



**ANNUAL  
REPORT  
2020-2021**



**CURTIS MEMORIAL LIBRARY  
BRUNSWICK, MAINE**  
Closed Sundays



## **"We're Open!"**

*2020/2021 may have looked a little different during this second year of the pandemic, but we never stopped operating . . . never stopped providing books and services to our community of readers.*

### **June 1, 2020**

Curbside pickup service offered 6 days/week

### **August 7, 2020**

Limited reopen of the building to the public

### **November 3, 2020**

Building closed due to rise in COVID cases; curbside service offered 7 days/week

### **May 17, 2021**

Hybrid reopen with some curbside hours and some inside hours

### **June 1, 2021**

Reopen with no limits to number of visitors; closed evenings and Sundays

### **Since September 7, 2021**

Fully reopen 7 days/62 hours a week with inside and curbside (weekdays only) browsing and services

# FROM THE DIRECTOR

Today's word at Curtis Library is still "hopeful."

We are hopeful that 2022 will be better than 2020 and 2021. We are hopeful that COVID will finally become part of our history versus part of our current lives. When you come into the library you will still see our "Hopeful" sign front and center. It is there to remind all of us to remain positive, despite all of the challenges we face in today's world.

In the middle of last winter when it felt like COVID was going to be part of our lives forever, we made a decision at the library to start making changes that we knew would make the library better for our community for that time when we would be able to fully open and return to normal operations. **A few of these improvement projects are highlighted on page 5.**

I would be remiss if I didn't also mention the curbside book delivery that Library staff provided during COVID (and is still providing). Each book requested by a patron required a library staff member to answer the phone or email, go to the shelves and pull the book, check out the book on the computer, put the book in a bag, and walk it outdoors when the patron called for delivery. To-date the library has provided almost 28,000 curbside book deliveries!

The staff, Board, and volunteers at Curtis Library have all had up's and down's this year along with the rest of the world. However, by staying hopeful, learning to accept discomfort, change, and ambiguity and always thinking about how to improve our services, it feels like Curtis Library has stayed steadfast to its mission to make life better in our community. The Library is still here, better than ever, and, if you haven't been back inside the library recently, we hope to see you soon!

Elisabeth Doucett  
Library Director



*Artist Charlie Hewitt, who donated his HOPEFUL sign to Curtis, visited in April, 2021 to replace the clear bulbs with color ones.*



**Numbers of Note for  
July 1, 2020 - June 30, 2021**



**OVER 28,000  
CURBSIDE VISITS**



**211,364  
ITEMS BORROWED**



**591 NEW LIBRARY  
CARDHOLDERS**



**20 PODCAST EPISODES  
PRODUCED WITH  
1,982 LISTENS**



**ENDOWMENT  
FUND VALUE  
\$4.5 MILLION  
(as of 11/30/21)**



**7 NEW DIGITAL  
DOWNLOAD  
SERVICES ADDED**



## Building Updates and News for 2022!

With funding from the Town of Brunswick and support from the Curtis Friends, **the entire library has had new carpeting installed.** The old carpeting dated from 1999 so it had a good, long life! The new carpeting is made from recycled fishing rope and can be recycled again years from now -- meeting the library's goal to support sustainability in its operations.

We **repainted the entire interior of the library's original 1904 Building.** At the same time library donors provided funding for the purchase of **new furniture** to replace the much loved and well used leather furniture that also dated from 1999.

We moved the library's **Genealogy and Local History collection into the 1904 Building** where it feels right at home.

The **Youth Services area has been refreshed and renewed with new paint and some new furniture,** purchased with the financial support of library donors.

The **A/V system in the Morrell Meeting Room has been completely updated** to improve the sound quality and to make the room more user friendly for the community.

We just received notice that, thanks to a grant from the Manton Foundation and with the support of the Curtis Friends, we have enough funding to **start developing a "mobile micro-branch" (or bookmobile!)** for the library. With so much development happening at Cook's Corner and Brunswick Landing, combined with the desire to better serve Harpswell and others where transportation and distance may get in the way of visiting the library -- we have long wanted to provide mobile services and now that is becoming a reality.

*We received a grant from the Maine Arts Commission to bring TAPE ART to Curtis in September, 2020 for a 3-day public/participatory/outdoor art installation.*



# FINANCIAL SUMMARY

Brunswick Public Library Association (dba Curtis Memorial Library)  
July 1, 2020 to June 30, 2021

Operations - Part I		Restricted - Part 2	
<b>OPERATING INCOME</b>		<b>RESTRICTED INCOME</b>	
Town of Harpswell	\$150,834	Earnings (Endowment/Other)	\$8,565
Town of Brunswick	\$1,513,461	Annual Fund <i>(for the library collection)</i>	\$135,390
Earnings	\$143	Grants/Other	\$66,623
Fees	\$4,529	Cornerstones of Science	\$14,824
Other	\$2,256	Curtis Friends <i>(adult &amp; children's programming and collections)</i>	\$119,000
<b>Total Income, Operations</b>	<b>\$1,671,223</b>	<b>Total Income, Restricted</b>	<b>\$344,402</b>
<b>OPERATING EXPENSES</b>		<b>RESTRICTED EXPENSES</b>	
Personnel	\$1,366,101	Collections	\$122,581
Services & Programs	\$26,247	Library Programs	\$7,535
Facilities, Equipment	\$68,912	Friends Expenses	\$41,691
Insurance, Utilities	\$75,260	Grant Expenses	\$54,051
Professional Services	\$17,464	COS	\$9,712
Equipment Replacement/Other	\$5,454	Development	\$4,350
<b>Total Expenses, Operations</b>	<b>\$1,559,438</b>	Other	\$15,276
<b>NET OPERATIONS</b>	<b>\$107,364</b>	<b>Total Expenses, Restricted</b>	<b>\$255,196</b>
		<b>NET RESTRICTED</b>	<b>\$89,206</b>

*During FY 2020/2021, operating expenses were less than projected due to several staff retirements and departures. These positions were left temporarily open until a better understanding was reached of post-COVID staffing needs.*

# CURTIS FRIENDS

MAY 1, 2020 - APRIL 30, 2021

Twice-Told Tales bookstore opened in July of 2015. The bookstore is operated by the Friends of Curtis Memorial Library with two goals: providing quality used books at reasonable prices to our community and financially supporting programs at Curtis Library.

The COVID pandemic continues to have an impact on our day-to-day operations. The store has remained open since our reopening in June of 2020 and we are continuing to follow recommended safety protocols (masks, sanitizing etc.) to protect our volunteers and customers. The COVID situation has prevented us from holding special events and sales, such as the Friends' Appreciation events. We hope, in the future, to be able to offer these events again. We thank our customers who have been fully cooperative with our safety protocols.

At our current location, 200 Maine Street, we became a more visible part of Brunswick's main shopping area. With this increased visibility, we have increased our customer base. In conjunction with the Downtown Association's Music on the Mall Summer Series in July and August we stayed open until 6:00 pm on Wednesday evenings. Late closing one day a week was a convenience for many customers so we continued this opportunity for later shopping into early October.

Areas of operation breakdown into the following divisions: Storefront, Volunteers, Sorting Room, Online Sales, and Publicity.

All of our bookstore inventory is donated. We are very grateful to the many people in the Brunswick area and beyond who have thought of Twice-Told Tales when they are reducing their own book collections. We continue to accept gently used books, in good condition, and in a variety of genres.

The store's success and Friends member contributions have allowed the Friends to maintain our substantial level of financial support for Curtis Library. Adult and children's programming, book acquisition, and staff development, are just some of the library programs supported by store sales and contributions to Curtis Friends.

We thank all of you for your contributions of time, books, and financial support. We look forward to continue being a valuable resource to the community in the years to come.

Be sure to visit us at 200 Maine Street!



Respectfully,

Victoria Smith, President  
Curtis Friends Board of Directors

# 2020 - 2021 BOARD OF DIRECTORS

Shiloh Theberge - Co-Chair  
Karen Budd - Co-Chair  
Linda Millert - Treasurer  
Melissa Fochesato - Secretary

Lisa Botshon  
Sarah Brayman  
Beth Eisman  
Eileen Hornor  
Karl Lauenstein  
Dave Millar  
Alex Vito  
Rick Wells

## **Ex Officio Members -**

Elisabeth Doucett, Library Director  
Victoria Smith, President, Curtis Friends  
John Eldridge, Brunswick Town Manager  
Keith Brown, Harpswell Representative

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In 2020, Curtis Memorial Library  
was recognized as the

**MEMBER**

of the

**YEAR**

by the



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Curtis Memorial Library  
23 Pleasant Street | Brunswick, Maine | 04011  
[www.curtislibrary.com](http://www.curtislibrary.com)