

2005 ANNUAL REPORT 2005

OF THE

FORBES LIBRARY

CITY OF NORTHAMPTON, MASSACHUSETTS

FOR THE

YEAR ENDING DECEMBER 31, 2005

**The Board of Trustees and Its Officers
December 31, 2005**

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

David Shearer	Jan 1986 – Dec 1997
Stephen Callahan	Jan 1988 – Dec 2003
John Detmold	Jan 1996 – Dec 1999
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
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	1965 – 1985
Norma Roche	1986 – 2004
Elizabeth Barone	2004 --

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 A. Morin	2001 --

LIBRARY DIRECTORS

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

STAFF

FULL TIME

Janet Moulding

Lisa Downing

Jo Ann Petcen

Linda Knaack

Faith Kaufmann

Judith McGowan

Paula Elliott

Kathryn Mizula

Jason Myers

Jason Petcen

Brian Tabor

Susan Hoyt

Elise Bernier-Feeley

Stephanie Levine

PART-TIME

Adam Novitt

Vanessa Vargas

Martha Thorne

Mark Toczydlowsk

Frank Heston

Julie Bartlett

Barbara Lewis

Elizabeth Maguire

Kevin McGee

Charlotte Leighton

Barbara Whitten

Ann Dillemath

Anne Morris

Susan Schaeffer

Christopher Teghtsoonian

Kathleen Krol

Beth Beckwith

Maria Filippi

Evadne Friedman

Dylan Gaffney

Elizabeth Gokey

Rahel Hiwet-Herzog

Benjamin Kalish

INTERMITTENT PART-TIME

Towle Leichliter

Evadne Friedman

Hillary Garrett

Kathryn Irwin

Benjamin Kalish

Director

Assistant Director

Administrative Assistant

Head of Reference Department

Head of Arts & Music Department

Head of Children's Department

Head of Technical Services

Technical Services

Maintenance Supervisor

Library Technician/Projects Manager

Circulation Supervisor

Circulation

Reference / Local History Librarian

Children's

Outreach / Arts & Music

Circulation / Arts & Music

Periodicals / Technical Services

Custodial

Outreach

Archivist

Circulation

Inter Library Loan Librarian

Circulation / Children's

Circulation

Arts & Music

Technical Services

Children's

Circulation

Circulation

Reference

Arts & Music

Reference

Reference

Reference / Arts & Music

Reference

Technical Services

Inter Library Loan

Circulation / Arts & Music

Arts & Music

Reference / Arts & Music

Reference

Circulation / Arts & Music

Maria Mark	Circulation / Arts & Music
Jonathan Mingori	Circulation
Matthew Brown	Arts & Music
Portia Henle	Technical Services
Aneeshah Akbar-Uqdah	Children's
Bailey Ortiz	Children's
Erin Vorwerk	Children's
Richard Clark Jr.	Custodial
Brandon Ryan	Custodial
Adrienne Racz	Reference
Maxine Schmidt	Reference
Christopher Cross	Circulation
Suzanne Switzer	Circulation
Bridget Demba	Children's
Meredith Madyda	Children's
Mara Toone	Children's

FORBES LIBRARY
2005 Annual Report 2005

FY05 Operating Budget

\$897,883 was appropriated by the City of Northampton for operating expenses, with an additional \$40,000 from investments and state aid grants.

The Operating Budget -- \$190,094

The Personnel Budget -- \$774,436

Clarke & Earle -- \$6,000

The FY05 Book Budget -- \$140,000

The budget for FY06 was very difficult. The 1.2% appropriation increase authorized by the City did not come close to covering the 6% increase in operating costs due to raises and inflation, and required cutting \$50,000 from the Library's budget. Funds in the Bisallion fund for local history (\$11,000), the Coolidge fund (\$28,000) and McCrillis fund (\$14,000) which were not designated for the permanent endowment, were used to pay personnel expenses in the CCPLM and Hampshire Room to help cover the shortfall.

Trustees

Russell Carrier was elected as President and Mary Harding as Vice President. Scott Morin was appointed Treasurer and Elizabeth Barone Secretary.

Joe Donohue, former president of the Friends of Forbes Library Board, was the recipient of the 2010 Trustees Award.

The Trustees set the target asset allocation mix in the Forbes endowment investment portfolio to 60% equities, 35% fixed income, and 5% cash. The trustees moved in the direction of the total return approach, allowing for the limited expenditure of principal to make up for the shortfall in cash distributions.

George Zimmerman, City Treasurer, presented the Trustees an overview of the library trust funds, the Pliney Earle and John Clarke Trusts. He explained that in 2004 the funds were moved from Morgan Stanley to Merrill Lynch and placed into separate accounts to make them easier to track. He also said that he was reactivating the City Trust Fund Committee to help oversee the funds and the committee will be developing an investment policy statement. Mr. Zimmerman said that he had instituted laddered CDs in 2004, which would help smooth out the returns on the funds.

The first bag of quarters was collected from the parking meters. Forbes agreed to pay \$5,000 per year to the City for the first 4 years. The Library obtained additional insurance coverage for the collection of the coins from the parking meters at a cost of \$70/year. Parking permits were given to staff, trustees, and volunteers who work at least eight hours per month. All others are expected to pay the meters.

Russell Carrier, Mary Harding, and Janet Moulding met with the Trustees of Lilly Library and both groups agreed that the two libraries needed to think creatively about library issues.

Lilly Library closed for renovation in the summer and 30 hours a week of Lilly's staff was shifted to the Forbes Library.

A fund raising committee consisting Mary Harding (Chair), Bonnie Burnham, Janet Moulding, Lisa Downing, a representative from the Friends of Forbes, a representative from the library staff, and members of the community was formed with the charge of establishing an annual fund, and secondarily to consider other fund raising ideas.

A volunteer appreciation tea was held on Tuesday, April 19th.

Renovations

Monaco Restorations, Inc. of Southborough, MA, was awarded the contract at a cost of \$189,000 for Phase I of the Repointing and Parking and Grounds Project. Ron Alex is the project architect and Jason Petcen is project overseer. The contractors doing the repointing of the building found serious problems with the mortar supporting the granite stones. Tests on the mortar samples sent to the chemist came back very weak, and when loose stones were removed, the mortar behind them had mostly disintegrated into sand. The architect on the project recommended that the library remove and completely reset the stones from the ground up to the first five feet of the building. The contractors worked through the winter by constructing a large structure in the parking lot to store the stones as they were removed from the building. It was essential that the stones were kept warm and dry or the mortar would not cure properly when stones were replaced. The outer granite stones were removed from the building and stored in the shed, and mortar was pumped into the interior wall. Stainless steel pins were inserted before the exterior stones were replaced and mortared in. The final pointing was scheduled for the spring. Titan Roofing was subcontracted for the roof installing snow guards and flashing by the gables.

The Community Development Block Grant of \$24,000 was received for the handicap lift replacement. The lowest bid on the Handicap Lift Project was \$29,800. The City of Northampton paid half (\$3,000), and the Friends of Forbes paid half of the library's share (\$1,500). The library paid the remaining \$1,500 with the annual payment of the Emerald City's lease of Old School Commons.

Operations

Circulation services at the Arts & Music Department were consolidated with the main floor circulation functions, so that all circulation transactions are done at the main desk. The merger freed up Arts & Music staff to devote more time to detailed inquiries from patrons and special collections work. As a result of Lilly Library staff working at Forbes while Lilly was closed for renovations, Forbes was open on Sunday afternoons. The opening of Forbes on Sunday required some reshuffling of hours, so that the library closed on Tuesday mornings.

Downloadable audio books through CWMars were added to the collection. A new car, a 10 year old Chrysler Concorde with 70,000 miles on it, was purchased for the Outreach service. The car cost \$1,200. Donation boxes were put in the Children's Room, Main Lobby, Coolidge Museum, and Arts & Music Department. The cost for the microfilm printouts was increased to 20 cents per page to cover maintenance costs for the microfilm reader printers. Nine librarians from the Kosova University and National Library visited Forbes Library on August 31 as part of a tour of American institutions to learn more about children's education. Although they could only communicate through a translator, they asked many questions and were very impressed by Forbes.

Museum Passes, a circulating collection which was instituted last year and financed by the Friends of Forbes, proved very popular with patrons. The museum passes circulated 218 times in the first 10 months of last year, and since many of them allowed families to enter, it was estimated that the passes admitted over 1,000 individuals to the museums.

The library continued to receive a few complaints from patrons about the parking meters. In response, the library designated a 10 minute parking space for book returns only. The library also created an all-day parking pass that patrons can purchase for \$3, so that they will not have to leave the building to feed the parking meter if they plan on spending a long time in the library. The passes are good only for the day indicated on the pass and only one pass can be purchased at a time.

The library installed an “open sign” above the front door that rolls up like a window shade. The sign has an off-white background with dark green letters. The total cost of the sign was \$620 including installation. Three banners were hung from the posts in the U-shaped walkway in front of the library. Produced by Downtown Decorations of Syracuse, NY, the banners including hardware cost \$585.

Signs were changed to create a staff only bathroom and a unisex bathroom on the mezzanine in place of the bathrooms formerly labeled for men or women.

Special Collections

Seventy-three Japanese prints which had been in the collection for many decades, but not well cared for, were auctioned on August 25 by the Robert C. Eldred Co. of East Dennis, MA. The sales netted \$19,683 which was used to restore the sixteen prints the library did not sell. Those are being restored by Geoffrey Oliver of Pittsford, NY.

A sterling silver punch bowl set and coffee/tea service originally aboard the SS Northampton was given to the library by the Clarke School.

Oriental rugs were purchased for the Hosmer Gallery and upstairs foyer. The total cost for the rugs was \$15,028, including a 20% discount from Candle in the Night in Brattleboro, VT.

Elliott Offner donated four sculptures to the Library for only the production costs. The foundry cost was \$4,900 for a large sculpture entitled Double Whale and \$5,400 for the large Swallow Tail Kite and \$1,300 for a small Cambridge Pheasant sculpture and \$1,200 for a bas relief of Sir Thomas More. Pedestals for the large sculptures were made by John Carlo Woodworking.

Antique clocks purchased from Ray Bates of Brattleboro, VT were installed February 24th. A large Seth Thomas was placed in the Reference Room and the English Dial clock with the convex face in the Reading Room. The small British George VI clock was hung the Director's office for security reasons.

Calvin Coolidge Presidential Library and Museum

Historic Northampton Director Kerry Buckley presented Historic Northampton's plan for a new facility composed of two wings, one for the current Historic Northampton collection and a second wing for the Calvin Coolidge collection. Mr. Buckley suggested that there was a window of opportunity to receive a congressional appropriation for the new facility, which is projected to cost \$7 million. However, funding did not materialize and the plan was dropped.

Children's Room

The children's room summer programs included storyteller Rona Leventhal, Rae Griffiths' Teaching Creatures, and storyteller Alicia Quintano.

Staff

Linda Knaack was President, Jason Petcen was Vice-President, Brian Tabor was Secretary, and Hillary Garrett was Treasurer of FLEA (Forbes Library Employee Association).

Don Finn resigned from the position of Clerk of the Works for the Parking and Grounds project.

Elise Bernier-Feeley retired June 30, 2005, as Head of Reference. She stayed on at the library as a part time local history librarian.

Charlotte Leighton, who started at the Forbes in 1987, and had worked for years at the circulation desk and since 2002 in Interlibrary Loan died in 2005.

Friends of Forbes

2005 was the twenty-fifth anniversary of the founding of the Friends of Forbes Library. Officers were Kari Knapp, President; Christine Nolan, Vice-President; Anne Keppler, Secretary; and Keirnan Murphy, Treasurer. Joe Donohoe and Dilman Doland retired from the board. There were two new members, Tim Umbach and Kregg Strehorn.

The Friends have 502 members, and received a \$1,000 Customer's Choice Community Grant award from the Florence Savings Bank. The Friends of Forbes annual garden tour raised over \$5,000.

The Friends gave \$800 for funding for an adult summer reading program, \$750 for children's summer programs, \$1,500 toward the Handicap Lift Project, and funding for the renewal of the museum passes. The Friends also gave \$822 for the purchase of puppets for the Children's Room and \$500 for the pre-school story time programming in the Children's Room.

Grants

Forbes Library received a \$6,000 grant from the Highland Valley Elder Care Services for the creation of an oral history initiative. The grant provided training and resources for patrons to create oral histories on a digital video format and provided a computer for senior citizen access to the internet and for the Kurzweil reading machine for the blind. Training was provided by Northampton Community Television and Clio Associates. The grant funded a new high-speed computer to handle video editing (\$2,200), a digital video camera for recording histories (\$1,500), training with Clio Associates (\$700), new books about recording life histories (\$500), and video editing software (\$500). Revan Schendler, oral history specialist at Smith College, agreed to be a mentor and designed and implemented the project.

The Northampton Arts Council awarded Forbes a grant for \$1,900 for the Forbes Film and Forum series of 20 nights of film programming. The NAC grant covered staff time, some material expenses and a small amount of advertising.

Gifts

- \$1,500 from the 350th Anniversary Committee to the Second Century Fund for exterior signage
- \$773 from Smith College for half payment for replacement of fencing to Second Century Fund
- \$25 from Nicole Ritchie for the Children's Room
- \$200 from Mary Harding for Children's materials
- \$500 from David Bloomberg for Staff Development
- \$250 from the Brinkley Thorne family for Book Fund
- \$500 from Margaret McClamroch for Book Fund
- \$100 from Susan Alcock for Hampshire Room
- \$100 gift certificate to Broadside Books from Michele Aldrich
- Gift subscription to The Christian Science Monitor from Margaret McClamroch
- \$40 from Lois I. Grigely in memory of Anne Marie Arnold to Book Fund
- \$50 from John & Karen Bobala in memory of Anne Marie Arnold to Book Fund
- \$25 from John & Ruthann Ryan in memory of Anne Marie Arnold to Book Fund
- \$100 from Webber & Grinnell to Book Fund
- \$50 from Mary Harding in memory of W.O. Bailey to Book Fund
- \$50 from Mary Harding in memory of Joan Whalen to the Children's Department
- \$100 from Elizabeth Pike to the Book Fund
- \$50 from Dianne and Marty Conway in memory of Harold Freed to Book Fund
- \$925 received in memory of Judith Moriarty and Ken Freyerto the Book Fund
- \$50 received in honor of the birthday of Ruth Cohen into the Book Fund
- \$500 received from Barry Schechter and Kathy Hibshman to the Second Century Fund
- \$25 from the Monday Afternoon Club to Book Fund
- \$100 from the Institute for Training and Development, Amherst, to Book Fund
- \$50 from Marty and Dianne Conway, Granby, to honor the birthday of Ruth Cohen
- \$500 from Barry Schechter and Kathy Hibshmann, Florence
- \$100 from Roberta Sullivan, Kelly Tobin, Colleen Biron, Lyn Connly in memory of Betty "GG" Cummings to the Book Fund
- \$25 from Florence Haas, Leeds, in memory of Ken Freyer, to the Book Fund
- \$100 from Hampshire Choral Society, Amherst, in memory of Ken Freyer, to the Book Fund
- \$50 from Meredith Adams, Leeds, in memory of Ken Freyer to the Book Fund
- \$500 from Todd K. Thompson, Northampton, "to enhance and expand the children's collection" to the Book Fund
- \$500 from Harris and Eliza Kempner Fund matching gift for Todd K. Thompson, Northampton, "to enhance and expand the children's collection" to the Book Fund
- \$25 from Doris Davis, Northampton, to the Book Fund
- \$10 from Michael S. Goodman, Northampton, to the Book Fund
- \$435 from the Western Massachusetts Jewish Genealogy Society for a one year subscription to the HeritageQuest database
- \$250 from Daniel and Helen Horowitz, Northampton, to purchase spoken word media

- \$100 from Jeanne West, Hadley, to the Book Fund
- \$50 from Joyce & Richard Nelson, Greenfield, in memory of Ronald G. Sarazin, to the Book Fund
- \$10 from Stan & Alice Bernatowicz, Ludlow, in memory of Ronald G. Sarazin, to the Book Fund
- \$10 from Helen Towne, Belchertown, in memory of Ronald G. Sarazin, to the Book Fund
- \$50 from Lynne & Christopher Zusi, Leeds, in memory of Charlotte Leighton, to the Book Fund
- \$100 from Sally & Hyman Edelstein, Northampton, to honor the birthday of Roger Miller, to the Book Fund.

The following gifts in memory of Judith Moriarty were deposited to the Book Fund:

- \$25 from Jean Rogers, Leeds
- \$100 from Marianne Moriarty, Northampton
- \$500 from Carolyn Moriarty, Northampton
- \$50 from Robert F. Mitchell, Tallahassee, FL
- \$100 from Robert J. Mitchell, Williston Park, NY
- \$25 from Kathleen M. Moriarty, East Falmouth, MA
- \$25 from Elizabeth Giles, East Falmouth, MA
- \$75 from Judith and Michael Malinowski, Kennett Square, PA
- \$50 from the Bridge Street School, Northampton
- **The following non-monetary gifts were received:**
- A photograph of Paradise Pond from Judy Messer.
- A sterling silver punch bowl set and coffee/tea service originally aboard the SS Northampton – gift of the Clarke School.
- A photograph of the path by Paradise Pond at Smith College donated by Judy Messer
- 13 signed prints by Leonard Baskin given by Joe Donohue

Bequests

- \$159 final distribution of the estate of William H. McCrillis to the McCrillis Fund for the Calvin Coolidge Presidential Library and Museum

Sales and Income

- \$4,514 from NEBA to Special Collections
- \$29.75 from George Lewis & Co. to Special Collections
- \$19,682.95 from Eldred's Auctioneers for sale of Japanese Prints to Special Collections
- \$1,500 from Emerald City Partners for annual lease on Old School Commons to Second Century Fund

Statistics

July 1, 2004 through June 30, 2005

Nearly half of Northampton's population has a library card, attendance is way up, internet use has doubled, children's room programming attendance has doubled, and adult programming attendance has more than doubled. There are now approximately 700 people coming through the door each day.

Holdings – 260,343

Books – 228,806
Periodicals & Newspapers – 5,883
Audio media – 13,727
Videos – 6,353
Microfilm – 5,534
Miscellaneous – 40

Circulation – 319,029

Books – 186,851
Periodicals & Newspapers – 7,467
Audio media – 54,509
Videos – 70,202

Interlibrary Loan

ILL received from other libraries—20,550
ILL provided to other libraries – 11,569

Services

Hours library open – 2,404
Attendance in library – 218,380
Number of Reference transactions – 35,299
Number of Volunteers – 133
Number of Registered Borrowers – 22,707
Number of Public Use Internet Computers – 21
Number of Hits on Website – 3,600,000