

T H E



W E S T F I E L D
A T H E N A E U M

FY 2020

Annual Report

Susan Drummey, President

Tracie Kester, Vice President

Mark Morin, Treasurer

Jayne Mulligan, Secretary

Kate Deviny, Director

ANNUAL CORPORATORS MEETING
THURSDAY, NOVEMBER 19, 2020
7:00 P.M.

AGENDA

CALL TO ORDER – Ms. Drummey

NOTICE OF MEETING – Ms. Mulligan

NOMINATING COMMITTEE REPORT – Ms. Steele-Perkins

Ms. Drummey: Are there any nominations from the floor? Seeing none, I will declare the nominations closed and ask for a motion that the Secretary cast one ballot for the Corporators, Directors and Officers presented by the Nominating Committee. Will all new Corporators please stand and raise their right hand so they can be sworn in.

OATH OF OFFICE – Ms. Drummey

Do you solemnly swear that you will faithfully and impartially discharge the duties incumbent on you as an elected official of the Westfield Athenaeum so help you God. If so, say “I do”. Thank you.

SECRETARY’S REPORT - Ms. Mulligan

AUDITOR’S REPORT – Mr. Zabielski

Ms. Drummey: May I have a motion to fully ratify all actions taken by the Officers of the Corporation of the Board of Directors since the last Annual Meeting of the Corporators as set forth in the records of the corporation?

ATHENAEUM UPDATE – Ms. Drummey

ANY OLD BUSINESS

ANY NEW BUSINESS

ADJOURN



6 Elm Street | Westfield, Massachusetts 01085

p 413·568·7833

f 413·568·1558

www.westath.org

November 10, 2020

NOTICE OF ANNUAL MEETING OF CORPORATORS

Notice is hereby given that the Annual Meeting of the Corporators of the Westfield Athenaeum will be held over Zoom on Thursday, November 19, 2020 at 7:00 P.M. for the following purposes:

1. To hear and act upon the reports of officers and committees for the Fiscal Year, July 1, 2019 to June 30, 2020
2. To transact such other business as may properly come before the meeting, including the election of Officers, Directors, and additional members of the Corporation.

Sincerely,

Susan Drummey
President



6 Elm Street | Westfield, Massachusetts 01085

p 413-568-7833

f 413-568-1558

www.westath.org

October 30, 2020

The Nominating Committee is pleased to report the following Directors and Officers:

DIRECTORS FOR 3 YEARS (2023)

Susan Drummey
Marie Flahive
Mark Morin
Linda Saltus

OFFICERS FOR 1 YEAR

President
Vice President
Treasurer
Assistant Treasurer
Secretary

Susan Drummey
Tracie Kester
Mark Morin
Deborah Strycharz
Jayne Mulligan

Respectfully submitted,

Patricia Steele-Perkins
Linda Saltus

WESTFIELD ATHENAEUM
FINANCIAL STATEMENTS
JUNE 30, 2020

LAWRENCE P. ZABIELSKI
Certified Public Accountant
65 Broad Street
Westfield, Massachusetts 01085
(413) 562-0000

To The Board of Directors
Westfield Athenaeum
Westfield, Massachusetts

INDEPENDENT AUDITOR'S REPORT

I have audited the accompanying financial statements of the Westfield Athenaeum, which comprise the statement of financial position as of June 30, 2020, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Westfield Athenaeum, as of June 30, 2020, and the

results of its operations and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Lawrence D. Zaluski

October 5, 2020

WESTFIELD ATHENAEUM
STATEMENT OF FINANCIAL POSITION
June 30, 2020

ASSETS

ASSETS	
Cash Without Donor Restrictions	\$ 250,369
Cash With Donor Restrictions	667,356
Land, Buildings and Equipment - Net	2,943,428
Investments	3,592,547
 Total Assets	 <u>\$ 7,453,700</u>

LIABILITIES AND NET ASSETS

LIABILITIES	
Accounts Payable	\$ 20,203
Accrued Payroll	5,085
 Total Liabilities	 25,288
 NET ASSETS	
Without Donor Restrictions	3,247,312
With Donor Restrictions	4,181,100
 Total Net Assets	 7,428,412
 Total Liabilities and Net Assets	 <u>\$ 7,453,700</u>

The accompanying notes are an integral part of these financial statements.

WESTFIELD ATHENAEUM
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2020

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
<u>Revenues, Gains and Other Support</u>			
City of Westfield Appropriation	\$ 948,296		\$ 948,296
State Aid and Grants	94,556	\$ 17,100	111,656
Revenues and Fines	18,399		18,399
Income from Investments	12,659	77,966	90,625
Gifts and Capital Grants	25,658	66,505	92,163
Net Assets Released from Restrictions	159,542	(159,542)	0
Increase in Value of Beneficial Interest in Perpetual Trust		37,302	37,302
<u>Total Revenues, Gains (Losses) and Other Support</u>	<u>1,259,110</u>	<u>39,331</u>	<u>1,298,441</u>
<u>Expenses (See Schedule 1)</u>	1,278,868	96,770	1,375,638
<u>Change in Net Assets</u>	<u>(19,758)</u>	<u>(57,439)</u>	<u>(77,197)</u>
<u>Net Assets, Beginning of Year</u>	3,267,070	4,238,539	7,505,609
<u>Net Assets, End of Year</u>	<u>\$ 3,247,312</u>	<u>\$ 4,181,100</u>	<u>\$ 7,428,412</u>

The accompanying notes are an integral part of these financial statements.

WESTFIELD ATHENAEUM
STATEMENT OF EXPENSES
YEAR ENDED JUNE 30, 2020

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Bank Charges	\$ 38		
Bookmobile	2,137	\$ 33,379	\$ 33,417
Books Purchased	109,874		2,137
Computer Expense	33,436		109,874
Conference Expense	1,604		33,436
Rents and Leases	5,319		1,604
Dues and Subscriptions	239		5,319
Fuel	15,145		239
Grounds Care	3,571		15,145
Insurance	23,022		3,571
Lighting	24,015		23,022
Repairs and Maintenance - Buildings and Equipment	18,764		24,015
Postage	1,014	58,641	77,405
Salaries and Payroll Taxes	886,114		1,014
Office Supplies	16,053		886,114
Telephone	6,356		16,053
Water	2,125		6,356
Professional Fees	2,250	2,250	2,125
Legal and Accounting	5,000		4,500
Various Grants and Program Expenses	25,046	2,500	5,000
Depreciation	83,340		27,546
Unemployment	14,406		83,340
			14,406
 Total Expenses	 <u>\$ 1,278,868</u>	 <u>\$ 96,770</u>	 <u>\$ 1,375,638</u>

The accompanying notes are an integral part of the financial statements.

WESTFIELD ATHENENAEM
STATEMENT OF CASH FLOWS
YEAR ENDED JUNE 30, 2020

Cash Flows from Operating Activities		
Change in Net Assets	\$	(77,197)
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by Operating Activities		
Depreciation		83,340
Realized and Unrealized Gains on Investments		(37,302)
Decrease in Accounts Receivable		14
Decrease in Accounts Payable		(7,800)
Increase in Accrued Expense		4,450
		<hr/>
Net Cash Provided by Operating Activities	\$	(34,495)
Cash Flows from Investing Activities		
Acquisition of Land, Buildings and Equipment		(113,089)
Investment Sales and (Purchases) - Net		109,897
		<hr/>
Net Cash Used by Investing Activities		<u>(3,192)</u>
Net Increase in Cash		(37,687)
Cash - Beginning of Year		<u>955,412</u>
Cash - End of Year	\$	<u><u>917,725</u></u>

The accompanying notes are an integral part of these financial statements.

WESTFIELD ATHENAEUM
Notes to Financial Statements
June 30, 2020

1. Nature of the Organization

The Westfield Athenaeum (the Athenaeum) is a free public library located in Westfield, Massachusetts. The Athenaeum was incorporated in 1864 under the Laws of the Commonwealth of Massachusetts for the purpose of enriching the diverse community of Westfield by providing open access to educational, cultural, recreational informational resources and programs. The principal source of the Athenaeum's revenue is funding received from the City of Westfield and various state and private grants.

2. Summary of Significant Accounting Policies

Financial Statement Presentation

The financial statements of the Organization have been prepared on the accrual basis in accordance with accounting principles generally accepted in the United States of America. The financial statements are presented in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958 dated August 2016, and the provisions of the American Institute of Certified Public Accountants (AICPA) "Audit and Accounting Guide for Not-for-Profit Organizations" (the "Guide"). (SCS) 958-205 was effective January 1, 2018.

Under the provisions of the Guide, net assets and revenues, and gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Organization and changes therein are classified as follows:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. The Organization's board may designate assets without restrictions for specific operational purposes from time to time.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Non-Profit Organization or by the passage of time. Other donor restrictions are perpetual in nature, where by the donor has stipulated the funds be maintained in perpetuity.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reporting amounts and disclosures. The Athenaeum's significant estimates include the valuation of investments. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents

Temporary cash investments are carried at cost which approximates market. The Athenaeum considers its investments with an original maturity of three months or less to be cash

LAWRENCE P. ZABIELSKI
CERTIFIED PUBLIC ACCOUNTANT

WESTFIELD ATHENAEUM
Notes to Financial Statements
June 30, 2020

2. Summary of Significant Accounting Policies (continued)

equivalents.

Concentration of Risk

The Athenaeum maintains cash balances at a financial institution located in Western Massachusetts. Accounts are insured by the Federal Deposit Insurance Corporation up to \$250,000. At certain times during the year, the cash balances may exceed federally insured limits. The Athenaeum has not experienced any losses associated with these excess amounts.

COVID-19

In December, 2019, an outbreak of a novel strain of coronavirus (COVID-19) originated in Wuhan, China and has since spread to other countries, including the United States. In March, 2020 the World Health Organization characterized COVID-19 as a pandemic. The COVID-19 outbreak in the United States has caused business disruption through mandated and voluntary closing of many businesses. The Westfield Athenaeum was not deemed an essential business and was closed. It has subsequently partially opened to patrons on an appointment basis only. The Westfield Athenaeum has followed guidelines determined by both the Commonwealth of Massachusetts and the City of Westfield. While the library expects this matter to potentially negatively impact its operating results, the financial impact and duration cannot be reasonably estimated at this time.

Investments

Investments in marketable securities with readily determinable fair values and all investments in debt securities are reported at their fair values in the statement of financial position. Publicly traded securities are valued based upon quoted market prices at the close of business on the last day of the fiscal year. Unrealized gains and losses are included in the change in net assets. Realized investment gains and losses are determined by the specific identification of each investment's cost.

Securities contributed to the Athenaeum are recorded at fair market value on the date of the gift. Purchases and sales of investments are recorded as of the trade date. Dividends are recorded when received.

The Athenaeum adopted the requirements under the *Net Asset Classification of Funds Subject to an Enacted Version of the Uniform Prudent Management of Institutional Funds Act, and Enhanced Disclosures for All Endowment Funds* topic of the FASB Accounting Standards Codification (FASB ASC). This topic provides guidance on the net asset classification of donor restricted endowment funds for a not-for-profit organization that is subject to an enacted version of the Uniform Prudent Management Institutional Funds Act of 2006 ("UPMIFA") which serves as a model act for states to modernize their laws governing donor restricted endowment funds. This topic also requires additional disclosures about endowments (both donor restricted funds and quasi-endowment funds) for all organizations, including those that are not yet subject to an enacted version of UPMIFA. The provisions of the FASB ASC are effective for fiscal years ending after December 15, 2008 and the UPMIFA legislation was enacted in the Commonwealth of Massachusetts in July 2009.

LAWRENCE P. ZABIELSKI
CERTIFIED PUBLIC ACCOUNTANT

WESTFIELD ATHENAEUM
Notes to Financial Statements
June 30, 2020

2. Summary of Significant Accounting Policies (continued)

The Board of Directors of the Athenaeum, as the governing Board, is responsible for oversight of the Athenaeum's investments. Establishment and implementation of investment policy, including the establishment of investment guidelines and the selection of investment managers, has been delegated by the Board of Directors of the Athenaeum to its Finance Committee. Investments authorized by the Finance Committee include high quality, readily marketable equity and fixed income securities; other types of investments may be made with the prior approval of the Finance Committee.

The Athenaeum investment portfolio consists of an investment pool in which a large number of individual funds participate in order to benefit from the diversification and economies of scale. The primary investment objective of the investment portfolio is growth of principal sufficient to preserve purchasing power and to provide income to support current and future activities of the Athenaeum. Long-term the total return on the portfolio should equal the rate of inflation, plus the payout rate which is used to support current activities, plus an amount reinvested to support future activities. The Athenaeum expects its investment portfolio, over time, to provide an average rate of return of approximately 7% annually. Actual returns in any given year may vary from this amount.

Investments at June 30, 2020 are comprised of the following:

Mutual Funds Totals	Cost \$ 2,856,686	Unrealized Gain \$ 735,861	Fair Value \$ 3,592,547
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Property and Equipment

Expenditures for physical properties are recorded at cost less accumulated depreciation. Additions, renewals and replacements are capitalized. Donated assets are recorded at their estimated fair market values at date of donation. Expenditures for repairs and maintenance are charged to expense as incurred. Depreciation of buildings and equipment is calculated over the estimated useful lives of the respective assets on the straight-line and accelerated methods, based on useful lives of 5 to 39 years. The Athenaeum evaluated the fair market value of its assets. No impairment was recorded.

Fair Value of Financial Instruments

As of January 1, 2009, the Athenaeum adopted the requirements under the *Fair Value Measurements and Disclosures Topic* of the FASB ASC. This topic defines fair value, requires expanded disclosures about fair value measurements, and establishes a three-level hierarchy for fair value measurements based on the observable inputs to the valuation of an asset or liability at the measurement date. Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. An asset or liability classification within the hierarchy is determined based on the lowest level that is significant to the fair value measurement. This hierarchy prioritizes the inputs into three broad levels as follows:

Level 1 – Quoted prices (unadjusted) in active markets for identical assets or liabilities.

LAWRENCE P. ZABIELSKI
CERTIFIED PUBLIC ACCOUNTANT

WESTFIELD ATHENAEUM
Notes to Financial Statements
June 30, 2020

2. Summary of Significant Accounting Policies (continued)

Level 2 – Inputs other than Level 1 that are observable, either directly or indirectly, such as quoted prices for similar assets or liabilities; quoted prices in markets that are not active; or substantially the full term of the assets or liabilities.

Level 3 – Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets or liabilities.

Investments measured at fair value on a recurring basis at June 30, 2020 included funds held by the Athenaeum in mutual funds, common stock and government and agency bonds. The market value is determined using input at Level 1, as described above.

Revenue Recognition

The Athenaeum utilizes the accrued method of accounting whereby revenue is recorded when earned and expenses are recorded when incurred.

Contributions

Unconditional contributions are recognized when pledged and recorded as net assets without donor restrictions, or net assets with donor restrictions depending on the existence and/or nature of any donor-imposed restrictions. Conditional promises to give are recognized when the conditions on which they depend are substantially met. Gifts of cash and other assets are reported with donor restricted support if they are received with donor stipulations that limit the use of the donated assets.

When a restriction expires, that is, when a stipulated time restriction ends or a purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions. Donor-restricted contributions whose restrictions are met in the same reporting period are reported as net assets without donor restriction support. Donations of property and equipment are recorded as support at their estimated fair value at the date of donation. Contributions restricted for the acquisition of land, buildings, and equipment are reported as net assets without donor restriction upon acquisition of the assets and the assets are placed in service.

Donated Property and Services

Donations of property and equipment are recorded as support at their estimated fair value at the date of donation. Such donations are reported as unrestricted support unless the donor has restricted the donated asset to a specific purpose. Absent donor stipulations, the Athenaeum reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor.

No amounts have been reflected in the accompanying financial statements for donated services as no objective basis is available to measure the value of such services; however, a substantial number of volunteers have donated significant amounts of their time to the Athenaeum's programs and fund-raising efforts.

LAWRENCE P. ZABIELSKI
CERTIFIED PUBLIC ACCOUNTANT

WESTFIELD ATHENAEUM
Notes to Financial Statements
June 30, 2020

2. Summary of Significant Accounting Policies (continued)

Income Taxes

The Athenaeum is exempt from federal and state taxes under Section 501(c)(3) of the Internal Revenue Code. In addition, the Athenaeum qualifies for the charitable deduction under Section 170(b)(1)(A) and has been classified as an organization that is not a private foundation under Section 509(a)(2).

Effective for the year ended June 30, 2010, the Athenaeum has adopted FASB ASC 740-10-25, "Accounting for Uncertainty in Income Taxes." FASB ASC 740-10-25 prescribes a comprehensive model for the financial statement recognition, measurement, classification and disclosure of uncertain tax positions. Management has not identified any uncertain tax positions and, therefore, no liability has been recorded in the financial statements.

The Athenaeum's information filings are subject to audit by the Internal Revenue Service. The Athenaeum's open audit periods are 2017 – 2019.

Endowment

Interpretation of Relevant Law

The Board of Directors (the "Board") of the Athenaeum have interpreted UPMIFA as requiring unrealized and realized gains and losses ("total return") of donor restricted endowment funds to be classified as temporarily restricted, absent explicit donor stipulations to the contrary, until appropriated by the Board and expended. Under this interpretation, the historic dollar value of the original gift that establishes a donor restricted endowment fund (and any subsequent gifts) is classified as permanently restricted.

New Accounting Pronouncement

On August 18, 2016, FASB issued ASU 2016-14, Not-for-Profit Entities (Topic 958) – Presentation of Financial Statements of Not-for-Profit Entities. The update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return. Non-Profit Organization, Inc. has adjusted the presentation of these statements accordingly. The ASU has been applied retrospectively to all periods presented.

Return Objectives and Risk Parameters

The Athenaeum's investment portfolio consists of an investment pool in which a large number of individual funds participate in order to benefit from the diversification and economies of scale. The primary investment objective of the investment portfolio is growth of principal sufficient to preserve purchasing power and to provide income to support current and future activities of the Athenaeum.

LAWRENCE P. ZABIELSKI
CERTIFIED PUBLIC ACCOUNTANT

WESTFIELD ATHENAEUM
Notes to Financial Statements
June 30, 2020

2. Summary of Significant Accounting Policies (continued)

Investment securities are exposed to various risks such as interest rate, market and credit risk. Due to the level of risk associated with certain investment securities and the level of uncertainty related to changes in the value of the investment securities, it is at least reasonably possible that changes in risks in the near term would materially affect the amounts reported in the financial statements.

Spending Policies

Long-term the total return on the portfolio should equal the rate of inflation, plus the payout rate which is used to support current activities, plus an amount reinvested to support future activities. The Athenaeum expects its investments portfolio, over time, to provide an average rate of return of approximately 7% annually. Actual returns in any given year may vary from this amount.

Strategies Employed for Achieving Objectives

UPMIFA allows prudent appropriation of the total return on donor restricted endowment funds taking into consideration the Athenaeum's long and short-term needs, present and anticipated financial requirements, expected future total return on its investments, price level trends and general economic conditions. This policy is designed to preserve the value of donor restricted endowment funds in real terms (after inflation) and provide a predictable flow of funds to support operations.

Endowments at June 30, 2020 are comprised of the following:

	Without Donor Restrictions	With Donor Restrictions	Total
Donor restricted endowment funds	\$ -	\$ 3,592,547	\$3,592,547
Total Funds	\$ -	\$ 3,592,547	\$3,592,547

3. Property and Equipment

A summary of property and equipment at June 30, 2020 is as follows:

	<u>2020</u>
Building and Land	\$ 3,720,398
Equipment and Furnishings	885,516
Vehicles	20,149
Museum Collections, Valuable Papers, etc.	<u>52,585</u>
Total Property and Equipment	4,678,648
Less: Accumulated Depreciation	<u>(1,735,220)</u>
Property and Equipment, Net	<u>\$ 2,943,428</u>

LAWRENCE P. ZABIELSKI
CERTIFIED PUBLIC ACCOUNTANT

WESTFIELD ATHENAEUM
Notes to Financial Statements
June 30, 2020

3. **Property and Equipment** (continued)

Depreciation expense for the year ended June 30, 2020 was \$83,340.

4. **Endowment Income**

The Athenaeum has adopted the total return policy for its endowment funds to determine the amount available for general and specific purposes. The Athenaeum may avail up to 5% of the endowment fund's average market value for the three preceding years.

To the extent total return for the current year is not met by investment yield (interest and dividends), the Athenaeum may transfer realized and unrealized appreciation from its endowment funds. To the extent investment yield exceeds availability for the current year, the excess remains invested.

Allowable spending for 2020 was \$160,070.

5. **Subsequent Events**

Management has evaluated subsequent events through October 5, 2020, the date on which the financial statements were available to be issued.

ANNUAL CORPORATORS MEETING
MONDAY, OCTOBER 28, 2019
WESTFIELD ATHENAEUM
LANG AUDITORIUM

The 2019 Annual Meeting of the Corporators of the Westfield Athenaeum was held on Monday, October 28, 2019 in the Lang Auditorium of the Westfield Athenaeum. President Sue Drummey presided. Approximately 45 Corporators were in attendance.

CALL TO ORDER: President of the Board of Trustees Sue Drummey called the meeting to order at 7:07 p.m.

Vice President of the Board Susan Kingra read the Call of the Meeting. Secretary Mary Simeoli moved to have the minutes from the 2018 Annual Meeting accepted pending any additions or corrections. The minutes for the 2018 Annual Meeting were approved and accepted.

Chair of the Nominating Committee Chair Patricia Steele-Perkins presented the following Corporators, Directors, and slate of officers:

CORPORATORS:

Larry & Betty Faulhaber	7 Hawthorne Avenue
Caitrin Ferriter	28 Prospect Street
Justin Glaze	90 Devon Terrace
Neil & Rissa Larsen	6 Lathrop Avenue
Benjamin & Denielle McCarthy	947 Thompsonville Rd., Suffield, CT
Kate Phelon	151 Hillside Rd., #21

DIRECTOR FOR 3 YEARS (2021):

Donna Burkott

OFFICERS FOR 1 YEAR:

President:	Susan Drummey
Vice President:	Tracie Kester
Treasurer:	Mark Morin
Asst. Treasurer:	Linda Saltus
Secretary:	Mary Simeoli

President Susan Drummey asked if there were any nominations from the floor. Hearing none, she declared the nominations closed. It was moved and seconded that the Secretary cast one ballot for the Corporators, Directors, and slate of Officers as presented by the Nominating Committee. Motion accepted. A single ballot was cast by Secretary Mary Simeoli for the slate of Corporators, Directors, and Officers.

The new Corporators were introduced and Ms. Kingra administered the Oath of Office. Officer transition was fully satisfied.

Mr. Zabielski read the summary auditor's report letter to the Corporators, explaining the status of the Library's funds and expenses. Mr. Zabielski prepared an opinion relative to the Athenaeum's financial statements, so written on June 30, 2019. Management is responsible for the maintenance and preparation of such documentations and such fair presentations that are free from material misstatement due to fraud or error. The audit includes an opinion developed as to the appropriateness of the accounting practices and presentation of such accounts within accounting principles generally accepted within the United States of America. Mr. Zabielski indicated that as a part of this role, the auditor considers internal control relative to the fair presentation of the documents audited. The audit also includes the appropriateness of accounting measures used. Mr. Zabielski that the financial statements referred to throughout his audit are appropriate such documents as to appropriate accounting principles. Mr. Zabielski reported the importance of having a clean opinion, as the third-party accountant reporting on the financial status of the organization. Mr. Zabielski reported that with the large amount of spending over the last several years to improvements to the building and that the Board has used the money appropriately and well. Mr. Zabielski thanked the Board of Trustees for their work over the past year and their trust in his work.

Ms. Drummey thanked Mr. Zabielski for his work and for his support.

President of the Board Susan Drummey asked for a motion to fully ratify all actions taken by the Officers of the corporation of the Board of Directors since the last Annual Meeting of the Corporators as set forth in the records of the Corporation. A motion was made and was passed.

Ms. Drummey stated that the Athenaeum has been in the process of hiring a new Director of the Athenaeum and is excited to announce that the position of Director has been filled. Kate Deviny has accepted the Board's offer to serve as the Director of the Westfield Athenaeum.

Ms. Drummey prepared a presentation to share the vision and mission of the Board and Athenaeum with the Corporators, highlighting the results of the survey. As a part of the presentation, Ms. Drummey shared an outline of the staff structure of the Athenaeum indicating that it was important to increase visibility of the staff amongst the Corporators. Ms. Drummey reported that more than 168,000 persons utilized the Athenaeum last year including 1,125 meeting space reservations, with 188,287 items circulated including books, audiobooks, DVDs, and other items available. We loaned more than 13,000 items to other libraries through the C.W. Mars program. In our catalog, we have more than 72,000 items. Ms. Drummey shared details of some of the thousands of items the library maintains including education items, DVDs, and other items used for various services and programs.

Ms. Drummey stated what an important community resource the Athenaeum is and spoke to the kind of services and programs the Athenaeum hopes to continue to provide. Ms. Drummey stated that 41,700 residents were served by the Athenaeum as of 2017. Within the patron population 65% of the patrons are employed, which Ms. Drummey stated is higher than many communities around us and further stated that the services and access the Athenaeum provides are essential to items like computers and services like resume workshops.

Ms. Drummey stated that we do have a significant number of patrons that are living below the poverty rate including 16% of the children under the age of 18 that the library serves. In knowing that our neighbors in this area are in poverty it is essential, Ms. Drummey indicated, that our mission is to create a welcoming, safe, easily accessible space for our neighbors to come and explore and engage in their interests.

Ms. Drummey reported that last year the Athenaeum spent \$4,616,211 relative to staff salaries, utilities, insurances, office supplies, professional fees, library materials, building and equipment maintenance. Many of our funding resources are for a restricted purpose or only allow us to function off interest.

Ms. Drummey invited Director of the Athenaeum, Kate Deviny, to share the 5-Year Strategic Plan with the Corporators. This plan makes us eligible for funding and grants through the Commonwealth.

Director Kate Deviny stated that relative to the survey, one of the primary functions the Athenaeum can serve is to provide a space for dialog and conversation including history, contemporary topics, politics, current events, and informational or educational programs – be a space for us to share and communicate.

Another goal is to digitize the Westfield Paper and make that available for all patrons. Kate Deviny reported that other concerns shared in the survey and reflected in the plan include increased physical or digital spaces, including parking spaces. Additionally, Director Kate Deviny shared that increased staff training was a part of the Strategic Plan including technology services and resources.

Ms. Drummey stated that historically serving as a Corporator was a more passive experience, but stated that now more than ever service and support of the Athenaeum is essential. Ms. Drummey stated that Corporators can get involved by sharing their time, talent, and treasure, sharing news and upcoming programming, and finally, by joining us at the Athenaeum by attending programming and sharing ideas for functions.

Fundraising Committee Co-Chair Jayne Mulligan reported that the Fundraising Committee is hosting a wine tasting event on December 6, 2019 at the Athenaeum. Ms. Mulligan asked that each Corporator consider purchasing two tickets to the event, they can also be purchased on the Athenaeum's website. Ms. Mulligan stated that the Capital Campaign has raised a significant number of its funds through gifts and donations from community members and that at the start of the new year, the Committee will start

the process of grant writing again for additional funds, but that community help is still needed.

OLD BUSINESS:

No was no Old Business reported.

NEW BUSINESS:

No New Business was reported.

The meeting was adjourned at 7:45 p.m.

Respectfully Submitted,

/s/ Mary F. Simeoli, Esq.
Secretary

Annual Meeting

Of the Corporators of the Westfield Athenaeum

November 19, 2020

7:00 PM



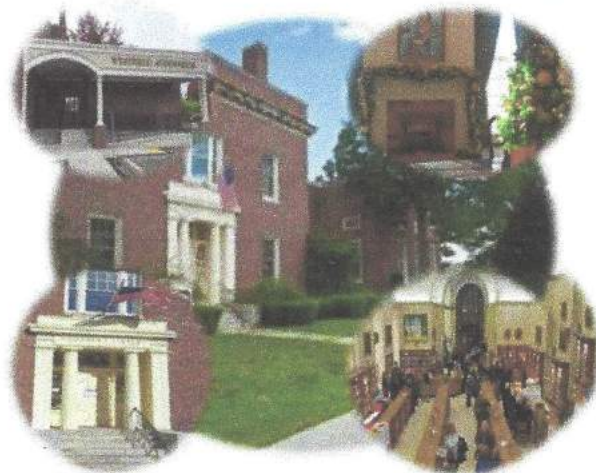
THE WESTFIELD ATHENAEUM

1

Vision

The Westfield Athenaeum Library will be a welcoming, safe and easily accessible space for residents and visitors to come and explore their interests using our educational, recreational, cultural and informational resources.

The Athenaeum will be a hallmark institution where people will be inspired to read, explore and learn about the world in which we live.



2

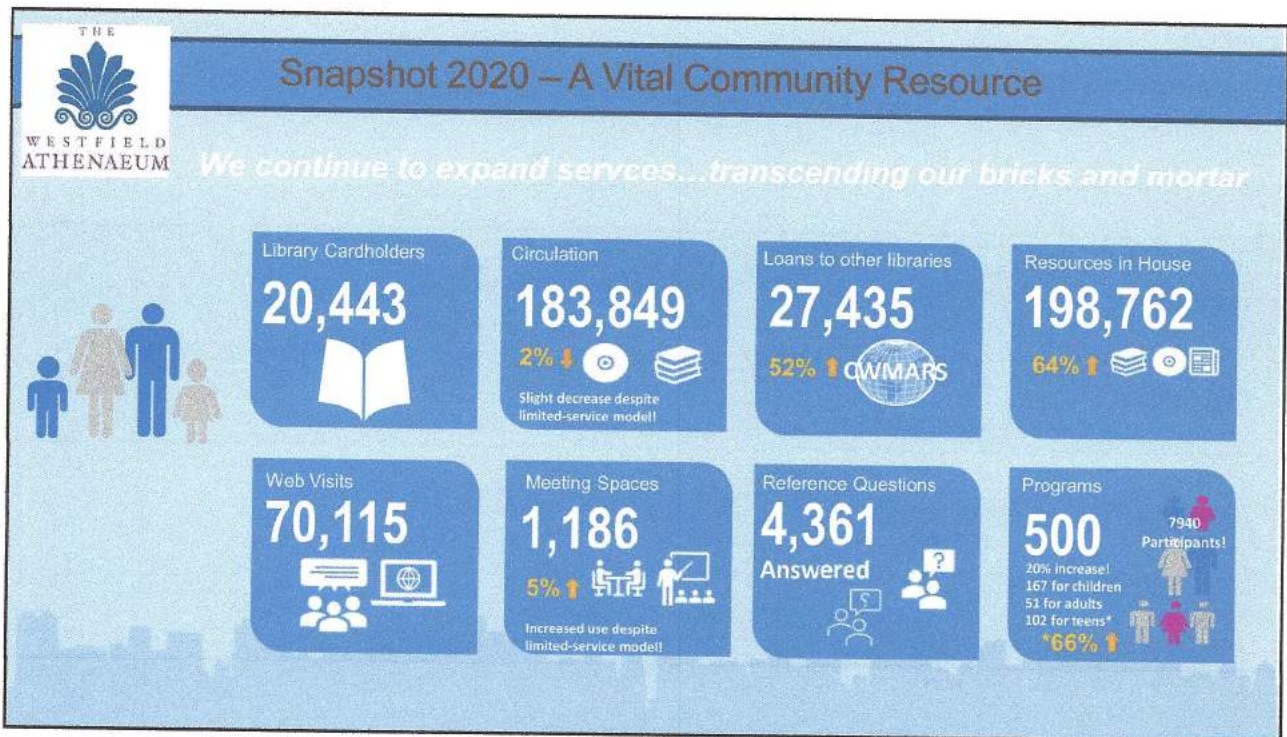
Mission



To enrich the community of Westfield by providing open access to educational, cultural, recreational and informational resources and programs.



3



4



THE
WESTFIELD
ATHENAEUM

Board of Directors Initiatives - 2020

Fund Raising Committee

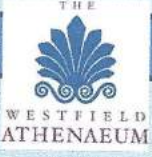
- Wine Tasting earned **\$6,200** for the Capital Campaign
- Annual Appeal Letter returned **\$22,000** for the General Fund
- No events in 2020
- 2020 Annual appeal letter going out before the first of the year.
- Brainstorm next event in Spring 2021

Nominating Committee

- Developed nominations for 3-year terms
- Director for 3 years:
 - Susan Drummey
 - Marie Flahive
 - Mark Morin
 - Linda Saltus
- Officers for 1 year:
 - Susan Drummey (President)
 - Tracie Kester (Vice President)
 - Mark Morin (Treasurer)
 - Deborah Strycharz (Assistant Treasurer)
 - Jayne Mulligan (Secretary)

Proprietary

5

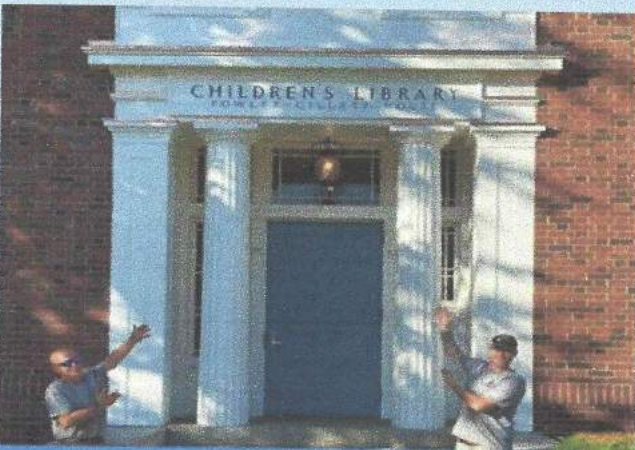


THE
WESTFIELD
ATHENAEUM

Board of Directors Initiatives - 2020

Building Committee

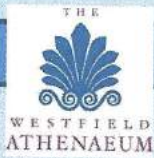
- Even with the difficulties presented by Covid-19, the Building Committee continued improving the building and grounds of the Athenaeum.
- Meeting in the parking lot while socially distancing, the committee was determined to complete several projects initiated last summer.
- In addition, despite the pandemic, a private donor stepped forward enabling the committee to care for the Children's Library entryway.



With a sizable private donation and additional funds from the Capital Renovation Campaign, a total refresh of the Children's Library entry with new window glazing, paint, copper flashing and wrought iron handrail, maintaining the historical integrity of the Fowler Gillette house and stabilizing the entrance structure for the future.

Proprietary

6



Board of Directors Initiatives - 2020

Building Committee Achievements

Improved Energy Efficiency

Installed foam insulation in both the upper and lower ceilings in the attic archival space, to **improve the energy efficiency** by moderating and maintaining the temperatures in the space and allowing for enhanced storage of the collection.

Increased Storage, Preserved Historic Features

Constructed additional bookcases for storage by re-using and re-configuring shelving saved from the Reference Room renovation, nearly doubling the much-needed storage capacity for the historical items housed there.

New Lighting & Ceiling Tiles

Completed the lower-level hallway project, painted last fall through an Eagle Scout project, by installing eight LED light fixtures and all new ceiling tiles.

Increased Display Space

In partnership with the *Westfield Technical Academy Woodworking Department*, designed and constructed 30 book holders for the Great Hall to increase display opportunities.

Installed COVID Safety Shields

Working with *Johncarlo Woodworking* to install plexiglass shields to enhance the safety of staff and patrons from any readily transmissible virus.

Executed Historic Deed Restriction

Finalized the historic deed restriction as required by the *Community Preservation Award* granted by the CPA committee and the City that helped to support the nearly \$1M Phase 1 renovation. The deed restriction is in force for 35 years giving the local historical commission oversight of any major renovation, change or alteration of the exterior of the Athenaeum building and grounds.

Proprietary

7



Financials – 2020 Highlights



Revenue:
\$1,298,441
Expenses:
\$1,375,639

Funding Sources:

- City of Westfield appropriation
- MA State Aid & Grants
- Revenues & Fines
- Investment Income
- Capital Grants
- Net Assets released from Restrictions
- Perpetual Trust Interest
- Donations

Shortfall:
(\$77,198)

Expenses: \$1,375,639

- Payroll & Taxes
- Library materials
- Building & Equipment Maintenance
- Computer/Internet
- Utilities
- Depreciation
- Grant & Programs
- Insurance
- Office supplies & postage
- Professional fees, dues & conferences
- Legal & Accounting
- Bookmobile
- Unemployment

8



Westfield Athenaeum 2020 Annual Meeting

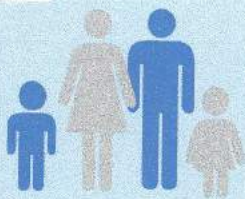
Appendix

DEMOGRAPHICS & LONG-RANGE PLAN

Proprietary



Our Community Profile

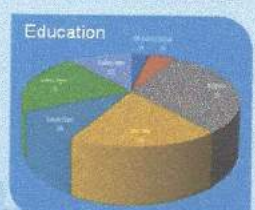
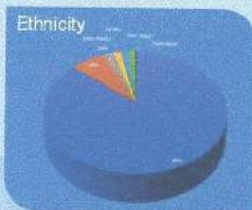
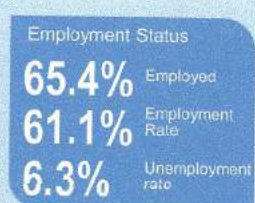
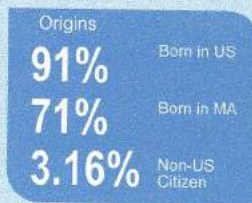


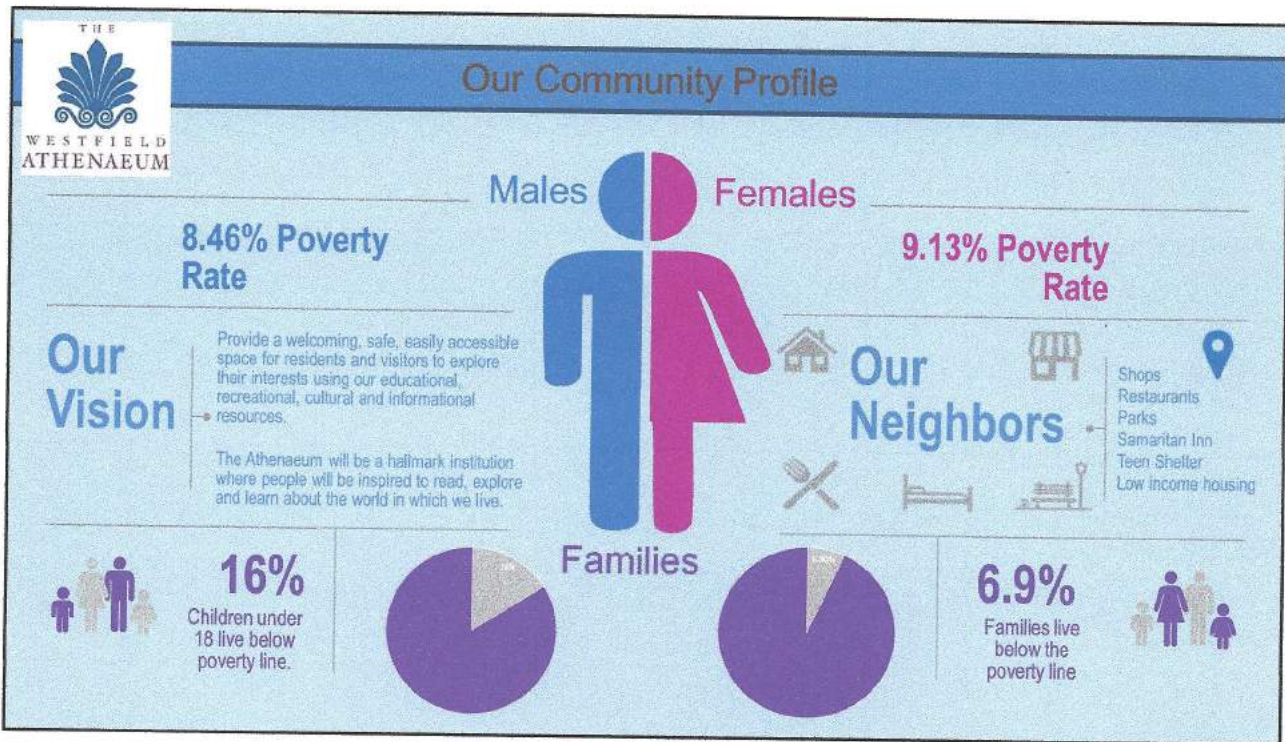
41,700

Residents as of 2017

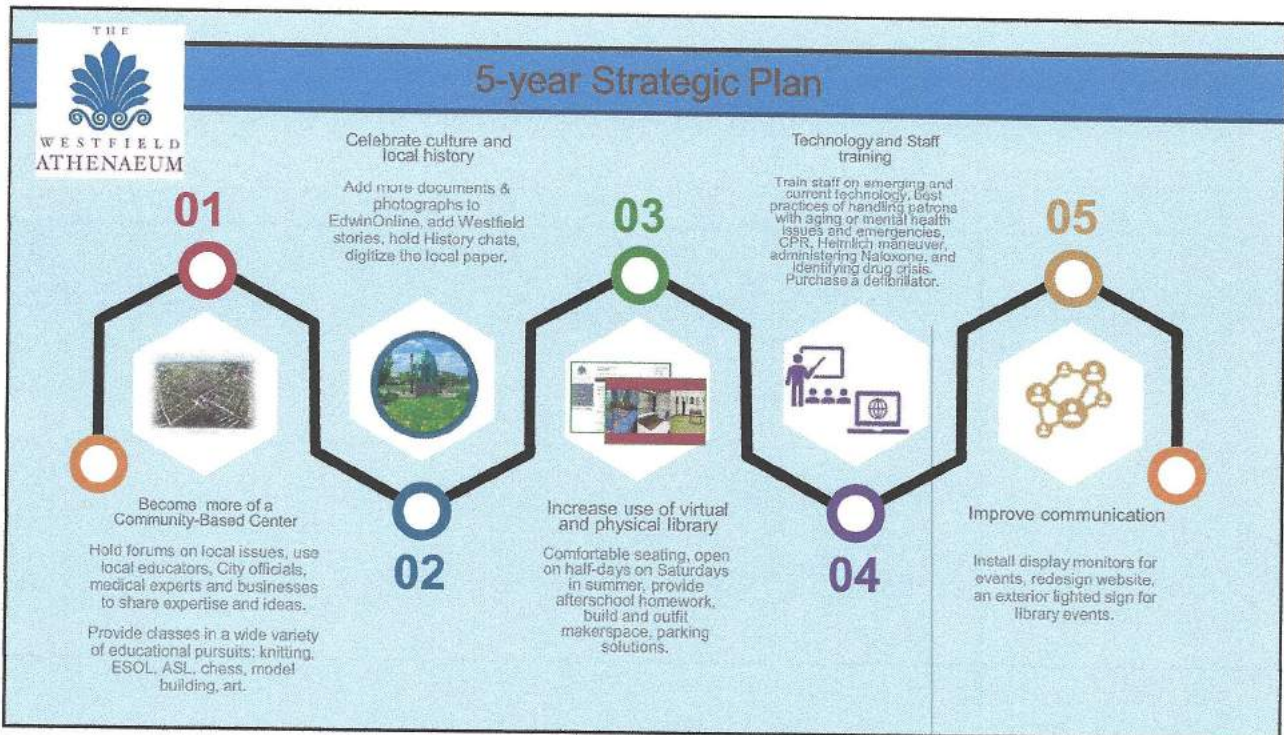
33,510 Adults
6,624 Seniors
2,811 Veterans

The people we serve





11



12

How you can help



- Time
- Talent
- Gift
- Share
- Join



13

THANK YOU

Board of Trustees
Athenaeum Staff

14

Westfield Athenaeum Director's Annual Report 2019-2020

We began our new year typically with hours and staffing as it has been for decades. Youth programming provided STEAM programs, reading clubs, crafts, movies as well as grandparent story times; while teens participated in writing groups, Dungeons & Dragons role playing, escape rooms and movies. Patti and Olivia were able to go to all the school open houses and present the benefits of a library card and a brochure of our programs. The Athenaeum also offered after-school homework help and worked with CFCE (Coordinated Family & Community Engagement program) to provide playgroups, book groups, and parenting classes. Our 2019 Summer Reading program was a great success with 256 youth participants and 135 adult participants.

Our adult fall and winter programming consisted of History Chats, six First Thursday concerts, Conversational Spanish classes, American Sign Language classes and various speakers who spoke on laughter and healing, wild life history, and much more. A variety of artists held showings in our Rand Art museum: Marcia Kahn, Roger Duffy, Jeff Wensley, John Briggs, Gary Brady, Jen Dorgan, Matthew Talmadge, the Westfield Camera Club and Luann Rose and Kate Gallivan.

When the Governor mandated that libraries close, staff and patrons expected it to be a 2 week hiatus. However our lives and our work flow have changed, our commitment to our patrons and services has never wavered. Even when shuttered, we answered the phone and emails from our patrons, and we posted pertinent Covid information as well as entertaining links to museums, books, and inspiration – anything that would help relieve the stress of isolation for our community. As soon as the State allowed, we restarted our Outreach Services and were able to start lending out our materials through *Library-To-Go*, an outdoor low-contact pickup option, in June.

Instituting *Library-to-Go* also changed staff duties to include more phone conversations and reader's advisory, with a great deal more follow up conversations over the phone that would usually take place in person. When Inter-Library Loan across the CW/MARS Network was reinstated, it granted our patrons better and quicker access to materials instead of limiting them to what we had inside the Athenaeum. (As one who has seen libraries move towards divesting of physical materials, this was a cautionary development in the midst of the blessings of online content.)

Our staffing has changed to meet the huge need for communication and translate our in-person services into virtual services and programming. Gretchen Hohmeyer became our Digital Librarian when we saw how much of our services needed to be online. Many of our staff has worked hard to create content for patrons ranging from informational videos to virtual programming and more. We have translated our previous ability of in-person browsing and chatting to find out what to read next into Readers' Advisory chats, "Shelfie Sunday" and "Librarians Discuss". The Youth Services Department was able to quickly transfer their in-house programs into online trivia games, and escape rooms, while Summer Reading took place on line.

By the end of June, the Governor allowed us to move to having in-person browsing by appointment, so our year ended with staff regaining some of our previous services and abilities. We now have browsing hours, with computer, faxing, scanning and copying also available by appointment. Historical research

Westfield Athenaeum Director's Annual Report 2019-2020

questions are being answered by the Reference Department and we are instituting a chat option on our website for those who might find that usable.

You are welcome to call us at any time, or email, but the best place to find out what we are doing – our history chats, our lunchtime cookbook club, our book club, story times and any new programming we create will be found on our website. It will also be posted on our Facebook page, YouTube, as well as Twitter and Instagram pages/accounts.

If you need technical help to be online or to access our programs, please call or email us. If you have questions on what to read next, call and let us introduce you to Novelist or pull a personalized selection of books for you. Let us show you how to use our databases which hold thousands of trustworthy documents, research and information on everything from Health to History, Architecture to Zombies, or use Niche Academy to best learn how to access these resources.

Even from home, we can show you how to access the New York Times and historical Westfield newspapers completely for free. We can also show you how to stream movies, read eBooks and eAudio books, access the Boston Public Library's digital resources, eLibrary cards, and so much more.

Before, during and after this pandemic, the Athenaeum staff is here for you. Here to help you navigate new technology, here to be your guide to learning and entertainment, here working for you and with you to enjoy the many resources we have available for the Westfield Community.

Kate Deviny, Director

Generous Donors 2019-2020

American Guild of Organists of Springfield,
MA
Armand and Gaetana Aliotta
Merritt and Joyce Andrews
Jeffrey Arps
Diane Armstrong
David and Linda Arthur
Sally Ascolillo
Bruce and Patricia Baggarly
Lynn Bannon
Phyllis Barclay
Danielle Bellows
Darlene Biggs
Kathryn Bocash
Valerie Bonkowski
Robert and Dorothy Bodendorf
Mary Boscher
Susan Brady
Marilyn Breor
Gail Britton
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Wayne and Christine Brown
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Paul and Peg Burke
Donna and Brent Burkott
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John and Sharon Davies
Suzanne Davis
Alice Dawiki
Diana Delmonte
Kate Deviny
R. Bruce Dewey and Jody Dewey
DFA Group
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Laura Doherty
Margaret Dowd
Catherine Drummey
Alissa Ducharme
Anne Eckstrom
Stephen D'Ecole
Sarah Ernst
James L'Esperance
Florence Fitzgerald
Joseph and Marie Flahive
Mark and Irene Flahive
Vera Florek
Ramona Flynn
Rosemary Flynn
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John Henderson and Christine Winch Funk
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Generous Donors 2019-2020

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Maria Perez
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William and Susan Phelon
Dennis and Joanne Picard
Steven Pierce
Don and Kathy Pion

Generous Donors 2019-2020

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St. Mary's Parish School
Westfield Evening News
Peter Weston
Butch and Jackie Wheeler
Judy Willard
Susan Whitten
Donald and Sharon Wielgus
John Henderson and Christine Winch
Gary and Lynn Winsor
Walter and Brenda Woicyk
Teresa Wolkowicz-Meyers
Anne Woodson
Gail Yarmesky
Susan Young
Sisters of Providence

Westfield Athenaeum Annual Report 2019-2020

Donations to the Archives this past year included:

- Business materials -bound volumes of the Westfield Evening News 1984-2011; a Columbia bicycle booklet; Pope Bicycle commemorative coin, a Columbia bicycle booklet; tobacco tools, ledgers, stationary, spools, and slats
- School materials- Tradesmen yearbooks, Gammadion yearbooks, and a couple of St. Mary's yearbooks; Westfield High School class ring.
- Family history – Holcomb family ledgers, diaries and friendship book; photographs of early Irish immigrants and business owners; Calegari family papers and photographs; Rose Petrucelli Ouiment's wedding dress with photographs of the bride, 2 garters and a hairpiece; Bush Genealogy; child's dress made from fabric brought from Czechoslovakia
- Various materials –Westfield Police uniform, overcoat, gloves and hat, antique kitchen tools, doll house, 1900s mimeograph machine, New England Historical Register, advertising cards from early 1900s; 350th quilt, posters, cookbook, plate and tile, camp Bonnie Brae Girl Scout Songbook; VFW and Soapbox Derby scrapbook; Stanley Home Products song book; map of Germany circa 1944, images of events in Westfield 1990-2019, Rotary pin.

Donations were made In Honor Of:

Jane Kielbasa's 90th Birthday

Donations were made In Memory Of:

Walter Blanchard

Donald David

Anne Keefe

Mark Lesniewski

Alexander Mackertich

Eleanora Sico

Ann Wise

Grants were given by:

Shurtleff Foundation

Sara Gillett Services for the Elderly

Westfield Academy

Westfield Cultural Council

Westfield Athenaeum Annual Report 2019-2020

Athenaeum Volunteers:

Daniel Bak	Liam Blais	Dr. Robert Brown
Susan Carlson	Will Coons	Beverly Crawford
Marcet Jacosus	Katelyn Jones	Thomas Knapik
Rissa Larsen	Frank M.	Kevin Masciadrelli
Katie Oleksak	Natalie Oleksak	Lauren Roberge
Judy Schrecke	Kasia Slowik	Nancy Stefanik
Noel Stella	Alexandra Stucenski	Melanie Szczepanek
Ajay Wiatrowski	Jocelyn Yarasavych	

Adult Summer Reading Contributors:

Noel Bollenback	Marisa Clark	Michael Clark
Art Sousa	Jane Toomey	
Friends of Westfield Athenaeum		

Youth Services Summer Reading Contributors:

Andrea Bugbee and James Wang	Creative Kids
Friends of Westfield Athenaeum	

The Friends of the Westfield Athenaeum have continued their support by purchasing museum passes, providing funding for movie license and other programs such as American Sign language and Conversational Spanish classes and lecture series speakers.

Westfield Athenaeum FY 2019-20 Snapshot

Westfield Library Card Holders	<u>20,443</u>
Circulation: Print & Non-Print Materials	<u>183,849</u>
Of those, Interlibrary Loan Materials totaled	27,435
(Materials Requested =16,205; Materials Loaned =11,230)	

Use of Meeting Rooms	
• B&G Activity Room	167
• Lang Auditorium	168
• Committee Room	206
• Jasper Rand Art Museum	6
• Elizabeth Reed Room	60
• Whitney Study	90
• Study rooms	483
• Off-site Locations	6
Total Room Use	<u>1,186</u>

Number of Reference Questions Answered 4,361

Number of Website visits 70,115

Programming:	Number of Programs	Attendance
• Adult	51	2,812
• Teen	102	1,159
• Children	167	3,969
Totals =	<u>500</u>	<u>7,940</u>

Library Holdings:	Print	Non-Print	Other	Online
• Adult	29,463	7,813	2,467	105,550
• Teen	4,205	590	1	11,365
• Children	14,836	3,959	518	17,905
Totals =	<u>48,504</u>	<u>12,362</u>	<u>2,986</u>	<u>134,820</u>



Our thanks go out to Jeanne Peer who followed her Aunt Sophie Kareta's example and worked for the Westfield Athenaeum for 50 years. She began as a page and held almost every position in our library as she worked her way into becoming the Head of Technical Services.

Thank you Jeanne for your dedication.