ANNUAL REPORT

OF THE

FORBES LIBRARY

NORTHAMPTON, MASSACHUSETTS

FOR THE

YEAR ENDING DECEMBER 31, 2018
We kicked off our 125th year with Our Community Sing on September 23, 2018. This year is the 100th anniversary of the community sings in the summer of 1918 when, as WWI was drawing to a close, thousands gathered on the Forbes Library lawn to sing and socialize. To honor the anniversary, the community was invited to gather on the lawn to raise spirits, support peaceful resolutions of conflicts, and confirm our sense of community by singing together.
Introduction: “Forbes for All”

Almost every computer on the first and second floor of the building is in use. At the reference desk a librarian is helping a student find an assigned reading while another staff member comes out from behind the desk and trots off to the stacks with a patron to find a book. The area around the circulation desk is buzzing, but not far away a young woman quietly works on a puzzle. In the Community Room staff from the Franklin Hampshire Career Center are offering their weekly workshop. Upstairs library staff are arranging chairs for a reading by local authors chosen by the Writer In Residence. Out on the sidewalk an impatient four-year-old tugs on her father’s hand, eager to get to a program in the Children’s Department. It’s business as usual at Forbes Library.

In its Strategic Plan 2019-2023, approved in 2017, the library articulated its goal to become a “community hub,” what is known in many circles as a “third place” — not home, not workplace — an alternative to both. A safe place where all are welcome, where opinions can be voiced and shared without fear, where members of different social networks can encounter and learn from one another. A place where education and entertainment can mingle. A public library can be the quintessential third place for its surrounding community. Forbes Library is just such a place.

In 2018 Forbes Library increased its summer hours to include Saturdays. Surveys had shown broad public support for weekend service during July and August. The library expanded its cooperation with neighboring Smith College, which is building a new library and depends more than ever on Forbes services and space. Smith’s support of work-study students helped Forbes reallocate staff and extend summer hours.

Forbes now advertises its collections and services at Smith College. And, in 2018, circulation to Smith students doubled. In turn, Smith has offered Forbes staff orientation to its online resources and access to staff development programs.

Outreach Delivery Service to homebound residents continues to grow through coordinated efforts with partner community organizations including the Senior Center, Visiting Nurses Association at Cooley Dickinson and the VA hospital in Leeds. At the end of 2017 29 volunteers delivered materials to 86 patrons, with a
waiting list of homebound residents who have requested the service. In 2018 Outreach Delivery celebrated adding its 100th patron.

In 2019 Forbes Library will mark its 125th anniversary. Planning for the observance began in 2018. A 125th Anniversary Committee, chaired by trustee Katy Wight, was convened in early April 2018 and themed our anniversary year “Working for the Common Good” inspired by the book, “The Common Good,” by Robert Reich, Secretary of Labor in the Clinton administration. The Common Good refers to what is shared by a given community for the benefit of all members, as well as what is achieved through active participation in a society through public service or collective action. Public libraries are an embodiment of this principle and a cornerstone in our democracy.

Forbes kicked off its 125th anniversary celebration with “Our Community Sing” on September 23rd. Over 250 people picnicked on the grounds and, led by local musicians, all joined in singing 4 songs under the full moon.

**Budget**

The FY19 budget reflected a 3% increase which was the same the city offered to Lilly Library and the schools. The total appropriation for FY19 from the city is $1,311,381, an increase of $38,196 from FY18.

- Operating Budget FY19 -- $1,371,831
- Book & Media Budget FY19 -- $170,480
- City Appropriation FY19 -- $1,311,381
- City Contribution to Forbes employee & retiree health insurance $231,629
- City Contribution for Forbes retiree pension $27,314
- State Aid FY19 -- $41,845
- Clarke & Earle Income FY19 -- $16,000

The library’s operating budget for fiscal year 2019 consisted of personnel costs of $1,190,014, ordinary maintenance of $191,282, and a materials budget of $170,480 for a total of $1,480,339. The library’s budget included: 3.5% step raises for eligible employees; 1.6% COLA for all employees and a $.50 raise per hour for our intermittent part-time employees. The endowment portfolio was valued at about $5.1 million in June 2018.
The Friends of Forbes provided $30,000 in funding to supplement the library’s budget.

**Trustees**

At their January meeting the Trustees re-elected Mr. Carrier President and Ms. Hess Vice-President. Ms. Sheirer was re-appointed Secretary and Ms. Buckhout Treasurer.

The Trustees awarded the 2018 Gertrude P. Smith Trustees award to Tim Umbach, who has been a dedicated member of the board of the Friends of Forbes Library and served as that organization’s treasurer for many years. Mr. Umbach received the award, along with heartfelt thanks for his service, at the Friends annual meeting on April 4.

After careful consideration and discussion with the managers of the library’s endowment, in April the Trustees made a commitment to divest the endowment of fossil fuel companies.

**Staff and Volunteers**

Ewan Hill was hired as an assistant in the Children’s & Young Adult Department replacing Ralph Holley.

The library’s annual staff, volunteer and retiree barbecue took place on Thursday, September 6. Despite the oppressive heat everyone enjoyed the good company and delicious food. We announced that 6,000 hours of volunteer service were given at Forbes Library last year with a total value of $150,000. Mayor Narkewicz presented Elise Bernier-Feeley with a Certificate of Recognition in honor of her 50th year as a professional librarian which has included 36 years at Forbes Library.

In 2018 the officers of Forbes Library Employee Association (FLEA) were Jason Petcen, President; Dylan Gaffney, Vice President; Susan Schaeffer, Treasurer; and Kat Janeczko, Secretary. The trustees and administration concluded a new contract with the Association. A new one year contract was signed in September.
Programs

Naila Moreira finished her third and final year as Writer in Residence. She has had a successful tenure, bringing programs such as the “Modern Real & Surreal” literary series, National Novel Writing Month and the weekly Monday evening poetry discussions.

Forbes chose a new writer in residence — Art Middleton, a writer, educator, and parent interested in the experience of work, time, care, and community, themes which have consistently shown up in his zines, prose and performance. He hopes to involve new audiences in readings and other programs at Forbes, especially students from surrounding colleges and universities. Read about the new writer in residence in the Daily Hampshire Gazette at: https://www.gazettenet.com/Forbes-Writer-in-Residence-18466617

The library welcomed new Musicians in Residence, members of Rub Wrongways Records, a collective, independent record label from Northampton. The label’s Jason Mazzotta, former Forbes staffer, and Henning Ohlenbusch curated their performances and workshops.

The 2018 summer reading theme was “Libraries Rock.” Staff from all departments worked together to present a program that engaged and inspired reading for people of all ages. The kick-off event took place on Saturday, June 2 and included the third annual book sale to benefit the book budget. This sale, spearheaded by Steven Stover in Circulation, has become an important revenue stream for the Book & Media Budget.

In addition to the Community Sing, the library had several other 125th Anniversary programs, most notably the monthly Cookies with a Curator series which included learning more about Charles Ammi Cutter, the first librarian of Forbes, and an art tour.

The library participated in All Hamptons Reads. This year the series of programming focused on Erica Armstrong Dunbar’s book Never Caught: The Washingtons’ Relentless Pursuit of Their Runaway Slave, Ona Judge. Forbes Library co-hosted three walking tours with the David Ruggles Center, hosted the Lewis Hayden and the Underground Railroad travelling exhibit from the Commonwealth Museum, partnered with the Northampton Film Festival for a screening of Josiah: the Story that Sparked the Civil War, was a co-host for Escaping Slavery, Envisioning Freedom: Historians Erica Armstrong Dunbar and Barbara Krauthamer (Dean of the Graduate School, Professor of History at UMass, Amherst) in conversation.
Operations

The library acquired 2 desktop Bibliotheca self-checkout kiosks. Self-checkout has proved easy to use and popular. This new convenience will not occasion a reduction in library staff. Instead the staff will be able to offer more reading suggestions and personal assistance in finding materials. They will be able to offer more support to existing programs and develop new ones.

As noted, the library managed to institute Saturday hours during July and August. The Children’s and Young Adult Department particularly benefited from the longer hours, as did all summer reading programs. There were 12 Saturday library programs in July and 11 in August.

After a frustrating struggle with spotty wifi in the building, the library resolved the problems with a city Internet connection for staff and wifi service for the public through Smith Associates, an outside vendor.

The library reached an easement agreement for the new electric assist bike station near the Children’s and Young Adult entrance. Valley Bike Share went live in August. We are excited to have this opportunity to partner with an organization that will help to increase access to the library.

The library started jigsaw puzzle and circulating board game collections. You can also contribute to the community jigsaw puzzle in the reading room.

A committee of staff developed a draft emergency response plan with assistance from the Northampton Police Department. Forbes is seeking additional guidance from the Northampton Fire Department.

Building and Capital Expenditures

HVAC installation in Hampshire Room and Special Collections was completed although lingering programming and performance issues continued.

Conversion of lighting in the library to LED fixtures is ongoing. When the project is complete the library anticipates saving approximately $10,000 on energy bills.

A new plan for renovation of windows in the library calls for taking the old windows out, restoring them, removing weights, adding insulation and weather stripping and reusing the interior storm windows and existing window glass instead of new double pane glass. Depending on how the costs come in, some sections of the building may get double pane glass. The project received a grant
of $100,000 from the Community Preservation Committee towards the total cost of the project which is scheduled to go back out to bid in early 2019.

There has been a thorough assessment of air movement and quality in the basement of the library. Some adjustments have been made to insure fresh air flow in the space.

The City funded replacement of the library’s 14 year old lawn and snow removal tractor.

**Children’s & Young Adult**

The Children’s & Young Adult Department reorganized collections, created new programming, and made the spaces more user friendly and inviting, and added new technology and furniture. The Craft Room of the Children’s & Young Adult Department was renovated with new carpeting, painting, computer stations and wall art. This project was funded by the Friends of Forbes Library, Northampton Lions Club, and the proceeds of Mo Willems’ poster sales. Study tables and computers were added for school age patrons.

Updated marketing materials, including a new brochure for the department and a redesign of the webpages was completed. This in combination with extensive outreach to schools and other community organizations resulted in large increases in visitors and program attendance.
Coolidge Presidential Library and Museum & Special Collections

The Hampshire Room and Special Collections are now not only adequately climate controlled but also rearranged. The reorganization allows for two large research tables, purchased in memory of Dr. George Snook, a long-time supporter of Special Collections and local history and retired orthopedic surgeon, in the center of the room.

The Gregory Wilson postcard collection, which was purchased and donated to the library by the Gutterman-Pohlman family features 1500 vintage Northampton area postcards and trade cards.

The Coolidge Advisory Committee reviewed its mission and bylaws and became the Coolidge Standing Committee beginning in September. The new committee is larger and includes subcommittees to focus on programming, marketing and development.

A bronze casting of the Sojourner Truth maquette sculpture by Gregory Stone was made for the library’s permanent art collection, and unveiled to a crowd, including several of his family members as part of the All Hamptons Read programming.

Gifts And Fundraising

The library had its most successful Valley Gives Day campaign ever in terms of number of donors and dollars raised. Forbes raised $15,757 (including a $6,500 Friends of Forbes match) from 159 donors and exceeded the library’s $14,000 goal. These funds will be used to provide more than a year's worth of free programming for the community.
The local history collection received a gift of a photograph of Leeds reservoir dam by notable local photographer A.J. Schillare.

The trustees held a fall annual fund appeal for the first time in several years and received $20,000 by year’s end including a lead gift from Dr. Melvin Hershkowitz. The funds were used largely to supplement the Book & Media budget.

**Grants and Awards**

The Children’s and Young Adult Department completed — and exceeded — all requirements for the Word of Mouth Marketing Project administered by the Massachusetts Library System. The focus of the project was to: increase marketing through friends and family recommendations; build new partnerships with local organizations that serve 0-5 year-old children; and encourage new parents to sign up their young children for library cards.

The library received a one-year $7,500 federal grant provided by the Institute of Museum and Library Services and administered by the Massachusetts Board of Library Commissioners for “Community Conversations: Resilience and Reflections.” Forbes Library provides a neutral location in its role as Community Hub to have sometimes difficult conversations that address topics such as racial inequity, climate change, deepening divides (socio-economic disparities), and safety and justice. Taking the work around resiliency led by the Aspen Institute and the Colorado Resiliency & Recovery Office as a model, we will be responsive to the needs of our community, working to build multi-faceted resilience in terms of “quality of life, healthy growth, durable systems, and conservation of resources for present and future generations” (2013). Through this project, we offer our community a space and opportunity to build connections and grapple with challenging issues, centering the library as an adaptive place for grassroots democracy.

Dylan Gaffney was awarded the 2018 Paralibrarian of the Year by the Massachusetts Library Association for his work at both the local and state level.

Community Engagement

Forbes Library hosted the local state senate district Library Legislative Breakfast on February 2. The breakfast was attended by more than 80 people from the library and local communities who came out to support adequate state funding for libraries.

Writer in Residence Art Middleton cooperated with the lead poet/coordinator of the 30 Poems in November fundraising effort of the Center for New Americans to stage two workshops for local poets who had committed to writing 30 poems in 30 days. Local contributors support their chosen poets in this poetry marathon.

Forbes Library had a 20-member contingent in the Northampton Pride Parade on May 5. It was a gorgeous day and the reception from the crowd was as warm as always.

The library also fielded a team in Northampton’s annual “Hot Chocolate Run” which raises money for Safe Passage.

The library again had a table at the Health & Safety Fair held at the Senior Center. This annual outreach event allows the library to connect with existing and potential patrons, promote library services and connect with the other exhibitors.

The library also participated in the Ice Festival, the Northampton Education Foundation Spelling Bee, Smith College Museum of Art Community Day, Pioneer Valley Zine Fest, Make Music Day, Smith Libraries Student Orientation, Chalk Art Festival and the Holiday Stroll, as well as attending events at all of the Northampton schools.

Friends of Forbes Library

The Friends of Forbes officers for 2018 were Martha McCormick, President; Serena Smith, Vice-President; Scott Monroe, Treasurer; and Chris Hannon, Secretary.

The Friends donated over $30,000 to Forbes Library this year. They support the Book & Media budget, staff development, building enhancements, programming, 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: Their annual wine tasting on Friday, September 28, featuring a wide range of wines and delicious food and music, broke their record with a total net income of over $8,000. The Friends raffled off a gorgeous quilt as part of their 25th Annual Garden Tour. The Friends also held three special events related to gardening in advance of the tour on June 9. The Florence Bank Community Grant Award provided them with a check for $4,894. The membership dues this year of $16,453 were the largest portion of the Friends’ income.

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.

Baystate Music History Project
Kelly Farrell

Book & Media Fund

Aetna Foundation, matching grant funds to gift provided by Lee Ouellette
Mark Aldrich
Ruth Banta
Henry Barton
Allan Baustin and Barbara Thompson
Charles Bobala
John & Francesca Bowman
Bob & Ann Burger
Booker & Janet Bush
Russ Carrier & Andrew Dausch
Gordon & Nancy Coates
Adam Cohen & Jennifer Reiter
Dr. Lewis Cohen & Dr. Joan Berzoff
Andrew Crystal
John & Connie Degnan
Edmund DeLaCOUR

Joseph Donohue
Lisa Downing & Kelley Hopkins
Madeline Etkin & Jeff Hayward
Bettie Farber
Teresa Ferri, in memory of Guy Ferri
Ian Fraser
Garden Club of Amherst
Elizabeth Garvey, in memory of Mary Chetham and in appreciation for her three marvelous daughters.
Alexander George
Alex Ghiselin & Diane Welter
Norbert Goldfield
Michael Gorra & Brigitte Buettner
Edna Greene
Margaret Adams Groesbeck & Arthur Apostolou
Dann Hall
Christine Hannon
Harris and Eliza Kempner Fund
matched to the gift by Elisa Mason & Todd Thompson
Raphael Hartzog & Marilyn Woodman
Heartfelt Knits
Melvin Hershkowitz Trust
Marjorie Hess & Rudolph Talaber
Barry & Eileen Hirsch
Jonathan J. Hogan
Lawrence Hunt
James Kaplan & Brooks Robards
Mark Karpel
Robert & Janice Keefe
Martin Konowitch & Barbara Jones
Ellen Koteen and Diane Palladino
Marianne LaBarge, in memory of Gay Fortin
Monica Jakuc Leverett
Margaret Lucey
Henry Lyman
Elisa Mason & Todd Thompson
Pamela Maurer
Thomas & Patricia McCarthy
Martha & Mark McCormick
Amy Mitrani
Gillian Morbey
Ellen Nigrosh
Debra Orgera & George Kohout
Lee Ouellette
Kim Ovrutsky
Marie Panik, in honor of Dylan Gaffney, Molly Moss and the Community Read

Cutter Book Fund
Melvin Hershkowitz

Morin Fund
Susan Bourque, in memory of Helen Jeanette Bourque
Peter & Deborah Christakos

Robert E. Parent
Judith Perera
David & Claire Premo
Barbara Quinn
Sarah and Bart Rankin, in honor of Richard Malawista
Denise Rochat & Charles L. Robertson
Hedwig and Peter Rose
Anne & Joel Rosen
Peter Rowe
W. Michael & Judith Ryan
Neal & Dana Salisbury
Lise and Eric Sanders
Mary and Jean Savarese, in honor of Lisa Downing
Ann B & Edwin Scagel
Reina Schratter & Rufus Zogbaum
Elizabeth Sheirer
Mary & Alfred Siano, in memory of Kathleen Coughlin
Nicole Sibley
Stephanie Silverman & Adam Garretson
Lesley Slay
S. Wylie Smith
Bob Solosko & Jean Krogh
Claudia Spaulding
Teresa Utt
Write of Passage Coaching

Michael Cohen & Chia Collins
William Cutler
Jane & Thomas Dyer
Alexander George
Russ & Joyce Hansen
Katherine Hay
Virginia Hayssen
Dr. Melvin Herkowitz, in honor of Lisa Downing and Molly Moss
Benjamin Kalish
Mr. & Mrs. Robert Keefe
Philip Korman & Nora Israeloff
Jonathan Lackman & Alex Hart
Gerard L’Heureux
Ann Morrissey & John Flanagan
Patricia & Ronald Murphy
Ellen Nigrosh
John O’Reilly

M. Rose Paul & George Springston
Liza Pierro-Pulsifer & Stephen Pulsifer
Barbara & Tom Quinn
Elaine Reall & Fran Corriveau
Tucker & Lin Respess, in honor of “The Wonderful Forbes Staff”
Henry Rosenberg & Katherine Kicks
Reina Schratter & Rufus Zogbaum
Nicole Sibley
Lee Tonet, in memory of Earl Tonet
Sam & Cathy Topal
David and Pamela Wicinas

**Programming Fund**

Amber Abdella
Richard Abuza
Casey Accardi
Robert Adams
Lynne Arceneaux
Kristen and James Atwood
Katie Averill
Ellie Ballard
Lisa Baskin
Douglas G. Beattie
Liz Bedell
David Bliss
Liz & Patrick Boughan
Danielle Brown
Catherine Brown
Mark Brumberg
Bonnie Burke
Rebecca Busansky
Ellen Cain
Jody Callahan
Joanna Campe
Russ Carrier
Hilary & Jonathan Caws-Elwitt

Amy Wight Chapman
Robin Claremont
Larri Cochran
Amy and Len Cohen
Adam Cohen
Carla Cooke
William Cooley
Carolyn Cushing
Edie Daly
Jonathan Daube
Hilary Detmold
Janet Dibrindisi
Joseph Donohue
Robert & Linda Downing
Lisa Downing
Candace Drimmer
James Drisko
Bonnie Druschel
Tom Ehrgood
Paula Elliott
John and Gail Gaustad
Tamira Goodstein
Monica Green
Joseph Twarog  
Teresa Utt  
Ann Vaughn  
Molly Watkins  
Doreen Weinberger  
David Wicinas  
Katy Wight  
Traci Wolfe  
Kim Wolfson  
Virginia Wooster  
Lyman Special Collections Fund  
Elise Bernier-Feeley, in memory of Dr. George Snook  
David & Valerie Clark, in appreciation of expert genealogy assistance by Elise Bernier-Feeley  
Mari Ada Crosbi, in honor of Elise Bernier-Feeley  
Claudia & Steven Ewing, in appreciation of the genealogy assistance they received  
Alexander George  
Nicolas and Janet Gross  
Melvin Hershkowitz  
STATISTICS  
July 1, 2017 through June 30, 2018  
FY18 ARIS SUMMARY  
In FY18 we had mostly level staffing and hours. We were able to add additional work study hours thanks to a change in our agreement with Smith College regarding the percentage of the earnings that we are responsible for (25%→10%). This was a great benefit in FY18 to help alleviate staffing strain.  
Our collection size (total holdings) has decreased slightly over the last year. We are continuing to purchase material, 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 C/W MARS assessment which is partly based on circulation and holdings (.10¢ and .11¢ per item). Overall our print holdings decreased by 3.5%.  
Our use of electronic collections (aka databases) has continued to decrease (8%), but we saw a large increase (1624%, from 216 →3724) in the use of downloadable video, with the addition of the Kanopy database in the spring of 2017. This corresponds with a decrease of 7.8% in DVD circulation.  
Children’s book circulation increased by 5.6% and adult books increased by 4.7% this year. This is a larger increase than the previous year.
E-book circulation continues to increase, this year up almost 44% to an all-time high of 18,203 (12,662 in FY17 and 11,374 in FY16).

Audio circulation (CDs and audiobooks) continues to decrease, this year by approximately 6.5%, which reflects people’s listening habits. Downloadable audio increased by 1.5% from last year.

Overall there was a 2% increase in circulation, with a 4.6% increase in print circulation (3% last year).

InterLibrary Loan still remains fairly level, but after a slight decrease last year, has increased slightly this year, and with a 6% increase in materials received and a 3% increase in materials loaned to other libraries.

Our on-site loans to people from other communities remained steady at 100,487 – representing 27% of our circulation, which was same as the last 2 years.

Attendance in the library was down 1% to 221,917. This number is a best estimate as one of our door counters was not recorded accurately. We also think that we lost patrons during our prolonged internet issues January-April 2018. However, our meeting rooms were used 1984 times last year by various groups and organizations, an increase of 7.8%. The usage has increased 160% over the last 5 years. We are increasingly scheduling groups to meet in other library spaces, such as the gallery table and mezzanine tables since our rooms are so well used.
Reference transactions increased very slightly by 0.3%. We continue to have very busy reference services compared to area and comparable libraries.

Adult programming attendance was up 30% to 12,771 this year. We expect this number to grow with all of the 125th Anniversary and related activities in the upcoming year.

Our registered borrowers decreased by 10% to 15,376. This is partially due to an increased and more consistent purging of the database.

Wireless sessions decreased this year, also due to our unreliable internet for a portion of the year, and public computer usage decreased slightly by 1.3% with 518 people using our computers each week.

**Holdings – 285,479**
- Books – 137,512
- Periodicals & Newspapers – 1,992
- Audio media – 12,016
- Videos – 14,705
- E-books (through OPAC) – 76,260
- Downloadable Audio (through OPAC) – 19,271
- Downloadable Video (through OPAC) – 20,366
- Microfilm – 2,577
- Miscellaneous – 574
- Materials in Electronic Format – 206
- Number of Databases – 20
- Print and Electronic Serials Subscriptions – 310

**Circulation – 379,879**
- Books – 211,047
- Periodicals & Newspapers – 11,135
- Audio media – 35,997
- Downloadable Audio – 9,321
- Videos – 88,321
- Downloadable Video – 3,724
- E-books (through OPAC) – 18,203
- Materials in Electronic Format – 418
- Miscellaneous – 1,708

**Interlibrary Loan**
- ILL received from other libraries – 41,007
- ILL provided to other libraries – 30,166
Services
Hours library open – 2,237
Number of Sundays open – 0
Attendance in library – 221,917
Number of reference transactions – 55,913
Number of children’s programs held – 260
Attendance at children’s programs – 4,699
Number of YA programs held – 50
Attendance at YA programs – 244
Number of adult programs held -- 1,019
Attendance at adult programs – 12,771
Number of volunteers – 166
Number of registered borrowers – 15,376 (Does not include Florence residents with Forbes cards)
Number of public computers – 29
Number of users of public computers during typical week – 518
Number of times meeting rooms used by public – 1,984
### TREASURER'S REPORT FY18

#### RECEIPTS

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<tr>
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<td><strong>TOTAL RECEIPTS</strong></td>
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#### PAYMENTS

| EMPLOYEES WAGES               | 1,094,428 |
| FICA/MANDATORY MEDICARE       | 14,923*   |
| WORKER'S COMP.                | 2,274*    |
| UNEMPLOYMENT INS.             | 5,534     |
| E.A.P.                        | 800       |
| ELECTRICITY                   | 48,874    |
| HEATING GAS                   | 14,163    |
| WATER/SEWER                   | 6,148*    |
| LABOR & REPAIRS               | 19,567    |
| SERVICE CONTRACTS             | 6,219*    |
| REFUSE COLLECTION             | 2,014     |
| AUDITING SERV.                | 3,500     |
| PAYROLL SERVICES              | 5,333     |
| TELEPHONE                     | 869       |
| PRINTING                      | 2,100     |
| POSTAGE                       | 1,605     |
| CUSTODIAL SUPPLIES            | 9,657     |
| LIBRARY SUPPLIES              | 11,976    |
| MISC.                         | 848       |
| BUILDING INS.                 | 6,549*    |
| WORKSTUDY                     | 9,926     |
| CW MARS                       | 50,557    |
| EQUIPMENT                     | 501       |
| **TOTAL PAYMENTS**            | **1,318,367** |

Net Surplus: 15,799

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1 The library transitioned accounting systems from cash to accrual resulting in one time variances in expenses for all funds with an *.
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<thead>
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<tr>
<td>SUBS. AND MEMB.</td>
<td>16,916</td>
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<td>SPOKEN WORD</td>
<td>9,038</td>
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<tr>
<td>MUSIC</td>
<td>5,355</td>
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<tr>
<td>VIDEOS</td>
<td>12,468</td>
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<tr>
<td>E-BOOKS</td>
<td>4,361</td>
</tr>
<tr>
<td>DATABASES</td>
<td>20,263</td>
</tr>
<tr>
<td>MICROFILM</td>
<td>694</td>
</tr>
<tr>
<td>MISCELLANEOUS</td>
<td>14</td>
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<tr>
<td><strong>TOTAL PAYMENTS</strong></td>
<td>161,972</td>
</tr>
<tr>
<td>Fund Balance</td>
<td>9,573</td>
</tr>
</tbody>
</table>
APPENDIX A
The Board of Trustees and Its Officers
December 31, 2018

Russell W. Carrier, President
Marjorie R. Hess, Vice President
Joseph A. Twarog
Elaine M. Reall
Katy E. Wight

Cheri Buckhout, Treasurer
Elizabeth Barone Scheirer, Secretary

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
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
Frederick W. Plummer Jan. 1940 – May 1945
Russell W. Carrier  Jan. 1982 –
Alison Lockwood  Jan. 1996 – Apr. 2004
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
Jillian Emmons  Information Services & ILL Library Associate
Faith Kaufmann  Head of Arts & Music/Information Services
Sarah Johnson  Head of Children’s & Young Adult Department
Alene Moroni  Head of Reference/Information Services
Elizabeth Maguire  InterLibrary Loan Associate
Brian Tabor  Circulation Supervisor
Christopher Teghtsoonian  Circulation Library Associate
Katharine Janeczek  Children’s & Young Adult Library Associate
Kathryn Mizula  Technical Services Library Associate
Dylan Gaffney  Information 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
Ryan Duffy  ILL/Technical Services Library Associate
Ewan Hill
Children’s & Young Adult Assistant

Ralph Holley
Children’s & Young Adult Library Associate

Benjamin Kalish
Information Services Librarian

Brian Marchese
Technical Services/Circulation Library Associate

Susan Schaeffer
Circulation Library Associate

Steven Stover
Circulation Library Associate

Mark Toczydlowski
Custodian

INTERMITTENT PART TIME

Elise Bernier Feeley
Local History Librarian

Anna Carlacci
Circulation Assistant

Alma Crisp
Circulation Assistant

Sara Deignan
Information Services Assistant

Keith Farrell
Custodian

Beth Girshman
Information Services Librarian

Liza Graybill
Circulation Assistant

Christine Hebert
Custodian

Sarah Hertel-Fernandez
Information Services/Children’s Assistant

Ann Heston
Circulation Assistant

Dana Illaria
Information Services Assistant

Dan Jarvis
Circulation/Information Services Assistant

Stephanie Levine
Circulation Assistant

Erica Linderman
Information Services Assistant

Linda Matson
Information Services/Circulation Assistant

Lindsey Musielak
Information Services Assistant

Rachael Naismith
Children’s & Young Adult/Circulation Assistant

Christine Nolan
Circulation Assistant

Hillary Nolan
Circulation Assistant

Jill Palmer
Circulation Assistant

Barbara Pelland
Circulation Assistant

Jo Ann Petcen
Business Office Assistant

Tanya Ritchie
Information Services Assistant

Lisa Shea
Circulation Assistant

Callie Sieh
Children’s & Young Adult Assistant

Pearl Silverman
Children’s & Young Adult Assistant

Jane Sommer
Circulation Assistant

Maria Sperduti
Outreach Delivery Service Coordinator

Mallory Strider
Information Services Assistant

Catherine Sweeney
Information Services Assistant

Preston Thompson
Circulation Assistant

Joshua Vrysen
Information Services Assistant

Audris Wayton
Circulation Assistant