



CONCORD FREE PUBLIC LIBRARY
Corporation

2019

Annual Report

This electronic version of the Annual Report covers July 1, 2018–June 30, 2019. Our attempts to get this mailed to all the citizens of Concord in a timely manner were thwarted by COVID. We will be back on track for the next Annual Report covering July 1, 2019–June 30, 2020. Thank you for your support and understanding. Any questions can be sent to development@CFPLCorp.org.

Dear Citizen of Concord,

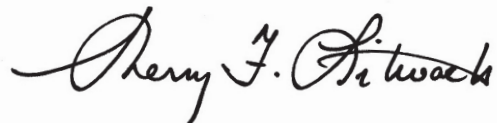
We are pleased to send you this Annual Report from the Concord Free Public Library Corporation for fiscal year 2018-2019. Once again we exceeded our annual fund goal, which is especially noteworthy during a capital campaign. We do not take your support for granted and realize that this support reflects how citizens feel about the Library and its unique role as a cultural and intellectual center of Concord. We are so grateful for your annual fund support that helps the Library beyond what town funding provides.

The Library Corporation contributed over \$600,000 to the Library in FY 2018-2019 for the maintenance, preservation, security, and enhancement of the buildings and grounds; Special Collections exhibitions, programs, and acquisitions; equipment, books and materials; and scholarships.

The numbers show what a vibrant place the Library is. These numbers also confirm that our buildings can no longer provide adequate space for all of the activities the community wants and deserves at its Library. We hope that you are aware of our capital campaign for an exciting expansion project to meet our growing needs. Visit our website [here](#) to learn more.

At Town Meeting last year, people talked about our town values, including diversity and inclusion. The library is the embodiment of these values. It is the great equalizer — free, open and accessible to all.

With all best wishes,



Sherry F. Litwack
President, CFPL Corporation



Library Corporation Trustees L-R:
John W. Boynton IV, Pamela M. Gannon, Jeffrey Adams, Sherry F. Litwack, Cristina Coletta Blau, Diana Clymer, O. Mario Favorito, Richard Briggs, Jr., Lowell S. Smith (not pictured)

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Kerry E. Cronin

DIRECTOR OF DEVELOPMENT

Marcy Bouley Eckel

Treasurer's Report

Dear Library friends, supporters, and fellow Concordians: I am pleased to provide this inaugural Treasurer's Report for the 2019 Annual Report. In addition to discussing our finances, we thought it would be useful to include important background on the Corporation, our roles and responsibilities and how we raise and spend money for the betterment of the Library.

2019 Financial Highlights:

Our fiscal year ending June 30, 2019 reflected a strong year for the Corporation's finances. Our financial statements are audited each year by MFA, an accounting firm that has a specialty focus on non-profit operations, and included the following highlights:

	2018	2019
Net Assets	\$27,218,000	\$30,508,000
Endowment Investments	\$15,349,000	\$15,571,000
Unrestricted Cash for Operating Needs	\$469,000	\$409,000
Restricted Cash for Renovation & Expansion Project	\$896,000	\$3,308,000
Pledges Receivable for Project	\$727,000	\$1,611,000
Property & Equipment net of Depreciation	\$9,825,000	\$9,617,000

We note that the Corporation has no debt and modest liabilities totaling only \$91,000 as of 6/30/2019.

Background on the Library Corporation

The Library Corporation is a 501 C-3 not-for-profit corporation that has functioned since 1873 as a public-private partnership with the Town of Concord. While the Town has responsibility to employ the library staff, purchase books and other media, and cover the cost of utilities and daily custodial maintenance, the Corporation's responsibility is to own and maintain the Library buildings. Under the terms of an agreement with the Town, the Corporation manages and provides funding for the following Library functions:

- Caring for the buildings and grounds, maintenance of all building systems, and acquisition of furniture and fixtures.
- Maintaining and growing the Library's Special Collections, which consists of historical documents, letters, manuscripts, and other written material, as well as artworks of various kinds given to the Library over the years.
- Augmenting the Town's purchase of books and media, currently \$125,000 each year.
- Administering the Williams Scholarships, which currently award \$25,000 annually to Concord students pursuing collegiate studies in art and music.
- Maintaining insurance coverage against a comprehensive array of property, casualty and other risks.

Renovation and Expansion Projects and Funding Sources:

To ensure that our library has the physical plant to address the changing roles of libraries in modern society as well as to meet the needs of our community in the future, the Corporation also has the responsibility to design, plan and raise the funds for construction of major renovation and expansion projects. As many know, the Corporation is currently in the final planning and fund-raising stages of the largest expansion project we have ever undertaken. The project will incorporate the historic home at 151 Main Street into the library, and provide approximately 15,600 feet in new space that will include a new children's library in a new building behind 151 Main Street, a connector building that will house a wonderful new space for gathering, reading and relaxing to be called the Commons. The project will also enable repurposing the current children's room for new public meeting space that will greatly expand our capacity to host larger audiences for our popular music, lectures and other programming that are open to all. The project is currently estimated to cost \$10 million. As with our previous projects, the Corporation is raising the funds needed primarily from generous donations by Concord families, \$1,050,000 from two grants from the Town approved at the 2019 Town Meeting, and various institutional and corporate gifts. We hope to break ground on the project sometime later this year.

Sources of Funding for Operations:

Beginning with a \$25,000 endowment by the library's original benefactor William Munroe in 1873 to provide for the permanent maintenance of the library, our endowment has attracted many generous additions over the past almost 150 years. With new gifts, prudent management of the assets and careful spending over the years, the Corporation's endowment has grown to its present level of \$15 million. The endowment provides a long-term source of income that the Corporation uses as the primary source of funds to support annual spending needs. Over recent years, income from the endowment has supported approximately 70% of our spending requirements, while gifts made to our Annual Appeal have supported most of the remaining 30%. The Trustees adopted many years ago a conservative spending policy that limits annual spending from the endowment to 3.5% of the average balance of the endowment over the three previous fiscal years. The endowment assets are conservatively managed by two well-regarded money management firms to ensure that we have a diverse mix of asset classes that will protect our endowment in all types of market conditions.

Conclusion & Thanks:

As always, strong management of the Corporation's financial resources is vital to our mission of supporting the library. My fellow Trustees and I owe a debt of thanks to our donors, our community, and the many people who contribute to the successful public-private partnership that we participate in, including Town Manager Stephen Crane and Library Director Kerry Cronin, other town and elected officials, as well as the Library Committee, and Friends of the Concord Free Public Library.

Library Director's Report

In 2019, the Concord Free Public Library (CFPL) enjoyed another successful year with marked increases in many areas. On average, the Library hosted 1,050 visitors daily, which is a 17% increase over the prior year. In the fall of 2018, library staff increased publicity efforts with both social media and traditional media channels and benefited from a marked increase in program attendance and general awareness of library services. The library card drive held during the fall of 2018 resulted in a 9% increase in cardholders. A commitment to providing innovative programs to attract new users and identifying potential services for underserved members of the Concord community continues to be part of CFPL's core mission. The addition of a new Teen/Reference position has strengthened CFPL's partnership with local public and private schools and increased teen program attendance by 156%! Also noteworthy, due to a generous donation for large print books, the Library was able to develop a collection of high interest low vocabulary books in large print format called "Living and Learning" for both library locations. In addition, CFPL offered a long-term deposit from this collection to Minute Man Arc for clients to enjoy on-site. This outreach has been a great complement to the Next Chapter Book Club that colleagues host weekly at the Fowler Branch where guests from Minute Man Arc take turns reading aloud and celebrate their reading accomplishments.

Among the successful services delivered during the year included Nature Connect, a program that connects children with self-directed and explorative nature-based activities and record-breaking participation in the summer reading program with 500 children and teens registered. Dynamic *Little Women* Week programming featured an author talk with Heather Vogel Frederick, Alcott-era bookbinding workshops, and tours to Special Collections to highlight Alcott's original manuscripts. In observance of National Preservation Week, Book Conservator Luisa Granitto demonstrated all of the steps involved in rebinding an early 18th century leather book from Special Collections in a video that is available for viewing via YouTube [here](#).

Three long-serving colleagues retired from their positions this year, Leslie Wilson, Curator of the William Munroe Special Collections, Karen Ahearn, Supervisor of Children's Services, and Linda Schreiber, Staff Librarian, whose collective tenure totals more than eighty-four years. Congratulations and best wishes as they begin this next stage in their lives.

Kerry Cronin, *Library Director*



Librarian Robin Demas with the Librarians for a Day auction winners

SPECIAL COLLECTIONS REPORT

In 2018/2019, the impending retirement of Leslie Wilson—Curator from October 1996 until late July 2019—shaped the activities of Special Collections.

Much of the year was spent planning and mounting Leslie's swan song exhibition, "Curator's Choice: A Personal Perspective on Two Decades of Collection Building." The show featured 100 items from among the thousands added to Special Collections through gift and purchase over the past twenty-three years. The pieces included were selected because they held particular personal appeal for Leslie. The interpretive text and printed catalog focused both on the formal collecting criteria for Special Collections and on the specific reasons that the chosen items "spoke" to Leslie personally—that is, on the interplay between the objective and subjective in collection building. Nearly 260 people attended the gala opening on May 3, which featured a public farewell reception hosted by the Library Corporation. Joel Myerson, Jan Turnquist, Megan Marshall, and Leslie spoke at the event.

The following week, on May 10, the Corporation hosted a more intimate farewell celebration for about 60 guests. Robert A. Gross, Anna Winter Rasmussen, Joseph C. Wheeler, and Leslie spoke.



Anna Winter Rasmussen celebrates Leslie Wilson at her farewell reception

Other programming through the year included a lecture by Leslie Wilson for the 2018 Thoreau Society Annual Gathering (subject: Alfred Hosmer's extensively extra-illustrated and annotated copy of the second edition of Henry S. Salt's biography of Thoreau); hosting of the exhibition "Bill Anderson's Concord," curated by Kristin Anderson Emerson,

and of an opening event for it attended by 215 people; a joint presentation ("Duty chains me to my galley") by Alcott scholars Joel Myerson and Daniel Shealy in celebration of the sesquicentennial of *Little Women*; a book talk by Lucille Stott; a presentation on Special Collections resources for Victor Curran's Concord History and Guides class; a book group (co-led with Head of Reference Barbara Gugluizza) on Frederick Douglass's Narrative (in collaboration with the Concord Museum); a presentation by Leslie Wilson as part of a Louisa May Alcott Society panel at the 2019 American Literature Association conference in Boston; gallery tours of "Curator's Choice" for the CFPL Library Committee and the Old Concord Chapter of the Daughters of the American Revolution; and special presentations for a number of smaller groups—the Concord Cub Scouts, Wakefield Senior Center, Reading High School students, Haverhill High School teachers, Concord Academy students, librarians from the Portland Public Library, and a CCHS "I'd Rather Be Reading" group.

The department was hard hit by the resignation of Staff Assistant Constance Manoli-Skocay in March and by her death in June. Conni was a steady, capable, loyal, and respected colleague, and she is sorely missed. In 2018/2019 she took satisfaction in fulfilling a range of duties, chief among them assisting patrons, managing photo orders, preparing small displays in the Special Collections, lobby, and Fowler showcases, and processing collections.

The department exists above all to meet patron needs. Despite a diminished staff, over 2018/2019 we assisted more than 1500 patrons. All the while, we continued the ongoing work of processing collections and creating finding aids and, after the arrival of new hire Jessica Steytler, of mounting new finding aids on the CFPL website and updating existing electronic finding aids. Also, we began the construction of a set of webpages

featuring articles on Concord historical topics originally written for newspaper publication by Ruth Robinson Wheeler beginning in the 1930s. Additionally, the Concord Oral History Program—funded by the Town of Concord and managed by Special Collections staff—continued, with a round completed by contractors Michael and Carrie Kline in August 2018 and another in the spring of 2019.

As always, the Collections continued to grow through both gift and purchase. Major acquisitions included: daguerreotypes of Henry Francis Smith and Hannah Lincoln Smith from Patricia Johns; several accessions of Munroe family materials from Martha Cole, Mary Miller, and other Munroe descendants; Philip Dee, Sr. and American Legion materials from Philip Dee, Jr.; James Fyffe Civil War letters (to be added to the Richardson family papers) from Robert D. Richardson via Anne Richardson; a Doughboys uniform and accompanying material from Tom Ruggles; letters to William Parkman from Arleen G. Weber; Bartlett-Davis family materials from Mary Ellen Davis; records of Concord's Home for the Aged/Timothy Wheeler House from the Board of Directors of the TWH; an extensive collection of Edward Waldo Emerson and Emerson family papers from Ellen Emerson as executor of the estate of David and Mary Emerson; two albums of Henry Flagg French letters from Kathi Dakin May; and William Wheeler Anderson photographs and related items from Kristin Anderson Emerson.

Leslie Wilson spent considerable time putting Special Collections in fit condition for her successor. In addition to making order of the departmental files and the backlog of unprocessed material, she worked with Jessica Steytler to create a body of documentation about departmental collections and processes to help the next department head learn the essentials. With new Curator Anke Voss in place, Special Collections will continue to grow and evolve.

Technology Report



Young patron Cale with a gadget he designed using the littleBits toy in the Library of Things

In 2019, CFPL launched a new non-traditional circulating collection called the Library of Things. It includes technology gadgets and educational toys such as a microscope, Code-a-pillar, cassette-to-mp3 converter, VHS to digital converter, portable record player, Fire TV stick, LCD projector, and more. Library staffers provided hands-on training demos to patrons to showcase the "things" before the official launch.

The Library's digital media collection continues to grow, as does its usage. As of June 30, 2019, 874,982 items in downloadable and streaming formats are available to Concord patrons, about a 20% increase over 2018. During the same period, the use of electronic content increased by 40% compared to the prior year. Beginning in 2020, Concord residents now have "unlimited access" to RB Digital Magazines with 3,500 titles in English and 60 titles in other languages.

The Library's 3D printing service is two years old. During 2019, CFPL continued to offer 3D design and printing classes for the public and regularly fulfills 3D object printing requests.

Staff members continued to offer computer classes and Drop-In Tech Help sessions at the Main Library. Among the classes offered included: Intro to the Library's 3D Printer and 3D Printing Service, Intro to MS Excel 2016, Introduction to The Library of Things, Google Slides 101 and Google Sheets 101.

CFPL installed 45 new Windows 10 Dell PCs for the benefit of both community members and library staff. The monitor for each public Internet PC station also got an upgrade with a large/wide ultra-sharp screen. The new monitors and PCs significantly improved our library users' experience. In addition, the Fowler Branch Library received a brand new Toshiba photocopier, which offers a scan-to-email function. The CFPL Corporation generously provided funding for this purchase.

THE ANNUAL FUND

Each year, we raise **over \$165,000** to support the Library. Annual giving is the lifeblood of the Concord Free Public Library Corporation, helping to provide the financial footing that makes the Library the extraordinary place of connection, learning, and programming that it is today. This list recognizes gifts and pledges in support of the Corporation from July 1, 2018–June 30, 2019. **Thank you.**

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In partnership, we offer a special thank you to the Friends of the Concord Free Public Library who support book purchases and technology upgrades through our annual fund each year.

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 * Deceased



The Friends of the Concord Free Public Library is a nonprofit organization of more than 800 members. We serve the Library and the community in a number of ways.

- We fund book and media purchases, museum passes, special programs, and Library staff professional development.
- We develop and present free programs at the Library, including concerts, readings, and film series.
- We develop and present free programs at the Library for children and youth.
- We do community outreach that includes providing donated books to Open Table, Peter Bulkeley Terrace, and other organizations.

To learn more, or to join the Friends, pick up a brochure at the Library or visit us online [here](#)

You can also e-mail friends@concordlibrary.org

Follow us on Facebook:
[facebook.com/concordlibraryfriend](https://www.facebook.com/concordlibraryfriend)

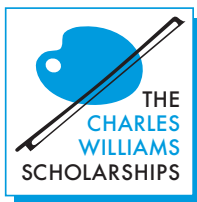
The Friends' Holiday and June book sales are much-loved and well-attended community events, and our biggest sources of revenue. The June Book Sale on the lawn raised over \$27,000 and the Holiday Sale in December raised over \$14,000 – both breaking records once again. If you have books you'd like to donate for our sales please contact the reference librarian at the Main Library – and thank you!

In Fall 2018 we presented the annual Ruth Ratner Miller Award for Excellence in American History to Annette Gordon-Reed, a professor of History at Harvard University.

We received a grant from the Middlesex Bank that allowed us to co-sponsor the program “Unconscious Bias: Interrupting the Cycle” with Concord-Carlisle Adult & Community Education.

We screened foreign films for our Friday Flicks at Fowler. Our Poetry at the Library series hosted acclaimed poets Joan Houlihan and Frannie Lindsay and more. The Music from the Library Series presented the pianist Yuan Sheng; the Myra Melford Trio; and sarod player, Ken Zuckerman, with tabla player Nitin Mitta in the Main Library's Rotunda. Authors spoke at the Library. Summer concerts were performed on the lawn.

Our gifts and programs are funded through memberships, sales of donated books, and sales of *Historic Concord and the Lexington Fight*, a book published by the Friends by Allan French that was updated by Leslie Perrin Wilson, former curator of Special Collections. Online sales are managed by Larry O'Connor, and books are for sale every day at the Main and Fowler Libraries.



In 2018, The Williams Scholarship was restructured to create two distinct awards, **The Charles Williams Scholarship for Excellence in Music**, and **The Charles Williams Scholarship for Excellence in Visual Arts**.

Awards range from \$3000-\$5000. Scholarship awards received by Williams Scholars may be renewable annually for the remainder of the student's undergraduate career. More information can be found [here](#).

The recipients for last year were:

Rebecca Pasley, The Charles Williams Scholar for Excellence in Music
Concord-Carlisle High School, Class of 2019, Oberlin College and Conservatory, Class of 2023

Thomas Kim, The Charles Williams Scholar for Excellence in the Visual Arts
Concord-Carlisle High School, Class of 2019, University of Southern California, Class of 2023

Lily Cratsley, Honorable Mention in Music
Groton School, Class of 2019, Georgetown University, Class of 2023

Beth Fineberg, Honorable Mention in Music
Concord-Carlisle High School, Class of 2019, University of Illinois Urbana-Champaign, Class of 2023



Rebecca Pasley, performing at the awards ceremony