing digital collection in local history.

Reagan Callahan, Circulation Assistant: Reagan delivers patron services as a member of the main circulation desk staff; she also collects and reports quantitative data on library operations and delivery of services to patrons.

Anna Cierocki, Reference Librarian for Technology Services: Anna is responsible for delivery of reference services to all patrons and is the library's certified U.S. passport agent. Anna also updates the library website and circulation desk electronic bulletin board, and moderates a weekly knitting group.

Cameron Dodge, Adult Services Page: Cameron ensures a quality patron experience by shelving and filing materials.

Margarita Maxson, Circulation Assistant: Margarita delivers patrons services as a member of the main circulation desk staff.

Diana Mirante, Children's Programming Assistant: Diana leads and delivers early literacy programs at the library.

Jana Pietrzyk, Circulation Assistant: Jana delivers patrons services as a member of the main circulation desk staff; she also repairs materials and fulfills Interlibrary Loan and book club requests.

Diane Simoneau, Cataloger: Diane catalogs materials that are added to the collections and purchases DVDs for the Library. She also provides acknowledgment for and recording of gifts from library donors.

Paige Stegina, Children's Services Page: Paige ensures a quality patron experience by shelving and filing materials in the children's department; she also assists with children's programming.

Natalie Weglarz, Library Assistant Trainee: Natalie delivers adult patron services as a trainee member of the main circulation desk staff.

2018 - 2019 BOARD OF TRUSTEES

Rita Christopher (President)

Kathy Bonomi (Vice-President)

Howard Tuttle (Treasurer)

Alexandra Johnson (Secretary)

Larry Athay

Suzy Baird (Friends Representative)

Sherry Clark

Michael Hammond

Susan Hosack

Peter McAndrew

Gary Riggio

Betsy Sandberg

George Sexton

Jane Siris

Lois Thomsen