Institute Library (New Haven Young Men's Institute)

General Information

Contact Information

Nonprofit
Institute Library (New Haven Young Men's Institute)
Address
847 Chapel Street
New Haven, CT 06510
Phone
(203) 562-4045
Web Site
Web Site
Facebook
Facebook
Twitter
Twitter
Email
home@institutelibrary.org

At A Glance

Year of Incorporation
1826
Former Names
Apprentices' Literary Association
Young Mechanics' Institute
Organization's type of tax exempt status
Exempt-Other
Organization received a competitive grant from the community foundation in the past five years
Yes
Mission & Areas Served

Statements

Mission
The Institute Library's mission is to fulfill its historical purpose of “mutual assistance in the attainment of useful knowledge” for its members and the New Haven community at large through literature, civil discourse, and the arts. The Institute Library's vision is the perpetuation of the modern community library as a physical place, social space, and democratic resource.

Background
The Institute Library predates the public library system (by 61 years) and has been in operation for nearly two hundred years. At times a bustling center of lectures and debates and at others a quiet refuge, we have been known by several names: The Apprentices Literary Association in 1826, The Young Mechanics Institute in 1828, and The New Haven Young Men’s Institute in 1841. Today we are The Institute Library, a place that welcomes all perspectives working with the historic creed to encourage moral improvement and the pursuit of useful knowledge. In the culturally conservative city of 19th-century New Haven, the library served as a rare sanctuary for advocates of women’s suffrage and the abolition of slavery. It offered classes, debates, and a popular lecture series that attracted such leading American social thinkers as Henry Ward Beecher, Ralph Waldo Emerson, Anna E. Dickinson, and Frederick Douglass. The library employed its first professionally trained librarian from 1887 to 1910. During his tenure at the library, William Alanson Borden experimented with new library technologies and practices, patenting new library tools and creating a unique classification and cataloging system. To us, this is a living collection; we add to and expand its particular subsets regularly with purchased and donated, new and used books, accessioned to reflect our members’ interests. Presently, we are a home to a variety of groups and run a broad array of programs including literary theater, art exhibits, workshops, and presentations. Programs, like our collection of books, are determined with the interests and suggestions of our members in mind, following the historic nature of our service to the community.

Impact
Top 3 accomplishments from the past year: (1) We straightened out our bookkeeping; watching our expenses, recording them properly, and planning for revenue needs accordingly puts us on increasingly stable ground. (2) The spirit of programs at the Institute is alive again; 102 people attended the New Haven Noir event, 75 people came to Tim Snyder, and 350 artists with 1,000+ visitors took part in the Nasty Women exhibition and events, which was recognized with a 37th annual Arts Council Award. (3) During the 2016 fiscal year, we increased the number of members by 51% and saw a 99% increase in paid member dues. Circulation, daily visitors, and outreach into the community continues to grow. Top three goals for the current year: (1) To diversify the ages, backgrounds, and perspectives of our board, members, volunteers, and visitors. (2) To develop our programming and activities in the form of new partnerships with new audiences and new organizations, so that we may stay true to our mission of "mutual assistance in the attainment of useful knowledge." (3) To enhance the safety, accessibility, and historic charm of our building, so that we may continue to serve the community as a cultural center that offers access to some of New Haven’s oldest directory and letter archives.

Needs
Our greatest need at this time is the care of our historic building. In the last 60 years, much standard maintenance had been deferred – roofs were not patched, wiring and lighting was left unrepaired, doors and windows leaked badly. As part of our efforts following a 2016 historic and energy analysis, we intend to replace our roof, with better insulation, improve our accessibility, repair our historic windows and skylights, upgrade for safety and energy efficiency, and restore our facade. If you would like to help or stay involved with our building renovation and restoration plans, please let one of our staff, board, or volunteers know.

Service Categories

Primary Organization Category
Arts, Culture & Humanities / Historical Organizations

Secondary Organization Category
Education / Libraries
Areas Served

Ansonia
Bethany
Branford
Cheshire
Derby
East Haven
Guilford
Hamden
Lower Naugatuck Valley
Madison
Milford
New Haven
North Branford
North Haven
Orange
Oxford
Seymour
Shelton
Shoreline
State wide
Wallingford
West Haven
Woodbridge
National
## Programs

### The Word

**Description**

The Word is a poetry program now in its third year of serving middle school students and led by celebrated hip-hop artist, playwright, and educator Aaron Jafferis. It is intended to help close Connecticut's achievement gap in education, combat violence in our urban neighborhoods, and otherwise energize our city's youth through the power of poetic expression. Staffed by a small corps of experienced teaching poets and spoken-word artists, The Word helps students learn to read, critique, write, and perform poetry in a variety of traditional and nontraditional forms. The program draws on students' natural powers of self-expression and observation, hone creative, analytical, and critical thinking skills, and ultimately build stronger writers, thinkers, and public speakers. The Word takes place in classrooms during the spring semester and culminates with a recital and poetry slam performance event in late April and a poetry journal featuring the students' work.

**Budget**

$30,000.00

**Category**

Education, General/Other / Educational Programs

**Population Served**

Adolescents Only (13-19 years) / Minorities / At-Risk Populations

**Program is linked to organization’s mission and strategy**

Yes

### The Gallery at the Institute Library

**Description**

Inaugurated in October 2011, The Gallery at the Institute Library is a space and program featuring four art exhibitions per year, with a focus on greater New Haven-based artists and curators. In 2016, Martha Lewis joined us as Curator in Residence.

**Budget**

$5,000.00

**Category**

Arts, Culture & Humanities, General/Other / Visual Arts Exhibitions

**Population Served**

General/Unspecified / Adults / Children and Youth (0 - 19 years)
### Listen Here

**Description**
The Listen Here! Series highlights great short fiction. Pieces are performed by members of the New Haven Theater Company, followed by a half-hour "talk back" with the performers and editors of New Haven Review, who have curated the stories and themes. The program occurs monthly in the spring and the fall. It is free and open to the public. Listen Here is a component of the Library's larger program, New Haven Review, which publishes a literary magazine.

**Budget**
$8,000.00

**Category**
Arts, Culture & Humanities, General/Other / Literature

**Population Served**
Adults / /

**Program is linked to organization’s mission and strategy**
Yes

### Politics in Plain English

**Description**
Politics in Plain English is a new program launched by the Library in 2019 in collaboration with The New Haven Review and The Editorial Board and hosted by John Stoehr, founder of the political blog, The Editorial Board, who brings a panel of writers and thinkers to New Haven to debate current events and bring Library members and guests into the conversation. Recent programs include: What's Up with Liberalism and the Left? featuring Josh Holland, contributing writer for The Nation, and Batya Unger-Sargon, opinion editor for The Forward, and Peeking under the Hood: The "Invisible Primary" of 2020, with Jacob Hacker of Yale University and Francis Wilkinson of Bloomberg News.

**Budget**
$5,000.00

**Category**
Arts, Culture & Humanities, General/Other /

**Population Served**
General/Unspecified / /

**Program is linked to organization’s mission and strategy**
Yes
Leadership & Staff

CEO/Executive Director
This position has been eliminated. Please see comment below.

Term Start
Jan 2019

Staff

Number of Full Time Staff 0
Number of Part Time Staff 1
Number of Volunteers 20
Number of Contract Staff 2
Staff Retention Rate 0%

Staff Demographics - Ethnicity
African American/Black 0
Asian American/Pacific Islander 0
Caucasian 1
Hispanic/Latino 0
Native American/American Indian 0
Other 0 0

Staff Demographics - Gender
Male 0
Female 1
Unspecified 0

Plans & Policies

Organization has a Fundraising Plan? Under Development
Organization has a Strategic Plan? Under Development
Years Strategic Plan Considers N/A
Management Succession Plan? Under Development
Organization Policy and Procedures Yes
Nondiscrimination Policy Yes
Whistleblower Policy Yes
Document Destruction Policy No

Former CEOs and Terms
<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valerie Elicker</td>
<td>Aug 2016 - Jan 2019</td>
</tr>
<tr>
<td>Martha Murray (interim)</td>
<td>May 2016 - Aug 2016</td>
</tr>
</tbody>
</table>

Formal Evaluations

**CEO Formal Evaluation**  
Yes

**CEO/Executive Formal Evaluation Frequency**  
Annually

**Senior Management Formal Evaluation**  
N/A

**Senior Management Formal Evaluation Frequency**  
N/A

**Non Management Formal Evaluation**  
Yes

**Non Management Formal Evaluation Frequency**  
Annually

Comments

**CEO Comments**  
The Institute Library has recently reorganized and restructured its staffing model in order to operate more efficiently and effectively. The executive director position has been eliminated and the Board created a part-time operations manager and hired a contractual bookkeeper and curator. These staff members are assisted by a core of volunteers who help with day to day library operations and programs, and an active Board of Directors.
Board & Governance

Board Chair
Ms. Maryann Ott

Company Affiliation
NewAlliance Foundation

Term
Jan 2019 to Jan 2020

Board of Directors

<table>
<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Laura Boyer</td>
<td></td>
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<tr>
<td>Mr. Jared Clark</td>
<td></td>
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<tr>
<td>Mr. Roland Coffey</td>
<td></td>
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<tr>
<td>Ms. Sue Davison</td>
<td></td>
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<tr>
<td>Mr. Mountaga Diallo</td>
<td></td>
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<tr>
<td>Mr. Andrew Drabkin</td>
<td></td>
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<tr>
<td>Mr. Joseph Fay</td>
<td></td>
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<tr>
<td>Mr. Bennett Graff</td>
<td></td>
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<tr>
<td>Mr. Joshua Mamis</td>
<td></td>
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<tr>
<td>Ms. Eileen Mydosh</td>
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<tr>
<td>Mr. Scott Schuldt</td>
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</table>

Board Demographics - Ethnicity

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>African American/Black</td>
<td>1</td>
</tr>
<tr>
<td>Asian American/Pacific Islander</td>
<td>0</td>
</tr>
<tr>
<td>Caucasian</td>
<td>9</td>
</tr>
<tr>
<td>Hispanic/Latino</td>
<td>1</td>
</tr>
<tr>
<td>Native American/American Indian</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>1 0</td>
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</tbody>
</table>

Board Demographics - Gender

<table>
<thead>
<tr>
<th>Gender</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>7</td>
</tr>
<tr>
<td>Female</td>
<td>5</td>
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</tbody>
</table>

Governance

<table>
<thead>
<tr>
<th>Governance</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Term Lengths</td>
<td>3</td>
</tr>
<tr>
<td>Board Term Limits</td>
<td>2</td>
</tr>
<tr>
<td>Board Meeting Attendance %</td>
<td>90%</td>
</tr>
</tbody>
</table>
Number of Full Board Meetings Annually 12
Written Board Selection Criteria Under Development
Written Conflict of Interest Policy Yes
Percentage Making Monetary Contributions 100%
Percentage Making In-Kind Contributions 75%
Constituency Includes Client Representation Yes

Standing Committees

Finance
Building
Nominating

Additional Boards: Advisory Board Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Will Baker</td>
<td>MLS, SCSU; former ED</td>
</tr>
<tr>
<td>Ms. Meg Black</td>
<td>Coventry Public Library Reference Librarian</td>
</tr>
<tr>
<td>Mr. Joe Fay</td>
<td>Bookseller and Bibliographer, William Reese Company</td>
</tr>
</tbody>
</table>
Financials

Fiscal Year Start
Oct 01 2019

Fiscal Year End
Sept 30 2020

Projected Revenue
$99,000.00

Projected Expenses
$98,000.00

Endowment Value
$299,000.00

Spending Policy
Percentage

Percentage (if selected)
5%

Detailed Financials

Prior Three Years Total Revenue and Expense Totals Chart

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>2018</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Revenue</td>
<td>$186,448</td>
<td>$220,592</td>
<td>$255,669</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$191,164</td>
<td>$193,740</td>
<td>$197,763</td>
</tr>
</tbody>
</table>

Prior Three Years Assets and Liabilities Chart

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>2018</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Assets</td>
<td>$978,345</td>
<td>$941,746</td>
<td>$883,840</td>
</tr>
<tr>
<td>Current Assets</td>
<td>$30,870</td>
<td>$47,782</td>
<td>$33,935</td>
</tr>
<tr>
<td>Long-Term Liabilities</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Current Liabilities</td>
<td>$4,400</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Total Net Assets</td>
<td>$973,945</td>
<td>$941,746</td>
<td>$883,840</td>
</tr>
</tbody>
</table>

Prior Three Years Top Three Funding Sources

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>2018</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top Funding Source &amp; Dollar Amount</td>
<td>Wells Fargo $20,961</td>
<td>The Community Foundation for Greater New Haven $11,000</td>
<td>CT Trust for Historic Preservation $25,000</td>
</tr>
</tbody>
</table>

Second Highest Funding Source & Dollar Amount

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>2018</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Highest Funding Source &amp; Dollar Amount</td>
<td>The Community Foundation for Greater New Haven $11,000</td>
<td>The Seedlings Foundation $5,000</td>
<td>The Seedlings Foundation $20,000</td>
</tr>
</tbody>
</table>

Third Highest Funding Source & Dollar Amount

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>2018</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Third Highest Funding Source &amp; Dollar Amount</td>
<td>The Future Project $9,507</td>
<td>--</td>
<td>Wells Fargo $11,224</td>
</tr>
</tbody>
</table>

Solvency

Short Term Solvency

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>2018</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Ratio: Current Assets/Current Liabilities</td>
<td>7.02</td>
<td>--</td>
<td>--</td>
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</table>
Long Term Solvency

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>2018</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long-Term Liabilities/Total Assets</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Capital Campaign

Currently in a Capital Campaign?
Yes

Capital Campaign Purpose
Major renovations to building constructed in 1870’s, primarily replacing the roof.

Goal
$0.00

Amount Raised To Date
0 as of Oct 2019

Capital Campaign Anticipated in Next 5 Years?
Yes

Comments

Foundation Staff Comments
This profile, including the financial summaries prepared and submitted by the organization based on its own independent and/or internal audit processes and regulatory submissions, has been read by the Foundation. Financial information is inputted by Foundation staff directly from the organization’s IRS Form 990, audited financial statements or other financial documents approved by the nonprofit’s board. The Foundation has not audited the organization’s financial statements or tax filings, and makes no representations or warranties thereon. The Community Foundation is continuing to receive information submitted by the organization and may periodically update the organization’s profile to reflect the most current financial and other information available. The organization has completed the fields required by The Community Foundation and updated their profile in the last year. To see if the organization has received a competitive grant from The Community Foundation in the last five years, please go to the General Information Tab of the profile.