

Annual Financial Report for 7/1/19-6/30/20

I. General Operating Fund – Guilford Savings Bank

Balance on hand 6/30/19	\$150.00		
<u>Receipts:</u>		<u>Disbursements</u>	
Association Dues	28,973.15	Books/Materials	51,148.47
Fines/Copier	22,917.80	Electronic Materials	45,907.00
State of Connecticut	17,000.00	Supplies	32,897.13
Spencer Estate*	11,250.00	Maintenance/	
Invested Funds/Interest**	46,925.00	Tech Support	110,963.16
Funds Ext. Admin*	3,100.00	Utilities	70,216.90
Town of Guilford - M/O	164,594.00	Telephone	1,733.91
Town of Guilford – Books	2,500.00	Insurance	13,371.00
Town of Guilford – Electronic Materials	18,000.00	Postage	1,577.91
Town of Guilford – Tech Support	<u>14,700.00</u>	Staff Development	2,500.00
		Programming	<u>2,000.00</u>
Total Receipts	\$329,959.95	Total Disbursements	\$329,958.48
Balance on hand 6/30/19	\$151.47		

*Funds restricted to purchase of books and so used.

**Part of these funds restricted to purchase of books and so used.

II. Special Gifts Account – Guilford Savings Bank

Balance on hand 6/30/19	\$51,693.83
Receipts	\$150,804.53
Disbursements	\$126,030.29
Balance on hand 6/30/19	\$76,468.07

III. Guilford Library Association, Inc. Investment Portfolio – GSB Wealth Management

This account was opened December 21, 2000 by vote of the Guilford Library Association Board. Endowment funds overseen by the Guilford Library Association Board of Directors are contained here. Interest and/or dividends are transferred as needed to line in the library's Operating Budget.

IV. Guilford Library Association – Kyburg/Nettleton Account – GSB Wealth Management

This account was established in December 2014 after the GLA Board decided that a separate account be established after receiving an unrestricted gift from the Estate of Elizabeth Kyburg, a long time Guilford resident and library supporter. This account consists of this initial gift plus a \$30,000 transfer of the Edith B. Nettleton bequest. On an annual basis, interest may be transferred to the Special Gifts Account to be used for library programs and materials that benefit Guilford citizens.

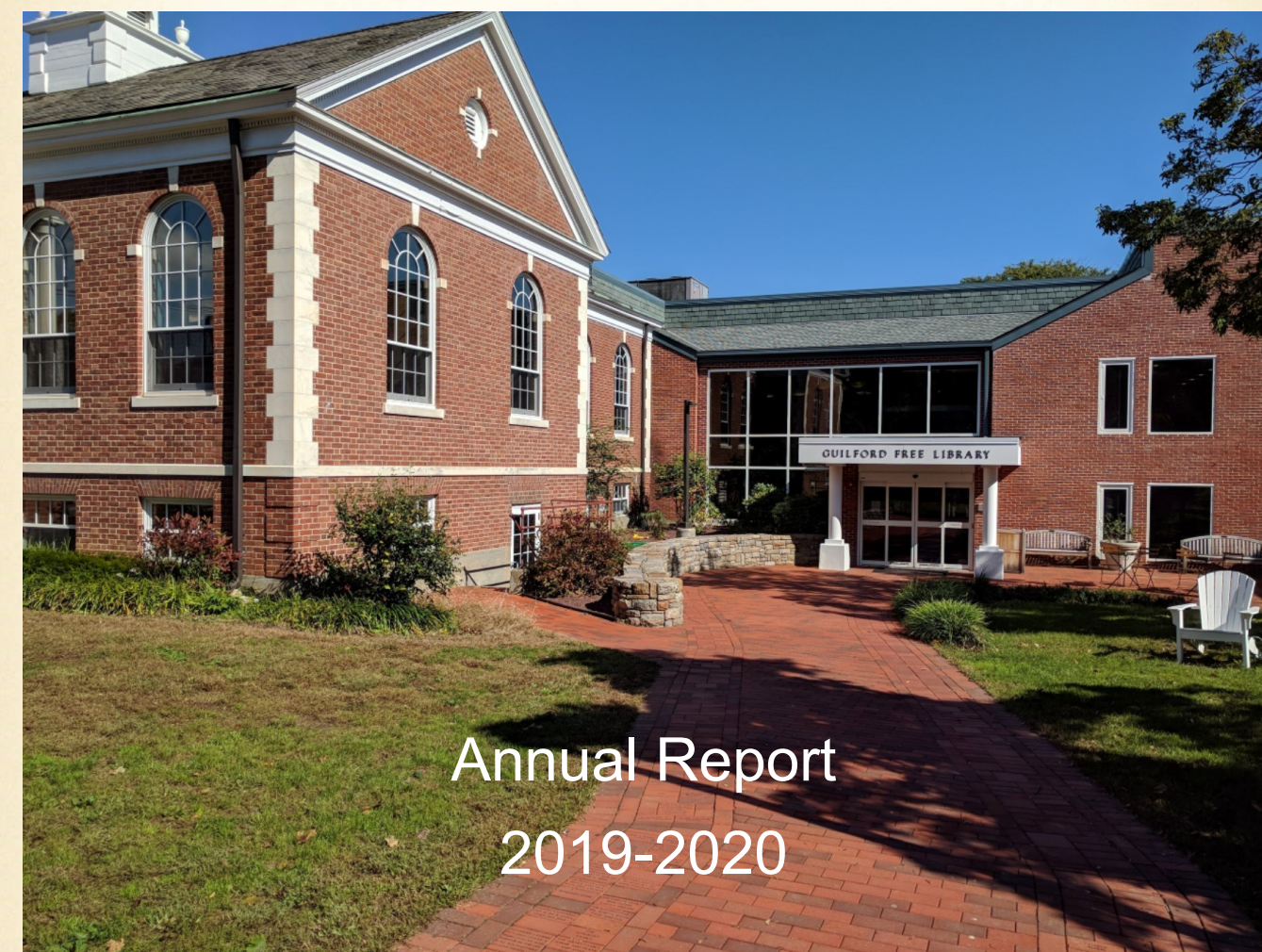
V. Guilford Library Association – Ferguson Fund – GSB Wealth Management

This account was established in January 2016 with an initial gift of \$250,000 from the Ferguson family to honor Lana Ferguson. Interest will be used for children's programming per the wishes of the Ferguson family. The GLA Board of Directors has sole management discretion over the investments.

VI. Town of Guilford

Account #1-5660-Library Full & Part-time salaries	
Library salaries paid 7/1/19 – 6/30/20	\$785,300.58

Gerard DeNegre, Treasurer
Guilford Library Association



BOARD OF DIRECTORS

Bonnie Garmisa—President
 Marta Slattery—Vice-President
 Gerard DeNegre— Treasurer
 Wendy Bluemling— Secretary
 Jeffrey Beatty
 Maureen Belden
 Catherine Dinauer
 Susan Gibbons
 Cheryl Monaco
 Dotty Weston-Murphy
 Jennifer Wood
 Carl Zimmer
 Helen Rizzo —Friends of the Library
 Representative

Library Staff

Robert McCoole, *Library Director*

Angelina Carnevale, *Associate Librarian & Head Children's Librarian*

Lauretta Lyons, *Head of Reference & Adult Programming Librarian*

Sara Martone, *Teen Librarian & Senior Reference Librarian*

Danielle Eadevito, *Adult Services Supervisory Librarian, Head of Technical Services & Historical Room Specialist*

Lisa Coady, *Adult Services Librarian*
 Melissa Tullo, *Children's Librarian*
 Timothy Kellogg, *Head of Circulation*
 Myla Perrelli, *Part-time Children's Librarian*
 Pamela Knowles, *Part-time Senior Reference Librarian*
 Judy Haggarty, *Senior Library Assistant*
 Timothy Smith, *Part-time Library Assistant & Technology Specialist*
 Tracy Tomaselli, *Library Assistant & Historical Room Specialist*

Part-time Library Assistants

Ellen Bernstein Suzanne Owen
 Tracy Rooney Colleen Reichard
 Jennifer Beckwith Judith Wright
 Noelle Winters Kim Jackman

Janyce Sires, *Administrative Assistant*

Ken Medvetz and John Kelly, *Custodians*

STATISTICAL REPORT

DAYS OPEN	241	MEETINGS AND PROGRAMS	#	Attendance
GUILFORD LIBRARY CARD HOLDERS	14,265	Library sponsored or related	924	16,434
NEW BORROWERS REGISTERED	621	Community groups/individuals	2,476	8,060
Adults - 761 Children - 351				
CIRCULATION	233,632	REFERENCE INQUIRIES		24,574
Adult Materials	99,640	OTHER SERVICES		
Children's materials	80,413	Notary service		110
Downloadable/digital circulation	53,579	3-D print jobs completed		129
		Virtual Reality introductions		148
COLLECTION	109,920	Homebound delivery service		140
Books & Periodicals	94,769	Uses of the Historical Room for Research		319
DVDs	6,108	Website visits		96,523
Books on CD and Music CDs	6,234	Public Computer Use (Library owned)		18,433
Volunteer hours (not including the Friends)	627	Wireless Users		96,826

Digital circulation increased by 15,911 and made up 22% of our overall circulation

While we were "closed"

Circulation	26,364
Reference questions answered	1,394
Program attendance	700
Books/materials picked up curbside	7,221

Last fall, the teen department revamped its all ages Game Night program. Instead of offering a variety of games with not much structure, we started focusing on one game each month that everyone learned how to play together. With the help of local board game enthusiasts, we were able to break into smaller groups and teach each game so that everyone had an opportunity for an in-depth look at how to play. This format was far more popular than the previous one and helped to build a core group of dedicated regulars who come every month!

The teen department helped to plan and implement two larger events: the third annual Guilford Comic Con and Escape The Library. Guilford Comic Con had another successful year with about 400 people in attendance for programs such as Avengers Mini Canvas Art, Harry Potter Jewelry Making, a Spider-Man themed mini escape room, and photo ops with replica Jurassic Park vehicles. Escape The Library, a library themed escape room, hosted about 50 people in total who used clues and solved puzzles to try and find the fictional missing deed to the land of Guilford.

In the midst of the COVID-19 pandemic, the teen department began hosting virtual programs via Zoom. The first of these programs were flash mentoring sessions with local professionals. It gave local teens the opportunity to learn about different careers from those currently working in the field. Teens were able to have discussions with local professionals representing 18 different professions who volunteered to participate. Senator Christine Cohen kicked off the series.

Sara Martone
Teen Librarian

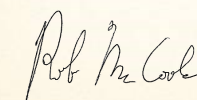
The Library continued to thrive as a hub of activity through the first 8 ½ months of the year. By the end of February circulation, which had been rising for the past three years, was up an additional 5% over the previous year. Program attendance was also up and set to once again eclipse 25,000. The range of programming as always included traditional favorites like story times, lectures, concerts and films as well as more innovative programming such as a mobile planetarium or mindfulness exercises. Those 8 ½ months now feel like a blip compared with the 3 ½ months following the outbreak of Covid-19. The story of this year will forever be the story of the impact of the Covid-19 pandemic.

The library closed on Saturday, March 14 and remained closed to the public until June 24, just one week after Governor Lamont announced phase 2 of the reopening plan which allowed public libraries to reopen. The Library adapted to the closure by immediately expanding the digital offerings and setting up a remote reference service. By May 17 the Library offered curbside pick up service. During this time librarians worked from home hosting programs, answering reference questions and researching more digital service options. Meanwhile a team of dedicated library assistants continued to work in the library as the building was prepared to reopen with several new safety protocols.

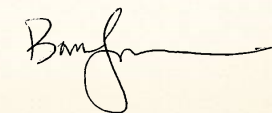
Our ability to meet the public demand and continue to evolve is thanks to our many partnerships and supporters. While there are too many to list in this report we once again worked with local organizations such as the Guilford Keeping Society, the Schiller Shoreline Institute for Lifelong Learning, Shoreline Village CT and the Guilford Public Schools to present the widest variety of programming possible. Most importantly, the Friends of the Library continue to provide an extraordinary level of support especially this year as our spending on digital materials doubled while we were closed.

We said goodbye to Tim Kellogg who was hired as the new Library Director at the Westbrook Public Library. Tim was enormously helpful as an administrative assistant before being promoted to the role of Head of Circulation. We also bid a fond farewell with gratitude to outgoing board members Marta Slattery and Helen Rizzo. Marta served two terms on the board and chaired the nominating committee. Helen served on the Library Board for nearly 12 years and as a Friend of the Library launched the online book sales operation nearly six years ago which has brought in over \$140,000. They will all be missed.

Robert A. McCoole
Library Director



Bonnie Garmisa
President



Children's Services

Annual Report 7/1/19 to

The 2019-2020 year can be marked into two distinct categories: pandemic and pre-pandemic. Like everything else it affected, the novel coronavirus outbreak caused a drastic shift in the library's operations, including services to children.

Our year started strong with a record number of summer reading game registered users, participation, and finishers. 406 children reported reading 98,738 minutes, and total circulation of children's materials for the summer was 31,846 (which includes Guilford and non-Guilford residents, non-book materials, as well as patrons not participating in the game). We had nearly double the participants this year in our summer reading game, which is a credit to our new promotional strategy of handing out free book coupons to students when we visit to talk about summer reading, along with expanding in-person promotion into Baldwin middle school. We also shifted the focus of the game from books to minutes, which makes it more equitable for readers of all ages and abilities to progress and participate, which received overwhelming support from parents and students. Funding was provided by Guilford Civic Women & Friends of the Library.

Programs centered around social-emotional learning, math, science, crafts, skills, music, stories, animals, the environment, inclusiveness, literature, art, and more attracted hundreds of people to the library before SARS-CoV-2 forced a statewide shutdown.

We expanded our community outreach by hosting school project displays on our bulletin boards, partnering with Guilford Youth & Family Services (GYFS) for a movie screening and discussion about childhood trauma, hosting the League of Women Voters on the anniversary of women's suffrage to teach kids about the movement, hosting a parenting panel with multiple experts on the brain and development with help from GYFS and Guilford Public Schools while providing childcare for attending parents, bringing stories and activities to family night at a local food pantry, continuing our presence at the Hammonasset festival, and engaging multiple community partners in our Mutt-i-grees program.

As March came around, we were on track to have the best-yet Lana Ferguson Literary Festival, amazing after-school programs featuring science, crafting skills, holiday programming, expanded butterfly garden citizen science activities, and a whole lot more. Then, the library was forced to shut down along with the rest of the country due to COVID-19 and all of these plans went to the wayside.

Our focus shifted to providing electronic support for families suddenly distance-learning, which included shifting our focus to electronic resource collection and dissemination, an increased social media presence, virtual tech-support, preparing an updated website, a fully-online summer reading game, and hosting library programs online through platforms like Zoom and Skype. The library also implemented self-guided activities for families to do during shutdown and over the summer to keep them engaged. As re-opening became more than just a distant possibility, staff came in to deep-clean and sanitize every part of the library and its collections, implement safety procedures for curbside pickup, and eventually for limited reopening safety procedures for in-person browsing services. As the nature of the future is still largely nebulous, the library will continue to adapt and innovate to bring services to the children and families of our town and wider community.

Angelina Carnevale, Associate Librarian and Head of Children's Services

Reference Services / Adult Programming

Annual Report 7/1/19 – 6/30/20

2019 and the start of 2020 were typically busy for Reference Services at Guilford Free Library. Librarians helped patrons with technology assistance, provided readers' advisory guidance and kept the second floor of the Library running smoothly. The onset of the Covid-19 pandemic changed much of this. When the physical Library building closed to the public March 16, 2020, Reference Services quickly pivoted to serve the Guilford community online and eventually work with the entire staff to provide safe, socially distanced in-person services.

Prior to the closure, patrons were attending more programs for adults than 2018-19. 5,766 Shoreline residents enjoyed a wide variety of adult programs through February 2020. Highlights included "A Beer Tasting Night" presented by Guilford resident and Two Roads Master Brewer Phil Markowski; an update on the CRISPR technology with the New York Times science writer and Board member Carl Zimmer, and a book talk by Independent filmmaker John Sayles on his new novel, *Yellow Earth*.

When the Library closed in mid-March, Reference Services began working from home and meeting via Zoom to transform our offerings. By March 25, 2020 an offsite reference phone number was created with remote reference services offered Monday through Friday, 10 am to 6 pm. While patrons were staying safe at home, the Library responded with new enhanced digital offerings including free access to the New York Times and a subscription to PressReader a digital platform of 7,000 international newspapers and magazines. Patrons took advantage of the first ever remote access to Ancestry.com through the Library. The borrowing limit for Hoopla was increased to 10 items and Library spending was substantially increased for ebooks and eaudiobooks through Overdrive Advantage.

We continued to foster connections with our patrons during the pandemic with virtual programs and online book discussions through the Library's fiction and nonfiction book groups. Highlights of virtual programs included a book talk by State Historian Walt Woodward on *Creating Connecticut: Critical Moments that shaped a Great State*; the return of the popular Yale Science Diplomats; a compelling performance by the Moses Gunn Play Company; and a 4-part website and discussion series on Guilford, Slavery and the Civil War with Dennis Culliton. In addition, Historical Room Specialist Tracy Tomaselli and Librarian Lisa Coady launched an online local history scavenger hunt on the GFL website for families to enjoy.

The phased reopening of the Library building began in late June 2020. In 2020-21 we look forward to more in-person services and welcoming patrons back to 67 Park Street.

Lauretta Lyons
Reference Supervisory Librarian
Programming Librarian