

2004 ANNUAL REPORT 2004

OF THE

FORBES LIBRARY

CITY OF NORTHAMPTON, MASSACHUSETTS

FOR THE

YEAR ENDING DECEMBER 31, 2004

**The Board of Trustees and Its Officers
December 31, 2004**



Russell Carrier, *President*
 Mary Harding, *Vice President*
 David Bloomberg
 2 vacancies

Scott Morin, *Treasurer*
 Elizabeth Barone, *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 June 1881 – Oct. 1894

TRUSTEES BY ELECTION

George W. Hubbard 1884 – May 1887	May	Frederick W. Plummer 1940 – May 1945	Jan
Oscar Edwards 1884 – May 1886	May	John E. Boland 1946 – Oct 1950	Jan
William M. Gaylord 1888 – Oct. 1894	May	Richard C. Garvey 1952 – Dec 1957	Jan
Christopher Clarke 1886 – May 1889	May	John M. Buteau 1958 – Dec 1971	Jan
John L. Otis 1887 – May 1890	May	John F. Murphy, Jr. 1958 – Dec 1977	Jan
Oscar Edwards 1889 – May 1895	May	Kenneth G. Olson 1962 – Oct 1963	Jan
Arthur G. Hill 1890 – May 1893	May	Robert M. Moriarty 1962 – Dec 1981	Jan
George H. Ray 1893 – Nov. 1903	May	Judith A. Hubley 1972 – Dec 1982	Jan
Arthur Watson 1893 – Aug 1922	Dec	Katherine M. Finn 1978 – Dec 1984	Jan
James R. Trumbull 1895 – May 1898	May	Russell W. Carrier 1982 –	Jan
Haynes H. Chilson 1898 – Dec 1935	May	Kerinan J. Murphy 1984 – Dec 1987	Jan
Samuel W. Lee 1905 – June 1`924	May	Janet M. Hemminger 1984 – Dec 1995	Jan
Henry P. Field 1922 – Sept 1937	Dec	Patricia B. Keating 1986 – Dec 1995	Jan
Anna Gertrude Brewster 1924 – Dec 1957	Dec	David Shearer 1986 – Dec 1997	Jan
Homer C. Bliss 1936 – Dec 1939	Jan	Stephen Callahan 1988 – Dec 2003	Jan
Walter L. Stevens 1938 – Dec 1960	Jan	John Detmold 1996 – Dec 1999	Jan
		Allison Lockwood	Jan 1996 – Apr 2004

Edward Shanahan Jan 1998 –
Dec 2001
Richard C. Garvey Jan 2000 – Apr.
2004

Mary Harding Jan 2002 --
David Bloomberg Jan 2004 –

SECRETARIES

Samuel W. Lee	1894 – 1905	Lawrence E. Kelley	1962 – 1965
Charles H. Chase	1905 – 1938	James K. McDonald	1965 – 1985
Walter E. Denny	1938 – 1939	Norma Roche	1986 – 2004
Joseph Warner, Jr.	1939 – 1947	Elizabeth Barone	2004 --
Dwight W. Lee	1947 – 1961		

TREASURERS

Frederick A. Macomber	1894 – 1920	Lawrence E. Kelley	1966 – 1984
Ralph E. Boynton	1920 – 1922	Edward A. Morin	1985 – 2000
Edwin K. Abbott	1922 – 1929	Scott A. Morin	2001 --
Robert J. Miller	1930 – 1965		

LIBRARY DIRECTORS

Charles A. Cutter	1894-1903	James F. Hazel	1974-1977
William P. Cutter	1904-1911	Stanley Greenberg	1977-1978
Joseph Lo Harrison	1912-1950	Blaise Bisailon	1979-2004
Lawrence E. Wikander	1950-1958	Janet Moulding	2004-
Oliver R. Hayes	1968-1973		

Library Staff – Full Time

Janet Moulding, Director	Susan Hoyt, Circulation Collections Manager
Lisa Downing, Assistant Director	Kathryn Mizula, Technical Services Assistant
Paula Elliot, Technical Services Head	Jason Myers, Facilities Manager
Faith Kaufmann, Arts & Music Department Head/Webmaster	Jason Petcen, Library Technical/Projects Manager
Linda Knaack, Reference Department Head	JoAnn Petcen, Administrative Assistant
Jude McGowan, Children's Department Head	Brian Tabor, Circulation Department Supervisor
Elise Bernier-Feeley, Local History Librarian	

Library Staff – Salaried Part Time

Julie Bartlett, CCPLM Archivist	Adam Novitt, Outreach/A&M
Frank Heston, Outreach	Martha Thorne, Technical Services
Charlotte Leighton, ILL/Children's	Vanessa Vargas, A&M/Circulation/Book Repair
Barbara Lewis, Circulation	Barbara Whitten, A&M
Elizabeth Maguire, ILL	
Kevin McGee, ILL	

Library Staff – Intermittent Part Time

Anneesah Akbar-Uqdah, Children's
Matthew Brown, Hampshire Room
Richard W. Clark, Jr., Custodial
Bridget Demba, Children's
Elise Dennis, Reference
Ann Dillemath, Technical Services
Shaun Finn, Custodial
Kyle Fischer, Children's
Evadne Friedman, A&M/Hampshire Room
Hillary Garrett, Reference
April S. Goss, Children's
Portia Henle, Technical Services
Kathryn Irwin, Reference
Benjamin Kalish, Circulation/A&M
Towle Lechlitter, Circulation

Sarah Longpre, Circulation
Maria Mark, Circulation
Sandra K. Milenski, Reference
Jonathan Mingori, Circulation
Leor Mugrabi, Circulation
Aimee L. Norwich, Technical Services
Brandon J. Ryan, Custodial
Kathryn J. Sheehan, Children's
Gillian M. Speace, Reference
Nicholas C. Starr, Circulation
Suzanne B. Tiranno, A&M
Mark Toczydlowski, Custodial
Christopher Valenta, A&M
Erin R. Vorwerk, Children's
Marie Waechter, A&M

FORBES LIBRARY 2004 Annual Report 2004

2004 was notable for the hiring of a new director for the first time in twenty-five years, the hiring of the library's second assistant director and the retirement of two trustees, leaving two of the five seats vacant. David Bloomberg began his term as Trustee in January of 2004. The interior renovation was essentially finished but the construction of a new parking lot and new landscaping of the grounds continued from spring through the fall, remaining unfinished at year's end.

Library Improvement Project

Ron Alex of the architectural firm, LPBA of Cambridge, MA was hired for the exterior wall repointing project. The library's second floor renovation, designed by Philip Laird of Architectural Resources of Cambridge, received the Northampton Historical Commission's "Historic Preservation Award" on May 4th.

FY05 Operating Budget

\$928,530 was appropriated by the City of Northampton for operating expenses, with an additional \$36,600 expected from investments and state aid grants. State Aid Grants totaled \$40,400.37.

The Operating Budget was \$190,094.

The Personnel Budget was \$775,036.

FY05 Book Budget

The FY05 Book Budget was \$135,300, which included \$5,000 for software, \$2,000 for bindery expenses, \$4,200 for videos, \$6,600 for audio books, and \$7,000 for music cds.

Funds

Banknorth Investment Management Group of Pittsfield, MA was the investment manager for the library's funds. David Murphy was the portfolio manager and Charlene DeAngelo was the account administrator.

City Treasurer, George Zimmerman, placed the library's Clarke and Earle funds under the management of Richard Rogers of Morgan Stanley. Their value is \$477,000.

A new fund was established, the Richard C. Garvey Fund. Income from the parking meters will be deposited into this fund and income from the fund will be used to purchase books.

Collections

The library purchased three functioning antique clocks from Ray Bates of Brattleboro, Vermont:

- An American made late 19th century Seth Thomas (\$2,200) to be hung in the Reference Room
- An American made late 19th century round dial clock (\$2,300) to be hung in the main floor reading room
- A small mid 19th century British Post office clock (\$1,360) to be hung in the Director's office

Staff

Blaise Bisailon, director of Forbes from 1979-2003 and acting director since November 2003, resigned on February 13th. Janet Moulding, Assistant Director, assumed the position of Interim Director February 16th until she was hired as the ninth Director of Forbes Library on April 2. Lisa Downing of Easthampton was hired as Assistant Director/Patron Services Librarian on October 4th. Julie Bartlett was hired as Archivist of the Calvin Coolidge Presidential Library and Museum. Working twenty hours per week, she began April 2. Norma Roche, Secretary to the Board of Trustees resigned on June 30. She was replaced by Elizabeth Barone of Florence.

Friends of Forbes

For 2003, The officers of the Friends of Forbes were Joseph Donohue, president; Kari Knapp, vice-president; Keirnan Murphy, treasurer; and Ann Keppler, Secretary.

Garden Tour

The Friends of Forbes annual garden tour raised over \$5,000.

Gifts from the Friends of Forbes to the library

- | | |
|---|---|
| • \$5,000 – Art Restoration | • \$5,000 – Computers |
| • \$5,000 – Book Fund | • \$2,780 – Past Perfect Software for Special Collections |
| • \$2,000 – Programming Fund | • \$250 – Children's Story Time |
| • \$1,895 —Oriental Rug (A&M periodical reading room) | • \$180 – Subscription to Book Page |
| • \$300 – Children's Room board games | • \$690 – Museum Passes |
| • \$2,000 – Staff Development Fund | • \$1,250 – Indexing Corbin Collection |

Northampton Events

Forbes Library participated in Northampton's 350th Anniversary celebrations in September, by mounting an exhibit of photographs from its collection in the Hosmer Gallery. The exhibit was entitled "150 Years of Northampton Photography at the Forbes". Prints included images produced from negatives in various formats, including nitrate, glass plate, stereoscopic cards, and glass lantern slides. The exhibit was supported by grants from the Northampton Arts Council, Kinkos, and Cornucopia. The library also participated in a city wide art walk, an exhibit by Hill Institute teachers in August, and as a member of the city wide read program, "On the Same Page."

Calvin Coolidge Presidential Library and Museum

New archivist, Julie Bartlett, was hired in April. The door of the Coolidge law office was loaned to the American Bar Association for an exhibit “America’s Lawyer Presidents: From Law Office to Oval Office” in Chicago. The Coolidge Advisory Board was reformed and will meet quarterly. An unrestricted bequest of \$14,798.27 was received from the Estate of William H. McCrillis and a McCrillis Fund for CCPLM was created.

Trustees Award

Stephen A. Callahan, former Trustee and President of the Friends of Forbes, received the 2004 Trustees’ Award.

Gifts

- Frank J. Roach, Williamsburg -- \$150
- Charles & Regina Bobala -- \$75 in memory of Anne Marie Arnold
- Patricia Rabidoux and Lawrence Brown -- \$100 in memory of Anne Marie Arnold
- Marcia Burick -- \$100 in memory of Daniel Goldstein for music cds
- Anonymous -- \$250
- Kempner Fund matching gift from Todd Thompson, Northampton -- \$1,000
- Stan Sherer, Northampton – Framed photograph of Northampton State Hospital
- Eric Carle – Framed Print of a Cricket
- Turi MacCombie – Framed painting, “Peony Study”
- Mordicai Gerstein – Framed illustration from his children’s book
- Barbara Johnson – Framed painting of her son playing in the Mill River
- Nanny Vonnegut – Framed Painting of bedroom
- Ralph Healey and the Healy/Erikson family, Northampton/Chesterfield – Coolidge memorabilia
- Lisa Ferree, Northampton -- \$350 to cover the cost of Value Line
- Kinkos – Photography exhibit – Printing & Matting of 50 images
- Cornucopia – Photography exhibit – Refreshments for opening reception
- Dr. Hosmer – Two sculptures with pedestals
- Richard Garvey, Northampton -- \$200 to cover costs of 350th exhibit
- Isabel Holden, Northampton, -- \$1,000 to start Staff Development Fund
- Institute for Training and Development, Amherst -- \$100 in appreciation of library’s hosting of visiting librarians from Kyrgyzstan.
- Janet Hemminger, Northampton -- \$25 in memory of Richard Garvey to Special Collections
- Alicia Ralph -- \$35 in memory of Richard Garvey to CCPLM
- Barry Schechter and Kathy Hibshman -- \$500 to the Second Century Fund
- Tracey Sutphin – 1995 Ford Escort Station Wagon for use by Outreach Program
- Seigal Signs – Lettering on Outreach Vehicle
- Daniel and Helen Horowitz -- \$250 to the Second Century Fund

Grants

- Northampton Arts Council -- \$800 to facilitate the 100 Years of Forbes Photography exhibit
- National Endowment for the Humanities -- \$1,420 to purchase 3 data loggers for the special collection areas
- Massachusetts Arts Council -- \$1,000 for writing workshops
- Hampshire Conservation District -- \$960 to develop web site of conservation information

Statistics

July 1, 2003 through June 30, 2004

Holdings – 260,417

Books – 234,938

Periodicals & Newspapers – 5,581

Audio media – 10,164

Videos – 4,204

Microfilm – 5,495

Miscellaneous – 35

Circulation – 364,434

Books – 216,116

Periodicals & Newspapers – 5,144

Audio media – 73,952

Videos – 69,222

Interlibrary Loan

ILL received from other libraries—14,829

ILL provided to other libraries – 9,943

Services

Hours library open – 2,456

Number of Sunday s open – 0

Attendance in library – 209,629

Number of Reference transactions – 29,959

Number of Volunteers – 54

Number of Registered Borrowers – 22,523

Number of Public Use Internet Computers –
15

Number of Hits on Website – 795,489