

**ANNUAL REPORT**

**OF THE**

**FORBES LIBRARY**

**NORTHAMPTON, MASSACHUSETTS**

**FOR THE**

**YEAR ENDING DECEMBER 31, 2019**



## **FORBES LIBRARY** **2019 Annual Report** **Year Ending December 31, 2019**

### **Introduction: A Public Library In Action in Its Community**

Consider the vital role Forbes Library plays in this city. In the library the global and the local, the philosophical and the practical, the abstract and the concrete, all intersect. To see this in action, let's take just one example: the climate crisis. In Forbes Library you can find hundreds of print books, e-books, videos, and other media for adults and children on climate change. The library has partnered with Northeast Sustainable Energy Association in *Project Drawdown: 100 Substantive Ways to Reverse Climate Change*. In May 2019 the library organized a lecture by Mary Beth Pfeiffer, author of *Lyme: the First Epidemic of Climate Change*. The library hosted a discussion of climate change in its "World Cafe", which promotes civil conversation among participants in a structured process for sharing knowledge and generating ideas. The Trustees of the library made their own contribution to tackling the climate crisis as they followed through on their pledge to divest investments in the endowment of all fossil fuel companies. On an even more concrete, local level, the city made significant financial investments in the library, upgrading the historic building's HVAC, retrofitting windows, and upgrading to energy efficient lighting. The board partnered with the Western Massachusetts Pollinator Networks on the design and installation of gardens to attract bees and butterflies endangered by changing conditions and chemicals. And, when climate change brought scorching summer temperatures, Forbes Library volunteered as one of three "cooling stations" in the city. All these efforts--and so many more-- epitomize a public library actively *engaged* with its community, dedicated to all aspects of public well-being and welfare.

### **Trustees of the Forbes Library**

The Trustees of Forbes Library distinguish themselves by their dedication to the library and its commitment to play an *active* role in Northampton and the surrounding area. Without that the library would not be able to support so many rich collections and initiatives.

On October 24th Russell Carrier, President of the library's Board of Trustees, was honored at a surprise party. Having just completed the monthly meeting of the board, Russell was called into the library's reading room to be celebrated as the longest serving board member



in the library's history, having joined the board in January 1982. As of October, he had served 37 years and 9 months on the job, surpassing Mr. Haynes H. Chilson, who served from May 1898 to December 1935, 37 years, 7 months. Library Director Lisa Downing and Mayor David Narkewicz spoke to Russell's unwavering dedication to the library, outlining some of his many accomplishments. To mark this milestone the library planted a Valley Forge Elm on the green at the rear of the parking lot, accompanied by a bronze plaque honoring Russell.

Russell Carrier was re-elected President and Marjorie Hess Vice President of the Trustees for 2019. Cheri Buckhout continued as Treasurer and Elizabeth Sheirer as Secretary.

In 2019 Daria D'Arienzo shared the Gertrude P. Smith Trustees Award with the late Dr. George Snook.

### **Staff and Volunteers**

Too often annual reports tend to pass over the outstanding contributions of the library's staff. After all, there they are, working hard and contributing to the library's notable success, day after day. Director Lisa Downing and Assistant Director Molly Moss have thought creatively about new technology such as self-checkout stations and managed to extend service hours and programs without adding more staff, drawing in part from the contributions of work-study students from Smith College. Other employees have been equally energetic and creative about their roles. Dylan Gaffney moved into a new position of Information Services Associate for Local History and Special Collections. Kat Janeczek was appointed Young Adult and Children's Librarian, adding a second professional position to a flourishing department and fulfilling a goal expressed in the library's Strategic Plan. Elizabeth Maguire retired as the longtime Interlibrary Loan Associate and Jill Emmons was promoted to Interlibrary Loan Specialist. Callie Sieh was appointed part-time assistant in Children's & Young Adult and Lindsey Musielak was appointed part-time assistant in Borrower Services. In January Russell Carrier, President of the Trustees, presided over the recognition of the decades of service of Brian Tabor, Paula Elliott, Kathy Mizula, Faith Kaufmann, and Jason Petcen.

Volunteers and work-study students from Smith College are essential to the smooth functioning of the library. The Smith students were in part responsible for the extension of service hours in 2018-2019. Volunteers drive the ever growing outreach book delivery service and keep many other areas of the library running smoothly. In FY2019 Forbes Library had 176 volunteers who provided 6,894 hours of service, which was a value of \$187,516.80.

## **Children's and Young Adult**

All the enthusiasm and effort Sarah Johnson and her co-workers brought to reorganizing space, sorting and weeding collections, establishing new programs, and reaching out to teachers and other community members has paid off. Librarians have developed strong working relationships with local teachers. They offer curriculum support in the schools and in the library.

The department offered over 100 additional children's programs during the course of the year compared to 2018, and Summer Reading sign ups increased 9%. Compared to FY18, circulation of children's and young adult materials in FY19 increased 15%.

The Children's and Young Adult Department was awarded a Summer Learning Expanded Grant from the Massachusetts Board of Library Commissioners. The grant supported Robo Adventures, a 4-part STEM program for children. In consultation with teachers from the High School, librarians recruited 2 teens to help guide the young participants as they created simple bots and, through their projects, learned basic principles of science.

Having these interns for a summer grant is just one way the Children's and Young Adult Department is fostering teen interest in the library. Teens enjoy reconfigured spaces, create podcasts, benefit from the library's encouragement of local zines, and much more. One of Forbes Library's principal goals is to create even more inviting teen-oriented spaces and programs.

## **Calvin Coolidge Presidential Library and Special Collections**

In 2018 the new Coolidge Standing Committee was established to review the Coolidge Museum mission, reorganize the Coolidge Committee, and create bylaws within those governing the trustees. With the Committee's major work accomplished, the Coolidge Museum hosted its first annual meeting in the fall. David Pietrusza, author of *1920: the Year of the Six Presidents*, was the keynote speaker.

Dylan Gaffney is leading the grant-funded Community Webs project which will archive websites highlighting Northampton news, arts, culture and activism. Another grant-funded effort has focused on the Northampton music at the Baystate Hotel.

Julie Bartlett Nelson and other staff and volunteers have been working with local churches on how to identify and preserve valuable church records.

The popular Cookies with the Curator series concentrated on the 125th anniversary and local history in 2019.

## 125th Anniversary Celebration

This year wrapped up the celebration of Forbes Library's 125th year with the theme, "working for the common good". Special events for the anniversary included architectural tours of the historic library building, a naturalist's tour of the library grounds, a program on the "intertwined histories" of Forbes and Smith College, and a time capsule. The culmination of Forbes's 125th birthday year was an event billed as Writing in Common, in which 10 local authors celebrated the library.

## Programs and Community Engagement

Forbes Library no longer draws a distinction between its in-house programs and librarians' efforts in the community beyond the grounds of the library. All these activities must be seen as a continuum. The library serves all patrons who arrive at its doors. But it equally benefits all those community members who encounter library staff and volunteers beyond the library's walls.

Over 14,000 people took part in adult library programs on site this year. Art Middleton was in his second year of Writer-in-Residence, bringing new authors and new audiences to his series *Our Work and Why We Do It*. The Weekly Poetry Discussion is now in its 17th year. The Writing Room and Writing Room reading series go on.

In 2019 the Musician-in-Residence program became a series of workshop-performances about the role of music in social justice movements. In June, the Quark String Quartet and Shave and a Haircut Barbershop Quartet performed in the Museum to full houses. Fine weather blessed summer outdoor concerts by Zinkina and Klezamir.

The library showed *Mary Poppins* on the lawn in the summer and co-sponsored other movies in Pulaski Park. The ongoing film series of the Northampton Committee to Stop Wars shown in the library's Community Room was re-named the Frances Crowe Film Series in honor of the Northampton activist who died in 2019.

Partnerships with outside organizations thrive. Franklin Hampshire Career Center still has a base in the library, complete with weekly workshops for job seekers. Librarians explain the library and its function at the Lions Club, the Rotary Club, in the Senior Center, at the Downtown Northampton Association, and in public schools. Librarians promote summer reading activities at children's summer lunch programs in local housing developments. The list of commitments can go on and on.

Perhaps the most visible outreach of Forbes Library is its ongoing Outreach Delivery Service, with 40 volunteers supporting 100 patrons who cannot go to

the library themselves. The volunteers assist their patrons to identify books and other media they want from the library and then deliver their choices right to their doors (and, incidentally, pick them up and return them to Forbes) while also providing a friendly visit.

### **Friends of Forbes Library**

The Friends of Forbes officers for 2019 were JoEllen Mackenzie, President; Serena Smith, Vice-President; Scott Monroe, Treasurer; and Chris Hannon, Secretary. The Friends donated over \$34,000 to Forbes Library this year. They support the Book & Media budget, staff development, building enhancements, programming for all ages, museum passes, Outreach Delivery Service, community engagement and so much more. The library could not provide the present level of service and impact without their support. These funds have come from many sources. Some of the fundraising efforts this year included: the 26th Annual Garden Tour, which was sold out and had a total net income of over \$11,000; their annual wine tasting on Friday, September 27, featuring a wide range of wines and delicious food and music, broke their record with a total net income of over \$11,000. The Florence Bank Community Grant Award provided them with a check for \$4,894. The membership dues this year of \$18,053 were the largest portion of the Friends' income.

### **Operations**

Expanded Tuesday and Thursday hours to a full day, bringing the library's hours to 56 per week.

### **Building and Capital Expenditures**

A complete restoration of the library's 150+ original windows funded by a combination of capital funds from the City of Northampton and \$100,000 in Community Preservation Act funds with a total cost for the project of \$587,041. Jones Whitsett Architects out of Greenfield oversaw the project and Renaissance Builders out of Turners Falls, MA was the general contractor.

A separate HVAC system was installed to provide temperature and humidity control for the library's special collections spaces. The project totalled just over \$300,000 and was funded in large part by the City of Northampton.

### **Gifts**

We are very grateful to the following donors for their contributions to Forbes Library this year. Forbes Library has an important educational and life enriching role in the lives of our community members and it is only with your support that we are able to fulfill our mission.

**Aldrich Accessibility Fund**

Mark Aldrich

**Book & Media Fund**

Arlene Carmichael

Sarah Rankin, In Honor of Richard  
Malawista

**Lyman Special Collections Fund**

Janet and Nicolas Gross

**Outreach Fund**

Margaret Smith Agnoli, In Memory of  
of Sheila Potter

Laura Bellusci

Karen Howat

Florence Morrissey, In Memory of  
Sheila Potter

Lucinda Worthington, In Memory of  
of Sheila Potter

**Programming Fund**

Anonymous

Samuel Ace

Lois Ahrens

Sik Kim Ang

Arthur Apostolou and Margaret  
Adams Groesbeck

Libby Army

Katie Averill

Dorothy Baker

Ellie Ballard

Elise Bernier-Feeley, In Memory of  
Jerry Budgar

David Bliss and Todd Buzzee

Nancy Brady

Bill Breitbart

Cathie Brown

Judson and Sandra Brown

Marda Buchholz

Carole Bull and Molly Mead

Jody Callahan

Suzy Campos

Paul Carlson

Russell Carrier and Andrew  
Dausch

Hilary Caws-Elwitt

Anne Cernak

Adam Cohen and Jendi Reiter

Leonard Cohen

William and Margo Cooley

Phyllis Cove

Carolyn Cushing

John and Connie Degnan

Hilary Detmold

Janet and Joseph Dibrindisi

Lisa Downing and Kelley Hopkins

Robert and Linda Downing

Candace and Gary Drimmer, In

Memory of Rivkah Peller

James and Marilyn Drisko

Nancy Dubin

Susan Enz

Herman Fong

Gail Gaustad

Don Giannini and Lisa Piquette

Barry Goldstein

Tzivia Gover

Monica Green and Rich West

Jacob and Lucy Greenburg

Johanna Halbeisen

Rachel and Pam Hannah

Lucy Hartry and Frandy Johnson

Stephen Hathaway

James and Portia Henle

Marjorie Hess and Rudolph Talaber



Catherine Hilton  
 Dianne Hobbs  
 Jonathan Hogan  
 Elizabeth Horn  
 Melissa Incampo  
 Marlynn and Robert Jabaily  
 Monica Jakuc Leverett and Bob  
 Leverett  
 JoiaBeauty  
 Sara Jonsberg and Cynthia Magrath  
 Ben Kalish  
 Nancy Kaye  
 Joann Kobin & Jules Chanetzky  
 Deborah Koch  
 Susan Kohler-Gray  
 Grace LaChapelle  
 Cynthia Langley  
 Susan Lehtinen  
 Cristi Lindblom  
 Margaret Lucey  
 JoEllen Mackenzie  
 Charles and Elizabeth Maguire  
 Flora Majumder  
 Thomas and Patricia McCarthy  
 Martha and Mark McCormick  
 Nancy McEwen  
 Phoebe McKinnell  
 Geoffrey McKonly and Alla  
 Katsnelson  
 Gillian Morbey  
 Molly Moss and Benjamin Brau  
 Carol and Keirnan Murphy  
 Greater Mutsikwi  
 David Narkewicz and Yelena  
 Mikich  
 Carly Nartowicz  
 Maddy Neely  
 Janet Nelson  
 Henry O'Heaphy  
 Pete Olsen, In Honor of Kathleen  
 Wight  
 Ruth Orlandy  
 Marie Panik

Richard Parrish  
 Suzanne Parrish  
 Laura Paul  
 Lisa Piquette  
 Alicia Ralph, In Memory of Gerald  
 Budgar  
 Elaine Reall and Fran Corriveau  
 Andrea Reber  
 Tucker and Lin Respass  
 Chris Ridout  
 Brooks Robards  
 Peter Rowe  
 Karen Saakvitne  
 Jean and Mary Savarese, In Honor  
 of Lisa Downing  
 Janet and William Sharp  
 Elizabeth and John Sheirer  
 Nicole Sibley  
 Serah Sibley  
 Margaret Slater  
 Stewart Smith  
 Elizabeth Spelman  
 Paula Spencer  
 Susan and James Spencer  
 Joel Spiro and Leigh Bailey  
 Monica Strauss  
 Sudler Consulting LLC  
 Elizabeth Suozzo  
 Karen Tatro  
 Justin Thomas  
 Joseph Twarog and Patricia E.  
 Healey  
 Molly Watkins  
 Deborah Way  
 Christa Whitney  
 David and Pamela Wicinas  
 Katy Wight and Jay Vaughn  
 Lindsey Wight  
 Shaun Wilde  
 Traci Wolfe, In Honor of Nicole  
 Sibley  
 Barbara Wurtzel and Bruce Sajdak  
 Katherine Wyatt

Jonathan Wynn

### Undesignated Gifts

Varnon and Joan Abbott

Judith and Richard Abuza

Jesse Adams

Anonymous

Ruth Banta

Charles Bobala

Francesca and John Bowman

Bread Euphoria

Mervel Broussard

Cathie Brown

Cheri Buckhout

Bob and Ann Burger

Russell Carrier and Andrew

Dausch

Joan Cenedella and Fran Volkmann

Peter and Deborah Christakos

Valerie Clark, In Honor of Elise

Bernier-Feeley

Michael Cohen and Patricia Collins

Adam Cohen and Jendi Reiter

Lewis Cohen and Joan Berzoff

John Corbett

Andrew Crystal

William Cutler and Lee

MacKinnon

Sally Deans Lake and Kevin Lake

John and Connie Degnan

Joseph Donohue

Lisa Downing and Kelley Hopkins

Madeline Etkin and Jeff Hayward

Bettie Farber

Roy Faudree and Sheena See

Teresa Ferri

Phyllis and Alexander Flandreau

Paul and Laurel Foster-Moore

Ian Fraser

Alexander George

Norbert Goldfield and Sandra

Matthews

Michael Gorra and Brigitte

Buettner

Edna and Richard Greene

Margaret Adams Groesbeck

Mary Hall

Dann and Elizabeth Hall

Christine Hannon

Russ and Joyce Hansen

Thea Hardigg

Stephen Hathaway

Katherine Hay and Nicholas

Warren

Virginia Hayssen

James and Portia Henle

Melvin Hershkowitz, In Honor of

Lisa Downing

Marjorie Hess and Rudolph Talaber

Monica Jakuc Leverett and Bob

Leverett

Katharine Childs Jones, In Memory of

Jean Russell Duncan

Ben Kalish

Mark Karpel and Denise Gelinas

Robert and Janice Keefe

Harris and Eliza Kempner Fund

George Kohout & Debra Orgera

Phil Korman and Nora Israeloff

Ellen Koteen and Diane Palladino

Gerard L'Heureux

Marianne LaBarge, In Memory of

Gaetene (Gay) Fortin

Daniel Levy

Annabel Link

Claire Lobdell and Jack Loveless

Lucey Family Endowment Fund

Margaret Lucey

Alexandra Lynch and Jonathan

Lackman

Pamela Maurer

Thomas and Patricia McCarthy

Martha and Mark McCormick

Amy Mitrani

Gillian Morbey

Ann Morrissey and John Flanagan  
 Richard Moulding  
 Ronald and Patricia Murphy  
 William Newman and Dale  
 Melcher  
 Ellen and Barry Nigrosh  
 Northampton Lions Club  
 Cynthia Nyary  
 John O'Reilly  
 Kim Ovrutsky  
 Marie Panik  
 Robert Parent  
 Rose Paul and George E.  
 Springston  
 Judith and Ronald Perera  
 Allen Premo  
 Liza and Stephen Pulsifer  
 Elaine Reall and Fran Corriveau  
 Tucker and Lin Respass  
 Katherine Robertson, In Honor of  
 Peter Rowe  
 Charles Robertson and Denise  
 Rochat  
 Hedwig and Peter Rose  
 Anne Rosen  
 Henry Rosenberg  
 Peter Rowe  
 Judith Ryan  
 Neal and Dana Salisbury  
 Eric and Lise Sanders  
 Jean and Mary Savarese  
 Ann and Edwin Scagel  
 Elizabeth Schoenfeld

Reina Schratte and Rufus  
 Zogbaum  
 Pamela Schwartz and Joel Feldman  
 Elizabeth and John Sheirer  
 Christine Shelton and Susan  
 Bourque, In Memory of Helen  
 Jeanette Bourque  
 Nicole Sibley  
 Stephanie Silverman  
 Lesley Slay  
 Stewart Smith  
 L Snowden and Gary Lane  
 Bob Solosko and Jean Krogh  
 Susan and James Spencer  
 Benjamin Steinberg and Thuy Thi  
 Nguyen  
 Mark Sullivan  
 Todd Thompson and Elisa Mason  
 Lee Tonet, In Memory of Earl  
 Tonet  
 Samuel Topal and Cathy Weisman  
 Jessica and Naomi Tropp  
 Teresa Utt  
 Steven Weinsier  
 David and Pamela Wicinas  
 Katy Wight and Jay Vaughn, In  
 Memory of Terry Plum  
 Brian Wilby  
 Lindsey Wilby  
 Mary Wilson  
 Nancy and Stuart Wood  
 Marilyn Woodman

**STATISTICS**  
**July 1, 2018 through June 30, 2019**

**FY19 ARIS SUMMARY**

Forbes Library had several staffing changes over the last year, with the professionalization of a position in the Children's Department, a promotion and changes in our Hampshire Room staffing and the promotion in anticipation of a retirement in InterLibrary Loan. We continue to rely on our Smith College work

study students, and there is a noticeable change of workflow during the months they are not here.

Open hours increased by an additional 8 hours/week on April 29, 2019, but this was not a long enough period to be counted in the FY19 ARIS statistics. Those additional hours, plus the summer Saturdays that were added back in 2018 is an increase in 12%, up to 56 hours/week.

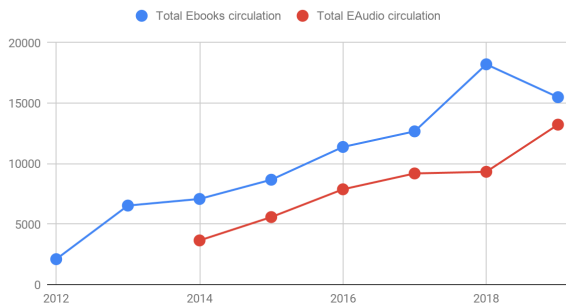
The collection size (total holdings) has again decreased slightly over the last year. We are continuing to purchase materials, but are also continuing to manage the collections, particularly the adult nonfiction and children's. Reducing the collection size by removing unused and unattractive items not only increases browsing and circulation, it also reduces our CW MARS assessment which is partly based on circulation and holdings (.10¢ and .11¢ per item). Overall our print holdings increased by 1.4%. The largest decrease was in Adult Ebooks (2.7%, or 17,895), which are purchased by CW MARS. Most other categories saw a much smaller increase or decrease.

Electronic collections (aka databases) usage saw a dramatic decrease (35%), but there was a large increase (22%) in the use of downloadable video. The DVD circulation remained very steady (had been decreasing in recent years).

The total circulation increased by 5.4% to over 400,000, with print circulation increasing by 8.9%. (Compared to a 2% increase in circulation, and a 4.6% increase in print circulation last year). This is 24 circulations per active cardholder. Children and teen circulation had a dramatic increase of 15%, and represent almost  $\frac{1}{4}$  of the total circulation, with 88,186 and 10,781. Adult books increased by 4.2%.

Library of things, including musical instruments, museum passes, puzzles, and games, increased by 12.8%. For the first time in a long time, eBook circulation did not increase, but eAudio did. Other categories remained fairly steady.

Ebook and EAudio Circulation



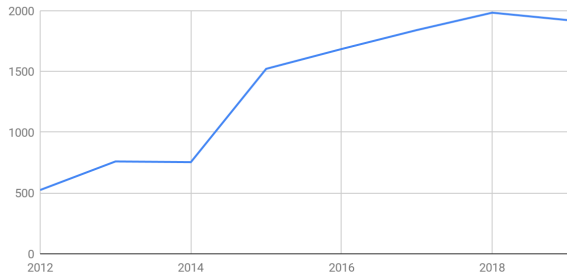
InterLibrary Loan has again increased this year, with a 9% increase in materials received and a 9.5% increase in materials loaned to other libraries. (Compared to a 6% increase in materials received and a 3% increase in materials loaned to other libraries last year). This is a total of 77,761 in ILL items.

On-site loans to people from other communities decreased slightly by 1.5% to 99,027.

Attendance in the library increased slightly 0.5% to 223,131. The meeting rooms were used 1923 times last year by various groups and organizations, remaining fairly steady from the previous year. This indicates that they are being used at close to capacity. We continue to schedule groups to meet in other library spaces, such as the gallery table and mezzanine tables and the director's office since our rooms are so well used. This usage does not count as meeting room use for the ARIS statistics.

Adult programming attendance was up 12.5% this year to 14,364 after a 30% increase last year. This increase was anticipated with all of the 125th Anniversary and Civic Hub grant activities. Children's and teen programming also continues to increase, by 3.3% over the previous year.

Number of times meeting rooms were used for all purposes (excluding staff meetings).



Reference transactions increased slightly by 2.5%. We continue to have very busy reference services compared to area and comparable libraries.

Registered borrowers increased by 7.5% or 1,152 to 16,528. This is 64% of the population assigned to us by MBLC.

Wireless sessions increased this year by 90%, to 29,412, due to the improved wireless internet infrastructure, and more accurate statistics. Public computer usage increased slightly by 5.8% with 548 people using our computers each week. The website had 182,719 hits, a number first reported this year.

### **Holdings – 276,665**

Books – 139,641

Periodicals & Newspapers – 1,749

Audio media – 11,943

Videos – 15,348

E-books – 61,012

Downloadable Audio – 20,645

Downloadable Video – 23,194

Microfilm – 2,589

Miscellaneous – 339  
 Materials in Electronic Format – 205  
 Number of Databases – 17  
 Print and Electronic Serials Subscriptions –291

**Circulation – 400,517**

Books – 230,242  
 Periodicals & Newspapers – 11,657  
 Audio media – 34,559  
 Downloadable Audio – 13,217  
 Videos – 88,536  
 Downloadable Video – 4,557  
 E-books – 15,487  
 Materials in Electronic Format – 335  
 Miscellaneous – 1,927

**Interlibrary Loan**

ILL received from other libraries – 44,722  
 ILL provided to other libraries – 33,039

**Services**

Hours library open – 2,409  
 Number of Sundays open – 0  
 Attendance in library – 223,131  
 Number of reference transactions – 57,300  
 Number of children’s programs held – 362  
 Attendance at children’s programs – 4,833  
 Number of YA programs held –67  
 Attendance at YA programs – 272  
 Number of adult programs held -- 1,021  
 Attendance at adult programs – 14,364  
 Number of volunteers – 176  
 Number of registered borrowers – 16,528 (Does not include Florence residents with Forbes cards)  
 Number of public computers – 29  
 Number of users of public computers during typical week – 548  
 Number of times meeting rooms used by public – 1,923



**223,131**  
VISITORS  
TO THE  
LIBRARY



WE ARE OPEN  
**56 HOURS A WEEK**  
THAT'S 12% MORE  
THAN LAST YEAR

**16,528**  
REGISTERED  
BORROWERS  
**1,152**  
NEW CARDS THIS YEAR



**19,469**   
FOLKS ATTENDED  
**1,450**   
LIBRARY PROGRAMS

**FORBES LIBRARY  
2019 IN REVIEW**

**400,517**   
ITEMS WERE  
CHECKED OUT

**eAUDIO-  
BOOK  
USE UP  
42%** 

**1,927**   
INCLUDING MUSICAL INSTRUMENTS,  
MUZZLES, GAMES AND  
OTHER MATERIALS  
FROM OUR  
**LIBRARY OF THINGS**




**122,327**   
CHILDREN'S &  
TEEN ITEMS  
CHECKED OUT,  
UP 15% FROM LAST YEAR

## Budget

The FY20 budget reflected a 3% increase. The total appropriation for FY20 from the city is \$1,350,722, an increase of \$39,341 from FY19.

- Operating Budget FY20 – \$1,414,107
- Book & Media Budget FY20 – \$162,087
- City Appropriation FY20 – \$1,350,722
- City Contribution to Forbes employee & retiree health insurance – \$246,225
- City Contribution for Forbes retiree pension – \$241,968
- State Aid FY20 – \$44,334
- Clarke & Earle Income FY20 – \$16,385

The library's operating budget for fiscal year 2020 consisted of personnel costs of \$1,225,874, ordinary maintenance of \$188,231, a materials budget of \$162,087, technology budget of \$10,000, staff development budget of \$4,500, and a programming budget of \$7,000 for a total of \$1,597,692. The library's budget included: 3.5% step raises for eligible employees; 2% COLA for all employees and a \$1.00 raise per hour for our intermittent part-time employees effective January 1, 2020, as well as a one-time bonus of \$500 for FLEA members, pro-rated for part-time members, to be paid in the last pay period of FY 19. The endowment portfolio was valued at about \$5.2 million in June 2020. The Friends of Forbes provided \$30,000 in funding to supplement the library's budget.



<b>TREASURER'S REPORT FY19</b>	
<b>AID FUND</b>	
<b>RECEIPTS</b>	
PRIOR YEAR AMOUNT APPLIED	15,799
CITY APPROPRIATION	1,270,576
CITY APPROPRIATION: CW MARS	40,805
CLARKE FUND	8,000
EARLE FUND	8,000
FORBES AID FUND	3,600
STATE AID	41,845
MISCELLANEOUS	63
<b>TOTAL RECEIPTS</b>	<b>1,388,688</b>
<b>PAYMENTS</b>	
EMPLOYEES WAGES	1,140,271
FICA/MANDATORY MEDICARE	15,655
WORKER'S COMP.	5,154
UNEMPLOYMENT INS.	6,479
ELECTRICITY	53,536
HEATING GAS	12,635
WATER/SEWER	6,014
LABOR & REPAIRS	31,681
SERVICE CONTRACTS	7,085
REFUSE COLLECTION	1,989
AUDITING SERV.	7,500
PAYROLL SERVICES	5,257
INTERNET	4,022
TELEPHONE	629
PRINTING	3,199
POSTAGE	1,503
CUSTODIAL SUPPLIES	11,662
LIBRARY SUPPLIES	12,525
MISC.	2,788
BUILDING INS.	8,105
WORKSTUDY	11,058
CW MARS	40,805
STAFF DEVELOPMENT	1,407
<b>TOTAL PAYMENTS</b>	<b>1,390,959</b>
Net Surplus (deficit)	(2,271)

<b>BOOK &amp; MEDIA FUND</b>	
<b>RECEIPTS</b>	
PRIOR YEAR AMOUNT APPLIED	9,573
LIBRARY FINES	26,504
FORBES INV. INCOME	30,800
C.A. CUTTER INV. INC.	32,900
DOLAND FUND	26,750
NICHOLS FUND	23,200
BOOKS PAID FOR	5,446
BOOKS SOLD	4,178
GIFTS	4,842
GIFTS (FRIENDS)	9,950
FEES	731
NON -BOOK ITEMS SOLD	483
GARVEY INCOME	1,554
MISCELLANEOUS	15
CARD REPLACEMENT	192
<b>TOTAL RECEIPTS</b>	<b>167,545</b>
<b>PAYMENTS</b>	
PURCHASE OF BOOKS	85,509
SUBS. AND MEMB.	11,720
SPOKEN WORD	7,501
MUSIC	4,662
VIDEOS	12,253
E-BOOKS	13,655
DATABASES	13,721
STREAMING MEDIA	6,422
MICROFILM	618
MISCELLANEOUS	2,930
TECHNOLOGY MBLC	17,048
<b>TOTAL PAYMENTS</b>	<b>176,039</b>
Net Surplus (deficit)	1,079

**APPENDIX A**  
**The Board of Trustees and Its Officers**  
**December 31, 2019**

Russell W. Carrier, <i>President</i>	Cheri Buckhout, <i>Treasurer</i>
Marjorie R. Hess, <i>Vice President</i>	Elizabeth Barone Scheirer, <i>Secretary</i>
Elaine M. Reall	
Joseph A. Twarog	
Katy E. Wight	

**FORBES LIBRARY**

**TRUSTEES BY APPOINTMENT OF THE PROBATE**

George W. Hubbard	Apr. 1881 - Apr. 1888
Oscar Edwards	Apr. 1881 - Oct. 1894
William M. Gaylord	Jun. 1881 - Oct. 1894

**TRUSTEES BY ELECTION**

George W. Hubbard	May 1884 – May 1887
Oscar Edwards	May 1884 – May 1886
William M. Gaylord	May 1888 – Oct. 1894
Christopher Clarke	May 1886 – May 1889
John L. Otis	May 1887 – May 1890
Oscar Edwards	May 1889 – May 1895
Arthur G. Hill	May 1890 – May 1893
George H. Ray	May 1893 – Nov. 1903
Arthur Watson	Dec. 1893 – Aug. 1922
James R. Trumbull	May 1895 – May 1898
Haynes H. Chilson	May 1898 – Dec. 1935
Samuel W. Lee	May 1905 – June 1924
Henry P. Field	Dec. 1922 – Sept. 1937
Anna Gertrude Brewster	Dec. 1924 – Dec. 1957
Homer C. Bliss	Jan. 1936 – Dec. 1939
Walter L. Stevens	Jan. 1938 – Dec. 1960
Frederick W. Plummer	Jan. 1940 – May 1945
John E. Boland	Jan. 1946 – Oct. 1950
Richard C. Garvey	Jan. 1952 – Dec. 1957
John M. Buteau	Jan. 1958 – Dec. 1971
John F. Murphy, Jr.	Jan. 1958 – Dec. 1977
Kenneth G. Olson	Jan. 1962 – Oct. 1963
Robert M. Moriarty	Jan. 1964 – Dec. 1981
Judith A. Hubley	Jan. 1972 – Dec. 1982
Katherine M. Finn	Jan. 1978 – Dec. 1984
Russell W. Carrier	Jan. 1982 –
Keirnan J. Murphy	Jan. 1984 – Dec. 1987

Janet M. Hemminger	Jan. 1984 – Dec. 1995
Patricia B. Keating	Jan. 1986 – Dec. 1995
David Shearer	Jan. 1986 – Dec. 1997
Stephen Callahan	Jan. 1988 – Dec. 2003
John Detmold	Jan. 1996 – Dec. 1999
Alison Lockwood	Jan. 1996 – Apr. 2004
Edward Shanahan	Jan. 1998 – Dec. 2001
Richard C. Garvey	Jan. 2000 – Apr. 2004
Mary J. Harding	Jan. 2002 – Dec. 2009
David Bloomberg	Jan. 2004 – Dec. 2006
Bonnie M. Burnham	Jan. 2006 – Dec. 2015
Peter N. Rowe	Jan. 2006 – Dec. 2015
Jesse M. Adams	Jan. 2008 – Dec 2011
Marjorie R. Hess	Jan. 2010 –
Joseph A. Twarog	Jan. 2012 –
Elaine M. Reall	Jan. 2016 –
Katy E. Wight	Jan. 2016 –

### SECRETARIES

Samuel W. Lee	1894-1905
Charles H. Chase	1905-1938
Walter E. Denny	1938-1939
Joseph Warner, Jr.	1939-1947
Dwight W. Lee	1947-1961
Lawrence E. Kelley	1962-1965
James K. McDonald	1966-1985
Norma Roche	1985-2004
Elizabeth Barone Sheirer	2005 -

### TREASURERS

Frederick A. Macomber	1894-1920
Ralph E. Boynton	1920-1922
Edwin K. Abbott	1922-1929
Robert J. Miller	1930-1965
Lawrence E. Kelley	1966-1984
Edward A. Morin	1980-2000
Scott Morin	2001-2016
Cheri Buckhout	2016-

### LIBRARY DIRECTORS

Charles A. Cutter	1894-1903
William P. Cutter	1904-1911
Joseph L. Harrison	1912-1950

Lawrence E. Wikander	1950-1968
Oliver R. Hayes	1968-1973
James F. Hazel	1974-1977
Stanley Greenberg	1977-1978
Blaise Bisaillon	1979-2004
Janet Moulding	2004-2016
Lisa Downing	2017-

### **LIBRARY ASSISTANT DIRECTORS**

Janet Moulding	2000-2004
Lisa Downing	2004-2016
Molly Moss	2017-

### **STAFF**

#### FULL TIME

Lisa Downing	Director
Molly Moss	Assistant Director/Patron Services Librarian
Jennie Lamour	Administrative Assistant
Paula Elliott	Head of Technical Services
Kathryn Mizula	Technical Services Library Associate
Steven Stover	Technical Services/ILL/Circulation Library Associate
Brian Marchese	Technical Services/Circulation Library Associate
Sarah Johnson	Head of Children's & Young Adult Department
Katharine Janeczek	Children's & Young Adult Library Librarian
Callie Sieh	Children's & Young Adult Library Associate
Faith Kaufmann	Head of Arts & Music/Information Services Co-Coordinator
Alene Moroni	Head of Reference/Information Services Co-Coordinator
Dylan Gaffney	Information Services Library Associate
Jillian Emmons	Information Services & ILL Library Associate
Brian Tabor	Borrower Services Supervisor
Christopher Teghtsoonian	Borrower Services Library Associate
Jason Petcen	Facilities Manager
Frank Gessing	Custodian

#### PART TIME

Julie Bartlett Nelson	Archivist/Information Services Co-Coordinator
Heather Diaz	Information Services Librarian
Benjamin Kalish	Information Services Librarian
Susan Schaeffer	Borrower Services Associate
Lindsey Musielak	Borrower Services Library Associate

Mark Toczydlowski

Custodian

INTERMITTENT PART TIME

Elise Bernier Feeley	Local History Librarian
Anne Brossard	Information Services Assistant
Serena Brown	Borrower Services Assistant
Anna Carlacci	Borrower Services Assistant
Kathleen Dafonte	Borrower Services Assistant
Sara Deignan	Information Services Assistant
Beth Girshman	Information Services Librarian
Kathryn Good-Schiff	Information Services Assistant
Harrison Greene	Borrower Services Assistant
Dan Jarvis	Borrower Services/Information Services Assistant
Meredith Madyda	Borrower Services Assistant
Ailbhe McDonnell	Borrower Services Assistant
Rachael Naismith	Borrower Services Assistant
Hillary Nolan	Borrower Services Assistant
Jill Palmer	Borrower Services Assistant
Jo Ann Petcen	Business Office Assistant
Pearl Silverman	Children's & Young Adult Assistant
Maria Sperduti	Outreach Delivery Service Coordinator
Preston Thompson	Borrower Services Assistant
Joshua Vrysen	Information Services Assistant
Audris Wayton	Borrower Services Assistant
Sasha Zeidenberg	Children's & Young Adult Assistant